

WESTCLIFF UNIVERSITY



STUDENT-ATHLETE
HANDBOOK

2019-2020

Table of Contents

I.	<u>WESTCLIFF UNIVERSITY</u>	4
II.	<u>ATHLETIC PROGRAMS</u>	5
III.	<u>ATHLETIC DEPARTMENT DIRECTORY</u>	6
IV.	<u>COMPLIANCE AND ELIGIBILITY</u>	7
V.	<u>ACADEMIC POLICIES</u>	9
VI.	<u>WU ATHLETE CODE OF CONDUCT</u>	10
VII.	<u>SOCIAL MEDIA POLICIES</u>	12
VIII.	<u>FINANCIAL AID</u>	14
IX.	<u>WU ATHLETIC EQUIPMENT</u>	16
X.	<u>WU SPORTS MEDICINE POLICY & PROCEDURES</u>	16
XI.	<u>DRUG ALCOHOL / HAZING POLICY</u>	17
XII.	<u>TRAVEL POLICY</u>	18
XIII.	<u>CHAMPIONS OF CHARACTER</u>	19
XIV.	<u>GENDER EQUITY</u>	20
XV.	<u>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</u>	21
XVI.	<u>SIGNATURE PAGE</u>	22

A letter from the Director of Athletics

Dear Student-Athletes,

The athletic program at Westcliff University strives to seek both competitive excellence in the athletic arena and academic distinction in the classroom. We assist our student-athletes in growing intellectually, athletically, and socially. We recognize your efforts and experiences as a student and athlete at Westcliff University play a fundamental role in helping you prepare to graduate and lead a productive and meaningful life. As such, we have a vested interest to ensure your success.

The pages that follow we believe will assist you in your journey from student-athlete to graduate. While this document may not answer all your questions, it is designed to serve as a guide and general source of department policy. I encourage you to read all of it, paying attention to the “Student-Athlete Code of Conduct,” which outlines your specific commitment to the athletic program and our University. This document may be aided by additional manuals or written policies distributed by your coaching staff. If so, they are to be considered supplemental documents to this manual.

You are one of the select few who enjoy the privilege of calling themselves Westcliff University student-athletes. Please take this opportunity to excel in all you do and prepare yourself for a rewarding life after the University experience is complete.

Sincerely,

Shawn Harris

Director of Westcliff University Athletics

I. WESTCLIFF UNIVERSITY

Westcliff University reserves the right to develop and implement new policies or regulations not presently included in this document.

MISSION STATEMENT

We guide and support the Westcliff University student-athletes in their quest for academic, athletic, and social excellence. We exist to prepare our student-athletes for productive meaningful lives in society and to educate, inspire, and empower them to acquire the competencies to excel personally and professionally.

GUIDING PRINCIPLES

Five principles guide and govern our actions. They define “what we stand for” and “what we won’t stand for.” They include:

1. Integrity

At all times and in all our affairs, we conduct ourselves in a respectful manner. We know that the *right thing* to do is the *only thing* to do.

2. Positive Attitude

We have a positive attitude even in times of despair. We look for the good.

3. Detail-Oriented

We pay attention to details. We prioritize and get the job done.

4. Responsibility

We are responsible for our actions and accountable for our behavior.

5. Commitment to Excellence

We have committed to giving our best and strive for excellence.

OPERATIONAL SUMMARY

The Westcliff University athletic program will excel at all levels of intercollegiate athletics without distorting its primary role as an educator. The program will be conducted in such a manner to support the goals of the institution and policies of the NAIA with future preparations for acceptance to the NAIA. The NAIA Official Handbook & Policy Handbook is available at www.naia.org.

II. ATHLETIC PROGRAMS

Fall Sports:

WU Westcliff Warriors Student-Athlete Handbook

2019-2020

Men's and Women's Soccer
Women's Indoor Volleyball
Men's Beach Volleyball

Winter Sports:

Women's & Men's Basketball
Men's and Women's Indoor Track and Field

Spring Sports:

Baseball
Men's Indoor Volleyball
Women's Beach Volleyball
Softball
Men's and Women's Outdoor Track and Field

Esports

III. ATHLETIC DEPARTMENT DIRECTORY

POSITIONS	NAME	PHONE #	EMAIL ADDRESS
Director of Athletics	Shawn Harris	951-973-9224	Shawnharris@westcliff.edu
Associate Director of Athletics	Michael Hardaway	562-253-8889	Michaelhardaway@westcliff.edu
Senior Assistant A.D. of External and Internal	Max Ling	949-825-5999 ext 5072	Maxling@westcliff.edu

WU Westcliff Warriors Student-Athlete Handbook

2019-2020

Operations, Housing Coordinator			
Assistant A.D. of Fundraising/Events and Communications	Katie Rouse	760-912-5283	Katierouse@westcliff.edu
Asst. A.D. of Compliance and Student Life	Lydie van Deursen	657-335-7647	Lydievandeursen@westcliff.edu
Assistant A.D. of Health and Safety/Head Athletic Trainer	Joan Tennant	949-825-5999	Joantennant@westcliff.edu
Baseball Coach	David Shermet	949-372-8157	Davidshermet@westcliff.edu
Men's Basketball Coach	James Larson	714-497-8951	Jlarson@westcliff.edu
Women's Basketball Coach	Kyle Rouse	951-741-5892	Krouse@westcliff.edu
Cheerleading Coach	TBD	TBD	TBD
E-sports	Neil Bui		
Men's Soccer Coach	Joey O'Keefe	760-887-8307	Josephokeefe@westcliff.edu
Women's Soccer Coach	Stephen Campos	909-907-2643	Stephencampos@westcliff.edu
Softball Coach	Sony Mitchel	714-717-5302	Sonymitchel@westcliff.edu
Men's Volleyball Coach	Danko Iordanov	562-712-1535	Diordanov@westcliff.edu
Women's Volleyball Coach	Kristen Iordanova	562-964-5138	Kiordanova@westcliff.edu
Track and Field Coach	Alaine Tate	646-305-2763	Alainetate@westcliff.edu
Athletic Student Services Advisor	Takara Jones Mariela Esquivias Patricia Sewell	888-491-8686 949-825-5999 949-825-5999	Takarajones@westcliff.edu Marielaesquivias@westcliff.edu Patriciasewell@westcliff.edu

Office Hours

During the academic year, the Department of Athletics is open from 8:00 a.m.–5:00 p.m., Monday-Friday. Meetings with the Director of Athletics are by appointment only.

IV. COMPLIANCE AND ELIGIBILITY

The student-athletes at Westcliff University will be enrolled in a degree program that will enable you to obtain a four-year degree. Academic progress of the student-athlete must take precedence over matters related solely to intercollegiate athletics. The educational and personal development of student-athletes is of foremost importance and athletic talent will not be exploited at the expense of the student. To this end, Westcliff University will provide the best available coaching, facilities, equipment and program direction consistent with its fiscal resources.

Athletics Eligibility

Westcliff University utilizes the applicable national association eligibility rules adherence for the appropriate academic year (NAIA).

Eligibility Basics

- Terms of Attendance: May compete during his/her first 10 semesters/15 quarters only (See Article V, Section B, Item 19)
- Must meet freshman and/or continuing eligibility requirements (See Article V, Section C, Item 2)
- Must be enrolled in at least 12 credit hours (Article V, Section C, Item 3)
- Must be making normal progress toward a baccalaureate degree (Article V, Section C)
- Must have a 2.5 GPA on a 4.0 scale (academically)
- Must meet transfer eligibility requirements (Article V, Section J)
- May compete during four seasons only

Academic Expectations

- A minimum of twelve (12) semester credit hours is established as the “term-by-term” requirements for participation. Thus twelve (12) hours define a "full-time" student for defining eligibility.
- Prior to the second full-time term, the student-athletes must have passed twelve (12) semester credit hours with a 2.50 GPA or higher.
- A student-athlete may establish eligibility for a term by an accumulation of semester credit hours equal to twelve (12) times the number of terms of full-time enrollment with at least a 2.50 GPA.
- To be eligible for a second season of participation, a student-athlete must have accumulated a minimum of twenty-four (24) semester credit hours with at least a 2.50 GPA.
- In computing GPA for the purpose of eligibility, all courses will contribute to the calculations.
- *Student-athletes, who lose their eligibility during any term due to dropping below twelve (12) hours, may not regain their eligibility prior to the first day of classes of the next term.*
- In order for a student-athlete to be eligible at Westcliff University, he or she must qualify by meeting the following requirements:
 - Abide by the standards set forth in the conference, national association and College policy manuals.
 - Have had a physical examination and been declared fit for participation in collegiate athletics.
 - False or concealed information pertinent to eligibility shall be grounds for ruling the student-athlete ineligible for any competition at Westcliff University and the Conference.
 - Any student-athlete who has been declared ineligible has the right to appeal his/her case to the Director of Compliance and Student Life, if he/she feels that there were extenuating circumstances that should be

WU Westcliff Warriors Student-Athlete Handbook

2019-2020

brought to the attention of one of these applicable committees. The matter may be referred to the appropriate national associations and the burden of proof rests with the student-athlete and the College. Appeals on eligibility must be routed through the Director of Athletics and Assistant Director of Athletics of Compliance.

Other Eligibility Rules

1. May not practice or participate in games until they are off athletic probation.
2. Meet with their student services advisor to discuss the terms of their academic probation and create a plan of success.
3. Must attend games to show school spirit and support their teammates.
4. Must adhere to Westcliff University's attendance and academic policies.

Athletic Probation

A student-athlete's eligibility to participate in the Athletics program at Westcliff University is dependent upon their academic performance. Westcliff University requires all student-athletes to maintain a 2.5 minimum GPA in order to be eligible to participate in sports. Athletic Probation is an opportunity provided to student-athletes to work with Student Services & the Athletics Department to create a plan of success to improve their GPA and become eligible for sports.

Subsequently and upon acceptance, student-athletes may participate immediately in sports if they are under a 2.5 CGPA.

- All student-athletes must attain a CGPA of 2.5 by the end of their 1st semester (2 sessions) at Westcliff University.
- Athletic Probation will allow student-athletes to participate in team practice, attend games in uniform, travel with their teams, and attend team functions, but will not be allowed to participate in official games.
- If the student-athlete is under a 2.0 CGPA, they will not be allowed to participate in team practice, attend games in uniform, travel with their teams, or attend team functions, and will not be able to play in official games.

This policy will apply to incoming high school graduates, transfer students, F-1 students, and continuing students already participating in the Athletics Program at Westcliff University.

V. ACADEMIC POLICIES

The coaching staff will work in support of Westcliff University academic programs and faculty. Only faculty has the authority to correct or change grades. Athletes are not subject to any special or favorable treatment from the faculty and coaches will not intervene on behalf of a student's request for grade changes. The primary purpose of any student is to gain a quality education – everything else is secondary! Tutors are available for athletes. Any student-athlete receiving a D/F in a class will be required to attend tutoring for that subject. Failure to attend tutoring is subject to disciplinary measures.

CLASS ATTENDANCE

It is the goal of the Westcliff University Athletic Program for athletes to attend class and graduate. Therefore, there are a few guidelines to which all student-athletes who wish to participate must adhere:

- Student-athletes are required to go to class and be on time.
- Student-athletes are not excused from class for practice.
- Unexcused absences could result in game suspensions.
- Student-athletes will not be disruptive to the class and/or professor's objectives.
- Student-athletes will not direct physical or verbal abuse toward a member of the University, faculty, staff, or contract employees that is threatening, degrading, or humiliating in nature. This could result in suspension or expulsion from the team and/or the university

STUDY HALL

All student-athletes are required to attend study hall both fall and spring semesters. This may be amended or changed at the discretion of the university. Study hall is designed to help you improve your grades with the assistance of a tutor. It is not meant to harm or demean anyone. Take advantage of the tutors who are there to assist you in your academic development. Study hall should be approached the same way you would mentally approach any athletic competition. Coaches will decide what day and time study hall will commence.

VI. WU ATHLETE CODE OF CONDUCT

Any student-athlete violation of the Westcliff University student-athlete policies will be reported to the Director of Athletics.

It is the policy of the Division of Athletics that each coach clearly imparts to the student-athletes in his or her charge the acceptable and understandable standards of behavior and conduct in the classroom, in practice/competition and on/off campus.

1. A coach, player and/or any institutional representative may not use abusive, threatening, or insulting language or gestures toward opponents or game officials, make a personal demonstration which incites crowd misbehavior, or commit any other overt demonstration of unsportsmanlike acts, either during, before, or after the contest. The above-listed unsportsmanlike conduct would subject that individual to possible penalties issued by the Director of Athletics.
2. In the event of fighting between two teams, institutions may be required to forfeit contest(s) and/or be subjected to more severe penalties. Student-athletes ejected from any intercollegiate contest for fighting may be ineligible to suit up or participate in the next intercollegiate contest.

The student-athlete's conduct reflects not only on him/herself but also on the team and the entire Division of Athletics; the expectations for the student-athletes conduct must go beyond that which is expected of other members of the student body.

The following guidelines are set down as the policy and expectations of the Division of Intercollegiate Athletics for its student-athletes. Each coach is expected to review this policy with his or her team members prior to the first practice of the season.

A student-athlete who puts on a Westcliff University uniform is representing not only him/herself, but also the team and the university. Thus, during any athletic contest, both home and away, the athlete is reminded to conduct him/herself in a way in which Westcliff University is reflected in nothing but a positive light. Student-athletes are expected to attend all mandatory practices, meetings, contests and banquets. The Division of Athletics is committed to a policy, which specifically prohibits possession and/or drinking of alcoholic beverages by student-athletes at any time or place when they are acting as representatives of Westcliff University and the athletics department. Consumption of alcohol by athletes of legal drinking age is not encouraged or condoned by the Division of Athletics. Irrespective of an athlete's age, excessive or abusive drinking at any time while enrolled in the University for academic or athletic purposes will be considered inappropriate and subject to disciplinary action.

The use of profanity is not permitted by a Westcliff University athlete, coach, and/or any institutional representative at ANY time.

VI. I DISCIPLINARY PROCEDURES

Disciplinary actions taken by the Westcliff University Athletic Department may be in addition to, in conjunction with or distinct from those taken by the Westcliff University Student Handbook. If a student-athlete is involved in any violations outlined in the Code of Student Conduct, the head coach of that team and the Director of Athletics will determine whether the circumstances warrant dismissal from the squad or suspension of the student-athlete from practice and/or game competition. Other consequences may include: verbal reprimand, written reprimand, or referral for mandatory evaluation and counseling as a condition of continued participation. All athletes are expected to follow the coaches' instructions regarding practice, discipline and team matters. If a student-athlete does not agree with the disciplinary sanctions, the student must request a meeting with the head coach. Student-athletes are permitted one appellate meeting only with the head coach following imposition of athletic sanctions. If the student has remaining concerns after meeting with his/her head coach, the student may meet with the Director of Athletics for a second appellate hearing.

In each case of disciplinary action, the head coach will do the following:

1. Verbally notify the student athlete that he/she has failed to meet a specific standard.

2. Follow up with a written documentation of the transgression, specifying which standard had not been met, both in general representation, as well as an explanation of the specific action/inaction on the part of the student athlete which brought about the disciplinary action.
3. The written document will spell out the terms of the disciplinary action, including the length of any suspension, which might be imposed, expectations for corrective action to be taken, and other sanctions which might be imposed.
4. During the period in which the disciplinary action is in place, regular, planned meetings will take place between the student athlete and the coach to assess progress being made toward meeting the expectations for corrective action.
5. If termination results of the disciplinary action, a final meeting will take place to lift any sanctions and plot a course for future behavior.
6. The head coach will provide documentation of the termination of the disciplinary action to the student athlete.
7. Copies of all correspondence regarding the disciplinary action will be submitted to the Director of Athletics.

VI. II ETHICAL CODE OF CONDUCT

1. Perform to the best of your ability, both academically and athletically.
2. Contribute your best effort to the success of the team.
3. Willfully abide by the rules and regulations of the team and University.
4. Be respectful and courteous to all members of the college, members of opposing universities, conferences, and members of the community in which you reside.
5. Exhibit dignity in manner and style of dress when representing the University.
6. The physical abuse of another person or property, both public and private, is strictly prohibited.
7. The use, possession, or distribution of narcotics or illegal drugs, except as prescribed by a licensed physician is prohibited.

VI. III SPORTSMANSHIP POLICY

The sportsmanship core value is a matter of being good (character) and doing right (actions) in sports. Thus, sportsmanship is the conduct of educational sports according to the highest standards. Sportsmanship is also called fair play and refers to high standards of justice in the sports setting. Fairness and equity is expected in all contests and relationships. Thus, sportsmanship means conducting athletics while adhering to the highest principles of respect or civility, responsibility, integrity and justice/fair play.

VI. IV GAMBLING

Gambling, particularly gambling related to sports sponsored by the NAIA, is prohibited by the NAIA. Student-athletes may not participate in any gambling activity that involves intercollegiate athletics, professional athletics through a bookmaker, a parlay card, or any other method employed through “organized gambling.” Violation of Gambling Policy by

any prospective or enrolled student-athlete that is found in violation of this policy shall be ineligible for further intercollegiate competition.

VI. V PROFANITY

Profanity is not permitted by a Westcliff University athlete at ANY time.

VII. SOCIAL MEDIA POLICY

Playing and competing for Westcliff University is a privilege, not a right. Student-athletes at Westcliff University are held in high regard and are role models in the community. As leaders, we have a responsibility to portray our team, the University and ourselves in a positive manner, always. Sometimes this means doing things that are an inconvenience to us, but benefit the entire team. Social networking sites such as Facebook, Twitter, etc. are valuable tools for communication in today's world. All student-athletes must allow coaches and Westcliff University staff access to their social media. While there are many positive uses for this technology, it is important to consider the potential consequences that may arise when using these sites irresponsibly. Student-athletes may not be aware that third parties including the media, faculty, future employers and NAIA officials can easily access their profiles and view all personal information. Westcliff University does not prohibit its athletes from participating in these sites, however, it is important to remember the guidelines listed below as you use social networking sites. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affect the perception of the student, the athletic department and the University. This can be detrimental to a student-athlete's future employment options and could lead to disciplinary action from the department.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include presentations or depictions of the following:

- Using inappropriate or offensive language in comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
- Posting photos, videos, comments or posters showing the personal use of alcohol, tobacco, i.e., holding cups, cans, shot glasses, etc.
- Posting pictures, videos, comments or posters that condone drug related activity. This includes, but is not limited to, images that portray the personal use of marijuana, and drug paraphernalia.
- Posters, photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- If student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors he/she will be subject to the following penalties: 1.) written warning; 2.) a meeting with the Director of Athletics and Head Coach; 3.) penalties as determined by the athletics department, up to and including suspension from athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile.
- Understand that any material posted online is available to anyone in the world. Texts or photos placed online are completely out of your control the instant they are posted even if you have limited access to your site. This information can be used in miss-intended ways that can lead to scrutiny from the media while also possibly scaring away potential employers in the future.
- Exercise extreme caution when posting personal information online in any capacity. As it could lead to unwanted attention, stalking, identity theft, etc. Information such as your home address, local address, phone numbers and social security number should not be posted online. Also, be aware of who you add as a friend to your site, many people are looking to take advantage of student-athletes, or to seek connection with student-athletes.
- If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of the athletic department and the University. Remember to always present a positive image and don't do anything to embarrass yourself, your team, your family or the University.

MEDIA RELATIONS

Westcliff Warrior fans are interested in you, and during your athletic career you may be called upon to interact with the media. All interviews must be cleared with the athletic director before consent. This is an opportunity to develop and refine your communication skills, which can be beneficial in the classroom, with your fellow student-athletes, and in future business and professional careers. You have a responsibility to the University, your coaches, and your teammates to have a positive relationship with the media.

Since this is a learning experience for most of you, the following hints may provide some guidance in developing a successful relationship:

1. Your coach or an athletic administrator will always attempt to check with you concerning day, time, and location of an interview (personal or via telephone) before it is scheduled.
2. Be on time for scheduled interviews. If you have a problem with a scheduled appointment, notify your coach or the Division of Athletics so appropriate action can be taken.
3. Be courteous with the media. They are professional journalists who have been assigned to cover Westcliff University athletics. They should also treat you with professional courtesy.
4. During an interview, avoid criticism of any type.
5. Do not respond to a question if you do not wish to respond. Simply say, "I'd rather not discuss the subject." Remember, if you don't want to read, see, or hear it in the media, don't say it!
6. If you feel uncomfortable with the questions, answers, or general tone of the interview, politely end the interview and consult with your coach or the Director

WU Westcliff Warriors Student-Athlete Handbook

2019-2020

- of Athletics. If you are pleased with the results of an interview, take time to let the reporter know by dropping a note or saying hello the next time you meet.
7. Never talk to the media “off the record.”

VIII. WU GRANT-IN-AID / FINANCIAL AID

Athletics Grant-in-aid is defined as any financial assistance awarded to a student-athlete from any source because of his or her athletic capabilities. College policy requires that all grant-in-aid recipients apply for financial aid and submit the needs assessment form to the Office of Financial Planning. The total amount of all financial aid received by the student-athletes, excluding state and federal entitlement programs based on need and/or academic merit, may not exceed the listed amount necessary to attend the Westcliff as established by the College’s Office of Financial Planning.

Recording Student-Athlete’s Financial Awards

The financial assistance awarded to a student-athletes, regardless of the source (e.g. College booster club, foundation, civic groups, private citizens, etc.) must be officially recorded in the College’s Office of Financial Planning and Business Office. Note: The student-athlete’s knowledge of this assistance must be demonstrated by having on file a statement signed by the student-athletes indicating the amount and purpose of the assistance.

Conference and National Association Regulations

Conference and national association regulations governing the awarding of athletics grant-in-aid and eligibility requirements will be adhered to at all times.

Replacing Student-Athletes Receiving Athletics Grant-in-Aid

Student-athletes receiving financial assistance may be replaced for any of the following reasons:

- Graduation
- Withdrawal or transfer
- Loss of eligibility as determined by applicable national association, conference and College rules
- Discipline-for misconduct unrelated to athletics, found by the person or body in charge of general discipline at the College after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletics program.
- Failure to enroll
- Students who sign a professional contract
- Students who join the military or go on a church mission

Financial Aid Probation

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only. Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

College policy related to student conduct involving the financial aid/grant-in-aid agreements for athletics is administered through the Department of Athletics. Questions by the student-athletes can be directed to the Director of Financial Aid. Appeals to these decisions will be addressed to the Athletic Scholarship Appeals Committee and is addressed in detail in the Student-Athlete Handbook.

IX. WU ATHLETIC EQUIPMENT

All student-athletes in good standing will be issued equipment by the coaching staff of their respective team. The equipment is the property of the Westcliff University Athletic Department and the responsibility of the student-athlete. All equipment should be worn in the manner that it is intended and that positively reflects the university. No equipment should be modified by the athlete. The athlete will be charged the replacement cost of the item or items if damaged, altered, or lost. All equipment must be returned upon the conclusion of the season unless otherwise directed by the staff of the respective teams. Any student that has been dismissed from a team must return all equipment within three days of dismissal. All equipment not returned or returned damaged will be billed to the student athlete's account through the business office.

X. WU SPORTS MEDICINE POLICY & PROCEDURES

SPORTS MEDICINE STAFF AND HOURS

Our sports medicine staff includes:

Head Athletic Trainer – Joan Tennant, MS, ATC, PES, CES, FNS

Assistant Athletic Trainers - Emma Connelly, MS, ATC | Lauren Klein, ATC

Team Physician - Neal Washburn

Staff Team Physicians- Newport Orthopedic Institute

The training room will be open at 7 a.m. and close at 3p.m., or after the last practice of the day. Over holidays and school vacations, the schedule will vary. All changes will be posted on the Clinic door, sent to the coaches, and announced on the WU Sports Medicine Twitter.

To better provide individualized care to our athletes, we encourage appointments for injury evaluations. You may call, email, or stop by to make an appointment with our staff.

Physicals / Pre-Participation Evaluations (PPE)

- Every year all potential student-athletes must pass a pre-participation physical examination (PPE) prior to the start of intercollegiate practice, and in some instances before the non-traditional season begins.
- This physical must be performed and signed by a licensed physician (M.D. or D.O.) or Physician Assistant (P.A.) who is under the direct supervision of licensed medical physician and co-signed by the supervising physician. A Chiropractor, Nurse or other Healthcare provider are not acceptable signatures and will be rejected.
- All athlete PPE's will be performed by an outside physician. The cost of an outside PPE is the student-athletes responsibility.
- The PPE includes a health history and physical exam, but does not include blood or urine testing.
- Student-athletes who are not initially cleared must be referred for further consultation; the referring physician and the team physician must clear the student-athlete for competition.
- If it is determined further testing or examination (cardiac, orthopedic etc....) is needed, clearance will be on hold until the college receives appropriate documentation of the athlete's ability to participate safely. The cost related to additional medical evaluation is the student-athletes responsibility.
- If the athlete has a complicated medical history, recent surgery or treatment, they will save time by bringing pertinent medical records or surgical reports to the physical screening. If this information is not available, it may delay clearance.
- PPE's are valid for one year from the date signed by the physician.

INSURANCE COVERAGE

- All student athletes are required to have their own insurance policy.
- Proof of coverage is to be uploaded to the athletes Presagia Sports profile prior to participating in athletics. Not having an active primary health insurance policy may result in my inability to participate with my sport(s).
- Westcliff University provides a catastrophic insurance program for its student-athletes. **THIS POLICY, HOWEVER, IS SECONDARY TO, OR IN EXCESS OF, PERSONAL FAMILY MEDICAL INSURANCE COVERAGE**, and covers only injuries / accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off- seasons as approved by the Director of Athletics.

XI. DRUG ALCOHOL / HAZING POLICY

TOBACCO POLICY

NAIA regulations state: either alcohol or tobacco (including smokeless) is not permitted by participants, coaches, athletic trainers, game administrators, or officials at practices and competitions, as well as in the confines of the building, travel vehicles, and associated playing fields/courts.

HAZING POLICY

The Westcliff University Athletic Department forbids the use of hazing in any form by its athletic programs and players. Any occurrences of hazing may result in the separation of the student from the athletic team and the University. Westcliff University defines hazing in athletics as the following: “Any action taken or situation created, intentionally whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of university property; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities and other activities which are not consistent with NAIA guidelines or the regulations and policies of Westcliff University. “Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

ALCOHOL AND DRUGS

In accordance with the NAIA Substance Abuse Program and Westcliff University's expectations concerning drugs and alcohol, the use of alcohol, performance enhancing drugs, illegal drugs, and abuse of prescription drugs by student athletes is prohibited. Athletes are subject to random drug and alcohol testing. This test may be authorized by Westcliff University, the NAIA, a national sport governing body, or through United States Anti-Doping Agency (USADA) and the World Anti-Doping Agency (WADA). The first positive test will result in a 365-day suspension from the test date. This includes participation in practices and competitions for all sports. The second offense results in permanent dismissal from the athletic program.

_____ (Student Athlete Initials)

XII. TRAVEL POLICY

During travel for away trips, both while on the road and at the host institution, the student-athlete is expected to behave in a proper responsible manner. Westcliff University athletes, as all Westcliff University students, are expected to comply with the rules and regulations of the University and team rules. (e.g., dress code, nutritional requirements and curfew). Student-athletes are subject to the same disciplinary procedures as any student on campus. However, any student-athlete who is processed through the campus judicial system because of his or her actions is also subject to additional sanctions regarding his or her participation on an intercollegiate team. The University's judicial system is not empowered to suspend, or in any way preclude, through its official sanctioning power, a student-athlete from participating on a team. It is thus within the discretion of the Director of Athletics and the coach to consider the implications and results of official University judicial action and to take any appropriate additional measures which are in the best interest of the intercollegiate program. Suspension from a team is an example of the type of action, which may be taken. In any case, it's expected the coach will review the student-athlete's situation with the Director of Athletics and will take appropriate action.

All student-athletes are expected to depart and return with their team unless they are officially released by completing the Travel Release Form. Students authorized to travel on their own, either to or from an athletic event, assume full responsibility for themselves and their behavior.

Failure to comply with all aspects of the student-athlete's Code of Conduct could result in the elimination of future athletic grant-in-aid awards, as well as suspensions and expulsions from the team. Further, all student-athletes who are aware of, or suspect any violation of University, conference, or NAIA rules, should immediately report that information to his or her coach or the Office of Compliance. If an athlete is unsure of what may be a violation, or simply wants to ask an interpretive question, he or she should direct the question to his or her head coach or to the Office of Compliance.

XIII. CHAMPIONS OF CHARACTER

Champions of Character is a nonprofit organization with its mission to change the culture of sports. We seek to replace the current cycle of cheating, trash talking, taunting and out of control behaviors found in today's sports culture with integrity, respect, responsibility, sportsmanship and servant leadership.

Student-Athlete Pledge: Each game and practice will provide me with an opportunity to be a Champion of Character. I pledge, as an NAIA student athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates and myself by:

1. **Respecting** my opponent(s), the officials, my teammates, my coach, myself and the game;
2. Taking **Responsibility** for my actions in all areas of my life;
3. Having the **Integrity** to stand by my word;
4. Providing Servant **Leadership** where I serve others while striving to be a personal and team leader;
5. Exemplifying **Sportsmanship** by holding myself to the highest standards of fair play.

COMMUNITY SERVICE

In support of the NAIA Champions of Character Initiative, each team is required to perform one community service project per year under the direction of the head coach and his/her staff.

XIV. GENDER EQUITY

The Westcliff University Athletics Department is committed to abiding by NAIA operating principles regarding the participation of women in intercollegiate athletics and with Title IX regulations as interpreted to date by the United States Department of Education, Office of Civil Rights. The Athletic Department will do its best to help ensure that similar sport programs are treated equitably and student-athletes receive equitable access to resources, regardless of gender.

More specifically, the University is committed to providing equitable:

1. Athletics-related aid for male and female student-athletes
2. Participation opportunities for male and female student-athletes
3. Equipment and supplies for male and female student-athletes
4. Game and practice times for male and female student-athletes

WU Westcliff Warriors Student-Athlete Handbook

2019-2020

5. Travel and per diem allowances for male and female student-athletes
6. Access to tutors and other educational resources (e.g., library, computer lab, advising) for male and female student-athletes
7. Number and quality of coaches for like sports up to the NAIA allowable maximum while providing equitable compensation
8. Locker rooms, practice and competitive facilities for male and female student athletes
9. Medical and training facilities and services for male and female student-athletes
10. Public communications and athletics public relations staff coverage of each sport
11. Secretarial and administrative support, office space and equipment for like sports
12. Prospective student-athlete recruiting resources for like sports

XV. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act (FERPA) is a United States federal law that gives students access to their education records, an opportunity to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records.

As a student athlete at Westcliff University, it will be necessary from time to time to access student records to confirm eligibility, monitor academic progress, provide medical attention, deal with any discipline issues, and provide the necessary information for scholarships or external awards. Student athletes are expected to relinquish FERPA rights to their coaches, athletic administration and the Office of the Registrar for these specific situations.

Westcliff University

Student-Athlete

Handbook Acknowledgement

By my signature, I acknowledge that I have received a copy of the 2019-2020 Westcliff University Student Athlete Handbook. I understand that it is my responsibility to read and comply with the policies and information contained in this handbook and any revisions made to it.

I further understand the information set forth in this handbook does not constitute a contract, and that revisions to the handbook may occur at any time. If any revisions are made, they may supersede, modify, or eliminate existing policies. Any such changes will be communicated through official notices as well as to the head coaches.

Equipment Return:

Student athletes shall return all equipment issued to them at the end of the season. Head coaches will provide student athletes with an itemized equipment list with date of return and deadline date. If student is missing any requested athletic equipment, she/he will be responsible for replacing the item. A hold will be placed on the student account and released once the student athlete has paid for the item(s) in full.

Student athlete's **signature**

Date

Student athlete's name (**Print**)

Sport

Student athlete's email address