

APPLE ATHLETICS DEPARTMENT BASELINE ASSESSMENT



Pro tips!

 **APPLEathletics.org**

APPLE BASELINE ASSESSMENT

- Purpose: The assessment evaluates how well your athletics department meets each of the APPLE model's 7 guiding principles.
- Your campus assessment results form the basis of your team meetings and action plan.
- **Submit online only – no emailed or faxed copies accepted.**
- ONLY 1 submission needed per campus.
- Team contacts will receive confidential results by email in the week prior to APPLE.

MAKING GOOD USE OF YOUR TIME

- The survey is comprehensive and will take about 30 – 45 minutes to complete IF you have gathered information in advance.
- Each of the 7 sections follows a similar format:
 - content of your athletics department policies and/or procedures for each area
 - ways the policy/procedures are communicated
 - ways the policy/procedures are evaluated
- If there is a written policy, there are a few additional questions:
 - When the policy was created/revised?
 - Who was involved in policy creation/revision?
 - Who monitors compliance?

Athletics Department Baseline Assessment

Athletics Department Baseline Assessment Overview

Thank you for coordinating your campus' response to the APPLE Athletics Department Baseline Assessment.

BEFORE beginning the survey, PLEASE REVIEW THE PDF VERSION THAT WAS ATTACHED TO YOUR TEAM CONTACT EMAIL AND GATHER ANY INFORMATION YOU WILL NEED to complete the survey.

We encourage you to share the survey questions with other members of your athletics department administration so that you can answer questions as accurately as possible. Using this process also can assist your athletics director in becoming more aware of the APPLE Training Institute's benefit to your department.

IF YOU ARE NOT ABLE TO COMPLETE THE ENTIRE SURVEY AT ONE TIME, TO SAVE YOUR WORK, MAKE SURE TO CLOSE THE SURVEY BY CLICKING ON THE "EXIT" BUTTON IN THE TOP RIGHT CORNER OF THE PAGE and make sure you use the same computer when you log back into the survey.

The APPLE Model has 7 prevention areas (or APPLE "slices"). Each of the 7 sections of the assessment begin with that slice's guiding principles which detail specific, evidence-informed substance misuse prevention policies and strategies. The assessment questions measure how well your athletics department meets the principles for each slice of the APPLE model.

In the week prior to APPLE, you will receive your confidential campus results to share with your team.

"Substance misuse" refers to the illegal and/or harmful use of alcohol, tobacco, cannabis and NCAA-banned substances.

For questions that specify "cheerleaders," if cheerleaders do not fall under the supervision of your athletics department, answer the question only for the other groups listed.

Each section starts with the guiding principle



Slice 1 of 7 - Recruitment Practices

Below are the model policies and practices for RECRUITMENT PRACTICES. The survey questions are designed to measure how well your athletics department meets these principles. ***Cheerleaders** are to be included in your responses if they come under the supervision of the athletics department.*

RECRUITMENT Guiding Principles:

The athletics department has a uniform, written policy to guide all members of the department and prospective student-athletes in preventing substance misuse throughout the recruiting process. All substance misuse messages - verbal and written, formal and informal - and all contacts with prospective student-athletes are consistent with NCAA, institutional, and departmental policies. The athletics department acknowledges it bears the legal responsibility for the recruit's substance use and provides guidelines and training on substance misuse prevention to student hosts.

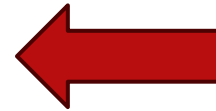
If cheerleaders are NOT part of your department, respond based on policies for other students listed.

* 5. Which of the following elements are included in your written policy to prevent substance misuse during recruitment? If an item is not part of your written policy or informal practice, select "Neither."

	Written	Informal	Neither
Recruitment practices to prevent substance misuse are consistent among all teams.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recruitment practices are consistent across individuals and not dependent on the recruit's "value" to the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The athletics department acknowledges it bears the legal responsibility for the recruit's substance use on visits.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
No athletics department funds are spent on alcohol or other substances OR on activities where alcohol or other substances are used.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student-athlete hosts receive written information on departmental expectations and their responsibilities as hosts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student-athlete hosts receive training on departmental expectations and their responsibilities as hosts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student-athlete hosts receive guidance on planning alcohol and substance-free activities for recruits.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Procedures are in place to assist student-athlete hosts in times of emergency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The recruitment policy applies to all coaches, athletics staff, and administrators.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recruitment materials do not depict or imply substance use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The recruitment policy applies to all student-athletes, cheerleaders, managers, and athletic training students/volunteers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prospective student-athletes are informed about recruiting policies/procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other elements of your recruiting policies or practices not included above (please specify)

The first set of questions relates directly to the guiding principles for that slice.

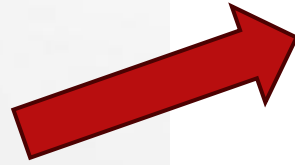


If cheerleaders are NOT part of your department, respond based on policies for other students listed.

The next questions ask about

Education on the slice by audience and frequency

How you assess programs and policies for that slice



*** 36. Education on the drug testing policy and procedures is delivered through...**

(select all that apply):

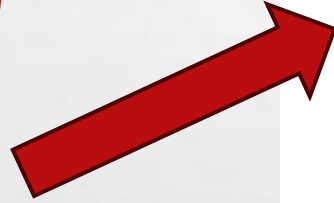
- communication with students with positive drug test results, including information on the adjudication process, appeals process, and range of sanctions.
- orientation for new coaches.
- orientation for new athletics department staff.
- orientation for new student-athletes.
- orientation for new cheerleaders, student managers, and athletic training students/volunteers.
- annual meetings with all coaches.
- annual meetings with all athletics department staff.
- annual meetings with all student-athletes.
- annual meetings with all cheerleaders, student managers, and athletic training students/volunteers.
- inclusion in a student-athlete handbook/planner.
- annual email notification.
- inclusion on the athletics department website.
- social media posts.
- none of the above.
- Other (please specify)

*** 37. How does the athletics department assess perceptions of fairness of drug testing policies and procedures? Select all that apply.**

- Student athletes are surveyed.
- Cheerleaders, student managers, and athletic training students/volunteers are surveyed.
- Coaches and support staff are surveyed.
- There are intentional conversations with student-athletes.
- There are intentional conversations with cheerleaders, student managers, and athletic training students/volunteers.
- There are intentional conversations with coaches and support staff.
- We do not collect any data.
- Other (please specify)

**The next question is about
your campus policy**

**If any of the 3 “yes”
responses....**



*** 24. Does the athletics department have a policy on education to prevent substance misuse?**

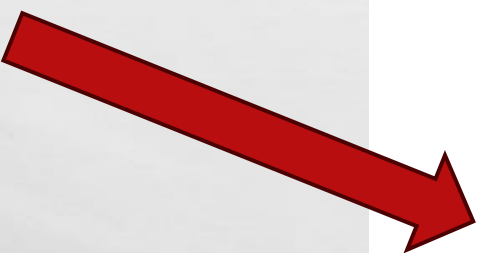
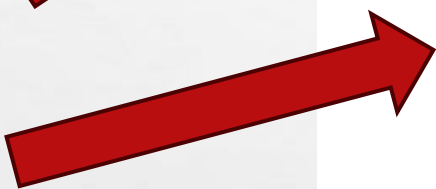
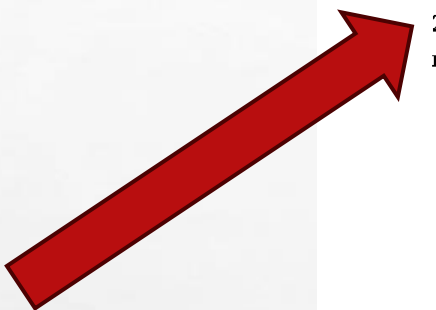
- Yes, there is a written policy that applies to the entire athletics department. This is in addition to any campus-wide policies.
- Yes, there is a written policy, but it applies campus-wide. There are no additional athletics department policies.
- Yes, but the written policies are not department-wide. They vary by team.
- No, but there are informal practices.
- No, there are no written policies or informal practices.

3 questions on

Last policy review

Who was involved

Who monitors



25. When was the policy on education to prevent substance misuse created or last reviewed?

- Less than 3 years ago.
- 3 or more years ago.

26. Who participated in writing/revising/reviewing the policy on education to prevent substance misuse? Select all that apply.

- Athletics department administration
- Campus administration
- Campus legal counsel
- Coaching staff
- Sports medicine staff
- Substance misuse prevention staff
- Student-athletes
- Cheerleaders, student managers, and athletic training students/volunteers
- Other (please specify)

27. Monitoring compliance with the policy on education to prevent substance misuse...(select all that apply):

- is managed centrally by the athletics department.
- is managed centrally by campus administration.
- includes input from and participation of coaches.
- includes input from and participation of student-athletes.
- includes input from and participation of cheerleaders, student managers, and athletic training students/volunteers.
- There is no review process.
- Other (please describe)

TIPS FOR COMPLETING ACCURATELY

- Review the questions in the PDF version of the survey we sent to ensure you have the answers to all questions.
- Gather all athletics department and campus **policies related to substance misuse issues**. This includes recruitment policies, department values statements, drug testing and referral.
- Review **when** policies were created or updated and who was involved in the process (i.e., Student-athletes, coaches, legal counsel, campus administration).
- Review **how** policies are **communicated** to students, coaches and administrators (i.e., verbally, in writing, during orientation, annual meetings, social media, etc.).
- Review how substance misuse policies, education and counseling are **evaluated** (i.e., formal surveys, focus groups, intentional conversations, etc.).

IDEAS FROM PAST TEAM CONTACTS:

- Don't wait to gather information!
- **Send the PDF to administrators who oversee specific areas** and ask for them to answer questions related to their areas on the PDF for you to submit online. Provide background on why you're collecting this confidential data and give them a deadline at least a week before you must submit to APPLE.
 - For example, the compliance officer will likely know which policies are monitored within the athletics department vs. by central campus administration.
 - For the education slice, send to health promotion/student health or other offices that provide education to your student-athletes on substance misuse.
- If you don't have athletics department policies in certain areas, check with the Dean of Students Office or Judicial Affairs to learn about campus-wide policies (such as medical amnesty).

FINAL TIPS

- Don't stress!
- The survey results will only be seen by your team and the APPLE staff. **There's no need to try to "look good" for us.** We do NOT send school reports to the NCAA.
- It's ok if you don't have many of the policies or programs within your department. Especially for smaller schools, it is common to just have campus-wide policies.