



**SPORTS MEDICINE
DEPARTMENT**

**POLICY AND PROCEDURES
MANNUAL**

2020-2021

Eastern Illinois University Sports Medicine Policies and Procedures

Table of Contents

Introduction	4
Mission Statement	4
Sports Medicine Staff and Sport Coverage	4
Athletic Training Room Policies	4
Athletic Training Room Code of Conduct.....	5
Athlete Injury Policy	5
Athlete Illness Policy	6
Pre-Participation Physical Examinations	7
Payment of Expenses for Athletic-Related Injuries and Illnesses	9
Reimbursement Procedures for X-rays for Injury caused by participation in Intercollegiate Athletics ...	9
Payment for Medications for Injury or Illness caused by participation in Intercollegiate Athletics.....	10
Referral of Athletes to Medical Personnel Outside EIU Sports Medicine Network.....	10
Expediting Medical Care	11
Policy for Chiropractic Care	11
Recognized Specialist	11
Procedures for Referral for Chiropractic Care	11
Procedure for Referral and Payment for Custom-Made Orthotics.....	11
Concussion Management Protocol	12
Baseline Testing.....	12
Recognition of Signs and Symptoms of a Concussion ¹	12
Response to Signs and Symptoms of a Concussion.....	13
Substance Abuse Policy	14
Purpose of Drug and Alcohol Education and Screening.....	14
Drug Education	14
Substance Abuse Committee	15
Substance Abuse Program General Procedures	15
Selection Process	16
Notification Process	17
Testing Procedure	18
Test Results	18

Resulting Action of Substance Abuse Violations	19
NCAA Drug Testing	25
Appeal Rights.....	25
Team Travel Procedures	26
Team Traveling with Certified Athletic Trainer	26
Team Traveling with First Responder (without ATC).....	26
Panther Camps Policies and Procedures	27
Camp Sign-Ups	27
Forms/Payment	27
Communication Tree.....	28
Roles/Responsibilities	28
Set-Up (Coolers and Cups)	29
Registration	29
Referrals.....	30
Emergency Action Plans.....	30
Contacts.....	31
Weather	31

Appendix A – Reasonable Suspicion for Substance Abuse

Appendix B – Physical Exam Forms

Appendix C – Annual Waivers and Releases

Appendix D – One-Time Waivers and Releases

Appendix E – Emergency Action Plans by Facility

Introduction

This manual provides an outline for the Eastern Illinois University Sports Medicine Department's policies and procedures. It is intended to be a guide for the Sports Medicine staff and graduate assistants as well as a description of our philosophies for other athletic department personnel, coaches, and student-athletes. It will be reviewed and updated annually to reflect any changes or additions in policies or procedures.

Mission Statement

The Sports Medicine Department at Eastern Illinois University is deeply concerned with both the short-term and long-term effects of intercollegiate competition on the physical and mental well being of the student-athlete. The sports medicine department is committed to providing quality health care to all varsity student-athletes, which begins with injury prevention. It is a priority to work with coaches, physicians, and the rest of the medical community to ensure that student-athletes are physically and mentally prepared for practice and competition. Additionally, the sports medicine staff is responsible for the treatment and rehabilitation of all athletically related injuries. It is the staff's goal to return the athlete to a level equal or above that of their pre-injury status; no athlete will return to play until his or her highest post-injury level of function has been achieved. Lastly, the concern from the physical well being of the student-athlete includes the opposition to the use of all illegal and NCAA-banned chemical substances by student-athletes. It is the responsibility of the sports medicine staff to provide athletes with information on the ill effects of drug use and to provide deterrents through periodic, random drug testing by the institution and the NCAA.

Sports Medicine Staff and Sport Coverage

Director of Sports Medicine

Jim Nave, MS, LAT, ATC
Track and Field

Associate Athletic Trainer

Jason Heiar, MS, LAT, ATC
Football

Assistant Athletic Trainers

Jehan Ayap, MS, LAT, ATC
Women's soccer, Women's Basketball

Michael Nordgren, MA, LAT, ATC
Men's soccer, Men's basketball

Michaela DeSantis, MS, LAT, ATC
Volleyball, Softball

Graduate Assistant Athletic Trainers

Megan Lawler, ATC
Football, Swimming

Michael Turner, ATC
Cross-Country, Track and Field, Tennis

Maria Garcia, ATC
Baseball, Swimming

Athletic Training Room Policies

The Athletic Training rooms are available to all intercollegiate athletes for the prevention, treatment, management and rehabilitation of injuries.

Hours of Operation

<i>O'Brien Athletic Training Room</i>	Open Monday thru Friday 7a-12p, 1p-Practices COVID screening 6:45 am Weekend hours by appointment
<i>Lantz Athletic Training Room</i>	Open Monday thru Friday 1p-Practice COVID Screening 6-9 am Weekend hours by appointment Closed during Summer Session

Holiday hours and exam week will vary and are dependent on sport coverage. All final decisions regarding these times shall be made by staff ATC assigned to the sport.

Athletic Training Room Code of Conduct

- 1) All injuries and illnesses must be reported to Certified Athletic Trainer **no later than 9AM** or as determined by Staff ATC.
- 2) The athletic training room is a co-educational facility; appropriate dress and behavior is required at all times.
- 3) Athletes must shower before all post-practice treatments.
- 4) No smoking or chewing tobacco allowed in the athletic training room.
- 5) No food allowed in the treatment areas.
- 6) The athletic training room is for those seeking medical attention. **Please do not loiter.**
- 7) No one is allowed in the athletic training room offices without the permission of a Staff Certified Athletic Trainer.
- 8) Student-athletes are not allowed to use the telephone or computer in the athletic training rooms without the permission of a Staff Certified Athletic Trainer.
- 9) No shoes on the treatment tables.
- 10) No cleats or spikes to be worn in athletic training room.
- 11) Use of cell phones is prohibited in the athletic training room.
- 12) No moist heat packs are to leave the athletic training room.
- 13) Dump ice from ice bags in the sink or cold whirlpool.
- 14) No open wounds in the whirlpools.
- 15) Bring your own towels when using the whirlpools.
- 16) Dry off before leaving the whirlpool area.
- 17) Medical referrals are to be made by Staff Certified Athletic Trainers only.
- 18) Abusive or offensive behavior and/or language towards another individual will not be tolerated. Such behavior will be reported to the head coach and the athlete will be asked to leave the athletic training room.

Athlete Injury Policy

- 1) Athletes agree to report all injuries (athletic-related or non-athletic-related) to the Sports Medicine Staff.
- 2) Report all new injuries to Certified Athletic Trainer **no later than 9AM.**

- 3) Certified Athletic Trainer will determine appropriate management of injury.
- 4) Certified Athletic trainer will direct proper referral of athlete to EIU Team Physician and EIU Student Health Service.
- 5) Morning treatments plus pre- and post-practice treatments for injuries are mandatory.
- 6) Written injury reports, treatment compliance reports and participation status reports are given to coaches daily.
- 7) In case of emergency when EIU Athletic Training Rooms and Student Health Service are closed*, take personal insurance information and go to Sarah Bush Medical Center Lincoln Emergency Room.
 - a) Contact your Certified Athletic Trainer as soon as possible.

Athlete Illness Policy

- 1) Athletes agree to report all illnesses to the Sports Medicine Staff.
- 2) Report all new illnesses to Certified Athletic Trainer **no later than 9AM**.
- 3) Certified Athletic Trainer will assist in arranging an appointment with a Student Health Service physician or schedule an appointment with team physician at O'Brien training room.
- 4) Physicians will determine participation status due to illness.
- 5) Certified Athletic Trainer will notify coach of illness and practice limitations.
- 6) Emergency illnesses that occur when EIU Athletic Training Rooms and Student Health Service are closed*, take personal insurance information and go to Sarah Bush Lincoln Medical Center Emergency Room.
 - a) Contact your certified Athletic Trainer as soon as possible.

*Student Health Service Hours of Operation (www.eiu.edu/~health/)

Monday – Friday	7:30am – 4:30pm	Regular Hours
	4:30pm – 8:00pm	RN on duty, MD on call
Saturday	10:00am – 5:00pm	RN on duty, MD on call
Sunday	Closed	

The Athletic Training Room in conjunction with EIU Student Health Service personnel must refer athletes to a doctor, dentist, hospital or any other medical personnel. This will ensure expenses are covered by the appropriate health insurance plan.

Pre-Participation Physical Examinations

1) Parent Information Form

- a) A current Parent Information Form must be on file:
 - i) Student-athletes must accurately complete this form each year prior to sports participation.
 - ii) Failure to provide accurate personal insurance information will jeopardize insurance coverage.
 - iii) Failure to notify Athletic Trainer of insurance status changes during the year will jeopardize insurance coverage.

2) Immunization Records

- a) A completed immunization form must be on file at Student Health Service.
 - i) Student-athletes are required to comply with immunization policies of the University.
 - ii) Student Health Service personnel will administer appropriate immunizations if student-athlete fails to provide proof of immunizations.
 - iii) The student-athlete is responsible for the cost of the immunizations.

3) Sickle Cell Trait Testing

- a) Proof of a sickle cell solubility test (SCT) must be on file:
 - i) Student-athletes are required to comply with 13.11.3.9.1 of NCAA Manual
 - ii) Student Health Service personnel will administer an SCT screen if student-athlete fails to provide proof of prior test completed within 6 months.

4) Physical Exam

- a) A complete physical exam conducted by an EIU Certified Athletic Trainer and EIU Team physician or EIU Health Services must be on file in athletic training room.
 - i) Physical exams will be conducted and coordinated by a Certified Athletic Trainer at EIU.
 - ii) All paperwork must be thoroughly completed by the student-athlete.
 - iii) EIU Certified Athletic Trainers will perform history screening, preliminary orthopedic evaluations, manual muscle testing, flexibility screening, height, weight, blood pressures, and pulse rates.
 - iv) All athletes who are new (first physical at EIU) will be referred to Student Health Service or Team Physician for completion of physical exam by physician and Student Health Service personnel.*
 - v) Returning athletes (have a prior EIU physical on file) will fill out a Health History Update and will see a physician if they meet ONE of the following criteria:
 - (1) Health History Update reveals new injury
 - (2) Health History Update reveals recent illness
 - (3) Student-athlete was under physician care for injury or illness while away from EIU (Requires written release from student-athlete's physician).
 - (4) Student-athlete had surgery while away from EIU.
 - (5) Cardiopulmonary screening reveals concerns or problems.
 - (6) Certified Athletic Trainer suggests physician referral based on changes in Health History Update from previous year.
 - (7) Student-athlete requests to see a physician.
- b) The physical exam status of each athlete will be given to the respective coaching staffs and equipment room.
- c) Physical exams will not be initiated until student-athlete meets all eligibility requirements.
 - i) *Football physical exams will be administered and conducted in compliance with 17.11.2.32 of NCAA manual. ("Prior to participation in any preseason activities, all prospects and student-athletes

shall be required to undergo a medical examination that is administered or supervised by a physician.”)

5) Practice Players

- a) Students participating as a **practice player** must do the following prior to participation:
 - i) Obtain a “Team Roster Addition Form” from the head coach.
 - ii) Complete Parent Information Form and show proof of valid primary medical insurance, separate from EIU Student Insurance, which provides coverage for intercollegiate athletic injuries.
 - (1) If a student does not have valid primary medical insurance, they may purchase a temporary policy that includes coverage for athletic injuries:
 - (a) State Farm – Dick Stark: 217-348-0909
 - (b) Cooper Bumpus Insurance Agency Inc: 217-348-7621
 - (c) Bob Oetting and Associates Insurance Agency: 217-345-7063
 - iii) Complete a history screening, preliminary orthopedic evaluation, manual muscle testing, flexibility screening, height, weight, blood pressures, and pulse rate with an EIU Certified Athletic Trainer.
 - iv) Complete athletic physical exam at Student Health Services with physician or Student Health Service personnel.
 - (1) PE will include a sickle cell trait (SCT) screening.
 - (a) *SCT screen will be billed to participants account and will be his/her responsibility.*
 - v) Sign “Tryout Waiver.”
- b) *The physical exam status of each athlete will be given to the respective coaching staffs and equipment room.*
- c) *Returning practice players (have a prior EIU physical exam on file) will fill out a Health History Update and will see a physician if deemed necessary by EIU Certified Athletic Trainer or at the request of the student.*

6) Tryouts

All tryouts will be completed within the first 3 weeks of the fall or spring semester.

- a) Team athletic trainer must be notified of the open tryout session *1 week prior* to tryout session.
- b) All participants must be approved for participation by the team athletic trainer prior to the tryout session.
- c) All participants must provide the following prior to the tryout session to be approved for participation:
 - (1) Proof of valid primary medical insurance, separate from EIU student insurance, which provides coverage for intercollegiate athletic injuries.
 - (2) Proof of EIU Health Services medical exam within the last 12 months
 - (3) Proof of SCT screen within the last 6 months
 - (a) If positive for sickle cell trait, participant must sign a “Sickle Cell Positive Waiver”
 - (b) *SCT screen will be billed to participants account and will be his/her responsibility.*
 - (4) Signed “Tryout Waiver”
- d) The participation status of each athlete will be given to the respective coaching staff immediately before the scheduled tryout session.

Payment of Expenses for Athletic-Related Injuries and Illnesses

- 1) ALL injuries and illnesses are reported to the athletic training room. (Emergencies are an exception.)
- 2) The athlete must take insurance information from the athletic training room to the EIU team physicians, EIU appointed specialists or EIU Student Health Service.
- 3) **If the appropriate referral chain is followed** by the student-athlete, injuries and illnesses that occur during or as a result of scheduled practices, mandatory conditioning sessions, supervised weight training sessions and athletic events will be covered in the following way:
 - a) Certified Athletic Trainer will fill out a claim form and check benefits with EIU Varsity Insurance Manager.
 - b) The Certified Athletic Trainer in conjunction with athlete will schedule appointments with appropriate medical providers.
 - c) **All** bills will be submitted to parent/guardian's primary medical insurance.
 - d) A copy of the insurance company's Explanation of Benefits must be forwarded to EIU athletic insurance office **by the student athlete or student athlete's parents.**
 - i. EIU team athletic trainer will submit "Athletic Insurance Claim Sheet" with a copy of the "Parent Info Form" to student insurance coordinator.
 - e) Remaining balances will be submitted to EIU athletic insurance on athletic-related injuries and illnesses in accordance with the NCAA Medical Expenses Guidelines. (Athletic insurance benefits could expire 52 weeks after date of injury. Contact Student Insurance Office at 581-5290 for policy details.)
- 4) Injuries that occur while participating in voluntary campus physical activities such as recreational weight training, pick-up basketball games and intramural sports **will not** be covered by athletic insurance but student health insurance may apply.
- 5) Injuries that occur while going to and from class or while participating in classroom activities (i.e. physical education) **will not** be covered by athletic insurance but student health insurance may apply.
- 6) Dental teeth cleaning, provisional filling of teeth or other dental work not directly related to an injury sustained during practice or competition **will not** be covered by athletic insurance.
- 7) Pre-existing injuries that are not fully rehabilitated as determined by EIU team physicians and/or Certified Athletic Trainers and those current injuries or illnesses documented during physical examinations by team physicians and Certified Athletic Trainers **will not** be covered by athletic insurance but student health insurance may apply.
- 8) Injuries that occur while participating in voluntary conditioning activities during the summer that are **conducted by the institution's strength and conditioning coach** may be covered by athletic insurance.

Reimbursement Procedures for X-rays for Injury caused by participation in Intercollegiate Athletics

- 1) X-rays are provided at EIU Student Health Service.
- 2) A \$30 fee for x-rays will be charged to the athlete.
- 3) The athlete is responsible for this charge.
- 4) The athlete can submit the bill to their primary medical insurance. (Forms available at Student Health Service)
- 5) An Explanation of Benefits from primary medical insurance can then be submitted to EIU insurance office for complete reimbursement for x-rays (for athletic-related injuries).

Payment for Medications for Injury or Illness caused by participation in Intercollegiate Athletics

Athletes are responsible for initial payment for all prescription medications. Prescription medications can be purchased for a nominal fee at Student Health Service (visit www.eiu.edu/~health/ for more information). The athlete also has the option to take the prescription to a local pharmacy where primary medical insurance can be used. An Explanation of Benefits from primary medical insurance or receipts from the purchase of prescription medications can be submitted to EIU insurance office for consideration of reimbursement.

Referral of Athletes to Medical Personnel Outside EIU Sports Medicine Network

A network of EIU physicians and specialists is selected by the Associate Athletic Director of Operations and the Director of Sports Medicine.

Eastern Illinois University cannot restrict an athlete from seeing an outside medical entity or seeking a second opinion. However, all appointments with any medical provider outside of the EIU system must be **pre-approved by the Head Athletic Trainer** to ensure expenses are covered by the appropriate health insurance plan. If the appointment is approved, a signed authorization form will be forwarded to the EIU athletic insurance office. Proper insurance documents and a signed Release of Information form must accompany the athlete to the appointment.

If the EIU Director of Sports Medicine does not approve or have prior knowledge of the medical treatment, appointment, special tests or surgery, all generated bills will be the responsibility of the athlete. (Athletic insurance will not apply as secondary coverage in these cases.)

Coaches, athletes and other athletic department personnel are strictly prohibited from facilitating, arranging or requiring any visit to a medical provider. Any athlete who seeks the services of a medical provider without notifying the Director of Sports Medicine will abide by all restrictions placed on them by that medical provider. The athlete must provide the Director of Sports Medicine with documentation of the exam, diagnosis and restrictions prior to being allowed to participate in EIU athletics.

The EIU affiliated physicians reserve the right to disqualify an athlete from participation in athletics for medical reasons at any time. EIU affiliated physicians will have the final say in allowing or disallowing participation in EIU athletics for medical reasons.

Expediting Medical Care

- 1) The following practitioners will be available on a regular schedule in their clinics or in the athletic training room.
 - a) Dr. Robert Biggs
 - b) Dr. Donald Sandercock
 - c) Dr. Charles Schuster – Chiropractics
- 2) Athletes who need special tests (MRI, Bone Scan, CT Scan, etc.) or surgery will be scheduled as soon as the athletic training room obtains proper authorization from primary medical insurance companies.
- 3) We will abide by regulation and limitations of student-athlete's primary medical insurance and the EIU Student Insurance Office.
- 4) Direct all questions or concerns to staff athletic trainer assigned to your sport.

Policy for Chiropractic Care

The EIU Athletic Training Department is committed to providing quality and comprehensive medical care. We have identified chiropractic care as part of comprehensive health care for competitive athletes. To maintain quality and continuity of care, the ensuing policy will be followed.

Recognized Specialist

EIU Athletic Training Department recognizes Dr. Charles Schuster as an EIU Appointed Specialist for chiropractic care. All chiropractic care will be provided by Dr. Schuster unless prior approval for care by another doctor of chiropractics is received from the Director of Sports Medicine.

Procedures for Referral for Chiropractic Care

- Chiropractic care is available to athletes through referrals by EIU staff athletic trainers only.
- Coaches, athletes and other athletic department personnel are strictly prohibited from facilitating, arranging or requiring any visit to a chiropractor.
 - Any appointments arranged by an individual other than an EIU staff athletic trainer will not be covered by Athletic Insurance.
- Any athlete who seeks the services of a chiropractor without notifying their respective sport's staff athletic trainer will abide by all restrictions placed on them by that medical provider.
 - The athlete must provide the Director of Sports Medicine with documentation of the exam, diagnosis and restrictions prior to being allowed to participate in EIU athletics.

Procedure for Referral and Payment for Custom-Made Orthotics

Orthotics for Medical Necessity with Approval from the Director of Sports Medicine

- An EIU staff athletic trainer in conjunction with athlete will schedule appointments at SBLHS Physical Therapy, per Dr. Biggs orders.
- All bills will be submitted to parent/guardian's primary medical insurance.

Orthotics Requested by Coaches

- Coaches may request orthotics be made for teams or individuals.
- Payment for such orthotics must be out from the team's budget.
 - Coaches may request assistance with scheduling and providing insurance information from EIU staff athletic trainers.

Concussion Management Protocol

Baseline Testing

Before participating in any athletic activities (i.e. weight training, conditioning, practice, competition) all student-athletes who participate in contact/collision¹ and limited contact¹ sports or who report a history of concussions³ will complete baseline assessment. The baseline assessment will consist of an ImPACT Baseline Test administered by a Certified Athletic Trainer (ATC).

Contact/Collision	Limited Contact
Basketball	Baseball
Football	High Jump/Pole Vault
	Volleyball
Soccer	Softball

Recognition of Signs and Symptoms of a Concussion²

If any one of the following symptoms or problems is present, a head injury should be suspected and appropriate management instituted:

- 1) Cognitive Features
 - a) Unaware of period, opposition, score of game
 - b) Confusion
 - c) Amnesia
 - d) Loss of consciousness
 - e) Unaware of time, date, place
- 2) Typical Symptoms
 - a) Headache
 - b) Dizziness
 - c) Nausea
 - d) Unsteadiness/loss of balance
 - e) Feeling “dinged,” stunned or dazed, “foggy”
 - f) “Having my bell rung”
 - g) Seeing stars or flashing lights
 - h) Double vision

Other symptoms such as sleepiness, sleep disturbance, and a subjective feeling of slowness and fatigue in the seeing of an impact may indicate that a concussion has occurred or not completely resolved.

- 3) Physical Signs
 - a) Loss of consciousness/impaired conscious state
 - b) Poor coordination or balance
 - c) Concussive convulsion/impact seizure
 - d) Gait unsteadiness/loss of balance
 - e) Slow to answer questions or follow directions
 - f) Easily distracted, poor concentration
 - g) Displaying inappropriate emotions (e.g. laughing or crying)
 - h) Nausea/vomiting
 - i) Vacant stare/glassy eyed

- j) Slurred speech
- k) Personality changes
- l) Inappropriate play behavior (e.g. running in the wrong direction)
- m) Significantly decreased playing ability

Response to Signs and Symptoms of a Concussion

Any student-athlete who is suspected of having a concussion must be removed immediately from competition or practice by an ATC or ATS. If the initial symptoms are recognized by an ATS, the student-athlete will be immediately referred to an ATC. Assessment of the injured student-athlete by the ATC can then take place. The assessment will include a thorough history, balance and coordination testing, and cognitive assessment, such as the Serial 7's or SAC Test. Any student-athlete diagnosed with a concussion shall not return to activity for the remainder of that calendar day. The certified athletic trainer will consult with a team physician in determining immediate referral to a physician.

A "Post-Concussion Symptoms Scale" (Appendix I) should be completed by the student-athlete within the first 24 hours following the initial onset of the concussion to document the initial level of symptoms.

The student-athlete will be monitored for deterioration while in the presence of an EIU health care professional (e.g. ATC, ATS or team physician). The athlete will be provided with written instructions upon discharge with a roommate, guardian, or someone that can follow the instructions.

Rehabilitation and Return to Activity following a Concussion

The first step in any recovery is rest. It has been well recognized that post-concussive symptoms are aggravated by exertion, both physical and cognitive.¹ With this in mind, the ATC will work with the Athletic Academic Advising Staff to coordinate documentation and allowances for possible academic issues due to the concussion.

Once the student-athlete is asymptomatic for 24 hours according to their "Post-Concussion Symptom Scale" the following step-wise return to play protocol will be followed:

- 1) Light aerobic exercise such as walking on a treadmill or stationary cycling for up to 20 minutes. (No resistance training)
- 2) Sport-specific training (e.g. throwing in baseball, running in soccer)
- 3) Noncontact training drills.
 - a) May add resistance training progressing from light to heavier weights at steps 2 or 3.
- 4) Full contact training after consultation with a board licensed physician.
- 5) Return to competition.

The student-athlete should complete the "Post-Concussion Symptom Scale" before and after completing the activity of each step. The student-athlete should progress to the next step only if completely asymptomatic at the current step. Each step should take a minimum of 1 day; symptoms may recur later in the day. If any symptoms are experienced, the athlete should drop back to the previous asymptomatic level and try to progress again after 24 hours.¹

References

1. *American Academy of Pediatrics. (1994). Medical Conditions Affecting Sports Participation. PEDIATRICS , 757-760.*
2. *Kissick J, J. K. (2005). Return to Play After Concussion: Principles and Practice. Clinical Journal of Sports Medicine , 15: 426-431.*

3. *P McCrory, K. J.-B. (2005). Summary and Agreement Statement of the 2nd International Conference on Concussion in Sport, Prague 2004. British Journal of Sports Medicine , i78–i86.*

Substance Abuse Policy

Purpose of Drug and Alcohol Education and Screening

Eastern Illinois University (hereafter referred to as EIU) is concerned with the physical, mental and emotional well-being of its students, including those who participate in Intercollegiate Athletics. While the misuse of drugs and alcohol is neither condoned by the University nor the Department of Athletics, it is recognized as a potential problem for all students, especially the student-athlete. The student-athlete experiences unique pressures and risks due to his/her involvement in Intercollegiate Athletics and is highly susceptible to the experimentation of drugs and alcohol. Therefore, EIU has instituted a mandatory substance-abuse program.

In order to facilitate a more positive decision-making process for the student-athlete, the following drug education and screening goals have been developed:

- 1) To protect the health, safety and welfare of student-athletes;
- 2) To educate the student-athletes on the physiological and psychological dangers inherent in the misuse of drugs and alcohol;
- 3) To identify and address student-athletes' problems and concerns involving drug and alcohol use and abuse;
- 4) To identify and address student-athletes, and others with whom they compete, from potential injury as a result of the misuse of drugs and alcohol;
- 5) To provide a screening program to identify student-athletes (defined below) who are improperly using drugs or alcohol. Furthermore to assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent. For the purpose of the Substance Abuse Policy, a student-athlete at EIU is defined as the following:
 - a) Any person currently participating in the Intercollegiate Athletic program
 - b) Any person currently participating on the cheerleading
 - c) Any person who has been medically disqualified from competition and is still receiving athletic aid
 - d) Any person who has exhausted their athletic eligibility and is still receiving athletic aid.
- 6) To be in compliance with the NCAA rules and regulations regarding drug testing procedures;
- 7) To prevent the use and distribution of performance enhancing substances;
- 8) To protect EIU's integrity; and
- 9) To seek to maintain "fair play" in Intercollegiate Athletics competition.

Eastern Illinois University reserves the right to alter, amend, or modify this Substance Abuse Testing Policy at any time without notice to the student-athlete, coaches, compliance officer(s), athletic training personnel and/or athletics administration staff.

Drug Education

The purpose of the required drug and alcohol educational seminars is to provide realistic and up-to-date information about chemical use and abuse so that responsible decisions can be made about drug and alcohol usage and present a student-athlete's career from being shorted or extinguished because of chemical misuse and/or addiction.

EIU will conduct substance abuse seminars as appropriate. These may include specific information on a single topic (i.e., drinking and driving, marijuana, steroids, etc.) or new information about alcohol or drug misuse

and/or abuse. These seminars may be mandatory for student-athletes, student-athletic trainers, student-managers, cheerleaders and Pink Panthers (hereafter, referred to as “student-athlete”).

Substance Abuse Committee

The Substance Abuse Committee is composed of a local physician, Assistant Director of Athletics/SWA, Associate Director of Athletics for Internal Operations, the Director of Sports Medicine and the Faculty Athletic Representative (FAR). The Associate Director of Athletics for Internal Operations serves as the Chairperson of the Substance Abuse Committee and works closely with the Director of Sports Medicine who oversees the actual screening (ensures paperwork is completed, collects samples, etc.).

Substance Abuse Program General Procedures

To become and remain a participant within EIU Athletics, a student-athlete must comply with the terms of this program that encompasses drug education, screening, and counseling. By signing EIU’s Drug Testing Policy Consent form, the student-athlete agrees to submit to any and all tests ordered by EIU Athletics in order to detect unauthorized drug use. Completion of this document is required of all student-athletes as a part of their pre-participation physical examination.

A student-athlete must take a urine and/or blood test for illegal drugs, non-prescribed prescription drugs, alcohol, narcotics or steroids at such times and places as outlined by the policies/procedures in the EIU Substance Abuse Policy. The testing program consists of directly observed (visually witnessed) urine collection; followed by urinalysis by an accredited laboratory. All specimens will be sent to the laboratory in numerically identified sealed containers. No names or social security numbers will appear on these containers. The Substance Abuse Committee Chairperson will be notified (via email or fax) by the laboratory of all results, positive and/or negative.

Blood collection is a potential option for the testing procedure, but will only be used on the rare or occasional circumstance.

The collection process will follow NCAA guidelines regarding specimen collection validation, as well as specimen chain of custody concerning the laboratory analysis, specimen identification and confidentiality.

The Eastern Illinois University Athletics Department utilizes the most current NCAA List of Banned Drug Classes (**NCAA Bylaw 31.2.3.1**) for its substance abuse testing program. This list may be obtained through:

- 1) the current EIU Student-Athlete Handbook/Planner
- 2) A member of the EIU Athletic Training Department;
- 3) A member of the EIU Athletics Compliance Office; or
- 4) The NCAA Sports Sciences internet site (www.ncaa.org/sports_sciences/drugtesting).

No substance belonging to the prohibited class(es) may be used, regardless of whether it is specifically listed as an example.

Specimen manipulation—the attempt to alter the integrity of a specimen—is considered a positive drug test. Manipulation includes adding any substance to the urine specimen during or after the act of urination.

Selection / Frequency:

Testing may be conducted for all student-athletes throughout the entire year including, but not limited to, the beginning of each school year as part of a physical exam, the summer and/or immediately prior to any post-season competition. Testing may occur at any time of the day. All student-athletes are eligible for each test. Therefore, someone may be tested more than once per year.

Any student-athlete who tests positive may be subject to random weekly tests for as long as he/she is a member of an EIU Intercollegiate Athletics team.

The refusal to cooperate in such tests will be considered a positive test, including all of the sanctions associated with the positive result. In addition, the athlete may be recommended for non-renewal of the athletic scholarship (if applicable). This includes not only those athletes actively participating but also those student-athletes who are receiving athletic financial aid that have been medically disqualified or have exhausted their eligibility.

Selection Process

Selection for testing may be based on position, time played, year in school, participation on a particular team, participation in post-season play, previous offenses of the EIU Substance Abuse Policy (see above) or “reasonable suspicion”.

All selection for testing is done randomly, EXCEPT when a student-athlete is selected due to “reasonable suspicion” (see below). The general selection process (not including selection via “reasonable suspicion”) is as follows:

- 1) The Associate Director of Athletics for Internal Operations decides the number of student athletes to be tested. For example, 40 athletes (5 of which have previous offenses) for testing.
- 2) The Director of Sports Medicine will submit rosters to Drug Free Sport (contracted testing agency), who will use a computer program to generate a random testing roster.
- 3) The list will be distributed to the athletic trainers the day prior to the test date.
- 4) The athletic trainers notify student athletes as outlined below.

Selection via “Reasonable Suspicion”

If a student-athlete is suspected of using banned substances (as outlined in the EIU Substance Abuse Policy), he/she may be selected to be tested. This selection is not random but based on “reasonable suspicion”. “Reasonable Suspicion” exists where an observed and articulated basis in fact indicates that a student-athlete is using alcohol or other drugs in violation of this policy. The evidence supporting the suspicion must be reasonably reliable and should be clearly documented in writing. The process for selection via “reasonable suspicion” is outlined below:

- 1) If a member of the intercollegiate athletic department suspects that a student-athlete is using a banned substance and wants to have that student-athlete tested via the EIU Substance Abuse Policy, he/she must complete the “Reasonable Suspicion to Suspect Prohibited Substance Use Notification Form” (Appendix A).
- 2) The Substance Abuse Committee will review the form and render a decision as to whether the student-athlete will be tested. A majority of the committee (a minimum of 3 members) must agree that there is sufficient “reasonable suspicion” before testing can occur.
- 3) The signed form will be kept on file in the office of the Substance Abuse Committee Chairperson.

Safe Harbor or Self-Voluntary Referrals

A student-athlete who claims “safe harbor” or voluntarily approaches the Athletic Director or Sport Administrator for help with his/her drug problem prior to a university request for the student-athlete to be available for testing will be accorded confidentiality and professional help. A voluntary request for assistance will result in therapeutic treatment without loss of scholarship aid or participation on the team provided the student-athlete agrees to the terms of his/her rehabilitation.

A student athlete may not claim “safe harbor” within the 24 hours immediately prior to a drug test or after notification of a being selected for a drug test. A student-athlete who voluntarily asks for assistance but does not follow the terms of his/her rehabilitation will be sanctioned according to post-test procedures for positive results. A student will serve both penalty tiers if a second positive occurs in any future testing. Drug usage by an Eastern University student-athlete, which is discovered independently by university authorities, will be subject to the drug policy as outlined herein. Student athletes will only be awarded grace with a self-voluntary referral once throughout their athletic career at Eastern Illinois University .

Notification Process

- 1) Upon selection, student-athletes will be informed prior to testing by a member of the EIU Athletic Training Department, the student-athlete’s coach, and/or a member of the EIU athletics administration.
 - a) Personnel will call all available phone numbers in an effort to notify the student-athlete.
 - b) Personnel MAY leave a phone message on the student-athlete’s voice mail.
 - c) Personnel MAY attempt to reach student-athlete by text message or email
- 2) Notification will take place no more than twenty-four (24) hours before the scheduled test.
- 3) Upon notification, the student-athlete will be asked to read and sign an EIU Substance Abuse Testing Notification Form, notifying him/her of the date, time, and site of the testing, as well as any other special instructions pertinent to the test. Notification is not official until this form is completed and signed.
 - a) The student-athlete will be instructed to report to the test site with a picture ID.
 - b) The student-athlete will not be allowed to practice or otherwise participate in team activities until he/she has reported to the testing site and supplied a viable sample.

If a student-athlete is going to be tested for alcohol, the Director of Sports Medicine will contact (see definition below) the student-athlete the morning of the test (i.e., a “zero hour notification”) and inform him/her to report to Athletic Training immediately.

Contact is considered to be made when the Director of Sports Medicine either speaks directly to the student-athlete or receives a written response (via text messaging or email) from the student-athlete. Leaving a message/voicemail, sending a text message and/or email does NOT in itself constitute a contact.

If a student-athlete is late to testing (once notification has occurred), the following actions will occur:

- 1) The Athletic Trainer will attempt to contact the student-athlete via phone, text, email, etc, to notify him/her that he/she is late. If contact is not made within a short time period (generally 20-30 minutes), Step 2 will occur (see below).
- 2) The Athletic Trainer will contact the Head Coach and “Drug Testing Coordinator” for the respective sport and update him/her that the student-athlete is late. The Head Coach and “Drug Testing Coordinator” will

then attempt to contact the student-athlete. In addition, the Athletic Trainer will continue to try and establish contact.

- 3) The student-athlete will be considered a “No Show,” and will be considered a positive test, including all of the sanctions associated with a positive result. In addition, the athlete may be recommended for non-renewal of the athletic scholarship, if applicable. This includes not only these athletes actively participating but also those student-athletes who are receiving athletic financial aid that have been medically disqualified or have exhausted their eligibility.

Testing Procedure

EIU Athletic Training or an outside company under contract with the University will supervise the collection, screening, and analysis of a urine sample from the student-athlete. At the time of collection, all samples will be screened for a specific gravity level. If a sample does not meet the required level of specific gravity, the student will be required to remain in the drug testing area until an adequate sample can be obtained, or until released by Athletic Training personnel. If the sample meets required specific gravity levels according to the methods available at the time of collection, but does not meet those standards upon laboratory analysis, the sample may be tested for diuretics.

If an outside company is collecting the samples, the athletic trainer will decide when the collection professionals can depart. If not all testing is completed, the student athletes who have not provided a viable sample will be retained and tested under the specific supervision of the Associate AD and/or Athletic Training Staff. If the student athlete must leave the testing area for a scheduled class, the athletic trainer will verify the class with the director of academic services and allow student to attend class. A specific time for return will be communicated. The student athlete will not participate in any countable athletic activity until testing is completed.

Specimen manipulation—the attempt to alter the integrity of a specimen—is considered a positive drug test. Manipulation includes adding any substance to the urine specimen during or after the act of urination.

Test Results

The written documentation of the urine and blood testing program are considered to be medical records and as such, shall remain in the confidential possession of the Chairperson of the Substance Abuse Committee. However, test results (i.e., whether the test is positive or negative), **not** documentation, may be released to the following:

- 1) Director of Athletics
- 2) Other members of the Substance Abuse Committee
- 3) Head Coach of the student-athlete’s sport
- 4) Selected EIU officials on a “need-to-know” basis as determined by the Substance Abuse Committee and the Director of Athletics
- 5) Referral agencies providing counseling to the student-athlete
- 6) Appropriate parties pursuant to a valid subpoena
- 7) EIU personnel involved in any appeal by a student-athlete of sanctions imposed as a result of a positive drug test.
- 8) Other university employees may be informed of test results to the extent necessary for the implementation of this policy and/or for the performance of their duties

Resulting Action of Substance Abuse Violations

SUMMARY TABLE OF EIU TESTING VIOLATIONS	PERFORMANCE ENHANCING DRUGS	MARIJUANA (not synthetic)	SOCIALY USED DRUGS (including stimulants, non-stimulant prescription pharmaceuticals and synthetic marijuana)
<p><u>FIRST POSITIVE</u></p> <p>FOR EACH OF THE CATEGORIES, UNLESS NOTED OTHERWISE, SANCTIONS ALWAYS INCLUDE</p> <p>REFERRAL FOR COUNSELING ASSESSMENT</p> <p>MANDATORY UNANNOUNCED RETESTING</p> <p>PARENTAL CALL FOR MINORS</p>	<p>SUSPENDED FOR ONE CALENDAR YEAR FROM THE DATE OF THE POSITIVE TEST</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>REINSTATED WITH NEGATIVE DRUG TEST, TEAM PHYSICIAN AND ATHLETIC DIRECTOR APPROVAL</p>	<p>REFERRED TO CRAWL PROGRAM</p> <p>50 HOURS COMMUNITY SERVICE WITHIN SIX MONTHS FROM THE DATE OF POSITIVE TEST</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH AND SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p>	<p>SUSPENSION FOR 7 DAYS AND 50% OF COUNTABLE CONTESTS</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT SUPERVISOR AND/OR ATHLETIC DIRECTOR</p> <p>REINSTATED WITH NEGATIVE DRUG TEST, TEAM PHYSICIAN AND ATHLETIC DIRECTOR APPROVAL</p>

SUMMARY TABLE OF EIU TESTING VIOLATIONS	PERFORMANCE ENHANCING DRUGS	MARIJUANA (not synthetic)	SOCIALY USED DRUGS (including stimulants, non-stimulant prescription pharmaceuticals and synthetic marijuana)
<p><u>SECOND POSITIVE</u></p> <p>FOR EACH OF THE CATEGORIES, UNLESS NOTED OTHERWISE, SANCTIONS ALWAYS INCLUDE</p> <p>REFERRAL TO HEAD TEAM PHYSICIAN</p> <p>REFERRAL FOR COUNSELING ASSESSMENT</p> <p>MANDATORY UNANNOUNCED RETESTING</p> <p>PARENTAL CALL FOR MINORS</p>	<p>PERMANENT BAN FROM INTERCOLLEGIATE AHTLETICS AT EASTERN ILLINOIS UNIVERSITY AND LOSS OF GRANT-IN-AID</p>	<p>SUSPENSION FOR 7 DAYS AND 10% OF COUNTABLE CONTESTS</p> <p>50 HOURS OF APPROVED COMMUNITY SERVICE WITHIN SIX MONTHS FROM THE DATE OF THE POSITIVE TEST</p> <p>POSSIBLE COUNSELING</p> <p>MANDATORY UNANNOUNCED RE-TESTING</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p>	<p>SUSPENDED FOR ONE CALENDAR YEAR</p> <p>MANDATORY COUNSELING</p> <p>MANDATORY UNANNOUNCED RE-TESTING</p> <p>PARENTAL CONFERENCE CALL, IF A MINOR</p> <p>WRITTEN ACKNOWLEDGEMENT BY STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>REINSTATED WITH NEGATIVE DRUG TEST, TEAM PHYSICIAN AND AHTLETIC DIRECTOR APPROVAL</p>

SUMMARY TABLE OF EIU TESTING VIOLATIONS	PERFORMANCE ENHANCING DRUGS	MARIJUANA (not synthetic)	SOCIALY USED DRUGS (including stimulants, non-stimulant prescription pharmaceuticals and synthetic marijuana)
<p><u>THIRD POSITIVE</u></p> <p>FOR EACH OF THE CATEGORIES, UNLESS NOTED OTHERWISE, SANCTIONS ALWAYS INCLUDE</p> <p>REFERRAL TO HEAD TEAM PHYSICIAN</p> <p>REFERRAL FOR COUNSELING ASSESSMENT</p> <p>MANDATORY UNANNOUNCED RETESTING</p> <p>PARENTAL CALL FOR MINORS</p>	NOT APPLICABLE	<p>SUSPENSION FOR 14 DAYS AND 25% OF ALL COUNTABLE CONTESTS</p> <p>50 HOURS OF COMMUNITY SERVICE WITHIN SIX MONTHS FROM DATE OF POSITIVE TEST</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>POTENTIAL LOSS OF GRANT-IN-AID AT THE DISCRETION OF THE ATHLETIC DIRECTOR</p>	<p>PERMANENT BAN FROM INTERCOLLEGIATE ATHLETICS AT EASTERN ILLINOIS UNIVERSITY</p> <p>POTENTIAL LOSS OF GRANT-IN-AID AT DISCRETION OF THE ATHLETIC DIRECTOR</p> <p>MEETING WITH SPORT ADMINSTRATOR AND/OR AHTLETIC DIRECTOR</p>

SUMMARY TABLE OF EIU INCIDENT-BASED BEHAVIORAL VIOLATIONS	PERFORMANCE ENHANCING DRUGS	MARIJUANA (not synthetic)	SOCIALY USED DRUGS (including stimulants, non-stimulant prescription pharmaceuticals and synthetic marijuana)	ALCOHOL	TOBACCO
<p><u>FIRST BEHAVIORAL VIOLATION</u></p> <p>FOR EACH OF THE CATEGORIES, UNLESS NOTED OTHERWISE, SANCTIONS ALWAYS INCLUDE</p> <p>REFERRAL TO HEAD TEAM PHYSICIAN</p> <p>REFERRAL FOR COUNSELING ASSESSMENT</p> <p>MANDATORY UNANNOUNCED RETESTING</p> <p>PARENTAL CALL FOR MINORS</p>	<p>SUSPENDED FOR ONE YEAR FROM THE DATE OF THE POSITIVE TEST</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINSTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>REINSTATED WITH NEGATIVE DRUG TEST, TEAM PHYSICIAN AND ATHLETIC DIRECTOR APPROVAL</p>	<p>REFERRED TO CRAWL PROGRAM</p> <p>50 HOURS COMMUNITY SERVICE WITHIN SIX MONTHS FROM THE DATE OF POSITIVE TEST</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>DUI CHARGE = 7 DAY SUSPENSION AND 10% OF COUNTABLE CONTESTS</p> <p>DUI CONVICTION = 7 DAY SUSPENSION AND MINIMUM OF 50% OF COUNTABLE CONTESTS</p>	<p>SUSPENSION FOR 7 DAYS AND 50% OF COUNTABLE CONTESTS</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>REINSTATED WITH NEGATIVE DRUG TEST, TEAM PHYSICIAN AND ATHLETIC DIRECTOR APPROVAL</p> <p>DUI CHARGE = 7 DAY SUSPENSION AND 10% OF COUNTABLE CONTESTS</p> <p>DUI CONVICTION = 7 DAY SUSPENSION AND MINIMUM OF 50% OF COUNTABLE CONTESTS</p>	<p>IMMEDIATE SUSPENSION IF NON-COMPLIANT WITH TREATMENT PLAN</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADIMINSTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>DUI CHARGE = 7 DAY SUSPENSION AND 10% OF COUNTABLE CONTESTS</p> <p>DUI CONVICTION = 7 DAY SUSPENSION AND MINIMUM OF 50% OF COUNTABLE CONTESTS</p>	<p>IMMEDIATE SUSPENSION IF NON-COMPLIANT WITH TREATMENT PLAN</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p>

SUMMARY TABLE OF EIU INCIDENT-BASED BEHAVIORAL VIOLATIONS	PERFORMANCE ENHANCING DRUGS	MARIJUANA (not synthetic)	SOCIALY USED DRUGS (including stimulants, non-stimulant prescription pharmaceuticals and synthetic marijuana)	ALCOHOL	TOBACCO
<p><u>SECOND BEHAVIORAL VIOLATION</u></p> <p>FOR EACH OF THE CATEGORIES, UNLESS NOTED OTHERWISE, SANCTIONS ALWAYS INCLUDE</p> <p>REFERRAL TO HEAD TEAM PHYSICIAN</p> <p>REFERRAL FOR COUNSELING ASSESSMENT</p> <p>MANDATORY UNANNOUNCED RETESTING</p> <p>PARENTAL CALL FOR MINORS</p>	<p>PERMANENT BAN FROM INTERCOLLEGIATE ATHLETICS AT EASTERN ILLINOIS UNIVERSITY AND POTENTIAL LOSS OF GRANT-IN-AID</p>	<p>SUSPENSION FOR 7 DAYS AND 10% COUNTABLE CONTESTS</p> <p>50 HOURS COMMUNITY SERVICE WITHIN SIX MONTHS FROM THE DATE OF POSITIVE TEST</p> <p>POSSIBLE COUNSELING</p> <p>MANDATORY UNANNOUNCED RE-TESTING</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>DUI CHARGE OR CONVICTION – SUSPENDED FOR ONE CALENDAR YEAR AND POTENTIAL LOSS OF GRANT-IN-AID</p>	<p>SUSPENSION FOR ONE CALENDAR YEAR</p> <p>MANDATORY COUNSELING</p> <p>MANDATORY UNANNOUNCED RE-TESTING</p> <p>PARENTAL CONFERENCE CALL, IF A MINOR</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>REINSTATED WITH NEGATIVE DRUG TEST, TEAM PHYSICIAN AND ATHLETIC DIRECTOR APPROVAL</p> <p>DUI CHARGE OR CONVICTION- SUSPENDED FOR ONE CALENDAR YEAR AND POTENTIAL LOSS OF GRANT-IN-AID</p>	<p>7 DAY SUSPENSION INCLUDING 10% OF COUNTABLE CONTESTS</p> <p>POSSIBLE COUNSELING</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADIMINSTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>DUI CHARGE OR CONVICTION – SUSPENDED FOR ONE YEAR AND POTENTIAL LOSS OF GRANT-IN-AID</p>	<p>7 DAY SUSPENSION INCLUDING AT LEAST ONE CONTEST</p> <p>POSSIBLE COUNSELING</p> <p>WRITTEN ACKNOWLEDGEMENT BY THE STUDENT-ATHLETE OF THE SANCTIONS ASSOCIATED WITH A SECOND AND THIRD POSITIVE VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>REINSTATED WITH AHTLETIC DIRECTOR APPROVAL</p>

SUMMARY TABLE OF EIU INCIDENT-BASED BEHAVIORAL VIOLATIONS	PERFORMANCE ENHANCING DRUGS	MARIJUANA (not synthetic)	SOCIALY USED DRUGS (including stimulants, non-stimulant prescription pharmaceuticals and synthetic marijuana)	ALCOHOL	TOBACCO
<p><u>THIRD BEHAVIORAL VIOLATION</u></p> <p>FOR EACH OF THE CATEGORIES, UNLESS NOTED OTHERWISE, SANCTIONS ALWAYS INCLUDE</p> <p>REFERRAL TO HEAD TEAM PHYSICIAN</p> <p>REFERRAL FOR COUNSELING ASSESSMENT</p> <p>MANDATORY UNANNOUNCED RETESTING</p> <p>PARENTAL CALL FOR MINORS</p>	<p>NOT APPLICABLE</p>	<p>SUSPENSION FOR 14 DAYS AND 25% OF ALL COUNTABLE CONTESTS</p> <p>50 HOURS COMMUNITY SERVICE WITHIN SIX MONTHS FROM THE DATE OF POSITIVE TEST</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>POTENTIAL LOSS OF GRANT-IN-AID AT THE DISCRETION OF THE ATHLETIC DIRECTOR</p> <p>DUI CHARGE OR CONVICTON – PERMANENT BAN FROM INTERCOLLEGIATE ATHLETICS AT EASTERN ILLINOIS UNIVERSITY AND POTENTIAL LOSS OF GRANT-IN-AID</p>	<p>PERMANENT BAN FROM INTERCOLLEGIATE ATHLETICS AT EASTERN ILLINOIS UNIVERSITY</p> <p>POTENTIAL LOSS OF GRANT-IN-AID AT DISCRETION OF THE ATHLETIC DIRECTOR</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>DUI CHARGE OR CONVICTION – PERMANENT BAN FROM INTERCOLLEGIATE ATHLETICS AT EASTERN ILLINOIS UNIVERSITY AND POTENTIAL LOSS OF GRANT-IN-AID</p>	<p>SUSPENSION FOR ONE CALENDAR YEAR FROM THE DATE OF VIOLATION</p> <p>MEETING WITH SPORT ADIMINSTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>MANDATORY COUNSELING</p> <p>REINSTATEMENT WITH TEAM PHYSICIAN AND ATHLETIC DIRECTOR APPROVAL</p> <p>DUI CHARGE OR CONVICTION – PERMANENT BAN FROM INTERCOLLEGIATE ATHLETICS AT EASTERN ILLINOIS UNIVERSITY AND POTENTIAL LOSS OF GRANT-IN-AID</p>	<p>SUSPENSION FOR ONE CALENDAR YEAR FROM THE DATE OF VIOLATION</p> <p>MEETING WITH SPORT ADMINISTRATOR AND/OR ATHLETIC DIRECTOR</p> <p>MANDATORY COUNSELING</p> <p>REINSTATEMENT WITH TEAM PHYSICIAN AND ATHLETIC DIRECTOR APPROVAL</p>

NCAA Drug Testing

The NCAA conducts post-season championship and bowl game testing. All student-athlete in every sport will be subject to drug testing before, during or after their competitive season (18 football student-athletes and 8 student-athletes from other sports will be randomly selected). Should an EIU athlete test positive in any NCAA drug test, they will be declared a positive under the Eastern Illinois University program. The “student-athlete” will be required to fulfill all of the requirements under the appropriate penalty.

In addition, the “student-athlete” loses an entire year of eligibility and may lose a year of athletic financial aid. Furthermore, as per NCAA regulations, the “student-athlete” will be required to arrange and pay for a NCAA repeat drug test and appeal hearing in order to re-establish their eligibility.

Appeal Rights

A student-athlete may appeal the decisions or action of the Intercollegiate Athletics Department (excluding the actual drug testing procedures and laboratory results) based on a positive drug test result in accordance with the appeal provisions of the Eastern Illinois University Student Code of Conduct after following all applicable procedures provided by the Intercollegiate Athletics Department.

A student-athlete may appeal the finding of a positive result or the sanction imposed. To appeal the student must provide evidence that refutes the positive finding or violation, or evidence that the sanction is unreasonable. The student must submit the written appeal to the Athletic Director within 7 days after the student is notified of a positive test. If the student does not appeal within 7 days, the result, finding or sanction cannot later be reviewed.

If the student wishes to appeal, the Athletic Director will appoint a 3-member appeals committee to review the evidence and make a recommendation. The Athletic Director will provide a written decision to the student. This decision will be final.

Team Travel Procedures

Team Travel:

Traveling with Certified Athletic Trainer:

Football
Baseball
Men's Basketball
Men's Soccer
Men's Track and Field
Women's Basketball
Women's Soccer
Softball
Women's Track and Field
Volleyball

Limited Travel with Certified Athletic Trainer:

Swimming: House of Champs and Conference Championship

No Travel with Certified Athletic Trainer:

Men's Cross-Country
Women's Cross-Country
Men's Golf
Women's Golf
Men's Tennis
Women's Tennis

Team Traveling with Certified Athletic Trainer

Personnel: Certified Athletic Trainer (ATC)
Access to Phone: ATC makes arrangements with host university athletic training staff to coordinate phone access or utilizes cellular phone.
Physician Access: ATC makes arrangements with host university athletic training staff to coordinate physician access.
Equipment: ATC makes arrangements with host university athletic training staff to coordinate emergency equipment access.
Emergency Info: ATC will maintain and supply accurate emergency information for each athlete.

***Certified Athletic Trainer makes all decisions relating to emergency procedures.**

Team Traveling without ATC

Personnel: First Responder plus host university athletic training staff
Access to Phone: First Responder makes arrangements with host university athletic training staff to coordinate phone access or utilizes cellular phone.
Physician Access: Host university athletic training staff coordinates physician access.

- Equipment: First Responder makes arrangements with host university athletic training staff to coordinate emergency equipment access.
- Emergency Info: EIU Team ATC will provide emergency information to the coaching staff at the beginning of each season. The team ATC will notify the coaching staff of any changes to the information as supplied by the athletes.
- *Coaching staff in conjunction with host university athletic training staff makes decisions relating to emergency procedures.**

Panther Camps Policies and Procedures

Camp Sign-Ups

- 1) Graduate Assistants
 - a) Up to two GA's will cover camps for the summer
 - b) Returning GA's will have first opportunity
 - c) Incoming GA's will have opportunities if available
- 2) Students
 - a) Students will be given opportunities to cover camps (early April)
 - b) Openings are filled on a first come first serve basis
 - c) Must be available for entire day signed up for
 - d) Classes are not an excuse to miss camp coverage
 - e) Coordinate jobs and vacations before signing up
- 3) Changes
 - a) Coordinator of Summer Camps/GA's will inform students if a camp is cancelled
 - b) Schedules are available online under Panther Camps
 - c) Schedules will also be available from coaches and at registration

Forms/Payment

- 1) Students who have NOT worked on campus before
 - a) Lump Sum Payment Form/ Hourly Wages Form
 - b) I-9 with copies of ID (passport or ID and social security card/birth certificate)
 - c) Allowances Form (yellow card- both sides)
 - d) Statement of Student Loan Default Form
- 2) Students with previous experience working for EIU
 - a) Lump Sum Payment Form/ Hourly Wages Form
- 3) Graduate Assistants
 - a) Supplemental Contract (see Head Athletic Trainer for form)
 - i) Needs to be completed early-mid April

- b) Lump Sum Payment Form (one each month)
- 4) Lump Sum Payment Form/ Hourly Form
- a) Students/GA's need to fill out the top two lines with their info
 - b) Check lines for international student and whether they have worked on campus before
 - c) Sign and Date the bottom of the form
 - d) Remainder of form will be filled out by Coordinator of Sports Camps
- 5) Payments
- a) Camps are paid at \$21/session for Students
 - b) Clinics are paid hourly at minimum wage for Students
 - c) GA's will be paid their stipend amount each month they work
 - d) Forms will be turned in weekly to administration office
 - e) Payments are according to Payroll bi-weekly schedule

Communication Tree

- 1) Students should report to the overseeing GA with any issues
 - a) Share phone numbers/emails with GA's
 - b) Coordinator of Panther Camps will handle sign-ups and give form to GA's
 - c) Schedule questions should be referred to GA's
- 2) GA's need to refer to Coordinator of Panther Camps as needed
 - a) Emergencies/ Referrals
 - b) Weather Related issues
 - c) Other questions/policies as needed
- 3) Coordinator will inform Head Athletic Trainer if needed
 - a) Emergency situations/ emergency referrals

Roles/Responsibilities

- 1) Student Responsibilities
 - a) First Aid Responder during camps
 - b) Set up fields/courts under GA direction
 - c) Ice bags as needed
 - d) Clean up after each session
 - e) May assist with evaluations under GA supervision
 - f) Attend registration as directed by GA's
- 2) GA Responsibilities
 - a) Evaluate all injuries and make participation decisions
 - b) Be around to assist students as needed

- c) Communicate all findings with coaches
 - d) Contact parents/ make referrals as needed
 - e) Attend Registration and review info from PC Secretary
 - f) Coordinate schedules for students
- 3) Coordinator of Sports Camps Responsibilities
- a) Create sign-up sheets annually
 - b) Communicate with Panther Camp Secretary
 - c) Receive weekly number updates and inform GA's
 - d) Coordinate schedules for GA's
- 4) Policies for Care
- a) First aid care only
 - b) No medications unless the camper brings it themselves with written permission/directions from parent/physician
 - c) No modality treatments will be given
 - d) Stretching for injuries sustained during camp is acceptable
 - e) Treat everything conservatively!!

Set-Up (Coolers and Cups)

- 1) Coolers
- a) Use older coolers for outdoor sports
 - i) A few will be kept in the Stadium or shed
 - ii) Most will be kept in Lantz
 - iii) Use older coolers as refill coolers as well
 - iv) Do not use newest coolers outside
 - b) Newer coolers can be used for indoor sports if needed
 - i) Use older coolers first
 - ii) Newest coolers in Lantz storage room are NOT to be used
- 2) Cups
- a) GA's will get cups from McDonalds as needed
 - b) Get cups between 7:30-9am per McDonalds request
 - c) Cups may be kept in either/both ATR's
 - d) Do not have a student go pick up cups

Registration

- 1) Registration times will be set by Panther Camp Secretary and available from Coordinator
- 2) GA's need to attend all registrations
- 3) Students should attend to assist with forms

- 4) Forms at Registration
 - a) Gather Health Forms at Registration location
 - b) Review to make sure completed (medications/allergies/injuries/etc)
 - c) Make sure parent has signed/dated waiver forms
 - d) Review emergency contact information
 - e) Make sure insurance information is correctly filled in and signed

Referrals

- 1) Illnesses
 - a) Acute illnesses should be evaluated
 - i) Contact parents if holding out
 - ii) Refer to physician if emergency
 - b) Contact Health Services during day
 - c) Refer to ER if after hours or emergency situation
- 2) Injuries
 - a) Evaluated by GA's
 - b) Participation status should be made after consultation with GA's and coaches
 - c) Non-threatening injuries should be treated as necessary
 - d) Life-threatening injuries should be referred to SBLHC ER
 - e) All head injuries should be held out of participation and referred to physician
- 3) Documentation
 - a) SOAP notes should be made for all injuries
 - i) Keep notes with insurance information
 - ii) Contact Coordinator if any emergency situations arise
 - b) Copies of insurance and waiver forms should go to ER if needed
 - c) Insurance documents and SOAP notes should be maintained for 1 calendar year.
- 4) Parent Contacting
 - a) Any injury/illness needing referral should have parents contacted first
 - b) Non-life threatening injuries may be taken by parent to home physician if desired
 - c) Parent needs to be informed if a referral is made that they will receive a bill from health care provider (Health Services, ER, etc)

Emergency Action Plans

- 1) All EAP's are on file in policies and procedures manual
 - a) Located in each ATR
 - b) Located on T-drive

Contacts

- 1) Coaches are in charge of their individual camps
 - a) They have all schedules
 - b) They need to be informed of any injury/illness to campers
 - c) Head Coaches will know point person for their camps (if not them)

- 2) Admin of Panther Camps
 - a) Sends out weekly numbers updates
 - b) Has all registration information times
 - c) Will have coach contact information if there are questions
 - d) Will be at each registration (or have a point person at registration)

Weather

- 1) Lightning
 - a) Will follow the Weather Sentry system
 - i) No sessions may continue until all clear given
 - b) Campers need to be in a safe location- NOT on practice fields or shelter houses.

- 2) Heat
 - a) Coaches have say over whether to adjust sessions or not with the consultation of the GA and Coordinator of Sports Camps
 - b) Refer to NCAA Sports Medicine Handbook for suggestions
 - c) Monitor weather reports for any heat warnings/advisories
 - d) Coordinate water breaks with coaches in warning times
 - e) Discuss possible alternatives with coaches to avoid hottest times of day
 - f) Monitor campers/staff for any warning signs
 - i) If symptoms appear, remove from sun and get cooled down
 - ii) Use ice bags/tubs as needed
 - iii) Refer to ER if no improvement is noted
 - iv) Document any heat illnesses