

Loyola Marymount University



Athletic Medicine

Policies and Procedures Manual

Revised 3-14-05

TABLE OF CONTENTS

	Page	
I	Athletic Medicine Mission Statement	3
II	Loyola Marymount University Athletic Medicine Notice Of Privacy Practices Effective, April 14, 2003	3
III	Athletic Training Room Code of Conduct	5
IV	Athletic Training Room Hours	5
V	After Hours (Emergencies)	6
VI	Guidelines For Medical Coverage	6
VII	Athletic Training Room Rules	7
VIII	Medical Clearance	8
IX	Second Opinions	9
X	Student Health Center	11
XI	Injury Procedure	11
	A. Return to play guidelines	
	B. Physician clearance	
XII	Physician Appointments	12
XIII	Injury Insurance Plan	13
XIV	Non-Intercollegiate Athletic Injuries	14
XV	Illness Procedure	15
XVI	Sickness Insurance Plan	15
XVII	Insurance Claims	16
XVIII	Prescription Medication	17
XIX	Prescription Drug Reimbursement	18
XX	Dental	19
XXI	Drugs and Alcohol	19
XXII	NCAA Hardship Waiver Policy	23
XXIII	Emergency Protocol	25
XXIV	Transportation of Athletes	26
XXV	Physicians	30
XXVI	Physical Therapy	30
XXVII	Equipment Policy	31
XXVIII	Cart Policy	31
	Appendix A	32
	Appendix B	33
	Appendix C	35

I. Athletic Medicine Mission Statement

The Loyola Marymount University Athletic Medicine Program is committed to providing the highest quality athletic medicine services to the student-athletes of Loyola Marymount University. The program is committed to using available technology in the delivery of services and the continuous upgrading of equipment used in the delivery of athletic medicine services to assure student-athletes the most modern care available in the nation. The program strives to be one of recognized excellence in the care and prevention of athletic injuries.

The purpose of the Athletic Medicine Program is fourfold:

- 1) To allow access to athletic medicine services for student-athletes,
- 2) To encourage a philosophy of sport that places a high value on health and wellness,
- 3) To allow injured student-athletes to return to their sports as soon as is medically safe, and
- 4) To substantially reduce the risk of athletic injury to student-athletes at LMU.

Certified Athletic Trainers will maintain the highest standards of quality consistent with the National Athletic Trainer's Association Code of professional practice and the credentialing statutes of the state of California.

II. Loyola Marymount University Athletic Medicine Notice of Privacy Practices (Effective April 14, 2003)

This notice described how medical information about you may be used and disclosed. Please review it carefully. If you have any questions, please contact our Director of Athletic Medicine, Keith Ellison, at this address:

Loyola Marymount University
Gersten Pavilion
One LMU Drive
Los Angeles, CA 90045
(310)338-2874.

The Loyola Marymount University Athletic Medicine Department provides health care to our student-athletes in partnership with Physicians and other professionals and organizations. The information privacy practices in this Notice will be followed by all departments and all employed associated, staff and/or volunteers. In addition, we are a clinically integrated care setting, and we have many doctors and other providers giving care to student-athletes. For convenience of our student-athletes we are giving one Notice of Privacy Practices to each student-athlete, instead of notices from multiple physicians and other caregivers. This Notice serves as the notice required under Federal Law to be given to student-athletes by the Loyola Marymount University Athletic Medicine Department, all members of our medical staff and all other health care

professionals who treat you at any of our above mentioned medical facilities. The health care providers covered by this “organized health care arrangement” (“OHCA”) will share protected health information with each other, as necessary to carry out your treatment, payment of treatment, and health care operation relating to the OHCA. This arrangement does not mean that the persons participation in the OHCA are involved in a joint business arrangement or that they are responsible for the acts of one another.

As a student-athlete at Loyola Marymount University, you have the right to privacy concerning your medical plan of care. Medical record information and your relationship with your medical staff are considered private. Your diagnosis and cause of treatment are available only to those directly involved with your care. We will only provide your family with medical updates if you authorize us to do so. We create a record of the care and services you receive to provide quality care and to comply with legal requirements. This Notice applies to all of the records of your care that we maintain, whether created by our medical staff or your doctor. Your personal doctor may have different policies or notices regarding the doctor’s use and disclosure of your medical information created in the doctor’s office. We are required by law to keep medical information about you private, give you this Notice of our legal duties and privacy practices with respect to medical information about you and follow the terms of the Notice that is currently in effect.

We may use and disclose medical information about you for the following reasons:

Treatment: such as sending medical information about you to a specialist as part of a referral.

Improvement of our Healthcare operations: such as comparing patient data to improve treatment methods.

Health and Safety: We may disclose medical information and/or participation status to sport specific athletic coaches and strength and conditioning coaches to ensure you are not in danger of further injury.

Support for academic progress: We may disclose information to university administrators and academic counselors.

Regarding your participation status: We may release information to sports information staff.

Regarding your medical information, you have the right to look at or get a copy of medical information that we use to make decisions about your care. If you believe that information in your records is incorrect or incomplete, you have the right to request that we amend the records. You may request, in writing, that we do not use any disclosed medical information about you for specific cases or circumstances.

III. Athletic Training Room Code of Conduct

The LMU Athletic Medicine Staff expects all student-athletes to be respectful and to conduct themselves in a positive manner while in the Athletic Training Room.

Disrespectful actions will not be tolerated.

If any student-athlete violates the above Code or any Athletic Training Room rules, the following steps will be taken.

- 1) **First Offense** - Written report to student-athlete's Coach.
- 2) **Second Offense** - Meeting with Coach and student-athlete.
- 3) **Third Offense** – Student-athlete will not be allowed in the Training Room without being escorted by the student-athlete's coach.
- 4) **Fourth Offense** – Meeting with the Athletic Director.

IV. Athletic Training Room Hours

- The hours of operation for the Loyola Marymount University Athletic Training Room are **Monday through Friday 10am to 6pm.**
- **All team practices, workouts, or training sessions must be completed by 6pm.** During weekends, athletic events, in-season practices, non-traditional games and practices are by appointment **ONLY**. **In season sports will always have priority.**
- The Athletic Training Room requires in-season, non-traditional games and practices, and individual workout schedules three days prior to the beginning of each month.
- **If there are any changes or cancellations in your schedule, the Athletic Training Room must be notified via email or memo IMMEDIATELY. If the Athletic Training Room is not notified of the changes, then there will not be a Certified Athletic Trainer available and practices cannot be conducted.**
- Guest teams will have equal access to the LMU Athletic Training Room for pre- and post-event treatments.

The Head Athletic Trainer must approve all practice schedules.

V. After Hours (Emergencies)

In the event of an emergency after training room hours, the following plan should be initiated:

If you live off campus:

1. Call 911 or go to the nearest hospital emergency room.
2. The Emergency Room closest to LMU is:
Daniel Freeman Hospital
4650 Lincoln Blvd.
Marina Del Rey, CA 90292
(310) 823-8911 x 4100

If you live on campus:

1. Contact your dorm RA and/or Public Safety (x2893)
2. Notify the Athletic Medicine Staff after emergency response has been initiated.

Keith Ellison (310) 345-8242 (c)
Coordinator Of Athletic Medicine

Joe Gonzalez (310) 345-6579 (c)
Athletic Trainer

Beth Drayer (310) 930-9739 (c)
Assistant Athletic Trainer

Gary Dyogi (310) 529-7108
Assistant Athletic Trainer

3. The Athletic Trainer will contact your head coach and parents.

VI. Guidelines For Medical Coverage

The Athletic Medicine Staff will provide medical coverage during regular and non-traditional season for all scheduled home practices and competitions. Due to the fact that all our practice facilities are in close proximity of the Athletic Training Room the minimum coverage will be a two-way radio, except for men's and women's soccer practices conducted on Leavey Field, which will be staffed by a Certified Athletic Trainer. The minimum medical coverage for all other competition will be a Certified Athletic Trainer.

Conditioning workouts, weight lifting workouts and individual skill instruction scheduled in the early morning hours or at non-traditional times (outside training room hours) may be conducted without medical coverage from the Athletic Medicine Staff. All Athletic Department staff members directly involved with student-athletes should be trained in CPR, since it may be necessary for them to assist in these situations. Staff members should also have access to a cellular phone in an event of an emergency.

VII. Athletic Training Room Rules

1. **ONLY** intercollegiate athletes are permitted to use the Athletic Training Room.
2. The Athletic Medicine Staff office and telephones are off limits to all student-athletes and staff.
3. **All** modalities are to be operated by the Athletic Medicine Staff only.
4. The Athletic Medicine Staff must approve any changes in rehabilitation programs.
5. Student-athletes must be **on time** for all scheduled treatment and rehabilitation appointments.
6. **No** abusive language allowed in the Athletic Training Room.
7. Student-athletes must wear appropriate attire while in the Athletic Training Room.
8. **No** food or drinks in the Athletic Training Room.
9. **No** equipment should leave the Athletic Training Room without permission.
10. **No** shoes or cleats allowed in Athletic Training Room.
11. **Athletic Medicine Staff is not** able to open locker rooms or facilities.
12. Towels are for athletic training use only.
13. Student-athletes must towel off prior to entering the Athletic Training Room.
14. **No** hanging out or loitering in or around the Athletic Training Room.
15. All equipment should be returned to its designated area.

VIII. Medical Clearance

All first year, transfer, returnees, and walk-on student-athletes planning to participate in intercollegiate athletics are required to submit a completed LMU Athletics Department Medical Clearance packet **no later than July 15th**.

MEDICAL CLEARANCE PACKET/INSURANCE INFORMATION

- Packets include:
 - Medical Clearance Form
 - Medical History Form
 - Medical Insurance Information Sheet
 - Assumption of Risk
- These forms are to:
 - Include all required signatures.
 - Be signed and stamped by a physician.
 - Returned to the Assistant Director of Athletics for Compliance prior to participation in conditioning, weight training, practice or competition.
- No student-athlete may participate in any activity until the packet is **received and reviewed by a Certified Athletic Trainer**.
- The LMU Team Physician in consultation with the Head Athletic Trainer will determine the need for any additional medical or orthopedic physicals.
- If necessary the student-athlete will be referred to the appropriate specialists for an evaluation.
- The student-athlete is responsible for any medical cost not covered by the insurance.

RETURNING STUDENT ATHLETES

- Packets will be distributed at year-end meeting.
- Return packets **no later than July 15th**

FIRST YEAR/TRANSFER STUDENT-ATHLETES

- Packets will be mailed.
- Return packets **no later than July 15th**

If any intercollegiate team at LMU holds any try-outs for walk-ons, each participant must have the medical packet completed and reviewed by the Head Athletic Trainer prior to participation.

This procedure must be done on a yearly basis. The Student Health Center **WILL NOT** participate in athletic physicals.

IX. Second Opinions

1. After the Loyola Marymount Team Physicians conduct the initial examination, all student-athletes have the right to obtain a second opinion. However, it will be the responsibility of the student-athlete to make arrangements for the visit. As soon as the appointment is made for the second opinion, the student-athlete must immediately inform the Director of Athletic Medicine of:
 - a. Name of Physician
 - b. Address of Physician
 - c. Phone number of Physician
 - d. Date and time of appointment
2. Before the scheduled appointment the student-athlete must sign a waiver of liability releasing Loyola Marymount University and their team physicians from any liability.
3. The physician of choice must supply a medical release and all medical records must be forwarded to the Loyola Marymount University Team Physician and Director of Athletic Medicine. The Loyola Marymount Team Physicians will then review the medical release and records. After the LMU Team Physician reviews the medical release and records, he will make the final decision determining the playing status prior to returning the student-athlete to practice, weight training, conditioning and competition.
4. In the event of re-injury to the same body part, the student-athlete must be seen by the “second opinion” physician and then must be cleared by the LMU Team Physicians.
5. **All bills incurred from the second opinion is the responsibility of the student-athlete.**

ATHLETIC MEDICINE Second Opinion Release Form

I, _____ have read and understand the Loyola Marymount
(student-athlete)

University Athletic Medicine Second Opinion Policy. By signing the waiver I am releasing Loyola Marymount University and their Team Physicians from my medical bills incurred by the second opinion physician of choice.

I have had an opportunity to ask questions regarding the procedure and policy regarding my choice to seek a second opinion. All of my questions have been answered to my satisfaction.

Date

Signature of student-athlete

X. Student Health Center

The LMU Student Health Center is located at the Burns Recreation Center on the ground floor (entrance is located on the north side of the building).

All student-athletes may utilize the student health center for sickness and/or illness.

Sickness/Illness Procedure

- Report sickness/illness to a Certified Athletic Trainer.
- When the Certified Athletic Trainer is presented with an ill student-athlete, the following actions will occur:
 1. The Certified Athletic Trainer will evaluate the illness.
 2. The Certified Athletic Trainer will refer the student-athlete to the LMU Student Health Center.
 3. The Certified Athletic Trainer will inform the Head Coach of the initial evaluation and referral to the SHC.
 4. The Certified Athletic Trainer will monitor the athlete's progress, and will update the Head Coach accordingly.

In the event that student-athlete is referred to the SHC for x-rays, medications, laboratory work, inhalers, vaccines, etc, the student-athlete is responsible for all medical payments.

XI. Injury Procedure

All injuries of student-athletes must first be reported to the Certified Athletic Trainer for evaluation and/or medical referral.

A student-athlete must receive a referral from a Certified Athletic Trainer for all injuries sustained during intercollegiate activities.

Refusal to follow this procedure will result in forfeiting the medical coverage provided by the University.

Athletic Restrictions:

The LMU Certified Athletic Trainer, in conjunction with the LMU Team Physician, may decide any restriction of an athlete from athletic participation due to injury or illness.

The LMU Team Physician has the final responsibility to determine whether a student-athlete is removed, withheld, or restricted from participation due to an injury or illness.

Athletic Clearance:

The LMU Team Physician has the final responsibility to clear an athlete from an injury or illness to participate in athletic activities. Once the LMU Team Physician has cleared the student-athlete for full athletic activity, an LMU Certified Athletic Trainer will supervise the student-athlete's return to activity.

Injury Procedures:

1. Student-athletes **must report any injury** to an LMU Certified Athletic Trainer for an initial evaluation.
2. The injury evaluation by the Certified Athletic Trainer may result in any or all of the following actions:
 - Referral to a physician
 - Treatment of the injury
 - Rehabilitation of the injury
3. The Certified Athletic Trainer will then inform the coaches of initial evaluation and/or physician referral.
4. The Certified Athletic Trainer, who will update coaches of the athlete's progress, monitors the progress of the athlete.

Road trip procedures (See Appendix A)

Head coaches, assistant coaches, and graduate assistants coaches, administrative assistants coaches, managers, or any other LMU personnel are not permitted to schedule appointments for any student-athletes without consulting the Certified Athletic Trainer.

Student-athlete will review an informative letter that will be sent to their parents outlining the procedure regarding unpaid bills that they might receive. (See Appendix B)

XII. Physician Appointments

All appointments with the LMU Team Physicians are to be scheduled by the LMU Certified Athletic Trainer. Before attending a scheduled appointment, student-athletes must obtain a Physician Appointment Packet from the Athletic Training Room (see Appendix C). If the student-athlete is scheduled for a follow-up, MRI, Bone Scan, lab work, etc., the student-athlete must immediately inform a Certified Athletic Trainer of dates, times, and locations.

XIII. Injury Insurance Plan

All student-athletes are covered under the Injury Insurance Plan offered by the University. The Injury Insurance Plan will act as the primary insurance policy for injuries sustained by the student-athlete during NCAA-sanctioned events only. The University does not assume responsibility for any medical costs above reasonable and customary incurred by the student athlete. If a student-athlete is covered by an insurance policy other than the Injury Insurance Plan (e.g., parent's insurance), that policy may be used as secondary coverage to pay for charges above reasonable and customary.

The Injury Insurance Plan is an injury-only policy. This policy will only cover payments for usual and customary charges, and payments may vary depending on the injury.

For injuries not covered by Injury Insurance Plan please refer to a LMU Certified Athletic Trainer or the LMU Student Injury and Sickness Insurance Plan brochure.

In order for a student-athlete to receive medical benefits from the Injury Insurance Plan, the following procedures must be followed:

1. The student-athlete must IMMEDIATELY NOTIFY a LMU Certified Athletic Trainer of any injury.
2. The student-athlete must obtain a referral from a LMU Certified Athletic Trainer to be covered by the Injury Insurance Plan.
3. Any bills received by the student-athlete are the **student-athlete's sole responsibility.**

Insurance Extension Option Plan

For six months after their graduation date only, a student-athletes may extend their insurance coverage for \$30.00 per month. For more information, contact the Director of Athletic Medicine.

XIV. NON-Intercollegiate Athletic Injuries

In the event that the Student-Athlete is injured outside of the realm of intercollegiate athletics participation, the following procedures must be followed:

Injury Procedures:

1. The Student-Athlete must report any injury to a LMU Certified Athletic Trainer for an initial evaluation.
2. The injury evaluation by the Certified Athletic Trainer may result in any or all of the following actions:
 - Referral to a physician
 - Treatment of the injury
 - Rehabilitation of the injury.
3. The Certified Athletic Trainer will inform the coaches of the initial evaluation and/or physician referral.
4. The Certified Athletic Trainer will monitor the progress of the athlete, and update the coaches accordingly.

If the Certified Athletic Trainer refers the athlete to a physician, the athlete will have the right to choose the physician. However, the LMU Team Physician will make the final decision to clear the athlete to return to any athletic participation. The athlete will also have the right to choose which insurance policy is used for the physician visit. The options are as follows:

Option 1: The MEGA Life and Health Insurance. (LMU Student Insurance)
All Student-Athletes are covered under the Injury Insurance Plan (under the MEGA Life and Health Insurance Policy) offered by the University. The athlete may choose to utilize this plan as the primary insurance coverage for the physician appointment. However, there will be a \$50 deductible since the injury was not related to intercollegiate participation. Also, benefits will vary depending on whether the physician is an in-network or out-of-network provider. Please refer to the Student Injury and Sickness Insurance Plan brochure for details. If the athlete is covered under another insurance policy (i.e. their parent's insurance policy), this policy will be used as a secondary insurance. **Any bills incurred by the Student-Athlete are the sole responsibility of the Student-Athlete. The University does not assume responsibility for any medical costs above usual and customary charges.**

Option 2: **The Student-Athlete's personal insurance policy.**
The Student-Athlete may choose to utilize their personal insurance policy as the primary insurance for the physician appointment. With this option, the Student-Athlete should contact the insurance company for information on benefits, as well as any restrictions or limitations concerning physician selection. **All bills incurred are the sole responsibility of the Student-Athlete.**

XV. Sickness Procedure

All illnesses or health conditions/concerns must be reported to an LMU Certified Athletic Trainer for evaluation and/or medical referral. The immediate notification of illness will assist in the effectiveness of treatment and/or referral to a physician.

In the event of illness requiring medical attention, the Athletic Medicine Staff will assist the student-athlete in making an appointment; however, the student-athlete is ultimately responsible for making his/her own appointment.

Student-athletes are expected to keep the Athletic Medicine Staff and coaching staff informed so that proper care can be given and decisions made regarding sport participation.

Once under a physician's care, the student-athlete must have written clearance to return to activity. Only the LMU Team Physician may clear an athlete to return to any kind of exercise or athletic participation. If the student-athlete is under the care of a physician other than the LMU Team Physician, the athlete will not be allowed to participate in any activity or exercise without a final clearance from the LMU Team Physician.

XVI. Sickness Insurance Plan

- Adequate sickness insurance coverage is required of all LMU students.
- Students who are covered under a personal sickness insurance plan comparable to the LMU Sickness Insurance Plan may sign a waiver card contained within the Controllers worksheet. Otherwise the student-athlete is automatically billed and enrolled in the University's Sickness Insurance Plan.
- The LMU Injury Insurance Plan carried by LMU Athletics **DOES NOT COVER ILLNESS**. In order to have sickness coverage by the University, the student-athlete must enroll in the LMU Sickness Insurance Plan in addition to the Injury Insurance Plan.
- Student-athletes are responsible for filing sickness insurance claims.
- If a student-athlete waives the University's Sickness Insurance Plan, the student-athlete's personal insurance plan will be used and billed for all charges incurred by their illness. Any bills received by the athlete will be the sole responsibility of the student-athlete.

XVII. Insurance Claims

1. Claims must be submitted to the Insurance Company **immediately upon receipt.**
2. **Students-athletes are responsible for submitting all bills to student insurance.**

Mail bills to:

Student Resources

A Division of the Mega Life and Health Insurance Company

P.O. Box 809025

Dallas, TX 75380-9025

When submitting bills include the following on a separate piece of paper:

- Name
- Address
- Social Security Number
- University Name (Loyola Marymount University)
- Policy Number
- Injury Information (Injury, Date, Sport and be specific. In cases involving athletic injury, be sure to state that your injury was a result of participation in a NCAA Division I athletic event.)

Important: All Bills should be sent by registered mail to insure delivery.

3. A referral is required to seek medical services outside the school. **If you do not receive a referral from the school your claim will not be processed.** You can obtain a referral by reporting an injury or illness to an LMU Certified Athletic Trainer. **No referral = No insurance payment.**
1. **NOT ALL** procedures and costs are covered up to 100%. To verify coverage, call student insurance at 1 (800) 767-0700 extension 6143.
2. The LMU Student Insurance Policy is a primary insurance policy. If you have additional coverage it should be submitted as secondary coverage.
3. The Student Insurance Policy has an optional Sickness Insurance Plan. This is separate from the Injury Insurance Plan. Student-athletes who **DO NOT** enroll in the Sickness Insurance Plan are responsible for all medical bills incurred as a result of their illness
4. Any questions, comments or concerns please contact Dan Forgeron, Business Affairs, at (310) 338-1800.

XVIII. Prescription Medications

1. All prescription medications prescribed to an athlete by the LMU Fellows will only be distributed during physician clinic hours.
2. **Athletes may only receive prescriptions from the physician.** Athletic trainers cannot distribute prescription medication to an athlete at any time for any reason.
3. Student-athletes must have an appointment scheduled by the LMU Certified Athletic Trainer to see the physician in order to refill a prescription. **Athletic trainers will not distribute or renew any medications without an appointment.**
4. Prescriptions prescribed from a personal physician or a physician from Kerlan-Jobe Orthopedic Clinic must be filled by a pharmacy. The Athletic Training Room will not distribute any prescription or prescription sample unless seen by a physician in the Athletic Training Room during clinic hours.
5. In order for the LMU Certified Athletic Trainer to carry any athlete's prescription medication (including asthma inhalers), the athlete must sign an Athlete to Athletic Trainer Agency Consent Form.
6. **At no time shall any student-athlete share or distribute a prescription prescribed for him/her to anyone else.**
7. If a student-athlete is prescribed any medication from a physician other than the LMU Team Physician, an LMU Certified Athletic Trainer should be notified immediately. Examples include diuretics, muscle relaxers, pain killers, anti-inflammatory medications, and cold and allergy medications. This is critical to the NCAA Drug Testing Program.
8. Prior to taking any over-the-counter (OTC) medication an LMU Certified Athletic Trainer should be consulted. This includes, cold medications, allergy medications, pain medication such as Advil or Aleve, and any nutritional supplements. Some of these OTC's and nutritional supplements contain NCAA banned substances or could possibly have an adverse side effect and cause medical complications.

XVIII. Prescription Drug Reimbursement

Prescriptions prescribed from a personal physician or from the LMU Team Physician must be filled by a pharmacy. The LMU Student Insurance Policy includes prescription

medication coverage. The procedure for filling prescriptions and gaining reimbursement is as follows:

1. A referral is required to seek medical services outside the school. **If you do not receive a referral from the school your claim will not be processed.** You can obtain a referral by reporting an injury or illness to an LMU Certified Athletic Trainer. **No referral = No insurance payment**
2. Pay for your prescription to be filled at the time it is filled.
3. Drugs must be FDA approved (special and experimental drugs are not covered)
4. Keep a copy of receipt stating prescription number, physician name, drug, etc. (Most pharmacies will provide two copies of this).
5. Mail a copy of the prescription receipt to the following address:

Student Resources
A Division of the Mega Life and Health Insurance Company
P.O. Box 809025
Dallas, TX 75380-9025

Include the following information on a separate piece of paper:

- Name
- Address
- Social Security Number
- University Name (Loyola Marymount University)
- Policy Number
- Injury Information (Injury, Date, Sport and be specific)

6. Await reimbursement from insurance company.

Note: Coverage is provided for all drugs approved by the FDA and prescribed by a physician. Experimental drugs are not included.

XX. Dental

The Injury Insurance Plan will provide coverage for any injury to gums, jaw, and teeth (natural teeth only), that is the result of participation in intercollegiate athletics while participating in a regularly scheduled practice, competition, and strength and conditioning.

The policy will not cover any general dentistry including teeth cleaning, whitening, filings, tooth extractions, or any other pre-existing conditions. The Injury Insurance Plan will pay usual and customary charges up to a maximum of \$2,000. A Certified Athletic Trainer must schedule all dental appointments.

XXI. Drugs and Alcohol

Introduction

Loyola Marymount University recognizes that improper use of drugs and alcohol is a complex, persistent, and detrimental matter of deep concern within society, which adversely affects many lives. The University is determined to help all student-athletes avoid such a serious illness and maintain an environment that supports dissemination of knowledge to preserve the well being of the student-athlete. Drugs and alcohol have no place in intercollegiate sports. The use of illegal drugs by any student-athlete interferes with the goals of the University to develop students for the future and will not be tolerated. The University will take all actions necessary, consistent with the law and University policy, to eliminate the use of illegal drugs from the University Athletics community.

General Information

All student-athletes participating in NCAA Championships are subject to drug testing for specified banned drugs with penalties imposed to their eligibility status.

Institutional members of the NCAA are strongly encouraged to support substance abuse education, counseling, and testing.

Each student-athlete is provided with the NCAA and Loyola Marymount University drug testing policy and program including the requirement of signing consent forms. Eligibility to practice and compete is contingent upon complying with the terms of the NCAA and Loyola Marymount University drug policies and program. By signing the consent form yearly, student-athletes grant permission for the testing agency to release results to Loyola Marymount University through the Associate Athletics Director for Internal Affairs.

The NCAA publishes the list of banned drugs for which student-athletes may be tested. Some of the drugs on the list are illegal (the law prohibits possession). Others may be obtained by medical prescription and/or purchased in retail stores. All such drugs, as well as alcohol, are incompatible with the integrity of the Loyola Marymount University athletic program.

Policy

The use of drugs and/or alcohol on or off the LMU campus is prohibited.

Student-athletes are subject to random drug testing at the direction of the Athletics Director for reasons that may include, but are not limited to, NCAA championship participation, arrest for activity that is drug or alcohol related, incidents which bring the student-athlete under investigation by LMU Judicial Affairs, and behavior indicating concern for the welfare of the student-athlete.

The NCAA may conduct random drug testing at NCAA championship events and Out-of- Competition Year-Round drug testing which a team at every Division I university/college is randomly selected each year.

Goals

1. To help all student-athletes avoid involvement with illegal drugs by insuring that they are well informed about drugs and drug abuse.
2. To protect the student-athlete and others with whom they compete from potential injury as a result of the misuse of drugs and alcohol
3. To detect prohibited drug use through a screening program based on testing designed to reveal the use of drugs.
4. To prevent the use and distribution of performance enhancing substances.
5. To be aware of legal consequences of involvement with illegal drugs.
6. In appropriate cases, to remove from the athletic program any student-athlete who is found to have violated the requirements of the policy.

Substance Abuse Committee

The Athletics Director appoints members to the Athletic Department Substance Abuse Committee. Membership on the committee should be representative of student-athletes, coaches, faculty, administrators, and medical professionals. The committee oversees the policy and procedures of the program and advises the Athletics Director.

Appeals Committee

An appeals committee consisting of the Faculty Athletics Representative (chair), and member of the Student Affairs Judicial Board, and the Director of Student Health Services will hear and decide appeals of positive tests. Decisions and recommendations from the Appeals Committee will be given to the Associate Athletics Director for Internal Operations with any final appeals being decided by the Athletics Director.

Education

An important component of the Drug and Substance Abuse Program is an on-going educational effort designed to help student-athletes avoid irresponsible involvement with drugs and alcohol. Student-athletes are required to attend scheduled drug and alcohol educational seminars arranged by the Department of Athletics.

Procedures

1. Student-athletes using drugs on the NCAA banned drug list, which have been prescribed by a clinician, must provide written certification that specified athletic activity may safely be undertaken under specified conditions. The student-athlete must sign a waiver relieving Loyola Marymount University of any responsibility for illness or injury attributable to engaging in athletic activity while under the influence of the prescribed drug.
2. Student-athletes using prescribed performance-enhancing substances must consult with Loyola Marymount University medical authorities, including collaborations with the student-athlete's attending physician and the Loyola Marymount University athletic training staff, to implement a schedule of medication that precludes such performance-enhancing effects during times relevant to intercollegiate athletic competition.
3. Confidentiality
 - a. The collection and coding of specimen samples are executed in a manner insuring total confidentiality and proper identification
 - b. The results are returned to the Loyola Marymount University Director of Health Services for report to the Associate Athletics Director of Internal Operations
 - c. Test results are considered confidential and as such will be known only by the student-athlete, Head Athletic Trainer, Athletic Director, Head Coach, and Chairperson of the Drug and Substance Abuse Committee, and to parents as stipulated or if subpoenaed by a court of law.
4. Procedures and Protocol
 - a. Method: a SEMSHA approved laboratory will perform screening.
 - b. Certified athletic trainers, under the supervision of the Head Athletic Trainer, will administer witnessed collection sampling.
 - c. Witnessed urine samples will be required during specified time requirements.
 - d. All student-athletes are required to submit to testing at the specified time and place.
 - e. In addition to any random testing that may occur, the Director of Athletics may request a drug test from any student-athlete based on reasonable cause to suspect the student-athlete in engaging in the use of prohibited

drugs. Reasonable cause may be based on information from any source deemed reliable by the Director of Athletics.

- f. Student-athletes chosen for testing will be informed of the date, place and time of test; failure to provide a test sample, as directed, to the collector will be considered a positive test offense.
- g. Student-athletes who refuse to be tested will be referred to the Athletic Director with a recommendation of removal from participation and loss of scholarship.
- h. Student-athletes suspected of cheating or tampering with urine sample will be considered to have tested positive.
- i. Student-athletes who acknowledge the use of a banned drug/substance prior to testing will not be counted as an offense, however, mandatory assessment, counseling, and additional testing will be required.

Sanctions

The following guidelines are in place to determine the appropriate sanction for a Positive test or violation of the drug policy.

1. FIRST OFFENSE

- a. referral for counseling
- b. subject to additional random testing
- c. suspension from practice/games
- d. notification of parent via certified, return receipt requested, letter
- e. attend university sponsored seminars in drug and alcohol use

2. SECOND OFFENSE

- a. immediate suspension from team and team activities
- b. referral for counseling
- c. subject to re-test and additional random tests
- d. notification of parent via certified, return receipt requested, letter

3. THIRD OFFENSE

- a. immediate and permanent dismissal from team
- b. permanent loss of athletic grant-in-aid at end of academic year
- c. notification of parent via certified, return receipt requested, letter

Appeals

- 1. Sanctions may be appealed to the Drug and Substance Abuse Committee whose decisions are final.

2. Sanctions applied for positive test will remain in place until the appeal is heard and decided.
3. Appeals must be made in writing to the Chair of the Drug and Substance Abuse Committee through the Associate Athletics Director for Internal Operations within 3 working days of a positive test.
4. Appeals will be heard within 5 working days of filing the appeal.
5. It should be understood by all parties that ignorance is not a justifiable defense in appealing sanctions.

Reinstatement After A Positive Test

Upon satisfactory completion of all sanctions applied for a positive test result, the student-athlete may apply, in writing, for reinstatement on the team. Application for reinstatement must be sent to the Associate Athletics Director for Internal Operations; a written reinstatement directive will be issued upon confirmation that all conditions have been met.

Drug Testing Procedure

1. Student-athletes will be randomly selected for drug testing.
2. The student-athletes selected will be notified of their selection the day before the testing is to take place.
3. At 7:15am on the testing day, the selected student-athletes will report to the lobby of Gersten Pavilion to meet with a Certified Athletic Trainer. When all selected student-athletes have arrived, the Certified Athletic Trainer will escort the student-athletes to the Student Health Center, where the testing will take place.
4. A Certified Athletic Trainer will accompany the student-athletes into the restroom where the specimen will be collected.
5. The student-athletes will then carry the specimen to an adjacent room where they will witness the Student Health Center nurse seal the specimen container. The student-athlete will also sign the container, indicating that it is indeed his/her specimen.
6. After all paperwork has been completed, the student-athlete will be dismissed.

XXII. NCAA Hardship Waiver Policy: Medical Redshirt

As stated in the 2001-02 NCAA Division 1 Manual

14.2.4 Hardship waiver

A student-athlete may be granted an additional year of competition by the conference or the Academics/Eligibility/Compliance Cabinet for reasons of "hardship". Hardship is defined as an incapacity resulting from an injury or illness that has occurred under the following conditions:

- a. The incapacitation injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution;
- b. The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championship in that sport (measured by the number of scheduled contests or dates of competition not exceeding the maximum limitations in each sport as set forth in Bylaw 17 as set prior to the first scheduled contest or date of competition) and results in incapacity to compete for the remainder of that playing season; and
- c. The injury or illness occurs when the student-athlete has not participated in more than two contest dates of competition (whichever is applicable to that sport) or 20 percent (whichever number is greater) of the institution's scheduled contests or dates of competition in his or her sport. Only scheduled competition (excluding scrimmages and exhibition contests) against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation in calculation both the number of contests or dates of competition during that season in the sport.

14.2.4.2 Administration of Hardship Waiver

The hardship waiver shall be administered by the member conferences of the Association or, in the case of an independent member institution, by the Academics/Eligibility/Compliance Cabinet.

14.2.4.3 Criteria for administration of Hardship Waiver

The following criteria are to be employed in the administration of the hardship waiver:

14.2.4.3.1 Nature of Injury/Illness. It is not necessary for the incapacitating injury or illness to be the direct result of the student's participation in the institution's organized practice or game competition. The student-athlete may qualify for the hardship waiver as a result of any incapacitating injury or illness occurring after the individual becomes a student athlete by reporting on call for regular squad practice or after attending the first day of classes as a full-time student at a member institution.

14.2.4.3.2 Medical Documentation. Contemporaneous or other appropriate medical documentation, from a physician (i.e., a medical doctor) who administered care at the time of injury or illness, that establishes the student-athlete's inability to compete as a result of that injury or illness shall be submitted with any hardship-waiver request.

14.2.4.3.3 First-Half-of-Season Calculation. In determining if an injury or illness occurs in the half of the season that concludes with the NCAA championship in a sport with an odd number of scheduled contests or dates of competition, the injury or illness must have occurred prior to the beginning of the scheduled varsity contest or date of competition that starts the second half of the season that concludes with the NCAA

championship (e.g., an injury or illness occurring at any time after the beginning of the scheduled sixth game of an 11-game football schedule would be considered to be after the first half of the institution's season and would not qualify the student-athlete for a hardship waiver.).

14.2.4.3.4 Reinjury in Second Half of Season. A student-athlete who suffers an injury in the first half of the season that concludes with the NCAA championship, attempts to return to competition during the second half of that season and then is unable to participate further as a result of aggravation the original injury does not qualify for the hardship waiver.

For more information regarding hardship waivers please refer to the complete 14.2.4 section of the 2002-2003.

XXIII. Emergency Protocol

HOME GAMES

In the event a student-athlete is injured or appears to have his/her health compromised the severity of the situation will be assessed and the following actions may be taken:

- The student-athlete may be benched for the remainder of the competition or practice.
- EMS may be activated. Examples of situations that warrant notification of the paramedics include sever difficulty of breathing, altered levels of consciousness, or concern about a severe head or neck injury.

In such instances procedures will be followed according to the emergency action plans outlined in the Athletic Training Handbook.

AWAY GAMES

In case of an emergency at an away competition, coaches and medical staff should follow the procedures established by the host institution.

IN ALL CASES INVOLVING SERIOUS INJURY (home or away), parents will be contacted by the LMU Certified Athletic Trainer with the consent of the student-athlete.

XXIV. Transportation of Athletes

Practice Situation

1. The “Practice Situation” is defined as a time at which none of the 17 athletic teams at Loyola Marymount University are engaged in a scheduled competition on campus.
2. If an athlete’s parent(s) are on campus at the time when the athlete needs to be transported to an off-campus facility, the parent(s) may transport their son/daughter to the appropriate facility. If the athlete’s parent is not on campus, then the following policies (#3- #6) will go into effect.
3. When all three Certified Athletic Trainers (ATCs) are present, the Head Athletic Trainer shall designate either himself or one of his Assistant Athletic Trainers to transport the athlete to the appropriate facility, regardless of the number of teams practicing at that time.
4. When two of the three ATCs are present, the athlete will be transported to the appropriate facility by one of the two ATCs, regardless of the number of teams practicing at that time.
5. When only one ATC is present, and at least one team is engaged in a practice session, the first option for transportation of the athlete will be a Coach of the Athlete.

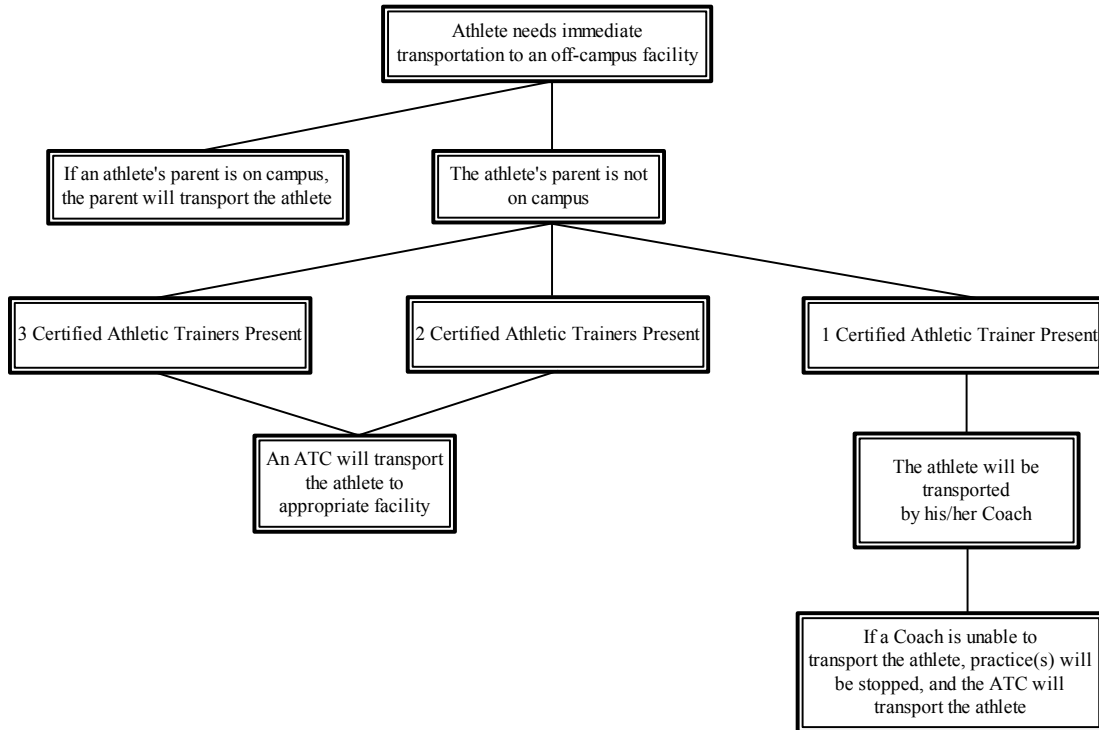
If one of the athlete’s coaches cannot transport the athlete, all practices in session at that time shall be stopped, so that the ATC can transport the athlete to the appropriate facility.

6. In the event that an ATC or coach transports the athlete to an off-campus facility, that person shall remain with the athlete until
 - a. the athlete is discharged from the facility, at which time that person will transport the athlete back to the LMU campus, and to the LMU Athletic Training Room, if it is open, or
 - b. the person is relieved at the facility by another LMU ATC, the athlete’s parent, or a willing member of the LMU Athletic Administration. The relieving party shall assume responsibility of the athlete, including transportation of the athlete back to the LMU campus, and to the LMU Athletic Training Room, if it is open.



PRACTICE SITUATION

ATHLETIC MEDICINE Athlete Transportation Policy Flowchart



Game Situation

1. A “Game Situation” is defined as a time at which at least one of the 17 athletic teams at LMU is engaged in a scheduled competition on campus.
2. If a parent of the athlete requiring medical attention is on campus, the parent will transport the athlete to the appropriate facility. If a parent is not on campus, the following policies (#3- #5) will go into effect.
3. If at least one Certified Athletic Trainer (ATC) is present and is not providing game coverage, that ATC will transport the athlete to the appropriate facility.
4. If all ATCs present are providing game coverage, regardless of the number of ATCs, those ATCs will not transport the athlete.

The first option for transportation of the athlete will be the athlete’s

Coach.

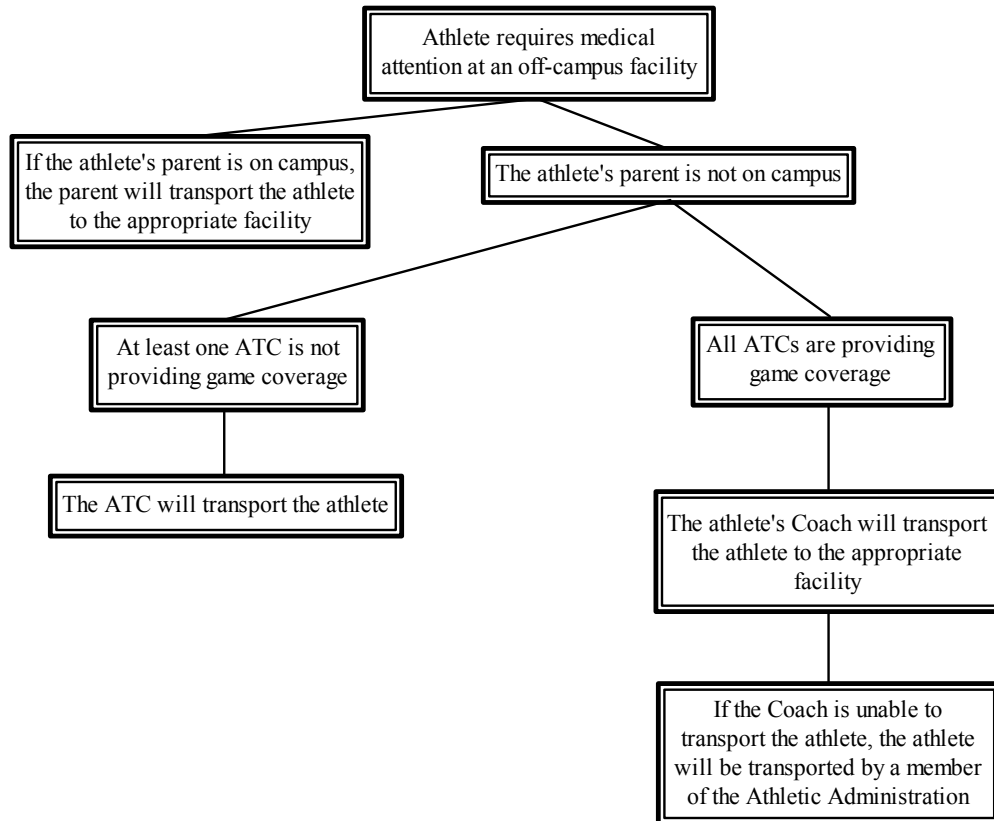
If a Coach is unable to transport the athlete, a member of the Athletic Administration will transport the athlete to the appropriate facility.

5. The person who transports the athlete, whether they be an ATC, Coach, or Athletic Administrator, will remain with the athlete until the athlete is
 - a. discharged from the facility, at which time the person will transport the Athlete back to the LMU campus, and to the LMU Athletic Training Room,
if it is open, or
 - b. the person is relieved by another LMU ATC, the athlete’s parent, the athlete’s coach, or a willing member of the Athletic Administration. The relieving party will then assume responsibility for the athlete, including transportation of the athlete back to the LMU campus, and to the LMU Athletic Training Room, if it is open.



ATHLETIC MEDICINE Athlete Transportation Policy Flowchart

GAME SITUATION



XXV. Physicians

The LMU Athletic Medicine Program is affiliated with physicians at the Kerlan-Jobe Orthopedic Clinic (KJOC). Our primary orthopedic Team Physicians are Dr. Ralph Gambardella and Dr. Clarence Shields. It is the Athletic Department's policy to have a physician on-site or on-call for all athletic competitions. In addition, orthopedic evaluations are performed by KJOC Fellows on a weekly basis in the LMU Athletic Training Room. The procedures for these evaluations are as follows:

- An LMU Certified Athletic Trainer must first evaluate the injury.
- The LMU Certified Athletic Trainer will schedule an appointment for the athlete to be evaluated by the KJOC Fellow in the Athletic Training Room.

Please be aware that during weekly physician evaluations the training room must be kept quiet and free of all unnecessary traffic or loitering.

XXVI. Physical Therapy

Kerlan-Jobe Orthopedic Clinic is Loyola Marymount University's primary health provider. All orthopedic referrals will be sent to Kerlan/Jobe for further diagnoses. If one of the Kerlan/Jobe orthopedic specialists determines physical therapy is a necessary course of treatment for an athletic injury, one of the following actions will take place.

- The LMU Certified Athletic Trainer, in conjunction with the physician, will determine where physical therapy will be conducted.
- The athlete may complete physical therapy in the Athletic Training Room under the supervision of the LMU Certified Athletic Trainer, or at an off-campus physical therapy facility.

If it is determined that physical therapy is to be performed at an **off-campus facility, it is the student-athletes responsibility to:**

- Schedule all appointments,
- Arrange for transportation to and from the clinic,
- Update the LMU Certified Athletic Trainer and coach as to their progress.

At **no time** should anyone other than the following notify or contact a team physician, or physical therapist.

- **The student-athlete**
- **The LMU Certified Athletic Trainer**

If a consultation with the physician or physical therapist is required, the Athletic Training Room is to be contacted first, and then the Training Room will arrange a consultation.

XXVII. Equipment Policy

Equipment includes, but is not limited to, coolers, crutches, braces, splints, rehabilitation, tools, towels, carts, kits, etc.

- 1) No equipment shall leave the Athletic Training Room without the permission of the LMU Certified Athletic Trainers.
- 2) Equipment taken with or without our permission and not returned will be billed to the budget of the appropriate sport.
- 3) Equipment must be signed out by an LMU Certified Athletic Trainer.
- 4) Equipment should be returned in the condition in which it was checked out.

XXVIII. Cart Policy

- 1) The **ONLY** drivers of the cart are approved Athletic Medicine Staff.
- 2) The cart is for the Athletic Training Room needs **ONLY**. It is not to be used for personal or team use at any time.
- 3) The cart **WILL NOT** be used to transport sporting equipment at any time.
- 4) **No** student-athletes are allowed on the cart at any time, unless he or she is being transported due to injury or illness.
- 5) **No** student-athletes are allowed to drive or use the cart at anytime.
- 6) The cart is **NOT** for athletic department needs.