VITERBO
V-HAWKS

2018-2019
Student-Athlete
Handbook

Updated 5/16/2019
Welcome Student-Athletes
From the Viterbo Director of Athletics

Dear V-Hawk Student-Athlete,

On behalf of the coaches, athletics staff and other university employees, I want to welcome you to Viterbo University. I am excited that you have chosen to be part of our V-Hawk family.

One of our goals is to provide all student-athletes with a positive, character-building experience. As a member of the National Association of Intercollegiate Athletics (NAIA), we strive to uphold the five core values of the Champions of Character program. They are integrity, respect, responsibility, sportsmanship and servant-leadership.

Viterbo takes pride in our student athlete’s success whether it be in the classroom, during athletic competition or in the community. However, success doesn’t come without commitment, sacrifice and hard work. Our coaches and support staff will provide you with a great foundation to succeed, but your individual growth will largely depend on how much time and effort you are willing to put into it and your desire to succeed.

We also encourage you to take advantage of the many resources and support programs on campus. In addition to our academic support team members, we have many student affairs professionals who are here to support you with emotional, spiritual, physical or mental health concerns.

In summary, we are here to help you succeed. This handbook is just another resource to help you learn more about our athletics department and our university.

Thanks and good luck this season,

Barry Fried
Director of Athletics
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History of Viterbo University

Viterbo University had its beginnings in the early academic endeavors of the Franciscan Sisters of Perpetual Adoration (FSPA). Its direct predecessor was St. Rose Normal School, fully organized in 1890 for preparing sisters to teach in elementary schools.

Collegiate courses were introduced in 1923 and steps were taken toward the development of a regular four-year college program. By 1931–1932, St. Rose Junior College had been formally established and approved by the University of Wisconsin at Madison. Further development followed and, by 1939, the College was approved as a four-year, degree-granting institution for the preparation of teachers for elementary schools. The first commencement exercises were held in 1940. Graduates from the program were certified by the State Department of Public Instruction.

In 1937, as plans were being made for the erection of a new building, the name of the College was changed from St. Rose College to Viterbo College. Lay women were admitted in 1943; in 1970 men were admitted.

In the 1950s Viterbo expanded its program in the liberal arts and in the preparation of teachers for secondary schools. In 1952, this program received the approval of the University of Wisconsin Committee on College Accreditation.

With its status as a four-year liberal arts college achieved, Viterbo sought accreditation by the North Central Association of Colleges and Secondary Schools. It was attained in 1954 and re-confirmed in 1979.

On Sept. 4, 2000, Viterbo marked another milestone—the change from college to university status. The change to Viterbo University formalized, in name, what had already occurred internally. In fact, in 1994, the U.S. Department of Education reclassified Viterbo as a "comprehensive institution (university)" due to its phenomenal growth in enrollment and its expansion of graduate, undergraduate, and outreach programs.
Identity Statement

Founded and sponsored by the Franciscan Sisters of Perpetual Adoration, Viterbo is a Catholic, Franciscan University in the liberal arts tradition.

Mission

The Viterbo University community prepares students for faithful service and ethical leadership.

Core Values

In keeping with the tradition of our Franciscan founders, we hold the following core values:

- Contemplation, reflecting upon the presence of God in our lives and work
- Hospitality, welcoming everyone we encounter as an honored guest
- Integrity, striving for honesty in everything we say and do
- Stewardship, practicing responsible use of all resources in our trust
- Service, working for the common good in the spirit of humility and joy

Quick Facts

| Origin of Name | The city of Viterbo in Italy is the namesake of the university. St. Rose of Viterbo is the patroness of the FSPA. |
| Founders | The Franciscan Sisters of Perpetual Adoration (1890) |
| Faculty to Student Ratio | 1:11 |
| Undergraduate Class Size | Average class size is 16, average lab size is 24 |
| Programs of Study | More than 70 undergraduate degree, 5 graduate degrees, two associate degrees, and multiple certification programs |
| Placement Rate | 99% |
| Total Alumni | 20,314 |
| School Colors | Viterbo Red and Navy |
Viterbo University has been a full-time member of the North Star Athletic Association since 2015. It competes in 15 of the conference’s 18 sponsored sports. Before joining the NSAA, Viterbo was a member of the Midwest Collegiate Conference (1988-2015).
### Other Conference Affiliation

**Chicagoland Collegiate Athletic Conference** *(Men’s Volleyball)*

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Founded</th>
<th>Type</th>
<th>Enrollment</th>
<th>Mascot</th>
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<tr>
<td>Calumet College of St. Joseph</td>
<td>Whiting, Ind.</td>
<td>1951</td>
<td></td>
<td>1,200</td>
<td>Crimson Wave</td>
</tr>
<tr>
<td>Cardinal Stritch University</td>
<td>Milwaukee, Wis.</td>
<td>1931</td>
<td></td>
<td>1,200</td>
<td>Wolves</td>
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<tr>
<td>Judson University</td>
<td>Elgin, Ill.</td>
<td>1963</td>
<td></td>
<td>1,200</td>
<td>Eagles</td>
</tr>
<tr>
<td>Robert Morris University Illinois</td>
<td>Chicago, Ill.</td>
<td>1913</td>
<td></td>
<td>4,500</td>
<td>Eagles</td>
</tr>
<tr>
<td>Saint Xavier University</td>
<td>Chicago, Ill.</td>
<td>1846</td>
<td></td>
<td>5,700</td>
<td>Cougars</td>
</tr>
<tr>
<td>Saint Ambrose University</td>
<td>Davenport, Iowa</td>
<td>1882</td>
<td></td>
<td>3,623</td>
<td>Fighting Bees</td>
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<tr>
<td>Trinity Christian College</td>
<td>Palos Heights, Ill.</td>
<td>1959</td>
<td></td>
<td>1,300</td>
<td>Trolls</td>
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</table>

### Great Lakes Bowling Conference *(Men’s and Women’s Bowling)*

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Institution</th>
<th>Location</th>
<th>Institution</th>
<th>Location</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highland Community College</td>
<td>Freeport, Ill.</td>
<td>UW-Madison</td>
<td>Madison, Wis.</td>
<td>Rock Valley College*</td>
<td>Rockford, Ill.</td>
<td></td>
</tr>
<tr>
<td>UW-Eau Claire*</td>
<td>Eau Claire, Wis.</td>
<td>UW-Milwaukee</td>
<td>Milwaukee, Wis.</td>
<td>UW-Stout</td>
<td>Menomonie, Wis.</td>
<td></td>
</tr>
<tr>
<td>UW-Green Bay</td>
<td>Green Bay, Wis.*</td>
<td>Milwaukee School of Engineering*</td>
<td>Milwaukee, Wis.</td>
<td>UW-Whitewater*</td>
<td>Whitewater, Wis.</td>
<td></td>
</tr>
<tr>
<td>University of Iowa</td>
<td>Iowa City, Iowa</td>
<td>Minnesota State University, Mankato</td>
<td>Mankato, Minn.</td>
<td>Western Illinois University*</td>
<td>Macomb, Ill.</td>
<td></td>
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<tr>
<td>Iowa State University</td>
<td>Ames, Iowa</td>
<td>UW-Oshkosh</td>
<td>Oshkosh, Wis.</td>
<td>Winona State University</td>
<td>Winona, Minn.</td>
<td></td>
</tr>
<tr>
<td>UW-La Crosse</td>
<td>La Crosse, Wis.</td>
<td>UW-Platteville</td>
<td>Platteville, Wis.</td>
<td>*only sponsors a men’s team</td>
<td></td>
<td></td>
</tr>
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</table>
# Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Office Ext.</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry Fried</td>
<td>Director of Athletics</td>
<td><a href="mailto:bijfried@viterbo.edu">bijfried@viterbo.edu</a></td>
<td>3812</td>
<td>608-498-2245</td>
</tr>
<tr>
<td>Wayne Wagner</td>
<td>Assistant AD</td>
<td><a href="mailto:wrwagner@viterbo.edu">wrwagner@viterbo.edu</a></td>
<td>3814</td>
<td>608-792-4349</td>
</tr>
<tr>
<td>Jo Ann Marson</td>
<td>Faculty Athletics Representative</td>
<td><a href="mailto:jmmarson@viterbo.edu">jmmarson@viterbo.edu</a></td>
<td>3363</td>
<td>608-780-0140</td>
</tr>
<tr>
<td>Lynn Tully</td>
<td>Administrative Assistant</td>
<td><a href="mailto:latully@viterbo.edu">latully@viterbo.edu</a></td>
<td>3811</td>
<td>609-780-3340</td>
</tr>
<tr>
<td>Matthew Riebe</td>
<td>Coordinator of Athletics Communications and Events</td>
<td><a href="mailto:mpriebe@viterbo.edu">mpriebe@viterbo.edu</a></td>
<td>3820</td>
<td>715-213-6901</td>
</tr>
<tr>
<td>Adam Kronfeld</td>
<td>Groundskeeper</td>
<td><a href="mailto:ackronfeld@viterbo.edu">ackronfeld@viterbo.edu</a></td>
<td></td>
<td>608-782-6546</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>309-781-2380</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rick Trietley</td>
<td>Vice President for Student Affairs</td>
<td><a href="mailto:rctrietley@viterbo.edu">rctrietley@viterbo.edu</a></td>
<td>3801</td>
<td>716-307-3857</td>
</tr>
<tr>
<td>Denise Homstad</td>
<td>Administrative Assistant</td>
<td><a href="mailto:dlhomstad@viterbo.edu">dlhomstad@viterbo.edu</a></td>
<td>3825</td>
<td>608-304-1405</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Athletic Trainers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Da’Keonna Herring</td>
<td>Athletic Trainer</td>
<td><a href="mailto:deherrin@gundersenhealth.org">deherrin@gundersenhealth.org</a></td>
<td>3815</td>
<td>414-241-5434</td>
</tr>
<tr>
<td>Nicole Ross</td>
<td>Athletic Trainer</td>
<td><a href="mailto:nrross@gundersenhealth.org">nrross@gundersenhealth.org</a></td>
<td>3815</td>
<td>607-222-6073</td>
</tr>
</tbody>
</table>
## Head Coaches

<table>
<thead>
<tr>
<th>Head Coaches</th>
<th>Sport(s)</th>
<th>Email</th>
<th>Phone</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandi Alonzo</td>
<td>Softball</td>
<td><a href="mailto:bvalonzo@viterbo.edu">bvalonzo@viterbo.edu</a></td>
<td>3129</td>
<td>985-335-2514</td>
</tr>
<tr>
<td>Ken Barrett</td>
<td>Women's Golf</td>
<td><a href="mailto:kjbarrett@viterbo.edu">kjbarrett@viterbo.edu</a></td>
<td></td>
<td>608-317-1577</td>
</tr>
<tr>
<td>Ryan DeLong</td>
<td>Women's Volleyball</td>
<td><a href="mailto:rpdelong@viterbo.edu">rpdelong@viterbo.edu</a></td>
<td>3823</td>
<td>608-385-1452</td>
</tr>
<tr>
<td>Luke Dunn</td>
<td>Men's Soccer</td>
<td><a href="mailto:ladunn@viterbo.edu">ladunn@viterbo.edu</a></td>
<td>3822</td>
<td>260-668-2224</td>
</tr>
<tr>
<td>Don Fritsch</td>
<td>M/W Cross Country</td>
<td><a href="mailto:ddfritsch@viterbo.edu">ddfritsch@viterbo.edu</a></td>
<td>3819</td>
<td>608-317-8957</td>
</tr>
<tr>
<td>Brian Lewis</td>
<td>Baseball</td>
<td><a href="mailto:btlewis@viterbo.edu">btlewis@viterbo.edu</a></td>
<td>3824</td>
<td>618-977-9213</td>
</tr>
<tr>
<td>Scott Pirnstill</td>
<td>Women's Soccer</td>
<td><a href="mailto:srpirnstill@viterbo.edu">srpirnstill@viterbo.edu</a></td>
<td>3821</td>
<td>608-304-0371</td>
</tr>
<tr>
<td>Dave Simon</td>
<td>Men's Volleyball</td>
<td><a href="mailto:djsimon@viterbo.edu">djsimon@viterbo.edu</a></td>
<td>3817</td>
<td>507-459-5507</td>
</tr>
<tr>
<td>Jim Socha</td>
<td>Men's Golf, M/W Bowling</td>
<td><a href="mailto:jmsocha@viterbo.edu">jmsocha@viterbo.edu</a></td>
<td></td>
<td>608-792-44774</td>
</tr>
<tr>
<td>Chase Thomson</td>
<td>M/W Track &amp; Field</td>
<td><a href="mailto:cmthomson@viterbo.edu">cmthomson@viterbo.edu</a></td>
<td>3128</td>
<td>570-592-7245</td>
</tr>
<tr>
<td>Bobbi Vandenberg</td>
<td>Women's Basketball</td>
<td><a href="mailto:blvandenberg@viterbo.edu">blvandenberg@viterbo.edu</a></td>
<td>3813</td>
<td>608-792-2967</td>
</tr>
<tr>
<td>Wayne Wagner</td>
<td>Men's Basketball</td>
<td><a href="mailto:wrwagner@viterbo.edu">wrwagner@viterbo.edu</a></td>
<td>3814</td>
<td>608-792-4349</td>
</tr>
<tr>
<td>Anna Weidner</td>
<td>Competitive Dance</td>
<td><a href="mailto:acweidner@viterbo.edu">acweidner@viterbo.edu</a></td>
<td>3132</td>
<td>651-319-7454</td>
</tr>
</tbody>
</table>
The seed of the NAIA began in 1937, celebrating 75 years in 2012. Today, the association has over 250 member schools and more than 65,000 student-athletes. Since it began, the NAIA has administered programs and championships in proper balance with the overall educational experience.

In 2000, the NAIA reaffirmed its purpose to enhance the character-building aspects of sport. Through Champions of Character, the NAIA seeks to create an environment in which every student-athlete, coach, official and spectator is committed to the true spirit of competition through five core values: integrity, respect, responsibility, sportsmanship and servant leadership.

CHAMPIONS OF CHARACTER CORE VALUES

The NAIA Champions of Character program has established five core values that go well beyond the playing field to the daily decisions of our youth. These character values help young people – and those associated with their development – make good choices in all aspects of their life and reflect the true spirit of competition.

Integrity

For student competitors and their coaches, integrity means keeping commitments and conducting honest behavior. Coaches must subscribe to and practice the Coaches Code and Code of Ethics and student-athletes must know and understand the Champions of Character Student-Athlete Pledge.

Commitment | Courage | Honesty | Discipline | Resiliency

Respect

Those associated with sport show respect by treating themselves, other persons, institutions and their sport according to the highest standards of conduct. It implies civilized and gracious behavior to players, coaches, fans and parents.

Acceptance | Consideration | Attention | Encouragement | Appreciation
Responsibility

Athletes show responsibility by making academic progress toward graduation their top priority. They solve problems rather than make excuses, and are reliable team players. Students should be accountable for their actions and decisions, and coaches and administrators should maintain high standards of competence and conduct.

Helpfulness | Conscientiousness | Accountability | Perseverance | Reliability

Sportsmanship

The conduct of educational sports according to the highest standards is our expectation for sportsmanship. Administrators, coaches, students, fans and parents are expected to act correctly even when others do not, and demonstrate fairness and equity in all contests and relationships.

Cooperation | Fairness | Graciousness | Honor | Humbleness

Servant Leadership

This core value refers to putting the group first and becoming responsible for personal and group roles while performing at your best. Students demonstrating servant leadership have a primary purpose of serving others while striving to become a personal and team leader. The servant-leader provides a critical service to society and the great gift of good example.

Empowerment | Visionary | Interconnector | Generosity | Energetic

NAIA Champions of Character Five-Star Institution

Each year, the NAIA names deserving schools “Five-Star Institutions” on how well they live out the five core values of the Champions of Character Program. The awards are given at Gold, Silver, and Bronze levels.

Viterbo University has been named a “Five-Star Institution” since the inception of the program.
NAIA Eligibility Standards

All student-athletes at Viterbo University are responsible for knowing and abiding by the NAIA rules. All new student-athletes at Viterbo University must also be registered and cleared by the NAIA Eligibility Center. This applies to high school seniors, transfers from two-year colleges and transfers from four-year colleges. For a student-athlete to be eligible for any NAIA-recognized intercollegiate scrimmage or competition, they must conform to the following minimum regulations before participating.

Link: PlayNAIA Eligibility Center

1. **You must** if you are a entering FRESHMEN, meet two of three entry level requirements:
   A. achieve a minimum of 18 on the ACT or 860 on the SAT
   B. achieve a minimum overall high school grade point average of 2.00 on 4.00 scale
   C. graduate in the top half of the high school graduating class

2. **You must** be making normal progress toward a recognized baccalaureate degree and maintain the grade-points required to remain a student in “good standing” as defined by the institution. “Good standing” as defined by Viterbo University means that all student-athletes must have a minimum cumulative grade point average of 2.00 to be certified eligible for intercollegiate athletics competition.

3. **You must** be enrolled in a minimum of 12 institutional approved or required credit hours at the time of participation. Should participation take place between terms, you must have been enrolled and in attendance during the term immediately preceding the date of participation.

4. **You must** have accumulated a minimum total of 24 institutional or required credit hours the two immediately previous terms of attendance. Up to 12 institutional credit hours earned during the summer and/or non-term may be applied to meet the 24-hour rule, provided such credit is earned AFTER one of the two immediately previous terms of attendance.

5. **You must**, if a second-term freshman, have accumulated 9 degree or required credit hours BEFORE identification for the second term of attendance.

6. **You may not** count repeat courses (D or better) previously passed in any term toward the 24-hour rule. In certain instances, repeat courses may count toward the 12-hour rule. Please see Bobbi Vandenberg, Academic Liaison for more specific information.

7. **You must**, if a transfer student from a four-year institution, have eligibility remaining at the institution from which you are transferring to be eligible for further intercollegiate competition.
8. **You must**, if you are a transfer student from a four-year institution, reside for 16 consecutive calendar weeks (112 calendar days), not including summer sessions, at the institution to which you transfer before becoming eligible for intercollegiate athletics competition in any sport which the previous four-year institution sponsored during your attendance. There are exceptions to the 16-weeks residency, which are listed in the NAIA Official Handbook and can also be explained Bobbi Vandenberg, Academic Liaison.

9. **You must** be within your first 10 semesters of attendance as a regularly enrolled student. A term of attendance is any semester in which you enroll for nine or more institutional credit hours and attend any class. Summer sessions are not included, but night school, extension or correspondence courses are applicable to this ruling.

10. **You must**, have a cumulative grade point average of at least 2.0 on a 4.0 scale as certified by the Viterbo University registrar to be considered in “good academic standing”.

11. **You must**, to participate the second season in a sport, have accumulated at least 24 semester credit hours.

12. **You must**, to participate the third season in a sport, have accumulated at least 48 semester institutional credit hours.

13. **You must**, to participate the fourth season in a sport, have accumulated at least 72 semester institutional credit hours. These hours must include at least 48 semester hours in general education and/or your major field.

14. **You may not** participate for more than four seasons in any one sport. A season of competition is defined as participation in one or more intercollegiate contests, whether as a freshman, junior varsity or varsity participant, or in any athletic competition in which Viterbo University is represented during a sport season.

15. **Should you** be charged a season of competition in one sport by different institutions, in the same academic year (example – basketball or fall golf at a junior college and then transfer to an NAIA school and participate in basketball or spring golf), you shall be charged two seasons of competition in that sport unless you earned an associate degree at a junior college in the term immediately preceding the transfer.

16. **You must** be an amateur, as defined by the NAIA, in the sport(s) in which you participate. See your athletics director or faculty athletics representative for all amateur regulations as printed in the NAIA bylaws.
NAIA Rules

Remember, student-athletes and member institutions are responsible for knowing and abiding by NAIA rules and regulations as outlined in the NAIA Official Handbook. Violations of any eligibility regulations by you, as an athlete, shall:

1. make you ineligible, resulting in your immediate withdrawal from intercollegiate competition in that sport for that season;
2. find you charged with a season of competition and a term of attendance for participating;
3. cause and investigation by the NAIA National Eligibility Committee that could charge you with a second season of participation or the loss of all future eligibility for playing while ineligible;
4. disallow any honors, or consideration of such honors, awarded by the NAIA; and/or
5. cause your institution to forfeit all contests in which you participated.

Link: NAIA Official Handbook

Note: The material here is not to be construed as a complete listing of all rules and regulations of the NAIA but rather as a guide to assist student-athletes. For a complete listing of rules, consult your head coach or log on to the NAIA website at www.naia.org
Frequency of Play Rules

Under NAIA rules, each sport shall have a maximum 24-week practice and competition season established by each member institution. A week is defined as Sunday (12:01 am) through Saturday (11:59 pm). Frequency of play, practice and scheduling policies shall be applied only during the period of August 1 to May 15. Any practice or competition during this period shall constitute one of the 24 weeks permitted.

Frequency of play, practice, and scheduling outside of this period is governed by each member institution and will not be regulated by the NAIA.

Practice is defined as an activity organized and/or directed by an identified member of the coaching staff of that sport in which appropriate equipment is used OR instruction and/or evaluation of the athlete takes place. Summers are not included in the 24-week practice period and are not regulated by the NAIA.

In accordance with NAIA guidelines, the maximum number of varsity games, contests, or playing dates the University may schedule is listed below. No student may compete in a sport in an academic year in more than the number of games, contests, or playing dates listed below.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Number of Games, Contests or Dates</th>
<th>Number of Scrimmages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>55 contests</td>
<td>2</td>
</tr>
<tr>
<td>Basketball (M&amp;W)</td>
<td>30 games</td>
<td>2</td>
</tr>
<tr>
<td>Bowling (M&amp;W)</td>
<td>14 contests</td>
<td>0</td>
</tr>
<tr>
<td>Cross Country (M&amp;W)</td>
<td>8 meets</td>
<td>0</td>
</tr>
<tr>
<td>Dance</td>
<td>10 contests</td>
<td>0</td>
</tr>
<tr>
<td>Golf (M&amp;W)</td>
<td>14 matches/tournaments</td>
<td>0</td>
</tr>
<tr>
<td>Soccer (M&amp;W)</td>
<td>18 matches + 3 Spring</td>
<td>2</td>
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<tr>
<td>Track and Field - Indoor (M&amp;W)</td>
<td>10 meets</td>
<td>0</td>
</tr>
<tr>
<td>Track and Field – Outdoor (M&amp;W)</td>
<td>10 meets</td>
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</tr>
<tr>
<td>Softball</td>
<td>28 calendar dates</td>
<td>2</td>
</tr>
<tr>
<td>Volleyball (M&amp;W)</td>
<td>28 calendar dates</td>
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</tr>
</tbody>
</table>
Medical Hardships

A hardship request is a request for an exception to the season of competition regulation. Medical hardships deal only with seasons of competition. The NAIA will honor incapacitating injury or illness hardships granted by the NCAA prior to the student’s association with an NAIA institution provided such requests are documented. Hardship requests will be considered only if the following criteria are met.

1. The injury or illness is beyond the control of the student-athlete, and/or coach, and incapacitates the student-athlete from competing further during the season. Verification by an M.D. or D.O. during the sport season is required.

2. The athlete shall not have participated in more contests or dates (excluding scrimmages), in the affected sports than the association’s allowable number in any sport recognized by the NAIA during the school year. Following are the competition limitations for the NAIA sports that Viterbo University offers.

- Baseball: 11 contests
- Basketball: 6 contests
- Bowling: 3 contests
- Competitive Dance: 2 dates
- Cross Country: 2 meets
- Golf: 3 contests
- Soccer: 4 contests
- Softball: 6 dates
- Track and Field – Indoor: 2 meet
- Track and Field – Outdoor: 2 meets
- Volleyball: 6 dates

*Note: Limitations based on 20% of sport season.

3. Participation after being examined by a physician and before receiving written medical clearance shall nullify hardship consideration.

4. All applicable information must appear on the completed hardship request certificate, along with a transcript from all previous institutions the student attended and is to be sent to the NAIA National Office for processing.

5. Participation by a student after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.

6. Hardships cannot be requested for students who are incapacitated in the last regular season contest or post season competition.

*Note: Hardship requests must be submitted by the Faculty Athletics Representative or the Director of Athletics of the institution.
Viterbo Academic Standards

Class Attendance

Student-athletes at Viterbo University are expected to attend all meetings of a class for which they are registered. The only exceptions would be approved athletic contests, illness, emergencies or special circumstances approved by the coach.

In these situations, student-athletes are responsible for informing their instructor and coach of the absence and making arrangements to complete any missed assignments or school work. It should be noted that unexcused absenteeism can result in a loss of athletic financial aid and/or team dismissal. Please note that is not acceptable to miss class for a team practice! Approved class dismissal times are posted for each contest on viterboathletics.com > Inside Athletics > Class Dismissal Times.

Academic Integrity

Students are responsible for their academic work. Plagiarism and other forms of cheating or dishonesty may result in a failing a test or course, suspension, or dismissal from the university.

Academic Progress

Academic progress of the student-athlete must take precedence over matters related purely to intercollegiate athletics. Viterbo will coordinate the necessary physical, social and, academic support services to help insure the well-being of those who compete in intercollegiate athletics. Viterbo will provide the best available coaching leadership, facilities, and equipment consistent with its fiscal resources. Student-athletes shall accept the responsibility to become effective, contributing members of the university community and serve as positive influences on campus.

Character-Driven Athletics

Viterbo University believes that a well-balanced intercollegiate sports program is important so long as it remains in proper focus with the primary purposes of the university and so long as the coaches strive to instill qualities of respect, responsibility, integrity, servant leadership and sportsmanship. Our intercollegiate athletics programs should enhance the educational opportunities of the students who participate in them.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>AB</td>
<td>Excellent</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>3.0</td>
</tr>
<tr>
<td>BC</td>
<td>Good</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>CD</td>
<td>Below Average</td>
<td>2.5</td>
</tr>
<tr>
<td>D</td>
<td>Very Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Class Change Policy

The Athletics Department policy requires four signatures prior to adding, dropping or changing any classes once certification for your sport has occurred each semester. This policy is to assure that you remain eligible for competition and that changes to your schedule do not jeopardize your team’s good standing with the NAIA. Consequences of violating the NAIA eligibility requirements can include: loss of eligibility for the individual athlete and forfeiture of games for the team.

- **Procedure BEFORE Being Certified Eligible to Compete.**
  1) Know the rules for eligibility!
  2) Discuss all changes with your head coach.
  3) Make your changes via VitNet after you have discussed them with your head coach.
  4) If you have questions, see Bobbi Vandenberg, Academic Liaison.
  5) Be aware that it is your responsibility to assure your eligibility prior to certification.

- **Procedure AFTER Being certified Eligible to Compete** *(4 Signatures are required)*
  1) **Head Coach** - Prior to using VitNet to add, drop or change a class, you must first go to the head coach with an official CLASS CHANGE REQUEST FORM. That form can be obtained in the Athletics Office. Your head coach is to check your transcript, observe the requested changes, notify you of any eligibility consequences, and then sign form.
  2) **Academic Liaison** - Bobbi Vandenberg,
  3) **Director of Athletics** - Barry Fried
  4) **Faculty Athletics Representative** - Jo Ann Marson

Once this process is completed, Academic Liaison, Bobbi Vandenberg, will then inform you that your CLASS CHANGE REQUEST FORM has been approved and you may pick up form from her and proceed to make changes to your schedule on VitNet or in the Registrar’s Office.

**Note:** Be aware that this process may take up to 48 hours to complete and you cannot make the change on VitNet until the final approval has been made by the Faculty Athletics Representative. The Academic Liaison will be informed by the registrar’s office of all changes made to the schedules of athletes after certification. There will be consequences for not following the above procedure.
Tips on Scheduling And Class Changes

1) Try to get your schedule right during registration to avoid having to make changes.
2) Be aware that the biggest danger to your eligibility will be repeat classes. Repeat classes have different effects on your eligibility depending on the grade you received. It can get complicated!
3) Dropping courses to go below 12 credits will also cause loss of eligibility. Some repeat classes do not count toward the 12 credit rule!
4) Keep track of your credits! You must always pass 24 credits over the last two semesters to maintain eligibility. Repeat classes do not count toward the 24 credit rule!
5) Work hard in your classes from the start, to avoid having to repeat courses for requirements in your major and to avoid the need to drop a course.
6) **You must always consult your head coach before adding, withdrawing or repeating a course to determine how the course change might affect athletic eligibility.**
7) You are advised to consult your academic advisor to determine how the course change might affect academic progress toward degree completion.

Tips for Academic Success

1) Be on time or early to every class
2) Introduce yourself to your professors early in the semester
3) Sit in front, ask questions and show respect. Focus on the lecture, and be an active participant
4) Turn in assignments on time, and do any extra credit that may be offered
5) Notify your professors in advance of classes that will be missed due to competition
6) If you will miss class due to travel for athletic competition, coordinate with your professors to turn in assignments prior to departure, arrange to take exams early and/or promptly make up all work missed upon return
Financial Aid and Scholarships

Financial Aid

All financial aid to student-athletes is awarded by the Office of Financial Aid. Any financial aid given to a student-athlete that has not come through the Office of Financial Aid is not authorized and can result in loss of eligibility, forfeited games, and NAIA institutional sanctions. Do not accept any extra benefit from anyone except authorized aid from the Office of Financial Aid. Immediately report any offer of extra benefits to the Director of Athletics.

Athletic Scholarships

All scholarships are awarded by the head coach and based upon the coaches' evaluation of the student's overall athletic ability, needs of the team, athletic department or university. It should be understood that the student-athlete is expected to remain academically eligible to participate and to receive the award. Acceptance of an athletic scholarship neither implies nor guarantees that you will be provided an athletic scholarship in future years.

In the event the student-athlete becomes ineligible, he or she shall have one year to become eligible or they automatically forfeit his or her athletic scholarship. The student-athlete must also remain a full-time student in a traditional undergraduate program to retain his or her award. Additional team participation requirements shall include attending daily practice sessions, attending team meetings, off season strength and conditioning, rehabilitation (in case of injury), and complying with team and departmental standards.

After the participation of each sport season, the head coach will review and evaluate each student-athlete's participation and performance level. If the student-athlete is meeting the expectations outlined, the athletic scholarship is renewable each August.

How Injuries Can Affect Scholarships

Injury occurred during participation in a Viterbo sport WILL NOT result in withdrawal of the athletic scholarship for that academic year. However, if the athlete cannot participate in the sport in future years because of injury or if the student-athlete’s performance is negatively affected by injury in subsequent years, the coach may decide to reduce or withdraw the athletic scholarship. In the event an injured student-athlete remains with the team in the capacity of a team manager, student-assistant, or other related position, the student-athlete may keep some or all of their scholarship if approved by the head coach.
Voluntary Withdrawal from Team

If a student-athlete voluntarily withdraws from participation (quits) the team, the students’ athletic scholarship will be terminated immediately. To receive each semester’s full athletic scholarship award, a student-athlete must complete the semester in “good standing” with the team as determined by the head coach. If “good standing” is in question, the Athletic Director shall make the final determination.

Termination or Reduction of Scholarship

If a coach wants to terminate or reduce an athletic scholarship for a student-athlete who does not voluntarily withdraw from participation and is not injured, the head coach and the student-athlete must have a meeting to discuss the situation. The meeting is to be documented by both the student and coach.

The reason for scholarship termination or reduction is to be communicated to the student-athlete both verbally and in writing by the head coach during this meeting. A written copy of the correspondence to the student-athlete is also to be forwarded to the Director of Athletics for documentation. Typically, a student is to be given one formal “letter of reprimand” from the coach, before a continuing student’s athletic scholarship is to be removed or reduced.

If the student-athlete wishes to appeal the termination or reduction of the athletic scholarship award, the student-athlete should follow the grievance procedure outlined on page 23.

Removal from Team

Any athlete who is arrested, charged, convicted or pleads no contests to a misdemeanor charge or violates the Viterbo University Code of Student Conduct, Policy on Alcohol, Tobacco and Other Drugs, Residence Life Policies and Procedures and other University Policies may be removed from the team immediately until such matters are cleared to the school.

For matters that less severe, but still deemed conduct unbecoming of an athlete, coaches are to give student-athletes a formal “letter of reprimand” prior to dismissing a player from a team.
Support Services

Academic Resource Center
The Academic Resource Center (ARC), 332 Murphy Center, coordinates many university academic support services. The ARC offers professional and peer support to all students to help them achieve their full academic potential. **THIS IS A FREE SERVICE.** The ARC assists students with course tutoring, study skills, time management, academic advising, changing a major, coping with university concerns, and helping students with special academic needs. Contact the ARC at 796-3190 or arc@viterbo.edu to schedule an appointment.

Disability Services: if you are a student with a diagnosis indicating accommodations needed in the classroom or for testing, please see Jane Eddy, Director of the ARC.

Testing: when you miss a test or exam due to an athletic event, you are encouraged to schedule it in the ARC. The ARC opens at 7:00a.m Monday through Friday and closes at 6:30 each evening (except Friday when close is at 4:00). The ARC is quiet in the early hours and later in the afternoon. Discuss any change in exam/test date with your instructor always.

Academic Advisor
Students will have a primary faculty advisor who will be assigned by the chair or dean of his or her academic area. Academic advisors can provide assistance with course selection, academic planning, and major selection.

Faculty Athletics Representative
The Faculty Athletics Representative (FAR) serves as a link between the academics and athletics components of our campus community. The responsibility of the FAR is to certify all athletes for competition through the NAIA. The FAR is a good resource person to contact for any questions that arise concerning eligibility of incoming freshmen and or transfers students. Viterbo’s FAR is Jo Ann Marson, jmmarson@viterbo.edu, 796-3363.

Academic Liaison – Athletics Department
This position serves as a liaison between the athletics department, the faculty and the registrar’s office. This person serves as a resource for coaches and athletes in the areas of academic support, class scheduling, and class changes. This person is available to meet student-athletes who have eligibility questions and assist the registrar’s office and faculty athletics representative with eligibility administration. Bobbi Vandenberg is the Academic Liaison and can be reached at blvandenberg@viterbo.edu, 796-3813.
Academic Early Alert

The Academic Early Alert program is designed to identify students who are having academic difficulty at any point in their education at Viterbo University. By identifying these students, the Academic Early Alert team can attempt to address their needs by providing the interventions needed, thereby increasing the likelihood of their success. Through Academic Early Alert, faculty and staff contribute directly to retention by assisting with the early detection of students who are doing poorly in class, chronically absent from class, or experiencing other kinds of problems that affect academic performance.

How does the Academic Early Alert system work?

1. A member of the Viterbo University faculty or staff submits a referral through the online form available in VitNet.
2. The Early Alert team will review the referral to see what follow-up action is needed.
3. The referring faculty or staff member is contacted via email to confirm the follow-up action that is taken with the student. (Information that is considered confidential will not be revealed.)
4. If an Early Alert is submitted for any athlete, the head coach will be contacted. The athlete will then be asked to meet with the head coach to address the problem and discuss possible solutions or sanctions.

Further information on Academic Early Alert may be found on Viterbo University’s Web page at http://www.viterbo.edu/earlyalert/.

Counseling

Counseling Services is a free supportive resource to all Viterbo Students. Whether it struggling with your transition to college, needing some support in learning how to balance, or you just need a safe place to talk about life. Located on the second floor of the Student Development Center, Counseling Services has one full-time counselor, one part-time counselor, and two part-time master’s level interns.

To make an appointment, go to http://www.viterbo.edu/counseling-services/making-appointment or call 608-796-3808 and we would be happy to assist you.
Grievance Procedure

The Viterbo University Department of Athletics is committed to prompt resolution of all complaints or grievances in the most equitable way possible for all persons concerned. In all instances, the principles of fair play and due process, consistent with the student’s rights and responsibilities, will determine departmental action.

Any student with a complaint or grievance involving an athletic team coach, departmental official, or policy should schedule a formal meeting with the individual to discuss and attempt to resolve the complaint or grievance. It is recommended the discussion be documented.

If the parties cannot reach a satisfactory resolution, the department expects the process below to be followed:

1. The grievant must first request a meeting with the Director of Athletics. With the aid of the Director of Athletics, the grievant may attempt to identify other approaches to resolving the problem.

2. If no satisfactory resolution of the complaint or grievance can be achieved, the grievant may request that the Director of Athletics call together the persons involved in an attempt to facilitate an informal resolution.

3. If a meeting among those involved is not feasible or if the parties are unable to resolve the complaint or grievance to their satisfaction, the grievant may request the involvement of the Vice-President of Student Development.

4. At the point when the Vice-President of the Student Development becomes involved, the grievant should outline in writing the complaints, the persons involved, and other pertinent information.

5. Following this procedure, the Vice-President of Student Development, the Director of Athletics, and all parties involved will reach a decision within 72 hours and notify the grievant in writing.

Note: Coaches and the Director of Athletics will not discuss concerns regarding playing time or team strategies with student-athletes or parents.

For matters pertaining to the health and well-being of the student-athlete, all students are considered adults and under the Family Educational Rights and Privacy Act. As a result, University personnel may not discuss issues with parents unless the student signs a waiver.
Residence Halls

Student-athletes competing in a fall sport (soccer, cross country, volleyball or golf) will have the opportunity to move into the residence halls prior to the rest of the student body. The normal residence period for the fall semester begins three days prior to the first day of classes and ends 24 hours after a student’s last final or on the last day of finals. For graduating seniors, the halls close on graduation day. Permission from the Director of Residence Life or his/her Resident Assistant must be obtained to arrive before or stay after the above times. The residence halls will be closed during all school-wide vacation periods. A student’s room may not at any time be used by anyone other than the resident(s) to whom it is assigned. The university reserves the right to alter room and hall assignments when deemed necessary.

All full-time students are required to live in university residence halls their freshman and sophomore years unless permission to live off campus has been granted by the Director of Residence Life. Permission will be granted according to one or more of the following stipulations:

- The student is 21 years of age or older and/or the student is married
- The student is living with parent(s) and/or legal guardian(s) and continuing school
- Special circumstances approved by Director of Residence Life and Vice President of Student Development

Student-Athlete Hosts

Current student-athletes may be asked to consider hosting a prospective student. As a host, you are considered a representative of Viterbo University and carry a great responsibility. If you agree to be a host, the following policies must be honored to be compatible with department and university expectations.

1. Do not leave a prospective student unaccompanied. They should be with you or another responsible member of your team at all times.
2. Do not transport prospective student in your or a friend’s car
3. Regardless of age, use of alcohol is prohibited. Your furnishing of alcohol will result in disciplinary action from your coach and the athletic department. You could also be subject to legal ramifications.
4. As a student host, make every effort to ensure the prospective student has a positive experience and can evaluate as many of the academic, athletics and social aspects of Viterbo University.
5. All student hosts must receive approval from the head coach of the team and the coach is to review responsibilities and expectations with the student host.
Athletic Training

Sports Medicine

Gundersen Health System Sports Medicine serves as the official sports medicine specialists for the Viterbo University Athletics Department. Athletic trainers will be on-site or on-call for all home games and practices. Athletic Training room hours in the Varsity Athletics Center may vary according to individual team practice times and competitions. Room hours are posted on the ATR door and on viterboathletics.com under facility schedules. A physician or athletic trainer will make the final determination of participation status of an injured athlete, not the coach or student-athlete. Coaches and student-athletes are to be supportive of decisions made.

Services Offered

Gundersen Health System Sports Medicine offers the following services to the athletics department and visiting schools:

- Athletic first aid and emergency care
- Evaluation and diagnostic services
- Preventive programs for athletics
- Research
- Post-surgical rehabilitation and treatment
- Injury Rehabilitation and treatment
- Provide coverage of practice and home games for intercollegiate athletic teams
- Education of coaches and athletes regarding conditioning programs, nutrition, etc.

Medical Emergencies

All emergencies will be evaluated by the athletic trainer at the site, whether practice or game situation. The athletic trainer will determine if an ambulance is needed for transport of the athlete. All transport will go to Gundersen Lutheran or the medical facility requested by the athlete. The coach will be informed as to the condition of the athlete by the athletic trainer.

Insurance

All student-athletes are required to provide their own medical insurance and include this information on their medical history questionnaire before participating in intercollegiate athletics. The insurance must include coverage for injuries related to intercollegiate athletics participation If a student does not have insurance coverage, he or she must obtain medical care insurance before participation. If needed, the athletics department offers an insurance plan student-athletes can purchase through a provider. See the athletics director for more details. Viterbo will assume no responsibility for the payment of medical expenses related to injuries resulting from participation in intercollegiate athletics. If the student’s insurance coverage changes, it is the student’s responsibility to inform the head athletics trainer with the new information and copy of the insurance card. In the event you suffer an injury while
participating in intercollegiate athletics at Viterbo, you must report the injury immediately to the athletic training staff for documentation and treatment.

**Medical Forms**

In order to safeguard the health of its student-athletes to the greatest extent possible, it is the policy of Viterbo University that all prospective first-time, transfer, and freshmen student-athletes have proof of a physical from physician. **Only physical performed AFTER May 1 of a student’s first year of participation will be accepted**. Unless a student has a significant change in health status, only one physical will be required during a student’s athletic career at Viterbo. Additionally, each student-athlete must complete the [online health history questionnaire](#) every year of sport participation. This form can be found on viterboathletics.com under Inside Athletics > Student-Athlete Medical & Department forms. The athletic training staff must review both the physical and the health history questionnaire before the student-athlete is cleared to participate in team practices, workouts, and competitions.

**Media Relations-Medical Conditions**

Any information concerning an athlete’s medical condition or medical history will be given to the media only upon a signed release by the student-athlete. This information is to be disseminated through the Coordinator of Athletics Communications and Events.

**Pregnant Athlete Participation**

The athlete’s private physician and Viterbo University's athletic training staff or team physician will determine participation of a pregnant student-athlete.

**Athletic Training Room (ATR) Rules and Regulations**

- Both training rooms (VAC & OAC) are coeducational.
- Athletes must provide their own shorts for treatment.
- The ATR schedules are posted on the Athletic Training Room door and under the facility link on the Viterbo Athletics website.
- All towels used by student-athletes must be returned to the ATR.
- Sports in their competitive playing season will have first priority for treatments. Sports in season, but not in their competitive season, will have second priority for treatments.
- Permission must be given for the removal of any rehab equipment from the ATR and should be returned immediately after use.
- Photography in the ATR is prohibited to protect the privacy of those receiving medical treatment.
- The ATR is not a lounge. **NO LOITERING.**
- Equipment (i.e. bags, balls, coats, etc.) should not be brought into the ATR. Cubbies for these items are located in the hallway.

**Travel and Game Policy**

Athletic trainers are contracted and have a responsibility to be available or “on call” for all practices and home games that are in their “traditional season.” Coverage of away events includes post-season games if requested and if staffing allows.
Concussion Management Plan

The Viterbo University Athletics Department is committed to the safety and well-being of its student-athletes. It is committed to the prevention, identification, evaluation and management of concussions.

Therefore, the Department of Athletics, has adopted a Concussion Management Plan for student-athletes who exhibit signs, symptoms or behaviors consistent with a concussion. The plan addresses the removal from practice or competition, evaluation by an experienced healthcare provider and the criteria for medical clearance to return to activity.

Definition of concussion: In accordance with the 5th International Conference on Concussion in Sport (2012), a cerebral concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces.

Concussions occur from forces, applied directly or indirectly to the skull. These forces cause rapid acceleration and deceleration of the brain, and as a result, the brain is injured as it shakes back and forth inside the skull. A hard bump, fall, or whiplash can affect brain function in ways that are seen and felt right away. Symptoms might not appear for hours. Athletes at high risk of concussion are those in contact or collision sports, but any athlete can sustain a concussion. Not all concussions can be prevented, but the chances of sustaining one can be reduced by wearing proper protective equipment and using proper technique for the sport.

Signs and Symptoms of Concussion

Concussions may cause abnormalities in clinical symptoms, physical signs, behavior, balance, cognition, and/or sleep. Signs and symptoms of concussions include, but are not limited to:

- Headache
- Inability to focus
- Loss of consciousness (this may or may not occur)
- Delayed verbal or motor responses
- Visual disturbances (blurry vision, double vision)
- Feeling like ‘in a fog’ or dazed
- Confusion or disorientation
- Ringing in ears
- Amnesia
- Irritability
- Dizziness or balance problems
- Slurred or incoherent speech
- Fatigue or feeling slowed down
- Nausea or vomiting
- Excessive drowsiness
- Sleep disturbances

A concussed athlete will not be returned to athletic participation on the day of injury. Repeat concussions can cause lasting brain damage, disability, or death. There are long-term consequences of repeated subconcussive and concussive impacts, including lasting brain damage, impairment of normal cognitive function, disability, or death.

Evaluation

Any student-athlete exhibiting signs and symptoms of a concussion will be immediately removed from play and evaluated for mental and physical status by a certified athletic trainer. Any student-athlete diagnosed with a concussion will not be allowed to return to activity for the remainder of that day. The student-athlete will be serially monitored for changes in mental and physical status and will be provided with written instructions on self-care for the rest of that
day when he/she is released. The mental and physical status of the athlete will also be monitored in the several days following the initial injury.

Referral to Emergency Department

Appropriate activation of the on-site Emergency Action Plan will occur for any student-athlete exhibiting focal neurological deficits, progressive or worsening signs and symptoms, and/or signs and symptoms of associated injuries (e.g. neck injury).

Physician Referral

The Athletic Training staff utilizes ImPACT (Immediate Post-concussion Assessment and Cognitive Testing) for athletes involved in sports that increase their risk for concussion injury. Before the onset of activity, a baseline test is conducted to measure neurocognitive performance. This test is administered at the beginning of their freshman, junior, and transfer seasons.

Prior to taking the ImPACT baseline student-athletes will be shown an educational video that addresses the definition of concussion, how concussions are sustained, signs/symptoms of a concussion, return to activity, and the risks involved with not reporting concussions right away.

After sustaining a concussion, the athlete will take this test again at a clinically designated time and will present these results at a required physician appointment. At this appointment, the results will be interpreted, the athlete will undergo examination, and the physician will determine the readiness of the athlete to begin the Return to Activity Protocol.

Return to Activity

When return to sport is appropriate, a standardized post-concussion progression will be administered over several days, each day increasing in activity intensity. Student-athletes suffering a concussion must be sign/symptom free at rest for a minimum of 24 hours before starting any exertional activity. If symptoms return at any time during this progression, activities will be stopped for that day. When the athlete is once again asymptomatic, the progression can be resumed. Athletes should be able to comfortably complete full practice sessions before returning to competition.
Team Travel

Transportation

All student-athletes must ride school-provided transportation to and from intercollegiate athletic contests. Exceptions may be made in cases where student-athletes will be riding home from games during holiday weekends, school breaks or other special circumstances approved by the head coach. An Alternate Transportation Waiver must be completed by the student-athlete and authorized by the head coach and Director of Athletics prior to departure. These forms are located in the athletics office and can be found on the athletics website.

Viterbo University is not responsible for providing transportation for students for athletic practices and home competitions located off campus. Students are responsible for making their own travel arrangements, and are expected to assume the risk associated with travel.

Meals

Team budgets include funds for student-athlete meals for players traveling to compete in a Viterbo-sponsored athletics event. Coaches will oversee these funds and choose to either distribute money directly to student-athletes or pay for team meals based on these allowances. These allowances may be supplemented with fundraised dollars to increase the amount of money allotted per meal.

Missed Classes

Student-athletes are responsible for communicating with their instructors prior to all missed classes due to an athletics contest. Faculty will also have access to the official Class Dismissal Times link on the Athletics website which lists departure times for road games and class dismissal times for home games. It will be continually updated when date/time changes occur. Your instructors also use this as a reference, so it should be your #1 resource for class dismissal times.

For road contests, student-athletes are excused from class no more than of 60 minutes prior to team departure. For home contests, student-athletes participating in an indoor sport may be excused from class 2 hours prior to the start of the contest and for student-athletes participating in an outdoor sport, student-athletes may be excused 2 ½ hours prior to the start of the contest. Student-athletes are also responsible for rescheduling examinations and turning in any assignments, as required by the instructor, missed due to team travel.
Athletics Facilities

**Varsity Athletics Center**

*R.W. Beggs Senior Gymnasium*

*Home Site of Basketball & Volleyball*

811 8th Street (Address of Mathy Center)

**Includes:** Racquetball court, fitness room, strength center, athletic training room, five locker rooms, concessions area, and a laundry facility.

**Facility Contact:** Wayne Wagner
wrwagner@viterbo.edu, 608-796-3814

**Outdoor Athletic Complex**

*Home Site of Baseball, Soccer, & Softball*

N3175 State Road Hwy 16, La Crosse, WI 54601
(2.6 miles south of the Valley View Mall)

**Includes:** A baseball diamond with clubhouse, two soccer fields, and a softball diamond, concessions area, four locker rooms, and athletic training room.

**Facility Contact:** Brian Lewis
btlewis@viterbo.edu, 608-796-3824

**La Crosse Country Club**

*Home Site of Golf*

300 Marcou Road, Onalaska, WI 54650

**Pla-Mor Lanes**

*Home Site of Bowling*

807 4th Street, La Crosse, WI 54601

**Maple Grove Venues**

*Home Site of Cross Country*

W4142 County Highway B, West Salem, WI 54669
Varsity Athletics Center Rules

Varsity teams have first priority for using the VAC, however other campus groups or entities may use the VAC during times of availability so long as the event is approved and supervised.

The seasonal hours which the VAC is officially open is posted on the northeast door of the front entrance. These are times that Viterbo will have staff or work-study scheduled to supervise the facility. The facility may be used by individual student-athletes or teams outside of the posted hours, but only if a coach or staff member is present to supervise. Student-athletes may not use the VAC if they are not supervised by a coach or staff member.

General Rules

No street or dark soled athletic shoes may be worn in gymnasium, racquetball courts, fitness room, or locker rooms. No food is permitted in the gymnasium except during varsity games. Individual water bottles or water cups are permissible during team practices. No food or beverages are permitted in the racquetball courts, and no smoking is allowed anywhere in the building. No bicycles, skateboards, scooters, or mopeds are allowed inside the facility. Facility users are to respect the facility by returning equipment to the assigned location, dispose of waste or recyclables in the designated containers and talking respectfully with no profanity at a reasonable volume. This is a facility dedicated to varsity athletics, so let’s make sure we all do our part to take care of it.

Strength Center Room Rules

Individual athletes can use the strength center during normal hours of operation, while all team weight training sessions must be scheduled through the head coach. Following are the general rules.

1. Only Viterbo University student-athletes and athletics staff may use this facility.

2. No food or tobacco products permitted in this facility at any time. Individual water bottles are permissible but must have secure lid.

3. Users should have a spotter to use free-weights. No free weight lifting should be done alone.

4. Please keep all weights and dumbbells off the floor when not in use. Rack weights when finished.

5. Proper athletic shoes and clothing required to be worn at all times. No cleats, spikes or sandals.

6. No excessive volume, music with explicit lyrics, or offensive behavior permitted in this facility. Be considerate of others using the facility.

7. You will be asked to leave the strength center if you cannot follow the rules.
Social Media Policies

The Viterbo University Athletic Department supports its student-athletes’ right to freedom of speech, expression, and association, including the use of online social networks (Facebook, Twitter, Instagram, YouTube, etc.). Each student-athlete must remember, however, that playing and competing for Viterbo University is a privilege, not a right. As leaders on campus, you have the responsibility to portray your team, your University, and yourselves in a positive manner at all times. Therefore, postings to social media pages must be consistent with the law, the NAIA, the team, the Athletic Department, and the University.

Guidelines for Viterbo University Student-Athletes

If you participate on a social networking site, you must keep the following guidelines in mind:

- Even if you limit access to your sites, everything you post is public information. Any photo or text that is placed online is completely out of your control the moment it is placed online. Even after you “remove” it, pictures, videos, comments, and posts may still be accessible.
- When you retweet, share, like or repost something, it is treated the same as if you are the original poster. You own it. There is no distinction.
- Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make some information readily available such as full date of birth, social security number, address, residence hall, room number, phone number, class schedules, or bank account information.
- What you post may affect your future. Many employees and graduate school admissions officers review social media sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information.
- Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social media sites are NOT a place where you can say and do whatever you want without repercussions.

Prohibited Content

Similar to comments made in person, the Viterbo University Athletic Department will not tolerate disrespectful comments and behavior online such as:

- Derogatory or defamatory language
- Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person
- Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct, including violating the University’s Policy on Prohibited Harassment and Discrimination.
- Negative commentary regarding the performance of V-Hawks athletic teams or relating to the actions of an individual student-athlete, as well as negative postings about officiating, coaches, or team information.

Sanctions

Any inappropriate activity of language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by Viterbo University and/or the V-Hawks Athletic Department, as well as civil authorities. Sanctions imposed by the Athletics Director may include, but are not limited to, the following:
HONORS, AWARDS, AND LEADERSHIP

Senior Scholar-Athlete
This annual award is given to a senior male or female athlete who has the highest cumulative grade-point average after completion of his or her senior year of athletic eligibility. To be eligible, a student-athlete must have either completed his or her athletic eligibility or be a graduating senior at Viterbo University and must have been a member of a team for the duration of his or her time as a Viterbo student.

Female and Male Athlete of the Year
This annual award is given to the most outstanding female and male athlete in a given year as voted upon by the athletics staff. The recipient does not have to be a senior. Coaches are responsible for nominating student-athletes and then sharing information regarding their qualifications during an assigned time at a staff meeting. After all candidates are reviewed, the winner is chosen by a voting process consisting of coaches, administrators, and support staff.

Varsity Letterwinner Certificate
Student-athletes who participate in a varsity athletics contest and complete the season in good standing with the team are eligible to receive a Viterbo “V” Letterwinner Certificate.

Female and Male Senior Athlete Award
Student-athletes who complete their final year of athletic eligibility in good standing with the team are eligible to receive the Viterbo “V” Senior Athlete Award. This award, given to a senior male and female athlete, is handed out during the annual Athletics Honors Banquet held in May. Special circumstance related to injury, early graduation, or other will be reviewed and considered by the Athletics Director and the staff.

Wall of Fame
The purpose of the Viterbo University Wall of Fame is to honor and recognize those individuals or teams who have brought distinction, honor, and excellence to Viterbo in the field of athletics. To be eligible in the Student-Athlete category you must have graduated from Viterbo and have been out of school for a minimum of five years.
The four categories of Wall of Fame membership are listed below.

- Category I  Student-Athlete
- Category II  Coach/Administrator/Faculty/Staff
- Category III  Benefactor/ Meritorious Support
- Category IV  Honorary/ Special Membership

* More specific details of each category are given on the Wall of Fame page on the athletics website. The Wall of Fame Handbook is also located in the athletics office.

**Viterbo University App**

Viterbo University unveiled its new app for Google Play and the App Store in the spring of 2018.

The app allows you to access campus department resources, event calendars, and campus discussion threads.

Viterbo game schedules are available with updated results for each sport. Click the invite connections button invite your friends to support the V-Hawks throughout the year!
Work for Viterbo Athletics

We understand the busy lifestyle you take on as a student-athlete. Between classes, practices, workouts, and games, there isn’t much room for a part-time job. Viterbo Athletics offers a number of jobs positions that can fit into your complex schedules from concessions stand work to internships and everything in between.

Work Study Positions

*Game Day Assistant* - Contact: Matthew Riebe – mpriebe@viterbo.edu – 608-796-3820
  Responsibilities: Concessions, tickets, ball shagging, video

*Event Operations Asst.* - Contact: Matthew Riebe – mpriebe@viterbo.edu – 608-796-3820
  Responsibilities: Scoreboard, scorebook, line judge, Sports Information, video

*Athletics Office:* Contact: Lynn Tully – latully@viterbo.edu – 608-796-3811
*Some head coaches offer work study positions – varies by sport

*Note:* Summer work study positions are available, but are limited in number of positions

Internships

*Game Day Experience:*
  Responsibilities: Promotions, entertainment coordinating, concessions stand, & ticket operations

*Sports Information:*
  Responsibilities: Game scoring, website/social posting, media writing

*Video Broadcast:*
  Responsibilities: Game recording, live stream set up, video editing

*Graphic Design:*
  Responsibilities: create graphics for social media, website, and video productions

*The contact for the internship positions above is Matthew Riebe

*Note:* Other Athletics positions have not been posted, but the Director of Athletics and other head coaches have hired interns in the past.
Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) was established for the purpose of opening communication lines with student-athletes and to develop cooperative projects and activities for student-athletes and the campus community. The committee is led by the Assistant Athletics Director and will consist of at least two representatives from each sport. The club must annually request club status and must submit a budget proposal from the Student Government Association. Club status requires open membership; however, the club will continue to have at least two members from each sport.

Student-athletes who comprise the committee shall meet periodically (at least once a month) with the Assistant Athletics Director to discuss topics concerning intercollegiate athletics. Student-athletes will be selected through their head coach. The SAAC will be active in the community providing service and leadership. The SAAC will also take a leadership role in educating other student-athletes and helping the department carrying out the NAIA’s Champions of Character Initiative. This initiative focuses on creating an environment in which every NAIA student-athlete, coach, official, and spectator is committed to the true spirit of competition through integrity, respect, responsibility, servant leadership, and sportsmanship.

For more information on SAAC, their page on the Athletics Website.

SAAC Constitution
Appendix A: Required Forms and Waivers

Follow the link to the Student-Athlete Medical and Department Forms page on the website. Complete the MEDICAL forms that under new or returning student-athletes. All forms must be completed each year prior to participation in practice or games. The following are forms that can be found on the website.

1) Health History Questionnaire/Emergency & Insurance Information
   (for both new and returning student-athletes)
2) Physical Examination form (required only for new student-athletes)

The following DEPARTMENTAL forms must also be completed by all student-athletes each year. Coaches are to have student-athletes complete these forms prior to participation in practice or games. It should be noted that these forms only serve as a formal acknowledgement that the student-athlete has received the forms and understands the policies. The policies are still in effect and will be enforced in the event a student has breached one of these policies prior to receiving or signing the form.

1) Student-Athlete Code of Conduct
2) Athletics Department Policy on Alcohol, Tobacco, and Other Drugs
   a. Items #1 & #2 are completed in same online form
3) Student-Athlete Participant Waiver (handout)
4) NAIA Champions of Character Student-Athlete Pledge (handout)
5) Sports Information Director Questionnaire (freshman & transfers)
Appendix B - Policy on Alcohol, Tobacco, and Other Drugs

I. UNIVERSITY - POLICY INTRODUCTION

Viterbo University is committed to providing a safe and healthy learning environment free of illicit drugs and the unlawful use or abuse of alcohol. The University recognizes that the use or consumption of alcohol, tobacco and other drugs can adversely impact academic achievement, personal development, health and safety. Individuals who violate university policy or local, state, or federal regulations are subject to arrest and/or disciplinary sanctions. These sanctions include, but are not limited to, required assessment, treatment, restrictions, or expulsion.

II. ATHLETICS DEPARTMENT – POLICY STATEMENT

The Viterbo University Athletics Department recognizes that the use of alcohol, tobacco, and other drugs as a significant problem on college campuses, and for many student-athletes. The use and misuse of these substances also affects athletic performance and team morale. Although problems with alcohol and other drugs are not confined to student-athletes, they are of special concern to us because of the high visibility and additional pressures athletes often face as representatives of our institution.

III. PROSCRIBED (PROHIBITED) BEHAVIORS - ALCOHOL, TOBACCO AND OTHER DRUGS

The athletics department supports the Code of Student Conduct and the Policy on Alcohol, Tobacco, and Other Drugs outlined in the Student Handbook. The following are stipulations from local, state, and federal law, university policy and the athletics department. By way of illustration, proscribed behaviors include, but are not limited to:

A. ALCOHOL
   1. Possessing or consuming alcohol if under the age of 21
   2. If age 21 or older, the use of any alcoholic beverages within 48 hours of an intercollegiate athletic contest
   3. Operating a motor vehicle while under the influence of alcohol
   4. Misrepresenting one’s age for purchasing, possessing, or consuming alcohol
   5. Purchasing, furnishing, or serving alcohol to or for an underage person
   6. Public intoxication
   7. Violations of additional TEAM RULES regarding alcohol
   8. Consumption of alcohol during team travel or team function.
   9. The use of tobacco products by student-athletes during practice, competition, or other team functions
   10. The use of tobacco, cigarettes, cigars within 48 hours of athletics contest

B. OTHER DRUGS
   1. Possessing or using illegal substances, as defined by law
   2. Possessing or using controlled substances as defined by law
   3. Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law

IV. SANCTIONS

In addition to sanctions imposed by university officials and law enforcement, student-athletes will be subject to these minimum athletics department sanctions (disciplinary measures) for any violation of university policy including the Policy on Alcohol, Tobacco, and Other Drugs.
### SANCTION DETAILS

1. **Student-athletes must self-report** violation to coach or athletic director within 48 hours of incident.
2. **Student-athlete will meet** with talk with coach and meet with Director of Athletics for all violations.
3. **Violations are cumulative** during the course of the student-athlete's career at Viterbo.
4. **Sanctions may carry forward** to the post-season and following year if necessary to serve suspension.
5. **Department Sanctions** are minimums – sanctions may be increased based on severity of offense.
6. **Team Sanctions** may be more severe than those of the department – but can’t be any less.
7. **Suspension from athletics contests or dates** means no suiting up for competition, coaches may also choose to not have student-athlete travel with team.
8. **Calendar Year Suspensions** begin from the day after the violation occurred.
9. **Percentages** of suspended contests or dates will be rounded up or down to the nearest whole number with a minimum of 1 contest or date suspension. If the percentage number for suspension ends in a .5, the number will round down to the next whole number.
10. **Contest Suspensions**: Baseball, Basketball, Bowling, Cross Country, Dance, Golf, Soccer, Track & Field.
11. **Date Suspensions**: Volleyball and Softball.
12. **A Senior** unable to serve out a sanction with a remaining season may face other campus sanctions.

### AGREEMENT/WAIVER

I understand and agree that I am required to know, understand, and follow the Viterbo University Policy on Alcohol, Tobacco, and Other Drugs. I also understand this Athletics Department Policy on Alcohol, Tobacco, and Other Drugs is available for my review in the Student-Athlete Handbook. If I have further questions regarding this policy, I can ask my coach or the Director of Athletics.

**Printed Name** ________________________________ **Sport** ________________________________

**Signature** ________________________________ **Date** ________________________________
Appendix C – Code of Conduct Violations

Viterbo University Code of Student Conduct, Policy on Alcohol, Tobacco and Other Drugs, Residence Life Policies and Procedures and Other University Policies

Viterbo University considers participation in intercollegiate athletics to be a privilege and a responsibility, not a right. Student Athletes must be familiar with and abide by the Viterbo University Code of Student Conduct, the Policy on Alcohol, Tobacco and Other Drugs, Residence Life Policies and Procedures and other university policies, whether in season or out of season, on campus or off campus. Any Student Athlete engaged in conduct that is in violation of these policies will be referred to the Vice President for Student Development for campus disciplinary action in addition to any action that might be taken by the Coach and/or Director of Athletics.

Misdemeanor Arrest, Charge, Conviction or Plea of No Contest

Any student-athlete who is arrested, charged, convicted or pleads no contest to a misdemeanor charge must report the offense as quickly as possible, but in any event, within 48 hours of his or her release from custody, to the Director of Athletics and the Head Coach. Failure to report the incident within 48 hours to the Head Coach and Director of Athletics will result in automatic suspension from the team and/or revocation of any athletic scholarship.

Any student-athlete who is arrested, charged, convicted or pleads no contest to a misdemeanor charge will then be subject to a review process. The Director of Athletics will review the charges and all of the surrounding circumstances. The Director of Athletics may then impose sanctions. The factors that will be considered include, but are not limited to:

1. Nature of charge (violent or nonviolent)
2. Prior behavior
3. Self-disclosure of the violation
4. Cooperation during the investigation
5. Alcohol and/or drug use
6. Consistency with regard to handling of other cases

The Director of Athletics may then impose sanctions that may include, but are not limited to:

1. Warning
2. Probation
3. Community Service
4. Restricted use of athletic services or facilities
5. Suspension from play and/or practice for a specified period of time
6. Dismissal from the team  
7. Revocation of athletic scholarship

This review process will be utilized when the Director of Athletics first learns of the arrest and/or charge. This review process will be utilized again, in its entirety, if there is a conviction and/or plea of no contest resulting from the arrest and/or charge.

Felony Arrest and/or Charge

Any student-athlete arrested and charged with a felony, or with a crime involving gambling or game fixing under Wisconsin State law or any other jurisdictional equivalent, shall be suspended automatically from practice and playing privileges until the charges are dropped, dismissed or otherwise resolved.

Felony Conviction or Plea of No Contest

Any student-athlete convicted of or pleading no contest to a felony charge or a gambling or game fixing charge under Wisconsin State law or any other jurisdictional equivalent shall be permanently dismissed from the team.

Statement of Understanding

I have read and understand the Viterbo University Code of Student Conduct and the Policy on Alcohol, Tobacco and Other Drugs. I understand that if I am violation of these and/or other university policies, I may be referred for disciplinary action to the Vice President for Student Development.

I also understand that I am to report any arrests, charges, convictions, pleads of no contest, and/or violations of university policy or of local, state or federal law to the Head Coach and Director of Athletics as quickly as possible and within 48 hours. I understand that these violations may result in disciplinary action.

Student Athlete’s Printed Name________________________ Sport______________
Student Athlete’s Signature__________________________ Date______________
Appendix D - Student Athlete Participant Waiver

The undersigned agrees to indemnify and to hold Viterbo University harmless for injury and expense, including costs of defense, which result from activities associated with participation in the sport(s) of __________________________ during the 2018-2019 school year.

The undersigned agrees to the release of his/her education record to the athletics director and the head coach of the sport in which he/she participates. This release may be via computer or in writing. I understand the release of this information complies with the guidelines of the Family Education Rights and Privacy Act (also known as the Buckley Amendment) and that the information will remain confidential.

Printed Name of Student-Athlete_________________________________

Signature of Student-Athlete_____________________________________