

BEMIDJI STATE UNIVERSITY



STUDENT-ATHLETE HANDBOOK

2015-16

Review this section carefully prior to signing.

2015-2016

By signing this sheet:

- I am acknowledging that I will review the information provided in the Bemidji State University Student-Athlete Handbook online as follows: www.bsubeavers.com, “Inside Athletics”, “NCAA Compliance”, & “Current Student-Athletes”. I understand that I am responsible for the rules and regulations of each section of this handbook and all information presented at the start of the year required team meeting.
- I also understand that I am expected to take the initiative to get answers to any questions or concerns that I might have in regard to policies or statements within the handbook.
- I understand that I am expected to conduct myself in accordance with NCAA, conference, Athletics Department (including all policies in this Student-Athlete Handbook, any policies presented at required student-athlete meetings, and any policies presented to a student-athlete via email or hard copy), Team, and University regulations, as well as federal and state laws and local ordinances. I understand that I may be disciplined by the Athletics Department for violating Departmental, Team and BSU standards of conduct, as well for violating federal and state laws and local ordinances even though I may also be disciplined by University, local, state, or federal authorities for the same act.
- I also understand that violations of NCAA, conference, Athletics Department (including all policies in the Student-Athlete Handbook, those presented at required student-athlete meetings, and those presented to any student-athlete via email or hard copy), Team, and University regulations, as well as federal and state laws and local ordinances can result in disciplinary action that includes but is not limited to:
 - reduction of athletics grant-in-aid
 - removal/termination of athletics grant-in-aid
 - removal/termination from athletic teams
 - suspension from athletic teams
 - other possible sanctions

All sanctions are at the discretion of the Athletics Department Administration (Athletics Director or Senior Staff Member) and/or the Head Coach.

Print Name: _____ **Sport:** _____

Student-Athlete Signature: _____ **Date:** _____

Furthermore, by providing my signature on this page:

- I am acknowledging that I also understand that an Athletics Grant-in-Aid can be impacted if I violate any terms of the Athletics Grant-in-Aid agreement or if I violate any NCAA, conference, Athletics Department (including all policies in the Student-Athlete Handbook, any policies presented at required student-athlete meetings, and any policies presented to a student-athlete via email or hard copy), Team, and University regulations, as well as federal and state laws and local ordinances. Language from the agreements is listed below

Renewal/Nonrenewal/Reduction of Athletics Grant-in-Aid DURING the Award Period
Your athletics grant-in-aid may be terminated or reduced immediately DURING the period of the award by the coaching staff or athletics administration if you:

- a) Become ineligible for intercollegiate competition (for example, by carrying less than 12 credits); (NCAA DI Bylaw 15.3.4.2 a./DII Bylaw 15.3.4.1 a.)
- b) Give false information on any application, letter of intent, or financial aid agreement; (NCAA DI Bylaw 15.3.4.2/DII Bylaw 15.3.4.1)
- c) Engage in serious misconduct that warrants substantial disciplinary action from this institution; (NCAA DI Bylaw 15.3.4.2 b./DII Bylaw 15.3.4.1 b.)
- d) Voluntarily withdraw from your sport for personal reasons; (NCAA DI Bylaw 15.3.4.2 d./DII Bylaw 15.3.4.1 d.)
- e) Fail to comply with all BSU Athletics Department policies and rules; (NCAA DI Bylaw 15.3.4.2.2/DII Bylaw 15.3.4.1.1)
- f) Obtain a baccalaureate degree and have exhausted NCAA eligibility; (NCAA DI Bylaw 15.3.4.2.2/ DII Bylaw 15.3.4.1.1)
- g) Sign a professional contract for your sport. (NCAA Bylaw 15.3.4.2.2/ DII Bylaw 15.3.4.1.1)
- h) Agree to be represented by an agent. (NCAA DI Bylaw 15.3.4.2/DII Bylaw 15.3.4.1)
- i) Receive other aid that applies to your individual limit and causes you to exceed your individual limit established by NCAA regulations.(NCAA I & II Bylaw 15.1)
- j) Engage in any form of misconduct. (This can include but is not limited to violations of BSU policy, BSU Athletics Department rules and policies (including but not limited to items outlined in the SA Handbook), Federal, State, Local ordinances, and/or Team rules and policies.)(NCAA Bylaw 15.3.4.2.4/DII Bylaw 15.3.4.1.3)

The non-renewal, renewal or reduction decision of an athletics grant-in-aid is made on the recommendation of the head coach and/or athletics administration. All student-athletes receiving a reduction or non-renewal of an athletics grant-in-aid have the right to a hearing before a financial aid appeal committee. Details will be sent from the Financial Aid office via email to the student-athlete on their BSU email account. The student-athlete must request the hearing in writing within fourteen (14) consecutive calendar days of receipt of the notice (via email) from Financial Aid.

Renewal/Nonrenewal/Reduction of Athletics Grant-in-Aid at the END of the Award Period

A BSU athletics grant-in-aid is awarded for a maximum of one year (fall and spring semesters). The student-athlete's athletics grant-in-aid may be renewed at the discretion of head coach and athletics department administration each year during which s/he is in attendance full time with eligibility remaining under NCAA regulations. The NCAA does not require that athletics grant-in-aids be renewed. The head coach and/or the athletics department administration will make the determination and must inform the student-athlete of the renewal/reduction/nonrenewal of their athletics grant-in-aid before July 1 of each year.

The non-renewal, renewal or reduction decision of an athletics grant-in-aid is made on the recommendation of the head coach and/or athletics administration. All student-athletes receiving a reduction or non-renewal of an athletics grant-in-aid have the right to a hearing before a financial aid appeal committee. Details will be sent from the Financial Aid office via email to the student-athlete on their BSU email account. The student-athlete must request the hearing in writing within fourteen (14) calendar days of receipt of the notice (via email) from Financial Aid.

Print Name: _____ **Sport:** _____

Student-Athlete Signature: _____ **Date:** _____



Student-Athlete Transfer Policy

Eligibility-Transfer. A student-athlete who has been included on a squad list of a member institution and transfers to a second member institution shall not be eligible for intercollegiate competition at the second member institution in the same sport until that student-athlete has fulfilled a residence requirement of one full academic year, as defined by NCAA Regulations, at the second member institution. If the student-athlete does appear on a squad list of a member institution and decides to remain at that institution for one full academic year after being removed from the squad list, they would not have to serve the one year residence at another member institution if they would transfer. The student may receive athletically related aid and practice at the second institution if otherwise eligible for financial aid and practice.

The student-athlete has the right to appeal the eligibility transfer policy by submitting a letter of appeal to the NSIC Commissioner. The Commissioner shall have the authority to grant waivers from the student-athlete transfer policy. An appeal of the Commissioner's decision is the authority of the Ethics and Eligibility Committee. Appeals must be sent to the Commissioner, in writing, for review by the Ethics and Eligibility Committee. In addition to extraordinary circumstances (e.g., death of a parent/spouse, exceptional health needs), appeals will be considered for the following circumstances: educational exchange, discontinued academic program, discontinued/non-sponsored sport, two-year non-participation, return to original institution without participation and non-recruited student. (See the current *NCAA Division II Manual*, Bylaw 14, for general requirements for each of these circumstances.)

The provisions shall apply only to the transfer of student-athletes in sports which the conference conducts regular season and/or post season competition or championships.

Compliance Officer Signature: _____ Date: _____

Student-Athlete Name (Please print) _____

Student Athlete Signature: _____ Date: _____

**** Please have one copy on file and give a copy to Student-athlete****



Northern Sun Intercollegiate Conference (NSIC)
And member Institutions of the NSIC
PROMOTIONAL AUTHORIZATION

In accordance with NCAA Bylaw 12.5.1.1, I, _____ (Print Name), give my permission to authorized representatives of the Northern Sun Intercollegiate Conference and Member Institutions of the NSIC to use my name, picture, identity, appearance and personal academic (e.g., cumulative GPA, academic major) and athletic (e.g., batting average, points, yards) statistics for institutional and conference promotional activities. Promotional activities include but are not limited to game promotional activities, ticket sales, press releases, information provided for articles and stories by outside media entities, fundraisers, posters, schedule cards, calendars, institutional charitable or community activities, booster functions, and institutional marketing (e.g., admissions). All monies derived from such conference and institutional promotions are required to be provided directly to the NSIC or Member Institution.

Signature of Student-Athlete

Date

Signature of Parent/Guardian (if student-athlete is under 18)

Date

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Athletic Department Directory

Administration

Tracy Dill - Director of Athletics.....	4022
Deb Slough - Administrative Assistant.....	2941
Sarah Levesque - Associate Athletic Director/SWA.....	2142
Jerry Hulla - Compliance Assistant.....	2518
Tim Bellew - Event Manager.....	4108
Rick Supinski - Event Manager.....	2072
Andy Janssen - Advertising & Promotions.....	2325
Wayne Chadwick - CHAMPS Life Skills and SAAC Liaison.....	3784
Doug Leif, Faculty Athletic Representative, Professor, Business Administration.....	2754

Baseball & Concession Manager

Tim Bellew - Head Coach.....	4108
Matt Ellinghuysen - Assistant Baseball.....	2516
Scott Seaton – Volunteer Assistant - Pitching	

Men's Basketball

Mike Boschee - Head Coach.....	2774
Ryan Montgomery - Assistant Coach.....	2323
Matt Majkrzak - Assistant Coach.....	2740

Women's Basketball

Chelsea DeVille – Head Coach.....	3783
Mark Bagaason - Assistant Coach.....	2324
Sam Sikkink – Assistant Coach.....	2505

Football

Jeff Tesch – Head Coach.....	2772
Rich Jahner – Associate Head Coach.....	3785
Brent Bolte – Assistant Coach.....	2768
Craig Bagnell - Assistant Coach.....	3770
Ken Traxler – Assistant Coach.....	2923
Robert Aurich - Graduate Assistant.....	2512
Andrew Allison – Graduate Assistant.....	4619
Del Ciucci – Graduate Assistant.....	2511
Matt Cain – Graduate Assistant.....	4622

Men's Golf

Ekren Miller - Men's Head Coach.....	2513
Eric Carlson – Volunteer Assistant Coach.....	2941

Women's Golf

Mark Bagaason - Women's Head Coach.....	2324
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Women's Hockey

Jim Scanlan – Head Coach.....	2958
Amber Fryklund - Assistant Coach.....	2959
Shane Veenker – Assistant Coach.....	4251
Toby Palmiscno – Equipment Manager.....	2707

Athletic Department Directory (cont.)

Men's Hockey

Tom Serratore – Head Coach.....	2879
Travis Winter – Assistant Coach	2765
Ted Belisle – Assistant Coach	2717
Kohl Schultz – Volunteer Assistant Coach.....	2724
Toby Palmiscno – Equipment Manager.....	2707

Soccer

Jim Stone – Head Coach.....	2773
Andrew Janssen –Assistant Coach.....	2325

Softball

Rick Supinski – Head Coach	2072
Nicole Sidor – Graduate Assistant.....	4621

Tennis

Mark Fodness - Head Coach.....	2941
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Track/XC

Kevin Kean – Head Coach.....	2883
Ben Baird – Assistant Coach	2326

Volleyball

Wayne Chadwick – Head Coach	3784
Jerry Hulla – Assistant Coach.....	2518
TBD – Graduate Assistant	4620

Strength and Conditioning Coach NSIC Sports

Gary Boros – Head Strength and Conditioning Coach.....	2726
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<i>Athletic Training Room (BSU)</i>	2769
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<i>Sanford Center Training Room</i>	2706
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Bill Crews - Head Athletic Trainer
Corrine Dauksavage - Assistant Athletic Trainer
Rebecca Hessinger – Assistant Athletic Trainer
Eric Sand – Assistant Athletic Trainer

Athletic Media Relations

Brad Folkestad – Director.....	4603
TBD – Assistant Director.....	2763
– Graduate Assistant	4619

Equipment Managers

Mel Nygaard	2192
Mindy Taylor	2192

BEMIDJI STATE UNIVERSITY ATHLETIC DEPARTMENT

WELCOME TO BEMIDJI STATE UNIVERSITY

This handbook will assist you in your role as a student-athlete at Bemidji State University, whether you are a freshman or a transfer student. You will find some information that you will need immediately, while other information will be useful later in the school year. It is of your benefit to familiarize yourself with the contents of this book so that you may use it as a resource, referring back to information as specific needs arise.

As a BSU Student-Athlete, you have a special responsibility to uphold all National Collegiate Athletic Association (NCAA), Northern Sun Intercollegiate Conference (NSIC), Western Collegiate Hockey Association (WCHA), Bemidji State University (BSU) rules, and other policies or procedures imposed by the Athletic Department and Coach. There are special responsibilities and requirements that accompany the privilege of being a student-athlete and representing this University. Other students need not worry about athletic eligibility requirements, media relations, team travel rules, complimentary admissions, drug testing, etc. Thus as an athlete you have special interests and responsibilities that do not apply to other students. This handbook has been developed to address these types of privileges and responsibilities. You are responsible for being knowledgeable about and adhering to the information contained in this handbook.

The philosophy of the Bemidji State University is to provide the student-athlete with the opportunity and encouragement to achieve a degree of his or her choice together with the opportunity to develop athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, leadership and institutional loyalty.

INTERCOLLEGIATE ATHLETICS

BSU Beavers intercollegiate athletics program is a charter member of the Northern Sun Intercollegiate Conference. Although relatively new in name, the Northern Sun Intercollegiate Conference has been on the path to national prominence for well over a decade. When the Northern Sun was created in 1932, it brought together several of the most successful and well respected athletic programs in the North. Members include Bemidji State University, University of Minnesota-Crookston, University of Concordia-St. Paul, Upper Iowa, University of Mary, Northern State University, Minnesota State University-Moorhead, Southwest State Minnesota University, Wayne State College, and Winona State University, Augustana College, University of Minnesota – Duluth, St. Cloud State University, and Minnesota State – Mankato, Minot State University and University of Sioux Falls.

BSU sponsors the following sports in NCAA Division II

Men's Sports

Baseball
Basketball
Football
Golf

Women's Sports

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

BSU sponsors the following sports in NCAA Division I

Men

Women

Hockey

Hockey

The men's hockey program joined the prestigious Western Collegiate Hockey Association for the 2010-2011 season. The WCHA members are: Alabama Huntsville, Alaska-Anchorage, Alaska, Bemidji State, Bowling Green, Ferris State, Lake Superior State, Michigan Tech, Minnesota State-Mankato, and Northern Michigan.

The women's hockey program competes in the Western Collegiate Hockey Association as well. The WCHA members are Bemidji State University, University of Wisconsin-Madison, University of Minnesota-Twin Cities, University of Minnesota-Duluth, University of North Dakota, Minnesota State University-Mankato, Ohio State University, and St. Cloud State University.

The Sanford Center is headquarters for the men's and women's hockey programs. The BSU Gymnasium is home to the men's and women's basketball programs, as well as the volleyball program. The Gillett Fitness Center is home to the women's track & field team. Chet Anderson Stadium is the home to football and women's soccer teams

PURPOSE OF BEMIDJI STATE UNIVERSITY INTERCOLLEGIATE ATHLETIC PROGRAM

The purpose of Bemidji State University Intercollegiate Athletic Program is to initiate, stimulate, and provide competitive athletic programs while promoting educational goals for the student-athlete and enhancing the image of our university. The competitive athletics program is a vital part of the educational system, the basic purpose of which is to maintain varsity athletics as an integral part of the educational program and the athlete as an integral part of the student body and, by doing so, retain a clear line of demarcation between college athletics and professional sports.

STUDENT-ATHLETE CONDUCT

Participation in the intercollegiate athletics program at Bemidji State University is a privilege rather than a right; a privilege earned and maintained by the student-athlete. As a requirement of this privilege, it is the responsibility of the student-athlete to meet or exceed the regulations and policies with which the student body as a whole must comply. Each student-athlete must be certain to conduct themselves in a manner which will be a credit to himself/herself and which reflects positively on the University. In instances where behavior is less than exemplary, the Department of Intercollegiate Athletics reserves the option to undertake disciplinary action where warranted.

SEXUAL HARASSMENT POLICY

Sexual harassment is a violation of University policy and will not be tolerated in BSU athletics. Sexual harassment may refer to any type of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. BSU is committed to creating and maintaining a community where students, faculty, and staff work together in an atmosphere free of all forms of harassment, coercion, or intimidation. Actions that resemble sexual harassment will be dealt with immediate disciplinary measures to deter and prevent further violations.

HAZING POLICY

Hazing activities include, but are not limited to: physical brutality; sleep deprivation; exposure to the elements; confinement in a small space; excessive, forced or harmful consumption of food and/or beverage combinations; humiliating or shameful acts; or any violation of criminal codes. **Hazing will not be tolerated** and could result in Athletics Department and/or University disciplinary action/sanctions. All possible Athletics Department sanctions are at the discretion of the Athletics Department Administration (Athletics

HAZING POLICY (cont.)

Director or Senior Staff Member) and/or the Head Coach as described and explained on the signature pages of this Handbook.

All student-athletes and Athletics Department coaches/staff should refer to BSU's *Student Code of Conduct* information on the university's policy. In addition, student-athletes and Athletics Department personnel should refer to the BSU's Affirmative Action Office.

GOOD SPORTSMANSHIP

One of your responsibilities as a student-athlete is to always display good sportsmanship at all athletic events. Sportsmanlike behavior will require effort on your part. Treat your fellow players equally and with respect. Unsportsmanlike conduct in others never justifies retaliation with unsportsmanlike conduct on your part. Don't make excuses, or discuss a teammate's shortcomings. Almost every situation has a positive and a negative side; emphasize the positive. Support your officials; avoid criticizing them or blaming losses on their actions. Support team efforts by encouraging team work and mutual efforts.

When attending other athletic events, remember that you are expected to demonstrate good sportsmanship there as well.

ACADEMICS

All student-athletes are responsible for fulfilling registration requirements. Registration is held at the beginning of each semester on dates published in the academic calendar. Before registration, consult with your academic advisor on course selection. If you are on the road, make arrangements to call on your designated day to register.

ELIGIBILITY

To be eligible to participate in intercollegiate athletic competition, a student-athlete must meet academic eligibility standards established for such participation by the National Collegiate Athletic Association (NCAA) and BSU. Many NCAA standards refer to the standards established by the member institution so that BSU requirements, which may be different from other institutions, must be followed. The following summaries of academic standards follow the NCAA format, with BSU's specific requirements added where applicable.

A student-athlete is eligible to represent BSU in intercollegiate athletic competition only if the student-athlete has met the following requirements:

1. Has been admitted in accordance with the regular published entrance requirements of BSU. All admissions are evaluated, accepted, and processed by the Office of Admissions and Records.
2. Has met all NCAA requirements for freshman and transfer eligibility as stated in the current NCAA Manual.
3. Is in good academic standing as determined by BSU in accordance with the standards applied to all students. Student-athlete must meet both BSU and NCAA policy.

BSU Policy

0-15 credits attempted 1.50 GPA
16-30 credits attempted 1.75 GPA
31-60 credits attempted 1.90 GPA
61 & above attempted 2.00 GPA

NCAA Policy

24 credits passed 1.80 GPA
48 credits passed 1.90 GPA
72 credits passed 2.00 GPA

4. Is enrolled in at least a minimum full-time program of studies toward a baccalaureate or equivalent degree as determined by the regulations of the certifying institution. At BSU, this minimum fulltime program is twelve (12) credits of 100-level or above courses. Minimum full-time enrollment must be maintained for the entire semester for continued participation in intercollegiate athletics and receipt of athletic financial aid.
5. Is maintaining satisfactory progress toward a baccalaureate or equivalent degree as determined by BSU. At BSU, "satisfactory progress" means that the student earns at least 24 credits during the academic year. Student-athletes must pass 6 credits each semester to be eligible for competition the following semester. Correspondence, extension, and credit by examination courses taken from an institution other than BSU shall not be used in determining a student's satisfactory progress.
 - a. The calculation of the 24 credit hours shall be based upon hours earned or accepted for degree credit in a specific baccalaureate degree program.
6. Before your *5th semester* of enrollment in college, you must officially declare a "major" leading toward a specific baccalaureate degree.
7. Use great caution when repeating a D. Credit is earned for a D, therefore cannot be counted twice in your progress-toward-degree calculation.

Division I (Hockey Only) Fulfillment of Percentage of Degree Requirements

A student-athlete entering his or her third year of collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student's specific degree program.

A student-athlete entering his or her fourth year of collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student's specific degree program.

A student-athlete entering his or her fifth year of collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student's specific degree program. The course requirements must be in the student's specific degree program (as opposed to the student's major).

ACADEMIC PROBATION, APPEAL AND DISMISSAL

If you were placed on academic probation your academic eligibility could be in trouble. You need to get yourself readmitted into school through the appeal process or you will be ineligible.

Actions involving academic probation and dismissal are entered on the student's record. Permanent record's may not be removed.

ACADEMIC ADVISING

Formal academic advising is performed by an academic advisor assigned to each student by the department of their degree program. However, the student-athlete should be aware that information and help is available from several other sources.

1. The primary responsibility for maintaining academic eligibility is with the student-athlete. They alone assume responsibility for appropriate progress toward the degree program selected.
2. Tutoring information can be obtained by contacting the Academic Success Center.

CLASS ATTENDANCE

Success in academic progress starts with regular attendance at all class meetings and laboratories. Unexcused absences will not be tolerated. The student -athlete must be especially aware of the classes that will necessarily be missed for competitive trips. It is the student-athlete's responsibility to make arrangements before the absence and do whatever make-up work is required by the instructor.

DROP/ADD

Student-athlete's should ensure that, after dropping any course, they will be enrolled in at least 12 credits. Dropping to less than 12 credits will immediately render the student-athlete ineligible for practice, intercollegiate competition and financial aid. Each student-athlete is required to inform their head coach, before dropping any class.

FULL-TIME STATUS

While a student-athlete is required to be enrolled in a minimum of 12 credits in order to be eligible for intercollegiate competition, that number will not meet graduation requirements of 120 credits in a four year period. For example, to graduate with 120 credits in eight semesters, a student must average 15 credits per semester; to graduate with 130 credits in eight semesters, a student must average 16.25 credits per semester.

ACADEMIC STUDY SESSIONS

Academic study hall may be instituted under the direction of your head coach. Each sports program will follow the rules and guidelines established by the head coach.

MID-SEMESTER GRADE CHECKS

Each semester student-athletes are required to complete a grade check form that will be provided around mid-semester and often following midterm exams. The mid-semester grade checks provide feedback to the coaching staff and academic administration with the academic performance of each student-athlete.

ACADEMIC HONORS

Student-athletes achieving a 4.00 gpa (President's List) will be displayed on the Academic Board in the PE Building. Achieving Dean's List a gpa of 3.25 or higher earns you a place on the Dean's List, and above a 3.00 earns you a spot on the Athletic Director's List.

SENIOR AWARDS

Senior awards are presented to members of recognized intercollegiate teams who have completed their senior year of eligibility at BSU. Criteria for the awards are established by the coach of each sport individually. Students should consult with their head coach or the Athletic Department as to the specific requirements to earn a senior award.

CONFERENCE AND NATIONAL CHAMPIONSHIPS

A team that wins a Conference or National Championship will be presented an award appropriate to the sport and championship.

CLASS ATTENDANCE POLICY

Student-athletes are expected to *attend all classes* while they are enrolled at Bemidji State University. Some classes will be missed due to the traveling schedules to competitions. Every attempt will be made to keep such conflicts to a minimum, but the following procedure should be used to communicate with your professor when you know you are going to miss a class:

1. Introduce yourself to your professor after the first or second class. Tell the professor your name, and your sport, and give your professor a copy of the team's schedule.
2. Provide the professor with the missed class day's letter provided by your coach. This should be done at the beginning of the semester.

CLASS ATTENDANCE POLICY (cont.)

3. Always see the professor before you miss class and ask for any assignments or work you will need to make up. Ask the professor what procedure he or she would like you to follow to make up work.
4. If you miss an exam or quiz, arrange for a specific date when you will make up the requirement.
5. If you are unable to attend an entire class because of athletic competition, at least attend part of the class. It is better to go to class late or leave early than to miss the entire period. Be certain the professor doesn't think you are just skipping class. Inform the professor of the reason for your lateness or your need to leave early.

TIPS FOR ACADEMIC SUCCESS

Getting Started: Complete the following five tasks within the first week of classes

1. Be sure you have a complete syllabus for each course, and put it in a convenient place where you can and will refer to it often.
2. Buy all of the books for your courses immediately. Do not share books with others; you probably won't have them when you need them to study.
3. Get a separate notebook for each course and keep all handout materials for each class in a separate notebook. You should not have to search for anything when it's time to study.
4. Introduce yourself to your professors and let them know you are a student-athlete. Since you will be missing classes for competitions, it is essential that you identify yourself immediately, so that you and your professor can plan accordingly.
5. Write all of your assignments on a long range calendar. You will need to have a quick reference you can post in your room as a regular reminder. It is highly recommended that you purchase a BSU Datebook that contains pertinent campus phone numbers, athletic competition dates, vacation periods, and other activities.

Academic Study Tips

1. Attend all of your classes. When you have to miss class because of competition, be sure you arrange in advance with a student who you know is doing well to copy their notes.
2. Find a student in every class you can study with and share notes. Studying with a partner or in a group can often enhance your learning and class performance.
3. Make the most of wait or travel time. Plan to use traveling time to review your notes, study vocabulary, formulas, or anything which needs to be memorized. Putting information on note cards will give you less to carry and maximize your ability to study on the road (or in the air).
4. As a general rule, study two hours for every hour in class.
5. Take complete class notes, and look them over as soon as possible after class. Reading them over periodically, rewriting them, or summarizing them will help you learn the material thoroughly and do well on your exams.
6. Check over all assignments thoroughly before handing them in, and have someone else proof read it for you. Keep copies of everything you hand in, because assignments sometimes get lost.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee is comprised of a diverse representation of at least two members from each of the BSU varsity intercollegiate teams. Each member will serve as a liaison between the SAAC and their respective team.

The primary purpose of the SAAC is listed as follows:

1. To enhance the collegiate experience for BSU student-athletes by providing for positive growth and development in the athletic community.
2. To provide education, leadership, and service opportunities which exemplify and exhibit the spirit and essence of the Bemidji State Beaver student-athlete.
3. To create stronger lines of communication between student-athletes, coaches and athletic administrators.
4. To strengthen unity among student-athletes and members of the student body through education, awareness and communication.
5. To act as a liaison between BSU student-athletes and SAAC on the conference and national level through membership and dissemination of information.
6. To provide input on relevant NCAA, WCHA, and NSIC issues.

If you are interested in playing an active role in the athletic program and want to become a part of this committee, please contact your coach or Wayne Chadwick, Head Women's Volleyball Coach/SAAC Advisor, at 218-755-3784.

FINANCIAL AID

Reduction, Cancellation, or Gradation of Athletic Aid

Financial assistance may not award a prospective student-athlete conditioned upon the recipient reporting in satisfactory physical condition. If the student-athlete has been accepted for admission and awarded financial assistance, the institution shall be committed for the term of the original award.

Institutional aid may *not* be reduced or canceled during the period of its award:

- On the basis of a student-athlete's ability or their contribution to a team's success;
- Because of an injury which prevents the recipient from participation in athletics; or for any other athletic reason.

Institutional aid may be gradated or canceled at any time if the student-athlete:

- Voluntarily withdraws from the team for personal reasons;
- Is dismissed from the team for disciplinary reasons or serious misconduct (written documentation of the reasons for termination of the aid must be submitted by the coach to the Director of Athletics);
- Becomes incapacitated due to a non-sports related injury;
- Fails to maintain eligibility per NCAA and BSU regulations; or
- Fraudulently misrepresents any information on any of the university documents.

FINANCIAL AID (cont.)

Any such gradation or cancellation of aid is permissible only if such action is taken for proper cause by the regular disciplinary or scholarship awards authorities of the institution and the student-athlete has had an opportunity for a hearing. Under the reasons listed immediately above, such gradation or cancellation of aid may occur prior to the conclusion of the term.

The renewal of a scholarship shall be made on or before July 1st prior to the academic year it is to be effective. The institution shall promptly notify each student-athlete who received an award the previous academic year and who is eligible to receive an award for the ensuing academic year whether the scholarship has been renewed or not renewed. In the latter event, the institution shall also inform the student-athlete that, if he/she believes the scholarship has not been renewed for questionable reasons, the student-athlete may request and have the opportunity for a hearing before the institutional agency making the financial award. The institution shall have established reasonable procedures for the prompt hearing of a request. At BSU, such a hearing would be conducted through the established procedures within the Financial Aid office.

AMATEURISM

An amateur student-athlete is one who engages in a particular sport for the educational, physical, mental and social benefits derived from participation. BSU's athletic program is designed to be an integral part of the educational program and the student-athlete is considered an integral part of the student body, thus maintaining a clear line of demarcation between college athletics and professional sports. An individual loses amateur status and thus shall not be eligible for intercollegiate competition if the student athlete:

- Uses his or her athletics skill for pay;
- Accepts a promise of pay even if such pay is to be received after intercollegiate participation;
- Signs a contract or commitment of any kind to play professional athletics;
- Receives any form of financial/assistance from a professional/sports organization;
- Competes on any professional athletics team, even if no pay is received;
- Enters into a professional draft or an agreement with an agent or other entity to negotiate a professional contract.

AGENTS

Any representation from an agent to market athletic ability shall render a student-athlete ineligible for athletic participation. This includes entering a verbal or written agreement with an agent for future professional sports negotiations upon completing eligibility in that sport. Also included as not permissible is accepting transportation or other benefits (for you or your relatives or friends) from an agent for the purpose of marketing athletics ability.

OUTSIDE COMPETITION

You should not compete as a member on any outside team in any non-collegiate, amateur competition in your sport except as approved by the NCAA. Intramural participation is acceptable as long as you do not participate in any activities that involve the same activity as your intercollegiate sport (e.g., a collegiate hockey player cannot play intramural hockey). Before involving yourself in approved summer leagues, you are required to obtain written permission from the athletics director.

COMPLIMENTARY ADMISSION

Student-athletes are allowed four complimentary admissions to their athletic event. No hard tickets will be distributed to student-athletes. A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value. All complimentary admissions can be picked up at designated areas. Recipients of complimentary admissions must be prepared to present identification.

COMMERCIAL ENDORSEMENTS

It is not permissible for you to accept money or to permit the use of your own name or picture to directly advertise, recommend or promote the sale or use of a commercial product or service of any kind (e.g., no modeling of clothes, no endorsements). The NCAA has loosened its restrictions on student-athletes' involvement with charities and educational organizations, but it is important that you get written approval from the Compliance Coordinator prior to participation in these projects.

EXTRA BENEFITS

You are not permitted to receive extra benefits, which refers to any special arrangement by an institutional employee or booster to provide you or your relatives or friends with benefits that are not available to the institution's student body in general.

PROMOTIONAL ACTIVITIES

Student-athletes are not permitted to endorse any product or service that is for sale. The rule applies to appearances on radio, television, and other media.

EXIT INTERVIEW

All NCAA institutions are required to conduct exit interviews with student-athletes. This interview is to be conducted after the completion of eligibility and prior to the student-athletes' graduation. Your cooperation in this process is deeply appreciated because it gives the Athletic Department a chance to be evaluated by the student-athlete.

DISCIPLINARY ACTION

A prospective or enrolled student-athlete found in violation of NCAA ethical standards or eligibility requirements shall be ineligible for further intercollegiate competition. If there are any questions concerning the rules, or even a doubt about interpretation of a rule, the student-athlete should check with the Director of Athletics in order to clarify the particular application of an NCAA rule.

SOCIAL NETWORKING POLICY

The Athletics Department understands the popularity and usefulness of social networking sites such as Facebook, Twitter, Instagram, Vine, Snapchat, etc. that facilitate student-athletes communicating with other students and supports their use by BSU student-athletes provided:

1. No offensive or inappropriate pictures as determined by the Director of Athletics and/or his designee.
2. No offensive or inappropriate comments as determined by the Director of Athletics and/or his designee
3. Any information placed on the website(s) does not violate federal or state laws, university policies, athletics department or team policies;
4. Photos and/or comments posted on these sites do not depict inappropriate team related or university identifiable activities (including wearing/using team uniforms or gear inappropriately);
5. Violations of University policy (e.g., harassing language, university alcohol or drug policy violations, etc.) or evidence of such violations in the content of online social websites are subject to investigation and sanction under the BSU *Student Code of Conduct*, BSU's Athletics Department Student-Athlete Handbook and other policies. They are also subject to the authority of law enforcement agencies.

**Examples of inappropriate and/or offensive social media content include, but are not limited to the following: content targeting underrepresented, minority, disabled, or disenfranchised populations, derogatory language, profanity, obscene or sexual comments and/or gestures, and language that is hostile, harassing, abusive, prejudicial, disrespectful, insulting, or vulgar.

Monitoring and Safety:

The Athletics Department requires that student-athletes allow their head coach or designated coaching staff member, as well as members of the athletics administration, access to all social networking sites that they join. The Athletics Department requires that each head coach must designate at least one member of their coaching staff who is responsible for having access to and regularly monitoring the content of the team members' social networking sites and postings.

A student-athletes failure to adhere to the social media policy could result in Athletics Department disciplinary action/sanctions. All possible Athletics Department sanctions are at the discretion of the Athletics Department Administration (Athletics Director or Senior Staff Member) and/or the Head Coach as described and explained on the signature page of this Handbook.

SOCIAL NETWORKING POLICY (cont.)

Student-athletes must remember that they are representatives of the University. Please keep the following guidelines in mind while participating on social networking sites:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of an individual's control the moment it is placed online – even if access is limited to the site.
2. Do not post any information, photos, etc. online that could embarrass you, your family, your team, the Athletics Department or the University. This includes information that may be posted by others on your page.
3. Never post your local address, pictures of your home, cell phone number or class schedule. Student-athletes could be the target of predators.
4. Be aware that potential employers and internship supervisors view these sites as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen applicants.

All student-athletes should also refer to BSU's Student Code of Conduct information on the University's policy.

BSU Athletics (Media Relations and Compliance) are more conscious of content on student-athletes' social sites due to recent NCAA cases involving social sites. Not to mention our general concerns for student-athlete safety and future employment.

For content that is a major concern, student-athletes will be formally notified via BSU email (and copy and/or call your coach) that they have 24 hours to remove the offensive content or we will remove them from practice until it is removed. This is done in writing and is a formal process that includes follow up by our offices at the 24 hour mark to ensure the content has been removed. The Department of Athletics is very consistent in the types of things we scan sites for in these more problematic cases: potential violations of NCAA rules (ex: extra benefit and academic issues), federal, state and local laws (ex: underage drinking, nudity, harassment, discrimination), and violations of departmental policy (ex: skipping classes, embarrassing and problematic content, possible Student Code of Conduct Violations).

However, in addition, Athletics Department personnel sometimes find content that is **minor in nature** that reflects poorly on the student-athlete and the athletics department. Items/content that are in "bad taste" will be forwarded to the head coach for his/her action. **In these minor content cases, the coach decides whether they require the content to be removed.** There is no further action taken to recheck the site or content. Administration will simply forward to the coach for their review and possible action. There is no follow up from administration.

Monitoring social media is a necessary action. Representing Bemidji State University as a student-athlete is a privilege. There are certain sacrifices student-athletes may have to make to keep that privilege. The Department's goal is to help student-athletes project the best image possible to help the student-athlete in the future, and to protect the image of the athletics programs, and the University.

AROUND THE ATHLETICS DEPARTMENT

TRAINING ROOM

The team physician, staff athletic trainers and the athletic training facility provide for the prevention, care, and rehabilitation of all athletically related injuries for all Bemidji State University student-athletes.

Physical Examinations

All student-athletes participating in an intercollegiate sports program are required to undergo a physical examination. Each student-athlete must schedule and complete an examination before the first practice session.

Rights of the Student-Athlete

1. The student-athlete shall receive appropriate medical care and treatment for any injury incurred during practice or competition.
2. BSU athletic insurance is secondary coverage. Secondary coverage considers medical bills over and above what parent(s) or individual personal insurance covers (illness is not financially covered by athletic insurance nor the athletic department).
3. The student-athlete may receive a second medical opinion upon request.
4. The student-athlete's medical records shall remain confidential.
5. The student-athlete shall expect the coach to follow medical advice with respect to active participation in practices or competitions.
6. The student-athlete may expect the facilities, equipment, and uniforms provided for practice and competition to be safe.

Responsibilities of the Student-Athlete

1. The student-athlete shall provide insurance coverage information and copies of the insurance company's claim card form each year.
2. The student-athlete shall be truthful and complete, when providing orally or by questionnaire, a personal health or injury history.
3. In order to be considered covered by athletic insurance, the student-athlete must report to the athletic trainer prior to seeking other medical attention.
4. The student-athlete shall cooperate with the medical team (e.g., physician, dentist, athletic trainer, therapist) to ensure the maximum effectiveness of a treatment program.
5. The student-athlete shall wear their equipment correctly, completely, and without any modification which would diminish its protective quality.
6. The student-athlete shall maintain personal habits which enhance their physical and mental well being for athletic performance.

ALCOHOL AND OTHER DRUG POLICY

The goal of the BSU athletic department's alcohol and other drug (AOD) policy is to ensure the student-athletes practice and compete to the best of their ability free of the influence of drugs.

Three objectives accompany this goal:

1. Contribute to the education of the student-athlete regarding the abuse of AOD by participating in and encouraging student-athlete participation in campus-wide substance abuse prevention programs.
2. Aid student-athletes in finding medical assistance and counseling for AOD related problems.
3. Facilitate compliance with NCAA regulations concerning substance abuse.

Any use of a substance belonging to a class of drugs currently banned by the NCAA may cause for loss of eligibility. For further information regarding chemical substances or other medical questions, contact Bill Crews, Athletic Trainer or Assistant Athletic Trainers Corrine Dauksavage, Travis Shock, or Rebecca Hessinger.

ALCOHOL USE

Choices? You make them everyday. Some don't seem to be of great significance-what to wear, what movie to see, where to go for eating out-while other choices have determined the course of your life. One of the major choices you make during your college years involves the use of alcohol. Now may be the time to review some choices you have already made and decide if they are right for you.

Did you know?

Alcohol can affect brain function:

Drinking can impact five areas of mental functioning. These include memory foundation-which is short-term memory (Did I have a good time last night, or didn't I?), abstract thinking, problem solving, attention and concentration, and even perceptions of emotion. Hmm, it sounds like those are things that should be functioning at their best in order to do well in school, get along with others socially, and make wise CHOICES.

Drinking can affect your academic standing:

The following statistics show on average, students who drink the most alcohol receive the lowest grades:

“A” students average 3.1 drinks per week

“B” students average 4.4 drinks per week

“C” students average 5.6 drinks per week

“D” and “F” students average 9.5 drinks per week

ALCOHOL USE (cont.)

Some of the reasons behind this might be that students who are out late partying often oversleep and miss classes, and people who party several times a week can fall behind on their homework, projects or papers causing a low GPA and even dropping out of school.

Alcohol and sexual decision-making:

Healthy choices about alcohol now can prevent you from having to make some very difficult choices in the future, whereas unwise choices can limit the choices you may be able to make. Sound confusing? Consider this...When alcohol or other drugs are added to a sexual situation, this risk drastically increases. The risks can be: sexually transmitted infections, unintended pregnancy, decisions about pressing charges for sexual assault or possibly facing charges for sexual assault, and the risk of emotional turmoil from any of the above. In something as important as sex, it pays to keep it sober, respectful, intentional and in the context of a committed relationship.

Alcohol and injuries:

For college students, the vast majority of health risks occur over the course of a single evening, not after decades of abuse. A college-aged student has a higher risk of an alcohol-related injury caused by a car crash, slipping or falling, getting into a fight, etc., than developing cirrhosis of the liver. However, it's worth thinking about the long-term health risks associated with drinking over time, especially if you find yourself in a pattern of heavy drinking. These risks include damage to the heart, liver, and brain as well as other physical effects such as weight gain, dry skin and a compromised immune system.

ALCOHOL AND ATHLETIC PERFORMANCE

Achieving optimal athletic performance requires practice and training to be at the top of your game both mentally and physically. Athletes tend to underestimate how even a few drinks can abolish your hard work by deleting the effects of your workouts, reducing your endurance, and compromising your mental game. The goal of any athlete is to be at the peak of performance. Your body is the instrument of performance, so treat it with care.

Alcohol use cancels out any gains from your workout:

Even though few athletes consume alcohol after a workout or practice, it can still cancel out any physiological gains you may have received. Not only does long-term alcohol use diminish protein synthesis resulting in reduced muscle gain, even short-term alcohol use can impede muscle growth.

Alcohol use prevents muscle recovery:

In order to build bigger and stronger muscles, your body needs sleep to repair itself after a workout. Because of alcohol's effect on sleep however, your body is robbed of a precious chemical called "human growth hormone" (HGH). HGH is part of the normal muscle-building and repair process and the body's way of telling itself your muscle needs to grow bigger and stronger. Alcohol can decrease the secretion by as much as 70%! Also, when alcohol is in your body, it triggers the production of a substance in your liver that is directly toxic to testosterone. Testosterone is essential for the development and recovery of your muscles.

Alcohol use depletes your source of energy:

Once alcohol is absorbed through your stomach, small intestine and finally into your cells, it can disrupt the water balance in muscle cells, thus altering their ability to produce adenosine triphosphate (ATP), which is your muscles' source of energy.

Alcohol use depletes your source of energy (cont.):

ATP provides the fuel necessary for your muscles to contract. Alcohol also reduces energy sources by inhibiting a process known as gluconeogenesis, in which glucose is formed from substances other than glucose. When alcohol is oxidized by alcohol dehydrogenase (an enzyme), it produces an elevation of NADH, which ultimately reduces the amount of coenzyme that is essential in the production of ATP. The loss of ATP results in the lack of energy and the loss of endurance.

Alcohol use inhibits ability to learn new information:

Any athlete knows that preparation such as learning plays and sound strategies is essential to peak performance. Alcohol can have a devastating effect on this process. When there is alcohol in your system, your brain's ability to learn and store new information is inhibited due to compromising of the hippocampus, a structure deep in the brain, which is vital to the formation of memories. If you cannot form new memories, you cannot learn.

Alcohol use hampers memory and retention:

Unfortunately, it is not as simple as just not drinking while studying plays and before team meetings. Memory formation is a complex process that takes a long time. Many of your memories are solidified when you are not thinking about the material. In fact, much of memory formation occurs while you sleep. Alcohol affects your sleep cycle by disrupting the sequence and duration of normal sleep, reducing your brain's ability to learn and retain information. Even drinking up to six hours before you go to sleep will negatively affect your sleep cycle. For example, if you drink after a day of classes, studying or learning new plays, you are not getting 100% out of your efforts because of the effects of the alcohol you drank. Consuming 5 or more alcohol drinks in one night can affect brain and body activities for up to three days. Two consecutive nights of drinking 5 or more alcohol beverages can affect brain and body activities for up to five days.

Alcohol use constricts metabolism and endurance:

Being physically fit and well-conditioned is the hallmark of a champion. However, no matter how many wind sprints and laps you do, drinking alcohol constricts your aerobic metabolism and endurance.

Alcohol use requires increase conditioning to maintain weight:

Alcohol holds very little nutritional value to the athlete. The relatively high calories in alcohol are not available to your muscles. Alcohol calories are not converted to glycogen, a form of stored carbohydrates, and thus are not a good source of energy during exercise. Each drink contains approximately 100-150 empty calories. The body treats alcohol as fat, converting alcohol sugars into fatty acids.

Alcohol use inhibits absorption of nutrients:

Not only is alcohol devoid of proteins, minerals, and vitamins, it actually inhibits the absorption and usage of vital nutrients such as thiamin (vitamin B1), vitamin B12, folic acid and zinc. Thiamin (vitamin B1) is involved in the metabolism of proteins, fat, and the formation of hemoglobin. It is also essential to optimal performance for its role in metabolizing carbohydrates. Vitamin B12 is essential to good health.

It helps maintain healthy red blood and nerve cell. Folic acid is an integral part of a coenzyme involved in the formation of new cells; a lack of it can cause a blood disorder called megaloblastic anemia, which causes oxygen carrying capacity to lower, and thus negatively affects endurance activities. Zinc is also essential to your energy metabolic processes. Since alcohol depletes your zinc resources, the effect is an even greater reduction of your endurance.

How can you tell if one of your friends or teammates is having difficulties with alcohol? Many people can use alcohol in a low-risk way without experiencing difficulties. However, there are those people who use alcohol and have a variety of negative experiences, which may suggest a more serious problem. Figuring out when a friend's drinking is no longer low-risk and has developed into a problem can be tricky at times especially since some people think there is a stigma associated with having alcohol-related problems. In fact, it is not uncommon for your friend to do everything he or she can to explain away or hide a problem. For more information or learn about how to help a friend with an alcohol or drug related concern, contact the Bemidji State University Counseling Center for a free and confidential appointment with a professional counselor.

For more information see:

www.bacchusgamma.org
www.collegedrinkingprevention.gov
www.factsontap.org
www.e-chug.org

References:

1. Alcohol and Athletic Performance, National Collegiate Athletic Association (NCAA), CHOICES Program, Indianapolis, Indiana.
2. Gilmore, S.; Passa, J. *Crossroads Newsletter*. Student Health Service. Bemidji State University. 2007
3. The BACCHUS Network: www.bacchusgamma.org/alcohol-education.asp and related links

PROCEDURES

A. Individualized testing upon reasonable suspicion

1. The BSU athletic department reserves the right to conduct drug testing on any student-athlete if a member of the athletic department has reasonable suspicion that a particular student-athlete is using, or in the case of anabolic steroids, has used any substances in violation of this policy. A positive test result will be considered a violation of this policy and may subject the violator to the consequences discussed below.

B. Violations

1. Over-the-counter and/or prescription drugs, alcohol abuse, mind altering and performance enhancing substances.
 - a. First violation
Student-athletes are subject to suspension from practice and competition.
Conference with coach and/or physician.
Completion of work assignment(s) under the supervision of Task Force Facilitator Wayne Chadwick and/or their respective coach.

Referral to appropriate health care professional for counseling upon recommendation of the coach in consultation with the head trainer. Counseling expenses are the responsibility of the student-athlete.

- Student-athlete must attend all counseling sessions.
- Student-athlete must submit to subsequent drug testing if appropriate.
- Noncompliance will result in automatic suspension from the student-athlete's team.

b. Second Violation

Suspended from practice for 1 week and unable to compete at the next weekend series of competition(s).

Mandatory counseling

c. Third Violation

Permanent suspension from the team

Loss of financial aid related to student's status as an athlete

C. ANABOLIC STERIODS: Affects of a Positive Test

1. First Violation

Automatic one year suspension commencing upon notification of positive test, with no participation in practice during the period of suspension.

Loss of athletic financial aid.

Mandatory retesting in 7 and 10 months, with laboratory fees paid by the individual.

D. Appeals

The student-athlete shall have three business days after notification to file a request in writing to the director of athletics for a hearing to appeal the test finding. If a student-athlete is away at the time of notification, the student-athlete shall then have three business days after returning to Bemidji State to file an appeal.

- a. A hearing shall be held within three business days of receipt of the written request. An appeal should be based on a claim of either a procedural violation, a false-positive test, or extenuating circumstances.
- b. The appeal committee, appointed by the athletic director, shall be composed of four members consisting of (1) an athletics department administrative staff designee appointed by the director of athletics, (2) an elected student-athlete representative or an alternate from a different sport, (3) the head trainer, and (4) the student-athlete's coach.
- c. The committee shall submit its recommendations by majority vote to the athletic director within three business days after the hearing, and the athletic director shall have final decision-making authority.

Sexual Violence Policy

Introduction

A safe and healthy educational environment is important to the mission and values of Bemidji State University. The Sexual Violence Policy developed by the University provides clear, concise and specific information to all members of our learning community.

Policy Statement

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Bemidji State University. The University is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Bemidji State University policies may require separate proceedings. To further its commitment against sexual violence, Bemidji State University provides multiple reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

Application of Policy to Students, Employees and Others

This policy applies to all BSU students, faculty, staff, and others, as appropriate, where incidents occur. Reports of sexual violence committed by a student at a location other than on BSU property are covered by this policy. Reports of sexual violence committed by a student at a location other than on BSU property are covered by this policy. Individuals reported to have committed acts of sexual violence on or staff are covered by this policy.

Definitions

The following definitions apply to the BSU Sexual Violence Policy.

- Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.
- Sexual assault means an actual, attempted or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State Colleges and Universities (MnSCU) student conduct codes, the Bemidji State University Student Code of Conduct, and employee disciplinary standards. Sexual assault includes, but is not limited to:

Sexual Violence Policy (cont.)

Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

- Involvement in any sexual act when the victim is unable to give consent.
- The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
- Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.
- Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.
- Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.
- BSU property means the facilities and land owned, leased, or under the primary control of Bemidji State University as a member of the Minnesota State Colleges system.
- The term “Student” is defined in the Student Code of Conduct, found at this website. <http://www.bemidjistate.edu/students/handbook/conduct/section4.cfm>

Reporting Sexual Violence

Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding. Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred (dial 911).

For incidents that occur on the Bemidji State University campus, the Department of Public Safety (218-755-3888, 24 hours) can provide assistance in reporting to local law enforcement. The BSU Department of Public Safety website provides additional information about reporting, including advice about preserving evidence. The Annual Security Report on the Public Safety website includes information about complainant options and complainant rights. http://www.bemidjistate.edu/offices/safety/annual_report

In addition, campus security authorities (defined as “an official of an institution who has significant responsibility for student and campus activities”) are available to assist students with reporting of sexual violence. The BSU Department of Public Safety has more information about campus security authorities on their website.

http://www.bemidjistate.edu/offices/safety/annual_report

Finally, these individuals serve as campus contacts for assisting sexual violence complainants.

Dr. Debra Peterson

Affirmative Action Officer and Director of Human Resources

Deputy Hall

218-755-4121

Dr. Randy Ludeman

University Conduct Officer

Walnut Hall

218-755-3750

Investigative and Disciplinary Processes

As part of the Minnesota Colleges and Universities (MnSCU) system, Bemidji State University follows the MnSCU Board of Trustees policy 1B.3 “Sexual Violence Policy.”

<http://www.mnscu.edu/board/policy/1b03.html>

In addition, the University also utilizes the MnSCU Procedure 1B.3.1, “Sexual Violence Procedure.”

<http://www.mnscu.edu/board/procedure/1b03p1.html>

The MnSCU Board policy and procedure provide extensive and detailed information about the investigative and disciplinary process used by the University, and these documents are provided to individuals who report sexual violence to the campus contacts identified above. Student complainants have the option to change their academic and/or on-campus living situations after an alleged act of sexual violence, if such changes are reasonably available. Student complainants may also utilize procedures available under the Student Code of Conduct. <http://www.bemidjistate.edu/students/handbook/conduct/section4.cfm>

The procedures in the Student Code of Conduct provide, in part, that the accused and the complainant will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the complainant and accused will be informed of the outcome of the hearing. The procedures in the Student Code of Conduct also provide a list of the possible sanctions for a student found in violation of this policy, and they include suspension, dismissal or expulsion from the University.

<http://www.bemidjistate.edu/students/handbook/conduct/section3.cfm>

The University has developed a flowchart that depicts the process for addressing complaints of sexual violence.

http://www.bemidjistate.edu/students/handbook/docs/sexual_violence_flowchart.pdf

Resources

Campus and community offices and agencies stand ready to provide assistance to victims of sexual assault.

- BSU Student Center for Health and Counseling, 218-755-2053 or 218-755-2024
- BSU Affirmative Action Office, 218-755-3966
- Bemidji Sexual Assault Program, 218-444-9522 or 1-800-708-2727
- North Country Hospital – 218-751-5430

The BSU Department of Public Safety website has helpful information about personal safety and reducing risk of sexual violence.

http://www.bemidjistate.edu/offices/safety/annual_report

The University has developed a flowchart that depicts the process for resolving complaints of harassment or discrimination.

http://www.bemidjistate.edu/offices/affirmative_action/flowchart08.pdf

The BSU Responsible Men, Responsible Women program enhances student success by providing information about sexual harassment, sexual violence, safe relationships, healthy relationships, personal safety, alcohol and drug use, and supportive services and phone numbers.

<http://www.bemidjistate.edu/students/rmrw/>

Bemidji State University participates in the B-SMART (Bemidji Sexual Assault Multidisciplinary Action Response Team), providing community connections and a victim centered approach to sexual violence reporting and procedures. More information can be found about B-SMART at this website.

<http://www.sapbchc.org/>

RELATIONSHIP WITH THE MEDIA

The student-athlete at BSU is perceived as a positive role model and image to the community. Therefore, the athletic department encourages our student-athletes to make themselves available to the media. Typically, local media will try to talk with you before or after practice and competitions so they will not be a burden on your academic or free time. The Sports Information Department will work with you to establish interview times with the media; however, your home telephone number will not be released unless you grant us permission to do so.

During an interview, remember the following guidelines:

- Have fun. Be yourself and think about what you're saying before you answer a question;
- Answer questions as honestly as you can but remember to be tactful about it. Offer praise more quickly than criticism;
- If you don't know the answer to a question, say so. If you feel uncomfortable about commenting on a particular issue then say, "I'd rather not comment on that question";
- Understand that you do not have to comment on personal questions and your privacy and your teammates' privacy should not be compromised.

Practice the following don'ts during an interview:

- Don't say anything to the press you don't want printed in the newspaper or stated on television/radio;
- Never say anything negative to the press about the officiating even if you believe there was a bad call or poor overall performance;
- Don't use profane language. Remember, you are a representative of an academic institution and an icon in the community;
- Don't lose your composure. If you must, cool down emotionally before talking to the media rather than saying something in the heat of the moment. Use your best judgment when representing BSU athletics. Remember, you are a role model to many so carry yourself with a professional demeanor.

BSU LIFE CHOICES

BSU Athletics is a member of the NCAA Student-Athlete Affairs program. Our institution has named this program Life CHOICES. The NCAA Student-Athlete Affairs unit provides life skills support in the areas of academics, athletics, personal development, career development and service through the distribution of accessible resources, strategic partnerships and customized programming.

Student-athletes will be asked to attend various educational opportunities that address the life skills elements addressed in the NCAA Student Athlete Affairs Program.

A goal of the BSU Life CHOICES program is to provide peer-led coordination to support the personal development commitment. This initiative will bridge responsible use of alcohol with other elements. As the program dictates, students will receive Life Skills points for meeting milestones that will become part of their athletic program participation. Life CHOICES student leaders will work with the various entities on campus that provide seminars, programs, and workshops on all types of information, as well as alcohol-free alternatives for entertainment, but for building life-skills, improving employment potential, enhancing academic success and finding fulfilling social networks of peers.

Athletic Insurance Information

The Bemidji State University Athletic Department has acquired a secondary insurance policy for our student-athlete's protection. **This policy is a SECONDARY insurance policy only and is intended to be used only after all personal insurance is exhausted. BSU Student-Athletes are required to have their own personal insurance. Because it is a secondary policy it is subject to the following limitations:**

1. Only injuries that occur during an officially sanctioned NCAA playing, practice, or training session; or university sponsored travel to or from competition.
2. Medical expenses will only be covered if the athletic training staff refers the student-athlete. Non-referred visits or expenses will not be covered by this policy and as such, will be considered your responsibility.
3. If you are a member of a HMO (Health Maintenance Organization) or PPO (Preferred Provider Organization), you are encouraged to transfer your primary care clinic to one in the

Bemidji area. If you choose not to transfer clinics, payment for services **MAY NOT** be covered by BSU's secondary policy.

4. **During the course of the athletic/academic school year, should a student athlete's personal insurance change, the Athletic Training department must be notified immediately. Failure to do so will terminate financial responsibility toward any medical expenses incurred.**
5. **During the course of the athletic/academic school year, should a student-athlete's personal insurance be dropped, the student-athlete would then become ineligible to participate in any intercollegiate activities.**
6. Secondary coverage is provided for expenses incurred in excess of your primary insurance coverage. Secondary coverage means that any family insurance **must first** be utilized to its maximum before secondary policy comes into effect. This supplemental coverage is designed to pick up any remaining balance not covered by your personal insurance. The bills incurred will be in the student's name and must be submitted to the family insurance company. This coverage is limited to medical bills incurred within 104 weeks following the date of injury.

INJURED?

Bemidji State University Athletic Insurance Office

ATHLETE'S RESPONSIBILITY

Inform EACH Doctor's Office of BSU's Secondary Insurance

When you check in to the Emergency room or doctor's office and they ask for you insurance information, also inform them of BSU's secondary insurance policy. Unless they put the information in the computer, the billing department won't send you/us the claim forms (red & white) needed!

Submit Your Bills to Your Private Insurance

For most insurance companies, the medical provider will do this for you

Provide BSU's Athletic Insurance Office with Forms from Your Private Insurance Company

Provide BSU's Athletic Insurance Office with any paperwork from your Private Insurance for any amounts they do not pay (i.e. Explanation of Benefits (EOB)). BSU's secondary insurance requires proof that your insurance will not pay. (Some doctor's offices will not provide copies of these forms and we must have the copies your insurance company sends YOU!)

Inform BSU's Athletic Insurance Office of Any Outstanding Bills, Problems or Delays

If you do not tell us you have bills or that there are problems, we do not know and cannot assist you! You can reach us at:

Bill Crews, M.S., ATC

218-755-2769 (email: wcrews@bemidjistate.edu) or visit us at PE 112.

ASSISTANCE PROVIDED BY BEMIDJI STATE UNIVERSITY

BSU Will Inform

We will explain the insurance process to you and inform you of your responsibilities.

Submit Your Paperwork to BSU's Insurance Company

We will promptly send the required paperwork you provide to BSU's Secondary Insurance Company and send you a letter informing you when all transactions we are aware of are completed.

Serve as a Liaison to Resolve Problems

We will act as a liaison between the insurance company, you, and your medical provider to resolve any problems.

THINGS TO REMEMBER!

1. You are responsible to the medical providers for your medical bills. Your private insurance is responsible to you to reimburse you for agreed upon expenses; however, they make it easy for you and often deal directly with the doctor's offices instead of asking you to submit the forms and proof needed.
2. It may take up to six weeks for BSU's Secondary Insurance company to pay on a claim.
3. Some medical providers insist on complete patient confidentiality even in the insurance process and will not send us any forms without your permission. We count on you to inform them or to provide US with the forms they send to YOU.
4. Often students are covered under their parent's insurance policies and forms needed by BSU's insurance are sent to an athlete's parent. Please make sure your parents provide us with the required paperwork. Because of this, we also send copies of the letters we send to you to your parents provided you have given us their address.

CONCUSSION

A fact sheet for student-athletes

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
-From contact with another player, hitting a hard surface
- Such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- **Can happen even if you do not lose consciousness.**

HOW CAN I PREVENT A CONCUSSION?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

Concussion symptoms include:

- Amnesia
- Confusion
- Headache
- Loss of consciousness
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Nausea (feeling that you might vomit)
- Feeling sluggish, foggy or groggy
- Feeling unusually irritable
- Concentration or memory problems (forgetting game plays, facts, meeting times)
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Don't hide it. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

Report it. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT.

For more information and resources, visit: www.NCAA.org/health-safety and www.CDC.gov/Concussion.



2015-16 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:

1. Stimulants;
2. Anabolic Agents;
3. Alcohol and Beta Blockers (banned for rifle only);
4. Diuretics and Other Masking Agents;
5. Street Drugs;
6. Peptide Hormones and Analogues;
7. Anti-estrogens; and
8. Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

1. Blood doping;
2. Gene doping;
3. Local anesthetics (under some conditions);
4. Manipulation of urine samples; and
5. Beta-2 Agonists permitted only by prescription and inhalation.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.

1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility from using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. *Any product containing a dietary supplement ingredient is taken at your own risk.*

Check with your athletics department staff prior to using a supplement.

Examples of NCAA Banned Substances in Each Drug Class

Note to Student-Athletes: There is NO complete list of banned substances.

Do not rely on this list to rule out any label ingredient.

1. **Stimulants:** Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone); octopamine; DMBA; etc. Exceptions: phenylephrine and pseudoephedrine are not banned.
2. **Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenedione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.
3. **Alcohol and Beta Blockers** (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
4. **Diuretics (water pills) and Other Masking Agents:** Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
5. **Street Drugs:** Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).
6. **Peptide Hormones and Analogues:** Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.
7. **Anti-Estrogens:** Anastrozole; tamoxifen; formestane; ATD; clomiphene; SERMS (nolvadex); etc.
8. **Beta-2 Agonists:** Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at 877/202-0769 or www.drugfreesport.com/rec password: ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

Drugs and Procedures Subject to Restrictions.

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:

- (a) Blood Doping.** The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test.
- (b) Local Anesthetics.** The Executive Committee will permit the limited use of local anesthetics under the following conditions:

 - 1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine;
 - 2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and
 - 3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.
- (c) Manipulation of Urine Samples.** The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration.
- (d) Beta 2 Agonists.** The use of beta 2 agonists is permitted by inhalation only.
- (e) Additional Analysis.** Drug screening for select non-banned substances may be conducted for nonpunitive purposes.

Positive Drug Test—Non-NCAA Athletics Organization.

A student-athlete under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency (WADA) code shall not participate in NCAA intercollegiate competition for the duration of the suspension.

Medical Exceptions.

Exceptions for categories (a),(b),(c),(d),(f) and (g) under Bylaw 31.2.3.4. may be made by the Executive Committee for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug.

Methods for Drug Testing.

The methods and any subsequent modifications authorized by the Executive Committee for drug testing of student-athletes shall be summarized in The NCAA News and posted on the NCAA Web site. Copies of the modifications shall be available to member institutions.

Events Identified for Drug Tests.

The Executive Committee shall determine the regular-season and postseason competition for which drug tests shall be made and the procedures to be followed in disclosing its determinations.

Individual Eligibility—Team Sanctions.

Executive regulations pertaining to team-eligibility sanctions for positive tests resulting from the NCAA drug-testing program shall apply only in the following situation: If a student-athlete is declared ineligible prior to an NCAA team championship or a licensed postseason football game and the institution knowingly allows him or her to participate, all team-ineligibility sanctions shall apply (i.e., the team shall be required to forfeit its awards and any revenue distribution it may have earned, and the team's and student-athlete's performances shall be deleted from NCAA records). In the case of licensed postseason football contests, the team's and student-athlete's performances shall be deleted from NCAA records.