



STUDENT-ATHLETE HANDBOOK

(REVISED 01/2014)

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ATHLETIC DIRECTOR'S MESSAGE

Welcome to the University of Hawai'i at Mānoa! We are very proud that you've made our University and athletics program your destination of choice!

Our goals are:

- To assist you with all the various aspects of student life.
- To provide you with the resources to be successful in school and ultimately graduate from UH Mānoa.
- To make sure your time as a UH Mānoa student-athlete is one of the most remarkable experiences of your life.

As a member of the UH athletics program, which is a coveted privilege, you will be in the spotlight of our State. This is an honor and responsibility that we ask you to approach with pride.

Please utilize the UH Mānoa Student-Athlete Handbook as a resource tool that has been developed over many years of experience and former student-athlete feedback. If you have any feedback or concerns regarding this handbook or your experiences at UH Mānoa, please let us know.

Finally, our whole staff, including myself, operate with an open door policy so if you want to see us just drop by our office (and if we are busy at the moment, we will set up a meeting with you as soon as possible).

Again, Mahalo Nui Loa for choosing the University of Hawai'i at Mānoa! We are very proud of you!

Ben Jay
Director of Athletics
University of Hawai'i at Mānoa

INTRODUCTION

As a student-athlete (SA) at the University of Hawai'i at Mānoa (UHM), you will find that you have both privileges and responsibilities that are not applicable to the regular undergraduate student. This SA handbook (HB) has been prepared for you to use as a guide to the many opportunities you will experience as a student and as an athlete at UHM. It describes the benefits provided through the UHM Athletics Department (UHMAD) and the rules and responsibilities that go along with being a SA.

Information contained in this SA HB reflects the longtime practices of the UHMAD, which are meant to ensure that every SA has the best possible experience as a SA during his or her time at the UHM. The National Collegiate Athletic Association (NCAA) rules and regulations that every SA must follow are listed and explained here. Some of these rules are meant to protect you while others are meant to ensure that nobody enters into any competition with an unfair advantage. The UHMAD is committed to compliance with NCAA regulations and to educating every SA, coach and staff member on the regulations. Please pay particular attention to the rules on NCAA academic requirements and maintaining your amateur status (Section 4 under *Maintaining Your Amateur Status*), and on prohibited drugs (Section 3 under *Use of Non-Therapeutic Drugs* and Section 9 under *Drug Counseling, Education, and Testing*). Failing to comply with NCAA rules and regulations can result in the loss of your eligibility to compete. Not knowing the rules is not accepted as an excuse.

This SA HB is extensive and will be important to you at some time during your career as a SA at UHM. Keep this SA HB for future reference. An up to date online version can be found on the UHMAD's website at: <http://hawaiiathletics.com> titled "Student-Athlete Handbook" under Athletic Department – Student-Athlete.

If you have any questions or concerns that are not answered in this SA HB please contact any member of the UHMAD staff. The athletics department directory can be found on the UHMAD website listed above.

Staff members who will most likely be able to help you are:

Stacey Price, Director of Student Affairs
808-956-6580 or sprice24@hawaii.edu
Financial aid or housing questions.

Amanda Paterson, Director of Compliance
808-956-4501 or apaterso@hawaii.edu
Compliance concerns, amateurism, and eligibility.

Academic Advisers in Nagatani Academic Center
808-956-3388
Academic concerns, including academic eligibility.

Dr. Peter Nicholson, Faculty Athletics Representative (FAR)
956-7807
Any questions or advice from someone outside the Athletics Department.

SECTION 1: THE UNIVERSITY AND THE ATHLETICS PROGRAM

HISTORY of the UNIVERSITY OF HAWAI‘I at MĀNOA

Our university began in 1907 as the College of Hawai‘i, when twelve faculty members and five regular students began meeting for classes in downtown Honolulu. The school moved to its present location in Mānoa Valley in 1920, and with the addition of the College of Arts and Sciences, it became known as the University of Hawai‘i. In 1972 the name was changed to the University of Hawai‘i at Mānoa in order to distinguish the school from the other campuses, now numbering ten, in the growing university system. The UHM remains the largest campus of the system, counting more than 20,000 students, about two-thirds undergraduates and one-third graduates. Located in the center of the Pacific Ocean, UHM takes pride in the diversity of its environment, both geographically and culturally; in the diversity of its students; in the great diversity of the educational programs that it offers; and in the many contributions that have been made by the researchers on the UHM campus.

ATHLETICS PROGRAM

Athletics has been associated with UHM almost from the time that the university was founded. The football team played and won its first game against McKinley High School in 1909. Known as the “Fighting Deans,” they played their first intercollegiate game in 1920 and their first game on the mainland in 1923. The “Rainbows” nickname was acquired in 1923 when a rainbow appeared over the field just before UHM upset Oregon State in the final game of the season. Baseball played its first game in 1913, and men’s basketball in 1923. Most sports were temporarily put on hold during World War II. When UHM teams began traveling to the mainland by plane, UHM became a genuine intercollegiate program. Some of the greatest expansion of UHM athletics occurred during the 1970s. The women’s athletics program began in 1972 with the creation of the volleyball and track and field teams. In 1974 UHM added women’s basketball and tennis and moved from the AIAW to join the men in the NCAA. A total of eight women’s sports were offered by 1976. In 1979, the men’s teams joined the Western Athletics Conference, and the women’s teams followed in 1996 leaving the Big West conference. As the athletics department expanded, the facilities were constructed to match the large ambitions for the athletics program. The Duke Kahanamoku Aquatic Complex opened in 1978; the Les Murakami Baseball Stadium opened in 1984; the Stan Sheriff Center was completed in 1994; and the Softball Stadium was completed in 1998.

ATHLETICS DEPARTMENT STRUCTURE

The UHMAD is headed by Ben Jay. Athletic Director Jay provides executive leadership and vision to guide and grow the athletics program in sync with the mission and values of the University. The Executive Team is comprised of Associate Athletics Directors, Carl Clapp (Administrative Services), John McNamara (External Affairs), Marilyn Moniz-Kaho’ohanohano (Student-Athlete Services), Assistant Athletic Director Teri Chang (Facilities & Event Management) and President of Ahahui Koa Anuenue (Fundraising/Development).

VISION, MISSION and ROLE of UHM ATHLETICS DEPARTMENT

Our vision is to bring pride to Hawai‘i through championship-caliber competition.

Our mission is to prepare our student-athletes to become successful in life.

Our core values are integrity, commitment, respect, ‘ohana, and passion. (01/2014)

The role of the UHM Department of Intercollegiate Athletics is to serve the student-athlete through an academic degree program and through intercollegiate sports to develop their capabilities to the fullest. Furthermore, our role is to promote sportsmanship, equal opportunity, and diversity among participants in our athletics programs. In addition, the Department strives to contribute toward the economic development of Hawai‘i through our intercollegiate sports programs that bring excitement to our fans as well as competitors’ fans, and to the supporters and stakeholders of the State of Hawai‘i. Also, the sports programs stimulate TV, radio, media advertising, and other industries to promote events throughout our islands, on the U.S. mainland, and abroad, displaying our Aloha Spirit and our paradise.

The UHMAD is an integral part of the total educational process of the University and is committed to each SA's growth and development in all areas of college life.

Our recently implemented plan, The Time is NOW, strives to position UH Athletics as a NCAA Top 50 program. (01/2014) A basic goal of the UHMAD is to provide a comprehensive and competitive program of intercollegiate athletics for the students and the community at large. Committed to a strong, broad-based athletics program for men and women, the UHMAD provides the support necessary to enable each SA to achieve his or her fullest potential in alignment with the academic objectives of the University.

The UHMAD wishes to contribute to your continued growth and development by providing opportunities which advance the physical, mental, social and emotional objectives of education. It is hoped that your relationship with the UHMAD program will contribute to the philosophies of life and personal relationships you develop. It is our desire that the intercollegiate athletics programs help you become a leader not only while at the University but in life.

In adhering to an equal opportunity concept, the UHMAD strives to provide the resources required for a full collegiate experience for all its SAs.

It is the UHMAD objective to adhere, both in principle and in fact, to the rules and regulations of the University, the NCAA and the affiliated conferences.

GENDER EQUITY IN INTERCOLLEGIATE ATHLETICS

The UHMAD’s Gender Equity policy was adopted in 1994 and is posted in prominent locations throughout the Athletics Complex:

“Gender equity in athletics extends the doctrine of fairness to all areas of athletic activity at the university level. It is activated by a sense of moral obligation that exceeds any specific duty to comply with legal requirements, although it also recognizes the necessity of observing the tenets of Title IX. Its desired effect is to offer women and men equal opportunities to participate in sports for which there is demonstrated interest among athletes in Hawai‘i and to provide equitable levels of support for coaching, travel, scholarships, operating expenses, and facilities used. Beyond these

specific goals, gender equity also fosters an attitude and establishes an environment in which men's and women's sports are encouraged in comparable ways.

“Those who support gender equity are willing to cooperate in frequent self-evaluations and to implement change so that all SAs can have the same opportunity to realize the highest level of their abilities.”

A copy of our current plan for implementing this policy is available from the office of the Associate Athletics Director/Senior Woman Administrator or from the UHMAD's website.

DIVERSITY AND INCLUSION IN INTERCOLLEGIATE ATHLETICS

The University of Hawai'i athletics department is committed to sustaining and maintaining an environment that values cultural diversity among its SAs and intercollegiate athletic department staff by ensuring the utmost regard is afforded to the intrinsic worth and dignity of all. The UHMAD reaffirms its longstanding commitment to diversity, inclusion, and equity, in conformity with state and federal law, with NCAA and University policy, and with the traditions of our community, and it will continue to actively seek to enhance both opportunities for minorities and understanding between SAs of every background. Our goal is to create a culture in which each person is seen as unique and every individual feels like he or she is a viable and valued part of the University athletics department and intercollegiate athletics.

Our University is very diverse in its people and culture. Because of our remote location, we have unique challenges, opportunities, and futures. Our unique location has created a Hawaiian place of learning open to world culture, informed by principles of sustainability and respect for indigenous knowledge and practices. It is through our vibrant cultural life that our human spirit is enriched and further perpetuates a sense of aloha.

The UHMAD strives to maintain its intercollegiate athletics at the highest standards of integrity and conduct in building a sense of pride. The UHMAD fosters a positive, respectful, safe, and productive environment, free from harassment and discrimination by creating and supporting an inclusive culture that fosters equitable participation for SAs and career opportunities for coaches, staff, and administrators from diverse backgrounds. Our inclusion mission provides support for student-athletes with disabilities, racial and ethnic minorities, international student-athletes, lesbian, gay, bisexual, and transgender communities, and women in intercollegiate athletics. (01/2014)

UHMAD actively recruits and retains staff and student-athletes from diverse backgrounds. We offer diversity training to SAs, staff, coaches and department administrators to contribute to cultural awareness and commitment to promoting understanding. The UHMAD works closely with the appropriate resources available on campus to create additional avenues for SAs. We accept the responsibility and obligation to do more than other institutions. We remain deeply committed to the needs of the people of Hawai'i. We will play a leadership role. We will build on our strengths and comparative advantages, such as our cultural diversity, our sense of community, and our reputation in many areas for excellence. We will create a transformational experience for all and together, we will become a model for the world to emulate and for the people of Hawai'i to revere.

TEAMS AND AFFILIATIONS

UHM offers a diverse and broadly based Division I athletics program with approximately 450 students on 21 varsity teams:

- For men: Baseball, Basketball, Football, Golf, Swimming and Diving, Tennis, and Volleyball.

- For women: Basketball, Cross-Country, Golf, Indoor Track and Field, Outdoor Track and Field, Sailing, Sand Volleyball, Soccer, Softball, Swimming and Diving, Tennis, Volleyball, and Water Polo.
- Co-ed: Sailing.

Our principal affiliation (for 13 sports) is with the Big West Conference (<http://www.bigwest.org/>). The Big West presently consists of ten schools:

California Polytechnic State University - San Louis Obispo	University of California - Davis
California State University - Fullerton	University of California - Irvine
California State University - Long Beach	University of California - Riverside
California State University - Northridge	University of California - Santa Barbara
(as of 7/1/13)	University of Hawai'i at Mānoa

The Rainbow Warrior Football Team is affiliated with the Mountain West Conference, which provides championship competition in Division I with ten institutions (<http://www.themwc.com/>).

The Men's & Women's Swimming and Diving, Men's Volleyball and Indoor Track and Field teams are affiliated with the Mountain Pacific Sports Federation (<http://www.mpsports.org>), which provides championship competition in Division I intercollegiate sports for over 30 institutions from five different conferences in the western United States.

The Co-ed and Women's Sailing teams are affiliated with the Pacific Coast Collegiate Sailing Conference, which consists of 19 schools, all of which besides ours are in California. (01/2014)

In addition to providing support to our varsity teams, the Cheerleading Squad participates in the annual UCA National College Cheerleading Championship.

PROVIDING FEEDBACK: PROGRAM EVALUATION AND EXIT INTERVIEW

The UHMAD welcomes your feedback and your suggestions for improving the program. You are welcome to speak to your coach, to any administrator, or to the Faculty Athletics Representative (FAR) about any concerns or suggestion you may have on improving the program and the SA experience.

There are two formal mechanisms for providing your feedback. At the end of your season each year, you will be asked to fill out a confidential Program Evaluation online. When you leave the program, whether you have completed your eligibility or not, you'll be asked to fill out an Exit Interview form in addition to the program evaluation. Each evaluation asks a broad range of questions about the program and about your experiences as a SA. Please answer as completely and honestly as possible. Your answers will all be carefully reviewed by the department administration and shared in confidence with your coach and other staff, in a sincere effort to strengthen and improve the program for all participants.

THE STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee (SAAC) is comprised of two SA representatives from each team. All members are selected each April for a term that runs through the following academic year. The purposes of SAAC at UHM are:

- 1.) To promote increased communication between SAs, coaches and the administration.
- 2.) To encourage SAs to become more involved in the University and the community through service projects.
- 3.) To promote communication, interaction and support between teams in an effort to cultivate a sense of community and pride among UHM SA.
- 4.) To provide an opportunity for SA to develop leadership skills.
- 5.) To promote SA welfare by offering suggestions for and feedback on SA Development programming and on other programs and policies affecting SA.

If you are interested in becoming involved in SAAC, talk with your coach and the current SAAC representative from your team for additional information. You may also learn more about SAAC from the Director of Student Athlete Development at 956-4325.

UNIVERSITY OF HAWAI‘I TRADITIONS

Alma Mater

In green Mānoa Valley our Alma Mater stands
Where mountain winds and showers refresh her fertile lands;
The flag of freedom beckons above her shining walls,
To larger truth and service our Alma Mater calls.

Hawai‘i we have gathered within thy wide flung doors.
As sons and daughters claiming thy freely offered stores;
Our loyal praise we tender, and pledge to hold thy aim,
Till ocean’s far horizon shall bear thy honored name.

Fight Song: Coed

Here’s to our dear Hawai‘i,
Here’s to our Green and White,
Here’s to our Alma Mater,
Here’s to our team with fight.
Rah! Rah! Rah!
Here’s to old warriors calling,
Here’s to old battles won,
Here’s to Hawai‘i’s victory,
Here’s to each valiant one!

Nicknames

Men’s Sports: Rainbow Warriors

Women’s Sports: Rainbow Wahine

Logo



The Rainbow

Before 1923, UH teams were nicknamed the “Deans.” Then in the final game of the 1923 season, UH head coach Otto Klum’s squad upset Oregon State 7-0, at Mo‘ili‘ili Field and a rainbow appeared in the sky. Reporters started calling UH teams the Rainbows, and the tradition began that Hawai‘i would not lose a game if a rainbow appeared. Rainbows, however, had magical powers long before football came to the islands. Hawaiian chiefs considered them sacred and used them as signs of a chief’s presence. A rainbow hovering over a newborn child indicated that he was of a god-like rank. The rainbow was part of the official logo at the UH Athletics Department from 1982-2000.

The “H” Logo

The UH Athletics Department unveiled a new logo in 2000. The theme of the new logo and identity is Pupukahi I Holomua, translated into English as, “unite and move forward as one.” Although the “H” outwardly represents Hawai‘i, it also carries the significance of the Hawaiian expression and meaning of “ha.” In Hawaiian culture “ha” means the breath-the spirit of life passed on to us from one person to another, generation to generation, with its lessons and success. Although the patterns on the logo are inspired by the renaissance of the use of the Hawaiian kapa designs, they are decorative. They represent the characteristics of the different people who have come together to obtain knowledge, success and efficient skills. The triangles are universally symbolic. The three points represent the balance of the individual: the body, mind and spirit. Ancient Hawaiians believed that each entity with these values could not stand strong without the other two. This is the significance to the specific three triangles within the “H.”

Mascot

The UH Athletics Department has no official mascot at this time.

Colors

Green, White, Black, and Silver. The use of the color green represents not only the richness of Mānoa, but also spiritual prosperity and success. The UH Mānoa Campus itself is located in the heart of the rich and fertile Mānoa valley. For many cultures in Hawai‘i, black is a color that is well respected. For Hawaiians it takes them back to the kumulipo, the chant of creation... referring to the symbolism “from out of the darkness...” The Kaona (meaning) of which states that there is a new birth, or one cleanses to start anew. Silver comes from the shimmering reflection of rainfall that creates a blanket of mist over Manoa valley and a symbol of hope and victory, ultimately forming a bow or arc of prismatic color, the rainbow that is frequently seen over Manoa valley.

Cheers

Let’s go Bows! Let’s go Rainbows! Here we go Rainbows, here we go! Rain-Bows!

Rituals

Haka/Ha‘a: The ha‘a is an imitation of ancient Pacific Island war chants and is meant to unify the team as though it were going into battle.

Ti leaf: symbol of good omen, and emblem of divine power.

Hawaiian Culture

Ambassador of Aloha Spirit

We are privileged to be a part of Hawaiian Culture and we respect our Hawaiian roots and values. We are honored to represent the state of Hawaii and to be ambassadors of Aloha. We are responsible for sharing the Aloha Spirit with all the people we come into contact with here and on the mainland.

Slogan

Pupukahi I Holomua (To Unite and Move Forward as One)

As each day begins anew, let us reflect on the changing tide that brings with it a new beginning... a new way...without forgetting the very foundation that binds us together. Au‘a‘ia is a reminder of the importance to hold fast to those principles that will lead us to a hallowed tradition.

SECTION 2: RIGHTS OF A STUDENT-ATHLETE

UHM POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

SAs, like all other UHM students, are protected from discrimination under federal civil rights laws and University policies.

The UHM is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, pregnancy, gender identity, and veteran status. This policy covers admission and access to, and participation, treatment and employment in the University's programs, activities, and services. Sexual harassment is expressly prohibited under this policy.

The UHM strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with Federal Executive Order 11246. For information regarding equal opportunity policies or complaint procedures for the UHM campus contact:

- Dr. Francisco Hernandez, Vice Chancellor for Students, Queen Lili'uokalani Center for Student Services (QLC) 409, 956-3290 (V/T)
- Jennifer Rose, Gender Equity Counselor, QLC 210, 956-9499
- Jill Nunokawa, J.D., Civil Rights Counselor, QLC 210, 956-4431
- Mie Watanabe, Director, EEO/AA, Administrative Services Bldg. 1, Room 102, 956-6423 (V/T)
- Dr. Lori Ideta, Dean of Students, QLC 409, 956-3290

UHM recognizes its obligation to provide overall program accessibility for students with disabilities. Contact the KOKUA Program to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities: Ann Ito, Director KOKUA, QLC 013, 956-7511 (V/T).

COMPLAINTS AND GRIEVANCES

If you feel that you have been treated unfairly by anyone in the university system, the university provides a number of different ways for you to appeal for relief. You should choose the proper venue based on the nature of your complaint, and whenever possible, you should make use of the procedures that are available to all students before you turn to those that are specific to SA. If you need some advice on how to proceed, you can consult an academic advisor, the FAR (Dr. Peter Nicholson, 956-7807), or the office of the Dean of Students (Queen Lili'uokalani Center for Student Services, room 409; 956-3290).

1. Options available to all students

Academic issues. If you feel that a professor has been unreasonable or unfair, for instance in assigning a grade, you should follow the steps outlined in the university's Academic Grievance Procedure. Copies are available from the Dean of Students (QLC 409) and on-line at: http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

The Student-Athlete Academic Services staff can help you through the procedure.

Infringement of your rights as a student. If you believe that another student has infringed upon your rights as a student, you can file a complaint with the Dean of Students under the provisions of the Student Conduct Code. Copies of the code are available from the Dean of Students (QLC 409) and on-line at: http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/. You can see the Dean of Students' staff for advice and help.

Discrimination. If you feel that you have been the victim of discrimination of any sort, whether it is based on race, ancestry, sex, sexual orientation, age, religion, or veteran status, you should talk to the Jill Nunokawa, the Civil Rights Counselor (QLC 210, 956-4431) or to someone in the Dean of Students office (QLC 409, 956-3290). They will explain your rights and they may be able to help you resolve the problem informally; or they can help you file a formal complaint.

Gender Equity. If you feel that you have been the victim of discrimination on the basis of gender in any educational program or activity, including athletics, you may consult with our campus Title IX coordinators: Mie Watanabe, Director, Equal Employment Opportunity/Affirmative Action Office (Admin Services Bldg 1-102; 956-7077), the Gender Equity Counselor (QLC 210, 956-9977), and the office of the Vice Chancellor for Students (QLC 409, 956-9977), Dr. Lori Ideta (Title IX Coordinator).

Sexual harassment. If you feel you're the victim of any kind of sexual harassment – including unwelcome remarks, unwanted pressure for a date, or unwanted touching, no matter who it is coming from – you can speak to someone in the Dean of Students office (QLC 409, 956-3290), Dr. Lori Ideta. They may be able to help you resolve the problem informally, or they can help you file a formal complaint.

2. Student-Athlete Issues

Special procedures exist for some specific issues that affect SAs. These are listed first. The informal and formal procedures for dealing with other SAs issues are described below.

If you are disciplined for misconduct: The procedures for appealing a disciplinary action are described on page 24. You may appeal a coach's action to the Athletics Director, and in the case of major misconduct, you may appeal the decision of the Athletics Director to the Office of the Vice-Chancellor for Students, following the steps described above.

If you feel you are being mistreated: by your coach or have been unfairly suspended or dismissed from the team by your coach for breaking team rules please refer to the student rights and responsibilities grievance procedure. (11/2011)

If you lose your scholarship: If your athletic scholarship is not renewed for any reason you are automatically entitled to an appeal to a financial aid committee outside the Athletics Department. See section 8 under "renewal and non-renewal of athletic financial aid". The Department is required to notify you in writing of the non-renewal, and when they do, they are also required to describe how to initiate your appeal. You can contact the FAR for more advice.

If you test positive for drugs: The procedure to follow if you believe that the testing process was faulty or if you have a valid medical justification for using a prohibited substance are explained in section 9 under "NCAA drug testing program". There is also an appeals process for a positive NCAA drug test which will be explained to you should such a circumstance occur.

If you want to transfer: If your request for a waiver so that you can discuss your options with coaches at other schools or if you are not granted a “one-time exception” so that you can don’t have to sit out a year after transferring, you are entitled to appeal to a committee outside the UHMAD. Contact the FAR to initiate the appeals procedure.

If you know of a possible violation of an NCAA rule: In situations involving possible violations of NCAA rules, you do not have to file a formal complaint. Simply describe your concern to a member of the Athletics Department administration, to the FAR, or to the Director for Compliance and Eligibility. He or she will take responsibility for determining if the violation is real, and your confidentiality will be protected. If you are aware of a possible violation, you should report it, whether it affects you personally or not.

For other types of issues, you should first make every effort to solve the problem informally, but if you cannot, there is also a formal procedure for handling grievances and complaints.

Informal Procedure. Many problems can be resolved informally, through frank but friendly discussion. If you have an issue with your coach, for instance, you can try to bring it up with him or her and see if you can come to some agreement. Similarly, if your issue is with the Athletics Department, you can go see the Director of Student Athlete Development, the Director of Student Affairs or the administrator in charge of your sport (either the Athletics Director or one of the Associate Athletics Directors). If you approach the matter constructively, in the spirit of trying to find a common ground, a sharing of views can often lead to a satisfactory resolution. There might be information that you do not have that may change the picture slightly, or the person that you are speaking to might be unaware that there is a problem. In those cases, better communication is already half of the solution. You will also find that most people, given half a chance, take pleasure in solving problems when they can.

Sometimes talking to the person most responsible does not work, and sometimes you may simply feel more comfortable bringing up your problem with someone else. In those cases, you have several choices. If the problem is with your coach or if there has been some problem that you could not resolve with your coach, you can speak directly to your team’s administrator. If speaking to an Associate Athletics Director hasn’t worked, you can see the Athletics Director. You can also speak to the FAR at any time. The FAR is outside of the UHMAD and is always available to give you confidential advice on how to proceed.

Most issues can be resolved through informal dialogue, but when they can’t, or if your problem is already so serious that you don’t believe that discussion will be helpful, then you may file a formal grievance.

Formal Procedure. A SA with a complaint or grievance must first utilize the existing procedures applicable to all University of Hawai’i at Manoa students. These include the procedures described in the Student Conduct Code, University of Hawai’i at Manoa Academic Grievance Procedure, Executive Policy E1 .203 Policy on Sexual Harassment and Related Conduct (November 2005), and Administrative Procedure A9.920 Discrimination Complaint Procedures for Students, Employees, and Applicants for Admission or Employment (August 2002).

1. If the complaint or grievance is not covered by the existing procedures applicable to all University of Hawai’i at Manoa students and is specific to participation in intercollegiate athletics, the SA must make a reasonable effort to resolve the matter within the Athletics Department by first meeting with the Department member with whom the SA has a complaint or grievance and/or with the administrator that supervises the SA’s sport.

2. If the complaint or grievance is not resolved to the SA's satisfaction by these meetings, the SA may write a letter to the Athletic Director, outlining in specific detail the SA's complaint or grievance. The Athletics Director will attempt to resolve the complaint or grievance by utilizing fair and equitable procedures which may include delegating the handling of the complaint or grievance to a department member other than the person against whom the SA is complaining or grieving against, or to a committee. The Athletics Director will present the SA with a written finding within 20 working days.
3. If the complaint or grievance is not resolved to the SA's satisfaction by the Athletics Director's written finding, the SA may pursue the complaint or grievance with the Office of the Vice Chancellor for Students, by submitting a detailed letter that:
 - a. Presents the relative facts
 - b. Describes exactly how the SA was treated unfairly
 - c. Describes the efforts that the SA made to resolve the issue within the Athletics Department
 - d. Contains a list of people that can provide information relevant to the complaint or grievance, with contact information
 - e. Specifies the remedy that the SA seeks.
4. The Vice Chancellor for Students Office will immediately send a copy of the written grievance to the Athletics Director, who will act as a respondent. The Athletics Director will submit a written response to the Vice Chancellor for Students Office within 10 working days of receipt of the written grievance. The Office of the Vice Chancellor for Students will provide copies of both the grievance and the response to the Faculty Athletics Representative.
5. The Vice Chancellor for Students will appoint a member of his or her staff to serve as convener of a Grievance Committee. The Vice Chancellor for Students in consultation with the Faculty Athletic Representative will appoint two additional members to the committee. These will consist of one faculty member and one student.
6. Hearing Procedure
 - a. After reviewing the SA's detailed letter and the Athletic Director's response, the Grievance Committee will decide whether to conduct a hearing. If the Grievance Committee feels there is no basis for conducting a hearing, it will notify the SA and the Athletics Director within 10 working days of receiving the Athletic Director's response. The SA may appeal this decision to the Chancellor or his or her designee, who will either confirm the committee's decision or instruct the committee to proceed with a hearing. The decision of the Chancellor or his or her designee shall be final.
 - b. The Grievance Committee will establish its own procedures for conduction a hearing, consistent with the principles of promptness, fairness and confidentiality. It may ask for oral and/or written testimony. All written submissions will be made available to both parties, and both parties will be able to be present at any hearing. Each party will be allowed to present evidence, in the form of oral or written testimony and documentation, and may submit oral or written rebuttal to any testimony or documentation. All submissions will be made available to the Faculty Athletics Representative. The SA may be assisted and/or represented by another of his or her choosing who is a member of the University of Hawai'i at Mānoa Community. The assisting person may not be a parent, relative or attorney.

- c. The Grievance Committee shall be the judge of the relevancy and materiality of the evidence presented.
- d. Within 10 days after the conclusion of the hearing, the Grievance Committee shall render a decision, by a majority vote of its members. This decision shall be reported to the SA and to the Athletics Director in writing and if it finds in favor of the SA, it will determine the remedy that complies with all University of Hawai'i at Mānoa, University of Hawai'i system, National Collegiate Athletic Association (NCAA), and affiliated conference rules and regulations. A copy of the decision will be forwarded to the Chancellor, who will provide a copy to the Faculty Athletics Representative.

7. The SA or the Athletics Director may appeal the Grievance Committee's finding and/or remedy to the Chancellor or his or her designee. Appeals will be limited to procedural grounds or to the discovery of significant evidence that was not available at the time of the original hearing, in which case the Chancellor may specify a different remedy. The decision of the Chancellor or his or her designee shall be final.

SECTION 3: CODE OF CONDUCT

As a SA, you are a representative of your team, of the UHMAD and of the UHM. Your position is enviable in that you receive a great deal of attention from the public and from the media. That also means that you have a responsibility to make your representation positive. Familiarize yourself with the Code of Conduct and conduct yourself in a manner that will make the entire community proud.

The UHMAD requires coaches, trainers, and staff to conduct themselves in a way that creates a positive image of the people, values and traditions associated with the University, the Conference and the NCAA. As a SA, you are expected to uphold the same standards of conduct, including academic honesty, that have been adopted by the department and the University.

You are expected to follow the code of conduct that applies to all UHM students and to the rules that are derived specifically for SAs. The code of conduct and rules a SA must follow are listed below. Your coach may also give you rules and guidelines that pertain to you and your specific team. Procedures for dealing with violations of the rules are described at the end of this section.

THE STUDENT CONDUCT CODE

The UHM Student Conduct Code defines the conduct that is expected of all members of the UHM community and it specifies the acts that are subject to University sanctions. Violations of the Student Conduct Code may be reported to the Dean of Students, who may refer the violations to the UHM Student Conduct Committee. After conducting a hearing, the Student Conduct Committee can recommend sanctions which can include suspension or expulsion from the university.

Copies of the Student Conduct Code are available in the Office of Student Affairs, Queen Lili`uokalani Center for Student Services, Room 409 or online at:
http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

STUDENT-ATHLETE RULES

1. Always present a positive image in competition as well as in your daily life. Do not do anything that would embarrass yourself, your team, your family, or the University.
2. Understand the importance of being punctual; be on time for every commitment.
3. Be prepared to give 100% both mentally and physically in the classroom as well as on the playing field.
4. Do not consume alcoholic beverages on team trips, at athletic events, at departmentally sponsored events, or while hosting a PSA. It is illegal to buy, possess or consume alcohol under the age of 21 in the state of Hawai'i.
5. NCAA rules prohibit the use of any type of tobacco products while participating in practice or competition or while representing the University in any capacity. The UHMAD discourages the use of tobacco products at any time for concerns of your health.
6. The use of banned and illegal substances is strictly PROHIBITED. Do not use non-therapeutic drugs at any time.
7. Do not engage in casino gambling while on road trips.

By joining UHM's intercollegiate athletics program, you have become a representative of your team and of your University. It is essential that you act responsibly and not do anything to jeopardize your opportunity to obtain maximum results from your university experience. Your personal conduct is a

direct reflection on your good moral character and ethical judgment. You are expected to behave both on and off campus in a manner which brings credit to the University and your team. Be aware of the image you are creating.

Once registered at the UHM, you are expected to conform to all Federal, State and local laws, as well as University regulations. As a SA, you are not exempt from penalty if you violate these laws. Moreover, students penalized for violating public laws are not exempt from further sanctions by University authorities if their actions also violate University rules.

As long as you are a SA you are representing the University and must abide by this Code of Conduct at all times on or off campus. This includes vacation and holiday periods such as spring, winter and summer breaks as well as during the entire academic year.

STUDENT RESPONSIBILITIES

Being a member of a University of Hawai'i Athletics team is a PRIVILEGE that you have earned through the hard work you have put in academically and athletically. Violations of any University Policies, Athletics Department Policies, or team rules may result in suspension/dismissal from your team as determined by your coach. The following "10 commandments" are a few guidelines to remind you of your responsibilities as a SA, as well as help you succeed at the University of Hawai'i at Mānoa. (11/2011)

10 Commandments of a University of Hawai'i at Mānoa Student Athlete

1. Be a Diligent Student.

You are a STUDENT first and an ATHLETE second. You are here, first and foremost to earn a bachelor's degree and must be in good academic standing to participate in athletics. You should work just as hard in the classroom as you do on the playing field.

2. Have a Positive Attitude.

Be positive and support all of your teammates, coaches, faculty, and staff members everyday. Attitude is everything.

3. Cooperate with Those Around You.

Be cooperative with the coaching staff before, during and after all athletically related events, such as practices, competitions and special events. Follow instructions and assignments (room assignments, curfews, practice instructions, competition instructions, etc). When you are working on group projects in classes make a strong contribution to the workload.

4. R-E-S-P-E-C-T.

Respect your coaches, professors, teammates, opponents, fans, classmates and yourself.

5. Attendance is Mandatory.

Being there is half the battle! Be prepared and attend all classes. You are expected to attend all team activities including practices, games and meetings.

6. Learn to Communicate Effectively.

Communicate in a positive manner using proper language. When talking to coaches and professors address them with the proper salutation. When communicating by email use standard and correct English grammar. Do not use text abbreviations and other symbols.

7. Small Injuries Lead to Bigger Injuries.

Report all injuries to the sports medicine staff and coaches immediately. You do not want to risk further injury by playing injured; therefore it is important to talk with your team athletic trainer to get a diagnosis.

8. Compete Hard But Play Fair.

Adhere to coaches' instructions during all competition. Abide by the rules of the games and follow the sportsmanship policy, "Play with Aloha." Remember to adhere to the five fundamental values: ho'ohanohano, pono, ha'aha'a, koa and kuleana.

9. When Traveling, Remember You Are Representing University of Hawai'i.

Conduct while traveling is a reflection of the Department and University. You are responsible for following all UHM student policies and all UHM Athletics Department policies no matter what your individual opinion of the rules. For example, SAs are not allowed to drink alcohol on road trips, regardless of legal age.

10. Be a role model.

UHM SAs serve as role models for many people in the community and, most importantly, youth. As a role model your conduct must conform to the UH code of conduct, policies and your team rules.

GAMBLING AND BRIBERY

Gambling is illegal in the state of Hawai'i. NCAA rules strictly prohibit members of the athletics department or SAs from engaging in gambling or sport wagering activities...

On some campuses in the past, SAs have been involved with organized gambling operations. It is hoped that you are never approached as a SA to participate in a gambling operation or be bribed in any capacity. The results of this involvement are severe and tragic to both the individual and the entire University Athletics Program. Involvement in gambling or bribery is PROHIBITED and will result in severe penalties.

Be aware that the gambling industry is constantly seeking sources of information. It is possible that you may be approached and questioned about the condition and attitude of other SAs on your team. You may also be asked to alter a game in some manner and be offered favor or gifts for doing so. If either situation occurs, you must report the incident to your coach immediately. The University and the UHMAD are committed to combating all forms of gambling and bribery. Gambling is a major source of revenue for organized crime. Operators need inside information to set the betting line or odds. Attempts to procure this information through bribery of a sports participant is a felony. Keep in mind that your participation in gambling interests, even in the most minor fashion, may jeopardize your athletic career.

NCAA SPORTS WAGERING ACTIVITIES PROHIBITION

A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins ("point shaving") or who participates in any sports wagering activity involving the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports. A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum period of one year from the date of the institution's determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is determined to have been involved in a later

violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular- season and postseason eligibility in all sports. (NCAA Bylaw 10.3.2)

1. Report to your coach any attempt to secure information concerning situations which might alter the normal performance of your team.
2. Do not accept any "free rides" from strangers, such as meals, presents, etc. You are required by both the Department and NCAA to report any individual who offers gifts, money, or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
3. Be aware of the legal restrictions on gambling at an institutional and state level. Understand that the consequences at the University level may be expulsion and that the University will also assist with the enforcement of Federal, State and local anti-bribery laws.
4. Do not accept any money or gifts from a fan for a game well-played.
5. Do not discuss the condition or attitude of your team with anyone other than your teammates or coaches.

USE OF NON-THERAPEUTIC DRUGS

Non-therapeutic drugs can be harmful to both your academic and athletic performance. As drugs often produce behavioral changes, their use can cause problems not only for you but for your teammates as well. For more information, including a list of banned drugs, see the discussion of the Drug Counseling, Education, and Testing Program in section 8.

ALCOHOL ABUSE

As an SA, you may receive special attention from other students. An added responsibility associated with this "high visibility" is that you are often perceived as a role model. As such, you are expected to constantly present a wholesome public image.

Hawai'i state law sets a minimum age for the purchase and consumption of alcoholic beverages at 21 years of age. This is the law, period. **Even after reaching 21 years of age, UHM SAs are prohibited from drinking alcoholic beverages when traveling with or representing their teams.** Additionally, alcoholic beverages are not to be consumed while attending athletic or athletically sponsored events. Reported violations will be investigated by the Department and appropriate actions will be taken.

Alcohol use may seem relatively harmless; however, excessive consumption of intoxicating beverages in private is also strongly discouraged, as it may have an adverse effect on your intellectual and athletic abilities. While you may feel that a few drinks can not hurt anything, it has often been found that after drinking, you are much more likely to place yourself in situations that with clear thinking could have been avoided. Also, fair or not, the SA is often the most visible individual in any group should trouble occur.

If you feel you have an alcohol abuse problem, talk to someone in the UHMAD with whom you feel comfortable or contact Student Health Services at 956-8965 for confidential assistance or information on alcohol and chemical abuse.

SMOKING AND TOBACCO

The UHMAD strongly discourages the use of all tobacco products. As more and more tobacco related research is conducted, the results uniformly support the fact that smoking is bad for your health and sets a bad example for young people that look up to you. Use of tobacco products in practice, competition or while representing the University in any capacity is prohibited. In addition, NCAA

rules prohibit the use of tobacco products by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition.

ANTI-BULLYING POLICY

The AD has implemented an anti-bullying policy. Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating.

Harassment does not have to include the intent to harm, be directed at a specific target, or involve repeat incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the University. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws and should be reported to the University of Hawai'i at **Mānoa Advocacy Office**. (01/2014)

SEXUAL HARASSMENT

Sexual harassment is any unwanted verbal or physical behavior of a sexual nature or behavior based on a person's gender that interferes with an individual's academic performance or work environment. One of the key elements of sexual harassment is that the behavior is perceived as unwanted and harassing; it does not matter that the person doing the behavior did not intend to be harassing or offensive.

Examples of sexual harassment include sexual remarks, innuendoes or jokes based on gender; suggestive or obscene gestures; repeated requests for dates after the person involved has expressed disinterest; unwanted touching, grabbing, massaging or hugging; or pressure for or repeated requests for unwanted social or sexual activity.

The UHM's sexual harassment policy strictly forbids all UHM employees from sexually harassing students, coworkers and other employees. Students are also forbidden from sexually harassing their peers or UHM employees. If you feel you or someone you know is being sexually harassed, you should contact the UHM **Advocacy** (01/2014) Office at 956-9977.

SEXUAL ASSAULT

Sexual assault is any unwanted, forced, tricked or coerced sexual activity without the person's consent. Consent means that a person has fully agreed to engage in every type of sexual act performed. For example, consent for kissing and touching does not guarantee that consent has been given for intercourse. It is important to note that a person cannot legally consent to sex when they are drunk or high.

Examples of sexual assault include any unwanted sexual behavior such as indecent exposure; touching of a sexual nature like forced kissing, touching of private parts, grabbing, fondling and/or rubbing up against you in a sexual way, even if it is over your clothes; forced oral, anal, or vaginal contact/penetration with a mouth, tongue, finger, penis, or object.

The University of Hawai'i's sexual harassment and sexual assault policies as well as the Student Conduct Code strictly forbids sexual assault. Sexual assault is a crime in Hawai'i and punishable by law. If you feel you or someone you know has been sexually assaulted, contact the Sex Abuse Treatment Center at 524-7272 or the UHM **Advocacy** (01/2014) Office at 956-9977.

RELATIONSHIP VIOLENCE AND STALKING

Relationship violence is a pattern of controlling behavior in which an intimate partner uses physical violence, and/or emotional, sexual, economic, or cultural abuse to control the other person in the relationship. Common elements of relationship violence include verbal abuse, such as name calling or put downs; physical abuse, such as hitting, slapping or pushing; and emotional or mental abuse, such as threats to you or loved ones or controlling things such as whom you see or talk to or what you wear.

Stalking is the willful, malicious and repeated following and harassing of another person that causes them fear. It is important to note that the majority of stalking victims are also physically or sexually assaulted by the stalker. Common elements of stalking include annoying or threatening phone calls; unwanted letters, emails or gifts; showing up uninvited at your home, workplace or class; taking photos of you or spying on you; and intimidation and threats.

The UHM's workplace violence policy and Student Conduct Code forbid relationship violence and stalking. Relationship violence and stalking are crimes in Hawai'i and punishable by law. If you feel you or someone you know is experiencing relationship violence or stalking, contact the Domestic Violence Clearinghouse and Legal Hot line at 531-3771 or the Office of the UHM Gender Equity Counselor at 956-9977.

HAZING

Hazing or team initiations that are demeaning, degrading, or abusive, that violate the dignity of another person, or that inflict emotional or physical discomfort or pain are strictly prohibited. Such activities will be treated as violations of the Student Conduct Code, and they can also lead to disciplinary action within the UHMAD. Actions which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designated to humiliate, degrade or abuse them regardless of the person's willingness to participate.
- Forcing, requiring or pressuring an individual to consume alcohol or any other substance
- Forcing, requiring or pressuring an individual to shave any part of the body, including hair on the head.
- Required eating of anything an individual would refuse to eat otherwise
- Forcing or requiring calisthenics, such as pushups, sit-ups and runs.
- Awakening or disturbing individuals during normal sleeping hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Physical/mental abuse of any kind.

GOOD SPORTSMANSHIP

As a SA, always display good sportsmanship at all athletic events. Do not enter a competition worried about your opponent's performance; rather enter a competition with the idea of giving your best performance. Compete hard but play fair. Treat your fellow teammate or opponent equally and with respect. Do not make excuses or discuss a teammate's shortcomings. Support team efforts by encouraging team work and mutual effort. Enter each competition expecting fairness.

PLAY WITH ALOHA. We have combined Hawaiian values with the five fundamental values in the NCAA principle of sportsmanship and ethical conduct. Those values are:

- Ho'ohanohano-Respect-acknowledge good efforts by opponents, officials and teammates.
- Pono-Fairness-observe the spirit and the letter of the law
- Ha'aha'a-Humility-be gracious in victory as well as in defeat
- Koa-Courage-the heart to do the right thing
- Kuleana-Responsibility-take charge of your actions and words

Education, awareness, modeling and practice are important in changing the atmosphere and behavior as we set new standards of what is acceptable and appropriate when we play with aloha. Competing, playing hard, and discipline are activities in keeping with Hawaiian ways.

The UHMAD expects sportsmanlike conduct of its SA and will not tolerate any of the following behaviors:

- Physically abusing an official, coach, SA, opponent, or spectator.
- Throwing of objects at an individual or spectators or across a field or arena.
- Seizing equipment or cameras from officials or the news media.
- Inciting players or spectators to violent action or any behavior which insults or defiles an opponent's traditions.
- Using obscene or inappropriate language or gestures to officials, opponents, team members, or spectators.
- Making public statements which are negative, controversial, or not in compliance with the Department's policy on media relations. (See media relations in section 11.)
- Violating generally recognized intercollegiate athletics standards or the values and standards associated with the University of Hawai'i as determined by your Head Coach and approved by the Athletics Director.

Support your coach and concentrate on playing well. Good sportsmanship comes easily if you are proud of your performance.

DRESS CODE

Personal appearance is a direct reflection on you. Take an interest in how you appear, especially when traveling with your team. Your Head Coach will let you know if he/she requires a specific dress code. In general, you should always exercise good judgment concerning the appropriateness of your attire, taking into consideration the location or function you are attending. Normally, shoes, slacks or shorts, and a collared shirt are required dress for male SA. Female SA should wear shoes and dress in appropriate attire. You are a highly visible representative of UHM and are responsible for using good judgment in your overall appearance.

PROCEDURES FOR DEALING WITH CODE OF CONDUCT VIOLATIONS

By choosing to participate on a UHM athletics program, you voluntarily agree to comply with the SA Code of Conduct as well as with all of the policies and standards of conduct explained in this SA HB. Being a SA is a privilege, not a right. This privilege can be suspended if you do not honor the spirit of your commitment to your team and to the University.

The following paragraphs summarize the UHMAD's procedures for dealing with SA misconduct. Separate procedures for dealing with positive drug tests are described in the section on the Drug Counseling, Education, and Testing Program in section 9.

Disposition of Criminal Cases. When a criminal case has been disposed of through the criminal justice system the UHMAD will review your status as a SA. A SA that is arrested and/or charged with a criminal offense is required to immediately (within 24 hours) notify her/his head coach or position coach. Failure to notify the head coach or position coach could result in additional sanctions. The student-athlete's head coach must report the information to their sport administrator as soon as possible.

Minor Misconduct. If there are minor (i.e., non-criminal) violations of the Code of Conduct, for example, drinking, smoking, tobacco use, or other infractions, including violations of team rules, the Head Coach may suspend you from participation in intercollegiate athletics for a period of time that he or she deems appropriate. You will be given written notification of the suspension by the Head Coach. **You may appeal this action to the Athletics Director in writing and request a meeting to discuss your situation.**

Major Misconduct. Major misconduct involves violations of the laws, including (but not limited to) criminal activity, violent behavior and assault, and drug distribution or possession.

For alleged violations that involve possible criminal misdemeanors, the Head Coach will immediately refer the matter to the Athletics Director. Depending upon the seriousness of the alleged offense, he or she may immediately suspend you from participation in intercollegiate athletics. For alleged felonies, immediate suspension will be automatic, and the matter will also be referred to the Athletics Director for disposition. If you are to be suspended, written notification of the suspension will be provided by the Athletics Director within 72 hours after he or she has been notified of the offense.

While under suspension from participation in intercollegiate athletics for alleged criminal activity or major misconduct, you may not practice or compete with your team, but your financial aid will remain in place. Your name will remain on the squad list during your suspension, and you may avail yourself of the services of the weight and training rooms and of academic support services. You will not be eligible for complimentary admissions to athletic activities.

The University is in no way pre-judging the situation by suspending you from participation; rather, such action is prescribed in order to protect your team from the negative media attention which is inevitably attached to this type of situation. It is also assumed that you will have neither the time nor the mental concentration required for sports participation until the issue has been resolved.

Suspension from participation in intercollegiate athletics relates to your status as an athlete and does not impair your ability to continue as a student of UHM unless UHM takes action under the UHM Student Conduct Code (see above). Conduct that may be a violation of the UHM Student Conduct Code may be reported to the UHM Dean of Students for appropriate action.

Within 72 hours of the receipt of the notification of suspension from participation in intercollegiate athletics, you may request a meeting with the Athletics Director to discuss the suspension and to provide any pertinent facts or mitigating circumstances. All requests for a meeting must be in writing. A meeting with the Athletics Director or his or her designee will occur as soon as is reasonably possible following the written request. The Athletics Director, in his/her best judgment, may modify or lift the suspension and/or impose other sanctions relating to your status as an athlete.

If the Athletics Director decides that further investigation of the violation is appropriate, he or she may decide to resolve the matter or may promptly refer the case to a committee that he or she

appoints. This committee will assist the Athletics Director in determining whether a violation of the Student-Athlete Code of Conduct occurred and what the appropriate sanction should be. The Athletics Director is responsible for conducting the investigation and for providing the committee with all the necessary information. The committee shall make recommendations to the Athletics Director, who retains responsibility for the decision.

The decision of the Athletics Director shall be in writing and be final within the UHMAD. The Athletics Director may modify the decision for good cause based on new evidence which may come to light after the final decision is rendered.

Appeal. If you disagree with the decision of the Athletics Director you may file an appeal in writing with the Office of the Vice Chancellor for Students. This filing of the appeal must be done within 14 calendar days after you have been notified of the decision of the Athletics Director. A meeting with the Vice Chancellor for Students or designee will occur as soon as is reasonably possible following the written notice of appeal. The Vice Chancellor for Students may modify the decision of the Athletics Director. The decision of the Vice Chancellor for Students is final within the University of Hawai'i.

The suspension or other sanctions imposed by the Athletics Director shall continue pending the decision of the Vice Chancellor for Students. Sanctions may include warning, probation, restitution, suspension or termination from the Athletics Program.

Misdemeanor Conviction. Upon conviction of a misdemeanor charge, a student-athlete's status will be subject to a review process. The Athletics Director and Head Coach will review the charges and all of the surrounding circumstances. The Athletics Director will consult with the Head Coach and then will take the appropriate action including sanctions varying from suspension, restricted use of athletic services or facilities to dismissal from the team.

Felony Conviction. Any SA convicted of or pleading guilty or no contest to a felony charge shall be permanently dismissed from the team. The SA shall retain her/his grant-in-aid for the balance of the academic year. The Athletics Director will notify the Financial Aid Office that the grant-in-aid shall not be renewed for any successive academic years. The SA may appeal this decision pursuant to the appeals procedure stated above.

SECTION 4: ELIGIBILITY AND COMPLIANCE

As a SA, you are governed by the rules and regulations of the NCAA, of the conference with which we are affiliated, and of the University of Hawai'i at Mānoa. Some of these rules are meant to ensure that you receive the greatest benefit both from your academic and from your athletic experience; others are meant to ensure that no school has an unfair advantage over any other when they compete. UHMAD is committed to full compliance with all NCAA and conference regulations. For you, knowledge of the rules is important because any violation, even one that is not deliberate, could affect your eligibility to play.

This section presents a brief summary of the most important rules, beginning with academic eligibility but also covering some other topics that are regulated by the NCAA. We obviously can't cover all NCAA regulations here, but that means it's all the more important that you become very familiar with the rules in this section. If you have any questions about anything that might affect your eligibility, including matters that are not covered here, you should ask your coach or consult with the Director for Compliance and Eligibility, Amanda Paterson.

ELIGIBILITY TO PRACTICE

To be cleared to practice each season, you must do the following:

1. Attend the NCAA eligibility team meeting and complete all NCAA, conference and institutional eligibility forms. Separate forms must be filed for each sport in which you intend to participate.
2. Complete and pass the athletic physical examination.
3. Complete all health and medical forms and submit to the sports medicine staff prior to participation (practice) in the athletics program. You have an obligation to keep the information submitted updated during the academic year.

ELIGIBILITY TO COMPETE: ALL STUDENT-ATHLETES

To be eligible to compete, you must be enrolled full-time (at least 12 credits) in a program of studies leading to a degree, unless you are in your final semester, in which case you must be enrolled in the minimum number of credits that will allow you to earn your degree. It is very important that you consult with your academic advisor in Student-Athlete Academic Services whenever you plan to add or drop a class, because at any moment that you fall below the minimum required credits, you become ineligible not just to practice and compete but also to receive a scholarship.

Almost all students are entitled to four years of eligibility for competition. These four years of eligibility must be taken within the five-year period that begins with your initial full-time enrollment at any 2- or 4-year college or university.

Participation in any varsity competition at any time during the season counts as one full year of eligibility. However, if you are injured during the first half of the season, compete in less than 30% of scheduled competitions, and remain unable to compete until the season ends, you may apply for a "medical (01/2014) hardship waiver" in order to get a year of eligibility restored. The Department must present your petition with all appropriate medical documentation after the conclusion of your season. The decision on whether or not to grant your petition rests with the conference.

Extensions to the five-year clock can be granted to students who have had two years in which they could not compete due to circumstances beyond the student-athlete's control. Examples of reasons that are considered beyond the student-athlete's control include injury and financial hardship. Documentation must be thorough and explain exactly why you could not have competed during each academic year. Applications must be made through the Compliance Office to the NCAA. **Having to sit a year in residence due to transfer or redshirting does not constitute a season that was out of a student-athlete's control. These reasons will not be considered for an extension appeal (01/2014).**

The academic requirements that apply to new students and to continuing students are described below.

INITIAL ELIGIBILITY

Students in their first year at UHM must meet the following standards in order to practice and compete.

Freshmen. If you are a freshman, you must have registered with the NCAA Eligibility Center, and you must be an academic "qualifier": you must have graduated from high school, you must have completed a sequence of 16 core courses, and your GPA in these courses and your SAT or ACT scores must fall within the range defined by the NCAA on a sliding scale that allows a low score in one area to be balanced by a higher score in the other.

If you are a non-qualifier you are ineligible for both practice and competition in your first year. Non-qualifiers have only three remaining years of eligibility, but they can earn a fourth season if they complete 80% of the requirements for their degree before the beginning of their fifth year.

Two-Year College Transfers. If you transferred from a two-year college and were a high school qualifier (see above), you are eligible for competition and financial aid in your first year only if you have:

1. Completed at least one full-time term (one semester or one quarter) in residence at the two-year college.
2. Earned an average of 12 semester or 12 quarter credit hours which transfer towards your degree at UHM for each full-time semester that you attended, with a cumulative GPA of 2.0. (For those who begin initial full-time enrollment in the Fall of 2012 or later, the minimum GPA will be 2.5.)
3. Registered with the NCAA Eligibility Center and completed the amateurism questionnaire.

If you were a high school non-qualifier, you are eligible for competition and financial aid in your first year only if you have:

1. Completed at least three full-time semesters or four full-time quarters in residence at the two-year college;
2. Earned an Associate of Arts Degree (AA) or equivalent degree and earned 25 percent of the credit hours at the two-year college that awarded your degree.
3. Earned 48 semester or 72 quarter credit hours which transfer towards your degree at UHM with a cumulative GPA of 2.0.
4. Completed the NCAA Eligibility Center amateurism questionnaire.

New rules that take effect for students who begin initial full-time enrollment in Fall 2012 or later will raise the minimum GPA for non-qualifiers to 2.5 but will allow financial aid (but not competition) to those whose GPA falls between 2.0 and 2.5.

Four-Year College Transfers. If you transferred to UHM from another four-year college, you must complete a year of full-time residency at UHM before you are allowed to compete unless you meet one of the exceptions to the NCAA transfer rules. The most common is the “one-time transfer exception,” for which you must have the permission of the school from which you are transferring. (The one-time transfer exception is not available in Football, Baseball or Men’s or Women’s Basketball.) You should see the Director for Compliance and Eligibility for details on this and other possible exceptions. You must also meet all the academic requirements for continuing eligibility (below).

CONTINUING ELIGIBILITY

In order to remain eligible to compete, you must be enrolled full-time, you must be making satisfactory progress to your degree, and you must remain in good academic standing. More specifically:

- You must pass at least six credits each semester in order to be eligible to compete in the following semester..
- You must complete at least 18 credits during the fall and spring in order to compete in the following year.
- You must pass at least 24 credits in your first year of enrollment, at least 18 of which must be passed during the regular academic year, not during the summer.
- You must declare your major before the beginning of your fifth semester. To do so, you must apply in person to your specific baccalaureate degree program and obtain a copy of the Declaration of Major form.
- You must complete a minimum percentage of your course requirements in your major in each subsequent year.

<i>Prior to:</i>	<i>% of degree requirements</i>
5 th semester	40%
7 th semester	60%
9 th semester	80%

The percentage-of-degree requirements are based on the requirements of your major. If you decide to change your major, be sure to notify your academic advisor in Student-Athlete Academic Services immediately.

- If you have attempted 24 credits or more (whether or not you have passed them), you must have a GPA of at least 2.0 in order to remain in good academic standing.
- If you have not yet attempted 24 credits but you have completed one full-time semester at UHM, you must have passed at least 9 credits during that semester and you must have a GPA of at least 1.6.
- **Additional NCAA rules may apply depending on how many full time semesters a student has completed, both at UH Mānoa and at a previous institution. It is always best to check with Compliance regarding eligibility. (01/2014)**

Additional rules apply for Baseball and Football:

- In Baseball, you are required to meet all eligibility requirements except the declaration of major in the *fall* in order to be eligible in *the following spring*.
- In Football, you must earn at least 9 credits in the fall in order to be fully eligible in the fall of the following year. If you earn less than 9 credits you will be ineligible for the first four games.

If you complete at least 27 credits during the entire year (fall, spring, and summer), however, you will be ineligible only for the first two games.

POST-SEASON ELIGIBILITY REQUIREMENT

You must pass at least six credits that apply to the degree requirements in your major during the semester in order to participate in any NCAA championship or bowl game that takes place after the conclusion of that semester.

MAINTAINING YOUR AMATEUR STATUS

The NCAA sets strict rules on what kinds of benefits you can receive and on what sorts of athletics events you can participate in while you are a SA. The following cover the most common cases. If you have any questions about any situation that might affect your amateur status (and thus your eligibility), you should talk to your coach or to the Director for Compliance and Eligibility.

1. Do not accept any payment or promise of payment (in cash, prizes, gifts, or travel) for participation in your sport.
2. Do not agree to be represented by an agent or organization in order to market your athletic skills or reputation, even if you don't plan to turn pro until after you graduate.
3. Do not enter in to an agreement of any kind, either verbal or written, to participate in professional athletics in your sport, even if your participation will not begin until your collegiate career has ended.
4. Do not request that your name be put on a draft list for professional sports. A one-time exception is possible in Basketball and Football, but you must check first with the Compliance Office.
5. Do not try out with any professional sports organization during any part of the semester when you are enrolled full-time. See the Compliance Office for the rules on when try-outs might be permissible.
6. Do not play on a professional team in your sport, even if you are not paid.
7. Do not participate on teams other than those fielded by UHM during the academic year without the permission of the Compliance Office. This includes tryouts, exhibition, and tournament games. Basketball players may not participate in any summer league not approved by the NCAA, and they must have written permission from the Athletics Department for summer league participation.
8. Do not agree to have your picture or name used to promote any commercial product. If your picture or name appears in a commercial or advertisement without your permission, notify the Director for Compliance and Eligibility at once. You will not be penalized, but you will be asked to write a letter stating that you did not give authorization.
9. Do not receive more than your allotted number of complimentary admissions nor sell you complimentary admissions at any price.
10. Do not accept such things as gifts, meals, the use of a telephone, or the loan of a car or money from boosters or from anyone within the Athletics Department or anywhere else at the University.
11. Do not accept any job that pays more than the going rate or that compensates you for work that you don't actually perform.
12. Do not receive any benefit that is not available to other students at UHM. This means, among other things, that you must not accept any special discounts on purchases or services or even accept any special payment arrangements that are extended to you because you are an athlete. (Discounts that are available to all students are okay.)

If you are thinking of turning pro, the NCAA has a valuable handbook entitled "A Career in Professional Sports" which you can download at http://www.ncaa.org/library/general/career_in_pro_athletics/2004-05/2004-05_career_pro_athletics.pdf. It tells you what you can and cannot do to keep your eligibility. It also tells you what you can and should do while you are still in school in order to prepare for a professional career.

OUTSIDE COMPETITION

Outside competition is athletics competition against any other athletics team (including an alumni team) that does not represent the intercollegiate athletics program of the same institution. Any SA, in any sport other than basketball, who participates during the academic year as a member of any outside team in any non-collegiate amateur competition becomes INELIGIBLE. Please check with your coach and compliance office before engaging in any outside competition as it may affect your eligibility. (01/2014)

OUTSIDE TEAM

An outside team Is any team that does not represent the intercollegiate athletics program of the member institution or a team that includes individuals other than eligible student-athletes of the member institution (e.g., members of the coaching staff, ineligible student-athletes, members of the faculty). Please check with your coach and compliance office before engaging in any outside team as it may affect your eligibility. (01/2014)

OUTSIDE EMPLOYMENT AND OTHER FINANCIAL AID

Because of the regulations governing outside employment (number 11, above) and placing limits on financial aid, you will be asked to declare your jobs, how much you have earned or are expecting to earn, and your other sources of financial support. This information will be used only to make sure that you remain in compliance with NCAA rules.

ATHLETICALLY RELATED TIME DEMANDS

The NCAA requires the University to record the hours in which its SA participate in athletically related activities. Your Head Coach is required to complete and submit weekly time sheets recording the team's activities which must be co-signed by a SA on your team through [JumpForward](#) (01/2014) online. If the time sheet does not match up with actual practice time completed by the team, please inform the compliance office of inaccurate time reporting via [JumpForward](#) (01/2014). When your sport is in-season, you may not participate in more than 4 hours per day or 20 hours per week. When your sport is out of season, you may not participate in more than 8 hours per week. These daily and weekly hour limitations do not apply during pre-season practice prior to the first day of classes or during official vacation periods such as spring break. In addition to these hourly limitations, you are also guaranteed at least one day per week during season and at least two days per week out of season when no required activities will be scheduled. If you feel you are practicing more than the allotted times for in and out of season activities, please see the Compliance Office.

Voluntary Athletically Related Activities. In order for any athletically related activity to be considered "voluntary," all of the following conditions must be met:

1. The SA must not be required to report back to a coach or other athletic staff any information related to the activity.
2. The activity must be initiated and solely requested by the SA. Neither the institution nor athletic staff may require the SA to participate in the activity at any time.
3. The SA's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other SAs.
4. The SA may not be subjected to penalty if he or she elects not to participate in the activity. Also, incentives and or awards may not be provided to a SA based on his or her attendance or performance in the activity.
5. SAs can't mandate "captain's practices" or anything similar where SAs need, or feel the need, to attend.

6. Safety exception sports at the University of Hawaii are Track & Field (field events only), Swimming and Diving, and Water Polo. Athletes in these sports may ask a coach to watch them during voluntary practice. Coaches are not allowed to provide any instruction during this time and coaches are not allowed to ask them to undergo voluntary practices.

Activities that count towards the hourly limit include:

- practice (limit of 4 hours per day)
- required meetings with a coach
- competition (counts as 3 hours, regardless of length)
- required weight-training and conditioning
- discussion or review of game films
- field, floor, pool, or on-court activity
- setting up offensive and defensive alignments
- required participation in camps/clinics
- participation in a physical activity class for SAs only and taught by a member of the athletics staff
- participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
- On-court or on-field activities called by any member of the team and confined primarily to members of that team
- Visiting the competition site in the sports of cross country and golf

Activities that do not count toward the hourly limits include:

- compliance meetings
- drug or alcohol education meetings
- SAAC meetings
- study hall, tutoring, or academic meetings
- student-athlete advisory committee meetings
- voluntary weight training and conditioning not conducted by a coach or staff member
- voluntary sport-related activities
- travel to or from the site of competition
- training room activities
- recruiting activities
- training table meals
- attending banquets
- public relations, promotional activities, and community service projects

SCHEDULING POLICY

When scheduling athletic competitions and practices, every effort is made to minimize conflicts between athletics participation and academic schedules, especially during exam periods. NCAA rules prohibit missing classes for practice. No regular season competition will be scheduled during finals week, and practices will be kept to a minimum. Exceptions may be granted with the approval of both the Athletics Director and the Assistant Vice Chancellor for Undergraduate Education. In the event a home competition is approved to be played during finals week, exams must be taken as scheduled unless the instructor approves otherwise. Every effort will be made not to schedule home events during normal class times. The approval of the Associate Vice-Chancellor for Undergraduate Education is required for any practice that occurs during prime class time (8:30 am-1:30 pm).

There are also specific rules to minimize the amount of class time that is missed for road trips. When competing in the Pacific Time Zone, the team should leave no earlier than 48 hours in advance of the

competition. When competing in the Mountain Time Zone, the team should leave no earlier than 60 hours in advance. When competing in the Central Time Zone, the team should leave no earlier than 72 hours in advance, and when competing in the Eastern Time Zone, the team should leave no earlier than 84 hours in advance. In extenuating circumstances, when travel entails additional class days missed, exceptions may be made to this policy with the approval of the Athletics Director and the Assistant Vice-Chancellor for Undergraduate Education.

TEAM TRAVEL

Your Head Coach will review the standards of conduct that you should observe when you travel with your team. Academic policies for road trips (you *must* let your professors know in advance, and you must be making satisfactory academic progress during the current semester) are discussed in section 5 under *Team Travel*.

In compliance with NCAA regulations, the Athletic Department will pay only for your transportation, room, and meals. Room service, laundry, phone calls, pay television, movies and other entertainment at your place of lodging must be paid for by you. Do not charge any incidentals to your room. If the Athletic Department inadvertently pays for your incidentals you will be declared ineligible until you repay the amount to a charity of your choice.

If your team is participating in a post-season event, UHM will provide transportation for you to travel from campus to the site of the event and back to campus. But if the event occurs during a vacation period and you choose to go home, the University is allowed to pay the greater of the following:

- the cost of a round trip from campus to the event and back to campus; or
- the cost of a round trip from campus to your home and back to campus; or
- the cost of a round trip from your home to the event site and back to your home.

Let your coach know as soon as possible if you want to exercise the option not to return to campus with the team.

Note that you are allowed to accept frequent-flyer miles for team travel. Make sure that the coaching staff has your frequent flyer account numbers.

RELEASE AND ONE-TIME TRANSFER POLICY

If you wish to transfer to and play at another school, the Athletics Department at the other school must get a release from UHMAD before it can have any discussion with you. If you do transfer, you must get approval for a “One-Time Transfer Exception” from UHM or you will be required to attend your new school full-time for one year before you will become eligible to play. **Per NCAA rules** (01/2014), the one-time transfer exception is not available in Football, Baseball or Men’s or Women’s Basketball.) The UHMAD will normally grant SA both the release and the one-time transfer exception to schools outside the BWC, MWC and MPSF, subject to the following conditions:

1. You must obtain the Request for Release/One-Time Transfer Exception form from your coach or from the Compliance Office, and you must submit it in a timely fashion (e.g. prior to the initial date of the late signing period for the National Letter of Intent, or your coach’s deadline, whichever comes first).
2. Before submitting it, you must obtain the signatures of your coach, the administrator in charge of your sport, and the Director for Compliance and Eligibility.
3. You must have no contact with other schools prior to the granting of the release.

Requests from scholarship athletes for a release or a one-time transfer exception to another Big West, MWC or MPSF school (as applies, depending on the sport) will generally be denied. Both the BWC

and MWC have a strict intra-conference transfer rule which states that if a SA transfers either directly or indirectly from one Big West or MWC school to another, he or she must fulfill a residence requirement of one academic year in most sports and two academic years in the sports of Football and Men and Women's Basketball. The SA must also lose a year of eligibility. There are some exceptions to this rule, and the UHMAD will consider requests case by case if there are extenuating circumstances to justify the granting of a release to another conference school. You should consult with the Director for Compliance and Eligibility to see if any of the exceptions apply to you.

Non-scholarship athletes will normally be granted a release and one-time transfer exception, whether to a conference or a non-conference school.

Request for permission to contact (NCAA Bylaw 13.1.1.3) or release for one-time transfer (NCAA Bylaw 14.5.5.2.10) exception must be granted or denied within seven business days of receipt of written request which needs to be sent directly to the Director of Compliance, either by regular mail or email. A written request constitutes one that is emailed, received via USPS, or once the One-Time Transfer Waiver request form has been received by Compliance. (01/2014) If the request is denied, the institution shall conduct a hearing and provide written results within fifteen business days of receipt of student-athlete's written request and opportunity to appear in-person or via telephone for hearing. The hearing committee is chaired by the Faculty Athletics Representative (FAR) and your request for a hearing should be sent directly to him: Dr. Peter Nicholson (956-7807; nicholso@hawaii.edu).

HOSTING A PROSPECTIVE STUDENT-ATHLETE

You may serve as a host when a prospective SA makes an official visit to UHM. From your own recruitment experience, you know that the NCAA has strict policies governing recruitment which include rules on official visits. The UHMAD also has a Recruiting Practices Document which details institutional policies and procedures related to official visits in the Compliance Manual

If you are chosen as a host, you will be asked to review and sign the Recruiting Student-Host Instructions and Receipt Form available on [JumpForward](#) (01/2014) . This form details the NCAA and UHMAD rules that pertain to official visits. You must follow all of these rules strictly. You must also follow the itinerary for your guest that is planned by your coaches. If you deviate from this itinerary in any way, you must let your coaches know.

The Athletics Department will provide you with up to \$40 (01/2014) per day to host the visiting prospect, in addition to the cost of meals. This amount is meant to cover the actual and necessary expenses that you incur in hosting and entertaining your guest. If you entertain more than one visitor at a time, you may receive an additional \$20 (01/2014) per day for each. This money must not be given to the prospect as cash, nor may it be used to purchase any gifts of value such as T-shirts or souvenirs. Nor may it be used in any illegal fashion. Note also that the UHMAD has a zero-tolerance policy on the consumption of alcohol or the use of illegal drugs at any time during the visit.

Your guest is not allowed to participate in any athletic activity involving or relating to their sport, as this would be considered a tryout. You should not allow recruiting conversations to occur between the prospect and boosters, either on or off campus. If an unplanned meeting with a booster occurs, you may only exchange greetings. Also, you may not use any vehicles provided or arranged for by an UHMAD staff member or booster, and you may not transport your guest off-island. You will also be asked to do your best to keep the media away from the prospect at all times.

As a host, treat your guest with the friendliness that typifies our athletics program and island culture. Answer their questions honestly, help them become familiar with UHM, and give them a taste of distinctive environment that makes our university so unique.

SECTION 5: ACADEMIC POLICIES AND SUPPORT

The UHM is committed to excellence in education. As a SA, you will be offered specialized academic services that will make your university experience more rewarding and successful.

STUDENT-ATHLETE ACADEMIC SERVICES

SAs have eligibility requirements, additional responsibilities, and time constraints not imposed on the general student population. To help guide you through the academic process so that you can take full advantage of the educational opportunities at UHM, individualized and specialized advising and assistance are available through Student-Athlete Academic Services (SAAS). The offices of the SAAS advisers are located in the Nagatani Academic Center (NAC) on the first floor of the Athletic Complex.

SAAS advisers assist students with all academic matters, including degree plans and graduation requirements. Your academic adviser will help you clarify career and educational goals and assist you in planning and scheduling your coursework. A specialized learning assistance program will be offered to students who need individualized services and support, and students may be referred to other university support offices as needed. SAAS advisers are knowledgeable about NCAA, Big West, MWC, MPSF and UHM regulations regarding academic eligibility. Working closely with your academic adviser is vital in keeping your eligibility and academics on track.

Many degree programs have academic advisors that SAs will work with to verify degree specific requirements; however, you will still continue to work with you SAAS adviser, no matter which major you choose. (01/2014)

Registration & Scheduling Courses. Each semester, you must meet with your SAAS adviser for advising prior to registration to map out your courses. SAs have the privilege of priority registration each semester provided they first meet with their SAAS adviser. Before making changes to your schedule, you must see your SAAS adviser. Changes in enrollment (adding, dropping and withdrawing) could affect your eligibility. Be careful when dropping courses that you do not fall below the NCAA minimum requirement of 12 hours per semester or violate the Progress Towards Degree rules. Also, submit all Change of Registration forms to your academic adviser and the proper office before the published deadlines to ensure that your records are accurate and complete. Deadlines for changes in registration can be found in the current Schedule of Courses and will be posted on the bulletin boards in the NAC and/or your SAAS adviser's door.

Official Class Attendance Policy from the UHM Catalog. Regular attendance at class and laboratory sessions is expected for all courses in which a student enrolls. In the event of an unavoidable absence, the instructor must be notified and the reason for the absence should be explained to the instructor.

Note that there is a direct correlation between classroom attendance and academic success. Classes cannot be missed for home practices. If you are having problems with a class, your professor is much more likely to work with you if you attend class regularly.

Class Absences Day of Home Competition. In the event that a home competition should fall on a school day, you are expected to attend classes (except for golfers). Classes should not be missed.

Exceptions must be approved by the Athletic Director Ben Jay, Faculty Athletics Representative Dr. Peter Nicholson and Assistant Vice Chancellor Dr. Ron Cambra.

The Academic staff and coaches monitor class attendance as well as academic progress. Periodic grade checks and attendance inquiries are sent to all instructors to verify attendance, academic progress and grades of individual SAs. If you are at academic risk, your coach will be notified

Excused Student Absences of Official University Sponsored Events University From Hawai'i Catalog. Although faculty members will make all reasonable attempts to accommodate student absences from class due to their participation in a university-sponsored event, such as an intercollegiate competition at which the student represents UHM, the student is still responsible for their course work. For regularly-scheduled events (regular season games), students are to notify instructors WITHIN the first TWO WEEKS of the semester. For special events or tournaments (post-season play), students are to notify their instructors as soon as they learn of the anticipated absence. In both cases, students who must miss class for such events will be responsible for completing all assigned work as expeditiously as possible.

For regularly scheduled athletic competitions, it is the SA's responsibility to give each of their instructors an Excused Absence Letter during the first two weeks of classes each semester, which lists the University-sponsored athletic events.

Prior to each competition, it is the SA's responsibility to give an Excused Absence Letter to each of his/her instructors. The purpose of this letter is to make sure that instructors are informed that the student has been selected for the travel team and will be absent from class.

The University's policy on Excused Student Absences for Official University-Sponsored Events can be viewed at the following link:

<http://www.catalog.hawaii.edu/about-uh/campus-policies1.htm#excused>

Team Travel. Generally, team travel is counted as an excused absence as an official University sponsored event. However, it is up to the instructor to set his or her own rules and it is your responsibility to check with your professor about special attendance or make-up test policies. If your team will be traveling, you must inform your instructor during the first week of class about your travel schedule. This will give you time to add or drop a class if your professor does not find your schedule acceptable.

Before you travel, SAAS must verify that you are fulfilling your academic responsibilities and that you are making satisfactory progress during the current semester. Poor attendance, failing grades, skipping study hall, and not keeping your appointments with your tutors can all result in your being ineligible to travel.

If you do travel, you must let your professors know. Obtain travel memos from the SAAS website (<http://www.manoa.hawaii.edu/saas/academicservices/letters.htm>) and take them to each of your instructors before you leave. SAs are responsible for completing all assignments and exams by the due date, even if on a road trip, so make arrangements with your instructors accordingly. Please note that failure to adhere to the UHMAD's Class Attendance and Class Work Policy may result in the immediate cancellation of your athletic scholarship.

Declaring a Major. According to NCAA rules, you must declare an academic major before you begin your fifth semester of school. To declare your major, see your SAAS adviser in the Nagatani Center who will refer you to the appropriate academic office or major adviser for processing and signing the Major Declaration Form.

To help you stay on track to graduate, you should work closely with your academic adviser as well as your major adviser. It is mandatory that you meet with your SAAS adviser every semester before registering for classes. In addition, some departments require that you also meet with your major adviser each semester prior to registration.

Changing your Major. You will need the approval of your college to change your major. Additionally, you will have to consult with your SAAS adviser since a change of major may affect your eligibility.

Summer School. If you plan on attending another school in the summer, you will have to pay your own way. You must also check with your SAAS adviser beforehand to make sure that your credits will transfer back to UHM and that they will be applicable to your progress-to-degree requirements (page 25 above). When you take courses at another institution, only the credits will transfer, not the grades. In addition, you must make a “D” or better in order for the credits to transfer.

Grading. Most undergraduate courses have a letter grade system for evaluating academic performance. Each letter grade has a numerical value for the purpose of determining your grade point average (GPA). Listed below are the letter grades and the numerical value they represent:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

An “I” (Incomplete) grade, is given to students who fail to complete a small but important part of the semester’s work due to circumstances beyond control. If you receive an “I” for a course, contact the instructor to see what you need to do to complete the course by the deadlines posted in the current Schedule of Courses.

“CR/NC” (Credit/No Credit) is used mainly to broaden your education by allowing you to venture into subjects outside your field without risking a poor grade. A “CR” denotes a grade of “C” or better. Only elective courses may be taken for “CR/NC”. Courses taken “CR/NC” do not count in your GPA.

A “W” on your record indicates that you have withdrawn from a course. In order to withdraw from a course, you will need to have the Change of Registration Form signed by your SAAS adviser and the course Instructor. While a “W” does not affect your GPA, you should be aware that some graduate and professional schools do not look favorably upon an excessive number of “W” grades.

UHM ACADEMIC REQUIREMENTS

All students must meet the minimum academic requirements of the University or their college, school or program.

Good Academic Standing Rule. The NCAA requires that in order to be eligible to compete, you must be in good academic standing according to the regulations of your own institution. Here at the University of Hawai‘i at Manoa, once you have attempted 24 credits, you must have a 2.0 cumulative GPA in order to remain in good academic standing. In addition, the Athletics Department requires that any student with fewer than 24 attempted credits must have passed at least 9 credits in his or her first full-time semester and have a cumulative GPA of at least 1.6 in order to be eligible to compete.

Academic Probation. Once a student has attempted 24 credits at UHM, students may be placed on academic probation at the end of the spring semester in which their cumulative GPA falls below 2.0 or in which they fail to maintain the minimum academic requirements of their college, school or program.

A student on probation may continue to register for classes by achieving a 2.0 GPA or better in each subsequent semester until the student's cumulative GPA is above 2.0 and the student is removed from probation. Students may be placed on academic probation at the end of any semester when their cumulative GPA falls below 2.0 or when they fail to maintain the minimum academic requirements of their college, school, or program. Probationary students may register for classes at UH Mānoa, but must achieve a current GPA of at least 2.0 in each probationary semester to be allowed further registration. Failure to meet these conditions may result in suspension or dismissal.

SAs who have a semester GPA below 2.0 for the previous semester are not permitted to travel for team competition. Exceptions may be granted to students who meet these conditions: (1) They must be fulfilling all current academic requirements and expectations, including attendance in class, study hall, and tutoring sessions; (2) the coach has submitted a travel request form as an exception to the rule that has been approved by the academic advisor and sport administrator.

Academic Suspension. Students may be suspended for one semester when they fail to achieve a cumulative GPA of at least 2.0 after attempting 24 credits or when they fail to meet the terms of probation (i.e. fail to earn at least a 2.0 GPA each semester while on probation.) Students who take no courses after being suspended for the required one semester are eligible to be readmitted into the college or school from which they have been suspended provided they submit a common application form to Admissions and Records by the official deadline. Students readmitted after suspension are placed on academic probation and must meet the terms and conditions of probation. Failure to do so will result in dismissal.

If you have been suspended from the University, you become ineligible to participate in intercollegiate sports, including practice, use of lockers and training facilities, etc.

Dismissal. Students who have been suspended and who subsequently fail to maintain the minimum academic requirements of the University or their college, school, or program, or fail to meet the terms of probation may be dismissed. Students who are dismissed are rarely readmitted. Once dismissed, a student is not eligible for readmission to UHM for at least one academic year.

You become athletically ineligible at the time you are dismissed. You are not considered for eligibility until you have been officially reinstated and are allowed to register again as a student.

Note: Information regarding University academic requirements and policies is based on the UHM Catalog.

ACADEMIC HONESTY

The UHM provides an environment that encourages intellectual and personal growth. It believes that “the integrity of a university depends upon academic honesty, which consists of independent learning and research” (UHM Catalog). UHM expects its students to be honest and forthright in their academic endeavors. Cheating, plagiarism and other forms of academic dishonesty go against the stated goals and general spirit of UHM. Cheating and plagiarism are considered as serious academic offenses that violate the Student Conduct Code. They may result in suspension or expulsion from the University.

The following is taken directly from the UHM General Information Catalog:

Cheating. Cheating includes, but is not limited to, giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering an answer after an examination has been submitted, falsifying any official

University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism. Plagiarism includes, but is not limited to, submitting, to satisfy an academic requirement, any document that has been copied in whole or in part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style; paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; and "dry-labbing," which includes obtaining and using experimental data from other students without the express consent of the instructor, utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms, and fabricating data to fit the expected results.

Disciplinary Action. The faculty member must notify the student of the alleged academic misconduct and discuss the incident in question. The faculty member may take academic action against the student as the faculty member deems appropriate. These actions may be appealed through the Academic Grievance Procedure, available in the Office of the Dean of Student Services. In instances in which the faculty member believes that additional action (i.e., disciplinary sanctions and a University record) should be established, the case should be forwarded to the Dean of Student Services.

Occasionally, scholastic dishonesty occurs as the result of a lack of information or misinformation. Everyone knows that cheating on an exam is dishonest; however, students have, on occasion, turned in papers which they thought were acceptable, only to find they were accused of plagiarism. If you have any questions about academic honesty, check with your professor, tutor, or SAAS adviser.

ACADEMIC GRIEVANCES

UHM's policies and procedures for resolving disagreements between a student and faculty member are outlined in "A Statement on Responsibilities of Faculty and Students and Academic Grievance Procedures for Students, University of Hawai'i at Mānoa (Policy M-4527)." Generally, an academic grievance will be filed when efforts to resolve differences through consultation and mediation fail. Information and copies of the Policy are available in the Office of the Dean of Students or at http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

ACADEMIC SUPPORT SERVICES (01/2014)

The University of Hawaii at Mānoa is committed to the academic success of each student athlete. A full range of academic support services are provided to each student in the Nagatani Academic Center in the Athletic Complex. Through the Office of Student Athlete Academic Services, students have access to a peer mentoring program, comprehensive tutorial services, a learning specialist, peer advisors, and computer support services.

Nagatani Academic Center (NAC). The Nagatani Academic Center (NAC) was opened in 1998 through a generous gift from the Nagatani family. The facility was expanded in 2013, and today includes a range of academic support services. The academic advisers report to the Office of Undergraduate Education and the Assistant Vice Chancellor for Undergraduate Education. NAC contains multiple computer labs and study rooms to provide student-athletes access to a variety of excellent academic resources.

Study Hall/Learning Services. It is the goal of SAAS to treat each student-athlete as an individual with individual learning plans based on their own needs to excel in the classroom. The individual

service plans may include academic peer mentoring, tutoring workshops, computer support services, study groups, and/or assigned study hall hours. GradesFirst is our new computer support service which allows student athletes to request a mentor, a tutor, or a study group at any time.

When traveling on a road trip, expect study hall to be conducted with set times and places on your itinerary to ensure that academic class time is minimally impacted. If on a long trip, expect an adviser or a graduate assistant to travel with your team to ensure a high level of academic engagement is continued.

The University views study hall attendance, at home and on the road, in the same way that your coach views practice. You are expected to attend all appointments in your learning services plan. The Nagatani Academic Center (NAC) was especially designed to maximize your development of solid learning skills and prepare you to study effectively. Our standard policy is to notify your coach and academic adviser if you miss or are late to any academic obligations. We want you to succeed academically and athletically, but the only way that can happen is if you are committed to your future success and are willing to work for it.

Access to SAAS is considered a privileged gathering place for academic excellence. All who enter will be treated with respect and professionalism. The following general policies apply to the use of the Nagatani Academic Center:

- All student athletes must sign in and out of the facility at the front desk
- Food, drinks, and ice are not allowed in NAC
- Students must work quietly to respect the needs of others
- Computers are to be used for academic coursework

Violations of these policies will be considered a violation of your commitment to the institution and your team, and will not be tolerated. Only one warning will be given to a student that violates our code of excellence. After the second violation, the coach will be notified, and any continued violations will result in the loss of access to academic support services, including the use of the computer labs.

Mentoring. The SAAS Peer Mentor Program pairs student-athletes with a peer mentor or SAAS Graduate Assistants. Mentors will help students build solid academic study skills and strategies, including: note-taking skill development, reading and comprehension strategies, written communication skills, test-taking and organization strategies including the tracking of grades, effective verbal communication skills and time management. Typically, mentors and students meet 1 to 2 times per week, and sessions are usually one hour-long.

Learning Specialist. SAAS also maintains a Learning Specialist on staff. The SAAS Learning Specialist helps students develop the academic skills and strategies they will need within the context of their coursework to succeed academically. The Learning Specialist also works as a liaison with the UHM's Kokua Program, an outreach student services office that provides a range of support services for students.

Subject Tutors. Subject tutors are available for many academic courses. A heavy emphasis is placed on developing reading and writing skills in all content areas. Tutor requests can be made online through GradesFirst. After the Tutor Coordinator has processed the request, you will receive an email from GradesFirst with details for your first appointment. Check with your academic adviser if you experience any problems. Become an active partner with us and success will follow.

Study Groups. Small, ongoing study groups are organized each semester for a variety of courses. A facilitator who has taken the course or is currently attending the class leads these groups. For more information, please see your academic adviser.

Welcome to Student Athlete Academic Services. Together we can make great things happen.
(01/2014)

SECTION 6: STUDENT-ATHLETE SERVICES

The Athletics Department's Student Affairs Office is able to help you obtain on-campus housing and (to a very limited degree) on-campus parking. As a SA, you are also entitled to complimentary admission to UHM athletics events. These benefits are covered in this section.

HOUSING

On-campus housing is in short supply. Students who get their applications in by the designated housing deadline have higher priority of getting a room (for freshmen, it will be in the Hale Aloha towers). All SA that submit their application in late are not guaranteed a rooming assignment. There is a \$25 fee to apply for housing. The application fee must be paid by all applicants and is non-refundable.

On-campus housing contracts are for the entire academic year. You are obligated to stay in housing for the entire academic year. If you choose to break your contract you will be assessed a housing cancellation penalty. Athletics aid will not cover cancellation fees. If you are evicted from housing you will be assessed a cancellation penalty for breaking your housing contract. (01/2014)

Once you receive a housing offer and assignment, either by mail and/or through your UH email account (hawaii.edu), you **MUST** return your signed housing contract with your first payment to officially **ACCEPT** your assignment by the indicated deadline. All student-athletes, regardless of scholarship status, must pay a \$75 security deposit. Failure to respond to your housing offer and assignment by the deadline will result in the **CANCELLATION** of your assignment. A \$25 reactivation fee will be charged if you choose to apply again after cancellation.

For more information and for an application form, go to the Housing Office homepage at <http://www.housing.hawaii.edu>.

PARKING

To reserve a parking permit, the following needs to be done:

1. Register for class
2. Go to the Parking Office website to reserve a permit. This may only be done during your regular registration time period.

To determine your regular registration assignment you need to do the following:

1. Go to MyUH.
2. On the left side column under "Registration" click on "Check Registration Status".
3. At "Select a term", choice "Fall/Spring 201*".
4. Check to see how many credits you have earned.
5. Go to the following link to determine the day and time of your registration by virtue of how many credits you have earned. <http://myuhinfo.hawaii.edu/object/uhmtimetable.html>

You will not be able to reserve a parking permit prior to your registration time.

The Parking Office link is: <http://www.hawaii.edu/parking/>

After successfully reserving a parking permit, you need to do the following:

1. Follow the instructions on the confirmation email regarding submission of required documents and payment.
2. Pick up permit a few days before the start of the semester. The date will be on the confirmation email. At that time of pick up is when you need to show proof of tuition payment. If you are on a tuition scholarship, your name will be on a list at the Parking Office.

If you have earned more than **90 credits** you will most likely be able to reserve a permit at this time.

If you are unable to register for a parking permit before they run out, you may apply for one of the **30 parking permits** that are available from the UH Parking Office for SAs. You must attempt to register for a permit FIRST before applying for the UHMAD SA permits.

There are a limited number of parking passes reserved for SAs with special parking needs such as off campus practices or other reasons why they need access to their cars.

The online "**Parking Permit Request Application**" will be emailed to your hawaii.edu email address during the last week of classes for all returning SAs. Only new incoming SAs may apply during the first week of school.

You will NOT be eligible for a parking permit if you have outstanding fines (i.e. parking fines, Housing fines, Library fines, Health Services fines, etc.). Please note that Fall/Spring parking permits may not be available until AFTER the start of the semester. The passes will be given to the SAs who have the greatest need.

Recipients will be responsible for the parking fee.

COMPLIMENTARY ADMISSIONS (TICKET OFFICE)

SAs who are cleared to practice are entitled to complimentary admission to UHM athletic events for which an admission fee is charged (Football, Men's and Women's Basketball, Men's and Women's Volleyball, and Baseball), subject to certain limitations. SAs who compete in these sports may obtain up to four complimentary admission tickets to their own games for use by their family and friends. Declared redshirts and squad members who are ineligible to play may obtain two complimentary admissions to their own games. For away games, the traveling roster receives up to four complimentary admissions. Complimentary admissions for post-season games depend upon the rules of the organization hosting the event (e.g. the Big West or the NCAA). Your coach will let you know if you are entitled to complimentary tickets.

To be eligible to sign up guests for your own sport, you must first make sure that the Compliance Office has a record of your hawaii.edu email address so that it can be entered into the computer system.

Complimentary admission to events in your own sport. Sign up for tickets at the UHM Athletics web page (<http://hawaiiathletics.com>). Go to the "Tickets" link at the top of the screen, click on the "SA Ticket Signup" link. Select the sport that you play and input your hawaii.edu email address and your social security number. For guest tickets, follow the "Guest Signup" link. Input the names of your guests exactly as their names appear on their photo ID. Type any special seating arrangements (such as disabled seating) in the "Comments" column. Pay attention to the ticket signup deadlines, because there will be no exceptions.

Let your guests know that they must present a valid photo I.D. in order to obtain admission. Your guests must appear for admittance at the designated gate no later than the end of the first half of the game. The complimentary admissions gate for Football is Gate 1 on the Mauka side of the south end

zone at Aloha Stadium. For events in the Stan Sheriff Center (basketball and volleyball), guests should use the specially designated door at the main entrance. At Les Murakami Baseball Stadium, your guests should use the pass gate.

Your guests will be asked to sign the following statement: "In accordance with NCAA bylaw 16.2.2, I hereby state that I have not paid, nor will I provide any sort of payment, promise of pay or anything of value to the SA or any other individual in exchange for these complimentary admissions. I understand that providing any sort of payment for these admissions would render the SA ineligible for athletic participation and may result in immediate suspension of their athletic scholarship." Please also remind your guests that they are also the guests of the University of Hawai'i and that they should conduct themselves in an appropriate manner.

If you are not using your allotment of complimentary admissions, it is okay to sign up guests for one of your teammates, as long as you don't receive any compensation.

Admission to Football games (non-football players) Present your UHM photo ID to be admitted.

Admission to other games (non-participants) You must present your UHM photo ID in order to be admitted.

Athletes are expected to conduct themselves in an appropriate manner at all athletics events.

SECTION 7: NON-SCHOLARSHIP ATHLETES

On average, at least a third of UHM SAs do not receive any athletics-related financial aid largely because of limitations imposed by the NCAA. These SAs, who participate purely for the love of the sport, are essential to the success of our program, and though the public is sometimes not aware, some of them have been among our best-known stars. Non-scholarship SAs have all the rights and benefits, and also all of the duties and responsibilities, of the scholarship athletes in our program. Once the coach has put you on the roster, you are held to the same code of conduct (section 3), you must meet the same eligibility requirements (section 4), you are eligible for the same academic support (section 5), you are entitled to the same services (section 6), you are held to the same expectations on your physical welfare (section 9), you have access to all of the same facilities (section 10), you are eligible for all of the same awards (section 12), and you have all of the same rights (section 2).

Limited summer school aid may be available to non-scholarship SAs through the Student Athlete Opportunity Fund. Ask for more information in the Student Affairs Office. In addition, the Student Affairs staff is available to help non-scholarship athletes with questions about housing or about finding other sources of financial aid. You are welcome to visit their office in the Nagatani Academic Center.

Please keep in mind that your participation as a student-athlete may prevent you from receiving institutional grants and/or funds due to NCAA Bylaws. Please check with the Student Affairs Office before accepting any institutional grants and/or funds. Certain institutional funds may count against your team's financial aid equivalency or counter limits.

SECTION 8: ATHLETICS SCHOLARSHIPS

Athletics scholarships are awarded by the University upon the recommendation of the Head Coach and the approval of the Athletics Director. These grants-in-aid are not reimbursement for services performed; rather, they are provided to help SAs achieve their educational goals. The NCAA sets limits on the amount and type of financial aid that the University may provide. In the “head-count” sports (Football, Men’s and Women’s Basketball, Women’s Volleyball, and Women’s Tennis), there is a limit on the number of *students* on each team who may receive aid. At UHM, the normal policy is to award a full scholarship to each scholarship recipient in these sports. In the “equivalency” sports (all the rest), there is a limit on the *amount* that may be awarded, calculated as the equivalent of a specified number of full scholarships, but this amount may be divided up among any number of students. Thus it is possible, and in fact quite common, to be given only a partial scholarship, as the coaches spread the available aid around among the many athletes on the team.

A full scholarship covers tuition and general fees, housing, meals, and required course-related books. (For a list of what it does *not* cover, see below.) A partial scholarship covers one or more of these four components. The coach will recommend precisely what is covered by your scholarship award. After you receive your notice, you should come to the Student Affairs Office to sign your scholarship agreement form. Your athletic aid will not be disbursed until after you have signed your athletic aid agreement. Once you have signed the form:

Tuition and general fees will be paid automatically up to the amount of your award. The payment will show up as a credit when you register for your courses. If you receive a partial award, you will be responsible for the balance, and there will be a hold on your account until all of your financial obligations are paid off.

Housing and meals will be paid directly to the Housing Office if you are staying in UHM student housing. If the cost of your room and/or meal plan is greater than the amount of your award, you will be responsible for the difference. (Your award might, for instance, cover only the cost of a dorm room, and you will have to pay an additional amount if you are assigned to an on-campus apartment.) On the other hand, if the amount of your award is greater than the charge from the Housing Office (for instance, if the award covers the cost of an apartment and you are staying in a dorm, or if you are staying in an apartment and you choose not to take the meal plan), you will be given the difference in the form of a monthly check. If you choose to stay off campus, the entire amount of your housing and meals allowance will be paid in a monthly check, spread out over the entire year. (On some teams, the cost of the training table may also be added to your bill, and thus deducted from your monthly stipend.) If you are entitled to a check, **you will be reimbursed through the cashier’s office via mail or e-refund.** (01/2014) Note that you will not receive your check unless you continue to be enrolled as a full-time student. If you are an *international student* entitled to a check, you must pick it up from the Director of Student-Athlete Development.

Required Textbooks for returning students will be paid for in advance. The bookstore will be notified what courses you are enrolled in, and your books will be bagged and ready for you to pick up before classes begin. New students and those who receive their award letter just before the semester begins must pick up a “book waiver” form from the Student Affairs Office and present it at the Textbook counter in the bookstore along with a valid ID after they have picked up their own books from the shelves.

If you change your enrollment, get a “book waiver” form for the books for the course that you are adding and return the books for the course that you are returning to the bookstore for a credit. If a

required textbook is not available at the UHM Bookstore, you may purchase it elsewhere. Get a receipt and present it to the Student Affairs Office for reimbursement.

What isn't covered? A great many of the costs of attending college will not be covered by your scholarship. In addition to travel to and from home, entertainment, and all of your personal expenses, you should be prepared to pay for the following:

- Admission and Housing application fees.
- Fees charged by the individual colleges.
- "Consumable university charges," which can be anything from lab fees for breakage to non-required field trips.
- School supplies such as dictionaries, reference books, pens, notebooks, paper, art supplies etc.
- Library fines, parking fines, and fines for damage to University property, including your dorm room.
- Security deposits, key deposits, or replacement of a lost Residence Hall key.
- Replacement costs for a lost Student I.D.
- Phone charges or use of the telephone in the Athletic Department.
- Vehicle registration fee and parking passes.
- Copying costs and typing fees.

Exceeding the limits. Because any aid that you get might possibly count towards the NCAA limits on athletics-related aid, it is very important that you notify the Student Affairs Office of any other financial assistance that you are receiving. Some forms of assistance you will be allowed to accept, **pending financial aid restrictions**. (01/2014) These include financial support from your family, loans, and Pell Grants (see below, under "Other sources of financial aid.") but let the Student Affairs Office make that determination by letting them know about any other funds that you receive. (See also page 29 on notifying the Athletics Department about any income that you receive from your job.)

Outreach College Course Policy. The UHAD will only pay for Outreach College Courses if a SA receives written approval from the department.

RENEWAL AND NON-RENEWAL OF ATHLETICS FINANCIAL AID

NCAA rules allow you to receive a maximum of five years of athletically-related financial aid within the six-year period that begins with your initial full-time enrollment at any college or junior college. **Your award can be revoked only for specific cause.** Among the possible grounds for revocation are: withdrawal from the university, voluntarily withdrawing from your sport, and rendering yourself ineligible for intercollegiate competition, for instance by testing positive for drugs, by signing with an agent, or by failing to meet minimum academic requirements. Your scholarship will automatically be cancelled if you are academically ineligible for two semesters in a row, though you may petition for reinstatement by presenting a plan for regaining academic eligibility which must be approved by your coach, by the Athletics Director, and by the Chair of Student-Athlete Academic Services.

In the event of a career-ending injury or illness as a result of participation in the UHM athletics program the Department normally renews the award, provided that you agree to perform appropriate alternate tasks within the Department. Renewal of aid under other more normal circumstances is also customary, though not guaranteed. If you have an athletics scholarship, if you are still qualified to receive aid, and if you have athletic eligibility remaining, you will be notified before July 1 concerning the status of your scholarship for the following academic year.

Any recommendation by your coach to reduce or not to renew your award must be in writing and will be reviewed by the Athletics Department Scholarship Committee which consists of the Associate Athletics Director/SWA, the FAR, and the Director of Student Affairs. If this committee supports the recommendation, it will be forwarded to the Financial Aid Office for action. A letter of notification will be sent to you outlining your right to appeal and that you are entitled to a hearing. In compliance with NCAA rules, the Financial Aid Office is responsible for conducting the hearing and making the final decision whether to renew, not renew, or reduce your award. A copy of the policies and procedures for conducting the hearing will be provided to you including the deadline for requesting a hearing.

Present in State to Receive Aid. In order for scholarship SAs to collect stipend/room & board money, tuition and book waivers, the student MUST be present in the state and attending classes at the University of Hawai'i. Exceptions may be made if the student is fulfilling their academic obligations (i.e., internship for academic credit). These exceptions MUST have prior approval by BOTH your academic advisors and the athletics administration. A failure to comply with these requirements will result in immediate removal of athletic aid.

SUMMER SCHOOL FINANCIAL AID

In order to help you graduate on time, a limited amount of summer school aid is available. You need to apply through the Athletics Department Student Affairs Office, and you must be recommended by your coach. Tuition and fees are more commonly covered than are housing and meals. The portion of costs that is covered by a summer school award is normally the same as the portion of a full scholarship that the SA received during the regular year. The deadline for application is normally in mid-March. Decisions are made by the Athletics Department Financial Aid Committee.

Summer School application forms can be obtained from the Director or Assistant Director of Student Affairs in the NAC. You must complete ALL portions of the form. You must let your coach know that you are requesting to attend summer school. It is your responsibility to make sure your coach submits your name, Summer Session(s) requested, number of credit hours (max total of six credits), and amount of housing and meal per diem they will be paying for you on their "Summer School List." Make an appointment with your athletic academic advisor to complete the second portion of the application. You must register online or with your advisor for courses that are approved by you athletic academic advisor; aid will not be processed unless you are enrolled in approved courses. Any changes must be approved by your athletic academic advisor and indicated on the application. Submit your completed application form to the Student Affairs Office. Your summer school tuition will be paid for once the list from your coach is verified with your completed application approved. **Should you have to make a payment, please check the summer session website because there are different payment deadlines depending on when you register for a summer session. Your registration will be cancelled if payment is NOT received by the Outreach College deadline. There is NO guarantee that all credits requested will be funded!**

If you fail a summer session class, you will be required to repay the tuition and fee costs for the failed class. A financial obligation (hold) will be placed with the cashier's office and the amount of aid will be taken from your fall financial aid award. If you believe that you are under extenuating circumstances, you may appeal this to the Athletics Department Financial Aid Committee by contacting the Director of Student Affairs. All appeals must include your personal statement explaining why you failed or withdrew from your summer course, a recommendation from your head coach, and a recommendation from your academic advisor. (01/2014)

Present in State to Receive Aid. In order for scholarship SAs to collect stipend/room & board money, tuition and book waivers, the student MUST be present in the state and attending classes at the University of Hawai'i. Exceptions may be made if the student is fulfilling their academic

obligations (i.e., internship for academic credit). These exceptions **MUST** have prior approval by **BOTH** your academic advisors and the athletics administration. A failure to comply with these requirements will result in immediate removal of athletic aid.

POST-ELIGIBILITY (FIFTH OR SIXTH YEAR) AID

The Department also makes available a limited amount of post-eligibility financial aid to SAs who have competed and received athletics aid for at least two seasons at UHM, who have exhausted their eligibility to compete in intercollegiate athletics, who meet all applicable NCAA regulations to receive athletics aid, and who demonstrate the potential to graduate within the period of the award. Students may receive up to the amount of aid that they received during the previous academic year.

Applicants must be within 30 credits of graduation or show potential to graduate at the end of the period of the award, and they must meet the same NCAA requirements for satisfactory progress and athletics aid as if they were to compete. These requirements are:

1. SA may receive athletics financial aid for no more than five years and only within six years after initial enrollment in a collegiate institution.
2. Students entering their fifth year must be officially enrolled in a major and must have completed 80% of the degree requirements in that specific degree program.
3. Applicants must have a minimum cumulative and major GPA of 2.0, and at the end of the first term of the award, they must maintain a GPA sufficient to allow graduation.

SAs enrolled in this program will be required to work in the Athletics Department during the period of their award for a number of hours per week commensurate with the amount of their award. All SAs in this program will be assigned a job. The SA's head coach may elect to have the student work in his or her program. If the head coach does not choose this option, the SA must apply for and get hired in another unit within the Athletics Department. If the SA has special skills and would like to work in a certain section within the UHMAD, he or she may request to work there. SAs in this program must be enrolled in a minimum of fifteen units per term during the period of the award unless they are in the final semester of their degree program and fewer than fifteen units are required to complete the degree. In the case of a SA who has less than twelve units left to complete the degree program, the Athletics Department may elect to pay the cost of the tuition alone but not award housing or meals. In such situations the work requirement will not be enforced.

Post-eligibility aid is not awarded automatically. You must submit an application to the Student Affairs Office no later than the announced deadline (usually in May). The application requires a recommendation from the Head Coach and a list of courses to be taken within each term of the award, verified by your academic advisor. Applications for aid will be reviewed by the UHMAD's Financial Aid Committee.

ONE-TIME ONLY SCHOLARSHIPS

As a general rule in the recruiting process, athletics scholarships are awarded based on athletic ability.

Recommendations by coaches to award an athletic scholarship on a one time only basis (one semester or one academic year) may be considered in the following cases:

1. The SA is a senior and has engaged in major competitions for the team and is on track to graduate; and/or

2. The award furthers compliance with Title IX scholarship requirements

Exceptions to the above policy will be considered on a case-by-case basis and approved by the sports administrator & Athletics Director.

The SA retains the opportunity for a hearing as required by NCAA Bylaw 15.3.2.4 when the athletics aid is not renewed.

The SA must sign a document that they understand and agree to the terms of the one-time-only award.

The scholarship request must be timely as follows: Recommended by November 15th for Spring semester, and May 15th for Fall semester.

TAX LAW RELATED TO ATHLETIC SCHOLARSHIPS

SAs are responsible for paying taxes on a variety of sources of income, according to the Internal Revenue Service. Be sure to check with a tax advisor whether or not the following items must be reported in your situation:

1. The value of travel for official visits in the recruiting process (including air transportation, lodging, meals and entertainment).
2. Expenses paid for travel to receive an award.
3. The portion of an athletics scholarship including room and board. (The portion of an athletics scholarship covering tuition, books and fees is generally not taxable.)

OTHER SOURCES OF FINANCIAL AID

If you need additional support, the personnel in the UHM's Financial Aid Office will help you investigate the possibility of long-term student loans or federal grants, and they will also assist you with the application process. Be sure that the advisors in the Financial Aid Office know you are a scholarship SA, and again, before you accept any other form of aid, be sure to discuss it with the Director of Student Affairs in the UHMAD to make sure that it does not affect your athletics scholarship.

Pell Grants. The UHMAD encourages all qualified SA to apply for federal Pell Grant funds. Pell Grant awards are based on financial need. For additional information on Pell Grants contact the Financial Aid Office and/or contact the Student Affairs Office.

Special Assistance Fund for Student-Athletes. In 1991, the NCAA established the Special Assistance Fund for SAs to assist SAs with special financial needs. If you are receiving a Pell Grant, you are eligible to receive funds for course supplies, clothing and shoes, assistance with medical expenses, dental expenses, hearing aids, vision therapy, off-campus psychological counseling, and travel expenses for family emergencies. If you are interested in applying, please see the Student Affairs Office for an application and details.

Student-Athlete Opportunity Fund. In 2003, the NCAA established the Student-Athlete Opportunity Fund to provide direct benefits to SA or their families in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. All SAs, including international students, are eligible to receive benefits from this fund. If you are interested in more details about this fund, contact the Student Affairs Office for an application and further information.

Note: If you are receiving financial aid other than athletic scholarship and/or Pell Grant, please be sure to check first with the Financial Aid Office to see how additional monies from the Student-Athlete Opportunity Fund will affect your aid package. If your aid package will be affected, you may be able to speak with a financial aid counselor to request a budget adjustment to allow the additional monies from the Student-Athlete Opportunity Fund. (01/2014)

FAFSA. As a best practice, all prospective and enrolled student-athletes should submit a Free Application for Federal Student Aid (FAFSA). In order to qualify for federal aid, students must be a U.S. citizen or a permanent U.S. resident. Non-athletically-related federal financial aid is excluded from team equivalency computations which will permit student-athletes to receive additional sources of financial aid without affecting team financial aid limits. Other institutional grants may be awarded, although you receiving the award may affect team equivalency limits. Please check with the Student Affairs Office in NAC prior to receiving such awards. (01/2014)

Outside Aid. NCAA financial aid regulations permit student-athletes to receive scholarships, grants, and awards from agencies other than the student-athlete's university. These awards must be received from programs that are established and continuing and which seem to provide financial assistance to students. UHMAD required all student-athletes to submit information regarding any outside awards they have received from an outside organization prior to ensure they have been issued in accordance with NCAA rules and regulations. Please check with the Student Affairs Office before accepting outside aid. (01/2014)

SECTION 9: YOUR PHYSICAL WELFARE

Because your physical well-being is essential to your success, both as a student and as an athlete, the Athletics Department provides several resources to help you reach and maintain your optimum health. This section describes the programs and facilities that are available to you, and it also describes the Department's Drug Counseling, Education, and Testing Program.

MEDICAL CARE

The University of Hawai'i at Mānoa (or UHMAD) offers an extensive sports medicine program. The program's goals are to prevent injuries whenever possible and to provide all appropriate rehabilitation when they do occur.

The Athletic Training Staff consists of six fulltime certified athletic trainers and a minimum of three graduate assistants. The trainer that is assigned to your team will supervise your team's health care. He or she will want to consult with you about all aspects of your health (including prevention, first aid, injury management, rehabilitation, illness, and other health concerns), so that he/she can assist you in acquiring the best, most efficient care.

The Athletic Training Staff can assist you best if you keep them informed of problems when they occur. It is essential that you report any injuries and illnesses to the Training Room Staff as soon as possible. If a certified athletic trainer is not available contact your coach. Failure to report an injury may lead to you having to assume financial responsibility for any associated medical expenses.

For the location and hours of the Athletic Training Rooms and for the rules that you are expected to follow, see section on Facilities.

Physical Examinations. The University requires all incoming freshmen and transfer students to undergo a physical evaluation and examination before participating in the intercollegiate sports program. A completed record of the physical must be on file at the Athletic Training Room. At the time of the exam, you will be asked to complete a Medical History Information Form describing previous injuries and your past medical history. If you have sustained injuries to the head, neck, back, shoulder, knee, ankle, or internal organs, or if you have had fractures, dislocations, severe sprains, surgery, or any other major health related problem, you are required to note this on the information card. This information will be reported to the Team Physician and Athletic Training staff members to ensure that we have an accurate record of your medical history.

You must also pass a physical examination each year before one of the Team Physicians will certify you as fit to practice and compete.

Treatment of Athletically Related Injuries and Illnesses. You must report all injuries or illnesses that might interfere with your ability to practice or participate in your sport to the Athletic Training Staff or Team Physician, as soon as possible, preferably in the morning before 10:00 a.m. You should also report the problem to your Head Coach or Position Coach. You should see your team's Certified Athletic Trainer as soon as possible after an injury occurs. At that time, an evaluation will be performed to determine the extent of your injury and your ability to practice or compete that day. If necessary, you may be referred to a medical professional for additional care. (01/2014) The Athletic Training Staff is allowed to treat only athletically related injuries and illnesses that are incidental to

your participation in intercollegiate athletics. It is important that they be notified of any injury or illness that might affect your sports participation.

Should an injury occur when the Team Physician or a member of Athletic Training staff is present, the injury will be evaluated before you continue to practice or play.

You must follow all instructions given by the Team Physician or your Certified Athletic Trainer. You should practice and play only with the approval of the Team Physician if you are under her or his care. Treatment should be continued until the Team Physician or Athletic Training Staff determines that no further treatment is required. If you are unable to keep a doctor's or Certified Athletic Trainer's appointment, be sure to call and cancel.

Referrals. Referrals can only be made by your Team Physician. If you go to an outside physician for a second opinion without the Team Physician's approval you are responsible for all bills incurred.

Emergency Treatment. If there is a life threatening situation after hours (e.g., difficulty with breathing or heart function, severe uncontrolled bleeding, neck or back injuries, etc.) please contact the Oahu Emergency Service (phone 911) immediately. A Certified Athletic Trainer should then be notified as soon as possible. For emergencies of a less serious nature, contact your Certified Athletic Trainer. If an emergency occurs at an away game, contact your Certified Athletic Trainer or your coach.

Rehabilitation Care. If a physician recommends that you start a treatment or rehabilitation program you may be referred to a Certified Athletic Trainer or to a Physical Therapist. All referrals are made on an individual basis, and each program is designed to help you reach the goals established in your treatment or rehabilitation plan.

As part of the initial rehabilitative process, the Athletic Training staff evaluates the problem and designs a rehabilitation program for you. It is your responsibility to comply with all instructions in order to promote a quick recovery. Your treatments will be scheduled around your class and practice times.

If you have injuries requiring supportive devices, including casting, taping, and wrapping, you should consult with the Team Physician or Certified Athletic Trainer assigned to your team to see when or if use of the device may be discontinued. All required taping will be done at one of the Athletic Training Rooms on campus before practices or games or after treatments.

Preventive Taping, Wrapping or Bracing. After consultation by the Athletic Training staff with your Head Coach a program of preventive taping is established for each sports team. Ask our athletic trainer if you are not sure of your team's policy.

MEDICAL EXPENSES

You must report any athletically related illness or injury to your team's Certified Athletic Trainer or the Team Physician before the Athletics Department can assist you with any associated medical expenses. The Athletics Department **will only pay for** (01/2014) medical expense benefits incidental to you participating in intercollegiate athletics.

Unless the Team Physician recommends otherwise, the Athletic Training Room and the Student Health Center are to be utilized for all treatment. All other medical bills and prescription expenses must be approved for payment by the Team Physician in accordance with Athletics Department policy and NCAA regulations.

The Athletics Department does not assume any financial responsibility for medical treatment obtained without a written referral from the Team Physician. If a second opinion is requested, it too must be authorized by the Team Physician if it is to be paid for by the Athletics Department.

Dental Care. Each SA is responsible for his or her own dental care unless the need for such care is the result of an athletically related injury. If a mouthpiece was provided for your sport, it must have been worn at the time of the injury if the Department is to accept financial responsibility. All dental injuries must be reported to the Athletic Training Staff immediately.

Corrective Lenses. The Department does not routinely furnish corrective lenses to SA. However, corrective lenses may be provided if it is determined by the Team Physician that they are needed for intercollegiate athletics participation.

INSURANCE COVERAGE

The Athletics Department purchases insurance to cover you against injury occurring during training sessions, practice, or competition. Coverage applies to the athletic program and its activities, not to the individual athlete. Accordingly, if you are hurt in the dorm or in an athletics activity that is not University sponsored, you may not be covered by the Department's insurance policy. Additionally, our policy does not cover sickness or illness

Our insurance covers injuries that are the direct result of a regularly-scheduled practice or training; regularly-scheduled competition or exhibition game; a scheduled tryout **by a student attending the university full time** (01/2014), workout session or team meeting; or a supervised and sponsored sports activity.

The insurance program provides coverage on an excess basis. This is the type of policy that most universities purchase. Under excess coverage, all bills must first be submitted to your personal insurance carrier or to your parents' insurance carrier if you are covered as a dependent. The University policy then covers deductible and co-insurance amounts.

You will receive an Insurance Questionnaire form prior to the opening of practice which you (or your parents, if you are under 18) must complete before you are permitted to participate. You also should be aware if your coverage requires pre-certification or a referral from a primary provider, so that you do not disqualify any treatment for reimbursement.

The Athletics Department also purchases coverage against a catastrophic injury, which includes disability benefits for a SA sustaining a serious injury. Additional details are available from the Athletics Department office.

If you do not have health insurance coverage through a family policy, it is recommended that you purchase the health insurance policy offered by the University of Hawai'i to all UH students to cover non-athletically related injuries and illnesses. All UHM international students are required to have a health insurance policy. For further information or to purchase student health insurance, contact University Health Services at 956-8965, or check their website at www.hawaii.edu/shs.

In addition to the Insurance Questionnaire Form, all SA are also required to sign the "Acknowledgment of Risks and Release of Responsibility" forms and "Medical Consent Form" before participating in intercollegiate athletics. If you or your parents have any questions concerning insurance coverage, please feel free to call an Athletic Training Staff Member at 956-7144 or the Athletic Business Office at 956-6505.

It is your responsibility to assist the athletic training staff in making sure your medical bills are being paid.

The following steps must be taken to ensure payment for any medical services:

1. Report all injuries or illnesses immediately to your team's Certified Athletic Trainer.
2. Provide accurate primary insurance health insurance information to the Athletic Training Room or team physician.
3. Before you seek medically related service outside of the Athletic Training Room, you will need a written referral from the Team Physician.
4. Keep all bills or statements you receive in the mail. Bring them to your team's Athletic Trainer so that they can be reviewed for accuracy and payment.
5. Take your health insurance card and ID to any medical appointments.
6. Please contact the Athletic Business Office at 956-6505 for any questions concerning medical bills.

STUDENT-ATHLETE DISORDERED EATING INTERVENTION PROTOCOL

If a member of the athletic staff has a concern, or if an individual(s) expresses concern to an athletic staff member, that a SA may be at risk because of disordered eating, the following procedural steps will be taken:

1. The staff member will meet confidentially with the concerned individual(s) and gather specific information regarding the behavior of the SA suspected of disordered eating and then refer the concerned individual(s) to one of the Certified Athletic Trainers (ATC).
2. The ATC will arrange to meet with the SA to discuss the concerns raised regarding his/her disordered eating behavior. Based on the objective information gathered by the ATC the following steps may be taken:
 - a. No direct intervention will be taken, however monitoring may occur.
 - b. Request that the SA be evaluated by a UH team physician or University Health Services physician for further objective findings (i.e. significant weight loss, BMI, low % of body fat, blood testing, etc.). The team of University Health Services physician will facilitate a counseling and nutritional referral.
3. If step 2b above is chosen, the ATC will contact the University Health Services directly to arrange for examination of the SA.
4. Based on the results of the evaluations, the university health services clinician will determine one of the following:
 - a. The SA is not in any immediate risk. If medical clearance is recommended for the SA the university health services clinician will notify the ATC immediately via telephone and in writing.
 - b. The SA may be at risk physically or emotionally. Temporary suspension from participation in intercollegiate athletics may be instituted pending further medical intervention. The UHM Physician in consultation with the ATC will make the final decision regarding athletic participation. The ATC will communicate all decisions to the SA directly. **It must be made clear to all parties concerned that the University Health Services physicians and the ATC shall act in the best interest and personal safety of the SA.**

5. If the SA has not been cleared or if further intervention is necessary, an eating disorders intervention team will be assembled as soon as possible to develop a formal healthcare plan and written compliance contract with the SA. The eating disorders intervention team may consist of the following members:
 - a. Student-athlete
 - b. Student-athlete's chosen representative
 - c. "UHM Team Physician or University Health Services clinician
 - d. ATC
 - e. Nutritional support personnel
 - f. Counseling clinician
 - g. Other medical professional, if desired
6. The healthcare plan and compliance contract developed by the eating disorders intervention team will include a process for determining the SA's compliance with the contract and the consequences of non-compliance.
7. The SA may or may not be cleared for athletic participation following review by the eating disorders intervention team.

The health and welfare of the SA will be the primary consideration throughout the consultation and intervention process. Furthermore, medical confidentiality applies to all information shared with the ATC, the university health services, the university counseling services and members of the eating disorders intervention team.

STUDENT-ATHLETES AND PREGNANCY

Title IX: A recipient of federal funding shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such a student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from, unless the student request voluntarily to participate in a separate portion of the program or activity of the recipient. Terminating or reducing financial assistance on the basis of pregnancy or a related condition is also prohibited under Title IX.

If you become pregnant: If you become pregnant while participating on an intercollegiate team at the University of Hawai'i at Mānoa we want you to know we have a policy designed to help you. First, we encourage you to discuss your pregnancy and related health concerns with your private physician or a physician at the Student Health Center. We also encourage you to tell your athletic trainer and team coach as soon as you learn you are pregnant but you are **not** required to do so. You may also want to inform your partner, family members, religious advisor, personal physician and others close to you. If you have seen a healthcare provider for diagnosis of pregnancy, you should be aware that you are protected by confidentiality and they cannot inform anyone else of your pregnancy without your permission. If athletic trainers and coaches are informed, they will also keep this information confidential unless you give them permission to do otherwise. We want to protect your physical and mental health as well as the health of the fetus while you consider your options.

Team membership. We suggest you do not withdraw from your sport before talking to someone as this can result in loss of scholarship.

NCAA Bylaw 15.3.4 states: "voluntary withdrawal may result in loss of financial aid".

Pregnancy is considered a temporary medical condition and the NCAA Division I Manual Rule 14.2.1.3 is as follows:

Pregnancy Exemption. A member institution may approve a one-year extension of the five-year period of eligibility for a female SA for reasons of pregnancy.

What happens to your scholarship: If you are pregnant and you inform your athletic trainer and coach and you do not voluntarily withdraw from your sport, your scholarship will remain in place for the remainder of the granting period. Your coach can help you discuss your situation with the Athletics Department.

Where to go for help: The UHM team physician (Dr. Prentiss), your athletic trainer or coach will refer you to counseling and healthcare at University Health Services or providers outside the Athletic Department to help you. Remember, the team physicians, athletic trainers and coaches are obligated to keep your pregnancy confidential unless you specifically give them permission to share that information. If you choose not to tell your athletic trainer or coach, below is a list of resources to assist you. You can be seen for pregnancy testing, referral and counseling at the University Health Center and Counseling Center. Providers there can also help you discuss your pregnancy with your athletic trainer and coach if you choose to do so.

University Health Center	(808) 956-6221
UHM Counseling Center	(808) 956-7927
Honolulu Planned Parenthood Clinic	(808) 589-1149

Can you participate in your sport? If you are pregnant and want to continue to participate in your sport then you, your healthcare provider, the team physician, your coach, your athletic trainer, and the athletic department representative will form a support team to discuss if and how you can safely continue in your sport. Depending on your sport and with your healthcare provider's approval, you may be able to participate up to the 14th week of your pregnancy. If you choose to participate, you will receive information regarding the risks of athletic participation during pregnancy and your healthcare provider will discuss it with you. When you feel that you understand the issues involved in participating during pregnancy, you will be asked to sign a consent form and it will be added to your medical record. Your support team will monitor your health and academic progress during your pregnancy and can assist you in return to your sport if you decide to return.

What about medical insurance coverage? If you have the UHM sponsored health insurance, Hawai'i Medical Service Association, Blue Cross-Blue Shield of Hawai'i (HMSA), and become pregnant, this insurance covers pregnancies. Contact HMSA customer service at (808) 948-6111 for more information on insurance benefits and coverage. If you are not insured, contact University Health Services or Renown Pregnancy Center (808) 956-6221 for referral for prenatal care. The Athletic Department insurance policy **does not** cover pregnancy related costs.

What if you are a male athlete whose partner becomes pregnant? While male SAs are not affected physically by pregnancy like female SAs, they can have stress over the pregnancy and worry about their pregnant partner and her fetus. Male SAs may question whether they are ready for fatherhood and the personal and financial obligations associated with pregnancy. We encourage you to discuss these issues with your partner and healthcare providers at the University Health Services or UHM Counseling Center.

TRANSGENDER STUDENT ATHLETES

The UHAD strives to foster a positive environment where every single SA receives an equal opportunity to excel and achieve at their optimum potential. The NCAA recently approved a policy for the inclusion of transgender SAs. A transgender person is an individual whose gender identity

does not match the person's sex at birth. For example, a male to female transgender person is someone who was born with a male body, but who identifies as a girl or a woman. The inclusion of transgender SAs creates an opportunity for transgender SAs to participate in accord with their gender identity, but at the same time also upholds a balance of competitive equality within sports teams. Over the years, our university has continually embraced students of color, women, students with disabilities, and lesbian, gay and bisexual students. There is great value in appreciating and embracing the diversity that makes our university so special. As our athletics program begins to expand our outreach to transgender SAs, we must strive to make the transitional process as smooth as possible.

The following policies describe the inclusion of transgender SAs undergoing hormonal treatment for gender transition:

1. A trans male (female to male) SA who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men's team, but is no longer eligible to compete on a women's team without changing that team's status to a mixed team.
2. A trans female (male to female) SA being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men's team but may not compete on a women's team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

If there is a transgender SA on your team here is a list of suggestions to encourage respectful behavior, safety and diversity:

Expectations for Student-Athletes:

1. Use respectful and preferred language and terminology when discussing transgender SA participation or interacting with a transgender teammate.
2. Become familiar with non-discrimination and harassment policies of the University and the Athletic Department.
3. Encourage others to be respectful while using preferred language and terminology.
4. If taunting or harassment from spectators or opponents occurs during competition report it to your coach.
5. Respect the right of privacy of all SAs with respect to personal information.

DRUG COUNSELING, EDUCATION, AND TESTING

Both the NCAA and the UHMMAD strongly condemn the use of dangerous and illegal chemicals, including recreational drugs and substances that are intended to boost athletic performance. The NCAA maintains a comprehensive list of banned drugs that includes stimulants, anabolic steroids and other anabolic agents, diuretics, street drugs, and peptide hormones. Blood doping is also prohibited. You will have a copy of the NCAA list [uploaded on your JumpForward account at the](#) (01/2014)

beginning of the year, and an up-to-date version is also available at the NCAA website:

http://www1.ncaa.org/membership/ed_outreach/health-safety/drug_testing/banned_drug_classes.pdf.

You are responsible for knowing what's on this list and for avoiding all banned substances. Exceptions are made only for certain drugs that you are taking by prescription for a legitimate medical purpose. In order to protect yourself, and in order to establish a record in the event that you test positive for a drug that are using legitimately, it is very important that you let your trainer or the team physician know of any medication or substance that you are taking. That includes non-prescription drugs and nutritional/dietary supplements. Many products that you can buy over the counter nowadays contain substances that the NCAA bans, and ignorance is not accepted as an excuse. If you have any questions about any product that you are using, be sure to check with your trainer or with the team physician first. If a SA tests positive for use of a supplement product and has not checked this product out with the athletics staff, the SA bears full responsibility and sanctions for a positive drug test (per NCAA memo dated March 16, 2009). Please visit the Training Room, specifically Brian Wong, if you have any questions regarding supplements that you may be taking or may wish to take. (01/2014)

In order to provide you with the fullest possible protection, the UHMAD offers a comprehensive drug education and counseling program. In addition, the Department and the NCAA conduct separate but complimentary drug tests. You may be subject to either or both types of drug tests during the course of the year. You should read all of the following information carefully so that you are both prepared and informed.

Supplement Advisory: Products sold over-the-counter and through the internet for sexual performance enhancement may contain banned anabolic agents, including testosterone and DHEA. Also, weight loss products or products sold to reduce water retention may contain stimulants and diuretics, banned by the NCAA.

BEFORE CONSUMING ANY NUTRITIONAL/ DIETARY SUPPLEMENT PRODUCT, REVIEW THE PRODUCT AND ITS LABEL WITH YOUR ATHLETICS DEPARTMENT AND STAFF. DIETARY SUPPLEMENTS ARE NOT WELL REGULATED AND MAY CAUSE A POSITIVE DRUG TEST RESULT. ANY PRODUCT CONTAINING A DIETARY SUPPLEMENT INGREDIENT IS TAKEN AT YOUR OWN RISK.

DRUG COUNSELING, EDUCATION, AND TESTING PROGRAM AT UHM

In today's climate of drug abuse and misinformation, the staff of the UHMAD makes every effort to educate you concerning the dangers of substance abuse. A comprehensive drug education program has been designed to address all aspects of substance use and abuse through counseling, education, and testing.

Counseling. If you or a friend are using drugs and would like help, please contact one of the following people who are part of our drug counseling network:

Dr. Gale Prentiss, Team Physician 956-6594

Wendy Saelua, R.N., Head Nurse, University Health Services 956-8965

Dr. Alan Hawk, UHM Psychiatrist 956-7927

Lisa Kehl, Alcohol and Other Drug Education Program (ADEP) Counselor 956-5091

(01/2014)

They can direct you to professionals who will be able to assist you in obtaining the help you need, and all conversations will be strictly confidential.

Here are some additional resources that are available to you for assistance or referral:

UHM Counseling and Student Development Center QLC 312; 956-7927
 UHM Alcohol and Drug Education Program QLC 313D; 956-3453
 Mānoa Alcohol Project (MAP) 956-3453
 Alcoholics Anonymous 946-1438
 Al-Anon (for family members and friends of those who abuse alcohol) 593-3977
 Narcotics Anonymous Helpline 734-4357
 DASH (Drug Addiction Services of Hawai‘i) 538-0704
 Salvation Army Treatment Center 595-6371

Education. The UHMAD is committed to making every effort to prevent the use of illegal drugs by its SAs. You will be required to attend a presentation by UHMAD staff each time drug testing procedures are administered. In addition, the UHMAD will conduct a mandatory drug and alcohol education program once a semester, which is intended both to raise the awareness of current SAs and to educate those students who have just joined the program. Finally, you are encouraged to enroll in KLS 384, a class focusing on the identification of substances that people use to modify their mood or behavior.

Testing. Drug testing is done to ensure that you are medically competent to participate in intercollegiate athletics and to minimize your risk of being injured. It is meant not only to identify SAs who are using prohibited substances, but also to give you an additional reason to say “no.”

The Athletics department has changed its policies and will be implementing a year around random drug testing that will test for both street drugs as well as performance enhancing drugs. (01/2014) Anyone who tests positive for a banned drug may be required to submit to retesting.

Prior to the administration of the test, you will receive an educational presentation from departmental staff. A copy of the description of the Drug Testing Program will be given to you at this time. You will then be asked to sign an "Agreement, Consent, and Receipt" form. (If you are under 18 years of age, the program description will be mailed to your parents or legal guardians, and their signature will be required.) This form states that you understand the drug testing program, that you voluntarily consent to submit to testing for prohibited substances, and that you consent to the release of information to a limited number of people responsible for the administration of this program. After you provide a urine sample, you will be asked to fill out a chain of custody form confirming that all procedures were properly followed during the testing procedure.

Every effort is made to insure the integrity and confidentiality of the testing process. You should feel free to raise any concerns you might have with the drug testing program. However, if you choose not to sign the consent form or complete the drug testing, you will not be cleared to participate in intercollegiate athletics practice or competition.

Results of Positive Drug Tests. If you are found to be using a drug on the NCAA Banned Drugs List during an Athletics Department test, you will be required to undergo a physical examination and a substance abuse assessment, and you will be counseled as to the effects not only on you but also on your team members. You will also be required to participate in drug education, counseling, or treatment as directed by the UHMAD Medical Staff.

In addition, you will be subject to the following consequences:

- After the first positive test, the SA may be withheld from all intercollegiate athletics competition and/or practice if his or her continued participation may represent a health and safety risk to the student-athlete and/or others as determined by medical evaluation and substance abuse assessment.
- The second positive test requires a medical evaluation and a 30 day suspension from all intercollegiate athletics participation.
- The third positive test requires a medical evaluation and a one year suspension from all intercollegiate athletics participation.

Positive test results may also result in the loss or non-renewal of your athletic grant-in-aid. Be aware that it is considered a positive test result if you fail to give a urine sample.

Following a suspension the student-athlete must be medically released in order to return to practice. Failure to participate in the specified program will result in continuation of the suspension.

Notification Procedure. If you test positive for drug use, you will promptly be given written notification. You may, within 72 hours of the receipt of this notification, request a meeting with the Associate Director of Athletics to discuss the situation, to review the testing procedures used, and to provide any pertinent facts or mitigating circumstances, including medical justification for the use of a prohibited substance.

All requests for a meeting must be in writing. A meeting with the Associate Director of Athletics will occur as soon as is reasonably possible following the written request. The consequences imposed and set forth in the written notification, take place 72 hours after the delivery of the notice, if you have not requested a meeting with the Associate Director of Athletics. If a meeting does take place and it is decided that the results were based on a defective testing procedure or that the positive test was otherwise improper, no record of the positive test results will be kept.

THE NCAA DRUG-TESTING PROGRAM

The NCAA conducts a separate drug-testing program that has two components: random testing at any time during the course of the year, and testing during post-season games. You will be asked to sign a consent form prior to your compliance meeting at the beginning of the year. Your agreement to submit to testing is a precondition of your participation in any NCAA sport.

At least once a year (but not necessarily only once), the NCAA will select SAs from our program to submit to a test for performance enhancing drugs, about 18 from Football and about 8 from another NCAA sport. Students will be chosen randomly from the squad lists, and the test will be given a maximum of two days' notice prior to the test. These tests can occur at any time during the year, including the summer. If you are off-campus during the summer, you will be expected to report to a nearby testing site. The consequences of a refusal to cooperate will be the same as for a positive test.

In addition, the NCAA will conduct random comprehensive testing of the participants in NCAA championship events and post-season football games. You may be called upon to provide a sample at any time during the competition.

The NCAA penalties for testing positive are very severe. After your first positive test, you will be ineligible to participate in any regular season or post-season competition for a full calendar year and you will lose a year of eligibility in all sports. You will remain ineligible until you test negative and you have been restored to eligibility by the NCAA Student-Athlete Reinstatement Committee. If you test positive a second time for the use of any substance other than a "street drug," you will lose all remaining regular season and post-season eligibility in all sports.

You can find a great deal more information about the NCAA's drug-testing program at http://www2.ncaa.org/portal/legislation_and_governance/eligibility_and_recruiting/drug_testing.html In addition to the banned drug list, they offer FAQ documents on their championship drug testing and summer drug testing programs and documents describing the procedures for exceptions and appeals. There is also a link for a very instructive 12-and-a-half-minute video on the NCAA's drug testing procedures, how they're conducted, and why they're necessary.

STRENGTH AND CONDITIONING PROGRAM

You are encouraged to maintain the best physical condition possible. The Strength and Conditioning Coordinator will put together a conditioning program tailored to your specific needs. The goal of each individualized strength and conditioning program is to assist you in reaching your full physical potential with regard to strength, flexibility, speed, and endurance, and to help eliminate injuries that result from weak muscular structure. Approach your workout session as an opportunity to improve yourself so you can perform better at your sport. Weight room rules have been established to ensure your safety. The Strength and Conditioning Coordinator, as well as your coach, will instruct you on the proper use of facility equipment. If either you or someone else gets hurt while working out, immediately contact the nearest Strength and Conditioning staff member. An athletic trainer will then be called to evaluate the injury, and if necessary, you will be transported either to the Student Health Service or to the emergency room.

See section 10: Department Facilities for the location, hours and rules of the Weight Room.

TEAM AND STUDENT-ATHLETE TRAVEL SAFETY POLICIES

The purpose of these procedures is to provide a framework for, and assign responsibility and accountability for safe and efficient athletic team and SA travel for UHMAD (for the complete version see the UHAD Manual Section 20). (01/2014)

The Athletics Director or his/her designee shall be responsible for the overall administration of this policy including compliance, oversight, and necessary record keeping.

Coaches are responsible for developing their season travel plans, to include recommended and approved transportation methods and gaining written approval from the appropriate associate athletic director in advance of the season or subsequent schedule change.

Any coach or athletic staff member violating this policy may be subject to disciplinary action.

Team and Student-Athlete Transportation Policies – Vehicles

Driver Selection and Qualifications

Any individual transporting SAs must have a valid driver's license and be insured. New, full-time employees receive a background check. Students and volunteers that will be driving SAs are subject to a motor vehicle record check.

Safe Driving Practices (Time and Distance)

Qualified drivers may not drive more than eight hours in any 24 hour period. Trips of more than 300 miles one way or any driving after 2 a.m. or overnight requires a hiring a charter company with a paid driver.

Seat Belt Policy

UHMAD recognizes that seat belts are effective in preventing injuries and fatalities. Therefore, all students, staff, and coaches must wear seat belts when operating a school-owned vehicle, courtesy car, or any other vehicle being used for UHAD business or a team trip.

Passenger Vans

UHMAD will not reimburse for vehicles intended to carry more than 12 passengers.

Busses and Mini-Buses

1. Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.
2. Approved buses for team transport are motor coach common carriers.

Driving While Impaired

If at any time it is determined by any law enforcement agent that a driver has or had a Blood Alcohol Content greater than zero while driving SAs or others on UHMAD business, the driver will be in violation of this policy and will be prohibited from driving. (01/2014)

Inclement Weather

Drivers are responsible for checking the forecast before departing. Head Coaches have the right to discontinue a trip at anytime they believe SA safety could be compromised. The UHMAD will be responsible for lodging, per diem and other expenses resulting from such a decision.

Team and Student-Athlete Transportation Policies – Aircraft

Air Travel – Scheduled Commercial Flights

Scheduled commercial flights are the most closely regulated and safest form of air travel. A group taking a commercial flight can rely on the pilots' qualifications, training, and experience, as well as the plane's airworthiness. Contractual agreements with risk transfer and insurance provisions are unnecessary, and travelers can enjoy a high degree of confidence, based on statistical experience, in arriving safely at their destination.

Air Travel – Charters

All charter services procured shall be subject to the approval of the UHMAD Business Office. Every charter company used must have and demonstrate evidence of a current air carrier certificate under FAA Part 135 or 121. The UHMAD contract travel agency shall provide UHMAD with written verification for all charter flights from the FAA Flight Standards District Office (FSDO) that an Air Carrier Operating Certificate has been filed and is being maintained in good standing.

Air Travel Other than Commercial Carrier or Department Contracted Charters

SA travel is prohibited on aircraft other than commercial or UHMAD approved charter.

Waivers

Each SA signs an Assumption of Risk and Release form (Appendix 4) each year prior to participation in intercollegiate athletics. The form states that "My participation with the intercollegiate athletic program may involve intra-island, inter-island, national and international travel via automotive vehicle or airplane. There are certain inherent risks associated with such travel that may include, but are not limited to, injury, illness or property damage arising from: (a) collisions; (b) mechanical failure of the vehicle or airplane; (c) operator error; (d) storms, floods, earthquakes or other natural disasters; and (e) terrorist activities."

Team Travel Roster Size

Each sport has a list of approved travel parties for each intercollegiate sport. Any deviations from the approved travel party require approval of the Associate Athletics Director for Administrative Services.

Rooming Assignments

For road trips, SAs shall room two to a room. In the case that there is an uneven number of SAs, the administrator will decide whether the extra SA will room alone or three to a room.

Coaches and SAs shall not room together.

Per Diem

1. Per diem start time: 90 minutes prior to departure time for inter-island travel, 3 hours for out of state travel or documented actual time of arrival at airport (i.e. Parking receipt)
2. Per diem end time: Documented arrival time
3. A dollar amount does not need to be deducted from SAs per diem for pre-game team meals.
4. For team meals that are not pre-game meals on road trips, the cost of the meal must be deducted from the SAs per diem. Dollar amount of deduction commensurate with breakdown of per diem at the rate of breakfast \$9, lunch \$13.50, dinner \$22.50 (01/2014)

Student-Athlete Travel Deviations

SAs who plan to deviate from the team travel itinerary must complete a release form and submit to the form to the Director of Athletics or his designee a minimum of three days prior to departure for the trip.

SECTION 10: DEPARTMENT FACILITIES

While attending the UHM, you have the privilege of utilizing some of the finest athletic facilities available. This section gives you a general orientation to our facilities, and it also contains information about the operation of the Training Rooms, the Weight Room, the Equipment Room, and the Locker Rooms.

THE ATHLETICS COMPLEX AND OUR PRACTICE AND COMPETITION FACILITIES

The Athletic Complex, located on the Makai campus, is the largest athletic facility at UHM. The \$12 million, three-story building contains offices for athletic administration and staff, the coaches' offices (on the third level), the Kinesiology and Leisure Science (KLS) Department, and the Intramural Sports Office. The facility also is home to the following:

- Two practice gyms, each with two regulation basketball courts, three volleyball courts, and six badminton courts.
- A 250-seat air-conditioned auditorium/lecture hall, which is utilized for large team meetings, Departmental meetings, Kinesiology and Rehabilitation Services (KRS) classes, and other University functions.
- The Alexander C. Waterhouse Physiology Research and Training Facility. The 10,000 square foot facility is named after the late Alexander C. Waterhouse, a 1997 UH Circle-of-Honor inductee for his tireless contributions to UHM athletics.
- The Nagatani Academic Center, which includes a study area and two computer labs, plus the offices of Student Athlete Academic Services, the Student Services Office, and the Compliance Office. The Center is named for the late Toshio (Bob) Nagatani, whose financial contributions made its construction possible.
- Men's and women's varsity sports locker rooms
- The athletic training room, featuring complete injury prevention and rehabilitation equipment including Therapeutic Modalities, Ultrasound machines, Whirlpools, Cybex machines, Orthotron machines, and exercise equipment.
- Two dance/exercise studios with wood floors and large viewing mirrors, plus a large gymnastic/martial arts studio with wall-to-wall exercise mats and viewing mirrors.

Our on-campus competition facilities include:

- **The Stan Sheriff Center.** Home to the men's and women's basketball and volleyball teams, the arena is also used for other important events such as graduation. The Center seats 10,300, and is named for the UHM Athletics Director from 1983 to 1993.
- **The Les Murakami Baseball Stadium.** Named for UHM's baseball coach with the longest tenure and most wins, the lighted, two-tier structure has seating for 4,312.
- **The Rainbow Wahine Softball Stadium.** The fenced-in facility has bleacher seating for 1,100. The playing surface is natural turf with a skinned infield.
- **UH Tennis Center.** There are twelve regulation courts with overhead lights for night play.
- **Clarence T.C. Ching Athletics Complex.** The field turf surfaced field is surrounded by an eight lane Mondo track surface. There are overhead field lights and bleacher seats for approximately 3,000.

- **The Duke Kahanamoku Aquatics Complex.** Named for Hawai'i's premier Olympic swimmer, it includes a 50-meter by 25-yard training and water polo pool and a separate 25-yard by 25-yard competition and diving well.
- **Klum Gym.** Named for Otto Klum, who coached football, basketball, and baseball at UHM in the 1920s and 1930s, the gym features three basketball practice courts, four volleyball practice courts and competition courts for basketball and volleyball.

There are also two large practice fields with natural grass, one used by the football team and the other used by women's soccer, and four outdoor basketball courts, where SAs can enjoy a workout away from the everyday stresses and strains of formal training.

Three of our teams use off-campus competition facilities:

- The football team plays its games at Aloha Stadium, which is owned and managed by an agency of the State of Hawai'i. The stadium seats 50,000 and has a FieldTurf playing surface.
- The Soccer team plays its games at the Waipio Peninsula Soccer Stadium in Waipahu, which is owned and managed by the City and County of Honolulu. The stadium seats 4,500.
- The Sailing team's venue is the Marine Education Training Center at Sand Island.

THE ATHLETIC TRAINING ROOMS

UHMAD has three well staffed and equipped Athletic Training Rooms. The Saake Athletic Training Room is located in the Athletic Complex, Room 136. There are also athletic training rooms for baseball, located at the Les Murakami Stadium, Room 106, and in the Stan Sheriff Center.

The Athletic Training Rooms operate on a walk-in, first-come, first-served, basis. Appointments can also be scheduled with any staff member as needed. The hours for the Athletic Training Rooms vary according to the season. Current hours are posted on the Athletic Training Room doors. For additional information on athletic training services, call 956-7144.

An Athletic Trainer is available 24 hours a day. If you have a problem which you feel needs attention, check with a Student Athletic Trainer or call the Head Certified Athletic Trainer.

Athletic Training Room Rules. The following rules must be adhered to if the Athletic Training Staff is to be effective in their role of prevention, treatment and rehabilitation of athletic injuries.. Treatment may be refused at any time to those in violation of Athletic Training Room rules and policies.

1. Athletic Training Rooms are open during specified times of the day. These times are posted on the doors.
2. The Athletic Training Room operates on a first-come, first-served basis. Come early if you want to avoid the rush. Remember, you are never late for practice because you were detained in the Athletic Training Room; you simply didn't get to the Athletic Training Room early enough.
3. Report all injuries immediately regardless of how minor or insignificant you may think they are. New injuries or illnesses must be reported before 10:00 a.m. the following day in order for the Athletic Training Staff to report the prognosis to your coaches.
4. You are responsible for getting your taping or treatments done in time for all meetings and practices. Sign in for each treatment.
5. All treatments given after practice are administered only after showers. You must use your own white towel for treatment.

6. Injured players will report to each practice session. There is no excuse for missing a meeting or practice unless it is an emergency. Injuries requiring missed practice time must be excused by the Team Physician, Head Certified Athletic Trainer, or Assistant Certified Athletic Trainer.
7. Do not leave a drill or the practice field without the permission of your coach or Certified Athletic Trainer. The practice field is your classroom, a place for you to work and learn. The Certified Athletic Trainer will notify your coach if you are out.
8. Never apply heat to any injury. The Certified Athletic Trainer will decide if heat is needed. If you want to do something for your injury, apply ice, and mild compression and elevate the injured area. Ice is for treatment only. It should not be eaten or used in drinks.
9. Continue all treatment until the medical staff decides they are no longer needed. Do not stop treatments just because it feels better.
10. You should consider having your ankles taped or wrapped prior to each practice or game. If you are required to have taping done during the season, you must shave your ankles.
11. Do not handle any of the treatment modalities. If misused, they can be dangerous! All treatments are administered by the Athletic Training Staff.
12. You are to use the Athletic Training Room for treatment only. No team meetings or study halls are allowed. The Athletic Training Room is not a club. The only reason to be in the Athletic Training Room is if you have business with the Athletic Training Staff.
13. No interviews are permitted in the Athletic Training Room
14. Abusive behavior or language is not tolerated.
15. The Athletic Training Room is the medical center of the Department of Athletics. Help keep this area clean and orderly. No food or drinks are allowed in the Athletic Training Room.
16. The Athletic Training Rooms are co-ed. Please wear appropriate clothing.
17. No football or multi-cleated shoes of any kind are to be worn in the Athletic Training Room.
18. No supplies should be removed from the Athletic Training Room without the Athletic Trainer's permission.
19. The Athletic Training Room phones are for business use only. Please do not ask the Athletic Trainers for the use of the phone. Use of the phones by a SA may be a violation of NCAA rules.
20. Student Athletic Trainers should be treated with the same respect as regular staff members.
21. Injuries not sustained during team functions are not the responsibility of UHM Department of Athletics.

THE WEIGHT ROOM

Alexander C. Waterhouse Physiology Research and Training Facility hours vary throughout the year. Go to the weight room to check the posted hours. If you would like additional information on the Strength and Conditioning Program, call 956-7882.

In the event of a disciplinary problem, the Strength and Conditioning Staff have the authority to remove a SA from the facility.

1. Spotters should be used for all near-maximum-effort lifting.
2. Food or drinks are not allowed in the facilities.
3. Tobacco or spitting is not allowed.
4. Shirt and shorts/sweats are mandatory.
5. Athletic shoes are required. Flip-flops, sandals, muddy shoes, and bare feet are not acceptable.
6. All weights and dumbbells must be returned to their proper racks.
7. For your protection, weight belts are provided.
8. Horseplay is not allowed
9. SA should check with a member of the Strength and Conditioning staff before starting any strength and conditioning workout.

THE EQUIPMENT ROOMS

Two varsity sports Equipment Rooms are located in the Athletic Complex. These fully stocked rooms are off limits to everyone except Equipment Room staff. The Equipment Rooms supply SAs and teams with all their uniforms, supplies and equipment needs for both practices and games. The Equipment Rooms hours of operation varies throughout the year and will be posted on the doors of both rooms. Their phone numbers are: 956-7818 (Makai) and 956-6559 (Mauka). All uniforms, practice gear and equipment including sponsor-provided items shall be inventoried and checked out by the equipment room staffs.

Equipment Room Rules and Policies

1. Prior to issuance of athletic equipment, all SA need clearances for: physicals, drug testing, academics, NCAA paperwork, and coaches' approval. Your name is then established on a roster for that particular sport and is given to the Equipment Room, at which time you may be issued all necessary equipment and apparel for your sport.
2. Athletic uniforms, warm-ups, and other forms of equipment or apparel issued to you may only be used during official athletic practices or events. This equipment is not intended for personal, everyday use. Any exceptions to this policy must be approved by your Head Coach and the Equipment Manager.
3. Certain items of equipment or apparel will be stored in individual lockers during the entirety of an athlete's eligibility. Check with equipment staff.
4. Lost or stolen equipment should be immediately reported to the Equipment Manager. The items are marked "lost" on your equipment card and then a replacement is issued, if available.
5. All your equipment is custom fit to your needs. Do not trade equipment with another player.
6. Report all equipment problems to the Equipment Manager immediately. If something happens during a practice, report it to the designated Equipment Manager.
7. Learn to inspect your equipment daily prior to putting it to use. Never wear damaged or altered equipment.
8. Equipment or apparel that is no longer usable (worn or damaged) will be exchanged for new or serviceable items. DO NOT dispose of worn out items regardless of their condition. This is also known as our "one for one" policy.
9. Do not loiter at the equipment window.

SAs who have been cut or been excused from a team will have to immediately clear their locker of all personal items and return all issued equipment and apparel. Failure to do so after two weeks will result in the disposal of all personal belongings.

Note: Equipment rules and policies may vary from sport to sport. If you have any questions concerning the policies for your particular sport please contact the Equipment Manager or your coach.

Locker Room Rules

1. Lockers are assigned and may not be changed unless approved by the Equipment Manager.
2. Keep lockers secured at all times. Locker combinations are to remain confidential.
3. Do not leave valuables in lockers. If you do, keep them locked up at all times and out of plain view.
4. Stay out of other people's lockers.
5. Keep your area of the Locker Room clean.
6. Do not wear muddy shoes into the Locker Room.
7. Report any problems occurring in the Locker Room to the Equipment Manager.
8. Mopeds, scooters, bicycles, etc. are prohibited from the Locker Room areas.

Laundry services

1. Individual laundry bags will be washed and dried daily and will be put back in lockers.
2. Towels may be exchanged on a one-for-one basis anytime the equipment room is open.
3. Personal items of clothing other than practice and/or game laundry is prohibited from being washed in laundry bags.
4. Bulky items such as football pants, sweats, etc. will be washed separately.
5. Laundry bags need to be fastened properly. Failure to do so will result in your laundry coming out of your bag. The missing items may be available at the front window.
6. Laundry bags and game wear turned in after 7:00 pm will be washed the following day. Learn to turn in bags immediately after practice sessions or game is over.
7. During the winter break and summer, times to turn in your laundry bag may vary. Times will be posted at the equipment room.

Equipment Collection Policy

1. You will be charged for any unreasonable damage to equipment items. Fines for excessive damage to equipment are levied after the Head Coach and Equipment Manager have been consulted. If the damage is severe enough to warrant the purchase of a new item, you must pay the replacement cost. You are also financially obligated for any lost or stolen articles.
2. Specific items of equipment or apparel loaned to the individual will be returned to the Equipment Manager no later than one week (five working days) following the final competition for that sport.
3. Immediately following a five day grace period (five working days after the last competition) for equipment/apparel check in, SA will be billed for any equipment that has not been turned in. SA will then have five working days to pay the bill or return the equipment.
4. Following the five day grace period and the five day billing period (10 working days) a list of financial obligations will be sent to the University Cashier's Office. At this point, the SA may no longer turn in equipment or apparel. He or she must pay the bill.
5. Note that financial obligations to the University will prevent the student-athlete from registering for classes, sending transcripts, receiving scholarship checks, checking out library book, etc.

SECTION 11: THE MEDIA AND THE COMMUNITY

As an SA, you are going to find that you are regarded both as a public figure and as a representative of the University. This section is meant to help guide you in your relations with both the media and the community.

MEDIA RELATIONS

The UHMAD is the only NCAA Division I program in the state. There are no professional sports teams in the islands, therefore people look to UHM athletics and its SAs to represent the State of Hawai'i on the local, national, and international levels. Because of UHM's unique position, the media, especially the local press, provide the highest level of coverage. UHM athletics takes up about 40 to 50 percent of the sports page in the major daily newspaper every day and the local television stations provide extensive coverage on their newscasts.

As a UHM SA, you should cooperate with the media whenever possible, but there are also rules that reporters are supposed to follow. Reporters are asked to check-in with the Media Relations Office before roaming around the Athletic Complex, and they are required to obtain approval from a UHM media relations representative before conducting an interview with any UHM SA. SAs who are approached by the media outside of a normal game or practice setting should make sure this approval has been granted before providing an interview.

Interviews can be a valuable learning experience. The following tips are worth keeping in mind.

1. Do not accept phone calls, e-mails, or visits from reporters unless prior approval has been given by a media relations representative. If a reporter tries to contact you in any way without prior approval, politely inform the reporter of the UHMAD media policy and ask them to contact the appropriate media relations representative for your sport. This policy is in place in part to help deter people trying to obtain information for gambling purposes.
2. Organize your thoughts before a scheduled interview. Understand the difference between interviews for print (newspapers and magazines) and broadcast (television and radio). Not all television and radio interviews are live; in fact they are usually taped for later broadcast. Be particularly careful when conducting live interviews since what you say cannot be edited.
3. Do not say anything to any reporter that is not meant to be repeated or used in a story. You should never offer comments "off the record" when being interviewed.
4. Try to provide honest answers to questions. If you are not comfortable answering a question, let the reporter know that you would rather not answer or talk about that subject.
5. Confine discussions with the media to matters directly related to your performance, the performance of your team, and only the personal information that you feel comfortable divulging.
6. Avoid criticizing your coaches and teammates. All concerns involving teammates and coaches should be discussed in a private setting without any reporters present. Other topics that should be completely off limits include UHMAD business, budgets, contracts, and facilities; NCAA, Big West, MWC and MPSF issues; the health, condition, or academic status of your teammates; and disciplinary actions.
7. Notify a Media Relations representative if there is anything you are or were uncomfortable with during an interview (for instance, reporters asking you to meet in a social setting).
8. All UHM athletic facilities except for practice facilities are off-limits to reporters. This includes the locker rooms, training rooms, weight rooms, and the Nagatani Academic Center. If you see a reporter in an area that is off-limits, please contact a Media Relations representative immediately.

9. Developing personal relationships with reporters is not prohibited. However, what you say to a reporter, in any setting, can be used in the media. Be careful of where you are, whom you are with, and what you say at all times.

You are encouraged to contact the Media Relations Office at 956-7523 for assistance if you feel you need more help with techniques for handling interviews.

SOCIAL MEDIA

On-line social networking sites like Facebook, Instagram, and Twitter can be a great way to stay in touch with friends and to have fun sharing pictures and conversation. But they can also be a way of attracting attention that you might not want. Some people your age have fallen victim to identity theft and to stalking; others have been embarrassed when they went to apply for a job and their potential employers have seen what was posted on their site. Use common sense both in who you allow to see your site and in what you display there.

- Use the option to privatize your site whenever you can so that only people that you know can gain access. Keep in mind that since you're a SA, people that you don't even know are going to want to find out more about you.
- Think about what kind of information you're giving out, even if you limit access, because anyone who can get to your site can pass on what they find to anyone else. It's a bad idea to post your class schedule, your home address, your cell-phone number, or any information about where you are going to be staying on your road trips.
- It's also a bad idea to reveal anything of a really personal nature. You probably shouldn't put anything that you wouldn't want to read about in a newspaper.
- Be careful about posting photographs or describing your activities in a way that reflects badly upon yourself, upon your teammates, or upon the University. Remember, once you post a picture on a social network site, it becomes the property of the site.
- Don't post any comments about your coach or about your teammates, either good or bad. You do not want to run down your team; you also do not want to reveal inside information either to reporters or to people who bet on athletic events.

BOOSTER ORGANIZATIONS

One of the most important ways in which the community becomes involved in UHM Athletics is through its booster organizations. The umbrella booster group and the principal fundraising unit for UHM Athletics is 'Ahahui Koa Ānuenuē. 'Ahahui Koa Ānuenuē raises money for scholarships, programs, and facilities through its preferred seating program, booster club membership and activities, major gifts, and endowments. AKA is managed by a paid staff and by a forty-person volunteer Board of Directors which works closely both with the Athletics Department and University of Hawai'i Foundation (UHF).

In addition, many teams have their own individual booster club to lend encouragement and support:

- Baseball - Grand Slam Club
- Basketball (Men's) - Rainbow Basketball Club
- Basketball (Women's) - Rainbow Wahine
- Football - Na Koa
- Soccer - Rainbow Wahine Soccer Hui
- Softball - Hui Kako'o Pa'ani Pohili
- Tennis - UH 'Ohana Tennis
- Volleyball (Men's) - Men's Volleyball Club
- Volleyball (Women's) - Wahine Volleyball Club

There is also the Rainbow Wahine Hui, whose purpose is to promote and support women's athletics in general. The Letterwinners Club is the UHM Athletics alumni organization. Anyone who was included on the varsity roster of any sport for at least one year is welcome to join. The club serves as a way of allowing former SAs to stay in touch, but it also exists to give former athletes a way to support the athletics program.

You will have an opportunity to meet with boosters either before or after your competition or at affairs such as team banquets. You should be gracious in your expression of gratitude for their support: these are, after all, your team's biggest fans. But remember also the rules on accepting benefits. Boosters are never allowed to offer gifts to individual SAs: all of their contributions must go to the Department even if restricted for your team. If anyone offers you a gift or favor of any kind, politely turn it down and immediately inform your coach. If you do not, you will jeopardize your eligibility.

COMMUNITY SERVICE PROJECTS

The UHMAD considers it a priority to contribute or give back to the community that supports its programs. SAs and UHMAD employees volunteer their time at many community service functions throughout the year. These efforts are strongly encouraged by the University, but participation in such projects is strictly regulated by the NCAA. All public service appearances made by SAs must be approved in advance by the Director for Compliance and Eligibility. In addition, the sponsoring organization must present a written request and certify that they understand the NCAA rules regarding such appearances and that their event is in compliance with these rules.

If you are asked to participate in a community service project (e.g. a public appearance, a TV or radio promotion, etc.), you and the sponsoring agency must fill out the appropriate forms from the Director of SA Development in room NAC 25C. You may receive actual expenses to travel to such events and a meal in conjunction with the event, but no cash or material remuneration. You are not allowed to miss any classes. At no time may a SA be involved with projects that promote a commercial product, service, or facility.

SECTION 12: RECOGNITION AND AWARDS

UHMAD, the Big West Conference, the Mountain West Conference, and the Mountain Pacific Sports Federation are eager to honor outstanding performances by SAs, both in competition and in the classroom. This section lists the various types of recognition that they offer.

Please be very cautious about accepting any honor or recognition that is not listed here. You can jeopardize your amateur status if you accept any gift or benefit that is not available to other students at the university, even if the offer is termed an "award." Gifts or awards from boosters or from professional athletics associations are restricted by the NCAA, and acceptance of such may jeopardize your eligibility. If you are in doubt, check with your Head Coach or with the Assistant Athletics Director for Compliance and Eligibility.

DEPARTMENTAL REGULAR SEASON AWARDS

In order to receive an athletic award, you must be of amateur standing, you must be eligible for athletic participation as defined by the NCAA, and you must have been representing the University of Hawai'i at the time of competition. The specific criteria for lettering in each varsity sport are established by the Head Coach. The coach may also recommend letter awards in special situations for athletes who do not meet the stated guidelines. Criteria for lettering are as follows:

- Baseball - Participation in 25% of the officially scheduled contests and/or coaches' recommendation.
- Basketball - Participation in one-third of the scheduled varsity contests and coaches' recommendation.
- Cheerleaders - Adherence to pep squad rules, participation at all designated games, practices, UHM functions and community projects, and coaches' recommendation.
- Cross Country/Track and Field - Participation in varsity competition; adherence to program expectations; and coaches' recommendation.
- Football - Making a significant contribution in varsity contests and coaches' recommendation.
- Men's Golf - Participation in an intercollegiate event and coaches' recommendation.
- Women's Golf - Participation in 25% of the scheduled tournaments; no unexcused absences from any team practice, function, or conditioning, and coaches' recommendation.
- Sailing - Competition in the PCIYRA sanctioned regatta or top half of the team in local competition for one year, regular participation in practice and local competition for one year, and coaches' recommendation.
- Soccer - Participation in a varsity contest, no unexcused absences from practice, passing all team conditioning time trials prior to first game, and coaches' recommendation.
- Softball - Participation in a varsity competition, regular attendance at practice, adherence to team expectations, and coaches' recommendation.
- Swimming and Diving - Scoring point(s) in dual meet and/or conference championship competition, and coaches' recommendation.
- Tennis - Participation in varsity competition and coaches' recommendation.
- Volleyball - Participation in varsity competition, regular attendance at practice, and coaches' recommendation.
- Water Polo - Participation in varsity competition, regular attendance at practice, and coaches' recommendation.
- Student Managers - Coaches' recommendation and approval of the Athletics Director.

If you have earned an athletic participation award, you will be given a certificate and a letter. The Associate Athletics Director/ SWA's Office maintains a roster of award winners.

BOWL AND CHAMPIONSHIP AWARDS

In addition to the regular season awards, the Department may also present awards to SAs who participate in special events (such as bowl games, all-star games, or post-season competition) or in recognition of winning a conference or national championship. These awards will be made at the recommendation of the Head Coach and the approval of the Athletics Director.

SENIOR AWARDS

Senior participation awards will be presented to SAs who have exhausted their collegiate athletics eligibility. The list of senior SAs receiving the senior participation award will be the responsibility of the Student-Athlete Services office in consultation with the head coach and Compliance Office. Additional participation awards given to seniors must be approved by the Student-Athlete Services Office to assure compliance with NCAA value limits.

BIG WEST/MOUNTAIN WEST CONFERENCE AWARDS

In season, the Big West regularly chooses a SA of the week in each of the sports that it sponsors. In some sports, more than one award is offered, based upon position. Nominations are made by the Media Relations Directors and the awardees are selected by the conference office.

At the end of the season, the conference presents a trophy to the championship team (based on standings) and also to the winner of conference tournament, if applicable. In sports with tournaments, an award is also made to the tournament MVP and to the all tournament team.

At the end of the season, the head coaches in each sport vote to choose a conference player or athlete of the year, a freshman of the year, and a coach of the year, and in some team sports there are also position players of the year. The coaches also choose an all-conference first team and an all-conference second team. Some of the larger sports also have all freshman or newcomer teams or all-conference teams based on position.

SCHOLAR-ATHLETE AWARDS

The University, our conferences, and the NCAA all give special recognition to SAs who have also excelled academically. Most of these awards are given automatically, based on your grades, but for the scholarship awards, you have to be nominated. If you think that you might qualify, you should express your interest either to the FAR or to the Director of Student-Athlete Development.

UHM Scholar-Athlete Award. Each spring, the university honors its top scholar-athletes at the annual Scholar-Athlete Event. To qualify, a SA must have lettered during the preceding year. SAs who have completed only one semester (i.e., freshmen and new transfers) must have a 3.5 GPA; those who have been here for two semesters or more qualify if they have a GPA of at least 3.0 either cumulatively or during the preceding full year.

The Jack Bonham Award. The Jack Bonham Award, the Athletics Department's highest honor, is named in honor of a former Assistant Athletics Director at UHM. It is presented annually to the senior SA, one male and one female, who best exemplify the ideals of athletic excellence, academic achievement, public service, leadership, and character for which Jack Bonham stood. SAs are nominated by their coaches; the selection is made by UHMAD Athletics Administrators.

Big-West Academic All-Conference Team. To be eligible for the Academic All-Conference team, student-athletes have to maintain a 3.0 cumulative grade point average, complete one full year at the member institution prior to the season for which the award is being received (i.e., be at least a sophomore academically) and compete in at least 50 percent of their team's contests. The Big West announces the Academic All-Conference Teams at the end of each season of competition (fall, winter, and spring).

Big West Scholar Athletes. To be eligible for the Big West Scholar-Athlete Award, student-athlete must have been on the roster in a varsity sport during the previous season of competition and achieve a cumulative GPA of at least 3.0. Those with a GPA of 3.21 or better will be named Scholar Athlete with Honors, and those with a 3.5 or better will be named Scholar Athlete with Highest Honors. All awardees receive a certificate from the conference.

Big West Male & Female Scholar Athletes of the Year. Every year each Big West member school selects one male and one female Big West Scholar-Athlete of the Year. Honorees are announced on March 1, and they receive a plaque at a breakfast held in conjunction with the Big West Basketball Tournament. To be eligible for the award, a student-athlete must be a non-freshman with a 3.25 minimum GPA. Selection is based on athletic and academic performance from the previous academic year's spring term and the current academic year's fall term.

Academic All-Mountain West Team. To be eligible for selection, student-athletes must have completed at least one academic term at the member institution while maintaining a cumulative grade point average of 3.0 or better and they must have participated in at least 50% of their team's contests in the preceding season.

Mountain West Scholar-Athletes. To be eligible for selection, student-athletes must have completed at least two academic terms at the member institution while maintaining a cumulative grade point average of 3.5 or better, and they must have participated in varsity competition in a Mountain West sponsored sport.

Mountain West Scholar-Athletes of the Year. The award is bestowed annually to one male and one female who best exemplify the term "student-athlete" by achieving excellence in academics, athletics and community involvement. In addition to athletic achievement, recipients of the Scholar-Athlete of the Year Award must have a minimum 3.5 grade point average, demonstrate leadership, and exhibit good character and conduct on and off the playing field. This year's winners will each receive a \$2,500 postgraduate scholarship.

Mountain Pacific Sports Federation Academic All-Conference Award. The MPSF gives its award to participants in MPSF sponsored sports who are at least sophomores, who have been at their school for at least a year, have participated in at least 50% of their team's contests in the preceding season, and who have a cumulative GPA of at least 3.0.

NCAA Division I Degree Completion Awards. The NCAA offers a limited number of scholarships for SAs who have completed their eligibility, who have exhausted their eligibility for institutional athletics-related financial aid (usually after five years), and who are within 30 credits of graduating. The application materials usually come out in late March for the following year. If you think that you qualify, you should make your interest known to the FAR or to the Director of Student-Athlete Development.

NCAA Post-Graduate Scholarship Award. Each year the NCAA awards approximately 175 Post-Graduate Scholarships, worth up to \$7,500 each, to outstanding SAs, evenly divided between men and women. Nominees must have at least a 3.2 GPA and be in their final year of competition.

Awards are based upon athletics achievement, academic performance, leadership, and service to the university and the community. Each institution may nominate up to ten SAs. Nominations are made by the FAR, and the application form requires recommendations from the Head Coach, an UHMAD administrator, and an academic professor. Applications are due at the end of the nominee's competition season (Fall, Winter, or Spring). If you think you qualify and if you plan to go to graduate school, make sure that you make your interest known to the FAR.

NCAA Walter Byers Postgraduate Scholarship. The Byers Scholarship offers \$21,500 a year for up to two years of graduate study. Two awards are made nationally each year. Recipients are required to have at least a 3.5 GPA, they must show evidence of superior character and leadership, and they must demonstrate that participation in athletics has been a positive influence on their personal and intellectual development. Nominations are made by the FAR. At UHM, nominees will be selected from those who are nominated for the NCAA Post-Graduate Scholarship Award.

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