



# **Student-Athlete Handbook**

**SAGU-AIC**

**Warrior Athletics**

3/31/17

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## **PURPOSE**

**The purpose of the student-athlete handbook is to acquaint the student-athletes with the SAGU-AIC Athletic Department.**

**The handbook should be used as a guide to aid and orient the student athlete and to provide for a successful athletic experience.**

**Please refer to this handbook throughout the season.**

**It is also posted on the SAGU-AIC Athletic web page:**

**[SAGU-AIC Athletics](#)**

## **ATHLETIC DIRECTOR GREETING**

Dear Warrior Student-Athlete,

We are very excited that you have chosen to become a SAGU-AIC Warrior student-athlete and desire to compete at a collegiate level, while obtaining a Christ-centered education. I hope this upcoming year is one of growth and achievement in your academic, athletic, and spiritual endeavors.

We have prepared this handbook for your benefit. In it, you will find important information and policies related to SAGU-AIC, the Southwest Region, and the NCCAA. You will be responsible for knowing and abiding by these policies, so please take the time to review them.

Our coaches, administrators, and support staff are all here to help you. I encourage you to take advantage of the variety of services offered, both in the athletic department and across the campus.

I look forward to seeing you around campus!

Sincerely,

Tom Kuyper  
Director of Athletics

# ATHLETIC DEPARTMENT DIRECTORY

SAGU-AIC

10020 N. Fifteenth Ave., Phoenix, AZ 85021-2199

Main Phone: (602) 944-3335

[www.aicag.edu](http://www.aicag.edu)

## Administrative Staff

Tom Kuyper	Director of Athletics
	Manager of Athletic Facilities
	Compliance Coordinator
	Sports Information Director

## Coaching Staff

Diedra Dale	Head Women's Volleyball Coach	117
Tom Kuyper	Head Men's Basketball Coach	117
TBD	Athletic Trainer	104

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# **SAGU-AIC MISSION STATEMENT**

Equipping Native Americans for Christian Service, emphasizing Biblical truths and academic excellence within a Christian Community.

## **PURPOSE STATEMENT**

SAGU American Indian College is a Bible-based institution for theological and professional studies. It is rooted in the great commission of Jesus to “Go into all the world and preach the good news to all creation” and to “make disciples of all nations...teaching them to obey everything I have commanded you” (Mark 16:15a; Matthew 28:19, 20), which is the primary emphasis of SAGU’s parent body, the General Council of the Assemblies of God.

The purpose of SAGU American Indian College is to prepare undergraduate and graduate students spiritually, academically, professionally, and cross culturally so as to successfully fill evangelistic, missionary and church ministry roles and to provide quality educational and professional Christian service wherever needed throughout the world.

## **SAGU-AIC CORE VALUES**

- The Bible is the inspired Word of God.
- Our Pentecostal distinctives.
- God has a plan for each student's life.
- The dignity, worth, and uniqueness of each individual.
- Excellence, integrity, and servant hood.

## **SAGU-AIC Warrior Athletic Mission Statement**

The Athletic Department of SAGU-AIC endeavors to prepare men and women for Christian life by integrating faith to develop them academically, physically, mentally, and spiritually. SAGU-AIC Athletics will enable student athletes to become champions on and off the field by modeling a relationship with Jesus Christ.

## **SAGU-AIC Statement of Philosophy for Intercollegiate Athletics**

The primary purpose of SAGU-AIC is to provide Christ-centered quality higher education in ministry and education at both the undergraduate and graduate levels to traditional age and adult students in order to produce servant leaders who have the ability to integrate faith and learning through their respective callings.

As a member of the National Christian Collegiate Athletic Association (NCCAA) Division II SAGU-AIC adheres to the philosophy and policies established by this organization. This philosophy is based on the belief "that a well-conducted intercollegiate athletic program based on sound educational principles and practices is a proper part of the educational mission of a college. The educational welfare of the participating student athlete is of primary concern."

Additionally, the objectives of the athletic program are to be compatible with the overall mission of the College. The activities of the athletic program will serve the purpose of preparing students and student-athletes for life as they reinforce the principle of competition, emphasizing fair play and good sportsmanship. The welfare of the student and student-athletes are of primary concern emotionally, spiritually, physically, and academically.

This philosophy stands on the following principles of the NCCAA Philosophy Statement:

- "...offering intercollegiate athletic participation opportunities to as many of its students as possible, whether or not these students are athletically recruited."
- "...striving for broad participation and competitive excellence, encouraging sportsmanship and ethical conduct, and developing positive social attitudes in all of its athletic endeavors."
- "...recognizing the dual objectives in an athletic program of serving both the campus and general public."



# STUDENT-ATHLETE CONDUCT

When a student decides to come to SAGU AIC, it should be because of a conviction that this college will be the best way to prepare for one's future life and ministry. By enrolling at SAGU AIC, each student agrees to submit to the authority that has been given by God to guide our students in their preparation. Enrollment at SAGU AIC is a voluntary decision on the part of the student. The continued enrollment of each student is conditional upon adherence to our community standards of conduct.

## **SAGU-AIC and NCCAA Code of Conduct**

Athletics plays a significant role in the holistic education of student-athletes. It is a powerful tool to develop leadership skills and Godly character development. Therefore, every effort should be made to demonstrate the highest standard of excellence and Godly character.

Therefore, relying on God, with the help of my coaches and teammates, I will strive to:

- Follow all guidelines of the National Christian College Athletic Association (NCCAA) letter and spirit, and place myself in compliance with the associations.
- Provide student records as well as accurate and complete information concerning all aspects of my athletic eligibility to the NCCAA and any other public forums.
- Treat coaches, administrators, and officials with respect as the authority figures placed over me as I represent my institution and the NCCAA.
- Instill Godly character in my teammates by demonstrating high standards of personal honesty and integrity.
- Accept responsibility for my behavior and performance in the academic setting as well as the athletic arena.

## **Sportsmanship**

The Department of Athletics expects sportsmanlike conduct of its student-athletes and will not tolerate any of the following behaviors:

- Physically abusing an official, coach, athlete, opponent, or spectator;
- Throwing objects at an individual, spectator or across a field or court;
- Seizing equipment or cameras from officials or the news media;
- Inciting players or spectators to violent action or any behavior that insults or defiles an opponent's tradition;
- Using obscene or inappropriate language or gestures directed toward officials, opponents, team members or spectators;
- Making public statements which are negative, controversial or not in compliance with the Department's policy on media relations; or
- Violating generally recognized intercollegiate athletics standards or the values and standards associated with SAGU-AIC, as determined by your head coach and approved by the Director of Athletics.

## **Gambling and Bribery**

On some campuses in the past, student-athletes have been involved with organized gambling operations. The results of this involvement have been both severe and tragic, not only for the individual, but for the entire College athletics program.

You should keep in mind that your participation in gambling interests, even in the most minor fashion, might jeopardize your athletics career. Be aware that placing bets in any amount is strictly prohibited on and off campus.

Because of the extreme importance of this problem, you are asked to observe these guidelines:

- Report to your coach any attempt to secure information concerning situations which might alter the normal performances of your team.
- You are required by both the Athletic Department and NCCAA to report any individual who offers gifts, money, or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
- Be aware of the legalities of gambling at an institution and state level. Understand that the consequences at the College level may be expulsion and that the College will also assist with the enforcement of federal, state, and local anti-bribery laws.
- Don't accept any money from a fan for a game well played.
- Don't attempt to sell your complimentary admissions to anyone.
- Don't discuss the condition or attitude of your team with anyone other than your teammates or coaches.

## **Alcohol and Drug Policy**

SAGU AIC, in accordance with high Christian standards of living, is committed to maintaining a drug-free environment. In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, SAGU AIC has adopted the following policy statement as conditions of enrollment and/or employment:

1. As a condition of enrollment/employment, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited at any time.
2. The University will comply with all applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. The University makes literature available describing the health risk associated with the use of illicit drugs and the abuse of alcohol.
4. All students/employees found in violation of this policy will be referred to the office of Residential Life.
5. Students/employees are required to notify Campus Security, Dorm Pastor, Dean of Students, or supervisor respectively of any known criminal drug statute conviction or violation occurring at the University immediately upon knowledge of such conviction or violation. (See Major Infractions.)
6. The penalty for violation of any of the above statements may be termination from enrollment/employment with referral given to the appropriate authorities for thorough prosecution.

7. The University will conduct an annual review of its program to a. determine its effectiveness and implement changes if they are needed;
- b. ensure that the sanctions developed are consistently enforced.

### **SAGU-AIC Athletic Drug Testing Policy**

SAGU-AIC is committed to education and supervision in the areas of student-athlete drug and alcohol abuse. The following are the standards SAGU-AIC has developed to monitor and control the use of alcohol and drugs among the student-athlete population. These standards have been instituted as follows to improve the randomization and the number of athletes tested and to eliminate the occurrence of drug and NCCAA-banned substance abuse at SAGU-AIC.

Each student-athlete is required to sign a SAGU-AIC consent form and a NCCAA Drug Testing consent form annually. The signing of this consent form allows SAGU-AIC and the NCCAA to test the athlete population, as they deem necessary. In order to participate in athletics, both the SAGU-AIC and NCCAA Drug Testing consent forms must be signed by the student athlete.

SAGU-AIC is committed to the drug/alcohol education of their student-athletes. Any student-athlete choosing to take a supplement will do so at his/her own risk. All student-athletes taking supplements will need to understand that no SAGU-AIC administration, coach or athletic trainer can or will recommend any supplement, even if the ingredients list no NCCAA-banned substance. SAGU-AIC recommends that all student-athletes not intake any form of supplement in their bodies at any time, either orally or through injection.

SAGU-AIC will conduct random drug tests of the Basic Sports Panel with an Ephedrine test during the academic school year. The Basic Sports Panel test identifies street drugs, including Marijuana, Amphetamines/ Methamphetamines, Ecstasy, Cocaine, and Ephedrine. These tests will be administered by the SAGU-AIC Athletic Department.

During collection of the specimens, there will be only one athlete allowed in the restroom at a time. The collector will stand at the door of the designated toilet stall in the restroom for an observed test. An observer, consisting of the Director of Athletics, Compliance Officer, or one of the Athletic Department physician partners, who is of the same sex as the student-athlete, will observe the specimen collection to ensure validity. SAGU-AIC reserves the right to obtain observed and unobserved specimens at the discretion of the Athletic Department physician partner, the Director of Athletics, and College Administration.

SAGU-AIC will keep all student-athletes informed of these policies each year through verbal instruction, written correspondence provided to all student-athletes during their initial compliance paperwork in the fall semester.

### **Hazing**

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or includes students at an educational institution.

All forms of hazing are prohibited by the College and state law. **Texas Education Code 37.152 (what is the AZ code?)**. The **Texas** anti-hazing law prohibits hazing by a person(s) at an educational institution. This law also prohibits the knowing, intentional, or reckless failure to report hazing incidents to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines.

### **Photographs**

A photography session for you and your team members is usually held at the beginning of your sports season. The Athletic Director maintains a file of photographs for media use. All photographs are the property of the Department of Athletics. Please note that NCCAA rules do not allow the Department to give photographs to student-athletes.

### **Equipment Policy**

As a member of an SAGU-AIC athletic team you will be issued athletic equipment, workout and competition gear, uniforms, etc. This equipment and clothing is intended for competition and practice only. It may not be used for personal use at any time. Use of athletic equipment or clothing for personal reasons is in violation of NCCAA rules and could affect your eligibility.

Policies may vary from sport to sport; however, normally you are responsible for any lost or stolen articles. If you are charged and/or fined for lost, damaged, or non-returned uniforms or equipment, you must pay all replacement charges and/or fines by the close of the spring semester. If replacement charges and/or fines are not paid, an administrative cashier's hold is placed on your records, and registration and enrollment is prohibited for the following academic term, until the outstanding balance is cleared.

# ACADEMICS

## **Class Attendance \***

Student-athletes are held to the same class attendance responsibilities as all other students. On time attendance is considered a necessary factor in the learning process. Unlike some forms of learning, a residential program of education is designed as an in-class learning experience. In this instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the knowledge, skills, understanding, and appreciation a student may or may not have. Therefore, it is absolutely essential for each student to establish and maintain regular and punctual class attendance. Students may leave class early only by special permission of their instructor. Those scheduled for chapel ministry generally need no more than 5 minutes for preparation.

This policy is designed to assist students in the following ways: 1) to provide the necessary support for new students and at-risk students; 2) to provide a process of developing personal responsibility as students mature through their programs; 3) to provide latitude for students who represent SAGU on University sponsored activities under the direct guidance of designated sponsors.

Attendance is taken during every class meeting and begins on the first day each class begins for the semester (even if a student registers late for the class). SAGU's attendance policy takes into account the possibility that students may need to be absent from class on occasion due to serious illness or unavoidable circumstances. Absences which exceed the allowable number of times a class meets, regardless of the nature or reason for the absences, will result in the student being automatically administratively dropped from the course, receiving a grade of "WP, WF, or WC" depending on the type of the class and what grade the student earned. (The student will be assessed the established course withdrawal fee).

On the first day of class, please present to each of your professors your game schedule for the semester. Then, one week prior to each game, remind your professor of the upcoming absence and secure any class work/assignments that you may miss. The following class, be sure to submit the class work/assignments. Do not delay submittal beyond the first class period upon your return.

A student who is absent from a class is responsible to make the appropriate advanced arrangements with the faculty member for possible make-up work. The faculty member will have the prerogative to determine if a student may make up any examinations or outside assignments due to a student's absence, along with the time frame in which the work must be completed. Students may receive reduced or no credit for work missed in class due to absences, however, no point reduction will be imposed upon a student's final grade for absenteeism.

Please note that NCCAA policy prohibits missing class to attend athletic practices. If you notice a conflict between your practice time and your class time, please notify your coach and academic advisor immediately so the appropriate steps can be taken.

The following is a chart of allowed absences for Undergraduate classes:

Frequency of Meeting	Developmental Classes Absences Allowed	1000-2000 Level Absences Allowed	3000-4000 Level Absences Allowed
Classes meet three times a week	5% unexcused and 25% excused* or 2 unexcused and 10 excused	Cannot Exceed 30% or 12 per semester	Roll must be taken. no minimum Attendance numbers are required
Classes meet two times a week	5% unexcused and 25% excused* or 1 unexcused and 7 excused	Cannot Exceed 30% or 8 per semester	Roll must be taken. no minimum Attendance numbers are required
Nights/Weekends	5% unexcused and 25% excused* or 1 unexcused and 3 excused	Cannot Exceed 30% or 4 per semester	Roll must be taken. no minimum Attendance numbers are required

\*Excuses will be approved via the Academic Services office.

### Chapel Attendance\*

Attendance at Chapel services is a vital part of your spiritual life while you are at SAGU AIC. Regular Chapels and other services provide an important means by which the Holy Spirit can help you develop the tools you will need to be successful in life and ministry.

Regular chapel attendance will be required of all students. Students are able to miss up to five unexcused chapels per semester. Absenteeism will be treated with immediate and utmost concern. Once you reach five unexcused chapels, you will receive a letter from the Student Life Office.

An absence is excused when it is cleared with the Director of Student Life or Resident Director. Attendance may be excused due to medical and/or family emergencies and school approved activities (Sports, Ministry, Student Teaching, etc.) Any school approved activities must be approved at least 24 hours prior to planned missed chapel. Any absence that is not cleared will be unexcused.

### Grade Check

The Athletic Department, with the support of all coaches, conducts grade checks many times a semester. The grade check form gives class grade-to-date and current total of absences. All grade checks are submitted to the Athletic Department office. The Director of Athletics meets with any student-athlete who is performing unsatisfactorily or has excessive absences, and then all head coaches are given their student-athletes' grade checks. Coaches will also conduct in-person classroom checks throughout the year. Failing grades could prohibit the athlete from participating in post season play and/or overnight trips.

### Hints for Academic Success

Student-athletes' opportunities for success in the classroom are enhanced if they make a strong commitment to their studies. There is a significant difference between college and high school courses. Your time is limited, especially with the additional demands of college athletics. We have listed guidelines that will help you meet your academic goals.

**1. Attend class.** Instructors usually test on material covered in their lecture. **Do not be late to class!** On time means that you should be early to class. Attendance is crucial so that you can

take notes and receive handouts that appear on future exams. If you are going to be away for a game, alert your instructors ahead of time. You may want to become acquainted with a fellow classmate so you will be able to receive any missed information that was covered while you were away. If possible, get your assignments in advance and determine when the work is due.

**2. Go to class prepared and be ready to participate.** You should complete all reading and written assignments before they are due. If you go to class unprepared, it is often difficult for you to understand the material being covered. It is difficult to catch up once you are behind. Use your time wisely and stay ahead. Check your course syllabus before each class to make sure you have the required books, materials, and assignments with you. Do not let others think you are doing fine in a class when you are struggling. Ask for help from an instructor, coach, or athletic staff. We are all here to help you succeed.

**3. Know your instructor.** Introduce yourself to your instructor. If questions arise regarding materials in the class, do not hesitate to contact them. Your instructor is interested in your classroom performance and they are there to assist you with any material related to the course. Be courteous and address your instructors by “professor” or “doctor” unless they have requested you to do otherwise. Make an appointment to see your instructor the moment you feel lost or confused in class. Most instructors are willing to help you in any way they can, provided you show a willingness to do **YOUR** part.

**4. Make a good impression.** Go to class on time. Entering class late shows a lack of respect and consideration for your instructor and fellow students. Do not read newspapers, magazines, listen to music, use your cell phone, iPod, etc., in class. Stay alert and focus on the material that is being covered. Ask questions when material is unclear and participate when it is appropriate. Turn in assignments on time and do not become an excuse maker. Be responsible and it will be noticed. **Follow college dress code policy as stated in the student handbook.**

**5. Don't back yourself into a corner.** If you feel you are falling behind in class, contact your academic advisor immediately. Your instructors are also available to help. You need to realize that athletes do not get special treatment from faculty. Make sure that someone knows you need help before you reach the point where you cannot do well in the course.

**6. Practice good time management.** It is often helpful to make a weekly schedule which includes your classes, practice time, meetings, study time, rest time, etc. It is helpful for you to get into a routine when you study. This will hopefully become a natural part of your day.

### **Conduct Integrity**

Before you became a student/athlete at SAGU AIC, every effort was made to communicate the expectations that are upon you as a part of this community. There is an agreement between you and the College that you will conform to those expectations. When there appears to be a violation of our community standards, the response of the College will be first to communicate with you regarding the issue, to determine the relevant facts. Then, the appropriate action will be taken, considering both the integrity of the College and your right to the college's process. If there truly has been a violation, then there has been a failure of self-discipline. Therefore, it may be that some sort of external discipline will need to be imposed by the College. The intentions of these actions are to strengthen and restore the student, not to punish. Our desire is to rebuild trust

between all parties involved, to protect SAGU AIC students and to retain the integrity of the College's ministry.

### **Academic Integrity**

Consistent with the Christian character and values of SAGU-AIC and in order to encourage and preserve the honor and integrity of the academic community, the College expects its students to maintain high Biblical standards of personal and scholarly conduct. .

Studies at SAGU AIC are as inherently spiritual as they are intellectual. Students are admitted with the expectation of a commitment to honesty and stewardship. The true worship of God requires the worship of the whole being ("you shall love the Lord your God with all your...mind" Matthew 22:37). Students are expected to be honest in fulfilling all academic requirements and assignments. This pertains to examinations, themes, book critiques, reading reports, etc.

Therefore, any form of cheating or academic dishonesty is unfit to basic Christian discipleship and cannot be tolerated. Anyone cheating on a test or assignment may receive an "F" for the assignment or for the course and potentially face disciplinary action by the school. Testing requires academic honesty and a student's honor is at stake if the testing situation is compromised in any fashion by having persons present or materials or technologies in use which impact the results of the test. Plagiarism, the use of another's uncited material as one's own, is impermissible. Reproducing material from other students by photocopy, computer media transfer, or by rewrite is cheating. This also specifically applies to the use of other people's essays, research papers, sermons and ceremonies from books, tapes, magazines, etc. without proper attribution. It further applies to downloading material from websites which are designed to aid in cheating on essays, term papers and dissertations.

A student will not be allowed to withdraw from a course if he/she is under investigation for academic dishonesty. In the event that the student is determined guilty of academic dishonesty, then the student will not be allowed to withdraw from the course and will receive the grade determined by the faculty member. Refer to Standard of Conduct in the Student Handbook.



# PHYSICAL WELFARE

## Medical History Form

All student-athletes must complete the medical history form, which encompasses medical history, insurance information, and personal information, prior to participation.

## Pre-Participation Physical Exams

All student-athletes must have a full physical exam by a Licensed Physician prior to any participation in any practice or competition.

- All **incoming first-year students** MUST have a physical prior to the first official practice. This may be done through a family physician or an SAGU-AIC Sports Medicine Physician partner. ANY athlete without a physical is NOT allowed to participate.

After a complete examination and a review of the SAGU-AIC Medical History Form, Physician partners will declare one of the following to determine the student-athlete's status:

- Full Clearance for athletic activities/ No restrictions
- Clearance with restrictions
- Not Cleared until seen by a specialist

## Pre-Existing Condition

All pre-existing conditions will be dealt with by the athlete's personal physician. SAGU-AIC is not responsible for doctor visits or cost associated with pre-existing conditions.

## Outside Care

Student-athletes with sustained athletic injuries or illnesses should be treated by an outside physician. When an athlete receives care from an outside physician, the coaching and training staff will need copies of that doctor's dictation, rehab protocols, surgical notes or any information pertinent to the athlete's condition.

## Emergency Card Information

Prior to participation, an emergency card will be filled out with current information for each student-athlete. The emergency card will travel with the team and be carried by the Athletic Training Staff, in case of an emergency.

## Proof of Insurance

Prior to any participation, all athletes must show proof of primary insurance and must provide the athletic staff current information on their insurance policy.

## Secondary Insurance

Student-athletes are covered by the NCCAA Catastrophic Injury Insurance Program which covers the student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. More information on the NCCAA Catastrophic Injury Insurance Program can be obtained at [www.theNCCAA.org](http://www.theNCCAA.org).

## **Risk of Injury**

Please be aware that any competitive athletic event has inherent physical dangers for its participants. These risks may involve minor injuries, severe injuries, or even death. The SAGU-AIC Department of Athletics wants to remind student athletes and parents of these risks. Signing the waiver means that you have read and understand this warning

## **Fitness Center**

The SAGU-AIC Fitness Center is located on the south side lower level of the Gymnasium. The Fitness Center is open to all SAGU-AIC faculty, staff, and students.

## **Fitness Center Policy and Procedures**

- A current and valid SAGU-AIC Student ID is required to use Fitness Center at all times.
- Proper workout attire required: shirts and closed toes shoes must be worn at all times.
- Return all weights, barbells, and plates to racks when finished.
- Do not drop or slam free weights on the floor. Do not slam machine weights against plates.
- Keep fingers clear of weights, chains, pulleys, etc.
- Weights and equipment are never to be removed from the Fitness Center.
- Please report any malfunctions or concerns to a coach.
- Spotters and training partners are recommended.
- No cleats allowed in the Fitness Center.
- Complete exercise and move on, please do not rest on equipment.
- Be courteous to others in the Fitness Center at all times.
- Clean any debris from floor, etc. for which you are responsible.
- Wipe sweat from equipment with a towel after each use

## **Insurance Information and Procedures**

1. Athletes who are not covered under their own family insurance plan or other personal insurance plan will be required to obtain their own method of medical financial assistance. The family or personal plan will always be the primary coverage in the event of an athletic-related claim and the athlete is responsible for all deductibles.
2. Athletes must inform all doctors, hospitals, or other medical providers of the appropriate information about your insurance carriers. Athletes must file claims with his or her primary insurance carrier in accordance with the terms of the policy on the day of the initial visit to the doctor or hospital.
3. You must report any athletically-related illness or injury to the Director of Athletics. The Department of Athletics does not assume any financial responsibility for medical treatment obtained.

## **Tips for Two-A-Days Training/Conditioning**

### **STAY COOL**

- Get in shape and acclimate
- Know the warning signs of dehydration and heat illness
- Don't rely on thirst to drink

- Drink on schedule
- Favor sports drink
- Monitor body weight
- Watch urine color and caffeine intake
- Key in on meals as an opportunity to increase fluid intake
- Stay cool when you can

### **STAY HEALTHY**

- Minimize the stresses of life
- Eat a well-balanced diet
- Avoid over training
- Sleep well
- Avoid rapid weight loss
- Avoid people with colds
- Keep hands away from nose and mouth
- Get a flu shot
- Stay hydrated and ingest carbohydrates during exercise

### **STAY HYDRATED**

- Drink throughout the day
- Drink at least 17 to 20 oz of fluid 2 to 3 hours before a practice or game
- Drink an additional 7 to 10 oz of fluid 10 to 20 minutes before competition
- Drink 28 to 40 oz of fluid per hour of play (at least 7 to 10 oz every 10 to 15 minutes) to replace sweat loss during exercise
- Drink at least 20 oz per pound of weight loss within two hours of finishing training or competition
- Optimal to have fluid intake match sweat and urine loss

# COMPLIANCE

To compete in intercollegiate athletics as a student-athlete, it is essential that you know the NCCAA rules and regulations related to collegiate sports. Any violation of these rules and regulations could have severe negative consequences for you and the College. At the beginning of each academic year, each student-athlete is required to sign several compliance documents prior to being permitted to practice or compete. Failure to sign any of these documents will result in immediate ineligibility for practice, competition, and any athletics aid.

## **Compliance Coordinator**

The Compliance Office coordinates, monitors, and verifies compliance with all NCCAA bylaws and educates the various constituencies of the athletic programs regarding the NCCAA. The Compliance Coordinator is committed and obligated to the principle of institutional control in operating its athletics programs in a manner that is consistent with the letter and the spirit of the NCCAA and the College rules and regulations.

## **Rules Violations**

A key responsibility of the Compliance Office is to investigate potential NCCAA rules violations when necessary. The reporting of violations can come in many forms. There are times where an anonymous phone call or letter will arrive. There are also times when a formal request for an investigation occurs through the NCCAA. There are also occasions where a rules violation is self-reported through a College staff member, student-athlete, or coach. In all instances, it is necessary to conduct some type of investigation to discover the extent to which a problem does or does not exist.

It is extremely important that you, as a student-athlete, report any issue you think may be a rules violation. It is your duty to assist with maintaining NCCAA rules and regulations. NCCAA Bylaw 10.1 requires that as a student-athlete, you must fully cooperate with any investigation. If it is determined that you have not cooperated fully, you will be declared ineligible and lose your privilege for athletic competition.

## **Playing and Practice Restrictions**

NCCAA regulations identify the academic year in two distinct segments – in-season and out-of-season. At the beginning of each academic year, the sports head coach must identify the days during the academic year that will consist of the in-season period of time. During in-season, a student-athlete is limited to practicing 20 hours per week with a maximum of 4 hours per day. This includes all team practice, weight lifting, and any other required team meeting. Also, during the in-season portion of time, a student-athlete is required to have one day off per week.

During the out-of-season period of time, a student-athlete can engage in only 8 hours per week of mandated practice activities. In the appropriate sports, only 2 hours of the 8 may be utilized for individual skill instruction with a member of the coaching staff. Additionally, during the out-of-season time frame, a student-athlete must have 2 days off per week.

## **Eligibility Compliance Meeting**

Before the first day of practice each year, an eligibility compliance meeting is held. You will be requested to complete and sign eligibility forms for each sport in which you plan to participate. All forms can be found in the Appendix.

## **Academic Rules for Student-Athletes**

Student-athletes must be aware of several strictly enforced academic rules set by the NCCAA in order to stay academically eligible. Below is a list of general rules that apply to all student-athletes set by SAGU-AIC and the NCCAA that you must adhere to in order to maintain your academic eligibility. Eligibility rules continually change, so student-athletes should stay updated by accessing [www.NCCAA.org](http://www.NCCAA.org) or by contacting their respective head coach. The ACADEMIC RULES FOR ELIGIBILITY sheet also provides useful information and must be signed by the student-athlete at the beginning of each academic year.

1. A student-athlete must be a full-time student to practice and/or compete in a sport at SAGU-AIC. Full-time is defined as being enrolled in at least 12 hours per semester of coursework.
2. Each year student-athletes must earn a minimum of 24 credits to be eligible to play the following year.
3. Each semester student-athletes must earn a minimum of six credit hours in order to participate during the following semester and to be eligible for NCCAA post-season competition.
4. Student-athletes must declare a major by their fifth semester or junior year.
5. Once student-athletes have declared a major, every course must be applied to graduation in their designated major to be used for eligibility purposes.
6. At certain points during their academic career, student-athletes will be required to meet a minimum grade point average and a certain percentage of their degree requirements. Please refer to the Academic Rules for Eligibility sheet for specifics.

## **Continuing Eligibility**

In order to be eligible for athletics aid, practice, and competition after your initial year in residence or after you have used a season of competition in a sport, you must meet the following eligibility requirements.

## **Good Academic Standing**

You must be in good academic standing as defined by SAGU-AIC. If you are on probation for academic, disciplinary, or chapel, you are not in good standing.

## **Progress Toward Degree**

You must make satisfactory progress toward a degree as defined by SAGU-AIC and the NCCAA in order to be eligible for competition. If you are ineligible at the beginning of a fall term, eligibility may be reinstated at the beginning of the spring term of that academic year based upon

satisfactory completion of the eligibility requirements. NCCAA rules and regulations vary depending on when you first enrolled in a college.

### **Eligibility Between Terms**

In order for any student-athlete to be eligible to compete in postseason competition occurring between regular terms, he or she must have satisfactorily completed six semester credit hours during the preceding regular academic term.

## **NCCAA Policies and Procedures for Transfer**

### **Permission to Contact**

Student-athletes wishing to transfer away from SAGU-AIC and to another College affiliated with the NCCAA are bound by NCCAA Bylaw 13.1.1.3.

- No communication, directly or indirectly, can occur with another institution without the express written consent of SAGU-AIC.
- Student-athletes wishing to obtain official Permission to Contact other schools (i.e., a release) must make that request in writing and submit it to the head coach of their athletic team.
- The head coach in conjunction with the Director of Athletics will make the decision to grant or deny the permission to contact and then subsequently communicate the decision to the Compliance Coordinator.
- Whatever decision is made, the Compliance Coordinator shall then communicate the decision to the student-athlete in writing, including notification of the right of the student-athlete to formally appeal the decision.
- If a student-athlete wishes to appeal the decision, then the student-athlete must follow the Formal Hearing Process outlined in the below section.

### **Appeal Process**

A student that has a grievance concerning any of the conditions of enrollment shall abide by the following procedures. The intent of the procedure is to provide students with a means of representing grievances to appropriate levels of supervision, without fear of reprisal of any kind.

1. A grievance shall be reported to the Campus President, in writing, no later than five days after the student has become aware of its occurrence.
2. The Campus President, or administrative designee, shall meet with the student privately to discuss the nature and substance of the grievance, in an effort to resolve the matter according to Biblical principles.
3. If the student feels his or her grievance has not been satisfactorily resolved, an appeal may be made to the Board of Administration. The appeal must be presented to the Campus President in writing. Such hearing shall be scheduled within five (5) business days of the receipt of the request.
4. A written response shall be given to the student no later than five (5) business days after the hearing. The Board of Administration shall be the final appeals board for all students.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: <http://azppse.gov>.

The grievance procedure outlined herein is available only to currently enrolled students at the SAGU AIC campus.