2020-21
STUDENT-ATHLETE
HANDBOOK

SEATTLE PACIFIC
ATHLETICS
# Seattle Pacific University Student-Athlete Handbook

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1.1 SEATTLE PACIFIC UNIVERSITY MISSION STATEMENT

Seattle Pacific University seeks to be a premier Christian university fully committed to engaging the culture and changing the world by graduating people of competence and character, becoming people of wisdom, and modeling grace-filled community.

1.2 SEATTLE PACIFIC ATHLETICS MISSION

To cultivate student athletes of high character who are empowered to pursue competitive excellence in athletics and academics within a Christian environment.

1.3 SEATTLE PACIFIC ATHLETICS PHILOSOPHY

SPU view intercollegiate athletics as an integral part of an equivalent to all other education programs and opportunities. Athletics is a channel through which students of diverse backgrounds come together to be challenged and trained to mature in their personal faith through participation in sport while striving for academic excellence.

We further recognize and support the position that intercollegiate athletics is essentially a competitive activity. This activity is characterized by a spirit of sacrifice, dedication and intensity. Its primary objectives are to be excellent and to win. We believe that within this framework of competitive excellence our coaches, teams and individual athletes have a responsibility to reflect a Christian attitude consistent with the University mission of engaging the culture to change the world through competence and character.

Finally, we recognize that intercollegiate athletics is structured for spectators, as well as, athletics. We, therefore, subscribe to the principle that an excellent team or individual will provide a focal point for leveraging people’s love of sport as a catalyst for building a sense of community within SPU and for promoting SPU in a highly visible and positive manner. We are committed to becoming people of wisdom while modeling grace-filled community for our region and the nation.
1.4 ORGANIZATIONAL CHART

Detailed job descriptions may be requested from the Assoc. Athletic Director.

1.5 SEATTLE PACIFIC ATHLETICS STAFF DIRECTORY

A complete list of the athletics staff directory that includes the support staff and coaches contact information can be found on the athletics website: SPU Athletics Staff Directory
1.6 NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) DIVISION II

1.6.1 NCAA DIVISION II PHILOSOPHY

For the most up to date version of the NCAA DII Philosophy Statement available online through the NCAA website.

1.7 GREAT NORTHWEST ATHLETIC CONFERENCE (GNAC)

The GNAC’s 10 full-time members are located in one of the most picturesque areas of North America, covering five U.S. states and one Canadian province.

Representing the Evergreen State in the conference are Central Washington University, Saint Martin’s University, Seattle Pacific University and Western Washington University. All four schools are within 110 miles of Seattle, the state’s largest city.

Alaska is the home to GNAC members University of Alaska Anchorage and the University of Alaska Fairbanks. The only Canadian member in the NCAA is Simon Fraser University, which is located in Burnaby, B.C., a suburb of Canada’s third-largest city, Vancouver.

Other conference members include Western Oregon University, which is a short drive from both the capital of Oregon (Salem) and the state’s largest city (Portland); Northwest Nazarene University in Nampa, which is located near Idaho’s largest city and capital (Boise), and Montana State University Billings which is situated in the largest city in the Treasure State.

The GNAC also has a presence in California with Azusa Pacific as an affiliate member in football and Humboldt State as an affiliate member in women’s rowing. Sitting outside the general conference footprint, the University of Central Oklahoma joined the GNAC in 2019 as an affiliate member in women’s rowing.
2 STUDENT-ATHLETE RESOURCES

2.1 GENERAL STUDENT HANDBOOK AND EXPECTATIONS

The entire university community is to serve students and help ensure that the college experience is the best it can be. Each school, department, office, and service area aim to provide resources, information, and support needed at various stages throughout a SPU career.

The student handbook is available in its entirety online via the links below. It contains detailed information about each aspect of the campus community. It also describes responsibilities and privileges as a student and life-long SPU community member.

Students are expected to read through the material to become familiar with its various policies, regulations, and guidelines. Understanding of this information is the responsibility of each SPU student. SPU Student Handbook

2.2 FERPA 1974 (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA affords students certain privacy rights regarding their education records. Those right and key definitions can be found below along with the U.S. Department of Education website that outlines all of a student’s right to privacy and their education records.

FERPA rights  U.S Department of Education FERPA

Questions about the student records privacy policy related to undergraduate students may be directed to Student Academic Services at 206-281-2031 or sasinfo@spu.edu.

2.3 STUDENT-ATHLETE CONDUCT

2.3.1 NCAA STUDENT-ATHLETE STATEMENT

NCAA Division II Bylaw 14.1.3.1 provides that, before participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the NCAA Division II Management Council in which the student athlete submits information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization and involvement in organized gambling activities related to intercollegiate and professional athletics competition under the Association's governing legislation. This is the annual form prescribed by the Management Council and it includes the following 10 parts: General Statement Concerning Eligibility, FERPA/HIPAA Consent, Amateurism, Drug Tests, Sports Wagering, Academic Eligibility Information (Freshman Only), Other Prior Violations, Information Pertaining to Future Transfer, Termination/Survivability of Student-Athlete Statement, Student-Athlete Signature

Bylaw 14.1.3 provides that a failure to complete and sign the annual eligibility statement shall result in the student-athlete’s ineligibility for participation in all intercollegiate competition. Accordingly, you must legibly complete the information above and sign all parts below in order to be eligible to participate in intercollegiate competition. Before you sign this form, you should read the eligibility provisions of the NCAA Division II Manual or the Summary of NCAA Regulations, or another similar outline or summary of NCAA regulations, in each case, in the form provided to you by your director of athletics. You are responsible for knowing and understanding the application of all NCAA Division II regulations related to your eligibility. If you have any questions, you should discuss them with your director of athletics. The conditions that you must meet to be eligible and the requirement
that you sign this form are indicated in the following articles and regulations of the Division II Manual: NCAA Bylaws 10 (ethical conduct), 12 (amateurism), 13 (recruiting), 14 (eligibility), 15 (financial aid), 16 (awards and benefits), 18.4 (championship eligibility) and 31.2.2 (student-athlete eligibility). If you have questions you may contact the NCAA directly at 317-917-6222.

### 2.3.2 SOCIAL NETWORK & WEBSITE POLICY

Student-athletes, as members of the broader Seattle Pacific University community, are permitted to maintain personal profiles on social networking websites such as (but not exclusive to) Facebook, Instagram, Snap Chat and Twitter in accordance with the following guidelines:

- No offensive, derogatory or inappropriate comments are posted.
- No offensive or inappropriate pictures or videos are posted.
- All contacts and material posted must be consistent with SPU lifestyle expectations, community standards, SPU User Policies, NCAA rules and regulations, and state and federal law.
- NCAA regulations specifically prohibit student-athletes publicizing a PSA’s likeness or picture during a visit to campus on a social media outlet.
- “Content” includes postings and tagged photos, etc. from social network friends.
- If contacts or friends post unacceptable and inappropriate content, as described above, the student-athlete must remove such content within 24-hours.

Please use caution and understand that any and all material posted can be accessed by future employers, post-graduate institutions, the media, and predators. Disrespect and violation of this policy may result in a loss of athletic scholarship and disciplinary action.

Seattle Pacific University reserves the right to monitor these sites.

### 2.4 FACULTY ATHLETICS REPRESENTATIVE

The faculty athletics representative (FAR) is appointed by the president to provide a faculty viewpoint in the administration of intercollegiate athletics programs. The faculty representative is involved in the academic integrity of the athletics program and in the welfare of the student-athlete. The FAR is an advocate for student-athletes, to both athletics’ administration and to the faculty. The FAR is recognized as the representative of the institution and its faculty in the relationship with the association and the conference.

*Eric Long, Ph.D.* (Associate Professor, Biology) began his term as faculty athletics representative in 2015-16.  
longe@spu.edu

### 2.5 COACH EVALUATION

Coaches’ evaluations are complete yearly by the Athletic Director. This process allows coaches to reflect on the last year and provide feedback, in additional to having student-athlete feedback.

At the close of each season, members of the intercollegiate advisory committee (IAC) meets with student-athletes to review the season and to listen to their impressions of their growth and performance and the student-athletes’ evaluation of their athletic and educational experiences, along with interactions with coach and support staff members. Reports from the IAC from each team are presented to the Athletic Director for their review and to be used as part of the evaluation of coaches.

Strong reactions to things occurring in training and competition – either positive or critical – are encouraged to be shared at any time with the athletic administrators. It is generally best to first voice thoughts directly to the coach and then any member of the athletics staff.
2.6 INTERCOLLEGIATE ADVISORY COMMITTEE

2.6.1 ORGANIZATION

PURPOSE

The Intercollegiate Advisory Committee serves as a liaison between the Athletics Department, administration, faculty, and staff, and exists to help the University maintain the best possible intercollegiate athletic program consistent with Seattle Pacific’s academic integrity and the academic, social, and spiritual development of student-athletes.

COMPOSITION

- Seven to ten members from the following:
  - Faculty Athletic Representative
  - Faculty Members (6)
  - Alumni (1)
  - Residential Life (1)
  - Student Athlete Advisory Committee [SAAC] (2)
  - Ex-Officio Members
    - Senior Woman Administrator
    - Athletics Director
    - Compliance Officer

For a list of current committee members please contact the Faculty Athletics Representative.

MEETINGS

Chairperson

Rotation of Faculty

Responsibilities include but are not limited to

- Appeals on Scholarships
- Student Welfare issues which include:
  - Academic progress
  - Missed class time
  - Priority registration
  - Health
  - Facilities
  - Hardship waivers
- Individuals on this Committee will be asked to participate on screening and interview committees for Athletic Administrators and head coaches
- Participate in a periodic self-study of the Athletic program
- Requested items from the President or Vice President
- Meet annually with the President
- Perform end of season/exit interviews with Student-Athletes
- Advocates for academics across campus
2.7 STUDENT-ATHLETE ADVISORY COMMITTEE

2.7.1 CONSTITUTION & BYLAW

PURPOSE

SPU SAAC is leadership in the eyes of the athletic department and foster support of your fellow Falcon athletic teams. SAAC helps your coaches and administrators make your academic and athletic experience as fulfilling and valuable as possible.

The Student-Athlete Advisory Committee (SAAC) of Seattle Pacific University (SPU) serves to assist communication between student-athletes and administration and to help members further develop leadership skills, while promoting and facilitating the opportunity for the exchange of ideas among student-athletes of the various represented sports. Student-athletes should strive to be role models for the SPU community and represent SPU well in the larger community. The Seattle Pacific SAAC functions to provide feedback and insight on the student-athlete experience and to offer input on the rules, regulations and policies that affect student-athletes’ lives.

MEMBERSHIP

The membership of the SAAC will be composed of two member/representative from each varsity sport at SPU. Each member is responsible to be the liaison between their respective team and the SAAC. The outgoing SAAC member will choose his/her successor with the help of the coach and SAAC Advisor approval. Members may serve the length of their career.

QUALIFICATIONS & EXPECTATIONS

Requirements for participation in the Seattle Pacific Student-Athlete Advisory Committee are:

- To maintain academic eligibility throughout the course of the school year.
- Be in good standing with the university.
- Adhere to and support the stated purposes of the SAAC.
- To be fully engaged and committed to the various tasks and goals of the SAAC.
- To attend committee meeting unless excused.

INTERNAL & EXTERNAL BRANCHES

Internal

As a member of the Internal Support Committee, you will participate in athletic department issues and SAAC meetings that are held throughout the year. You will help in enacting change from the student-athlete perspective of department wide changes. Included in the responsibilities are having two student representatives who are active members on the Intercollegiate Athletics Committee and any other committees that the department needs student representation. In addition, all planning for student athlete held events (IE. beginning of the year kick off and end of year BBQ) will be done within this group. This group will not be solely responsible for running all events but will be the group responsible for leading all athletic event efforts and to coordinate help that is needed.

External

As a member of the External Relations Committee, you will assist the Fan Engagement Manager with brainstorming, preparing, and executing promotions and marquee games/events where SAAC chooses to be involved. This committee will be responsible for including their teammates in the process and reporting back to
SAAC as plans solidify. The Fan Engagement Manager will assist with scheduling the event but will call upon committee members to take ownership of responsibilities from start to finish. The group will also work to create relationships with local nonprofits, schools, etc. and find ways to support the surrounding community through service projects and volunteering. You will create a schedule of service opportunities and ensure that all sports get involved and that a strong relationship with external partners is achieved.

EXECUTIVE COMMITTEE

The Leadership Team shall consist of two (2) Co-President, and two (2) Co-Administrator and the SAAC Advisor(s).

The leadership team is responsible for helping in leading SAAC to achieve the goals they wish to achieve yearly. There will be a President and Administrator for each the Internal and External branches of SAAC.

PRESIDENT

- Calls and presides over all SAAC meetings.
- Regularly communicates with the leadership team, all SAAC members and the SAAC Advisor.
- Acts as the official representative of the committee.
- Must have had at least one year of serving on the SAAC prior to appointment.

ADMINISTRATOR

- Keeps all meeting minutes, helps in creating agendas, takes and tracks attendance.
- Communicates all relevant information to SAAC members.
- Sends SAAC minutes to all coaches, SAAC Members and other athletic staff.
- Prepares and maintains an accurate record of all funds and disbursement of funds as directed by the president and the Leadership Team, including any fundraising activities and donations to Make-a-Wish

EXECUTIVE COMMITTEE ELECTIONS

Elections are held each May/June for the next school year. All SAAC officers who join the leadership team will hold this position for one school year and may be re-elected for a second term.

MEETINGS & ATTENDANCE

The Seattle Pacific SAAC meets regularly during the school year. Special meetings may be called as the need arises. Student-athletes will be notified of any unscheduled meetings via e-mail and text.

The Leadership Team meets prior to every meeting in addition to the monthly SAAC meetings to set agendas and talk about leadership ideals. Any additional Leadership Team meeting will be called by the SAAC Advisor.

GUIDELINES FOR MEETINGS

- Each meeting will open in prayer.
- The administrator will take attendance, summarize events from the previous meeting(s), report on progress made or discussions held, etc.
- A representative from each team will report on team accomplishments in the past month, report any topics or concerns raised by their teammates or coach, etc.
- The president will address new agenda items and dates for upcoming events.
- The group will discuss and, if necessary, vote on new matters.
- The meeting will be adjourned with closing remarks from the president, other officers or the advisor.
ATTENDANCE EXPECTATIONS

- Each team is required to have one representative present at every meeting.
- Two representatives per team is required to be part of SAAC.
- Meeting notice is sent out day before meeting, SA are to respond if they are not going to be able to attend meeting at that time.

AMENDMENTS

Amendments to this constitution may be introduced by any member of the SAAC as the final agenda item of that meeting. Members will consider the amendment and vote on its status at the next regular meeting. Constitutional amendments require approval of no less than 75% percent of SAAC membership, must include a vote from each team, and become effective immediately following approval by the SAAC Advisor.

2.8 EQUIPMENT / UNIFORMS

While student-athletes are responsible for issued equipment, it is incumbent on the coach, and equipment managers to assure the student-athlete’s understanding of that responsibility.

- Student-athletes are responsible for all equipment issued by the University.
- Equipment is issued only after the student-athlete has passed his/her physical examination and is cleared by the Compliance Office.
- If any item becomes damaged or not usable, the item must be returned to the Head Coach of the associated sport before a replacement will be issued. Any lost item will be replaced at the expense of the student-athlete.
- It is the responsibility of the student-athlete to return all issued equipment at the completion of the season. The time and date for the return will be established during the last week of the season.
  o Failure to return all issued items will result in charging the price of the items to the athlete’s student account and placing a hold on the athlete’s academic transcript until the equipment is returned or payment is received.
- No one is allowed to use athletic equipment/machinery, including electronic, mechanical and motorized equipment, without instruction in the proper use from the Athletic Department.

2.9 LAUNDRY

All varsity student-athletes will have a locker and a mesh bag checked out to them at the beginning of each year. Your mesh bag number coincides with your locker number except for volleyball, basketball, and soccer as your mesh bag number will coincide with your jersey number.

- Blue Bags- Men’s Basketball
- Yellow Bags- Women’s Basketball
- White Bags-Women’s Volleyball
- Orange Bags-Men’s Soccer
- Red Bags- Women’s Soccer
- Maroon Bags- Women’s Track and Field & Cross Country
- Black Bags- Men’s Track and Field and Cross Country

Dirty laundry can be placed in the receptacles in locker rooms or into the blue bin located in the cage. Allow 24 hours for laundry to be cleaned. All laundry will be serviced and place in student-athlete’s lockers except for
soccer. Soccer laundry can be picked up at the cage in the soccer travel containers. Tell the cage worker your cage bag and coinciding sport/bag color.

When turning in dirty laundry please remember:

- White tag should be on the outside for identification of your number
- Utilize the loop and do not over fill the bags for clothes won’t be cleaned or dried properly
- Only practice gear is allowed on the cage bags, i.e. no jeans or casual wear
- Ensure zippers are closed all the way
- Check for damages to your cage bag i.e. holes or rips. If this is the case return to the cage and you will be issued a new bag

END OF THE YEAR

All student-athletes must clear out of assigned lockers and return mesh cage bags by the finish of the school year.

CAGE & LAUNDRY HOURS

*Monday thru Thursday* 7:00am- 10:00pm

*Friday* 7:00am – 9:00pm

*Saturday* 8:00am-9:00pm

*Sunday* 2:00pm- 6:00pm

Finals Week 7:00am-9:00pm

TOWELS

All towels are available for daily use. Once done using a towel, return all dirty towels to the receptacles located in locker rooms or into the blue bin located in the cage.

LOST & FOUND

General items will be located in a bin located at the front of the cage. Ask the cage worker for help. If items fall out of laundry bags while in the wash, ask the cage worker to see the laundry specific Lost and Found located in the back of the cage.

2.10 WEIGHT ROOM/FITNESS CENTER

**Equipment Manager (cage, locker rooms, etc.)** – Stan McDonald:  206-281-2740

**Facility Manager (building hours, schedules etc.)** – Madi Velling: 206-281-2393

The Weight Room & Fitness Center are multipurpose exercise facilities for various academic classes and athletic teams, and also serve as a wellness center for Seattle Pacific students, faculty, and staff. Specific hours are allotted to ensure effective and beneficial workouts for all.

The Fitness Center has several stationary bikes, treadmills, and elliptical cross trainer machines, as well as strength and resistance equipment. The Weight Room has a plethora of free-weight machines, dumbbells, and bench press equipment. Additional training equipment such as yoga mats, weight belts, resistance bands, kettlebells, sports equipment, and jump ropes may be requested on site in the Cage.
• Participation is open to full time faculty, staff and students
• No one is allowed in the Fitness Center/Weight Room without a qualified supervisor present
• No one is admitted without SPU identification
• Hand towels and sanitary wipes are available and should be used after using the machines or equipment
• Equipment is not to be used without proper knowledge.
• Fitness room etiquette and courtesy toward others are always to be demonstrated
• As a courtesy towards other use of stereo’s are off limits
  o With the exception of groups/teams who have reserved the entirety of space
• Horseplay and foul language are not permitted
• Only water, no other beverages, glass, chewing gum, food, seeds, or toothpicks, etc. are allowed.
• Supervisors are not responsible for users’ personal belongings or lost or stolen items
• Failure to follow any of the policies or direction given by the supervisory staff may result in loss of fitness center privileges.
• Proper warm-up is expected before attempting heavy lifts
• Do not drop or throw weights
• Always use collars on barbells
• Utilize spotters when necessary
• Return all equipment to its proper rack or storage place
• Be aware of others nearby before performing a lift
• Rack weights and clean up after use
• Dress code for safety, cleanliness and to maintain a non-intimidating atmosphere
  o Shirts
  o Workout shorts, sweatpants, bike shorts, tights
  o Athletic shoes must always be worn

Please obey building hours. DO NOT prop outside doors open. We live in a metropolitan city and security is an issue. Please do not create a breach of security that may “invite” strangers. Royal Brougham Pavilion is now a card access only facility for the use of SPU students, faculty, staff and alumni.

2.11 LOCKER ROOMS & POLICIES

2.11.1 LOCKER ROOM ASSIGNMENTS

Locker rooms are located in Royal Brougham Pavilion & Interbay Stadium. Most teams either have their own locker rooms or share during their seasons. Some teams must access showers and changing areas upon request.

• Men’s Track and Field & Cross Country – Men’s Varsity, RBP
• Women’s Track and Field & Cross Country – Women’s Varsity, RBP
• Men’s Basketball – Men’s Basketball, RBP
• Women’s Basketball – Women’s Basketball, RBP
• Men’s Soccer – Interbay
• Women’s Soccer – Interbay
• Volleyball – Women’s Volleyball, RBP
• Rowing – No locker room. (can utilize Women’s Varsity showers and locker rooms as needed)
2.11.2 Locker Room Policies

Student-Athletes

- It is the responsibility of the student-athlete to remember the combination numbers for locks and to use those locks to secure all personal items and valuables.
- It is the responsibility of student-athletes to keep individual lockers clean and tidy out of respect for fellow athletes and coaches.
  - Personal soiled items are to be taken home to wash
  - Food or drinks are not to be left within the locker room
  - At season or semester end, the lockers are to be emptied of all personal items
- It is the responsibility of the student-athletes to place soiled uniforms in the proper bins for washing and trash in the provided receptacles.
- Horseplay is not acceptable, and any resulting damage is the responsibility of the individuals as well as the sport involved.

Proper music and watching of videos/TV should meet the highest standards set by the University and Athletics program. (See section 7.2.2 for music guidelines)
3 ACADEMICS

3.1 ACCOUNTABILITY & GENERAL POLICIES

3.1.1 ACADEMIC INTEGRITY

The maintenance of academic integrity and quality education is the responsibility of each student at Seattle Pacific. Cheating/plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less severe disciplinary action. Academic dishonesty is a serious offense that diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system.

The following serves as a guide for clarifying the faculty's expectations regarding academic integrity (detailed information regarding the policy can be found at SPU’s Academic Integrity page).

3.1.2 ABSENCES

TRAVEL POLICY

Student-athletes are expected to attend all classes. In the case of an absence due to require attendance at an athletic competition, reasonable attempts should be made by faculty members to accommodate the student. Students are responsible for completing the work assigned or due on the days they are absent for these events.

It is your responsibility as a student-athlete to inform your professors at the start of each quarter of your competitive travel schedule. You are responsible for working with your professor and seeing that your class work is completed in a timely manner. You will receive a “missed class” letter from your coaches or the Compliance office. You are required to provide this letter to your professors stating when you will be missing class due to official university business (competition).

A student-athlete may not be penalized if an academic situation (class, exam) supersedes his/her ability to participate in competition. Student-athletes may not miss class for practice unless bylaw 17.1.6.8.1.1 applies. During non-championship season travel, the “missed class” policy is not in effect, with the exception of bylaw 17.1.6.8.2.2. Student-Athletes may not miss class for practice or competition during the non-championship segment.

3.1.3 ACADEMIC ADVISING

All SPU students are assigned to an academic counselor and a faculty academic advisor when they initially enroll. The Undergraduate Academic Counselor is responsible for charting your progress toward graduation from the time you enter SPU until graduation. Questions regarding credits and degree completion requirements should be directed to the counselor responsible for your part of the alphabet: Undergraduate Academic Counselors

The Student Academic Services Office supports student academic success as through a holistic approach. The office offers students:

- Personal attention to students who are identified as being on academic probation.
- Strategies and resources to aid in academic success.
- Assistance with questions regarding progress toward graduation.

Academic advising uses a de-centralized advising model, meaning that there are faculty advisors. Once a major is declared, a faculty advisor within the department is assigned, although some departments allow the student to
work with a faculty member of their choice. Other departments may have a different process. More information is available in each department.

Once advising is complete, the student-athletes register themselves on their Banner student portal. It is the student’s responsibility to actually register for their courses.

While these advising opportunities provide guidance and recourses, final responsibility for meeting requirements to complete a major and a degree program rests with the student.

Additional resources are available to assist in the many areas of planning and growth that occur during a student’s collegiate years. For assistance in choosing a major, many assessment opportunities exist in the Center for Career & Calling.

### 3.1.4 SECONDARY ATHLETICS ACADEMIC ADVISING

Athletics will provide secondary advising for student-athletes prior to class enrollment each quarter. Secondary advising is a resource for student-athletes that allows them to have their schedules checked for NCAA requirements and practice time conflicts. Requirements for secondary advising are dependent on the student-athletes academic and athletic progress. The secondary advising process is overseen by the Assistant AD of Compliance and Student Success.

### 3.1.5 REGISTRATION

**PRIORITY REGISTRATION**

In recognition of the time constraints posed by athletics involvement and NCAA specific requirements that require student-athletes progress at a steady pace toward graduation, student-athletes are granted the opportunity to register prior to the student of their respective grade so as to minimize missed class time. To take full advantage of this benefit, it is the responsibility of the student-athlete to obtain academic advising, be sure any holds on personal accounts are cleared, and to have an understanding of the practice and competition schedule for his or her team in the upcoming semester.

**REGISTERING FOR CLASSES**

Students must be admitted to the university and participate in academic advising prior to registering for fall quarter.

*Current SPU students:* Every fall, winter, and spring quarter, the university sets a specific time for current students to secure classes for the following quarter. Student-athletes registration appointment is the day before the class level they are listed as based on university standards. Those students with financial holds, health holds, or disciplinary holds, are not be allowed to register for classes until the holds are removed.

Online Registration is accessed through a student’s individual Banner account.

Classes that require instructor permission, independent study, or a graduate class require the appropriate permission number to be secured from the faculty or department. Problems or questions regarding online registration can be answered in Student Academic Services.

- Registration must take place after the designated date and time, which is found on each student-athlete’s Banner account by clicking on “Class Registration Undergrad.” The enrollment date and time is listed in the Student Services Center.
- The “Submit” button must be clicked at the end of the process to complete the registration.
New Incoming Students (new freshman and transfers): Students must register for a new student advising session in order to receive their classes. This can be done through Student Academic Services.

### 3.1.6 ADD/DROP & WITHDRAWALS

The add/drop period allows students to make changes to class schedules. It is strongly recommended that students work with an academic advisor and Student Academic Services specialist and check Banner regularly to ensure that specific degree requirements are being met.

- The add/drop period begins the first day of classes in the fall/winter/spring quarters. The add/drop period is only for the first 5 days of each quarter.
- Students may change class schedules without penalty during the add/drop period but should check with an academic advisor to ensure the changes do not conflict with degree progress.
- Student-athletes are not able to drop below 12 units as a protective hold in place in the system to ensure a drop does not impact NCAA eligibility.
- Even during add/drop a student-athlete is not eligible for practice or competition if they fall under 12 units at any time.

### 3.1.6 ACADEMIC CREDIT FOR INTERCOLLEGIATE ATHLETICS

- Student-athletes are eligible to register for academic credit for their sport once a year for the term of participation (1 unit each).
- Student-athletes are not required to be registered for academic credit for the sport to be eligible to participate in the sport that quarter.
- If a student-athlete is removed from the team, or removes him/herself from the team after being officially registered for academic credit for the sport for athletes, it is the student-athlete’s responsibility to either drop the units or officially withdraw from the course(s), whichever is required at that time in the quarter. If the student does not drop or withdraw from the course and is listed on the final grade roster, the final grade will be recorded as an “F.”
- Student-athletes will not be allowed to retroactively register for academic credit for participating on an intercollegiate team for athletes in any previous quarter or year.

### 3.2 ACADEMIC COMPONENTS OF ELIGIBILITY

Your academic success is of primary importance to SPU and the Athletic Department. Our aim is that you graduate in four years with a baccalaureate degree. As a student-athlete, you are responsible to meet the academic requirements of the institution listed in the SPU catalog, the Great Northwest Athletic Conference and those of the NCAA. Below are the most critical requirements.

#### 3.2.1 FULL TIME ENROLLMENT

Student-athletes must be enrolled in twelve (12) quarter hours in order to practice or compete. When a student-athlete drops below 12 quarter hours, at any time, s/he is not eligible to practice or compete. If a student-athlete is in their last quarter of the degree requirements there is an exception to being enrolled in 12 units. Student who are looking to use this exception must meet with the compliance office prior to enrolling in classes to affirm that the exception can be used. Should a student-athlete compete in intercollegiate competition while not enrolled in full time, the team must forfeit the contest(s).
3.2.2 GRADE REQUIREMENTS

Conference and university policies mandate a 2.0 grade point average for participation in intercollegiate athletics. The grade point average is calculated by the same method used for all students and includes all coursework normally counted by the institution for the grade point average. For transfer students in the first quarter, the grade point average is the full cumulative average of all courses that were transferable (even if due to a substandard grade they did not transfer). After the first quarter, only transfer coursework accepted by the institution is counted in the calculation of the cumulative grade point average.

All majors have specific grade point average and course requirements that must be met prior to official admittance to that major. Check the SPU catalog carefully for details on the major you plan to pursue.

3.2.3 QUARTER UNIT COMPLETION RULE

All student-athletes are required to earn a minimum of 8 credit hours in the immediately previous full-time term of attendance to be eligible for competition in the next quarter. For transfer students, these 8 hours must be transferable.

This rule does not apply to graduate students or to students seeking a second Bachelor’s degree.

If a student is in the final year of his/her degree program, the 8 hours may be acceptable toward any of the institution’s degree programs as long as the student is carrying the necessary hours to complete the degree at the end of the three quarters.

3.2.4 DESIGNATION OF YOUR DEGREE

During the first 6 quarters of enrollment, a student-athlete can use credits acceptable toward any degree program to meet progress toward degree requirements as required by the NCAA. After a student-athlete’s 6th quarter of full-time enrollment in any college or university, the NCAA rules require the student to declare a specific degree program (major) before participating in the 7th quarter.

3.2.5 YEARLY UNIT COMPLETION RULE

Once a year, generally prior to the fall quarter, each student-athlete is certified on the basis of passing 36 in the past 3 full-time quarters. Students who have completed 6 full-time quarters can complete 72 units in their last 6 full-time terms. Beginning in the 7th quarter, these credits must count toward the student-athlete’s designated degree program. Remedial courses count for eligibility in the first year (first 3 full time quarters) of attendance only, past that time these courses do NOT count for eligibility.

Once the major is declared, all courses that will apply to meeting the 36 hour rule must count to fulfill an unfulfilled requirement to graduate. Any course that is repeated to earn a better grade will NOT be counted the second time that it is taken.

A quarterly review of the 36 hours takes place for those found ineligible in the fall and for mid-year transfers.

3.2.6 ACADEMIC YEAR UNIT COMPLETION RULE

Twenty-seven (27) hours counted for eligibility certification must be earned during the regular academic year (fall, winter and spring quarters), from the beginning of the fall quarter through spring commencement. Only 9 hours can be taken in the summer to meet the 36 credit rule.
To be assured of credit for outside work, as with all students, it is recommended that each student completes a Study Away Form in Student Academic Services to verify the transferability of courses taken elsewhere. In SAS, they can verify the eligibility implications of summer courses as well.

### 3.2.7 EXCEPTIONS

There are several exceptions for unusual or extraordinary circumstances. Consult with the compliance staff if it is believed that qualification for any of the following may exist:

- Missed Term Exception
- Midyear enrollee Exception
- Non-recruited, Nonparticipant Exception
- Graduate Student Exception
- Two-Year Nonparticipation or Minimal Participation Exception
- Medical-Absence Waiver
- International Competition

### 3.8 ACADEMIC SUPPORT

#### 3.8.1 CENTER FOR LEARNING

SPU’s Center for Learning provides guidance and resources to support students’ academic success. This includes tutoring services, study skills instruction, and disability support services. The Center for Learning is located in Lower Moyer Hall. [Center for Learning](#)

For select, introductory courses, tutor-led Study Tables (group tutoring) are available free of charge and do NOT require an appointment. Come to ask questions, review class content, learn effective study strategies and gain confidence. Check the Center for Learning website each quarter for the Study Tables [schedule](#). For individual tutoring, peer tutor referrals are also available at an hourly cost. Athletics will help cover the cost of individual tutoring. See the tutor policy below for more information. [Tutoring Services](#)

For any student with a diagnosed disability, Disability Support Services will serve as a liaison between the student and faculty to provide whatever academic accommodations are needed. It is the student’s responsibility to connect with Disability Support Services to secure needed accommodations and to then discuss the accommodation implementation with their faculty. [Disability Support Services](#)

#### 3.8.2 TUTOR POLICY

Tutoring is for students who need additional help in class(es) that they are taking. All tutor requests must be requested through the athletic department with the Athletics Compliance & Student Success office. Athletics will help cover the cost of a tutor for student-athlete as long as tutor policies and procedures are followed. Student-athletes may request tutors or may find their own, but all students must be a certified tutor from the Center for Learning. Any tutor who does not follow the listed policies and procedure will not be paid.

**TUTOR REQUEST & SCHEDULING**

Student-Athletes are to request tutoring with the athletic department. All requests must be submitted by email to the Athletics Student Success Office. The student-athlete requesting the tutoring must include the class with a
subject and course number they need tutoring for and if they have a tutor preference. Student-athletes will be directed to Tutor Matching Service (TMS) to identify a certified SPU tutor. Tutors must have already taken and completed the class they plan to tutor prior to being approved. Any student-athlete who provides a tutor recommendation will still need to have their tutor approved from the Center of Learning to obtain a Faculty Approved badge on TMS. Student-athletes are only permitted to use vouchers with tutors on TMS who have a Faculty Approved badge. All other tutors will be paid for by the individual student-athlete.

Student-athletes are responsible for connecting with tutors on TMS to find appropriate hours that work for both the tutor and the student athlete. Communication between tutor and student-athlete (tutee) is only permitted through the TMS messaging service. Tutoring sessions will be reserved in 30-minute increments. Once the student has selected a tutor, they are to notify the Athletics Student Success Office. If the tutor or student-athlete decide they no longer would like to work together, they are to notify the Athletics Student Success Office immediately. The student may then share who they would like to use as their new tutor via the list on the Tutor Matching Service webpage.

LIMITS FOR TUTORING

Student-Athletes are permitted to receive tutoring for 15 hours per quarter per class. Tutoring sessions should not exceed more than two hours per session per day. Tutoring that is needed beyond these limits will be the financial responsibility of the student-athlete. If additional tutoring is needed, exception requests will be reviewed on a case by case basis.

Tutoring is a job on campus so hourly work limits do apply. Student-athletes who tutor other student athletes are permitted to tutor a maximum of 50 hours per quarter.

CANCELLATION POLICY

All tutoring hours will be recorded through Tutor Matching Service (TMS). Students can reschedule a session if a scheduling conflict comes up. However, if a session is to be cancelled, the following rules apply:

- Cancellation by student-athlete (tutee) less than 24 hours before a session: Tutor will be paid in full; no refund is given to the student-athlete (tutee).
- Cancellation by tutor less than 24 hours before a session: Highly discouraged (reschedule instead) but dealt with on a case-by-case basis.
- Cancellation by tutor or student-athlete (tutee) more than 24 hours before the session: Student-athlete (tutee) will receive a full refund (in the form of TMS credit for future session).
- Student-Athletes who are tutors and have cancelled sessions will only be provided one approved cancelation, any further cancelations are subject to an investigation of compliance and the chance of NCAA eligibility ramifications.

PAYMENT

Upon request of a tutor, the student-athlete will receive a voucher, specific to their sport, for tutor payments on TMS. The price of each voucher is determined by the Athletics Student Success Office and is based off the needs of each student-athlete. The voucher will not allow student-athletes to book tutors whose rate exceeds $25/hour. The voucher is specific for each student-athlete and cannot be transferred to another student. Hourly rates are not to be increased based on the number of students they are tutoring.

48 hours after the tutoring session has ended, students will be directed to a payment form. The student-athlete will enter the voucher, given to them from the Athletics Student Success Office. The tutor will be paid through direct deposit or PayPal from Tutor Matching Service. All discrepancies will be investigated.
STUDENT ATHLETES TUTOR DISCLAIMER

Any tutor who is a student-athlete that fraudulently records hours that they worked is jeopardizing their eligibility. Student-Athlete who are paid for tutoring that did not complete the tutoring indicated would immediately become ineligible until necessary actions are taken to get the student-athlete reinstated. Additionally, tutors are potentially forfeiting their right to continue to be a paid tutor. Please refer to https://tutormatchingservice.com/#/about/faq for any other questions or concerns. If your answers are not answered on the website, reach out to the Athletics Student Success Office.

3.8.3 WRITING CENTER

The Seattle Pacific University Research, Reading and Writing Studio is located on the main floor of the Library. There you can find assistance with writing papers for any class, on any subject, of any length. No appointment is necessary. The Writing Studio is open:

Monday: 11am-4pm
Tuesday-Thursday: 11am-4pm and 7-9 pm
Friday: 11am-2pm
Sunday: 7-9pm

Outside these hours, you can ask questions about research, reading and writing at the Reference desk. The Writing Center is a free service, and staff will work with your paper wherever you are in the process: from brainstorming to organizing to writing to researching to editing and everything in between.
4 FINANCIAL AID

As a NCAA Division II institution, SPU is permitted to award athletic scholarships. However, most SPU sports do not have the budget to offer maximum athletic scholarships. The NCAA allows athletic scholarships to be awarded only on an annual basis with renewal based upon continued satisfactory participation and academic eligibility.

Individual colleges or universities award athletics grants-in-aid (often described as scholarships) on a one-year, renewable basis. They may be renewed for a maximum of five years. Aid can be renewed, canceled or reduced at the end of each year for many reasons. If a student-athlete’s aid will be reduced or canceled, the college or university must provide the student-athlete with an opportunity to appeal.

4.1 PROCESS

All scholarships from any source in any amount must be reported to the college financial aid office. The total amount of financial aid a student-athlete can receive, and the total amount of athletics aid a team can award may be limited. These limits can affect whether a student-athlete can accept aid from other sources.

While an Athletic Scholarship may be a part of your financial aid package, the amount is determined through a separate process. A coach submits a list of athletes with suggested amounts of award recommendations to the Associate Director of Athletics for approval.

All student-athletes are required to annually submit the completed Free Application for Federal Student Aid Form (FAFSA) prior to the posted deadline to be considered for any form of financial aid.

When the student's total financial aid package is finalized, the student athlete will receive both a financial aid award letter from SPU and a separate Athletic Scholarship Agreement, which he/she must sign to formalize the award. The written and signed Athletic Scholarship Agreement is the only authorized commitment of athletic scholarship money that is recognized by the University. This must be returned before the first day of practice.

In accordance with regulations of the National Collegiate Athletic Association Division II (NCAA), SPU, and its athletic department, grants-in-aid are awarded subject to the following terms and conditions:

- The student-athlete must meet all requirements of the NCAA, the associated sports conference, and the athletic department with regard to eligibility and conduct
- The grant-in-aid is awarded by the athletic department at SPU for a one-year term based on the regular academic calendar. A new contract must be signed prior to each academic year
- An athletic grant-in-aid may not be reduced or cancelled during the period of its award on the basis of a student-athlete's ability, injury, or illness
- Student-athletes may only have their award reduced during the middle of school year if they, render themselves ineligible, fraudulently misrepresent themselves on any information that has been provided to the university, engages in serious misconduct, voluntarily withdrawing from their respected team, violated any conditions that are noted on the Grant-in-aid document or fails to uphold the standards and policies of the university and its athletic department, either on or off campus (also see the Seattle Pacific University Student Handbook and the University Catalog.)
- To be eligible for the grant-in-aid, the student-athlete must provide the information requested to establish academic eligibility, amateur eligibility, and medical background information.

Awards will be presented in total dollar amounts. The award will be posted to the student-athlete’s account upon receipt of the signed Grant in Aid (for returning students) and upon receipt of final transcripts and final eligibility certification (for new students).
If you have any questions about your financial aid please contact your coach, financial aid counselor or the Associate Athletic Director.

4.2 RENEWAL, NON-RENEWALS AND CANCELLATIONS

It is institutional policy that institutional aid, based in any degree on athletic ability, may not be reduced or cancelled without extenuating circumstances. The athletics Grant-in-Aid may be cancelled or reduced at the expiration of the one-year term for any of the following reasons:

- Athletic performance
- Academic performance
- Failure to comply with NCAA regulation
- Failure to meet NCAA eligibility rules
- Failure to comply with any Seattle Pacific University policies as outlined in the Seattle Pacific University Student Handbook
- Failure to comply with respective team rules
- Negatively impacting team’s capacity for success. (I.E. attitude, behavior, etc…)

Any reduction or nonrenewal of aid will be approved only if such action is taken for proper cause and written documentation is submitted to the Compliance Office and the Director of Athletics. Without this documentation, any requests for reduction or nonrenewal will be denied. The Director of Athletics, in consultation with the Associate Athletic Director and the Compliance Office, will decide whether to approve or deny the coach’s recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If a non-renewal request is denied, the aid will be renewed at the same rate as the prior academic year.

When the recommendation is approved, the Director of Athletics will forward to the Financial Aid authority the information regarding the recommended revised or canceled award. The financial aid office will then send a reduction or cancelation letter within 14 days of the decision, included in this letter will be the appeals process. The Director of Athletics will also notify the Head Coach of this decision, directing the Head Coach to meet with the student-athlete to inform him/her of the decision. If the student-athlete feels that their aid is being reduced or canceled for unjust reasons they have the opportunity to appeal that decision.

4.3 FINANCIAL AID APPEALS

The Financial Aid office will within 14 days of the notification of reduction or cancelation send in writing information about the appeals process to the student-athlete. Student-athletes have 30 days to request an appeal. All appeals are to use the universities standard financial aid appeals procedures. This includes a committee who is outside of athletics and only has a representative from athletics present if requested for rule interpretations.

4.4 NON-INSTITUTIONAL OUTSIDE FINANCIAL AID

All outside aid must be reviewed by Student Financial Services designee before being awarded to a student-athlete’s financial aid package. The designee will either call the organization awarding the outside aid or will obtain information from the organization’s website to determine whether the aid is permissible.
### 4.5 SUMMER SCHOOL

Summer school aid is awarded on an individual basis by team priority. For approval of summer aid, please see the Athletic Business & Operations Office. Any aid for summer is subject to NCAA regulations, individual eligibility and restricted fund availability.

### 4.6 NCAA DEGREE COMPLETION AWARD

Student-athletes who have exhausted their financial aid before completing their degree program at SPU and who meet the qualifications can apply for the NCAA Degree Completion Award. Information on the requirements for applying and an application form can be picked up from the Compliance Office.

### 4.7 NCAA POST-GRADUATE SCHOLARSHIP

Student-athletes who have completed a degree at SPU and would like to pursue a graduate degree can apply for the NCAA Post-Graduate Scholarship. Information on the requirements for applying and an applications form can be picked up from the Compliance Office.

### 4.8 EMPLOYMENT

Students, including student-athletes may apply to work on or off campus. Financial aid awards may include funds from the Federal Work Study program. Counsel from the financial aid counselor or Associate Athletic Director is required before accepting these awards.

Compensation to a student-athlete may be paid:

- Only for work actually performed
- At a rate commensurate with the going rate in that locality for similar work.
- An employer may not use the athletics reputation of a student-athlete employee to promote the sale of a product or service.

Any student-athlete who is employed at a summer sports camp must have prior approval from the Compliance Office and Human Resources prior to working. The Compliance Office and Budget Coordinator will provide the necessary forms to be cleared by Athletics and Human Resources.

Questions regarding financial aid should be addressed to your assigned financial aid counselor in the Student Financial Services Office. Questions regarding Athletic Scholarships should be addressed to Amy Foster (206-281-2479) in the Athletic Office.
5 COMPLIANCE

5.1 SEASONS OF COMPETITION

A student-athlete has 15 full time quarters in which to complete four seasons of competition in each sport. Any game participation, regardless of how short or seemingly trivial, will constitute a season of competition. A quarter that is initially full time will be counted as such, even if class units are later dropped/withdrawn. It is the responsibility of the student-athlete to gain clarity in discussion with the coach and compliance staff regarding questions or concerns about an academic course load or the nature of athletic participation.

5.2 PLAYING & PRACTICE SEASON

All student-athletes should be knowledgeable as to the limits to playing and practice time both in and out of season. Essentially, “in season” (the championship season), individuals may participate in no more than twenty (20) hours of countable athletically related activities each week and must have a day off each week. For sports which have a non-championship season (Soccer & Volleyball, spring season; Rowing, fall Season), individuals may participate in no more than fifteen (15) hours of countable athletically-related activities each week and must have two (2) days off each week. Out of season, the limit is eight (8) hours, with two days off, and only four (4) of those hours may be devoted to full team activities, skill instruction, or video review.

As a team member, student-athletes are asked from time to time to review the weekly record the head coach is required to submit that tallies the sport’s countable hours. An email from the JumpForward system is sent to the student-athlete to confirm hours practiced by a team for a particular week. Student-athletes will be selected randomly weekly to complete this verification report, and each week students will have 6 days to complete the task. If questions arise about practice schedules or the seasonal segment, the student-athlete should contact the compliance staff.

The following are examples (not an exhaustive list) of activities that are considered countable and must be reported:

- Practice and competition (competition counts as three hours regardless of actual duration)
- Required weight training and conditioning
- Film review
- Individual skill training or workouts
- Required physical activity by a coach

Examples of non-countable activities include:

- Meals
- Athletic training preparation or treatments
- Study hall
- Travel
- Voluntary workouts (if not observed or reported to coaching staff) *
- Student-initiated meetings with coaches
- Community engagement activities
- Captain lead practices

* “Voluntary” really does mean voluntary. Student-athletes must not be required to report back to coaching or athletics department staff any information related to the voluntary activity. The activity must be initiated and requested solely by the student-athlete. The student-athlete may not be penalized if they elect not to participate.
A student-athlete may engage in outside competition in either one alumni game, one fundraising activity or one celebrity sports activity during a season without counting such competition as a season of competition, provided the event is exempted from the maximum number of contests or dates of competition.

5.3 RECRUITING

Student-athletes may write to prospects to encourage their enrollment at Seattle Pacific, but it may not be done at the direction and/or the expense of the university. A student-athlete may not telephone recruits but may accept telephone calls made at the prospect’s expense. Student-athletes are also prohibited from making any statements to media members about recruits, the recruits’ athletic ability, or the likelihood that the recruit will attend the university. This includes social media restrictions as student-athletes cannot use social media outlets to publicize a prospect’s visit to campus or their decision to enroll at Seattle Pacific.

5.3.1 STUDENT HOST RESPONSIBILITIES

A student-athlete may be asked by a coach to host a recruit who is on an official visit to campus. Students who are first time freshman must be academically NCAA qualifiers to be able to host a prospective student-athlete. While serving as a host, a student-athlete may be given host money for the purpose of entertaining the recruit. This money may be used for food, arcades, movies, theatres, bowling and other entertainment activities, but may not be used to purchase souvenirs (e.g., hats, t-shirts, etc.) for the recruit. A student-athlete may transport the recruit to activities within a 30-mile radius of campus but must not allow the recruit the use of a car. The university cannot provide the use of a car to the student-athlete for the purpose of hosting a recruit. A student-host will receive a list of host instructions when given host money by the coach.

Student-athletes who host a recruit will be required to sign a Host Form prior to the beginning of the visit for each prospect whom they host.

Student-athlete hosts are required to submit all information pertaining to the entertainment of prospective student-athlete and, with the prospective student-athlete to commit to adherence to NCAA and institutional rules. This includes submitting all receipts and/or leftover money from money given for the entertainment of a prospect to the head coach at the conclusion of the prospect’s visit.

5.4 HARDSHIP WAIVERS

Seasons of competition can be restored for season-ending injuries in the following circumstances:

- Participation has occurred in less than thirty percent of the scheduled competition
- The injury or illness happened prior to the start of the second half of the season
- The injury or illness is certified by a medical professional as being season-ending

The specifics of restoring a season of competition can be complex, and effective communicate with sports medicine staff and coaching staff is key. Student-athletes must confer with the compliance office as necessary to assure the best opportunity for continued health and competition.

A medical hardship waiver can restore a season of competition, but it does not restore any terms toward the 15 quarter rule to complete an intercollegiate competitive career.

The conferences ultimately determine whether or not to grant a Hardship Waiver. Submission of paperwork does not guarantee a waiver being granted. The student-athlete and sports medicine staff must present all necessary paperwork to the compliance staff within 30 days of the end of the student-athlete’s playing season for submission to the corresponding conference.
The below information from the student-athlete is needed to submit the Hardship Waiver:

- The student-athlete’s signature on the conference waiver HIPPA form.
- Letter from physician showing the initial diagnosis or onset of the injury and a statement that specifically states that the student-athlete was unable to compete during the remainder of the season due to an injury or illness.
- Timeline of injury and recovery process from Athletic Trainer (GNAC approved form should be used.)
- The following are not required for all waivers but needed on a case by case basis; Contemporaneous medical documentation which could include but is not limited to official doctor’s notes and visit records, Athletic training room notes and a statement of the injury and a timeline/statement from the student-athlete.

The following additional documents are also required for all medical hardship waivers and are compiled by the compliance office:

- Letter of support from the Faculty Athletic Representative (FAR)
- Letter of support from the Compliance Officer.
- Competitive Schedule
- Verification of participation/competition

5.6 TRANSFERS

A student-athlete is a transfer student if the Registrar or Admissions Officer from a prior institution certified that the student was officially registered and enrolled at that institution, in any term, in a minimum full-time unit load, and that they were present on the opening day of classes. Additionally, if an institution’s Athletic Department certifies that the student-athlete reported for any regular squad practice(s) prior to the student’s initial day of classes at that institution, the student would also be deemed a transfer student.

5.6.1 TRANSFERRING IN

For a transfer student to be eligible for competition in the first year at Seattle Pacific, the transfer must meet one of the transfer exceptions listed in Bylaw 14 of the NCAA Manual. These exceptions can be tedious and cumbersome to understand; therefore, questions should be directed to the Compliance Office.

Final determination/certification of eligibility for a newly admitted transfer student will be completed by the Registrar, FAR, and Compliance Committee upon receipt of all final and official college/university transcripts.

Any transfer should review the regulations in the NCAA Transfer Guide.

5.6.2 TRANSFERRING OUT (4 YEAR UNIVERSITY)

Transferring universities is a multi-step process. First, in order to communicate with other institutions a student must be placed in the NCAA Transfer Portal. Entering the transfer portal does not guarantee immediate eligibility at a student’s next institution, as a student must meet one of the exceptions outlined in NCAA Bylaw 14.5.5.3.

If a student-athlete desires to be entered into the transfer portal a student must first contact their coach. Upon notification of their respective coach the student must then notify the athletic department of their desire to be entered into the transfer portal by completing the NCAA Transfer Portal Request form with the compliance office. Once the form is received the compliance office will put the student into the transfer portal within 7 consecutive days per NCAA Bylaw 13.1.1.2.1.
Student-athletes who enter the transfer portal will still be provided their athletically related aid for the remainder of the academic year. However, if a student withdraws/quits their respective team, aid may be removed upon withdrawal per NCAA Bylaw 15.5.4.

It is the general stance from the university athletics department that no student will be granted the use of the one-time transfer exception (NCAA Bylaw 14.5.5.3.9) unless exceptional mitigating circumstance exist for the student who is transferring. These circumstances will need to be presented to the Director of Athletics, who will make the decision whether or not to waive the One-Time Transfer Exception. Students have the right to appeal this decision.

5.6.2 TRANSFERRING OUT (4 YEAR UNIVERSITY)

If the one-time transfer request is denied student are permitted to request an appeal be NCAA Bylaw 14.5.5.3.9.1. The transfer appeal process it outlined below:

- The student-athlete is referred to the Faculty Athletic Representative (FAR)
- Student-athlete sends written notice to the Faculty Athletic Representative of the request for a hearing. Written notice of an appeal must be received from the student-athlete no later than two weeks from the date of their denial of the one-time transfer exception.
- The FAR will assemble a committee of people from outside of the athletic department (e.g. Student Academic Services, Financial Aid, and Student Life.) An athletics representative may also be present but only for the basis of rules interpretation.
- The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.) However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.
- Once a decision for a particular case has been reached, the committee chair shall inform each side involved of their decision in writing.

5.7 AMATEURISM

The NCAA Eligibility Center makes the initial amateurism decision for the institution. Continuing students are certified by the university. In both cases, it is the responsibility of the student-athlete to complete carefully and fully the information requested by the institution or the NCAA.

Amateurism is sport specific unless a student has been professional in

- Cross Country, Indoor Track & Field or Outdoor Track & Field is professional in all three
- Indoor Soccer is professional in Soccer
- Beach Volleyball is professional in Volleyball

Acts that result in a loss of amateur standing and eligibility, after initial full-time college enrollment, include:

- using athletic skill (directly or indirectly) for pay in any form in a sport
- accepting a promise of pay even is such pay is to be received following completion of intercollegiate athletics participation;
- signing a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
- receiving, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations
- competing on a professional athletics team, even if no pay or remuneration for expenses was received
- entering a professional draft
Any time, before or after college enrollment, entering into an agreement with an agent will cause a loss of eligibility. NCAA rules do not prohibit student-athletes from receiving information about prospective agent or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is not anything that an agent, financial advisor or their representatives can legally do for a student-athlete or their family prior to completion of eligibility.

5.8 REDSHIRTING

A student-athlete who is eligible for competition but who does not compete is termed a “redshirt.” Most often redshirt status is determined between a student-athlete and coach prior to the beginning of the season. If you choose to redshirt, you remain eligible for practice with your team. If you do not compete, you do not use a season of competition.

5.9 HAZING

The University defines hazing as any action of activity that recklessly endangers the physical or mental health of a person, or that violates the dignity of another person. Hazing is further defined as any activity that is expected of someone to join a group or team that humiliated, degrades, abuses, or endangers them, regardless of intention or willingness to participate. The University enforcement of hazing will prevail regardless of whether it is conducted on or off the University premises.

5.10 GAMBLING & SPORTS WAGERING

Participation in any sports wagering activity, even in the most minor fashion, may jeopardize a student-athlete’s eligibility and/or athletic career.

NCAA rules prohibit student-athletes from participating in any wagering activity that involves any sport sponsored by the NCAA at any level. Any activity that involves putting something at risk for the chance to win something in return is considered sports wagering and an NCAA violation. Risk + Reward = Violation. This includes fantasy leagues and tournament brackets that meet the above guidelines. Don’t Bet On It Website.

Wagering of any amount of money, or of any prize of any monetary value on any sport in which there is an NCAA championship is a violation and has implications and impacts on a student-athletes’ eligibility. This includes betting on a hole of golf, football pools, etc. All questions are to be directed to the compliance staff.

Additionally, student-athletes shall not

- Participate or provide information to individuals involved in organized gambling activities related to intercollegiate or professional athletics through a bookmaker, parlay card or any other method
- Solicit or accept a bet on any collegiate or professional sport team or athlete, including his/her own
- Solicit or accept a bet on any such competition for any item that has a tangible value (e.g. cash, shirt, dinner)

If a student-athlete is approached to be involved or knows of anyone involved in these activities, they are required to report these individuals to the compliance office, athletics director, or faculty athletic representative.

5.11 AWARDS

The Athletics Department may select deserving student-athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement.
• Each sport may have team awards that are based on criteria set for the sport. These awards are presented at the discretion of the Head Coach and Athletics Department.
• Coaches must obtain approval from the Compliance Office for any awards provided to a student-athlete.
• Awards by outside groups or organizations are not allowed unless approved in advance by the Compliance Office.
• Awards have monetary limits that will be monitored by the compliance staff upon requests being submitted by a Head Coach to give an award.
• A student-athlete may take an award based on their place finish at a meet or event so long as the award is from the meet sponsor or meet host and available to any participant who would win that award. This is most common in track and field, please check with the Compliance Office before accepting any award.

5.12 BENEFITS

5.12.1 EXTRA BENEFIT

It is an NCAA violation for SPU student-athletes to receive something that is not generally available to the SPU student body. Therefore, do not accept transportation, payment of food or drink, or any other benefit from someone who is not an established friend or family member including but not limited to the following list:

• a credit card or use of one
• use of laundry facilities
• items or activities at free or reduced costs (professional services, tickets, meals, etc.)
• loan
• guarantee bond
• use of an automobile
• transportation
• signing or cosigning a note
• cash or equivalent
• gift certificates
• country club or sports-club memberships
• gifts of clothing, equipment or jewelry
• unauthorized, excessive in-room movie rental or other excessive or improper expenses on road trips
• use of golf courses for no fee

These are just examples of non-permissible benefits and not an exhaustive list. There are numerous things that could be considered an “extra benefit. The best advice is to ASK BEFORE ACTING. A student-athlete who receives an extra benefit will be declared ineligible and/or be required to pay the total cost of the benefit received. A student-athlete must take care to never accept any meal or other benefit that is not similarly available to students who are not participants in intercollegiate athletics.

5.12.2 OCCASIONAL MEALS

NCAA regulations permit an SPU coach or staff member to provide you (or your team) with an occasional meal (and transportation to attend the meal) at any location in the Seattle area (e.g., home, campus, restaurant).

An SPU booster (or representative of athletics interests) may also provide you with a meal on infrequent and special occasions, but these meals must take place at the individual’s home, on campus or at a facility that is regularly used for home competition. Boosters may provide transportation to the meal only if it takes place at their home. All boosters who want to provide a meal, need to connect with the Compliance Office prior to providing this meal.
5.12.3 Complimentary Tickets

As an SPU student-athlete, you are entitled to two (2) complimentary admissions for each home contest in your sport. Away-from-home contest complimentary admission availability varies by sport and event. All NCAA playoff contests do not permit complimentary tickets per NCAA policies. These complimentary admissions, which may be provided through a pass list only, may be assigned to your family members, relatives and friends.

All complimentary ticket requests will be complete through JumpForward. All complimentary ticket requests for each game must be submitted in JumpForward, by the times listed below.

- Games listed to start from 5:15 PM or later game times must be submitted by 2PM
- Games listed to start from 2:15 PM-5 PM must have all requests submitted by 12 PM (noon)
- Games listed to start from 12 PM-2 PM must have all requests submitted by 10 AM
- All other game times student-athletes will be notified of deadline

You may not receive payment from any source for your complimentary admissions nor can you exchange your tickets for any item of value. Doing so is a violation of NCAA legislation.

5.12.4 Apparel or Equipment with Institutional Marks

A student-athlete may use institutional equipment during competition only when representing the institution.

When available, a student-athlete may purchase institutional apparel (or uniform) for use during outside competition provided the apparel (or uniform) is no longer used by the institution for competition.

5.12.5 Retention of Equipment

A student-athlete may retain institutional athletics apparel items (not equipment) as an award subsequent to completing all eligibility. While participating, the student-athlete is allowed to use institutional equipment during vacation periods when it is consistent with team, athletics or institutional.

5.13 Outside Competition

A student-athlete becomes ineligible if, after enrolling at Seattle Pacific, he or she participates as a member of any outside team in any non-collegiate, amateur competition during sport season until athletics eligibility is restored by the NCAA Division II Committee on Student-Athlete Reinstatement. This includes tournament play, exhibition games or other activities in the sport.

With prior permission, student-athletes may participate in outside competition during the academic year in their sport as long as the student-athlete represents only himself or herself in the competition and does not engage in competition as a member of, or receive expenses from, an outside team.

5.14 Promotions & Fundraising

NCAA rules prohibit student-athletes from allowing their name or picture to be used to advertise, promote or endorse a commercial product/service. To do so jeopardizes the student-athlete's eligibility. The NCAA has limited exceptions to this rule. Confer with the compliance office and complete the appropriate forms before participating in any promotion or fundraising effort.
5.15 DRUG POLICY

In preseason meetings, SAs must sign the NCAA drug test consent stating that they agree to the possibility of drug tested at any point during an athletic career at SPU. In preseason meetings, SAs receive information on the classes of banned drugs and the consequences of testing positive. The sports medicine staff maintains a log and has a subscription to a service, Resource Exchange Center, which can be of assistance when trying to determine whether a common over-the-counter or prescriptions medicine (for example, for colds, flu, sinus, cramps) or supplement contains a banned substance. Ignorance is not an excuse.

The NCAA randomly selects institutions and student-athletes for drug testing throughout the year, including summer. All student-athletes are subject to drug testing before, during or after their competitive seasons. Student-athletes who test positive for performance enhancing drugs are subject to at least a one-year suspension and loss of a season of eligibility. Student-athlete who test positive for street drugs are subjected to at least 180 day suspension and potential loss of a season of eligibility.

5.15.1 NCAA DRUG SCREENING

By signing the NCAA form, an SPU student-athlete agrees to allow the NCAA to test in relation to participation in any NCAA championship game certified by the NCAA for banned drugs. Additionally, an NCAA Division II student-athlete agrees to the potential of being tested on a year-round basis.

A student-athlete who tests positive for performance enhancing drugs shall be withheld from competition in all sports for a minimum of 365 days from the drug test collection date and shall lose a year of eligibility. Student-athletes who test positive for street drugs shall be withheld from competition in all sports for a minimum of 180 days from the drug test collection date and will potentially lose a year of eligibility. If a student-athlete fails to appear for drug testing the student will automatically fail and will be withheld from competition in all sports for a minimum of 365 days from the drug test collection date and shall lose a year of eligibility.

In signing the NCAA Drug Test Consent, a Seattle Pacific student-athletes agrees:

- To be tested by the NCAA in accordance with NCAA drug-testing policy, which provides among other things that:
  - to be notified of selection to be tested;
  - to appear for NCAA testing or be sanctioned for a positive drug test; and
  - that personal urine sample collection will be observed by a person of my same gender;
- To accept the consequences of a positive drug test;
- To allow personal drug-test sample to be used by the NCAA drug-testing laboratories for research purposes to improve drug-testing detection; and
- To allow disclosure of personal drug-testing results only for purposes related to eligibility for participation in NCAA competition.

5.16 SEXUAL HARASSMENT

The University administration, faculty, staff, student employees, and volunteers are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University’s mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the University, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member.

For more information about sexual harassment/Violence resource visit the SPU Safety and Security website with listed Sexual Violence resources.

If you are a victim of harassment or know of an incident, please contact one of the following ASAP:

- A coach or athletic administrator
- Vice President for Student Life
- Director of Human Resources
- Campus Safety and Security
6 STUDENT-ATHLETE WELL-BEING

6.1 RESOURCES

6.1.1 SAFETY & SECURITY

ABOUT CAMPUS SAFETY

The Office of Safety and Security is a private security organization which patrols campus buildings and grounds by foot and in cars 24 hours a day, seven days a week.

For more information regarding services offered by Safety & Security please visit the website at SPU Safety and Security.

VEHICLE REGISTRATION

All vehicles must be registered to park on campus. Prices for parking passes range depending on living situation. You can register your car online here: SPU Parking Information

6.1.2 CAREER SERVICES

Career counselors are available to assist with making decisions and learning about a wide range of topics, including:

- Choosing or changing a major
- Locating an internship or job
- Graduate school resources
- Taking an assessment (exploring interests, values, and skills)
- Résumé writing and reviewing (PDF)*
- Mock interviewing
- Job search strategies
- Salary Negotiation

Career counselors can advise current students and alumni free of charge. Services are available Monday-Friday 8am-5pm by appointment made by calling (206) 281-2485, or 15-minute walk-in appointments from 3-5pm. They are located on the second floor of the Student Union Building.

CAREER CLASSES

The Center for Career & Calling offers several one- or two-credit classes taught by career professionals designed to help you explore and create your professional journey while at SPU:

- Finding Your Vocation. Explore important questions about who you are and how to sense God’s call on your life. Learn to make good decisions by listening to what gives you a deep sense of meaning and purpose.
- Major and Career Exploration. Identify your strengths, abilities, interests, and vocational calling and explore majors and careers that might be a good fit. Learn which key experiences to have as an undergraduate and create a plan for college success.
- Internship and Career Strategies. Identify and articulate your strengths and interests as you learn how to find and apply for a rewarding internship experience that will further your professional development.
• **College to Career Planning.** Learn to network, write a powerful résumé and cover letter, create an effective LinkedIn profile, search for a job or internship and prepare for interviews as you get ready to transition from SPU to the world of work.

### FOUR-YEAR CAREER PLAN ASSISTANCE

Having a career plan during your college years can make all the difference in embarking on a successful career or pursuing graduate studies. The Center for Career & Calling has created a plan you can use to keep yourself on track, which can be accessed here: [Student 4-Year Career Plan](#)

### YEARLY EVENTS

The CCC offers a variety of events to provide career exploration opportunities and to help you develop your professional skills. Follow them on Facebook or Twitter for more information on:

- Career fairs
- Employer meetups
- Career conversations/employer panels
- Etiquette dinners
- "Résumé Rescue" workshops
- And more!

### SPU JOBS

Sponsored by SPU’s Center for Career and Calling, Office of Student Employment, John Perkins Center, and Alumni Center, Handshake connects SPU students and alumni with individuals and organizations to streamline a host of career and vocation services, resources, and opportunities.

Please visit the website for information on how utilize the Handshake.

### 6.1.3 STUDENT HEALTH CENTER

The SPU Health Center supports the university by evaluating, treating, maintaining, and promoting optimal physical, mental, and spiritual well-being of the SPU student body. The SPU Health Center serves as an advocate for patient care and promotes individual empowerment to enhance healthy lifestyle choices among patients.

**Hours of Operation:** Monday-Friday 9am-12 noon & 1-4:30pm. For on-campus assistance after hours, please call Safety & Security (206)281.2911.

Office visits are free to all undergraduate students. Medications, injections, immunizations, procedures, blood draws, and treatments are provided by the attending physician, nurse practitioners, physician assistant, and registered nurses for a nominal fee. If students need further treatment or evaluation, there is an excellent referral base to specialists in the community as well as a hospital in close proximity.

All students are required to make an appointment in advance. Appointments are available on a first-come, first-served basis by calling (206)281.2231. The Health Center’s schedule fills up early in the day, so please make an appointment as soon as possible for the best chances of reserving a convenient time. If the staff is unavailable at a convenient time, the student is directed to Swedish Medical Center – Ballard.

### 6.1.4 STUDENT COUNSELING CENTER

Students come to the Student Counseling Center (SCC) for a variety of reasons. Some are looking for help in coping with the pressures associated with a challenging academic environment or adjustment to college life.
Others want to learn how to be more effective in developing, negotiating, or maintaining relationships with others. Counseling can be beneficial for students who are feeling depressed or anxious, as well as those who want to examine their beliefs or explore their current life situation.

The staff of the SCC are dedicated to student well-being and providing services collaboratively with compassion, respect, and sensitivity to students' unique challenges and cultural backgrounds.

SCC services available to currently enrolled graduate and undergraduate students include:

- Individual counseling
- Relational counseling
- Crisis intervention
- Training and educational workshops

To schedule an appointment or get additional information, please contact the SCC. (The SCC discourages the use of email to communicate with our office, as the confidentiality of these messages cannot be guaranteed.)

In emergency situations, first call 911 and then contact the Office of Safety & Security.

### 6.2 SPORTS MEDICINE

The Royal Brougham Athletic Training Room hours vary. Correct hours are posted outside the entrance door. (920)375-0754

#### 6.2.1 ATHLETICS TRAINING STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason M. Durocher M.A. ATC</td>
<td>Head Athletic Trainer</td>
<td>206-281-2768</td>
<td>425-495-2148</td>
</tr>
<tr>
<td>Bianca Mendez De La Torre M.S. LAT ATC</td>
<td>Assistant Athletic Trainer</td>
<td>206-281-2805</td>
<td>920-375-0754</td>
</tr>
<tr>
<td>Luke Miller M.S. ATC</td>
<td>Assistant Athletic Trainer</td>
<td>202-281-2260</td>
<td>919-709-5929</td>
</tr>
</tbody>
</table>

#### 6.2.2 PRE-PARTICIPATION PHYSICALS (PPE’S)

A PPE exam is required annually prior to trying out, practicing or participating on an intercollegiate athletic team. All athletes must present written documentation to the head athletic trainer of a pre-participation physical signed by the team physician (within 6 months of the first date of practice).

#### 6.2.3 FOR RETURNING ATHLETES

All returning athletes will receive an e-mail from the athletic training room to schedule an appointment for an update physical with a member of the certified athletic training staff. This e-mail will also contain an attachment for RETURNING STUDENT ATHLETE PAPERWORK. By following the directions in this document, the returning athlete will be able to submit all the required medical eligibility forms online. Failure to complete all the required medical forms will result in becoming ineligible for participation until they are completed.
6.2.4 FOR FRESHMAN AND TRANSFER ATHLETES

Freshman and transfer athletes will need to schedule an appointment for a PPE with Dr. Justin Rothmier, the SPU team physician. The Sports Medicine Clinic is located at 10330 Meridian Ave N. suite 300 Seattle WA 98133 and can be reached at 206-668-6100. It is highly recommended that you schedule your physical within a month of your practice start date and ideally no later than 3-4 days before the start of practice. If for some reason you do not pass your PPE, you will have a buffer of a couple of days to rectify your medical clearance issues so that your practice start date is not delayed. Impact testing for concussion screening and echocardiograms for heart screening are also part of the PPE screening process for incoming freshman and transfer athletes. These need to be scheduled with your sports team athletic trainer. This should be done before your PPE so that they can be reviewed at your PPE appointment. In addition to scheduling your PPE, freshman and transfer athletes will receive an e-mail from the athletic training room with an attachment titled NEW ATHLETE PAPERWORK. Follow the directions in this document to submit all additional medical clearance forms online. Failure to complete all the required medical forms will result in becoming ineligible for participation until they are completed.

6.2.5 FOR GRADUATES AND WITHDRAWALS

Exit questionnaires will be e-mailed at (a) the conclusion of the athlete’s final season of competition on an SPU team in their identified sport, or (b) upon a decision by an athlete to no longer participate in their identified sport. Failure to complete and submit this Exit Questionnaire in a timely and accurate fashion, within two weeks, will constitute a waiver by the athlete to any medical or financial liability that SPU may have had with respect to injuries that could have been disclosed while part of SPU athletics.

6.2.6 INSURANCE POLICIES AND MEDICAL EXPENSES

1. Athletes are required to be covered under a comprehensive medical insurance policy with a maximum deductible of $5,000. SPU does not accept accident only insurance, emergency only insurance, or catastrophic health insurance plans that provide low limits and/or minimal benefits. Athletes and/or parents should confirm that their health insurance plan provides national coverage, particularly when the policy originates outside of Washington State. Parents/athletes should also make sure there is not an exclusion for intercollegiate athletics in their policy. SPU’s international student insurance does not exclude athletic and is therefore satisfactory for the international student athlete to use as primary insurance coverage for athletics participation.

2. The athlete’s required medical insurance is the primary insurance for payment of expenses resulting from injuries while participating in NCAA sanctioned practice, competition or training programs. The athlete (or policy holder) is required to complete a Medical Insurance Questionnaire annually and anytime there are changes to their policy. This form is included in the medical clearance forms you will receive and complete online. The information will be used by SPU when submitting claims to our secondary insurance provider. Secondary claims filed with expired or incorrect insurance information will result in delays or denials for payment.

3. SPU provides secondary insurance coverage for injuries that occur during NCAA sanctioned practice, contest and training programs only. Injuries that occur during voluntary and unsupervised team trainings which are outside of the NCAA sanctioned schedule are not included in the secondary insurance coverage plan.

4. SPU does not manage injury claims. This is done by the service provider in conjunction with the student athlete’s primary insurance and subsequently the secondary insurance if the injury occurred during an NCAA
sanctioned practice, contest or training program. Student athletes and parents are strongly encouraged to stay on top of invoices and explanation of benefits (EOB’s) as SPU will not be responsible for any interest, penalties, or collection fees associated with late payments. The athlete (or parent) is responsible for communicating with the service provider regarding payment of outstanding balances, which could impose a strict payment due date.

5. **For dental related injuries**, claims must be submitted to the athlete’s medical and dental insurance providers as expenses for dental injuries are often covered by medical insurance as primary insurance followed by the dental as secondary insurance. SPU’s secondary insurance would then provide a third tier of coverage when expenses exceed the amount covered by the athlete’s primary and dental insurances.

6. **Authorized expenses will be those incurred when the team physician or staff athletic trainer refers the athlete to physicians, dentists or other providers.** Approval for medical or dental treatments must be obtained from an SPU athletic trainer before expenses are incurred. In the case of emergency, prior approval is not required; however, the injury must be reported to a staff athletic trainer within 48 hours of the incident. All other expenses will be considered unauthorized. SPU will not pay unauthorized expenses. Additionally, SPU will not be responsible for the following:

   a. medical or dental expenses resulting from athletes or their parents’ independent decisions to not comply with the policies or requirements of their own or SPU’s insurance policies;

   b. (for HMO insurance coverage), medical expenses incurred for services provided outside an HMO facility unless pre-arranged with the HMO and communicated in writing to an athletic trainer and the athletic office;

   c. medical expenses incurred when an individual needs medical attention for a pre-existing condition. The head athletic trainer and team physician in review of the medical history and physical examination will determine such condition. This condition may also be determined during any medical treatment;

   d. special pads, braces or orthoses that must be purchased in order to correct a postural anomaly or pre-existing condition;

   e. medical coverage of injuries that were not reported, for any reason, to a staff athletic trainer within 15 days following the incident;

   f. injuries incurred when the athlete is involved in activities not related to their specific sport or excluded by their insurance policy;

   g. medical expenses incurred after an athlete has withdrawn from school, or voluntarily withdrawn from their respective team.

   h. any dental expenses not the direct result of an athletic related injury.

7. **All arrangements for treatment of athletic injuries are to be made before the athlete graduates.** If an athlete does not make arrangements with an SPU athletic trainer beforehand, SPU will not accept responsibility for medical expenses incurred after an athlete has graduated. Additionally, any consideration for secondary coverage of medical expenses after graduation for ongoing treatment will require communication by the athlete with the SPU athletic training staff. Failure to do so may result in termination of any further secondary coverage of medical expenses by SPU. Secondary coverage of medical expenses during this period continues to require that the athlete’s primary insurance be in effect and current.

8. **SPU’s secondary coverage will be in effect for up to two (2) years from the date of a covered injury (subject to limitations noted in paragraph 7 above).** Coverage of expenses incurred after that time period are the responsibility of the athlete unless pre-approved by the Athletic Director.
9. SPU reserves the right to withhold financial responsibility on any treatment specifically excluded from its insurance policy.

10. Final authority for any disputed decision by the head athletic trainer or team physician regarding expenses for medical treatment lies with the Athletic Director.

6.2.7 PROCEDURES FOR PAYMENT OF MEDICAL BILLS

1. In the event an injury requires medical or dental treatment beyond what can be provided in the athletic training room, athletes will be referred by the athletic training staff to the team physician or an otherwise approved medical provider in accordance with the student athletes insurance provider.

2. At the time of service with the approved medical provider the athlete will submit their primary insurance card, along with the SPU secondary insurance card in accordance with the benefit provision.

3. Most providers will invoice insurance companies directly for services rendered and the insurance companies will send an Explanation of Benefits (EOB) to the service provider and the patient. Do not disregard invoices and EOB’s. As the policy holder and patient, you are ultimately responsible for any late fees and outstanding balances once the invoices have been processed through the insurance providers. SPU will not be responsible for any interest, penalties, or collection fees associated with late payments.

4. For further questions regarding procedural matters with the schools secondary insurance provider please contact: Jason Durocher, Head Athletic Trainer at 206-281-2768 or jasond@spu.edu.

5. If your questions pertain to EOB’s or statements you are receiving from a service provider or your insurance, you should contact the insurance provider or service provider directly for clarification. The athletic training staff files claims related to injury but does not process claims or payment.

6.3 MENTAL HEALTH EMERGENCY ACTION MANAGEMENT PLAN

If a student-athlete (SA) demonstrates or voices an imminent threat to themselves, others or property; reports feeling out of control or unable to make sound decisions; or are incoherent, confused or express delusional thoughts, emergent mental health referral is recommended.

6.3.1 ON CAMPUS DURING OPERATING HOURS

The Student Counseling Center (SCC) is open 9-5 daily with an on call mental health care specialist available to see a student-athlete in distress. Coaches, athletic trainers, athletic administrators encountering a student-athlete with an emergent mental health crisis should not leave a student-athlete alone. If they are able to walk a student-athlete to the counseling center they should do so. If they feel there is an imminent threat to themselves, they should call campus security from a cell phone 206-281-2911, the nearest campus phone or an emergency call box to assist the student-athlete in crisis.

6.3.2 ON CAMPUS DURING NON-OPERATIONAL HOURS

Student-athletes should contact their resident life coordinator (RLC). If unwilling or incapable of doing so a roommate, friend or teammate may assist in contacting the on call RLC. Peer responders should always stay with the student athlete unless there is an immediate and imminent threat to their own well-being. If peer responders are uncertain whether to call for help, they should contact campus security or the on call RLC by cell, or emergency call box for assistance. The resident life coordinator is able to contact a member of the SCC in an emergency to assist with decision making for emergency transport to a hospital or for follow-up care the next business day.
6.3.3 OFF CAMPUS

Student-athletes in emergency mental health distress should call 911 or the 24-hour mental health crisis hotline at 206-461-3222. If unwilling or incapable of doing so a roommate or teammate may assist in doing this on the student-athlete’s behalf. Individuals in crisis should never be left alone. Utilize bystanders to make emergency calls while present with the individual unless you are experiencing a personal threat to your own safety.

6.3.4 SEXUAL ASSAULT

Student-athletes who are victims of sexual assault should first seek safety utilizing campus security, local law enforcement or their personal security network. Once safe victims should obtain medical treatment for injuries and documentation of relevant evidence in addition to seeking support through on and off campus available resources. Sexual assault victims are encouraged to report crimes of misconduct to campus security and local law enforcement but are not required to do so. SPU athletics staff, which include athletic trainers, coaches and administrators are all mandatory reporters; any individual aware of an incident of sexual harassment, including acts of sexual violence, should report the incident to the Title IX Coordinator. Reporting Sexual Misconduct

The office of safety and security (OSS) provides the following resource link for victims and support personnel at its website. Sexual Violence Recourses

6.3.5 FOLLOW-UP

Members of the SPU Sports Medicine Mental-Wellness Team will coordinate a plan for on-going mental health care with the student-athlete utilizing campus resources through the SCC or off campus. Parents, coaches and academic personnel will be notified through a coordinated effort of the mental wellness team regarding the student athlete’s participation status for academics and athletics.

After any crisis or on the yearly basis, the SPU Sports Medicine Mental-Wellness Team and effected parties will meet to debrief and reevaluate the plan as needed.
7 ATHLETIC EVENTS

7.1 TICKETING

ROYAL BROUGHAM TICKETS

Most athletic events in Royal Brougham Pavilion (men’s and women’s basketball and volleyball) require tickets for admission. Current Seattle Pacific faculty, staff, and students may be admitted or granted a ticket upon presentation of valid Seattle Pacific identification. Ticket pricing and the availability of complimentary tickets may differ during conference or national competition and actual prices and policy will be well publicized.

INTERBAY TICKETS

Men’s and women’s soccer contests are ticketed events. Current Seattle Pacific faculty, staff, and students may be admitted or granted a ticket upon presentation of valid Seattle Pacific identification. Generally, other outdoor home venues are free of charge. Ticket pricing and the availability of complimentary tickets may differ during conference or national competition and actual pricing and policy will be well publicized.

PROCESS

Enrolled student-athletes in sports that charge admissions are eligible for a maximum of two complimentary admissions to a home athletics event in their sport through a pass list only. Procedure:

- Student athletes are responsible to log into their JumpForward account and add guest names, phone numbers, and relationships to those guests’ accounts.
- The student athlete must then electronically submit a ticket request for approved guests through JumpForward by 10AM for games that start between 12PM and 2PM, noon for games that start from 2PM-5PM and 2PM for games that start any time after 5PM.
- All guests must show photo ID at the time of entry to the event and sing for their complimentary ticket, which has a face value of $0.

7.2 GAME ENVIRONMENT

Seattle Pacific endorses the NCAA initiatives and uses suggested game announcements and other concepts to promote a positive game environment.

The National College Athletic Association (NCAA) Division II strategic program is designed to instill an understanding of character values in sport and provide practical tools for student-athletes, coaches, and athletic administrators to use in modeling exemplary character traits.

- High-level, passionate athletic competition for local communities and region in an intimate, family-friendly environment
- Opportunities to interface face-to-face with student-athletes in different venues
- Positive impact in local communities and region through Division II national program
- Show support for educational mission of student-athletes and development of youth

7.2.1 CIVILITY & SPORTSMANSHIP

As representatives of Seattle Pacific University, student-athletes, coaches, administrators, trainers and fans should strive to represent the very best spirit and tradition of intercollegiate athletics. Remember that you not only represent yourself, but your teammates, fellow coaches, the entire athletic department, the University and all of the student-athletes and coaches who have competed at SPU.
Student-athletes shall exemplify good sportsmanship on and off the field of play, during pre- and post-game comments to the media, and when traveling and participating at other institutions. Profanity, derogatory comments or other intimidating actions directed at officials, student-athletes, coaches, or opposing team representatives will not be tolerated and are grounds for discipline and/or removal from the site of competition.

ANNOUNCEMENTS

- Pre- and mid-game announcements are given from the public address system clarifying the expectations of appropriate behavior from fans at all Seattle Pacific contests. Game announcements set the stage for civility among spectators while coaches stress sportsmanship among players. The following are two examples:
  - Seattle Pacific University and the NCAA encourage you to help everyone enjoy today’s contest. By displaying respect and good sportsmanship, you can help us create a positive environment for the teams and the fans.
  - Seattle Pacific welcomes all players, officials and spectators to today’s contest. As a member of the NCAA Division II and the GNAC we are committed to the true spirit of competition. Seattle Pacific is firmly committed to creating a safe, comfortable and enjoyable game-day atmosphere. We expect fans to support their team as enthusiastically as possible, while remaining respectful and courteous to their fellow patrons, officials, opposing team’s fans, and players and coaches. Those who do not choose to help us create a safe environment may be asked to leave the arena. Thank you for supporting Seattle Pacific Athletics and thank you for helping create a sportsmanlike environment here at the (venue name).

CROWD CONTROL

- For all our ticketed sporting events, properly dressed employees’ welcome fans to the venue and give instructions on where to sit and locations of restrooms and concession stands.
- These same ushers keep people off the courts or fields during the game and at halftime.
- A game administrator attends all sporting events; acting as a liaison for SIDs, coaches and fans. They are the go-between for any situation that occurs outside the playing area/field.

7.2.2 MUSIC & NOISE POLICY

MUSIC

Among the many roles it serves the university, Seattle Pacific’s intercollegiate athletics program is a public gateway by which the university presents itself to the community at large. Many off-campus fans, whether they are alumni, parents, prospective students, members of opposing schools, or just sport-interested fans, form or reformulate some or all of their opinions and impressions of Seattle Pacific based on representations presented at Cougar sporting events.

Music and athletic events have become intertwined in our culture over the past two decades. Beginning as early as high school sports and continuing through to the professional level, some form of music is played at athletic venues. Thus, in following the culture at large, music has become a part of Seattle Pacific athletic. At the very least, music can create a festive atmosphere for attending fans, while in some emotional context develop a heightened focus for the participating athlete.

Given the university’s and athletics’ missions – to bring honor and glory to Jesus Christ -- the athletic staff, including coaches, must be attentive to the music that is played at Falcon athletic venues. Music can glorify God, hinder a Christian testimony, or be morally neutral. In an effort to avoid question of our Christian testimony, all pre-game, in-game, and post-game music played at Cougar athletic venues must be screened for the following:
References to

- Sexual acts or innuendo
- Graphic violence or physical abuse
- Swearing and/or vulgar language
- Glorification of alcohol/drug use

In addition, the public persona of the performing “artist” should be considered.

Given the ever-changing nature and culture of pop music, it is unreasonable to expect one person to monitor or understand the background of all music played at Seattle Pacific. However, in an attempt to properly represent Seattle Pacific, the athletic department staff must take responsibility as a team. Therefore, each coaching staff, in conjunction with team captains/members should screen a pre-set selection of music that is to be played at Seattle Pacific athletic venues throughout a given academic year. The selection should consist of approximately 30 songs and artists that are either Christian in nature or morally neutral.

We can never satisfy all sensitivities about style, genre and expressions in music. Nonetheless, the head coach for each sport must be comfortable in his/her conscience with the final playlist and be willing and able to defend it if complaints are expressed.
8 SPORTS INFORMATION

8.1 SPORTS INFORMATION OVERVIEW

During a student-athlete’s time at Seattle Pacific, they may be asked by members of the Sports Information staff or coaches for interviews, comments, photo sessions, or other forms of contact with the media. These sessions are set up primarily through the Sports Information Office or the Marketing Office, and interviews are scheduled at convenient times for athletes.

Members of the Sports Information Office and Marketing Office coordinate interactions between student-athletes, coaches and staff with members of the media. They produce all game programs, press releases and content for SPU’s intercollegiate athletics program, in addition to compiling statistics, maintaining records and updating the university’s official athletics website. They direct media activity at all intercollegiate athletic events. Live video for most home athletics events is streamed on the internet, and the Sports Information office works closely with Stretch Internet to provide quality video coverage of these events.

Upon arriving at Seattle Pacific, student-athletes complete a questionnaire detailing their previous athletics-related accomplishments so that all vital information is on file. The Sports Information Office does not release personal contact information and providing your personal number to reporters for follow-up calls after interviews is discouraged.

The Sports Information staff consists of an Assistant AD/Sports Information Director (SID) and one Assistant Sports Information Director.

Coaches, staff, and student-athletes have a responsibility to Seattle Pacific to be cooperative with the media. The public’s perception of the university, its overall athletics program, and individual teams are shaped by media coverage, and every effort should be made to formulate a positive impression that reflects the mission and values of the university. Each sport receives varying levels of attention from the media, although some sports receive more coverage than others. Be appreciative of any coverage or attention the media provides.

The SIDs also assist SPU’s Fan Engagement Manager in posting items to the athletic department’s social media accounts on Facebook, Twitter, Instagram and YouTube.

Individual teams may create their own sport-specific social media accounts, which should be managed by the team’s coaching staff. Any sport which chooses to create and manage its own social media accounts should also provide the Sports Information staff with administrator access in an oversight role.

All athletes should plan to be available by appointment or on-site at the close of any contest. Questions about how to conduct interviews or deal with problems in handling media requests can be answered by a member of the Sports Information staff.