

Texas Lutheran University  
Intercollegiate Athletics



**STUDENT-ATHLETE  
HANDBOOK**  
2006-2007

Welcome to Texas Lutheran University's Intercollegiate Athletics Department.

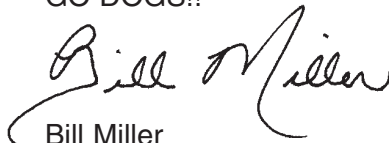
We hope you will find this eighth edition of our Student-Athlete Handbook both interesting and informative. We have attempted to pull together policies and procedures that have a direct impact on student-athletes and to supplement this information with other items of interest so that each of you can have a better understanding of the intercollegiate athletics program in which you participate. Although there is no intent for these policies and procedures to be different from those of the university as written in the Student Handbook, if there should be a conflict, university policies shall prevail. If you have suggestions for improving the Student-Athlete Handbook, please do not hesitate to call them to our attention. The handbook will be reviewed regularly.

Texas Lutheran has a strong and successful athletic tradition. Our athletic philosophy is built around the concept of being the best person you can be in the classroom and on the field. We believe that being the best person you can be will give you a better opportunity to be the best player you can be. You are a student first and then an athlete. The entire Texas Lutheran intercollegiate athletics staff is dedicated to providing the resources and support necessary for you to excel in both roles.

We are very excited and proud to have you with us at Texas Lutheran. We want you to represent this university in a very visible role, and you will be encouraged to conduct yourself with character, poise, integrity, honesty and humility. Benefit from your time here and when you leave, you will leave with not only a degree, but also a foundation for success.

If there is any time during your career at TLU that I, personally, can help you with any concern, please do not hesitate to come in to see me or give me a call. Good luck!

GO DOGS!!

A handwritten signature in black ink that reads "Bill Miller". The signature is written in a cursive style with a large, sweeping "B" and "M".

Bill Miller  
Director of Athletics

August 2006

# Table of Contents

<b>I. The Intercollegiate Athletics Program</b> .....	<b>3</b>
A. Mission Statement and Goals	
B. Staff Directory	
C. Organizational Structure	
1. Athletics Committee	
2. Student-Athlete Advisory Council	
<b>II. Athletics Governing Organizations</b> .....	<b>8</b>
A. NCAA	
B. American Southwest Conference	
<b>III. General Policies and Procedures for Student-Athletes</b> .....	<b>8</b>
A. Code of Ethics	
B. Coaches' Jurisdiction/Team Rules	
C. Conduct/Player Appearance/Alcohol and Drug/Gambling Policies	
D. Intramural Participation	
E. Financial Aid	
F. Travel	
G. Uniforms and Equipment	
H. Complimentary Tickets	
I. Player Information Release Policies	
<b>IV. Services Available to Student-Athletes</b> .....	<b>13</b>
A. Academic Counseling	
B. Tutorial Assistance	
C. Disabilities Services	
D. Career Counseling	
E. Travel Excuses	
F. Progress Reports	
G. Student-Athlete Advisory Council	
H. Grievance Procedures	
<b>V. Academic Affairs</b> .....	<b>16</b>
A. Eligibility	
B. Guidelines to Good Grades	
C. Scheduling of Classes	
<b>VI. Medical/Athletic Training/Insurance</b> .....	<b>18</b>
A. Insurance Coverage	
B. Pre-Participation Physical Exam	
C. Medical Screening	
D. Coaches' Responsibilities in Medical/Training Area	
E. Training Room	
F. Nutrition Advice	



# Texas Lutheran University Intercollegiate Athletics Program

## A. Mission Statement and Goals

The Texas Lutheran University intercollegiate athletics program exists for the sake of the students at Texas Lutheran – for their growth and development. Intercollegiate athletics, operating under the principles of fair play and amateurism, provides equal opportunity for talented male and female students to participate in a nationally competitive sports program that is values-based and educationally sound.

GOAL No. 1: Every student-athlete who completes his/her eligibility is expected to graduate.

Objectives:

1. Recruit academically proficient and achievement-oriented student-athletes.
2. Provide an academic support system that a) provides sound academic advising and counseling, b) provides accessibility to tutors, c) teaches efficient and effective use of study time, and d) promotes the wise selection of course work and course loads, with specific attention given to the time and period correlation.
3. Present athletics as a co-curricular activity consistent with the educational philosophy found in the mission statement of the university.

GOAL No. 2: Each sport should aspire to be competitive at the national level.

Objectives:

1. Attract and retain a quality coaching staff.
2. Recruit quality student-athletes within the framework of the institution's general financial aid policy and consistent with the NCAA Division III philosophy.
3. Compete against top-quality teams during regular season play in order to attract and retain talented student-athletes.
4. Provide good support systems: athletic training, strength conditioning, rehabilitation to maximize performance, health, safety, and the general physical and psychological welfare of the student-athlete.
5. Provide positive promotion and recognition of individuals as well as of the total athletic program.

GOAL No. 3: An efficient and cost-effective support system for the operation of the existing athletic program should be developed and maintained.

Objectives:

1. Provide essential administrative services, office space and clerical support for coaches and the administrative/professional personnel.
2. Provide the personnel and facilities to conduct regular season home athletic events in a manner that encourages spectator attendance, assists in recruiting prospective student-athletes, and attracts potential donors.
3. Provide adequate business office support to ensure compliance with university procedures and strict accountability regarding expenditures of funds.

## B. Staff Directory

### **BASEBALL**

MILLER, Bill	Head Coach	JC101-C	372-8124
BURNETT, Greg	Associate Head Coach	FC	372-6982
HINDT, Ryan	Assistant Coach	JC145	372-6961
ROBERTS, Allen	Assistant Coach		

### **BASKETBALL (Men's)**

OSWALD, Tom	Head Coach	JC101-E	372-8122
WALLS, Alan	Assistant Coach	JC	372-6808

### **BASKETBALL (Women's)**

HICKMAN, Katheryne	Head Coach	JC101-F	372-8125
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### **CROSS COUNTRY/TRACK & FIELD**

ZARATE, Patrick	Head Coach (Interim)	JC101-G	372-6308
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### **FOOTBALL**

MUELLER, Tom	Head Coach	FH101	372-8126
FOSTER, Kyle	Assistant Coach	FH	372-6963
GALLEGOS, Shayne	Assistant Coach	FH	372-6963
GOOD, Jim	Assistant Coach	FH104	372-6966
O'NEAL, Smiley	Assistant Coach	FH102	372-6964
SCHADE, Bill	Assistant Coach	FH102	372-6957
SMITH, Ted	Assistant Coach	FH103	372-8166
TURBERVILLE, Gary	Assistant Coach	FH	372-6963

### **GOLF (Men's & Women's)**

TRAN, H. C.	Head Coach	FH111	372-8144
ALLMAN, Jerry	Assistant Coach		

### **SOCCER (Men's)**

SALAZAR, Eddie	Head Coach (Interim)	JC144	372-6807
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### **SOCCER (Women's)**

ALDERSON, Mike	Head Coach	FH112	372-6577
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### **SOFTBALL**

McCAUGHEY, Missy	Head Coach	JC115	372-8129
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## **TENNIS (Men's & Women's)**

LEHMAN, Bill	Head Coach	JC144	372-8128
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## **VOLLEYBALL**

DAVIS, Tiffany	Head Coach (Interim)	JC101-A	372-8130
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## **STAFF**

BURNETT, Greg	Fitness Center Director	FC	372-6982
CLARK, Tim	Sports Info. Director	JC101H	372-6877
COULOMBE, Brian	Head Athletic Trainer	TH226	372-6952
DAVIS, Tiffany	Game Day Admi./SAAC Dir.	JC101-A	372-8130
JOHNSON, Judy	Dept. Secretary	JC101	372-8120
KING, Emily	Cheer/Dance Team Dir.	JC144	372-6805
McCAUGHEY, Missy	Compliance Coordinator	JC115	372-8129
MILLER, Bill	Athletics Director	JC101C	372-8124
ROBERTS, Deborah	Camp. Rec. Director	JC101-B	372-6762
ROSWELL, Rick	Program Dir./Sports Med.	TH235	382-8133

FH - Rinn Field House • JC - Jones Complex • FS - Facility Services

FC - Fitness Center • TH - Tschoepe Hall

## **C. Organizational Structure**

### **1. ATHLETICS COMMITTEE**

The Athletics Committee is an official standing committee of the university and is composed of the following voting members:

- a. Five (5) general faculty members, who are nominated by the Faculty Welfare Committee and appointed by the president to serve one-year terms. They may be reappointed. One faculty member is designated by the president to serve as faculty athletics representative and chair the committee,
- b. Chair of the Department of Kinesiology, the Director of Athletics, and the Vice President of Finance and Business of the university.
- c. Two (2) students appointed by the Student Government Association to serve one-year terms.

Note: Head coaches are advisory members of the committee and serve without vote.

The Athletics Committee meets as necessary and acts on matters of policy relating to the intercollegiate athletics program. All playing schedules must be approved by the committee. The Athletics Committee also serves as a grievance committee for student-athletes.

## 2. STUDENT-ATHLETE ADVISORY COUNCIL

a. Purposes/Goals/Objectives: The Student-Athlete Advisory Council was formed for the purposes of:

1. Providing a communications link between student-athletes and the athletics department administration in the development of policies affecting student-athletes.
2. Encouraging communication and unity between and among teams.
3. Promoting and supporting all sports in the intercollegiate athletics program at Texas Lutheran.
4. Other purposes to be decided by the council.

The council meets twice a month to discuss policies, issues and projects related to student-athletes, teams and the department. The council is also an officially recognized and registered Student Government Association student organization.

b. Membership: The council is composed of:

- The representatives from each team
- The student trainers

Each member has one vote in all matters before the council.

Any student-athlete – freshman through senior – is eligible. All interested students are encouraged to get involved, but each should carefully consider his/her academic and athletic responsibilities before making the additional commitment to membership on the Council.

c. Responsibilities

Each group's representative is expected:

- 1). To attend all council meetings and activities (a convenient regular meeting time will be agreed upon at the first meeting).
- 2). If unable to attend, to select a responsible alternate group representative and make sure that he/she attends.
- 3). To represent his/her team's views at council meetings. (This means that team representatives must talk to their teammates about issues or projects that will be discussed at council meetings. Coaches will allow time before or after practice for team meetings *if* they are given at least one day advance notice that a meeting is needed.)

- 4). To report to his/her team and coach on what happened at council meetings.
- 5). To organize team members to help with any special projects.

The student representatives from the Athletics Committee will bring any concerns from the Student-Athlete Advisory Council to the attention of the Athletics Committee.

d. Officers

At the last meeting each spring, the council will assign (by election or consensus) certain responsibilities to council members:

- 1). President - He/She chairs all council meetings, assists in the development of the meeting agenda, and acts as the official representative of the council.
- 2). Secretary - He/She records the minutes of all meetings, prepares them for typing, and delivers them to the director as soon after the meetings as possible.

e. Activities

- 1). Meetings. The council's function is to provide a forum for discussion of anything that concerns TLU student-athletes and to share ideas (in a constructive manner) on the improvement of services affecting the student-athlete. The director will brief the council on such topics as policy changes approved by the Athletics Committee, proposed new policies and the budget.
- 2). Special projects may be proposed and organized at council meetings.
- 3). Issues that may be covered: How are student-athletes treated in each sport? What is the university doing for the student-athlete? What is the student-athlete doing for the university? For the committee? What legislation, current and proposed, concerns the student-athlete?



## **III. Athletics Governing Associations**

- A. Texas Lutheran University is a National Collegiate Athletics Association Division III membership school.
  
- B. Texas Lutheran University competes in the NCAA Division III American Southwest Conference. The ASC is a 16-team NCAA DIII Conference and one of the largest DIII conferences in the nation. It is divided into west and east divisions. As an ASC member, TLU is eligible for not only division championships, but also conference, regional and national championships.



## **III. General Policies and Procedures for Student-Athletes**

### **A. CODE OF ETHICS FOR STUDENT-ATHLETES**

The purpose of intercollegiate athletics is to provide an opportunity for each student-athlete to develop his or her potential as a skilled performer in a highly competitive, yet educational setting.

As education seeks to provide ways in which student-athletes may know themselves, and grow emotionally, socially and intellectually, so does the intercollegiate athletics program. In addition, the student-athlete has the opportunity to receive the finest coaching, to travel, to represent his/her school, and learn the art of being a team member. All this gain is not without sacrifice, for the student-athlete may lose some individual rights and privileges as he/she accepts the policies of the program when he/she becomes a member of a team.

***Texas Lutheran University student-athletes are expected to:***

- Dress appropriately at all times, because you represent your sport and the university. Conduct yourself in a first-class manner. Consideration of others should be one of your prime concerns.
- Attend all classes and be on time! Plan your time well; prepare your assignments throughout the semester and not at the last minute. Your first responsibility at TLU is your classes; your second priority is your sport. You are responsible for all classwork that you miss when your team travels out of town.
- Willfully abide by the spirit of the rules as well as the letter of the rules of the NCAA and ASC throughout all games and practices.
- Refrain from the use of all tobacco products, alcohol and illegal drugs.
- Respect and accept the decisions of the coach.
- Control your emotions during athletics competition. Do not argue with officials, teammates, or members of the opposing team. Do not use profanity; it reflects badly on you, your upbringing, your sport, and the institution.
- Treat all athletic equipment and facilities with respect. Be proud of our facilities and help keep them in top shape.
- Maintain a positive attitude which is essential for success on and off the field. Strive for the highest degree of excellence, learn daily and give your best at all times. Work hard to improve your physical and psychological conditioning.
- Take time to read and understand the mission of Texas Lutheran University, and its philosophy, goals, standards of conduct and disciplinary procedures as they are outlined in the Student Handbook and the Texas Lutheran University Catalog.
- Be grateful for the opportunities afforded by participation in intercollegiate athletics and extend your appreciation to those who make these opportunities available to you. Be willing to assist in any intercollegiate athletics program function when asked to do so – or better yet, volunteer.
- Maintain a disciplined and consistent schedule regarding your sleep habits, study time, diet and personal grooming habits.

- Work with the office of financial aid to utilize every resource available to assist you with educational expenses. Be aware of deadlines for financial aid forms.
- Lend a “helping hand” in campus-sponsored events.
- Keep personal disagreements away from practices and contests. Respect differing points of view.
- Contribute to the effort to make each practice a success. Exert maximum effort in all games and practices.
- Place primary responsibility and loyalty to the team and not to yourself.

## B. COACHES’ JURISDICTION/TEAM RULES

1. The coach is responsible for the total conduct of his or her sport’s program within the limits of authority defined by:
  - philosophy and goals of the athletics department
  - university and department policies and procedures
  - rules and regulations of the ASC and NCAA
2. All policies established by coaches are in the best interest of the student-athlete and shall be enforced without prejudice. All training rules and rules of curfew or conduct established by the coach shall be given to each team member *in writing* prior to the beginning of the season or at the time they are established. (A copy of these rules is also sent to the Athletics Director.) All rules shall be clearly stated and circumstances that result in the removal of the student-athlete from the sport program are specifically defined.
3. All policies related to weight loss or diet shall be cleared with the head athletic trainer prior to being established. Under no circumstances may fluids be denied to athletes during training periods.
4. Work-out and competition schedules should be given to student-athletes at the organizational meeting or on the first day of practice.

### C. CONDUCT/PLAYER APPEARANCE/ALCOHOL AND DRUG/GAMBLING POLICIES

1. Player conduct and dress policies applicable to team travel and home events shall be established by the coach and shall insure that players conduct themselves in a manner positively reflecting upon the reputation of Texas Lutheran University.
2. Student-athletes shall refrain from the use of tobacco in any form and from partaking of alcoholic beverages in all places and at all times while representing Texas Lutheran University. It should be understood that as long as you are enrolled at TLU and participating in athletics, you represent the university.
3. Partaking of drugs to enhance performance or modify mood or behavior at any time unless prescribed by a physician for medical reasons and supervised by the head athletic trainer is strictly forbidden.
4. Student-athletes who bet on college or professional sports are jeopardizing their eligibility, as well as their financial aid. Student athletes who provide sensitive sports-related information to bookies or gamblers are jeopardizing their eligibility, as well as their financial aid. Information supporting an allegation of student-athlete gambling will be aggressively pursued by the office of the director of athletics and your institution.

Enjoy your sport! Avoid any activity or conduct that will compromise or appear to compromise your reputation for integrity. Both the NCAA and the American Southwest Conference rules prohibit gambling on college or professional sports regardless of whether your team is involved.

Any student with gambling concerns will be referred to the appropriate counseling service on campus.

### D. INTRAMURAL PARTICIPATION

Participation *is not allowed* unless specific approval is given by the coach. If participation is allowed, members of intercollegiate athletics teams are not permitted to participate in intramural competition *in the same sport*, i.e., an intercollegiate tennis player may not enter intramural tennis competition.

### E. FINANCIAL AID

In accordance with the NCAA DIII philosophy statement, 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 athletic activities are conducted as an integral part of the student-athlete's educational experience. To achieve this end, Division III institutions award no athletically-related financial aid to any students. However, student-athletes can apply for academic scholarships and other avenues of financial aid that are available to all students.

## F. TRAVEL

Schedules for all sports are very competitive and designed to provide you with the finest athletic experiences possible. Your coach assumes he/she is preparing you for championship play and wants to be sure you have many opportunities to test yourself against the best we are able to schedule prior to post-season play.

For away competition, all student-athletes are *required* to leave from campus and return to campus *with the team*. Our insurance policy and responsibility for your health and safety prohibit traveling in your own vehicles to or from contests. Special travel arrangements may be made in consultation with your coach under extenuating circumstances such as (1) inability to leave at the scheduled departure time because of a required class meeting or examination, (2) parents coming to an away event and wishing to have you accompany them for a weekend at home, etc. In these cases, *arrangements must be made in advance* and requested on the proper form. Your coach has a copy of the form requesting changes in travel arrangements.

Whenever you travel with a team, you must always remember that you are representing the university and that your actions and behavior reflect upon Texas Lutheran University. Please be sure this reflection is always positive!

## G. UNIFORMS AND EQUIPMENT

You are provided with the best equipment and uniforms we can afford for your sport. Each student-athlete is expected to care for equipment and uniforms that are issued and to be sure that they are in the inventory before leaving for summer vacation. Replacement for lost or unduly damaged articles is the student-athlete's responsibility.

## H. COMPLIMENTARY TICKETS

“Complimentary tickets shall be distributed only to persons designated by a student-athlete who have identified themselves and signed a receipt therefore” (NCAA 16.2.1.1). Each student-athlete is permitted four complimentary admissions per home contest in the sport in which he/she participates (parents count for two of those – see below). Names of individuals to receive complimentary admissions must be placed on the “pass list” with the ticket seller at least one hour in advance of game time. As per the NCAA rule, they must present appropriate identification and sign for the complimentary admission. At this time, the complimentary ticket rule applies only to volleyball, basketball and football.

## I. PLAYER INFORMATION RELEASE POLICIES

A signed confidentiality statement that allows the student-athlete to authorize or deny permission to publicize information about him/her must be on file. A personal data form for each student-athlete must also be on file in the SID office and with the athletics secretary.

# **IV. Services Available to Student-Athletes**

## A. ACADEMIC COUNSELING

Your academic advisor will assist you in preparing your class schedule with regard to your degree program requirements, your time constraints as an athlete, and your eventual career goals. Prior to submitting the schedule to the registrar’s office, it should be reviewed by a representative in the athletics office, either your coach, the athletics director, or the compliance coordinator. Any changes to the schedule must be approved by a representative in the athletics office, especially if you are considering dropping a course.

## B. TUTORIAL ASSISTANCE

Tutorial assistance is available without charge to all student-athletes. Tutors with a variety of backgrounds are available through different programs to work with you. Schedules for the tutorials are established at the beginning of each term. Check with your academic advisor and your coach to help find a tutor for your specific course or area.

## C. DISABILITIES SERVICES

The office of disabilities services (ODS) assists students with disabilities. Students included under such services are those with physical disabilities, emotional disabilities, learning disabilities, and short-term physical disabilities.

Students with disabilities register with the ODS of their own accord. ADA policies for post-secondary institutions dictate that accommodation is offered only after students have sought such accommodation.

Once a student registers with the ODS, the following individuals are notified: professors with whom the student has classes, the academic advisor, and the university psychologist. Meetings among these individuals establish the parameters for accommodations to be made. Accommodations are reviewed each semester and adjusted according to need.

## D. CAREER COUNSELING

All student-athletes are encouraged to attend career workshops as offered by the career services office. Workshops include such topics as résumé writing, interviewing skills, selecting a major, and others. Individual career counseling sessions and other related services are also available through the career services office.

## E. TRAVEL EXCUSES

As a student, you are responsible for informing your professors of any class days to be missed due to athletics events in which you are participating. Your coach will normally send a request for an excused absence to your professors, but **DO NOT** take it for granted. **Prior to an excused absence**, it is your responsibility to arrange with the professor for the completion of any missed assignments or requirements. You should know your playing schedule so that arrangements for missed classes may be made well in advance of the absence. Other than excused absences for athletics competition, you should not miss any other classes. Be sure to pay attention to attendance policies as they appear on your various course syllabi.

## F. PROGRESS REPORTS

Twice each semester, your coach sends a progress report form to each of your professors, requesting information on your academic performance, absences and class participation up to that point.

This procedure will allow potential academic crises to be anticipated and dealt with through additional counseling and tutoring.

#### G. STUDENT-ATHLETE ADVISORY COUNCIL

The role of the Student-Athlete Advisory Council (SAAC) is to act as a liaison between the student-athletes and the administration of the intercollegiate athletics program. Each team is represented along with student trainers and two student members of the Athletics Committee. The SAAC is fully described elsewhere in this handbook.

#### H. GRIEVANCE PROCEDURES

It is the belief of the Athletics Committee that most problems between students and faculty, including coaches, can and should be resolved between the parties involved. In cases where parties cannot resolve the problem, the student should follow the following grievance procedures:

For academic concerns, the student-athlete should follow the procedures that are in place for the entire student body. Refer to the Student Handbook, in Section V.A., "Academic Grading Policies."

For non-academic concerns, the student-athlete should make an appointment with the athletics director to attempt to resolve the conflict. If the meeting with the director does not result in a resolution and the student wishes to pursue the grievance, he/she should submit a letter to the Athletics Committee requesting a hearing on the matter. The letter should state the cause of the problem, the steps taken to resolve the dispute, and a suggested solution to the problem. Copies of the letter should be sent to the faculty athletics representative, who chairs the committee, the athletics director, the coach involved, and the president of the university. The Athletics Committee will consider the grievance and respond, in writing, to the student-athlete within a two-week time period. If the student does not accept the decision of the committee, the final appeal, as always, will be to the president of the university.

Another avenue to express concerns is to the Student-Athlete Advisory Council, which meets with the athletics director once each month. This group considers matters of general concern to all student-athletes. Contact your team representative or any office of the council.

## V. Academic Affairs

### A. ELIGIBILITY

1. To be eligible as a first-year student, you must have a final transcript on file in the registrar's office showing high school graduation.
2. Eligibility for competition for a transfer student-athlete shall be determined by the student-athlete's academic record and transfer release on file in the athletic director's office.
  - a. The student-athlete must have been athletically eligible had they remained at the previous institution
  - b. The student-athlete must have been academically eligible had they remained at the previous institution.
  - c. They must be accepted at TLU.
3. In order to participate, you must be enrolled in at least 12 credit hours and maintain a cumulative grade point average of a 2.0 or better. **If at any time you drop below 12 hours, you are immediately ineligible!** Consult with your coach prior to dropping any class or prior to repeating any course other than one where you received a grade of "F."
4. To be eligible to participate a second season, you must have accumulated a total of 18 credit hours and be in good academic standing, (maintaining a 2.0 cumulative GPA), and making satisfactory progress toward a degree.
5. To be eligible to participate a third season, you must have accumulated a total of 36 credit hours and be in good academic standing, and making satisfactory progress toward a degree.
6. Upon reaching 75 credit hours, you must have a degree plan on file in the registrar's office.
7. To be eligible to participate a fourth season, you must have accumulated 54 credit hours and have a cumulative grade point average of 2.0, and making satisfactory progress toward a degree.
8. You must be in good academic standing with TLU. All student-athletes on academic probation are not eligible to compete.

## B. GUIDELINES TO GOOD GRADES

In the final analysis, *you* will make your own grade. Although various study aids may enhance your learning possibilities, hard work and your own aggressive perseverance will be the determiner of that grade.

1. Attend class.
2. Concentrate in class and take good notes.
3. Review your notes after class and add any information you might have rushed over during class time. Put your notes in good readable form. Their value to you is for use later in organizing the material and structure of the course in preparation for tests and exams.
4. Keep up in work assigned. Work ahead if possible.
5. Note problems early, i.e., lack of understanding of the teacher (communication), lack of note-taking ability, lack of understanding of material, concepts in course, lack of time in preparation, etc.
6. Don't put problems off. Usually they don't just go away. Stay on top of your situation.
7. Use all the tools and resources available to you such as the professor, librarians, study guides, recorders, tutors, classmates, friends, etc.

## C. SCHEDULING OF CLASSES

Class schedules are determined through conferring with your assigned faculty advisor, usually within your major area of study. It is understood that you should attempt to avoid classes during times that your coach asked you to keep free. Exceptions are for those courses and labs that are offered in only one section. You should consult with your coach and attempt to work that out in a mutually satisfying manner.

After your schedule is determined and before it is processed, it should be reviewed by someone in the Athletics Department. If you feel that an advisor has not given you reliable help, you should return to your coach for help in resolving the problem.

## **VI. Medical / Athletic Training / Insurance**

### **A. ATHLETIC INJURY**

Texas Lutheran University has a sports medicine staff consisting of 2 full-time athletic trainers, 2 part-time athletic trainers, 2 team physicians, and an athletic training educational program. These professionals are provided as a service to all student-athletes for the prevention, evaluation, care, and rehabilitation of injuries sustained while a member of any Texas Lutheran intercollegiate athletics team. Specific procedures for student-athletes who sustain an injury are as follows:

1. All injuries must be reported to the athletic training staff as soon as possible after they occur. Reporting athletic injuries to the athletic training staff is the responsibility of the student-athlete.
2. All referrals to the team physician must be made through a staff athletic trainer.
3. Student-athletes must be evaluated by a staff athletic trainer and/or the team physician before seeking other medical care. Student-athletes who do not follow this procedure may forfeit medical coverage from Texas Lutheran University.
4. If any medical treatment is sought for an athletic injury, exclusive of the team physician, it must be reported to a staff athletic trainer as soon as possible.
5. Participation in rehabilitation activities is the sole responsibility of the student-athlete. If you have any rehabilitation appointments, either in the training room or any outside physical therapy facility, it is your responsibility to keep those appointments.
6. The TLU team physician will have final authority in all return to play decisions. In the absence of the team physician, other physicians or a staff athletic trainer will make return to play decisions.

### **B. INSURANCE COVERAGE**

Texas Lutheran University provides secondary medical insurance coverage only. This means that in the event that a student-athlete is injured while playing or practicing for intercollegiate sports, TLU will pay a limited portion of the cost of care. All student-

athletes are required to carry comprehensive medical insurance in order to play and practice intercollegiate sports at Texas Lutheran University. Proof of coverage must be provided to the TLU insurance coordinator before the student will be allowed to play or practice. Acceptable proof of coverage is a copy of the student's medical insurance card and a copy of the policy exclusions. TLU's secondary coverage will pay the following:

1. The first \$500 in deductible. If the primary plan deductible is higher, then the student and his/her family are responsible for any amount over \$500.
2. No more than 30% of customary and usual charges for any procedure, visit, x-rays, etc.

**PLEASE NOTE:** TLU will pay only the above amounts through our secondary insurance provider. Any other amounts are the sole responsibility of the student and his/her family.

Be sure to keep copies of all bills received and the Explanation of Benefits from your insurance company as they are required for submission to our insurance company.

Although the athletic training staff can assist in caring for all injuries, only injuries sustained while participating in intercollegiate athletics will be covered by the TLU insurance policy. Athletic injuries that will be covered by TLU are as follows:

Injuries sustained during regular scheduled practice sessions during traditional and non-traditional athletic seasons.

Injuries sustained during games or competitions during traditional and non-traditional athletic seasons. This includes scrimmages and junior-varsity events.

Injuries sustained during regular scheduled conditioning and weight lifting sessions during traditional and non-traditional athletic seasons.

The NCAA outlines traditional and non-traditional seasons. Injuries sustained outside of those seasons will not be covered. This includes injuries that occur during conditioning classes, voluntary workouts, senior led workouts, summer or off-season conditioning programs, and intramural participation.

Once an athletic injury occurs, the following steps must be followed to ensure proper insurance coverage from TLU:

1. The student-athlete must report the injury to the athletic training staff as soon as possible.

2. The student-athlete will be evaluated by the athletic training staff.
3. If necessary, the student-athlete will be referred to the team physician by a staff athletic trainer.
4. The team physician will decide which, if any, diagnostic test will be ordered. The team physician, or his/her office staff will schedule any such tests. Efforts will be made to secure care that is within the student athlete's network of approved providers.
5. Medical bills for the team physician and any diagnostic test will be submitted to the student-athlete's insurance provider. Once the insurance provider has paid its portion, remaining bills can be submitted to TLU. Any portion beyond the student-athletes primary coverage and TLU's secondary coverage will be the responsibility of the student-athlete and his/her family.
6. If a student-athlete wishes to see another physician, that visit must be approved by TLU's team physician. Any diagnostic tests ordered by other physicians must be approved by the TLU team physician. Failure to follow this procedure will forfeit TLU's secondary coverage.

If you have any questions about insurance coverage for participation in intercollegiate athletics, you may contact the TLU business office or the head athletic trainer.

### C. MEDICAL CLEARANCE

No student-athlete can participate in intercollegiate athletics at TLU until they have been cleared by the TLU athletic training staff. Students who are not cleared by the TLU staff may not receive treatment in the athletic training room and are not covered under TLU's athletic insurance policy. Procedures for obtaining medical clearance are as follows:

1. **Pre-participation physical exam:** All first-year student-athletes at TLU must obtain a physical examination from a licensed M.D. or D.O. within six months prior to initial participation in intercollegiate athletics. The exam form must be completed and on file in the athletic training office prior to medical screening. Physicals are required for the first year of athletic participation at TLU.

2. **Medical Screening:** Pre-participation medical screening exams are handled through the athletic training staff and are performed by Dr. David Starch and Dr. Brian Stigall. All student-athletes are required to be screened prior to practice or participation. Medical screening must be completed annually. Failure to appear when your screening appointment is scheduled will result in a delay in your participation. Student-athletes in fall sports will have first priority in screening.
3. **Insurance Questionnaire:** During the summer of each year an Insurance Questionnaire is sent to each student-athlete or his/her parents. Be sure it is completely filled out and returned to the university before school starts. You may not practice or compete until the form is filed with the athletic training office. A new insurance questionnaire is required each year and must be signed by the policy holder.
4. **Insurance Policy Information sheet:** Along with the insurance questionnaire, students-athletes will be sent a cover page explaining the insurance policy at TLU. This must be signed by the student-athlete and the policy holder. You may not practice or compete until the form is filed with the athletic training office. A new insurance policy information sheet is required each year and must be signed by the policy holder.

#### D. TRAINING ROOM

The athletic training room is located in the Rinn Field House and is provided as a service to all student-athletes for the prevention, care, and rehabilitation of injuries sustained while a member of any TLU intercollegiate athletics team. We have two full time licensed and certified athletic trainers, along with several athletic training students, to assist you. Please observe the following when using the athletic training room:

1. The athletic training room hours vary according to the season, but hours will be posted on the training room door.
2. For pre-practice treatment, please report to the athletic training room at least one hour before practice time. It is the responsibility of the student-athlete to allow enough time for treatment and still report to practice on time.
3. Remove shoes before entering the athletic training room.
4. The athletic training room is coed, so appropriate attire is required.

5. Appropriate conduct will be expected by all athletes in the athletic training room. No horseplay or profanity will be tolerated.
6. No food, drink or tobacco products are allowed in the athletic training room.
7. Should you sustain an injury, your full cooperation and a positive attitude toward treatment and rehabilitation will help you recover for full participation and will be appreciated by the athletic training staff.

#### E. COACHES' RESPONSIBILITIES IN ATHLETE CARE

1. Coaches shall consult with the head athletic trainer (and Dr. Starch or Dr. Stigall, if necessary) concerning the return to practice or competition of any ill or injured student-athlete. Coaches are obligated to follow the medical instructions of the staff athletic trainers or team physician and are careful to ensure that your participation after illness or injury does not endanger your health and safety.
2. Any student-athletic training rule, regulation, or request, which involves dieting or weight loss, requires the approval of the staff athletic trainers and/or the team physician.
3. Coaches may not withhold or limit fluid intake during any practice session.
4. The athletic training staff is available for consultation with regard to the design or implementation of conditioning programs. Coaches are encouraged to cooperatively develop such programs in order to prevent the unintentional endangering of the health and safety of any student-athlete.
5. Training or conditioning programs resulting in excessive rates of injury are carefully reviewed by the athletics director in consultation with the coach, athletic training staff and team physician. Coaches are responsible for carefully evaluating their conditioning programs in relation to injury rates.

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