

Mustang Athletics

Table of Contents

Message from the Athletic Director	2
Athletic Department Philosophy	2
Student-Athlete Advisory Council Mission Statement	3
Title IX	3
Western New Mexico Standards of Conduct	4
Academic Honesty	5
Pregnancy Policy	5
Alcohol Policy	5
Tobacco Use Policy	5
Drug Policy	5
NCAA Drug Testing Policy	5
WNMU Drugs and Alcohol Positive Test Policy	6
NCAA Gambling Policy	7
Agents	7
Travel Policy	7
Sportsmanlike Conduct Policy	8
RMAC Sportsmanship Code	8
Electronic Social Networking Guidelines	9
Student-Athlete Complaint Policy	10
NCAA Eligibility	11
Hardship Waiver	12
Practice and Competition	14
Countable vs. Non-Countable Activities	14
Benefits	17
Game Ticket Policy	17
Student-Athlete Insurance Policy	18
Athletic Training Room Policies and Procedures	19
Weight Room Policies and Procedures	19
Emergency Plan	20

2008-2009 Student-Athlete Handbook

A Message From the Athletic Director



Dear Student-Athletes:

Being a student-athlete at the collegiate level takes organization, hard work, dedication, and most of all, discipline. We have put together this Student-Athlete Handbook in hopes that many of your questions concerning eligibility, practice, and other general topics are answered. There is a tremendous amount of information in this handbook that can help guide you, whether you are an incoming freshman, transfer student, or returning athlete. I would ask that you spread the word to other athletes, parents, staff, and faculty regarding the information included and the usefulness of this handbook.

I hope this document will allow you to find the answers to many of your questions, as well as reinforce the information that has been given to you by your coaches, faculty, and compliance representatives regarding ways to make your college time a great experience.

I would like to thank Matt Raidbard for all his hard work on this project. A thank you also goes out to the WNMU Student-Athlete Advisory Committee (SAAC) and their advisor, Victoria Stimac, for helping with the handbook.

Good luck to all student-athletes as you pursue excellence, not only in the classroom but on the playing field as well.

Touch all the bases,

Scott Woodard

Director of Athletics

Athletic Department Philosophy

The athletics program at WNMU provides activities that are physically wholesome, mentally stimulating, and socially satisfying, thereby integrating athletics with the total educational program. All students are encouraged to participate in sports instruction, activities, and competitions.

As a member of the National Collegiate Athletic Association (NCAA), our intercollegiate athletics program is an integral part of the institution's total educational thrust, subject to the same aims, policies, and objectives of other institutional programs. It adheres to the principles of sportsmanship, ethical conduct, rules compliance and amateurism, as defined by the NCAA rules for staff, student-athletes, and institutional personnel.

A sound athletics program should be sponsored with the basic purpose of providing the benefits of participation in athletics to as many students as possible. We support and adhere to equitable opportunities for all staff and student-athletes, including women and minorities. Intercollegiate athletics must be an integral part of the academic life of the institution. Academic policies have been adopted which assure that athletes fulfill their responsibilities as students. Students are expected to receive academic degrees within a maximum of ten semesters of attendance. We are also committed to administer these programs on a sound education and financial basis.

Mustang Athletics

Student-Athlete Advisory Council Statement

The Western New Mexico University Student-Athlete Advisory Committee's (SAAC) role on campus, as stated by the NCAA, is "to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image."

The Mustangs' Student-Athlete Advisory Committee takes this mission statement to heart and interacts with the WNMU administration and university community to benefit both the athletes and local citizenry. Community service projects have been a past activity of WNMU's SAAC organization, and certainly others will be performed in the future.

Title IX Compliance Statement

Western New Mexico University is fully aware and maintains full compliance at all times with Title IX and the educational amendments of 1972. The university is committed to fully complying with Title IX and its provisions. Self-evaluation of the Western New Mexico athletics program for compliance with Title IX and its regulations is taken very seriously and is an ongoing process within the athletic department.

Title IX:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX became law on June 23, 1972.

Title IX jurisdiction requires the presence of three elements:

- Education Program
- Federal Financial Aid
- Allegations of Sex Discrimination

Title IX does not require that the education program be public, nor even a school *per se*. Among the non-school entities which have been drawn within the reach of Title IX are athletic leagues and city recreation programs.

Enforcement Avenues:

- In-House Complaint
- Office for Civil Rights Complaint
- Lawsuit

There are three avenues of enforcement and their selection is totally within the inclination of the complainant. In-house complaints, tendered to the institution's required 'Title IX designated employee', may be made by anyone. Office for Civil Rights (OCR) complaints similarly may be made by anyone. Both carry only the potential for a promise from the school to go forth and sin no more; the OCR complaint also carries the never-yet-used possibility of the removal of federal funds. A lawsuit may only be filed by a plaintiff who has legal standing (ex: coach or student-athlete) but carries with it the potential for money damages (compensatory and punitive).

2008-2009 Student-Athlete Handbook

Student-athletes are subject to the rules and regulations of the NCAA governing unsportsmanlike behavior, non-therapeutic drug use, gambling and bribery, as well as other forms of misconduct.

WNMU Standards of Conduct

Students attending WNMU are subject to all state, city, and WNMU laws, regulations, and rules.

WNMU recognizes its responsibilities to the individual student, to the state, and to the communities of which its students are members. It maintains, therefore, a policy of disapproving those types of behavior, which violate the standards of acceptable conduct. Continued misconduct of any type will jeopardize the student's privilege of recommendation by WNMU and may cause his/her suspension or permanent dismissal.

WNMU will cooperate with duly constituted legal authorities when a student is involved in violations of the law.

Students who are arrested by law enforcement officers and who are subsequently convicted for law violations may be subject to disciplinary action imposed by the university including warning, censure, restitution, probation, suspension, and expulsion as the individual case warrants.

Students are subject to the provisions of New Mexico Statute and to disciplinary action by the university, including warning, censure, restitution, probation, suspension, and expulsion for engaging in the following conduct:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to WNMU.
- Forgery, alteration, or misuse of WNMU documents, records or identification.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other WNMU activities, including public service functions or other authorized activities on WNMU premises.
- Physical abuse of any person or of property owned or controlled by WNMU or at functions sponsored or supervised by WNMU; or conduct, which threatens or endangers the health or safety of any person.
- Theft of or damage to property of a member of the WNMU community, or of a campus visitor.
- Unauthorized entry into or use of WNMU facilities.
- Violation of WNMU policies or of campus regulations, including those concerning the registration of student organizations, the use of WNMU facilities, or the time, place, and manner of public expression.
- Use, possession, or distribution of illegal narcotics, and drinking or possession of alcoholic beverages on the WNMU campus, as provided by the laws of the State of New Mexico
- Violation of rules governing residence in property owned or controlled by WNMU.
- Disorderly conduct, including lewd, indecent, or obscene conduct or expression on property owned by WNMU or at functions sponsored or supervised by WNMU.
- Failure to comply with directions of WNMU officials acting in the performance of their duties.
- Conduct that adversely affects the student's suitability as a member of the academic community.

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Academic Honesty

Each student is expected to observe standards of honesty and integrity in all academic work completed at WNMU. Students will be penalized for infractions that include, but are not limited to the following: representation of the work of others as one's own, failure to cite sources, unauthorized assistance in any academic work, obtaining and/or using tests unless distributed by the instructor, or copying the work of another.

Pregnancy Policy

The WNMU athletic department wants to protect all student-athletes including the pregnant student-athlete. This policy helps aid the student-athlete in making the best decisions regarding her pregnancy and her future as a collegiate athlete. Although all medical financial costs involving the pregnancy are the student-athlete's responsibility, the athletic department would like to provide protection and assistance in allowing the student-athlete to continue her athletic career. Pregnancy is a situation in which emotional and information support are needed. It is the intention of this department to protect the pregnant student-athlete's scholarship and encourage the student-athlete to seek guidance in her decision-making process.

After learning about a pregnancy, we encourage the student-athlete to tell her coach and the athletic trainers about the pregnancy. The student-athlete will also be encouraged to tell others who are important and will support them. The student-athlete may participate within her sport if she has medical clearance from her OB/GYN. The NCAA Sports Medicine Handbook has many guidelines for a pregnant student-athlete involving safety and protection cautions for her and her unborn child that must be followed. If the student-athlete does not voluntarily withdraw from her sport, then her scholarship will remain in place for the rest of the granting year. A decision-making team will be made available to the student-athlete if she wishes to continue training and competing. This team consists of the student-athlete, her coach, athletic trainer, senior woman administrator/athletic director, and the student-athlete's health care professional. This decision-making team will monitor both the student-athlete's health and academic progress throughout the pregnancy. They will provide assistance and support facilitating an application for a sixth year of eligibility and academic progress, as well as offer advice on any decisions associated to the student-athlete's situation. The student-athlete will play an active role for her team and the athletic department throughout her pregnancy in continuing her scholarship.

Alcohol Policy

The New Mexico drinking age is 21 for regulated alcoholic beverages. As a member of the Western New Mexico Athletic Department, anyone under the age of 21 is expected to comply with this law, as well as the policies set by individual programs and coaches. Whether you are under or over the age of 21 you are expected to abide by the policies set by your head coach. Furthermore, no athletic department member may sponsor an off-campus social event in which alcohol is knowingly served or provided to anyone under the age of 21.

Tobacco Use Policy

No players or coaches may use any form of tobacco products during practices or competitions. The use of tobacco products in any capacity violating this policy may result in suspension or dismissal.

Drug Policy

The policy statement on unauthorized drug use by student-athletes at Western New Mexico University follows this section. Every student-athlete must be in complete compliance with this policy statement as a condition for participation in Western New Mexico University athletics. Student-athletes will be subject to random drug testing and disciplinary action.

NCAA Drug Testing Program

Participants will be tested by their team in the preseason and subject to an additional test later in the academic year. Participants may also be singled out for testing if the administration feels that at any time a student-athlete or athletes present a danger not only for themselves, but to their teammates as well. All WNMU intercollegiate drug testing will be handled by Occupational Health Resources located in Silver City, New Mexico.

2008-2009 Student-Athlete Handbook

WNMU Drugs and Alcohol Positive Test Policy

Testing Positive: Steroids

An initial positive test will immediately eliminate the student-athlete from intercollegiate play for a period of one year, as per NCAA guidelines. Following the one-year suspension, the student-athlete will be tested again for steroids, granted the student-athlete plans to return to intercollegiate athletics. If the new sample turns up negative, the student-athlete may return to intercollegiate athletics; however, a second positive test will terminate the student-athlete from further participation in intercollegiate athletics. In either case, the athletic director, athletic trainer, head coach, and team physician will be notified of a positive test.

Testing Positive: Street Drugs/Alcohol

A student-athlete who tests positive will be notified and a meeting will be set up between the student-athlete and a panel consisting of the athletic director, head coach, and athletic trainer. The individual will be offered counseling and/or treatment depending on the severity of the situation. If the student-athlete declines, then he or she has made the choice not to participate in intercollegiate athletics at WNMU.

Second Positive Situation: Street Drugs/Alcohol

A student-athlete who is found to be in a second positive situation will be referred to a drug and alcohol treatment program by the athletic trainer. A suspension of up to seven days may be implemented and the athletic director, head coach, and athletic trainer will be notified. Once the student-athlete has completed the program, the athletic trainer must obtain a signed statement of completion by the attending counselor. Failure to complete the mentioned program will be considered as a positive third test.

Third Positive Situation: Street Drugs/Alcohol

A positive third test will bring notification to the parents, legal guardians, or spouse, whichever would be most appropriate for the situation. At this time, further evaluation by the team physician and referral to a drug and alcohol treatment program will be appropriated. If the testing occurred during the respective season, the student-athlete may be placed on suspension for up to one calendar year. The student-athlete will have any opportunity to explain his/her side or any other information they feel pertinent with the athletic director and team physician. Reinstatement shall only occur after the team physician receives a written statement from the counselor of the program admitting the student-athlete. Failure to obtain a written statement from the counselor of the program will eliminate the student-athlete from any intercollegiate sport at WNMU until the time the student-athlete receives the proper treatment and counseling. Any further positive testing will result in medical examination, further counseling, and treatment, along with stiffer penalties, suspension, or dismissal from WNMU. Failure to acknowledge this intervention will result in permanent dismissal from intercollegiate athletics at WNMU.

NCAA Gambling Policy

10.3 Sports Wagering Activities

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur, or professional athletics competition:

- a. Staff members of an institution's athletics department.
- b. Non-athletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports).
- c. Staff members of a conference office.
- d. Student-athletes.

10.4 Disciplinary Action

Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility. Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

Agents

It is essential that student-athletes know the NCAA rules regarding their involvement with professional sports agents. An infraction of the rules concerning agents could have severe negative consequences for the school and the student-athlete. NCAA rules, in part, forbid a student-athlete from:

- Negotiating or signing a playing contract in any sport in which the student-athlete intends to compete.
- Asking to be placed on a professional league's draft list refer to NCAA Bylaw 12.2.4.2.
- Accepting expenses or gifts of any kind (including meals and transportation) from an agent.
- Receiving preferential benefits or treatment (i.e. loans with a deferred payback plan) because of reputation, skill, or payback potential as a professional athlete.
- Retaining professional services for personal reasons at less than the normal charge from a representative of his/her school's athletic interests.
- Agreeing, either orally or in writing, to be represented by an agent or organization until after completion of the last intercollegiate contest.

Travel Policy

Student-athletes are required to travel to and from competitions with their respective teams. Athletes are not allowed to travel back from an athletic contest with their parent or legal guardian unless the athletic director approves it, prior to game departure, and a form is completed releasing the university from all responsibility.

2008-2009 Student-Athlete Handbook

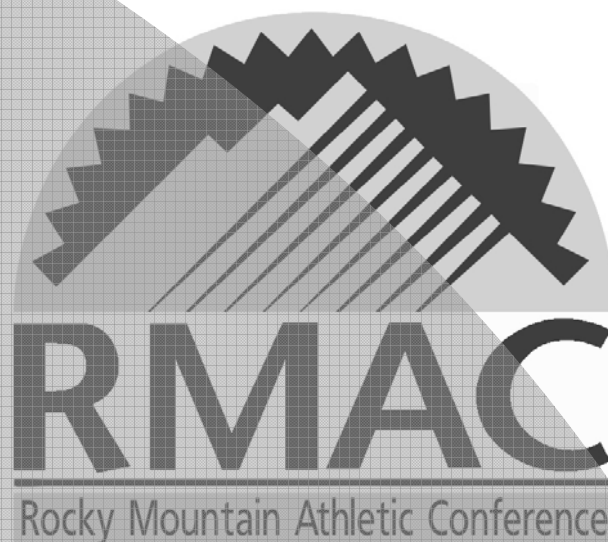
Sportsmanlike Conduct Policy

All student-athletes are required to conduct themselves on the field of play in a responsible and respectful manner. Unauthorized or unacceptable behavior includes, but is not limited to, the following types of actions:

- Taunting or abusing in any way opponents, coaches, fans, or officials.
- Fighting with an opponent, before, during or after an athletic contest.
- Any student-athlete who engages in a fight will be potentially served harsh sanctions or disciplinary action brought forth by the student-athlete's program, the athletic department or the university.
- Throwing of objects in an attempt to cause harm to or intimidate others or to express anger, displeasure, or frustration will be treated under the same sanctions or actions as fighting.
- Using obscene or other inappropriate language or gestures.
- Making derogatory statements to the media directed at fellow athletes, coaches, the athletic department, or the university.
- Participating in any action, which violated the recognized ethical standards of intercollegiate athletics, the RMAC, the university, or the community.

RMAC Sportsmanship Code

The Rocky Mountain Athletic Conference is committed to sportsmanship. We take pride in the conduct of our student-athletes and coaches, and ask that everyone; coaches, athletes and spectators treat opponents and officials with respect. We encourage you to cheer for your favorite team during competition. At the same time, please demonstrate the respect you would like to be shown as visitors on their campus. Unruly, threatening or obscene behavior will not be condoned at games. Thank you for your cooperation and support.



Electronic Social Networking Guidelines

1. Post only appropriate personal information on your profile:
 - Eliminate phone numbers and addresses.
 - List only appropriate e-mail addresses and nicknames.
 - Don't include a schedule, spring break plans, or any other information giving away your whereabouts.
2. Monitor your electronic photo album:
 - Don't take photos considered inappropriate.
 - If an inappropriate photo is taken, ask the photographer to refrain from posting the picture on the internet or, at the very least, ask them to exclude you when tagging pictured individuals.
 - Frequently check tagged photos. If you find an inappropriate photo tagged with your name, un-tag it, and ask the photographer to delete the picture from their album.
 - Set all personal photo albums to "visible to friends only." This will help protect you from potential stalkers and will limit the exposure of any inappropriate photos you may have unintentionally included in the posting process.
3. Monitoring postings:
 - Delete inappropriate postings from your message board.
 - Do not post any message considered inappropriate.
4. Allow only friends and acquaintances to join your group of friends.
5. Set parameters so only people that you accept as friends may view your profile.
6. Monitor social network usage among your teammates.
 - Your team is only as successful as its weakest link. Help your team to make positive choices so inappropriate conduct does not result in team-affecting consequences.
 - If you do not feel comfortable with confrontation, discuss the issue with a coach to resolve the issues.
7. Only join appropriate groups.
 - After joining an appropriate group, continually monitor it to ensure that the name or focus does not alter in a negative way.
 - Do not create a group that is inappropriate.

2008-2009 Student-Athlete Handbook

Electronic Social Networking Guidelines Continued....

8. Use social networking sites in a way that is non-malicious.
 - Do not use social networking sites to harm others, especially coaches or teammates.
 - Do not use social networking sites to disrespect opponents.
9. Stay current on new website features and make a consistent effort to ensure that these new evolutions do not compromise you and/or your university.
10. Represent yourself in a professional manner while using social networking sites.
 - As a student-athlete, realize you are an ambassador for your institution, and because of this great responsibility, you must conduct yourself in a proper manner in all aspects of your life.
 - Realize potential employers, graduate school program administrators and others outside of your peer group may view your profile, and what you post may have an effect on your future employment or professional reputation.

Failure to comply with any of the above policies could result in disciplinary action from the athletic director or head coach.

Student-Athlete Complaint Policy

Student-Athlete complaints concerning professional conduct and/or allegations of discrimination (race, color, national origin, age, sex, physical handicap) shall be dealt with in the follow manner:

1. Speak to the person with whom the complaint is against (coach or assistant coach) and put the complaint in writing within 30 university working days of experiencing the disputed conduct. Copies of complaint shall be sent to the appropriate vice president, and the affirmative action officer, if appropriate. The coach shall, within ten days of the complaint receipt, investigate the matter and advise the student in writing as to findings and decision. Copies shall be sent to the appropriate vice president, and the affirmative action officer, if appropriate.
2. Should the matter not be resolved in step one (1), the student shall speak to the athletic director regarding the complaint and put the complaint in writing. The student must follow this procedure within ten days of receiving the coach's written response. Copies shall be sent to the appropriate vice president, and the affirmative action officer, if appropriate. The athletic director shall, within ten days after receiving the written complaint, investigate the matter and advise all parties involved in writing as to the findings and decision. The investigation may include interviews of athletes, coaches, and other members of the team.
3. Should the matter not be resolved in step two (2), the student shall submit a written request to the faculty athletics committee for a hearing. The request must be made within five days of receiving the athletic director's written response. The faculty athletics committee shall conduct a hearing as may be necessary to review the records at prior levels within ten days of the receipt of the written complaint. The faculty athletics committee will send a written recommendation to the appropriate vice president, and the affirmative action officer, if appropriate, regarding the disposition of the student complaint, within ten days of the hearing. The decision of the appropriate vice president will be considered the final action of this student-athlete complaint process. Copies of the decision will be sent to all parties involved.

NCAA Eligibility

NCAA Initial Eligibility Requirements:

Freshman:

In order to be initially eligible to participate in intercollegiate athletics, all incoming freshmen must meet the following NCAA eligibility requirements:

- A minimum 2.00 grade point average in at least 14 high school core courses.
- A minimum sum score of 68 on the ACT exam or a combined score of 820 or above on the SAT exam (critical reading and math portion).
- Clearance to participate in NCAA Division II athletics by the NCAA Eligibility Clearing House prior to their competing season.

Foreign Students:

Incoming foreign students will be eligible as freshmen if they meet the following requirements:

- A minimum sum score of 68 on the ACT exam or a combined score of 820 or above on the SAT exam (critical reading and math portion).
- A degree that is the equivalent to a high school diploma in the United States.
- Clearance to participate in NCAA Division II athletics by the NCAA Eligibility Clearing House prior to their competing season.

Test of English as a Foreign Language Requirements:

Every applicant whose native language is not English, or whose undergraduate instruction was not in English, must provide official scores from the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or the Michigan English Language Assessment Battery (MELAB). An admitted applicant whose TOEFL (paper-based) test score is below 580; TOEFL computer-based test (CBT) score below 237; TOEFL internet based (IBT) test score below 92; IELTS score below 7; or MELAB below 82 must take an English assessment test upon arrival. You must then register for any recommended English as a Second Language (ESL) course(s) in the first semester you are enrolled.

Transfer Students:

Transfer students must meet the following conditions in order to be eligible for initial competition at their new institution:

A transfer student-athlete from a two-year institution must have either:

- Graduated from the two-year college OR
- Presented a minimum average of 12 prior semesters of attendance or transferable degree credit with a cumulative minimum grade point average of 2.00 and have spent at least two semesters or three quarters in residence at the two-year college.

A transfer student-athlete from a four-year institution must have:

- Their previous college's athletic director must have approved a release of that student-athlete in order to transfer and be eligible to compete in their initial semester of attendance.
- The transfer student-athlete must have maintained good academic standing and must have been academically eligible if he or she had remained at the institution they are transferring from.

2008-2009 Student-Athlete Handbook

NCAA Eligibility Continued....

Maintaining and Continuing Eligibility:

In order to continue to be eligible for athletic competition at a given institution, all students must maintain the minimum for the following conditions:

- Maintain a minimum of 12 semester hours each semester.
- Pass a minimum of 24 hours in the two semesters prior to the semester of competition or have averaged 12 credits a semester.

If a student-athlete drops below the required 12 semester hours at any time during a semester, he or she will be automatically deemed ineligible for practice or competition.

Maintain a grade point average above that which is required based on the number of credits they have passed:

24 semester hours	1.8 GPA
48 semester hours	1.9 GPA
72+ semester hours	2.0 GPA

Declaring a Major:

A student-athlete is required by the NCAA to have declared a major of study toward which they will complete an undergraduate degree by the beginning of their third year or fifth semester. The student-athlete must thereafter make satisfactory progress toward completion of that specific degree.

WNMU student-athletes must have their degree plan's progress checked after every semester by a certified advisor and verified by the compliance coordinator.

Hardship Waiver

Introduction:

The ability of a student-athlete to receive a "Hardship Waiver" is outlined in the NCAA Division II manual under Bylaw 14.2.5. This bylaw outlines that a student-athlete that has an injury/illness (associated with athletic completion or not) may petition for an additional year of competition through the associated conference office. At WNMU, there are specific guidelines to submitting the petition to the conference office that must be followed by any member of the athletic department staff involved in the process. The guidelines are outlined below.

Guidelines for Obtaining:

- Consult the managing Athletic Training Staff member and/or Head Athletic Trainer for detail on injury.
- Date of Injury
 - ◇ Type of injury.
 - ◇ Physician's contact information.
 - ◇ Statement associated with the medical health of the student-athlete.
 - ◇ Etc.

Hardship Waiver Continued....

- A copy of the RMAC "Hardship Waiver" can be obtained either on the RMAC website or from the compliance coordinator.
- Once obtained, the form must be completed by all members of the athletic department necessary:
 - ◇ Compliance Officer
 - ◇ Athletic Director
 - ◇ Team Physician and/or Supervising Physician
- A copy of the completed "Hardship Waiver" will be distributed to the following staff members:
 - ◇ Compliance Officer
 - ◇ Head Athletic Trainer
- This form must be submitted no sooner than the end of the season in question and no later than September 15th of the following year.

Pitfalls in Petitioning for a "Hardship Waiver":

- Not having the appropriate staff members involved in the petition.
- Not filing the petition with the compliance coordinator.
- Not filing within allotted time frame.
- Not checking with the compliance coordinator about the status of the petition.

Information to Think About Before Petitioning:

- Calculation of the two-event and/or 20% rule. *Note: This only applies for the hardship waiver. It does not work in the event of determining a red-shirt year. A season of competition is used when you compete against any outside competition, regardless to the amount or length of playing time.*
- Was the student-athlete UNABLE TO COMPETE for the remainder of the year?
- Do we need to petition for a "Satisfactory Progress Waiver" due to a medical absence?

2008-2009 Student-Athlete Handbook

Practice and Competition

Institutional Limitations:

A member institution shall limit its organized practice activities, the length of its playing season and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in non-collegiate sponsored athletics activities, to minimize interference with the academic programs of its student-athletes (17.01.1).

Countable Athletically Related Activities:

Countable athletically related activities include any required activity with an athletic purpose, involving student-athletes and at the direction of, or supervised by, any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g. academic meetings, compliance meetings) shall not be considered as countable athletically related activities (17.02.1.1).

Daily and Weekly Hour Limitations – Playing Season:

A student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week (17.1.5.1).

Daily and Weekly Hour Limitation – Outside Playing Season:

Outside of the playing season during the academic year, only a student-athlete's participation in weight-training, conditioning, individual skill instruction and, in football, review of game film shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts set forth in countable athletically related activities outside the playing season during any institutional vacation period (e.g. summer, academic year) (17.1.5.2).

Countable vs. Non-Countable Activities

What are the daily and weekly time limitations on countable athletically-related activities?

Student-athletes may not participate in countable athletically-related activities for more than:

In-Season	Out-of-Season (during the academic year)
Four (4) hours per day	Two (2) hours per day
20 hours per week	Eight (8) hours per week
At least ONE day off each week (Exceptions: During preseason practice before the first contest or first day of classes and during vacation periods.	At least TWO days off each week

The daily and weekly hour limitations **DO NOT** apply to the following time periods:

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution's official vacation (e.g., Thanksgiving, spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session (winter break).

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Countable vs. Non-Countable Activities Continued....

Countable Athletically-Related Activities*	Non-Countable Athletically-Related Activities*
Practices (not more than four hours per day).	Compliance meetings.
Athletics meetings initiated by a coach or required by a coach (e.g. end of season individual meetings).	Meetings with a coach initiated by the student-athlete.
Competition (and associated activities), regardless of their length, count as three hours. However, no countable athletically-related activities may occur after the competition.	Drug/Alcohol educational meetings, Academic Meetings (with coach or advisor), Compliance meetings, sport psychology or CHAMPS/Life Skills meetings.
On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary weight training not conducted by a coach or staff member.
Required weight-training and conditioning activities.	Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g., student host).
Discussion or review of game films.	Training table meals.

There may be additional rules that are applicable only to certain sports. Also, conferences and institutions may adopt more restrictive rules. Please feel free to contact the Compliance Office via email at shookr@wmu.edu or via telephone at (575) 538-6543 if you have questions or would like additional information.

What is the difference between in-season and out-of-season?

In-Season (20 Hours)

- Time between the team's first officially recognized practice session and the last practice session or competition, whichever occurs later.
- Sports other than football and basketball may have their seasons separated into two distinct segments: non-championship and championship segment.
- During the in-season period (i.e., championship and non-championship segments), a student-athlete may participate in a maximum of 20 hours per week of countable athletically-related activities.

Out-of-Season (Eight Hours)

- The remaining days during the academic year not included in the in-season period.
- A student-athlete may participate in a maximum of eight hours per week of countable athletically-related activities.

2008-2009 Student-Athlete Handbook

Countable vs. Non-Countable Activities Continued....

Outside the playing season (during the academic year), student-athletes are limited to not more than eight (8) hours per week of certain countable athletically-related activities. Those activities are shown below:

Permissible Countable Athletically-Related Activities During the Out-of-Season Period	Non-Permissible Activities During the Out-of-Season Period
Required weight training and conditioning activities supervised by an athletics department staff member.	Conditioning drills that may simulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport is used.
In sports other than football, more than four student-athletes from the team may be involved in skill-related instruction with their coaches from September 15 through April 15. Prior to September 15 and after April 15, no more than four student-athletes from the same team may be involved in skill-related instruction with their coach(es) at any one time in any facility. (8/2 hr. rule above still applies)	An institution cannot use equipment related to the sport when conducting conditioning activities outside the playing season. Blocking sleds are football-related equipment and cannot be used for out-of-season conditioning drills. After further review of different types of conditioning equipment, the membership services staff agreed that each institution is in the best position to determine if an apparatus being used for conditioning drills is related to the particular sport in question. However, it remains impermissible to use equipment clearly related to a sport (e.g., blocking sled in football), even if the appa-
In sports other than football, within the eight hour allotment, no more than six hours may consist of strength and conditioning and no more than two hours may consist of individual skill instruction. In football, participation in up to two hours per week of watching and reviewing films.	Required participation in any countable athletically-related activities during any institutional vacation period (e.g., winter break, summer) that occur outside the declared playing and practice season (i.e., in-season).
Participation in a physical fitness class conducted by a member of	Any other countable athletically-related activity that may have been
Any voluntary athletically-related activity in which the student-athlete chooses to participate (does not count in the eight hours) (e.g., initiated by student-athlete, no attendance taken, and no coach present).	

NOTE: Student-athletes may be involved in any non-countable athletically-related activity during the off-season period (e.g., workouts using the safety exception, voluntary workouts, other non-countable activities permitted during the in-season period).

What is a "voluntary" activity?

To be considered a "voluntary" activity, all of the following must be met:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, non-coaching athletics department staff members who observe the activity (e.g., strength coach, trainer, manager) may not report back to the student-athlete's coach any information related to the activity. [NOTE: Coaches may not observe voluntary activities. However, coaching staff members must be present during permissible skill-related instruction requested by the student-athlete.]
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff members may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g. times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

Benefits

Eligibility Effect of Violation:

A student-athlete shall not receive any extra benefits. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports (16.01.1).

Award:

An award is an item given in recognition of athletics participation or performance. Such awards are subject to the limitations set for in bylaw 16.1(16.02.1).

Excessive Expense:

An excessive expense is one not specifically authorized under regulations of the Association concerning awards, benefits and expenses (16.02.2).

Extra Benefits:

An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletic interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to the institution's students, their relative or friends or to a particular segment of the student body (e.g. foreign students, minority students) determined on a basis unrelated to athletics ability (16.02.3).

Pay:

Pay is the receipt of funds, awards or benefits not permitted by governing legislation of the Association for participation in athletics (16.03.4).

Game Ticket Policy

Institutional Contests in the Student-Athlete's Sport:

An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest (16.2.1.1).

Tournaments:

Complimentary admissions may be provided to members of the institution's team for all contests in a tournament in which the team is participating, rather than only for the games in which the institution's team participates. However, the contests must be at the site at which the institution's team participates.

2008-2009 Student-Athlete Handbook

Student-Athlete Insurance Policy

WNMU athletics provides secondary accident medical coverage for its student-athletes. This policy is offered on an “excess” basis; therefore, the student-athlete needs primary insurance that covers them as a student-athlete in the State of New Mexico. WNMU is not responsible for meeting individual or family deductibles. Under the terms of our policy, WNMU is billed secondary to other valid and collectible medical insurance policies the student-athlete is affiliated with.

The parameters requires you and your insurance provider to have are:

- The health insurance must be valid in New Mexico for collegiate athletics.
- It must have a deductible at, or below, \$1,000.00.
- It must cover at least August 1 – May 31 (10 months).

Note: If you are not a New Mexico resident and chose an insurance policy that limits your access to medical services, such as surgery, physical therapy, physician’s visits, etc., you must go to your home state to get that assistance.

WNMU will cover injury costs related to athletic participation, as long as:

- The injury occurred during a WNMU practice, game, training session, or team travel.
- The physician visits, diagnostic tests, etc., are arranged by the WNMU Sports Medicine Staff.
- The primary insurance company has been billed.
- The paperwork for the injury has been received within 60 days of the billing date.

WNMU will **NOT** cover...

- Sickness-related costs (doctors visits, prescriptions, lab work etc.).
- Injury costs occurring outside of the sport participation requirements (accidents, pick-up games etc.).
- Any physician visits or diagnostic tests not arranged by the WNMU Sports Medicine Staff regardless of athletic-related status.

In the event any bill is sent to your home that WNMU is responsible for, that bill needs to be forwarded to:

WNMU Sports Medicine
P.O. Box 680
Silver City, NM 88062

WNMU waives the responsibility of handling debt collection issues related to any medical bills returned to WNMU 60 days past billing date.

If you have any question, please do not hesitate to contact:

WNMU Sports Medicine
Office: (575) 538-6236
Fax: (575) 538-6163

Athletic Training Room Policies and Procedures

- No one is to be left unattended in the athletic training room.
- Doors are to remain closed and locked when no one is available to supervise the area.
- Any student-athlete unable to conform to the posted hours of operation should consult the attending athletic trainer for a scheduled treatment/rehab time.
- No equipment, cleats, pads, helmets, etc...allowed.
- Shower before receiving treatment.
- No roughhousing or profanity.
- Absolutely no food, drinks, or tobacco allowed.
- No hanging out or sleeping in the athletic training room.

Weight Room Policies and Procedures

- No one under 18 is allowed in the weight room without the company of an adult.
- Put weights away in their proper designated positions.
- Food is not permitted in the weight room.
- Water and sports drinks are acceptable when in a closed container.
- No horseplay is permitted.
- No foul language, spoken or played, on the radio.
- Use the weights and the machines in the manner which they are intended.
- All attendees must be fully clothed at all times.
- All attendees must wipe sweat off all equipment after use.
- No harassment of others using the weight room.
- Do not lift alone always have a spotter.
- No socializing or loitering.
- Do not drop the weights at any time.

Any violation of these rules will result in dismissal from the weight room.

Continued abuse of the weight room will result in removal for the rest of the current semester.

2008-2009 Student-Athlete Handbook

Emergency Plan

All WNMU athletic trainers certified and non-certified (student athletic trainers) will be required to hold current CPR and First Aid certification. This certification must be in accordance with Red Cross, Journal of the American Medical Association, American Heart Association, National Safety Council, or their affiliates. All high risk sports will receive direct supervision by either a certified athletic trainer or a qualified student athletic trainer. These sports include football, men's basketball, women's basketball, volleyball, and softball. For those sports which do not demand such a high risk, the athletic trainers are available as needed. It is recommended that all coaches receive basic CPR and first aid training.

The WNMU emergency plan is as follows:

- **Football:** WNMU football practice is held off campus with no existing phone service available. The certified athletic trainer will be present at all practices and games carrying a cellular phone. In the absence of the athletic trainer, the student athletic assistant or graduate assistant will perform these duties. In the event of an emergency, EMS will be activated via the cell phone and the student-athlete(s) is transported to the medical facility. At games only, local EMTs and team physicians will be present at the facility. Initially, the athletic trainer will attend to the injured student-athlete upon calling the team physician or the EMTs as deemed necessary.
- **Men's Basketball, Women's Basketball, Volleyball:** These indoor sports are located in the Brancheau Physical Education Building and are supervised by either the athletic trainer or a student athletic trainer. In the event of an emergency, the athletic trainer will tend to the injured athlete(s) and designate another athletic trainer/coach to make the phone call to activate the local EMS. The athletic trainer will make every effort to stabilize the injured until EMS takes over the situation.
- **Men's Golf, Women's Golf:** Golf is played off campus and without the direct supervision of an athletic trainer. It is up to the coach to provide basic care and activate the EMS when necessary. The head golf coach is responsible for carrying a cellular phone while at practice or home events.
- **Men's Tennis, Women's Tennis:** Tennis is played on campus and is supervised by athletic trainers when available. In the event of an emergency, it is the coach's responsibility to provide basic care and activate EMS during the absence of the athletic trainer. The head tennis coach is responsible for carrying a cellular phone while at practice or home events.
- **Women's Softball:** Softball is held on campus and will be supervised by an athletic trainer or a student athletic trainer. The facility does include an existing phone line, which will be used in an emergency situation. The athletic trainer will stabilize and monitor vitals while designating another athletic trainer/coach to activate EMS. The athletic trainer will care for the injured until EMS arrives and assumes control of the situation.

The WNMU campus police must be contacted after the initial call to emergency medical services. The WNMU campus police number is (575) 538-6321.

School Information	
Name of School	Western New Mexico University
Mailing Address	PO Box 680 Silver City, NM 88062
Phone	(575) 538-6218
Fax	(575) 538-6163
Web Site	www.wnmumustangs.com
Founded	1893
Enrollment	2500
Mascot	Mustangs
School Colors	Purple and Gold
Home Arena	Ben Altamirano Memorial Stadium
Capacity	3000
Affiliation	NCAA Division II
Conference	Rocky Mountain Athletic Conference (RMAC)
President	Dr. John Counts
Alma Mater	West Point (1963)
Athletic Director	Scott Woodard (575) 538-6233
Alma Mater	Western New Mexico University (1983)
Assistant Athletic Director of Media	Victoria Stimac (575) 538-6214
Compliance Coordinator	Dr. Roland Shook (575) 538-6423
Athletic Administrative	Alma Arellano (575) 538-6218
Men's Athletic Trainer	Michael Stimac (575) 538-6236
Women's Athletic Trainer	Terra Strain (575) 538-6236
Faculty Athletic Representative	Claudia Leonard (575) 538-5177

Head Coaches Contact Information	
Men's & Women's Cross Country	Macario Campos (575) 538-6237 teamelite@hotmail.com
Women's Volleyball	Jim Callender (575) 538-6225 callenderj@wnmu.edu
Football	Bernie Busken (575) 538-6770 buskenr@wnmu.edu
Men's Basketball	Mark Coleman (575) 538-6234 colemanm1@wnmu.edu
Women's Basketball	Quinn Tedder (575) 538-6220 tedderq@wnmu.edu
Men's & Women's Tennis	Erik Burton (575) 538-6157 wnmutennis@hotmail.com
Softball	Scott Woodard (575) 538-6233 woodards@wnmu.edu
Men's & Women's Golf	Kent Beatty (575) 538-6235 wnmugolf@aol.com

Sports Information	
Assistant Athletic Director of Media Relations	Victoria Stimac (575) 538-6214 (office) (906) 281-0135 (cell) hueninkv@wnmu.edu
Fax	(575) 538-6163