

Duke
University
Student-Athlete
Handbook



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Introduction

This handbook is designed to provide varsity student-athletes with information concerning policies of Duke University and of the Duke University Athletic Association (DUAA). It is not intended as a substitute for other important university publications such as the First Semester Registration Workbook, The Bulletin of Undergraduate Instruction, the Bulletin of Information and Regulations, or T-Reqs (<http://trinity.duke.edu/undergraduate/academic-policies>). Therefore, it does not duplicate much of this information and should be regarded and used accordingly.

The most important thing to remember is that help of all kinds – academic, social, athletic, health related – is available if you need it. If you cannot find the answers to your questions in these books, ask your dean, ask your RA, ask your coach. Many services are available to you at Duke; use them.

Mission Statement for Intercollegiate Athletics

The University endeavors to provide a program of intercollegiate athletics from which participating students can derive all the benefits that participation in competitive sport confers. The goal of the intercollegiate program is the same as that of the University's academic programs: excellence. In this context, excellence includes commitment to the physical and emotional well-being, and social development of student-athletes as well as to the development of their sense of citizenship, dedication to sportsmanship and fair play, the development of individual and team skills, the exertion of best effort, the will to win, and general conduct that brings credit to the University and is a source of pride and enthusiasm for all members of the Duke community.

The measure of “excellence” when applied to intercollegiate athletics means also a level of performance that frequently will produce winning seasons and the realistic opportunity to compete for team or individual championships. It requires that students engaged in intercollegiate athletics be students first, that they be admitted according to this criterion, that they progress satisfactorily towards a degree, and that their attrition and graduation rates as student-athletes are not significantly different from those of non-athletes.

Duke's intercollegiate program shall be composed of nationally and regionally recognized sports that satisfy the following criteria: they meet the needs, interests, and abilities of male and female student students; they provide adequate institutional collateral benefits; they reflect due regard for the athletic traditions of Duke University as well as future promise; they fall within Duke's ability to provide appropriate facilities; they geographically allow Duke to schedule conveniently and competitively; and they fall within financial capabilities of Duke University to fund adequately.

The mission of the athletics program, ultimately, is that of Duke itself: “to engage the mind, to elevate the spirit, and stimulate the best effort of all who are associated with the University.”

Ethical Standards of the Department of Athletics

The Duke University Department of Athletics has a long tradition of striving for distinction in athletic competition, in academic pursuits, and in community involvement. As student-athletes, coaches, and staff of the department of athletics, we affirm our commitment to continuing and enhancing this tradition.

In the pursuit of this distinction, we affirm our commitment to integrity in all that we do and to respect for ourselves, for others, and for the University. We affirm that the decisions we make and the behaviors we choose will be informed and guided by integrity and respect at all times.

As members of a community of scholars and learners, we affirm our commitment to the principles and values expressed in the Duke Community Standard – The honor code to which all undergraduates pledge themselves – and the policies derived from it.

We recognize that as student-athletes, our public words and actions may reflect not only on ourselves, but on our families, teammates, former teammates, and our University. As student-athletes, we will endeavor to model good sportsmanship and positive values to young people.

As members of the Duke and Durham communities, we will foster respect for others, regardless of race, ethnicity, sexual orientation, gender, or any other classification protected by law.

We affirm our commitment to the Ethical Standards of the Department of Athletics: good sportsmanship, taking responsibility for our actions, conducting ourselves in an ethical manner in our relationship with others, and making well-considered choices in representing ourselves, our families, our teams, and our University.

Academic Advising

Academic Advising may be the most important form of assistance you receive as an undergraduate. This is especially true early in your career when you may be less sure of the academic direction you want to take and know little about requirements, courses, and the curriculum in general. When you arrive at Duke, your official academic advisor is the faculty/staff member to whom you are assigned during first-year orientation. When you declare a major you will then be assigned an advisor in your major department. You must consult with this advisor during each registration period or you will not be cleared to register.

The Academic Advising Center and Your Academic Dean

No Duke student in Trinity College may declare a major before the end of the freshman year; your major must be declared, however, before Spring Break of the sophomore year. Your assigned Academic Dean can assist you with issues related to late drop/adds, illness, excused absences, exam schedules, and graduation audits.

DUAA Academic Advising

The academic coordinators in the Athletics Department should be regarded as preliminary and unofficial academic advisors. Most students have found that the best way to navigate registration is to consult with the academic support coordinators before meeting with their official academic advisor, but remember that this meeting does not excuse you from your official advising conference.

On-Line Registration

All Registration and course changes (drop-add) are completed on-line using the DukeHub. In order to register, you must have been cleared to enroll by your faculty/staff advisor during your advising conference.

The procedures for registration through DukeHub are outlined in the Official Schedule of Courses which is available on-line at www.registrar.duke.edu.

Tutoring

DUAA tutoring is available for any student-athlete, free of charge. A student in need of tutoring should first visit with his or her faculty member during office hours and then seek direction from his or her academic coordinator. Regular class attendance and diligent study habits must be verified before tutoring is granted.

Textbook Policy

Student-Athletes who receive required textbooks as part of their athletic financial aid package should see their athletic academic coordinator. Coordinators will either order the necessary textbooks on-line or provide a requisition form to the student. The textbook requisition form should be delivered to the bookstore and presented to the employee at the cash register with the desired textbooks. Purchase only those materials for the course that are specifically authorized on the form. "Optional" textbooks are not covered by your athletic scholarship, unless you gain prior permission. Any unauthorized purchases will be added to your bursar's bill. Any unauthorized purchases may cause you to lose your textbook privileges for future semesters and may be referred to the university Student Conduct Office.

If a particular course requires you to buy books from a source outside the university, contact the academic support office for appropriate procedures.

Take care of your textbooks. You will have to replace any lost or stolen books. If you are taking a sequence of courses that uses the same books (e.g. Spanish 101 and Spanish 102; Math 105 and Math 106) keep your books at the end of the first semester. DUAA will not buy you the same book twice.

You are not required to return your books at the end of the term.

Financial Aid

Institutional aid received by student-athletes generally falls into one of three categories: full athletics grant-in-aid, partial athletics grant-in-aid, and need-based, non-athletics institutional aid.

Period of Award

Student-athletes' grants-in-aid will not be terminated for medical reasons or for reasons associated with athletics performance. However, the University may revoke your scholarship if you render yourself academically ineligible for athletics competition, falsify information on your application or letter of intent, fail to follow the rules established for your sport, engage in inappropriate or illegal activity including failure to adhere to the student-athlete drug policy. Should a student-athlete voluntarily withdraw from the team, his/her athletics scholarship will be terminated immediately and will not be renewed for future terms. The athletics department may recommend that a scholarship not be renewed if a student-athlete (and/or his/her family) and the department have previously agreed that the scholarship would be in effect at a given level only for a specific time period.

Employment

Earnings from employment are permissible, provided the following regulations are met:

- The student-athlete's compensation does not include any remuneration for value or utility that he/she may have for the employer because of the publicity, reputation, fame, or personal following that he/she has obtained because of athletics ability;
- The student-athlete is compensated only for work actually performed; and
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

Student-athletes who are employed during the academic year must notify the Compliance Office of their employment through completion of the Student-Athlete Employment Form on Teamworks. Student-athletes who are employed over a summer break should report their employment when completing beginning-of-year paperwork in July/August.

Pell Grant

Student-Athletes who qualify for the Federal Pell Grant are permitted to retain these funds, as they are not subject to financial aid limitations. To apply for a Pell Grant, student-athletes must complete the Free Application for Federal Student Aid (FAFSA). More information can be obtained from the Office of Financial Aid (919-684-6225).

Student Assistance Fund

The Student Assistance Fund, administered by the ACC, can provide additional assistance to student-athletes for medical or dental bills, emergency travel, clothing, academic supplies, and other items. Applications for access to this fund are coordinated by the Duke Athletics Business Office.

Hazing

Hazing is a serious infraction of university regulations. The potential for hazing typically arises as part of a student's introduction to or initiation into an organization (fraternity, sorority, athletic team, or other group) in which there is often a perceived or real power differential between members of the organization and those newly joining it.

Hazing Defined

Hazing is defined as any action taken or situation created, whether on or off university premises, that is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, regardless of an individual's willingness to participate or its bearing on his/her membership status. Such activities and situations include, but are not limited to:

Level I Violations

- marching in line
- road trips
- wearing apparel which is conspicuous and not normally in good taste, and/or inappropriate for the time of year
- calisthenics
- line-ups
- pledge/signature books
- periods of silence
- standing for a length of time
- personal servitude
- activities that would not normally construe hazing but because of time, place, or manner make them inappropriate

Level II Violations

- sleep deprivation or interruption of consecutive sleep hours
- expected or forced consumption of food, drink (including alcohol), or other substance
- acts of humiliation or degradation (including streaking or wearing degrading or humiliating apparel)
- restrictions on eating or bathing
- acts that disrupt academic instruction or learning of others
- interruption of or interference with academic commitments

Level III Violations

- branding
- paddling in any form
- compromising (sexual) situations

Both individuals and groups may be held accountable under this policy. The action of even one member of a group may result in both individual and group responsibility. The following questions can help individuals/groups assess the appropriateness of an activity:

- Does the activity promote and conform to the ideals, values, and mission of both the university and organization?
- Is it an activity that all members (current and initiates) engage in together?
- Would the group's advisor, the national headquarters of a fraternity/sorority, and/or other university officials approve of the activity?
- Will this activity increase new members' respect for the group and all members of the group?
- Is the activity free of mental anguish or physical discomfort?
- Does the activity have inherent value in and of itself?

[Adapted from the Fraternity Executive Association, the North American Interfraternity Conference, Inc., and Washington University.]

Any individual or group found responsible for hazing will be subject to sanctions outlined in the disciplinary process, including, but not limited to disciplinary probation, social suspension, suspension of charter, restrictions on member recruitment and/or group activity, removal of the individual from the group, loss of housing privileges, and suspension or expulsion. Sanctioning will increase with the level of violation and any previous hazing violations. (Levels of violation listed above are guidelines only and may change given particular circumstances of a violation.) Students should also be aware that hazing is a misdemeanor under North Carolina state law.

Acts or potential acts of hazing may be reported to the Office of Student Conduct (919-684-6938) or Duke Police (911 or 919-684-2444). In addition, concerns may be reported confidentially via voicemail to the university's Hazing Hotline at 919-684-5766. Maintaining the confidentiality of the source is possible, but may limit the extent of action that can be taken.

North Carolina state law on hazing (N.C.G.S. § 14-35):

It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor.

This policy can be viewed at:

<http://studentaffairs.duke.edu/conduct/z-policies/hazing>

Discrimination and Harassment Policy

Unlawful harassment of any individual for any reason is not acceptable at Duke University. Harassment is a form of prohibited discrimination and may arise in situations unique to a given interpersonal relationship or in actions rooted in an attitude toward a group. Sexual harassment is perhaps the most commonly understood form of harassment, but it is important to note that harassment on any demographic basis—including age, color, disability, national origin, sex, gender identity, race, religion, class, institutional status, or sexual orientation—also occurs and is expressly forbidden. Abuse of the relationship between teacher and student, or provider and patient, is of particular concern because of the educational and health care missions of Duke University. In all cases, harassment undermines the University's commitments to excellence and to respect for the dignity and worth of all individuals.

Administrative responsibility for implementing the Duke University Harassment Policy rests with the Office for Institutional Equity (OIE). The Office for Institutional Equity is located in the Smith Warehouse, 114 S. Buchanan Blvd., Bay 8, Box 90012, Durham, North Carolina 27708. You can contact the OIE by telephone at (919) 684-8222.

Discrimination and Harassment Policy and Procedures:

https://web.duke.edu/equity/resources/documents/harassment_policy_and_procedures.pdf

<https://web.duke.edu/equity/harassment.html>

Note: If you are a Duke undergraduate, graduate or professional student, the Duke University Sexual Misconduct Policy is applicable in cases involving student peer-to-peer physical sexual misconduct. This policy is administered by the Duke University Office of Student Conduct, 200 Crowell Hall, (919) 684-6938, conduct@duke.edu. This policy can be viewed at:

<http://studentaffairs.duke.edu/conduct/z-policies/student-sexual-misconduct-policy-dukes-commitment-title-ix>

Alcohol Policy

Duke University Policy:

As a community of scholars and learners, Duke University expects those within its community to be responsible with the use of alcohol. This policy shall guide the role of alcohol everywhere on the Duke campus and at all events sponsored by Duke Organizations, schools, or administrative units. Students, staff, and faculty members are encouraged to learn about the social, physiological, and psychological consequences of drinking and alcohol abuse. Excessive and high-risk drinking can lead to negative consequences for the Duke community, including assault, illness, injury, litter, noise, property damage, and driving under the influence. All members of the Duke community share responsibility for creating an environment that limits dangerous drinking behaviors and, therefore, reduces the likelihood of these negative outcomes.

The following shall guide the role of alcohol in the Duke community:

All possession, consumption, and distribution of alcohol at Duke University shall be in accordance with applicable North Carolina state laws.

Members of the Duke community are responsible for behaving in a manner that is not disruptive or endangering to themselves or others. Being under the influence of alcohol shall not be a mitigating factor for an individual's behavior.

When persons under 21 years of age can reasonably be expected to be present at an event, proper precautions must be taken to restrict distribution and consumption of alcohol to persons of legal drinking age. Student organizations shall also adhere to the specific guidelines for events outlined in [*The Duke Community Standard in Practice: A Guide for Undergraduates*](#) or the [Graduate and Professional Student Alcohol Policy](#).

Advertising or other communication that references the availability of alcohol at a function may neither promote alcohol as the focus of the event nor promote excessive drinking.

Each community (e.g., Undergraduate, Fuqua, Law) may establish additional guidelines and policies governing the possession, consumption, and distribution of alcohol that reach beyond these minimal expectations. Violations of policies shall be adjudicated using existing procedures within each segment of the university.

Undergraduate Policy:

The remainder of this policy, specifically for undergraduates, augments Duke's university-wide alcohol policy. For individuals as well as groups, whether on campus or off, prohibited behavior includes:

- underage possession/consumption;
- unsafe/irresponsible behavior;
- violation of community expectations;
- general provisions violation; and
- violation(s) of expectations for group-sponsored social functions.

Sanctions for violations of any of these prohibited behaviors are outlined [here](#). Parents of students under the age of 21 may be notified of alcohol-related disciplinary violations when a student's health or safety has been/is at risk.

Underage Possession/Consumption

Students under 21 years of age are not permitted to purchase, possess, or consume alcoholic beverages. Being under the influence of any amount of alcohol while underage is considered a violation of this provision. Groups are considered in violation of this provision if they facilitate the acquisition of alcohol by anyone under the age of 21.

Unsafe/Irresponsible Behavior

Unsafe or irresponsible behavior is defined as actions that are harmful or potentially harmful to one's self or others involving the use of alcohol. Such behavior includes, but is not limited to:

- consuming an excessive quantity in a short amount of time;
- participating in or facilitating drinking games or progressive parties;
- consuming through beer bongs;
- use or attempted use of fraudulent identification or another's identification to obtain alcohol; and making alcohol available to underage drinkers.

Community Expectations Violation

It shall be a violation of the alcohol policy to engage in an action while under the influence of alcohol that is disruptive to the community. Such behavior includes, but is not limited to:

- driving
- exhibiting disorderly conduct, damaging property, and/or fighting
- littering
- running away or hiding from university or public officials, including law enforcement
- vomiting and/or urinating in public; and
- cursing and/or shouting at others.

General Provisions Violation

Duke University has established the following general provisions regarding alcohol on campus:

- No kegs or other common-source containers are permitted on campus in private rooms, student apartments, commons rooms, or other public space. (University-approved bartenders, who will be responsible for carding, may distribute alcohol from kegs in public space at events.) Common-source containers, include, but are not limited to, trashcans, recycling bins, kiddie pools, cases of beer, and coolers.
- Only university-approved bartenders are permitted to distribute alcohol on campus, including alcohol from common-source containers.
- Except at events in a licensed facility providing a cash bar, no spirituous liquor or fortified wines may be served to undergraduates.
- All students on university property consuming or possessing alcohol must carry a valid driver's license, state identification card, military identification card, or passport.
- Alcohol may not be brought in glass containers to on-campus BYOB events.
- No individual may possess more than six cans at a BYOB event. Each can may not exceed 12 ounces.
- Containers holding more than 24 ounces are prohibited from BYOB events.
- No alcoholic beverages are permitted in first-year houses (or the surrounding grounds) on East Campus.
- No alcoholic beverages are permitted within the confines of campus athletic facilities during sporting events.
- The use of alcoholic beverages as a prize is prohibited.

Expectations for Group-Sponsored Social Functions

Recognized groups may be held accountable for violations of the alcohol policy that occur during a group-sponsored event on campus. To ensure that such violations do not occur, a group will be held accountable if the group failed to take appropriate precautions. Appropriate precautions must include:

- a sober party monitor for every 25 persons expected to attend the event;
- adequate and accessible non-alcoholic beverages and food;
- compliance with all fire safety regulations;
- adequate control of access to event;
- enforcing occupancy limits for the venue, including commons rooms, hallways, and stairwells;
- calling for medical/police assistance as needed; and
- serving of alcohol by licensed bartenders only.

Expectations for and obligations of student party monitors are communicated online through the Duke Student Wellness Center. Duties of party monitors include, but are not limited to, prevention of alcohol policy violations, intervention and care of inebriated, at-risk individuals, elimination of safety hazards, and attention to group precautions. Checking identification will be the responsibility of licensed bartenders. Groups may be held accountable for the actions of individual party monitors.

Party monitors and university officials may deny access to events to anyone who is visibly intoxicated and/or disruptive. Social events that fail to meet any of these expectations may be shut down immediately.

Health and Safety Intervention

Because health and safety of students are of primary importance, students are encouraged not only to look out for their own health and safety but also for those of their peers. When a person's health and/or safety is/are threatened or appear(s) to be in jeopardy, immediate action should be taken to prevent injury/illness/danger. The action may be a call to Duke Police (911 or 919-684-2444 from non-campus phones) or Student Health (919-681-9355) for assistance and guidance. Whatever the particular need/problem, it is important to respond in a responsible and timely manner.

Formal disciplinary action for a violation of the alcohol policy will not be taken against students for whom medical assistance is sought, or against those who seek medical assistance for themselves or for others, provided that the student/group has not violated other university policies that warrant formal disciplinary action.

A student who receives medical assistance may be required to meet with a substance abuse specialist in the [Duke Student Wellness Center](#) (DUWELL) for education, assessment, and possible referral for treatment. The student may also be required to complete an educational assignment. Parents of such students under the legal drinking age may also be notified. A group that facilitates the acquisition of alcohol may also be required to notify its advisor, provide an educational program for members, and/or change its processes for hosting events.

In the event that a student fails to meet with the specialist, chooses not to participate in the treatment program outlined, or exhibits a pattern of abusive behavior with alcohol, the student may be subject to formal disciplinary action and/or placed on a Medical Leave of Absence or Involuntary Administrative Withdrawal until he/she produces documentation that appropriate treatment has been successfully sought.

A panel of the Undergraduate Conduct Board will be informed of a student who has received "amnesty" under this provision of the Alcohol Policy should the student be subsequently found responsible for a violation of policy related to substance use for purposes of effective sanctioning.

Resources

The following resources are available to members of the Duke community:

Duke Police and Emergency Medical Service: 911 or 919-684-2444 from non-campus phones. Professionals will respond to assess the medical needs of an individual who is incapacitated or at-risk.

[Counseling and Psychological Services](http://www.duke.edu/caps): 919-660-1000. CAPS offers evaluation, consultation, counseling, and referrals for students concerned about alcohol use.

DukeReach: 919-681-2455. DukeReach directs students, faculty, staff, parents, and other to resources available to help a students in need.

Personal Assistance Service: 919-416-1727. PAS offer assessment, short-term counseling, and referrals for employees and faculty members concerned about alcohol use.

Duke Addictions Program: 919-684-3850. DAP offers evaluation, consultation, and treatment for individuals with alcohol and other substance abuse issues, as well as support services for family members.

Holly Hill Hospital: 800-447-1800. 24-hour confidential advice on alcohol abuse.

Academic courses related to alcohol use, treatment, and research. See course listings through the Office of University Registrar at <http://registrar.duke.edu> or the Bulletin of each school.

Drug Policy and Testing Policy **Duke University Drug Testing Program**

NCAA and ACC Regulations

As a member of the National Collegiate Athletics Association (NCAA) and the Atlantic Coast Conference (ACC), Duke is committed to upholding rules of fair play and complying with NCAA regulations. The Duke Athletics Compliance Office staff is responsible for maintaining compliance with national and conference rules. See them if you have any questions or concerns about your eligibility or any other issues related to the rules governing college athletics.

Complimentary Admissions Policy

Under NCAA rules, student-athletes are eligible to receive up to four complimentary admissions for each regular season contest, and up to six for each post-season contest (i.e., conference championship, NCAA Championship, or bowl game). The full number of complimentary admissions may not be available for all contests. Per NCAA regulations, complimentary admissions may not be sold or traded for any item of value, and all complimentary admissions must be provided via a pass list (no hard tickets may be issued). Should student-athletes not utilize all of their designated complimentary admissions for a contest, they are permitted to provide remaining admissions to a teammate, who may then designate the recipients.

Eligible student-athletes must go online to www.playerguest.com, using their assigned username and password, to designate the recipients of their complimentary admissions.

By designating recipients of your complimentary admissions, you agree to abide by the NCAA regulations stated above. DUAA is required to comply with and enforce NCAA rules; therefore, violations of these regulations will result in penalties ranging from loss of ticket privileges for one or more contests to suspension from the team and the loss of athletic financial aid.

Gambling

Gambling is an enormous industry in this country. Every year, billions of dollars are wagered on sports. With this much money at stake, gamblers place a premium on anything that will give them an edge, particularly inside information. Be careful. Based on sports wagering, privacy considerations associated with personal medical conditions, and the need to ensure that teams with whom we compete do not obtain medical information about our student-athletes, you should not reveal the medical conditions or injuries to persons outside of the Duke athletics program. This restriction does not apply to information that is generally known, nor does it prohibit student-athletes from discussing general medical issues and concerns with third parties provided that such discussions do not identify the physical or medical condition of specific or named student-athletes. Be especially wary of phone calls seeking information about injuries, weather, or any other factor that could affect the outcome of a game. You could lose your eligibility for placing or accepting a bet or for giving information to gamblers.

Amateurism

In order to participate in intercollegiate athletics, you must be an amateur in your sport. You lose your amateur standing if you use your athletics skill for any form for pay, sign a contract to play professional athletics, enter into a verbal or written agreement with an agent, compete on a professional team, or accept reimbursement or pay from a professional sports organization. The rules governing amateurism are complicated, and your eligibility to compete for Duke is at stake. If you have doubts or questions about any situation, check with the Duke Athletics Compliance Office.

Redshirt/Medical Hardship

These two terms, which are frequently used interchangeably, refer to two entirely different ways of maintaining eligibility through five years of competition. "Redshirting" refers to the practice of intentionally holding a student-athlete out of competition for an entire year. Since all student-athletes have five years in which to use their four years of eligibility, this means that the student may be a sophomore academically, and yet still have four years of athletics eligibility remaining.

"Medical Hardship" refers to gaining back a year of eligibility (after having competed) due to suffering an injury serious enough to prevent a student-athlete from competing for the remainder of the season. Student-athletes are eligible to apply for a medical hardship waiver if their injury occurred in the first half of the season and they had not competed in more than three events or thirty percent (whichever is greater) of the institution's completed events in the sport. If you become eligible for a medical hardship waiver, you should consult with

your coach to begin the process of applying for the waiver through the Atlantic Coast Conference.

Endorsements

NCAA rules prohibit the use of a student-athlete's name or picture to endorse a commercial product or service. The penalty for doing so is loss of eligibility. Seemingly innocent things, such as posing for a calendar to benefit a fraternity or sorority, can be interpreted as violations of this rule. Check with the compliance office or your coach if you have any questions or concerns.

Playing and Practice Season Limitations

There are limits on what can be required of you by your coach. During the season, you cannot spend more than 20 hours per week or four hours per day in *required* athletically-related activities (practice, conditioning, meetings, film study, and weight lifting). In addition, you must be granted one day off each week. In the off-season, you cannot be required to spend more than 8 hours per week on conditioning activities; in sports other than Football, two of those eight hours may be spent on skill instruction or film study with your coach. In the off-season, you must be granted two days off each week. Some exceptions to these rules apply. Please contact the Compliance Office if you have any questions or concerns.

Transfers

NCAA rules prohibit an athletics staff member or representative of athletics interests at another institution from making contact with you about a transfer prior to obtaining written permission from Duke. To request permission, you or the other institution may send a written request to the Duke Office of Athletics Compliance.

In general, a student-athlete who requests permission to contact other institutions about a transfer will retain access to Duke Athletics academic support and medical services for the duration of the academic year in which he/she makes the request. The Department of Athletics may deny access in some instances. In those instances, the Department of Athletics must notify the Faculty Athletics Representative of the denial and the reason(s) for it. The Head Coach in the student-athlete's sport may decide, in his/her sole discretion, whether to allow the student-athlete to continue to participate in team activities (e.g. practice, competition, team meals, team travel, etc.) and whether the student-athlete will have access to any athletics facilities not open to all Duke students.

If you were recruited by Duke, if the Department of Athletics interceded for you in admissions, or if you received athletics financial aid at Duke in the year immediately preceding your transfer, and you choose to transfer to another ACC institution, you are subject to the following restrictions:

- 1) You must complete a year of residency at the school to which you transfer before you will be eligible to compete; and
- 2) Your year of residency will count as one of your four seasons of eligibility.

The Media, Sports Information, and You

A high-profile athletics program such as Duke's attracts extensive media coverage. The Duke Sports Information Department (SID) exists to help student-athletes and coaches cooperate with members of the media in an efficient manner.

Duke student-athletes typically make excellent spokespersons for all the university represents. Therefore, we encourage you to interact with media members whenever possible. The Sports Information staff understands and appreciates the many demands on your time, further emphasizing the benefit of communication between you and the SID staff when it comes to media access.

Interview Policies – as a responsible student-athlete, you may speak directly to members of the media if you choose to do so. Official interviews (those in which you are speaking on behalf of your team, Duke, or Duke Athletics) should be arranged through the SID. In those cases, the SID will ask the Media to contact the SID at least 24 hours in advance to arrange a time for an interview that is convenient for you. The SID normally schedules interviews before or after practice sessions so as not to interfere with the student's time away from athletics. The location is usually the SID Office or the practice site. For post-game interviews, we advise Media to respect at least a ten-minute period of reflection after the conclusion of the event so that student-athletes can be available to their coaches, trainers, and teammates during that time. The rules vary from sport to sport to ensure equal access to media members.

Representatives of the media are discouraged from calling Duke student-athletes in their dorms or apartments or on their cell phones for interviews. The SID office has a strict policy of NEVER distributing student-athletes' phone numbers. If a reporter should call your room or cell phone, and you do not wish to speak with him or her, you may instruct him or her to contact the SID office.

Tips to make interviews more enjoyable – Relax and have fun. The media always appreciate honest answers and you'll feel more comfortable just being yourself. Always remember that others may perceive that you are not only representing yourself, but your coach, your team, and your school.

Be prompt. When we set up an interview for you, we expect you to keep your appointment. If a problem arises, call us. There is nothing more distressing for the athletics staff and embarrassing for the university and your program than to have media members waiting for your appearance. You can say "no". Most of your interviews will come about because of success. On occasion, however, you may be asked about a situation that is delicate or controversial. Remember, that you have the right not to discuss a particular subject. Be polite but firm. Say "I'd rather not discuss that subject." Use the sports information staff as a sounding board if you are uncomfortable with certain subjects.

Be quotable. You can develop a reputation as a good interview by being creative and quotable without being outrageous. Remember that your opponents already have plenty of motivation. There's no reason to say anything that will provide them with more.

You can improve. If you're interested in improving your ability to handle interviews or public speaking situations, we can help you. Our business is dealing with the media, so make use of the sports information staff. You can be effective in interview situations if you know what you're doing.

Positive interaction between Duke student-athletes and the media is important to the university, but this is relative. You will never be asked to miss class or postpone schoolwork to conduct an interview.

In an interview, you are encouraged to be open, honest, and prudent. Avoid situations in which you are speaking "off the record". Information obtained in these circumstances very rarely remains off the record.

Social Networks

Duke University takes free expression seriously and goes to great lengths to protect that right. Social networks such as Facebook and sites such as Twitter have expanded your opportunities to express yourself, connect with friends, and to build your network. Still, there are several responsibilities to consider when you create your persona and post messages online.

What you post may become public information. You may have a much larger audience, even with a private account, than you might be aware of.

What you post is going to be around for a while. Caching and other forms of technology can capture your postings; information may be accessible even after you've removed it.

What you post can harm others. You are free to express yourself on social networks in ways that feel appropriate for you. However, it is important that you respect the privacy and rights of others. Posting private information about your teammates or fellow students may place both you and your subject in a contentious situation.

What you post may affect your future. There is a growing trend for employers to check google and social networks to gather information about potential candidates. The online persona you create today may be available when you begin your internship or full-time job search or when you apply to professional or graduate school, even if you think you've deleted it. Carefully consider how you want people to perceive you before you give them the chance to misinterpret your profile and pictures.

Keep in mind that sanctions may be imposed if you use social media to depict unlawful, inappropriate, or dangerous behavior such as full or partial nudity (of yourself or others), sexual acts, racial, religious or sexual epithets, underage drinking, illicit drugs, bullying, hazing, or any other unlawful activity (including but not limited to harassment).

Athletic Training Room Policies and Procedures

Duke Athletics has three full time varsity athletic training rooms (ATR) as well as a satellite ATR in the Brodie building on east campus. The full time ATRs are located in the Yoh, Scott, and Schwartz Butters buildings. The Yoh football ATR is designated for treatment of the football team as well as a physical therapy facility for athletes as assigned. The Schwartz-Butters ATR is for the care and treatment of Men's and Women's basketball team injuries. The Scott ATR treats and serves as a rehabilitation facility for the Olympic sports teams; this facility is also utilized by team physicians for appointments when available. Duke University hires full time certified athletic trainers employed by the university in the department of Athletics. The role of these athletic trainers (ATs) is to provide assessment, care, for all intercollegiate athletes. In addition, there are physical therapists on staff who provide and execute pre and post-surgical rehabilitation programs. Our Athletic Department has primary care physicians, orthopedic surgeons, and a host of specialists to aid in the care of our student-athletes.

Doctor Referrals - All physician referrals should be managed through the ATR and your respective team AT. Please coordinate a meeting for injury/medical exam with your AT to determine what plan of action needs to be followed.

Access to Physicians – The Duke Primary Care Physicians have hours in the Scott ATR Monday through Friday from 1:30pm-5:00pm when available. The availability of this clinic is sometimes limited by team travel, conferences, or other obligations. Primary care visits are available by appointment only. To schedule an appointment with a primary care physician, please contact your team's AT so you can be added to their appointment schedule. Orthopedic appointments will be coordinated through the Duke Sport Science Institute located in the Center for Living off of Erwin Road.

Because of the necessity of having continuity of care and to keep the ATs and coaches aware of any problems, primary care physicians and athletic trainers should be informed about any treatment, infirmary, or emergency room visits that occur after hours.

Consultations and referrals, when necessary, will be arranged by the primary care physician. Secondary opinions outside of Duke Medical Center must be cleared through the Duke Athletic Medicine staff. If this has not been done, you may be liable for all costs related to the appointment/surgery.

Pre-Participation Exams - All athletes will be required to have a yearly physical examination with the Duke Athletic physicians in order to be allowed to practice and compete with the Duke athletic teams. You must be cleared by a team physician to be able to participate. Physicals will be coordinated by the athletic medicine staff and head coach. Fall sports will have their respective physicals coordinated with the start of their practices. Your head coach will inform you of the date, time, and place of your physical prior to the beginning of practice. All other sports will have their physicals on the Sunday prior to the beginning of school. You should plan on returning to campus for prior to noon on that day.

Athletic Medicine Specialty Programs - Duke Athletic Medicine has specialized programs developed to address current athletic healthcare issues. These programs are designed to provide cutting edge and innovative care for some of the biggest concerns in sports medicine today. These programs include but are not limited to Duke Athletics concussion protocol and return to play program which integrates in Duke Athletic Cognitive Tracking (ACT) testing into cutting edge collaboration with the neuropsychology department; a disordered eating team which uses a multidisciplinary approach to the wellness, treatment, care, and management of patients. There are also intensive programs dedicated to sickle cell trait management, cardiac screening, and athletic mental health wellness. These programs utilize experts on campus and in the Duke medical community to deal with student-athlete needs.

Non-Athletic and Pre-Existing Injuries and Illnesses - Duke Athletics Department does not cover any illnesses, pre-existing conditions, or non-athletic injuries that you may occur. It only provides coverage for athletic injuries that occur during university sponsored and supervised athletic events. The athletic trainers and team doctors will help in coordination of treatment and care for non-athletic injuries and illnesses, but financial responsibility for this care falls upon the athlete and their parent/guardian.

Insurance Coverage - All Duke Athletes are covered by a catastrophic injury policy taken out by the Department of Athletics. This covers you in the case of a catastrophic injury and/or death that occurs during practice or a contest. All athletes are also covered by travel insurance which would cover you in case of an accident which occurs while you are traveling with your team to or from a site of competition.

Duke University requires all students to have a health insurance policy. If an athletic injury occurs, your personal health insurance policy will be used as the primary insurance coverage. The Athletic Department has secondary insurance that will be used after the primary insurance policy has been applied to the bills. Your parents are aware of this policy and have initialed it to indicate that they have read and understood the Insurance Information Form.

Hospital and Doctor's Bills - If you are injured during athletic participation and receive a bill from the medical facility or physician have it sent to your team's athletic trainers as soon as possible. This will ensure that the bill will be processed correctly and keeps the bill from going into collections and possibly damaging your credit information. Because the processing of bills through the Duke University Medical Center accounting and billing department is sometimes slow, you or your parents may receive the same bill again. If this should occur, make sure that your parents continue to forward the bills to your team's AT.

General Athletic Training Room Regulations

- Report all injuries and illnesses to the athletic training staff immediately
- No cleats or spikes are allowed in the ATR
- No horseplay or foul language
- Do NOT remove any supplies (tape, elastic wrap, towels, etc.) from the athletic training room without permission from staff.
- The training room is co-ed; dress appropriately. Athletic clothing is required, clothing with other team's logos is prohibited.

- Return any equipment (crutches, elastic wraps, immobilizers, braces, etc) which you no longer need.
- Refrain from use of cell phones while in the ATR
- Do not post about your or your teammates injuries or treatments on social media.
- PICK UP AFTER YOURSELF.

Sports Performance Training Facility Policies

Only intercollegiate athletes with eligibility remaining during the academic year who are in good standing with the university are permitted to use the weight room during posted hours.

No one is allowed in the weight room without a qualified, certified sports performance coach present.

All athletes will adhere to the program prescribed by the sports performance department.

If an athlete is injured in a way that will inhibit a portion of, or the entire workout, he or she must see an athletic trainer prior to workout. The athletic trainer and sports performance coach will develop a plan to work around the injury, taking into account which movements are to be avoided or substituted.

Lifters are required to use collars on the bars at all times.

All bars should be stripped immediately after use and collars returned to their appropriate locations. Dumbbells should be returned to the rack in proper order.

Food, drinks (other than water or Gatorade in approved bottles), gum, and tobacco, are not permitted at any time during workouts.

Bags and backpacks are to be left in provided cubbies or shelves for the duration of the workouts.

Friends, family, and significant others are not permitted to use the weight room at any time.

Spitting or defacing the facility is not tolerated and will result in immediate expulsion.

The strength staff offices, computers, and telephones are off limits to athletes without permission.

Weight Room Dress Code:
Only DUAA issued clothing is permitted.

Footwear: Athletic shoes must be tied and worn at all times. Work boots, dress shoes, open toed shoes, flip-flops, sandals, or deck shoes are not permitted.

Lower Body Wear: Athletes are required to wear shorts of appropriate length, sweat pants, or tights. All lower body wear is to be worn at the appropriate position on the body, not low or sagging.

Upper Body Wear: T-Shirts, sweats, and unaltered tank tops (reversible) are permitted. Shirts must be worn at all times during workouts.

It is your privilege, not your right, to use the weight room. Failure to follow any of the above policies could result in loss of training facility privileges or expulsion from the facilities.

All policies and procedures apply to the three varsity sports performance training facilities on campus:

Football: Yoh Football Center
Olympic Sports: Scott Family Performance Center
Men's and Women's Basketball: Krzyzewski Center