

COACHES

Mike Trapasso, Head Baseball Coach	956-6247
Norma Higuchi, Baseball Secretary	956-6247
Riley Wallace, Head Men's Basketball Coach.....	956-6501
Bobbie Omoto, Men's Basketball Secretary.....	956-6501
Jim Bolla, Head Women's Basketball Coach	956-6518
Mike Baker, Head Cheerleading Coach	956-4503
Carmyn James, Head Women's Cross Country & Track & Field Coach	956-2143
Mike Brown, Diving Coach	956-7650
June Jones, Head Football Coach	956-6508
Ronn Miyashiro, Head Men's Golf Coach	956-4527
Ashley Adleta, Head Women's Golf Coach	956-4333
Andy Johnson, Head Sailing Coach	956-5177
Pinsoom Tenzing, Head Soccer Coach.....	956-4525
Bob Coolen, Head Softball Coach.....	956-4506
Mike Anderson, Head Swimming & Diving Coach.....	956-5377
John Nelson, Head Men's Tennis Coach	956-4512
Carolyn Katayama, Head Women's Tennis Coach	956-3655
Mike Wilton, Head Men's Volleyball Coach	956-4505
Dave Shoji, Head Women's Volleyball Coach.....	956-6229
Michel Roy, Head Women's Water Polo Coach	956-4462

OTHER IMPORTANT NUMBERS

Campus Security	956-6911
Admissions and Records.....	956-8975
Financial Aid Office.....	956-7251
Student Health Clinic	956-8965
American Red Cross	734-2101
Diamond Head STD Clinic (free testing)	733-9280
Gender Equity & Civil Rights Counselor.....	956-9977
Sex Abuse Treatment Center	524-7273
Shelter for Abused Spouses/Children	841-0822
STD/AIDS Hotline(24 hour)	1-800-342-2437
Suicide and Crisis Center.....	832-3100

2004-05 Student-Athlete Handbook

This Student-Athlete Handbook has been prepared by the University of Hawaii at Manoa Athletic Department for the purpose of clarifying the policies and procedures of this department as they relate to individuals involved in our programs. It is an overview of our general philosophy and not intended to cover all questions which may arise. We hope that it will clarify areas of maximum concern and give the reader a better understanding of the objectives and procedures of the University of Hawaii at Manoa Athletic Department.

TELEPHONE DIRECTORY FOR ATHLETICS DEPARTMENT

ADMINISTRATION

Herman Frazier, Director of Athletics	956-7301
(Basketball, Football, W. Golf)	
Margie Okimoto, Athletics Director's Secretary.....	956-7301
Marilyn Moniz-Kahoochanohano, Assoc. Athletics Director.....	956-4498
(Cheer, M.Golf,Sailing,W.Soccer, Swim & Diving,Tennis, W.Volleyball, W.Water Polo)	
Michele Kaminaga, Assoc. Ath. Dir.'s Secretary.....	956-4498
Tom Sadler, Assoc. Athletics Director (Admin. Services)	956-4469
(Baseball, W.Cross Country, W.Softball, W.Track&Field, M.Volleyball)	
Jeannie Lee, Admin. Asst. for Admin. Serv.	956-9117
Teri Chang, Asst. Athletics Director (Facilities)	956-7419
Kyle Tengan, Makai Campus Coordinator	956-6178
Rich Sheriff, Special Events Arena Mgr.....	956-6955
Glenn Nakaya, Les Murakami Baseball Stadium Mgr.	956-7404
Busines Office Manager	956-6505
Jill Shigano, Admin. Asst. for Bus. Office.....	
Gale Yamase, Admin. Asst. for Bus. Office	
Vince Baldemour, Exec. Dir. Koa Anuenue.....	956-6500
Steve Martin, Faculty Athletic Rep.	956-3818
Lois Manin, Sports Media Relations Director	956-4480
Tommy Heffernan, Strength Coordinator	956-7882
Donna Lee Tengan, Ticket Office Manager.....	956-4481
Daniel Arakaki, Compliance Coordinator.....	956-2637
Lei Nishihama, Administrative Asst. for Compliance	956-4508
Leon Schumaker, Student Affairs Director	956-6580
(Books, Scholarships, Housing)	
Sandy Kim, Secretary	956-6580
Jennifer Matsuda, Dept. Chair, Academic Advisor	956-4526
Denise Abara, Academic Advisor	956-6697
Amy Bair, Academic Advisor	956-6471
Sara Nunes-Atabaki, Academic Advisor.....	956-2672
Ken Fujimura, Men's Equipment Manager	956-7818
Sis Finau, Women's Equipment Manager	956-6559
Eric Okasaki, Men's Head Athletic Trainer	956-7144
Jayson Goo, Men's Asst. Athletic Trainer.....	956-4534
Melody Toth, Women's Head Athletic Trainer	956-8079
Tara Humphreys, Women's Asst. Athletic Trainer.....	956-4537

A Message from the Director of Athletics

Aloha!

It is with great pleasure that I welcome you to the University of Hawaii at Manoa. This is an exciting time in your life but also a challenging one, as you prepare for the rigors of life as both a student as well as an athlete. As a former student-athlete, I recall vividly the pressures and anxieties associated with my collegiate experience but most importantly, the treasured experiences, which will forever be a part of my life. We hope to offer that same type of experience to you as a member of our intercollegiate athletic program.

As the Director of Athletics, I am unequivocally committed to providing you the necessary tools to assist you with accomplishing your goals and objectives. A primary resource, is the Student-Athlete Handbook which is a reference guide during your intercollegiate athletic experience. Please take time to review this manual and bring any questions or concerns you may have to me, or my staff.

Finally, always remember, I have an open door policy to you as a Student-Athlete as you are our priority at the University of Hawaii at Manoa. I look forward to meeting you in the future and sharing in your accomplishments. Thank you for enrolling at the University of Hawaii at Manoa and best of luck in your future endeavors.

Herman Frazier
Director of Athletics

STUDENT CONDUCT

The "UHM Student Conduct Code" defines expected conduct for members of the UHM community and specifies acts subject to University sanctions. Every individual is expected to respect the right that others have to conduct the business to which they are entitled at UHM. Impermissible behavior and sanctions are specified in the UHM Student Conduct Code.

Violations of the UHM Student Conduct Code may be reported to the UHM Dean of Students who may refer the violations to the UHM Student Conduct Committee for the purpose of conducting a hearing to determine whether there is reasonable cause to believe that the Code was violated, and to recommend sanctions. Disciplinary actions may include suspension and expulsion from the University of Hawaii. Copies of the UHM Student Conduct Code, which includes the procedures of the Student Conduct Committee, are available in the office of the UHM Dean of Students.

Disciplinary procedures and sanctions under the UHM Student Conduct Code relate to your status as a student of the University, and are separate and apart from actions taken by the Department of Athletics under the Code of Conduct in this handbook. Actions taken under the UHM Student Conduct Code affect your status as a student of the University and could also affect your status as an athlete.

Copies of the Student Conduct Code may be found online at <http://www.manoa.hawaii.edu/students/conduct/> or may be obtained from the Office of the Dean of Students, Queen Liliuokalani Center for Student Services, Room 409.

- Q. Since it costs so much to live off-campus, do I receive additional money?
- A. No, if you are a scholarship student-athlete and have been allowed to live off campus by your Head Coach, the money you receive must be in compliance with NCAA financial aid rules and regulations. After proof of registration, a stipend equivalent to the current dormitory rate for a double room is given to you.
- Q. If I am married, am I entitled to additional funds?
- A. Married student-athletes living off campus receive the same amount for housing as any other student-athlete living off campus.

FOOD SERVICE

Residence hall cafeterias and other on-campus dining facilities are available to all student-athletes. Moreover, there are a variety of meal plans available on campus. Campus meals plans include the following plans, 90 blocks, 120 blocks, 150 blocks, 190 blocks, any 7 meals, any 14 meals and a ten week meal program.

The block plan can be used at all dining locations on campus and allow you the flexibility of using your meal card in place of cash for snacks and extra meals at all hours of the day. If you have used up your initial blocks, additional blocks may be purchased from the Food Service Office.

All meals at the residence halls are on an "all you can eat" basis. Special conditions do apply to Steak Night, however. Every week, just to make the meals more interesting there is something out of the ordinary. This treat might be anything from a taco bar to a sundae bar.

As there is no defined training table service available, except for football players, in season, you are allowed to dine in any residence hall cafeteria on campus. If you are trying to gain or lose weight check with the Strength Coordinator for information on high and low fat diets. Policies and procedures regarding food service for student-athletes are consistent with University, WAC and NCAA rules and regulations.

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Because the Department has only a limited number of spaces allotted to them, which can accommodate only a small percentage of its student-athletes, it is extremely important that all student-athletes apply for housing by filling out a Housing Application and turning it in to the Student Housing Office before the stated deadline. If you do not apply to the University for housing, the Department will not be responsible for guaranteeing you on-campus housing.

Do not be discouraged. If you are a student-athlete who has been awarded an athletic scholarship which includes housing, the Department guarantees you on-campus housing. What the Department cannot guarantee you is housing in a specific residence hall or apartment building. Additionally, because housing is so difficult to obtain, you may not be notified as to the type of housing available until you arrive on campus. Every effort is made to obtain your housing assignment for you as early as possible. If you have any questions about housing, contact the Student-Housing Office, at 956-8177 or the Athletic Student Affairs Office, at 956-6580.

General On Campus Residence Hall Regulations

Rules and regulations for on campus residence halls are formulated and enforced by the Student Housing Office. You should read the information distributed to you in the form of a brochure called "Student Housing Information, University of Hawaii at Manoa." There is a general information brochure that may also be obtained at the Student Housing Office. Additionally, a Residence Hall Handbook is available at the front desk in your residence hall.

Off-Campus Living

Off-campus housing information is located on a housing board in the Student-Services Center. Because student-athletes frequently have questions about living off-campus a list of the most frequently asked questions are answered below.

- Q. Where can I find information on off-campus housing?
- A. The Off-Campus Housing Office has a free central listing service and maintains listings of rooms in private homes, apartments, houses sharing accommodations, as well as room and board situations. Their office is now located in the Student Housing Office in the basement of Johnson Hall A, open Monday through Friday, 7:45 a.m. to 4:30 p.m. or call 956-8177.

Again, please remember, only required textbooks for courses in which you are officially registered may be paid for by the Department. NCAA financial aid regulations prohibit the Department from purchasing dictionaries, reference books, calendars, art supplies, etc. for you.

HOUSING

Most students find residence hall living convenient, economical and a favorable experience. Living on-campus provides you with opportunities for establishing life long friendships.

The University of Hawaii at Manoa has one residence hall for undergraduate women. There is one resident hall especially for undergraduate men. The remaining six residence halls are co-educational. Besides these halls, UHM has two apartment buildings, designed for upperclassmen, mature residents or married couples with children. Normally, freshmen are not assigned to the apartments.

Additionally, the University has set up special living arrangements for various types of students. There are 20 spaces for handicapped students, floors set aside for non-drinking students, as well as other floors for students who prefer a quiet environment. It should be noted that you may request a non-smoking roommate.

Christmas Interim and Spring Recess are not included in the semester rental for the residence halls. The reason for this is that the residence halls are rented to conference groups. However, Spring Recess is included in an apartment rental.

Most residence halls are located within a short walking distance of classes, the library and computer labs, as well as recreational facilities. The residence halls and apartment buildings on the main campus are called home by 3,100 UHM students.

Housing at UHM is often difficult to obtain. Because University housing is at a premium, a priority system has been established. Housing is assigned on a computerized, random selection system. Those students requesting on-campus housing are assigned using a priority system. Students from the State of Hawaii are given first preference. Within this group, priority is given first to Oahu residents. Next to those from Honolulu, and then those students from the mainland and foreign students. Student-athletes on scholarship from the mainland are classified as a 1.6 priority and mainland students are third priority. UHM Housing Office now has established a guaranteed return system to aid students who wish to continue dorming.

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ATHLETIC STUDENT AFFAIRS

TEXTBOOK LOAN PROGRAM

As part of your athletic scholarship, the Department of Athletics may furnish you the textbooks specifically required for your academic courses. Our textbook program is basically a "loaner program" run through the UHM Bookstore. Once you have finalized your schedule, the Department works in conjunction with the UHM Bookstore to insure you receive your books promptly.

You are given an Athletic Book Issue Voucher on which your classes for the semester should be listed. This Voucher should then be taken to the UHM Bookstore where it is good for up to one month after the first day of classes. Your pink slip or a copy of your semester schedule is required when obtaining books with this voucher. When you pick up your books you must sign the voucher stating that you received the books listed. An itemized listing of all books you receive is maintained.

Only textbooks required for the courses in which you are presently enrolled are furnished. NCAA regulations do not allow the Department to purchase any school supplies such as notebooks, writing material, optional books, etc. Again, optional books must be paid for by you.

If the Department is paying for your required books and the needed text is not posted at the UHM Bookstore, you should pick up a form from the Athletic Academic Advising Office. Your instructor must then verify that the book is, in fact, a required book. After being approved by the Athletic Student Affairs Coordinator, the form must be taken to the UHM Bookstore.

If a required book cannot be obtained at the UHM Bookstore, you may purchase it elsewhere. You should obtain a receipt from the place of purchase. The receipt must be turned in to the Athletic Student Affairs Office in order to receive a reimbursement for the book.

At the end of each semester, you must return your textbooks to the Athletic Academic Advising Office by the posted deadline. The UHM Bookstore gives the Department a list of books you received at the beginning of the semester. At the end of the semester, missing books must be paid for by you. Unless the missing books are paid for, there will be a hold placed on your registration, graduation, and transcripts until financial obligations are met. Books for the next semester will not be issued through the Department of Athletic's Textbook Loan Program until charges for lost or missing books have been paid.

Subject Tutors

Subject tutors are available for many courses in addition to assistance in reading and writing in all content areas. Tutor request forms are available in front of the Tutorial Coordinator's Office. Requests for tutors are filled as quickly as possible, usually within 24-48 hours. The Tutorial Coordinator may call you to discuss your request and give your assignment. You may also check the black index box (same place where you picked up your request forms) for your tutor assignment with tutor's name and telephone number. Check with the Tutorial Coordinator regarding your tutor assignment if you have not been contacted within two days.

Supplemental Instruction/Study Groups

Small, ongoing study groups are organized each semester for a variety of general education courses. A facilitator who has taken the class or is currently attending the class leads these groups. Groups for the current semester are posted on the bulletin board in the NAC.

INTRODUCTION

The University of Hawaii at Manoa is committed to excellence in education, just as the Department of Athletics is committed to excellence in its intercollegiate sports program. You should feel proud that scholastic achievement and athletic abilities have created a place for you at UHM where you will be challenged to reach your full potential as both a student and as an athlete. The staff of the Department of Athletics wishes to welcome each student-athlete to the University and to the intercollegiate athletics program. We hope you will take full advantage of the opportunities offered at the University of Hawaii.

Because the transition to a new environment is often difficult, this Handbook has been prepared to help you ease into University life, as well as serve as a resource guide for returning student-athletes. The purpose of this Handbook is not only to answer the questions you may have concerning your unique new surroundings but also to help orientate you to the athletics program of which you are now a member. Included is information related to your academic activities and your physical welfare, as well as necessary sports participation information. Because every question cannot be answered by a Handbook, a telephone directory has been included at the end.

Take advantage of the information in this Handbook. Use your telephone directory and the University's resources. If you read the helpful information contained in this Handbook and utilize the resources mentioned, you will find that you can settle into your new environment successfully.

HISTORY OF THE UNIVERSITY

With over 20,000 students on the UHM campus, it is difficult to picture its beginning as a small land grant college with five regular students and twelve faculty members. However, the College of Hawaii was founded in 1907, when this modest group of students and faculty began holding classes in downtown Honolulu. The school moved to its present location in Manoa Valley in 1920, and became the University of Hawaii. In 1972, the name was changed to the University of Hawaii at Manoa to distinguish it from the other campuses of the university system in the state.

Because of the frequent rainbows in Manoa Valley, the rainbow became the campus symbol. The University motto, "Above All Nations is Humanity," is inscribed in Hawaiian on the Founder's Gate at the entrance to the Manoa Campus.

The UHM, is located on 300 acres of land in Manoa Valley, close to the heart of Honolulu, the state capital. Throughout its distinctive history, UHM has placed an emphasis on studies related to its geographical setting and cultural heritage. Overall, the University of Hawaii has grown until its nine campuses and 50,000 students have become one of the leading American institutions of higher education in terms of numbers of foreign scholars on its staff, the number of foreign students enrolled in its numerous colleges, the number and amounts of research grants received, not to mention the ranking of its library and the regard in which many of its academic programs are held.

MISSION STATEMENT

The mission of the University of Hawaii Athletic Department is to operate dynamic sports programs encouraging student-athletes in their pursuit of excellence in the realms of academic achievement and athletic competition at the highest levels. The Athletic Department will provide equal opportunities to male and female students of all ethnic and cultural backgrounds, and will develop sportsmanship and ethical conduct. With aloha, we dedicate ourselves to earning the trust and loyalty of our fans and community through exemplary sports programs.

DEPARTMENTAL PHILOSOPHY

The UHM's Department of Intercollegiate Athletics is committed to each student-athlete's growth and development in all areas of college life. The Department of Athletics is an integral part of the total educational process of the University, and therefore promotes the goals and objectives of the University of Hawaii.

A basic goal of the Department is to provide a comprehensive and competitive program of intercollegiate athletics for the students and the community at large. UHM's intercollegiate athletic teams also attract favorable attention to the University. Committed to a strong, broad-based athletics program for men and women, the Department provides the support necessary to enable each student-athlete to achieve his or her fullest potential, again, without compromising the basic academic objectives of the University.

The Department wishes to contribute to your continued growth and development by providing opportunities which advance the physical, mental, social and emotional objectives of education. It is hoped that your relationship with the intercollegiate athletics program will contribute to the philosophies of life and personal relationships you develop. It is our desire that the athletics program help you become a leader not only while at the University but later in life.

As part of the Tutorial Program, small study groups, Supplemental Instruction groups, and one-on-one tutoring and mentoring sessions are scheduled. You may request or be assigned to participate in study groups or work individually with a tutor or mentor.

The Athletic Department views Study Hall attendance in the same way that your coach views practice. You are expected to attend Study Hall in the NAC and/or attend tutoring or mentoring sessions for your weekly required number of hours and to come prepared to study. Your coach will be notified if you miss or are late to Study Hall. There are no excused absences from Study Hall.

Study Hall policies and hours will be discussed in team meetings at the beginning of each semester. Access to academic support services offered by the Tutorial Program is a privilege and it is expected that both tutorial staff and the facility be treated respectfully. The following general policies apply to the use of the Nagatani Academic Center:

- All student-athletes must sign in and out of Study Hall at the front desk
- Food, drinks and ice are not allowed in the Nagatani Academic Center
- Students must work quietly
- During required Study Hall hours, computers are to be used for course work only

Violations of Study Hall policies will not be tolerated. Inappropriate use of the computers will result in loss of computer privileges. One warning will be given. After the second violation, the coach will be notified. Continued violations will result in the loss of access to academic support services, including use of the computer labs.

Academic Grievance

UHM's policies and procedures for resolving disagreements between a student and faculty member are outlined in "A Statement on Responsibilities of Faculty and Students and Academic Grievance Procedures for Students, University of Hawaii at Manoa (Policy M-4527)." Generally, an academic grievance will be filed when efforts to resolve differences through consultation and mediation fail. Information and copies of the Policy are available in the Office of the Dean of Students and Student Services.

ACADEMIC SUPPORT SERVICES

Because the Athletic Department is committed to the academic success of each student-athlete, comprehensive academic support services are provided, including study hall, tutorial services and a mentoring program. The SAAS Offices are located in the Nagatani Academic Center in the Athletic Complex.

Nagatani Academic Center (NAC)

Hours

The NAC is open on Monday thru Thursday, 7:30 AM to 10:00 PM and Friday, 7:30 AM to 4:30 PM.

Computer Labs

The Nagatani Academic Center houses two computer labs with a total of 35 IBM-compatible computers, giving student-athletes access to word processing, e-mail and the internet. Student-athletes are given passwords that allow them to log onto the network during NAC hours.

Study Hall

Study Hall is required for all incoming freshman and transfer students. Continuing students are assigned to Study Hall based on their cumulative GPA. Team study halls meet on a regular basis at the NAC and adjacent classrooms throughout the semester. When traveling on a road trip, study hall will be conducted daily and the time and place will be indicated on your itinerary.

In adhering to an equal opportunity concept, the Department of Athletics strives to provide the resources required for a full collegiate experience for all its student-athletes.

Last, but certainly not least, it is the UHM's Department of Intercollegiate Athletics' objective to adhere, both in principle and in fact, to the rules and regulations of the University, the National Collegiate Athletic Association and the Western Athletic Conference.

A STATEMENT OF PRINCIPLES

Preamble: This institution is committed to a philosophy of firm institutional control of athletics, to the unquestioned academic and financial integrity of our athletics program, and the accountability of the athletics department to the values and goals befitting higher education. In support of that commitment, the board, officers, faculty and staff of this institution have examined and agreed to the following general principles as a guide to our participation in intercollegiate athletics:

- I. The educational values, practices and mission of this institution determine the standards by which we conduct our intercollegiate athletics program.
- II. The responsibility and authority for the administration of the athletics department, including all basic policies, personnel and finances, are vested in the president.
- III. The welfare, health and safety of student-athletes are primary concerns of athletics administration on this campus. This institution will provide student athletes with the opportunity for academic experiences as close as possible to the experiences of their classmates.
- IV. Every student-athlete --- male and female, majority and minority, in all sports --- will receive equitable and fair treatment.
- V. The admission of student-athletes --- including junior college transfers --- will be based on their showing reasonable promise of being successful in a course of study leading to an academic degree. That judgement will be made by Admissions officials.
- VI. Continuing eligibility to participate in intercollegiate athletics will be based on students being able to demonstrate each academic term that they will graduate within five years of their enrolling. Students who do not pass this test will not play.

VII. Student-athletes, in each sport, will be graduated in at least the same proportion as non-athletes who have spent comparable time as full-time students.

VIII. All funds raised and spent in connection with intercollegiate athletics programs will be channeled through the institution's general treasury, not through independent groups, whether internal or external. The athletics department budget will be developed and monitored in accordance with general budgeting procedures on campus.

IX. All athletics-related income from non-university sources for coaches and athletics administrators will be reviewed and approved by the university. In cases where the income involves the university's functions, facilities or name, contracts will be negotiated with the institution.

X. We will conduct annual academic and fiscal audits of the athletics program. Moreover, we intend to seek NCAA certification that our athletics program complies with the principles herein. We will promptly correct any deficiencies and will conduct our athletics program in a manner worthy of distinction.

YOUR EQUAL OPPORTUNITY RIGHTS

Student-athletes, like all other University of Hawaii students, are protected from discrimination under federal civil rights laws and University policies.

The University of Hawaii is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. This policy covers admission and access to, and participation, treatment and employment in the University's programs, activities, and services. Sexual harassment is expressly prohibited under this policy.

The University of Hawaii strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. For information regarding equal opportunity policies or complaint procedures for the UH Manoa campus contact:

Dr. Alan Yang, Dean of Students, Queen Lili'uokalani Center for Student Services 409, 956-3290 (V/T)

Beverly McCreary, Sexual Equity Specialist, Queen Lili'uokalani Center for Student Services 209, 956-9499

The following is taken directly from the UHM General Information Catalog:

Cheating

Cheating includes, but is not limited to, giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering an answer after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism

Plagiarism includes, but is not limited to, submitting, to satisfy an academic requirement, any document that has been copied in whole or in part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style; paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; and "dry-labbing," which includes obtaining and using experimental data from other students without the express consent of the instructor, utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms, and fabricating data to fit the expected results.

Disciplinary Action

The faculty member must notify the student of the alleged academic misconduct and discuss the incident in question. The faculty member may take academic action against the student as the faculty member deems appropriate. These actions may be appealed through the Academic Grievance Procedure, available in the Office of the Dean of Student Services. In instances in which the faculty member believes that additional action (i.e., disciplinary sanctions and a University record) should be established, the case should be forwarded to the Dean of Student Services.

Occasionally, scholastic dishonesty occurs as the result of a lack of information or misinformation. Everyone knows that cheating on an exam is dishonest; however, students have, on occasion, turned in papers which they thought were acceptable, only to find they were accused of plagiarism. If you have any questions about academic honesty, check with your Professor, Tutor, or SAAS adviser.

Academic Suspension

Students may be suspended for one semester when they fail to achieve a cumulative GPA of at least 1.7 after attempting 24 credits or when they fail to meet the terms of probation (i.e. fail to earn at least a 2.0 GPA each semester while on probation.) Students who take no courses after being suspended for the required one semester are eligible to be readmitted into the college or school from which they have been suspended provided they submit a common application form to Admissions and Records by the official deadline. Students readmitted after suspension are placed on academic probation and must meet the terms and conditions of probation. Failure to do so will result in dismissal.

If you have been suspended from the University, you become ineligible to participate in intercollegiate sports, including practice, use of lockers and training facilities, etc.

Dismissal

Students who have been suspended and who subsequently fail to maintain the minimum academic requirements of the University or their college, school, or program, or fail to meet the terms of probation may be dismissed. Students who are dismissed are rarely readmitted. Once dismissed, a student is not eligible for readmission to UHM for at least one academic year.

You become athletically ineligible at the time you are dismissed. You are not considered eligible until you have been officially reinstated and are allowed to register again as a student.

Note: Information regarding University academic requirements and policies is based on the UHM Catalog.

Academic Honesty

The UHM provides an environment that encourages intellectual and personal growth. It believes that "the integrity of a university depends upon academic honesty, which consists of independent learning and research" (UHM Catalog). UHM expects its students to be honest and forthright in their academic endeavors. Cheating, plagiarism and other forms of academic dishonesty go against the stated goals and general spirit of UHM. Cheating and plagiarism are considered as serious academic offenses that violate the Student Conduct Code. They may result in suspension or expulsion from the University.

Ms. Mie Watanabe, Director, EEO/AA, Administrative Services Bldg. 1, Room 102, 956-7077 (V/T)

Ms. Jill Nunokawa, Counselor, Queen Lili'uokalani Center for Student Services 413B, 956-4431

UHM recognizes its obligation to provide overall program accessibility for students with disabilities. Contact the KOKUA Program to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities: Ms. Ann Ito, Director KOKUA, Queen Lili'uokalani Center for Student Services 013, 956-7511 (V/T).

GRIEVANCES

Student-athletes who have a grievance regarding any situation or policy have the option to present it to their coach or an athletic administrator (Athletics Director, Associate Athletics Director, Assistant Athletics Director). Student-athletes may also discuss their grievance with the Faculty Athletic Representative, Dr. Steve Martin, or the Chair of the Athletic Advisory Board Student-Athlete Welfare Subcommittee if they are uncomfortable discussing their grievance with an athletic staff member.

UHM POLICY ON GENDER EQUITY IN INTERCOLLEGIATE ATHLETICS

Gender equity in athletics extends the doctrine of fairness to all areas of athletic activity at the university level. It is activated by a sense of moral obligation that exceeds any specific duty to comply with legal requirements, although it also recognizes the necessity of observing the tenets of Title IX. Its desired effect is to offer women and men equal opportunities to participate in sports for which there is demonstrated interest among athletes in Hawaii and to provide equitable levels of support for coaching, travel, scholarships, operating expenses, and facilities used. Beyond these specific goals, gender equity also fosters an attitude and establishes an environment in which men's and women's sports are encouraged in comparable ways. Those who support gender equity are willing to cooperate in frequent self-evaluations and to implement change so that all student-athletes can have the same opportunity to realize the highest level of their abilities.

A copy of the Gender Equity plan entitled, "Just Do It" is available in the Assistant Athletics Director/SWA's Office.

UHM ACADEMIC REQUIREMENTS

All students must meet the minimum academic requirements of the University or their college, school or program. Although each college and school sets their own minimum requirements, students must earn at least a 2.0 grade point average to remain in good academic standing.

Academic Probation

Students may be placed on academic probation at the end of any semester in which their cumulative GPA falls below 2.0 or in which they fail to maintain the minimum academic requirements of their college, school or program. For example, students in the Colleges of Arts & Sciences who have not earned a 2.0 GPA after attempting 12 credits are placed on First Year Probation.

If you are placed on probation, you may continue at the University but you must achieve at least a 2.0 GPA each semester until your cumulative GPA is above 2.0 and you are removed from probation. If you receive an "I" (Incomplete) grade during a probationary semester, you will remain on academic probation the following semester, even if your cumulative GPA is above 2.0.

Student-athletes on academic probation will not be permitted to travel for team competition. The following is the procedure for exceptions to the Academic Probation Policy:

1. Head Coach contacts Student Athlete Academic Services Department Chair.
2. After consultation with the Tutorial Coordinator, the student-athlete's academic adviser and professors, the Department Chair will either clear the student-athlete for travel or recommend that the student-athlete does not travel.
3. If the Head Coach does not agree with the recommendation, the coach has the option of meeting with his or her Athletics Administrator.

Listed below are the letter grades and the numerical value they represent:

A+	=	4.0
A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
F	=	0.0
I, NC	=	0.0

An "I" (Incomplete) grade, is given to students who fail to complete a small but important part of the semester's work due to circumstances beyond control. If you receive an "I" for a course, contact the instructor to see what you need to do to complete the course by the deadlines posted in the current Schedule of Courses.

"CR/NCR" (Credit/No Credit) is used mainly to broaden your education by allowing you to venture into subjects outside your field without risking a poor grade. Only elective courses may be taken for "CR/NCR". A "CR" denotes a grade of "C" or better.

A "W" on your record indicates that you have withdrawn from a course. In order to withdraw from a course, you will need to have the Change of Registration Form signed by your SAAS adviser and the course Instructor. While a "W" does not affect your GPA, you should be aware that some graduate and professional schools do not look favorably upon an excessive number of "W" grades.

Summer School

If you plan on attending another school in the summer, you must pay your own way and have prior approval to be sure the credits transfer back to UHM and are applicable towards Satisfactory Progress. Contact your SAAS adviser before you begin summer school courses at another institution. When you take courses at another institution, only the credits will transfer, not the grades. In addition, you must make a "D" or better in order for the credits to transfer.

PART 1:

YOU AS AN ATHLETE

As an athlete there are special responsibilities and requirements that accompany the privilege of being a student-athlete and representing this University. Other students need not worry about athletic eligibility requirements, media relations, team travel rules, complimentary admissions, drug testing, etc. Thus as an athlete, you have special interests and responsibilities that do not apply to other students. This part of the Handbook has been developed to address just these types of privileges and responsibilities.

Please note that failure to adhere to the Athletic Department's Class Attendance and Class Work Policy may result in the immediate cancellation of your athletic scholarship.

Declaring a Major

According to NCAA rules, you must declare an academic major after you complete your 4th semester of school. To declare your major, see your SAAS adviser in the NAC who will refer you to the appropriate academic office or major adviser for processing and signing the Major Declaration Form.

To help you stay on track to graduate, you should work closely with your academic adviser as well as your major adviser. It is mandatory that you meet with your SAAS adviser every semester before registering for classes. In addition, some departments require that you also meet with your major adviser each semester prior to registration.

Changing A Major

You will need the approval of your college to change your major. Additionally, you will have to consult with your SAAS adviser since a change of major may affect your eligibility.

Students may change majors only with the approval of the Dean of the College in which they wish to pursue a degree.

Grading

Most undergraduate courses have a letter grade system for evaluating academic performance. Each letter grade has a numerical value for the purpose of determining your grade point ratio (GPR), sometimes referred to as GPA. You can check your GPR on the GPR calculator in "Tools and Reference" on the Student Academic Services website: http://www/cassas.hawaii.edu/tools_reference

Registration & Scheduling Courses

Each semester, you must meet with your SAAS adviser for advising prior to registration to map out your courses. Student-athletes have the privilege of priority registration each semester providing they first meet with their SAAS adviser.

Before making changes to your schedule, you must see your SAAS adviser. Changes in enrollment (adding, dropping and withdrawing) could affect your eligibility. Be careful when dropping courses that you do not fall below the NCAA minimum requirement of 12 hours per semester or violate the Satisfactory Progress Rule. Also, submit all Change of Registration forms to your academic adviser and the proper office before the published deadlines to ensure that your records are accurate and complete.

Deadlines for changes in registration can be found in the current Schedule of Courses and will be posted on the bulletin boards in the NAC and/or your SAAS adviser's door.

Class Attendance

Attendance in all scheduled classes and laboratories is mandatory. Note that there is a direct correlation between classroom attendance and academic success. Classes cannot be missed for home practices and games. If you are having problems with a class, your professor is much more likely to work with you if you attend class regularly.

The Academic staff monitors class attendance as well as academic progress. Periodic grade checks and attendance inquiries are sent to all instructors to verify attendance, academic progress and grades of individual student-athletes. If you are at academic risk, your coach will be notified.

Generally, team travel is counted as an excused absence. However, it is up to the instructor to set his/her own rules and it is your responsibility to check with your professor about special attendance or make-up test policies. If your team will be traveling, you must inform your instructor during the first week of class about your travel schedule. This will give you time to add or drop a class if your professor does not find your schedule acceptable.

Student-athletes must inform instructors of team travel prior to departure on a road trip. Obtain travel memos from your coach or academic adviser and take it to all instructors before leaving on a road trip. Student-athletes are responsible for completing all assignments and exams by the due date, even if on a road trip, so make arrangements with your instructors accordingly.

SPORTS PARTICIPATION

When you participate in intercollegiate athletics competition, you are representing the University of Hawaii and all the people of Hawaii. As an intercollegiate sports participant, you will be in the "public eye" and your personal conduct should reflect favorably upon yourself, your team and the University.

Once you are declared eligible to practice and play, you must make sure that you remain eligible if you wish to continue to participate in intercollegiate sports. Additionally, as a student-athlete, we expect your best effort both on and off the playing field. Compete hard but always with good sportsmanship. Furthermore, you are part of a larger team, made up of all of the members of all of the teams at UHM. Cheer for all of them!

VARISTY TEAMS AT UHM

<u>For Men</u>	<u>For Men and Women</u>	<u>For Women</u>
Baseball	Sailing	Basketball
Basketball		Cross Country
Football		Golf
Golf		Sailing
Swimming/Diving		Soccer
Tennis		Softball
Volleyball		Swimming/Diving
		Tennis
		Track & Field
		Volleyball
		Water Polo

The information presented in this section addresses several areas related to your athletic participation; such as general information about the conferences we're associated with, as well as Departmental expectations related to good sportsmanship, team conduct and travel.

UHM ATHLETIC DEPARTMENT POLICY REGARDING PARTICIPATION OPPORTUNITIES

The goal of the University of Hawaii Athletic Department is to provide a comprehensive and competitive program of intercollegiate athletics for the undergraduate student population. In order to accomplish this goal, opportunities for participation for student-athletes must be made available in all of the sports that are offered by the Department for those interested in playing.

Tryouts will be conducted by each head coach during official practice time in order to allow the student-athlete (walk-on) to demonstrate their athletic ability. The Department has set ideal squad sizes for each sport in order to contain costs and meet Title IX requirements to provide equal opportunities to participate in athletics. Cuts may be necessary in order to meet the set squad sizes. Those sports below the squad size are strongly encouraged to diligently recruit student-athletes of Division I ability or potential Division I ability so the Department will eventually meet its goal of providing an equal number of participation opportunities to both male and female student-athletes based upon their interest and ability.

WESTERN ATHLETIC CONFERENCE

As of July 2001, the WAC is comprised of ten universities which include:

Boise State	Rice
Fresno State	San Jose State
Hawaii	SMU
Louisiana Tech	UTEP
Nevada	Tulsa

OTHER ASSOCIATIONS

The UHM Men's Volleyball and Women's Water Polo teams are members of the Mountain Pacific Sports Federation.

The Co-ed and Women's Sailing teams compete in the Pacific Coast Intercollegiate Yacht Racing Association, a member of the Intercollegiate Sailing Association, (PCIYRA), which includes:

California	Cal Poly San Luis Obispo	Cal State Long Beach
Sonoma State	UC Santa Barbara	UC Irvine
Stanford	USC	UC San Diego
UC Santa Cruz	UCLA	San Diego State
Hawaii		

GOOD SPORTSMANSHIP

One of your responsibilities as a student-athlete is to always display good sportsmanship at all athletic events. Don't enter a competition worried about your opponent's performance, enter a competition with the idea of giving your best performance. Compete hard but play fair. Treat your fellow players equally and with respect. Don't make excuses or discuss a

ACADEMICS

The University of Hawai'i is committed to excellence in education. Enrolling at UHM shows your interest in acquiring an outstanding education. UHM's student-athlete graduation rate stands 20 percent higher than the national average. As a student-athlete, you will be offered specialized academic services that will make your university experience more rewarding and successful.

STUDENT ACADEMIC SERVICES FOR ATHLETICS

Student-athletes have eligibility requirements, additional responsibilities, and time constraints not imposed on the general student population. To help guide you through the academic process so that you can take full advantage of the educational opportunities at UHM, individualized and specialized advising and assistance are available through Student Academic Services for Athletics (SAAS), a program of the Colleges of Arts and Sciences Student Academic Services. The offices of the SAAS advisers are located in the Nagatani Academic Center (NAC) on the first floor of the Athletic Complex.

SAAS advisers assist students with all academic matters, including degree plans and graduation requirements. Your academic adviser will help you clarify career and educational goals and assist you in planning and scheduling your coursework. A specialized learning assistance program will be offered to students who need individualized services and support, and students may be referred to other university support offices as needed. SAAS advisers are knowledgeable about NCAA, WAC, MPSF and UHM regulations regarding academic eligibility. Working closely with your academic adviser is vital in keeping your eligibility and academics on track.

Most incoming students choose to be in the Colleges of Arts and Sciences. Your letter of acceptance to the University of Hawai'i will indicate your college. If you are in a college other than Arts and Sciences (for example, the College of Engineering), you will be referred to an adviser in that college to verify your degree requirements. However, you will still continue to work with your SAAS adviser, no matter what major you choose.

teammate's shortcomings. Support team efforts by encouraging team work and mutual effort. Enter each competition expecting fairness.

When you attend other athletic events, remember that you are expected to demonstrate good sportsmanship there as well.

The Department of Athletics expects sportsmanlike conduct of its student-athletes and will not tolerate any of the following behaviors:

- Physically abusing an official, coach, athlete, opponent or spectator
- Throwing of objects at an individual, spectators, or across a field or arena
- Seizing equipment or cameras from officials or the news media
- Inciting players or spectators to violent action or any behavior which insults or defiles an opponent's traditions
- Encouraging UHM fans to "boo" an opposing team when introductions are made
- Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators
- Making public statements which are negative, controversial, or not in compliance with the Department's policy on media relations (see Media Relations section in this Handbook)
- Violating generally recognized intercollegiate athletics standards or the values and standards associated with the University of Hawaii as determined by your Head Coach and approved by the Athletics Director

Your coach may have more specific expectations concerning behavior, dress or sportsmanship. If so, he or she will inform you of these.

Support your coach and concentrate on playing well. Good sportsmanship comes easily if you are proud of your performance.

SCHEDULING POLICY

When scheduling athletics competition and practice, conflicts between athletics participation and academics schedules, especially during examination periods, shall be minimized. Student-athletes shall have sufficient time for their academic program.

For home competition, classes cannot be missed for home practices and games. Classes should be scheduled to allow for afternoon practices, i.e. before 2:00 pm. Regular season competition will not be scheduled during final exams week. Practices will be minimized during final exam week.

When scheduling regular season road trips, missed class time will be minimized. When competing in the Pacific Standard time zone, the team should leave no earlier than 48 hours in advance of the competition. When competing in the Mountain Standard time zone, the team should leave no earlier than 60 hours in advance of the competition. When competing in the Central standard time zone, the team should leave no earlier than 72 hours in advance of the competition. Exceptions to this policy must be justified by the head coach and approved by administration.

While on a road trip, study halls will be conducted daily. Itineraries should indicate study hall time. Tutors will be provided in trips of more than five school days or at the request of the Head Coach. (subject to availability of qualified staff) Lap top computers will be provided for road trips when requested by student-athletes and checked out by a coach. Return should be scheduled on the next available flight.

TEAM TRAVEL

Your Head Coach will review the standards for team conduct which you should observe when you travel with your team. Specific requirements for dress, individual conduct, curfews and free time activities will be discussed by your coach.

Student-athletes on academic probation will not be permitted to travel. In special circumstances, the Head Coach and administrator may make an exception to this policy.

Prior to departure, you are required to inform your instructors. The Student Academic Services for Athletics Office can provide you with a letter, upon you or your coach's request, to each instructor confirming your absence due to intercollegiate competition.

Please remember that the Department pays only for your transportation, room and meals. This is in compliance with NCAA rules and regulations. Room service, laundry, phone calls, pay television, movies, etc., at your place of lodging must be paid for by you. Since you are required to pay for the charges anyway, please save us the time and paperwork involved by not

PART 2:

YOU AS A STUDENT

Even though your athletic skills and interests have created a special place for you within the Department of Athletics, you are first and foremost a student. As such, you must comply with all the policies, rules and regulations applicable to all members of the University's student body. This part of the Handbook has been developed to inform you of these obligations and to provide useful, general information about your campus environment.

charging these incidentals to your room. Student-athletes should adhere to NCAA regulations that specifically prohibit frequent flyer mileage earned on University travel to be accumulated or used for personal travel.

TRAVEL TO NCAA CHAMPIONSHIPS AND SPECIAL EVENTS DURING VACATION PERIODS

Because of the UHM's unique location, and since many student-athletes are from the mainland, this NCAA travel rule may be of interest to you. UHM may provide transportation for you to travel from campus to the site of an NCAA championship or special event and back to campus. If you go home during the vacation period, UHM may pay, in lieu of providing team transportation, the greater of the transportation costs for you to travel: round trip from campus to event site to campus; round trip from campus to your home to campus; or round trip from your home event site back to your home.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee consists of one representative from each intercollegiate athletic team selected by the team members. This Committee meets on a regular basis and advises the Department of Athletics administration on student-athlete concerns.

PROGRAM EVALUATION

At the end of each sports season, all student-athletes are expected to participate in a written evaluation of their program. The purpose of this is to provide information that will assist the coaching staff and the administration to enhance the athletics program and better meet the needs of the student-athletes.

EXIT INTERVIEWS

The University of Hawaii's Department of Athletics is constantly striving to be the best that we can be and to provide a quality experience for student-athletes. When you leave the athletic program for any reason (graduation, transfer, completion of eligibility) we would like you to complete an exit interview that asks questions about your experience as a UHM student-athlete. Please complete this survey as completely and honestly as possible. All exit interviews are reviewed by the athletic administration in a sincere effort to improve our programs wherever possible. In addition, student-athletes are always welcome and encouraged to meet personally with any member of the athletic administration to share their experiences. This process will take place in conjunction with the program evaluation.

CODE OF CONDUCT

GENERAL STUDENT-ATHLETE RULES

Each coach has his/her own very specific team rules covering everything from conduct to dress code. If your coach has written team rules, you may wish to keep them along with this handbook. However, there are general rules that apply to the conduct of all UHM student-athletes and are as follows:

1. Always present a positive image in competition as well as in your daily life. Remember that as a UHM student-athlete your actions and conduct in everything you do reflect upon the University and the Athletics Program. In other words, don't do anything which would embarrass yourself, the team, your family or the University.
2. Understand the importance of being punctual; be on time for every commitment.
3. Be prepared to give 100% both mentally and physically in the classroom as well as on the playing field.
4. Do not consume alcoholic beverages on team trips, at athletic events, or at departmentally sponsored events.
5. Do not use tobacco products of any kind while participating in practice or competition or while representing the University in any capacity. Use is prohibited at these times, and the Department of Athletics, for reasons of health, discourages the use of tobacco products at any time.
6. Do not use non-therapeutic drugs at any time. The illegal use of banned substances is strictly prohibited.

In this section, we mentioned that being a student-athlete carries with it a whole set of privileges and responsibilities. At UHM this is especially true. Because our athletic program is the only NCAA Division I program in the state, we receive more than our share of public and media attention. This interest is obviously of tremendous benefit to the University, the Department and to you. However, it also places upon all persons connected with the program a continuing responsibility to conduct themselves in an appropriate manner.

The Department of Intercollegiate Athletics requires coaches, trainers, and staff to conduct themselves in a way which creates a positive image of the

FUTURE PLANS IN THE FIELD OF ATHLETICS

Your future plans may include a need to obtain an agent for representation with professional sports organizations or some form of career counseling to help you reality test a professional sports career. This section of the Handbook is intended to provide you with some information to help you with your career planning.

AGENTS

To compete in intercollegiate athletics as a student-athlete, it is essential that you know the NCAA rules related to professional sports. Any violation of these rules could have severe negative consequences for you and the University. For this reason, NCAA rules concerning agents and professional sports are explained during the compliance and eligibility meeting at the beginning of each sport season.

If you have any questions or concerns regarding agents and professional sports, please contact the Compliance Coordinator at 956-2637. Additionally, a general guide for answering many questions related to agents, "A Career in Professional Sports: Guidelines That Make Dollars and Sense," prepared by the NCAA, is available through the compliance office.

Locker Room Rules

1. Lockers are assigned and may not be changed unless approved by the Equipment Manager.
2. Keep lockers secured at all times. Locker combinations are to remain confidential.
3. Do not leave valuables in lockers. If so, keep them locked up at all times and out of plain view.
4. Stay out of other people's lockers.
5. Keep your area of the Locker Room clean.
6. Do not wear muddy shoes into the Locker Room.
7. Report any problems occurring in the Locker Room to the Equipment Manager.
8. Mopeds, scooters, bicycles, etc. are prohibited from the Locker Room areas.

Laundering Services

1. Individual laundry bags will be washed and dried daily and be put back in lockers.
2. Towels may be exchanged on a one-for-one basis anytime the equipment room is open.
3. Personal items of clothing other than practice and/or game laundry is prohibited from being washed in laundry bags.
4. Bulky items such as football pants, sweats, etc. will be washed separately.
5. Laundry bags need to be fastened properly. Failure to do so will result in laundry coming out of the bag. They may be claimed at the front window.
6. Laundry bags and game wear turned in after 7:00 p.m. will be washed the following day. Learn to turn in bags immediately after the practice session or game is over.
7. During the winter break and summer, times to turn in your laundry bag may vary. Times will be posted at the equipment room.

people, values and traditions associated with the University, the WAC and the NCAA. As a student-athlete, you are expected to uphold the same standards of conduct that have been adopted by the Department and the University.

By joining the UHM's intercollegiate athletics program, you have become a representative not only of your team but of your University. It is essential that you act responsibly and do nothing to jeopardize your opportunity to obtain maximum results from your university experience. Your personal conduct is a direct reflection on your good moral character and ethical judgment. You are expected to behave both on and off campus in a manner which brings credit to the University and your team. Be aware of the image you are creating.

Once registered at the UHM, you are expected to conform to all federal, state and local laws, as well as University regulations. As a student-athlete, you are in no way exempt from penalty if you violate these laws. Moreover, students penalized for violating public laws are not exempt from further prosecution by University authorities if their actions also violate University rules.

As long as you are a student-athlete you are representing the University and must abide by this Code of Conduct. Therefore, this Code of Conduct applies during the academic year as well as during break time and summer vacation periods, and to conduct on or off campus.

GAMBLING AND BRIBERY

It is hoped that you, as a student-athlete, will never be approached in an attempt to involve you in a gambling or bribery situation. However, on some campuses, student-athletes have become involved with organized gambling operations. The results of this involvement have been both severe and tragic, not only for the individual, but for the entire University athletics program. Involvement in gambling or bribery will result in severe penalties.

Be aware that the gambling industry is constantly seeking sources of information. It is possible that you may be approached and questioned about the condition and attitude of other team players. You may be asked to alter a game in some manner and be offered favor or gifts for doing so. If this occurs, you must report the incident to your coach immediately. The University and the Department of Athletics are committed to combating all forms of gambling and bribery. Gambling is one of the major sources of

revenue for organized crime. Operators need inside information to set the betting line or odds. An attempt to procure this information through bribery of a sports participant is a felony. You should keep in mind that your participation in gambling interests, even in the most minor fashion, may jeopardize your athletic career. In addition, NCAA rules prohibit student-athletes, coaches and athletic department employees from gambling on any sport.

Because of the extreme importance of this problem, you are asked to observe these guidelines:

1. Report to your coach any attempt to secure information concerning situations which might alter the normal performance of your team.
2. Don't accept any "free rides" from strangers, such as meals, presents, etc. You are required by both the Department and NCAA to report any individual who offers gifts, money, or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
3. Be aware of the legalities of gambling at an institutional and state level. Understand that the consequences at the University level may be expulsion and that the University will also assist with the enforcement of federal, state and local anti-bribery laws.
4. Don't accept any money or gifts from a "fan" for a game well-played.
5. Don't discuss the condition or attitude of your team with anyone other than your teammates or coaches.

DRESS CODE

As personal appearance is a direct reflection on you, take an interest in how you appear, especially when traveling with your team. The dress code for each team varies from coach to coach. Your Head Coach will let you know if he/she requires a specific dress code. In general, however, you should always exercise good judgment concerning the appropriateness of your attire, taking into consideration the location or function you are attending. Normally, shoes, slacks/shorts and a collared shirt are required dress for male student-athletes. Female student-athletes should wear shoes and tasteful attire. As has been said before, you are a highly visible representative of the University and, as such, you are responsible for using good judgment in your overall appearance.

Student-athletes who have been cut or been excused from a team will have to immediately clear their locker of all personal items and return all issued equipment/apparel. Failure to do so after two weeks will result in the disposal of all personal belongings.

Below are some other general Equipment Room policies that must be followed in order that the Equipment Room operate in an efficient manner.

1. All your equipment is custom fit to your needs. Do not trade equipment with another player.
2. Report all equipment problems to the Equipment Manager immediately. If something happens during a practice, report it to the designated Equipment Manager on duty.
3. Learn to inspect your equipment daily prior to putting it to use. Never wear damaged or altered equipment.
4. Equipment or apparel that is no longer usable (worn or damaged) will be exchanged for new or serviceable items. DO NOT dispose of worn out items regardless of its condition. This is also known as our "one for one" policy.
5. No loitering at the equipment window.

Equipment rules and policies may vary from sport to sport. If you have any questions concerning the policies for your particular sport, please contact the Equipment Manager or your coach.

LOCKER ROOMS

All locker rooms are designated by sport. Only student-athletes and necessary Department of Athletics Staff members have access to the locker room areas. Media personnel, friends or relatives are not allowed in the locker rooms.

You are responsible for the cleanliness and security of your locker. All trash, tape, paper, etc., should be placed in the waste baskets located in the Locker Rooms. The Locker Rooms are cleaned daily and/or between workouts.

Specific items of equipment or apparel loaned to the individual will be returned to the Equipment Manager no later than one week (five working days) following the final competition for that sport.

On the next working date following the last competition the coach will get a list of all items that have not been checked in at that time including lost and/or stolen items.

Immediately following a five day "grace" period (five working days after the last competition) for equipment/apparel check in, student-athletes will be billed for any equipment that has not been turned in. Student-athletes will then have five working days to pay the bill or return the equipment.

Following the five day "grace" period and the five day billing period (10 working days) a list of financial obligations will be sent to the University Cashier's Office. At this point, the student-athlete may no longer turn in equipment or apparel. They must pay the bill. Please note that financial obligations to the University will prevent the student-athlete from registering for classes, sending transcripts, receiving scholarship checks, checking out library books, etc.

Equipment Room Policies and Procedures

Prior to issuance of athletic equipment, all athletes need to be cleared for practice by the Compliance Office. A pink Clearance for Practice Form is given to the Equipment Room at which time you will be issued all necessary equipment and apparel for your sport.

Athletic equipment and apparel loaned to individuals will be recorded on a loan card which will be dated and initialed by the recipient. You are also assigned a locker and given a combination lock. Personal locks are not allowed on lockers. It is asked that you keep your lockers clean and free of clutter and food items.

Lost or stolen equipment should be immediately reported to the Equipment Manager. The items are marked "lost" on your equipment card and then a replacement is issued, if available.

Athletic uniforms, warm-ups, and other forms of equipment or apparel issued to you may only be used during official athletic practices or events. This equipment is not intended for personal, everyday use. Any exceptions to this policy must be approved by your respective Head Coach. Certain items of equipment or apparel will be stored in individual lockers during the entirety of an athlete's eligibility. Check with equipment staff.

ALCOHOL ABUSE

As an athletics participant, you may receive special attention from other students. Another added responsibility associated with this "high visibility" is that you are often perceived as a "role model." As such, you are expected to constantly present a wholesome public image. Hawaii state law sets a minimum age for the purchase and consumption of alcoholic beverages at 21 years of age. This is the law, period.

Even after reaching 21 years of age, UHM student-athletes are prohibited from drinking alcoholic beverages when traveling with, or representing their teams. Additionally, alcoholic beverages are not to be consumed while attending athletic or athletically sponsored events. Reported violations will be investigated by the Department and appropriate actions will be taken.

Alcohol use may seem relatively harmless; however, excessive consumption of intoxicating beverages in private is also strongly discouraged, as it may have an adverse effect on your intellectual and athletic abilities. While you may feel a few drinks can't hurt anything, it has often been found that after drinking, you are much more likely to place yourself in situations that with clear thinking could have been avoided. Also, fair or not, the student-athlete is often the most visible individual in any group should trouble occur.

If you feel you have an alcohol abuse problem, talk to someone in the Department with whom you feel comfortable or contact Student Health Services at 956-8965 for confidential assistance or information on alcohol and chemical abuse.

DATE RAPE

Acquaintance rape or date rape is the most common form of rape. Over 80% of college students who were raped knew their attacker. Sexual assault is any unwanted, forced, tricked or coerced sexually activity (including sex with someone who is too drunk to give consent).

As a man, be careful, especially when drinking, that you do not misread signals. Listen to your partner. If you get double messages, stop and talk about it. No matter what a woman says or does, she does not deserve to be sexually assaulted. Sexual contact without consent is a crime and can result in severe penalties.

As a woman, you have the right to dress and act as you choose, but be aware of the signals you send and the misunderstandings that can result. Be

assertive and say what you mean. Set limits on what you want to do sexually and how much alcohol you drink. Trust your feelings. If a situation becomes uncomfortable, get out quickly.

For information on sex assault or support after being assaulted, call the Sex Abuse Treatment Center at 524-7273. All services are free and confidential.

SMOKING AND TOBACCO

The Department of Athletics strongly discourages the use of all tobacco products. Use of tobacco products in practice, competition or while representing the University in any capacity is prohibited.

In addition, NCAA rules prohibit the use of tobacco products by all game personnel (eg: coaches, trainers, managers and game officials) in all sports during practice and competition.

As more and more tobacco related research is conducted, the results uniformly support the fact that smoking is bad for your health and sets a bad example for young people that look up to you.

USE OF NON-THERAPEUTIC DRUGS

Non-therapeutic drugs can be harmful to both your academic and athletic performance. As drugs often produce behavioral changes, their use can cause problems not only for you but for your teammates as well. All UHM student-athletes are required to take KLS 384, Drugs and Society, as well as participate in UHM and NCAA drug testing programs.

PROCEDURES FOR DEALING WITH VIOLATIONS OF THE CODE OF CONDUCT

By choosing to join the UHM athletic program, you are voluntarily and willingly agreeing to comply with this Code of Conduct as well as with all of the policies and standards of conduct explained in this Student-Athlete Handbook. Being a student-athlete is a privilege, not a right, and this privilege can be suspended if you do not honor the spirit of your commitment to your team and to the University. The following paragraphs summarize the Athletic Department procedures for dealing with student-athlete misconduct.

Minor Misconduct

If there are minor violations of the Code of Conduct (non-criminal), for example, drinking, smoking, tobacco use of other infractions including team

TENNIS COURTS

These courts are located on the mauka side of the Manoa Campus and are the home of the University of Hawaii's men's and women's tennis teams. Twelve regulation courts with overhead lights for night play are used constantly by students and staff.

RAINBOW WAHINE SOFTBALL STADIUM

This stadium is the home of the women's softball team. The fenced-in facility with bleacher seating for 1, 100 features an electronic scoreboard, a two tunnel enclosed batting cage, overhead field lights for evening play, enclosed home and visitor dugouts, field rest rooms and storage areas, and a press box with P. A. system. The playing surface is natural turf with a skinned infield.

WAIPIO PENINSULA SOCCER STADIUM

This is the new home of the Women's Soccer team and seats over 4,000 fans. Located in Waipahu, the stadium is owned by the City and County of Honolulu. It includes two main locker rooms, referee locker rooms, concession booths, security and ticket booths.

EQUIPMENT ROOMS

Men's and women's varsity sports Equipment Rooms are located in the HPER Athletic Complex. These fully stocked rooms are off limits to everyone except Equipment Room staff. The Equipment Rooms supply athletes and teams with all their uniforms, supplies and equipment needs for both practices and games. The Equipment Rooms hours of operation varies throughout the year and will be posted on the doors of both rooms. Their phone numbers are listed below 956-7818 (Men's) and 956-6559 (Women's).

Equipment Collection Policy

All uniforms, practice gear and equipment including sponsor-provided items shall be inventoried and checked out by the equipment room staffs. You will be charged for any unreasonable damage to equipment items. Fines for excessive damage to equipment are levied after consulting with the Equipment Manager. If the damage is severe enough to warrant the purchase of a new item, you must pay the replacement cost. You are also financially obligated for any lost or stolen articles.

OUTDOOR BASKETBALL COURTS

These four outdoor basketball courts, located between Cooke Field and the Duke Kahanamoku Aquatic Complex, provide a place where athletes can enjoy a workout away from the everyday stresses and strains of formal training. The courts are fenced in with rest rooms separating two of the courts.

LES MURAKAMI BASEBALL STADIUM

Recently ranked by Baseball America magazine as a top 20 baseball facility, Les Murakami Baseball Stadium is nestled on the diamond head end of the Manoa Campus. The lighted, two-tier structure with theater style seating for 4,312 serves as home for the University of Hawaii baseball team. The facility offers the most modern amenities such as an electric scoreboard and message center with graphic capabilities, concession stands, hospitality/conference room, ticket office, first-aid room, and administrative offices for baseball coaches and the Stadium Manager. For the comfort of participants, there are locker rooms with shower and bathroom facilities, a training room, laundry room, a two tunnel batting cage, and strength development room. The playing surface is AstroTurf with a sub-surface drainage system bordered by a polyflex warning track. Les Murakami Baseball Stadium annually attracts more than 100,000 fans, leading the nation in attendance in both 1991 and 1992.

STAN SHERIFF CENTER

The Stan Sheriff Center is the newest addition to the HPER-Athletic Complex. Completed in September 1994, it is the site of all UHM Commencement exercises. In addition, it is home to the University of Hawaii's men's and women's basketball and volleyball teams. Presently, the arena includes the following features: 10,000 seats, permanent maple wood floor, 10,000 sq. ft. weight room, men's and women's locker rooms, star locker rooms, merchandising store, ticket and box offices, conference room, 1st aid/lost and found room, press and interview rooms, full-sized kitchen, concession stands and office space for arena staff. Also included are Kinesiology & Leisure Science (KLS) adapted gymnasium, classrooms for instruction, hospitality room, equipment/laundry room, and training rooms.

rules explained in "General Student-Athlete Rules," the Head Coach may suspend you from participation in intercollegiate athletics for a period of time deemed appropriate by the Head Coach. You will be given written notification of the suspension by the Head Coach. You may appeal this action to the Athletics Director in writing and request a meeting to discuss your situation.

Major Misconduct

Major misconduct involves criminal activity, violent behavior (assaults), drug distribution or possession.

For alleged violations involving criminal activity which could be considered a felony, the Head Coach will immediately suspend you from participation in intercollegiate athletics and refer the matter to the Athletics Director. Written notification of suspension will be provided by the Athletics Director within 72 hours after the Athletics Director has been notified of the Head Coach's action. Alleged violations involving criminal activity which could be considered a misdemeanor or lesser offense will be also referred to the Athletics Director for disposition.

While under suspension from participation in intercollegiate athletics for alleged criminal activity or major misconduct, you may not practice or compete with your team, but your financial aid will remain in place.

Your name will remain on the squad list during your suspension, and you may avail yourself of the services of the weight and training rooms, as well as academic support services. You will not be eligible for complimentary admissions to athletic activities.

The University is in no way pre-judging the situation by suspending you from participation; rather, such action is prescribed in order to protect your team from the negative media attention which is inevitably attached to this type of situation. It is also assumed that you will have neither the time nor the mental concentration required for sports participation until the problem has been resolved.

The suspension from participation in intercollegiate athletics relates to your status as an athlete and does not impair your ability to continue as a student of UHM unless UHM takes action under the UHM Student Conduct Code explained in "Part II: You As A Student." Conduct that may be a violation of the UHM Student Conduct Code may be reported to the UHM Dean of Students for appropriate action.

Within 72 hours of the receipt of the Head Coach's notification of suspension from participation in intercollegiate athletics, you may request a meeting with the Athletics Director to discuss the suspension and to provide any pertinent facts or mitigating circumstances. All requests for a meeting must be in writing. A meeting with the Athletics Director or his/her designee will occur as soon as is reasonably possible following the written request. The Athletics Director, in his/her best judgment, may modify or lift the suspension and/or impose other sanctions relating to your status as an athlete.

If the Athletics Director decides that further investigation of the violation is appropriate, he/she may decide to resolve the matter or may promptly refer the case to the UHM Athletics Conduct Committee. The Conduct Committee shall promptly review the case. The Conduct Committee shall assist the Athletics Director in determining whether a violation of this Code of Conduct occurred and what the appropriate sanction should be. The Athletics Director is responsible for conducting the investigation and providing the Conduct Committee with all the necessary information. The Committee shall make recommendations to the Athletics Director who retains responsibility for the decision.

The decision of the Athletics Director shall be in writing and be final within the Department of Athletics. The Athletics Director may modify the decision for good cause based on new evidence which may come to light after the final decision is rendered.

Appeal

If you disagree with the decision of the Athletics Director you may file an appeal in writing with the Vice President for Student-Affairs. This filing of the appeal must be done within 14 calendar days after you have been notified of the decision of the Athletics Director. A meeting with the Vice President for Student Affairs or designee will occur as soon as is reasonably possible following the written notice of appeal. The Vice President for Student Affairs may modify the decision of the Athletics Director. The decision of the Vice President for Student Affairs is final within the University of Hawaii.

The suspension or other sanctions imposed by the Athletics Director shall continue pending the decision of the Vice President for Student Affairs. Sanctions may include warning, probation, restitution, suspension or termination from the athletics program.

THE DUKE KAHANAMOKU AQUATIC COMPLEX

The Aquatic Complex is the home of the University of Hawaii men's and women's swimming and diving teams and the women's water polo team. It includes a 50 meter training and water polopool and a separate 25-yard competition and diving pool. Seven foot wide lanes, an average depth of 15 feet and four-foot wide "buffer lane" on either side make the competition pool one of the "fastest" in the country.

The competition pool doubles as the diving facility. It has two one-meter and two three-meter boards. Three tower platforms at heights of five, seven-and-a-half and ten-meters are also included at the diving pool. The diving-well houses an underwater viewing room where the swimmers are videotaped, enabling the coaching staff to analyze each swimmers' underwater stroke mechanics.

The facility also contains a covered mat room and strength training room, equipped exclusively with weight machines for specialized swimming training. A snack bar, offices, classrooms, public locker rooms and varsity team locker rooms are also located on various levels of this facility.

KLUM GYM

Klum Gym, located on the ewa end of the Manoa Campus, is the original home of the men's and women's volleyball and women's basketball teams. The facility seats 2,000 and is the only gym on campus with spectator seating. Klum features three basketball practice courts, four volleyball practice courts and regulation basketball and volleyball courts.

PRACTICE FIELDS

The University of Hawaii football team also uses an enlarged natural turf field as another of its practice facilities. One of the fields is utilized by the Women's Soccer team. These fields are additionally used by many athletes to train, and feature an automatic time sprinkler system for maximum daily use. Additionally, many students find the relaxed setting around the field as a perfect place to picnic.

Nagatani Academic Center

The Student Academic Services for Athletics Office, Student Affairs Office and Compliance Office are all located in this Center. Academic advising and tutoring are available as well as two multiple station computer labs, which are open for all student-athletes to use.

Locker Rooms

Men's and women's varsity sports locker rooms are housed in the complex.

Training Rooms

Athletic training rooms, featuring complete injury prevention and rehabilitation equipment including Therapeutic Modalities, Ultrasound machines, Whirlpools, Cybex machines, Orthrotron machines, Fitron and Lifecycle bikes, etc., are available.

Dance/Gymnastics Studios

There are two dance/exercise studios with wood floors and large viewing mirrors in the complex. Additionally, there is a large gymnastic/martial arts studio with wall to wall exercise mats and viewing mirrors.

COOKE FIELD

Located in the center of the Makai Campus is Cooke Field, one of the practice fields of the University of Hawaii football team. This Astroturf surfaced field is surrounded by an eight lane Mondo track surface which is continually used by all of our athletic teams, including the Rainbow Wahine Track and Field team. With seating for approximately 3,000 and overhead field lights, Cooke Field is utilized for numerous activities.

NCAA RULES AND REGULATIONS

UHM's Department of Athletics program is committed to the spirit and the letter of the rules and regulations of the NCAA, WAC conference, MPSF and PCIYRA. Though NCAA and Conference rules may seem complicated, the basic underlying reason for these rules is to field two teams that play according to the same rules, with neither one having a "competitive edge." Great effort is made by the UHM administration to see that you and all staff members are familiar with the rules and understand that any deviations from the established rules, whether knowingly or through ignorance, is not condoned by the Department or the University.

You are asked to be especially careful about accepting any favor, invitations or assistance from boosters. Be aware of regulations concerning outside competition or the acceptance of any prizes, cash or merchandise. If you have any doubts at all, contact your coach or the Compliance Coordinator before becoming involved.

ATHLETIC ELIGIBILITY STANDARDS

In order to be certified to practice or compete as a student-athlete at the UHM, you must meet University, NCAA and Conference athletic and academic eligibility standards. The following does not include all regulations that apply to your eligibility and is to be used only as a general guide. Please check with your coach or the Compliance Coordinator for specific questions.

ELIGIBILITY TO PRACTICE

In order to be cleared to practice each season you must complete the following:

1. Attend the NCAA eligibility squad meeting and complete all NCAA, Conference and institutional eligibility forms. Separate forms must be filed for each sport in which you intend to participate.
2. Complete and pass the athletic physical examination.
3. Complete and submit the Insurance Questionnaire form.
4. Complete and pass a drug testing. (new student-athletes only)

Also, you must complete your academic planning check with your Athletic Academic Advisor.

In addition, all new student-athletes must meet academic eligibility standards for freshmen and transfers as listed on the next few pages.

INITIAL ACADEMIC ELIGIBILITY

Freshman Eligibility

In order to be eligible to practice, compete or receive an athletic scholarship during your first year in college you must be a high school "qualifier." A qualifier is defined as one who has graduated from high school and, prior to graduation, has completed a 14 core course sequence with a minimum core GPA and achieved a SAT or ACT score according to a sliding scale. The sliding scale for the GPA and test scores ranges from a 3.55 GPA corresponding with a 400R SAT or a 37 composite ACT or a 2.0 GPA corresponding with a 1010R SAT or a 86 composite ACT. In order to certify your status as a qualifier, you must register with and be certified by the NCAA Clearinghouse. Please see your coach or Athletic Academic Advisor for details.

Two-Year College Transfers

If you are a transfer student from a two-year college and were a high school qualifier (see Freshman Eligibility, above), you are eligible for competition in your first year, only if you have:

1. Spent at least two semesters (three quarters) in residence at the two-year college and transferred a minimum of 24 semester units with a minimum GPA of 2.0, including at least 12 semester units for each term attended at the two-year college to the University of Hawaii. OR
2. Graduated from the two-year college and transferred 48 semester units with a minimum 2.0 GPA to the UHM.

If you were a high school partial-qualifier or non-qualifier, you are eligible for competition in your first year, only if you have:

1. Attended the two-year college for at least three semesters;
2. Graduated; and
3. Transferred 48 semester units with a minimum 2.0 GPA to the UHM.

Student-athletes in Men's Basketball or Football, who are not qualifiers must meet the above requirements in order to practice or receive financial aid. In order to compete, they must have completed a minimum of 35% of their baccalaureate degree.

If you are a qualifier and you have not met the requirements listed for a partial or non-qualifier, then you must register and be certified by the NCAA Clearinghouse.

Four-Year College Transfers

If you transfer from one four-year college to another, you must sit out of

ATHLETIC FACILITIES

While attending the UHM, you have the privilege of utilizing some of the finest athletic facilities available. Some of the major athletic facilities you will use while attending UHM are listed below.

HPER-ATHLETIC COMPLEX

This complex is the largest athletic facility at UHM. The \$12 million, three story building houses offices for athletic administration and staff, coaches, the Kinesiology and Leisure Science (KLS) Department and the Intramural Sports Office. This complex also features the facilities described below.

Practice Gyms

Two practice gyms, each with two regulation basketball courts, three volleyball courts and six badminton courts are housed in this complex. Gym I is the practice gym of UHM men's and women's volleyball teams, while Gym II is the practice gym of UHM men's and women's basketball teams.

Auditorium

A 250 seat air-conditioned auditorium/lecture hall is also included which is utilized for large team meetings, Departmental meetings, KLS classes and other University functions.

Weight Rooms

The Alexander C. Waterhouse Physiology Research and Training Facility is available for student-athletes who are currently competing on the UHM's intercollegiate athletic teams. The 10,000 sq. ft. facility is named after the late Alexander C. Waterhouse, a 1997 UH Circle-of-Honor inductee. Student-athletes are monitored from the time they enter UH with workouts designed to improve individual physical performance and prevent injury. The student-athletes' personal training program includes preseason and in-season workouts as well as an off-season training regimen allowing them to monitor their own fitness during the summers.

others are able to demonstrate support for the University and its athletics teams.

UH Rainbow Pep Squad

UHM is fortunate to have an exceptional Pep Squad. These fellow student-athletes work hard to support UHM through fund raising projects, as well as through generating enthusiasm at athletic events. Pep Squad members are selected for their skill, personality, academic performance and potential for contribution. Pep Squad members are chosen by a committee coordinated by the Cheer Coach. The Squad is co-ed and usually consists of six men and six women who exemplify leadership, confidence and dedication.

Booster Organizations

Often, student-athletes think of Booster Clubs as just social organizations. However, the main goal of the Ahahui Koa Anuenue is to provide the financial aid necessary to maintain a strong athletic scholarship program. What this means to you if you are on an athletic scholarship, is that part of your scholarship was paid for with money generated by Ahahui Koa Anuenue.

Ahahui Koa Anuenue, which translates as "The Society of the Rainbow Warrior," was founded in 1967. This organization not only provides financial support but stimulates student morale and achievement and has helped to bring nationwide recognition to the University of Hawaii. Along with helping the athletics program, other benefits derived from being a member of the Ahahui Koa Anuenue are preferred seating, privileged parking, newsletter, etc.

Additionally, the following teams have individual Booster Clubs to lend moral support and assistance:

Baseball	-	Grand Slam Club
Basketball (men's)	-	Rainbow Basketball Club
Basketball (women's)	-	Rainbow Wahine
Cross Country/Track	-	Wahine Cross Country/Track & Field Booster Club
Football	-	Na Koa
Golf (men's)	-	Rainbow Golf Club
Golf (women's)	-	Rainbow Women's Golf Club
Sailing	-	Rainbow Sailing
Soccer	-	Rainbow Wahine Soccer Hui
Softball	-	Hui Kako'o Pa'ani Pohili
Swimming & Diving	-	Aquatics Booster Club
Volleyball (men's)	-	Men's Volleyball Club
Volleyball (women's)	-	Wahine Volleyball Club
Water Polo	-	Wahine Water Polo Booster Club

There is also the Rainbow Wahine Hui whose purpose is to promote and support women's athletics.

competition for one year after transferring (complete a year of residency), unless you meet one of the exceptions to the NCAA transfer rules.

CONTINUING ACADEMIC ELIGIBILITY

To remain eligible to participate in intercollegiate athletics, the NCAA requires that the criteria specified below be met.

Five-Year Rule

You have five calendar years in which to complete four athletic seasons in a sport. The five year clock runs continuously from the first day of school that you are initially enrolled as a full-time student (12 units) at any collegiate institution. The only exceptions that may be granted are for military service, church missions, pregnancy or a medical situation that would prevent you from attending school.

Four Years of Eligibility

You may be granted a maximum of four years of eligibility in each sport. Competition in any part of a season counts as a year of eligibility. If you are injured during the season, you may apply for a hardship waiver to regain that season. The Faculty Athletics Representative presents all hardship petitions to the Conference for approval after the conclusion of your season.

Full-Time Enrollment

NCAA rules require that you must be a full-time student in order to participate (12 credits minimum). The UHM recommends that student-athletes attempt 15 credits per term working towards graduation. You are ineligible to practice or compete during any time:

1. Your registration falls below full-time status. (If you are graduating at the end of a term and need less than 12 credits you may apply for that amount of credits to retain your eligibility.);
2. Your registration or admission is canceled
3. You withdraw from the University

If you are receiving an athletic scholarship, it will be immediately withdrawn if items 1, 2 or 3 apply to you.

Changes in Enrollment

Changes in your enrollment (e.g., petitions to add/drop courses, late enrollment, instructor drops, etc.) should be submitted prior to the published deadlines to ensure that your records are accurate and complete. You must have the approval of your Athletic Academic Advisor to drop a class. This policy is designed to prevent you from making changes in your academic schedule that may jeopardize either your academic or eligibility status.

Progress Toward Degree Rule

In order to remain eligible to compete after your first academic year (or after one season of eligibility), you must continue to make satisfactory progress. This means that once you are enrolled, you must pass a minimum of 24 units towards a specified degree (i.e., satisfactory progress), since the previous August. Only six of the 24 units may be taken in the summer sessions.

You are required to meet minimum GPAs throughout your academic career. Also, upon entering your fifth semester of college and each succeeding year that you complete, you will be required to successfully complete a percentage of the course requirements in your major with a percentage of the minimum GPA required for graduation. The percentages are as follows:

Prior to:	Percent of Course Requirements	Percent of GPA
3rd Semester		85% = 1.70
4th Semester		87.5% = 1.75
5th Semester25%		90% = 1.80
6th Semester		92.5% = 1.85
7th Semester50%		95% = 1.90
9th Semester75%		100% = 2.00

Verification of course work leading to a degree is monitored by the Athletic Academic Advisor Office and certified by your academic unit

Progress Toward Degree Rule (for those student-athletes first entering a collegiate institution full time on or after August 1, 2003)

In order to remain eligible to compete after your first academic year, you must meet the following requirements.

During the first year of enrollment you must pass 24 credits of which 18 credits must be passed during the academic year (Fall and Spring semesters).

You must pass at least six (6) credits each semester to be eligible to compete during the next semester.

You are required to complete a percentage of the course requirements in your major with a percentage of the minimum GPA required for graduation. The percentages are as follows:

Prior to:	Percent of Course Requirements	Percent of GPA
3rd Semester		90% = 1.80
5th Semester40%		95% = 1.90
7th Semester60%		100% = 2.00
9th Semester80%		100% = 2.00

The GPA must be maintained each semester.

2. You should never agree to a telephone interview unless the arrangements are coordinated through the Sports Media Relations Office. This rule was established in an effort to avoid having someone contact you who may attempt to gain information for gambling purposes. If you receive an interview request, ask that the media representative make arrangements through the Sports Media Relations Office.
3. Organize your thoughts before a scheduled interview so you are sure about the points you want to communicate.
4. Be sure you understand the reporter's question before answering it. Ask for clarification if the question is not understood.
5. Be wary of an "off the record" situation. It is usually not in your best interest to do interviews in this manner, as it may be left open to interpretation as to what is or is not "off the record."
6. If possible, try not to be evasive or to answer "no comment," as it raises suspicions. It is better to answer, "I am not familiar enough with that issue to give a fair answer."
7. Do not become overly sensitive about a particular question or a particular story. With very few exceptions, reporters who cover our athletics program are fair and are not out to "get somebody."
8. Do not criticize your teammates or your coaches through the media. If you have concerns, share them with your teammates or your coach, not the public.
9. On rare occasions, the general tone of the interview is such that you may not be comfortable continuing the interview. Should this occur, please notify the Sports Media Relations Office.
10. Note that the Locker Rooms and the Training Rooms are off limits to the public, including media, friends and relatives.

The longer you are on a team, the more likely it becomes that you will develop a personal relationship with some of the media representatives regularly covering your team. While we encourage these relationships, remember that, regardless of what is said, a reporter's first obligation is to report the news. Don't say it if you don't want to see it in print. You are encouraged to contact the Sports Media Relations Office for assistance if you feel you need help with the proper techniques for handling interviews.

ATHLETIC SUPPORT

The Pep squad and booster organizations are all ways in which you and

must fill out the appropriate forms which can be picked up at the Athletic Compliance Office. You may receive actual expenses to travel to such events and a meal in conjunction with the event but no cash or material remuneration. At no time may student-athletes be involved with projects that promote a commercial product, service or facility, they may not miss class to attend such events.

MEDIA RELATIONS

As a member of a UHM intercollegiate sports team, you should be aware that there is a great deal of attention paid by the surrounding community to the University's athletics program. Part of the benefit of being associated with UHM is the extensive media attention received by the Department of Athletics. Few universities receive the community support and media coverage that is given to the athletics program at UHM.

You have a responsibility to the University, your coaches and teammates to cooperate with the media whenever possible. UHM fans, your hometown fans, as well as fans from the mainland are interested in our athletics program.

To aid the Sports Media Relations Office with requests for information from the media, you are asked at the beginning of the year to complete a questionnaire. If your team receives regular media attention, the Director of Media Relations or a designee holds a briefing to give you suggestions for dealing with the media before the beginning of your playing season. At that time, you are given a handout on dealing with the news media.

In general, when speaking to the media, be confident, courteous and prompt. Perhaps the main thing to remember when dealing with the media is to present an image that is consistent with the ideals and standards of the University of Hawaii.

Hints for Dealing With the Media

It is felt that interviews can be a very valuable part of a student-athlete's life at UHM as it can serve as a great learning and growing experience for you. You have a great many more opportunities to deal with the media than other students at the University. Because media interview may be a new area of responsibility for many student-athletes, the following tips may help you when dealing with the media:

1. You should not receive calls or visits from the media that have not been arranged by the Sports Media Relations Office. If someone shows up at your door in the dorm, as politely as possible explain you will get in trouble if you do an interview under such circumstances and refer the person to the Sports Media Relations Office.

Grade Point Average

If your overall GPA falls below a 2.0, your eligibility may be in jeopardy.

Term-by-Term Requirement

You must successfully pass a minimum of six credit hours per semester (exclusive of correspondence, extension, independent study, inter-session or summer credits) in a regular academic term to be eligible for competition in the subsequent term. To be eligible for postseason competition, you must pass a minimum of six credit hours per semester that concludes immediately prior to the postseason competition regardless of whether the competition occurs at the end of the term or during the subsequent term. These credit hours must be toward the declared major once the student-athlete has declared a major.

Banked Credit Hours

You may "bank" excess course credit hours and use them to meet NCAA requirements at a later date. All credit hours earned over the NCAA required 12 per term may be applied toward eligibility requirements in the future. However, those credits earned after the designation of your degree must be applicable toward that degree.

Designation of Program of Studies

You must declare a major before your fifth semester. To do this, you must apply in person to your specific baccalaureate degree program and obtain a copy of your Declaration of Major Form to be filed with the Athletic Academic Advisor (example: College of Arts and Science should see their academic advisor in the Athletic Department).

All of your courses must apply to your declared major or your major course of study. This is an important factor in determining your satisfactory progress for eligibility. If you decide to change your major, be sure to notify the Student Academic Athletic Services Office immediately.

RELEASE/ONE-TIME TRANSFER POLICY

The UHM Athletics Department will generally grant student-athletes a release (NCAA bylaw 13.1.1.3) and/or one-time transfer (NCAA bylaw 14.5.5.3.11) to non-conference schools only. If you wish to transfer, you must obtain the Request for Release/One-Time Transfer Exception form from either your coach or the Compliance Office. In order to be granted a release/transfer to non-conference schools, you must meet the following conditions:

1. Your request must be made in a timely fashion. (eg: prior to initial date of late signing period of National Letter of Intent or your coach's deadline, whichever comes first)
2. Discuss with your coach about your request and have your coach sign the request form.
3. Discuss with your sport's Athletic Director/Administrator about your request and have this person sign the request form.
4. Meet and consult with Compliance Coordinator regarding your eligibility to transfer and have this person sign the request form.
5. There shall be no contact with other schools prior to the granting of a release.

Requests for a release/one-time transfer to a conference school will generally be denied. These requests will be considered on a case-by-case basis as to whether there are any extenuating circumstances to justify the granting of a release to a conference school. Keep in mind, the WAC has an Intra-Conference Transfer Rule which states that if a student-athlete transfers directly or indirectly to another WAC institution, you will be required to fulfill a residence requirement of one academic year or two academic years in the sports of Football and Men's and Women's Basketball. (per NCAA bylaw 14.5.1.1) In addition, you will lose one year of eligibility. There are some exceptions to this Intra-Conference Transfer rule. Please consult with the Compliance Coordinator if this situation applies to you.

Non-scholarship athletes will generally be granted a release/transfer to any school regardless if it is a conference or non-conference school.

If your request for release/one-time transfer is denied, you have the right to request a hearing conducted by the Faculty Athletics Representative's committee (per NCAA bylaw 13.1.1.3.1) You will be notified in writing of any such denials.

Stan Bates Award

This \$2,000 post-graduate scholarship award recognizes the most outstanding man and woman athletes in the conference. Any student-athlete in his/her final year of eligibility with a 3.0 cumulative GPA who participates in an NCAA recognized sport is eligible to receive this award upon recommendation of the Athletics Director.

Joe Kearney Award

At the end of each academic year, one male and one female will be selected. Any student-athlete who participates in an NCAA recognized sport is eligible upon recommendation of the Athletics Director and the Senior Women's Administrator. Selection will be based on athletics ability.

NCAA Post-Graduate Scholarship Award

The NCAA currently offers approximately 100 post-graduate scholarship awards. These are one-time awards worth \$4,000 per scholarship. To be eligible to receive an NCAA Post-Graduate Scholarship, you must be nominated by the Athletics Director, have a minimum GPA of 3.0 on a 4.0 scale and have obtained significant athletic achievement. Demonstration of campus and community leadership ability is also taken into consideration.

Presently, each NCAA member institution may nominate one student-athlete for men's basketball and one student-athlete for women's basketball. Two nominations may be made in football and two additional scholarship nominations may be made in the "other sports" category. Other scholarship award programs will soon be available in other areas, such as Athletic Administration. If you would like more information on post-graduate scholarship, contact the Athletic Academic Advising Office.

COMMUNITY SERVICE PROJECTS

The UHM Athletics Program considers it a priority to contribute or "give back" to the community that supports its programs. UHM student-athletes and Department of Athletics employees volunteer their services at many community service functions throughout the year. These efforts are strongly encouraged by the University but participation in such projects is strictly regulated by the NCAA. All public service appearances made by student-athletes must be approved in advance by the Athletics Director. In addition, the sponsoring organization must present a written request, and certify that they understand the NCAA rules regarding such appearances and that their event is in compliance with these rules.

If you are asked to participate in a community service project (e.g. public appearance, TV or radio promotion, etc.) you and the sponsoring agency

FOOTBALL BOWL AND CHAMPIONSHIP AWARDS

Football bowl and other championship awards are presented by the Department at the recommendation of the Head Coach. Student-athletes may receive such awards in recognition of winning a conference championship or a national championship or similar type of competition. Multiple postseason awards must be within NCAA guidelines.

Awards for participation in special events (eg: postseason football games, all star games, featured individual competition, NCAA championships, etc.) may be presented when a team or an individual has represented the Department in such an event. Awards for these achievements are designed specifically for the championship team in accordance with NCAA regulations. (See "Awards Limitations" in this section)

SCHOLAR-ATHLETE AWARDS

The awards listed below are given to those student-athletes who have excelled both academically and athletically.

UHM Scholar-Athlete Award

Each spring, the UHM President presents the Scholar-Athlete Awards. To qualify, student-athletes who have attended UHM for one semester (freshmen and transfer students) must have a cumulative GPA of 3.5 or higher. Student-athletes who have attended UHM for more than one semester must have a cumulative GPA of 3.0 or higher or a two semester GPA (Spring & Summer & Fall) of 3.0 or higher. All student-athletes must have lettered in their sport.

Jack Bonham Award

The Jack Bonham Award, the top award offered by UHM, is given annually by the Department to the senior student-athletes, male and female, who have best exemplified the ideals for which Jack Bonham stood. These ideals include athletic excellence, academic achievement, public service, leadership and character.

WAC Scholar-Athlete Award

A Scholar-Athlete Certificate is given to each student-athlete who has participated in an NCAA recognized sport and has a cumulative GPA of 3.2 or better or has a 3.2 GPA for the past two semesters. Individuals are recommended by the Faculty Athletic Representative at UHM.

MAINTAINING AMATEUR STATUS

The following are NCAA rules that you must adhere to in order to maintain your amateur athlete status.

You Cannot, Within Your Sport

1. Accept payment or a promise of payments (in cash, prizes, gifts, or travel) for participation in your sport.
2. Enter into an agreement of any kind to compete in professional athletics. (You cannot negotiate a verbal or written professional contract.)
3. Request that your name be put on a draft list for professional sports or try out with a professional sports organization.
4. Use your athletic skills for payment. (You cannot be employed on a "fee for lesson" basis.)
5. Play on any professional athletics team.
6. Have your athletically related financial aid provided or determined by anyone other than UHM.
7. Participate on teams other than those fielded by the UHM during the academic year. (This includes tryouts, exhibition or tournament games.)

You Cannot, In Any Sport

1. Agree to have your picture or name used to promote a commercial product (i.e., model or do commercials).
2. Accept such things as gifts, meals, loans of cars or money from athletics interest groups or people within the athletics program at the University.
3. Be represented by an agent or organization in order to market your athletic skills or reputation.
4. Receive any benefit that is not available to other students at UHM.
5. Basketball players may not participate in a summer league not approved by the NCAA. (You must have written permission from the Athletics Director or his designee for summer league participation.)
6. Play on a non-departmental athletic team during the academic year.

COMPLIMENTARY ADMISSIONS

Complimentary admissions to team competitions are distributed in accordance with NCAA rules and regulations. Only student-athletes who are "eligible to practice" may receive complimentary admissions. You are eligible to receive a maximum of four complimentary admissions per event, in your sport.

Obtaining Complimentary Admissions

When you want to obtain complimentary admissions for your sport, you must sign up through the UH Athletics web page (<http://uhathletics.hawaii.edu>). Click on the "Student Athlete Ticket Signup" link, which is located on the bottom left corner of the homepage. Select your sport and input your email address and social security number. If you are entitled to guest tickets, click the "Guest Signup" link. When you input your guests' names, do not use nicknames, as the name and spelling on the pass list must match the name on the recipient's photo I.D. Type any special seating arrangements, such as disabled seating, in the "comments" column. You may assign only one admission per individual. If you need an extra complimentary admission and a teammate is not using all of his/her complimentary admissions, you may use them. All ticket signup deadlines are final and there will be no exceptions.

Number of Complimentary Admissions

Football, men's and women's basketball, baseball, men's and women's volleyball, women's soccer and women's softball have admission costs. Student-athletes competing in these sports receive their full complimentary of four tickets to their own home games. Those suited up, but not playing receive two tickets. Redshirts and squad members ineligible to play receive only one admission in their own sport, for their own use. For away games, the traveling roster receives four admissions. Complimentary admissions for non-scholarship student-athletes are at the discretion of the coach.

Information for Your Guests

Please inform your guests that they must have a valid photo I. D. in order to obtain admission. Your guests must appear for admittance at the designated gate no later than the first half of the game. The complimentary admissions gate for football is Gate 1 at the mauka side of the south end zone. Men's basketball, Women's Basketball, Men's Volleyball and Women's Volleyball admissions should use the special designated gate at the Main Entrance of the Stan Sheriff Center. At Les Murakami Baseball Stadium, complimentary admissions guests for a baseball game should use the pass gate. Your guest

Soccer - Participate in a varsity contest, no unexcused absences from practice, pass all team conditioning time trials prior to first game and coaches' recommendation.

Softball - Participate in a varsity competition, attend practice on a regular basis and coaches' recommendation.

Swimming and Diving - Score point(s) in dual meet and/or conference championship competition and coaches' recommendation.

Tennis - Participate in varsity competition and coaches' recommendation.

Track & Field - Participate in 75% of home competitions; adhere to team expectations; attend at least one (1) away competition and coaches' recommendation.

Volleyball - Participate in varsity competition, attend practice on a regular basis and coaches' recommendation.

Water Polo - Participate in varsity competition, attend practice on a regular basis and coaches' recommendation.

Student Managers - Coaches' recommendation and approval of the Athletics Director.

Cheerleaders - Adherence to pep squad rules, participation at all designated games, practices, UHM functions and community projects, and coaches' recommendation.

Issuing Letter Awards

If you have earned an athletic participation award, you will be given a certificate and a letter. The Assistant Athletics Director/SWA's Office has a roster of award winners. You will be asked to sign for your award when you pick it up.

WAC Conference Awards

WAC division or conference championship teams receive a trophy. They may also receive additional recognition (within NCAA dollar value award limitations) from the Department for winning a conference championship.

First team all conference members will receive a plaque. Second team all conference members will receive a certificate. In sports with places of finish, plaques or trophies will be presented (eg: swimming)

In addition, each sport will have athlete of the year, Freshman of the year and player of the week. Sports with season ending tournaments will each have a tournament champion trophy, most valuable player and all tournament team.

Additionally, it is important that you do not jeopardize your amateur status by accepting any gift or benefit that is not available to other students at the University, even if the offer is termed "an award." All gifts (or awards) from boosters and/or professional athletics associations are restricted by NCAA rules and regulations, and acceptance of such may jeopardize your eligibility. If you are in doubt, consult the Associate Athletics Director or your Head Coach.

Departmental, Regular Season Awards

Each Head Coach is permitted to recommend letter awards based on, but not limited to, the length of participation in varsity competition. At the end of each season, the Head Coach submits a roster of letter award nominees to the Athletics Director. Additionally, a coach may request granting an award to an athlete in a special situation, such as to an injured player who might not qualify under the stated guidelines.

Criteria for Lettering

The criteria for lettering in each varsity sport is established at the discretion of the Head Coach of that sport. You may receive an award without meeting the specific criteria upon the recommendation of your coach and the approval of the Athletics Director. Criteria for lettering are supplied below:

Baseball - Participate in 25% of the officially scheduled contests and/or coaches' recommendation.

Basketball - Participate in one-third of the scheduled varsity contests and coaches' recommendation.

Cross Country - Participate in 75% of home contests; adhere to team expectations; attend at least one (1) away competition and coaches' recommendation.

Football - Making a significant contribution in varsity contests and coaches' recommendation.

Men's Golf - Participate in an intercollegiate event and coaches' recommendation.

Women's Golf - Participate in 25% of the scheduled tournaments; no unexcused absences from any team practice, function or conditioning and coaches' recommendation.

Sailing - Compete in the PCIYRA sanctioned regatta or top half of the team in local competition for one year, participate regularly in practice and local competition for one year and coaches' recommendation.

will be asked to sign, when receiving admission, a statement as follows, "In accordance with NCAA bylaw 16.2.2, I hereby state that I have not paid, nor will I provide any sort of payment, promise of pay or anything of value to the student-athlete or any other individual in exchange for these complimentary admissions. I understand that providing any sort of payment for these admissions would render the student-athlete ineligible for athletic participation and may result in immediate suspension of their athletic scholarship."

It is asked that your guests, be reminded that they are also the guests of the University of Hawaii, and should conduct themselves in an appropriate manner.

Attendance At Home Football Games

Student-athletes who wish to attend home football games must sign up through the UH Athletics web page (<http://uhathletics.hawaii.edu>). Click on the "Student Athlete Ticket Signup" link, which is located on the bottom left corner of the homepage. Select your sport and input your email address and social security number. Click the "Player Game Passes - not for Football Players" icon and then click once on the game you would like to attend. If you decide you cannot attend the game, you must repeat this procedure prior to the signup deadline. All ticket signup deadlines are final and there will be no exceptions.

Attendance At Home Games of Other UHM Teams

Each student-athlete is entitled to attend regular-season home games played by other UHM teams provided the event is not projected to be a sell-out.

To Attend Other Team's Reserved-Seat Events at the Stan Sheriff Center

The following is the procedure for admission to other UHM team's reserved-seat events:

1. You must be cleared to practice. This information is provided by the Compliance office on a team roster.
2. You must appear for admittance at the designated gate, Gate A, no later than the first half of the game.
3. You must show a photo I. D.
4. Admittance to this or any other event is on a space-available basis.
5. 100 tickets will be made available on a first-come first-served basis for qualified student-athletes. Only if the event is not anticipated to be a sell-out will additional tickets be made available.
6. Conduct at the event is at a level expected of a representative of the University of Hawaii Department of Athletics.

HOSTING A PROSPECTIVE STUDENT-ATHLETE

When prospective student-athletes visits the UHM, you may be asked to serve as his or her host. From your own recruitment experience, you know that the NCAA has strict rules and regulations which must be followed.

If you are a student-athlete host, it is permissible to provide you with a maximum of \$30 for each day you host the prospective student-athlete. This is to cover the "actual and necessary" expenses you incur. If you entertain more than one student-athlete, you may receive an additional \$15 per day for each prospect. This expense money may not be given to the prospect as cash. If you receive complimentary entertainment or entertainment at a reduced cost besides a UH athletics event, you must subtract the equivalent amount from your host allowance and return it to the Business Office. If you run out of money while hosting the prospect, do not use your own money or borrow from someone else.

You may not use the entertainment funds to purchase, or otherwise provide the recruit with gifts of value (e.g., souvenirs or clothing). Under no circumstances is money provided by the University to you, as host, to be used in any illegal fashion or to purchase alcoholic beverages.

If complimentary admissions are to be part of the entertainment package, your coach will explain the procedure for obtaining admission for both you and the prospective student-athlete. You should accompany the prospective student-athlete to that event during the prospect's visit to campus. Admission to games will be through the "Players Will Call" Gate or the entrance that normally handles complimentary admissions.

The prospect is not allowed to participate in any athletic activity involving or related to their sport as this would be considered a tryout. You should not allow recruiting conversations to occur, on or off campus, between the prospect and a UH athletics booster. If an unplanned meeting occurs, you may only exchange greetings. Also, you may not use vehicles provided or arranged for by a UH staff member or booster and you may not transport the prospect off-island.

NCAA and UHM rules for hosting a prospective student-athlete will be reviewed with you. In addition, you must sign a form confirming receipt of expense money and stating that you have read and understand these regulations.

As a host, treat the prospective student-athlete with the friendliness which typifies our athletics program. Give them a taste of the distinctive environment at UHM which makes our University so unique.

As a host, do your best to represent the athletics program and the University favorably. On the other hand, your impression regarding the prospective student-athletes you come in contact with is of importance to your coach.

RECOGNITION

Recognition for your outstanding athletic contributions may be in the form of public or media attention, professional recognition or in the form of various awards. Your visibility as a successful student-athlete may also lead to requests from the news media for interviews or statements. As you are recognized for your achievements, remember, you are representing not only yourself but also your team, the athletics program and the UHM.

ATHLETIC AWARDS

In order to receive an athletic award, you must be of amateur standing, eligible for athletic participation, as defined by the NCAA, and must have been representing the University of Hawaii at the time of competition. Additionally, you must meet specific standards in order to be eligible to receive an award.

All award nominations for meritorious service are recommended by your Head Coach, and then approved by the Athletics Director. Consideration is given to your athletic performance, sportsmanship, and observance of rules, as well as other applicable criteria. All awards given comply with NCAA regulations regarding the type and number of awards allowed.

Award Limitations

The NCAA restricts awards that you may receive to items that can be personalized with the institution's insignia or letter, event specification or comparable identification. Permissible awards may include sweaters, jackets, blankets, watches, rings, plaques, etc. Gift certificates, appliances, television sets and other merchandise items that cannot be personalized are not permitted. You may not receive a cash award or an award that can be negotiated for cash. Additionally, the NCAA has strict limitations regarding the dollar value of awards you may accept and who is permitted to offer an award.

As an underclassman (non-senior), the total value of an annual participation award may not exceed \$150 for each sport in which you participate. You may receive multiple awards in a sport, however, the total value cannot exceed \$150. As a senior, multiple awards may be given if the total value of all participation awards given in a sport during an academic year does not exceed \$300. Additional awards are also permissible, such as most improved player, etc. However, each additional award is limited to \$150. Please check with your Head Coach before accepting any award that recognizes your athletic accomplishments.

physical potential with regard to strength, flexibility, speed and endurance, and to help eliminate injuries that result from weak muscular structure. Approach your workout session as an opportunity to improve yourself so you can perform better at your sport.

Weight room rules have been established to ensure your safety. The Strength and Conditioning Coordinator, as well as your coach, will instruct you on the proper use of facility equipment.

If an injury should occur, immediately contact the nearest Strength and Conditioning staff member. An athletic trainer will then be called to evaluate the injury. If the injury is severe, the Student-Health Center or Emergency Room is utilized. Be sure and contact a Strength and Conditioning staff member immediately if you or someone else gets hurt while working out.

WEIGHT ROOM RULES

In the event of a disciplinary problem, the Strength and Conditioning Staff have the authority to eject an athlete from the facilities.

1. Spotters should be used for all near-maximum-effort lifting.
2. Food or drinks are not allowed in the facilities.
3. Tobacco or spitting is not allowed.
4. Shirt and shorts/sweats are mandatory.
5. Athletic shoes are required. Flip-flops, sandals, muddy shoes, and bare feet are not acceptable.
6. All weights and dumbbells must be returned to their proper racks. Weights are not be left on the floor.
7. For your protection, weight belts are provided.
8. Horseplay is not allowed.
9. Student-athletes should check with a member of the Strength and Conditioning staff before starting any strength and conditioning workout.
10. Do not loiter or annoy people who are working out.

Hours of Operation

Hours vary throughout the year. Go to the weight room to check the posted hours. If you would like additional information on the Strength and Conditioning Program, call 956-7882.

STUDENT-ATHLETE FINANCIAL AID

An athletically related grant-in-aid, as well as other forms of financial assistance, may be provided to help you with your University expenses.

GRANT-IN-AID INFORMATION

Varsity teams are provided with a specific number of grants-in-aid (scholarships) in accordance with budgetary restrictions and NCAA regulations. These grants are awarded by the University upon the recommendation of the Head Coach and the approval of the Athletics Director. Grants-in-aid are not reimbursement for services performed but rather are provided to help student-athletes with their educational expenses. An athletic scholarship is restricted to educational expenses such as tuition, fees, room, board and course-related books. Certain circumstances may warrant the award of additional aid to cover summer school expenses. The Head Coach, in conjunction with the Athletics Director or designee, will make these determinations

You may also be eligible to receive up to an additional \$2400 in Pell Grant funds without it affecting your athletic scholarship. For more information on Pell Grants, or if additional grants or student loans are sought outside the Department, please check with the University's Financial Aid Office or the Athletic Student Affairs Director to ensure that the grant or loan being sought is in accordance with NCAA and WAC regulations.

It cannot be stressed often enough that all financial assistance, whether it be in the form of grants, loans or employment during academic terms must be reported to the Financial Aid Office and the Athletic Student Affairs Director. Failure to report all such income could jeopardize your athletic eligibility and/or scholarship.

Procedure for Picking Up Your Financial Aid

If you are receiving cash-in-lieu of room and board, your check may be picked up at the Athletic Student Affairs Office. Your grant-in-aid check may be picked up at the Athletic Student Affairs Office on the first of the month. You are required to sign for your check. If for some reason you are unable to pick up your own check, you must send a written authorization with the person who is to pick up your check. Please note that you do not receive a check unless you are continuously registered as a full-time student.

If you have any questions concerning your financial aid, contact the Athletic Student Affairs Office, 956-6580.

Renewal or Non-Renewal of Athletic Scholarships

Under normal circumstances, renewal of aid for subsequent years is customary; however, NCAA rules forbid any commitment, or guarantee beyond one year. You may receive an athletic scholarship for no more than five years within a six year time frame, beginning with your initial full-time enrollment at any college or junior college.

In the event of a career-ending injury or illness as a result of participation in the UHM athletics program, the Department normally renews the award provided that you agree to perform appropriate alternate tasks within the Department. NCAA rules forbid the guarantee of an automatic renewal.

If you received an athletic scholarship during the preceding school year, and you are still qualified to receive aid and have athletic eligibility remaining, you will be notified before July 1 concerning the status of your scholarship for the upcoming academic year.

Any modification to the original grant may be made only by the Athletics Director or his designee under conditions or situations specified by NCAA legislation. These modifications are reviewed by the Athletic Department Financial Aid Committee consisting of the Associate Athletics Director/SWA, Faculty Athletics Representative and the Director of Student Affairs prior being sent to the Financial Aid Review Authority. Student-athletes are afforded an opportunity for a hearing with the Financial Aid Review Authority if aid is reduced or discontinued for the subsequent year.

SUMMER SCHOOL FINANCIAL AID

The University of Hawaii's Department of Athletics' goal is a 100% graduation rate for its student-athletes. In order to accomplish this mission, student-athletes are encouraged to take summer school in order to reach graduation in a timely manner. The awarding of financial aid for summer school is to be a reward for work well done during the school year and an encouragement to do even better. It should not be perceived as a crutch for poor students to achieve minimum eligibility standards.

In order for student-athletes to receive financial aid for summer school they must be recommended by their head coach. The student-athlete must obtain an application from the Athletic Student Affairs Office.

NCAA Drug-Testing Programs Drugs and Procedures Subject to Restrictions

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used.

1. Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes), is prohibited and any evidence confirming use will be cause for action consistent with that taken for a positive drug test.
2. Local Anesthetics. The NCAA Executive Committee will permit the limited use of local anesthetics under the following conditions.
 - a. That procaine, xylocaine, carbocaine, or any other local anesthetic may be used, but not cocaine.
 - b. That only local or topical injections can be used (i.e., intravenous injections are not permitted).
 - c. That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.
3. Manipulation of Urine Samples. The NCAA Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution, and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration.
4. Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only.
5. Additional Analysis. Drug screening for select nonbanned substances may be conducted for nonpunitive purposes.

Additional information regarding non-therapeutic drugs and testing for championship events can be found in the NCAA's pamphlet, "The NCAA's Drug Testing Program."

STRENGTH AND CONDITIONING PROGRAM

You are encouraged to maintain the best physical condition possible. The Strength and Conditioning Coordinator will put together a conditioning program tailored to your specific needs. The goal of each individualized strength and conditioning program is to assist you in reaching your full

Anabolic steroids

anabolic steroids	dromostanolone	norandrostedione
androstenediol	fluoxymesterone	norethandrolone
androstenedione	mesterolone	oxandrolone
boldenone	methandienone	oxymesterone
clostebol	methenolone	oxymetholone
dehydrochlormethyl-testosterone	methyltestosterone	stanozolol
dehydroepiandrosterone (DHEA)	nandrolone	testosterone ²
dihydrotestosterone (DHT)	norandrostediol	
and related compounds*		
Other anabolic agents:	clenbuterol	

Diuretics

acetazolamide	flumethiazide	quinethazone
bendroflumethiazide	furosemide	spironolactone
benzthiazide	hydrochlorothiazide	triamterene
bumetanide	hydroflumethiazide	trichlormethiazide
chlorothiazide	methylclothiazide	and related compounds*
chlorthalidone	metolazone	
ethacrynic acid	polythiazide	

Street Drugs

heroin (opiates)	marijuana ³	THC (tetrahydrocannabinol) ³
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Peptide Hormones and Analogues

chorionic gonadotrophin (HCG - human chorionic gonadotrophin)	
corticotrophin (ACTH)	growth hormone (HGH, somatotrophin)
*All the respective releasing factors of the above-mentioned substances are banned.	
erythropoietin (EPO)	sermorelin

Definition of positive depends on the following:

¹for caffeine - if the concentration in urine exceeds 15 micrograms/ml

²for testosterone - if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

³for marijuana and THC - if the concentration in the urine of THC metabolic exceeds 15 nanograms/ml

*The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Nutritional supplements are not strictly regulated and may contain substances banned by the NCAA.

POST-ELIGIBILITY AID

Post-eligibility financial aid will be available to all student-athletes who have competed and received athletics aid for at least two seasons at the University of Hawaii, have completed their eligibility to compete in intercollegiate athletics, met all applicable NCAA regulations to receive athletics aid and demonstrate the potential to graduate within the period of the award. Students may receive tuition, fees and books or up to the amount of aid (calculated by equivalency method) that they received during the previous academic year.

Student-athletes must meet NCAA requirements for satisfactory progress and athletics aid as if they were to compete. These requirements are:

1. Student-athletes may receive athletics aid for a maximum of five years within six years after initial enrollment in a collegiate institution.
2. Students entering their fifth year must be officially enrolled in a major and must have completed 75% of the degree requirements in that specific degree program.
3. Applicants must have a minimum cumulative and major GPA of 1.9 and must demonstrate that they are able to attain the minimum GPA required to graduate in their specific degree program within the period of the award. In cases where the GPA is less than that required for graduation at the time of the award, regular progress checks will be taken during the term. In addition, the GPA must improve at the end of the first semester or the award will be subject to termination at that time.
4. Within 30 credits from graduation or show potential to graduate at the end of the period.

Student-athletes enrolled in this program will be required to work in the Athletics Department during the period of their award with time being commensurate with the amount of the award. All students in this program will be put into a work pool. The head coach of their sport may elect to have the student work in their program. If the head coach does not choose this option the student-athlete must apply for and get hired in another unit within the Athletics Department. If the scholarship recipient has special skills and/or would like to work in a certain section within the Athletics Department they may request to work there.

Student-athletes in this program must be enrolled in a minimum of fifteen units per term during the period of the award unless they are in the final semester of their degree program and less than fifteen units are required to complete the degree. In the case of a student-athlete who has less than twelve units left to complete the degree program, the Athletics Department

may elect to pay the cost of the tuition alone but not award housing or meals. In such situations the work requirement would not be enforced.

Each individual must apply for this scholarship assistance. Applications for aid will be reviewed by the UH Athletic Department Financial Aid Committee. Applications for scholarship assistance must be submitted by the applicant to the Athletic Student Affairs Office no later than the specified deadline. The application includes obtaining a recommendation from the Head Coach and a list of courses to be taken within each term of the award verified by your academic unit.

OTHER FINANCIAL AID

Like many students at the University, you may find that you need financial assistance in order to assist you with your education. Unlike other students, such assistance must not conflict with your grant-in-aid. What this means is, that any additional financial assistance should not exceed a full scholarship equivalency.

Additional Financial Assistance

Any additional financial assistance, such as outside grants and loans, that you receive must be in accordance with WAC and NCAA rules and regulations, and must be reported annually. Therefore, if you are on an athletic scholarship, it is important that you check with your coach and the Athletic Student Affairs Coordinator before accepting additional aid. Your combined aid amount may not exceed a full scholarship equivalency and additional financial assistance may count toward team scholarship limitations as established by the NCAA.

If additional funds are needed, personnel in the University's Financial Aid Office will help you investigate the possibility of long term student loans or federal grants, as well as assist you with the application process. Again, if assistance is sought, be sure that the personnel in the Financial Aid Office know you are a scholarship student-athlete. Before any other form of aid is accepted, you should discuss it with your coach or the Athletic Student Affairs Coordinator.

Pell Grants

The Department of Athletics encourages all student-athletes to apply for federal funds. You may qualify as a recipient of both an athletic scholarship and federal funds in the form of a Pell Grant. Such grants are based on financial need. This money may not only supplement the funds of those

- The second positive test requires a medical evaluation and a 30 day suspension from all intercollegiate athletics participation.
- The third positive test requires a medical evaluation and a one year suspension from all intercollegiate athletics participation.

Be aware that it is considered a "positive test result" if you fail to give a urine sample.

Following a positive test the student-athlete must complete a physical examination along with a substance abuse assessment and actively participate in drug assessment, counseling and/or a treatment program designated by the University medical representatives. Following a suspension the student-athlete must be medically released in order to return to practice. Failure to participate in the specified program will result in continuation of the suspension. Positive test results may also result in the loss or non-renewal of your athletic grant-in-aid.

Notification Procedure

If you test positive for drug use, you will promptly be given written notification. You may, within 72 hours of the receipt of this notification, request a meeting with the Associate Director of Athletics to discuss the situation, to review the testing procedures used, and to provide any pertinent facts or mitigating circumstances, including medical justification for the use of a prohibited substance.

All requests for a meeting must be in writing. A meeting with the Associate Director of Athletics will occur as soon as is reasonably possible following the written request. The consequences imposed and set forth in the written notification, take place 72 hours after the delivery of the notice, if you have not requested a meeting with the Associate Director of Athletics. If a meeting does take place and it is decided that the results were based on a defective testing procedure or that the positive test was otherwise improper, no record of the positive test results will be kept.

NCAA Banned Drugs List

Stimulants

amiphenazole	doxapram	phendimetrazine
amphetamine	ephedrine	phenmetrazine
bemigrade	ethamivan	phentermine
benzphetamine	ethylamphetamine	phenylpropanolamine (PPA)
bromantan	fencamfamine	picrotoxine
caffeine ¹	meclofenoxate	pipradol
chlorphentermine	methamphetamine	prolintane
cocaine	methylene-dioxymethamphetamine (MDMA) (Ecstasy)	
cropropamide	methylphenidate	strychnine
crothetamide	nikethamide	and related compounds*
diethylpropion	pemoline	
dimethylamphetamine	pentetrazol	

Purpose of Drug Testing

Drug testing is done to ensure that you are medically competent to participate in intercollegiate athletics and to minimize your risk of being injured. While the Department makes every effort to educate you concerning the dangers of drug abuse, drug testing is done not only to give you an additional reason to say "no", but also to identify any student-athlete who is using prohibited substances.

If you are found to be using a drug on the NCAA Banned Drugs List, you will be counseled as to the effects not only on you but also on your team members. You are required to participate in drug assessment, education, counseling, and/or treatment as directed by the Athletics Department Medical Staff.

Drug Testing

Prior to testing, a drug education presentation is made to each intercollegiate athletic squad. A copy of the Drug Testing Program is given to you at this time. If you are under the age of 18, a copy is also mailed to your parents.

You are then asked to sign an "Agreement, Consent, and Receipt" form. If you are under 18 years of age, your parent or legal guardian's signature will be required. This form states that you understand the drug testing program and voluntarily consent to submit to testing for prohibited substances. This is also a consent for release of information to a limited number of people responsible for the administration of this program.

You will be asked to fill out a chain of custody form confirming that all procedures were properly followed during the testing procedure.

Drug testing is done during pre-season physical examinations for new student-athletes. Thereafter, testing may be whenever "reasonable suspicion" exists that a student-athlete may be using illegal drugs. Every effort is made to insure the integrity and confidentiality of the testing process.

You should feel free to raise any concerns you might have with the drug testing program. However, if you choose not to sign the consent form or complete the drug testing, you will not be cleared to participate in intercollegiate athletics practice or competition.

Results of Positive Drug Tests

If you test positive for an illegal or NCAA banned substance (see pages 40-42), you are subject to the following consequences:

- The first positive test the student-athlete may be withheld from all intercollegiate athletics competition and/or practice if their continued participation may represent a health and safety risk to the student-athlete and/or others as determined by medical evaluation and substance abuse assessment.

student-athletes on partial scholarship, but may also entitle those on full scholarships to additional funds.

Presently, you are allowed to receive up to an additional \$2400 in Pell Grant funds without affecting your athletic scholarship. For additional information on Pell Grants contact the Financial Aid Office.

Special Assistance Fund for Student-Athletes

In 1991, the NCAA established the Special Assistance Fund for Student-Athletes to assist student-athletes with special financial needs. If you are receiving a Pell Grant, you are eligible to receive funds for course supplies, clothing and shoes. Also, assistance with medical expenses, dental expenses, hearing aids, vision therapy, off-campus psychological counseling and travel expenses for family emergencies is available. Student-athletes who are not eligible to receive Pell Grant (eg: foreign students) who can show financial need may also qualify for this fund. If you are interested in applying for this fund, please see the Compliance Office for an application and details.

Student-Athlete Opportunity Fund

In 2003, the NCAA established the Student-Athlete Opportunity Fund to provide direct benefits to student-athletes or their families in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. All student-athletes, including international, are eligible to receive benefits from this fund. If you are interested in more details about this fund, please go to the Student Affairs Office.

ILLEGAL BENEFITS

Illegal aid is a topic that should concern every student-athlete, as it constitutes a serious violation of NCAA rules. If you accept illegal aid, you may lose your eligibility, your scholarship and your right to compete in intercollegiate athletics.

A main problem is most student-athletes think of illegal benefits only in terms of accepting gifts or money. While certainly there are forms of an illegal extra benefits, you also may not:

- Receive more than the allotted number of complimentary admissions
- Sell complimentary admissions at any price
- Receive material or financial benefits that are not available to the general student body

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

UNIVERSITY CHARGES NOT PAID BY THE DEPARTMENT OF ATHLETICS

There are always questions about what expenses are covered when a student-athlete is on full scholarship. Tuition and fees, the loan of required books, room and board are covered.

Some of the types of charges that the Department is not allowed to pay per NCAA rules and regulations are as follows:

- Admission and Housing application fees
- Phone charges or use of the telephone in the Athletic Department
- Cost of treatment for non-athletically related injuries
- "Consumable university charges," which can be anything from lab fees for breakage to non-required field trips.
- Library fines
- Fines for damage to University property, including your dorm room
- Key deposits or replacement of a lost Residence Hall key
- Replacement costs for a lost Student I.D.
- School supplies such as dictionaries, reference books, pens, notebooks, paper, art supplies etc.
- Vehicle Registration fee
- Parking passes or fines
- Xeroxing Services

STUDENT-ATHLETE EMPLOYMENT

According to NCAA regulations, a student-athlete must declare all income earned through employment during the academic year. Failure to disclose any and all earnings will affect your opportunity to participate in intercollegiate athletics .

DRUG EDUCATION, COUNSELING AND TESTING PROGRAM

Due to the physical demands of intercollegiate athletics competition, and the potential physical and emotional damage that can result from illegal drug use, UHM athletic administration and coaching staff condemn the use of any illegal chemicals which endanger the safety and health of their student-athletes. Because of the Department's concern for your health and well-being, as well as for the integrity of the intercollegiate athletics program, a drug testing program has been implemented.

In today's climate of drug abuse and misinformation, the staff of the Department of Athletics makes every effort to educate you concerning the dangers of substance abuse. With this in mind, a comprehensive drug education program has been designed to address all aspects of substance use and abuse through education, testing, and counseling.

If you or a friend are using drugs and would like help, please contact one of the following people who are part of our drug counseling network:

Gwen Barros R.N	956-8965	Melody Toth	956-8079
Alan Hawk	956-7927	Dr. Andy Nichols	956-6594
Lena Osher	956-7927		

They can help channel you to professionals who will be able to assist you in obtaining the help you need. All conversations are strictly confidential. Here are some additional resources that are available to you for assistance or referral:

UHM Student Counseling Center	956-7927
UH Substance Abuse Prevention & Educ. Office	956-3453
Al-Anon	948-2666
Alcoholics Anonymous	946-1438
ASK-2000	211
DASH (Drug Addiction Services of Hawaii)	538-0704
Narcotics Anonymous Helpline	734-4357
Salvation Army Treatment Center	595-6371

Drug Education

The Department is committed to making every effort to prevent the use of illegal drugs by its student-athletes. Therefore, you are required to attend a presentation by Departmental staff each time drug testing procedures are administered. Additionally, you must enroll in and successfully complete KLS 384, a class focusing on the identification of substances used by people to modify their mood or behavior. In addition, the Department will conduct a drug and alcohol education program once a semester. This workshop is intended to raise the awareness of student-athletes as well as educate those students who may transfer midyear.

Corrective Lenses

The Department does not routinely furnish corrective lenses to student-athletes. However, corrective lenses may be provided if it is determined by the Team Physician that they are needed for intercollegiate athletics participation.

INSURANCE COVERAGE

The Department of Athletics purchases insurance to cover you against injury occurring in the practice or play of your sport. Coverage applies to the athletic program, and its activities - not to the individual athlete. Accordingly, if you are hurt in the dorm, or in an other than University sponsored practice, you will not be covered by the athletic policy. Additionally, our policy does not cover a sickness or illness, unless the illness is stress related and directly caused by an athletic activity.

The insurance program provides coverage on an excess basis. Excess coverage is purchased by the vast majority of universities and is a type of policy which helps bear the expense of insurance and allows us to budget more for actual athletic activities. Under excess coverage, all bills must be submitted to your personal insurance, or your parent's insurance (if you are covered as a dependent). The University policy then covers deductible and co-insurance amounts. You will receive an Insurance Questionnaire form, which must be completed prior to the opening of practice, or you will not be permitted to participate. You also should be aware if your coverage requires pre-certification or a referral from a primary provider, so you do not disqualify any treatment for reimbursement. The Athletic Department also purchases coverage against a catastrophic injury, which policy includes disability benefits for an athlete sustaining a serious injury. Additional details are available from the athletic office.

It is recommended that if you do not have hospitalization and accident coverage through a family policy that you should purchase the health insurance policy offered through the University of Hawaii for its student body to cover non-athletically related injuries and illnesses. This is generally reasonable coverage for a competitively bid based program.

All student-athletes are required to complete an Insurance Questionnaire Form which requires a parent's signature if the student-athlete is not covered as a dependent. Also, all student-athletes are required to sign the "Acknowledgment of Risks and Release of Responsibility" forms and "Medical Consent Form" before participating in intercollegiate athletics.

If you or your parents have any questions concerning insurance coverage, please feel free to call an Athletic Trainer at 956-7144 (men's) or 956-8079 (women's) or the Athletic Business Office at 956-6505.

If you are a partial scholarship athlete, you may earn income through employment during the academic year only up to the amount of the difference between a full scholarship and the partial scholarship you are receiving. If you work in the Athletic Department or an athletic representative arranges for your job, your earnings will count towards your team's scholarship limit up to the amount of a full scholarship. Follow the guidelines for a full scholarship athlete for any amount over a full scholarship.

If you are a full scholarship athlete (equivalency of 1.0), you may earn through employment during the academic year up to the amount of \$2,000. You must be in your second year at UHM and academically eligible to compete. This amount will NOT count towards your scholarship limit or your team's scholarship limit. You may have an athletic representative arrange for your job.

Each academic year, you will be required to complete a Statement of Financial Earnings at the NCAA meeting. If you plan to work during the academic year, you are required to complete employment earnings forms with the Athletic Student Affairs Coordinator. You must report your income on a monthly basis or you may place your scholarship and eligibility in jeopardy.

Tax Law Related to Athletic Scholarships

Student-athletes are responsible for a variety of sources of taxable income according to the Internal Revenue Service. Be sure to check with a tax advisor whether or not the following items must be reported in your situation:

1. The value of travel for official visits in the recruiting process (including air transportation, lodging, meals and entertainment).
2. Expenses paid for travel to receive an award.
3. The portion of an athletics scholarship including room and board. (The portion of an athletics scholarship covering tuition, books and fees is not taxable.)

NON-SCHOLARSHIP ATHLETES

Once you have been cleared to practice and compete, you receive all the Training Room injury prevention and treatment benefits available to any student-athlete. Athletic fitness facilities are also available for your use, as well as academic support benefits. As a "walk-on" athlete, you must meet the same requirements and are entitled to the same letter awards as any scholarship athlete. At your Head Coach's recommendation, you may also receive a WAC Conference, NCAA Play-off or National Championship award.

YOUR PHYSICAL WELFARE

Because your physical well-being is essential to your success, both as a student and as an athlete, the Department of Athletics feels a strong responsibility to help you reach and maintain your optimum health.

MEDICAL CARE

Even the most efficient program for the prevention of athletic injuries is not fool proof. For this reason the University of Hawaii offers an extensive sports medicine program. The program's goals are to prevent injuries whenever possible, and to have a rehabilitation program when necessary. The Training Room Staff has a personal interest in you and your well being. In order to best serve you, it is vital that you report all injuries and illnesses to the Training Room Staff as soon as possible.

Through the Team Physician and the Athletic Training Staff, you are guaranteed complete medical coverage for the treatment of sports-related injuries and illnesses.

It is important that whenever possible you report in the morning to the Training Room for care. Also Athletic Trainers may be reached 24 hours a day for emergency situations.

Most athletic events at the University of Hawaii are covered by an Athletic Trainer. He or she will supervise your team's health care. They would like to consult with you about all aspects of your health care (e.g., prevention, first aid, injury management, rehabilitation, illness, and other health concerns), so that they can assist you in acquiring the best, most efficient health care.

The Training Room staff can assist you best if you keep them informed of problems when they occur. Again, when a problem does occur, contact one of the Training Room staff members immediately. If they are unavailable, any staff member will assist you. Failure to report an injury may lead to your having to assume financial responsibility for any associated medical expenses.

Physical Examinations

The University requires all incoming freshmen and transfer students to undergo a physical evaluation and examination before participating in the intercollegiate sports program. A completed record of the physical must be on file at the Training Room.

16. The Training Rooms are co-ed. Please wear appropriate clothing.
17. No football or multi-cleated shoes of any kind are to be worn in the Training Room.
18. No supplies should be removed from the Training Room without the Athletic Trainer's permission.
19. The Training Room phones are for business use only. Please do not ask the Athletic Trainers for the use of the phone.
20. Student Trainers should be treated as any regular staff member.
21. Injuries not sustained during team functions are not the responsibility of UHM Department of Athletics.

An Athletic Trainer is available 24 hours a day. If you have a problem which you feel needs attention, check with a Student Trainer or call the Head Athletic Trainer.

MEDICAL EXPENSES

You must report any athletically related illness or injury to your team's Athletic Trainer or the Team Physician before the Department of Athletics can assist you with any associated medical expenses. Coverage provided by the Department must be in compliance with NCAA regulations. The Department or its insurance carrier is not allowed to pay for injuries that are not the direct result of practice, competition or travel to competition in your UHM sport.

Unless the Team Physician recommends otherwise, the Training Room and the Student Health Center are to be utilized for all treatment. All medical bills and prescription expenses must be approved for payment by the Team Physician in accordance with Department of Athletics and NCAA regulations.

The Department of Athletics does not assume any financial responsibility for medical treatment obtained without a written referral from the Team Physician. If a second opinion is requested, it must be authorized by the Team Physician if it is to be paid for by the Department of Athletics.

Dental Care

Each student-athlete is responsible for his or her own dental care unless the need for such care is the result of an athletically related injury. Dental injuries received during formal practice or competition are covered. If a mouthpiece was provided for your sport, it must have been worn at the time of the injury if the Department is to accept financial responsibility. All dental injuries should be reported to the Training Room Staff as soon as possible.

4. You are responsible for getting your taping or treatments done in time for all meetings and practices. Sign in for each treatment.
5. All treatments given after practice are only administered after showers. You must use your own white towel for treatment.
6. Injured players will report to each practice session. There is no excuse for missing a meeting or practice unless it is an emergency. Injuries requiring missed practice time must be excused by the Team Physician, Head Athletic Trainer, or Assistant Athletic Trainer.
7. Do not leave a drill or the practice field without the permission of your coach or Athletic Trainer. The practice field is your classroom, a place for you to work and learn. The Athletic Trainer will notify your coach if you are out.
8. Never apply heat to any injury. The Athletic Trainer will decide if heat is needed. If you want to do something for your injury, apply ice, mild compression and elevate the injured area. Ice is for treatment only. It should not be eaten or used in drinks.
9. Continue all treatment until the medical staff decides they are no longer needed. Do not stop treatments just because it feels better.
10. You should consider having your ankles taped or wrapped prior to each practice or game. If you are required to have taping done during the season, you must shave your ankles.
11. Do Not handle any of the treatment modalities. If misused, they can be dangerous! All treatments are administered by the Training Room Staff.
12. You are to use the Training Room for treatment only. No team meetings or study halls are allowed. The Training Room is not a club. The only reason to be in the Training Room is if you have business with the Athletic Trainer.
13. No interviews are permitted in the Training Room
14. Abusive behavior or language is not tolerated.
15. The Training Room is the medical center of the Department of Athletics. Help keep this area clean and orderly. No food or drinks are allowed in the Training Room.

All student-athletes are asked to complete a Medical History Information Form describing previous injuries and their past medical history. If you have sustained injuries to the head, neck, back, shoulder, knee, ankle or internal organs, or if you have, in the year prior to becoming a team candidate, had fractures, dislocations, severe sprains, surgery or any other major health related problem, you are required to note this on the information card. This information will be reported to the Team Physician and Athletic Department. The Department cannot be responsible for any pre-existing injury.

Additionally, each year prior to competing in intercollegiate athletics, you must pass a physical examination and drug screening administered by the designated Team Physician and Training Room Staff. At this time your medical history is reviewed and updated, and you are given a physical examination before one of the Team Physicians may certify you as fit to practice and compete.

Treatment of Athletically Related Injuries and Illnesses

You must report all injuries or illnesses that might interfere with your ability to practice or participate in your sport to the Training Room Staff or Team Physician. You should see your team's Athletic Trainer as soon as possible after an injury occurs. At that time, an evaluation is performed to determine the extent of your injury and your ability to practice or compete that day. If necessary, an outside medical referral is made at this time. While the Training Room is only allowed, per NCAA regulations, to treat athletically related injuries, it is important that they be notified of any injury or illness that might affect your sports participation.

All injuries and illnesses should be reported to the Training Room Staff before 10 a.m. Additionally, you should report the problem to your Head Coach or Position Coach. Should an injury occur when the Team Physician or a member of Training Room staff is present, the injury should be evaluated before you continue to practice or play.

Directions given by the Team Physician or your team's Athletic Trainer should be followed. You should practice and play only with the approval of the Team Physician if you are under his care. Treatment should be continued until the Team Physician or Training Room Staff determines that no further treatment is required. If you are unable to keep a doctor's or trainer's appointment, be sure to call and cancel.

Referrals

Referrals can only be made by your Team Physician or by a Head or Assistant Athletic Trainer. If you go to an outside Physician for a second opinion without the Team Physician's or Head Athletic Trainer's approval, you are responsible for all bills incurred.

Emergency Treatment

If there is a life threatening situation after hours (e.g., difficulty with breathing or heart function, severe uncontrolled bleeding, neck or back injuries, etc.), these problems should be referred immediately to the Oahu Emergency Service, phone 911. An Athletic Trainer should then be notified as soon as possible. For emergencies of a less serious nature, contact your Athletic Trainer or go to the Queen's Medical Center at 1301 Punchbowl Street. If an emergency occurs at an away game, contact the Athletic Trainer or your coach.

Rehabilitation Care

If a physician recommends that you start a treatment or rehabilitation program, then you are referred to an Athletic Trainer. All referrals are made on an individual basis, and each program is designed to help you reach the goals established in your treatment or rehabilitation plan.

As part of the initial rehabilitative process, the Training Room staff evaluates the problem and designs a rehabilitation program for you. It is your responsibility to comply with all instructions in order to promote a quick recovery. Your treatments will be scheduled around your class and practice times.

If you have injuries requiring supportive devices, including casting, taping and wrapping, you should consult with the Team Physician or Athletic Trainer assigned to your team to see when or if use of the device may be discontinued. All required taping will be done at one of the Training Rooms on campus before practice or games or after treatments.

Preventive Taping, Wrapping or Bracing

After consultation by the Training Room staff with your Head Coach, a program with regard to preventive taping is established for each sports team. If you are not sure of your team's policy, ask the Athletic Trainer staff member assigned to your team.

Training Rooms

UHM has three well staffed and equipped Training Room facilities available to student-athletes. The main Makai Training Room is located in the Athletic Complex, Room 136. Additionally, there is a Training Room for baseball, located at Rainbow Stadium, Room 106. The Mauka Training room is located in the Women's Locker Complex.

The Training rooms operate on a walk-in, first-come, first-served, basis. Appointments can also be scheduled with any staff member as needed. The hours for the Makai Training Room vary according to season. However, hours are posted on the Training Room doors. For additional information on general Training services, call 956-7144 or, for specific information on the Training Room at Rainbow Stadium, call 956-9815. The Mauka Training Room hours vary according to season. However, hours are posted on the Training Room doors. For additional information, call 956-8079.

Training Room Rules

Good personal habits help protect you against injury and illness. Get eight hours of sleep. Eat three meals a day. Use common sense in all your activities. Keep yourself in top physical condition both during your playing season and in off season. Your chances of being injured are greatly reduced when you are strong, flexible and in good condition.

The following is a list of rules that must be adhered to if the Training Room is to be effective in its role of prevention, treatment and rehabilitation of athletic injuries. You are expected to abide by all established Training Room rules. Disciplinary action will be taken when violations occur.

1. Training Rooms are open during specified times of the day. These times are posted on the Training Room doors.
2. The Training Room operates on a first-come, first-served basis. Come early if you want to avoid the rush. Remember, you are never late for practice because you were detained in the Training Room; you simply didn't get to the Training Room early enough.
3. Report all injuries immediately regardless of how minor or insignificant you may think they are. New injuries or illnesses must be reported before 10:00 a.m. the following day in order for the trainers to report the prognosis to your coaching staff.