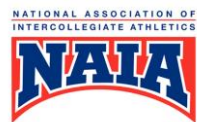


# **WARNER PACIFIC COLLEGE ATHLETIC DEPARTMENT STUDENT-ATHLETE HANDBOOK**



**2013-14**

**(Revised 8/21/13)**

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# WARNER PACIFIC COLLEGE ATHLETICS DIRECTORY

## **ATHLETIC STAFF**

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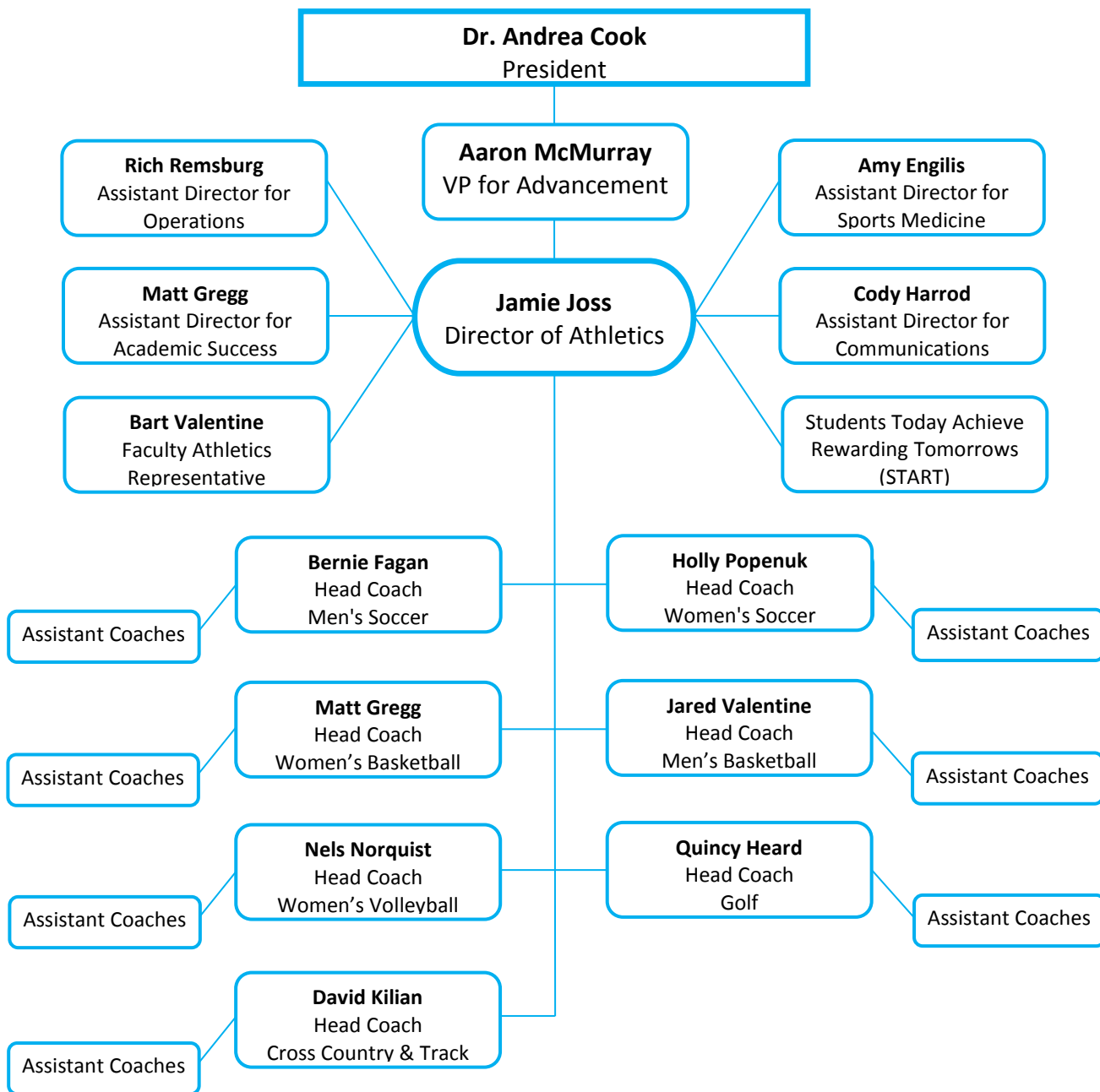
## **MEN'S & WOMEN'S TRACK & FIELD**

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## **VOLLEYBALL**

Nels Norquist, Head Coach ( <a href="mailto:nnorquist@warnerpacific.edu">nnorquist@warnerpacific.edu</a> )	(503) 517-1368	(503) 522-6627
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# ATHLETIC DEPARTMENT ORGANIZATIONAL CHART



# **WARNER PACIFIC COLLEGE**

## **MISSION**

Warner Pacific is a Christ-centered, urban, liberal arts college dedicated to providing students from diverse backgrounds an education that prepares them to engage actively in a constantly changing world.

## **VISION**

We will be internationally-recognized for rigorous academic standards, expression of Christian values, innovation, leadership development, student-centered services and fiscal strength.

## **VALUES**

As a contemporary Christian learning community, Warner Pacific College values being Christ-centered, people-focused, excellence-driven and future-directed.

## **EMBRACING PARADOX**

We encourage interdisciplinary learning and invite honest questioning through a foundation of faith. As a result, faculty members have created a core curriculum rooted in the notion of paradox that challenges students to engage with life's most difficult questions.

## **ATHLETICS PHILOSOPHY AND OBJECTIVES**

Warner Pacific College Athletics provides an environment through participation and competitive experiences which emphasizes the total education of student-athletes to enhance physical well-being, self-discipline, teamwork, emotional growth and academic success. These foundations prepare our student-athletes for their next educational pursuits and life after athletics by becoming productive citizens within the community.

The objective of the Department of Athletics is to reflect and support the mission of Warner Pacific through intercollegiate athletics. Warner Pacific Athletics contributes to the College's mission in the following ways:

- Employs coaches and staff consistent with Warner Pacific College's mission and athletic department philosophy, maintaining standards of Christian values, integrity, moral conduct and sportsmanship.
- Committed to operating a program which meets the standards of excellence set forth by the NAIA and is dedicated to recruiting academically able, diverse and socially responsible student-athletes.
- As intercollegiate athletics is recognized as a part of the physical, cultural and social development of the Warner Pacific student, Warner Pacific Athletics shares a common value and purpose with the College by providing an environment that demonstrates and nurtures integrity, pride, diversity and leadership.
- Adheres to the National Association of Intercollegiate Athletics principles of amateurism, sportsmanship, fair play, ethical conduct, institutional control and the health and welfare of our student-athletes.
- Supports ethical coaching standards, as demonstrated through staff education, recruiting policies, and monitoring of activities.
- Places the welfare and safety of the student-athlete participation above any other consideration through medical supervision for all aspects of the program.
- Provides facilities and equipment for the program conforming to all aspects of official game rules and promoting optimum health and safety standards.
- Committed to student-athlete academic success through sponsorship of the Enriching Academic Results Network (EARN) which offers tutoring and mentoring programs to assist student-athletes in managing their time between academics, athletics
- Promotes unity and effective communication between Warner Pacific student-athletes, coaches, faculty, staff, general student body and the Portland Community through the Students Today Achieve Rewarding Tomorrows (START) program

All coaches and staff at Warner Pacific College are to abide by all college policies, as well as adhere to all Cascade Collegiate Conference (CCC) and National Association of Intercollegiate Athletics (NAIA) policies and procedures.

# **NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS**

In the NAIA, a dedication to leadership development is balanced with sports accomplishment. The NAIA is a trailblazer in providing equal opportunity for all student-athletes, with an expectation of ethical behavior, fairness in competition, access to athletic scholarship, sportsmanship and leadership development. At the core of all of this — **character**.

The seed of the NAIA began in 1937 with the tip-off of a men's basketball tournament that has become the longest running basketball tournament in the country, celebrating 75 years in 2012. Out of the tournament grew the NAIA, an association of close to 300 member schools and more than 60,000 student-athletes.

Since 1937, the NAIA has administered programs and championships in proper balance with the overall educational experience. In 2000, the NAIA reaffirmed its purpose to enhance the character-building aspects of sport. Through [Champions of Character](#), the NAIA seeks to create an environment in which every student-athlete, coach, official and spectator is committed to the true spirit of competition through five core values: integrity, respect, responsibility, sportsmanship and servant leadership.

These character values help young people - and those associated with their development - make good choices in all aspects of their life and reflect the true spirit of competition.

## **INTEGRITY**

Know and do what is right

## **RESPECT**

Treating others the way you want to be treated

## **RESPONSIBILITY**

Embrace opportunities to contribute

## **SPORTSMANSHIP**

Bring your best to all competition

## **SERVANT LEADERSHIP**

Serving the common good

Most recently, the association opened the doors to the [NAIA Eligibility Center](#), where prospective student-athletes are evaluated for academic and athletic eligibility. It delivers on our larger promise of integrity by leveling the playing field, guiding student-athlete success, and ensuring fair competition. Providing student-athletes a chance to connect with NAIA schools and coaches helps them make the best decision to prepare them for success in both college and athletics.

The learn more about the NAIA, visit [www.naia.org](http://www.naia.org)

## **NAIA STATEMENT OF PHILOSOPHY**

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process.

The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and regional structure, and the benefits of membership in a national association.

The NAIA supports gender equity. Gender equity is an atmosphere and a reality where fair distribution of overall athletic opportunity and resources, proportionate to enrollment, are available to women and men, and where no student-athlete, coach or athletics administrator is discriminated against in any way in the athletics program. That is to say, an athletics program is gender-equitable when the men's sports program would be pleased to accept as its own the overall participation opportunities and resources currently allocated to the women's sports program and vice-versa.

To achieve its purpose, the NAIA pursues the following goals for students, member institutions and the Association.

- I. The student, as the central focus of intercollegiate athletics, shall:
  - a. accept the responsibility to become an effective, contributing member of society;
  - b. perform as a positive role model on the campus and in the wider community;
  - c. fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree; and
  - d. maintain eligibility for participation in every athletic contest
- II. The member institution shall:
  - a. ensure that intercollegiate athletics is an integral part of the total educational offering;
  - b. encourage the broadest possible student involvement in the athletics program;
  - c. maintain high ethical standards through commitment to the principle of self-reporting;
  - d. subscribe to the democratic principles of one school, one vote, and the privilege of any member to initiate legislation through an appropriate conference, committee, association or council;
  - e. evaluate the athletics program in terms of the educational purpose of the institution;
  - f. engage in competition with other institutions having similar athletics philosophies and policies; and
  - g. promote gender equity
- III. The Association shall:
  - a. assist the membership in the development of programs of intercollegiate athletics consistent with the purpose of the Association;
  - b. establish, through the membership, rules and standards for the conduct of intercollegiate athletics;
  - c. respect institutional diversity and individuality as strengths;
  - d. provide opportunities for postseason intercollegiate competition;
  - e. provide national recognition for the membership and the Association;
  - f. provide opportunities for the development of leadership for both men and women, especially people of color, at all levels of the Association;
  - g. ensure fiscal accountability and responsibility; and
  - h. conduct an advancement program, to include marketing, fund raising and membership development



## **NAIA COACHES/STAFF CODE**

- I believe in the power of athletics as a program for the training of youth for a strong and efficient democracy.
- I believe in athletics for the building of good character and personality.
- I believe in athletics as a significant part of a sound educational program.
- I believe in athletics as a constructive force in the lives of millions of sports followers throughout our nation. Therefore, I will hold sportsmanship and fair play high above all other values to be gained through sports participation.
- I consider the privilege of guiding youth through participation in sports as a sacred trust and not merely a means of livelihood.
- I will always keep the best interests of each student-athlete as my aim. I shall never be guilty of enhancing my professional progress by the use of a student's skill for my benefit.
- I will ever keep before the students under my direction the high ideals, honesty, sincerity, and integrity which have made our nation great. I will not encourage, or ever tolerate, any form of trickery or evasion of rules in order to gain an advantage over an opponent.
- I will do all in my power to instill in those under my direction a tolerance for all races and creeds, and I will stand out against intolerance wherever it may occur.
- I will strive to instill in every youth great purposes and aims in living and will use the desire to play not as an end, but as a training ground for the student's highest development.
- I will strive to teach each student to be humble in victory and gracious in defeat, to be above bragging or using alibis, and shall help develop inner strength and poise.
- I will use only fair and honest means in my desire for personal achievement and shall count the goodwill of my peers far above any achievement unfairly gained.
- I will not sacrifice the values to be gained through a wholesome enjoyment of challenging sports activity for institutional pride or commercial ends.
- I will use only fair and honest means of securing talent for athletic teams and never stoop to trickery or insincere promises in influencing students in the selection of their educational experience.
- I will use every means at my command to protect the moral, mental and physical health of the students under my guidance and will never be party to the use of athletics for the financial or political gain of any office or group.
- I will encourage each student to avail himself/herself of the best experience to be gained in a well-rounded education and to progress normally toward graduation. I will never encourage participation in athletics as an end in itself.
- I will help each student under my guidance toward the development of honest habits of work and pride in work well done and I shall not practice or allow evasion in any obligation surrounding the athletics program.
- I will shoulder my total responsibility as a leader through athletics and will not allow that responsibility to be transferred to any person or group outside the educational institution. I will not violate this sacred trust for financial support or political prestige.

## NAIA CODE OF ETHICS

1. **PURPOSE:** A Code of Ethics is the essential tool with which to protect and promote the interests of athletics and the coaching profession. Its primary purpose is to clarify and distinguish ethical practices from those which are detrimental and harmful. Its secondary purposes are to emphasize the values of athletics in American and Canadian educational institutions and to stress the functional contributions of coaches to their schools and players. Ethics must be defined as the basic principles of right action. Proper ethics in athletics implies a standard of character which affords confidence and trust. The standards emphasized in this code certainly rest in the hands of those engaged in the athletics field.
2. **ENFORCEMENT:** The National Conduct and Ethics Committee shall review any report of violations of the code, collect definite facts, consider all sides in any controversial issue and take appropriate actions. The Council of Presidents is empowered by the membership to expel member institutions or deny specific sports sponsorship for member institutions which have clearly violated the Code of Ethics.
3. **BASIC PRINCIPLES:** In becoming a member of the athletic community — whether as an institution, a member of a coaching staff, or as an individual — certain obligations and responsibilities are assumed in relation to competitors as institutions, teams, coaches, and student bodies. These relationships are paramount in establishing and holding the kind of friendships which count most in our estimation of athletics in society today.

The essential elements in the NAIA Code of Ethics are honesty and integrity. Coaches whose conduct reflects these two characteristics will bring credit to the field of athletics and to themselves. It is only through such conduct that athletics can earn and maintain a rightful place in our educational program and make a full contribution to our way of life.

4. **COACH'S RESPONSIBILITY TO THE INSTITUTION:** The coach should work with the admissions office of the institution and should be permitted to recommend qualified athletes for admission, but should in no way permit the records or transcripts of prospective student-athletes to pass through his/her office, nor ever attempt to bring pressure upon the admissions officer or committee to admit an applicant merely because he/she possesses exceptional athletic ability.
5. **CONDUCT OF ADMINISTRATORS & COACHES:** The administration of athletics shall be carried out in such a manner that the educational aims of the institution will be fulfilled. The administrator of athletics is responsible for both the principles and practices of this program being consistent with the broad educational purposes of the institution and highest ethical and moral standards of sports.
  - The coach shall make every effort to conduct the sports program in such a manner as to give full and active support to the educational aims of the institution. The coach shall have a thorough knowledge of the academic rules and standards of the institution and give active evidence of full support. The coach shall cooperate fully in support of the faculty on eligibility requirements and insist that all athletes fulfill the same academic requirements as all other students at the institution.
  - The coach shall actively participate in committees and programs in support of the general educational program of the administration.
  - The coach shall actively participate in programs established by the institution for professional growth.
  - All coaches shall conduct their sports programs in such a manner as to assure both those who participate and those who are influenced in any way through the program that the major emphasis is placed on building character, sound health, and broad educational aims, rather than merely a publicity medium built on winning.

- The coach shall insist upon adherence to both the letter and the spirit of high sportsmanship and playing rules. Under no circumstances should evasion of playing rules to gain an advantage be permitted.
6. **OFFICIALS:** Game officials should be selected with care to assure that they are competent and experienced. Once selected, they should have the full support of administration, coaches and athletes in fulfilling their job. Under no conditions should coaches, players or spectators be permitted to make critical remarks to or about an official during a contest. Booing and other discourteous conduct at athletic contests should be strongly discouraged.
  7. **PUBLIC RELATIONS:** Maintaining a positive relationship with the media and the general public is essential. Every individual representing an NAIA institution has a definite responsibility to furnish accurate and reliable news of public concern to members of the media at all times. Through a positive relationship with the media and general public, the institution is able to inform the public of its aims and further its relationship with the surrounding community.
  8. **SCOUTING:** Scouting of competitors should be confined to regularly scheduled games. Intruding upon practice sessions is to be strictly prohibited. The trading of game films in lieu of personal scouting is encouraged whenever practicable, provided complete, high-quality films are furnished at a mutually agreeable time in advance of the given contest.
  9. **STUDENT RECRUITING:** All student recruiting for athletic purposes shall be in harmony with recommended and acceptable practices of the institution and shall be controlled by the regularly constituted institutional committee on student loans and scholarships. Where conferences exist, all conference rules regarding recruiting must be observed without favor.

## **CASCADE COLLEGIATE CONFERENCE**

Originally formed in 1978 as a scheduling alliance for volleyball, the Cascade Collegiate Conference has evolved into one of the NAIA's most formidable leagues. Due to the abolition of the district format as a means of qualification for national championships in 1993, the CCC now sanctions competition for men and women in basketball, cross country, golf, soccer, track and field, along with baseball for men, and softball and volleyball for women.

Original members of the conference included The College of Idaho, Concordia University, Eastern Oregon University, George Fox University, Northwest Nazarene University, Oregon Institute of Technology, Southern Oregon University, Western Baptist College (now Corban University), and Western Oregon University.

Three original members have since left – George Fox in 1995 (now NCAA Division III), Western Oregon in 1998 (now NCAA Division II), and Northwest Nazarene in 2000 (now NCAA Division II), while five new members have since joined the ranks of the conference in the past decade – Cascade College and Northwest University in 1997, The Evergreen State College and Warner Pacific College in 1999, with Northwest Christian University joining the league in the fall of 2007.

### **CONFERENCE QUICK FACTS:**

**First Year of Competition:** 1988

**Membership:** 10

**Official Colors:** Red, Blue

**President:** Dr. Bob Davies,  
Eastern Oregon University

**Commissioner:** Rob Cashell

**Eligibility Chair:** Mickie Bush

**Statistician:** Sam Ghrist

**Information Director:** TBA

**Men's Sports:** 6 (Baseball, Basketball, Cross Country, Golf, Soccer, Track & Field)

**Women's Sports:** 7 (Basketball, Cross Country, Golf, Soccer, Softball, Track & Field, Volleyball)

### **MEMBER INSTITUTIONS:**

College of Idaho

Concordia University

Corban University

Eastern Oregon University

The Evergreen State College

Northwest University

Northwest Christian University

Oregon Institute of Technology

Southern Oregon University

Warner Pacific College

To learn more about the Cascade Collegiate Conference, visit [www.cascadeconference.org](http://www.cascadeconference.org)

# **COACH & STUDENT-ATHLETE CONDUCT IN COMPETITION**

## **(NAIA & CCC Policy & Rules)**

### ***Ejections, Unsportsmanlike Conduct & Individual Penalties***

#### **NAIA**

It is the responsibility of the offending institution to provide written notification to its commissioner of any incidents of misconduct during a contest, including ejections from a contest, within five days of the incident.

Any coach or student-athlete ejected on one or more occasions while representing an NAIA member institution in competition shall be subject automatically to the following penalties:

- a. Suspension for the next contest after the coach or student-athlete is ejected for the first time (in one sport) in a single season. A coach or student-athlete ejected for fighting, as reported by the game official, shall be automatically suspended for one additional contest.
- b. Suspension for the next two contests if a coach or student-athlete accumulates two ejections (in one sport) in a single season. This includes postseason play and may carry over to the following year depending on when the ejection occurs. A coach or student-athlete ejected for fighting, as reported by the game official, shall be automatically suspended for one additional contest.
- c. Ineligibility for the remainder of all regular season and postseason participation if a coach or student-athlete accumulates three ejections (in one sport) in a single season. Should the third ejection occur in either of the last two contests of the year, the coach or returning student-athlete will be suspended for the first two contests of the following year.

NOTE 1: Any coach or student-athlete ejected from a junior varsity or varsity contest shall be suspended for the next contest at the same level or higher as the contest from which the student or coach was ejected. Contests that are defined as scrimmages and exhibitions shall not satisfy the suspension penalty.

Any coach who changes employment from one NAIA institution to another NAIA institution while subject to a pending suspension due to misconduct during a contest must serve the term of the suspension at the new institution.

A transfer student who was suspended or declared otherwise ineligible due to misconduct while representing an institution in competition, must serve the period of suspension at the institution to which the student transfers before intercollegiate participation shall be permitted.

Ejections are not subject to appeal. Suspensions may be appealed to the National Conduct and Ethics Committee with initial notification to, and recommendation from the conference/A.I.I.

NOTE: 2 An institution or affiliated conference shall retain the right to apply more stringent penalties than the NAIA rules and standards. If sport specific rules are more stringent than NAIA rules, the institution must also conform to the sport specific rules.

In the event of an ejection from a contest by a Warner Pacific College coach, student-athlete, or bench personnel, the CCC guidelines will apply. In the event that someone that represents WPC athletics gets ejected from a contest, it the responsibility of the head coach to communicate the incident immediately following the contest to the Director of Athletics.

## **CCC**

In upholding and acting upon the principles, traditions and responsibilities enunciated in the Cascade Collegiate Conference Statement of Philosophy, the Conference expects, and will insist upon, maintenance of commendably respectable standards of decorum and personal deportment of all players, coaches, officials and spectators at Conference contests. In this regard, Referees are recognized as fully in charge of such events, with full and undeniable authority to sustain such standards and take whatever enforcement or disciplinary actions, including declaration of game forfeiture, as are necessary and appropriate. Specifically; threatening, disruptive, unsportsmanlike, disrespectful, violent, harassing, and/or seriously distracting behavior will not be tolerated. In implementing this policy, the senior game official should, at the beginning of each game, clearly outline with the team captains and coaches the standards of behavior and decorum that will be upheld and enforced.

As a matter of Conference policy, all Referees have the full support of the Conference Commissioner's authority, as authorized by the COP and Council of Athletic Directors.

The Cascade Collegiate Conference wishes to exemplify behavior of a kind that will deserve and command the respect and support of the public and campus communities which they represent and with which they relate, as well as the NAIA at large.

10.1.2. It shall be the responsibility of each institution to ensure that all individuals employed by or directly associated with the athletic programs of that institution conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.

10.1.3. Unsportsmanlike conduct shall subject the individual to disciplinary action. The institution with which the offending individual is associated may also be subject to disciplinary action if it is found that the institution's policies, action, or failure to act substantially contributed to the individual's misconduct.

### **10.1.4. Ejections, Acts of Unsportsmanlike Conduct and Individual Penalties**

10.1.4.1. Acts of unsportsmanlike conduct shall include, but not be limited to: any person who strikes or physically abuses an official, opposing coach, player, or spectator. This person may be ejected from the contest and may be suspended for additional contests, as the Commissioner deems appropriate.

10.1.4.2. If a student-athlete, coach or other bench personnel in any sport is ejected from a contest (conference or non-conference, regular season or postseason):

10.1.4.2.1. For any CCC conference contest the host coach must report such ejection(s) to the host athletics director within 24 hours. The host athletics director is then to immediately notify the CCC Commissioner.

10.1.4.2.2. For a non-conference contest, the CCC coach must report within 24 hours the ejection(s) of any CCC participant(s) to his or her athletics director, who is then to immediately to notify the CCC Commissioner.

10.1.4.2.3. Any student-athlete, coach or other bench personnel ejected must serve a suspension as listed in Article VI, Section C, Item 6 of the NAIA bylaws.

10.1.4.2.4. Ejections not by book rule are subject to the appeal of the CCC Conduct in Competition Committee. Appeals must be made through the institution's athletic director (in the event the athletic director is the coach of the sport involved, the appeal must be made through the individual to whom the athletic director reports).

- 10.1.4.3. The following actions shall be subject to a public reprimand (i.e. distribution to the CCC administration, all CCC member institutions, coaches and officials of the sport) for the first offense and a suspension for one contest for an additional offense (a flagrant offense is subject to suspension on the first offense):
- a. Intentionally inciting participants or spectators to violent or abusive action.
  - b. Using obscene gestures or profane or unduly provocative language or action toward officials, opponents, or spectators.
  - c. Publicly criticizing any game official, Conference personnel, another institution or its personnel.
  - d. Acts of unsportsmanlike conduct not specifically described herein.
- 10.1.4.4. Any person who engages in negative recruiting by making statements to a prospective student-athlete, his/her parents, high school coach, or other persons interested in the prospective athlete which are derogatory of another member institution, its personnel, or its athletic program shall be subject to a public reprimand for the first offense, *and to the suspension of the privilege of recruiting for one season for an additional offense.*

**10.1.5. Penalty Imposition and Appeal Procedures**

- 10.1.5.1. Whenever the Commissioner concludes that there has been a violation of this regulation, he/she shall impose the penalty prescribed above or, where he/she is given discretion as to penalty, he/she shall impose a penalty that he/she deems appropriate.
- 10.1.5.2. Whenever the Commissioner decides to impose a penalty, he/she shall first give notice of the decision to the individual and the institution involved, and to the Council of Athletic Directors.
- 10.1.5.3. In the event that the individual or the institution feels that the penalty is inappropriate because the violation did not occur or because the penalty is excessive, there shall be the right to appeal the matter to the Appeals Committee. The appeal must be filed in writing to the Commissioner's office within five (5) calendar days of receipt of notice of the penalty imposed.
- 10.1.5.4. The Appeals Committee shall conduct a prompt hearing, giving the individual or institution opportunity to be heard. The Committee may reaffirm, set aside, or increase the penalty as is deemed appropriate, giving the individual or institution written notice of its decision and its reasons.
- 10.1.5.5. The Appeals Committee shall stay the penalty imposed by the Commissioner pending the decision. No public announcement of the penalty shall be made until the individual or institution fails to give notice of the desire to appeal within the five-day period.
- 10.1.5.6. Whenever a penalty of suspension is imposed at or near the end of a season of competition, the penalty will be carried over into the next season of competition. Should a student-athlete or employee change institutions, penalties imposed are subject to Article VI, Section C, Item 6 of the NAIA bylaws.
- 10.1.5.7. Definition of terms used in this bylaw.
- a. Suspension in the case of a player means that the player cannot participate in the designated number of contests but may practice.
  - b. In the case of a coach, suspension means that the coach cannot be present in the playing arena for the designated number of contests but may conduct practice sessions.

# STUDENT-ATHLETE CODE OF CONDUCT

As a student-athlete at Warner Pacific College, you are expected to abide by the policies of the College including those contained in the current undergraduate Student Handbook: *The Squire*, the College Catalog, and departmental brochures. If there is a dispute between you and the college, the handbook outlines the procedure for making an appeal. It is your responsibility to be aware of the policies outlined in the Student Handbook and Catalog which can be viewed and downloaded from [www.warnerpacific.edu](http://www.warnerpacific.edu). **The college also reserves the right to confront behavior that is detrimental to the student, the community, the college and/or others, regardless of location or age of the student.**

**Intercollegiate athletics at Warner Pacific College is an important component of the educational system and College experience. Participation in the intercollegiate athletics program is a “privilege granted” and not a “right demanded”. The Athletics Director has complete and discretionary authority to interpret and construe the Student-Athlete Code of Conduct. This Code of Conduct may be modified or amended at any time. Student-athletes are responsible for keeping themselves informed of the requirements of the Student-Athlete Code of Conduct.**

**Each student-athlete agrees to the following Warner Pacific College intercollegiate athletics policies:**

1. Student-athletes are expected to meet all institutional regulations for academic progress, all NAIA eligibility regulations, and will conduct themselves responsibly and honestly in all academic and social activities at Warner Pacific College.
2. Student-athletes are expected to attend all classes for which they are enrolled.
  - a. If there is a conflict between a class and an athletic practice, the student will attend the class.
  - b. In the event of a conflict between a class and an athletic contest in which a student-athlete is participating, the student-athlete will attend the game. It is the student-athlete's responsibility to arrange completion of exams, quizzes, and/or class assignments that may be missed due to athletic events (the timeframe for completion of any coursework is at the discretion of the professor, which could potentially mean completing coursework before missing the class).
    - Each student-athlete will provide their professors with a complete list of all conflicts as provided by and signed by their head coach, the Director of Athletics and the Dean of the College at the beginning of their course for the semester. Each student-athlete will also provide a courtesy reminder to their professors the week before any contests.
3. All participants in intercollegiate athletics must abide by NAIA rules and regulations for participating in amateur athletics. No participant in intercollegiate athletics is permitted to accept rewards, gifts or any consideration of value as condition for or result of his or her participation or ability. All competition must be honest and fair, prioritizing sportsmanship and ethical conduct.
4. **Each student-athlete pledges** to accept the five *Champions of Character* core values. Will do their best to represent their team, teammates and themselves while striving to have **Integrity** (know and do what is right); **Respect** (treating others the way you want to be treated); take **Responsibility** (embrace opportunities to contribute); exemplify **Sportsmanship** (bring your best to all competition) and provide **Servant Leadership** (serve the common good).
5. All participants in intercollegiate athletics are expected to abide by reasonable standards of safe participation and to use College facilities in accordance with applicable policies, procedures, rules and regulations.
6. Warner Pacific College, your team and the department of athletics will participate in events which serve the Portland area and surrounding communities, special projects and fundraising activities to



enhance the student-athlete experience. Each student-athlete will be required to participate in a limited number of these events/projects during each academic year they are member of a Warner Pacific intercollegiate athletics team.

7. Because of increased visibility that comes with being a student-athlete, members of athletic teams must take care to avoid violations of the law, including but not limited to the abuse of alcohol and controlled substances.
8. The physical well-being of the student-athlete takes precedence over the outcome of competitive matches. Coaches must be conservative in their decisions on this point and student-athletes themselves should exercise good judgment. The use of drugs, including steroids, to enhance athletic performance is strictly forbidden and will not be tolerated.
9. Warner Pacific College is committed to providing a fair and equitable athletic opportunity for men and women.
10. Student-athletes at Warner Pacific College will conduct themselves in a manner that will not discredit themselves, the team, or the College.
11. Hazing among team members is illegal, strictly forbidden and will not be tolerated.
12. This Code of Conduct requires all student-athletes to comply with:
  - a. Applicable Federal, State and Local Law
  - b. Warner Pacific College Code of Student Conduct and Code of Ethics
  - c. Athletic Department Policies and Procedures, and
  - d. Team Rules

## **TEAM RULES**

Individual team rules may vary to reflect the program, coach's philosophy, the nature of the sport and the practice/competition schedule. Student-athletes must obey decisions and expectations of the Head Coach and are subject to the rules established by the Head Coach in the respective sport. Each Head Coach will present team rules before the start of each season. To ensure a level of consistency among all teams, it is understood that all student-athletes will adhere to the rules as set forth below (in addition to other rules implemented for particular teams.)

# **ATHLETIC DEPARTMENT POLICIES**

## **FACILITY & LOCKER ROOMS**

Student-athletes will be required to carry and use their Warner Pacific College Student Identification card when accessing the C.C. Perry Gymnasium. Student-athletes are responsible to pick up after themselves when using any of the athletic facilities, College or third-party transportation to practice and games.

Locker assignments and/or locks will be issued at the beginning of the year by your team coach. Lockers should not be altered or defaced as the student-athlete will be financially responsible and a hold on the student's account will occur.

## **UNIFORMS & EQUIPMENT**

Student-athletes are personally responsible for the care and return of all equipment and/or uniforms issued to them. If equipment and/or uniforms are not returned in good condition (reasonable wear and tear are expected), the student-athlete will be financially responsible and a hold on the student's account will occur.

Uniforms and equipment will be worn for authorized practices and competition in accordance with College standards as they may be established from time to time.

## **PRACTICE & GAME PARTICIPATION**

Attendance and participation at practice, contests, team meetings and off-season workouts during the academic year (excluding summer breaks) is mandatory unless declared unfit by the team athletic trainer or doctor, or any other way that is no fault of the student-athlete.

Student-athletes who cannot participate in team related activities due to illness and/or injury must notify and be excused by the Head Coach.

In case of an emergency or impending tardiness, student-athletes are responsible for notifying the Head Coach.

## **TEAM TRAVEL**

All Warner Pacific College athletic travel to and from practice and competition sites will be via approved travel methods. Most travel is provided by van, with occasional trips by air, bus, or car. The Director of Athletics approves all athletic transportation.

On overnight trips, student-athletes will remain in the hotel after the curfew hour that is determined by the head coach.

All student-athletes are required to travel with the "team travel party." If a student-athlete wishes to travel separately to his or her residence once the contest or tournament is finished, the student-athlete must submit a completed **Student-Athlete Travel Release Form** to the head coach *prior* to leaving the team travel party. For student-athletes under the age of 18, his or her parent and/or legal guardian must sign the Student-Athlete Travel Release Form. The Student-Athlete Travel Release Form is in the Student-Athlete Handbook and can be obtained from the Athletic Director and/or appropriate head coach. If a student-athlete leaves the team travel party for any reason without notifying his or her Head Coach and submitting a Student-Athlete Travel Release Form, the student-athlete may be subject to disciplinary action, per the Athletic Disciplinary Guidelines found in the Student-Athlete Handbook.

**Student-Athletes choosing to drive personal vehicles to Warner Pacific practice facilities or fields do so at their own risk.**

## **INTERNET**

While the Athletic Department does not prohibit student-athlete involvement with internet social networking communities, it does reserve the right to take action against any currently enrolled student-athlete engaged in behavior that is not appropriate and/or violates College, Department, or team rules, including such behavior that occurs in postings on the internet. Internet sites such as Facebook.com, Twitter.com and others provide individuals with an opportunity to interact with an extraordinary expansive universe of new people and connect with current friends. Postings on personal profiles, groups and chat rooms are in the public domain and easily accessible by anyone including reporters, parents, coaches, groupies, predators, employers, graduate school admissions officials and others. Once information is posted, it can be retrieved by computer savvy individuals even after it has been deleted.

The Athletic Department recommends you immediately review any websites you may have posted information to and ensure the postings are consistent with College, Department, and team rules and that they do not present you in a manner in which you do not want to be portrayed. For your safety and privacy, you should refrain from posting and should promptly remove any personally identifiable information such as telephone number, address, class schedule and places frequented, as well as any inappropriate photos you may have posted. Lastly, be cautious which chat groups you join to be sure you want to publicly be associated with that group. Once you become a member, you are linked to the discussion that takes place within that group. Only the group's administrator is able to delete your group membership or postings.

## **LANGUAGE OR GESTURES**

Profane, derogatory and abusive language or gestures during class, on-campus, during team related activities, practices, or games are absolutely prohibited. Student-athletes must exercise the necessary self-discipline to avoid the use of improper language or gestures.

## **RESPECT**

Student-athletes shall demonstrate respect for all members of the Warner Pacific College community and the community at large.

Student-athletes shall cooperate with people of authority (including, but not limited to coaching staff, College faculty and staff employees) and shall refrain from insubordination.

## **HAZING & INITIATION ACTIVITIES**

Student-athletes are strictly prohibited from engaging in any form of hazing or initiation activities. At Warner Pacific College, hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Physical hazing includes, but is not limited to paddling, head shaving, requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance, and all forms of physical activity that are used to harass or are not part of an organized athletic contest and not specifically directed toward constructive work.

### Psychological hazing includes:

Any act that is likely to: (a) compromise the dignity of a member or prospective member, (b) cause embarrassment or shame to a member or a prospective member, (c) cause a member or prospective member to be the object of malicious amusement or ridicule, or (d) to cause psychological harm or substantial emotional strain

## **GAMBLING**

Federal, state and local laws prohibit gambling. Be aware of the tragic consequences that gambling has had on individual student-athletes and their institutions across the country. Gambling and bribery, even in the simplest form, can be damaging and are strictly forbidden.

**TOBACCO**

the use of smoking or chewing tobacco is prohibited during any contest, practice, trip or team related activity.

**NUTRITIONAL SUPPLEMENTS**

The ingredients in nutritional supplements vary greatly and there are numerous products on the market. Student-athletes should exercise caution before using any nutritional supplement and/or consult with the Athletic Training Staff and/or Team Physician. Many studies have shown nutritional supplements can pose health risks and have adverse side effects if not used properly.

**THEFT**

Any degree of theft by a student-athlete is strictly prohibited and will not be tolerated. Offenders will be prosecuted and disciplined appropriately.

**PRACTICE & COMPETITION SEASON LENGTH**

Each sport shall have a maximum 24-week practice and competition season established by each member institution. Frequency of play, practice and scheduling policies shall be applied only during the period of August 1 to May 15. Frequency of play, practice, and scheduling outside of this period is governed by each member institution and will not be regulated by the NAIA.

There shall be no more than three break periods during the 24 weeks. NAIA-approved postseason participation shall not be counted as part of the 24-week period. A week is defined as Sunday (12:01 a.m.) through Saturday (11:59 p.m.). Any practice or competition during this period shall constitute one of the 24 weeks permitted.

**EVENT ADMISSION POLICY (excluding Postseason Play)**

- Admission is charged for soccer, volleyball and basketball contests
  - \$7 Reserved Seats (if available basketball only –non-WPC fans behind visiting bench only)
  - \$5 Adults - \$3 students (N/C preschool) N/C - Warner Pacific College employees and families
- Pass – The only passes accepted for admission are NAIA, NCAA or Press
- Cascade Collegiate Conference Contests - there is no pass list for visiting teams
- Team Pass List – Each participating team member may list (2) persons for admission to a home contest. Coaches/Administration may list visiting recruits, teams, and coaches etc. for free admission to contests.

# **STUDENTS TODAY ACHIEVE REWARDING TOMORROWS (START)**

Students Today Achieve Rewarding Tomorrows (START) helps create unity and effective communication among Warner Pacific student-athletes, coaches, faculty/staff, the general student body and the Portland community. START enhances awareness of the athletic department and campus programs/organizations and finds ways to encourage student-athlete involvement with the community by participating in community service and fundraisers.

The mission of the START program is to develop a group of student-athletes to take leadership roles for their respective teams and gather their teammates together to become involved with the campus and local community.

## **STUDENT-ATHLETE MEMBER QUALIFICATIONS**

- Be enrolled on a full-time basis and be an active participant of the sport which they represent
- Minimum cumulative GPA of 2.5
- Must have completed at least one term at Warner Pacific
- Preferably some background in community service work

## **MEMBER SELECTION PROCESS**

- Each varsity sport head coach will select one member of their team who possesses leadership qualities and embodies the spirit of the START program
- Current Student Government President (or member of student government cabinet assigned by the SG president) is an automatic member
- Current Officer of the College Activities Board is an automatic member
- Representatives from the Student Senate are automatic members
- Up to (5) At-Large representatives are named at the discretion of the Director of Athletics

## **ROLES OF ALL MEMBERS**

- Attend all meetings unless an obligation that cannot be changed conflicts with a meeting
- Meet once a month and be an active participant in the meetings
- Communicate with members of your respective team or organization prior to all meetings, listening to and noting issues affecting academic and overall well-being of students
- Represent your team or organization's views and concerns for discussion at meetings
- Share information discussed at the meetings and upcoming events with your team/ coaching staff or organization members
- Promote the mission of Warner Pacific College and the athletic program by being an active participant in community and campus initiatives selected by START members

# **ATHLETIC DEPARTMENT DISCIPLINARY GUIDELINES**

Failure to comply with the policies and procedures outlined in the Coach/Student-Athlete Handbook, the Student Handbook: *The Squire*, the College Catalog, and departmental brochures may result in disciplinary action. This action may include suspension or removal from the team, monetary fines, loss of athletic scholarship, and/or required educational experiences.

The desired outcome in any disciplinary action is that the student-athlete would remain a cooperative member of the team, would continue to earn a degree from Warner Pacific College, and would have a stronger walk with God that would serve them well as they serve others through their life.

## **FIRST OFFENSE**

Provided the student-athlete is honest and cooperative in working with student affairs, the residence life department, the campus safety office and athletic department in response to their violation of policies and procedures, the goal of the athletic department in a first offense situation is to help the student-athlete work through their transgressions and provide the support to move forward in positive direction. If a student-athlete is found to have not been truthful with any group during the investigative process, the disciplinary actions may elevate to the level of a second offense. In an alcohol violation, the student-athlete may be required to complete drug and alcohol educational programming before reinstatement, as well as additional community service hours outside of those required by *The Squire* as a student of Warner Pacific College. In the event of an illegal substance abuse or substance abuse involving minors on campus, the Portland Police may also be called.

## **SECOND OFFENSE**

Generally, the second offense may result in a 20% suspension of play dates for the full season of that sport. During this time the student-athlete may be expected to practice with the team, but will not be allowed to participate in the contests. If the violation occurs in the offseason, the student-athlete may be suspended from the first 20% of the contests in the next season. If a student-athlete is found to have not been truthful with any group during the investigative process, the disciplinary actions may elevate to the level of a third offense. This offense also carries all requirements of the previous offense level.

## **THIRD OFFENSE**

A third offense may result in a suspension from all play dates for 365 days from the time of the infraction. In addition, the student-athlete may lose athletic scholarship money for one year. If a student-athlete is found to have not been truthful with any group during the investigative process, the disciplinary actions may elevate to a recommendation of dismissal from the College. This offense also carries all requirements of the previous offense level.

Request for Reinstatement: At the end of suspension and after satisfactory completion of any sanctions and required education, the student may apply for reinstatement to the Warner Pacific College athletic department. Reinstatement shall not be considered automatic and will be addressed on a case-by-case basis. The request for reinstatement shall be given in writing to the Director of Athletics and should state the grounds on which the student athlete believes he/she should be reinstated.

## **APPEAL PROCESS OF ANY VIOLATION LEVEL**

Student-athletes may choose to appeal any application of this conduct agreement. After a positive drug test the student-athlete reserves the right to send the sample to a laboratory to be retested at the student-athlete's expense. All appeal requests must be made in writing to the Director of Athletics. Once an appeal request is received, the Director of Athletics will convene an appeals committee comprised of the Director of Athletics (non-voting capacity), Assistant Director of Athletics, a non-athletic staff member and a non-student-athlete. The appeals committee will be meet as soon as possible, to hear the student-athlete's request. However, until the appeal is heard, the student-athlete will remain on suspension until the case is heard.

## ATHLETIC TRAINING

The Warner Pacific College athletic training department is responsible for the coordination of health care for student athletes within the intercollegiate athletic program. Our goal is to provide the highest quality of prevention, evaluation, treatment, rehabilitation, and management of athletic injuries. Additionally, the athletic training staff is responsible for medical clearance, medical coverage of home athletic events, participation status, and physician referral.

The Warner Pacific College Athletic Training Room is located on the bottom floor of the C.C. Perry Gymnasium and is generally open one hour before any team practice and two hours before any home contest. The Athletic Training Room is staffed by one full-time Certified Athletic Trainer which is certified by the National Athletic Trainers' Association and licensed by the state of Oregon.

### STUDENT-ATHLETE MEDICAL FORMS

Student-athletes at Warner Pacific are required to complete forms prior to participation on intercollegiate athletic teams. These include: a liability waiver, medical history, physical, emergency contact, insurance information and HIPPA release. **Student-athletes will not be able to practice or play in games until all forms are complete and checked by the athletic trainer.**

Every student-athlete is required to have a current physical stating they are medically-cleared to participate in intercollegiate athletics. The examination can be performed by a MD, DO, PA, or NP. Additionally each student-athlete is **REQUIRED** to have health insurance and be able to show proof of this insurance. **Warner Pacific College does not provide medical insurance coverage for athletes.** Student-athletes should verify that their insurance is current and provides coverage for athletic injuries, MRI, X-rays, physical therapy, or other extended medical tests. Student-athletes must inform the athletic training staff of any changes to their primary insurance during the school year. Student-athletes that are involved in "high impact" sports are also required to take a Baseline Impact Test at the beginning of each season. This will be administered by the athletic training staff.

### STUDENT-ATHLETE RESPONSIBILITIES

Student-athletes are expected to take responsibility for their health care. The student-athlete should take an active role in contacting the athletic training staff regarding any injuries sustained while participating in intercollegiate athletics. The student-athlete should be honest and direct during evaluations of personal injuries, as it is very important to understand the injury and health situation. Student-athletes should ask questions and communicate with athletic training staff in order to understand the nature and care of their injuries. Due to confidentiality restrictions, we recommend student-athletes inform their parents or guardians regarding any injuries they sustain. Decisions of the availability of a student-athlete for practice or game competition will be the sole responsibility of the athletic training staff. Failure to comply with these decisions will relieve the staff of any further responsibility of the injured or ill student-athlete.

### COACH RESPONSIBILITIES

Coaches must have current certification in CPR and First Aid. In the event of an emergency, call 911. Each coach will be provided with student-athlete health insurance information, as well as emergency contact for their student-athletes. The coach must have this information with them for all practices, games and road trips. Each team will be provided with a medical kit for away games and practices. Decisions of the availability of a student-athlete for practice or game competition will be the sole responsibility of the athletic training staff. Failure to comply with these decisions will relieve the staff of any further responsibility of the injured or ill student-athlete.

## **CONCUSSIONS**

### **Coaches and student-athletes must read and understand the Concussion Fact Sheet below.**

Coaches will monitor for, and encourage their student-athletes to report, any suspected injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions. Coaches accept the responsibility of referring any student-athlete who is suspected of sustaining a concussion to the medical staff. Any student-athlete with a suspected concussion must sit out of practice until evaluated by the athletic training staff.

### **What is a concussion?**

A concussion is a brain injury that:

- Is caused by a blow to the head or body
  - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works
- Can range from mild to severe
- Presents itself differently for each athlete
- Can occur during practice or competition in ANY sport
- **Can happen even if you do not lose consciousness**

### **How can I prevent a concussion?**

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions
- Follow your athletics department's rules for safety and the rules of the sport
- Practice good sportsmanship at all times
- Practice and perfect the skills of the sport

### **What are the symptoms of a concussion?**

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

Concussion symptoms include:

- Amnesia
- Confusion
- Headache
- Loss of consciousness
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Nausea (feeling that you might vomit)
- Feeling sluggish, foggy or groggy
- Feeling unusually irritable
- Concentration or memory problems (forgetting game plays, facts, meeting times)
- Slowed reaction time
- Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse



**What should I do if I think I have a concussion?**

**Don't hide it.** Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

**Report it.** Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

**Get checked out.** Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

**Take time to recover.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT.**

For more information and resources, visit [www.NCAA.org/health-safety](http://www.NCAA.org/health-safety) and [www.CDC.gov/Concussion](http://www.CDC.gov/Concussion)

## **STUDENT-ATHLETE DRUG TESTING POLICY**

Warner Pacific College believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and well-being of our student-athletes, to affirm compliance with applicable rules and regulations, and to identify student-athletes who are improperly using drugs and to assist them before they harm themselves or others.

### **CONSENT TO PARTICIPATE**

As a condition of participation in intercollegiate athletics at Warner Pacific College each student-athlete will be required to sign a consent form agreeing to undergo drug testing. Failure to consent to or comply with the requirements of this policy may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at Warner Pacific College. Additionally, student-athletes will be given an opportunity to ask any questions regarding the information contained in the policy, the testing program, or other related issues prior to signing the consent form.

### **METHODS OF SELECTION**

Unannounced Random Testing: All student-athletes listed on the roster and who have signed the consent form are eligible to be randomly selected for drug testing, including red shirts, academically ineligible and injured players. The Director of Athletics will select 10% of each team's roster to be tested randomly. This will be done once during the Fall semester and once during the Spring semester. The random selection of student-athletes will be ensured by using only the student identification numbers that each student is given at the beginning of their academic career here at WPC.

Reasonable Suspicion Screening: A student-athlete may be subject to testing at any time when the Director of Athletics, Coach, Athletic Trainer, or Faculty/Staff member determines there is individualized reasonable suspicion to believe the student-athlete may be using a prohibited substance. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics, head or assistant coach, athletic trainer or other Warner Pacific College faculty and staff. Reasonable suspicion may be found, but not limited to 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances.

Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes and legal involvement. If reasonable suspicion is verified the Director of Athletics will notify the student-athlete and the student-athlete must stay with a member of the coaching staff, the athletics administration staff or the athletic trainer until an adequate specimen is produced. If the test appears to have failed the student will have the opportunity to send the specimen at their cost to the drug testing lab to confirm/determine results.

Re-entry Testing: A student-athlete who has had his/her eligibility to participate in intercollegiate sports suspended as a result of a drug violation may be required to undergo re-entry drug testing prior to regaining eligibility. The Director of Athletics shall arrange for re-entry testing when he/she determines that re-entry to the intercollegiate sports program is appropriate.

Follow-up Testing: A student-athlete who has returned to participation in intercollegiate athletics following a positive drug test may be subject to follow-up testing throughout the remainder of their athletic eligibility.

## **NOTIFICATION & REPORTING FOR COLLECTIONS**

The student-athlete will be notified of and scheduled for testing by the Director of Athletics. The student-athlete will be notified in person or by direct telephone communication (e.g. no voice mail messages or e-mails) of the date and time to report to the collection station. No specific time period is required for notification of student-athletes prior to the administration of any drug tests.

A student-athlete who refuses to provide an adequate urine sample during the testing process, attempts to alter or substitute his/her urine sample, or fails to show up at the designated time, shall be deemed in violation of this policy and will be cause for the same actions as a positive drug test result.

## **SPECIMEN COLLECTION PROCEDURES** (The National Center for Drug Free Sport 5/13/09)

1. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will officially enter the station.
2. The athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker's lid and name on container.
3. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of at least 60 mL is provided.
4. Validators who are of the same gender as the athlete must observe the voiding process and should be members of the official drug-testing crew. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the athlete raise his/her shirt high enough to observe the midsection area completely ruling out any attempt to manipulate or substitute a sample.
5. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the collection crew chief or client representation for documentation. Athletes will rinse and dry hands, with water only, prior to urination, and wash with soap and water following urination.
6. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances.
8. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded. Upon return to the collection station, the athlete will begin the collection procedure again.
10. The sample will be presented to the Director of Athletics for testing.
11. The Director of Athletics will use the "One Step Drug of Abuse Urine Test" on the sample by immersing the absorbent end in the urine sample for 10 seconds.
12. The test is then laid flat and results will be available in five minutes.
13. If the result is positive or appears to be positive, and the student athlete would like to send the sample to the laboratory for re-testing (at their own expense) the athletic trainer, in full view of the student athlete, will transfer the sample to the laboratory specimen cup. All parties will sign a chain of custody form and envelope will be sealed and sent to the lab.

**MEDICAL EXCEPTION PROCESS**

The college recognizes that some banned substances are used for legitimate medical purposes. Accordingly, exceptions can be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a substance.

Student-athletes are required to inform their athletic trainer of all medications (prescribed or over-the-counter) that they are taking prior to participating in athletic contests for WPC. The student-athlete must provide a letter from the prescribing physician that documents the student-athlete's medical history and the need for regular use of that drug. The letter must also include diagnosis (including appropriate verification) and dosage information.

**POSITIVE TEST CONSEQUENCES**

*REFER TO STUDENT-ATHLETE ATHLETIC DEPARTMENT DISCIPLINARY GUIDELINES ON PAGE 21*

# ATHLETIC COMMUNICATIONS

## ATHLETIC WEBSITE

The Warner Pacific College Athletics Department Official website is [www.wpcknights.com](http://www.wpcknights.com) and is the primary source of information of the athletics department, sports, stories, rosters, schedules, statistics, live video for home and away events, and much more.

## MARKETING & PROMOTIONS

Warner Pacific Athletics will work to market and promote both individual contests and the overall athletic teams in general. Coaches are encouraged to work with the Assistant Director of Athletics for Communications to develop concepts and ideas. All marketing and promotions are subject to the approval of the Director of Athletics.

## MEDIA REQUESTS

Occasionally, student-athletes are asked to give media interviews. Provided these requests are reasonable and do not conflict with class schedules or team-related activities, student-athletes are asked to make themselves available and project a positive image of themselves, their team and Warner Pacific College. Student-athletes should get clearance from the Assistant Director of Athletics for Communications and/or your head coach prior to granting any interviews or responding to media questions.

The following guidelines are to assist you:

- Remember, you are representing the College and your team during an interview, conduct yourself professionally
- Always be positive with your comments concerning your team, teammates, coaches and Warner Pacific College
- Timeliness is a must when returning a phone call or meeting with the press or media, remember they operate with deadlines
- Never say discouraging remarks about your opponent
- Always be courteous with media members
- When speaking, take your time and focus on your thoughts
- Relax and be yourself
- If you are uncomfortable with the line of questioning the reporter is asking you, please say you have not comment and politely move on to the next question
- Always thank the press or media at the end of an interview

## PUBLIC SPEAKING

You are considered a representative of the Athletics Department because you are a member of a team. When dealing with the general public, be aware of projecting a positive image, in what you say and how you say it.

The following guidelines are for your assistance:

- Never criticize another player, coach or the College
- Say constructive, positive things about your team
- While representing your team, dress neatly and remember you always represent Warner Pacific College

## ATHLETIC PHOTOGRAPHY

Competing as a student-athlete at Warner Pacific College you may have your photo taken during competition, while all student-athletes will have headshots taken to use with team rosters. The Athletics Department reserves the right to co-ownership of those photos with the photographer and to use the photos for departmental, promotional and resale purposes. By signing the Acknowledgement Statement within this handbook you confirm that you understand and consent for your photos to be used.

# FUNDRAISING

The head coach of each sport may choose to provide additional amenities for their program. Such items may include: travel gear, equipment purchases, additional uniforms, contests scheduled outside of the region, etc. These expenses shall be the responsibility of the head coach through fundraising. Fundraising may be accomplished through securing private donations, arranging game guarantees, or organizing fundraising activities.

Fundraising for athletics at Warner Pacific College must take place within the context of the institutions fundraising as a whole. As a result all fundraising must be approved by the Director of Athletics and the Office of Advancement prior to undertaking the proposed project. Information needed from each coach prior to approval includes the amount of funds needed, purpose of fundraising (project), the timeline for raising funds, the proposed donors to be approached and the method of fundraising.

Funds raised may be designated and restricted for your sports use but must be used prior to the end of the year the money is raised. The only exceptions for monies to carry over to the next budget year are the following: out of state trips and uniforms. Each sport will have its own designated/restricted account through Warner Pacific College.

It is a policy of Warner Pacific College that no outside bank accounts are allowed by students, faculty or staff. It is critical that dollars raised for any college project are handled with the utmost care and integrity. All donors must have every opportunity to experience the full benefit of their IRS deduction when giving gifts. It is important that coaches and advisors realize that when a donor receives a gift after donating that gift deducts the value of their contribution to the college. Mishandling raised funds and/or disregarding Warner Pacific College fundraising policies may be cause for immediate dismissal from your position.

## KNIGHTS CLUB

The Knights Club serves as the booster club for all Warner Pacific College athletic programs. The KC exists for the purpose of allowing its members to:

- a. Support all athletic programs financially through membership dues, gifts and fundraisers
- b. Assist the Director of Athletics and coaches as volunteers in facility improvement and maintenance

## CAMPS & CLINICS

Warner Pacific College encourages coaches to conduct sports camps and coaching clinics for the greater Portland area. The coaching staff is allowed to host the camps and clinics in the CC Perry Gymnasium facility and promotional support is provided through the Athletic Communications Office.

Coaches will provide complete details of the camp or clinic including full financial breakdown of camp expenses and revenue to the Director of Athletics for approval. Once approved by the Director of Athletics, the coach and Director of Athletics will seek approval from all other campus departments including all applicable areas such as facilities, security, dining, housing, admissions, etc. Coaches will collect camp fees and deposit into their sport account and will be paid via an Honorarium.

## SOLICITING POTENTIAL SPONSORS/ORGANIZATIONS/MEDIA

Coaches and staff members should not contact businesses, organizations, or media in efforts to solicit sponsorships, advertising, exposure, or appearances. Advertising and marketing partnerships for the Athletic Department and its sports programs will be coordinated through the Director of Athletics in order to receive the optimal benefit for the department or program. No athletics staff members are to solicit advertising/marketing, except under special circumstances when given permission by the Director of Athletics. If a coach or staff member is approached by a potential sponsors/advertiser, they should contact the Director of Athletics promptly.

## **ATHLETIC MERIT AWARD TO STUDENT-ATHLETES**

Warner Pacific College participates in the NAIA which allows for institutional financial aid that is related to a student's athletic ability. Athletic merit awards are distributed on a case-by-case basis depending upon the available awards and the coach's evaluation of the student-athlete. This aid is awarded on an annual basis and no coach has the authority to award an athletic merit award for more than one year.

A head coach recommends an athletic merit award to the Director of Athletics. After review of the entire scholarship budget of that particular sport, the Director of Athletics will approve, adjust or reject the coach's recommendation.

The head coach of each sport program will meet with each student-athlete during and after the season to provide an assessment of the athlete's performance in regards to the established athletic merit award level (i.e. fitness, overall performance, attitude or effort). Student-athletes should expect the head coach of their sport(s) to schedule evaluations of their respective seasons at the conclusion of their sport(s) season and discuss the following year's athletic merit award.

Athletic merit awards may be reduced or cancelled during the period of the award (i.e., during that year or term) only if the student-athlete:

1. Renders themselves ineligible for intercollegiate competition;
2. Misrepresents any information on an application, letter of intent of financial aid agreement;
3. Commits serious misconduct which warrants a substantial disciplinary penalty (the misconduct determination must be made by the College's regular student disciplinary authority); or
4. Voluntary quits the sport for personal reasons

Institutional financial aid based in any degree on athletics ability MAY NOT be reduced or canceled during the period of the award:

1. Based on a student-athlete's ability, performance, or contribution to a team's success;
2. Because an injury prevents the student-athlete from participating;
3. For any other athletics reason

### **OFFERING ATHLETIC MERIT AWARD TO STUDENT-ATHLETES (LETTERS OF INTENT)**

Any coach that is interested in offering a Letter of Intent to a prospective student-athlete must complete the following:

1. Prospective student-athlete has completed application for admission and has received an acceptance letter
2. Coach, Director of Athletics and Faculty Athletic Representative have evaluated the prospective student-athlete's transcripts to determine if they will be immediately eligible upon their arrival to Warner Pacific College
3. Student-athlete has registered with the NAIA Eligibility Center ([www.playnaia.org](http://www.playnaia.org))
4. Coach will provide the Director of Athletics with the amount of athletic merit award the coach would like to offer the prospective student-athlete and they will review the team matrix to determine if the athletic merit award funds are available
5. Director of Athletics will request Financial Aid to review prospective student-athlete's potential for academic, leadership and financial needs-based awards
6. The Director of Athletics will make the final determination if the amount of athletic merit award requested fits into the coach's matrix system
7. Following approval of the Director of Athletics, two Letters of Intent will be issued for signature by the Director of Athletics, Coach and Prospective Student-Athlete

## **ELIGIBILITY AND ACADEMIC PROGRESS STANDARDS**

In order to maintain your eligibility to participate in intercollegiate athletics at Warner Pacific College, you must meet both Warner Pacific College Satisfactory Progress standards and NAIA progress standards as listed below.

### **WARNER PACIFIC COLLEGE SATISFACTORY PROGRESS STANDARDS**

Students are expected to make satisfactory progress toward their degree by maintaining minimum GPA of 2.0, by enrolling in courses that meet the requirements for a specific degree program, and the completion of the following:

- 24 credits per academic year if classified as a fulltime student
- 18 credits per academic year if classified as a 3/4-time student
- 12 credits per academic year if classified as a 1/2-time student

Students will be placed on Academic Probation at the close of any semester in which their GPA for that semester falls below a 2.0. If the GPA earned the subsequent semester is not a minimum of 2.0, a student may be dismissed. Students are required to earn a cumulative career GPA of 2.0 to be eligible for graduation.

Students who enter with probationary status must earn at least a 2.0 GPA their first semester or be dismissed at the end of that semester. Students may appeal in writing to the Registrar for a review with the Academic Policies Committee and may ask their advisor to be present during the review.

Students placed on academic probation at the conclusion of any one semester MUST adhere to the following requirements:

1. Report to the Director of the Academic Support / Career and Life Planning Center during the first week of the semester to develop a plan that identifies and provides a remedy for the current academic difficulties.
2. Meet with the advisor no later than the first week of the semester to review the student's class schedule and make any necessary adjustments. Students are limited to 12 credits during the semester of Probationary Status.
3. Enroll in Critical Thinking and Study Skills (CLS 110) unless credit for the course has already been earned. A probationary student in a Warner Pacific Student Leadership position may continue in the position only after an academic plan of action has been approved by the Director of Leadership Development and the Chief Academic Officer.

A probationary student interested in drama may audition for a play only if an academic plan of action has been approved by the Drama Professor and the Chief Academic Officer.

A probationary student who is NAIA eligible may participate in intercollegiate athletics only after an academic plan of action has been approved by the Director of Athletics and the Chief Academic Officer.

A probationary student interested in participating in other extracurricular activities that may take time away from the student's regular daily academic schedule (e.g. traveling groups), may participate in those activities only if an academic plan of action has been approved by the Director of Leadership Development and the Chief Academic Officer.

A student wishing an exception to any of the above policies must complete an APC petition no later than the end of the first week of the semester.



## ENRICHING ACADEMIC RESULTS NETWORK (EARN)

Enriching Academic Results Network (EARN) supports the major vision of the athletic department – the development of student-athletes achieving greatness in the classroom and in life that help prepare them for their next educational pursuits and life after athletics.

The EARN Program offers academic training and mentoring programs to assist student-athletes in managing their time between academics, athletics and community involvement. With the assistance of student success tutors, current student-athletes receive extensive guidance in preparing homework assignments and studying for examinations in their respective fields. This is an environment that allows the student-athlete to EARN their success and improvement academically through hard work and guidance.

The goal each year is to achieve a grade point average of 3.0 or better for the entire athletic program combined and higher than the general student body.

### EARN TRAINING

EARN Training is a place where tutors and mentors are available to student-athletes four mornings per week throughout the academic year: Mondays – Math/Science Tutors; Tuesdays – Writing/Science Tutors; Wednesdays – Business/Math Tutors, Thursdays – Writing/Math Tutors.

Student-athletes may also coordinate individual tutoring sessions through the Warner Pacific Academic Success Center. Contact Charlotte Wilson ([cawilson1@warnerpacific.edu](mailto:cawilson1@warnerpacific.edu)) (503) 517-1692 or Rod Johanson ([rjohanson@warnerpacific.edu](mailto:rjohanson@warnerpacific.edu)) (503) 517-1010

The goal of EARN Training is to ensure that student-athletes are making satisfactory progress toward their degree and are meeting the academic guidelines of Warner Pacific College and the NAIA. With its clearly defined criteria and rules of conduct, EARN Training strives to provide a structured environment that will benefit student-athletes by improving study habits, honing focus and providing one-on-one learning opportunities. EARN Training is not intended to be a substitute for regular class attendance and routine study, but is designed to be an essential tool to help student-athletes train their minds as they train their bodies in their respective sports to achieve their academic objectives.

- **Always Check In/Out with Monitor** – Each student-athlete is responsible for attending training and signing in.
- **Respect Others** – Do your work quietly without disturbing others. If you become disruptive you may be clocked out of EARN TRAINING.
- **Come Prepared** – Every student-athlete must have enough work for the entire time they are spending in the EARN TRAINING session. If the student-athlete isn't prepared, they may be asked to leave the EARN TRAINING and be clocked out without earning credit for their attendance and their coach will be notified.
- **Technology** – Head phones can be worn but volume must be set low enough so it doesn't disturb others around you. If you are expecting a call from a parent or coach let the monitor know and you can take the call outside. NO TEXTING. Your computer may be used for school work only. (No Social Media)
- **No Sleeping at Any Time!**

#### Required Hours of Attendance

BELOW 2.0	6 Hours of EARN TRAINING	Cannot be exempt
2.00-2.49	5 Hours of EARN TRAINING	Cannot be exempt
2.50-2.74	4 Hours of EARN TRAINING	Cannot be exempt
2.75-2.99	3 Hours of EARN TRAINING	Cannot be exempt
3.00-3.49	2 Hours of EARN TRAINING	May be exempt after Fall Quarter
3.50-4.00	1 Hour of EARN TRAINING	May be exempt after Fall Quarter

## **NAIA ELIGIBILITY CENTER**

The NAIA Eligibility Center is responsible for determining the NAIA eligibility of first-time student-athletes. Any student playing NAIA championship sports for the first time must meet the eligibility requirements. Students must have their eligibility determined by the NAIA Eligibility Center, and all NAIA schools are bound by the center's decisions.

### **Who needs to register?**

Every student interested in playing championship sports at NAIA colleges for the first time in fall 2011 or later needs to register and receive an eligibility determination. This applies to:

- High School Seniors
- Current NAIA students who will play sports for the first time at an NAIA School
- Transfers from two-year colleges
- Transfers from four-year colleges

### **What happens when I register?**

You'll create a personal profile with the basic facts about your academic history and sports participation to date. We use that information – with standardized test scores and official transcripts – to make a determination about your initial eligibility.

You also have the opportunity to build a personal sport resume through our NAIA Connections service to provide more in-depth information about your experience and accomplishments, plus the type of college you have in mind - size, location, areas of study, extracurricular activities. We'll use that information to give you a list of NAIA colleges that match those interests. You can then send your profile directly to coaches and admissions offices at up to five schools. It's a personal connection, and you're in control!

### **What information will I need to provide?**

You need your current contact information, previous addresses, high school and/or colleges attended and history of your sports participation after high school graduation.

When you register for the ACT or SAT, include the NAIA Eligibility Center (9876) on the list of places test scores should be sent.

Ask your high school counselor and/or college registrars to send official transcripts directly to the NAIA Eligibility Center. For high school students, the official transcript should verify high school graduation, class rank and cumulative grade point average.

Remember to register before you have records sent to the NAIA Eligibility Center.

### **When should I have my school(s) send official transcripts?**

#### **High School Students:**

If you are a U.S. student with a cumulative GPA of 3.0 (on a 4.0 scale) after the completion of your junior year or a 2.5 (on a 4.0 scale) midway through senior year and you met the standardized test score requirements, please have your high school administrator send an official transcript as soon as possible.

If you are homeschooled, an international student, or your cumulative GPA does not meet the early decision requirement (at least a 3.0 on a 4.0 scale after junior year or 2.5 on a 4.0 scale midway through senior year), please have your school administrator send a final, official transcript immediately after high school graduation.

\*International students must also have the school provide proof of graduation.

#### **College Transfers:**

College transfer students should only send transcripts once having completed all course work from the current institution. College transfers should send all completed course work from all previous institutions at the time of registration.

**Can I receive a final eligibility decision before high school graduation?**

Yes. U.S. high school students who complete their junior year with an overall 3.0 GPA on a 4.0 scale (or who have at least a 2.5 GPA on a 4.0 scale midway through senior year) and score at least 18 on the ACT or 860 on the SAT may receive an early eligibility decision from the NAIA Eligibility Center. You must 1) register with the NAIA Eligibility Center, 2) have your high school send an official transcript to the NAIA Eligibility Center, and 3) contact ACT or SAT to have your test scores sent to the NAIA (Code 9876).

At this time we are unable to provide early decisions for transfer, home schooled or international students.

**What are the costs?**

- U.S. students enrolling full-time at an NAIA school in the first full term following high school graduation: \$70
- U.S. college transfer students, current NAIA attendees, or students with more than a summer break after high school graduation: \$90
- International students: \$120

**Is there an opportunity for a fee waiver?**

Yes. The registration fee will be waived for students with demonstrated need. If you receive a fee waiver for the ACT or SAT test or qualify for the federal free or reduced-cost lunch program, contact your high school counselor. Your counselor can contact the NAIA Eligibility Center directly to confirm your eligibility for a fee waiver.

Transfer students or current NAIA students can qualify for a fee waiver based on receipt of a minimum of \$4,500 in Federal Pell Grant funds.

Students seeking fee waivers must begin the registration process and get an EC ID# before their waivers can be processed.

**ELIGIBILITY CENTER PROCESS**

- Once the online registration, test scores and final transcript have been received, an NAIA Eligibility Center manager will review the materials and determine eligibility.
- Priority is given to those who appear on a Short List for any NAIA school. A Short List comprises those prospective students that the NAIA institution is seriously considering.
- Students with an overall 3.00 GPA on a 4.00 scale at the end of the junior year or a 2.5 GPA on a 4.0 scale midway through senior year in high school can receive an early eligibility decision, if they also have scored at least 18 on the ACT or 860 on the SAT. Make sure you specify the code “9876” when registering for the ACT/SAT, and ask your high school to send an official transcript to the NAIA Eligibility Center after your junior year or midway through senior year.
- The student’s status in the process is viewable at any time from within the student’s account. NAIA schools can also monitor progress on those students who were listed on their Short Lists.
- When you register you will be asked for your anticipated NAIA enrollment date. Eligibility is determined only for that enrollment date. If you do not compete at an NAIA school in that timeframe, a new eligibility determination must be requested from the NAIA Eligibility Center.

If you have any questions in regards to any of the NAIA eligibility regulations please contact the Director of Athletics or your Faculty Athletics Representative. You may also review information at the Eligibility Center at [www.playnaia.org](http://www.playnaia.org) or review the complete rules and regulations at [www.naia.org](http://www.naia.org) go to Membership Services and Official/Policy Handbook.

## NAIA ELIGIBILITY REQUIREMENTS

(Refer to NAIA Official Handbook for Complete Detail & Exceptions)

For a student to be eligible for any NAIA recognized intercollegiate competition, a member institution must ensure that the student conforms to the following regulations.

1. An entering freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution.
2. An entering freshman student must meet two of the three entry-level requirements below. Students not meeting at least two of the three standards shall be denied athletics participation at a member institution for the first full year of attendance (two semesters, three quarters, or the equivalent) that such a student is identified with any institution(s).

**The three entry-level requirements are as follows:**

- a. A minimum score of 18 on the ACT or 860 on the SAT (for tests taken on or after April 1, 1995); **NOTE:** In order to meet the requirement of Article V, Section C, Item 2, paragraph a above, an entering freshman must achieve a score of 18 or higher on the ACT or a score of 860 or higher, achieved on the Critical Reading and Math sections of the SAT. The test score must be achieved at a single test sitting administered by a certified tester on a National, International or official state assessment testing date to apply to this requirement. A test taken under any conditions other than those listed is considered by both testing agencies to be a residual test and cannot be used for certification purposes. The ACT/SAT must be taken prior to the beginning of the term in which the student initially participates.
  - b. An overall high school grade point average of 2.000 or higher on a 4.000 scale;
  - c. Graduate in the upper half of the student's high school graduating class. The class rank must appear on the student's transcript, leaving certificate or other academic document. If the student's class rank does not appear on the abovementioned documents, a letter from the student's principal or headmaster, written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement can be accepted.
3. The student must be identified and enrolled in a minimum of 12 institutional credit hours at the time of participation.
  4. The student must maintain institutional identification during any term of participation. For exceptions see Article V, Section D, Items 3 and 4.
  5. The student must have accumulated a minimum of nine institutional credit hours prior to identification for the second term of attendance. Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the Nine-Hour Rule for a second-term freshman.
  6. After completion of the second semester term or third quarter term of attendance and from then on, a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance in a semester system or 36 institutional credit hours in the three immediately previous terms of attendance in a quarter system.

A student transferring from a quarter system to a semester system must have accumulated 24 institutional credit hours in the previous two terms of attendance after the first term of attendance at the new institution.

A student in a quarter system must have accumulated 24 institutional credit hours in the previous two quarter terms of attendance if completion of three quarter terms of attendance has not occurred. Upon completion of three quarter terms of attendance the student must have accumulated 36 institutional credit hours.

No more than 12 institutional credit hours earned during summers and/or during non-terms may be applied to meet the 24/36-Hour Rule. Such credit must be earned after one or both of the two immediately previous terms of attendance.

All credit hours used to meet this total of 24/36 institutional credit hours are to be taken at face value and are not to be converted, even if earned at different institutions using different credit-hour systems (e.g. quarter and semester).

7. The student must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NAIA (when applicable).
8. Upon reaching junior academic standing as defined by the institution, a student must have a cumulative GPA of at least 2.000 on a 4.000 scale. The 2.000 cumulative GPA or higher must be certified each grading period in which the student wishes to compete after junior academic standing is reached.
9. To participate a second season in a sport, all students must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

To participate the third season in a sport, all students must have accumulated at least 48 semester/72 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

To participate the fourth season in a sport, all students must have accumulated at least 72 semester/108 quarter (or equivalent) institutional credit hours, at least 48 semester/72 quarter hours of which must be in general education and/or in the student's major field of study.

Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

To participate in a third and/or fourth season in a sport, all students must have and maintain a total cumulative GPA of at least 2.000 on a 4.000 scale. The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended.

10. The student must be eligible according to the institution's standards for intercollegiate competition.
11. The student must be eligible according to affiliated conference standards when such standards are more stringent than NAIA rules and standards.
12. Repeat courses previously passed with a grade of "D" or better in any term, during summer, or during a non-term cannot count toward satisfying the 24/36-Hour Rule.
13. A maximum of one repeat course per term previously passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12-Hour Enrollment Rule.
14. Repeat courses previously passed with a grade of "C" or better cannot be applied to meet either the 12-Hour Enrollment Rule or the 24/36-Hour Rule.
15. For the fall term only, if athletic contests are scheduled before the opening date of classes, an enrolled student may compete prior to the first day of class, provided the student meets all other eligibility requirements.

16. For all other terms during the regular academic year, a student enrolled in the second (or subsequent) term may compete between terms (beginning on the day following the close of the concluding term), provided the student meets all eligibility requirements for the upcoming term.
17. A student who is eligible the last day of a term may retain eligibility until midnight of the 21st calendar day following the close of a term to allow an institution time to recertify eligibility. This regulation does not apply to students who complete all requirements for graduation or complete 10 semesters of attendance (or equivalent). Further, students declared ineligible by the institution or conference shall lose eligibility immediately upon such declaration.
18. A student enrolling in college after the date set by the institution for enrollment of regular full-time students will not be eligible to compete in intercollegiate athletics until two full calendar weeks of residency have been completed.

#### **NAIA RETENTION: REESTABLISHMENT OF ELIGIBILITY**

1. A student may participate four seasons in one sport in 10 semesters, 12 trimesters, or 15 quarters of attendance if otherwise eligible. The 10 semesters need not be consecutive. During the ninth or tenth semester, or equivalent, the student may participate in any sport in which the student has not already used four seasons of competition.
2. With reference to establishing or reestablishing eligibility in the same institution, a student is eligible for athletics participation on the day following the close of a term, provided the student meets all eligibility requirements for the upcoming term and is properly certified as eligible.
3. A student attending a college on the trimester system may participate in spring sports if the student was identified the previous term at that institution and completed 24/36 institutional credit hours or more since the beginning of the fall term of the current school year, and is otherwise eligible although not enrolled during the third trimester.
4. A student who is eligible during the regular sport season for a particular sport and who is eligible at the end of the regular sport season shall retain eligibility in that particular sport for participation in NAIA postseason competition provided the student was in attendance the term immediately preceding the postseason competition.
5. A student who has completed all academic requirements for graduation from a four-year institution as defined by that institution shall no longer be eligible to compete in intercollegiate athletics.

The graduate must be enrolled in a full-time class load as defined by the school in lieu of 12 institutional credits at the time of participation.

To maintain eligibility status, the student must successfully complete the full-time class load as defined by the institution. The registrar must certify in writing to the eligibility chair that the above conditions have been met prior to participation of the student.

#### **NAIA TERMINATION OF ELIGIBILITY**

1. A student terminates athletic eligibility at the end of a term upon completing 10 semesters, 12 trimesters, or 15 quarters in which the student is identified (See Article V, Section B, Item 8 of the NAIA Bylaws).
2. A student who loses eligibility at the end of a term because of graduation becomes ineligible at the end of the week (11:59 p.m., Saturday) in which the term ends.
3. A student who loses eligibility at the end of a term other than because of graduation or completion of 10 semesters of attendance becomes ineligible no later than midnight of the 21st calendar day following the close of the term. If an institution checks eligibility prior to the 21-day deadline (Article V, Section J, Item 2) and determines that a student has become ineligible, the student becomes ineligible immediately.
4. No student shall be permitted to participate in intercollegiate athletics for more than four seasons in any sport.

5. Any student who has completed eligibility or who has been permanently banned in a given sport at any four-year institution, either NAIA-affiliated or other, shall have no eligibility remaining in that sport within the NAIA. Such a student cannot regain eligibility in that sport at an NAIA institution.

#### **NAIA TRANSFER REQUIREMENTS: GENERAL**

1. A student previously identified with an institution of higher learning (two- or four-year), who then transfers to a member college or university must complete the Official NAIA Transfer Player Eligibility Statement, and the institution must mail this statement to the eligibility chair prior to the student participating.
2. A student becomes identified with an institution upon representing an institution in an intercollegiate contest or enrolling in 12 or more institutional credit hours as reported by the institution's registrar on an official transcript based on the institution's official census date (summer session not included). Anyone transferring after identification becomes a transfer student.
3. If a student identified with an institution officially withdraws from that institution within 21 calendar days following the official opening date of classes as stated in the institutional catalog and returns and becomes identified with the same institution (without becoming identified at another institution), the student shall not be charged with a term of attendance for the term in which the student withdrew.
4. If a student becomes identified at an institution and officially totally withdraws from that institution within 21 calendar days and subsequently becomes identified at an NAIA institution after remaining out of school for at least two full consecutive semesters, two full consecutive trimesters or three full consecutive quarters following the term of withdrawal, the term shall not be counted in application of the Nine-Hour Rule, 24/36-Hour Rule. The term shall be charged as a term of attendance with respect to the 10 semester, 12 trimester, or 15 quarter limit. However, the transfer rule shall apply and the term shall be counted in application of the Nine-Hour Rule or the 24/36-Hour Rule if the athlete participated during the 21 days.
5. If a student identified with an institution officially withdraws from that institution after the institution's official census date then transfers and becomes identified with another institution, the student shall be charged with a term of attendance (and zero hours credit) for withdrawing after the institution's official census date.
6. A transfer student who has been suspended (or its equivalent) for any reason, including athletic department policy, from any institution of higher learning must establish residency of two full semesters, two full trimesters, or three full quarters of attendance at the NAIA institution or until the institutional suspension period at the suspending institution has been terminated, whichever is shorter, before intercollegiate participation at an NAIA institution shall be permitted.
7. A transfer student who was suspended or was declared otherwise ineligible due to misconduct while representing an institution in competition, in accordance with (Article VI, Section B, Item 7) must serve the period of suspension at the institution to which the student transfers before intercollegiate participation shall be permitted.
8. Attendance during a summer session or in a non-term (enrolled in fewer than 12 credit hours) does not count toward satisfying the 16-week residence requirement.
9. A student transferring to an institution using the trimester system may meet the residency requirements by enrolling in any regular trimester and establishing 16 calendar weeks (112 calendar days) of residence.
10. A student charged with a season of competition in one sport by different institutions in the same academic year shall be charged with two seasons of competition. A student could amass two seasons of competition within one academic year.

#### **TRANSFER: PREVIOUS IDENTIFICATION AT A FOUR-YEAR INSTITUTION**

1. A student who has participated in an intercollegiate contest at the immediately previous four-year institution and then transfers to an NAIA member institution shall be required to be in residence for a

period of 16 calendar weeks before being eligible for the sport(s) previously participated in at the four-year institution.

A student shall have the 16 calendar weeks residency requirement waived for participation in that same sport provided the student has a cumulative minimum overall GPA of 2.000 (on a 4.000 scale) from all previously attended institutions of higher learning and receives a written release from the athletics director at the immediately previous four-year institution.

A student who has not participated in an intercollegiate contest at the immediately previous four-year institution is not subject to the residency period in that sport.

The term "16 weeks" refers to 16 consecutive calendar weeks (112 calendar days), including vacations and inter-terms (except summer terms). The 16 weeks does not refer to school weeks.

2. This period shall be counted from the opening date of classes as stated in the official college catalog or from the date on which the student enrolls, whichever is later. No part of the 16 weeks shall fall between the end of the term immediately preceding the regular summer term and/or summer vacations and the beginning of the fall term.
3. The residency requirement shall be satisfied at the beginning of the day following the end of the 16 calendar weeks (at the beginning of the 113th calendar day) from the first day of class. Should the 16-week period be satisfied after the institution's regular season has been completed, the student has established eligibility for the following season in that sport but is not eligible for postseason athletic competition in that sport which is held during an extended period of the term just completed.

#### **TRANSFER: PREVIOUS IDENTIFICATION ONLY AT A JUNIOR COLLEGE**

A student whose immediately previous identification and participation was with a two-year institution and who transfers to an NAIA member institution shall not be required to meet the 16-week residency requirement. The student shall fulfill all academic requirements of the NAIA and is entitled to only four seasons of competition in a given sport at the intercollegiate level.

#### **MILITARY SERVICE ELIGIBILITY EXCEPTION**

1. A student whose college attendance has been interrupted or delayed by one year or more of continuous active military duty in the armed forces of any nation shall be eligible for athletic participation immediately upon enrolling in a minimum of 12 institutional credit hours and becoming identified.

The student may retain eligibility in the succeeding term by:

- a. Having earned a minimum of 24/36 institutional credit hours the two immediately previous terms of attendance; or
  - b. Satisfying the requirements for a second-term student by having completed nine institutional credit hours the immediately previous term of attendance.
2. The duration of the application of the Military Service Eligibility Exception shall be limited to the first two full semesters or three quarters following release from active duty. Thereafter, the student is not entitled to any provisions of the Military Service Eligibility Exception rule, and all regulations shall apply.
  3. Military Service Seasons of Competition Exception  
An individual serving full-time in the armed forces of any nation shall not be charged with a season of competition for competing in outside competition while representing the military (base team or intra-military) during the period of full-time service.



# STUDENT-ATHLETE TRAVEL RELEASE FORM

Name\_\_\_\_\_ Age\_\_\_\_\_ Sport\_\_\_\_\_

## TRAVEL DATES:

Traveling To\_\_\_\_\_ Traveling From\_\_\_\_\_

Travel Date\_\_\_\_\_ Traveling With (*circle one*): TEAM / SEPARATE

Traveling To\_\_\_\_\_ Traveling From\_\_\_\_\_

Travel Date\_\_\_\_\_ Traveling With (*circle one*): TEAM / SEPARATE

As a student-athlete at Warner Pacific College, the undersigned, has requested permission not to travel with the team as indicated during the upcoming trip.

I understand team travel is considered Official College Business during which time I am under the supervision of a College staff member, and that when I travel separately from the team and/or once I leave such supervision, I assume the risks associated with traveling to/from this Activity separately from the team, which risks include but are not limited to physical or psychological injury, pain, suffering, illness, disability (including paralysis), economic or emotional loss, and/or death.

In consideration for being allowed to travel separately from the team in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue Warner Pacific College and its employees, officers, directors, volunteers and agents (collectively "College") from any and all claims, including claims of the College's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my decision to travel separately from the team during the above Activity.

Furthermore, I agree to hold the College harmless from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my separate travel from the team in this Activity.

If the College incurs any of these types of expenses, I agree to reimburse the College. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment and I am aware and understand that I should carry my own health insurance.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if Student-Athlete is under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Coach Signature

\_\_\_\_\_  
Date

## NOTIFICATION OF UNDERSTANDING

This handbook is subject to change at the discretion of the Director of Athletics and is intended for the sole use of Warner Pacific College Athletics and not to be copied in any shape form, etc. without express written permission from the Director of Athletics.

By signing this document, you agree that you have fully read and understand the contents of this handbook.

Also by initialing the items below, you understand it is part of your commitment to being a student-athlete in the Warner Pacific College athletic program and to review the rules and regulations of each of the following handbooks, constitutions, bylaws and catalogs:

\_\_\_\_\_ *The Squire* Warner Pacific College Student Handbook

\_\_\_\_\_ Warner Pacific College Athletic Department Handbook

\_\_\_\_\_ Warner Pacific College Course Catalog

\_\_\_\_\_ NAIA Official and Policy Handbook

\_\_\_\_\_ Cascade Collegiate Conference Constitution and Bylaws

A copy of this agreement will be kept in my student-athlete/personnel file.

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Print Name

Signature

Date