

# UNIVERSITY OF MOBILE

## Athletic Training Policies and Procedures

# Welcome to the University of Mobile!

This packet is a step-by-step guide for any questions concerning procedure relating to athletic training. Please read all information provided. We are more than happy to answer any questions you may have.

## **Athletic Training Staff:**

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Head Athletic Trainer  
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Courtney Jones  
Assistant Athletic Trainer  
Office: 251-442-2361  
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## **Training Room Hours:**

Monday through Friday	8-10	Teaching Assignments
	10-11	Administrative Duties
	11-12	Lunch – Training rm closed
	12-6	Treatments
	6-9	VB Practices
Saturday and Sunday	Dependent upon practice/game schedule	

## Physicals

### **Pre-Participation Physicals**

Each athlete is required to have a physical before the first practice and within 2 months prior to the athlete competing in their designated sport. In order for the athlete to participate in any intercollegiate activity the physical must be on file with the head athletic trainer prior to any team practice, scrimmage, or athletic event.

There will be annual physicals given at the University of Mobile prior to the start of each Fall semester. There is no fee for these physical exams. These physicals are performed by the University of Mobile's team physician Dr. Stephen Cope and other orthopedists at the Orthopaedic Group P.C. A student may have his/her physical exam prior to arriving on the campus at his/her own expense. All transfers or incoming freshmen are encouraged to have their pre-participation physicals done at home prior to arriving at UM, but this is not required. Pre-participation forms packet is available online on the athletic training website. Physical examinations are only valid for one year from the date of service and can only be validated by an MD.

## **Training Room Policies and Procedures**

### **Hours of Operation**

The hours of operation for the athletic training room are designed to accommodate the many facets of our day...teaching assignments, administrative duties, and treatments for athletes. These times are also based on the volume of athletes we may see at any given time. Please understand that you are responsible for reporting any injury to the athletic training staff. You are also responsible for giving the athletic training staff sufficient time to complete your treatment. We are not responsible if you are late for practice. If a class conflicts with the treatment times special accommodations can be made on an individual and situational basis.

### **If You Are Sick or Injured (Outside your sports participation)**

#### **Methods of Treatment for sickness/illness: (not covered by UM)**

##### **Day Hours:**

1. Athlete should contact their coach regarding sickness or illness.
2. Athlete should contact athletic trainer for information on available physicians.
3. Have the physician place in writing any limitations on activity.
4. Meet with athletic trainer and the coach to discuss the physicians' findings.

##### **Late Night:**

1. Athlete should contact resident advisor and make a decision regarding possible emergency.
2. If an emergency: Contact coach – seek treatment at Providence Hospital.
3. Meet with an athletic trainer the next day to determine course of action to be taken regarding physical activity.

If a student-athlete contracts a general illness, he/she may contact a local physician (see Recommended Local Physicians). **Neither the athletic department nor the athletic training office is responsible for any general illness expenses. Student-athletes are responsible for all general illness physician costs and medications (ie co-pays, deductibles, ...)**

## **If You Are Injured (While participating in your sport)**

### **Athletic Injury due to intercollegiate play:**

1. Athletes must immediately report all intercollegiate-related sports injuries to the athletic trainer who will arrange for the athlete to see a physician, if needed. All visits to a physician due to injury need to be prearranged by the athletic trainer, or in the case of an emergency, need to be reported to the athletic trainer or coach as soon as possible.
2. The student-athlete is responsible for providing each facility they are seen the correct insurance and address information regardless of the injury or sickness. Failure to do so can mean a claim will go unpaid and can jeopardize the athlete's credit. Please list the University of Mobile address as your place to bill you as I can help intercept the bills without delay.
3. The student-athlete should coordinate all claim forms and itemized bills with the head athletic trainer and bring all bills related to the injury back to the head athletic trainer where a student folder will be kept on file to chart a claims progress. Failure to bring these bills to the attention of the head athletic trainer can result in the athlete being responsible for the claim. ***The University of Mobile will not be responsible for an injury that is handled outside of these parameters. You will be responsible for any bills that you incur from a second opinion that is not properly reported to the athletic training staff.***

**\* NO CARE WILL BE GIVEN, NOR BILLS COVERED BY THE UNIVERSITY OF MOBILE ATHLETIC DEPARTMENT UNLESS THE ABOVE STEPS ARE TAKEN. \***

\*\*In the event that an athlete sees a private physician without consent from the training staff, head coach, or Athletic Director, it will become the student's responsibility to handle and pay for all medical bills for that injury.

## **Pregnancy Referral and Management Guidelines**

The University of Mobile's athletic department has as its primary concern the health and welfare of the student-athlete and the unborn child. Therefore, the student-athlete is required to inform the Athletic Training staff at the earliest known date of pregnancy.

### Medical Costs

- Medical Costs for the coverage of gynecological or obstetrics care, including pregnancy, is not covered by the University of Mobile.

### Resources and Chain of Command

- If a student-athlete indicates to any athletics department staff member that she may be pregnant, the Head Athletic Trainer is notified and the following procedures will take place:
  1. The athlete will be removed from practice/competition and immediately referred to an OB/GYN physician of their choosing for physical examination.
  2. Following the OB/GYN examination and testing, the athlete will provide the University of Mobile athletic training staff copies of all doctors notes and laboratory tests results concerning her pregnancy status. Information submitted will be used by the team physician when determining the safety of continued participation in athletic competition.
- If pregnancy is confirmed through laboratory testing, the following procedures will take place:
  1. The following athletics department staff members will be informed that there is a change in the athlete's medical clearance status and why:
    - a. Team Physician
    - b. Head Athletic Trainer
    - c. Staff Athletic Trainer
    - d. Athletic Director
    - e. Vice President
    - f. Head Coach

Note: Information regarding pregnancy will not be disclosed to individuals without an *Authorization to Disclose Medical Information* form signed by the student- athlete.

2. The student –athlete must provide the athletic training staff copies of all doctor's notes, etc. which indicate whether or not continued participation in athletic is advised. A letter from the OB/GYN clearly outlining safe parameters for continued participation on doctor's letterhead is also required.
3. The team physician will review all available information and make a decision regarding the continued participation of the student-athlete in intercollegiate activity. This decision is final and the student-athlete is required to abide by the physicians recommendations.

- If it is determined that the student-athlete is permitted to continue activity, she will still be required to do the following:
  1. Attend regular follow-up examinations with OB/GYN once a month (or as often as the OB/GYN determines it is necessary) to re-assess her health status.
  2. Provide the athletic training staff with copies of all lab results, doctor's notes and office notes concerning the athlete's medical fitness to continue participation. The athlete must understand this is a continual process that will be examined throughout the course of each visit to determine the athlete's activity level.

### Counseling

- It may be necessary for the pregnant student-athlete to receive emotional support or care from a counselor or psychologist as well. If the student-athlete desires or the OB/GYN and or athletic training staff feels it is necessary, counseling may be sought on campus through the University of Mobile student services department.

## **Suggested Local Physicians**

### **Orthopedists**

Orthopaedic Group PC  
Dr. Cope/ Barber/ Conrad  
476-5050

### **General Practice**

Northside Clinic  
Dr. Valentine  
675-4733

Taylor Internal Medicine  
679-0205

Urgent Care of Mobile  
Dr. Waters  
633-0123  
M-F 8-8  
Sa/Su 8-4

### **EENT**

Premier Medical  
341-3300

### **Dentists**

Dr. Whatley & Harshberger  
344-5461

### **Neurologists**

Dr. James Perrien  
633-3120

### **Chiropractor**

Dr. George Burroughs  
679-1996  
M/T/TH/F 7:30-12  
T/TH 4-6

### **Gynecologists**

Dr. Helen Rogers  
476-2255

Dr. Felicia Stella  
633-3607

### **Podiatrists /Orthotics**

Dr. Johnson/ Morgan  
343-5971

Eastern Shore Orthotics  
471-0071

### **Physical Therapy Clinics**

Encore Rehabilitation  
604-2620

Saraland PT  
679-0015

Dr. Phillip Shoupe  
251-666-1656  
MWF 8-5  
T/TH 7-12

**Medical Insurance Information**  
**(To be completed by student athlete's parent or guardian)**

Athlete's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Athlete' Social Security #: \_\_\_\_\_ Sport: \_\_\_\_\_

**A COPY OF THE FRONT AND BACK OF YOUR INSURANCE CARD(S) IS MANDATORY**  
**(Please fill out this form entirely to avoid delays with participation in your sport)**

Father's Name/Guardian: \_\_\_\_\_ Mother/Guardian: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**PRIMARY INSURANCE**

Insurance Carrier: \_\_\_\_\_

Name of Insured: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

Group/Plan #: \_\_\_\_\_

Insurance Co address: \_\_\_\_\_

Insurance Co Phone #: \_\_\_\_\_

Deductible amount \_\_\_\_\_

**SECONDARY INSURANCE (If applicable)**

Insurance Carrier: \_\_\_\_\_

Name of Insured: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

Group/Plan #: \_\_\_\_\_

Insurance Co address: \_\_\_\_\_

Insurance Co Phone #: \_\_\_\_\_

Deductible amount \_\_\_\_\_

Is this plan an:           HMO   Yes   No  
                                  PPO   Yes   No

Is this plan an:   HMO   Yes   No  
                          PPO   Yes   No

Are there any exclusions concerning intercollegiate athletics?   Yes   No

Does this policy include dental insurance?                           Yes   No

Dental insurance Company \_\_\_\_\_

Dental Policy number \_\_\_\_\_

**THE FOLLOWING AUTHORIZATION MUST BE SIGNED BEFORE WE CAN FILE A CLAIM WITH OUR ATHLETIC INSURANCE CARRIER**

\_\_\_\_\_ I hereby authorize the University of Mobile Athletic Department to file a claim on my behalf for an athletic injury sustained by (dependent) while participating in intercollegiate sports at the University of Mobile under the above group medical policy. Further I agree and consent that any amount payable under this policy may be paid to the medical provider.

\_\_\_\_\_ My son/daughter is not covered under my, or their own, personal health insurance. Therefore, I authorize the University of Mobile Athletic Department to inspect or secure copies of case history, lab reports, diagnosis, x-rays, and any other information related to this claim.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Date Signed

- A copy of your insurance card must be included on the following page

## **Insurance Form**

All international students are required to be enrolled in the University's student insurance program. This plan can be accessed through HTH worldwide.com where a full explanation of benefits can be obtained. It is the students' responsibility to know what their insurance allows or disallows in terms of coverage.

All domestic and international student-athletes must provide proof of insurance at the time of the physical in order to participate. Information regarding insurance options can be obtained by the head athletic trainer at the time of the physical or from UM's main athletics web page.

The University of Mobile provides student athletes the following types of insurance while competing in UM sanctioned intercollegiate athletic events:

### **1. Basic athletic injury due to intercollegiate play (no sickness): (Excess policy)**

Coverage is provided while: (a) participating in play or practice of an intercollegiate sport sponsored by the policyholder; (b) traveling directly to or from play of an intercollegiate sport, as a team or member of a group; (c) off-season physical conditioning of an intercollegiate sport. Important: This policy does not include coverage of injuries incurred in competition outside of the NAIA-sanctioned 24-week season.

### **2. Lifetime catastrophic insurance:**

For lifetime rehabilitation, medical and dental expenses as well as limited loss of earnings coverage in the case of total disability.

This insurance is a full excess plan of benefits. This means that all bills must first be submitted to YOUR medical insurance carrier (primary insurance company) with whom the athlete may be insured, then the claim will be processed by UM's secondary insurance plan.

\*\*\* Note: This insurance does not cover general medical illnesses incurred by the student-athlete. There is a Student Health Insurance Plan that may be purchased by the student but must be obtained in addition to this policy.

## **Insurance Policy Changes:**

The University of Mobile's Athletic Training Department must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, the University of Mobile will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur. **If a cancellation of a policy occurs without proper notification, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parents(s) / guardian(s).**

## **Compliance with Insurance Company Requests:**

It is the student-athlete's and his/her parent(s) / guardian(s) responsibility to understand the conditions that apply to their policy and comply with any request for information, etc. from the primary insurance company. Insurance companies request information on their policy holders when injury / illness medical claims are billed. Examples are, but not limited to, accident/injury questionnaires mailed to your home asking you to answer and mail back to the insurance company and/or student enrollment verification, proving he/she is in college. Any **delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete.**

\*\*\*In the event that a student-athlete and/or his/her parent(s) / guardian(s) receives payment / reimbursement directly from their insurance company for athletic related injury / illness claims, **the full account balance becomes the responsibility of the student-athlete and/or his/her parent(s) / guardian(s), until payment is turned over to the provider.**



## NAIA INCLEMENT WEATHER GUIDELINE

The NAIA certified athletic trainers are committed to providing the best environment for safe competition. A means of providing this environment is the development of an Inclement Weather Guideline for outdoor events. By establishing such guidelines, each member institution ensures the safety of all stud-athletes, coaches, support staff medical staff, and spectators both at home and away events within the NAIA.

The process of an effective guideline or policy involves more than determining that thunder and lightning are dangerous. The document must also be clear and concise, including (but not limited to):

- a Chain of Command
- a detailed time of evacuation
- specific safe shelter areas for each sport
- delayed time for return to play

The NAIA recommends the following guides be used when developing a written Inclement Weather Guideline or Policy for the institution:

- I. Monitor weather conditions and be ready to activate the Chain of Command
- II. When thunder or lightning is observed, suspend activities with a Flash to Bang count of 30 seconds or less (when the storm is 6 miles away).  
To use the Flash to Bang count, count the seconds from the time lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring (Ex: 20 second count = 4 mile distance, 25 second count = 5 mile distance, etc.)
- III. Leave the athletic fields and seek SAFE shelter areas - IMMEDIATELY  
SAFE shelter areas:
  - enclosed buildings
  - fully enclosed metal vehicles with windows up
  - low ground areas (ex: bottom of a hill, clumps of bushes, etc.) as a last resortUNSAFE shelter areas:
  - open fields
  - golf carts/gators
  - metal bleachers (on or under them)
  - umbrellas, light poles, flag poles
  - tall trees
  - pools of standing waterAVOID the following activities:
  - showers
  - telephones (except cellular)
  - use of electrical outlets/machines (ex: hair dryers, computers, TV/VCR, fax)If you feel your hair standing on end, and/or "crackling noises" - you are in lightning's electric field. IMMEDIATELY assume a crouched position: arms around knees, head tucked, and only the balls of your feet touching the ground.
- IV. Resume activity 30 minutes from the last sight of lightning and sound of thunder.
- V. Activate the Emergency Action Plan if someone is struck by lightning.  
A person struck by lightning Does NOT carry an electrical charge; immediately initiate the emergency action plan and begin the primary survey.

## MANAGING HYDRATION

### **Ways to stay Hydrated:**

- Drink throughout the day
- Drink 17-20oz of fluid 2-3 hours BEFORE practice
- Drink an additional 7-10oz of fluid 10-20 min prior to starting practice
- Drink 28-40oz of fluid per hour to replace sweat loss during exercise
- Drink 20oz per pound of weight loss within two hours of finishing training
- For optimal performance, drink as much sweat was lost.

### **Ways to stay Cool:**

- Get in shape and acclimate to humidity
- Know the warning signs of dehydration and heat illness
- Don't rely on thirst to drink, it is not a good indicator of dehydration
- Favor sport drinks if possible
- Monitor body weight
- Watch urine color: the clearer the better
- Avoid caffeine
- Drink a lot of fluids during your meal time

### **Signs of Dehydrations and Heat Illness:**

- Headache
- Dizziness or Lightheadedness
- Weakness
- Irritability
- Early Fatigue and weakness
- Nausea or vomiting
- Muscle Cramps --To avoid heat cramps, consume sodium in your diet and drink sports drinks

### **Signs of Heat Stroke (Life Threatening):**

- Dangerously high temperature
- Confusion and disorientation
- Irrational Behavior
- Drowsiness
- Nausea

### **Fluids to Avoid:**

- Carbonated beverages as in soda
- Fruit Juice
- Energy drinks
- Protein Supplements

Heat illnesses such as Heat Cramps, Heat Exhaustion and life-threatening Heat Stroke are very serious. You must do your part to prevent these situations, let the medical staff know how you are feeling. Be aware of your teammates. If you believe they are displaying any signs of heat illness, let the medical staff know immediately. Drink plenty of fluids before, during, and after exercise.

*\*\*Information was gathered from the Gatorade website.*

## University of Mobile Athletic Emergency Action Plan

### General:

The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services and Campus Police in responding to emergency situations when they occur. It is important for the athletic department to have a developed emergency plan that identifies the role of each member of the emergency response team, emergency communication, proper equipment and specific protocol for each sporting venue.

### Emergency Personnel: Certified Athletic Trainers and Coaches

Certified athletic trainers (ATC's) provide leadership in the health care of the student-athlete including the emergency management of injuries/illnesses during intercollegiate athletic participation under the direction of the team physician. Head coaches are also required to be trained and maintain certification in basic first aid, CPR with AED and prevention of disease transmission (blood borne pathogens). These individuals' roles are to assist the ATC's in the event of a medical emergency. If an athletic trainer is not present their primary role is to initiate the protocol and assist the individual by any means possible.

### Immediate Care:

There shall be at least one trained individual at all practices, competitive events, conditioning and skills sessions. The minimal training is first aid, CPR and blood borne pathogens. Appropriate emergency first aid steps must be taken in accordance with the level of certification that each trained member of the emergency care team has. The certified athletic training staff should be informed as soon as possible of any injury that occurs as a result of participating in intercollegiate athletics.

### **Activation of EMS**

One member of the emergency care team will be directed to activate EMS.

Provide the following information:

- a. identify yourself and role in the emergency
- b. specific location
- c. name(s) and condition of individual(s)
- d. care being given

### **Directing EMS to the Scene**

Once EMS has been summoned a call to Campus Police will serve to direct the local rescue squad to the emergency scene. Exact location on campus must be made clear to Campus Police as well as clearly stating they are to direct the ambulance to the scene.

### **Emergency Equipment (On campus)**

Appropriate emergency equipment will be on site or readily available for retrieval from the designated area at each athletic venue for all practices and competitions. All assigned emergency care personnel should be aware of the location and function of all emergency equipment. Supplies include:

- First aid supplies (medical bag) with breathing device (airway CPR shields)
- Blood Borne Pathogen Supplies (small spill kit bags with gloves, mask, alcohol solution etc)
- Vacuum Splints
- Crutches
- \* Automatic External Defibrillator (AED) (fully automated portable unit kept with emergency equipment)

### **Emergency Equipment (Off campus)**

It is the responsibility of the coach that secures a game, practice, or conditioning event off campus to secure a medical kit, insurance folder for athletes, medications needed, and emergency equipment (including an AED). This also includes water and cups availability. In terms of off campus sites err on the side of caution for all activities and constantly evaluate the safety of the area and situation.

### **Athletic Venues and Access**

Baseball Field- EMS will enter through gates and follow road down to field.

Gym- Front and Back door access

Soccer Field- Gates at west end of the field. (Gates must be unlocked if going to practice area)

Softball Field- access can be gained from right field area

Tennis Courts- access from main entrance on west side of complex

### **Directions to Nearby Hospitals**

Spring Hill Memorial Hospital

I-65 South to Dauphin St exit

From the exit ramp take a right

The entrance to the hospital is the second light on the left

Providence Hospital

I-65 South to Airport Blvd

From exit ramp take a right and go 5-6 miles

Hospital is on the left

Mobile Infirmary Hospital

I-65 South to Springhill Ave

From exit ramp go right about 5 miles

Hospital is on the left

### **Athletic Training Staff**

Melissa Thomas, M.A.,ATC

ATEP Liaison to Athletics

442-2561 office

604-4269 cell

Courtney Jones, ATC

Assistant Athletic Trainer

442-2361 office

586-4419 cell

- One Automated External Defibrillator is located in the main athletic training room and one at all home games is made available.
- Every coach undergoes CPR and AED training every April for re-certification. All cards are on file in the athletic training office.

## ***Catastrophic Injuries***

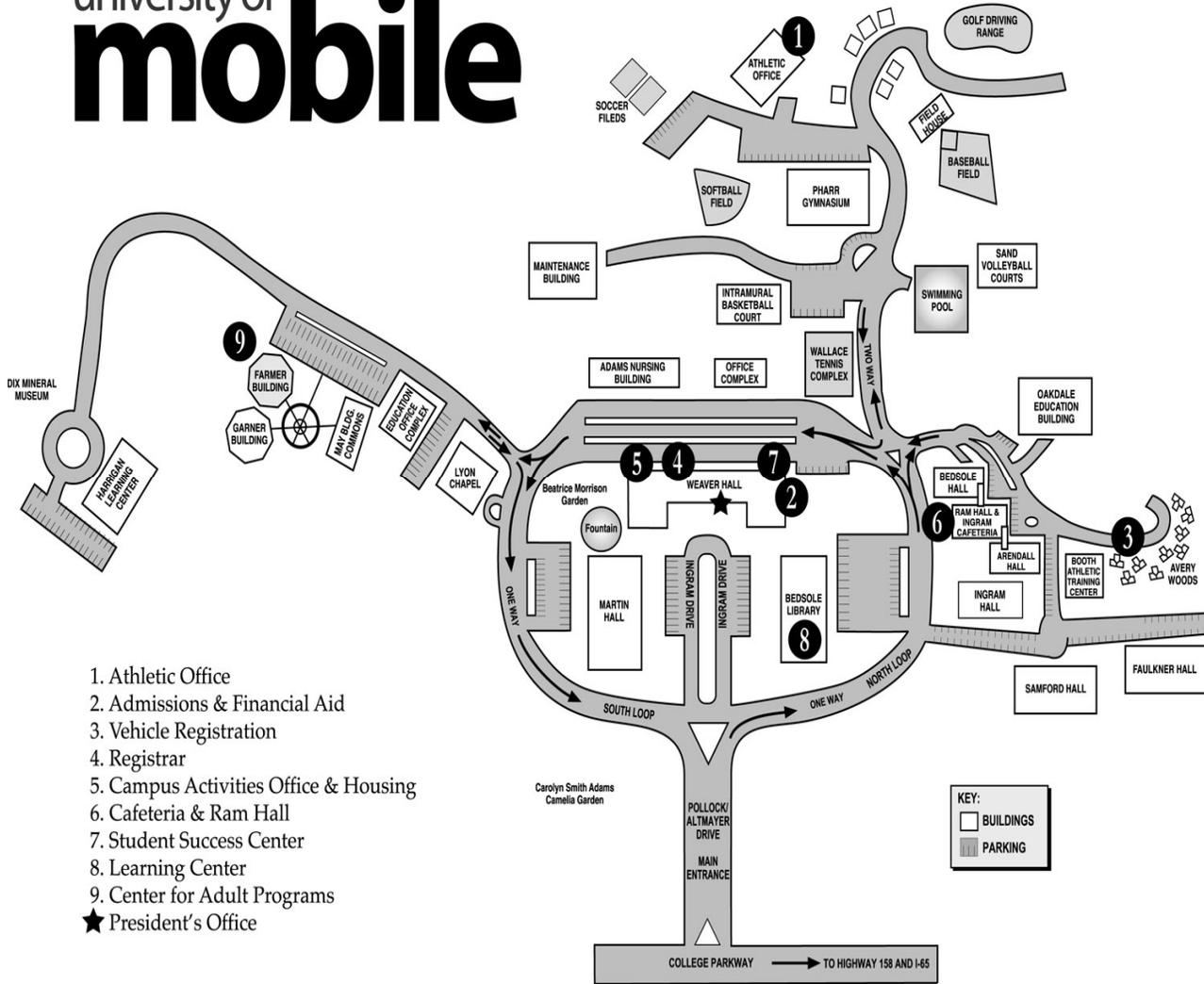
This is defined as any condition in which a student athlete's life is threatened or the student athlete risks permanent impairment. These injuries include but are not limited to: cervical spine injuries, head injuries, loss of limb, possible fractures, heat stress and cardiovascular arrest. The following procedures are to be carried out by an appropriately trained certified athletic trainer (ATC) or coach that has been trained in CPR and AED.

**In the event that an ATC is not available on-site at a specific practice or event, the head coach and/or designee shall perform the duties listed below:**

### Steps in an Emergency

1. Immediate care of the injured or ill student athlete
  - a. Check ABCs, Severe Bleeding, and Levels of Consciousness
  - b. If any of those signs are absent; Call 911 and follow steps 2 & 3
    - Open airway
    - Look listen and feel for breaths
    - If not breathing- Give 2 breaths; If breathing monitor until EMS arrives
    - Check pulse
    - If no pulse begin compressions
    - CPR (if not breathing and no pulse)
    - 30 compressions / 2 breaths
    - Rescue breathing (if not breathing but has a pulse)
    - 1 Breath every 5 seconds
    - Continue until EMS arrives or until vital signs have returned
2. Activation of Emergency Medical System (EMS)
  - a. Identify yourself and your role in the emergency
  - b. Specify your location and telephone number (if calling by phone)
  - c. Give name(s) of injured/ill athlete(s)
  - d. Give condition of injured/ill athlete(s)
  - e. Give time of accident
  - f. Give care being provided
  - g. Give specific directions to the scene of the emergency
  - h. Do not hang up until directed to do so by the EMS dispatcher
  - i. Notify Campus Security at 510-4273
  - j. Have a designated person notify the athletic training staff immediately  
Melissa 604-4269; Courtney 586-4419.
3. Direction of EMS to Scene
  - a. Open appropriate gates
  - b. Designate individual to "flag down" EMS and direct to scene
  - c. Scene Control: Limit scene to first aid providers and move bystanders away from area
  - d. Begin Rescue Breathing / CPR if needed or necessary first aid care
  - e. Inform the ATC of the mechanism, history, and any other pertinent information. The ATC conducts an evaluation and makes any necessary decisions
4. Documentation
  - a. Athletic Training staff must be notified of all emergencies within the athletic department
  - b. Complete an Injury/Illness Report and document all actions thoroughly

# university of mobile



**Implementation Procedure for Drug, Alcohol  
and Controlled Substances Testing Policy  
For Intercollegiate Athletes**

**University of Mobile**

1. Each year all student-athletes must sign the then current *Drug, Alcohol and Controlled Substances Testing Policy for Intercollegiate Athletes Acknowledgment and Consent Form* (the “*Acknowledgment and Consent Form*”) before participating in intercollegiate athletics at the University of Mobile. The *Acknowledgment and Consent Form* must be signed before the student-athlete can attend any team practice or participate in any intercollegiate sporting event for that year. The failure to complete and sign the *Acknowledgment and Consent Form* will result in the student-athlete being prohibited from attending or participating in team practices and intercollegiate competitions and may result in the student-athlete losing any athletic scholarships or aid he or she may be receiving. The current version of the *Acknowledgment and Consent Form* is located on the last page of the *Student-Athlete Handbook*, and it may be amended with or without notice at the sole discretion of the University.
2. The University of Mobile’s *Drug Alcohol and Controlled Substances Policy* is clearly separate and distinct from the NCAA Program. The University of Mobile’s institutional drug-testing program may test for substances not listed on the NCAA Banned-Drug Classes List and at different cut-off levels. The University of Mobile reserves the right to test for any substance and at any cut-off level we so choose.
3. The University may conduct unannounced, random drug or alcohol tests of intercollegiate student-athletes at any time. If athletic eligibility has expired but the student-athlete continues to receive aid, he or she will still be considered a student-athlete and subject to testing. The University may also conduct suspicion-based drug or alcohol tests of student-athletes who the University reasonably suspects of using a banned substance or of the illegal or unauthorized use or abuse of alcohol.
4. During a random drug or alcohol test, one or more student-athletes from each of the teams/sport categories will be randomly selected for testing. For purposes of the preceding sentence, women’s tennis, men’s cross country, and women’s cross country will be considered one team due to the relative size of those teams. Suspicion-based tests may be administered at the same time as a random test or at any other time.
5. Each student-athlete selected for testing shall be notified in writing on or before the day of the test by being served with the *Student-Athlete Notification Form*. A student-athlete selected for testing shall read and sign the *Student-Athlete Notification Form*, and the time and date of notification shall be recorded.
6. The University may test for any banned drug or substance, for alcohol, and for any evidence of tampering with any sample or manipulating or attempting to manipulate any drug or alcohol test.

7. The presence in a student-athlete's urine of a banned substance, and/or metabolite of a banned substance, will be treated as a positive test result, except as noted herein. The presence of such a substance and/or metabolite of a substance will be determined by analysis of the student-athlete's urine and confirmed by gas chromatography/mass spectrometry.

8. Prohibited substances include, but are not limited to, any drug or substance in one or more of the following drug classes: Stimulants, Anabolic Agents, Street Drugs, Diuretics, Peptide Hormones and Analogues, Beta Blockers, Anti-Estrogens, and Beta-2 agonists. A non-exhaustive list of examples of drugs and substances in these drug classes is attached hereto as Exhibit "A". Except as otherwise provided herein no substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

8. The current *Testing Protocol* is available at the Athletic Department and the office of the Vice President for Student Development. A copy of the testing protocol will also be provided to the student-athlete with the *Student-Athlete Notification Form* and will be available at the collection station. The *Testing Protocol* may be amended from time to time, with or without notice, at the sole discretion of the University.

9. A student-athlete's: (1) failure without justification to sign the *Student-Athlete Notification Form*; (2) failure without justification to sign the *Student-Athlete Signature Form*; (3) failure without justification to arrive at the collection station at or by the designated time; or (4) failure without justification to provide a urine specimen according to protocol shall be treated as a positive test for a Street Drug, the most severely sanctioned banned substance.

10. Sanctions.

A. Formal notice in writing of sanctions shall be sent to the student athlete against whom sanctions are being imposed.

B. A student-athlete who tests positive for any banned substance that is not in the "Street Drug" class of banned substances, or who tests positive for the unauthorized or illegal use of alcohol, will be subject to the following sanctions:

i. First Offense. A student-athlete who tests positive for the first time as a University of Mobile student-athlete will be suspended for the first available two weeks of competition in the student-athlete's respective sport. Eligibility for practice and athletic aid will be retained. The athletic director or designee shall notify the student-athlete's parent(s) or legal guardian(s) and head coach. The student-athlete will be responsible to meet with a drug education professional at his or her own expense to establish an educational program which must be submitted to the athletic director before the athlete is allowed to return to competition. In addition, the student-athlete will automatically be tested at the next random testing date and may be tested at one or more random

testing dates in any year in which the student-athlete intends to participate in intercollegiate sports.

ii. Second Offense. A student-athlete who tests positive after having previously tested positive while a University of Mobile student-athlete will be suspended from the intercollegiate athletic program for the remainder of the academic year and will immediately lose all athletic aid. The athletic director or designee shall notify the athlete's parent(s) or legal guardian(s) and head coach. In addition, the student-athlete will automatically be tested at every subsequent random testing date for so long as the student-athlete intends to participate in intercollegiate sports.

iii. In addition to the above, a student-athlete found in violation of this *Policy* may be subject to further or additional disciplinary action and/or treatment as outlined in the Student Conduct section of the University of Mobile *Student Handbook*.

C. A student-athlete who tests positive for any banned substance in the "Street Drug" class of banned substances will be subject to the following sanctions (even if the substance is also within another class of banned substances):

i. First Offense. A student-athlete who tests positive for the first time while a University of Mobile student-athlete will be suspended from the intercollegiate athletic program for the remainder of the academic semester. The athletic director or designee shall notify the student-athlete's parent(s) or legal guardian(s) and head coach. Prior to any future participation in the athletic program, the student-athlete will be responsible to meet with a drug education professional at his or her own expense to establish an educational program that contains a minimum of 10 contact hours with a counseling professional which must be submitted to the athletic director for approval before the athlete is allowed to return to competition. In addition, the student-athlete will automatically be tested at the next random testing date and may be tested at one or more random testing dates in any year in which the student-athlete intends to participate in intercollegiate sports.

ii. Second Offense. A student-athlete who tests positive after having previously tested positive while a University of Mobile student-athlete will be suspended from the intercollegiate athletic program for the remainder of the academic year and will immediately lose all athletic aid. The athletic director or designee shall notify the athlete's parent(s) or legal guardian(s) and head coach. In addition, the student-athlete will automatically be tested at all future random testing dates in any year in which the student-athlete intends to participate in intercollegiate sports.

iii. In addition to the above, a student-athlete found in violation of this *Policy* may be subject to further or additional disciplinary action and/or treatment as outlined in the Student Conduct section of the University of Mobile *Student Handbook*.

11. Appeal Process. If an athlete believes the facts on which the sanction(s) were based are erroneous, or that sanction(s) should not be imposed, the athlete may file a written appeal with the athletic director within 15 days after the athlete receives formal notice of the sanctions(s). The athletic director shall have discretion to consider appeals that are filed outside of the 15-day deadline. The appeal must include any information that might change the factual findings of the imposed sanctions(s). The athletic director shall review the information submitted by the athlete and may reconsider the factual findings and sanctions(s). The athletic director shall make the final decision regarding the appeal and will notify the athlete in writing of the decision.

12. Exceptions. The list of banned-drug classes is comprised of substances that are generally reported to be performance enhancing and/or potentially harmful to the health and safety of student-athletes. The University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the University may allow an exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics and peptide hormones. Exceptions will not be granted for any substances in any other classes of banned drugs.

13. Procedure for seeking and granting exceptions:

A. Alternative, non-banned medications for the treatment of various conditions exist and should be considered before an exception is pursued.

B. A student-athlete who wants to apply for an exception must provide a written letter from the student-athlete's treating physician diagnosing and explaining the student-athlete's condition or need for the drug, the course of treatment prescribed, the medication prescribed and the dosage of the same, and an analysis of the student-athlete's ability to safely practice, train and compete in the sport(s) in which the student-athlete intends to compete. The student-athlete's medical history should also be provided.

C. This information will be considered by the Athletic Director or his or her designee who may request additional information or documentation he or she deems necessary in evaluating the request.

D. If the Athletic Director or his or her designee is satisfied of the following, he or she may grant the exception: (1) that the student-athlete has a true medical condition that requires treatment by a banned drug; (2) that a banned drug has been properly prescribed by the student-athlete's treating physician; (3) that there are no alternative,

non-banned drugs that can be used by the student-athlete to treat his or her condition; (4) that the use of the banned drug in combination with practice, training or participation in the particular sport will not unreasonably endanger the student-athlete; and (5) that the banned drug prescribed by the physician is in one of the following classes of banned drugs: stimulant, beta blocker, diuretic or peptide hormone.

E. Student-athletes with one or more exceptions may still be tested. In the event that a student-athlete is tested and tests positive for only those banned substances for which the student-athlete has an exception, such positive test result will be treated as a negative test result for enforcement and disciplinary purposes. If a student-athlete who has certain exceptions tests positive for banned substances for which he or she does not have an exception or if the student-athlete fails to otherwise comply with the University's *Drug, Alcohol and Controlled Substances Testing Policy for Intercollegiate Athletes* and the *Implementation Procedure and Testing Protocol* for the same, that student-athlete will be subject to the same enforcement and disciplinary actions as if he or she had no exceptions.

F. Requests for exceptions will be reviewed by the Athletic Director whose determination will be final.

#### 14. Additional Banned Drugs and Banned Procedures.

A. Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited and any evidence confirming blood doping will be cause for action consistent with that taken for a positive drug test.

B. Local Anesthetics. The University allows and permits the limited use of local anesthetics during athletic events under the following conditions:

- i. That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine;
- ii. That only local or topical injections can be used (i.e., intravenous injections are not permitted), and
- iii. That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

C. Manipulation of Urine Samples. The University bans and prohibits the use of substances and methods that alter the integrity and/or validity of urine samples provided during testing. Examples of banned methods are catheterization, urine substitution, and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration.

D. Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only.

E. Supplements. Some nutritional/dietary supplements contain substances banned by the University. A student-athlete is responsible for knowing the content of any supplements they are taking. Before consuming any nutritional/dietary supplement product, review the product and its label with athletic department staff. Dietary supplements are not well regulated and may cause a positive drug test result. Many dietary supplements are contaminated with banned drugs not listed on the label. For questions regarding nutritional/dietary supplements, a student-athlete can contact the National Center for Drug Free Sport Resource Exchange Center (REC) at (877) 202-0769, but the ultimate responsibility remains with the student-athlete.

15. Alcohol Policy. The University prohibits the illegal use of alcohol by its student-athletes, such as underage drinking. The University also prohibits any student-athletes from possessing, consuming, using, selling, transferring or being under the influence of alcohol on school property or school grounds, on athletic road trips, at school functions, and prior to or during athletic practices or competitions. The University further prohibits the abuse of alcohol, such as public drunkenness, by its student-athletes. A student-athlete who tests positive for alcohol may be subject to the same sanctions detailed in Section 10(B), above, if it is determined that the alcohol was consumed in an unauthorized or illegal manner under this *Policy*. The University reserves the right to treat all student-athletes who test positive for alcohol, even if their consumption of alcohol was not illegal or unauthorized under said *Policy*, in the same manner that any other student would be treated for the same offense of the *Drug and Alcohol Policy* found in the Student Handbook.

16. Record retention. The University will maintain all test results, both positive and negative, for the time the student-athlete remains enrolled at the University of Mobile. Upon the student-athlete departing the University of Mobile, all test results will be discarded.

17. Confidentiality. The University will strive to maintain the confidentiality of the results of all positive test results. Only the following persons will be notified by the University of a positive test result: the student-athlete, the Athletic Director, the Vice President for Student Development, the head coach of the student-athlete; the parent(s) or legal guardian(s) of the student-athlete, and University counselors or therapists (if any). The University of Mobile will not initiate contact with any law enforcement agency and will not disclose the results of any test conducted under these procedures to any law enforcement agency or any third party except under valid court order or subpoena.

Approved by the Board of Trustees, University of Mobile April 27, 2010.