

CHARLOTTE 49ERS



2006-07
STUDENT-ATHLETE
HANDBOOK

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CHARLOTTE 49ERS STUDENT-ATHLETE HANDBOOK

INTRODUCTION

Purpose

The purpose of this handbook is to provide you with appropriate information to deal with the wide variety of issues confronting you. This information will help you meet the required deadlines, understand certain policies and procedures and solve problems that ultimately become your individual responsibility. As you progress throughout your career as a 49er, it is hoped that by meeting these responsibilities, you will be better prepared for your future endeavors. If you have any questions regarding this handbook, please direct them to the appropriate athletic administrator. This list of administrators is found on page 33 of this book.

Mission of the Department of Athletics

The mission of the athletic program at The University of North Carolina at Charlotte is to operate within the perspective of the overall educational program. With a balanced program that supports equitable opportunities for all students and staff, the department promotes a total person concept that prepares its student-athletes with the necessary tools to be successful in academic, athletic and social settings. The Department of Athletics supports the highest ideals of sportsmanship and is committed to the highest ethical standards of the University, Atlantic 10 Conference and the National Collegiate Athletic Association.

(Updated and Approved, Board of Trustees, 9/27/02)

ACADEMICS

Advising and Registration

Priority registration is a privilege the Academic Department has and should not be taken lightly. Notices will be posted around the Athletic Offices concerning the date for pre-registration. All student-athletes must take care of all hold flags prior to registration. Unpaid student accounts, failure to be advised (if required by the department) and overdue library books or fines result in your not being allowed to register. No exceptions are made to this policy. All students must utilize 49er Express to register for classes.

Upon declaring a major, each student is assigned a departmental advisor according to major. Students with an undeclared major will be advised by the Arts and Sciences Advising Center located in the Fretwell Building. The departmental offices have a list of their majors and assigned advisors. Students should arrange to meet with their departmental advisor prior to pre-registration for each semester. Students should arrange to see their Athletic Academic Advisor *after* they have met with their departmental advisor.

Students are also assigned an Athletic Academic Advisor according to team.

Probation

A student who has a grade point deficit between one and 13 and/or exceeds the allowed difference in hours attempted and hours earned is placed on academic probation, and this is noted on the student's academic record and grade report.

A student is suspended when either of the following applies: (1) the student has a grade point deficit of 14 or more hours, OR (2) the student fails to achieve good standing by the end of two successive semesters on probation (excluding summer school).

Course Repeat Policy

Note: Courses listed as "may be repeated for credit" are not subject to the following regulations for repeated courses.

A student with a grade of C, H, P or better in a course may repeat that course only with prior approval of the student's departmental advisor, department chair and dean.

When a student repeats courses, all enrollments in courses graded A, B, C, D, and F are included in the computation of the overall grade point average. *Repeated courses receive no special consideration in the computation of the grade point average, and a student may receive hours earned for a course*

one time only (unless the course description specifies that it "may be repeated for credit"). Do not register to repeat a course before consulting your AAC advisor.

Class Attendance

Each instructor determines the attendance regulations for his or her classes. Students are expected to attend punctually all scheduled sessions of each course. Students are responsible for completing the work from all class sessions.

Absences from classes may be excused by the instructor for such reasons as personal illness, religious holidays, or participating as an authorized university representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences.

NOTE: The policy says may be excused, not will be excused. It is up to the individual instructor.

The Athletic Academic Center (AAC) gives each student-athlete a copy of the student-athlete's travel itinerary at the beginning of each semester to give to their instructors. Student athletes should always remind the instructor they will miss their class at least the class meeting prior to a scheduled athletic participation absence. If the absence is on a date when something is due (paper, exam, project, etc.) at least a week's notice is required. Some schedule changes may be necessary within the first week of a course. Too many absences can result in your not having a reasonable opportunity for success in the course. If instructors allow a certain number of absences in a course with no exceptions, student-athletes must realize these absences include athletic participation absences.

Make-Up Work

It is the student-athlete's responsibility to make prior arrangements with their instructors concerning how to make up any assignments (including test and exams) missed due to athletic participation.

NOTE: Instructors have the ultimate authority to decide how, when or if make-up work is to be completed. Do not assume you can make up anything you miss.

Study Hall Procedures

The Athletic Study Hall Program is designed to provide a structured study environment leading to academic success for Charlotte student-athletes. Six (6) hours are required per week. Those required to be in Study Hall are:

- All new freshmen and incoming transfers.
- All continuing student-athletes with a cumulative grade point average below a 2.30.
- All continuing student-athletes with a previous semester grade point average below a 2.0

Note: Student-athletes who earn a grade point average of a 2.6 or higher in two consecutive semesters (not summer sessions) will be excused from study hall for the subsequent semester.

Study Hall hours must be completed by 5:00pm every Friday. All Study Hall hours must be earned in the AAC. The exception is hours awarded by the coach for team travel. Student-athletes that earn more than six (6) hours in a week will have those extra hours placed in his/her bank. No more than two (2) hours from that bank may be used to satisfy the six (6) hour requirement in any given week. This means no matter how many hours you may have in the bank you must earn at least four (4) new hours every week. Failure to complete study hall hours by 5:00 pm on Friday will result in a Study Hall violation.

NOTE: A violation will occur and no hours will be awarded if a student-athlete is signed in during their class times.

In order for Study Hall hours to be earned you must be checked into the AAC. If you are not checked in and out properly you will not receive credit for your time spent in the AAC.

Penalty Structure:

1st violation - the student is required to earn ten (10) new hours the following week

2nd violation - the student will miss their next scheduled competition and is required to earn ten (10) new hours the following week.

All student-athletes in Study Hall are required to meet with their Athletic Academic Advisor once a week. Each meeting will last approximately 15 minutes. Student-athletes are to be prepared for the meeting and be ready to report on all academic activities that have occurred during the preceding week. The respective coach will be notified when a student-athlete misses a scheduled meeting. **On the third missed appointment, the Director of Athletics will be notified and the student-athlete will miss their next scheduled athletic competition.**

Study totals are posted daily in the AAC. Any challenges of the posted times must be made within the day they are posted. Challenges must be made in writing to the Athletic Academic Director.

Tutoring Program Procedures

- Tutoring week runs from Monday – Sunday.
- Sign-up sheets for each individual tutor are posted every Thursday at www.uncc.edu/aac.
- Student-athletes will sign up for appointments with individual tutors at www.uncc.edu/aac. Once they sign up, the tutor will be notified by David. The tutor must send a confirmation email to the student-athlete and to aac@email.uncc.edu.
- Student-athletes must request appointments at least 24 hours in advance. **Last minute appointments will not be honored.**
- Upon receiving a request, the tutor must respond to the student-athlete confirming the date and time of appointment. A copy of the confirmation must also be sent to aac@email.uncc.edu. Denials of requested appointments should only be for extenuating circumstances and a member of the AAC must be notified immediately.
- Tutors must check their e-mail 24 hours before each scheduled appointment for cancellations. Any notice of cancellations received from student-athletes must be sent to aac@email.uncc.edu.
- Tutors will be paid for all scheduled appointments, even if the student-athlete does not show up, as well as last minute cancellations.
- A no-show by the student-athlete will result in a \$10 fee to that student-athlete's sport program.

- All tutoring appointments must be held in the AAC, unless previously approved by a member of the AAC staff.
- Tutors must complete an evaluation form of the student-athlete after each appointment. Tutor evaluation sheets are available in the AAC or at www.uncc.edu/aac. Evaluations will be sent to the student-athlete's head coach after it is submitted.

Drop Policy

You must receive the permission of your Athletic Academic Advisor in order to drop a class. At no time should you drop below 12 hours. It is always a good policy to carry at least 15 hours per semester. NCAA regulations require you to pass a minimum of 24 hours each academic year, 75% (18 hrs.) of which must be completed during the Fall and Spring semesters. In addition as of Fall 2003 all student-athletes must pass 6 hours per semester and maintain applicable Cum GPA requirements each Fall and Spring semester.

Declaration of Major

A student-athlete must declare a major by the first day of their third year of college enrollment, according to NCAA regulations.

When changing majors, the "Declaration of Degree" form must be completed and signed by "old" major department and "new" major department then taken to the Registrar's Office. Approval must be obtained from the compliance officer that the change of program will not render you ineligible.

Academic Eligibility

The following are important NCAA rules regarding your academic eligibility to which you must adhere. If you have any questions, contact the Director of the Athletic Academic Center or the Compliance Officer.

Continuing Eligibility – All sports (For those student-athletes first entering a collegiate institution as a full-time student on or after August 1, 2003):

If you are entering an institution for the first time on or after August 1, 2003, your eligibility for competition shall be based upon satisfactory completion of at least:

- Have successfully completed 24-semester or 36-quarter hours of academic credit prior to the start of the institution's third semester or fourth quarter following the student-athlete's initial full-time enrollment;
- Have successfully completed 18-semester or 27-quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters (hours earned during the summer may not be used to fulfill this requirement); and
- Six-semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution.
- You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at their current institution.) [Bylaw 14.4.3.1.5]

- If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institutions overall cumulative grade-point average required for graduation (based on a 4.00 scale). [Bylaw 14.4.3.3.1]
- If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a 4.00 scale) that equals at least 95 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]
- If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.00 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]
- If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.00 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]

Continuing eligibility - All sports (For those student-athletes first entering an institution before August 1, 2003):

If you have transferred to your current institution midyear, or you have completed one academic year in residence at your current institution or used one season of eligibility in a sport at your current institution, your eligibility shall be determined by your academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, and you must satisfy the following requirements for academic progress to be **eligible** to compete:

- You satisfactorily must have completed at least an average of 12 semester or quarter hours of academic credit during each of the terms in

each of the academic years in which you have been enrolled, or you satisfactorily must have completed 24 semester hours or 36 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of your school's preceding regular two semesters or three quarters. [Bylaw 14.4.3.1]

- You must earn at least 75 percent of the semester or quarter hours required for satisfactory progress during the regular academic year. You may not earn more than 25 percent of the semester or quarter hours required for satisfactory progress during the summer or through correspondence courses taken during the 1993-94 academic year and thereafter. [Bylaw 14.4.3.1.4]
- You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at their current institution.) [Bylaw 14.4.3.1.5]
- If you are entering your third year of collegiate enrollment, you must have completed successfully at least 25 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals at least 90 percent of the cumulative minimum grade-point average required for graduation. [Bylaws 14.4.3.2 and 14.4.3.3.1]
- If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 50 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals 95 percent of the cumulative minimum grade-point average required for graduation. [Bylaws 14.4.3.2 and 14.4.3.3.1]
- If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 75 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals 95 percent of the cumulative minimum grade-point average required for graduation. [Bylaws 14.4.3.2 and 14.4.3.3.1]

Continuing Eligibility Standards

For those entered college prior to 8/03			For those entered college after 8/03		
Entering Yr.	Cum GPA	% of Degree Completed	Entering Yr.	Cum GPA	% of Degree Completed
2	NA	NA	2	1.80	NA
3	1.80	30 hrs.	3	1.90	48 hrs.
4	1.90	60 hrs.	4	2.00	72 hrs.
5	1.90	90 hrs.	5	2.00	96 hrs.

These GPA standards must be met at the end of EVERY semester not the end of the academic year.

LIFE SKILLS PROGRAM

The mission of the athletic program at the University of North Carolina at Charlotte is to operate within the perspective of the overall educational program of the University. A balanced program, promoting a total person concept, provides our student-athletes with the necessary tools to be successful in academic, athletic and social settings. In order to achieve this mission, we have implemented the Charlotte 49ers Life Skills Program to help guide our student-athletes toward well-rounded personal success.

The purpose of the Life Skills Program is to increase student-athletes' opportunities for success in life beyond sport. The program is a comprehensive approach to providing educational experiences, programming, and services which focus on the individual.

The program is comprised of five areas:

1. Commitment to Academic Excellence
2. Commitment to Athletic Excellence
3. Commitment to Personal Development
4. Commitment to Career Development
5. Commitment to Service

Through the support and efforts of the athletic department, coaches, teams, and individuals across campus, the Charlotte 49ers Life Skills Program has grown tremendously since its inception in 2000. Numerous programs and workshops have been developed to support all student-athletes in their efforts to achieve total excellence

in these areas. In order to fulfill the departmental requirement, student-athletes must attend a minimum number of **six** programs/workshops each year. A variety of topics are covered which enables the student-athlete to determine what types of programming best fit his/her individual needs.

The demands of integrating athletics competition, academic success, and personal growth along with student life are challenging. Charlotte is committed to the total development of its student-athletes and the Charlotte 49ers Life Skills Program helps to achieve that goal.

Life Skills Procedures

All student-athletes will be able to view the Life Skills Calendar of Events online at the Athletic Academic Center (AAC) website www.uncc.edu/aac. It is the responsibility of the student-athlete to go online to *the* Life Skills Calendar of Events and print off the Attendance Verification Form for the event he/she wishes to attend. The student-athlete will take that form to the event and get a UNC Charlotte staff member's signature with phone number at the event verifying his/her attendance. The only exception to this rule is for any athletic sponsored event on the Life Skills Calendar of Events (denoted in green) which will have a student-athlete sign-in sheet on-site with the Life Skills Coordinator. No Attendance Verification Forms will be required for these events. Credit will not be given to student-athletes for life skills events without going through this procedure. All forms must be turned in to the Life Skills Coordinator at the AAC as soon as possible after the event. Should a student-athlete wish to receive credit for an event that is not posted on the calendar, (certain class projects, academic fraternities, individual meetings with Counseling Center, Career Center, etc.) he/she needs to request approval in advance through the Life Skills Coordinator.

Code Red Events

Life Skills credit can be earned by attending Charlotte 49er games, matches, meets, etc...You can earn 1/2 credit for attending any one of the Fall sports' Code Red games and 1/2 credit for attending any one of the Spring sports' Code Red games.

NOTE: You can only earn 1/2 credit per semester, no matter how many Code Red games you attend.

The Code Red dates are selected by the SAAC representatives for each sport.

Life Skills/Community Service

In relation to earning Life Skills Credit, credit will be given to student-athletes for community service activities. However, only one (1) of your Life Skills credits can come from community service. While this may seem like too little, it encourages student-athletes to participate in other Life Skills area such as personal development and career development. Please direct all questions regarding community service to the Life Skills Coordinator or AAC Graduate Assistant.

Life Skills Awards

To honor those individuals and teams that go beyond the six (6) required Life Skills credits, awards were created. They are as follows:

Team Life Skills Award: Given to the Men's and Women's Team that has the highest average Life Skills credits per team member during the academic year, with each team member having reached the minimum requirements.

Highest Average per Class: Given to the student-athlete in each class that has the highest number of Life Skills credits for the academic year.

Highest Average on Each Team: Given to the student-athlete on each team that has the highest number of Life Skills credits for the academic year.

Life Skills Consequences

Does not complete 6 Life Skills Credits: If a student-athlete fails to complete his/her required six (6) credits per academic year, he/she will be held out of the next scheduled competition. The last day for earning these credits will be the last day of classes in the Spring semester. This will affect the student-athlete immediately, no matter the sport season.

Missing a Mandatory Life Skills Event: Without an approved excused absence, a student-athlete who does not attend a mandatory Life Skills event must write a three-page research paper on the topic addressed in the mandatory event. At least two sources are required in addition to an interview with a local professional in the field. The student-athlete must obtain a signature and phone number from the professional verifying the interview. The complete paper, properly cited with sources, and appropriate signature must be submitted to the Life Skills Coordinator within 14 days of the mandatory event. Failure to complete this assignment will result in a suspension from the student-athlete's next competition.

COMMUNITY SERVICE

Community service is an extremely important part of athletics. We are constantly asking for contributions from the community. Our community service efforts help us give a little back. These projects aid in our public relations efforts.

Also, there are numerous awards and scholarships that we nominate our student-athletes for during the course of their careers, and community service plays a major role in our decision on who to nominate.

We require that all teams participate in at least one community service project per semester. We encourage you to participate in as many civic-minded organizations as you can.

The Athletic Academic Center (AAC) and the AAC Graduate Assistant specifically, will serve as a clearinghouse for all community service. It is YOUR responsibility to keep the AAC updated with your community service activities. There will be a computer database to track community service for each student-athlete. This is necessary for Life Skills credit, awards, scholarships, resumes, etc. It will be the student-athlete's responsibility to make sure their file is kept up to date by keeping the AAC informed. You will have access to this information at any time for resume purposes, etc.

ATHLETIC TRAINING PROGRAM

Pre-participation Physicals

UNC Charlotte requires a pre-participation physical exam by a UNC Charlotte Physician prior to practice or competition. This is for your protection and helps us discover and treat any pre-existing conditions that may predispose you to further injury. Failure to provide yearly updated and accurate information on the physical exam form could result in UNC Charlotte's inability to provide financial coverage of an injury referred to the team physician. These examinations will be given at the beginning of the academic year for incoming freshmen and transfers; and, at the conclusion of the academic year for returning athletes. Your coach should notify you of the dates. Failure to show up for a physical examination will not only exclude you from practice or competition, but the cost of a rescheduled exam will be charged to you. You will not receive your pre-participation physical exam without the parent insurance form on file with the Athletic Training Department.

Medical Records

All Medical records pertaining to pre-existing medical conditions and injuries that require surgery or rehabilitation which exist/occurred before your arrival at Charlotte, must be forwarded to the Head Athletic Trainer upon your arrival on campus.

Training Room Procedures

1. Hours Monday - Friday 8:00 a.m. to 11:30 a.m. and 1 p.m. to 6:00 p.m. during the academic year and weekends by appointment. The training room will also be open approximately 30-60 minutes prior to practice or competition at the discretion of the athletic trainer covering that practice or competition.
2. The training room is a paramedical facility and should be treated as such.
3. The training room is not a lounge. There should be a reason for you to be in the training room. Horseplay, swearing and shouting will not be tolerated.
4. No tobacco will be allowed in the training room.
5. Cleats or spikes are not permitted in the training room.
6. All athletes should shower prior to receiving treatment after practice.
7. The training room may be unoccupied for practice coverage. If so, please find the athletic trainer on the fields or courts for treatment. Do not treat/help yourself.
8. Nothing should leave the training room without an athletic trainer's permission.
9. The office in the training room is off-limits to student-athletes.
10. The telephone in the training room is a business phone and cannot be used by athletes for personal calls.

Reporting an Injury

All injuries should be reported to the athletic training room as soon as

possible. If a non-emergency occurs after hours and a trainer is not available, report the injury to the training

staff during regular training room hours. If an emergency injury occurs and an athletic

trainer is not available, report to the Brocker Health Center or University Hospital Emergency Room as soon as possible. In such a case you must call the Athletic Training Room at (687-6306) and leave a message noting your hospital visit. For colds, flu, and virus, etc., you must call Brocker Health 687-4617 before 8:15 a.m. to schedule an appointment. Only extreme emergency illnesses will be referred off campus. Failure to call Brocker Health is not considered an emergency!

Medical Expenses

The following list of expenses may be paid secondarily by UNCC on their insurance carrier - with prior approval.

Physical Therapy

The Athletic Training room provides physical therapy services to injured athletes (post operative and chronic injuries) with a licensed Physical Therapist. These services are provided at the discretion of the Team Physicians and/or the Certified Athletic Trainer. The Athletes primary insurance will be billed, but the athlete will incur no out of pocket expenses.

1. *Approved expenses related to bodily injury incurred during participation during primary competitive season and off season supervised conditioning.
2. *Approved medication expenses related to athletic injuries.
3. *Approved vision screening expenses. (One visit per year) Does not include contact lenses or glasses.
4. *Approved referrals related to athletic injuries.
5. *Approved orthopedic devices related to athletic injuries. Must have a prescription from physician.
6. *Approved diagnostic or surgical procedures related to athletic injuries.

7. Minor illnesses that occur during your primary competitive season (cold, flu, virus)

**All referrals must be approved by the 49er athletic training staff prior to treatment/appointment or the expense may not be paid by the Athletic Department.

The following is a list of items that are not payable by the Charlotte Athletics. This is not an all inclusive list.

1. Non-athletic related accidents or injuries. (Injuries that occur outside of your primary competitive season or unsupervised off season conditioning).
2. Medication or surgery for treatment of non athletic injuries.
3. Pre-existing conditions
4. Non-accidental dental examinations or treatment. Any non-accidental dental surgery.
5. Dental appliances (excluding protective mouth guards).
6. Sexually transmitted diseases/AIDS counseling & treatment.
7. Contraceptives.
8. Maternity care.
9. Medications of coaches/staff.
10. Unorthodox medical care.
11. Self or coach prescribed orthopedic devices.
12. Any treatment, consultation or medication with prior approval from the Charlotte athletic training staff.
13. Medical expenses beyond the limitations and exclusions of or not covered by the Charlotte Athletics accident insurance policy.

14. Illnesses that are not during your primary competitive season.
15. Injuries sustained after completion of your eligibility.
16. Medical expenses incurred due to disease excluding diagnostic testing to determine nature of illness.

**** The Charlotte Athletic Department may assume financial responsibility for illnesses that are not directly related to participation in the athletics program at the discretion of the Athletic Director.**

**** If you decide to see a physician/medical consultant, and/or undergo a diagnostic test WITHOUT prior authorization/referral from a Member of the Charlotte Athletic Training staff, you and/or your parent/guardian will be financially responsible for any and all medical bills incurred.**

Insurance Procedures

The Athletic Department carries a secondary insurance policy. What this means is that our insurance is secondary to your family insurance. If you are not covered under your family's policy, then our insurance is considered primary. Because of the many loopholes that exist in health insurance coverage, it is imperative that the following procedure be followed in order to ensure payment of your bills.

1. File all bills with your family insurance. Even if your deductible has not been met. Please file.
2. Your insurance will send a statement (an explanation of benefits-EOB) explaining what was and was not paid, including the deductible. Make a copy of this form and send it to the following address:

UNC Charlotte Athletic Department
Attention: Athletic Insurance Coordinator
9201 University City Blvd.
Barnhardt SAC

Charlotte, NC 28223-0001

Note: If we do not receive the EOB statement within a reasonable time frame, we may be unable to submit the claims to our insurance company for payment. Therefore, any remaining balance becomes your responsibility.

3. If you continue to receive bills, please notify the athletic trainer at Charlotte as soon as possible. There may be a problem that needs to be resolved and waiting may complicate the problem. You may also need to contact your insurance company to find out the reason for the delays.
4. If the preceding procedures are not followed, a situation may be created where your insurance carrier and our insurance carrier will not pay your bills. If this occurs, you will be responsible for the payment of your bills. Non-payment of bills may result in collection proceedings and eventually credit problems.

DRUG TESTING

The UNC Charlotte Athletic Department has a drug testing policy that includes random and suspicion drug testing. Currently, you are randomly selected numerous times during the academic year. If there is suspicion that you are taking drugs, you will be asked to participate in a drug test. It is your responsibility to adhere to the Athletic Department's drug policy. A copy of this policy is included in this handbook as Appendix A. You are required to sign a form attesting that you received a copy of the policy and agree to participate in the program.

EMPLOYMENT

Student-athletes on full or partial scholarships are permitted to work. However, there are several criteria that must be followed in order for the employment to be considered permissible.

- I. NCAA dictates four basic criteria that must be followed when any student-athlete works:
 1. You must perform actual duties -- you must work.
 2. You must receive the going rate of pay for the position.

3. You may not receive compensation based on the value an employer places upon the reputation, fame or personal following that you have obtained because of athletics ability.
4. You cannot receive any benefits that are not provided to ALL employees that hold your job title or description.

II. Conditions you must meet in order to be permitted to work are as follows:

Required paper work from both you and your employer must be on file in the Director of Compliance's office PRIOR to you working.

III. UNC Charlotte's Procedure to Monitor Employment Legislation

- You will sign the Student-Athlete Certification Form verifying you are aware of the Employment legislation (Appendix B).
- If a you choose to work, you will be required to complete the Student–Athlete Employment Verification Form (Appendix C) and return it to the Director of Compliance.
- In addition, the Student-Athlete Employer Verification Form will be completed by your employer and must be returned to the Director of Compliance prior to you beginning employment. (Appendix D)
- If the employment is deemed countable by the compliance office, you will report earnings monthly to the Director of Compliance.

Commonly Asked Questions Regarding Employment

- Can a student-athlete on a partial scholarship work for the Athletic Department (i.e. sell tickets at a game, work in the concession stand, etc.)?

Answer: Yes, provided the above NCAA criteria are satisfied.

- Can a student-athlete on a full scholarship work for the Athletic Department?

Answer: Yes, provided the above NCAA criteria are satisfied.

- Can a student athlete work for the intramural department, the student activity center or other work study programs not within the Athletic Department?

Answer: Yes, provided the above NCAA criteria are satisfied.

- Does a coach have the authority to say a student-athlete cannot work during the academic year?

Answer: Yes, this could be a team rule that a coach has (i.e. cannot work during season, cannot work during the year at all).

GAMBLING

The NCAA does not allow student-athletes or staff member of colleges and universities to knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed in organized gambling.
- Please be aware that, in some cases, Fantasy Leagues are considered gambling. You may not participate in Fantasy Leagues that either have initiation fees or have prizes (i.e. money, etc) awarded to the winner of the league.

GRIEVANCE PROCEDURES

If at any time during your athletic career, you feel that you have an issue which you deem to be inappropriate (e.g. sexual harassment, gender discrimination, racial discrimination, etc.) that needs attention by the athletic department or university, there are staff members in positions to consider

your grievance. The following staff members can be consulted to review your matter:

Kim Whitestone, Associate Athletic Director, Internal Operations
Judy Rose, Director of Athletics
David Goldfield, Faculty Athletic Representative

NCAA ELIGIBILITY REQUIREMENTS & RULES

Introduction

Each year you will participate in a team meeting to review an NCAA summary of eligibility rules and regulations. You will be required to sign the NCAA Student-Athlete Statement declaring your knowledge of the rules and your adherence to these rules.

Athletic Eligibility

The following are important athletic eligibility requirements for your understanding:

1. For Division I institutions, you have five years to complete your four years of Division I eligibility. Your five years begin from the time you first register as a full-time student in a collegiate institution (includes junior college).
2. You must maintain your amateur status to be eligible for intercollegiate competitions.

DO NOT:

- a. accept payment for performance.
 - b. use the services of a professional sports agent or agree in writing or orally to a professional contract. In the sport of basketball, a player may enter a draft, one time during his/her career. If the athlete does not get drafted, they may return to the institution provided they do this within 30 days after the draft and this is done in writing.
 - c. play on a professional team.
3. You are not permitted to accept payment for promoting a commercial product or even allow your name or picture to be used for the promotion of a commercial product or service.

Playing and Practice Limitations

In season, you are permitted to practice and compete for a maximum of 20 hours per week or four hours a day (exception, golf practice round). You are also required to be given a day off. Your day off can be a travel day, as long as no countable athletic activity takes place upon arrival.

Out of season, you are permitted to participate in a maximum of eight hours per week. Of those eight hours, your coach can require you to participate in two hours/week of individual skill instruction. These two hours are not in addition to the eight hours—they are included. **Also, a coach is required to give you two days off every week during the off-season.** For example, a week of practice during the off-season could look like this: two hours of skill-related activity with three other members of your team and six hours of conditioning and weight training with your entire team provided each student-athlete has two days off each week. Daily and weekly hour limitations do not apply during an official vacation period after the beginning of the academic year. If a vacation day falls in the middle of the week, the daily and weekly hour limitation must be in effect during the portion of the week when classes are in session, and two days off are still required (which may be vacation days).

Every week, you will be asked to sign a practice log confirming what your coach has recorded on a daily basis for that week's practice and play. If log does not accurately reflect practice/playing hours, notify the Director of Compliance.

Participation in Outside Competition

In all sports other than basketball, if you participate on an outside team during the academic year, you will render yourself ineligibility for the remainder of that academic year and the next academic year.

In basketball, participation in organized competition except while representing UNC Charlotte makes you ineligible to participate in any further intercollegiate basketball competition.

*This does not apply to official vacation periods which are printed in the University catalog. Before you compete in any outside competition, get permission from the Director of Compliance.

Student Host

When a prospect officially visits UNC Charlotte, you may be asked to serve as a host. A maximum of \$30 per day will be provided to you to cover the actual costs of entertaining the prospect. This \$30/day excludes the cost of meals and admission to campus athletic events. You will sign for the

\$30/day from your coach and it is your responsibility to see that the money is spent on permissible items. If you host more than one prospect, you may receive \$30 for the first prospect and \$15/day for each additional prospect. When you host a prospective student-athlete, it is your responsibility to both ensure the safety of the prospect and act in an ethical manner. The money that you receive for the prospect is not to be used for alcoholic beverages, drugs, souvenirs, institutional mementos, or adult entertainment.

Use of Tobacco Products

Per NCAA Bylaw 17.1.7, use of tobacco products is prohibited in all sports during practice and competition. All violations should be reported to the Director of Compliance. Each case will be disciplined in accordance with the sport specific penalties at the minimum - each case will include suspension from competition and require reporting the violation to the NCAA for their review.

Local Transportation

It is permissible for you to receive local transportation from a coach or a staff member on an **occasional basis**.

Professional Sports Counseling Panel

This panel is in place at UNC Charlotte to assist student-athletes interested in pursuing professional athletics as a career. It is made up of a representative from each of the following departments:

- Finance
- Counseling
- Athletics
- University Attorney

It is the goal of this committee to provide guidance and aid in order for you to make wise decisions in relation to contracts, investments and agents.

ANY QUESTIONS, REGARDING NCAA RULES SHOULD BE DIRECTED TO YOUR HEAD COACH OR THE DIRECTOR OF COMPLIANCE.

SCHOLARSHIP AND FINANCIAL INFORMATION

Scholarship Renewal

If your athletic scholarship is renewed, you will receive a letter of renewal from the university financial aid office by June 1. You must sign and return the letter in order for the scholarship to take effect. Should your scholarship NOT be renewed, you will receive a letter specifying this fact with instructions on appealing this decision.

Scholarship Payment

If you are receiving athletic financial aid and receive an invoice from the university that does not reflect your scholarship, the following steps should be followed:

1. State on the invoice that you are on Athletic Scholarship.
2. Write your scholarship amount on your invoice.
3. Deduct your scholarship amount from the total amount due.
4. If you are on full scholarship, write down "Full Athletic Scholarship" on the invoice and send it back to the University Cashier's Office.
5. Notify the Athletic Business Office.

If there is a discrepancy with the athletic scholarship amount that is shown on your student record, please contact the Athletic Business Office.

Books

- Required textbooks are provided for all student-athletes who have signed a full scholarship grant-in-aid for the current academic year.
- At the beginning of each term, a printout of the class schedule is pulled by the Athletic Business Office and forwarded to the UNC Charlotte Campus Bookstore, where books are then pre-packaged for pickup by you on or around the 1st day of class.
- If selected textbooks are not available at the Campus Bookstore, and cannot be obtained by the Bookstore in a timely manner – you will need to see the following individuals to get authorization forms to get the books at Gray's Bookstore:

Men's Basketball – Libby Aldridge
Women's Basketball/Volleyball – Kristin Carson
Soccer/Baseball/Softball – Michelle Forcucci
All others – Susan Carter

You MUST bring the class syllabus with you to obtain Gray's authorization.

- IF you have need of additional books during the semester (added to the required list) – please see the above individual as well.
- IF you drop a class during the drop/add period – YOU are responsible for bringing the book(s) from the dropped class to the Athletic Business Office (3rd floor SAC) immediately following the change. Failure to do so can result in loss of book privileges for the following semester.

- IF the book you have been provided will be used in the following semester, it will NOT be provided again.
- At the conclusion of the semester, the NCAA and Charlotte Athletics allow you to keep your books.

Other Financial Aid Opportunities

There are several different types of financial aid that you may be eligible for to help pay for your education. If you are interested in pursuing any other forms of financial aid, contact the Financial Aid office on campus (687-2461) to set up an appointment.

Study Abroad

If at any time during your collegiate career you decide to study abroad (e.g. "exchange student"), the Athletic Department is not required to award your athletic scholarship assistance for the period of time you are not in attendance at UNC Charlotte. You may appeal to your head coach for this aid to be awarded while you are studying abroad. The head coach will then present the appeal to the appropriate athletic administrator who oversees your sport. This appeal must be done in writing and one calendar year prior to your departure from UNC Charlotte. The final decision will be made by the Director of Athletics. You cannot compete while you are abroad.

Fifth Year Aid

In some cases, the Athletic Department may be able to assist you with additional financial aid after exhaustion of your athletic eligibility. NCAA rules allow for UNC Charlotte to extend up to five years of financial aid during a six-year period, beginning with your first year of enrollment at a two or four year institution. If you are interested in applying for aid, please see your head coach or Associate Athletic Director Darin Spease. If there are available resources, a committee will evaluate each request and determine if any aid can be extended to you under this program.

Criteria will include:

- Hours needed for graduation
- Past classroom performance (with a weighted emphasis on most recent performance)
- Number of withdrawals during academic career

Amounts available for use may vary from year to year, and there is no

guarantee that funding will be available. If you have any questions about this program, please contact Darin Spease in the Athletic Business Office.

Summer School Aid

On occasion, financial aid may be available for use during the summer session. This determination is based solely on available funding within each sport's scholarship budget.

Please contact your head coach if you have any question concerning availability of money for the summer session.

As with fifth-year aid, there is no guarantee that funding will be available. Charlotte is bound to pay only the amount specified in your financial aid agreement (freshmen and transfers) or scholarship renewal letter (for returning scholarship student-athletes).

SPORTS INFORMATION AND RECOGNITION

Sports Information Office

The Charlotte 49ers Sports Information Department is responsible for disseminating information about the Charlotte Athletic Program and its student-athletes to the local, regional, national and hometown media, as well as maintaining the department's athletic web page @ www.Charlotte49ers.com

In addition to the publicity releases, this department produces media guides for each sport, game and tournament programs or game day rosters, and "The Gold Nugget" Newsletter. The office is frequently called on to supply articles, notes and features to several on-campus, conference and alumni publications, as well as print and electronic media.

You are asked to supply copies of any articles that may appear in hometown newspapers to the Sports Information Office. These articles will be used for further publicity and will be maintained in your file.

The Sports Information Department is an open office and you are invited to stop in at any time. The better our office knows you, the better prepared we are to publicize your activities.

Media Relations

Interviews with the media are set up through the Sports Information office and you are urged to cooperate with all requests for interviews. You are urged to treat each interview with the same respect, whether it be specifically for the Sports Information office, a hometown newspaper, the University Times or The Charlotte Observer. If you are contacted by a reporter, please inform Sports Information immediately.

Photos

The Sports Information Office hires various freelance photographers and maintains a photo file on each student-athlete. Photos cannot be given to you per NCAA rules, but you can purchase photos through our photographers.

Student-Athlete Questionnaire

To assist the Office of Sports Information, you are required to fill out a "Student-Athlete Questionnaire" at the beginning of his/her first season. The questionnaire will be kept on file throughout your career and should be updated for any pertinent changes (i.e. -address, phone number, major, etc.) as they occur.

Awards

You are eligible for assorted awards and many nominations come from the Sports Information Department. Aside from awards based on athletic achievement, the Sports Information Office assists in nominating athletes for academic all-region and all-America awards, NCAA and Conference Post-Graduate Awards and the NCAA Woman of the Year.

Many awards are based on academic achievement and community service and leadership, as well as athletic ability. Therefore, it is important that the Office of Sports Information knows of any community service projects, clubs, or organizations in which you participate.

WEIGHT ROOM GUIDELINES ATHLETE'S RESPONSIBILITIES

Charlotte Strength and Conditioning offers the student-athlete diverse programming designed to maximize the physical capabilities of each individual student-athlete. Each sport receives direction appropriate to his or

her specific sport and is able to benefit physically and mentally from strength and conditioning efforts.

Weight Room:

Weight room procedures and rules are formulated to serve you in the best possible manner and to allow you to receive the best exercise conditions available. All persons who use the weight training facility are required to comply with the rules regarding conduct and the use of equipment.

A. SUPERVISION POLICY:

1. Any athlete injured in the weight room should immediately report the injury to a member of the strength staff. A member of the training staff should be contacted as soon as possible.
2. The athletic trainer, team physician or orthopedist has the authority to exclude any activity from the strength program if such activity is determined to contribute to increased risk of injury. An injury list is sent from the training staff with exercise modifications.
3. A member of the weight room staff shall be present to supervise the scheduled weight workout program of each team at all times.
4. Testing and results shall be posted for athlete's feedback and copies provided to the coaching and athletic training staff.
5. Freshman and walk-ons early season training will always be carefully monitored in order to teach proper lifting techniques.

B. PROCEDURES

1. Come prepared to train with issued athletic attire. This includes a t-shirt, shorts, and shoes at all times. Walkmans are allowed in the cardio area only, not in the weight area.
2. Maintain a positive attitude – enter this facility only if you are mentally prepared to train. The lack of concentration will reduce performance and raises the risk of injury.

3. Adhere to proper lifting technique for safety. Follow your lifting program and do not make up your workout as you go along.
4. Do not neglect flexibility work. Flexibility and strength go hand in hand. Assume responsibility.
5. Strip down all bars and re-stack all weights, dumbbells, belts, medicine balls, swiss ball, boxes, benches and wraps that you have used after each exercise. If you can lift it, you can put it away.
6. Respect other athletes' rights to use this facility. Control language both verbal and body. Make sure it is always appropriate.
7. Any equipment that is damaged should be reported to a member of the strength staff immediately.
8. Be respectful of the weight room and keep it clean.
9. Permission must be obtained to use the phone or enter offices.
10. Always feel free to relate comments and suggestions by communicating with one of the strength staff personnel.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee is a group which consists of the Associate Athletic Director for Internal Affairs, the Director of Compliance, the Life Skills Coordinator/Academic Advisor, and representatives from each team. This council meets at least four times a semester in order for the administrative staff to hear the issues affecting you and get your feedback on these issues and develop ways to become more involved with the campus community.

Before the meeting, the player representative should meet with his/her respective team to obtain the entire team's opinions. These opinions should then be relayed to the administrator assigned to the SAAC.

One member of the council will represent UNC Charlotte at the conference level. The Atlantic 10 Conference has a Student-Athlete Advisory Council made up of one representative from each member school. This group meets once a year to discuss NCAA legislation, concerns about the sports and any

other topics the group deems appropriate. A member of the Atlantic 10 Committee will participate at the NCAA Committee level.

SUSPENSION POLICY FOR STUDENT-ATHLETES

If you are suspended from competition by the Director of Athletics for any reason, to include academics, behavioral problems, positive drug test or arrest, you may not dress in uniform. You must wear street clothes, while sitting on the bench. If the suspension occurs when your team has an away contest, you may not travel to the contest. When the Director of Athletics suspends you for any violation other than a positive drug test, it is at the Director of Athletics discretion whether you will be required to sit exhibition contests or regularly scheduled contests. When the suspension is required for a positive drug test, you will be required to sit regularly scheduled contests not an exhibition. The number of contests missed due to any wrong-doing will be at the discretion of the Director of Athletics.

If you are suspended by your coach, the coach shall decide whether you will dress in the team uniform and whether you may travel.

TEAM TRAVEL

Personal Conduct and Dress Code

By joining the University of North Carolina at Charlotte's intercollegiate athletics program, you become a representative not only of your team, but of your university. It is important that your personal conduct demonstrate good moral 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.

A specific dress code for travel will depend largely on the mode of transportation. Coaches will review specific requirements related to each sport, but the underlying key is that you are representing the University.

Permissible Expenses

Please remember that the department pays only for your transportation, room and meals. This is in compliance with NCAA rules. Room service, pay television, phone calls and movies must be paid by you. Please do not charge these incidental expenses to your room.

TICKETS

Tickets for Men's Basketball Games

All student-athletes must follow the general student body ticket policy. Guest tickets may be purchased according to the general student body population. For more information, please contact the ticket office at 687-4949 or visit www.ticketreturn.com/49ers.

Tickets for All Other Varsity Sports

Your Student I.D. allows you admission to all other home/regular season contests. Simply show your Student I.D. at the ticket table/booth and you will receive one ticket.

Complimentary Admissions

A maximum of four (4) complimentary tickets per contest may be awarded to you for your home and away contests.

1. Complimentary admissions are provided through a pass list envelope for individuals designated by you.
2. You may not receive any payment for the tickets and may not exchange them for any item of value.
3. The disbursement of your complimentary tickets must be made on a single game basis.
4. The individual receiving the tickets must provide proper identification and sign a receipt for the tickets.
5. This policy is per NCAA rules and applies to both home and away contests.

If you fail to follow the above regulations, you will lose complimentary admission privileges for the next contest. If you violate these rules twice, you will lose the right to complimentary admissions for the remainder of your athletic season.

Sport Marketing Association (SMA)

This is an on-campus student organization developed to provide experience in the field of sports marketing by gaining hands-on experience with promotions and ticket distribution at 49er athletic events. In addition, the SMA will provide an opportunity to meet and hear speakers from throughout the Sports Industry. If you would be interested in being a member of this group, notify the Athletic Ticket Office at 687-4949.

Awards Banquet

This banquet takes place near the end of the spring sports season. The dress is semi-formal. The banquet's purpose is to honor the award recipients of each athletic team. Please refrain from giving the coaches awards during the evening's ceremonies; this event is for you.

STAFF PERSONNEL TO CONTACT

Academics.....	Lisa Hibbs/Mark Verburg/ TBA/Donna Bialosky
Awards Banquet.....	TBA
Athletic Dept. Administrative Asst.....	Allison Craven
Athletic Foundation.....	MikeHummer/ Mike Roach/ Kelly Weatherman
Athletic Foundation Secretary.....	Celia Laney
Baseball.....	Loren Hibbs
Basketball (Men).....	Bobby Lutz
Basketball (Women).....	Amanda Butler
Basketball Administrative Asst.(Men).....	Libby Aldridge
Basketball Admin. Asst.(Women).....	Kristin Carson
Books.....	Susan Carter/Allison Craven
Business Office.....	Darin Spease/Susan Carter
Cheerleading Coach.....	Adam Thomas
Community Service.....	Mark Verburg/TBA
Cross Country/Track.....	Bob Olesen
Director of Athletics.....	Judy Rose
Financial Aid.....	Darin Spease
Gold Dusters.....	Dionne Wright
Golf.....	Jamie Green
Housing.....	Kim Whitestone/Libby Aldridge
Insurance.....	Kristen Greene
Life Skills.....	Mark Verburg
Media Relations.....	Tom Whitestone/Matt McCullough/ Brent Stastny
NCAA Rules/ Interpretations.....	Chris Thomasson

Pep Band.....	Cory Dover
Scholarships.....	Darin Spease/Kim Whitestone
Soccer (Men).....	John Tart
Soccer (Women).....	Jon Lipsitz
Softball.....	Aimee DeVos
Sports Information.....	Tom Whitestone/ Brent Stastny/ Matt McCullough
Strength and Conditioning.....	Preston Greene/Jim Krumpos
Student-Athlete Questionnaire.....	Tom Whitestone
Student-Athlete Advisory Committee.....	Kim Whitestone/ Mark Verburg/TBA
Tennis (Men).....	Jim Boykin
Tennis (Women).....	Michaela Quinn
Tickets.....	John George
Training Room Procedure.....	Carlton Anderson/ TBA
Tutors.....	TBA
Vans.....	Susan Carter
Volleyball.....	Lisa Marston

LIST OF APPENDIX

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**THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
DRUG ABUSE PREVENTION, EDUCATION, SCREENING AND
COUNSELING PROGRAM FOR PARTICIPANTS IN INTERCOLLEGIATE
ATHLETICS**

(Amended and effective as of December 6, 1996)

A. Rationale for the Program

The improper use of drugs has become a matter of deep concern within our society. Many lives are being damaged, and in some cases destroyed, by drug abuse. The University of North Carolina at Charlotte is determined to help all students and employees avoid such hazards, through its established policies on drug abuse that apply to all members of the academic community. Drug abuse by participants on intercollegiate athletics teams presents special concerns. First, many drugs, when used in connection with athletic activities or physical conditioning programs, can pose serious risks to the health of the athlete and may endanger other persons in contact with the drug user. Symptoms of illness, temporary or permanent injury, and even death can be caused by such drug use.

Second, the use of certain drugs temporarily may improve some types of athletic performance and thereby create an unfair competitive advantage for the person using them. Such uses of drugs violate the basic principles of sportsmanship.

Third, intercollegiate student athletes frequently become highly publicized role models and their abuse of drugs can negatively influence other young people as well as damage the reputation of the institution.

To address these concerns, UNC Charlotte has adopted the drug abuse prevention, education, screening, and counseling program described herein.

B. Basic Program Purposes

The purposes of this program for drug abuse prevention, education, screening and counseling are (1) to help student athletes avoid improper involvement with drugs, by insuring that they are well informed about drugs and drug abuse; (2) to detect possible prohibited drug use through a screening program based on periodic unannounced random testing designed to reveal the use of drugs and testing of a specific athlete when there is reasonable cause to believe that the athlete has abused drugs prohibited by this policy; (3) to assist in the rehabilitation of student athletes found to be misusing drugs; and (4) in appropriate cases, to remove from UNC Charlotte athletic programs any student athlete who is found to have violated the requirements of this policy.

C. Basic Program Requirements

TO BECOME AND REMAIN A PARTICIPANT IN THE UNC CHARLOTTE INTERCOLLEGIATE ATHLETICS PROGRAM, YOU MUST COMPLY WITH THE TERMS OF THE PROGRAM DESCRIBED IN THIS BROCHURE. ACCORDINGLY, YOU SHOULD READ THE REQUIREMENTS CAREFULLY, AND IF YOU ARE WILLING TO ABIDE BY THEM, YOU SHOULD SIGN YOUR NAME IN THE SPACE PROVIDED ON THE LAST PAGE. IF YOU DECIDE NOT TO SIGN, YOU WILL NOT BE PERMITTED TO PARTICIPATE IN THE UNIVERSITY ATHLETIC PROGRAM.

D. Education Program

The most important part of this program is an ongoing educational effort designed to help student athletes avoid any involvement in prohibited uses of drugs. Every academic year, every UNC Charlotte student athlete shall be required to participate in the following mandatory drug education activities:

1. A team meeting with Director of Athletics or designee prior to first date of competition. At this meeting student athletes will review in detail the UNC Charlotte Drug Policy.
2. A general meeting with all student athletes which will feature a nationally known speaker, or a film presentation related to drug education this will be done in conjunction with the NCAA CHAMPS Life Skills program.

At least once each year the Director of Athletics or designee will meet with the Student-Athlete Advisory Committee to hear from them on student athlete substance abuse issues and to explore initiatives to address current and relevant substance abuse issues of interest to student athletes. At least once each academic year, each student athlete will be encouraged to become involved on campus and in the community speaking against substance abuse. The Athletics Department will provide printed materials concerning substance abuse and other health related issues to all student athletes via brochures or newsletter, and posters related to substance abuse issues will be prominently displayed.

E. Use of Certain Drugs Prohibited

Some of the drugs about which we are concerned are illegal (that is, the law prohibits their sale, purchase, or possession). Others may be obtained by medical prescription. Some may be purchased lawfully "over the counter" in retail stores. But all such drugs are incompatible with the integrity of our athletic program.

A STUDENT ATHLETE, DURING THE PERIOD OF HIS OR HER ELIGIBILITY TO PARTICIPATE IN THE UNC CHARLOTTE ATHLETIC PROGRAM, IS PROHIBITED FROM USING THE DRUGS SPECIFIED IN APPENDIX A, EXCEPT AS FOLLOWS: IF AN OTHERWISE PROHIBITED DRUG IS BEING USED AT THE PRESCRIPTION OF A PHYSICIAN, THE STUDENT ATHLETE/PATIENT MAY CONTINUE TO PARTICIPATE IF: (1) WITH RESPECT TO POSSIBLE RISKS TO THE HEALTH OF THE STUDENT ATHLETE/PATIENT, THE ATTENDING PHYSICIAN CERTIFIES IN WRITING THAT SPECIFIED ATHLETIC ACTIVITY SAFELY MAY BE UNDERTAKEN AND THE STUDENT ATHLETE/PATIENT EXECUTES A PRESCRIBED WAIVER WHICH RELIEVES UNC CHARLOTTE OF ANY RESPONSIBILITY FOR ILLNESS OR INJURY ATTRIBUTABLE TO ENGAGEMENT IN ATHLETIC ACTIVITY WHILE UNDER THE INFLUENCE OF THE PRESCRIBED MEDICATION; AND (2) WITH RESPECT TO POSSIBLE PERFORMANCE-ENHANCING EFFECTS, THE STUDENT ATHLETE/PATIENT'S ATTENDING PHYSICIAN, IN CONSULTATION WITH MEDICAL AND ATHLETIC AUTHORITIES DESIGNATED BY UNC CHARLOTTE, CAN AND DOES IMPLEMENT A SCHEDULE OF MEDICATION THAT PRECLUDES SUCH PERFORMANCE-ENHANCING EFFECTS DURING TIMES RELEVANT TO INTERCOLLEGIATE ATHLETIC COMPETITION BY MEMBERS OF UNC CHARLOTTE INTERCOLLEGIATE SPORTS TEAMS.

F. Screening Program

By agreeing to participate in this program, a student athlete agrees to submit to any tests prescribed by the Director of Athletics to reveal the use of any of the drugs listed in Appendix A. The basic test to be used for drug screening is a urinalysis. However, other types of tests from time to time may be utilized to determine the presence of drugs listed in Appendix A.

The testing based on urinalysis will be implemented as follows:

I. Unannounced Testing Based on Random Selection

ALL STUDENT ATHLETES MAY BE SUBJECT TO PERIODIC UNANNOUNCED RANDOM TESTING. Specifically, on various occasions during the academic year, a percentage of the members of each team or squad will be selected, at random, to be tested. The selection of individuals will be made through a random drawing of names from the team or squad roster by the Testing Agency upon notification from the Director of Athletics or designee of the date on which the

testing of selected members of a particular team or squad is to be conducted. The list of persons selected for testing will be supplied to the Director of Athletics or his/her designate on the day before the scheduled testing. Each Head Coach who has a student-athlete who is selected to be tested will receive a phone call from the Director of Athletics or his/her designee notifying the coach of the date of the test, location of the test and the names of his/her team that have been randomly selected. It is the coaches responsibility to notify the student-athlete and make sure that the student-athlete reports to the collection site.

2. Testing In Response to Individualized Reasonable Suspicion

A STUDENT ATHLETE MAY BE SUBJECT TO TESTING AT ANY TIME WHEN, IN THE JUDGMENT OF THE DIRECTOR OF ATHLETICS, THERE IS REASONABLE CAUSE TO SUSPECT THE STUDENT IS ENGAGED IN THE USE OF ANY OF THE DRUGS PROHIBITED BY THIS POLICY. Such individualized reasonable suspicion may be based on information from any source deemed reliable by the Director of Athletics, including, but not limited to: (1) observed possession or use of substances that reasonably appear to be drugs of the type prohibited; (2) arrest or conviction for a criminal offense related to the possession, use or trafficking in drugs of the type prohibited; (3) observed abnormal appearance, conduct or behavior, including unusual patterns of absence from training or competition, reasonably interpretable as being caused by the use of drugs of the type prohibited.

Upon receipt of such information, the Director of Athletics shall confer with University legal and medical representatives in determining whether there is reasonable cause to suspect that the student athlete is engaged in prohibited drug use. Individualized reasonable suspicion means: if the available facts were conveyed to a reasonable person unfamiliar with the student athlete or the athletics program, that person would conclude that there is a factual basis for determining that the student athlete is using a prohibited drug.

If individualized reasonable suspicion is found to exist, the Director of Athletics, or a designate, will meet with the student athlete. At that meeting, the Director or designate will provide written notice specifying the date, time and place at which the student athlete will be tested (see Appendix B) unless the student athlete provides an explanation for his or her behavior which is satisfactory to the Director of Athletics or designate. The test will be conducted in accordance with the provisions of Section F.4. The consequences of failure to participate in or cooperate with such testing and the consequences of impermissible drug use discovered through such testing shall be the same as those applicable to unannounced random testing.

3. Consequences of Failure to Participate in or Cooperate with Testing

a. If the student athlete declines to participate in the drug testing program, eligibility to participate in the athletic program will be canceled for the balance of the academic year. The procedures prescribed in Section H apply to such a cancellation.

b. If the student athlete fails to appear at the designated time and place for testing, without verified excuse acceptable to the Director of Athletics, eligibility to participate in the athletic program may be canceled for the balance of the academic year, subject to the procedures prescribed in Section H. At the minimum failure to appear for a test will result in sanctions that correspond with production of a positive test.

c. If the student athlete fails within a reasonable period of time to produce a required urine specimen, eligibility to participate in the athletic program will be suspended for a period of one week or until the student athlete produces the required specimen under conditions prescribed by the Director of Athletics, whichever is the lesser period of time. The period of suspension may be extended indefinitely upon failure to produce the required specimen on subsequently rescheduled testing dates. The procedures prescribed in Section H apply to any such suspension exceeding one week.

d. If the student athlete knowingly misrepresents facts related to the testing procedure, or knowingly tampers with or substitutes a testing sample, or knowingly modifies any testing record, makes any attempt to do any of the foregoing acts, or assists others in doing so, for the purpose of avoiding the possibility of sanctions under this program, the student athlete's eligibility will be canceled. Any such cancellation shall be subject to the procedures in Section H.

A cancellation of eligibility or a suspension exceeding one week, under the provisions of this Section F.3., shall be deemed to be an "occasion" of impermissible drug use within the meaning of Section G, for purpose of cumulating sanctions in response to multiple violations of this policy.

4. Conduct of Urinalysis Drug Test

The student athlete selected for testing will report for testing at the date, time, and place specified by a member of his/her coaching staff. Individuals specifically trained for urinalysis drug testing will be

responsible for obtaining the individual urinalysis sample under procedures designed to protect the chain of custody and to assure the reliability of results. The student athlete will not be observed while giving the sample, but several procedures will be in place to eliminate the possibility of a student athlete tampering with or altering the sample. Samples will be forwarded to a federally-certified laboratory for analysis. Initial testing will be by the immunoassay method, with all positive screens subject confirmatory testing by gas chromatography/mass spectrometry. A Medical Review Officer, who will be a physician knowledgeable in the area of substance abuse illnesses and drug abuse, will screen results for proper procedures and will offer the donor student athlete the opportunity to discuss, on a confidential basis, any factors which might explain a positive test result, such as the use of drugs prescribed by the student athlete's physician, before a report of a positive screen is returned to University officials. If a confirmed positive test result is returned to the University, the procedures of Section G. are invoked.

G. Consequences of Impermissible Drug Use

When prohibited drug use has been verified through positive test results, the following consequences will apply.

1. First Occasion

a. A confidential meeting will be held to evaluate the nature and extent of drug involvement. The student athlete will be required to meet privately with the Director of Athletics to ascertain the facts about the nature, extent, and history of the problem. In eliciting information from

the student athlete, responses are to be oral, are not to be given under oath, and are to be revealed only to University officials, persons authorized by the student athlete, and the parents of the student athlete if he or she is a minor. No other persons or agencies will be given information except in response to a valid subpoena or court order.

b. Counseling and rehabilitation. The nature and extent of institutional counseling and medical intervention that may be required by University officials as a condition of continued eligibility to participate in the athletic program will depend on the nature of the individual's drug involvement, institutional resources, and individual

resources. At a minimum, the student athlete will be required to enroll in a drug education program prescribed by the institution.

c. Follow-up testing. The student athlete may be subject to periodic testing for as long as is deemed appropriate by the Director of Athletics.

d. Suspension or discontinuation of athletic eligibility. Even with respect to a first known occasion of drug abuse, if the problem is deemed by the Director of Athletics to be sufficiently serious, the student athlete may be suspended from participation in the athletic program for a stated interval of time or may have his or her eligibility canceled by the institution. If eligibility is canceled, a student athlete will not be eligible for renewal of any athletic scholarship, and an existing scholarship may be subject to cancellation, consistent with NCAA limitations. The parents of minor students and dependent students will be notified of any such cancellation of eligibility.

2. Second Occasion

a. Notification of parents. If the student athlete is a minor or is a "dependent student" as defined in Section 152 of the Internal Revenue Code of 1954 (viz., essentially, one who is financially dependent on the support of his or her parents, which would include most undergraduate students), his or her parents will be informed by the Director of Athletics of the known facts concerning drug abuse and of the conditions to be imposed by the institution in response to those facts.

b. Suspension or loss of eligibility. The student athlete will be suspended from participation in the athletic program for a period of time to be specified by the Director of Athletics and depending upon the seriousness of the offense. The minimum penalty will be loss of opportunity to participate at one scheduled game or contest. If eligibility is canceled, a student athlete will not be eligible for renewal of any athletic scholarship, and an existing scholarship may be subject to cancellation, consistent with NCAA limitations.

c. Counseling and rehabilitation. Appropriate medical and psychological monitoring and counseling may be required of the student athlete, for the duration of any period of suspension, and thereafter for as long as the Director of Athletics deems appropriate.

d. Follow-up testing. During the period of suspension and at any time following reinstatement, the student athlete may be subject to periodic testing for as long as is deemed appropriate by the Director of Athletics.

3. Third Occasion

a. Cancellation of eligibility. The student athlete's eligibility to participate in the athletic program will be canceled permanently; the student athlete will not be eligible for renewal of any athletic scholarship, and an existing scholarship may be subject to cancellation subject to NCAA limitations. Any such cancellation may be imposed only in accordance with the procedures specified in Section H.

b. Notification of parents. The parents of minor students and dependent students will be notified of any such cancellation of eligibility.

c. Counseling and rehabilitation. A student whose eligibility has been canceled may seek assistance from established University counseling and medical resources otherwise available to students incident to their enrollment at UNC Charlotte. Such services will not be initiated or supervised by the Athletic Department, since the student's affiliation with the athletic programs of the institution will have been ended.

H. Procedures for Imposing Serious Sanctions

Section G of this policy provide notice of circumstances under which suspension or cancellation of eligibility to participate in intercollegiate athletic activities may be imposed. Such sanctions may be imposed only in accordance with the procedures here prescribed.

I. Written Notice

Before any suspension or cancellation is imposed, the student athlete will be given written notice by the Director of Athletics of the intention to suspend or cancel eligibility, of the reasons for the proposed action, and of the right of the affected student athlete to request a hearing on the proposed sanction before it is imposed; provided, that if the proposed sanction is based on a preliminary determination of improper drug use that may threaten the health of the student athlete or of other participants in the athletic program, athletic participation (training, practice, or competition) shall be discontinued immediately, pending a

determination by medical authority selected by the University as to the fitness of the student athlete to resume participation in athletic activities. This determination, designed to protect the health and safety of student athletes, shall be made as promptly as possible. Information supplied by the student athlete to medical personnel incident to making such a determination shall not be admissible in any institutional disciplinary process and shall be treated as confidential, within the context of the doctor-patient relationship.

2. Request for Hearing or Waiver of Hearing

A student athlete may obtain a hearing by addressing a request in writing to the Director of Athletics within three calendar days after receiving the written notice referred to in paragraph 1, above. If no request for a hearing is received by the Director of Athletics within the prescribed period, the proposed sanctions may be imposed immediately, without recourse to any institutional grievance or appeals process.

3. Hearing

a. Hearing committee

If an affected student athlete requests a hearing, it shall be afforded before a standing or ad hoc committee consisting of three persons appointed by the Chancellor; no officer, employee, or agent of the Athletic Department shall be eligible to serve on such a committee.

b. Conduct of hearing

The hearing shall be convened within five days after it is requested. The hearing shall be conducted in private. Attendance at the hearing is limited to the members of the committee, the affected student athlete and a person of his or her choice, and the Director of Athletics or his or her delegate and a person of his or her choice, except for witnesses who may be present while they give testimony. The Director of Athletics, or his delegate, shall present evidence in support of the proposed suspension or cancellation. The affected student athlete, accompanied by a person of his or her choice, may be present to hear and review all evidence presented in support of the proposed sanction, to challenge such evidence, and to present other evidence in his or her own defense. The burden shall be on the Director of Athletics to prove, by a preponderance of the evidence, that impermissible drug use, or other

violation of the standards set forth in this program, in fact occurred. After hearing all such evidence as it deems relevant, the committee shall deliberate in private for the purpose of making findings of fact. The findings and conclusions shall be based exclusively on information supplied at the hearing. Within three days after it concludes its inquiry, the committee shall report its conclusions concerning the facts, as well as any advice concerning the severity of the sanctions proposed, to the Vice Chancellor for Student Affairs, who shall decide what sanction, if any, shall be imposed.

4. Appeals

Within five calendar days, the affected student may appeal the decision of the Vice Chancellor for Student Affairs to the Chancellor and, thereafter, may pursue such appeals as may be permitted by the provisions of Section 501C(4) of The Code of The University of North Carolina. Cancellation of eligibility (with attendant cancellation of any athletic scholarship) may not be imposed until appeals through the level of the Chancellor have been concluded. Athletics participation--training, practices, or competition-- may be discontinued earlier as provided in Section H.1.

I. Confidentiality of Information Concerning Drug Use

Any information concerning a student's alleged or confirmed improper use of drugs, solicited or received pursuant to implementation of this program, shall be restricted to institutional personnel and to parents of minors or dependent students. No other release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution cannot guarantee that law enforcement or prosecutorial authorities will not gain access to information in the possession of the institution, since a valid subpoena or other enabling court order might be issued to compel disclosure; the institution, however, will not voluntarily disclose such information in the absence of a court order.

J. Improper Provision of Drugs by Institutional Personnel

No officer, employee, or agent of UNC Charlotte may supply to any student athlete any drug that may endanger a student athlete or affect athletic ability or performance, or otherwise encourage or induce any student athlete improperly to use drugs, except as specific drugs may be prescribed by qualified medical personnel for the treatment of individual student athletes. Any person who has information about a possible violation of this prohibition shall report such information

promptly to the Director of Athletics or to any Vice Chancellor, who shall have authority to investigate the allegation and to report the results of the investigation to the Chancellor for appropriate disciplinary proceedings.

Prohibited Drugs. The following is the list of banned-drugs classes:

(a) Psychomotor and central nervous system stimulants:

amiphenazole	caffeine ¹
meclofenoxate	methylphenidate
amphetamine	benzphetamine
methylamphetamine	nikethamide
bemigrade	norpseudoephedrine
caffeine ²	pemoline
caffeine ³	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	picrotoxine
diethylpropion	pipradol
dimethylamphetamine	prolintane
doxapram	strychnine
ethamivan	
ethylamphetamine	
fencamfamine and related compounds	
bromantan	
methylene-dioxymethamphetamine (MDMA) (Ecstasy)	

(b) Sympathomimetic amines:⁴

chlorprenaline	methoxyphen
ephedrine	methylephedrine
etafedrine	phenylpropanolamine
isoetharine	pseudoephedrine
isoprenaline and related compounds	

¹For caffeine--if the concentration in the urine exceeds 15 micrograms/ml.

²For caffeine--if the concentration in the urine exceeds 15 micrograms/ml.

³For caffeine--if the concentration in the urine exceeds 15 micrograms/ml.

⁴The use of these banned substances from this category (some of which are over-the-counter cold and diet medications) must be declared by the student athlete.

(c) Anabolic steroids:

boldenone	norethandrolone
clostebol	oxandrolone
dehydrochloromethyl-testosterone	
oxymesterone	
fluoxymesterone	oxymetholone
mesterolone	stanozolol
methenolone	testosterone ⁵
methandienone and related compounds	
nandrolone	methyltestosterone
androstenediol	norandrostenediol
androstenedione	norandrostenedione
clenbuterol	

(d) Diuretics:

acetazolamide	hydroflumethiazide
bendroflumethiazide	methyclothiazide
benzthiazide	metolazone
bumetanide	polythiazide
chlorothiazide	quinethazone
chlorthalidone	spironolactone
ethacrynic acid	triamterene
flumethiazide	trichlormethiazide
furosemide and related compounds	
hydrochlorothiazide	

(e) Street drugs:

heroin	THC
(tetrahydro-cannabinol) ⁶	
marijuana ⁷	

⁵If the concentration in the urine of THC metabolite exceeds 25 nanograms/ml.

⁶If the concentration in the urine of THC metabolite exceeds 25 nanograms/ml.

⁷Ibid.

Date:

Notification of Special Urinalysis Drug Testing

TO: _____
(name of student)
FROM: _____
(Director of Athletics)
RE: Scheduled Urinalysis

Based on individualized reasonable suspicion that you may be engaged in the impermissible use of drugs prohibited by University policy applicable to student athletes, you are to report for drug screening at the date, time, and place shown below. You will be required to provide a urine specimen, consistent with the policies and procedures established by the UNC Charlotte "Drug Abuse Prevention, Education, Screening and Counseling Program for Participants in Intercollegiate Athletics," effective _____, 19____, which you have previously received.

You must bring this notice with you when you report for testing.

REPORT

TO: _____(location)
AT: _____(date and time)

Signed:
(student athlete)
(date and time of receipt)

Witnessed:
(designated University official)
(date and time delivering the notice)

Appendix B

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
STUDENT-ATHLETE EMPLOYMENT
CERTIFICATION FORM

I understand that if I gain employment in the 2006-2007 Academic Year, I am obligated to inform the Director of Athletic Compliance. I also understand that I am obligated to represent the University of North Carolina at Charlotte by diligent work habits, honest communication, and respectful conduct toward my employer at all times.

If I am employed during the 2006-2007 Academic Year, I agree to abide by the following conditions and procedures:

1. I am responsible for the accuracy of my time records and pay.
2. I understand that I will be paid by check only for actual hours worked and at the same hourly rate as other employees performing similar work.
3. I will not accept any benefits or privileges that are not available to other employees doing similar work.
4. I acknowledge that I am to be treated in the same manner as any other employee.
5. I will immediately report to the Compliance Office any improper benefits or privileges offered to me or received by me.
6. I understand that the Compliance Office may contact my employer to evaluate my employment. In that regard, by signing this employment agreement, I give my permission for my employer to release any and all employment records or documents to the University or its authorized representatives.
7. I understand that any violation of the above procedures could constitute violation of the University of North Carolina at Charlotte, Atlantic 10 Conference, and NCAA regulations and thus could affect my eligibility to compete in intercollegiate athletics.

Do you plan to work during this Academic Year? ___Yes ___No

Print Name

Social Security Number

Student-Athlete Signature

Date

**UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
STUDENT-ATHLETE EMPLOYMENT AGREEMENT**

I understand that if I am employed by this company, I am obligated to represent the University of North Carolina at Charlotte by diligent work habits, honest communication, and respectful conduct toward my employer at all times.

I agree to abide by the following conditions and procedures:

1. I am responsible for the accuracy of my time records and pay.
2. I understand that I will be paid by check only for actual hours worked and at the same hourly rate as other employees performing similar work.
3. I will not accept any benefits or privileges that are not available to other employees doing similar work.
4. I acknowledge that I am to be treated in the same manner as any other employee.
5. I will immediately report to the Compliance Office any improper benefits or privileges offered to me or received by me.
6. I understand that the Compliance Office may contact my employer to evaluate my employment. In that regard, by signing this employment agreement, I give my permission for my employer to release any and all employment records or documents to the University or its authorized representatives.
7. I understand that any violation of the above procedures could constitute violation of the University of North Carolina at Charlotte, Atlantic 10 Conference, and NCAA regulations and thus could affect my eligibility to compete in intercollegiate athletics.

Please explain how you obtained this employment:

Print Name: _____ SSN: _____

Signature: _____ Date _____



STUDENT-ATHLETE EMPLOYMENT
AGREEMENT

Thank you for employing a Charlotte student-athlete. Please review and acknowledge your agreement to employ the student-athlete in accordance with the conditions and procedures set forth in section B. Please supply the information requested in **section A and section C**:

A. Employer Information

Company Name

Address	City	State	Zip
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Person to Contact	Title	Phone
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Conditions and Procedures

1. You agree to hire the student-athlete as a regular part-time or full-time employee and to maintain accurate time records.
2. You agree to pay the student-athlete by check only for actual hours worked and at the same hourly rate you pay other employees performing similar work.
3. You agree to treat student-athletes in the same manner you treat other employees in all respects.
4. You agree not to provide compensation based on the student-athlete's name or reputation and not to advertise in any public manner (newspaper, radio, television, etc.) the employment of the student-athlete.
5. You agree not to provide the student-athlete any benefits whatsoever not provided to other employees performing similar work. This includes the use of vehicles, transportation to or from work, meals, loans, advances or time off with pay.
6. If needed, you agree to provide the Compliance Office with student-athlete employment records.

C. Confirmation of Employment

Student-Athlete's Name

Job Description

Starting Date _____ Ending Date _____

Hourly Wage _____ Full-Time or Part-Time _____

Approx. Numbers of Hours/Week _____

Employee is entitled to the following benefits which are available to all employees:

_____	Term Life Insurance	_____	Retirement
_____	Disability Insurance	_____	Other
_____	Health Insurance	_____	None

Describe Other:

Employer Signature: _____ Date: _____

Please return this form to:
Chris Thomasson
Director of Compliance
University of North Carolina at Charlotte
9201 University City Blvd.
Charlotte, NC 28223