

# LETOURNEAU UNIVERSITY



## STUDENT-ATHLETE HANDBOOK

2017– 2018

*Fear the Sting*

*Commitment, Integrity, Accountability, Unity,  
Excellence*



August 2017,

Dear LeTourneau University Student-Athlete,

Welcome to LeTourneau University and the YellowJacket Athletic Department! I am excited you are here and invite you to join us in moving LETU athletics to the top of the conference and on the national map.

Being a student-athlete at LeTourneau University is a privilege that gives you the opportunity to use your God-given talents, while earning a prestigious degree. Everyone in the athletics department is committed to moving you forward in your walk with Christ, assisting you in your pursuit of a degree and improving your skills. With commitment and focus, we can reach our goals of moving the department toward great accomplishments.

The 2017-18 season promises to be a great one. We have moved from offering 13 sports to 17 with the addition of men's and women's indoor track and field and men's and women's outdoor track and field. We welcome new coaches, Sports Information Director and graduate assistants.

As we spread the word about our unique Christ-centered education and athletics programs, people are getting on board and showing enthusiasm. We want LETU athletics events to be the place people want to go. Since you are the most visible representatives of LETU athletics, we encourage your attitude, competitiveness, and commitment to be at a championship level.

Again, I'm glad you are here and invite you to help us make the 17-18 year the best for LETU Athletics and LeTourneau University!

In His Service,

Terri R Deike  
Director of Athletics  
LeTourneau University

## TABLE OF CONTENTS

Mission Statement/Philosophy.....	4
LETU Fight Song.....	5
Quick Facts.....	6
Staff Directory.....	7
Student-Athlete Core Values.....	8
Affiliations.....	13
Student-Athlete Advisory Committee.....	14
Financial Aid.....	15
General Eligibility Requirements.....	16
Student-Athlete Academic Expectations.....	19
Student-Athlete Behavioral Expectations.....	21
NCAA Rules.....	31
Sportsmanship and Ethical Conduct.....	38
Athletic Awards.....	40
Athletic Training Policies.....	41

# LETOURNEAU UNIVERSITY

## **Mission Statement**

Athletics at LeTourneau University is a vital and integral part of the educational process. Our mission is for the LeTourneau University Athletic Department to provide opportunities to discover God's plan for our lives by growing a personal relationship with Jesus Christ through an environment of academic rigor, athletic training, competition and community.

## **Philosophy**

We believe that competing in athletics with a God-centered focus can be one of the most effective and meaningful classrooms available. As an extension of the formal educational process of the University, we will strive to develop each student-athlete's gifts, talents and abilities to their fullest. We believe that the lessons learned in such areas as dedication, commitment, teamwork, perseverance and servant leadership are an extension of, and compliment to the classroom setting.

The athletics department will be composed of coaches and staff members who profess a faith in Jesus Christ. They will be committed to using their profession as an opportunity to mentor student-athletes in their Christian walk and to prepare them to pursue excellence in all areas of life.

Because of these beliefs, we will strive to conduct the athletics program in accordance with the following principles:

1. As student-athletes, you will be encouraged to keep graduation as your number one goal and to pursue that goal with as much vigor and commitment as you pursue athletic excellence.
2. Men and women will be provided equal opportunity to participate on teams of championship character.
3. You will develop an understanding and appreciation of the role of intercollegiate athletics in society and develop a commitment to the principles of sportsmanship, integrity and ethical conduct.
4. Athletics will serve as the front door for the university where students, faculty, staff, alumni and the community can unite and share enthusiasm and pride.
5. The department of athletics will assist in your development into men and women who make a life-long impact for God in every workplace, every nation.

# LETU FIGHT SONG

FEAR THE STING!

MUSIC BY FRED ALLEN / WORDS BY SARAH KRIPPNER

©2014

L -E -T -U, L -E -T -U  
Hail to the gold and blue!  
Single minded in our fight,  
Pressing on with all our might!  
We stand together strong and true;  
We are one, through and through.  
All LeTourneau rise and sing:  
Fear the 'Jackets, fear the sting!

[Chant]

L! E! T! U!  
L! E! T! U! Fear the Sting!  
L! E! T! U!  
L! E! T! U! Fear the Sting!

All LeTourneau rise and sing:  
Fear the 'Jackets, fear the sting!



## QUICK FACTS

Location.....2100 Mobberly Ave., Longview, TX 75607

Athletics Department Phone.....903-233-3760

Athletics Department Fax.....903-233-3751

Athletics Website.....www. letuathletics.com

President.....Dr. Dale Lunsford

Provost.....Dr. Steve Mason

Faculty Athletic Representative (FAR).....Dr. Vicki Sheaffer

Athletics Director.....Terri R Deike

Assistant Athletics Director.....Robin Harriss

Senior Woman Administrator.....Suzanne Merritt

Enrollment (Traditional Undergraduates in Longview) .....1300

Mascot.....YellowJackets

Colors.....Royal Blue, Gold

National Affiliation.....NCAA Division III

Conference Affiliation.....American Southwest Conference

Sponsored Sports.....17 intercollegiate teams: 8 men's, 9 women's

### **Women's Sports**

Cross Country  
Soccer  
Basketball  
Softball  
Golf  
Tennis  
Volleyball  
Indoor Track and Field  
Outdoor Track and Field

### **Men's Sports**

Cross Country  
Soccer  
Basketball  
Baseball  
Golf  
Tennis  
Indoor Track and Field  
Outdoor Track and Field

## ATHLETICS STAFF DIRECTORY

### Administration

Terri R Deike	Director of Athletics/Compliance	903-233-3769
Robin Harriss	Asst. Director of Athletics	903-233-3721
Vickie Rogers	Athletic Dept. Secretary	903-233-3760
Suzanne Merritt	Senior Woman Administrator	903-233-3729
Dr. Vicki Sheaffer	Faculty Athletics Representative	903-233-3484
Terri R Deike	Compliance Officer	903-233-3769
Matt Kinney	Sports Information Director	903-233-3735
Madi Jo Witherspoon	Assistant Sports Information Director	903-233-3735
Portia Phillips	Head Athletic Trainer	903-233-3794
Brady Tomlin	Assistant Athletic Trainer	903-233-3794
Micah Smith	Assistant Athletic Trainer	903-233-3794
Courtney Sparks	Assistant Athletic Trainer	903-233-3794

### Baseball

Robin Harriss	Head Baseball Coach	903-233-3721
Boone Privette	Asst. Baseball Coach/Field Maintenance	903-233-3766
Scott Nabors	Asst. Baseball Coach/Field Maintenance	903-233-3794
TBD	Assistant Baseball Coach	903-233-3767

### Men's Basketball

Dan Miller	Head Men's Basketball Coach	903-233-3723
James Wallace	Asst. Men's Basketball Coach	903-233-3738

### Men's and Women's Cross Country

Britton Koestler	Head Men's and Women's Cross Country	903-233-3738
Don Hood	Men's and Women's Cross Country	903-233-3728

### Men's Soccer

Matthew Haesecke	Head Men's Soccer Coach	903-233-3725
Patrick Barba	Assistant Men's Soccer Coach	903-233-3725

### Women's Soccer

John Antonisse	Head Women's Soccer Coach	903-233-3726
Kristen Wunder	Asst. Women's Soccer Coach	903-233-3726

### Women's Basketball

Cassi Rozanski	Head Women's Basketball Coach	903-233-3724
Sheronda Powell	Asst. Women's Basketball Coach	903-233-3767

### Softball

Stan Wells	Head Softball Coach	903-233-3760
Alyssia Gallegos	Asst. Softball Coach	903-233-3760

### Volleyball

Ashley Tiernan	Head Volleyball Coach	903-233-3787
Alli Bordelon	Asst. Volleyball Coach	903-233-3745

### Men's and Women's Golf

Felix Moesmang	Interim Head Men's and Women's Golf Coach	903-233-3731
TBD	Assistant Men's and Women's Golf Coach	903-233-3731

### Men's and Women's Tennis

Suzanne Merritt	Head Men's and Women's Tennis Coach	903-233-3729
Carlos Cardona	Asst. Men's and Women's Tennis Coach	903-233-3740
Michael McLaughlin	Asst. Men's and Women's Tennis Coach	903-233-3729

### Men's and Women's Indoor and Outdoor Track and Field

Don Hood	Head Men's and Women's Track and Field Coach	903-233-3728
Britton Koestler	Assistant Men's and Women's Track and Field Coach	903-233-3738

**STUDENT-ATHLETE CORE VALUES**



**WE ARE**  
**COMMITTED**  
**STUDENT-ATHLETES**  
**OF INTEGRITY,**  
**ACCOUNTABLE**  
**FOR OUR CHOICES,**  
**UNIFIED**  $\cong$   
**THE PURSUIT** **OF**  
**SPIRITUAL,**  
**ACADEMIC,**  
**AND ATHLETIC**  
**EXCELLENCE**



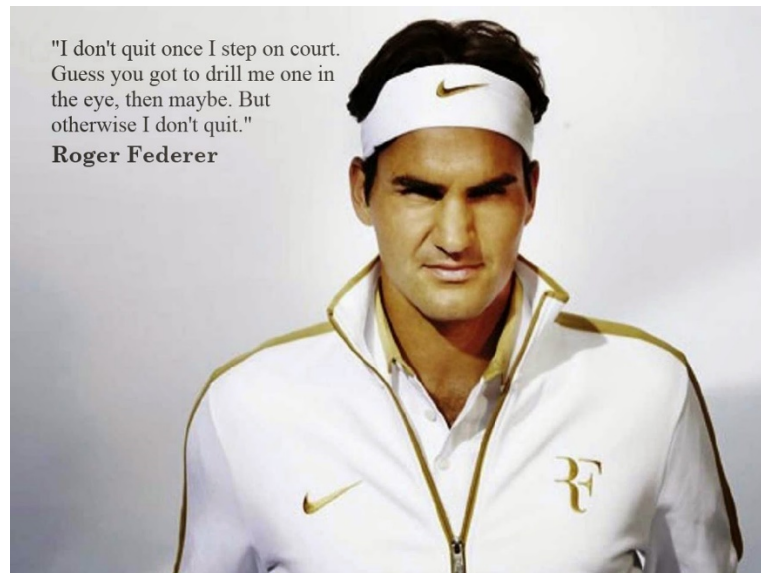
Based on the LeTourneau University Athletic philosophy and principles, the following core values are expected of our student-athletes, coaches and staff.

### **Commitment**

**Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.  
Colossians 3:23**

You have been given the privilege to play the sport you love; commit to:

1. Improving your skills
2. Exhibiting good sportsmanship; represent LETU with pride.
3. Making hard work your passion. "The road to Easy Street goes through the sewer."– John Madden
4. Go beyond what is expected to be successful.
5. Education – work to attain a degree in something you love.
6. Attending class every day and sitting in the T zone, unless you are traveling with the team or on your death bed.
7. Serving others through campus and community service



### **Integrity**

**For the Lord gives wisdom; from His mouth comes knowledge and understanding; He stores up sound wisdom for the upright; He is a shield to those who walk uprightly.**

*Proverbs 2:6-7*

1. Develop loyalty to the athletic department, your coaches and your teammates
2. Take responsibility for your actions so no one else has to
3. Make ethical decisions and follows rules
4. Use positive language and actions and support your teams
5. Know who you are playing for



**Unity**

**I appeal to you, brothers, by the name of our Lord Jesus Christ, that all of you agree, and that there be no division among you, but that you be united in the same mind and the same judgment.**

**1 Corinthians 1:10**

1. United, we can move the LETU athletics department to the top of the conference
2. Get to know athletes from other teams, attend their games and cheer them on
3. Become part of the LETU campus community – get to know students and invite them to games
4. The department is more important than any one individual

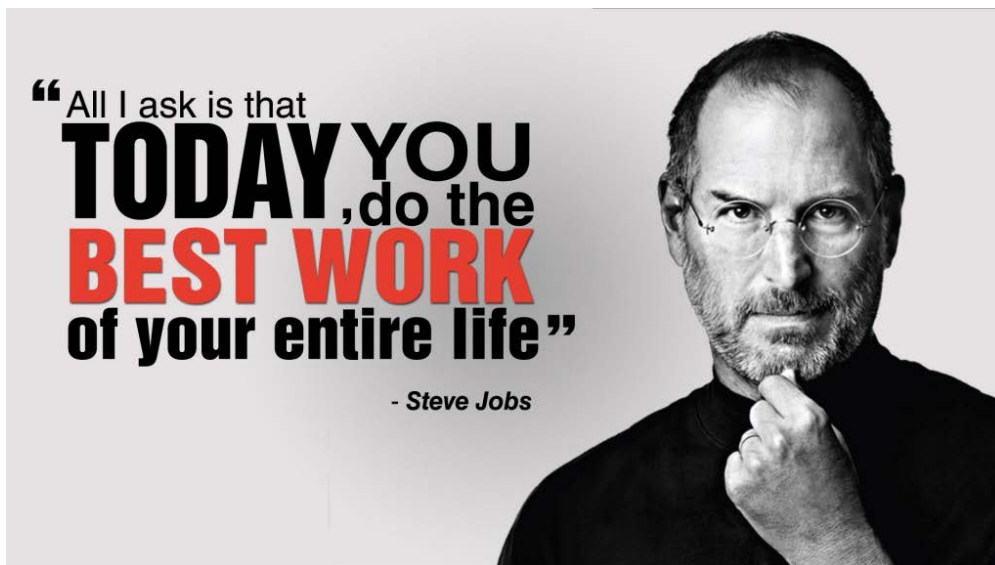


## Excellence

**Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.**

**Philippians 4:8**

1. Strive for excellence every day in the classroom and on the field/court
2. Play hard and have passion – no excuses
3. Compete for a spot every day
4. Take pride by keeping facilities, buses, equipment, etc. clean and orderly
5. Develop a winning attitude in yourself and expect it from your teammates
6. Stay competitive by never getting outworked
7. Compete for a conference championship every day
8. Expect to win every day and every contest



## Accountability

**And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching.**

**Hebrews 10:24-25**

1. You are accountable to God, your family, professors and coaches. Your work ethic, morals and discipline are directly related to your team's success. Can you look yourself in the mirror every night and say, "I did the best I could today to make myself and my team better"?
2. Communicate constantly with y
3. our professors, coaches and teammates
4. Being accountable to your professors and coaches' means you will discipline yourself so no one else has to.

5. Attend class every day unless you are ill or traveling with the team, dress properly, play hard and represent LETU with pride and respect both on and off the field/court.
6. Be on time and turn in required work on time. “I don’t have time” is the grown-up version of “the dog ate my homework”.
7. You are in charge of your attitude. You can develop a competitive attitude or a losing one – it is your choice, and it makes all the difference.

‘The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than education, than money, than circumstances, than failures, than appearance, giftedness, or skill.

It will make or break a company...a church...a home...a team. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past. We cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude. I am convinced that life is 10 percent what happens to me and 90 percent how I react to it. And so it is with you. We are in charge of our attitudes.’ – Charles Swindoll



## AFFILIATIONS



### NCAA DIVISION III

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.



### CONFERENCE AFFILIATION

The American Southwest Conference was founded in May 1996 to provide a structure for intercollegiate athletics among member institutions. From the eight founding institutions to today's present group of 13 college and universities, the ASC encompasses institutions sharing similar educational and athletic philosophies. Spreading across the 422,060 square miles of the states of Arkansas, Louisiana, and Texas, the ASC offers student-athletes competition in 16 sports with opportunity for advancement to conference and NCAA Division III championships.

### ASC Members

Belhaven University.....	Jackson, MS
Concordia University Texas.....	Austin, TX
East Texas Baptist University.....	Marshall, TX
Hardin-Simmons University.....	Abilene, TX
Howard Payne University.....	Brownwood, TX
LeTourneau University.....	Longview, TX
Louisiana College.....	Pineville, LA
McMurry University.....	Abilene, TX
Sul Ross State University.....	Alpine, TX
University of Mary Hardin- Baylor.....	Belton, TX
University of the Ozarks.....	Clarksville, AR
University of Texas at Dallas.....	Richardson, TX
University of Texas at Tyler.....	Tyler, TX

### Commissioner

Amy Carlton  
[acarlton@ASCsports.org](mailto:acarlton@ASCsports.org)

### Assistant Commissioner

Cody Usher  
[cusher@ASCsports.org](mailto:cusher@ASCsports.org)

## STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee at LeTourneau University is composed of one member plus three officers, from each sponsored intercollegiate sport and athletic training staff. Student-athletes are nominated by their respective head coaches.

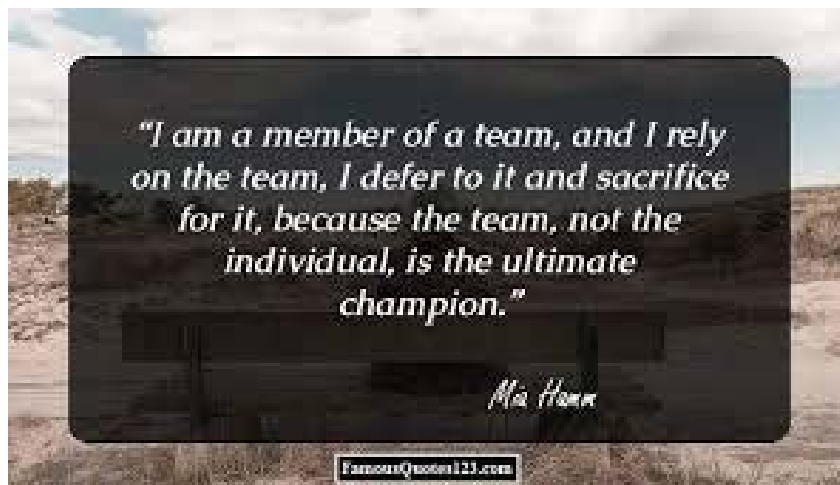
Committee members should always hold themselves to a high standard and should always emphasize academic success, character, citizenship, and sportsmanship. Any committee member that fails to uphold the high standard of this position will be asked to resign and be replaced by another student-athlete from that respective sport. The committee will meet a minimum of one time per month and more often if needed.

SAAC serves a variety of functions:

- Serves as a communication channel between the student-athletes and the athletic administration.
- Serves as a way for student-athletes to voice their concerns over issues like NCAA legislation or departmental policies.
- Organizes community service projects throughout the year.
- Serves on LeTourneau University committees and represents the athletics department at University and community events
- Organizes the DIII Week activities in the spring
- Organizes Fall and Spring athletic banquets

### SAAC Officers for 2017-18

- Chairman –Faith Williams (cross-country/golf)
- Vice-Chairman – SamTalbert (men’s basketball)
- Secretary – TBD



## FINANCIAL AID

Student-athletes who receive financial aid are responsible for knowing the required GPA for maintaining the scholarship. You may visit the financial aid office to obtain information or check the website for updates.

### GPA REQUIREMENTS FOR SCHOLARSHIPS AT LETU

- Federal Aid
  - TEACH Grant 3.25 GPA
- State Aid
  - Tuition Equalization Grant (TEG) 2.5 GPA for renewals
  - Be On time Loan 2.5 GPA for renewals
- LeTourneau Scholarships
  - Heritage Scholarship 3.0 CGPA
  - Home School Scholarship 2.5 CGPA
  - Phi Theta Kappa 2.5 CGPA
  - International Incentive 2.5 CGPA
  - Enrollment Award 2.5 CGPA
- Academic Scholarships
  - Heritage Scholarship 3.0 CGPA
  - Transfer Scholarships 2.5 CGPA
  - National Merit Scholarship 3.0 CGPA
  - Founder's Scholarship 2.5 CGPA
  - Dean's Scholarship 2.5 CGPA
  - Presidential Scholarship 3.0 CGPA
  - Honor's College 2.5 CGPA
  - Lift Scholarship (AERO) 2.5 CGPA
  - Arts and Sciences Scholarship 2.5 CGPA
  - Ingenuity Scholarship (ENG) 2.5 CGPA
  - SERVE Scholarship (School of Ed.) 2.5 CGPA
  - Business in Mission 2.5 CGPA

#### *Discontinued Scholarships*

Students whose academic scholarships are discontinued or reduced because their grade point average fell below the minimum required level for continuance may request to have the academic scholarship re-instated to their original or a lesser scholarship level based on their cumulative grade point average at the end of the spring semester. It is the responsibility of the student to request the academic scholarship re-instatement in writing to the Financial Aid Office. Academic scholarships will not be re-instated at a level beyond the amount of the initial scholarship even if their cumulative GPA increases to the level required for the larger academic scholarship.

## GENERAL ELIGIBILITY REQUIREMENTS

As a member of the National Collegiate Athletic Association, and the American Southwest Conference, we are governed by the rules and regulations established by these organizations and LeTourneau University. Should you have any questions, please talk to your coach, Athletic Department Compliance Officer or the Director of Athletics.

According to the NCAA, to be eligible to represent an institution in intercollegiate athletics competition, you must be 1) enrolled in at least a minimum full-time program of studies, 2) be in good academic standing and 3) maintain satisfactory progress toward a baccalaureate or equivalent degree.

### **1) Minimum Full-Time Program of Studies (12 hour rule)**

To meet NCAA eligibility rules, you must be enrolled in a minimum of 12 credit hours to practice and/or compete. If you drop below 12 hours at any time during the fall or spring semester, you immediately become ineligible for practice, competition, and your financial aid can be canceled.

**Please do not drop a class without meeting with your head coach or the compliance officer first.** Two exceptions to the 12 hour, full time status rule are:

- a) if you are in the final semester of your baccalaureate degree and are taking the required courses to complete your degree, or
- b) if you are competing while in graduate school and are taking the required 9 hours at LETU.

### **2) Good Academic Standing (Grade Point Average Requirement)**

The NCAA allows DIII institutions to determine the requirements for “good academic standing” and “satisfactory progress” that must be met in order to be eligible. GPA is calculated only on hours taken at LeTourneau University although the total hours earned includes transfer credits.

- a) Good academic standing is maintaining a minimum CGPA of 2.0.
- b) All LETU teams and student-athletes are encouraged to maintain a semester GPA of 3.0.

### **3) Satisfactory Progress Toward a Degree**

LeTourneau University measures satisfactory progress by examining the total hours earned and cumulative GPA.

- a. Academic suspension results from failure to meet the terms of academic probation.
- b. To be in good academic standing all students must be making satisfactory progress toward earning a **baccalaureate or equivalent degree**. At the end of every fall and spring semester cumulative and semester GPA's are evaluated. The GPA is calculated only on hours taken at LeTourneau University.
- c. **Any student with a cumulative GPA that is less than 2.00 will be placed on academic probation. Students on academic probation are ineligible to compete in intercollegiate athletics at LETU.** The student will remain on Academic Probation as long as the cumulative GPA remains below 2.00. At the end of each semester on Academic Probation the Admissions and Standards Committee will review the situation to determine if the student is making satisfactory progress in bringing the cumulative GPA up to at least a 2.00. Any student who is not making satisfactory progress may be placed on Academic Suspension. Satisfactory progress means the GPA is improving at a rate that will result in



a minimum GPA of 2.00. If satisfactory progress is being made the Admissions and Standards Committee may extend Academic Probation and they may also specify specific conditions for continued enrollment.

## Spiritual Formation (Chapel Credits and Attendance)

**Spiritual Formation Credits (SFCs)** are inclusive of the many ways we grow spiritually. The way you attain your SFCs changes as you grow and mature are listed below:

	Spiritual Formation Credits (SFCs) Required	Credits available from the following options:		
		Chapel Services	Life Groups	Other Spiritual Growth Opportunities
<b>Freshmen</b> (1-29 hours)	38	At least 26	Up to 8	Up to 6
<b>Sophomores</b> (30-59 hours)	38	At least 22	Up to 8	Up to 8
<b>Juniors</b> (60-89 hours)	38	At least 14	Up to 10	Up to 14
<b>Seniors</b> (90-120 hours)	38	At least 6	Up to 12	Up to 20

1) **You can still just go to 38 chapels if you want.**

2) **Or, you could do one of these:** (Get permission first from Director of Athletics)

- Appropriate service to the local church and/or community (AWANA, worship leaders, youth leader, Sunday school teacher, Chaplain Intern Service Projects) = typically 1 SFC per 2 hours of service.
- Fall or Spring Prison Ministry = typically 5 SFCs
- One-week LSM mission trips (spring break, summer, or winter) = up to 10 SFCs
- Various other spiritual retreats and conferences deemed appropriate by the Spiritual Life Department (Passion, Marriage and Relationship Enrichment, Urbana...)
- **Seniors** may also elect to do a Spiritual Formation reflection paper which will be granted 1 – 10 SFCs depending on quality and evaluation according to the assessment rubric.

3) Students living on or off campus taking twelve (12) or more hours must attain 38 SFCs each semester

4) SFC requirements do not apply to the semester you apply and are approved to graduate.

5) SFC requirements do not apply to super-seniors who have completed the SFC requirement.

6) With prior permission, chapel makeups are now 1 full page in length.

7) Students not attaining the required 38 SFCs by 5:00 PM of the last day of exams will have an SFC hold placed on their account and are in jeopardy of losing their registration in classes if it is not cleared by the hold deadline, to remain in good standing and maintain registration in classes.

8) **Students with an SFC hold will not be permitted to participate in intercollegiate athletics** or university academic competitions. Ineligibility to participate begins on the last day of exams of the semester immediately completed.

9) This is a SUMMARY of the Spiritual Formation Program Guidelines. The full and binding regulations can be found in the Student Handbook.

### **LIFE GROUPS (YellowJacket Leadership Academy)**

LETU feels that discipleship is so important to the spiritual formation of our students that 8 chapel days per semester have been designated as “**Life Group Day**.” That means there will be eight days this fall – **Monday August 28 (Belcher Center); Monday Sept. 11<sup>th</sup>; Monday Sept. 18<sup>th</sup>; Monday Oct. 9<sup>th</sup>; Monday Oct 23<sup>rd</sup>; Monday Nov 6<sup>th</sup>; Friday Nov. 17<sup>th</sup>; Wednesday, Nov. 29<sup>th</sup>**. **Other than the first chapel on August 23**, chapel will not meet in the Belcher Center. Instead, student-athletes have the opportunity to participate in the **YellowJacket Leadership Academy**. There are four levels in the YJLA, and you are encouraged to attend one group.

- 1) **Freshmen Level**– All freshmen will attend this group to learn our core values and leadership traits. This group meets in Belcher Gym during chapel time on the above dates.
- 2) **Sophomore Level** - All sophomores that are not captains will attend this group and meet in Solheim Arena.
- 3) **Next Level** – This group includes juniors and seniors that are not in the Captain’s Group. lead the group which meets in Steudler Lounge.
- 4) **Captain’s Group** – This group includes the captains of all 17 teams. You will meet in Wolgemuth Conference Room in Solheim Center.

God's Word brought me peace and a desire for a relationship with Him. I found that questioning Him and searching for answers through Scripture helped me grow and gave me direction. Now my faith in Christ is what gives me confidence for the future. I know that through both good times and bad, He is faithful and will watch over me.

Clint Dempsey

QuotePodds

## STUDENT-ATHLETE ACADEMIC EXPECTATIONS

LeTourneau University student-athletes are expected to place the greatest emphasis on graduation and academic success. Your number one goal is to graduate with a degree in a field you love, so you will enjoy your life's work. Athletics will help you achieve your career goals by teaching you teamwork, dedication, time management and other necessary skills but academics must come first. Student-athletes are expected to conduct themselves in the classroom in a manner that reflects positively on their sports program, coaches, teammates, and the department of athletics.

### Athletic Class Credit

You may receive one hour of elective credit each year you participate in a varsity sport. To do this, you must register for the varsity sport class in the semester in which the sport competes. Credit will not be given for varsity participation in past semesters. If you have questions, contact Vickie Rogers in the Athletic Officer or your head coach.

### Class Attendance

Prior to the beginning of your season, you will present your professors a "missed class" letter that outlines the LETU excused absence policy and includes departure times for road contests, as well as the times you need to be excused for home games. Several class meetings before the game, remind your professors of your upcoming absence. You will receive the letters from your head coach.

- NCAA rules prohibit you from missing class for practice, field preparation or a team meeting. Your head coach cannot allow you to miss class for anything other than actual game competition, at home or on the road. (Competition includes travel to and from games as well as a reasonable warm-up time prior to home games.)
- You are not to miss any class for any other reason, other than illness. If you return to campus late at night from a contest, you must be in class the next morning.
- If you are going to miss a class, you must make arrangements with your professor ahead of time to take a test, turn in an assignment, or complete your work. You should expect to complete the work prior to missing the class.
- If you have a class that conflicts with practice, it is your responsibility to attend class, then get to practice as quickly as possible.
- If you participate in a sport in which weather conditions may change your game schedule (soccer, baseball, softball tennis and golf), be sure to let your professor know immediately – as soon as the game is rescheduled –that you will miss class the day of the make-up contest. If an event is postponed, be sure to attend class instead.
- Sit in the "T" zone and dress properly – you are representing LETU athletics

### Academic Support

The Achievement Center exists to promote student success by providing supportive resources for students. Numerous services are available for undergraduate students who would like to improve their learning skills or increase their academic success at LeTourneau University. AC services include:

- Personal tutoring
- Tutorial instruction sessions
- Math tutoring lab

- Study skills consultations
- Study skills workshops
- Athletic study hall

Visit [AchievementCenter@letu.edu](mailto:AchievementCenter@letu.edu). For additional information, contact Student Achievement, at (903) 233-4470, or drop by the AC located in the Student Affairs Building.

## Academic Integrity

It is expected that coaches, student-athletes and department of athletics administrators and support staff display the highest level of academic integrity. Academic dishonesty is a serious breach of trust within the LeTourneau University community because it violates the regard for truth essential to genuine learning and Christian consistency. From a broader perspective, it hurts all students and their peers who try to do their work with integrity. Therefore, it cannot be tolerated by the University. Given the serious nature of academic dishonesty, a student experiencing particular difficulties in a course is encouraged to discuss the problem with the instructor rather than succumb to the pressure to commit academic dishonesty. Academic dishonesty includes, but is not limited to:

- Copying or using unauthorized aids in tests, examinations or laboratory reports.
- Plagiarism, the submission of work created by someone else as if it were one's own.
- Use of files, tests, problems, or lab reports from previous classes other than allowed by the faculty member.  
Looking at an examination paper or answer sheet of another student.
- Obtaining, before or during the administration of a test, unauthorized information regarding the test.
- Possessing or distributing a test or other assignment material before or during its administration.
- Cooperating or aiding in any of the above.

It is the responsibility of the faculty member to determine an appropriate response to any form of academic dishonesty. The following guidelines may be followed by the faculty if academic dishonesty is discovered

- **First Offense:** The student will be given a zero or "F" on the test, exam, course paper or class assignment. The instructor shall notify the Dean of Students and the student in writing and make a written record of the incident with a copy sent to the Academic Advisor.
- **Second Offense (in the same or another course):** The student will be given an "F" in the course. The student may be dismissed from the University, as recommended by the Dean of Students and/or the Student Judicial Review Committee.

## STUDENT-ATHLETE BEHAVIORAL EXPECTATIONS

Student-athletes are to abide by the University's policies, regulations and procedures regarding community life as stated in the Student Handbook. Because student-athletes are representatives of LETU, both on and off campus, expectations and standards in some areas are placed at a higher level than the general student body. Accepting and being accountable to these standards is part of the responsibility of being a student-athlete at LeTourneau University. These responsibilities include areas of conduct involving the use of tobacco, alcohol, unprescribed and illegal drugs, social media and other behavioral issues. For any violations of University, athletic department, or team policies, the student-athletes will first be held accountable by the Office of Student Life, when applicable.

### Team Travel

Traveling with the team to a contest is a privilege, not a right, that requires the following expectations:

- **Conduct**  
As a student-athlete, you are always a representative of LeTourneau University Athletics. This is especially true when you are traveling with your team to and from competition. You may be the only LeTourneau representative a person ever sees. Please represent LETU in a positive manner and treat people with respect.
- **Apparel**  
The appearance of the team members should represent LETU in a positive manner at all times. Members of the traveling party are to be neatly dressed on all team road trips. Appropriate dress is determined by the head coach.
- **Transportation**  
As a member of the team, you are expected to travel to and from the contest with the team. The only exception is during holidays when you and your parents are traveling from the game to a destination in a direction other than LETU. **This requires the completion of a release form before the trip, that is obtained from the Director of Athletics.** You cannot ride with anyone other than parents or authorized personnel.

### Social Media

As a student-athlete participating in intercollegiate athletics at LeTourneau, you are a representative of the University and are always in the 'public eye'.

Student-athletes may not be aware that third parties including the faculty, future employers, opponents and others can easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the University. This can be detrimental to a student-athletes' future employment and status on the team. The Department of Athletics at LeTourneau University reserves the right to discipline student-athletes who are involved in posting information, pictures, posters or comments that are contrary to the spirit and values of LETU. The following are guidelines student-athletes should consider when participating on social networking websites:

- Avoid any behavior that might embarrass yourselves, your families, your team, and/or LeTourneau University. *An example would be a picture of a student-athlete involved in underage drinking.* If you wouldn't want your mother to see it, then don't post it!
- Inappropriate postings toward other institutions, athletics teams, or individual opponents are unacceptable.

- Student-athletes should understand that anything posted online is available to anyone with internet access. Text and photo's placed online are potentially out of your control once it is placed online.
- Student-athletes are responsible for content posted by others on their personal site.
- Avoid posting personal, or any other material, that could assist online predators.
- Be aware of who you add as a 'friend' to your personal site since some individuals attempt to take advantage of student-athletes.

*Be aware:*

- Student-athletes could face discipline, including dismissal from participation for violation of athletics policy, team policy, and/or NCAA legislation.
- LeTourneau University coaches and athletic administrators are encouraged to monitor the social networks.
- **Keep in mind potential employers, internship supervisors, graduate programs, and scholarship committees search social networking sites to screen candidates.**

**Bottom Line – YOU are accountable for your social media presence.** Understand that inappropriate postings can follow you for life. Do not post anything that would embarrass LETU, your team or your family. Use social media to build your reputation and sell your brand.



## **Tobacco Use**

LETU and the NCAA prohibit the use of tobacco products by all coaches, student-athletes and members of the athletics department in all sports during practice and competition. Violations may result in suspension from the team.

## **Alcohol and Drug Use (Athletic Policy works in conjunction with University Policy)**

LeTourneau University expects all members of the university community to refrain from the use of alcohol and illicit drugs on and off campus. The Student Handbook prohibits the use, sale or possession of alcoholic beverages, intoxicating incense, abusable inhalants, or narcotic drugs. The Department of Athletics knows the use of these substances is detrimental to your health, athletic and academic performance and overall well-being. All alcohol and drug violations will be immediately reported to the Office of Student Life with appropriate sanctions decided upon by the Dean of Students.

The Director of Athletics and Head Coach will impose athletic department sanctions based upon the findings of the Dean of Students.

### **Alcohol Use**

The Texas law that prohibits the possession and consumption of alcoholic beverages by persons under the age of 21 is endorsed, supported and enforced by the University. A student-athlete, under or over 21, using alcohol, will be subject to disciplinary action:

#### **First Offense**

- 1) The student-athlete should contact his/her head coach as soon as possible after a university violation has occurred. The student-athlete will meet with the Dean of Students, or her designee(s), for a disciplinary hearing as soon as the incident is reported. If found in violation of the University's alcohol policy, the student-athlete will meet with his/her head coach, at which time the student-athlete will be immediately suspended from competition for a minimum of 10% of the entire regular season and post-season contests, beginning with the first contest after the violation occurs. If there is less than 10% of contests remaining in the regular and post-season, dates will carry over from one year to the next until the appropriate penalty has been served. Should the student-athlete be involved in more than one sport, the suspension will carry over to the student-athlete's other sport(s). Student-athletes may continue to practice during the suspension but will not travel with the team nor dress out or sit on the bench during games.
- 2) The student-athlete will be required to perform 10 hours of LETU service that has been pre-approved by the head coach and Director of Athletics, and supervised by the head coach. Service hours must be completed within 30 days of the sanction, or first day back on campus, or competition will be further suspended until the hours are completed. A log of the service hours will be maintained and signed by the student-athlete and head coach and approved by the Director of Athletics.
- 3) Offenses that occur in the non-traditional season will be treated the same as the traditional or in-season violation, except the 10% suspension will commence at the start of the next season.

#### **Second Offense**

- 1) The student-athlete should contact his/her head coach as soon as possible after a university violation has occurred. The student-athlete will meet with the Dean of Students or her designee(s), for a disciplinary hearing as soon as the incident is reported. If found in violation of the University's alcohol policy, the student-athlete will meet with his/her head coach, at which time the student-athlete will be immediately suspended from competition for a minimum of 30% of the entire regular season and post-season contests, beginning with the first contest after the violation occurs. If there is less than 30% of contests remaining in the regular and post-season, dates will carry over from one year to the next until the appropriate penalty has been served. Should the student-athlete be involved in more than one sport, the suspension will carry over to the student-athlete's other sport(s). Student-athletes may continue to practice during the suspension but will not travel with the team nor dress out or sit on the bench during games.

- 2) The student-athlete will be required to perform 30 hours of LETU service that has been pre-approved by the head coach and Director of Athletics, and supervised by the head coach. Service hours must be completed within 3 months of the sanction or the first day back on campus or competition will be further suspended until the hours are completed. A log of the service hours will be maintained and signed by the student-athlete and head coach and approved by the Director of Athletics. Should the student-athlete be involved in more than one sport, the suspension will carry over to the student-athlete's other sport(s). Student-athletes may continue to practice but may not travel with the team nor dress out or sit on the bench during games.

### **Third Offense**

- 1) If a third offense occurs while the student-athlete is enrolled at LETU, it will result in the permanent suspension from all involvement in athletics at LETU for the remaining career of the student-athlete.

### **Drug Use**

All LETU student-athletes and managers are subject to random drug testing throughout the year. Student-athletes will be asked to sign a release form, which states that you are aware that urine testing for abusive drugs and other controlled substances is permitted. Failure to sign the form, refusal of a drug test, failure to show up for the test, or manipulation of a urine test is considered a positive test and subject to disciplinary actions as set forth in this policy. The athletic department contracts with an outside testing company who administers the test, at LETU, under the supervision of the athletic training staff. Company staff employees analyze the tests at the off-campus laboratory. Drug use violations may also be reported through the Office of Student Life or during random testing at NCAA championship events.

### **Drug Testing Process**

Head coaches will provide a roster to the Head Athletic Trainer from which names will be selected for testing. Testing will be on a random, unannounced basis, as well as on special request of any person deemed to be an official of the University. If the Director of Athletics and/or Head Coach have reasonable suspicion to believe that a student-athlete is involved in some form of drug abuse, that individual may be tested for drugs. Student-athletes chosen to be tested will be notified by the Head Coach, or Head Athletic Trainer on the evening before the test the next morning. Student-athletes that do not report to the testing site at the athletic training office in Solheim Center, will be considered to have a positive test.

Notification of a positive test will be confidentially reported to the student-athlete, Head Coach, Director of Athletics, Head Athletic Trainer and Dean of Students.

### **Incomplete Test**

A student-athlete unable to provide a urine sample during drug testing, with an incomplete result assigned to the test, will be ruled ineligible from game competition but allowed to practice until a negative test is provided to the athletic department. The student-athlete will have until the end of the business day to provide a medical diagnosis from his/her primary physician explaining why a urine



sample could not be provided, schedule an appointment with the LETU contracted drug testing company that issued the incomplete test and have an alternative drug test performed. The alternate test will be at the cost of the student athlete. If the student-athlete cannot provide a medical diagnosis as to why a urine sample could not be provided, the incomplete test will be deemed as a positive test, making the student-athlete ineligible from game competition. The student-athlete will still be allowed to practice during the suspension. After serving mandatory suspension time, a negative drug test must be provided to restore eligibility.

### **Alternative Drug Test**

If an alternative drug test is utilized to determine a passed or failed test, the cost of the test will be the responsibility of the student-athlete and must be completed within the timeframe determined by athletic administration. Only hair or nails will be considered as acceptable forms of alternative drug testing. Student-athlete appearance must remain unchained during the testing process. Any altering of student-athlete's appearance will be considered a positive test resulting in suspension of eligibility.

### **Banned Drugs**

LETU subscribes to the banned substance list published by the NCAA. All student-athletes will receive a list of banned substances at the NCAA orientation meeting. The list may also be accessed on the NCAA website.

A student-athlete, who uses, possesses or distributes drugs and/or drug paraphernalia, or fails a LETU drug test while in or out of season will be subject to the following policy:

### **First Offense**

- 1) The student-athlete will be immediately suspended from competition for a minimum of 50% of contests, beginning with the first contest after the violation occurs. If there is less than 50% of contests remaining in the regular and post-season, dates will carry over from one year to the next until the appropriate penalty has been served. Student-athletes may continue to practice during the suspension but will not travel with the team nor dress out and sit on the bench during games. Should the student-athlete be involved in more than one sport, the suspension will carry over to the student-athlete's other sport(s).
- 2) The student-athlete will be required to perform 30 hours of LETU service that has been pre-approved by the head coach and Director of Athletics, and supervised by the head coach. Service hours must be completed within 3 months of the sanction or competition will be further suspended until the hours are completed. A log of the service hours will be maintained and signed by the student-athlete and head coach and approved by the Director of Athletics. Should the student-athlete be involved in more than one sport, the suspension will carry over to the student-athlete's other sport(s).
- 3) After returning to competition, once the suspension has been served, the student-athlete must also pass subsequent drug tests for the remainder of the season and prior to the next season.

### **Second Offense**

- 1) The student-athlete will be immediately suspended from further practice/competition on any LETU athletic team for the remainder of their academic career.

## **Due Process and Appeals (University Student Handbook)**

### **Appeals**

#### ***Grounds for Appeal***

1. Procedural error that would significantly affect the outcome of the case
2. New information that was not available at the time of the investigation that would significantly affect the outcome of the case
3. Sanction imposed is grossly disproportionate with the violation

#### ***Not Grounds for Appeal***

1. Disagreement with findings
2. Disagreement with sanctions

This appeal must be made in writing to the Dean of Students within 3 days after an outcome letter is received. The Dean of Students may first allow the lead adjudicator to address minor concerns a student may have (i.e. wording of a sanction or specific aspects of it, clearing up misunderstanding, etc.). These adjustments will then be presented to the student. If the student feels that his or her concerns were addressed appropriately, the appeal is considered finished. If the student feels that the concerns were not addressed appropriately, the process may move on to the Student Judicial Review Committee.

When an appeal moves on to the Student Judicial Review Committee, the burden of proof lies with the student making the appeal. The student's written statement requesting an appeal must show clear and convincing evidence relating to at least one of the above valid grounds for appeal. The Committee will review the student's appeal letter, as well as information provided from the investigator and reports its recommendations to the Dean of Students. Final action rests with the administration of the University.

Please note: Sanctions given will be put into immediate effect upon receipt of the Outcome letter, and will remain in effect until official notification is made that it has been overturned by an appeal.

### **Violations of Civil Law**

If you have been charged with a crime, or any violation of federal, state or local laws, you could be immediately suspended from the participation in intercollegiate athletics until your guilt or innocence has been determined in court. If you plead guilty or are convicted, you could be suspended or permanently dismissed from future athletic participation. If you are found not guilty, you may be allowed back on an athletic team, but only at the discretion of the head coach, Director of Athletics and Dean of Students.

## **LeTourneau University Christian Life and Behavioral Standards**

LeTourneau University Christian Life and Behavioral Standards are found in the Student Handbook. The athletics department works in cooperation with the office of student life staff when determining appropriate sanctions for student-athletes who violate these behavioral standards. Any LeTourneau University head coach or athletics administrator, at his or her discretion, can impose a more restrictive penalty than those handed down by the Office of Student Affairs if the coach and Dean of Students determines that it is in the best interest of the program. Excerpts from the handbook are below; please make sure you read all expectations since you are accountable. Go to [www.letu.edu](http://www.letu.edu), beginning on page 33.

### **COMMUNITY LIVING STANDARDS**

In order to provide a structure that allows for social order and cohesiveness--while protecting individual rights--certain common courtesy guidelines are necessary. These include appropriate procedures, guidelines, and regulations concerning social relationships and personal behavioral choices. These are not to be interpreted as standards of spirituality, but as standards of one's ability to function as an individual within this particular community of University students, faculty, and staff.

### **SPECIFIC BEHAVIORAL GUIDELINES**

Based on the above Biblical and community standards, LeTourneau University has established specific Christian Life and Behavioral Guidelines of Living for all members of the University community. By virtue of their enrollment, students voluntarily accept the behavioral standards set forth in this handbook. Whether they are observed by a member of the community, verbally described, or personally shared for the public in verbal or written form (for example, through a personal website or social network), these behaviors are prohibited and subject to administrative intervention and disciplinary action.

- 1. Sexually immoral or immodest conduct, or the promotion of sexual activity outside of marriage.** These include activities such as (but not limited to): sexually graphic text messaging, chatting, or video conferencing; fornication; sexual promiscuity; and adultery—whether they are heterosexual or homosexual in nature. Cohabitation (sharing a room, apartment, or home) with a member of the opposite gender is included in this prohibition. Based on biblical standards, we believe that God has created the institution of marriage to be between one man and one woman, and only within this institution does God bless intimate sexual expression; all other intimate sexual expression outside of marriage is considered immoral behavior. Consistent with our desire to celebrate and model a Scriptural approach to sexuality, the University prohibits same-sex dating behaviors and public advocacy for the position that sex outside of a biblically-defined marriage is morally acceptable. Any student concerned about their experiences with sexual temptation, participation, or addiction— either heterosexual or homosexual in nature—may proactively seek assistance from the Office of Student Life or our counselors without fear of disciplinary action (see "Personal Growth Initiative").
- 2. The possession, manufacturing, use, sale, or distribution of tobacco, alcoholic beverages, or illicit drugs.** The prohibition against the use or possession of these items is a matter that the University takes seriously. Each has been widely recognized as a source of serious health and social problems. Their prohibition reflects LeTourneau University's tradition in keeping with the teaching

of Scripture that we are to view our bodies as the temple of the Holy Spirit and thus treat them accordingly. Abstinence from these items will foster discipline and self-control, and the University will be drawn closer together as a community if all of its members avoid their use.

3. **The use, sale, or possession of literature, games, pictures, posters, paraphernalia, movies, music, or other media that** (a) depict lewd, obscene, sexually suggestive, or sexually degrading or demeaning material as determined by the Student Life staff; or (b) portray or promote the use of alcohol, tobacco, or illicit drugs, or (c) advocate Satanism, occultism, witchcraft, or any other spiritual philosophy that is blatantly inconsistent with Christian principles.

4. **Gambling**, as it distracts from the academic environment and Christian community, threatens financial security, displays or promotes greed and materialism, and/or undermines spiritual and mental health.

5. **Theft**, attempted or actual, to property of the University or property of a member of the University community or other personal or public property (including copyright infringements and violations).

6. **Dishonesty**, including, but not limited to the following: a. cheating, plagiarism, or other forms of academic dishonesty; b. furnishing false information to any University official, faculty member or office; or Page 37 c. forgery, alteration, or misuse of any University document, record, or instrument of identification.

7. **Profanity, obscenity, or vulgarity**, whether spoken, written or visual, including language within personal websites, blogs, and social networks.

8. **Disorderly or destructive actions.**

9. **Abuse, harassment, bullying, or assault**, including physical abuse, verbal abuse, written abuse (online or in print), threats, stalking, intimidation, humiliation, pestering, coercion, or other conduct that threatens or endangers the physical, psychological, or emotional health—or the belongings—of any person. Bullying typically includes, but is not limited to, aggressive behavior that seeks to control or harm others, often involving an imbalance of power (such as physical strength, access to embarrassing information, or status) and repetition.

10. **Unauthorized access to or entering of campus buildings**, whether by possession, use, or duplication of authorized or unauthorized keys, or by use of any lock-evading instruments.

11. **Violation of the residence hall visitation policies.** Members of the opposite sex are not allowed in rooms or hallways without permission from the Resident Director. The exceptions to this policy are during scheduled visitation hours or open houses held periodically throughout the year. The visitation hours below are in effect only on days when classes are in session and do not include days before or after classes each semester or holiday breaks throughout the semester unless specifically noted by postings in the residence halls.

- Residence Halls

- o Thursday, Friday, and Saturday: 6 – 11 pm
- o Sunday: 5 – 9 pm

- Apartments, Societies, and Private Upper-Division Quads

o Every Day: Noon – 11 pm. During visitation hours or open house, a resident’s door must be completely open with a light on when a member of the opposite sex is in the room. Failure to comply with these visitation policies will result in loss of visitation privileges and/or other disciplinary action.

## 12. Hazing

### **Statement from the Texas State Penal Code:**

“Hazing” means any intentional knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution.

### **The term “hazing” includes, but is not limited to:**

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
- any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

### **A person commits an offense if the person:**

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- intentionally, knowingly, or recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students or other appropriate officials of the institution.

13. **Failure to comply with directions of University officials or law enforcement officers** acting in performance of their duties, and/or failure to identify oneself to these persons when requested.

14. **Violations of standards of character, conduct, and scholarship** to the extent that the student's attitude and actions are detrimental to the University and its students. Included in this category is assisting with or creating of space for others to violate the guidelines and policies articulated in the Student Handbook.

15. **Any other activity that is in violation of the laws of the land** (the local community, the state, and the federal government), except in those rare cases wherein obedience to the civil authorities would require behavior directly in conflict with the teaching of Scripture. A student charged with a misdemeanor or felony is required to notify the Dean of Students within five (5) days of being charged.

16. **Abuse of technology**, including, but not limited to: a. Theft of equipment or service. b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose. c. Unauthorized transfer of a file. Page 38 d. Unauthorized use of another individual's identification, password, MAC address, etc. e. Use of computing facilities that interferes with the work of another student, faculty member or University Official. f. Use of computing facilities to send obscene or abusive messages. g. Use of computing facilities to interfere with normal operation of the LETU computing system. h. Use of computing facilities and resources in violation of copyright laws.

17. **Abuse of the discipline process**, including but not limited to: a. Failure to obey the notice of a disciplinary hearing or University official to appear for a meeting or a hearing. b. Falsification, distortion, or misrepresentation of information within a discipline meeting. c. Initiation of a disciplinary meeting knowingly without cause. d. Attempt to discourage an individual's proper participation in, or use of, the judicial system. e. Failure to comply with the discipline imposed by University officials. Where the laws of God, society, and our community standards do not speak explicitly, the University holds that each Christian must decide what actions are appropriate for themselves. It is important to remember, however, that orderly community life and the reaching of common goals may require the individual to limit his or her own freedoms and privileges for the good of the group.





## NCAA RULES

### Sport Wagering (Gambling)

The department of athletics supports and upholds NCAA rules and regulations on sports wagering. The NCAA and LETU oppose all forms of legal and illegal collegiate sports wagering.

As a college student-athlete, you must follow the rules of the NCAA. Bylaw 10.2 specifically prohibits sports gambling. This is what the rules means:

- No bets for any item such as cash, a shirt, or dinner on any professional or college sports event, even those that don't involve your university.
- No sports pools, even those run by your friends in the dorm
- No internet gambling on sports events, no fantasy leagues that award a prize or require a fee to participate
- No betting on fantasy sports
- No sports wagering using 800 numbers
- No exchange of information about your team with anyone who gambles.

#### **NCAA rules are clear.**

- The minute you are discovered to have made a bet of any kind on any college or professional sport or to have given information to someone who does gamble...
- You are declared ineligible to compete in college sports.
- You are no longer a member of a team.

### Social Media

NCAA bylaw **13.02.11 Electronic Transmissions** deals with email, IM, private communication through social networking sites, text messages and faxes.

#### **Before the PSA is accepted and submits a financial deposit to the institution, you may not:**

- Send a public message to the PSA or PSA's family on social media
- Post information about the PSA on social media
- Like the PSA's post (or a post the PSA is tagged in)
- Follow, friend, retweet, tag or post to the PSA's page/timeline

#### **After the PSA is accepted and submits a financial deposit to the institution, but before May of the senior year in high school, you may not:**

- Send a public message to the PSA (or PSA's family) using social media
- Like the PSA's post (or a post the PSA is tagged in)
- Follow, friend, retweet, tag or post to the PSA's page/timeline

**After the PSA is accepted and submits a financial deposit to the institution, and it is after May 1 of the senior year in high school, there are no social media restrictions.**

## **Crowdfunding**

The process of funding a project or venture by raising monetary contributions from a large number of people, typically via the internet.

- DIII legislation does not allow a SA's or PSA's name or picture to be used to promote or solicit funds for a commercial product or service. This includes
  - Brick and mortar business
  - Commercial websites
  - For-profit crowdfunding sites; and
  - Other online businesses
- SA/PSA **may not** use his or her name, picture or athletics reputation to solicit funds through a personal online profile or crowdfunding site if the funds go directly to the SA/PSA
- SA/PSA **may not** set up a crowdfunding site to solicit funds for competition and practice with an outside amateur team or organization if the funds go directly to the SA/PSA.
- SA/PSA **may not** set up a crowdfunding site that identifies him/her as an athlete or has a jersey, logo, etc. in the picture to buy items or solicit funds(e.g., laptop, car, food, school supplies, and athletics equipment).
- SA/PSA **may** set up a crowdfunding site to solicit funds for an outside amateur team or organization, as long as
  - No funds are earmarked for the SA; and
  - No funds that exceed actual and necessary expenses are earmarked for a particular SA/PSA.
  - SA/PSA is not identified as a LETU SA nor wears apparel or displays equipment with LETU name and or logo

## **Seasons of Participation - All Sports**

14.2.4.1 A student-athlete shall not engage in more than four seasons of intercollegiate participation in any one sport.

14.2.2 Ten-Semester/15-Quarter Rule. A student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.

14.2.2.1 Use of Semester or Quarter. A student-athlete is considered to have used a semester or quarter under this rule when the student attends any class while officially registered in a collegiate institution (domestic or foreign) in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, even if the student-athlete drops to part-time status at any time during the term, including his or her first day of attendance.



A student-athlete is considered to have used a semester or quarter under this rule when the student attends any class while officially registered in a collegiate institution (domestic or foreign) in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution.

If the student-athlete drops to part-time status at any time during the term, including his or her first day of attendance (must count a **season of participation when he/she practices or competes during or after the first contest following the student-athlete's initial participation at the institution.**

A season of participation **shall not** be counted when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted prior to the first contest in the traditional segment following the student-athlete's initial participation at the institution.

A season of participation **shall not** be counted when a student-athlete practices and/or competes in the nontraditional sports segment (e.g. spring football, spring soccer, spring volleyball, fall baseball and softball).

## **Hardship Waiver**

If you suffer a season-ending injury during the first half of the season that prevents you from returning to play the remainder of the season, and you have not played in more than one-third of the contests, the athletic trainer can apply to the ASC Commissioner for a hardship waiver. If granted, the hardship waiver will allow you to regain the semester of eligibility used during the injury. See the athletic trainer for more information. The NCAA uses a standard denominator for each sport, which is usually the maximum game limits allowable plus one.

## **Financial Aid**

You are not eligible if you receive financial aid other than the financial aid that your school distributes. However, it is permissible to receive:

- Money from anyone upon whom you are naturally or legally dependent
- Financial aid that has been awarded to you on a basis other than athletics ability; or
- Financial aid from an entity outside your school that meets the requirements specified in the Division III Manual.

## **Eligibility for Practice**

- You are eligible to practice if you are enrolled in a minimum full-time program of studies, (minimum of 12 hours/semester), leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution.
- You are eligible to practice during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer at your previous educational institution, and you are eligible under all institutional and NCAA requirements.

- You also are eligible to practice if you are enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies, and your school certifies that you are carrying (for credit) the courses necessary to complete your degree requirements.

### **Eligibility for Competition**

To be eligible to compete, you must:

- Have been admitted as a regularly enrolled, degree seeking student according to the published entrance requirements of your institution;
- Be in good academic standing according to the standards of your institution; and
- Be enrolled in at least a minimum full-time program of studies leading to baccalaureate or the equivalent (not less than 12 semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (as defined by the school for all graduate students), or be enrolled and seeking a second baccalaureate degree at your institution.

If you are enrolled in less than a full-time program, you are eligible to compete only if you are enrolled in the last term of your baccalaureate or graduate degree program and are carrying credits necessary to finish your degree requirements.

You are eligible to compete during the official vacation period immediately before initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of students and at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements.)

If you are a returning student, you are eligible to compete between terms, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately before the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition.

### **Summary**

Before practicing or playing in competition, you must:

- Complete all medical forms and submit to trainer
- Complete all NCAA forms online
- Be certified as eligible by the Registrar
- Be enrolled in a minimum of 12 hours
- Have no holds on student account/no conditional acceptance
- Sign and submit acknowledgment of Student-Athlete Handbook

### **Other Regulations Concerning Eligibility – All Sports**

- You are not eligible to participate in more than four seasons of intercollegiate competition.
- You are not eligible after 10 semesters or 15 quarters in which you were enrolled at a collegiate institution in at least a minimum **full-time** program of studies as determined by the institution, except for any extensions that have been approved in accordance with NCAA legislations.
- You are eligible if you are seeking a second baccalaureate or equivalent degree or you are enrolled in a graduate or professional school provided you received your undergraduate degree from the same institution, you have seasons of participation remaining and your participation occurs within the applicable 10 semesters or 15 quarters. You are also eligible for championships that occur within 60 days of the date you complete the requirements for your degree.
- You are not eligible in your sport for the rest of your season, if, after enrollment in college and during any year in which you were a member of an intercollegiate team, you competed as a member of any outside team in any noncollegiate, amateur competition in the sport during the intercollegiate team's playing season. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted.

### **Use of Agents – All Sports**

LeTourneau University is committed to assisting student-athletes in their pursuit of athletic excellence. Part of this commitment is helping these student-athletes obtain competent, professional, and ethical representation should they decide to pursue a career in professional athletics. The University will cooperate with and provide assistance to all player agents who abide by the NCAA, the Texas Athlete Agent Act and LeTourneau University.

Any player agent who acts in a manner contrary to the rules of the NCAA, the Texas Athlete Agent Act and LeTourneau University will be reported to the Secretary of State for the State of Texas, the National Basketball Association Players Association, the Major League Baseball Players Association and any other association as necessary. In addition, the player agent will be prohibited from any future contact with a LeTourneau University student-athlete.

- **12.3.1 General Rule.** An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.
- **See 12.3.1.1, 12.3.1.2, 12.3.2 and 12.3.3 for more information.**

LeTourneau University requires that all player agents and their interactions with LeTourneau University's student-athletes comply with the following policies:

- Any contact with a LETU student-athlete with eligibility remaining must be arranged through the University Director of Athletics or Compliance Coordinator based upon mutual consent of the student-athlete. All player agents seeking to interview student-athletes are required to arrange the interview with the Director of Athletics or Compliance Coordinator.

- The Director of Athletics will advise the player agent in the event a student-athlete request an interview with that player agent. The location and time of the interview program will also be communicated to the player agent by a representative of the Athletics Office.
- Player agents and their runners and/or representatives are prohibited from any type of form of contact) including but not limited to phone calls, letters, email messages, text messages, fax messages, and communications in person\_ not made under the supervision and assistance of the Director of Athletics with a student-athlete, their spouse, parents, or legal guardian while that student-athlete remains eligible for intercollegiate competition. Written correspondence to a student-athlete may be permitted if, and only if, directed to the Director of Athletics.
- In the event a student-athlete, their parents, or legal guardians contact a player agent to arrange a discussion of that player agent's qualification or proficiency in the marketing of the student-athlete's athletic ability or reputation, that player agent is not permitted to discuss that player agent's services until after the agent has given notice of the proposed discussion to the Director of Athletics or Compliance Coordinator. All student-athletes will be required to have any discussions with player agents arranged by the Director of Athletics or Compliance Coordinator.
- All player agents interested in representing a student-athlete from the University are required to register with the Director of Athletics or Compliance Coordinator and provide introductory information regarding their services. Once all materials are received, a file will be created or updated and maintained in the office of the Director of Athletics or Compliance Coordinator for reference by student-athletes. Incomplete registrations and/or failure to completely provide the requested introductory information will constitute a failure by the player agent to comply with this provision. This registration is valid for one year from the day the office receives it. Thereafter, the player agent must renew his or her registration by amending his or her existing registration so that all information is accurate and current.
- In accordance with the Texas Athlete Agent Act, the University must establish dates on which interviews may be held with University student-athletes during the academic year.

### **Transfer Students Only:**

- You are a transfer student if:

The registrar or admissions officer from your former school certified that you officially registered and enrolled at that school in any term in a minimum full-time load and attended class; or the director of athletics from your former institution certified that you reported for the regular squad practice that was announced by the coach and held at your former institution, even if that practice occurred before the beginning of the academic term.

- **14.5.4 Two-Year College Transfers.** A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program must complete an academic year of residence unless the student qualifies for a transfer exception.
- **14.5.5 Four-Year College Transfers. 14.5.5.1 General Rule.**

A transfer student from a four-year institution shall not be eligible for intercollegiate competition until the student has fulfilled an academic year of residence at the certifying institution unless the student qualifies for one of the transfer exceptions.

- **American Southwest Conference Bylaw 1.2.2: Intra-Conference Transfer Rule:**

A student-athlete who transfers from one ASC member institution to another ASC member institution at mid-year (i.e., between fall and spring academic terms) and who meets NCAA transfer exception requirements shall not be eligible to compete or practice at the certifying institution – the ASC member he/she is transferring to –until he/she fulfills a residence requirement of one full-time semester at the certifying institution. An appeal may be sent to the presidents of the two institutions.

## **Retaining Apparel and Equipment**

### **NCAA Bylaw 16.11.1.8**

A student-athlete may retain athletics apparel items (not equipment) at the end of the individual's collegiate participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment.

- Equipment purchased or loaned to you during your collegiate participation in athletics may be purchased at a cost set forth by your coach or by fair market value.
- Examples of equipment include; golf clubs, bats, travel bags, basketballs, gloves, backpacks, etc.
- Apparel that has been deemed unusable maybe retained for free.

Consequences for retaining unpurchased apparel and/or equipment:

- If the value of the apparel/equipment is under \$100, the student-athlete must pay restitution to a charity of his/her choice and give receipt to compliance officer. If the value of the apparel/equipment is valued over \$100, the student-athlete is ruled ineligible to compete until a reinstatement waiver is filed with the NCAA Enforcement staff and approved.
- The Athletics Department has the ability to hold transcripts and diplomas if equipment is not returned or purchased by the last day of the sport season
- The Athletics Department has the ability to charge your student account the amount of the equipment if it is not returned or purchased by the last day of the sport season.



## **SPORTSMANSHIP AND ETHICAL CONDUCT**

LeTourneau University Athletics Department takes great pride in its coaches and student-athletes for displaying good sportsmanship during practices and contests. It is important to keep in mind the values of fair and ethical play, honesty, responsibility and respect of self and others. Student-athletes are expected to model Christ-like behavior and abide by game rules in a consistent manner. Remember that you will be visitors in half of the contests; a constant goal is to treat visitors in the same hospitable manner as if we were visitors. There is no place for unsportsmanlike behavior by an individual, at any event involving LeTourneau University.

Acts of unsportsmanlike conduct shall include, but are not limited to the following, and shall be subject to disciplinary action:

- Physically abusing an official, coach, student-athlete, opponent or spectator
- Throwing objects at individuals, spectators, or across a field or arena
- Inciting student-athletes or spectators to violent action or any behavior which insults or defiles an opponent's traditions
- Encouraging LETU fans to boo an opposing team when introductions are made
- Encouraging LETU fans to boo officials when a questionable call/judgment is made
- Using profanity, racial or sexist comments or obscene gestures to officials, opponents, team members or spectators
- Acts of unsportsmanlike conduct not specifically prescribed. Any person who publicly is unduly critical of any game official, Conference personnel, another member institution or its personnel, shall receive a suspension for a third violation. (These sanctions shall not be probated.)

Discipline for unsportsmanlike behavior may include suspension from participation in the next scheduled contest of the team. Whenever the Commissioner concludes, after a reasonable investigation, that there has been a violation of the ASC regulation on unsportsmanlike conduct, she shall impose such penalty as she deems appropriate by first giving notice to the individual or institution. The decision of the Compliance Committee shall be final and not subject to further appeal.

**Definition of Terms:** As used in this regulation, "suspension" in the case of a player means that the player cannot participate in the designated number of contests but may practice.

**Unethical and unsportsmanlike conduct may include, but is not limited to, the following:**

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid (*Revised: 1/9/96*);
- Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;

- Receipt of benefits by an institutional staff member for facilitation or arranging a meeting between a student-athlete and an agent, financial adviser or a representative of an agent or adviser (e.g., “runner”) (*Adopted: 1/9/96*);
- Fraudulence in connection with entrance or placement exams;
- Engaging in any athletic competition under an assumed name or with intent otherwise to deceive;
- Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Soliciting a bet on any intercollegiate team;
- Accepting a bet on any team representing the institution;
- Soliciting or accepting a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or (*Adopted: 4/15/98*);
- Participating in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling (*Revised: 1/9/96, 1/14/97 effective 8/1/97*);
- Engaging in behavior that is discourteous or uncooperative with fans, officials, media, or opposing team members or participants.

Any student-athlete or student participant found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Eligibility Subcommittee, for restoration of eligibility. Other acts of unsportsmanlike conduct by student-athletes, institutional staff members and personnel, event management personnel, or spectators shall be subject to the definitions and policies in the American Southwest Conference Handbook.

**IT'S A SLOW  
PROCESS, BUT  
QUITTING WON'T  
SPEED IT UP**

## YEARLY ATHLETICS AWARDS

All student-athletes who successfully compete on an athletic team and complete the season will receive an individual award based on their season of participation.

Freshmen – certificate  
Sophomores – bible with engraved name  
Juniors - LETU jacket  
Seniors – LETU blanket

Head coaches may give up to three individual awards per year.

### **Additional awards:**

Male Student-Athlete of the Year: Overall best male athlete in the department as voted on by the coaches.

Female Student-Athlete of the Year: Overall best female athlete in the department as voted on by the coaches.

Male Scholar-Athlete of the Year: Member of the graduating class who has compiled the most outstanding record in athletics, scholarship and leadership. To be eligible for consideration for this award, the student-athlete must have participated in a minimum of two years in a sport sponsored by a member institution.

Female Scholar-Athlete of the Year: One male and one female member of the graduating class who has compiled the most outstanding record in athletics, scholarship and leadership. To be eligible for consideration for this award, the student-athlete must have participated in a minimum of two years in a sport sponsored by a member institution.

R.G. LeTourneau Legacy Award: Given annually to the student-athlete who portrays Christian leadership in the community, on Campus, in the classroom and in athletics. Award is voted on by the athletic department staff.

Scholar-Athletes Medal of Honor Awards of the Year: Male and Female Scholar-Athletes of the Year recipients are automatically nominated to the conference for Scholar-Athletes Medal of Honor Awards.



## MEDICAL POLICIES

During your competitive season, student athletes will have the opportunity to work with a medical staff which includes our athletic trainers and local physicians, to seek medical services for all sports related injuries. Also, available to the student athletes will be the services of the University Health Center that is staffed by a licensed nurse. The Health Center provides response services to local physicians to deal with major illnesses.

Prior to competition, student athletes are required to meet the following requirements:

1. **Medical History Survey & Annual Physical Examination Form.** This form provides valuable information in the medical coverage of the New Incoming Student Athlete. It is very important to have a thorough knowledge of any physical or medical conditions to help our team physicians better assess the student athlete accident, injury or illness.

The physical exam has to be completed on the required athletic department physical examination form. **UIL forms or other physical forms will not be accepted.** Also, if your son / daughter are in the flight program, they will still need to complete the athletic physical form prior to participating in sports.

The physical examination form has to be completed by a board certified physician i.e. Internist, Physician Assistant or Orthopedic Physician or Nurse Practitioners. Exams completed by Chiropractors, Physical Therapist, will not be accepted.

The Athletic Department will provide each returning student athlete the opportunity for an exam at the end of each Spring semester. If you cannot make the scheduled exam time each student athlete **at their own expense** will still be required to complete the exam before their next season of participation.

2. **Insurance Questionnaire.** Student Athlete has to provide proof of coverage under a family plan or self policy before participating in athletics for LeTourneau University. This information must be on file with the athletic trainer prior to sports participation. **Please read the included policy thoroughly.**
3. **Medical Authorization and Acknowledgement of Risk Statement.** The authorization state gives the Athletic Department permission to secure medical services for your son / daughter in the event of an injury or illness. The acknowledgement statement is to make student athletes aware of the inherent risk of injury involved while participating in intercollegiate sports practice or competition. Therefore, it is a signed waiver releasing the institution and its employees from all liability and responsibilities in connection with such activity. Please discuss the inherent risk of the sport participation with your son or daughter.
4. **Authorization to Release Medical Information Form.** Because of the HIPPA regulations, the university has to have authorization to receive medical information pertaining to an injury from the student athlete or athlete's parent / guardian if a minor. Please note that this authorization maybe revoked at any time during the school year and that the authorization is valid for one

calendar year.

**5. Concussion Guidelines**

Institutions shall have a concussion management plan on file such that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by an athletics healthcare provider with experience in the evaluation and management of concussion. Student-athletes diagnosed with a concussion shall not return to activity for the remainder of that day. Medical clearance shall be determined by the team physician or designee according to the concussion management plan.

Also see Concussion Policy

**6. Sickle Cell**

Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During intense or extensive exertion, the sickle hemoglobin can change the shape of red cells from round to quarter-moon, or “sickle.” This change, exertional sickling, can pose a grave risk for some athletes.

## **ATHLETIC TRAINING ROOM PROCEDURES**

### **Purpose & Philosophy**

The purpose of the Sports Medicine department is to provide the best possible prevention, care and treatment of athletic injuries that can be accomplished with the resources available.

All student athletes have equal access to the athletic training room facilities, athletic training staff and all other medical services. Our goal is to prevent as many injuries as possible and to get every athlete back into activity as soon as possible but safely. The athletic training room operates on a first-come, first-served basis although there will be times when appointments are made for a more one on one time.

### **Procedures**

- **Athletic Training Room Hours.**

**MONDAY – FRIDAY:** 9:00 to end of practice (practice preparation, treatment & rehab)

**SATURDAY & GAME DAY:** All hours are adjusted to teams or according to the start time of the contest.

**Athletes are required to meet all scheduled appointments.**

- **Injury Reporting.**

Practices, home games and as many away games as possible will be covered by our Athletic Trainer staff, however, if one is not present, the student athlete must report all athletic injuries occurring during practice or competition as soon as possible to the Athletic Trainer staff or Head

Coach. The quicker the injury is reported, the sooner the injury can be documented and treatment provided. If a non-athletic emergency or illness occurs the student athlete will still be required to report the injury but care may be limited.

- **Treatment of Injuries.**

An injured student athlete is expected to report to the athletic training room as scheduled for treatment and rehab. Failure to report for treatment without excuse will be considered unacceptable and may jeopardized returning to practice or competition. **Athletes are not to perform self-treatments except for getting ice or band-aids.**

- **Practice Policies for Injured Athletes.**

All student athletes are expected at practice unless excused beforehand by the Doctor or Athletic Trainer staff. If you are injured to the extent that you will be available for limited work, the student athlete will be required to report to all practices on time in the gear suggested by the athletic training staff. Special exercises intended for a speedy recovery time and/or help maintain conditioning will be provided to each injured student athlete. **The treating Doctor or the Athletic Trainer staff member will be the sole and final determinant as to when an athlete can return to competition.**

- **Equipment Check Out.**

Any equipment checked out to a student athlete is expected to be properly worn, cared for and cleaned. If student athlete loss their equipment, the student athlete will be responsible for purchasing replacement equipment. University equipment is only issued for NCAA sponsored competition.

- **Athletic Training Room Rules.**

- The athletic training room is a coed facility, proper attire is required at all times, guys must have on a t-shirt
- Self-treatment is not allowed at any time except ice bags or Band-Aids
- No food or drinks (water, Gatorade or PowerAde allowed)
- Do not bring in team bags or extra clothing
- Athletes are not to use the athletic training room equipment or supplies without the permission of the athletic trainer
- Athletes should shower after practice or games before coming in for treatments, unless their condition does not permit
- No cleats, spikes or muddy shoes.
- The athletic training room door needs to be locked at all times. If you go in for ice, water, etc. please be sure to lock the door before leaving. No cleats, spikes or muddy shoe.

## **EMERGENCY PROCEDURES**

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will

be provided. This preparation involves the formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine

There are three basic components of the plan:

### **1. Emergency Personnel**

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of on-site physician, emergency medical technicians, certified athletic trainers, coaches, and possibly bystanders.

The most qualified individual on the scene should provide acute care in an emergency situation. Individuals with lower credentials should yield to those with more appropriate training.

### **2. Emergency Communication**

Communication is the key to quick delivery of emergency care in athletic trauma situations. If emergency transportation is not available on site during a particular sporting event, then direct communication upon activating the emergency medical system at the time of injury or illness is necessary. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order.

### **3. Emergency Equipment**

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis.

### **Activation of the EMS System**

#### 1. Making the call:

- 9 - 1 - 1 or contact LETU Police at 903 -233 - 4444

#### 2. Providing information:

- Name & telephone number of caller
- Number of athletes involved
- Condition of athlete(s) (head, neck, leg, etc.)
- First aid treatment initiated by first responder
- Specific location / directions of the emergency scene

**Do not hang up until the dispatcher tells you it's ok to do so!**

3. Stabilize the athlete. DO NOT TRANSFER WAIT FOR EMS

4. Notify emergency contacts (parents, guardian or spouse)

**Important Numbers**

<b>Emergency</b>	<b>9 – 1 – 1</b>
<b>University Policy</b>	<b>903 – 233 - 4444</b>
<b>Athletic Training Room</b>	<b>903 – 233 - 3794</b>
<b>Athletic Office</b>	<b>903 – 233 - 3760</b>
<b>Student Health Center</b>	<b>903 – 233 – 4445</b>

**Severe Weather**

Be alert to any type of severe weather. LETU will utilize Weather Sentry for pertinent information for practice / game coverage. Solheim Arena and Glaske Hall are designated facilities for safety / security from severe weather & tornado shelter. A PA announcement should be stated at the beginning of any contest. The announcement will include directions & location to take cover in the event severe weather erupts during the contest.

**Also see Lightning Policy**

**Soccer Emergency Site Plan:**

Emergency Personnel

- Certified Athletic Trainer on-site
- Coaching Staff

Emergency Communication

- Mobile / Cell Phone (s)
- Emergency: 9 – 1 – 1
- LETU Policy Department
- Nearest Land Line Phone: Solheim Athletic Training Room (903) – 233 – 3794

Emergency Equipment: competition

- Athletic Training Kit & Supplies
- AED Unit
- Vacuum Splint Bag, Sam splint & Crutches
- Biohazard Container / Bags
- Towels
- Golf Cart

### Role of First Responder

- Immediate Care to injured or ill student athlete
- Emergency Equipment Retrieval
- Activate Emergency Medical Technician
  - Call 9 – 1 – 1
  - Follow direction of Emergency Operator
- Notify LETU Policy Department
- Directions to Athletic Facility
  - Open gates and clear pathway to scene
  - Designate person to watch & flag down EMS
  - Control Scene. Keep scene to first aid providers; move all players & bystanders from scene.

### Venue Directions

Enter campus from main entrance (Mobberly Ave). At the stop sign turn right onto Glaske Drive. Turn right onto Library Drive (just past Solheim Arena parking lot). Proceed to the stop sign at end of street, enter Joyce Family Athletic Village from the North entrance gate. Soccer field located just inside the gate to the right

### **Soccer South Field Emergency Site Plan**

#### Emergency Personnel

- Certified Athletic Trainer on-site
- Coaching Staff

#### Emergency Communication

- Mobile / Cell Phone (s)
- Emergency: 9 – 1 – 1
- LETU Policy Department
- Nearest Land Line Phone: Solheim Athletic Training Room (903) – 233 – 3794

#### Emergency Equipment: competition

- Athletic Training Kit & Supplies
- AED Unit
- Vacuum Splint Bag, Sam splint & Crutches
- Biohazard Container / Bags
- Towels
- Golf Cart

### Role of First Responder

- Immediate Care to injured or ill student athlete
- Emergency Equipment Retrieval
- Activate Emergency Medical Technician

- Call 9 – 1 – 1
- Follow direction of Emergency Operator
- Notify LETU Policy Department
- Directions to Athletic Facility
  - Open gates and clear pathway to scene
  - Designate person to watch & flag down EMS
  - Control Scene. Keep scene to first aid providers; move all players & bystanders from scene.

#### Venue Directions

Enter campus from main entrance (Mobberly Ave). At the stop sign turn right onto Glaske Drive. Turn right onto Library Drive (just past Solheim Arena parking lot). Proceed to the stop sign at end of street, enter Joyce Family Athletic Village from the North entrance gate. Soccer south field is located at the end of sidewalk, far back corner of complex behind the softball & baseball field.

### **Softball Emergency Site Plan**

#### Emergency Personnel

- Certified Athletic Trainer on-site
- Coaching Staff

#### Emergency Communication

- Mobile / Cell Phone (s)
- Emergency: 9 – 1 – 1
- LETU Policy Department
- Nearest Land Line Phone: Solheim Athletic Training Room (903) – 233 – 3794

#### Emergency Equipment: competition

- Athletic Training Kit & Supplies
- AED Unit
- Vacuum Splint Bag, Sam splint & Crutches
- Biohazard Container / Bags
- Towels
- Golf Cart

#### Role of First Responder

- Immediate Care to injured or ill student athlete
- Emergency Equipment Retrieval
- Activate Emergency Medical Technician
  - Call 9 – 1 – 1
  - Follow direction of Emergency Operator

- Notify LETU Policy Department
- Directions to Athletic Facility
  - Open gates and clear pathway to scene
  - Designate person to watch & flag down EMS
  - Control Scene. Keep scene to first aid providers; move all players & bystanders from scene.

#### Venue Directions

Enter campus from main entrance (Mobberly Ave). At the stop sign turn right onto Glaske Drive. Turn right onto Library Drive (just past Solheim Arena parking lot). Proceed to the stop sign at end of street, enter Joyce Family Athletic Village from the North entrance gate. Softball field is at end of the sidewalk, left hand corner of complex.

### **Baseball Emergency Site Plan**

#### Emergency Personnel

- Certified Athletic Trainer on-site
- Coaching Staff

#### Emergency Communication

- Mobile / Cell Phone (s)
- Emergency: 9 – 1 – 1
- LETU Policy Department
- Nearest Land Line Phone: Solheim Athletic Training Room (903) – 233 – 3794

#### Emergency Equipment: competition

- Athletic Training Kit & Supplies
- AED Unit
- Vacuum Splint Bag, Sam splint & Crutches
- Biohazard Container / Bags
- Towels
- Golf Cart

#### Role of First Responder

- Immediate Care to injured or ill student athlete
- Emergency Equipment Retrieval
- Activate Emergency Medical Technician
  - Call 9 – 1 – 1
  - Follow direction of Emergency Operator
- Notify LETU Policy Department
- Directions to Athletic Facility
  - Open gates and clear pathway to scene
  - Designate person to watch & flag down EMS



- Control Scene. Keep scene to first aid providers; move all players & bystanders from scene.

#### Venue Directions

Enter campus from main entrance (Mobberly Ave). At the stop sign turn right onto Glaske Drive. Turn right onto Library Drive (just past Solheim Arena parking lot). Proceed to the stop sign at end of street turn right on Weller Drive. Turn left into gravel parking lot. Proceed to West gate entrance of Joyce Family Athletic Village. Baseball field is located lower right corner of the complex.

### **Davis Tennis Courts Emergency Site Plan**

#### Emergency Personnel

- Certified Athletic Trainer on-site
- Coaching Staff

#### Emergency Communication

- Mobile / Cell Phone (s)
- Emergency: 9 – 1 – 1
- LETU Policy Department
- Nearest Land Line Phone: Solheim Athletic Training Room (903) – 233 – 3794

#### Emergency Equipment: competition

- Athletic Training Kit & Supplies
- AED Unit
- Vacuum Splint Bag, Sam splint & Crutches
- Biohazard Container / Bags
- Towels
- Golf Cart

#### Role of First Responder

- Immediate Care to injured or ill student athlete
- Emergency Equipment Retrieval
- Activate Emergency Medical Technician
  - Call 9 – 1 – 1
  - Follow direction of Emergency Operator
- Notify LETU Policy Department
- Directions to Athletic Facility
  - Open gates and clear pathway to scene
  - Designate person to watch & flag down EMS
  - Control Scene. Keep scene to first aid providers; move all players & bystanders from scene.

## Venue Directions

Enter campus from main entrance (Mobberly Ave). At the stop sign turn right onto Glaske Drive. Turn into the Solheim Arena parking lot. Proceed to Davis Tennis Courts.

## **Solheim Arena – Belcher Gym Emergency Site Plan**

### Emergency Personnel

- Certified Athletic Trainer on-site
- Coaching Staff

### Emergency Communication

- Mobile / Cell Phone (s)
- Emergency: 9 – 1 – 1
- LETU Policy Department
- Nearest Land Line Phone: Solheim Athletic Training Room (903) – 233 – 3794

### Emergency Equipment: competition

- Athletic Training Kit & Supplies
- AED Unit
- Vacuum Splint Bag, Sam splint & Crutches
- Biohazard Container / Bags
- Towels
- Golf Cart

### Role of First Responder

- Immediate Care to injured or ill student athlete
- Emergency Equipment Retrieval
- Activate Emergency Medical Technician
  - Call 9 – 1 – 1
  - Follow direction of Emergency Operator
- Notify LETU Policy Department
- Directions to Athletic Facility
  - Open gates and clear pathway to scene
  - Designate person to watch & flag down EMS
  - Control Scene. Keep scene to first aid providers; move all players & bystanders from scene.

## Venue Directions

Enter campus from main entrance (Mobberly Ave). At the stop sign turn right onto Glaske Drive. Solheim Arena is the first building on your right. Proceed

inside to access Arena & Belcher Gym, travel past the front desk / class rooms, Solheim Arena entrance is just past concession. To access Belcher Gym, proceed down long hallway, entrance is straight ahead.

### **Aerobic Room / Weight Room / Class Room / Pool Emergency Site Plan**

#### Emergency Personnel

- Certified Athletic Trainer on-site
- Coaching Staff

#### Emergency Communication

- Mobile / Cell Phone (s)
- Emergency: 9 – 1 – 1
- LETU Policy Department
- Nearest Land Line Phone: Solheim Athletic Training Room (903) – 233 – 3794

#### Emergency Equipment: competition

- Athletic Training Kit & Supplies
- AED Unit
- Vacuum Splint Bag, Sam splint & Crutches
- Biohazard Container / Bags
- Towels
- Golf Cart

#### Role of First Responder

- Immediate Care to injured or ill student athlete
- Emergency Equipment Retrieval
- Activate Emergency Medical Technician
  - Call 9 – 1 – 1
  - Follow direction of Emergency Operator
- Notify LETU Policy Department
- Directions to Athletic Facility
  - Open gates and clear pathway to scene
  - Designate person to watch & flag down EMS
  - Control Scene. Keep scene to first aid providers; move all players & bystanders from scene.

#### Venue Directions

Enter campus from main entrance (Moberly Ave). At the stop sign turn right onto Glaske Drive. Enter Solheim Arena to access emergency site.

## **Solheim Athletic Training Room / Racquetball Courts Emergency Site Plan**

### Emergency Personnel

- Certified Athletic Trainer on-site
- Coaching Staff

### Emergency Communication

- Mobile / Cell Phone (s)
- Emergency: 9 – 1 – 1
- LETU Policy Department
- Nearest Land Line Phone: Solheim Athletic Training Room (903) – 233 – 3794

### Emergency Equipment: competition

- Athletic Training Kit & Supplies
- AED Unit
- Vacuum Splint Bag, Sam splint & Crutches
- Biohazard Container / Bags
- Towels
- Golf Cart

### Role of First Responder

- Immediate Care to injured or ill student athlete
- Emergency Equipment Retrieval
- Activate Emergency Medical Technician
  - Call 9 – 1 – 1
  - Follow direction of Emergency Operator
- Notify LETU Policy Department
- Directions to Athletic Facility
  - Open gates and clear pathway to scene
  - Designate person to watch & flag down EMS
  - Control Scene. Keep scene to first aid providers; move all players & bystanders from scene.

### Venue Directions

Enter campus from main entrance (Mobberly Ave). At the stop sign turn right onto Glaske Drive. Enter Solheim Arena to access emergency site.

## **Diagnostic Cardiac Testing**

The LETU Athletic Training staff ultimate goal is to provide the very best in injury care, rehabilitation, preventive care services and health education for all of our student-athletes. We provide the most

convenient and caring service to all our student-athletes.

Another area of provided service is **diagnostic cardiac testing** which can save lives by identifying unsuspected cardiac abnormalities that can lead to sudden cardiac death. Many undiagnosed heart conditions may not cause any symptoms until sudden cardiac arrest actually occurs, and all too often, the first symptoms one experiences are tragically also the last. We are committed to identifying individuals who may have unknown cardiac issues so they can be addressed before it's too late.

Important points to consider:

- The targeted age group is 13-25.
- The tests are non-invasive. Your privacy will be protected, and leads are placed on your upper body only for the EKG.
- These tests are not traditionally done by your physician during a routine examination—yet, they are important in detecting not only abnormalities that can result in sudden cardiac arrest but can also alert you to conditions that may affect you later in life.
- Testing conducted over the last few months have identified the following abnormalities in many of the athletes:
  - Hypertrophic Cardiomyopathy – *the #1 cause of sudden cardiac death in young athletes*
  - Congenital Coronary Artery Anomalies – *the #2 cause of sudden cardiac death in young athletes*
  - Wolff-Parkinson-White syndrome – *can be cured by a simple ablation!*
  - Aortic root enlargement and aneurysm formation, associated with Marfan syndrome
  - Significant heart valve problems
  - Large Atrial and Ventricular Septal Defects

## **POLICY FOR STUDENT ATHLETE INSURANCE**

The NCAA requires that **all** student athletes participating in Division III intercollegiate athletics provide proof of insurance coverage. The NCAA carries a catastrophic policy for each university member starting at \$90,000 with coverage up to \$1,000,000. As a participating member of the NCAA, LeTourneau University supports and reinforces this policy.

LeTourneau University insurance policy for student athletes has been that the athletes provide proof of coverage under a family plan or self-policy before participating in athletics for the university. The university pays a premium for an insurance policy that covers the athlete in the event of an athletic injury. This policy is a **secondary** insurance policy starting at \$20,000 with coverage up to \$90,000.

Please fill out the enclosed insurance questionnaire form and / or provide a copy of your insurance card for our records. Should your insurance coverage change for any reason (job change, change in insurance company, change in primary provider, etc.) please let us know in order for us to insure the fastest payment of medical bills.

Therefore if you the student athlete is **not** covered under an independent policy at the start of participation the university provides illnesses / accidental coverage that can be purchased for the student athlete. On the enclosed form please check the statement stating, I will be purchasing one of the universities provided illnesses / accidental policies.

Please contact Portia Phillips at 903-233-3794 or [portiaphillips@letu.edu](mailto:portiaphillips@letu.edu) for any additional question.

### **Electronic Medical Record & Injury Tracking / Documentation System**

The athletic training department is a provider of medical services for all athletic training services provided to you the student athlete. Therefore, current insurance must be on file prior to participating in your sport.

When an injury occurs the athlete will be provided quality medical care from the athletic training staff in our athletic training facilities. The injury will be documented in the injury tracking system then a medical claim for these services will be filed against your primary insurance through Vivature on the behalf of athletic training department. Your insurance will provide you / your parents / guardian with an Explanation of Benefits (EOB) explaining charges to your primary insurance. This EOB is **not** a bill only an explanation of services. Neither you or your parents / guardian will not be responsible for paying any additional out-of-pocket charges (copayments or coinsurance) for these services; we will simply accept whatever your insurance company would ordinarily pay for these services.

Finally, we will be involved in verifying your insurance coverage at various times during the year, it is important that you notify us if there are any changes to your coverage, plan or provider. It is important for us to keep current, effective insurance information on file to expedite your medical care.

**TO: The Parents/Guardians of all LETU Student-Athletes:**

On behalf of the athletic trainers' staff, I thank you for entrusting the health and well-being of your student-athlete to us.

The LETU Athletic Training staff ultimate goal is to provide the very best in injury care, rehabilitation, preventive care services and health education for all of our student-athletes. We provide the most convenient and caring service to all our student athletes. All student-athletes are eligible to access and utilize our services and cost you, the parent/guardian, nothing out of pocket.

**Our policy for athletic training treatment and rehabilitation services is as follows:**

LETU requires that every student-athlete carry primary medical insurance. When an injury does occur, your athlete will be provided quality medical care from the athletic training staff in our athletic training facilities. A medical claim for these services will be filed against your primary insurance through Vivature on our behalf. This company utilizes web-based software that can be used to track injuries and document medical visits, and just as it is used by many healthcare providers you routinely visit. You will not be responsible for paying any additional out-of-pocket charges (copayments or coinsurance) for these services; we will simply accept whatever your insurance company would ordinarily pay for these services.

**What to do if you receive an EOB....**

It is inevitable that you will receive an Explanation of Benefits (EOB) from your insurance company for services provided by the LETU Athletic Training Staff. Simply save it for your records. Remember, an EOB is **not** a bill, but merely a statement that details what your insurance plan will pay for the specific services that were provided. You will **NEVER** receive a bill from LETU Athletic Training Staff for any services we have provided.

Examples of the most common types of services for which you may receive an EOB include injury evaluation, rehabilitation exercises and any other devices/modalities used in the athletic training room environment (ultrasound, massage, electrical stimulation, heat, ice, taping, wound care, etc....).

In order for our staff to provide the best possible care to your student athlete, it is vital that you provide complete and accurate insurance information. We will be involved in verifying student athlete insurance coverage at various times during the year, it is important that you notify us as soon as possible if there are any changes to your coverage. Updated information prevents delayed care by the providers of services.

Please contact me directly if you have any questions or concerns regarding the information I have just shared with you. Our goal is that by utilizing this program, LETU Athletic Training and LETU Athletics will be in a better position to enhance the athletic training services, equipment, facilities and staff that we have to offer our student athletes.

Thank you

Portia Phillips, MS, ATC, LAT  
Head Athletic Trainer  
LeTourneau University  
2100 S Mobberly Ave  
Longview, TX 75602  
903-233-3794 (office)  
903-233-3751 (fax)  
[portiaphillips@letu.edu](mailto:portiaphillips@letu.edu)

**LeTourneau University**  
**Student-Athlete Handbook**  
**Acknowledgement of Receipt of Handbook**  
**2017-2018**

I have received the 2017-2018 LeTourneau University Student-Athlete Handbook and have been given the opportunity to ask questions about all information and policies in the handbook. I understand it is my responsibility to adhere to all policies and represent LETU, the athletics department, and my program with pride and respect.

---

Name

---

Date