# STUDENT-ATHLETE HANBOOK OF RULES AND REGULATIONS INDEX

<table>
<thead>
<tr>
<th>TITLES</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT-ATHLETE RULES AND REGULATION</td>
<td>3</td>
</tr>
<tr>
<td>LETTER FROM ATHLETIC DIRECTOR</td>
<td>4</td>
</tr>
<tr>
<td>ECSU MISSION</td>
<td>5</td>
</tr>
<tr>
<td>ECSU ATHLETICS DIVISION PHILOSOPHY &amp; OBJECTIVE</td>
<td>6</td>
</tr>
<tr>
<td>ECSU ATHLETICS DIVISION MISSION STATEMENT</td>
<td>7</td>
</tr>
<tr>
<td>DIVISION OF ATHLETICS DIRECTORY</td>
<td>8</td>
</tr>
<tr>
<td>COACHES DIRECTORY</td>
<td>9</td>
</tr>
<tr>
<td>STUDENT-ATHLETE PRIORITIES</td>
<td>10</td>
</tr>
<tr>
<td>STUDENT-ATHLETE AFFIRMATION OF ELIGIBILITY</td>
<td>11</td>
</tr>
<tr>
<td>STATEMENT OF COMPLIANCE</td>
<td>12</td>
</tr>
<tr>
<td>TEAM AND STUDENT-ATHLETE CONDUCT</td>
<td>13</td>
</tr>
<tr>
<td>DRUGS, ALCOHOL AND TOBACCO</td>
<td></td>
</tr>
<tr>
<td>DRUG EDUCATION, SCREENING AND COUNSELING PROGRAM</td>
<td>14-15</td>
</tr>
<tr>
<td>COACHES PHILOSOPHY OF ACADEMICS-PLAYING AND PRACTICE</td>
<td>16</td>
</tr>
<tr>
<td>ECSU CHANCELLOR’S MEMO</td>
<td>17</td>
</tr>
<tr>
<td>ACADEMICS</td>
<td>18-26</td>
</tr>
<tr>
<td>ECSU Satisfactory Progress/Graduate-Second Degree</td>
<td></td>
</tr>
<tr>
<td>❑ Changing Schedule and Major</td>
<td></td>
</tr>
<tr>
<td>❑ Academic Honors, Graduation Requirements, Grading,</td>
<td></td>
</tr>
<tr>
<td>❑ Repeating Courses, Academic Honors, Class Attendance</td>
<td></td>
</tr>
<tr>
<td>❑ Rules for Academic Success</td>
<td></td>
</tr>
<tr>
<td>ELIGIBILITY ISSUES</td>
<td>27-29</td>
</tr>
<tr>
<td>❑ Red Shirt, Hardship Status, Partial Qualifiers, Transferring to</td>
<td></td>
</tr>
<tr>
<td>another Institution, Athletic Eligibility, Illegal Benefits,</td>
<td></td>
</tr>
<tr>
<td>Gambling</td>
<td></td>
</tr>
<tr>
<td>STUDENT-ATHLETE ADVISORY COUNCIL</td>
<td>30-34</td>
</tr>
<tr>
<td>ATHLETIC TRAINING</td>
<td>35-39</td>
</tr>
<tr>
<td>MEDIA RELATIONS</td>
<td>40-41</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>42-43</td>
</tr>
<tr>
<td>EARLY OUTGOING STUDENT ATHLETE SURVEY</td>
<td>44-46</td>
</tr>
<tr>
<td>CONTINUING STUDENT ATHLETE SURVEY</td>
<td>47-52</td>
</tr>
</tbody>
</table>
STUDENT-ATHLETE HANDBOOK RULES AND REGULATIONS

The staff of the Elizabeth City State University Athletics Department welcomes you to the university and its intercollegiate athletics program. Academic achievement and athletic abilities have brought you to one of the finest universities in the country.

It is hoped that you will take full advantage of the academic and athletic opportunities offered at ECSU. Your experiences here will give you the opportunity to achieve academic fulfillment, athletic success and personal growth.

This handbook has been designed to ease your transition to university life and to serve as a resource guide. The purpose of this handbook is not only to answer questions about your surroundings, but also to orientate you to the athletics program. The handbook includes information relative to your academic and physical welfare, in addition to necessary sports participation information.

Reading the helpful information and utilizing the resources contained in this handbook will assist you in settling into your environment with a minimal amount of confusion and inconvenience.
Dear Elizabeth City State University Student-Athlete:

I would like to welcome you to the ECSU Athletics Department and encourage you to read the Student-Athlete Handbook. It is an excellent guide to assist you with information on academic support counseling, facilities, scheduling, media relations, etc. We are committed to academic excellence and athletic integrity.

You have been selected to serve as a student-athlete at ECSU. Please do not take this responsibility lightly. It is paramount that you exhibit good sportsmanship, high ethical and moral standards, respect for others and unwavering character. It is also very important that you lead by example.

We want you to have a positive experience at ECSU. Teamwork means more than working with teammates and coaches. It also means developing positive relationships with the ECSU student body, classroom professors, administrators and support staff.

Our major priority is to ensure that you make satisfactory progress towards graduation. It is also important that we have competitive teams and be in full compliance with NCAA and CIAA rules and regulations.

We must work together to make ECSU the model program in the nation. Please call upon me or any member of our staff if we can ever be of assistance.

Thank you and have a great year.

Sincerely,

Thurlis J. Little, Jr.
Athletic Director
MISSION OF THE UNIVERSITY

Elizabeth City State University is a public baccalaureate university offering degree programs in the basic arts and sciences and in selected professional and pre-professional areas. Through its Graduate Center, the University provides master's level programs for advanced professional study, in conjunction with other constituent institutions.

Originally an institution serving African Americans, the University’s heritage provides a rich background for serving its increasingly multicultural student body. The University provides a challenging and supportive environment that prepares its students for knowledgeable, responsible participation and leadership in an ever-changing, technologically advanced society.

Elizabeth City State University continues to promote excellence in teaching as its primary responsibility to meet the needs of the students and citizens of the state, nation, and world. Through its teaching, research, and community outreach, the University seeks to identify and address the needs of northeastern North Carolina with particular attention to supporting its environmentally sensitive economic development.
ELIZABETH CITY STATE UNIVERSITY

Philosophy of the Division of Intercollegiate Athletics

Elizabeth City State University athletics places the highest priority on the overall quality of the educational experience. We affirm academic excellence and student development as the cornerstone in the life of student-athletes. In so doing, we seek to strengthen the interaction of athletic program objectives. Graduation of the student-athlete is a top priority.

We recognize the positive impact and high visibility of athletic participation on the individual, campus community and community-at-large. We also recognize the university’s mission and its desire to meet student needs and interests. Consistent with these, we seek to encourage attitudes of integrity, fairness, respect for others, and dedication to goals, equal access in participation and zeal to present a national model program that culminates into strongly competitive performances.
ELIZABETH CITY STATE UNIVERSITY

Mission Statement of the Division of Intercollegiate Athletics

The mission of the Elizabeth City state university Athletic department is to sponsor a broad based athletic program that provides educational and athletic opportunities for young men and women to grow and develop, and to serve the interests of the university by complementing and enhancing its diversity and quality of life.

As we embark on this endeavor to provide a program of intercollegiate athletics for which participating students can derive all the benefits that participation in competitive sport confers. We commit to promote in our student athletes the development of sportsmanship good character, a strong work ethic and most importantly the desire and the will to prevail as champions.

The Department is an integral part of the University, and it strives to achieve the same standards of excellence as exist in the University’s teaching, research and public service efforts. The department complies with all CIAA Conference and NCAA rules and regulations, and ensures equal opportunity and access for all student and staff who desire to associate with intercollegiate athletics.
## Athletic Directory

**Athletic Administration Phone**  
335-3388

<table>
<thead>
<tr>
<th>Athletic Administration</th>
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<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
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<th>Phone</th>
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<tbody>
<tr>
<td>Director of Athletics</td>
<td>Thurlis J. Little, Jr.</td>
<td>106 Vaughan Center</td>
<td>3396</td>
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<tr>
<td></td>
<td><a href="mailto:tjlittle@mail.ecsu.edu">tjlittle@mail.ecsu.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Assistant to the Athletic</td>
<td>Elvin James</td>
<td>104 Vaughan Center</td>
<td>3757</td>
</tr>
<tr>
<td>Director</td>
<td></td>
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</tr>
<tr>
<td>Academic Coordinator/SWA</td>
<td>Addie Griffin</td>
<td>103 Vaughan Center</td>
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<tr>
<td>Director of Compliance</td>
<td>Ms. Linda J. Bell</td>
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<td>3847</td>
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<td></td>
<td><a href="mailto:ljbell@mail.ecsu.edu">ljbell@mail.ecsu.edu</a></td>
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<tr>
<td>Faculty Athletics Representative</td>
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<td><a href="mailto:cjmackey@mail.ecsu.edu">cjmackey@mail.ecsu.edu</a></td>
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<td>Sports Information Director</td>
<td>Ms. April Emory</td>
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<td>3278</td>
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<td><a href="mailto:aemory@mail.ecsu.edu">aemory@mail.ecsu.edu</a></td>
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<tr>
<td>Athletic Trainer</td>
<td>Brigitte Council</td>
<td>Field House</td>
<td>3389</td>
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<td></td>
<td><a href="mailto:bmcouncil@mail.ecsu.edu">bmcouncil@mail.ecsu.edu</a></td>
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</tr>
<tr>
<td>Facilities Manager</td>
<td>Mr. Kenneth Rogers</td>
<td>Vaughan Center</td>
<td>3523</td>
</tr>
<tr>
<td>Administrative Support Associate</td>
<td>Ms. Myra Blow</td>
<td>100 Vaughn Center</td>
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<td></td>
<td><a href="mailto:msblow@mail.ecsu.edu">msblow@mail.ecsu.edu</a></td>
<td></td>
<td></td>
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<tr>
<td>Baseball</td>
<td>Mr. Terrance Whittle - Head Coach</td>
<td></td>
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<tr>
<td></td>
<td><a href="mailto:tmwhittle@mail.ecsu.edu">tmwhittle@mail.ecsu.edu</a></td>
<td></td>
<td></td>
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<tr>
<td>Basketball (W)</td>
<td>Ms. Tara Owens – Head Coach</td>
<td></td>
<td>3403</td>
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<tr>
<td></td>
<td><a href="mailto:taowens@mail.ecsu.edu">taowens@mail.ecsu.edu</a></td>
<td></td>
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<tr>
<td></td>
<td>Malikah Willis – Asst. Coach</td>
<td></td>
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<tr>
<td></td>
<td><a href="mailto:mlwillis@mail.ecsu.edu">mlwillis@mail.ecsu.edu</a></td>
<td></td>
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<tr>
<td>Sport</td>
<td>Head Coach</td>
<td>Phone</td>
<td>Email</td>
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<tr>
<td>Basketball (M)</td>
<td>Mr. Shawn Walker – Head Coach</td>
<td>3673</td>
<td><a href="mailto:swalker@mail.ecsu.edu">swalker@mail.ecsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Mr. Alico Dunk – Assit. Coach</td>
<td>3461</td>
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<tr>
<td>Bowling</td>
<td>Mr. Jody Williams – Head Coach</td>
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<td>Cross Country</td>
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<tr>
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<tr>
<td></td>
<td>Mr. Willie Guillus – Assist. Head Coach</td>
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<td></td>
<td>Mr. Monterio Hand – Wide Receiver Coach</td>
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<tr>
<td></td>
<td>Mr. Calvin Hudgins – Running Back Coach</td>
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<td><a href="mailto:crhudgins@mail.ecsu.edu">crhudgins@mail.ecsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Mr. Edward Pointer- Line Backer Coach</td>
<td>3114</td>
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<tr>
<td></td>
<td>Mr. Cedric Pratt – Defensive Backs Coach</td>
<td>3114</td>
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<td></td>
<td>Mr. Bill Holt – Offensive Line Coach</td>
<td>3114</td>
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<tr>
<td></td>
<td>Mr. Marcus Hilliard – Defensive Line Coach</td>
<td>3114</td>
<td></td>
</tr>
<tr>
<td>Golf</td>
<td>Mr. Lavern Jones – Head Coach</td>
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<td><a href="mailto:ljones@mail.ecsu.edu">ljones@mail.ecsu.edu</a></td>
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<tr>
<td>Softball</td>
<td>Mr. Anton Thomas – Head Coach</td>
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<td><a href="mailto:amthomas@mail.ecsu.edu">amthomas@mail.ecsu.edu</a></td>
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<tr>
<td>Volleyball</td>
<td>Ms. Linda Bell – Head Coach</td>
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<tr>
<td>Cheering Squad</td>
<td>Mrs. Ruth Williams – Head Coach</td>
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STUDENT-ATHLETE’S PRIORITES

When you become a student-athlete you commit to accepting the responsibility of achieving athletically and academically. As a student athlete there is a certain scarifies where of the team interest may come before yours. You also have to set your own personal goals.

ACADEMICS

ATHLETICS

EXTRACURRICULAR

STUDENT-ATHLETE AFFIRMATION OF ELIGIBILITY
1. I understand that it is recommended that I register for 15 semester hours (each semester while enrolled at ECSU. If I wish to drop a class I must get permission from the Athletic Academic Advisor and/or Director of Compliance.

2. I understand that I must pass 6 credit hours per semester in order to be eligible the next semester.

3. I understand that I must earn a minimum of 24 new hours per year in order to be eligible the next season for practice and competition.

4. I understand that I must earn at least 18 hours during the regular academic year (Fall to Spring) to satisfy the NCAA 75/25 rule for eligibility.

5. I understand that all incomplete’s must be removed by the end of the eight weeks of classes during the next regular semester. If the hours are needed for eligibility, they must be removed before SA competes again.

6. I understand that all financial aid forms must be completed and processed before practice sessions begin for each sport, including the signed letter of agreement.

7. I understand that I must be declared eligible before practice sessions begin for each sport.

8. I understand that I must declare a major by the beginning of my fifth term in school (junior year) before the first day of classes of that particular term.

9. I understand that I must complete a physical and complete all necessary medical insurance forms before beginning practice.

10. I understand that if I repeat a course, I must take another course equal to the same number of credits in order to complete eligibility requirements for the next academic year.

11. I understand that I must sign the NCAA student-athlete statement and Drug Testing Consent Forms to be eligible at ECSU.

I have read and understand the above requirements for eligibility for practice and competition.

__________________________    ________________
Signature of student-athlete     Date

STATEMENT OF COMPLIANCE
ECSU Athletics is committed to comply with all applicable university, CIAA, and NCAA legislation. The Compliance Office is staffed by the Director for Compliance.

Educational efforts are conducted throughout the year to help give coaches and student-athletes the information they need to comply with such rules but it is the coaches’ and student-athletes’ responsibility to do so. The Compliance Office encourages all coaches, department staff members, and student-athletes to ask for interpretations when legislation is unclear or when guidance is needed.

The Director of Compliance is responsible for the athletic program in accordance with rules and regulations of student-athletes’ eligibility to participate. The constitution and bylaws of the CIAA, NCAA, and ECSU must be upheld. His/Her duties and responsibilities are; team certification, athletics department compliance, athletes’ compliance, coaches’ compliance, institutional compliance and control of outside organizations and booster clubs.

Any suspected violation must be reported to the Compliance Office. The Compliance Office will conduct a thorough investigation of allegations. If a violation is found to have occurred, it will be reported to the Athletic Director, and applicable conference personnel, and the NCAA. Corrective and/or disciplinary may be taken as well.
There are hundreds of thousands of students attending colleges in the United States; of those, only a few are athletes. You, therefore, are special, if you choose to join the select group of student-athletes. Since you are special, you have special responsibilities. You will be visible representatives of the university, both on and off the playing field. As a result, the University and the Athletics Department expects you to represent them favorably. Each sport has its own set of standards, procedures and policies.

- You are always expected to conduct yourself in a manner that would not embarrass you, your team, or Elizabeth City State University.

- As a student-athlete you are more recognizable than the average student, thus the “public eye” is always watching.

- Your coach has a team handbook which covers the rules and regulations regarding general conduct while representing the university.

- You must realize your responsibilities are greater than the average student.

In the following pages, the Code of Conduct which applies to all students at Elizabeth City State University is summarized. Please refer to your Elizabeth City State University Student Handbook for a more detailed description of university rules of Conduct.
North Carolina State Law states that the use and/or possession of alcohol for people under the age of 21 are unlawful. Therefore, the use of illegal drugs is against NCAA, local, state and federal law. The use of any tobacco product (cigarettes, cigars, pipes, dip chew, snuff, etc.) by a player, coach, or administrator at a NCAA event, in university facilities, or on a university-sanctioned trip is a NCAA and university violation. All student-athletes must sign a NCAA form along with the NCAA and Elizabeth City State University to administer random drug tests. If found positive under NCAA testing, the student-athlete loses the minimum of one season of competition and is declared ineligible for one calendar year (365 days).

**DRUG EDUCATION, SCREENING AND COUNSELING PROGRAM**

The Elizabeth City State University athletics administration and coaching staff condemn the use or abuse of any illegal chemicals by student-athletes. Many drugs, when used in connection with athletic activities or physical conditioning programs, can pose a risk to the health of the athlete and may endanger other persons in contact with the drug user. Symptoms of illness, temporary or permanent injury may occur and even death can be caused by such drug use.

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 fair play.

Finally, intercollegiate 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 university.

Consequently, the Elizabeth City State University substance abuse program was designed to address all aspects of substance use and abuse through education, screening and counseling programs.

**THE PURPOSE OF THE SUSTANCE ABUSE PROGRAM IS TO:**

1. Help student-athletes avoid improper involvement with drugs and drug abuse.

2. Detect possible prohibited drug use through a screening program based on periodic testing designed to reveal the use of drugs.

3. Assist in the rehabilitation of a student-athlete who is found misusing drugs.

4. Remove from our athletics programs any student-athlete who is found to have violated the requirements of the substance abuse program.
To become and remain a participant in Elizabeth City State University’s intercollegiate athletics program, you must comply with the terms of this program on drug education, screening, and counseling.

**NCAA DRUG TESTING PROGRAM**

A student-athlete who tests positive, consistent with the NCAA drug-testing protocol, shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete. A student who tests positive during a season of competition will be ineligible to participate in regular season and post-season competition during the time period ending one calendar year after the positive drug test.

If you test positive for a second time for the use of any drug, other than a “street drug” as defined in bylaw 31.2.1, you will lose all remaining regular season and post season eligibility in all sports.

If you test positive for the use of a “street drug” after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular season and post season competition at least through the next calendar year. (Bylaw 18.4.1.5.1)

A policy adopted by the NCAA Executive Committee established that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.

You will remain ineligible until he/she retest negative and until the student-athlete’s eligibility is restored by the NCAA Eligibility Committee. (Bylaw 18.4.1.5.1)
COACHES PHILOSOPHY OF ACADEMIC PERFORMANCE

Student-athletes can call upon coaches for guidance in their lives. The coach can be in a favorable position to stress the importance of academic achievement in developing successful careers beyond the undergraduate level. They can serve the interests of student-athletes best when emphasizing the importance of academic achievement. It is important that coaches promote academic achievement by:

• Understanding the academic expectations that the faculty hold for student-athletes
• Taking extreme care to recruit only those students who demonstrate the potential to succeed academically
• Creating an atmosphere in which team members strive for stated academic goals
• Making class, laboratory and required study sessions attendance mandatory
• Scheduling practice sessions that minimize conflict with courses and excusing student-athletes from practice when these conflicts occur
• Regulating the amount of practice time, abiding by the NCAA 20 hour per week rule
• Advising student-athletes to take advantage of the off-season to enhance significantly their academic standing within the university. While conditioning and athletic skill enhance may occur during this time, (8 hours per week) the student-athlete should have every opportunity to lead a normal student life
• Arranging travel time to minimize missed classes, labs, and required study sessions
• Structuring study times during extended travel periods
• Require that every student-athlete meet with the Academic Support Center’s staff at the beginning of each semester

PLAYING ANP PRACTICE SEASONS

The following must be observed by the athletic coaching staff:

• 20 hours per week during season
• 8’ hours per week out of season (conditioning and lifting; only two of eight hours can be voluntary small group instruction in sports other than football; only student-athletes can participate and instruction must be requested by student-athlete
• 1 day off per week during season and off-season (preseason does not count for sports whose practice sessions are during periods when there are no classes before August 17 or before January & organized lifting and conditioning, player/coach meetings, chalk talks, video sessions, and captain’s practices all count toward your total hours of practice for the week

The following must be adhered to by student-athletes:

• You may not play on a team other than at Elizabeth City State University during the academic year (fall - spring). If you wish to compete during the semester break or during the summer please consult your coach or the Compliance Office.
A Message from the Chancellor

Willie J. Gilchrist, Ed.D.

Dear Student-Athlete:

Welcome to Elizabeth City State University, *Home of the Mighty Vikings!* From the beginning, ECSU has promoted excellence in teaching, learning, and athletics. To build on the university’s rich legacy of success in these areas, we will continue to dedicate ourselves to preparing all students for responsible leadership and participation in an ever-changing world.

This handbook, however, is designed especially for student-athletes. It is intended to chart a course of action for the fine men and women who participate in our athletic programs. If used appropriately, it will provide invaluable information that will help our student-athletes remain competitive in every aspect of the university experience. Certainly, we hope that it will strengthen their resolve “to be the best they can be.”

At ECSU, we pride ourselves on providing highly personalized educational experiences for our students. This year, we will continue to offer unique opportunities that will help the Viking community build on its academic and athletic triumphs of the past year.

Have a great year, and do not hesitate to let us know if we can assist you in any way.
ACADEMICS

Release of Student Athletes Academic Information

In an attempt to provide necessary tracking of students academic progress, the Academic Coordinator will make available to the Director of Athletics and coaches of particular sports academic updates on the respective student athletes, to include grades and academic information obtained from instructors via conference or the athletic academic alert form.

Pre-Registration

Pre-registration is a period during which the student and advisor review and plan courses for the upcoming semester. Pre-registration is required of all enrolled students. An athlete who fails to pre-register will assume the late fee of $100.00.

Registration

All students must register at the beginning of each semester and/or summer term. Each student is assigned a faculty advisor to assist in planning a study program. Official registration days for each semester and each term of Summer School are indicated on the University Calendar.

Adding & Dropping Courses

If a course is dropped within the first five days of the semester, the course will not be listed on the student’s schedule of courses. Withdrawal from a course or courses after the above deadline will cause the course to be listed on the student’s grade report, and will be counted and indicated with a grade of “W”.

Courses may be added to a student’s schedule during the first five days of the semester. A student wishing to add a course after this date must receive the approval of the Dean, the Academic Advisor, course instructor and the University Registrar.

Academic Eligibility Standards

The cumulative grade point average (CGPA) compared to the semester hours attempted and earned are used to determined the academic standing of a student.

To determine the academic eligibility of a transfer, total credit hours accepted from other institutions are added to the credit hours attempted and credit hours earned at Elizabeth City State University. Students are expected
ACADEMICS

SATISFACTORY ACADEMIC PROGRESS

All student-athletes must be making satisfactory progress in order to remain eligible. To be making satisfactory academic progress at Elizabeth City State University you need:

- A minimum of 24 semester hours per year, no exceptions, at least 15 hours in the fall and spring semesters and a maximum of 6 during the summer
- To be enrolled in at least 15 hours per semester
- To meet the grade point average requirement for hours attempted before the following academic year
- To declare a major by the beginning of their fifth term (junior year).

Satisfactory Progress is required of the following student-athletes:

- Student-athlete who has competed in any contest
- Partial Qualifier/Non-Qualifier that was recruited and signed a National Letter of Intent
- Any recruited student-athlete
- Any transfer student-athlete that was recruited

A recruited student-athlete is one who was contacted by phone or in person by a coach or representative of the athletics staff on more than one occasion. If a prearranged meeting occurred, then you were recruited. If a member of the athletics staff called you (other than returning your phone call), on more than one occasion, then you were recruited. Furthermore, if you made an official visit to Elizabeth City State University in which the ECSU Division of Athletics paid for your travel or accommodations, then you were recruited.

GRADUATE/SECOND DEGREE STUDENT-ATHLETES

Graduate student-athletes must meet all graduate school requirements as a full-time graduate student to be eligible for athletic participation as well as other NCAA and ECSU graduation requirements. Second degree student-athletes must declare a major before practice and competition and must be enrolled as a full-time student during the semester of participation.

Student-athletes of Elizabeth City State University are regular, full-time students. They have the same academic responsibilities as students who are non-athletes. In addition, student-athletes must devote large amount of time and energy to participating in their sport(s). The university maintains an Academic Support Center which offers a wide range of excellent academic services for student-athletes. The ultimate responsibility for achieving classroom success and obtaining a degree rests with student-athletes themselves.
In addition to the satisfactory progress requirements listed above, the following are additional responsibilities that student-athletes must adhere to:

- To develop and maintain habits of learning commensurate with education at the university level, and to pursue a program of study leading to a degree.
- To know the provisions of the Student Code of Conduct and to abide by them.
- To attend all class meetings, labs, required discussion sessions, and required conferences with teachers for all courses. The only acceptable reasons for missing course obligations or appointments with teachers are: serious illness, family emergency, or official travel to university-sponsored activities (including competitions). Teachers must be appropriately informed prior to participation.
- To follow all procedures for completing progress reports for the Academic Support Center staff.
- To pre-register each semester during the official pre-registration period.
- To fulfill all course requirements including submission of papers and other assignments in a timely manner.
- To keep the assigned counselor in the Academic Support Center and respective coaches informed of academic progress on a regular basis.
- To cooperate with and abide by the respective coach’s academic policies. For example, some coaches require team members with averages below a specific grade point average to turn in weekly academic logs.
- To know and abide by all policies and procedures of the Academic Support Center.

By university policy, students can be penalized for absences from class and other academic obligations during those specified times. Each coach must ensure that their respective schedules allow for student-athletes to attend classes regularly as well as Labs, conferences, and make-up sessions. Student-athletes should never miss class or labs due to practice sessions. Furthermore, student-athletes are responsible for make-up work for classes missed due to competitions.

**CHANGING YOUR SCHEDULE AND MAJOR**

All student-athletes must report to his/her academic advisor and the Academic Support Center staff in order to change their schedule and major. Information on the procedures is located in the Elizabeth City State University Catalog. No coach can exercise this function.
ACADEMIC HONOR CODE

Elizabeth City State University is dedicated to the highest principles of integrity and responsibility. In this regard, students are expected to demonstrate respect for these principles in the performance of their academic activities. Academic dishonesty, which is a violation of academic integrity, will be dealt with according to the provisions of the Student Code of Academic Integrity. For detailed information, please read pages 48 of the ECSU Catalog.

ELIZABETH CITY STATE UNIVERSITY GRADUATION REQUIREMENTS

Students may meet the requirements for the bachelor’s degree by successfully completing:

- All General Education courses as prescribed by the university for all students.
- The approved courses of study in a major area
- A minimum of 124 semester hours of course credit (some programs may require more than 124 hours) and
- A minimum grade point average of 2.000.

Since requirements vary from major to major students should consult the sections of the ECSU Catalog pertaining to their specific area of interest for the precise degree requirements of that academic area.

GRADING SYSTEM

Elizabeth City State University uses the semester hour credit and the grade point system in determining student achievement. A semester hour is the amount of credit earned for the satisfactory completion of one hour a week lecture or recitation, or two hours a week laboratory practice throughout one regular semester. No student will be allowed credit for any course in which he was not officially registered at the end of the official drop/add period. At the end of each semester a student is given a grade in each course in which he or she is registered. This grade represents the quality of work done by the student in the course. The grade symbols used are:

"A" -------------------------------- Excellent work of exceptionally high quality
"B" -------------------------------- Good, work of above average quality
"C" -------------------------------- Average quality
"D" -------------------------------- Passing, but poor quality
"F" -------------------------------- Failing
"FA" -------------------------------- Failing because of absentee
"W" -------------------------------- Withdrawal
"WF" -------------------------------- Withdrawal, failing
"WP" -------------------------------- Withdrawal, passing
"WD" -------------------------------- Withdrawal from the university
"I" -------------------------------- Incomplete grade
"IF" -------------------------------- Incomplete grade changed to failing grade
"IP" -------------------------------- Has not completed seniors honor thesis/project
REPEATING OF COURSES POLICY

Students who receive a grade of “C” or better in a course may not repeat that course for credit towards completion of the requirements for the degree they are pursuing. Students who receive a grade of ‘D’ or “F” in a course taken at Elizabeth City State University may repeat the course if any of the following apply:

1. The course is specifically required by the student’s academic major and/or the Honors Program and a grade of “C” is also required or is a prerequisite for another course in the major.

2. Repeated registration in a course may be allowed if the course description carries the statement, “may be repeated” or “repeated to a maximum of credits.”

3. Should six or more years have elapsed since a student’s initial enrollment in any course, and current knowledge of the course content be needed, the department may require the student to repeat the course.

4. A student may repeat a given course only twice. The student may repeat a maximum of 15 semester hours during his matriculation toward a degree.

5. All grades received will be recorded on the student’s permanent record, but only the higher grade will be used in computing the grade point average. To repeat a course, a student must obtain a Repeat of Course Form from the Registrar’s Office prior to registering for the course indicating permission has been granted by the student’s faculty advisor, departmental chairperson and or the assistant vice chancellor for Academic Affairs-Administration.

6. A course repeated may be taken at ECSU or, with prior approval, at another four-year institution.

7. Appeals or request for waiver of any of the terms associated With this policy may be made to the ECSU’s Academic Standards and Credits Committee.
REMOVAL OF “I” GRADES

A grade of “I” is to be assigned only when a small portion of a course requirement has not been completed, i.e., the final exam, one major exam, completion of a term paper or class project, or part of the requirement of a laboratory. A grade of “I” may not be assigned to improve a grade.

When a grade of “I” is assigned, a detailed description of the work to be completed must be determined by the instructor and provided to the student and the chairperson. An “I” grade may not be removed by repeating the course.

An incomplete earned in any given term (fall, spring, summer) must be removed by the end of the eight weeks of classes during the next regular semester (see Academic Calendar). If not removed, the grade of “I” will be automatically changed to a grade of “IF”.

- 23 -
ACADEMIC HONORS

An Honor roll is prepared at the end of each semester showing the names of those student’s who by diligence, industry, and scholarship earned a semester grade point average of 3.0 or above. The Honor roll, which is also made up of students who are on the Chancellor’s List and the Academic Vice Chancellor’s List, is a special recognition of academic achievement.

THE CHANCELLOR’S LIST: This list is composed of the names of students who carried 12 semester hours or more and earned a semester average of 3.75 or above, with no grade lower than "B".

THE ACADEMIC VICE CHANCELLOR’S LIST: This list consists of the names of students who carried 12 semester hours or more and earned a semester average of 3.5 to 3.74 with no grade lower than "C."

THE HONOR ROLL: This list is composed of the names of students who carried 12 semester hours or more and earned a semester grade point average of 3.0 to 3.49. In determining other academic honors and awards, a student’s cumulative grade point average is used. This is computed by dividing the total number of quality points earned by the total number of semester hours attempted, exclusive of authorized withdrawal and repeated courses.

CLASS ATTENDANCE POLICY

Elizabeth City State University recognizes that regular and punctual class attendance is essential to each student’s academic performance. Although all learning does not take place in the formal classroom, classroom instruction is the primary vehicle for the delivery of knowledge to students, the evaluation of achievement, the forum for intellectual exchanges, skill development, and the molding of attitudes which promote the attainment of goals resident in the teaching-learning process at ECSU. This policy is designed to encourage students to make the best grades of which they are capable, while discouraging absences. In short, all students are expected to attend all class meetings of all courses in which they are enrolled.

The maximum number of absences permitted by an instructor in a semester shall not exceed twice the number of times the course meets per week. The instructor shall not impose an absence limit less than the number of times the class meets per week. No additional absences shall be allowed except in the most severe and unusual circumstances. Students involved in official university functions may need to make special arrangements with course instructors who are expected to cooperate while maintaining the integrity of their course requirements and of the university policy. Examples:

Course meeting 3 times per week = 3 - 6 absences
Course meeting 2 times per week = 2 - 4 absences
Instructors will prepare a course-specific policy to be used in each of their classes. Areas in which instructors are given discretion in determining how the attendance policy will be implemented as follows: instructors will determine what action, if any, needs to be taken regarding make up of missed instruction, actual number of absences they will allow (see above), "official absences," and consequences for excess lateness and absences. Each attendance policy must be included in the course syllabus and be presented verbally to the class at the beginning of each semester. No office of the university will issue excuses to students.

Should a student exceed the allowable number of absences, the instructor has the option of informing the student (in writing) that a grade of "FA" will be turned in at the end of the semester. At the point, the student may wish to officially withdraw from the class.

Absence from class for any reason does not free the student from responsibility for materials covered during missed classes. It is the student’s responsibility to make arrangements with each course instructor to acquire missed instruction in accordance with guidelines set forth in each course syllabus. It is the instructor’s responsibility to provide reasonable assistance to students in making up missed instruction.

Failure to take announced tests or to submit assignments as scheduled constitutes a serious breach of academic procedure. Students will be allowed to make up missed tests or submit assignments late only with the consent of the instructor. Procedures covering final exams will remain as published.

Punctuality being an important component of a well run class, students are expected to be on time to every class. Late-arriving students must be informed when they are in jeopardy of exceeding absence limitations and help them with counseling and encouragement to make a better effort to attend class regularly. This will apply with special emphasis in the case of freshmen.

When the instructor informs a student of an intention to turn in a grade of “FA” because of excess absences, the student may appeal. The appeal process begins with the instructor. Next, appeal may be made to the instructor’s department chair and, finally, to an appeal board composed of faculty, administration, and students. All such appeals must be initiated within 14 days of the time the student is sent notification of the instructor’s intention to turn in an “FA” grade. No appeal will be allowed after course grades have been submitted to the registrar.
RULES FOR ACADEMIC SUCCESS

Whether you have a strong or weak academic background there are general rules to help you perform to your academic potential.

1. Attend class. Tests are most often based on the material covered in class. If you are going to be away from campus for a game, alert your instructors ahead of time. Get your assignments in advance, if possible, and determine when the work is due. Let your instructor know when you are ill. Your class attendance may be one criteria used by your professor when assigning final grades.

2. Go to class prepared. You should have all reading and written assignments completed on time. If you go to class unprepared, it is often difficult to understand the material presented in class. Also, your instructor may tag you as a student with a poor attitude, which may influence your grade.

3. Know your instructor. Introduce yourself to your instructor, if you have any questions relative to the course, meet with your instructor. Your teacher is interested in your performance in the classroom and will generally be happy to discuss material related to your course.

4. Make a good impression. Go to class on time. Entering the class late causes a disruption. Do not read newspapers; listen to radios, etc. in class.

5. Don’t let little problems become big problems. If you feel yourself falling behind in class, contact your academic counselor for help. Also, remember your instructors are there to teach. Don’t be afraid to make an appointment and ask questions about material you don’t understand. Make sure someone knows you need help before it is too late.

6. Use tutoring help wisely. Tutors are available in all subjects in the Academic Support Center. They are there to help you understand your assignments, so you need to come prepared to do work. If you require a tutor in a special subject not normally provided, alert the Academic Support Center counselor as soon as possible.
RED SHIRT AND HARDSHIP STATUS/PARTIAL QUALIFIERS

Each student has 10 full-time semesters to complete in 4 years of athletics. The following are two exceptions:

1. Hardship Status:
   • If you are hurt in the first half of the season
   • Played in less than 20% of games
   • Not medically able to continue playing
   • Must be approved by training staff, team doctor, athletic director, conference official

2. Red Shirt Status:
   • Can practice, lift, and meet with the team
   • Cannot travel with the team
   • Cannot dress in a uniform
   • Can go to home contests

PARTIAL QUALIFIER

Partial Qualifiers are confined to the 10 semester rules, however, they are allowed in Division II to have 4 years of competition. Partial Qualifiers are student-athletes who:

   • Have satisfied either the SAT/ACT or the Grade Point Average requirement for NCAA Initial Eligibility.
   • Partial Qualifiers are allowed to practice during their first year of enrollment but may not compete, travel, or serve as managers, statisticians.

TRANSFERRING TO ANOTHER INSTITUTION

You must get written permission from the Compliance Office before you speak to other colleges or universities about transferring. You must sit out one year at the new institution or receive an exception. In order to receive an exception, you must be eligible at ECSU for the next academic year.

ATHLETIC ELIGIBILITY

To remain athletically eligible, the most important thing to remember is not to endanger your amateur status. The following are NCAA Guidelines for maintaining your amateur status:
YOU CANNOT, WITHIN YOUR SPORT:

1. Accept payment or a promise of payments (in cash, prizes, gifts, or travel) for participation in your sport.
2. Enter into an agreement of any kind to compete in professional sports or try out with a professional sports organization.
3. Decide that your name be put on a draft list for professional sports or try out with a professional sports organization.
4. Use your athletic skill for payment. (You cannot be employed on a "fee for lesson" basis.)
5. Play on any professional athletics team.
6. Have your athletically-related financial aid determined by anyone other than the University.
7. Participation on teams other than those fielded by Elizabeth City State University during the season. (This includes exhibition or tournament games.)

YOU CANNOT, IN ANY SPORT:

1. Agree to have your picture or name used to promote a commercial product.
2. Accept such things as gifts, meals, loans of cars, or money from athletic interest groups or people within the athletics program at the university.
3. Be represented by an agent or organization to market your athletic skill or reputation.
4. Receive any benefit that is not available to other students at the university.
5. Participate in a summer league not approved by the NCAA. (You must have written permission from the Director of Athletics for summer league participation.)

ILLEGAL BENEFITS

Illegal aid is a topic that should concern every student-athlete, as it constitutes a serious violation of NCAA rules. If you accept illegal aid you may lose your eligibility, your scholarship, and your right to compete in intercollegiate athletics. Most student-athletes think of illegal benefits in terms of accepting gifts or money. While certainly that is one form of an illegal extra benefit, you also cannot:

- Receive more than the allotted number of complimentary admissions;
- Sell complimentary admissions at any price or
- Receive material benefits that are not available to the general student body;
- Use athletics office phones for personal use.

This means that you should not accept special discounts on purchases or services, or even accept special payment arrangements on any purchases. You must be very careful of free" or special" benefits that someone wishes to give you. If you are in doubt about such benefits, check with your coach.
NCAA RULES ON GAMBLING

The NCAA enforces rules and regulations regarding gambling activity by student-athletes. The following is a summary of bylaw 10.3 found in the NCAA Manual. The rules prohibit:

- Providing information to individuals in organization gambling activities concerning college athletics competition.
- Soliciting a bet on any intercollegiate team
- Accepting a bet on any team representing the institution
- Participating in any gambling activity that involves intercollegiate or professional sports through a bookmaker, a parlay party or other methods employed by organization gambling.
The Student-Athlete Advisory Council (SAAC) represents Elizabeth City State University student-athletes. Each Central Intercollegiate Athletic Association (CIAA) member institution has a SAAC. Each school has two representatives that sit on the CIAA-SAAC board. This group serves as the voice for your concerns. They will meet monthly and have regularly scheduled meetings with the Director of Athletics.

The SAAC is responsible for National Student-Athlete Day and for coordinating department-wide community service projects. Members from this committee will serve on various athletics department committees to ensure that the “voices” of all student-athletes are heard. The SAAC committee will include two student-athletes from each team.
Article I. Purpose

The purpose of the Student-Athlete Advisory Committee (SAAC) at Elizabeth City State University is to develop promotes, and recommends policies that impact the quality of life for all student-athletes. To accomplish the above purpose, SAAC will:

1. Promote efficient communication between the ECSU Athletics Department, Administration, and student-athlete population
2. Actively encourage more involvement of the student-athlete in on-campus and community projects.
3. Design and implement programs that will encourage academic achievement among student-athletes.

Article II. Membership

The membership should be composed of two voting members from each varsity intercollegiate team. Each member will serve as a liaison between the Committee and their individual team.

Each varsity intercollegiate team should have an alternate.

1. An alternate member will become an acting committee member if the Committee member is not present.
2. Alternate members should be present at committee meetings with their respective board members, and may fully participate in meetings, but will not have voting privileges.

Article III. Qualifications

- academic eligibility during appointment:
- attendance at each meeting

Article IV. Officers

A. Only officially registered, academically eligible student-athletes shall be eligible to serve as appointed or elected officers.

B. Offices
   1. President
a. Presides over meetings  
b. Serves as liaison to the Athletics Department  
c. Oversees all activities of SAAC  

2. Vice President  
a. Presides over meetings in the President's absence  
b. keeps the council apprised of relevant NCAA activity  
c. Assists in overseeing all activities of SAAC  

3. Secretary  
a. Keeps written and typed records of SAAC general meetings and Executive committee meetings.  
b. Makes sure all records and documents are properly typed  

4. Treasurer  
a. Responsible for disseminating all financial information concerning the Athletics Department.  

5. Senator  
a. Attend all Senate meetings.  
b. Act as liaison between the SAAC and the Senate  
c. Report/discuss bills and agenda of the Senate.  

6. Alternate Senator  
a. Attend all Senate meetings  
b. Act as a liaison between the SAAC and the Senate  
c. Report/discuss bills and agenda of the Senate  
d. Assist Senator in all his or her duties  

7. Parliamentarian  
a. To know and implement the proper parliamentarian procedures before during and after a meeting  

8. Representative  
a. Attend all SAAC meetings  
b. Report/discuss with team members  
c. Act as liaison between team members  
d. receive information about legislative concerns and provide input relative to these concerns  

V. Meetings  

A. General  
1. The Student-Athletic Advisory Committee shall meet bi-weekly during each semester.  
2. All general meetings will be open meetings unless otherwise specified.  

B. Attendance  
1. All representatives are required to attend general meetings, until assigned activity work, and complete assigned projects. If these requirements are not met the result will be the following:  
a. warning  
b. ask for new representative for that sport  
c. report delinquency to Athletic Director
Article VI. Elections

A. Nominations and elections shall take place during the first meeting of the fall semester

B. Election codes
   1. The quorum to conduct nominations and elections shall be 33 percent of the active membership.
   2. Any member may nominate a committee member for any office by raising his/her hand at the appropriate time and being recognized by the presiding official. Next, the presiding official will ask for a raise of hands to vote affirmative.
   3. If 50 percent plus one cannot be obtained the candidate with the lowest number of votes shall be dropped from consideration and the committee members shall vote again.

Article VII. Voting

A. Only committee members may vote however, in the absence of a committee member, the representative team’s alternate member shall be permitted to vote.
   1. In order for the alternate to vote, the alternate must have remained informed on the issues of the committee at that current time.

B. The quorum is 33 percent of the membership.

C. The majority is 50 percent plus one of the committee members, that is, the majority is derived from the committee members present.

Article VIII. Finances

A. All funds are to be deposited and handled by the treasurer through the business Office located in Thorpe Administration building.

B. The president and treasurer are authorized to request funds.

C. Dues shall be collected.

D. The Athletic Director should be informed of all fund raisers, and receive a report of funds raised and there disbursement.

Article IX. Advisor

A. The advisor(s) to the Student-Athletic Advisory Committee must be a staff or faculty member of Elizabeth City State University. The Director of Athletics will appoint advisors.

Article X. Copies of the Constitution

A. Copies of this constitution shall be made available to anyone upon request.
Article XI. Standing Committees

A. Awards banquet: Help organize the semi-annual awards banquet. This shall be accomplished by:
   1. Organizing sub-committees at the beginning of the year
   2. Assist in securing a speaker
   3. Assist in deciding a menu
   4. Aid in making certificates and deciding upon appropriate senior awards

B. Freshman life: Helps the freshman student-athlete make the transition from high school to college. This shall be done by:
   1. Developing a strong relationship between freshman and upper-classmate athletes.
   2. Opening the lines of communication between freshman athletes and faculty and staff.
   3. Handling problems, questions, and needs that freshmen have regarding their transition.

C. Public declarations: To increase support and awareness of the student-Athlete Advisory Committee activities. This shall be done by:
   1. Developing and promoting activities that encourage communication between the SAAC and the student body.
   2. Becoming involved with other organizational activities and events in order to promote the SAAC.
   3. Assisting with the student-athlete newsletter

D. Student-Athletic Life: Helps student-athletes find and maintain a successful balance between academic and athletics. This shall be done by:
   1. Providing tutors in each subject needed
   2. Having study groups amongst all teams

Article XI. Amendments

A. Amendment of this constitution may be introduced at the conclusion of any meeting. Voting shall occur at the meeting following introduction of the amendment.

B. The quorum is 33 percent. The majority is 50 percent plus one.

C. Any member may introduce a constitutional amendment, as outlined in the article on voting. If the amendment passes, it shall be sent to the SAAC Advisor for approval.

D. All amendments are subject to the approval of the SAAC Advisor, the Athletic Director and the Chancellor of Elizabeth City State University

Article XII. Parliamentary Authority

A. Robert’s Rules of Order. Newly Revised. Sarah Cobia shall be used in all cases not covered by this constitution
ATHLETIC TRAINING

Elizabeth City State University has medical coverage provided by Albemarle Hospital and the Student Health Center. The Student Health Center is staffed by Dr. Alton Anderson, a physician, several nurses and directed by Mrs. Janice Washington-Fleming.

The Student Health Center should be utilized by the athletes when experiencing any type of illness or injury when the athletic trainer is not available.

IMPORTANT PHONE NUMBERS

Student Health Center 335-3267
Vaughan Center Training Room 335-3389
Thomas L. Caldwell Training Room 335-3265
Campus Police 9-911
Emergency
Head Athletic Trainer 335-3389

TRAINING ROOM FACILITIES AND HOURS

The training room operates on a first come, first served basis. Appointments can be scheduled with the Head Athletic Trainer. All pre-practice and pre-game taping and treatment will be done in the Vaughan Center Training room.

Vaughan Center Hours (during Football, Baseball, Softball, Volleyball season)

Monday - Friday 10:00 am-12:00 noon
1:00 pm- 7:30 pm

Saturday - Sunday Varies according to game schedule

Vaughan Center Basketball Hours
Monday - Sunday Varies according to game schedule

The hours a staffing of the training room is greatly dependent on individual sports games and practice schedules. There are also times where the Head Athletic Trainer is unavailable due to road trips or administrative meetings. We expect you to arrive early for treatment and taping and to be on time for practice.

REMEMBER YOU ARE NOT THE ONLY STUDENT- ATHLETE ON CAMPUS. Poor timing on your part does not create a need for special consideration on our part.
When an injury or problem occurs, please notify someone on the athletic training staff as soon as possible. Do not think that the problem will “just go away” Sometimes it does, and sometimes it does not. Have the problem evaluated anyway. If an injury occurs and an athletic trainer is not available, please go to the Student Health Center for evaluation. Then have the Student Health Center contact the Head Athletic Trainer.

TREATMENT OF INJURY AND ILLNESS

You must report any injury or illness to the training room staff immediately, especially if it will interfere with your ability to participate. Then, the athletic trainer will determine if you can practice or complete that day, and if you have any limitations. If necessary, a referral to our team physician will be made at that time.

If an injury occurs during practice and the athletic trainer is present, have it evaluated on site to determine if you should continue practicing. Directions given to you by your athletic trainer or the team physician should be followed. If you are under the care of the team physician, you should practice or play only with his/her consent. Treatment is continued until you are advised that no further treatment is necessary. **RETURN TO PLAY DOES NOT ALWAYS MEAN A DISCONTINUATION OF TREATMENT.**

If you have an appointment scheduled with an off-campus facility, and cannot keep that appointment, please call and cancel and/or reschedule. If this happens, notify the athletic trainer as soon as possible.

EMERGENCY CARE

If a minor injury occurs after the training room has closed, please call the nurse on duty at the Student Health Center. They will provide you with advice and assistance. Please report to the training room the next morning.

If there is a life-threatening situation after the training room has closed (difficulty breathing, uncontrolled bleeding, neck or back injury, chest pain), call 911 and request an ambulance to take you to Albemarle Hospital. Then have someone contact the Head Athletic Trainer (335-3389).

REHABILITATION CARE

If you are directed by the team physician or an athletic trainer to undergo rehabilitation treatment, you must continue that treatment until released by the team physician or the athletic trainer. Referrals for physical therapy outside the training room are on an individual basis.
As part of the rehabilitation process, the athletic trainer will provide daily evaluation and treatment for your injury. It is your responsibility to follow directions given to you for rehabilitation and treatment in order to return to activity as soon as possible.

Treatment should be scheduled around your class and practice times. If your injury requires casting, bracing, or taping, you should consult with the athletic trainer before discontinuation of use. You should also consult with them on the proper use and maintenance of such devices.

**PHYSICAL EXAMINATIONS**

Physicals are scheduled by teams. You are required to attend on your team’s physical exam date. All athletes are required to have the following forms on file in the training room before being cleared to participate: Health Questionnaire, Health Insurance Form, Physical Exam Form, Helmet Liability Form (football only). These forms will be given to you the day of your scheduled physical and should be completed and turned in that time. Any athletes missing their scheduled physical will not be cleared until an orthopedic physical is completed by one of our team physicians. These will be arranged on a case-by-case basis.

Incoming first-year or transfer students may not be cleared due to a previous injury. If this is the case, it is the responsibility of the student athlete to have the injury corrected before they will be cleared to play for ECSU. This includes any type of cardiac test the team physician feels is warranted. ECSU will not be held financially responsible for any test, x-ray, or surgeries that are necessary for clearance to play for new athletes.

**TRAINING ROOM RULES**

1. All training rooms are coed, and all athletes must dress accordingly for all treatments.
2. No cleats or spikes are allowed in the training room. Please remove them before entering and have them in your bag.
3. The use of tobacco products is not allowed in the training room. It is also against NCAA rules to use tobacco products during practice or competition.
4. Any use of equipment is to be set up and approved by a member of the athletic training staff.
5. Any malfunction of equipment is to be reported immediately.
6. Whirlpools are not to be used when the training room is unattended.
7. The telephone is for business use only do not pages anyone from the training room.
8. Any equipment issued by a staff member is recorded and must be returned or the dollar value for that item will be charged to your account.
9. You must record all treatment in the treatment log before leaving.
INSURANCE COVERAGE

As the NCAA does not allow the University to pay for non-athletically related injuries (i.e., appendectomy), it is recommended that you have hospitalization and accident coverage through a family policy or purchase an individual policy. You are not allowed to waive your school insurance policy even if you have family insurance coverage.

The Division of Athletics has supplemental insurance coverage designed for secondary insurance after your school insurance and/or family insurance has paid their portion. The Division of Athletics will only be responsible for bills approved by the Head Athletic Trainer before services are rendered. In addition, the athletics division holds a catastrophic insurance policy.

MEDICAL EXPENSES

Medical expenses occur when an athlete is treated outside of ECSU whether locally or on the road. The Athletic Department will not pay for expenses that are not athletic related. Self-referral is not covered (i.e., second opinions). If you are injured during intramural play the athletic department will not pay for your medical expenses.

ATHLETIC TRAINING POLICIES AND PROCEDURES

- Any athlete participating without prior authorization from the athletic training staff will be liable for all medical related expenses should they be injured. The athletic division will not be held liable for such injuries.

- No equipment of any kind will be issued until the athlete is cleared by the athletic training staff.

- If the athlete seeks outside medical treatment, they will not be cleared to participate until a complete written report by the physician attendant is received. The report must also include any test performed and their results.

- Only injuries to whole, sound, healthy, natural teeth or damage to permanent bridge work will be covered by the athletic department. This will be done through a dental referral.

- Athletes competing in football are required to wear a mouthpiece. Normal dental care (cleaning, cavities, etc.) is not covered.

- Those athletes who wear glasses are required to obtain athletic sport goggles for competition. Those who wear contacts are strongly urged to
have replacement insurance for the lenses. The athletic department will not pay to replace lost contacts.

- Athletes who are injured out of season will be evaluated and treated, but the athletic department will not be financially responsible for any test, physical therapy, or surgeries related to the injury.

- Once an athlete exhausts their eligibility or resigns from participating, the athletic department is no longer responsible for costs associated to their health care.
Congratulations on your decision to attend Elizabeth City State University. You have decided to spend the next four years at an outstanding academic institution by deciding to become a student-athlete; you have made a decision that will greatly enhance your education and the time you spend in college.

As a student-athlete, you may need to be aware that many people in the community, the campus faculty and staff, and the student body, will be greatly interested in your athletic accomplishments. Your behavior when not participating in athletics will also be of keen interest to these same individuals. There are many positives to being a student-athlete: there is much acclaim for winning and being successful in competition, being a student athlete will open up many opportunities for you. Even with the positive there is also a potential downside. The community and media tend to scrutinize the private behavior of student-athletes far more than the private life of a member of the band or debate club.

Because you will be in the public eye more so than the average student, the Department of Intercollegiate Athletics would like to remind you that you are always a representative of the university. The image that you create for yourself and your teammates affects the reputation of the entire university and all of its student-athletes.

You will probably receive more attention through the media than you have at any time in your life. You will have the opportunity to face the media following many of your competitions. Whether your team has just won or lost, it’s important that you always conduct yourself with a touch of humility when talking to the media. It’s not easy to answer questions right after a one-point loss.

Interviews can be a very valuable part of a student-athlete’s life at ECSU; can serve as a great learning and growing experience for you. This growth and personal confidence can be carried with you throughout life. It will help prepare you for the rigorous process of job interviews that you will most likely face following graduation. You should never agree to a telephone interview unless arrangements are coordinated through the Sports Information Office. This rule was established in an effort to avoid having someone contact you who may attempt to gain information for gambling purposes.

If you receive an interview request, ask that the media representative make arrangements through the Sports information Office. You should not receive calls or visits from the media that have not been arranged by the Sports Information Office. If someone shows up at your door in the dorm or your off-campus...
apartment, politely explain to them that you not permitted to do an interview under such circumstances and refer the persons to the Sports Information office.

You have a great deal more opportunities to visit with the media than other students at the university, because media interviews may be a new area of responsibility for many student-athletes, the following tips should help you when dealing with the media.

HINTS FOR DEALING WITH THE MEDIA

1. Organize your thoughts before the interview, so you are sure about the points you want to communicate.

2. Be sure you understand the reporter's question before answering it. Ask for clarification if the question is not understood.

3. Be wary of an “off the record” situation. it is usually not in your best interest to do interviews in this manner, as it may be left open to interpretation as to what is or is not “off the record.”

4. If possible try not to be evasive or to answer “no comment” as it raises suspicions. It is better to answer, “I am not familiar enough with that issue to give a fair answer,” or I’m sorry, I do not feel comfortable with that question.”

5. Do not become overly sensitive about a particular question or a particular story. With very few exceptions, reporters who cover our athletics program are fair and are not out to get somebody.

6. Do not criticize your teammates or your coaches throughout the media. If you have any concerns, share them with your teammates or your coach, not the media.

7. Watch out for the “implied guilt” type of question. This might come in the form of “When did you stop taking steroids?” The media person might try to elicit a response from you that might confirm their suspicion.

Please note that the locker rooms and the training rooms are off limits to the public. This includes the media, friends, and relatives.

If you approach an interview with poise and courtesy, you are off to a good start. Remember, the image you project not only reflects upon you but upon your team and the university as well. You are encouraged to contact the Sports Information Office for assistance if you feel you need help with the proper techniques for handling interviews. Remember, dealing with the media can be an enjoyable experience.
FINANCIAL AID

FUNDS RECEIVED FROM OUTSIDE THE UNIVERSITY (EXTERNAL SOURCES)

If you receive funding from outside sources other than from parents or legal guardians, these funds must be distributed to you through the Office of Financial Aid and must be reported to the Department of Athletics. If you receive any outside awards (civic group scholarships, Church scholarships), they must notify the university prior to enrollment.

If you are on an athletic scholarship, it is important that you check with your coach before accepting additional “outside” aid. Your combined aid amount may not exceed the cost of attendance.

BILLING

Each student-athlete must take a copy of his or her bills to the head coach’s office. He/She can help you determine how much money you will need for the academic year. Remember the following items cannot be paid for through athletic funds:

- Cost of treatment for non-athletically related injuries - especially during the off-season or summer terms.
- Library fines
- Parking tickets, vehicle registration fees, towing charges
- Fines for damage to university property, including residence halls
- Key deposits or replacement of a lost residence hall key
- School supplies, dictionaries, reference books, pens, notebooks, paper, computer supplies, etc.
- Housing renewal fees (unless you are receiving a full athletic scholarship).

The cost of attendance for the academic year for: In-State and Out-of-State should be subtracted by the total and amount of aid you were awarded and accepted to determine what is owed.
STUDENT-ATHLETE EMPLOYMENT

Division II student-athletes may receive earnings from legitimate off-campus employment in excess of a full grant-in-aid provided neither athletics division staff members nor representatives of the institution’s athletic interests are involved in arranging the employment Work-study on campus in the athletic department must be counted toward the individual and team total equivalency.

There are several rules for employment that student-athletes must adhere to:

- The rate of pay is to be the normal rate of pay for duties performed
- The hours paid must be the hours worked
- Payment in advance of hours worked is not permitted
- Transportation to work may be provided only if transportation is available to all employees

EXTRA BENEFITS

You, a family member or your friend cannot receive a gift, money, or the like from a coach, any university employee, or any university donor. You have to be careful with rides, meals and jobs, because a ride that is not local, several free meals at someone's house, or getting excessive pay for a job are all things that are considered “extra benefits.” Basically if “it” can be given to any other non-student-athlete, “it” should be “OK” for you. If you have any doubts, ask your coach or the compliance officer prior to receiving the ride, meal, gift, money, job, etc.

Things that are not considered extra benefits:

- Complimentary tickets
- Up to two tickets for home games in own sport
- Limited number to away games in own sport
- All students receive admissions to regular season campus events
Purpose Statement

The purpose of this survey is to evaluate your total experience as a student-athlete at Elizabeth City State University (ECSU) in an ongoing effort to improve the student-athlete experience at ECSU. Your honest and complete answers will be kept in confidence and will only help the ECSU athletics department serve its student-athletes more effectively in the future.

Early outgoing student-athletes may be given the opportunity to meet in-person with an athletics administrator to discuss responses in more detail.

Confidentiality Statement

Your responses to this survey will be reviewed by an athletics administrator and may be shared with members of the athletics department staff. All student-athlete identities will be held STRICTLY CONFIDENTIAL and will be known only to the reviewer.
Elizabeth City State University Athletics
Student-Athlete Information

Date____________________________

Name________________________________________Sport____________________________

Address _____________________________________ Phone ___________________________

E-mail ______________________________________ Ethnicity __________________________

Academic major _________________________________Minor__________________________

Entered ECSU from: _____High school _____Junior college _____Four-year institution
Years at ECSU _______________

Years on your team at ECSU____________

Expected graduation date _________________________________________________

Your role on the team ____________________________________________________

_____ Please check if you wish to request an in-person meeting with an ECSU athletics
administrator.

Using the following scale, please rate your experiences (1-5) as a student-athlete at ECSU.

5 (Outstanding)      Exemplary performance.

4 (Exceeds expectations)    Surpasses the standards and performance expectations in many areas.


2 (Below expectations)*    Performance does not meet expectations in some important areas. Improvement needed.

1 (Unsatisfactory)*     Performance falls below expectations in many areas. Substantial improvement crucial.

NA (Not applicable)     No basis for ranking.

*Please provide a brief explanation for any ratings of 2 and below in the comment sections below.

Student-Athlete Services
Rating

_______ Academic advising was available and helpful in choosing my classes.

_______ Tutoring was readily available.

_______ Faculty athletics representative (FAR) known and involved within the athletics department.

_______ CHAMPS/Life Skills coordinator known and available to student-athletes.

Comments:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
Athletics Experience
Rating
_______ Demands placed on time were manageable.
_______ Men’s and women’s teams were treated equitably.
_______ Quality of meals, hotel accommodations and transportation on road trips.
_______ Team fund-raising activities.
_______ Condition of facilities.
_______ Condition of issued equipment (uniforms, etc).
_______ Personal recruiting process as a high school player by ECSU staff.
_______ Coaching staff displays knowledge in proper sport-specific strength and conditioning techniques.
_______ Availability of the weight room.
_______ Availability of training room.
_______ Level of care received from the sports medicine/athletic training staff.
_______ Presence of SAAC within athletics department.
Comments:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Coaching Staff
Rating
Head Coach
_______ Committed to student-athletes’ academic success.
_______ Displays knowledge of the sport and communicates technical expertise.
_______ Provides a healthy and motivating environment for the student-athlete.

Assistant Coach(es)
_______ Committed to student-athletes’ academic success.
_______ Displays knowledge of the sport and communicates technical expertise.
_______ Exhibits a good working relationship with head coach.
Comments:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
**Athletics Administration**

**Rating**
- Performance of director of athletics.
- Compliance coordinator knowledge of NCAA rules.
- Quality of athletics Web site.
- Quality of publicity of athletics events.
- Quality of promotions at athletics events.

**Comments:**

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

**Free-Response Questions**

What do you consider to be the strengths of your coaching staff? Weaknesses?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Are there any areas of concern or weakness in the athletics department? If so, what suggestion do you have that would help us to be more effective?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Why have you chosen to leave ECSU?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Purpose Statement

The purpose of this survey is to evaluate your total experience as a student-athlete at Elizabeth City State University (ECSU) in an ongoing effort to improve the student-athlete experience at ECSU. Your honest and complete answers will be kept in confidence and will only help the ECSU athletics department serve its student-athletes more effectively in the future.

Early outgoing student-athletes may be given the opportunity to meet in-person with an athletics administrator to discuss responses in more detail.

Confidentiality Statement

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Elizabeth City State University Athletics
Student-Athlete Information

Date____________________________

Name________________________________________Sport____________________________

Address _____________________________________ Phone ___________________________

E-mail ______________________________________ Ethnicity __________________________

Academic major _________________________________Minor__________________________

Entered ECSU from: _____High school _____Junior college _____Four-year institution

Years at ECSU _______________ Years on your team at ECSU____________ ______

Expected graduation date _________________________________________________

Your role on the team ____________________________________________________

_____ Please check if you wish to request an in-person meeting with an ECSU athletics
administrator.

Using the following scale, please rate your experiences (1-5) as a student-athlete at ECSU.

5 (Outstanding)      Exemplary performance.
4 (Exceeds expectations)    Surpasses the standards and performance expectations in many areas.
2 (Below expectations)*    Performance does not meet expectations in some important areas. Improvement needed.
1 (Unsatisfactory)*     Performance falls below expectations in many areas. Substantial improvement crucial.
NA (Not applicable)     No basis for ranking.

*Please provide a brief explanation for any ratings of 2 and below in the comment sections below.

Academic Support
Rating

_______ Academic advising was available and helpful in choosing my classes.

_______ Tutoring was readily available.

_______ Study Hall/Table was a necessary use of time

_______ Faculty athletics representative (FAR) known and involved within the athletics department.

Comments:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
Athletics Experience

Rating

_______ Quality of team Transportation.
_______ Quality of meal on the road.
_______ Quality of Hotel accommodations on road trips.
_______ Demands placed were manageable season

Comments:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Facilities

Rating

_______ Condition of facilities.
_______ Condition of issued equipment.
_______ Availability of the weight room.
_______ Maintenance of facilities

Comments:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Coaching Staff

Rating

Head Coach

_______ Committed to student-athletes’ academic success.
_______ Displays knowledge of the sport and communicates technical expertise.
_______ Exercise control in practice and games
_______ Communicates awareness of and compliance with NCAA and university rules and policies
_______ Provides a healthy and motivating environment for the student-athlete.
_______ Provides opportunities for players to ask questions and discuss areas of concern.
Assistant Coach(es)

- Committed to student-athletes’ academic success.
- Displays knowledge of the sport and communicates technical expertise.
- Exhibits a good working relationship with head coach.

Comments:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Strength and Conditioning

- Coaching staff displaying knowledge in proper sport-specific strength and conditioning techniques.
- Strength and conditioning equipment and facilities acceptable.
- In-Season time demands appropriate
- Off-Season time demands appropriate,

Comments:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Sports Medicine/Athletic Training

- Availability of training room.
- Strength Level of care received from the sports medicine/athletic training staff.
- Level of coverage at in-season practices and competition.

Comments:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Athletics Administration

Rating

_______ Availability/approachability of athletic administration.
_______ Compliance coordinator knowledge of NCAA rules.
_______ Performance of sports information director.
_______ Quality of general marketing promotions.

Comments:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Student-Athlete Advisory Committee

_______ Knowledge/involvement of Student-Athlete Advisory Committee.
_______ Community-Service involvement with SAAC or team.

Comments:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Free-Response Questions

What do you consider to be the strengths of your coaching staff? Weaknesses?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Are there any areas of concern or weakness in the athletics department? If so, what suggestion do you have that would help us to be more effective?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________