



**Stanford University**  
**Department of Athletics**  
**Student-Athlete Handbook**  
**2013-2014**

Property of: \_\_\_\_\_

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In case of emergency, please notify:

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## LETTER FROM STANFORD ATHLETICS

Dear Stanford Student-Athlete:

As a student-athlete, we know you have a lot of people and things vying for your time and attention. We appreciate you spending a few minutes to review the important and helpful information included in this handbook. Please use this as a resource throughout the year.

Just as you are committed to achieving top performances in your sport and in the classroom, we are committed to providing you with unparalleled resources to assist with achieving your goals. We encourage you to share with your coaches, sport administrator, and other members of the senior management team any suggestions on ways to improve the opportunities and resources available to you and your fellow student-athletes.

We look forward to a tremendous 2013-14 for Stanford both on and off the fields of competition. You are a critical component of our success and wish you a great 2013-14!

Sincerely,

Bernard Muir

A handwritten signature in black ink, appearing to read 'BM', with a long horizontal flourish extending to the right.

The Jaquish & Kenninger  
Director of Athletics



# STANFORD UNIVERSITY

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

## DEPARTMENT OF ATHLETICS POLICIES & KEY INFORMATION

**Location:**

Arrillaga Family Sports Center

**STANFORD UNIVERSITY**  
**DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION &  
RECREATION**  
**MISSION STATEMENT**

From its founding in 1891, Stanford University's leaders have believed that physical activity is inherently valuable for its own sake and that vigorous exercise is complementary to the educational purposes of the university. Within this context for human development, it is the mission of Stanford's Department of Athletics, Physical Education and Recreation to offer a wide range of high quality programs which will encourage and facilitate all participants to realize opportunities for championship athletic participation, physical fitness, health and well-being.

**IMPORTANT CONTACT INFORMATION**

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A comprehensive Stanford Department of Athletics staff directory can be found at [www.gostanford.com](http://www.gostanford.com).

# PRINCIPLES THAT GUIDE US

## WE WILL TEACH

- By encouraging our student-athletes to capture all the joy, power and extraordinary personal growth that comes to those who compete and support athletic excellence.
- By hiring and retaining the best coaches and staff members available and arming them with the tools to achieve at the highest level.
- By fostering and nurturing a coaching, physical education and recreation staff that is committed to teaching with integrity and ambition and that performs in a manner which is consistent with the academic priorities of Stanford University.
- By recognizing the need to work as a team while valuing each individual's unique characteristics and abilities.
- By committing ourselves to the personal development and well being of our student-athletes and staff. Those who participate at all levels will learn the benefits of teamwork, discipline, goal setting, physical fitness, healthy lifestyles, character development, self confidence, sportsmanship, and an appreciation for lifelong learning.

## WE WILL LEAD

- By being the model of success, of universal opportunity, and of unwavering commitment to the ideal of the scholar-athlete.
- By operating with integrity as we follow the spirit and the letter of each rule. Integrity will be displayed in our policies, performances and programs.
- By continuing our long history of conference and national prominence through a commitment to cutting edge involvement in athletic issues.

## WE WILL WIN

- By maximizing our effort in every competition, on every team and in every setting where skill, determination and hard work combine to achieve singularly successful results.
- By having an uncompromising commitment to Conference and National championships and by providing each student-athlete with the tools necessary to be successful at the highest levels of both academic and athletic performance.
- By creating a commitment to a university-wide wellness culture that will allow Stanford students, faculty and staff to maximize their health and fitness opportunities throughout their lives.

## WE WILL SERVE

- By respecting, honoring and responding to the needs of our student-athletes, coaches, colleagues, advocates and members of our larger community.
- By encouraging innovation and creativity. We will harness technology to extend our reach and to interface with our various internal and external constituencies.
- Through fiscal responsibility in all elements of departmental operations.
- By advancing outreach as a fundamental component of the department, we will strive to enhance the overall mission of the University through competitive excellence, effective outreach and an on-going commitment to customer service.
- By utilizing the department resources and physical facilities to serve the campus community, our alumni and our supporters throughout the world.
- By valuing our heritage, and in doing so we commit ourselves to championship caliber athletic achievement and the on-going enhancement of the traditions of Stanford Athletics, including leadership, individual and team achievement and intense pride and loyalty.

# DEPARTMENT OF ATHLETICS POLICIES & KEY INFORMATION

## ATHLETIC DEPARTMENT TEAM RULES

While each team has established individual team rules, the Athletic Department has established the following guiding principles for all student-athletes:

- Student-athletes will conduct themselves in such a manner as to represent their team and the University with integrity and pride both while on campus and while away.
- Student-athletes are expected to adhere to all University regulations and state and federal laws relating to hazing and to the use of alcohol and illegal drugs.
- Student-athletes are expected to participate in their sport free and clear of all NCAA banned substances.
- Student-athletes are expected to treat their teammates, coaches, staff, opponents and hosts with dignity and respect and without prejudice.
- Student-athletes are expected to report violations of any NCAA or University rules to their head coach or to an Athletic Department administrator.

## RESPONDING TO EMERGENCIES

In the event of a medical emergency, it is important that a university official be notified, after responding with the appropriate medical attention (i.e., calling 911, the resident dean, team athletic trainer). No matter how potentially damaging the situation may be to a team's activities and a student's future status with the Athletic Department, remember that the health and safety of your teammates is, and should be, more important than a possible Athletic Department or University response. Do not risk the health of a team member because you think your team's status with the Athletic Department is at risk, or that it is more important. Failure to respond quickly and honestly could lead to serious injury, or even death. In the event of an emergency, team members present should do the following:

1. Call appropriate emergency services by dialing 911 or 9-911 from a campus phone. Never attempt to move or transport a victim yourself.
2. If the emergency occurs in on-campus housing, immediately notify a resident dean at 650/723-0778 (day time phone) or by pager by calling the university operator at 650/723-2300.
3. Notify your athletic trainer and head coach of the situation.

## HAZING AND TEAM INITIATION

The Athletic Department prohibits hazing activities related to athletic team participation. It is the responsibility of all members of any athletic team to keep their team free from activities that could be considered hazing.

Hazing is prohibited by California State Law and Stanford University policy. The California law defines hazing as "any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions." In addition, the University further defines hazing as any activity or situation in which individuals are expected to commit an unlawful act or violate Stanford's Fundamental Standard or Honor Code.

It should be noted that many student-athletes participating in alcohol-related initiation activities are under the legal drinking age of 21. In such instances these rites put you in further legal jeopardy as you are providing alcohol to a minor. If you have any questions about whether an activity would violate California State Law or Stanford University policy, please ask first. Within California, hazing is a misdemeanor punishable by a fine and/or jail time. For Stanford, any activities that violate this policy are considered a violation of the Fundamental Standard and will be referred to the University's Office of Community Standards for review.

The Athletic Department recommends you ask yourself, before planning any initiation activity, if you could explain the activity to your parents, the parents of a fellow student-athlete, a University official or judge without trepidation or embarrassment to you. If you don't think you could, then the activity is probably hazing.

### **STANFORD CONFIDENTIAL HAZING HOTLINE (ON-CAMPUS):**

6-STOP (6-7867)

### **STUDENT-ATHLETE'S USE OF PERSONAL VEHICLES FOR OFFICIAL TEAM TRAVEL**

Athletic Department policy prohibits student-athletes from using a personal vehicle for any official off-campus team activities. Insurance policies for the Athletic Department and the University do not cover this type of activity. An exception to this policy may be granted if approval is given by the sport administrator and the student-athlete signs an indemnity waiver prior to a specific trip.

All team travel activities should be coordinated through the head coaches using permissible transportation options. If you have questions about this policy, please talk to your head coach or your sport administrator.

### **SPORTSMANSHIP**

On May 25, 1999, nearly 50 influential leaders in sports issued the Arizona Sports Summit Accord to encourage greater emphasis on the ethical and character-building aspects of athletic competition. Stanford University was one of the many universities that adopted the accord. It is hoped that the framework of principles and values set forth will be adopted and practiced widely. The Accord's basis is that ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. For more information on the accord and its sportsmanship ideals, go to the Character Counts web page at <http://www.charactercounts.org/sports/accord.htm>.

### **GENDER EQUITY DISCLOSURE**

Effective October 1996, Federal legislation requires that NCAA institutions make available to students, potential students, and the public a report on participation rates, financial support, and other information on the men's and women's athletic programs. Please contact the Athletic Director's office if you have questions regarding this information or go online to <http://www.ope.ed.gov/athletics/Index.aspx> to search for institutional data on Stanford or any other institution.

### **MISSED CLASS TIME**

NCAA rules and the athletic department's policy is that a coach cannot require a student-athlete to attend practice if the student has a demonstrated and legitimate academic conflict (i.e., exam, presentation, field trip, etc.). A student-athlete with this type of conflict should inform their coach well in advance. If there is a problem, the student-athlete should see their sport administrator or an academic advisor in the AARC.

### **SEXUAL HARRASSMENT & CONSENSUAL RELATIONSHIP POLICY**

Stanford University defines sexual harassment as: "Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) It is implicit or explicit suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a University activity; or (2) The conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creating an intimidating or hostile academic, work or student living environment."

It is the policy of Stanford University to maintain the University community as a place of work and study for students, faculty, and staff, free of sexual harassment and all forms of sexual intimidation or exploitation. Further, it is the University's policy to prevent, correct, and remedy sexual harassment. All students, faculty, and staff are subject to this policy and its consequences, including discharge, expulsion, or other appropriate sanctions.



You are advised to consult the Sexual Harassment Policy website at <http://harass.stanford.edu> for more information on Stanford’s Sexual Harassment and Consensual Relationships Policy. The site also provides contact information of numerous professional and confidential counselors who can answer any questions you may have concerning sexual harassment.

The Department of Athletics strongly discourages fraternization between staff members/coaches and student-athletes. Any consensual relationship between a staff member and student or student-athlete must adhere to Stanford Administrative Guide 23.2. Any problems or issues related to fraternization between staff/coaches and student-athletes must be brought to the attention of the Human Resources Office and the appropriate senior Athletic Department manager/sport administrator. Each issue will be considered on an individual basis and will be examined to ensure no University policies or NCAA regulations are violated.

Stanford University Campus Sexual Harassment Advisors:

Rosa Gonzalez, University Title IX Coordinator.....650/723-0755

Department of Athletics, Physical Education & Recreation Sexual Harassment Advisors:

Patrick Dunkley, Deputy Athletic Director.....650/725-7655

Beth Goode, Senior Associate Athletic Director, SWA.....650/725-2571

or

Sexual Harassment Policy Office ([harass@stanford.edu](mailto:harass@stanford.edu)).....650/723-1583

**COUNSELING RESOURCES ON CAMPUS**

<http://grief.stanford.edu/resources.html>

**1. Counseling and Psychological Services (CAPS)**

<http://caps.stanford.edu>

650/723-3785

**2. Office of Religious Life**

<http://religiouslife.stanford.edu/>

**3. Residence Deans**

<http://www.stanford.edu/dept/resed/StudentResources/contact.html#Dean>

John Giammalva	Wilbur, Branner and Toyon	650/736-1752
----------------	---------------------------	--------------

Christine Gissible	Crothers, Stern, Overseas Studies, SIW	650/725-2488
--------------------	--	--------------

Danielle Masuda	Row Theme Houses, Co-Ops, Sororities, Mirrielees, Rains, Manzanita	650/724-3159
-----------------	---	--------------

Michelle Voigt	Row Self Ops, Fraternities, Mirrielees, Rains, Manzanita	650/724-3159
----------------	---	--------------

Lise De La Cruz- Caldera	Governor’s Corner, West Lagunita, Naranja, Oak Creek, Suites, Off Campus	650/723-0960
-----------------------------	---	--------------

Carolus Brown	Ujamaa, FloMo and Roble	650-498-4986
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**4. The Bridge**

<http://www.stanford.edu/group/bridge/>

650/723-3393

## **COMPLAINTS/DISPUTE INFORMATION**

If a student-athlete believes that he or she has received unfair or improper treatment in regard to his or her sport, he or she may pursue the following grievance procedure:

1. **Informal Resolution:** It is the general practice that the student-athlete should first discuss the problem with the individual(s) most directly responsible (e.g., if the matter involves the coach or a team policy established by the coach, the student-athlete should contact the coach or the captain(s) of the team and work on an informal basis to resolve the issue with the coach).

If no resolution results, the student-athlete should consult with their Sport Administrator. The Sport Administrator will work with the student-athlete to resolve the issue. Serious efforts should be made to resolve the issues at an informal level without the complaint escalating to the status of a formal grievance.

2. **Formal Grievance:** If informal means of resolution prove unsuccessful, the student-athlete may elect to initiate the formal grievance process. To do so the student-athlete may set forth, in writing, the substance of the complaint, the grounds on which it is based, and the efforts taken to date to resolve the matter.

The grievance document will be submitted to the Director of Athletics. A grievance should be filed in a timely fashion, i.e., normally within thirty days of the end of the academic quarter in which the action that is the subject of the grievance occurred. A delay in filing a grievance may be grounds for rejection of that grievance. The Director of Athletics, in consultation with Senior Staff, shall initiate a review in a timely manner, which should normally be completed within thirty days. The Director of Athletics and Senior Staff shall issue a final decision in writing.

3. **Further Information:** Inquiries concerning the grievance procedure should be directed to Earl Koberlein, Senior Associate Athletic Director or the applicable sport administrator.

### **ADDITIONAL RESOURCES**

- In cases involving unlawful discrimination, a student-athlete may wish to contact the Office of Multi-Cultural Development.
- If there is a special NCAA appeal regarding Financial Aid, the Faculty Athletics Representative should be contacted by the student-athlete and NCAA guidelines will be followed for the proper grievance procedures.
- Student-athletes may, at any time, contact the Office of Ombudsman (650/723-3682) or the Faculty Athletics Representative Al Camarillo (650/723-1966) for assistance.

## HOW IS YOUR STUDENT-ATHLETE EXPERIENCE FUNDED?

It will cost Stanford Athletics almost \$100 million to put Cardinal teams in competition this year. That's a huge amount of money—more than the current payrolls of 16 MLB teams, 4 NFL teams, and all but 1 NBA team. But if you think about it for a minute, you can see how all of the costs add up. Expenses for student-athlete scholarships, strength and conditioning, and equipment must be paid. The salaries of coaches and support staff are another key expense.

The athletic department's budget supports the experience of every single student-athlete at Stanford in some form, whether you receive athletic aid or not.

So where does Stanford Athletics get \$100 million? Approximately one-third comes from ticket sales and television rights revenue, but private support—donations from generous people who care deeply about Stanford Athletics—accounts for more than ticket sales and television rights revenue combined.

Some gifts were made a long time ago and put into endowment funds, and we use the interest they generate every year to pay for scholarships and program expenses. Other gifts will be made to the Buck/Cardinal Club (Stanford Athletics' annual fund) this year and used immediately to support you.

Your commitment to excellence has earned you the opportunity to compete for Stanford and receive a world-class education, but remember that regardless of how hard you have worked or what you have achieved, the opportunity to be a student-athlete at Stanford exists only because those who came before you chose to give back. Philanthropy is what makes your Stanford student-athlete experience possible.

Do you have any questions about how the athletic department is funded? Do you want to find out what you can do to express your appreciation to those who support you? Send an email to Director of Annual Giving Heather Owen at [h.owen@stanford.edu](mailto:h.owen@stanford.edu).



# STANFORD UNIVERSITY

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

## STUDENT SERVICES

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## **STANFORD LIFE SKILLS PROGRAM**

The Stanford Life Skills program seeks to facilitate the success of our student-athletes in five areas:

- Academic Excellence
- Athletic Success
- Personal Development
- Career Preparation
- Community Service

The Life Skills Program provides educational opportunities through seminars, workshops, and other programming. Moreover, its main focus is ensuring that Stanford student-athletes take best advantage of the opportunities already available within the Athletic Department and University community.

Life Skills efforts are coordinated with Cardinal Council, Student Services, Undergraduate Advising and Research Programs, the Sports Medicine department, the Athletic Department administration, Vaden Student Health Services, and the Career Development Center, among other groups, to increase awareness about opportunities for student-athletes and to encourage student-athlete participation in activities designed to enhance their Stanford experience. Examples of past and future projects of the Stanford Life Skills program are:

- Resume and Cover Letter Writing, Interview Skills Workshops
- Post-Grad Academic Programs (pre-med, pre-law, pre-business, research)
- Varsity Athlete Career and Internship Fair
- Year-round community service activities
- Stanford Honor Code and Fundamental Standard Education
- Alcohol and drug abuse educational programming
- Nutrition and body-image seminars and proactive education
- Overseas Studies Opportunities

Consistent with California education code section 67452 (b), Stanford offers programming for freshmen and juniors regarding financial aid and budgeting, and time management skills/academic resources available on campus.

## **VARSITY ATHLETE EMAIL LIST**

The Athletic Department manages a Varsity Athlete Email list, which is used to distribute important information and deadlines to all varsity athletes. As a member of a varsity team, you will automatically be subscribed to this list.

During the academic year, you will receive weekly emails with important information, dates, deadlines and upcoming events. Please read these weekly emails thoroughly as they contain valuable information. Just as you are expected to be familiar with the information in this handbook, you are also responsible for the information in the weekly emails. If you have questions about the email list, please contact Jessica Everhart in the Compliance Services Office.

## ATHLETIC BOARD AWARDS

Below is the list of the Stanford Athletic Board awards, which are presented annually at the end of spring quarter.

**Al Masters Award** – presented to the Stanford student-athlete attaining the highest standards of athletic performance, leadership and academic achievement (highest award).

**Biff Hoffman Award** – presented to the most outstanding male senior.

**Stanford Athletic Board Award** – presented to the most outstanding female senior.

**Donald Kennedy Award** – presented to the Stanford senior student-athlete(s) who best exhibits the combination of excellent academics, strong athletic ability and a commitment to community service.

**Spirit of Stanford Award** – presented to a charismatic student-athlete who excels at his/her sport and is an effective leader on and off the field. This student-athlete is an exemplary teammate, active across campus and in the community, and embraces the values of Stanford University.

**Jake Gimbel Award** – presented to the male senior with the best competitive attitude.

**Pam Strathairn Award** – presented to the female senior with the best competitive attitude.

**Block S Honors Award for Men** – presented to the senior varsity male letter-winner with the highest GPA.

**Block S Honors Award for Women** – presented to the senior varsity female letter-winner with the highest GPA.

**Captain's Award** – presented to the senior captain who exhibited uncommon leadership to his/her team.

**Block S Male Junior Award** – presented to the most outstanding male Stanford student-athlete(s) of the junior class.

**Block S Female Junior Award** – presented to the most outstanding female Stanford student-athlete(s) of the junior class.

**Block S Male Sophomore Award** – presented to the most outstanding male Stanford student-athlete(s) of the sophomore class.

**Block S Female Sophomore Award** – presented to the most outstanding female Stanford student-athlete(s) of the sophomore class.

**Block S Male Freshman Award** – presented to the most outstanding male Stanford student-athlete(s) of the freshman class.

**Block S Female Freshman Award** – presented to the most outstanding female Stanford student- athlete(s) of the freshman class.

**Conference Male Athlete of the Year** – presented to a Stanford student-athlete who distinguishes himself in conference competition.

**Conference Female Athlete of the Year** – presented to a Stanford student-athlete who distinguishes herself in conference competition.

**Bill Walsh Leadership Award** – presented to the student-athlete who most effectively inspires his/her team and the community through exemplary commitment, service, composure, and integrity.

**Bob Murphy Award** – presented to the student-athlete whose unforgettable performance in an athletic contest will secure a place in Stanford Athletics history.

**Arthur F. Dauer Memorial Sports Performance Award** – presented to the student-athlete who not only displays maximum effort on and off the field of competition, but also brings out the best in his/her teammates through positive attitude, relentless work ethic and consistent commitment to performance enhancement.

**Thomas W. Ford Award** - presented to the team whose student-athletes have demonstrated a special commitment to participation in local community outreach.

# CARDINAL COUNCIL

STANFORD STUDENT-ATHLETE ADVISORY COMMITTEE

## CARDINAL COUNCIL

Cardinal Council is the Student-Athlete Advisory Committee for the Stanford Athletic Department, and also serves as a student group whose goal is to improve the quality of your experience as a Stanford student-athlete. It is comprised of a team-elected representative from each varsity team, and any other athletes who choose to participate on a regular basis. Representatives make at least a one-year long commitment to serve and represent their team at the monthly meetings. The Council has an executive board that oversees three subcommittees: Community Service, Social, and Student-Athlete Welfare. These subcommittees meet in conjunction with the official Council meetings, but may also meet outside of the Council meetings as necessary.

Each committee works within the objectives of the Council to plan events, meetings, and conferences that will benefit all teams.

### **2013-2014 Cardinal Council Executive Committee:**

#### **Co-Chairs**

Allison Arnold and Jack Ryan

#### **Co-Secretaries**

Daphne Martschenko and McKenzie Wilson

#### **Treasurer**

Luke Pappas

#### **Social Subcommittee**

Katie Olsen, Chioma Ubogagu, Brandon Beckhardt, McKayla Taafe

#### **Student-Athlete Welfare Subcommittee**

Amelia Herring, Robbie Lemons, and Kelly Ortel

Community Service Subcommittee

Alex Doll, David Nolan, and Ivana Hong

## **MISSION & OBJECTIVES**

The Cardinal Council's mission is to enhance the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete well-being; and fostering a positive student-athlete image, while maintaining the tenets of the NCAA Division I philosophy. To assist student-athletes, the Cardinal Council holds the following goals and commitments:

1. Achieve elite-level athletic performance;
2. Achieve academic excellence;
3. Participate in community service; and
4. Develop leadership skills.

Furthermore, the Cardinal Council hopes to:

1. Address issues that concern the balance between athletics and academics;
2. Promote camaraderie and enthusiasm for Stanford Athletics;
3. Participate in events that serve the greater community; and
4. Encourage student-athletes to take responsibility for their actions on and off the field.

## **ANNUAL CARDINAL COUNCIL EVENTS**

- “The Big Drive” - Representatives plan a fall quarter clothing and food drive open to the entire Stanford community and beyond during Big Game week as a competition against Cal to see which athletic department can collect the most food items.
- Camp Kesem Fundraiser - Student-athletes from all teams participate in this annual fundraiser for Camp Kesem. Representatives from each team perform skits for the student body and are “auctioned” off to raise money for a local charity.

## **AWARDS**

The Cardinal Council nominates student-athletes for the following awards:

### The Pac-12 Sportsmanship Award

The Sportsmanship Award is selected by members of the Pac-12 Student-Athlete Advisory Council (SAAC) and is based on good sportsmanship and ethical behavior in participation of intercollegiate athletics, as well as a demonstration of good citizenship outside of the sports-competition setting. Conference award winners are then nominated for the NCAA Division I Sportsmanship Award.

### World Financial Group/Pac-12 Leadership Award

Pac-12 corporate sponsor, in conjunction with the Pac-12 Conference, established the World Financial/Pac-12 Leadership award in 2002. Awarded to one male and one female student-athlete each year, these scholarships for post-graduate study are designed to recognize student-athletes who have served on their institutional Student-Athlete Advisory Committee and demonstrated leadership.

### The Annual Bill Walsh Leadership Award

The Bill Walsh Leadership Award was established in honor of legendary Stanford football coach and administrator Bill Walsh. The Bill Walsh Leadership Award will be presented annually to the Stanford student-athlete who most effectively inspires his/her team and the Stanford campus and community through exemplary commitment, service, composure, and integrity. All Stanford student-athletes are eligible to be nominated for this award.

## **CAREER & POST-GRADUATE OPPORTUNITIES**

### **STANFORD GSB SUMMER INSTITUTE POST-GRADUATE SCHOLARSHIPS**

For student-athletes who will be “former” student-athletes by June 2013, there may be scholarships available to participate in the Stanford Graduate School of Business Summer Institute for General Management. This summer program offers graduating seniors with majors not in the business fields a unique opportunity to build critical business skills. As a Summer Institute participant, you will learn from and interact with the same outstanding faculty who teach in Stanford’s world-renowned MBA program. During this rigorous residential program, you will gain the academic training and interpersonal skills you need to position yourself for a successful career. You will emerge from the Summer Institute for General Management with a foundation in management disciplines and ready to excel in the workplace. For more information visit the website at [www.gsb.stanford.edu/si](http://www.gsb.stanford.edu/si)

An information session regarding the SIGM program and the application process will be conducted during Winter Quarter. The date and time will be announced in a Varsity Athlete Email.

### **Nike Adrenaline Internship**

Stanford Athletics has the opportunity to refer names of our current students to Nike for their Adrenaline Internship Program. The Nike Adrenaline Internship program runs for ten weeks, or roughly two-and-a-half months during the summer. Create, innovate, explore, and learn from the best in the business.



The Nike Adrenaline Internship is a paid position with access to all of the other employee perks. While working at the World Headquarters, you will have access to Nike's world-class athletic facilities, an employee discount at employee stores, and numerous other benefits.

Facts of the Internship Program:

- It is a paid internship for individuals who have completed their academic junior year
- The internships take place in Oregon and in New York
- Once we refer a select number of Stanford students, they will be identified by Nike and instructed as to the next step in the application process
- The dates of the internships are June – August
- A referral is not a guarantee to being accepted

If you would like to be considered as one of Stanford Athletics referrals, please contact Beth Goode at [bgoode@stanford.edu](mailto:bgoode@stanford.edu). Information on the program is generally available in late fall quarter or early winter quarter each year.

## COMPLIMENTARY ADMISSIONS

### Complimentary Admissions to Your Own Sport

Per NCAA rules, every student-athlete may receive up to four complimentary admissions to their sport's home regular season contests.

Football Student-Athletes: Student-athletes must login to the ACS student-athlete portal (<https://incontrol.acsathletics.com/TeamManager/PublicPortal/PublicLogin.aspx>) and request their complimentary admissions before each event, listing the four guests who will receive their complimentary tickets. This must be completed at least three hours before the event. Guests will be admitted through the designated pass gate and must present photo ID for admittance.

Baseball, Men's and Women's Basketball, Men's and Women's Soccer, and Women's Volleyball Student-Athletes: Student-athletes must login to the ACS student-athlete portal (<https://incontrol.acsathletics.com/TeamManager/PublicPortal/PublicLogin.aspx>) and request their complimentary admissions before each event, listing the four guests who will receive their complimentary tickets. This must be completed at least two hours before the event. Guests will be admitted through the designated pass gate and must present photo ID for admittance.

### The Red Zone - free admission to all regular season events

All regular season home intercollegiate Stanford Athletics events feature free admission for all students - see specific details below for Football tickets. Students will be admitted on a space available basis and must present a valid SUID for admission to the event. As a Stanford student, you are automatically part of The Red Zone, and may receive a free Red Zone t-shirt, as well as the Red Alert e-newsletter and other game-day giveaways throughout the year.

### Student admission to football games

All students (including student-athletes) must claim a ticket in advance for each regular season home game in order to be admitted into Stanford Stadium. There will not be exceptions made for student-athletes unable to claim a ticket through the ticketing process. Tickets will become available to claim online on the Tuesday prior to each home game, starting at 9:00 p.m. For more information on claiming your student football ticket, visit [www.gostanford.com/redzone](http://www.gostanford.com/redzone).

### The Red Zone loyalty point system

The Red Zone Loyalty Point System is designed to allow the most loyal and dedicated student fans priority access to marquee game tickets (Football vs. Oregon & Football vs. Cal) subsidized postseason tickets, and special giveaways and prizes. Students will earn Red Zone Loyalty Points by scanning their SUID card at designated events throughout the year. Student-athletes can receive Red Zone Loyalty Points for events in which they are competing, but points cannot be awarded for events missed due to competition or travel due to NCAA regulations. For more information on the Red Zone Loyalty Point System, visit [www.gostanford.com/redzone](http://www.gostanford.com/redzone).

## Pass List Locations

Stanford Stadium/Red Zone (Football): Gate 3

Roscoe Maples Pavilion (Basketball/Volleyball): Southeast Corner (gate facing football practice field)

Sunken Diamond (Baseball): Main Gate

Laird Q. Cagan Stadium (Soccer): Main Gate

## LETTER AWARDS

### Awards

Letter awards are awarded to varsity athletes who meet the specified criteria for their particular sport, as determined by their coaches. Any changes, alterations, enhancements or upgrades to the award cannot be included with the initial award order and cannot be paid for by the Department of Athletics. Students must receive their award “as is” and must make their own arrangements for any adjustments.

In June 2003 the NCAA issued the following official interpretation regarding student-athletes and the selling of athletic awards: “A student-athlete shall not sell any item received for intercollegiate athletics participation or exchange or assign such an item for another item of value, even if the student-athlete’s name or picture does not appear on the item received for intercollegiate athletics participation.”



### To Receive Your Award

Once eligibility for a letter award is confirmed by the Compliance Services Office, the approved letter award form is sent to the Equipment Manager, who processes all requested orders. Each student-athlete is responsible for picking up his/her own award and is required to sign a form acknowledging receipt of that award. Student-athletes have until the last day of fall quarter to claim their letter award from the previous academic year. If you claim your award after this date, your sport will need to cover the expense or you must pay the cost yourself.

### **2012-2013 awards must be claimed by December 13, 2013!**

*If you wish to claim an award after that day, you or your sport must pay for it.*

Student-athletes who participate in two (or more) sports may earn only one letter award per year, not one per sport. A student-athlete cannot earn more than one of each award (1 jacket, 1 desk clock, 1 blanket, 1 ring), regardless of the number of sports they letter in. Below are the criteria for each sport to receive a letter award:

## **BASEBALL**

Field players: Games and games started must equal 80% of total games.

Pitchers: Must pitch 50 innings or must participate in 20% of total games.

## **MEN'S BASKETBALL**

At the discretion of the coaching staff.

## **WOMEN'S BASKETBALL**

At the discretion of the coaching staff.

## **MEN'S CREW**

Participate on Varsity 8 in 2/3 of all races; row in Varsity 8 for championship races (Pac-12 or IRA); row in JV 8 that defeats Cal or Washington; coaches discretion.

## **WOMEN'S CREW**

Compete in an NCAA lineup (1V8, 2V8, V4) during the Championship Season or at the discretion of the coaching staff.

## **LIGHTWEIGHT CREW**

Participate in the Varsity 8 at the Pacific Coast Championships or the National Championships; at the discretion of the coaching staff.

## **CROSS COUNTRY**

At the discretion of the coaching staff.

## **DIVING**

Score in 2/3 of total meets; or final at Pac-12 Championships; injury/exception clause.

## **FENCING**

At the discretion of the coaching staff.

## **FIELD HOCKEY**

All team members who complete the season; or at the discretion of the coaching staff.

## **FOOTBALL**

Participation in 50% of quarters played; or at the discretion of the head coach.

## **MEN'S GOLF**

Compete in 1/2 of all events or compete at NCAA Regionals or NCAA championships; or at the discretion of the head coach.

## **WOMEN'S GOLF**

At the discretion of the coaching staff.

## **MEN'S GYMNASTICS**

Participate in a competition as a team member, not as an individual; or at the discretion of the coaching staff.

## **WOMEN'S GYMNASTICS**

All team members who complete the season; or at the discretion of the coaching staff.

## **LACROSSE**

All team members who compete in and complete the season; or at the discretion of the coaching staff.

## **SAILING**

Participation in a national championship; finishing in top 10% in more than one Intersectional regatta; or participation in more than 50% of scheduled events in the discipline the athlete is competing in.

## **MEN'S SOCCER**

All team members who compete in and complete the season.

**WOMEN'S SOCCER**

All team members who compete in and complete the season.

**SOFTBALL**

All team members who complete the season; or at the discretion of the coaching staff.

**WOMEN'S SQUASH**

All team members who complete the season.

**MEN'S SWIMMING**

NCAA Championship seasons: all athletes; Other years: official Pac-12 squad and NCAA qualifiers.

**WOMEN'S SWIMMING**

All team members who complete the season.

**SYNCHRONIZED SWIMMING**

Score in 2/3 of events entered and 1/2 of meets competed; or at the discretion of the coaching staff.

**MEN'S TENNIS**

At the discretion of the coaching staff.

**WOMEN'S TENNIS**

All team members who compete during the season.

**TRACK AND FIELD**

At the discretion of the coaching staff.

**MEN'S VOLLEYBALL**

All team members who complete the season, excluding redshirts.

**WOMEN'S VOLLEYBALL**

All team members who complete the season; or at the discretion of the coaching staff.

**MEN'S WATER POLO**

All team members who complete the season, excluding redshirts.

**WOMEN'S WATER POLO**

All team members who complete the season; or at the discretion of the coaching staff.

**WRESTLING**

Compete in six duals or more; score 15 or more points; complete season as a senior; or at the discretion of the head coach.



# STANFORD UNIVERSITY

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

## ACADEMIC SERVICES

**Location:** Arrillaga Center for Sports and Recreation/Athletic Academic Resource Center (lower level)

### CONTACT INFORMATION:

Austin Lee

Director of Academic Services for Student-Athletes

[austindlee@stanford.edu](mailto:austindlee@stanford.edu)

(650) 723-3164

Allison Vendt

Academic Advisor

[avendt@stanford.edu](mailto:avendt@stanford.edu)

(650) 723-1176

Solomon Hughes

Academic Advisor

[syhughes@stanford.edu](mailto:syhughes@stanford.edu)

(650) 723-9650

Hillary McKinney

Academic Advisor

[hmck@stanford.edu](mailto:hmck@stanford.edu)

(650) 725-0790

## **ACADEMIC ELIGIBILITY REQUIREMENTS**

To be eligible to compete, you must be in good academic standing according to Stanford University, be enrolled in at least 12 units, and maintain academic progress toward a baccalaureate degree. In addition, to meet the NCAA progress towards degree rules, student-athletes must meet the following academic requirements each fall:

### 6-Unit Requirement

All student-athletes must pass six degree-applicable units each term during the academic year (fall, winter, spring) to be eligible for competition in the following term. Please carefully consider the following notes:

- If you have already completed the maximum number of activity units accepted towards your degree, additional activity units will NOT be included into the six-unit calculation for the quarter.
- The six-unit requirement does carry over from year-to-year. Your academic performance in spring quarter will determine your eligibility for the fall quarter.
- Baseball student-athletes: In the sport of baseball, your academic performance during the spring quarter will determine your eligibility for the next academic year, not just the following fall quarter.
- Football student-athletes: In the sport of football, you are required to pass eight degree applicable units during the fall quarter to be eligible for the next fall season.

### By the beginning of your second year in college:

- have completed 36 units during your freshman year (includes summer school);
- have completed 27 units during your freshman regular academic year (fall/winter/spring);
- maintain at least a 1.8 cumulative GPA (90% of Stanford's required 2.0) after each term.

### By the beginning of your third year in college:

- have declared your major;
- have completed 27 units during the previous academic year (fall/winter/spring);
- have completed at least 40% of your degree;
- maintain at least a 1.9 cumulative GPA (95% of Stanford's required 2.0) after each term.

### By the beginning of your fourth year in college:

- have completed 27 degree-applicable units during the previous academic year (fall/winter/spring);
- have completed at least 60% of your degree;
- maintain at least a 2.0 cumulative GPA (100% of Stanford's required 2.0) after each term.

### By the beginning of your fifth year in college:

- have completed 27 degree applicable units during the previous academic year (fall/winter/spring);
- have completed at least 80% of your degree;
- maintain at least a 2.0 cumulative GPA (100% of Stanford's required 2.0) after each term.

## **ACADEMIC ADVISING**

The Academic Advisors in the Athletic Academic Resource Center (AARC) are the initial contact for student-athletes' short and long-term academic counseling.

### Short Term:

- Help students choose classes and understand the workload of different enrollment options.
- Aid student-athletes in scheduling classes around practice and game schedules.
- Provide assistance should conflicts arise with exams and competition.
- Advise course selection in the context of NCAA progress-toward-degree regulations.

### Long-term:

- Help students choose majors that are consistent with their interests and goals and help ensure that they fulfill requirements and are on course to graduate in four years.
- Offer guidance about graduate and professional school opportunities.

It is in the student's best interest to seek advising early and often from many different resources. As part of Stanford's "multiple mentor" advising model, freshmen are assigned a Pre-Major Advisor and an Academic Director in addition to their AARC Advisor. The Pre-Major advisor is a faculty or academic staff advisor that is assigned to their advisees based on shared academic interests. The Academic Director is a full-time Advisor whose office is in their advisees' residence hall.

## **TUTORING**

The AARC staff coordinates a group-tutoring program, which provides student-athletes with help for classes in which they are seeking assistance. The tutors are trained graduate or upper-class students who are available to help Stanford student-athletes achieve their academic goals.

At the beginning of the quarter, student-athletes request the course or courses for which they would like a tutor. The student-athletes who requested a tutor for the same course are formed into a group, and the group is sent an email informing them who the tutor for the class will be and instructing the group to email the tutor to arrange a time and place to meet. It is possible to join a group session later in the term, but the tutor won't be able to take evening schedule and preferences into account when arranging the group meeting time. Success in courses correlates with use of tutoring or other resources from the beginning of the quarter. Students should not wait until they are struggling in a course to request a tutor.

Tutoring is available for group appointment sessions as well as on a drop-in basis. The AARC offers group appointment tutoring for introductory courses in biology, chemistry, economics, math, physics, statistics, and engineering. It is sometimes possible to provide tutoring for upper-level classes, but there is no guarantee of tutor availability. The standard tutorial help is two hours per week per course. Only tutoring arranged by the AARC staff will be paid by the Athletic Department. Drop-In tutoring takes place in the evenings in the AARC. There are drop-in tutors for chemistry, the HumBio Core, math/physics, and writing. Student-athletes may come anytime and ask a question; there is no need to sign up. The tutors are equipped to address a range of questions and will be working with students from a variety of classes.

Tutoring is not a replacement for student-athletes attending class or to do the homework for you. The tutor's role is to help you understand concepts and develop problem-solving approaches which will be effective in a given class. Assistance greater than this could be considered a violation of the University's Honor Code and a violation of NCAA regulations.

Individual (1-on-1) tutoring for introductory courses and language courses is available through the Center for Teaching and Learning. Students may schedule an appointment at [www.sututor.stanford.edu](http://www.sututor.stanford.edu).

## **CAMPUS ACADEMIC RESOURCES**

### **ACADEMIC ADVISING**

Undergraduate Advising & Research (UAR)

Sweet Hall, first floor

Phone: (650) 723-2426

Fax: (650) 725-1436

<https://undergrad.stanford.edu/>

Undergraduate Advising and Research introduces students to the full intellectual richness of undergraduate study at Stanford, supports students in their academic and intellectual pursuits, and seeks to instill within them a deep sense of identity within and belonging to our community of scholars at Stanford. This means different things for different students at different times, leading to an emphasis on extended one-on-one interactions between students and advisers. The substance of these interactions flows from the scholarship and teaching of the broad intellectual community at Stanford.

The UAR staff includes professional advisors in Sweet Hall, the Athletics Academic Resource Center, and in the undergraduate residences. Freshmen are assigned to academic advisers (faculty and academic staff) according to their preliminary academic interest and residence. The professional advisers in Sweet Hall, the Athletics Academic Resource Center, and the undergraduate residences complement the role of the assigned advisers with a comprehensive understanding of the curriculum; they advise students broadly on their courses of study and long-term goals

## **STANFORD INTRODUCTORY STUDIES**

Sweet Hall

Phone: 650-723-2631

Email: [stanfordintrostudies@stanford.edu](mailto:stanfordintrostudies@stanford.edu)

<http://sis.stanford.edu>

Stanford Introductory Studies (SIS) courses introduce students to the kinds of transformative questions that promote intellectual and personal development. With a focus on reading critically, writing effectively, and thinking analytically, SIS prepares undergraduates to achieve their academic goals. These courses include requirements in the Introduction to the Humanities (IHUM) and Writing and Rhetoric (PWR), or Structured Liberal Education (SLE), which incorporates both requirements, as well as Introductory Seminars.

**Introductory Seminars** offer small-group courses taught by esteemed faculty to freshmen and sophomores. They are offered in a wide range of disciplines, in more than sixty departments and programs and all seven schools of the university. Freshmen, sophomores and first-year transfer students are invited to apply to any of the introductory seminars, Faculty select their class list from among the students who apply.

**Thinking Matters** Thinking Matters courses are meant to help freshman students develop a sense for what constitutes a genuine question or problem and how to address it in a creative and disciplined manner. Through an emphasis on critical analysis, close reading, analytic writing, and effective communication, a liberal education enables students to make connections across many fields of study that will inform their future intellectual work and life after Stanford.

**Program in Writing and Rhetoric (PWR)** seeks to guide Stanford students in developing and refining skills in careful analysis and substantive written and oral research-based argument, and in using well-defined rhetorical principles to present their ideas with intellectual rigor and stylistic force.

## **STUDY TABLE**

During the academic year the AARC provides a study table open to all Stanford student-athletes. During study table, trained tutors are present and ready to assist athletes with their academic needs.

### Study Table Hours in the AARC:

Monday – Thursday evenings, Sunday evenings

## **COMPUTER ACCESS**

The AARC has 12 iMacs (with internet and email access) available during regular AARC hours. Please do not save any of your work on a computer in the AARC. The hard drives are cleaned periodically and all saved files are deleted.

## **LAPTOP COMPUTER CHECK-OUT**

Eight Macintosh laptop computers and two PC laptop computers are available for check-out by student-athletes on a first-come, first-served basis for use during road trips for Stanford competitions. To check out a computer you must complete a check-out form (with your head coach's signature) and submit it to the AARC staff. You can pick-up a check-out form in the AARC. As some weeks are very busy for check-outs, please plan ahead and reserve computers early.



## **ATHLETIC DEPARTMENT HONOR ROLL**

Each academic year, Stanford student-athletes have the opportunity to achieve Honor Roll status by:

- Passing at least 12 graded units each quarter with no incomplete grades or non-reported letter grades.
- Completing at least two letter-graded courses each quarter.
- Earning a cumulative GPA of 3.50 or higher.

## **PAE: PARTNERS FOR ACADEMIC EXCELLENCE**

Co-sponsored by Undergraduate Advising & Research (UAR) and the Athletic Department, PAE II is a peer-mentoring program which assists Stanford first-year student-athletes in managing their demanding schedules and in utilizing their limited free time efficiently to ensure academic excellence. (PAE II is one of five programs co-sponsored by the UAR and other campus departments.)

By grouping several student-athletes together from different sports based on a similar preliminary academic interest, the PAE program focuses on creating an academic community for specific first-year students. Each group has an undergraduate mentor and a graduate student mentor, which are likely to be a current and former student-athlete.

During the autumn quarter, PAE participants meet weekly as a study group to assist with the transition from high school to university study. This includes establishing strong time management, exploring campus resources, and establishing connections with faculty. In the winter, the groups actively explore academic resources. This includes opportunities for research, obtaining internships, and meeting alumni in your field of interest. Dinners with faculty members and Stanford alums who may share an academic or career interest are also part of the program. Freshmen have the opportunity, in a relaxed informal setting, to meet and talk with faculty who may otherwise be hard to approach. Students receive one unit of academic credit each quarter they participate in PAE II.

## **CLASS REGISTRATION & AXESS**

AXESS is a student information system available via the web. You will need a SUNet ID and Password, and PIN to use AXESS. Using AXESS, you will be able to complete the following tasks:

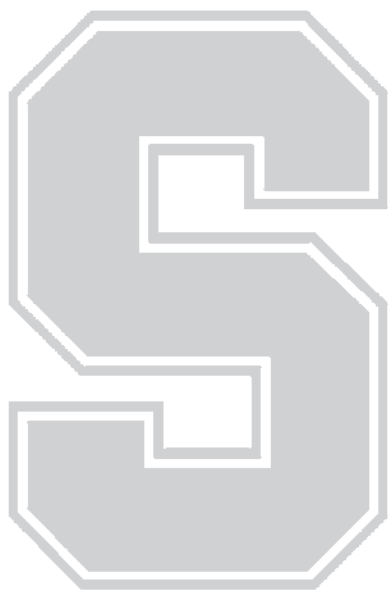
- file or adjust your study list and select your grading options;
- review your grades;
- request an official transcript;
- print a history of your courses and grades;
- declare your major and minor;
- apply to graduate;
- update your home address, permanent address, mailing address or email address;
- apply for housing.

## **REGISTERING FOR CLASSES/SUBMITTING A STUDY LIST**

Once you have met with your academic advisor and chosen a schedule of classes for the quarter, you will need to go onto AXESS and enter the classes you will be taking. Any student who has an academic hold on their registration WILL have to meet with their advisor. AXESS will alert you if this is required for you to register. Also, a small number of departments require their undergraduates to secure approval codes, so when declaring your major you will need to ask if your department has such a requirement. University study list deadlines are listed on the calendar in this handbook, but note that if you are in season (practicing or competing) your deadline may be different than those for other students.

## **CORRECT REGISTRATION**

A week or so after you have filed your final study list, it is recommended that you double-check your schedule on AXESS to make certain that your study list reflects your actual courses. Common errors include listing the incorrect section or incorrect course number (particularly with athletic activity units), or enrolling for a course with the incorrect grading option. These can be easily changed prior to the drop/add deadlines, but are difficult to correct after the deadlines or at the end of a quarter. If you have any questions, please contact an academic advisor.



# STANFORD UNIVERSITY

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

## FINANCIAL AID

**Location:** Compliance Services Office, Arrillaga Family Sports Center, Suite 220

### CONTACT INFORMATION:

Megan Boone

Assistant Athletic Director for Compliance Services

mboone@stanford.edu

650-723-6150

Chris Merino

Assistant Director for Compliance Services

cmerino@stanford.edu

650/725-9986

## **ATHLETIC SCHOLARSHIPS**

Stanford's commitment to its student-athletes on athletics scholarship is to provide support that will enable each student to complete their undergraduate degree in four years. Fifth-year aid is not guaranteed for any student without prior written approval from the Director of Athletics.

Under NCAA rules, an athletic scholarship may be used for only the following items: Tuition, Standard Room and Board, Required Textbooks, and Compulsory Fees (ASSU, freshman, documentation, and telecommunication fees, and house dues).

An athletic scholarship cannot cover anything other than the above. For example, athletic aid cannot be provided for items such as P.O. Box charges, health insurance, late fees, communication fees, cable TV, damage charges, class supplies, lab fees, interim housing charges, or charges associated with a fraternity or sorority memberships.

Athletics financial aid is awarded to a student-athlete based upon athletic ability or sports performance and is often referred to as an athletics grant-in-aid. This grant-in-aid is awarded for a maximum period of one academic year, with the potential for annual renewals at the discretion of the head coach.

If a student-athlete is recommended by the head coach for an athletic scholarship and the recommendation is approved by the Athletic Director, a letter of recommendation is sent by the Compliance Services Office to the Financial Aid Office for processing.

In subsequent academic years, each student who received an athletics grant the previous year must be notified by the Financial Aid Office on or before July 1st about the renewal status of the scholarship for the following academic year. If the athletic scholarship is not recommended for renewal, the Financial Aid Office will offer each student an opportunity for a hearing to appeal this decision to a University Financial Aid Committee.

Please contact either your head coach or the Compliance Services Office if you have any athletic scholarship questions.

### **CANCELLATION OR REDUCTION OF ATHLETIC AID**

The following conditions may cause an athletic grant to be reduced or cancelled during the term of the grant:

- An individual becomes ineligible for intercollegiate competition by:
  - o Failing to make satisfactory academic progress in the course of study;
  - o Using illegal drugs or NCAA banned substances;
  - o Failing to pay University financial obligations;
  - o Violating written team rules as defined by the head coach.
- Information on the admission application, financial aid agreement, Letter of Intent, or NCAA Student-Athlete Statement was misrepresented by the student.
- The student engaged in misconduct and is placed on probation by the regular student disciplinary authority which prohibits participation in athletics.
- The student voluntarily withdraws from the team prior to, during, or after the sport season in which the athletic grant was awarded; or failure to enroll as a full-time student.

A request for an appeal may be made to the FAR if an athletic scholarship is cancelled or reduced for any reason. The following conditions cannot be used as reasons to reduce or cancel your athletic grant during the term of the athletic scholarship:

- Illness or injury which prevents participation;
- Athletic ability, performance, or contribution to a team's success.

## **UNIVERSITY FINANCIAL AID**

Student-athletes are encouraged to apply for the Federal Pell Grant and other financial assistance. The Financial Aid Office has information on the Pell Grant application. The Pell Grant is awarded on the basis of a family's financial situation, can range from \$485 to over \$5,000 for an academic year, and does not count towards any NCAA limits. The actual amount of the Pell Grant stipend will be determined by the Financial Aid Office.

University need-based aid is generally awarded at the same approximate amount on an annual basis for four years or 12 quarters, unless there is some significant change in the student's financial situation. University aid after 12 quarters is not guaranteed and must be petitioned for on an individual basis with the Financial Aid Office. A student-athlete may not receive both athletic aid and university need-based aid in the same academic year, unless prior approval is provided by the Compliance Services Office.

It is important to remember that the amount of other forms of financial aid is limited to those students who are receiving athletically-related financial aid. There are individual and team limits imposed by the NCAA that may require limited use of other aid sources. The Financial Aid Office is responsible for making necessary adjustments to ensure compliance with NCAA individual financial aid limitations. Receiving excessive aid can result in student being declared ineligible for competition, or can create penalties for your team.

## **NON-STANFORD SCHOLARSHIPS**

The type and/or amount of non-Stanford scholarships which may be received by a student-athlete is also governed by NCAA rules. Non-Stanford scholarships are funds given to a student-athlete by sources other than the Athletics Department, the University, Government Grants/Loans, or someone you are naturally or legally dependent upon. The NCAA rules apply whether or not one is receiving an athletic scholarship.

A Student-Athlete Questionnaire will be distributed each year (usually prior to a team's eligibility meeting) with one portion seeking information about any non-Stanford scholarships that are being received, or are expected during the year. Additionally, the Compliance Services Office must be notified of any unexpected scholarships, which develop during the year. The information provided should include both scholarships sent through the University and those that are received directly.

After submitting proper aid information to the Stanford Financial Aid Office and the Athletic Department, it is your responsibility to make sure both offices are promptly informed of any changes. Because the financial aid package of those receiving need-based aid is impacted by expected non-Stanford scholarships, it is also in your best interest to alert the Financial Aid Office and the Athletic Department if expected scholarships do not develop as planned since this could result in positive adjustments in other aid components. Please contact Chris Merino, with any questions about outside scholarships and awards.

# STIPEND CHECKS & UNIVERSITY BILLS

## YOUR UNIVERSITY BILL

Make sure to review your university bill! If you have any questions, please bring your bill to Chris Merino in the Compliance Services Office and he will review it with you. It is important to review your bill on a consistent basis to ensure you are not charged late fees for unpaid bills, such as parking tickets, cable fees, etc.

## STIPEND CHECKS

Athletes who receive athletic scholarship aid may receive the value of some portion of their scholarship in a stipend check.

### Who receives a stipend?

Stipend checks are issued when the amount of a scholarship exceeds the charges from Student Financial Services. A full scholarship athlete living off-campus, without a meal plan, for example, will receive a stipend check.

Additional examples:

- Upperclassmen who live off-campus receive stipend checks for the full value of room and board costs each quarter (less any adjustments for training table, when applicable).
- Anyone who has a housing assignment that does not require a university meal plan will receive a stipend check for the value of the university meal plan (less any adjustments for training table, when applicable).
- Freshmen receiving a full scholarship who paid the \$200 “document fee” will receive a stipend check for \$200 in the fall as the scholarship covers the \$200 documentation fee.

### How can one determine if a stipend has been issued?

Student accounts on AXESS will indicate if a stipend check has been issued. If an amount is listed in a student account under the item “Refund/Stipend check,” a check has either been mailed or deposited to the checking account of those who enrolled in the “direct deposit” program.

### When are stipends available?

Stipend checks are generated after the first day of registration at the beginning of each quarter provided a study list has been filed, the student account has been cleared, and there are no other “holds” on the account.

### How do I receive a stipend?

Stipend checks are mailed from the Student Services Center (Tressider) to the mailing address on record in AXESS. Be sure to confirm that the address listed on AXESS is the address to which University mail should be sent.

Enrollment in the Direct Deposit program is also available on [axess.stanford.edu](http://axess.stanford.edu). Participation in this program will result in stipend checks and any other university refunds or reimbursements being sent directly to the appropriate checking account.

### What could prevent a stipend from being issued?

Any “hold” placed on the student account will prevent scholarship aid from being posted to the account. If a hold exists, for example, that prevents registration for that quarter, scholarship aid cannot be posted to the account, but tuition charges will appear. A stipend check cannot be issued until the scholarship aid is posted to the account.

### What do I do if I think my stipend amount is incorrect?

If the amount of a stipend check seems incorrect, please see Chris Merino so that appropriate adjustments can be made. Remember, however, that the university computer system occasionally may generate a stipend check in error due to the timing of adjustments, which could result in a false “balance due to the University”. Any questions about this issue, or student account statements in general, should be discussed with Chris Merino.

# TEXTBOOK POLICIES AND PROCEDURES

## TEXTBOOK DEADLINES 2013-2014

Fall:	Winter:	Spring:
Registration.....Sept. 15	Registration.....Dec. 29	Registration..... Mar. 23
Book Pickup.....Oct. 7	Book Pickup .....Jan. 17	Book Pickup.....Apr. 11
Book Return.....Oct. 11	Book Return.....Jan. 24	Book Return.....Apr. 18

All student-athletes receiving any amount of an athletic scholarship have their required textbooks paid for by the Athletic Department. The NCAA permits athletic scholarship funds to cover the actual cost of required course-related textbooks only. Instructions for student-athletes receiving athletic scholarship aid to obtain their textbooks are as follows:

1. Register for courses by the deadline for bookstore pickup (see deadlines above).
2. If you registered prior to the deadline, your books will be packaged and available for pickup at the downstairs desk in the Stanford Bookstore several days prior to the first day of the quarter (notification of the applicable date will be provided in advance by the Compliance Services Office via Email). Pre-packaged textbooks must be picked up by the second Friday in the quarter, or the textbooks will be returned to the bookstore inventory (see deadlines above).
3. If you did not register for courses by the deadline, add a course after the deadline, or are simply missing a textbook, stop by the Compliance Services Office to complete a Textbook Approval Form.
4. If you receive non-required textbooks (including recommended, suggested textbooks), or drop a course after receiving your textbooks, return the materials to the AARC textbook drop bin (see deadlines above).
5. If required course-related textbooks/course readers are not sold at the Bookstore, you may pay for the book/reader, get a receipt along with your course syllabus (syllabus must state the book/reader is required), and return it to Chris Merino for reimbursement (specific hours and final deadline for book reimbursement will be provided by Compliance Services Office at the beginning of the quarter via Email). If you cannot obtain a printed receipt, you must obtain a Receipt for Reimbursement form from the Compliance Services Office; you will take this form to your instructor, have him or her sign it, and return the form to Chris Merino during the available reimbursement hours.
6. Receipts will be analyzed each quarter against the Bookstore's required textbook report and your study list. Any discrepancies could result in your being ineligible for practice or competition, having to repay the Athletic Department for the cost of the books, or having your athletic scholarship reduced or cancelled.

## TEXTBOOK REMINDERS

- Receipts from the Stanford Bookstore will not be reimbursed. A Textbook Approval Form should be completed and approved by the Compliance Services Office in advance of textbook purchases.
- If a class is dropped, the textbooks must be returned to the AARC by the textbook return deadline each quarter. If the textbooks are not returned by that date the cost of the books must be repaid to the Athletic Department.
- The following items cannot be purchased as part of your athletic scholarship: course supplies, art supplies (i.e., clay, paint), newspaper subscriptions, software, optional textbooks, or recommended textbooks.
- Textbooks purchased online will be reimbursed at the cost of the textbook only – shipping and handling are not reimbursable expenses.
- For questions regarding Stanford's textbook policies and procedures, contact Chris Merino in the Compliance Services Office.

## NCAA STUDENT ASSISTANCE FUND

The Student Assistance Fund (SAF) was established by the NCAA as a means to provide additional financial resources to student-athletes. The fund is intended to provide direct benefits to student-athletes and their families. All student-athletes, including international student-athletes, are eligible to receive SAF benefits, regardless of whether or not they are receiving athletic aid, have demonstrated need, have exhausted their eligibility, or no longer are able to participate due to medical reasons.

Stanford has identified the following areas that will receive funding from the SAF for 2013-2014:

- Summer School Aid
- Fifth Year Aid
- Student-Athlete Life Skills Programming
- Tutoring
- Emergency Travel\*
- Medically-Related Golf Cart Rental
- Senior Gifts
- Academic Enhancement – Individual
- AARC Enhancement\*\*

The summer school aid, fifth year aid, Life Skills programming and tutoring aid will be dispersed similarly to the current process for these expenses. The emergency travel, golf cart rental and international fees will be dispersed as a reimbursement. Senior graduation gifts will be presented at the annual Senior Athlete Banquet in the spring.

\* Emergency travel may be used for parents to travel to campus (or other site of injury in conjunction with an away-from-home contest) for a student-athlete's unplanned emergency surgery. It may include air travel and up to four days of lodging up to a maximum of \$1,500.

\*\*For the Academic Enhancement portion of the funds, Stanford will reimburse each student-athlete who has been on a varsity team for a minimum of one quarter, up to \$100 per year. Fall quarter freshmen must wait until winter quarter to request reimbursement from this fund. Books are *not* a permissible use for SAF funds.

### PERMISSIBLE USES FOR ACADEMIC ENHANCEMENT

The basic guideline is to reimburse for anything that can be reasonably treated as academically-related. The SAF fund, however, may *not* be used for textbooks or other items covered by a normal athletic scholarship, or items that are *not* academically related; such as bikes, iPods, headphones, speakers, and so forth.

### PROCEDURES

SAF reimbursement is available only during posted reimbursement hours (weekly varsity athlete emails will include specific dates and times).

#### Important Notes & Reminders

- Students must complete and sign a SAF Request form.
- Reimbursement requires original receipts.
- Only one SAF request form per year will be accepted per student for Academic Enhancement funds, so be sure to collect enough receipts to total \$100.
- Reimbursement for SAF will continue through the year until the last week of classes in spring quarter. No reimbursements from the SAF will occur after the deadline.
- Online purchases require the order showing the cost, the packing list verifying receipt and proof-of-payment from a credit card or check card statement.
- Receipts must be for expenses incurred during the academic year (not during the summer).



## **SAF FOR STUDENT-ATHLETES RECEIVING PELL GRANTS OR WHO HAVE UNMET FINANCIAL NEED**

Particular areas of the Student Assistance Fund listed below are available to those student-athletes meeting either one of the following criteria:

- *Pell recipients*: Those students who have applied for and are receiving federal Pell grant aid. A student does not need to be on athletic aid to qualify in this category.
- Student-athletes, both domestic and international, who are receiving athletic aid and would have *unmet financial need* as determined by the university's financial aid authorities.

Note: In order to determine if one meets either of the criteria, a Free Application for Federal Student Aid (FAFSA) form must be completed online. The form may be found at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### **Permissible Uses**

- Supplemental Medical Expenses (dental, vision, etc.) which are NOT covered by another insurance policy and are NOT cosmetic or elective.
- Student Health Insurance (Cardinal Care).
- Expenses associated with student-athlete or family emergencies.
- Expendable course supplies.
- Clothing, travel from Stanford to home during a break, and other essentials (\$500 annual limit).

### **Procedures**

To receive reimbursement from the NCAA Student Assistance Fund, a student-athlete must obtain and complete a Student Assistance Fund form from the Compliance Services Office, and return it along with original receipts to Chris Merino.

### **Important Notes & Reminders:**

- Original receipts are required.
- For air travel reimbursement, a student-athlete must submit (1) the original receipt and (2) the flight boarding passes.
- Emergency travel has the same requirements as flight travel and may require other documentation related to the emergency.
- Online purchases require the order showing the cost, the packing list verifying receipt, and proof-of-payment from a credit card or check card statement.
- Receipts must be for expenses incurred during the academic year (not during the summer).
- Student Assistance Fund (SAF) reimbursement is posted directly to the individual student account. For more information about the NCAA Student Assistance Fund, please contact Chris Merino in the Compliance Services Office.

## **FIFTH-YEAR ATHLETIC AID**

Stanford awards athletic scholarship aid for a small number of fifth-year seniors whose eligibility is exhausted, but who require more than four years to complete their undergraduate degree coursework. Fifth-year aid will not be awarded for the completion of a second major, minor, or co-term.

Fifth-year scholarships are not guaranteed for any student. Scholarships are granted when the necessary funding is available and are awarded by the Director of Athletics upon receipt of satisfactory fulfillment of the application requirements.

### **HOW TO APPLY FOR FIFTH-YEAR ATHLETIC AID**

A student-athlete must submit a written request including support information (transcript, graduation plan/requirements, and identification of final quarter) to the academic advisors in the AARC. Information regarding fifth-year athletic aid and application deadlines will be publicized during the winter 2014 quarter.

If fifth-year scholarship aid is approved, the following conditions apply:

- The student-athlete is required to maintain the minimum enrollment requirements mandated by the NCAA. He/she must be enrolled in a minimum of 12 units for each quarter with the exception of the last quarter of collegiate enrollment.
- The student-athlete is required to continue to stay within the individual limits of financial aid according to the NCAA.
- The student-athlete is required to work in the Department of Athletics for a maximum of ten hours per week during each quarter that they receive aid. Students on partial aid will be assigned a prorated amount. Failure to complete the work assignment, or actions such as not completing work responsibilities as assigned by the work supervisor, will result in a cancellation of the fifth-year athletic aid.

After the aid is approved and the student-athlete has met with their assigned office to arrange a work schedule, the scholarship aid is credited to the student-athlete's university account. If the student-athlete qualifies for reduced tuition through the Registrar's Office, he/she must complete the appropriate application.

### **FIFTH-YEAR ATHLETIC AID REMINDERS**

- Fifth-year athletic aid cannot be awarded by a coach. You must submit a written application to the academic advisors in the AARC prior to the deadline to have your request considered.
- A completed application includes:
  - o A letter outlining your request
  - o A completed application form
  - o An academic transcript

### **SUMMER SCHOOL ATHLETIC AID**

Stanford awards athletic scholarship aid for summer school to a small number of student-athletes. Summer school is not guaranteed for any student; scholarships are granted when the necessary funding is available and are awarded by the Director of Athletics upon receipt of satisfactory fulfillment of the application requirements.

### **CRITERIA TO RECEIVE SUMMER SCHOOL ATHLETIC AID**

1. The student-athlete was receiving athletic scholarship aid in the academic year immediately prior to the summer session.
2. The student-athlete is taking classes at Stanford.
3. Applications will be considered in the following criteria order:
  - a. needs units to be eligible;
  - b. needs a course to graduate at the end of the summer;
  - c. needs a course to graduate in four years;
  - d. is learning disabled;
  - e. needs a mandatory class that cannot be taken during the season, or
  - f. has not previously requested summer school aid.

### **HOW TO APPLY FOR SUMMER SCHOOL ATHLETIC AID**

The student-athlete must submit a written request that includes a sufficient explanation of their need to attend summer school. He/she must also attach a copy of their transcript and academic plan. Applications should be submitted to the academic advisors in the AARC. Information regarding summer school athletic aid and application deadlines will be publicized during the winter 2014 quarter.

All summer school requests are collected and evaluated by members of the Academic Advising staff in the Athletic Department for academic necessity, and then submitted to the Senior Associate Athletic Director for Intercollegiate Services and the Director of Athletics for final review and approval. If summer school aid is approved, the following conditions apply:

1. Scholarship aid for summer covers tuition for a minimum of two classes, not including any activity units.
2. Summer school aid includes tuition, room & board, required fees, and textbooks. Summer aid may cover up to the same percentage as the student's aid during the previous academic year.
3. If the student-athlete does not receive a passing grade for a class(es), he/she will be required to provide a written explanation to the Athletic Department and may be required to reimburse the Athletic Department for the value of the summer school aid.

### **SUMMER SCHOOL ATHLETIC AID REMINDERS**

- Summer school aid cannot be awarded by a coach. You must submit a written application prior to the deadline to have your request considered.
- A completed application includes:
  - o A letter outlining your request
  - o A completed application form
  - o An academic transcript

### **MEDICAL DISQUALIFICATION**

Periodically, a current Stanford student-athlete may be deemed as unable to participate further in intercollegiate sports due to an injury or illness. This situation is commonly referred to as "medical disqualification." The Stanford sports medicine staff determines if a student-athlete has suffered an injury or has an injury or illness which prevents further participation in any collegiate sport because of its incapacitating nature. If the sports medicine staff decides that a student is "medically disqualified," the student-athlete is not able to participate in any varsity sports for the remainder of their five-year clock while at Stanford.

Student-athletes who are receiving athletic aid but are deemed medically disqualified may continue to receive aid, at the discretion of the Director of Athletics. Athletic aid may be renewed through the fourth year of collegiate enrollment; however, the student-athlete will be a part of the same annual renewal process as with all other student-athletes who receive athletic aid. Also, the student will need to meet the following conditions:

- The student-athlete is required to maintain the minimum enrollment requirements mandated by the NCAA. He/she must be enrolled in a minimum of 12 units for each quarter with the exception of the last quarter of collegiate enrollment.
- The student-athlete is required to continue to stay within the individual limits of financial aid according to the NCAA.
- The student-athlete is required to work in the Department of Athletics for a maximum of ten hours per week during each quarter that they receive aid. Students on partial aid will be assigned a prorated amount. Failure to complete the work assignment, or actions such as not completing work responsibilities as assigned by the work supervisor, will result in a cancellation of the medically-disqualified athletic aid.

After the aid is approved and the student-athlete has met with their assigned office to arrange a work schedule, the scholarship aid is credited to the student-athlete's university account. If the student-athlete qualifies for reduced tuition through the Registrar's Office, he/she must complete the appropriate application.

## OVERSEAS STUDY & ATHLETIC AID

If you are planning to study and/or train abroad, please visit the Compliance Services Office to obtain an Overseas Certification Form. Due to the unique athletic systems overseas and strict NCAA regulations regarding professional teams, it is important to obtain and review the compliance passport checklist to ensure you are eligible to return to your Stanford team when you arrive back on campus. If you receive an athletic scholarship, please review the following reminders about studying overseas:

- **Stanford Program:** If you are studying abroad in a Stanford program of studies you may be eligible to receive your athletic scholarship, as long as you obtain the approval of the head coach and the director of athletics.
- **Non-Stanford-Program:** Student-athletes studying abroad in a program not directly affiliated with Stanford University are NOT eligible for financial aid or an athletic scholarship.



# STANFORD UNIVERSITY

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

## NCAA RULES & REGULATIONS

**Location:** Compliance Services Office, Arrillaga Family Sports Center, Suite 220

### CONTACT INFORMATION:

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# NCAA RULES & REGULATIONS

## STANFORD'S PHILOSOPHY

Every student-athlete is subject to NCAA, Pac-12 and Stanford University rules and requirements that can affect your collegiate eligibility. These policies, some of which are outlined in this section, may change on a yearly basis. The Athletic Department's Compliance Services Office will meet with you in the fall to discuss NCAA rules and regulations. It is your responsibility to be knowledgeable of the rules and regulations, and to know when to ask before you act.

Stanford is charged with following the rules and regulations set forth by the NCAA and the Pac-12. Specifically, the NCAA constitution provides that each institution shall be responsible for:

- Controlling its intercollegiate athletics program in compliance with NCAA rules and regulations;
- Monitoring its programs to ensure compliance, identifying and reporting to the NCAA instances in which compliance has not been achieved, and taking appropriate corrective measures;
- Ensuring that members of the institution's staff, student-athletes, and other individuals or groups representing the institution's athletics interests comply with all applicable NCAA rules.

All individuals associated with the Athletic Department (coaches, staff, student-athletes, donors, alumni, former student-athletes, etc.) are expected to act with honesty and sportsmanship at all times. Failure to do so is considered "unethical conduct." Unethical conduct is a serious charge and can be cited due to a number of reasons, not limited to the following: refusal to furnish information relevant to a possible NCAA violation, providing misleading information, knowingly arranging for or providing fraudulent academic credit for a prospective or enrolled student-athlete, knowingly providing a prospect (e.g., recruit) or enrolled student-athlete with extra benefits, or knowingly furnishing false or misleading information during an NCAA investigation.

## PROCESS FOR REPORTING A POTENTIAL VIOLATION

If you, or a teammate, believe a potential violation may have occurred, it is your responsibility to report the violation to your coach, sport administrator, or a Compliance Services staff member as soon as possible. The Compliance Services staff will review the situation to determine if a NCAA or conference violation has occurred, and, if so, the appropriate action steps.

Below are the general steps followed in regard to a potential NCAA or conference rules violation:

1. Potential violations are reported to the Assistant Athletic Director for Compliance Services, who reports it to the sport's administrator or manager.
2. The Assistant Athletic Director for Compliance Services and the sport's administrator conduct the preliminary inquiry. The preliminary report is presented to the Faculty Athletics Representative (FAR).
3. If it is determined to be a violation, Assistant Athletic Director for Compliance Services, along with consultation by the Senior Woman Administrator, determines who is best to conduct the investigation to determine the type of violation.
4. For violations when a student-athlete's eligibility is affected, a restoration letter is prepared by the Assistant Athletic Director for Compliance Services and submitted to the NCAA for reinstatement.
5. For violations where it is indicated that a major violation is possible, the FAR and the Director of Athletics notify the Provost's Office for an outside review.
6. Once the investigation is complete, notes are reviewed and a draft of the violation report is prepared by the Assistant Athletic Director for Compliance Services.
7. The completed violation report is provided to the NCAA and the Pac-12 Conference office.

## ASK BEFORE YOU ACT!

The easiest way to avoid an NCAA rules violation is to ask a coach or staff member before you enter into any situation or accept any sort of potential benefit. Involvement in a rules violation can have serious effects on your eligibility to practice, compete, or receive an athletic scholarship. Protect yourself and your team by talking to your coaches, sport administrator, or Compliance Services staff members whenever a question arises.

## **AGENTS & PROFESSIONAL SPORTS**

The following bullet points are listed to help protect you from jeopardizing, and potentially losing, your eligibility due to activities involving athlete agents and professional sports organizations. Please refer to the Stanford University Athlete Agent Policy ([www.gostanford.com/compliance](http://www.gostanford.com/compliance)) for sport-specific guidelines or contact a member of the Compliance Services Staff for further information.

Student-athletes contacted by agents should instruct the agents to first contact the Compliance Services Office. All agents need to register with the Compliance Services Office prior to contact with a student-athlete, which is governed by the Stanford University Athlete Agent Policy.

### **DO'S**

- You may request information from a professional team or organization concerning your professional market value.
- You are permitted to use your head coach to contact agents, professional sports team or organizations on your behalf. However, your coach is not permitted to receive any compensation for these services and may not facilitate negotiations.
- Only you, your parents or legal guardians may negotiate with a professional team.
- You may secure advice from an attorney or third party concerning a proposed professional contract, provided the attorney or third party does not represent you in negotiations for that contract. An attorney may not be present during discussions of a contract offer with a professional team, nor may the attorney have direct contact (in person, by telephone, by regular mail or email) with the professional sports organization (this would be considered representation). You are required to pay such an individual at their normal rate.
- You may compete professionally in one sport and be an amateur in another. However, signing a professional contract may terminate your eligibility for an athletics scholarship in any sport.
- You may retain an agent whose duties are specifically limited in writing to representing you only in the sport(s) in which you compete as a professional.
- You may tryout with a professional athletics team at any time, provided you do NOT miss class time to participate. You may receive actual and necessary expenses to participate in the tryout provided it lasts no more than 48-hours. You are required to pay for tryouts longer than 48 hours. If you have eligibility remaining and are scheduling a tryout with a professional athletics team, please visit the Compliance Services Office to gain approval prior to all tryouts.

### **DON'TS**

- You may not agree (orally or in writing) to be represented by an athlete agent, advisor or individual for the purpose of negotiating and/or marketing your athletics ability or reputation in a particular sport. A contract with written language not limited to a particular sport is binding to all sports.
- Once an agreement (oral or written) is made with an athlete agent or professional sport organization to compete in professional athletics, you are ineligible for participation in that intercollegiate sport, regardless of the legal enforceability of the contract.
- You may not agree (orally or in writing) to be represented by an agent until after your eligibility has ended, including your team's post-season competition.
- You, your relatives, or your friends, may not accept benefits from an agent, financial advisor, runner or any other person associated with an athlete agent. These benefits include (but are not limited to) transportation, money and gifts, regardless of the value of the benefit or whether it is used.
- You may not retain professional services (legal advice) for personal reasons at less than the normal rate.

- A coach or other member of the athletics staff at your institution may not, directly or indirectly, negotiate or market your athletics ability or reputation to a professional sports team or organization (except as allowed by the head coach noted in the previous section).
- If you reach an agreement with an agent, Stanford has the right to cancel your athletics scholarship.

If you are considering turning professional, entering a draft, or meeting with an agent, we strongly suggest you speak with your coaches and meet with the Compliance Services staff prior to any such activity.

## **AMATEURISM**

After becoming a student-athlete, you are not eligible to participate in intercollegiate athletics if you have ever been paid, or promised compensation, for competing, agreed to participate in professional athletics, played on a professional athletics team, or used your athletics skill for pay in any form in a particular sport. There are also NCAA rules governing your amateur athletic activities prior to your initial enrollment at Stanford. If you have any questions regarding athletic participation prior to or after your enrollment at Stanford, please contact Shannon Wilson for assistance.

## **ATHLETIC RECOGNITION/AWARDS AND EVENTS**

Various local, regional and national organizations often recognize student-athletes for their athletic, academic, or other achievements. Before accepting any award, please check with the Compliance Services Office to see what you may accept in conjunction with the award. This is particularly important if the awarding organization wants you to travel to a ceremony to accept the award and pay for your travel expenses. The NCAA regulates the expenses you may receive; acceptance of expenses in excess of the actual and necessary costs to attend the event may threaten your eligibility.

## **CAMPS AND CLINICS**

The NCAA prohibits student-athletes from owning and operating their own camps or clinics. However, student-athletes are often asked to participate in camps and clinics in a variety of ways. It is not permissible for a student-athlete to receive compensation just for appearing, lecturing or demonstrating at a camp or clinic. Additionally, it is not permissible for a student-athlete to allow his/her name and/or image to be used to help promote a camp or clinic. Football and basketball student-athletes have additional restrictions when it comes to working sports camps and clinics. In most cases, no more than one football student-athlete can work a sports camp, and no football student-athletes can work a Stanford football camp.

Should you wish to assist with any camp or clinic, please contact Jessica Everhart to verify whether or not it is a permissible activity before agreeing to be involved in a sports camp or clinic, on or off the Stanford campus.

## **CHARITABLE AND PROMOTIONAL EVENTS**

NCAA rules restrict the type of promotional activities in which student-athletes may participate. Requests for student-athlete appearances/images/names from entities outside the Athletic Department require prior written approval from Compliance Services. If you are asked to participate in a promotional or charitable activity by a permissible entity (i.e., Stanford organization, non-profit organizations, local elementary school, etc.) please contact Shannon Wilson immediately to obtain the necessary approval prior to the event. It is an NCAA violation to participate in such activities without prior approval and will immediately jeopardize your eligibility.



## **ENDORSEMENT OF COMMERCIAL PRODUCTS AND/OR SERVICES**

NCAA rules prohibit the use of an enrolled student-athlete's name, picture or likeness to endorse a commercial entity, product or service. Requests for promotional appearances by a student-athlete in conjunction with an event, commercial product, or website must receive prior approval by Shannon Wilson. Direct endorsements, including activities such as modeling, appearances in commercial advertisements, or acting in movies or TV may trigger potential amateurism issues. A common issue for student-athletes involves implied endorsements, which can include appearances in a calendar or name references in a publication. Although the activity may seem harmless, indirect endorsement of commercial entities, products or services can jeopardize your amateur status and the penalty can result in loss of eligibility. Please be cautious in these situations and contact Shannon Wilson prior to engaging in any type of activity.

## **OUTSIDE COMPETITION**

Competition on an outside team is only permitted during the official vacation periods published in the University catalog when your sport is out-of-season. Always notify your head coach and the Compliance Services staff of the competitions in order to obtain approval before you participate.

- Competition during the academic year - *All sports other than basketball* – If you compete as a member of any outside team in non-collegiate, amateur competition during the academic year, you become ineligible in your sport for the remainder of the year and the next academic year.
  - o EXCEPTION: Men's and women's soccer, women's volleyball, field hockey and men's water polo student-athletes may participate in outside competition beginning May 1st, 2013, provided such competition is permissible within NCAA guidelines. Student-athletes in these sports must see Shannon Wilson to gain approval prior to their participation.
- Competition during the academic year - *Basketball only* - You are not eligible if you have played in an organized, outside basketball competition after you became a candidate for or are a member of an intercollegiate team, or after you enrolled at an NCAA institution that recruited you to play basketball. Basketball student-athletes may compete in an NCAA-approved summer league between June 15 and August 31, only if prior approval is granted by the Compliance Services Office.

## **NATIONAL TEAM AND OLYMPIC PARTICIPATION**

There are several NCAA rules governing practice and competition with a national team (at any level). Please see Shannon Wilson prior to your participation in order to (1) complete the National Team Participation Form and (2) review specific guidelines in the following compliance areas:

- Collegiate enrollment status
- Eligibility and academic progress
- Permissible expenses
- Exceptions for the Olympic Games and other International Competitions

## **GAMBLING & SPORTS WAGERING**

Per NCAA Bylaw 10.3, all forms of gambling and sports wagering by student-athletes, Stanford coaches and athletic department staff are prohibited. Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; skins play in golf, and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. This prohibition extends to all sports, both at the collegiate and professional levels, in which the NCAA conducts championship competition, Division I-A football, and emerging sports.

As always, all student-athletes, coaches and staff have a collective responsibility for knowledge of and compliance with all NCAA and Pac-12 Conference rules. If you have any questions about this rule or other regulations, please see a member of the Compliance Services staff.

## THE NCAA'S POSITION ON GAMBLING & SPORTS WAGERING

“The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests, and jeopardize the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by sending a message that is contrary to the purposes and meaning of “sport.” Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches, and institutions in fair contests, not the amount of money wagered on the outcome of the competition.”

## ELIGIBILITY REQUIREMENTS

### ELIGIBILITY CERTIFICATION

In order to participate in varsity athletics at Stanford, you must be certified as eligible under NCAA, Pac-12 and Stanford University rules and regulations. Eligibility certification must be completed prior to joining a team and taking part in any athletically-related activities. If you have any questions regarding your eligibility, please contact Shannon Wilson or your AARC advisor.

All Student-Athletes must:

- Attend an orientation session with the Compliance Services Staff;
- Receive a copy of the Student-Athlete Handbook
- Complete a digital copy of the NCAA Student-Athlete Statement, NCAA Drug-Testing Consent Form, Stanford Eligibility Questionnaire, and Stanford Recruit Host form via the ACS portal.
- Meet the applicable NCAA progress toward degree requirements;
- Be certified by the NCAA Eligibility Center;
- Be registered for 12 units (or approved for less than 12 units) as a full-time student;
- Pass a minimum of six units during the previous quarter of full-time enrollment during the academic year (see Eligibility Requirements in the *Academic Services* section for more details); and
- Have a valid physical examinations on file with the Stanford Sports Medicine Clinic.

### 12-UNIT ENROLLMENT

NCAA rules require that all student-athletes be registered in 12 units to be eligible for competition. There are limited circumstances in which a student-athlete can enroll in less than 12 units. Please visit the Compliance Services Office if you have questions regarding your enrollment.

#### Required Full-Time Enrollment

You must be enrolled in 12 units in order to practice and compete during each quarter of the academic year. The NCAA allows you to practice for five days at the beginning of each quarter without being enrolled in 12 units if you are not competing. However, you must be enrolled in at least 12 units at the beginning of the sixth day to remain eligible for practice. Enrollment updates are provided to coaches on a daily basis; non-eligible students cannot practice, travel or receive competition expenses until the coach receives email notification from Compliance Services stating that the individual is enrolled full-time.

#### Permissible Less Than 12 Unit Enrollment

A student-athlete can enroll in less than 12 units under limited circumstances. The Compliance Services Office must approve your enrollment in less than 12 units to be eligible for practice and competition.

- **Terminal Term of Attendance:** A student-athlete who is in their final term of attendance and is planning to graduate at the end of the quarter may enroll in the number of units required for graduation. Student-athletes must complete the Terminal Term Form and obtain approval from the Compliance Services Office prior to enrolling in less than 12 units.

- Graduate Student Status: A student-athlete who has completed their undergraduate coursework and is pursuing a graduate degree may enroll in the full-time course load approved by the specific graduate department, which is often 8-10 units. Student-athletes must provide verification of their department's full-time enrollment policy to Compliance Services in order to gain approval to enroll in less than 12 units.
- Winter Term Graduates: Student-athletes who graduate at the end of winter quarter may continue to participate in collegiate athletics during the spring quarter, without being enrolled in units, in order to complete their competitive playing season. In this situation, a Terminal Term form must be completed and submitted to Compliance Services to demonstrate that the student-athlete has completed all necessary requirements for an undergraduate degree during the winter quarter.

## **Transfers**

### Transferring to Stanford

If you have ever attended another two- or four-year institution as a full-time student, you are considered a transfer student under NCAA rules, even if you did not participate in athletics. Before you are eligible to participate with your team, you must complete the Stanford Eligibility Questionnaire with Shannon Wilson and file all appropriate information with the Stanford's Registrar's Office.

### Transferring from Stanford

Before you discuss transferring with another institution, that school must first receive written permission from Stanford to contact you (see your coach and Shannon Wilson or Megan Boone for this information).

The basic NCAA transfer rule requires you to serve one year of residency at your new school, unless you meet the conditions for an exception. The most common exception is the one-time transfer exception, which waives the one-year residency requirement if you meet a number of conditions.

### Transferring to another Pac-12 School

If you transfer to another Pac-12 or MPSF school, additional rules may apply. The basic intra-conference transfer rule requires one year of academic residency without athletic aid before you are eligible for competition, and a loss of one season of eligibility. If you are not receiving an athletic scholarship, or were not recruited, lesser restrictions may apply. In certain circumstances, a waiver of these rules can be requested. Please visit the Compliance Services Office for more information.

## **ACTIVITY/SPORT UNITS**

Activity/sport units include credits awarded for varsity sport participation, physical education classes, and some music and dance classes. Only the first eight units of activity/sport units noted on your transcript will count toward six-unit eligibility and degree completion certification. **DO NOT COUNT ON ACTIVITY UNITS FOR ACADEMIC ELIGIBILITY CERTIFICATION!**

## **OVERSEAS STUDY & TRAINING**

If you are planning to study and train abroad, please complete an Overseas Certification Form with Compliance Services. Due to the unique athletic systems overseas and the strict NCAA regulations, it is important to review your compliance checklist (eligibility, amateurism, benefits) to ensure you are eligible to return to your Stanford team when you arrive back on campus. Here are a few important housekeeping issues to consider before your overseas departure:

### Financial Aid

- Stanford Program: If you are studying abroad in a Stanford program of studies, you may be eligible to receive your athletic scholarship, as long as you obtain the approval of the head coach and the director of athletics.
- NON-Stanford-Program: Student-athletes studying abroad in a program not directly affiliated with Stanford University are NOT eligible for financial aid or an athletic scholarship.

### Housing

If you move out of your housing unit earlier than your Residence Agreement specifies, you remain responsible for rental payments unless you have obtained a written statement, as specified in the Termination of Agreement section, from the Housing Assignments Office releasing you from your rental obligations.

### Enrollment Status

Enrollment status, including full-time or part-time enrollment in a Stanford or Non-Stanford program, should be on file in the Compliance Services Office via the Overseas Certification Form.

### Training/Competing

Overseas competition is highly discouraged, especially at Oxford due to their current structure of club sports. Any training or practice activities must be approved by Compliance Services prior to participation.

## **EXTRA BENEFITS**

### **EXTRA BENEFITS**

An extra benefit is any special arrangement by a Stanford employee or a representative of Stanford's athletics interests (i.e., a booster, alumni, former student-athletes, etc.) to provide you, your relatives, or your friends with any benefit not expressly authorized by NCAA regulations. Receipt of a benefit is not an NCAA rules violation only if it is demonstrated that the same benefit is generally available to all Stanford students, or if it is available to a particular segment of the student body on a basis unrelated to athletics ability.

#### Examples of Impermissible Extra Benefits:

- The use of an automobile
- Giving a loan or helping to secure a loan
- Discounts on services, like dry cleaning or car repair
- Discounts on purchases, such as a car, clothing or airline tickets
- The use of a cell phone or phone card
- Receipt of services from businesses, like movie tickets or dinner

#### Examples of Benefits the University May Provide:

- Athletic scholarships
- Appropriate equipment for practice and competition
- Travel expenses for practice and competition
- Complimentary admissions for games
- Awards to recognize participation and achievement
- Medical treatment
- Academic support services

Accepting an extra benefit or preferential treatment can have serious effects on your athletic eligibility. If you are ever in doubt about a gift, benefit, or service, ask your coach or a member of the Compliance Services staff.

### **BOOSTERS, DONORS, ALUMNI, & FRIENDS OF YOUR SPORT'S PROGRAM**

As a student-athlete at Stanford University, you will come into contact with many of our support groups and/or individuals who have made financial contributions to the Athletic Department or to the Buck/Cardinal Athletic Scholarship Fund. These groups of individuals, also known as "boosters," or athletic representatives, may want to associate with you.

The Stanford University Department of Athletics is responsible for the control and conduct of the intercollegiate athletics program, and this responsibility includes accountability for the acts of athletic representatives. Once an individual has been identified as an athletic representative, he or she retains that identity forever and is governed by the same NCAA and Stanford University rules and regulations as our athletic staff members.

### NCAA rules permit boosters to:

- Invite student-athletes into their home for an occasional meal or special occasion meal on an infrequent basis. The booster may not provide a meal to student-athletes in a restaurant or provide free meals to parents/guardians at any time or in any location.
- Provide summer employment for enrolled student-athletes at the going rate for similar positions.
- Provide housing for enrolled student-athletes, provided student-athletes pay the market rate, as determined by the Compliance Services Office.

### NCAA rules prohibit boosters from:

- Providing cash or loans in any amount, or signing or co-signing for a loan for a student-athlete or parents;
- Providing gifts of any kind, including birthday cards and holiday gifts, clothing and entertainment, or cars to student-athletes;
- Providing special discounts for goods and services (e.g., car repairs, legal services, meals) to student-athletes or their families;
- Providing free housing or reduced-rent housing to student-athletes or their families;
- Purchasing complimentary admissions from a student-athlete;
- Providing an honorarium to a student-athlete for a speaking engagement;
- Allowing free cell phone usage by a student-athlete;
- Providing room, board, transportation or any other special arrangement for a student-athlete's family or friends.

## **HOUSING**

Some student-athletes, when they choose to live off-campus either during the academic year or the summer, make arrangements with a family, donor, alumni, former student-athlete, etc., to either stay in their house or guest house. If you have a living arrangement that does not involve a regular rental agreement with an established rental or apartment complex (or as as sublease from a donor, alum, etc.), you will fall under the following housing policy:

### During the academic year and/or summer:

Student-athletes who live in a “non-traditional” rental agreement must complete a Housing Agreement Form with the Compliance Services Office PRIOR to moving in. This agreement, once completed by the student-athlete’s host, will be evaluated and a rent will be set by the Athletic Department based on market rate for that arrangement. Rent must be paid on a monthly basis and at the beginning of each month (similar to a landlord-tenant agreement).

If you have any questions about “non-traditional” housing during the year or the summer, please contact the Compliance Services Office or stop by Suite 220 in the Arrillaga Family Sports Center.

## **RECEIVING BENEFITS FROM FORMER STANFORD STUDENT-ATHLETES**

Extra benefit rules include benefits that may be provided to you by former Stanford student-athletes, including former teammates. In general, you may only accept benefits from former student-athletes if the person was a teammate of yours at Stanford and if the benefits are similar in nature as that provided when you were both in school. For example, if a former teammate wishes to return to campus on an occasional basis and treat you to dinner, that would not be considered an extra benefit.

Examples of activities that are not permissible include:

- A former student-athlete paying transportation, lodging and meal expenses for you to attend a professional athletics contest in which the former student-athlete will be a participant.
- A former student-athlete providing you with rent-free, or discounted, housing.
- A former student-athlete providing you with a vehicle or use of a vehicle (or bicycle, scooter, etc.).

## **GIFTS RECEIVED THROUGH ATHLETICS PARTICIPATION**

Per NCAA regulations, student-athletes are not permitted to sell any item(s) received for athletics participation or exchange an item for another item of value, including gifts received at tournaments, conference championships, national championships, and bowl games. Gifts received as a result of your participation in athletics (including your team's apparel and letter awards) are intended solely for you, the student-athlete, and are not permitted to be sold, traded, or otherwise leveraged for any benefits.

If a student-athlete sells or exchanges an item provided by Stanford, NCAA, Pac-12, etc., the student-athlete becomes ineligible for further competition at Stanford. If you have any questions about this NCAA rule, please contact the Compliance Services Office or stop by Suite 220 in the Arrillaga Family Sports Center.

## **JOBS & GIVING PRIVATE LESSONS**

Prior to beginning any job, you and your employer must sign a written statement to be kept on file in the Athletics Department (Compliance Services Office) which specifies the following:

- You may not receive any remuneration for the value or utility that you may have for your employer because of the publicity, reputation, fame or personal following you have obtained because of athletics ability;
- You are to be compensated only for work actually performed; and
- You are to be compensated at a rate commensurate with the going rate in the locality for similar services.

## **IMPORTANT POINTS TO REMEMBER ABOUT YOUR EMPLOYMENT**

- Student-athletes are expected to immediately report to the Compliance Services Office any offer or receipt of a benefit not made regularly available to other employees performing similar work in the same locale, including, but not limited to, transportation, loans and advances.
- A violation of this policy may result in the loss of your eligibility for competition, the loss of your athletic scholarship, and your sport being precluded from participation in post-season competition.

## **PRIVATE LESSONS (FEE-FOR-LESSON)**

The NCAA permits student-athletes to be paid for providing lessons in the sport in which they compete. The Athletic Department must maintain year-round records for any private lessons. To receive compensation for giving private lessons (teaching or coaching sport skills or techniques in your sport), you must meet ALL of the following:

- Institutional facilities cannot be used (including recreational facilities as well as varsity facilities);
- Playing lessons are not permitted;
- The Athletic Department must receive documentation of the lessons and fee provided BEFORE the lessons occur;
- Compensation must be paid by the lesson's recipient, not another individual or entity;
- A student-athlete may NOT use his/her name, picture, or appearance to promote or advertise the availability of private lessons;
- Lessons are designed to be individual in nature and cannot include more than two recipients at any one time.

## **JOB FORMS ARE REQUIRED BEFORE . . .**

- You begin your job during the academic year; or
- You begin any private lessons (academic year or summer vacation)
- If you have any questions regarding employment, see Chris Merino in the Compliance Services Office.

## **SUMMER EMPLOYMENT**

All student-athletes may work during summer vacation while keeping the following NCAA rules in mind:

- You may not receive any remuneration for the value or utility that you may have for your employer because of the publicity, reputation, fame or personal following you have obtained because of your athletic ability;
- You are to be compensated only for work actually performed;
- You are to be compensated at a rate commensurate with the going rate in the locality for similar services;
- Employment forms are not required for summer employment except for when giving private lessons.

## **PLAYING & PRACTICE LIMITS**

### **NCAA LIMITS ON ATHLETICALLY-RELATED ACTIVITIES**

The NCAA restricts a student-athlete's participation in countable athletically-related activities to:

#### Playing Season - Required Activity

- maximum of four hours per day
- maximum of 20 hours per week, with each day of competition counting as three hours
- required one day off per week

#### Out-of-Season - Required Activity

- maximum of eight hours per week
- required two days off per week
- for all sports other than football, not more than two hours per week may be spent on required individual skill instruction
- football may require two hours of film review each week (as part of the eight maximum hours) but may not conduct skill instruction
- no out-of-season activities may occur during Dead Week or Finals Week. It is not permissible for student-athletes to participate in voluntary workouts with their coaches during dead week or finals week. A coach may only be present if you play a sport with the safety exception. Also, if a coach is present due to a safety exception, the coach cannot conduct or provide technical assistance during the workout, but can provide safety skill instruction.

### **COUNTABLE ATHLETICALLY-RELATED ACTIVITIES**

The NCAA defines countable athletically-related activities as any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of an institution's coaching staff (including sports performance coaches). These activities must be included in the weekly and daily limitations.

Examples of countable athletically-related activities include, but are not limited to:

- practice (any meeting, activity or instruction involving sport-related information and having athletics purpose);
- competition (always counts as 3 hours regardless of actual duration of competition);
- required weight training and conditioning activities at the direction of or supervised by an institutional staff member;
- film or videotape reviews of athletics practices or contests required, supervised or monitored by staff members;
- required participation in camps, clinics or promotional/charitable activities;
- visiting the competition site in cross country or golf;
- involvement by Stanford's sports performance staff with enrolled student-athletes in required conditioning programs.

Stanford requires that each sport's head coach submit a weekly record of their team's countable athletically-related activities to the Compliance Services Office.

The Athletic Department places a strong emphasis on the compliance with these rules to ensure student-athletes succeed in all aspects of the collegiate experience. If you ever have any questions about your sport's activities, please talk to your head coach, your sport administrator or a member of the Compliance Services staff.

### **VOLUNTARY WORKOUTS**

Student-athletes may participate in voluntary conditioning workouts and activities supervised by a sports performance staff member during the academic year and during the summer. The NCAA determined that for an athletically related activity to be considered "voluntary," all of the following must be met:

1. Student-athletes must not be required to report back to the coach or other staff member (e.g., strength coach, trainer, manager) any information related to the activity. No athletic department staff member may report back to the coach any information related to the activity that he/she may have observed;
2. The activity must be initiated and requested solely by the student-athlete;
3. Attendance and participation in the activity may not be recorded for the purpose of reporting back to coaches or other student-athletes; and
4. Student-athletes must not be subject to penalty if he/she elects not to participate in the activity. No recognition or incentives may be provided based on attendance or performance in the activity.

Please see your coach or Megan Boone in the Compliance Services Office with any questions.

### **SAFETY EXCEPTIONS**

A coach may be present during voluntary individual workouts in Stanford's regular practice facility (without the workouts being considered as countable athletically-related activities) in the following situations, and the coach may spot or provide safety or skill instruction, but cannot conduct the individual's workouts:

- Rowing - When the student-athlete uses rowing equipment
- Fencing - When the student-athlete uses fencing equipment
- Gymnastics - When the student-athlete uses gymnastics equipment
- Swimming and Diving - When the student-athlete is swimming or diving
- Track and Field - When the student-athlete is engaged in field events, jumping hurdles, or the jumping element of steeplechase
- Water Polo - When the student-athlete is engaged in water polo
- Wrestling - When the student-athlete is engaged in wrestling

### **HOOR LIMITATIONS FOR MULTI-SPORT STUDENT-ATHLETES**

If you participate in more than one sport, the NCAA restricts the total amount of time spent in all countable athletically-related activity to 20 hours total per week. Therefore, if you are participating in multiple sports, please talk to your coaches about your activities to help ensure you stay within the NCAA daily and weekly limits for countable athletically-related activities.



## **STUDENT-ATHLETE INVOLVEMENT WITH RECRUITING**

Part of your duties as a student-athlete may include recruiting activities, including hosting recruits on a campus visit. Please treat these recruiting responsibilities with the proper care and attention, and review the following points regarding the NCAA and university recruiting rules. If you have any questions about these policies or your role as a student-athlete host, please see your head coach, Megan Boone, or Jessica Everhart.

Student-athlete hosts (regardless of age) may not consume alcohol while hosting a prospective student-athlete during an official visit or unofficial visit. Student-athlete hosts and prospective student-athletes may not engage in any activities related to sex. This includes, but is not limited to, activities involving nudity, simulated sexual activity, sexually explicit acts, erotic dancing or other similar activities. For example, student-athlete hosts may not take prospective student-athletes to strip clubs, adult movie theaters, or other sexually-oriented establishments.

### **ATHLETIC DEPARTMENT MISSION STATEMENT FOR STUDENT-ATHLETE RECRUITMENT**

As one of the recognized leaders in intercollegiate athletics, the Athletic Department of Stanford University is committed to maintaining the highest standards of integrity in all of its endeavors. In the recruitment of prospective student-athletes, the Department should serve as a role model in maintaining principles of institutional and personal responsibility. The Athletic Department expects all student-athletes, prospective student-athletes, and department personnel to act honorably and ethically during the recruiting process. In particular, all participants in the recruiting process are expected to abide by Stanford's Fundamental Standard, which states: "Students at Stanford are expected to show both within and without the University such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University."

### **STANFORD ATHLETIC DEPARTMENT POLICY FOR CAMPUS VISITS BY PROSPECTIVE STUDENT-ATHLETES**

Campus visits by prospective student-athletes are intended to reflect actual student life at Stanford and assist the prospect in making an informed decision about their college attendance. Coaches are encouraged to schedule visits so that prospective student-athletes have the opportunity to attend classes, meet with professors, and participate in student life and the Stanford community.

During campus visits by prospective student-athletes, all individuals (prospect, student-athlete hosts, coaches, department staff and other institutional personnel) are expected to maintain the highest standards of behavior and integrity. This includes adhering to all relevant NCAA rules, as well as abiding by the standards of appropriate behavior that have been established by the Department of Athletics. All individuals should note that the use of alcohol, drugs, sex and gambling during campus visits is strictly prohibited.

Prior to any official visits occurring during the academic year, each head coach should hold a team meeting to discuss NCAA rules, these department policies, and any additional team rules related to official visits. In addition, coaches should follow-up after each visit by discussing the activities that occurred with each student-athlete host.

Any violations of NCAA rules or department policies related to recruiting will be treated very seriously. Penalties for violations range from practice/game suspensions to loss of eligibility or loss of athletic aid.

The following specific guidelines are in place for campus visits by prospective student-athletes:

- Student-athlete hosts (regardless of age) may not consume alcohol while hosting a prospective student-athlete.
- Student-athlete hosts and prospective student-athletes should avoid visiting establishments that serve alcohol, but in any case alcohol may not be consumed by either hosts or prospects.

- Student-athlete hosts and prospective student-athletes may not engage in any activities related to sex. This includes, but is not limited to, activities involving nudity, simulated sexual activity, sexually explicit acts, erotic dancing or other similar activities. For example, student-athlete hosts may not take prospective student-athletes to strip clubs, adult movie theaters, or other sexually-oriented establishments.
- Student-athlete hosts and prospective student-athletes may not participate in any gambling or sports wagering activities during a campus visit.
- Student-athlete hosts and prospective student-athletes may not participate in any activity that violates criminal law.
- During any “free time” when coaches or staff members are not present, student-athlete hosts and prospective student-athletes are expected to exercise their best judgment and abide by the department guidelines when determining what activities will occur.
- The department has not established a curfew for student-athletes or prospective student-athletes during campus visits. However, coaches are encouraged to discuss appropriate time frames for all activities during a campus visit, including an expected time for all visit activities to conclude.
- The use of host entertainment money is governed by all NCAA rules and Stanford University policies. Any unspent host entertainment money left at the conclusion of a visit must be returned to the coaching staff for your sport.

## **NCAA RECRUITING RULES FOR STUDENT-ATHLETES**

### Correspondence

You may write to a recruit (letters or email), provided it is not done at the direction and/or expense of the coaching staff or athletic department. All correspondence must be private between you and the recruit. You may not send messages to recruits using the Facebook “wall-to-wall” feature or using the “@” function with a recruit’s Twitter name. Please do not share any pictures of the recruit’s visit on the internet or other public domains.

### Phone Calls

You may receive phone calls from a recruit at any time as long as there is no direct or indirect involvement by athletics department staff to initiate the call. However, you may not make or participate in phone calls to a recruit at the direction and/or expense of the coaching staff.

### Publicity/Comments in the Media, Facebook, Twitter

You may not make any comments to the media, on Facebook or Twitter regarding a recruit, the recruit’s athletic ability, or the likelihood of the recruit to attend Stanford. All questions regarding recruiting, or a particular recruit, should be directed to your head coach. This also prohibits you from talking about a sibling or other family member who is being recruited by Stanford.

## **NCAA RECRUITING RULES FOR HOSTING A RECRUIT ON AN OFFICIAL VISIT**

**Extra Benefits:** You may not provide a recruit with any benefit not expressly permitted in this section. The only benefit you may provide a recruit on an official visit is via the host entertainment money. You may not provide them with any of your own or your team's athletic apparel or equipment, or supplement the entertainment money with any of your own funds.

**Entertainment Money:** As a host, you may receive a maximum of \$40 per day for each day of the visit to cover all actual costs of entertaining the recruit. This money may NOT be used by the recruit to purchase souvenirs, such as t-shirts or other institutional mementos. You will be required to sign a Host Entertainment Form via the ACS student-athlete portal (<https://incontrol.acsathletics.com/TeamManager/PublicPortal/PublicLogin.aspx>) when you receive the host money. The Athletic Department reserves the right to require reimbursement for any host money used for inappropriate or impermissible activities.

At the conclusion of the visit, you will be required to sign the post Host Entertainment form via the ACS student-athlete portal: (<https://incontrol.acsathletics.com/TeamManager/PublicPortal/PublicLogin.aspx>). Any host money not spent must be returned to your Coach, and you will need to fill out all required information, which includes:

- Host Money Amount Received
- How and where you spent the host entertainment money on each day of the Official Visit
- Amount of Host Money returned to Coach
- Student-Athlete Host signature.

**Meals:** You may receive a complimentary meal when you are accompanying the recruit to a meal. Only one host per recruit may receive a meal in a restaurant. Additional hosts may be allowed at on-campus meals.

**Events:** You may receive complimentary admissions to an athletic event when you are accompanying the recruit to the event. The Recruit Pass List for all events is located at the same gate as the Varsity Athlete Pass List.

**Entertainment:** You may show the recruit around the Bay Area, but you are limited to staying within a 30-mile radius of campus. This radius includes San Francisco and San Jose, but NOT Santa Cruz, or across the Golden Gate Bridge.

**Transportation:** You will need to provide your own transportation for you and the recruit during the official visit. You cannot borrow a coach or staff member's car or use any university vehicle. A coach or staff member, however, can provide you and the recruit with a ride during the visit.

**Boosters:** Representatives of the University's athletics interests (i.e., donors, former student-athletes, alums) are not allowed to be involved in recruiting a prospect. If, during the official visit, you and the recruit come into contact with a booster or alum, the conversation must be limited to an exchange of greetings, and you should then excuse yourself and the recruit immediately. Remember that Stanford alums, former student-athletes, and former teammates are all generally considered boosters.



# HEALTHY LIVING {NCAA banned-drug classes 2012-2013}

## The NCAA bans the following classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Masking Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

## Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

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## Drugs and Procedures Subject to Restrictions:

- Blood Doping.
- Local Anesthetics (under some conditions).
- Manipulation of Urine Samples.
- Beta-2 Agonists permitted only by prescription and inhalation.
- Caffeine if concentrations in urine exceed 15 micrograms/ml.

## NCAA Nutritional/Dietary Supplements Warning:

- **Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!**
- Dietary supplements are not well regulated and may cause a positive drug test result.
  - Student-athletes have tested positive and lost their eligibility using dietary supplements.
  - Many dietary supplements are contaminated with banned drugs not listed on the label.
  - Any product containing a dietary supplement ingredient is **taken at your own risk**.

**It is your responsibility to check with the appropriate athletics staff before using any substance.**

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NOTE TO STUDENT-ATHLETES: **There is no complete list of banned substances.**

Check with your athletics department staff prior to using a supplement.

## Some Examples of NCAA Banned Substances in Each Drug Class

### Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, etc.

*exceptions:* phenylephrine and pseudoephedrine are not banned.

### Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):

boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

### Alcohol and Beta Blockers (banned for rifle only):

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

### Diuretics (water pills) and Other Masking Agents:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

### Street Drugs:

heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

### Peptide Hormones and Analogues:

human growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

### Anti-Estrogens:

anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

### Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; etc.

**Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!**

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NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by **contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.**

**It is your responsibility to check with the appropriate athletics staff before using any substance.**

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# STANFORD UNIVERSITY

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

## SPORTS MEDICINE

### Sports Medicine Staff & Contact Information:

Arrillaga Center for Sports & Recreation

Main Phone Number: 650/725-8202

Fax: 650/725-2607

#### TEAM PHYSICIANS:

Gordon Matheson	Ken Hunt
Dan Garza	Gerry Keane
Jason Dragoo	Marc Safran
Mike Fredericson	Eugene Yim

#### ATHLETIC TRAINING ROOM STAFF & CONTACT INFORMATION:

Arrillaga Family Sports Center  
Main Phone Number: 650/723-1214  
Fax: 650/725-2752

#### DIRECTOR OF PHYSICAL THERAPY:

Melissa Hodgins 650/723-1213

#### HEAD ATHLETIC TRAINER:

Scott Anderson 650/498-6451

#### PHYSICAL THERAPISTS:

Tammy Johann	650/723-1213
Floyd VitoCruz	650/736-4042
Zack DiCristino	650/721-2062
Andy Choi	650/725-3046

#### ASSOCIATE ATHLETIC TRAINERS:

Lindsey Dame	650/498-6448
Eitan Gelber	650/725-0021
Kevin Robell	650/498-6449
Tomoo Yamada	650/736-7875

#### CLINIC STAFF:

Front Desk	650/725-8202
Jeff Obrart	650/736-9028
Charlene Dow	650/736-8979
Kathy Morway	650/723-2257
Adam White	650/736-9028

#### ASSISTANT ATHLETIC TRAINERS:

Steve Bartlinski	650/498-6446
Jesse Free	650/498-6450
Brian Gallagher	650/724-3303
Matt Harrelson	650/736-4068
Nina Holley	650/725-3793
Charlie Miller	650/724-2132
TBD	650/498-6447
Marcella Shorty	650/724-3303

#### HPL MANAGER:

Rebecca Shultz 650/724-6272

#### ATHLETIC TRAINING FELLOWS:

Katelin Knox	TBD
Lee Martin	TBD
Matt Mills	TBD
Erin Seeley	TBD
Katie Susskind	TBD

## **STANFORD SPORTS MEDICINE**

The sports medicine program is designed to provide the best possible medical care for your injuries and illnesses. Among the many services provided by your athletic trainer, one of the most important is being the center of communication. Your athletic trainer is responsible for reporting the team's injury and illness status to your coach each day and for that reason they need to be aware of your medical conditions and injuries that affect your participation. Physical therapists design specific programs for your rehabilitation and communicate directly with your athletic trainer, physician, and strength and conditioning coaches regarding your progress. The team physicians provide diagnosis, treatment, arrange for consultations, order lab tests, x-rays and MRIs, and make decisions on your participation status. If you have any questions related to your medical health, feel free to make an appointment directly with a team physician at 650/725-8202.

### **SPORTS MEDICINE CENTER**

The Stanford Sports Medicine Center is a state-of-the-art facility offering comprehensive health services for sport and non-athletic injuries and illnesses. The Center has a Medical Clinic with digital X-Ray, a Rehabilitation Center, and a Human Performance Lab staffed with physicians, physical therapists, and exercise scientists. Nutrition and psychological services are also available.

### **LOCATION & HOURS**

The Sports Medicine Center is conveniently located in the Arrillaga Center for Sports and Recreation (lower level) at 341 Galvez Street. During the academic year, the Sports Medicine Center will be open Monday to Friday, 8:00 a.m. to 6:00 p.m. (excluding university holidays). During the summer months the center operates on a reduced schedule.

### **CONTACT INFORMATION**

The Sports Medicine Center's main phone number is 650/725-8202. All calls will be answered during business hours. If you call after hours to book an appointment, your call will be promptly returned the next business morning.

### **FACILITY USE**

Entrance to the Arrillaga Center for Sports & Recreation requires a Stanford University ID card and student-athletes should enter the Sports Medicine Center through the main lobby entrance located near the bottom of the stairs and elevator. All visitors must check in at the front desk. With the exception of urgent care, students must be showered prior to their scheduled appointments.

### **SERVICES**

Medical referrals for injuries or illnesses to student-athletes are coordinated through the Sports Medicine Center. Team physicians at the Sports Medicine Center will see all injuries and illnesses, regardless of whether or not they are athletically related. The student-athlete's insurance will be billed for these services. The student-athlete will not be responsible for the secondary costs (costs that your insurance will not cover) when care is provided on site at the Sports Medicine Center.

Nutrition and psychological consultation can also be arranged through the Center. To access these services, students may contact the front desk directly or make arrangements through their team athletic trainers.

## **HEALTH INSURANCE**

Stanford University requires that every student provide evidence of current health insurance, family or individual, and maintain that coverage at **all** times while a student at Stanford. Cardinal Care is the insurance offered by Stanford University and is now administered by Healthnet of California. The policy's effective period is in accordance with Stanford University's academic schedule, which begins September 1 through August 31. To inquire about the cost of Cardinal Care, please contact Vaden Student Health Services at 650/498-2336 or visit their website at: <http://vaden.stanford.edu/fees/CardinalCareandDependentHealthInsurancefor2013-2014.html>

Effective in Fall of 2013, if a student-athlete's household has an income and asset level that does not exceed the level for Cal Grant A recipients they are eligible for Stanford to pay their health care premiums. In order for a student-athlete to take advantage of this, the student-athlete and parent(s) or legal guardian(s) must complete the FAFSA forms and any other documentation required by the University's Office of Financial Aid to make a Cal Grant determination on an annual basis. If a student-athlete qualifies for Cal Grant A, Stanford will cover the cost of the University's Cardinal Care medical insurance premiums.

## **SUMMER PARTICIPATION**

Student-Athletes participating in summer practices will need active insurance coverage during that time. Incoming freshmen student-athletes enrolled for summer quarter classes qualify for Cardinal Care if they do not have another medical coverage option. This coverage is not automatically applied; you must contact Vaden Student Health Services to enroll.

This is advised for freshmen who are taking summer courses as well as returning student-athlete who are participating in a sport with an early practice or workout schedule prior to September 1. If you are a returning student-athlete with Cardinal Care for the previous year, your policy is effective until August 31. You must re-enroll for the following academic year. The deadline to enroll in Cardinal Care or waive the coverage is September 15, 2012.

## **FINANCIAL RESPONSIBILITY**

The student-athlete is financially responsible for all medical expenses incurred during any lapses in insurance coverage, regardless of whether the injury is caused through participation in athletics or otherwise. Stanford University does not assume financial responsibility for student-athlete medical expenses when the student-athlete is uninsured. We strongly recommend that student-athletes maintain insurance coverage when participating in any sport-related activity or training, even when the student may not be enrolled in classes.

## **ATHLETIC-RELATED INJURIES AND ILLNESSES**

Stanford will cover all secondary costs (those your insurance will not pay) for athletic-related conditions while the student is a varsity athlete at Stanford. An athletic-related injury or illness is one that occurs as a result of training, practicing or competition in an NCAA sanctioned athletic event. The Athletic Department's insurance is supplemental, providing excess coverage for expenses which are directly related to participation in the student-athlete's sport. The Athletic Department's secondary insurance applies to cases which exceed a \$7500 deductible (typically athletic injuries that require surgery) and remains in effect for up to two years following the injury date. Stanford Hospital and Clinics will absorb secondary costs for athletic-related injuries and illnesses below the \$7500 deductible for up to 12 months following a student athlete's graduation.

## **PRE-EXISTING INJURIES AND ILLNESSES**

The student-athlete is financially responsible for medical expenses related to pre-existing injuries and illnesses. Every incoming athlete will have a complete history and physical examination. Pre-existing illnesses or injuries will be identified at this time. While the Sports Medicine Clinic may provide treatment for such conditions, the Athletic Department assumes no financial responsibility for their management. Pre-existing injuries or illnesses not disclosed during the pre-participation evaluation or later exacerbated by intercollegiate sport participation remain the financial responsibility of the student-athlete.

## **INSURANCE RECORDS**

The student-athlete's complete primary medical insurance information must be on file in the Sports Medicine Center. Student-athletes are not permitted to train, practice or compete without this information. Insurance information must be completed and submitted via the online ePPE website by **August 1**. To complete the student athlete insurance questionnaire, please follow the instructions in the "Online Medical History and Insurance Questionnaire" section of the pre-participation evaluation. This information can be found at this link: <http://www.gostanford.com/sportsmedicine/MedicalEligibilityCenter.html>.

In the event of an injury or illness, Stanford's medical providers will bill your primary insurance directly from this information, so be sure to advise the Sports Medicine Clinic if your coverage changes. Failure to do so may result in delays in authorizing care. It is the responsibility of the policyholder (parent or student athlete), to inform Stanford Sports Medicine of any changes to their insurance information.

## **AUTHORIZATION FOR MEDICAL CARE**

Stanford's financial responsibility is limited to those cases in which medical care is authorized by our physicians. If a student athlete seeks services from an outside provider, or pursues services recommended by a consultant without pre-authorization by Stanford Sports Medicine, the student is financially responsible for these costs.

## **CHOICE OF HEALTH INSURANCE PLAN**

If you have a health insurance plan that does not allow you to select a Stanford Team Physician as the student's primary physician, or grant guest privileges at Stanford Medical Center, you should have your son or daughter enroll in a local insurance plan. The following options are available, but navigating this process can be quite confusing, so feel free to contact our Insurance Specialist, Charlene Dow (650/736-8979) to assist you.

If you have a health maintenance type of primary insurance (HMO) or a preferred provider (PPO/EPO) plan, with a requirement of referral from a primary care physician, we ask that you call your insurance company to register your son or daughter with Stanford Hospital and Clinics and choose one of our Team Physicians as your Primary Care Physician (PCP). Our Team Physicians can facilitate all levels of care within the Stanford Medical Center. If Stanford Hospital and Clinics is not an option, inquire with your insurance company to see if you can be registered for "guest privileges" at Stanford Medical Center. This will allow your insurance to be in effect at Stanford while your son or daughter is registered in school, and at home during vacations and breaks.

If you have coverage that is not accepted by Stanford Hospital and Clinics (i.e. Kaiser Permanente), please sign up for one of our recommended insurers at the time of registration. Many of these insurance carriers are contracted with our physicians and local clinics and this can facilitate more optimal reimbursement.

## **REQUEST FOR INSURANCE INFORMATION**

Please reply immediately to any insurance company requests for information such as birth dates, previous medical conditions, or requests for explanations. If the information is not forwarded in a timely manner, you may become responsible for payment.

## **PRESCRIPTION MEDICATION**

The costs for prescribed medications not stocked in the Sports Medicine Center are the responsibility of the student-athlete.

The Sports Medicine Center stocks some common prescription medications and dispenses these medications on prescription by a physician. The list of medications is reviewed each year. Only those medications stocked in the Clinic are provided to student-athletes free of charge. If a Team Physician prescribes other medications to treat your son or daughter, Stanford Sports Medicine will not cover those pharmacy charges.



## DENTAL WORK AND VISION CARE

Stanford covers dental work that is directly related to injuries that occur to the teeth during practice or competition only. Stanford has a policy regarding payment for such items as eyewear and foot orthoses. We ask the student-athlete to make themselves aware of these coverage policies by speaking with their team's athletic trainer.

## FOOT ORTHOSES AND DURABLE MEDICAL EQUIPMENT

Stanford Sports Medicine will pay for one pair of custom orthotics every two (2) years if prescribed by a Stanford Sports Medicine physician, for an athletic related injury, and only when provided by Stanford Sports Medicine Physical Therapy. Custom orthotics referred to providers outside of Stanford Sports Medicine are not covered by Stanford Sports Medicine. Please visit Step 1 of the Stanford Preparticipation Evaluation website for more information on this topic ([www.gostanford.com/sportsmedicine](http://www.gostanford.com/sportsmedicine)).

## BRACES, CUSTOM AND NON-CUSTOM

After your primary insurance is billed for the prescription of a custom or non-custom brace, Stanford Sports Medicine will pay secondary expenses for braces ordered by Stanford Sports Medicine physicians only for athletic related injuries.

## ATHLETIC VS. NON-ATHLETIC INJURIES

Athletic Injuries are defined as an injury or illness that occurs as a direct result of participation in NCAA (intercollegiate) sanctioned conditioning, practices or competitions. When an athletic injury occurs, your primary insurance will be billed but any costs over and above that which your primary insurance pays will be absorbed by Stanford's secondary insurance, and you will not be financially responsible for the balance. You may receive an "Explanation of Benefits" alerting you to the billing of your insurance, and you should forward a copy of this to the Sports Medicine Clinic, so the secondary billing process can go into effect.

All other injuries and illnesses are considered non-athletic or pre-existing. Non-athletic and pre-existing injuries and illnesses are the financial responsibility of the student-athlete. In the case of these injuries or illnesses, the student-athlete is responsible for medical costs beyond those covered by their primary insurance. These costs would include deductibles and co-payments for durable medical equipment, and services provided outside of the Sports Medicine Center.

The following examples may help to illustrate how these injuries are classified:

<i>Athletic Injuries</i>	<i>Non-Athletic / Pre-Existing Injuries</i>
Knee Injury during off-season sanctioned practice	Knee Injury from bike accident riding to class
Ankle Injury during NCAA match	Ankle dislocation during "pick-up" basketball
Broken teeth in baseball game	Broken teeth from intramural broomball
Back injury sustained while weight training	Chronic back pain associated with scoliosis
Hematuria (blood in urine) from a collision	Hematuria (blood in urine) from kidney stone

## **CARDINAL CARE & HEALTH INSURANCE**

To ensure that you are protected by health insurance, all registered students are automatically enrolled in Cardinal Care at the beginning of each quarter. This ensures that everyone meets the University requirement for all students to have health insurance. You must have primary insurance in place to waive this fee and must do so by the first day of each quarter. Athletic scholarships do not cover the university health insurance fee. However, Stanford will pay your health insurance premiums if you have completed the FAFSA and your income and asset level does not exceed the level for Cal Grant A.

### How to waive Cardinal Care

If you choose not to enroll in Cardinal Care and decide to use your own health insurance, you must provide proof of health insurance coverage. To do this, complete the health insurance waiver on AXESS at <http://axess.stanford.edu>

- This must be done before the waiver deadline at the beginning of the academic year.
- You may waive as many quarters in the academic year as you want while on AXESS.
- A health plan name and group policy number are required to complete the health insurance waiver.

Many managed health care plans provide only for emergency care outside their local service area. Check your policy carefully before completing the waiver form online at <http://axess.stanford.edu>.

**ATHLETIC SCHOLARSHIPS DO NOT COVER THE COST OF CARDINAL CARE.  
THE 2013-2014 DEADLINE TO WAIVE CARDINAL CARE IS SEPTEMBER 15, 2013.**



## **STANFORD ATHLETIC TRAINING ROOM**

The main Stanford Athletic Training Room houses the certified athletic trainers within the Sports Medicine program. This staff of 13 full-time Certified Athletic Trainers is responsible for the recognition and referral of developing and ongoing medical conditions, and specialize in evaluation, management, treatment, and rehabilitation of athletic injuries sustained during participation in Stanford University intercollegiate athletics. Stanford Athletic Training also employs 5 Graduate Assistant Athletic Trainers, and multiple Athletic Training Students. All Graduate Assistant Athletic Trainers and undergraduate Athletic Training Students (ATS) are staffed in conjunction with the accredited CAATE Athletic Training curriculums at San Jose State University.

## LOCATION & HOURS

Located at 641 Campus Drive East, on the ground level of the Arrillaga Family Sports Center, is the state-of-the-art Phillip & Penelope Knight Athletic Training Room. During the academic year, the main Athletic Training Room will be open Monday to Friday, 8:00 a.m. to 6:00 p.m. On weekends and holidays, athletic competition and practices will dictate hours. During the summer months the athletic training room operates on a reduced schedule.

## CONTACT INFORMATION

The main Athletic Training Room's general phone number is 650/723-1214. A message can be left at this number for your team athletic trainer, or they can be contacted directly through their desk line.

## FACILITY USE

Student-athletes may use the facility during pre-arranged times with their team athletic trainer or may receive walk-in services from available staff during business hours.

## SERVICES

In addition to the recognition and referral of student athletes for further medical testing and diagnosis, the Athletic Training Staff provides multiple services in preparation for athletic participation. These include taping, bracing, massage, stretching and treatment modalities such as ultrasound, electrical stimulation, oscillatory therapy, and light therapy. Athletic trainers also provide acute injury care such as primary evaluation, management, and coordination of emergency medical services. All athletic training personnel are first aid, CPR, and AED certified and work under the direct supervision of Team Physicians.

## STUDENT USE OF GOLF CARTS

Golf carts can only be rented for medical conditions that are determined to be "incapacitating" in nature. **See your athletic trainer for the process of ordering a golf cart for this reason.** NOTE: The Student Assistance Fund can cover up to \$300 worth of approved golf cart rental for medical reasons. However, inappropriate behavior or misuse of a golf cart will jeopardize your ability to receive the SAF reimbursement. Per university policy, student use of golf cart-type vehicles for personal transportation, other than for disability-related need or DisGo Cart Service, is PROHIBITED on campus.

Golf carts can also be used for designated university business purposes, which could include transportation during official recruiting visits. In order to operate a golf cart, the user must sign the Medical Certification for Motorized Card permit. This form and instructions can be obtained from the office/department sponsoring the business need for the golf cart. Only the student-athlete assigned the golf cart is permissible to operate it – it cannot be loaned to teammates or friends for use at any time.

When operating a golf cart or golf cart-type vehicles on campus for these approved purposes, all students must obey the policies related to their use, including:

### 1. Approved and Prohibited Areas

- Golf cart-type vehicles are restricted to designated streets/paths on campus;
- Golf cart-type vehicles are prohibited from the inner quad courtyard of the Main Quad and all covered arcades of campus buildings.

### 2. Parking

- Parking is allowed only on hard, covered surfaces (asphalt, concrete, brick);
- Parking is prohibited on soft surfaces (landscaping, unpaved surfaces, tan-bark covered areas);
- Parking is prohibited from blocking entrances to buildings, stairways, disability ramps or main thoroughfares;
- Parking vehicles to/against trees is prohibited.

### 3. Identification

- All Stanford owned golf carts must bear a university logo with departmental identification. Rental golf carts must have a temporary identification placard on the vehicle at all times of operation.

### 4. Safety

- Vehicles shall not be operated in a manner that may endanger passengers or other individuals or harm Stanford University;
- Operators must not exceed any posted speed limits and shall operate the golf carts at a reduced speed on walkways and pedestrian areas;
- The vehicle may only transport the number of passengers for which there are seats. Passengers must remain seated during the vehicle's operation.

### 5. Electric vehicle charging

- Electric vehicles may only be charged at locations designated for such use;
- The areas can be identified by the University Electric Shop and Housing's Maintenance Shop;
- Use of extension cords from inside buildings to vehicles is prohibited.

### 6. Enforcement

- Public Safety enforces the appropriate and safe operation and parking of golf cart-type vehicles and may issue tickets accordingly. Improperly parked vehicles may be towed, 'booted' or otherwise disabled by Public Safety;
- Failure to follow this policy may result in disciplinary action and a referral to the Judicial Affairs Office for investigation as a possible violation of the Fundamental Standard.



# STANFORD UNIVERSITY

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

## SPORTS PERFORMANCE

**Location:** Arrillaga Family Sports Center  
Maples Pavilion  
Arrillaga Practice Gymnasium

**CONTACT INFORMATION:**

Brandon Marcello  
Director of Sports Performance  
bmarcello@stanford.edu  
650/721-1187

## **SPORTS PERFORMANCE MISSION**

Utilizing the finest and most pioneering methodology, within an educationally-enriched and scientific environment, our mission is to push the envelope and drive innovation to facilitate the ethical enhancement of athletic performance and improved quality of life for the Stanford athlete.

### **STANFORD SPORTS PERFORMANCE TRAINING FACILITY RULES**

1. Only, current and former-Stanford athletes as well as athletic department staff are allowed to train in Stanford Athletic Weight-Room Facilities.
2. Student-athletes must not workout unsupervised. All student-athletes must be scheduled by their assigned sports performance coach.
3. With the exception of approved sports supplements, food or drink are not allowed in the weight room. Chewing gum and tobacco products are also prohibited.
4. Please place all personal items (wallets, keys, bags, etc.) inside a cubicle during your training session. Be sure to collect your personal belongings when you leave.
5. Electronic devices such as iPods, cell phones, etc., are not permitted during a training session. Ipods and other mp3 payers are allowed only when using cardio equipment.
6. Stanford issued workout attire must be worn at all times. Proper footwear must also be worn – no open-toe shoes allowed.
7. All weight plates and dumbbells are to be returned to the proper rack when finished. Strip all bars and plate loaded equipment down when finished. As a courtesy to other athletes, wipe perspiration off equipment when finished.
8. Use all equipment as it is intended to be used. If you are unfamiliar with a piece of equipment, ask for assistance from the strength staff. Please report any broken, damaged, or malfunctioning equipment immediately.
9. Be safety conscious at all times: Use caution when loading and unloading weight, use collars on all bars, know your limitations and use spotters when needed.
10. Please conduct yourself in a manner that will not endanger you, the athletes around you or disrupt a training session.

Report any injuries or failure to comply with the above rules to any sports performance coach immediately.

# STANFORD UNIVERSITY

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

## ATHLETICS COMMUNICATIONS & MEDIA RELATIONS

**Location:** Arrillaga Family Sports Center

**CONTACT INFORMATION:**

Kurt Svoboda

Senior Assistant Athletic Director

Kurt1@stanford.edu

650/721-1989

Brian Risso

Assistant Communications Director

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650/736-9044

Reina Verlengiere

Assistant Communications Director

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650/723-0996

Greg Marsh

Assistant Communications Director

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Aaron Juarez

Assistant Communications Director

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650/725-7277

Alan George

Assistant Communications Director

alan.george@stanford.edu

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David Keifer

Assistant Communications Director

dkiefer@stanford.edu

650/726-7921

Phil Cheung

Website Developer

phcheung@stanford.edu

650/725-3911



# **STANFORD ATHLETIC COMMUNICATIONS AND MEDIA RELATIONS OFFICE**

The Stanford Athletic Communications and Media Relations Office is located in the Arrillaga Family Sports Center at 641 East Campus Drive between Maples Pavilion and the Taube Tennis Stadium. The office is in Dallmar Court in the temporary External Relations Suite.

## **THE ATHLETIC COMMUNICATIONS AND MEDIA RELATIONS DEPARTMENT GOALS AND OBJECTIVES**

The daily task of the Stanford Athletic Communications and Media Relations Department is to publicize and assist in the promotion of the university's 36 intercollegiate athletic teams and student-athletes from around the nation to a wide variety of publics, including media, alumni, fans, parents, general public and University personnel.

The task involves the facilitation of extensive interview requests for all programs and departments, coordinating public information for television and radio coverage, the production of athletic publications, video content, feature stories, programs, game notes, press releases, statistical information, maintaining historical archives as well as recognizing the developing "new media" opportunities, such as the department's Facebook and Twitter pages, to further enhance the image of Stanford's nationally-acclaimed athletic programs.

In a larger sense, the task involves the maintenance and advancement of the image of public relations image of the University in general. Given the scope of the institution, the devotion of its alumni, the national interest in University's athletic program, the task is given a high priority on the University's scale. The athletic communications and media relations office is involved as anyone on campus in creating and maintaining that image. It's one that should never be taken for granted and one that is affected by the actions of every representative of the athletic communications and media relations department.

The athletic communications and media relations department strives to represent Stanford Athletics and the University to its many publics by creating a positive, friendly, cooperative, service-orientated and professional environment for the many customers we serve on a daily basis.

### **Target Audiences**

- National and local media outlets
- Student-athletes
- Coaches
- DAPER staff
- University officials
- Alumni
- General public
- Parents
- Recruits and prospective students
- Other universities

### **Key Communication Vehicles**

- GoStanford.com
- Facebook
- Twitter
- YouTube
- Video and TV
- E-Mail distribution list
- The Dish (Intranet)
- Print media
- Electronic media
- On-line media

## **KEY COMMUNICATION STRATEGIES**

- Creative on-line editorial and video content.
- Produce informative and attractive athletic publications that exceed industry standards.
- Proactively pitch stories to local and national media.
- Produce informative and timely game notes and press releases.
- Promote Stanford student-athletes for various academic and athletic awards.
- Work collaboratively with DAPER staff, particularly in the areas of marketing, tickets, community and external relations to advance an integrated public relations platform.
- Serve as historical clearinghouse for all past Stanford athletes, coaches and teams.



- Acknowledge and promote Stanford's rich history of athletic success in order to strengthen ties with alumni.
- Maintain meticulous and accurate statistics on all student-athletes and teams.
- Provide a professional, efficient and friendly working environment for all of our media partners covering events on our campus.
- Provide guidance and training and student-athletes and coaches in dealing with the media and digital media.
- Maintain a courteous, positive, professional and attentive demeanor at all times, as our actions reflect the image of Stanford Athletics and the University.
- Build relationships with student-athletes, coaches, administrators, alumni and media.

## **OUR POLICY**

- We firmly believe it is in the best interest of Stanford and our student-athletes to provide optimum services to the media and public at large. At the same time, we realize that a student-athlete's studies, team practice, competition schedule and social life come first. We will do our best to coordinate interviews and other media requests accordingly.
- If a student-athlete feels overloaded with too many interview requests or wants advice on how to conduct an interview, please speak with a member of the staff. We are here to assist Stanford student-athletes and coaches in the way they handle themselves with the media.
- Please visit with us when you have a free moment because it is important for us to know all about you. The more we know about you, the better we can tell the media your story.
- We are at your service. We encourage you to call or email us anytime a media related question comes up.

## **STUDENT-ATHLETE RESPONSIBILITY**

Stanford University student-athletes benefit from a tremendous amount of national and local media exposure. Stanford student-athletes have an outstanding reputation of positive media rapport over the years. Therefore, it is important to understand the media, the value of positive media relations and how best to work with the media. Please take some time to read through this section and keep it handy throughout your athletic career at Stanford.

Just as giving 100% on the playing field and in the classroom are your responsibilities, so is cooperating with the media. It's all part of the package of being a Stanford student-athlete.

One of the primary ways for Stanford fans to discover information about you is through the media. The stories of Stanford teams, student-athletes and coaches are told to fans on a daily basis throughout the year by thousands of media outlets.

Student-athletes at Stanford have many more opportunities than those at most schools to do media interviews. Stanford is a nationally prominent university with an unparalleled athletic tradition. The university is located within one of the nation's major media markets.

A positive relationship with the media improves your image with the general public. You should view your obligation to cooperate with the media as a chance to promote yourself, your team, your sport and Stanford University. Use the media to develop a positive image. Many student-athletes have parlayed the visibility of their careers into lucrative professions after their playing days are over. The acceptance of a student-athlete, team or institution by the media is developed by the impressions made through an interview or feature story, as well as by the way the student-athlete conducts himself/herself.

The last thing you want is to receive publicity for an unfortunate off the field incident. But, you must always remember that as a student-athlete, your off-the-field activities are viewed by the media as relevant news, while a non-athlete's activities may not be viewed in the same manner.

## INTERVIEWING WITH THE MEDIA

The primary way you will deal with the media is through interviews. Most interview topics are about your team and yourself. Interviews should be looked at as part of the educational experience offered at Stanford. Interviews can help you develop communication skills that can assist you not only in the classroom but in future professional and business careers. The more interviews you do, the better you will become at doing them and the more fun they will be. We encourage you to make yourself available for media interviews, especially because as student-athletes you have the opportunity to be tremendous representatives of Stanford University.

### OUR GUIDELINES FOR YOU

1. Only do interviews which have been arranged by a member of the Athletics Communications and Media Relations Office. Phone interviews should be done in the Athletics Communications and Media Relations Office unless other arrangements are made.
2. Do not give out your phone number (or a fellow student-athlete's phone number) to a media member. You don't want a late night phone call from a reporter catching you in a time of crisis.
3. If you have an interview scheduled, show up, be on time and wear the proper attire. Because of deadlines, the media relies on you to be on time. Should you ever have a problem making a prescheduled appointment, always call the Athletics Communications and Media Relations Office as soon as you become aware of the issue. Also, please attend the interview wearing attire that properly represents you as a Stanford student-athlete.

### TIPS TO CONSIDER WHEN DOING INTERVIEWS

- Ask the purpose of the interview before granting it and let the Athletics Communications and Media Relations Office and the reporter know if there are subject areas that are off limits. You have the right to know something about both the reporter and the subject matter before agreeing to the interview. You don't have to do an interview that you don't feel comfortable doing, but there is an appropriate way of denying the request.
- Show up on time for all interviews. If you agree to an interview, be there and be on time. If not, you could get the interview off on the wrong foot.
- The most important thing to remember in working with the media is the real audience. You may be speaking to one reporter, but the real audience for your remarks is the many fans who will read or listen to your comments through the representative of the media outlet you are speaking to.
- Your goal with the media should be to place yourself in the best possible light with the real audience – the fans. You can do this by always delivering a positive message no matter the circumstances. When you win, don't be arrogant and cocky. When you lose, don't criticize others.
- This is your interview, so plan on doing at least 50% of the talking. Avoid simple “yes” and “no” answers.
- It is perfectly all right for a journalist to ask just about any question, no matter how much it might offend you. You can't control the questions, but you can control the answers. Think carefully before answering a question. Think about how it will affect others. Always remember that you choose how to answer a question or whether to answer at all. You can often avoid answering a question at all and still be considerate by changing the subject matter in your answer.
- Appreciate tough questions and prepare answers beforehand. Don't be caught off guard. Pause and collect your thoughts. If you dropped the game-winning pass or fell before the finish line, be prepared to talk about it. You'll earn more respect from the media and the public if you talk after losses or bad performances.
- Always think before you speak. Don't speak negatively about others. Follow the rule: if you don't have something nice to say, don't say it. Speak positively about teammates and coaches ... and opponents. Think before you speak, particularly about the long-range effects of what you say. For example, talking negatively about an opponent could come back to haunt you and your team. You don't want your comments put up on an opponent's locker room bulletin board.

- Don't let negative questions lead you down the wrong path. You must learn to form a bridge from negative questions to positive answers. For example, after a tough loss, someone might ask, "Do you think the coaches got too conservative with the play-calling in the fourth quarter?" Even if you think they did, public criticism of the coaches will not do anybody any good. Try putting a positive slant on your answer. For example, you could say, "I don't worry about the play-calling. Our job as players is to get it done. Pretty much all of our plays will work if we execute them properly. We just didn't do that this time, so we will have to work harder to get it done the next time." This answer leaves a positive impression.
- You will be more effective in your interviews if you take the offensive with the media in a positive manner. It starts with being prepared. Prepare your thoughts in advance, take a deep breath and relax.
- Be colorful. Be likeable. And show your personality.
- Be honest in your replies, but also realize that you have the right to protect your privacy. When possible, steer reporters to topics you want to talk about and keep an emphasis on the positive rather than the negative.
- If you're asked a question of a sensitive nature, you don't have to answer it. It's okay to say, "I'd prefer not to discuss the subject." But do not say, "No comment." That implies guilt and suspicion.
- Don't make "off-the-record" comments to reporters. This means that you tell them something confidentially in exchange for asking them not to use it in their stories. There is no reason to give sensitive information that you would not want used in a story to reporters. The information you give them may be used either as a direct quote or to help them with the overall context of the story. Informing reporters that the information is "off-the-record" is no guarantee of confidentiality. Don't say something unless you feel it will be okay for the public to read or hear.
- Some reporters build uncomfortable pauses into the interview that are designed to get more information from you. Answer the question with a short, direct reply and then wait for the next question. Put the ball back into the reporter's court.
- Never belittle a reporter even if they ask you what you might consider to be a "stupid" question or one that you heard many times. Just reply professionally with your answer and wait for the next question. A negative attitude or sarcastic remark can make the reporter your enemy, which is territory you don't want to tread.
- Appearance can say more than words, so always try to look neat and clean for interviews, especially those that feature you on camera. You should also always come dressed in something that represents you as a Stanford student-athlete. Much of the impression you make in on-camera interviews results from your personal style and body language. This includes your dress and facial expressions.
- When doing TV and radio interviews, keep your answers short and simple (20 seconds or less is a good rule of thumb). Speak louder than normal and really try to enunciate clearly as the microphone may also pick up background noises. For on-camera interviews, look at the interviewer and not the camera, unless you are doing a live talkback shot with an in-studio announcer. If the interview isn't live, do not hesitate to stop and ask if you can repeat your answer.

## **MEDIA POLICY REMINDER**

We ask the media to direct all interview requests to the Athletic Communications and Media Relations Office. We will contact the student-athletes and work around your schedule. You'll be asked to come to the Athletic Communications and Media Relations Office or another arranged area at an agreed time to be interviewed in person or to conduct a phone interview. If several members of the media want to interview you, we'll arrange for them to all interview you at the same time (possibly through a conference call) to help save you time.

Following the conclusion of games, coaches and student-athletes are expected to make themselves available for media interviews within a reasonable amount of time (generally after a 10-minute "cooling-off" period). Post-game interviews will normally be conducted either in front of a group of media, as a one-on-one interview, or a live interview on radio or television. While it is understood that after a tough loss talking to the media may be difficult, you are still expected to be cordial and available to the media after all wins and losses no matter what has transpired in the event.

## **ADDITIONAL GUIDELINES FOR INVOLVEMENT WITH THE MEDIA**

### **KATHLEEN HESSERT'S POCKET GUIDE TO MEDIA SUCCESS**

- Be yourself. Be human.
- 20-second rule. Make your point in 20 seconds or less.
- Be precise. Avoid generalities. Use specific examples that clarify.
- Don't be baited. Remain calm at all times.
- Don't use jargon. Use words that the general public can understand.
- Don't forget you're always on. If you can see a microphone, camera or notebook, assume your words and actions are being recorded.

### **INTERVIEW DO'S AND DON'T'S**

#### DO:

- Be prepared
- Be positive
- Praise your teammates
- Keep it short and simple
- Smile
- Be enthusiastic
- Be personable
- Be available and cooperative
- Be polite in difficult situations
- Turn negatives into positives

#### DON'T:

- Say "No comment"
- Be negative
- Hide
- Lose your cool
- Use "um, you know, like"
- Go "off the record"
- Be sarcastic
- Have an attitude
- Use slang
- Be late

# STANFORD UNIVERSITY

DEPARTMENT OF ATHLETICS, PHYSICAL EDUCATION AND RECREATION

## UNIVERSITY RESOURCES



## FUNDAMENTAL STANDARD

The Fundamental Standard and Honor Code are briefly described here. For a complete and exhaustive list and explanation of Stanford's Student Conduct Policies, please visit the Student Affairs Office in Tresidder for a booklet. The Fundamental Standard has set the standard of conduct for students at Stanford since 1896. It states:

“Students at Stanford are expected to show both within and without the University such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University.”

Over the years, the Fundamental Standard has been applied to a great variety of situations. Actions which have been found to be in violation of it include:

- Physical assault;
- Property damage; attempts to damage University property, such as rock throwing;
- Theft, including theft of University property such as street signs, furniture, and library books;
- Forgery, such as signing an instructor's signature to a grade change card;
- Sexual harassment;
- Charging computer time or long distance telephone calls to unauthorized accounts;
- Presenting invalid or false meal cards or obtaining meals to which the student is not entitled;
- Misrepresentations in seeking financial aid, student housing, discount computer purchases or other University benefits;
- Misuse of University equipment or funds;
- Driving drunk on campus in a way that presents a threat to the life or property of others; and
- Leaving threatening and obscene messages on the telephone answering system.

There is no “ordinary” penalty which applies to the violations of the Fundamental Standard. Infractions have led to penalties ranging from censure to expulsion.

### OFFICE OF COMMUNITY STANDARDS

The Office of Community Standards strives to create an educational framework within which students, faculty and staff are encouraged to continue to act with integrity in their academic work and as community members, and to fulfill their responsibilities for ensuring that community standards are upheld.

Through the judicial process, students are held accountable for adhering to established community standards including the Fundamental Standard and the Honor Code. When standards are violated, the Office of Community Standards adjudicates cases of student misconduct in a fair, educational, reflective and timely manner.

As a student-athlete, should you be charged with a violation of the Fundamental Standard or the Honor Code, the Office of Community Standards will recommend that you contact the Athletic Department about the charges. If you have questions about this process, please contact the Office of Community Standards at 650/725-2485 or contact Senior Associate Athletic Director Earl Koberlein at 650/279-6700.

### STUDENT-ATHLETE RESPONSIBILITY

Stanford has traditionally placed a great deal of responsibility on the student-athlete in the realm of choices surrounding substance use. California State Law requires that individuals be 21 years of age to consume alcohol, and the NCAA requires that individuals comply with the banned substance list.

As a Stanford student-athlete there is an increased responsibility as your actions reflect not only your individual choices, but those of your team, the Athletic Department, and the University. Your high visibility in the community requires that you are accountable for your choices both within the athletic arena and in non-athletic associated circumstances. Please consider the potential effects of your actions as they could have lasting repercussions not only for you, but for your community.

## HONOR CODE

In the spring of 1921, after a seven-year campaign by the student body, the first campus-wide honor system was formally adopted by the University. The code underwent various changes through the years, most recently in the spring of 1977. Modifications to these and other codes of student conduct are enacted by the Board on Judicial Affairs in accordance with the procedures set forth in the Student Judicial Charter of 1997.

The standard of academic conduct for Stanford students is as follows:

- A. The Honor Code is an undertaking of the students, individually and collectively:
  1. That they will not give or receive aid in examinations; and that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
  2. That they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.
- B. The faculty, on its part, manifest in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.
- C. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

Examples of conduct which have been regarded as being in violation of the Honor Code include:

- Copying from another's examination paper or allowing another to copy from one's own paper;
- Unpermitted collaboration;
- Plagiarism;
- Revising and resubmitting a quiz for re-grading without the knowledge and consent of the instructor;
- Giving or receiving unpermitted aid on a take-home examination;
- Representing as one's own work the work of another;
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.

In recent years, most student disciplinary cases have involved Honor Code violations; of those, the most frequent are plagiarism and representing someone else's work as your own. Recently there has also been an increase in honor code violations related to excessive collaboration on take-home exams and homework assignments. In most classes studying together is helpful, but when that collaboration results in exam or homework answers that are very similar the professor could charge you with an honor code violation. Please be careful when studying together so that the resulting answers are a demonstration of your own work and unique to your own style and analysis. When taking tests, make the effort to sit far enough from a study partner so there could be no suspicion of collusion if your answers are similar.

The standard penalty for a first offense includes a one-quarter suspension from the University. A grade of "No Credit" for the class is usually issued by the faculty. The standard penalty for a second violation includes a three-quarter suspension.

# CAMPUS RESOURCES

## DINING SERVICES

Dining Services Contact Information:

765 Pampas Lane

650/723-4751

<http://www.stanford.edu/dept/hds/dining>

There are many eating options available to undergraduate students at Stanford. You may purchase a University meal plan, buy a board plan offered by one of many student-managed houses or organizations, or cook for yourself. In general, where you live determines which eating options are available to you. All residences except Mirrielees House require the purchase of some type of meal plan. In addition, any student may purchase Cardinal Dollars or the Stanford Card Plan for use at late night and afternoon service, as well as for meals in board, a la board, and a la carte locations.

- Most dining halls provide pre-arranged (by you) late plates for those who will miss dinner that day (e.g. because practice gets out at 7 p.m., etc.). Ask the staff at your dining hall for details.
- If you live off-campus or at Mirrielees, and are on full-scholarship, you will be provided with a stipend check to cover the cost of food for that quarter.

## PARKING & TRANSPORTATION SERVICES

Parking & Transportation Services Contact Information:

340 Bonair Siding

650/723-9362

<http://transportation.stanford.edu>

### Varsity Parking Lot

As the majority of our teams leave for team travel from the Varsity Lot between the baseball stadium and the Football stadium, we have an agreement with Parking and Transportation Services to allow student-athletes to purchase a Varsity sticker in addition to their residence permit. This Varsity sticker allows the student-athletes to use the Varsity Lot for team travel parking needs.

For those students living off-campus, a letter is not required as you will already need to purchase a regular commuter permit to park on campus.

Please keep in mind that all other parking restrictions apply to those students with a Varsity Lot sticker. This sticker is non-transferable, and is only valid through the expiration date of the original permit it is attached to. Violations of parking permit policies can lead to a Office of Community Standards complaint and revocation of parking privileges.

## STUDENT HOUSING SERVICES

Student Housing Services Contact Information:

565 Cowell Lane

650/725-1600

<http://www.stanford.edu/dept/hds/shs/>

Housing Assignment Services Contact Information:

630 Serra St., Suite 110 5-2810

<http://www.stanford.edu/dept/hds/has/>

The diverse system of undergraduate housing at Stanford provides students with a variety of educational settings including academic theme and focus houses, self-managed houses, apartments, and suites, in addition to traditional dormitories. All houses are staffed with student resident assistants. First-year students are required to live on campus and approximately 90 percent of the upper-class students choose on-campus housing.



## **STUDENT FINANCIAL SERVICES**

Student Financial Services Contact Information

632 Serra St., Suite 150

650/723-2181

Fax: 725-0450

Monday-Friday, 10 a.m.-4 p.m.

<http://co.stanford.edu/students>

Student Financial Services bills and collects for tuition, room, board, student telephone charges, returned checks, and issues short-term and long-term loans. Counseling is available to help students learn how to meet their financial obligations. For general information see the web site listed above.

## **UNDERGRADUATE ADVISING AND RESEARCH OFFICE (UAR)**

Academic Standing Contact Information:

Sweet Hall, 1st Floor

Phone: 650/723-2426

The UAR handles inquiries about academic standing (probation, provisional registration, and suspensions), and petitions for exceptions to various academic policies.

## **STUDENT ASSISTANCE**

Student Disability Resource Center Contact Information:

Office of Accessible Education

563 Salvatierra Walk

Phone: 650/723-1066

Fax: 650/725-5301

Monday-Friday, 9 a.m.-5 p.m.

<http://www.stanford.edu/group/DRC/>

The Student Disability Resources Center provides numerous services for students with verified disabilities. Students need to complete the “Initiating Services Checklist” and provide documentation to the SDRC staff to qualify for the services.

## **STUDENT GROUPS, STUDENT LIFE, AND STUDENT SUPPORT**

Stanford students may study hard, but they play and volunteer with equal enthusiasm. At last count, there were more than 600 organized student groups on campus, all of which contribute to Stanford’s rich sense of community. While there are far too many student organizations to describe fully here, many groups offer websites. The following website provides a list of all current student organizations recognized by the Office of Student Activities: <http://osa.stanford.edu/>

## **COMMUNITY CENTERS & STUDENT RESOURCES**

Stanford Community Centers provide a gateway to intellectual, cultural and leadership opportunities for all Stanford students. Each center has its own mission. Students seeking academic enrichment, connection to a broader community and/or individual services and support will find excellent resources in the Community Centers. The following groups and resources are sponsored by the Office of Student Affairs:

- Bechtel International Center
- Native American Cultural Center
- Asian American Activities Center
- Black Community Services Center
- El Centro Chicano
- Lesbian, Gay, Bisexual, Transgender Community Resource Center
- Stanford Women's Community Center
- Career Development Center
- Haas Center for Public Service
- Office of Accessible Education

### **Public Service**

The Haas Center for Public Service connects academic study with public service to strengthen communities and develop effective public leaders. More than 70 student organizations and programs provide students with additional opportunities to serve. Information about the Haas Center for Public Service can be found at <http://haas.stanford.edu/>

### **Religious Life**

The Deans for Religious Life oversee and provide support for the Stanford Association of Religions, a membership organization of representatives from a number of self-supporting religious organizations invited to offer their ministries to the campus through Stanford student groups. Some Stanford Associated Religions have offices on the third floor of the Clubhouse Building in the Old Union complex. Please check the Members listings for details at: <http://www.stanford.edu/group/religiouslife/>

# STANFORD UNIVERSITY

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## 2013-2014 CALENDAR

