



**CUI Student-Athlete  
Handbook  
2022-2023**

**Concordia University Irvine**



## TABLE OF CONTENTS

<b>I. LETTER FROM DIRECTOR OF ATHLETICS</b>	<b>6</b>
<b>II. ALL-TIME HIGHLIGHTS</b>	<b>7</b>
<b>III. ATHLETICS DEPARTMENT STAFF DIRECTORY</b>	<b>8</b>
<b>IV. LETTER FROM FACULTY ATHLETICS REPRESENTATIVE</b>	<b>10</b>
<b>V. THE MISSION AND VISION STATEMENT OF CONCORDIA UNIVERSITY IRVINE INTERCOLLEGIATE ATHLETICS</b>	<b>11</b>
1. CUI ATHLETICS DEPARTMENT MISSION STATEMENT	11
2. CUI ATHLETICS DEPARTMENT VISION STATEMENT	11
<b>VI. NCAA DIVISION II STRATEGIC POSITIONING PLATFORM</b>	<b>12</b>
1. NCAA MISSION AND NON-DISCRIMINATION STATEMENT	12
2. DII POSITIONING STATEMENT	12
3. DII ATTRIBUTES	12
<b>VII. STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)</b>	<b>12</b>
1. MISSION	13
2. PHILOSOPHY	13
3. PURPOSE	13
4. SELECTION PROCESS	13
5. TEAMS ON SAAC	14
6. ATTENDANCE	14
7. REQUIREMENTS FOR MEMBERSHIP	14
8. RESPONSIBILITIES OF COMMITTEE	14
<b>VIII. STUDENT-ATHLETE ADVISORY COMMITTEE (EXECUTIVE COMMITTEE)</b>	<b>15</b>
1. PRESIDENT	15
2. VICE-PRESIDENT	16
3. SECRETARY	16
4. TREASURER/FUNDRAISING MANAGER	16
5. EXTENDED BOARD	17
<b>IX. PACIFIC WEST CONFERENCE</b>	<b>17</b>
<b>X. ELIGIBILITY</b>	<b>17</b>
1. GENERAL REQUIREMENTS	17
2. NCAA REQUIREMENTS	19
3. CHANGE OF MAJOR	20
4. SUMMER SCHOOL/CONCURRENT ENROLLMENT	20
5. STUDENT ATHLETE EMPLOYMENT	20
6. MAINTAINING AMATEUR STATUS	21
7. OUTSIDE COMPETITION	21
8. HARDSHIP REQUESTS	22
9. NAME, IMAGE & LIKENESS	22
10. CONCLUSION	25
<b>XI. FINANCIAL AID</b>	<b>26</b>

1. OFFICE OF FINANCIAL AID	26
2. ATHLETIC GRANT-IN-AID POLICY	26
3. REDUCTION/CANCELOATION OF ATHLETIC GRANT-IN-AID	27
4. APPEAL PROCESS	28
<b>XII. BENEFITS, AWARDS AND RECOGNITIONS</b>	<b>28</b>
1. COMPLIMENTARY ADMISSIONS	28
2. AWARDS AND BENEFITS IN GENERAL	28
3. STUDENT-ATHLETE AWARDS	29
4. OCCASSIONAL MEAL	29
<b>XIII. INVOLVEMENT IN RECRUITING</b>	<b>29</b>
<b>XIV. PLAYING AND PRACTICE SEASON</b>	<b>30</b>
1. COUNTABLE ATHLETICALLY RELATED ACTIVITIES	30
2. REQUIRED DAY OFF PLAYING SEASON	30
3. PRACTICE LOG AUDIT	30
<b>XV. STUDENT-ATHLETE CODE OF CONDUCT AND ATTITUDE</b>	<b>31</b>
1. CODE OF CONDUCT EXPECTATIONS	31
2. HAZING POLICY	32
3. COMMUNITY SOCIAL MISCONDUCT POLICY	33
4. PERSONAL RELATIONSHIP POLICY FOR COLLEGIATE STUDENT-ATHLETES	34
5. SEXUAL MISCONDUCT POLICY	35
6. SOCIAL NETWORKING POLICY	35
7. GAMBLING AND SPORTS WAGERING	36
8. INTERIM SANCTIONS FOR VIOLATION OF CODE OF CONDUCT	36
9. INVESTIGATION PROCESS	37
10. FREEDOM AND RESPONSIBILITY	37
11. PHILOSOPHY OF DISCIPLINE	38
12. JUDICIAL ACTION	38
13. GRIEVANCE PROCEDURE	39
<b>XVI. STUDENT-ATHLETE EXPECTATIONS</b>	<b>40</b>
1. EXPECTATION: ANNUAL ELIGIBILITY AND RULES COMPLIANCE MEETINGS	40
2. CLASS ATTENDANCE AND PROGRESS TOWARDS DEGREE/GRADE CHECKS	40
3. STUDY HALL POLICY	41
4. PRACTICE POLICY	42
5. GAME POLICY	42
6. TRAVEL POLICY	42
7. POST SEASON TRAVEL GUIDELINES	43
8. EQUIPMENT POLICY	43
9. ADMINISTRATIVE DISCRETION	44
10. STUDENT-ATHLETE END OF SEASON EVALUTATION	44
<b>XVII. OFF CAMPUS PRACTICE AND EVENT PERSONAL VEHICLE TRAVEL POLICY STATEMENT</b>	<b>45</b>
1. PURPOSE	45
2. DEFINITIONS	45
3. GENERAL REQUIREMENTS	45
4. ACCIDENT AND MEDICAL INSURANCE	46

5. PARTICIPATION	46
<b>XVIII. STUDENT-ATHLETE HEALTH AND WELLNESS</b>	<b>46</b>
1. ATHLETIC TRAINING FACILITY POLICY	46
2. PRE-PARTICIPATION PHYSICALS AND INSURANCE POLICY	47
3. CONCUSSION MANAGEMENT	47
4. INJURY AND ILLNESS POLICY	48
5. DISABILITY POLICY	49
6. INSURANCE PROCEDURES	49
7. MENTAL HEALTH SUPPORT	50
8. PREGNANCY	50
<b>XIX. DRUG EDUCATION AND TESTING PROGRAM</b>	<b>50</b>
1. PURPOSE	51
2. CONSENT TO PARTICIPATE	52
3. ALCOHOL, TOBACCO AND OTHER DRUG EDUCATION	52
4. ALCOHOL POLICY	52
5. TOBACCO POLICY	53
6. NUTRITIONAL/DIETARY SUPPLEMENTS	53
7. PROHIBITED DRUGS/SUBSTANCES	53
8. TESTING PROTOCOL	54
9. SPECIMEN COLLECTED PROCEDURES	55
10. SUSPECTED MANIPULATION	56
11. ABSENT AND NO SHOW IMPLICATIONS	56
12. REPORTING RESULTS	57
13. PENALTIES	57
14. VOLUNTARY DISCLOSURE/SAFE HARBOR	58
15. APPEAL PROCESS	59
16. MEDICAL EXPECTATION PROCESS	60
17. Appendix B: 2019-2020 NCAA Banned Drugs	62
18. Student-Athlete Acknowledgment Page	65

## I. LETTER FROM DIRECTOR OF ATHLETICS

**Dear Student-Athlete,**

On behalf of Concordia University Irvine and the entire Athletics Staff, Welcome to CUI Athletics!

We are very excited that you have decided to join our CUI Athletics Family; one that is blessed with a long-standing tradition of excellence in the classroom and in competition. CUI Athletics will provide exceptional value and benefit to the mission of Concordia University Irvine, its Lutheran heritage and community, demonstrate and foster lasting relationships with all constituents. The CUI Athletics Department is committed to the utmost integrity through NCAA rules compliance, fiscal responsibility and your well-being.

Concordia University Irvine was accepted into the Pacific West Athletic Conference as a provisional member commencing in 2015-2016. We appreciate the opportunity to join such a fine conference; which has been called, "the NCAA's most beautiful destination conference." We look forward to a long and productive association with the PacWest, and commit ourselves to being exemplary members of the conference.

God has given you the privilege of using your talents and abilities to honor Him and He has given CUI Athletics the honor of having you represent us while doing so.

The CUI Student-Athlete Handbook provides you and Athletics Staff members with guidelines to follow as we all undertake this journey to excellence together. Please take the time to familiarize yourself with the guidelines so you are able to comply. This will be an essential element to our collective success as a CUI Athletics Family and to your success as a CUI student-athlete.

**GO EAGLES!**



Crystal Rosenthal  
*CUI Director of Athletics*

*CUI MISSION STATEMENT:*

*Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service and leadership.*

## II. NCAA HIGHLIGHTS

# NCAA ERA Highlights



2016 First PacWest Conference Champions - Women's Volleyball  
2018, 2019, 2021 PacWest Softball Champions  
2019 Softball West Region Champions  
2019 PCSC Title for Men's Swim  
2019 Men's Basketball NCAA Regional Appearance  
2021 Softball Regional Appearance  
2021 Tennis Regional Appearance  
2019 First CUI NCAA National Appearance – Track & Field (Indoor, Outdoor)  
2020 & 2021 NCAA National Appearance – Track & Field  
2019, 2020, 2021 National Appearance - Swim and Dive  
2017 MCLA Men's Lacrosse National Championship  
2021 STUNT National Appearance

123 All-Region Selections  
34 All-Americans  
7 PacWest Scholar Athletes of the Year  
620 Academic All-PacWest Honorees  
180 All-PacWest Selections  
17 NCAA All-Americans  
11 CoSIDA Academic All-Americans  
8 top-ten finishes in Learfield Sports Director's Cup  
3 NCAA Woman of the Year Nominees



### III.ATHLETICS DEPARTMENT STAFF DIRECTORY

Name	Position	Ext.	Office
<b>Administration:</b>			
Crystal Rosenthal	Director of Athletics	3210	Gym 200A
Andrea Riche	Associate Director of Athletics Compliance	3227	Gym 200
Brittany Pereda	Senior Woman Administrator/ Assistant Director of Athletics/External Ops/Development	3216	Gym 200H
TBD	Faculty Athletics Representative	3556	Gym 103
Megan Bouslaugh	Dean of Students, Deputy Title IX Coordinator	3039	CSLD
Ben Rosehart	Sports Information Director	3211	Gym 200G
<b>Athletic Training:</b>			
Glory Fung	Head Athletic Trainer	3245	Gym 107
Danny Baladi	Strength & Conditioning	3556	Gym 103
Jeff Brown	Assistant Athletic Trainer	3246	Gym 107
Jasmin Dresser	Assistant Athletic Trainer	3248	Gym 107
<b>Swim &amp; Dive:</b>			
Albert Bergen	Head Coach Swim and Dive	3214	Sigma 118
<b>Water Polo:</b>			
Dreason Barry	Head Men's Water Polo Coach	3216	Gym 200I
Casey Greenawalt	Head Women's Water Polo Coach	3221	Gym 200G
<b>Track &amp; Field/Cross Country:</b>			
Keegan Bloomfield	Head Cross Country /Track and Field Coach	3243	Gym 200C
DeAndrae Woods	Assistant Cross Country Coach		Gym 200C
<b>Men's Basketball:</b>			
Ken Amman	Head Men's Basketball Coach	3228	Gym 100
<b>Men's &amp; Women's Soccer:</b>			
Chris Gould	Director of Soccer	3236	Gym 100
Cheyne Gordon	Assistant Soccer Coach	3237	Gym 100
Erik Kirsch	Assistant Soccer Coach	3238	Gym 100
<b>Softball:</b>			
Crystal Rosenthal	Head Softball Coach	3223	Gym 100
Rose Imbriano	Associate Head Softball Coach	3225	Gym 100
<b>Baseball:</b>			
Joe Turgeon	Head Baseball Coach	3220	Gym 200F

Matthew Fahey	Assistant Baseball Coach	3218	Gym 200F
---------------	--------------------------	------	----------

**Women's Basketball:**

Christine Collins-Kiernan	Head Women's Basketball Coach	3232	Gym 200E
Nicole Ballestero	Assistant Women's Basketball Coach	3233	Gym 200E

**Tennis:**

Jonathan Sanchez	Head Tennis Coach	3240	Gym 100
------------------	-------------------	------	---------

**Women's Volleyball:**

Paula Weishoff	Head Women's Volleyball Coach	3249	Gym 100
----------------	-------------------------------	------	---------

**Men's Volleyball:**

Riley Salmon	Head Men's Volleyball Coach	3249	Gym 200D
--------------	-----------------------------	------	----------

**Cheer/Stunt/Dance:**

Karli Schutt	Head Coach Cheer/Stunt	3213	Gym 200C
MaKenna Cox	Assistant Coach Cheer/Stunt	3213	Gym 200C
Samantha Price	Head Dance Coach	3213	Gym 200C

**Beach Volleyball:**

Jenny Griffith	Head Beach Volleyball Coach	3244	Sigma 102
----------------	-----------------------------	------	-----------

**Men's Lacrosse**

Jesse Foss	Head Men's Lacrosse Coach	3226	Roe 100
------------	---------------------------	------	---------

**Women's Lacrosse**

Dylan Miles	Head Women's Lacrosse Coach	3623	Roe 100
-------------	-----------------------------	------	---------



#### IV. LETTER FROM FACULTY ATHLETICS REPRESENTATIVE

Dear Student-athlete,

On behalf of the administration, faculty, staff, current students, and alumni of Concordia University Irvine (CUI), I want to express my sincere gratitude for your deep commitment to the university. As we enter the 2021-22 academic year, I want to congratulate you on your acceptance of the many challenges you will undertake as a student-athlete at CUI. As a student-athlete you will be challenged to balance intensive schedules academically and athletically, while representing CUI with humility, grace, dignity and to the best of your ability. In our efforts to prepare you to become wise, honorable, and cultivated citizens, it is our full intention to help you grow ethically, intellectually, physically, socially, and spiritually. These attributes will provide you with a strong foundation for success well beyond your years at CUI. During this season of intellectual and competitive growth, the faculty, staff, and administration of CUI welcomes you, supports you, and expects you to be the very best you can be in all facets of your academic and athletic endeavors, while always striving to bring honor to all of us who are vested in this Christ-centered institution of higher learning.

As the Faculty Athletic Representative (FAR) for CUI, it is my honor to represent the university's coaches, student-athletes, and faculty. I acknowledge we have set high expectations for you in the classroom and on the field of play. Your dedication to your studies and to your athletic endeavors are of paramount importance and should be prioritized as such throughout your careers here at CUI. Our expectation is for you to attend all classes, be dedicated to your studies and be graded in the same accordance with students who may not have the same extra-curricular demands as you. We understand student-athletes serve as public representatives of CUI, and your performance in your competitive roles in athletics and academics is a direct reflection on the university. Success as a student-athlete demands hard work, time management skills, and an unrelenting commitment to your studies and athletic endeavors. The good news is you are not in this alone. The faculty and staff of CUI are dedicated, educated, wise, poised, and committed to help you achieve all your academic and professional goals. You will have an opportunity to learn from some of the best educators and coaches in the country while competing against some of the best athletes in the country as well.

I encourage you to embrace these challenges before you with the clear understanding that CUI is institution that is genuinely concerned about all of you: Spiritually, Emotionally, Physically, Academically and Athletically. We pledge our support to you as you strive for excellence in everything you do. As your liaison to the faculty of CUI, please do not hesitate to contact me if I can be of assistance to you in any way.

Blessings,

Faculty Athletics Representative (FAR)  
Concordia University Irvine

## **V. THE MISSION AND VISION STATEMENT OF CONCORDIA UNIVERSITY IRVINE INTERCOLLEGIATE ATHLETICS**

### **A. CUI ATHLETICS DEPARTMENT MISSION STATEMENT**

Concordia University Irvine Athletics, in alignment with the University, is committed to helping student-athletes pursue success in the classroom, in competition and in the community. We will encourage the use of God-given gifts to fully engage in the athletic experience as a means to prepare them for lives of learning, service and leadership.

### **B. CUI ATHLETICS DEPARTMENT VISION STATEMENT**

CUI Athletics looks to create nationally ranked programs whose primary objective is to holistically develop each student-athlete through enhanced facilities and the strategic recruitment of top level athletes and people. As we maintain our foundation in Christ-centered spiritual development, we will continue to strive for academic excellence and advance the message of the Great Commission. We will build and maintain a brand that our former, current and future student-athletes can forever be proud of and stay connected to.

### **C. NON-DISCRIMINATION – STUDENT PROGRAMS**

Concordia University Irvine is an educational institution controlled by the Lutheran Church – Missouri Synod that takes seriously anti-discrimination provisions under federal and state law, and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility and mutual respect.

Concordia University Irvine does not discriminate on the basis of disability, age, race, color, gender, gender-identity, sexual orientation, national or ethnic origin or any other protected class in administration of its educational policies, admissions policies, scholarships and loan programs, athletic programs or any other university-administered programs, except to the extent that religious freedom exemptions apply.

Concordia University Irvine has not applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12, but the Title IX statutory exemption provided by congress, see 20 U.S.C. section 1681(a)(3), is self-executing. As an educational institution that is controlled by a religious organization, Concordia University Irvine is entitled to that statutory exemption to the extent the application of Title IX is not consistent with the institution's religious tenets.

Concordia University Irvine is exempted by the state from California Education Code 66270, to the extent the application of California Education Code 66270 is not consistent with the institution's religious tenets. The exemption may apply to, but is not limited to, requirements as expressed in University policies, including policies found in the Student Code of Conduct, the Housing Handbook, the Student Handbook, the Student-Athlete Handbook, the Employee Handbook, and the Employee Student Handbook. Concordia University Irvine retains all rights afforded to us under federal law and the laws of the State of California.

## VI. NCAA DIVISION II STRATEGIC POSITIONING PLATFORM

### A. NCAA MISSION

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate athletics into higher education so that the educational experience of the student-athlete is paramount.

### B. DII POSITIONING STATEMENT

Life in the Balance. Higher education has lasting importance on an individual's future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

### C. DII ATTRIBUTES

- a. **LEARNING:** multiple opportunities to broaden knowledge and skills
- b. **SERVICE:** positive societal attitude through contributions to community
- c. **BALANCE:** emphasis on collective knowledge; integration of skills
- d. **PASSION:** enthusiastic dedication and desire in effort
- e. **RESOURCEFULNESS:** versatile skill set drawn from broad range of experiences
- f. **SPORTSMANSHIP:** respect for fairness, courtesy; ethical conduct toward others

## VII. STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

A Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives.

Presently, there are separate national SAAC committees for NCAA Divisions I, II and III. NCAA Division II legislation mandates that all member institutions have SAAC committees on their respective campuses. Further, NCAA Division II legislation requires that all member conferences have SAAC committees.

Though the focus of SAAC is intended to be more parochial in nature, communication among campus and national SAAC committees offers student-athletes the opportunity to shape the landscape of intercollegiate athletics. Members of SAAC have the opportunity to address issues affecting student-athletes at their institution; furthermore, members have the opportunity to offer input on issues which may be national in scope.

SAAC is meant to serve as a local student-athlete voice in addressing issues of student-athlete welfare at their respective institutions. SAAC can facilitate better communication among student-athletes from various athletics teams to address issues common to all.

SAAC may also serve as a conduit of communication among student-athletes, coaches and athletics administrators on issues to improve the student-athlete experience and promote growth and education through sports participation. Concerns can be voiced and solutions offered regarding any issue that may be relevant to our student-athletes.

#### **A. MISSION**

The mission of the NCAA Division II Student-Athlete Advisory Committee (SAAC) is to enhance the voice of the student-athlete to ensure the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image, while honoring Christ through excellence in Athletics.” (Adopted from the Mission Statement of the National SAAC and combined with Concordia University Irvine’s Athletics Department mission statement).

#### **B. PHILOSOPHY**

The Concordia University Irvine Student-Athlete Advisory Committee will place high priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. We will seek to establish and maintain an environment in which a student-athlete’s athletic activities are conducted as an integral part of the student-athlete’s educational experience. We also will seek to establish and maintain an environment that values cultural diversity among our student-athletes and athletic staff, while honoring Christ. (Adopted from Division-II philosophy with our own Christian emphasis)

#### **C. PURPOSE**

The purpose shall be to assist communication between student-athletes and administration and to help members further develop leadership skills, while promoting the opportunity for the exchange of ideas among student-athletes of different sports. Student-athletes should also strive to be “role models” for the Concordia University Irvine community and the larger community as well, which translates into community service. The SAAC will be responsible for planning and implementing our Athletics Department community service projects for Fall and Spring. This committee will also be assembled to provide insight on the student-athlete experience and to offer input on the rules, regulations and policies that affect student-athletes’ lives.

Members will be responsible for assisting teammates in learning, understanding and adhering to NCAA Division II rules when the time comes.

#### **D. SELECTION PROCESS**

Prior to the start of the new academic year, each coach shall nominate a new representative if their previous representative has graduated or cannot continue their obligation. In the event that a student-athlete no longer participates in their sport, they will forfeit their right as a rep and the Head Coach will be asked for a replacement. The replacement will have to go through the same process as all new members.

The names of the new nominees will be submitted to the Athletic Director, SAAC Advisor, and standing SAAC President after which they will conduct interviews with each new member prior to the first official meeting of the year. The purpose of the interview is to make sure the representative is aware of his/her duties and agrees to comply with the details of the SAAC contract.

All new representatives need to be approved by the Athletic Director, SAAC Advisor, and SAAC President. These three parties reserve the right to induct any new member without given consent. In the case that a

nominated person does not seem fit or willing to fulfill their duties as a SAAC representative, the SAAC Advisor will contact the Head Coach for another nomination.

In the instance there are multiple applicants for a team, each applicant will be interviewed by the Athletic Director and SAAC Advisor and one will be selected to represent the program.

#### **E. TEAMS ON SAAC**

All Athletics Department sponsored programs will be allowed membership into SAAC. A varsity sport is a sport that has been accorded that status by the University President and Executive Council. One vote will be given to each of the following varsity sport teams: baseball, men's and women's basketball, men's and women's lacrosse, men's and women's track and cross country, men's and women's soccer, softball, men's and women's swimming and diving, men's and women's tennis, men's and women's volleyball, men's and women's water polo and cheer/stunt. Any additional varsity sport that is created will not be allowed voting member status until they have been established for one full year. A new team may petition SAAC for early membership representation; however, they will not become a voting member until that full "establishment" year has been fulfilled.

#### **F. ATTENDANCE**

Attendance at all meetings and organizational events is required. Each member will only be given one unexcused absence, indicated via email. Any unexcused absence, without proper notification, will result in the removal from the committee and another representative will go through the selection process as replacement.

SAAC members that have a schedule conflict with the meeting or event should submit a written excuse to the President or Vice President at least twenty-four (24) hours before the meeting or event takes place. Prior to the meeting or event, the SAAC member shall contact the President or Vice President to discuss the agenda. In the event of an emergency, the President may grant an exemption to this rule. The alternate member from the SAAC member's team should be there in place of member who will be missing.

#### **G. REQUIREMENTS FOR MEMBERSHIP**

The officers and members of this organization must meet the following requirements:

- a. Have at least a 2.70 GPA at the time of their selection and it must be maintained through the duration of their term.
- b. Enrolled in a minimum of 12 credit hours.
- c. Be in good standing with the University.
- d. All are subject to removal from this organization by the SAAC Executive Committee and/or SAAC Advisor should the SAAC member fail to maintain the requirements described above.

#### **H. RESPONSIBILITIES OF COMMITTEE**

The responsibilities of this group are outlined below:

- a. Discuss all relevant matters discussed in meetings with coaches and teams.

- b. Discuss and recommend positions of University issues that affect student-athletes.
- c. Explain and discuss proposed and passed NCAA Division II legislation, when applicable.
- d. Review and discuss the Conference regulations, when applicable.
- e. Participate in activities with official charities. (I.e. Make A Wish, Special Olympics, Habitat for Humanity...etc.)
- f. Participate in activities sponsored by the SAAC.
- g. Assist the athletic administration, coaches and student-athletes in promoting excellence in the NCAA and PacWest Conference through the promotion of sportsmanship.
- h. Participate in fundraising activities for the SAAC.

\*\* Note: Each Athletics Department sport will have one vote in all Committee matters. Bylaws may be amended with a majority vote by SAAC Committee members.

## VIII. STUDENT-ATHLETE ADVISORY COMMITTEE (EXECUTIVE COMMITTEE)

The CUI Student-Athlete Advisory Executive Committee consists of President, Vice-President, Secretary and Treasurer/ Fundraising Manager and is a committee made up of student-athletes assembled from SAAC representatives.

- It is the responsibility of the Executive Committee to establish committees at the beginning of the year that coincide with the objectives and goals the Executive Committee deems appropriate.
- No single varsity sport team shall occupy all positions of the Executive Committee.
- Members must attend all meetings unless the President is informed of a valid excuse, one week before the scheduled meeting. In regards to not attending the meeting he or she must find a replacement to attend the meeting, from their sports team.

### A. PRESIDENT

- The President must be an entering senior and will be voted on by the Committee. Voting for all officers will take place in April each year. In the event that the President cannot fulfill their obligations, s/he must submit a letter of resignation. At that time the Vice-President would take over the remainder of the year. The election for the Vice-President position would occur two weeks after the Vice-President has taken office. The Vice-President then would be allowed to hold the President office for two years. (the interim year, and the actual year)
  - a. The President must call and preside over all SAAC meetings.
  - b. The President serves as liaison to the University's Athletics Department.
  - c. The President will serve as a member of the Athletic Advisory Committee.

- d. The President will meet with the Director of Athletics monthly.
- e. The President will support and maintain the mission and philosophies of all committees.
- f. The President should create new committees if necessary and the communication of ideas between the existing committee.

**B. VICE-PRESIDENT**

- The Vice-President shall be voted into office on the first meeting in April. They should be entering their junior year. All nominations for the position should be submitted to the President by the last meeting in March. Each member of the SAAC will vote in the Vice-President election, with the exception of the current President and Vice-President. A two-thirds majority vote must be given to one female/male. In the event that a two-thirds majority is not reached, a new election will take place with the two candidates who received the most votes. The female/male that receives 50 percent plus one vote will be the new Vice President.
- In the President's absence, should resume all responsibility and duties listed:
  - a. Responsible for the communication with council's executives.
  - b. Should form reports on all councils' activities, goals, and outlooks.
  - c. Oversees subcommittees that may be formed as a response to the needs of the student-athletes.
  - d. Should inform President of any thoughts or ideas proposed by any SAAC Committees.

**C. SECRETARY**

- The Secretary will be announced to SAAC by the first meeting in April. All interested applicants must give written intent to the President by the last meeting in March. A joint decision between the President and Vice-President will be made to determine the Secretary.
  - a. Will be responsible for all meeting minutes, creating agendas, tracking and taking attendance, creating and maintaining all SAAC bulletin boards, and recording and documenting all individual and team community service projects.
  - b. Is responsible for communicating all relevant information to SAAC members.
  - c. Is responsible for sending SAAC minutes to all coaches, faculty members, and other athletic staff.

**D. TREASURER/FUNDRAISING MANAGER**

- Will prepare and maintain an accurate record of all funds and disbursement of funds as directed by the President and the Executive Committee.
  - a. Will be responsible for submitting all budget requests.
  - b. Must be in charge of organizing and coordinating fund-raising activities within the SAAC.
  - c. Must work with Director of Alumni and Family Relations to create alumni donations to Concordia University Irvine Athletics Department.
  - d. University Irvine Athletics Department.

## E. EXTENDED BOARD POSITIONS

- Other honorary board member positions may be proposed by SAAC on a year by year basis. New board representatives may be proposed by any existing SAAC rep based on the needs and demands of the student-athletes (i.e. mental health coordinator, campus relations, community relations, diversity and inclusion coordinator, etc.). The position may be instated by majority vote of SAAC.

The Athletic Director and SAAC Advisor need final approval before appointing new board positions. SAAC reps who fill the honorary/extended board positions must follow the same regulations and qualifications set by the rest of the Executive Board.

## IX. PACIFIC WEST CONFERENCE

The NCAA is the primary association that governs and controls athletics on the national level. As part of the transition to NCAA Division II, Concordia University Irvine will become a member of the Pacific West Conference and play a PacWest Conference schedule for 13 of its sports. Concordia University Irvine is also a member of the Pacific Collegiate Swimming and Diving Conference (swim and dive), the Western Water Polo Association (men’s water polo), the Golden Coast Conference (women’s water polo) and the Mountain Pacific Sports Federation (men’s volleyball).

### A. PACIFIC WEST CONFERENCE MEMBERS

SCHOOL	LOCATION	MASCOT
Academy of Art University	San Francisco, CA	Urban Knights
Azusa Pacific University	Azusa, CA	Cougars
Biola University	La Mirada, CA	Eagles
Chaminade University	Honolulu, HI	Silverswords
Concordia University Irvine	Irvine, CA	Eagles
Dominican University of California	San Rafael, CA	Penguins
Fresno Pacific University	Fresno, CA	Sunbirds
University of Hawaii-Hilo	Hilo, HI	Vulcans
Hawai’i Pacific University	Honolulu, HI	Sea Warriors
Holy Names University	Oakland, CA	Hawks
Point Loma Nazarene University	San Diego, CA	Sea Lions

## X. ELIGIBILITY

### A. GENERAL REQUIREMENTS

The requirements below are NOT designed to be a comprehensive listing of all rules and regulations of the NCAA. They are to assist the student-athlete, coaches, administrators and institutional representatives with a general overview.

#### Basic Requirements for General Admission

Concordia University Irvine welcomes applications from student-athletes who have demonstrated ability to succeed in college-level work. Criteria for selection include the following:



**Academic Preparation.** All applicants must be high school graduates or have completed the equivalent of the high school level of education. Concordia University Irvine accepts some student-athletes who have received equivalency certificates or diplomas through the General Educational Development Test (GED) or the California High School Proficiency Exam (CPE).

Applicants for regular admission status must have successfully completed the following high school courses:

English:	Four (4) years
Mathematics:	Three (3) years including algebra 1, algebra 2 and geometry
Science:	Three (3) years including at least two (2) years of laboratory science that includes at least two (2) of the following: biology, physics, chemistry
Social Science:	Two (2) years
Foreign Language:	Two (2) years recommended

**Scholastic Aptitude.** Entrance eligibility is determined by academic, not cumulative, grade point average (GPA) together with SAT (Scholastic Aptitude Test) or ACT (American College Testing) scores and class rank. Other tests may be specified by the university testing program.

**Credit hours by Examination.** Credit hours by examination at Concordia University Irvine is available only through AP (Advanced Placement), CLEP (College Level Examination Program), DSSTS (DANTES Subject Standardized Tests) or International Baccalaureate examinations. Concordia's standards for granting credit hours for these tests are available from academic advising. Student-athletes are responsible for providing the Office of the Registrar with the official AP, CLEP, DSSTS and/or International Baccalaureate examination scores.

**Physical and Mental Health:** As a part of the application procedure, each applicant must provide the Admission Committee with a medical history that gives evidence of a level of physical and mental health commensurate with the demands of a college education and apartment living.

Ordinary means are available on campus to enable those who have moderate physical impairments to fulfill the academic requirements for a degree. If an applicant needs additional assistance beyond what the university is able to offer and can obtain it through their own means, regular admission may still be granted.

**Other Factors:** Other factors considered in evaluating applications include character, motivation, and extracurricular activities in school, in the church, and in the community, particularly those involving leadership roles. The University reserves the right to deny admission to any applicant.

**Falsification of Admission Documents:** Any student-athlete who enters the University using false information or by omitting required information is subject to penalty, including immediate dismissal without refund.

**Concordia University Irvine Student-Athletes Offered Admission Who Do Not Meet Standard Admissions Criteria;**

## **Freshmen**

Freshmen applicants who do not meet standard admission criteria have their files reviewed by the Admissions Committee for possible admission through the WINGS program. Wings is a “bridge” program that provides additional resources (tutoring, mentoring, living community, etc.) to student to help ensure a successful transition to college. Students being considered for WINGS are evaluated on a case-by-case basis and are either accepted into the program or denied admission to the University.

## **Transfers**

Transfer students who do not meet standard admission criteria have their files reviewed by the transfer admissions counselor and the Director of Undergraduate Admission for possible admission to the University. Students who have a college/university GPA of 2.00 – 2.29 are reviewed on a case-by-case basis and are either offered or denied admission to the University.

## **B. NCAA REQUIREMENTS**

(Please note that NCAA rules and regulations are subject to change at the NCAA Convention, which is held in January every year. Concordia University Irvine will monitor any changes and be sure to communicate them to the student-athlete and all staff involved in monitoring the student-athletes eligibility status.)

Student-Athletes are subject to NCAA and conference requirements including, but not limited to:

- a. A student-athlete must be enrolled for a minimum of 12 credit hours of academic work and not drop below that number at any time during the quarter.
- b. A student-Athlete must in good academic standing, which is accomplished by maintaining a 2.0 grade point average (Concordia University Irvine and overall) for undergraduates and 3.0 GPA for graduate/post-baccalaureate students. A student-athlete’s grade point average shall be calculated after each term of enrollment.
- c. A student-athlete must be making satisfactory progress toward their designated degree by passing 12 credit hours during each of the terms enrolled or have earned 24 semester hours the previous two semesters.
- d. A student-athlete must be earning a minimum of nine-degree applicable units each term (nine-hour rule) of full-time enrollment.
- e. A student-athlete must declare a major that leads to a specific baccalaureate degree by the beginning of the third year (fifth semester) of enrollment and thereafter, shall make progress toward that specific degree.
- f. A student-athlete must also be in good standing “outside the classroom.” Any form of disciplinary action and/or probation may render a student-athlete ineligible from practice and/or competition and may lead to dismissal from the squad.
- g. A student-athlete must complete their seasons of competition within the first 10 semesters of full-time status.

### **C. CHANGE OF MAJOR**

- a. Student-athletes who want to change their major must meet with Academic Advising. The Academic Advisor will update the graduation plan and enter the new major into Banner
- b. The Office of the Registrar documents all approved change of degree program decisions and confirms the change will not affect eligibility through the Coordinator of Records: Academic Eligibility. The new major will become effective the upcoming semester or term of attendance if the change takes place after the last day of Final exams until Census date of the following term. Otherwise the change will be delayed until the next term of attendance.

### **D. SCHOOL/CONCURRENT ENROLLMENT**

- a. A student-athlete should meet with an Academic Advisor and the Coordinator of Records: Academic Eligibility prior to enrolling in a class at another institution to ensure the class will transfer and meet progress toward degree requirements.
- b. The Coordinator of Records: Academic Eligibility will review the course and verify that it will be transferrable, will meet progress toward degree and that the end date of the course is used to apply to the correct term for eligibility purposes.
- c. An email is sent to the student-athletes informing them of the decision made.

### **E. STUDENT-ATHLETE EMPLOYMENT**

Academic Year:

- a. The Associate Athletic Director for Compliance will review NCAA regulations governing student-athlete employment, and all required employment monitoring procedures to be completed by the student-athlete, during the mandatory meeting each fall.
- b. Each student-athlete must complete a Student-Athlete Employment Form. The student-athlete must affirm their understanding of the terms outlined in the Student-Athlete Employment Form and their intent to adhere to its provisions.
- c. The Associate Athletic Director for Compliance will review the Student-Athlete Employment Form and will sign the form indicating that all steps have been completed.
- d. The Associate Athletic Director for Compliance will keep the original on file in the Compliance Office.

Summer Break:

- a. Prior to summer break, each student-athlete will be asked to fill out a Student-Athlete End-of-Year Information Form indicating where the student-athlete will be living over the summer, whether or not the student-athlete intend to work over the summer, and whether or not the student-athlete has already obtained a job. If the student-athlete has already obtained a job, the student-athlete will be asked to complete employment information on the information form.
- b. The Associate Athletic Director for Compliance will keep on file all Student-Athlete End-of-Year Information Forms.
- c. At the first-of-the-year team meetings, each student-athlete will be asked to complete a section within the student packets entitled Student-Athlete Employment Form for the summer. The Associate Athletic Director for Compliance will compare the Student-Athlete Employment Form with the Student-Athlete End-of-Year Information Form.

## **F. MAINTAINING AMATEUR STATUS**

- a. Concordia University Irvine will ask each student-athlete to provide information that will allow us to certify the student-athletes amateur status annually. Under NCAA legislation, a student-athlete will lose amateur status and lose eligibility if the student-athlete:
- b. Following initial full-time collegiate enrollment, use their athletic skill (directly or indirectly) for pay in any form in that sport;
- c. Following initial full-time collegiate enrollment, accept a promise of pay even if such pay is to be received following completion of athletics participation;
- d. Following initial full-time collegiate enrollment, sign a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- e. Following initial full-time collegiate enrollment, receive, 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;
- f. Following initial full-time collegiate enrollment, compete on a professional athletics team, even if no pay or remuneration for expenses was received; or
- g. Enter into an agreement with an agent whether prior to or following initial full-time collegiate enrollment.
- h. Enter a professional draft.

NCAA rules do not prohibit a student-athlete from receiving information about prospective agents or financial advisors. Nor do they prohibit a student-athlete from 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 a student-athletes family prior to completion of student-athletes eligibility.

**DO NOT TAKE A CHANCE ON LOSING YOUR ELIGIBILITY – IF YOU HAVE ANY QUESTIONS, ASK THE COMPLIANCE OFFICE!**

## **G. OUTSIDE COMPETITION**

In sports other than basketball, a student-athlete will become ineligible if after enrolling at Concordia University Irvine the student-athlete participates as a member of any outside team in any non-collegiate, amateur competition during the season in the student-athletes sport until the NCAA Division II Committee on Student-Athlete Reinstatement restores the student-athletes eligibility. This includes tournament play, exhibition games or other activities in the student-athletes sport outside of their Concordia University Irvine team.

It is permissible for a student-athlete to participate in outside competition during the academic year in their sport as long as the student-athlete represent only themselves in the competition and the student-athlete does not engage in competition as a member of or receive expenses from an outside team. The student-athlete must notify the Associate Athletic Director for Compliance and fill out the Permission for Outside/Unattached Competition form 2 weeks prior to the competition.

## **H. HARDSHIP REQUESTS**

A hardship request is a request for an exception to the season of competition regulation. Hardships deal only with seasons of competition. CUI will honor incapacitating injury or illness hardships granted by the NCAA prior to the student-athletes association with another institution provided such requests are documented.

All hardship requests must meet the following criteria:

- a. They must involve an injury or illness which is beyond the control of the student-athlete or coach and which incapacitates the student-athlete from competing further during the sport season in question as verified by the attending physician (M.D. or M.O.) who must have examined the student-athlete during the sport season in question.
- b. The student-athlete involved shall not have participated in more than 30% of the playing season. Also, the student-athlete must occur in the first half of the playing season.
- c. All applicable medical and participation documents along with the PacWest Conference Hardship Waiver Form is submitted to the conference office for review and approval.
- d. Participation by a student-athlete after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.

## **I. NAME, IMAGE AND LIKENESS**

a. **PURPOSE:** To ensure that a student athlete may earn compensation for the use of his or her name, image, or likeness (NIL). Such compensation must be commensurate with the market value of the authorized use of the student athlete's name, image, or likeness. Such compensation may not be provided in exchange, in whole or in part, for a current or prospective student athlete to attend, participate, or perform at the University.

b. **DEFINITIONS:**

2.1 "Compensation" is defined as:

Any form of payment or remuneration, including but not limited to cash, gifts, in-kind items of value, social media compensation, digital currency, payments for licensing or use of publicity rights, payments for other intellectual or intangible property rights under federal or state law, and any other form of payment or remuneration.

Compensation is not defined as:

Educational expenses or any financial aid, benefits or awards provided to a student athlete in accordance with rules of an athletic association; or Federal or state grants or scholarships; or Payments of wages and benefits at a rate commensurate with prevailing rate for similar work in the locality of the institution to a student athlete for work actually performed other than for athletic ability or participation in intercollegiate athletics.

2.2 "Image" is defined as a picture of the student athlete.

2.3 "Likeness" is defined as a physical, digital or other depiction or representation of the student- athlete.

2.4 “Name” is defined as the first or last name, or the nickname, of the student athlete when used in a context that reasonably identifies the student athlete with particularity.

2.5 A “Promotional Activity” is defined as any use of a student athlete’s name, image or likeness to promote the commercial endeavors of any entity, including media. Activities include but are not limited to:

In-person appearances; or Social media posts; or Media Appearances (e.g. appearance on a talk show); or Digital/printed materials (e.g. billboard, online ad, etc.).

2.6 A “Representative of the University’s Athletic Interests” (e.g. booster) is any individual who:

Has made a financial contribution to the University; or Assisted in the recruitment of a prospective student athlete; or Provided benefits of any kind to a current student athlete.

c. REQUIREMENTS

3.1 Disclosure Requirements

A student athlete must disclose to the Athletics Compliance Office, and submit for approval and review via ARMS, any proposed contract, agreement or other arrangement between the student athlete and any third party no later than seven (7) days prior to executing the contract/agreement or engaging in the proposed activity. The Athletic Compliance Office review and approval is solely for compliance with the University’s Name, Image and Likeness Policy for Student Athletes -- it does not constitute an arrangement of the contract, or any agreement by or at the direction of the University, nor is it a legal review on behalf of the student athlete.

Until Athletics Compliance Office approval is obtained, the student athlete may not engage in the proposed activity. In the event the Athletics Compliance Office does not provide approval, the student athlete may not engage in the proposed activity.

Failure to disclose any contract, agreement or arrangement may result in loss of eligibility for the student athlete, suspension from team activities or competition, and/or additional Name, Image and Likeness education or training.

3.2 Conditions of Participation in a Promotional Activity for Compensation

Student athletes may not receive payments, provisions, or promises of any other consideration or benefits from the University, or any Representative of the University’s Athletic Interest, or any other person or entity acting on behalf of the University in exchange for, or as an inducement for, athletic performance or attendance at the University. Student athletes are not prohibited from entering into Name, Image and Likeness agreements with separate business entities that are operated by an individual who is also a Representative of the University’s Athletic Interest, so long as the

agreement is not a payment, provision, or promise of any other consideration or benefits by the University or by any Representative of the University's Athletic Interest or any person or entity acting on behalf of the University.

A student athlete may receive compensation to participate in promotional activities under the following conditions.

The student athlete shall not miss classes or other academic obligations (e.g. tutors) to participate in a promotional activity.

The student athlete shall not miss required team activities, including practice and competitions, to participate in a promotional activity.

The student athlete shall not use University Facilities without permission.

The student athlete may not use the University's trademarks (e.g., logos, word marks (including, but not limited to, the University's name, nicknames, team names, mascot name, slogans, etc.), colors, or other identifying indicia), or copyrighted content unless an agreement is entered with the University granting the right to use such intellectual property.

The student athlete may not at-mention or tag an official University social media handle or account unless an agreement is entered with the University granting the right to at-mention or tag an official University social media handle or account.

University employees (including but not limited to Athletics staff and coaches) are not permitted to provide or arrange for compensation to student athletes for their Name, Image, or Likeness.

### 3.3 Use of Agents

Student athletes are permitted to use an athlete agent solely for purposes of assisting with contracts for compensation. The use of an "athlete agent" for purposes of assisting with contracts for compensation for the student athlete's Name, Image and Likeness shall conform to NCAA legislation.

### 3.4 Prohibited Categories for Compensation

The following have been determined to be products and establishments that do not align with the University's mission and Christian identity or are impermissible for other reasons. Therefore, student athletes are not permitted to enter into any Name, Image or Likeness compensation arrangements with:

Lotteries, Casinos, sports wagering facilities, or online equivalents; or Adult entertainment sex toys or products; or Adult entertainment establishments (e.g. strip clubs, pornography, etc.); or Tobacco, alcohol, marijuana, nicotine, vapor products; or Other products or establishments that market products exclusively to those 18 years of

age or older; or Other products or establishments that do not align with the University's mission and Christian identity.

The following have been determined to be products and establishments that are impermissible due to existing University contracts and to eliminate brand confusion.

Student athletes are not permitted to enter into any Name, Image or Likeness compensation arrangements with products or establishments related to providers of higher education (other colleges and universities), health care, and related services.

Student athletes are permitted to enter into Name, Image or Likeness compensation arrangements with apparel, sportswear, footwear, athleisure wear products and establishments. However, student athletes must only wear and use University-issued apparel, gear and equipment during all team activities, practices and competition (Countable Athletically Related Activities).

*Failure to abide by these may result in loss of eligibility, suspension from team activities or competition, and/or additional Name, Image and Likeness education or training.*

### 3.5 International Student Athletes

International student athletes should not enter into any compensation agreement without first checking with the University's Moon International Center to ensure the agreement complies with visa and immigration requirements.

### 3.6 Impact of Pell Grants, Cal Grants, and other Financial Aid

Pell Grants, Cal Grants, and other need-based aid could be affected by Name, Image, and Likeness compensation. Questions regarding aid should be directed to the University's Financial Aid Office.

### 3.7 Student Athletes Under 18

Any student athlete under the age of 18 at the time of entering any Name, Image and Likeness agreement must have additional consent from a parent or legal guardian.

## **J. CONCLUSION**

It is IMPORTANT to remember that student-athletes, coaches, administrators, as well as member institutions, are responsible for knowing and abiding by the rules and regulations of the University, NCAA and PacWest Conference. Violations of any eligibility regulations by a student-athlete can jeopardize their eligibility could result in disallowance of any honors or consideration of such honors awarded by the NCAA and could cause the institution to forfeit contests in which the student-athlete participated.



## **XI. FINANCIAL AID**

### **A. OFFICE OF FINANCIAL AID**

Concordia University Irvine participates in many excellent programs of financial aid. To find a list of the various sources of aid, see the financial aid section of the General Catalog and/or website [www.cui.edu](http://www.cui.edu). Financial aid can be a very complex matter and every family's financial situation is different. For information regarding CUI's financial aid programs, the application process, submission of forms, determination of need, eligibility requirements, award process, and rights and responsibilities of recipient's contact:

#### **Office of Financial Aid**

2nd Floor Grimm Hall Building  
(949) 214-3066  
[Finaid@cui.edu](mailto:Finaid@cui.edu)

Continued financial aid eligibility is determined by a student-athlete maintaining satisfactory academic progress (SAP); at least 24 units per academic year, and a cumulative GPA of 2.00 or above for federal, state and need base institutional aid and a GPA of 2.5 or higher for academic scholarship. Financial aid may be terminated if required levels are not reached.

Information on applying for aid and awarding of financial aid can be found on the website [www.cui.edu](http://www.cui.edu).

**PLEASE NOTE:** Pursuant to federal law, all student-athlete records, evaluations, transcripts, letters and descriptions of individual student-athletes are open to review by the student-athlete to whom they pertain. Student-athlete records are the property of the University.

Officers of the federal and state government and representatives of accreditation agencies have legal access to these files, as well as Concordia University Irvine officials who are required to perform duties, which necessitate having access to these files. No official is permitted to make any use of the information contained in personal files other than what is required by that official's normal duties.

### **B. ATHLETIC GRANT-IN-AID POLICY**

- a. The Head Coach of each sport recommends the amount of the award to the Director of Athletics.
- b. Upon the recommendation of the Head Coach, the Athletic Grant-in-Aid may be renewed each year for up to four years if the student-athlete has met the conditions of the Athletic Grant-in-Aid each year.
- c. An Athletic Grant-in-Aid may be refused by a student-athlete. The student-athlete should notify the Head Coach that he/she does not intend to participate prior to the end of the academic year. This action will result in the termination of the Athletic Grant-in-Aid for the upcoming term.
- d. The Head Coach can recommend an Athletic Grant-in-Aid be reduced for the following academic year.
- e. The Head Coach can recommend an Athletic Grant-in-Aid not be renewed at the end of the academic year.

- f. A student-athlete receiving an Athletic Grant-in-Aid is required to make every effort to improve as a player, a student and be a responsible and positive team member as outlined in this Handbook. Failure to do so may result in reduction, non-renewal, or termination of the Athletic Grant-in-Aid.
- g. The Athletic Grant-in-Aid and other Financial Aid will be awarded by the Concordia University Irvine Financial Aid Office. The office will award in compliance of all federal, and state regulations, and institutional policies.

**C. REDUCTION/CANCELLATION OF ATHLETIC GRANT-IN-AID**

It is NCAA policy that institutional aid, based in any degree on athletic ability, may not be reduced or cancelled during the period of the award, however aid may be reduced or canceled during the period of the award if the recipient:

- a. Renders him or herself ineligible for intercollegiate competition; or
- b. Fraudulently misrepresents any information on an application, letter of intent or financial agreement; or
- c. Engages in serious misconduct warranting substantial disciplinary penalty; or
- d. Voluntarily withdraws from a sport at any time for personal reasons; or
- e. Violates any other conditions in the Athletic Scholarship (e.g. team rules)

Any such reduction or cancellation of aid will be approved only if such action is taken for proper cause and written documentation is submitted to the Assistant Associate Athletic Director for Compliance and the Director of Athletics.

- a. The Head Coach recommends to the Director of Athletics that a student-athlete's Athletic Grant-in-Aid be reduced, cancelled, or not renewed.
- b. The Director of Athletics will review the Head Coach's recommendation with the Assistant Associate Athletic Director for Compliance. The Director of Athletics will decide whether to approve or deny the Head Coach's recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If the recommendation is denied, the student-athlete's Athletic Grant-in-Aid will not be cancelled, reduced, or not renewed. If a non-renewal request is denied, the aid will be renewed at the same rate as the previous academic year.
- c. If the recommendation is approved, the Associate Athletic Director for Compliance will notify the Financial Aid Office that a student-athlete's Athletic Grant-in-Aid award be reduced, cancelled, or not renewed.
- d. 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 the student-athlete of the decision. The Head Coach will advise the student-athlete of the appeal process and direct the student-athlete to the Student-Athlete Handbook.

#### **D. APPEAL PROCESS:**

The following procedures have been established to help guide the student-athlete through the appeal process for non-renewal or termination of a Financial Athletic Award.

- a. The Financial Aid Office shall send written notification of the reduction/cancellation to the student-athlete and also notify the student-athlete about the opportunity for an appeal hearing. The student-athlete shall have 14 business days upon the date of issuance of this letter to respond, in writing, to the Financial Aid Office and formally request a hearing.
- b. A late notification from the student-athlete, or failure to submit a written request for a hearing, shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination to cancel or reduce the athletic grant-in-aid shall be made final and binding.
- c. Upon receiving a written request for the hearing from the student-athlete, the Financial Aid Office will email the student-athlete with detailed appeal procedure instructions. The Financial Aid Appeals Committee shall conduct the hearing within 30 consecutive calendar days of the written request. The student-athlete and the Athletics Department shall receive written notification as to the time, date, and location of the hearing. The Financial Aid Appeals Committee, comprised of five members of the Executive Board and the Financial Aid Office, shall preside over this hearing and make the final determination.
- d. At this hearing, the student-athlete and the Athletics Department shall be allowed an opportunity to present their case regarding the reduction or cancellation of athletics aid. Either party is permitted to present witnesses and/or documents to the committee that may support their position.
- e. At the conclusion of the hearing, the Financial Aid Appeals Committee shall have 24 hours to render a final decision as to the status of athletics aid. Both the Athletics Department and the student-athlete shall be informed of this decision in writing. This decision shall be final and not subject to appeal.

## **XII. BENEFITS, AWARDS, AND RECOGNITION**

### **1. COMPLIMENTARY ADMISSIONS**

Complimentary Admissions (if appropriate) to Concordia University Irvine home athletics events shall be monitored by the Compliance Office. CUI Pass list (no visiting team pass list in PacWest) requests must be emailed to the Director of Athletics and Assistant Associate Athletic Director of, Internal Operations (Compliance) 24 hours in advance of game days. Picture ID will be required at the gate for admission for persons on the pass list. Concordia University Irvine Athletics will follow all PacWest and NCAA guidelines (post-season requirements maybe different than regular season or conference competition).

Student-athletes in sports which charge admissions (Men's and Women's Basketball, Men's Volleyball and Women's Volleyball) are eligible for a maximum of four complimentary admissions to a home athletics event in their sport through a pass list only.

### **2. AWARDS & BENEFITS IN GENERAL**

An **extra benefit** is any special arrangement by an institutional employee, booster or anyone that the student-Athlete is not legally dependent upon, that provides the student-athlete, or the student-athlete's relative or friend, a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit

or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible. A student-athlete may receive benefits generally provided to all students and are not considered an extra benefit.

Student-athletes are permitted to receive expenses, from the institution, that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the Athletic Department is not permitted and renders the student-Athlete ineligible.

### **3. STUDENT-ATHLETE AWARDS**

The Athletic Department selects deserving student-athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement.

- a. Each sport has annual awards that are based on criteria set by the individual sport. These awards are presented at the discretion of the Athletic Department.
- b. Coaches must obtain approval from the Assistant Associate Athletic Director for Compliance, for any awards provided to the student-athlete.
- c. Awards by outside groups or organizations are not allowed unless approved in advance by the Assistant Associate Athletic Director for Compliance.

### **4. OCCASIONAL MEAL**

An occasional meal is a meal provided to a student-athlete in the locale of the institution on infrequent and special occasions.

**Institutional staff member:** A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

**Representative of Athletics Interest:** A student-athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual's home (as opposed to a restaurant), on campus or at a facility that is regularly used for home competition and may be catered. The representative of athletics interests or an institutional staff member may provide reasonable local transportation student-athletes to attend such meals.

## **XIII. INVOLVEMENT IN RECRUITING**

Student-athletes may write to prospects to encourage their enrollment at Concordia University Irvine, 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.

A student-athlete may be asked by a coach to host a recruit who is on an official visit to campus. 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-athlete hosts are required to submit all receipts pertaining to the entertainment of perspective student-athletes.

## **XIV. PLAYING AND PRACTICE SEASONS**

### **1. COUNTABLE ATHLETICALLY RELATED ACTIVITIES**

During the playing season, a student-athlete's participation in countable athletically related activities is restricted to a maximum of 4 hours a day and 20 hours a week. Activities include practice time, team meetings, strength training, and film.

Outside of the playing season, a student-athletes participation in such activities shall be limited to a maximum of 8 hours per week, of which no more than 4 hours per week may be spent on team activities and/or individual skill workouts.

Rules require 2 days off per seven-day period Monday to Sunday.

The non-championship segment for Baseball, Beach Volleyball, Cross Country, Soccer, Softball, Tennis and Women's Volleyball shall be limited to a maximum of 4 hours of athletic activities per day and 15 hours per week during a 45-consecutive calendar day period.

Daily and weekly hour limitations do not apply to countable athletically related activities during:

- a. Preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier;
- b. Institution's official vacation period(s); and
- c. The academic year between terms when classes are not in session

### **2. REQUIRED DAY OFF DURING PLAYING SEASON**

During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week, except during participation in one conference and postseason championship and any postseason National Invitation Tournaments, and during participation in NCAA Championships.

### **3. PRACTICE LOG AUDIT**

Head Coaches are responsible for monitoring and logging all practices, competitions and any other athletically related activities. Practice logs are completed weekly for each program. The compliance Office will audit practice logs weekly to ensure proper hours are being maintained for each program throughout the academic year. Practice logs are also reviewed by the Student-Athlete Advisory

Committee member without the coaches' knowledge or input and the student-athlete can then approve, deny or submit a written response to the log provided by the coach.

## **XV. STUDENT ATHLETE CODE OF CONDUCT AND EXPECTATIONS**

- A. AT CONCORDIA UNIVERSITY IRVINE A STUDENT-ATHLETE IS FIRST A STUDENT. STUDENT-ATHLETES ARE EXPECTED TO FULFILL CERTAIN REQUIREMENTS. AMONG THESE IS AN UNDERSTANDING THAT:
1. Concordia University Irvine is a Christian Institution grounded in the Lutheran faith.
  2. The student-athlete represents Concordia University Irvine, the athletics program, their team at all times, and each is judged by their own actions.
  3. A student-athletes primary goal must culminate in earning a degree.
  4. Regular class attendance is required.
  5. A student-athlete is expected to make a commitment to academic and athletic integrity.
  6. A student-athlete shall comply with the rules and regulations of the NCAA and Conference.
  7. A student-athlete shall conduct themselves both on and off the field in a way which brings credit to the University, the intercollegiate athletic program and their team.
  8. A student-athlete is required to attend all team and/or athletics department functions/meetings as requested by the university administration and/or coaching staff.
  9. A student-athlete shall abide by the University Student Code of Conduct as well as uphold the spirit of university and athletics.
  10. Hazing of any kind is not allowed.
  11. A student-athlete shall not use, possess, nor distribute any steroids, narcotics, or illegal drugs of any kind.
  12. A student-athlete shall not use alcohol or tobacco at any time during an official team function. For purposes of this policy, an official team function is defined as any activity that is held at the direction of or under the supervision of the team's coaching staff. An official team function is defined as any activity that is held at the direction of or under the supervision of the team's coaching staff.
  13. A student-athlete shall exhibit dignity in manners and dress when representing the university.
  14. A student-athlete shall neither physically abuse, nor threaten another person, nor abuse any university property owned or associated with the University or University sponsored organization.
  15. A student-athlete shall at all times respect and be courteous to all members of the university community and visitors to our campus.
  16. Student-athletes are afforded the privilege of participating in the athletics program at Concordia University Irvine. With this privilege comes responsibility. Student-athletes will abide by the

Concordia University Irvine Student Code of Conduct and Handbook, the Athletics Department, handbook and the direction of the coaching staff. Student-athletes are expected to make a positive contribution to an atmosphere of mutual respect.

17. Each individual student-athlete will positively contribute to the efforts of the team. Student-athletes will avoid giving undue criticism to their teammates or coaches. They will respect differing points of view.
18. A student-athlete will provide the highest level of personal integrity and will value that same integrity by teammates, coaches, officials and others.
19. A student-athlete will strive for excellence together and personal improvement on and off the playing field.
20. A student-athlete will treat all players, officials, opponents, coaches and spectators with respect and courtesy at all times.
21. A student-athlete will respect and comply with the directions and decisions of their coaching staff. Student-athletes who have questions or concerns regarding directions or decisions will request a meeting and address the coaching staff in private.
22. A student-athlete will abide by the training rules established by the program. Student-athletes will be expected to train in the off-season.
23. If a student-athlete desires to participate in sanctioned or non-sanctioned events such as Intramurals-Club-Travel Ball-AAU the student-athlete must obtain the Head Coach's and Compliance Office's permission prior to and/or in order to participate.
24. A student-athlete will respect the achievements of the opponent. The student-athlete should extend appreciation to those who made the athletic contest possible.
25. A student-athlete will positively contribute to the total intercollegiate athletic program of Concordia University Irvine. Student-athlete will assist with program tasks and will provide an attitude of positive support and good will while performing these tasks/duties.
26. Student-athletes may be asked to assist with Athletics Department special events and fundraising for their programs.
27. Any use of social media (Twitter, Facebook, Instagram, YouTube, TikTok, Vine, SnapChat etc.) represents both student-athlete and Concordia University Irvine, and the Athletics Department. Student-athletes are expected to practice good habits and judgment when participating in social media. The student-athlete is to be held responsible for their actions on social media and general online activity.

## **B. HAZING POLICY**

The Athletics Department **FORBIDS** hazing and all other activities that interfere with the personal liberty of an individual. Our Athletics Department defines hazing as any action taken or situation created intentionally, whether on or off Concordia University Irvine premises, to produce mental or physical

discomfort, embarrassment, harassment or ridicule. Participation in hazing will result in immediate dismissal and loss of Athletic Financial Aid Award (LOI) from the Concordia University Irvine Athletics Program.

### **C. COMMUNITY SOCIAL MISCONDUCT POLICY**

Community social misconduct is defined generally as any act(s) that threatens or disrupts the well-being of the community, its integrity and Christian values, or the well-being of any member of the community.

The University and Athletics Department reserves the right to confront behavior that is detrimental to a student-athlete, infringes upon the rights and sensitivities of others, or detracts from any student-athlete's ability to benefit from an environment that is conducive to the academic, emotional, social, and spiritual growth. University and Athletics Department staff may ask any resident or guest to leave the premises if he/she feels such action is necessary.

#### **Mutual Respect**

Student-athletes are expected to be respectful of the individual rights and freedoms of others within the Concordia University Irvine community, including faculty, staff, and other students. If a shared sense of understanding does not exist between community members, student-athletes are still expected to exhibit an outward sensitivity to the inherent diversity within the Concordia University Irvine community.

#### **Concordia University Irvine Athletics Commitment to Equity, Diversity, and Inclusion (IDEA):**

Concordia University Irvine's Athletics Department believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches, and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participations for student-athletes and career opportunities for coaches and administrators with diverse backgrounds, experiences, and perspectives. Diversity and inclusion improve the learning environment for all student-athletes and enhance the excellence within the University.

#### **Pranks**

Student-athletes who participate in any activity on or off campus that threatens and intimidates and/or endangers the health, physical, or emotional well-being of a community member; results in damage, malicious or non-malicious vandalism, or general disregard for university or private property; or involves a violation of university policy is strictly prohibited.

#### **Inappropriate, Lewd, Indecent, or Obscene Behavior or Language**

Inappropriate, lewd, indecent, or obscene behavior or language will not be tolerated. This includes but is not limited to the possession or display of derogatory racial/ethnic material on university property, including on computers.

#### **Throwing Objects**

Thrown objects have resulted in physical harm, property damage, and an unclean environment. At no time shall any article be thrown or dropped from windows, roofs or balconies, nor may they be thrown at people or buildings.

#### **Sports**

Sports activities are allowed only in designated recreational areas.



## **Disruptive Behavior**

Interfering with or disrupting authorized university activities are strictly prohibited.

### **D. PERSONAL RELATIONSHIP POLICY FOR COLLEGIATE STUDENT-ATHLETES**

"Mutual Respect" is one of the core values of Concordia University Irvine. At Concordia University Irvine, we respect the rights, dignity and worth of all people, acknowledging that people of every race, tribe and nation have been created by God and redeemed by Jesus Christ to live in harmony with one another. -CUI President Kurt Krueger, PhD

We trust all members of our teams to be honest, responsible, and mature. We desire what is best for the team as a whole, what is fair and workable for all individuals on the team and based on broad principles of fairness. These expectations are for all members of our teams who must work together for the good of the team. Student-athletes have responsibilities to the team and a commitment to being a team member who is focused on contributing to achieving team goals. Relationship issues can distract a team from its competitive goals. For this reason, Concordia University Irvine has the following expectations for all team members regardless of the type of relationship.

The following is a list of possible relationships that may be addressed with these expectations (other types of relationships not listed may also apply):

- a. Close friends or siblings excluding or ignoring others, or having a falling out
- b. Two people dating the same person
- c. A person dating someone whom another person had a past relationship with
- d. Dating on the same or different teams (regardless of whether the dating couple is an opposite-sex or a same-sex couple)
- e. Conflicts between student-athletes based on race, sexual orientation, sexual identity, personal belief systems or religion

When with the team, the team comes first. Student-athletes will conduct themselves as teammates. Being a member of a team requires responsible behavior and professional conduct. This includes at practice, during competition, on the team bus, in hotel rooms, in the training room, in the weight room, at team meetings, in the locker room, and anywhere else when the student-athlete is on "team time."

Focus on the team and the student-athletes role as a team member. Student-athletes do not have to hide a student-athletes relationship, but when student-athletes are on "team time" the following behaviors are expected:

- a. Respect team space; avoid drama on team time; leave relationship conflict at the locker room door
- b. Resolve relationship issues on the student-athletes own time, not the team's time
- c. No Public Displays of Affection (PDA), this includes hand holding, kissing, hugging, etc.
- d. Get to know others on the team; sit with various teammates on the bus; eat with various teammates; share hotel rooms with various teammates; sit with various teammates in team meetings
- e. If student-athletes need help resolving relationship issues, please contact Concordia University Irvine's Wellness Center for counseling, Dean of Students for mediation, and/or the Campus Pastors.

Possible consequences for failing to meet these expectations:

- a. Meeting with the student-athletes Coach and possibly the Director of Athletics or Senior Woman Administrator to review expectations and consequences of not abiding by them
- b. Requested to meet with a counselor
- c. Suspension or dismissal from team for failing to abide by the expectations

Team Captains play an important role in maintaining a positive team-oriented climate and helping team members maintain focus. Captains can help by:

- d. Reminding teammates about these expectations and why they are important
- e. Communicating with coaches when relationship issues need to be addressed

#### **E. SEXUAL MISCONDUCT POLICY**

It is the student-athletes responsibility to know and understand the sexual misconduct policy in the Concordia University Irvine Student Code of Conduct. Sexual misconduct is a broad term encompassing any non-consensual physical contact of a sexual nature that is committed either by force or intimidation or through the use of the victim's mental or physical incapacity, including through consumption of drugs or alcohol. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including, but not limited to the following examples: Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Forced Sexual Intercourse, Sexual Exploitation, Sexual Harassment

The NCAA requires all incoming, returning and transfer student-athletes to disclose any violations and/or charges to Title IX policies from previous schools/universities upon participation of athletics at Concordia University Irvine. Failure to disclose or disclosure of false information may affect the student-athlete's eligibility and/or limit participation in the student-athlete's sport. The information provided through the Title IX Disclosure form may lead to additional Title IX training or education as the Title IX Committee deems reasonable to protect the safety and integrity of the greater student body. The information provided through the Title IX Disclosure form may affect the student-athlete's participation on campus including, but not limited to, overseeing minors, working camps where minors may be present, on-campus housing accommodations, and being a Resident Assistant or Resident Director.

#### **F. SOCIAL NETWORKING POLICY**

Any use of social media (Twitter, Facebook, Instagram, YouTube, etc.) represents both Concordia University Irvine, and its Athletics Department. The student-athlete is expected to practice good habits and judgment when participating in social media. A student-athlete will be held responsible for their actions on social media sites and general online activity

However, we remind the student-athlete that, as a member of the Concordia University Irvine Athletics Department, student-athletes are a representative of the University and are always in the public eye. We encourage student-athletes to keep the following guidelines in mind as they participate on social networking web sites.

- a. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of the student-athletes control the moment it is placed online - even if the student-athlete limits access to their site.
- b. Do not post information, photos, or other items online that could embarrass the student-athlete, the team, or Concordia University Irvine. This includes information, photos and items that may be posted by others on the student-athletes page.
- c. Do not post personal information including a home address, local address, phone number(s), birth date etc.

- d. A student-athlete should use caution as to what information they post on their website about their whereabouts or plans. The student-athlete could be opening themselves up to predators.
- e. A student-athlete should be aware of who they add to their social media sites. Many people are looking to take advantage of student-athletes, while others want to get close to student-athletes to give them a sense of membership in the team.
- f. Concordia University Irvine, including administrators and coaches, has the right to monitor these websites.
- g. A student-athlete could face sanctions and even dismissal for violation of policies and procedures or philosophies of Concordia University Irvine, the Athletics Department and/or the applicable national governing body and/or athletic conference.

The Irvine Police Department, Campus Security and other local police and sheriff's offices check these websites regularly. In addition to the unfortunate reality of online predators, **potential employers and internship supervisors also use these sites to screen candidates.** Graduate programs and scholarship committees now search these sites to screen applications.

**We advise Concordia University Irvine student-athletes to exercise extreme caution in their use of social networking websites.**

#### **G. GAMBLING AND SPORTS WAGERING**

**The NCAA defines "sports wagering" as follows:**

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

Student-athletes shall not participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning amateur or professional athletics competition.

A student-athlete who violates this bylaw shall permanently lose all remaining regular-season and post-season eligibility in all sports.

#### **H. INTERIM SANCTIONS FOR VIOLATION OF CODE OF CONDUCT**

The Head Coach, Director of Athletics and/or his/her designee may impose an interim sanction to protect the health and safety of the Athletics Department and university. This may include, but not limited to suspension from the athletics department, suspension from practice, suspension from contests, reduction of scholarship, termination of scholarship, non-renewal of scholarship, dismissal from the team or the imposition of specific conditions and/or restrictions on the student-athlete. If such sanctions are imposed prior to his/her having received notification of the complaint, the student-athlete will be given the opportunity to respond to the complaint within one day. The continuation, modification and/or rescission

of an interim sanction will rest in the discretion of the Director of Athletics. A student-athlete may appeal the interim sanction imposed by the Director of Athletics to the Executive Vice President, Chief Operating Officer. The interim sanction will remain in place until a decision by the Executive Vice President, Chief Operating Officer is rendered. The decision of the Executive Vice President, Chief Operating Officer will be final.

#### **I. INVESTIGATION PROCESS**

Incident reports involving drugs, alcohol and tobacco will be investigated. Incidents may be reported by team members, coaches, the Office of Residential Education and Student Services, or others. Violations will be reported to the Office of Student Conduct immediately.

If an investigation by the Office of Student Conduct finds the student(s) responsible, corrective sanctions will be given. The Athletics Department may, in cooperation with the Office of Student Conduct institute additional sanctions. Athletics sanctions will be monitored by the Director of Athletics and/or his/her designee.

Additional sanctions may include, but are not limited to: a verbal warning, written warning, written reprimand, meeting with parents, formal drug or alcohol assessment at the student-athlete's expense, regular or random drug tests, suspension from games, reduction of scholarship, termination of scholarship, non-renewal of scholarship and dismissal from the team. Given unique circumstances which may surround a particular case/investigation, the Athletics Department in collaboration with the Dean of Student Affairs and the Executive Vice President, Chief Enrollment Officer reserves the right to invoke either additional restrictive sanctions or fewer restrictive sanctions.

Individual athletic teams may choose to set more restrictive team policies regarding use of alcohol, drugs and tobacco products and harsher sanctions resulting from violations of that policy, which are more restrictive than University, or Athletics Department policy.

#### **J. FREEDOM AND RESPONSIBILITY**

As a Concordia University Irvine student-athlete, you are entitled to the same freedom as any other citizen of our country. It is the policy of the University to ensure these rights, consistent with the provisions of law, acceptable tastes, and purposes and goals of the institution. When matriculation in the University requires that conditions be placed upon the student-athletes freedoms, these conditions and their rationale are clearly delineated. On this campus, the concepts of freedom and personal responsibility are inextricably bound together.

The campus community, like any other, functions upon the principle that all members respect and protect the rights of their fellow citizens. Student-athletes are encouraged to develop these values which represent mature, self-disciplined people who appreciate the privilege of education and are willing to accept its responsibilities. When people choose a college, they commit themselves to its philosophy of education, policies, and regulations. Student-athletes are to demonstrate proper respect of University personnel which includes, but is not limited to, compliance with directives of University officials in the performance of their duties. Even though the student-athlete may not agree with a few rules established by the University, it is expected that they comply with them in a manner conducive to the highest moral standards and in keeping with the discipline of the academic community. Generally, through appropriate

procedures, institutional judicial measures shall be imposed for conduct which adversely affects the Institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on Institution or Institution-controlled property.

Responsibility for enforcement of student-athlete conduct policy lies with the Executive Vice President, Chief Enrollment Officer, and Dean of Students and Student Affairs staff. This group defines behavioral expectations and takes appropriate action in support of University policy.

#### **K. PHILOSOPHY OF DISCIPLINE**

The purpose of discipline at Concordia University Irvine is to assist in maintaining individual and community growth. Personal growth and maturity are encouraged most when each member of the campus community uses self-discipline and shares the responsibility to care enough about others to confront them when appropriate. The responsibility to confront one another in a loving manner should enable inappropriate behavior to be corrected on a personal level. Unfortunately, situations may arise which warrant a formalized judicial process. Judicial procedures are designed to provide a just and equitable process of educational discipline. While every effort is made to protect the rights of ds, the University does not attempt to duplicate or to emulate court proceedings and should not be viewed as such.

#### **L. JUDICIAL ACTION**

- a. **Warning** – Some student-athletes may be issued written or verbal warning for unacceptable behavior and advised to change the behavior.
- b. **Restitution/reimbursement or fine** – Some student-athletes may be required to make restitution and pay a fine for damage or misuse of property, misuse of services, or failure to follow University policy or procedure.
- c. **Discretionary sanctions** – Some student-athletes may be required to participate in prescribed educational programs, complete community service, read a book, write a paper, coordinate a living-area program, attend campus programs, or any other activity deemed appropriate for the violation of the Standard of Student Conduct.
- d. **Loss of privileges** – Some student-athletes may lose privileges such as visitation, leadership opportunities, campus employment, etc., appropriate to the violation of the Standard of Student Conduct.
- e. **Residence life probation** – Residential student-athletes may be placed on probation for a specified period of time. During this time, any further violations of University policy may result in a residence life suspension or expulsion.
- f. **Student-athlete conduct probation** – A student-athlete may be placed on student conduct probation for a specified period of time. During the time, further violations of University policy may result in suspension or expulsion from the University.
- g. **Residence life suspension** – Separation of the student-athlete from University-owned housing for a specified period of time (conditions for readmission may be required).

- h. **Residence life expulsion** – Permanent separation of the student-athlete from University-owned living areas.
- i. **University suspension** – For a fixed period of time, the student-athlete may not remain on campus, visit the campus, or participate in any academic or other activity of the University. A student-athlete who is suspended for disciplinary reasons may petition for readmission at the conclusion of the period of suspension.
- j. **Interim suspension** – Imposed immediately when the seriousness of the offense is such that the members of the community, including the accused student-athlete, may be threatened by the student-athlete’s continued presence (suspension will be for a stated period of time and followed by a student-athlete hearing).
- k. **Expulsion** – Permanent separation of the student-athlete from the University. The student-athlete is denied the privilege to remain on campus, visit the campus, or participate in any academic or other activity of the University. Only under the most unusual circumstances will an expelled student-athlete be readmitted to the University.
- l. **Deactivation** – A recognized University club or organization can lose its privileges, including University recognition, for a specified period of time or permanently. Any student-athlete upon whom judicial sanctions are imposed and/or placed on probation may become immediately ineligible for service as an athlete, student leader, and/or student representative. Student-athletes who fail to comply with the terms and conditions of a judicial sanction are subject to additional judicial action. The guidelines for behavior outlined in this handbook and in the University Catalog provide the basis for judicial action. The Student Affairs Office is responsible for conducting appropriate investigations of all allegations and complaints.

**A judicial hearing may be scheduled to allow an accused student-athlete an opportunity to hear and present evidence related to judicial action. All hearings are closed and the proceedings may be kept confidential at the discretion of the University.**

## **M. GRIEVANCE PROCEDURE**

The following procedures have been established to help guide the student-athlete through a potential grievance with a staff member of the Athletics Department:

- a. The student-athlete must schedule a meeting with the Director of Athletics and/or his or her designee and the staff member with whom he/she has a grievance and during this meeting inform the staff member of a potential grievance. During this meeting, every effort will be made to resolve the situation through direct communication.
- b. If the situation is unable to be resolved to the satisfaction of the student-athlete, during this meeting and at this time the student-athlete will inform the Director of Athletics they wish to continue the grievance procedure.

- c. The student-athlete must write a detailed statement describing the grievance and submit this statement to the Director of Athletics within five (5) business days of their meeting with the Director of Athletics and/or his or her designee and the staff member with whom he/she has a grievance.
- d. The Director of Athletics will set an appointment with the student-athlete and Associate Athletic Director/Senior Woman Administrator.
- e. Following this meeting, Director of Athletics will make a decision on the grievance and present it to both parties in writing.

## **XVI. STUDENT-ATHLETE EXPECTATIONS**

### **1. EXPECTATION: ANNUAL ELIGIBILITY AND RULES COMPLIANCE MEETINGS**

Student-Athletes are required to attend a pre-season eligibility meeting. Several forms of documentation must be completed, signed, and kept on file including, but not limited to, a student statement eligibility form, NCAA student-athlete statement, drug testing consent form, medical insurance documentation, NCAA banned substance list, sports information card, historical questionnaire, etc. Student-athletes can also expect to participate in a number of rules education sessions intended to help the student-athlete understand the rules to follow in order to maintain eligibility. This includes a session at the end of the academic year during which there will be a review of the rules and regulations that could influence student-athletes eligibility over the summer months. These rules protect the student-athlete and the University.

### **2. CLASS ATTENDANCE AND PROGRESS TOWARDS DEGREE/GRADE CHECKS AND COMMUNICATION**

Registered students have freely accepted personal responsibility for regular class attendance. Student-athletes should carefully monitor their own personal academic progress in all classes to ensure timely graduation and athletic eligibility.

#### **Student-athletes are expected to:**

- a. Attend all class and laboratory sessions for the courses in which they are enrolled especially in-season.
- b. Develop a respectful and professional relationship with their instructors in order to allow free and honest communication with the student-athlete.
- c. Provide the Class Conflict Letter to their professors at the beginning of the semester that outlines the class time that will be missed due to team travel.
- d. Remind their instructor(s) of absences caused by competition participation in advance at least two class periods ahead of upcoming absence. Any emails sent to instructors must be copied to the coaching staff as well.
- e. Be aware of progress towards graduation requirements and their personal standing in all classes in which they are enrolled.

- f. Fulfill their responsibilities within their classes as a part of their responsibilities towards their teammates and coaches.
- g. Meet with their professors during their office hours or via e-mail to have the approved form completed at the assigned intervals.
- h. Share this information accurately and in a timely fashion with the coaching staff as they are requested.

**Instructors are expected to:**

- a. Record student-athlete attendance in accordance with Concordia University Irvine's policies and procedures.
- b. Identify in their course syllabi procedures for handling absences consistent with University, School and Program requirements.
- c. The communication lines between coaches, faculty and student-athletes must be available for all parties and must involve all participants as appropriate. Coaches have the opportunity to communicate directly with faculty regarding a student-athlete's progress. Faculty should be willing to notify coaches of potential classroom issues that will keep a student-athlete from being eligible. However, the predominant and overall responsibility falls on the student-athlete as they make academic progress towards graduation and fulfill their responsibilities to their teammates and coaches.

Per NCAA Bylaw 17.1.6.6, no class time shall be missed by any student-athlete, unless otherwise noted as exceptions in the NCAA Handbook, for practice activities in season or for any competition in the non-championship seasons.

Per NCAA regulation: 17.01.1 Institutional Limitations. A member institution shall limit its organized practice activities, the length of its playing seasons and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in non-collegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes (see Figure 17-1 and Figure 17-2 of NCAA Div. II manual).

### **3. STUDY HALL POLICY**

The Athletics Department at Concordia University Irvine provides student-athletes the opportunity for scholarly development. Each sport/program may require its student-athletes to participate in a study hall for the entire length of the academic year. The student-athletes participating in this athletic program will be required to attend these study halls at the discretion of the Head Coach of his or her sport. Failure to attend these study hall sessions may result in suspension or loss of Athletic Financial Aid (LOI). Members of the coaching staff will monitor the study hall. Student-athletes may bring laptops, calculators and other tools to enhance the tutorials for studying. Absolutely no headphones and/or DVD or CD players will be allowed. Cell phones and pagers must be turned off.



#### **4. PRACTICE POLICY**

- a. All student-athletes are expected at all regularly scheduled practices.
- b. A student-athlete may NOT be excused from classes to participate in practice.
- c. All student-athletes are expected to be on time and ready to participate at the beginning of practice.
- d. All student-athletes are expected to report to the coaching staff in advance if they expect to be late or absent from practice.
- e. Taping should be done in the training room prior to the beginning of practice. It is the student-athlete's responsibility to report to the training room so all treatment is completed before practice.

#### **5. GAME POLICY**

- a. All student-athletes are expected to meet for the game at the site and time established by the coaching staff.
- b. All student-athletes are expected to behave courteously toward visiting teams, fans and officials.
- c. All student-athletes are expected to wear appropriate team issued gear to the game and change into uniforms in the dressing room unless approved by the coach prior to the contest.

#### **6. TRAVEL POLICY**

##### **Guidelines for Team Trips**

Only eligible student-athletes and associated staff are permitted to travel with the team. Eligible redshirts may travel on day trips ONLY as long as they are not missing class. Only one manager will travel with each team. Occasional exceptions to this rule would include a spouse traveling with the team (when room on the bus allows and this would not prevent another student-athlete from traveling) and in some instances the children (when traveling with the guest spouse) of the coach may accompany the team on the bus. All parties MUST be included on the passenger list. Any other exceptions must be approved in writing from the Director of Athletics.

When traveling, all personal items brought by staff and student-athletes will not be covered by institutional insurance in the case of stolen or damaged property nor is any CUI personnel responsible for these damages or lost items. CUI insurance will cover the gear, equipment, apparel and university items that were purchased by the university. Personal laptops, phones, wallets, or other valuable items are the responsibility of the belonging party, such as the student-athlete or staff member, and will not be covered under CUI insurance. Please travel and pack with precaution.

##### **Per Diem for Team Travel**

- a. If per diem money is given to the student-athlete, the money must be distributed to the student-athlete on a daily basis and the student-athlete must sign for each individual disbursement.

##### **Per Diem Allocations for Meals (see guide below):**

Breakfast \$8.00, Lunch \$10.00, Dinner \$12.00.

**In Hawaii or the Bay area:**

When traveling in Hawaii or the Bay area, the per diem allotment is \$40 per day. When breakfast is offered complimentary with lodging during travel in Hawaii or the Bay area, the per diem allotment is \$35 per day.

**Travel not in Hawaii or the Bay area:**

For all other travel, the per diem allotment is \$30 per day. When breakfast is offered complimentary with lodging, the per diem allotment is \$25 per day.

**7. POST-SEASON TRAVEL GUIDELINES**

- a. Ineligible student-athletes may not travel
- b. Eligible redshirts may travel if not missing class.
- c. Only one manager may travel unless no class will be missed and the coach is willing to use restricted funds to cover the cost of additional manager
- d. Travel by teams to selected away contests shall be in university rented and/or owned transportation and properly licensed vehicles and certified drivers. Traveling in personal vehicles or asking a student-athlete to use his/her vehicle for team travel is prohibited.
- e. No team shall travel out of town without a member of the coaching or university staff member.
- f. Coaches travel with the team to contests and return to campus with the team (exceptions must be approved prior to trip by Director of Athletics). Student-athletes must leave with and return with the team unless prior arrangements have been made and cleared with the Director of Athletics. The Director of Athletics will provide the student-athlete with a Team Travel Waiver Authorization Form to be signed by their parent or legal guardian.
- g. Dress code and behavior should be agreed upon by coaches and players before the trip and in all cases, must reflect positively on Concordia University Irvine.

**8. EQUIPMENT POLICY**

All sports within the Concordia University Irvine Athletics Department operate under the basic guidelines set forth in this Policy and Procedure Manual. However, some sports are more “labor intensive” from an athletic equipment standpoint than others are. As a result, equipment procedures vary from team to team based upon the needs of each team.

According to NCAA Bylaw 16.11.1.5, “A student-athlete may retain athletic apparel items (not equipment) at the end of the individual’s college participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment.” Bats, balls, batting helmets, etc. are considered equipment and must be returned at the end of the year.

Each student-athlete who is issued non-expendable apparel/equipment is responsible for returning it in good condition (allowing for normal wear and tear). Non-expendable apparel/equipment is defined as apparel/equipment that is expected to be used in future athletic seasons and includes items such as travel suits, warm-ups, uniforms, protective equipment, etc. Expectations as to what is expendable and what is

non-expendable apparel/equipment will be made clear at the time of issuance by the Head Coach/staff. Everything must be accounted for at the end of the academic year.

Within 5 days of the last contest of the sports season, all equipment must be returned to the coach in the condition required by the Athletics Policy. If not returned it is the coaches' responsibility to provide a list, including the cost of the equipment, to the Assistant Associate Athletic Director for Compliance. The Assistant Associate Athletic Director for Compliance must submit the list to the Bursar's office no later than 10 days after the last contest of the sport season.

When the list is received by the Bursar's office the cost of the equipment will be entered to the student-athletes account and a hold will be placed.

If a student-athlete subsequently turns in the equipment the coach must immediately inform the Assistant Associate Athletic Director for Compliance who will then inform the Bursar to remove both the equipment cost and the hold from the student-athletes account.

#### **Effect of Bursar Holds**

A Bursar Hold precludes student-athletes from receiving University services including:

- a. Registration
- b. Drop/Add
- c. Grades
- d. Transcript requests
- e. Diplomas
- f. Graduation

*No transcript, official or unofficial, will be issued for a student-athlete who has an outstanding student account balance. Transcripts and diploma will be released when the account has been paid in full.*

#### **9. ADMINISTRATIVE DISCRETION**

The Athletics Department reserves the right to apply the following, but is not limited to: suspension from the Athletics Department, suspension from practice, suspension from contests, reduction of scholarship, termination of scholarship, non-renewal of scholarship, dismissal from the team or involuntarily withdraw any student-athlete from the Athletics Department at the discretion of the Head Coach and/or the Director of Athletics and/or his/her designee, as deemed necessary for the safety and/or well-being of the student-athlete and/or others. The Athletics Department reserves the right to alter this student-athlete handbook at any time. The current student-athlete handbook supersedes all previous handbooks and/or the policies expressed in the latest policy revisions will govern all student-athlete issues.

#### **10. STUDENT-ATHLETE END OF SEASON EVALUATIONS**

Student-athletes will be asked to complete an end of season evaluation survey about the student-athlete experience as an intercollegiate athlete. A Student-athlete will also have the opportunity to request to meet with the Director of Athletics or his or her designee. The information gathered remains anonymous

and is used as a part the annual evaluation process when the Director of Athletics meets with the head coach at the conclusion of each season to review the year.

## **XVII. OFF CAMPUS PRACTICE AND EVENT PERSONAL VEHICLE TRAVEL POLICY STATEMENT**

### **1. PURPOSE**

Concordia University Irvine seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by athletics staff and student-athletes. As such, this Policy applies to individual student-athletes and recognized intercollegiate travel in cases where Concordia University Irvine sponsors the travel. Examples of activities and events that fall under this Policy include, but are not limited to: Athletic sponsored events and practices, club sports trips, the activities of recognized team events and community service, and in situations where a student-athlete or recognized athletics staff officially represents the University, e.g., leadership academies, conferences, and other programs.

This Policy does not apply to travel undertaken by individual student-athletes attending athletic events as a non-participant, engaging in student internships, practicums, observations or research.

### **2. DEFINITIONS**

A university sponsored athletic event or activity is one that is initiated, actively managed, planned and arranged by a member of the University's athletics staff, and is approved by the Director of Athletics and/or designee.

A student-athlete is one who is an enrolled student who is currently registered at the University, whether on a full- or part-time basis and has a signed letter of Intent with the Department of Intercollegiate Athletics.

An appropriate athletics administrator is Director of Athletics, Associate Director of Athletics/Senior Woman Administrator or a designee by the Director of Athletics.

### **3. GENERAL REQUIREMENTS**

All student-athletes and recognized athletics staff travel falling within this Policy must meet the following requirements:

- a. Recognized student-athletes and athletics staff travel must be consistent with the Institution's mission statement. Travel must be planned so as not to create an undue interference with academic responsibilities.
- b. University sponsored student-athlete travel must be approved in advance by an appropriate athletics administration.
- c. Anyone found to have an unacceptable driving record as defined by the University will not be allowed to drive under this policy.
- d. Personal Vehicles - Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student-athlete participants choosing to ride in a private automobile do so voluntarily and at their own risk. All passengers must be in a seat with their

seatbelt buckled. The University shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance. The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.

- e. In the event of an accident, full disclosure should be made of name, address, registration number of vehicle, and driver's licenses involved. All vehicle laws in the state involved should be obeyed. Student-athletes shall report to a member of the athletics staff concerning any accident, collision, personal injury, or property damage. University employees shall notify an appropriate athletic administrator and file a report with University Services Department and Campus Safety. The owner of the vehicle should notify their insurance company immediately.
- f. Student-athletes must abide by university approved travel arrangements, including but not limited to transportation, flights, and meals with the team under supervision of the head coach. Under extenuating circumstances (*\*not out of convenience*) a student-athlete may receive approval PRIOR to the trip to travel to and from competition. The Travel Waiver Authorization Form can be sent from the Head Coach and must have signature approval by the student-athlete, the student-athlete's parent/legal guardian, the head coach, and Director of Athletics.

#### **4. ACCIDENT AND MEDICAL INSURANCE**

The University does not provide medical insurance for any student-athletes or athletics staff who are driving to and from off-campus facilities. All student-athletes and athletics staff shall be responsible for any medical costs they incur during and/or as a result of the trip.

#### **5. PARTICIPATION**

Except with the permission of the appropriate approval, friends and family of student-athletes are not eligible to participate in travel opportunities falling under the Intercollegiate Travel Policy.

All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. The sponsoring athletics staff member should keep a list of all participants involved in the trip.

### **XVIII. STUDENT ATHLETE HEALTH AND WELLNESS**

#### **1. ATHLETIC TRAINING FACILITY POLICY**

##### **Athletic Training Room Rules:**

- a. All student-athletes must shower before any treatments or evaluations
- b. No cleats are allowed in the Athletic Training Clinic
- c. Athletes must be fully covered (shirt and shorts/pants) while in the Athletic Training facility
- d. Bags must be kept outside of the Athletic Training facility
- e. Student-athletes must sign in before any services are rendered

- f. An evaluation must be performed before any treatments are rendered
- g. Rude behavior or misconduct by the student-athlete may lead to refusal of services by the Athletic Training staff
- h. No food or drink is allowed in the Athletic Training Clinic

## **2. PRE-PARTICIPATION PHYSICALS AND INSURANCE POLICY**

All student-athletes must have a pre-participation physical examination every year. This physical exam must be completed before the student-athlete begins practice. Concordia University Irvine offers three physicals per year by their team physicians; two in the fall and one in the spring. A student-athlete must attend this physical prior to competition free of charge. The physical expires after one calendar year from the date of the physician's signature. If a student-athlete misses the scheduled team physical, the student-athlete will be required to set up an appointment with the team physician on their own and may incur an out-of-pocket expense.

New student-athlete Pre-Participation Physicals will include, but limited to, a comprehensive health history questionnaire, orthopedic exam, baseline concussion testing, and physician examination. All returning student-athletes will complete a health history questionnaire and may be directed for further testing if their health status has changed in the past academic year.

It is very important that student-athletes notify the athletic trainer of any changes in their medical insurance status. Falsifying information or terminating a student-athlete's insurance coverage may result in player ineligibility. If a student-athlete does not have insurance and a claim is submitted, the student-athlete and/or student-athlete's parents or guardian will be responsible for any and all fees incurred. All unpaid claims may be sent to a collection agency.

## **3. CONCUSSION MANAGEMENT POLICY AND PROCEDURES**

A concussion is a serious brain injury that can occur in both non-contact and contact sports. This injury results from the rapid translational (linear front-to-back, side-to-side) or rotational (angular) movement of the multi-lobular brain within the skull. Such rapid movement can result in damage or disruption of the brain cell structure and metabolism.

Altered brain function may result from this trauma and be expressed in a variety of physical symptoms (e.g., headaches, dizziness, sensitivity to light and sound), physical signs (e.g., loss of balance and coordination), cognitive deficits (e.g., memory and concentration losses) or emotional changes (e.g., depression and irritability). These signs or symptoms may occur immediately after the injury, or onset may be delayed. (The Sport Concussion Library)

A student-athlete diagnosed with a concussion WILL NOT return to play the same day of injury, nor will an athlete be permitted to return to play while symptomatic following a concussion.

CUI AT Staff utilizes a threefold approach to concussion management

- a. Education: Student-athletes and coaches will have direct access to their Certified Athletic Trainer for any questions associated with the diagnosis and care of a Concussion. A student-athlete concussion statement will be signed and kept on file in the Athletic Training Clinic.
- b. Pre-Season Baseline Testing: All student-athletes will have a valid Impact baseline score, SCAT3, and CSI checklist.
- c. Return-to-Play & Learn Protocols

#### **RETURN-TO-LEARN**

As part of the CUI Athletics Training staff's efforts to communicate clearly across campus and facilitate the return-to-learn process the DLRC, FAR, Director of Wellness Center, and Dean of Students will be notified of:

- a. All student-athlete concussions sustained via the "Concussion Notification"
- b. All student-athlete progress to full RTP and RTL
- c. CUI AT staff will work closely with student-athletes to determine if accommodations from the DLRC are needed as the student-athlete progresses through the Concussion protocol.
- d. DLRC will direct the student-athlete's academic accommodations and/or class absences.
- e. Full RTP and RTL will both accurately reflect the physical and cognitive healing of the student-athlete. Should there be any major discrepancies; a network of advanced medical professionals will be made available.

#### **4. INJURY AND ILLNESS POLICY**

- a. All student-athletes are required to have a current physical evaluation form signed by a licensed physician on file in the athletic trainer's office. No student-athlete will be permitted to participate in any athletic activity without a physical.
- b. All required physical, insurance, emergency medical and assumption of risk forms must be on file before the first day of practice.
- c. All student-athletes must have their parent or guardian file a student insurance form with the athletic training office which provides information on the student-athlete's primary insurance coverage. If the family or student-athlete does not have insurance coverage, the student-athlete must purchase a primary insurance policy before participating in any practice. If the student-athletes insurance changes midway through the year, it is vital that the student-athlete informs the athletic training staff. Coverage for medical claims may be affected if the appropriate information is not provided.
- d. Student-athletes who are ill should contact the athletic training staff or their health practitioner.
- e. Injuries sustained during practice, games or conditioning programs must be reported to the athletic trainer for referral to the appropriate sports medicine specialist.

1. The physician and/or athletic trainer must evaluate the student-athlete before he/she will be allowed to continue participation in a sport season.
2. Release from further participation because of illness or injury does not excuse the student-athlete from participation in the program in other meaningful ways commensurate with ability. Failure to comply may result in a loss of Financial Athletic Award (LOI).
3. Student-athletes must find their own transportation to doctor appointments and for continued treatment at the appropriate medical facility.
4. Student-athletes are to schedule their appointments to miss the least amount of class time.
5. Athletic insurance coverage is explained in a letter presented to the student-athlete prior to their participation.

## **5. DISABILITY POLICY**

Concordia University Irvine is dedicated to providing students with disabilities access to the programs, services, and activities of the university as required by the Americans with Disabilities Act (1990) and Amendment (2008) and by Section 504 of the Rehabilitation Act (1973). Section 504 states: "No otherwise qualified individual shall, solely by his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

## **6. INSURANCE PROCEDURES**

Once an injury occurs, the student-athlete must complete an accident insurance claim form with the athletic trainer. Failure to do this in a timely manner may result in a delay or non-distribution of payment for the injury incurred.

- a. A copy will be kept in the student-athletes file and the original will be sent to the insurance coordinator.
- b. Upon a student-athlete receiving any billings, they must submit each and every one of them to the student-athletes primary insurance company.
- c. Request worksheets (Explanation of Benefits) on payments made by the student-athletes primary insurance or statement by the student-athletes insurance company of areas they do not cover. Please forward these to Concordia University Irvine's insurance coordinator or athletic trainer. Because Concordia University Irvine's athletic insurance is secondary insurance, we must show proof that all bills have been submitted to the student-athletes insurance company first.
- d. Please keep in mind that these processes do take time, up to one year in some cases. If the student-athlete receives any notices from collection agencies, please forward copies to the Concordia University Irvine's insurance coordinator.



## 7. MENTAL HEALTH SUPPORT

Concordia University Irvine provides mental health services and resources to student-athletes during their college experience through the Psychological Counseling Services, housed in the Wellness Center. The Concordia University Irvine athletics staff is eager to provide support and referrals that foster mental health and well-being, promote excellence in educational and athletic goals, and contribute to safe, welcoming, and multiculturally aware campus community. Services included confidential personal counseling and performance psychology services.

As a Concordia University Irvine student, mental health support is provided for a nominal fee. Appointments can be made by:

- a. Contacting the Athletic Training Staff / Coaching Staff
- b. Calling the Wellness Center front desk at (949)214-3102
- c. Walk-in appointments are not recommended but can be accommodated due to the severity of need at the Wellness Center

Services rendered with the Psychological and Counseling Staff will be fully confidential. Any information discussed will not be shared with coaches, sports information, media, or any other CUI staff member without written consent or in instances where disclosure is required by law.

## 8. PREGNANCY

The Concordia University Irvine athletics department is committed to the personal health and development of all our members, and to the educational mission of our school. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. We strive to protect every student-athlete's physical and psychological health, and their ability to complete their education. Federal Laws Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students.

1. This means that our student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom.
2. In addition, a student's medical information may be protected by other federal laws.
3. Some actions that may be permissible under NCAA rules are impermissible under federal law, and our institution adheres to federal law.

In order to comply with federal law our athletics department will only require a pregnant or parenting student-athlete's physician to certify physical and emotional fitness as a condition for participating in athletics when such certification is required of student-athletes who experience other temporary disabilities.

## XIV. DRUG/ALCOHOL EDUCATION AND TESTING PROGRAM

The Athletics Department at Concordia University Irvine is concerned with the health, safety and welfare of the student-athletes who participate in its programs and represent the University in competitive athletics. Substance use and abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and over-the-counter dietary supplements, use of performance-enhancing substances, use of alcohol and inappropriate use of tobacco are completely

inconsistent with the standards expected of student-athletes at Concordia University Irvine. Substance use and abuse in sport can pose risks to the student-athlete's health and negatively affect his or her academic and athletic performance. It can also compromise the integrity of athletic competition and the ideals of Concordia University Irvine. All policies related to tobacco, alcohol and all other illegal substance use, are applicable to every enrolled Concordia University Irvine student-athlete regardless of academic eligibility status. Each of these policies are enforceable on campus, off-campus, while traveling on behalf of the university, and all other sponsored events. No alcoholic beverages, tobacco or illegal drugs are to be purchased by or possessed by any team member while travelling to and from a school sponsored event.

It is in keeping with the mission of Concordia University Irvine that we provide the following institutional philosophy on this topic and offer programs designed for educational awareness and prevention. The statement of the University policies on Drugs, Alcohol and Tobacco is contained in the Concordia University Irvine Student Code of Conduct and Student Handbooks. It is the hope of the University and Athletics Department that individuals who abuse alcohol or other drugs will recognize their problems and voluntarily come forward to seek help. When abuse has resulted in harm to people or property, the University and Athletics Department must deal with the conduct. When abuse has not been coupled with problem behaviors, the University and Athletics Department wants to enable student-athletes to seek help without fear of incrimination. At this point, the University and Athletics Department will work with a student-athlete to identify means of assessing and treating the problem. Persons voluntarily opting for treatment should involve family and coaches as soon as possible.

Abuse of any drug is a violation of the alcohol/drug policy. The sale or possession of controlled substances on campus is strictly prohibited by the University and Athletics Department may subject the individual to criminal prosecution as well as university sanctions. If the University and Athletics Department has reason to believe that a particular student-athlete has a problem with any form of drugs or alcohol, the individual will be encouraged to acknowledge the problem to seek help. The University and the Athletics Department may require an individual receive a formal assessment to determine the appropriate response. Participation in a treatment program will not, in itself, prevent the imposition of disciplinary sanctions. Continued use of chemical substances, including alcohol, will result in sanctions up to and including expulsion from the University.

**A. PURPOSE**

The Athletics Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our student-athletes, to promote fair competition in athletics, to affirm compliance with applicable rules and regulations on drug and alcohol abuse, to identify student-athletes who are improperly using drugs or alcohol and to assist them before they harm themselves or others. Furthermore, the Athletics Department recognizes its responsibility to provide educational programming that will support a positive decision-making process.

The intent of these policies is not to interfere unduly with the private lives of the student-athletes who compete in Concordia University Irvine Athletics, but to deter substance use and abuse by student-athletes through education, testing, and professional guidance.

- a. **Education** – providing student-athletes and athletics staff with accurate information about the problems associated with substance use in sport, promoting health and safety in sport;
- b. **Testing** – analyzing biological specimens to detect prohibited substances student-athletes may introduce to their bodies and punitive consequences resulting from use; and
- c. **Professional Referral** – facilitating appropriate treatment and rehabilitation of student-athletes.

**B. CONSENT TO PARTICIPATE**

As a condition of participation in athletics at Concordia University Irvine, each student-athlete will be required to sign a consent form agreeing to undergo drug testing. A copy of this consent form will be kept on file in the Compliance office. Failure to consent to or to comply with the requirements of this policy will result in suspension from participation or termination of eligibility (including scholarships) to participate in athletics at Concordia University Irvine. Each student-athlete will be given a copy of the Athletics Drug Education and Testing policy and will be required to participate in an informative session describing alcohol, tobacco and other drug education and testing policies. Additionally, student-athletes will be given an opportunity to ask any questions regarding the information contained in the policy, the testing program, or other related issues prior to signing the drug-testing consent form.

**C. ALCOHOL, TOBACCO AND OTHER DRUG EDUCATION**

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. Concordia University Irvine will conduct an alcohol, tobacco, and drug education program for student-athletes. These educational programs are designed to review athletics department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs. Appropriate educational materials will be made available to participants including the Drug Education and Testing Policies and a list of banned substances. All student-athletes and athletics staff members are required to attend. Make-up sessions are available for participants who must miss a scheduled educational session for an approved reason. In addition to educating student-athletes and athletics staff about the various policies, a review of the Concordia University Irvine institutional drug-testing program will be conducted. Dietary supplements and their inherent risks will be discussed. Time will be allowed for questions from participants. In addition, specialized educational programs may be arranged to provide participants the opportunity to learn more about the dangers of specific substances.

**D. ALCOHOL POLICY**

Concordia University Irvine does not condone the illegal or otherwise irresponsible use of alcohol. It is the responsibility of every member of the University community to know the risks associated with alcohol use and abuse. This responsibility obligates student-athletes to know relevant University policies and federal, state and local laws and to conduct themselves in accordance with these laws and policies. This policy extends to the recruitment of prospective Concordia University Irvine student-athletes. Prospective student-athletes visiting campus and socializing with current students are expected to participate in all activities without the influence of alcohol. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws. Likewise, it is illegal for anyone to supply alcoholic beverages to persons under the age of 21.

The Athletics Department will follow the standards and regulations set forth in the University Student Code of Conduct upon conviction or plea of guilty to alcohol violations. The respective Head Coach reserves the right to further discipline the student-athlete to the best interest of the program as a whole.

#### **E. TOBACCO POLICY**

The use of tobacco products is prohibited by all game personnel (e.g. coaches, student-athletes, athletic trainers, managers and game officials) in all sports during practice, competition, travel and in any other capacity while officially representing Concordia University Irvine per the NCAA. A student-athlete who violates this tobacco policy will receive a warning upon first offense. The Director of Athletics or his/her designee will sanction other game personnel who violate this tobacco policy on a case-by-case basis. For more information regarding NCAA regulations regarding tobacco use, please visit

<https://www.ncaa.org/sites/default/files/Tobacco%20Free%202014.pdf>

#### **F. NUTRITIONAL / DIETARY SUPPLEMENTS**

Concordia University Irvine Department of Athletics personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain banned substances. Oftentimes the labeling of dietary supplements is not accurate and is misleading. Terms such as “healthy” or “all natural” does not mean dietary supplements do not contain a banned substance or are safe to take. Using dietary supplements may cause a positive drug test. Therefore, the purity and safety of nutritional/dietary supplements cannot be guaranteed. Student-athletes who are currently taking dietary supplements or intend to take any are required to review the product with the Head Athletic Trainer. Student-athletes are encouraged to contact Drug Free Sport Axis for additional information on dietary supplements and other banned substances.

#### **G. PROHIBITED DRUGS/SUBSTANCES AND UNLAWFUL ACTIVITY**

The drug screening process may include analysis of, but is not limited to, the National Collegiate Athletic Association’s (NCAA) list of banned-drug classes. The NCAA may update this list from time to time and student-athletes will be subject to testing for the most current list of banned substances. For an ongoing updated listing of the banned-drug list, view the NCAA’s web site at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). Concordia University Irvine requires that all student-athletes keep the athletic training staff and/or team physician aware of any prescribed drugs and dietary supplements that he or she may be taking.

Smelling salts are prohibited. If in violation of the use or possession of California illegal substances the student-athlete will be immediately suspended from all CUI athletic activity indefinitely. CUI Athletics will follow the Student Code of Conduct and reserve the right to return the student-athlete back to activity (competition, practice or training) until the medical staff has safely determine the health and clearance of the student-athlete. The medical staff includes CUI physicians and Head Athletic Trainer.

Student-athletes in violation of any of the following will immediately be suspended from all athletic activity indefinitely and can return upon the approval of the Head Coach, Director of Athletics, CUI Physicians, Head Athletic Trainer, and University Code of Conduct. The second offense of any of the following may result in immediate removal from the CUI Athletics department and CUI Athletics reserves the right to withhold activity based on professional judgement, health and well-being of the student-athlete, team and department.

1. Driving under the influence (DUI/DWI) or other motor vehicle violations involving alcohol or drugs
2. Public intoxication/ Drunk and disorderly
3. Other violations of law involving alcohol or recreational/illegal drugs, including possession or sales
4. Major offenses or allegations including but not limited to harassment, prostitution, robbery, sexual assault, battery, etc.

## H. TESTING PROTOCOL

All teams under the Department of Athletics may be tested at any time, including but not limited to, pre-season, post-season, and championship segments. Drug testing will be conducted at least once a semester and upon each case-by-case follow-up/re-entry test. Student-athletes will be notified in-person or by direct telephone contact that he or she has been selected for testing, and when and where the testing will take place. Student-athletes will report immediately to the testing site with one form of identification.

### a. **Unannounced Random Testing**

All student-athletes who have signed the institutional drug-testing consent form and are listed on their respective team roster are subject to unannounced random testing. Student-athletes listed on the team roster that have exhausted their eligibility or who have had a career-ending injury will not be selected for testing. All other student-athletes are subject to testing.

The Director of Athletics or his/her designee will select student-athletes from the official team roster by using a computerized random number program.

### b. **Reasonable Suspicion Screening**

A student-athlete may be subject to testing at any time when the Director of Athletics, Coaching Staff, Athletics Training Staff, Wellness Center Staff, and Student Life determines there is individualized reasonable suspicion to believe the participant is using a banned substance. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics.

Reasonable suspicion may be found, but not limited to:

1. Observed possession or use of substances appearing to be prohibited drugs,
2. Prior arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or
3. Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Director of Athletics or his/her designee will notify the student-athlete and the student-athlete must stay with a member of his/her coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced.

c. **Follow-up Testing**

A student-athlete who has returned to participation in a varsity sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

d. **Re-entry Testing**

A student-athlete who has had his or her eligibility to participate in athletics at Concordia University Irvine suspended may, at the discretion of the Director of Athletics, be required to undergo re-entry drug testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the sports program is appropriate.

**I. SPECIMEN COLLECTION PROCEDURES**

- a. Only the Director of Athletics or his/her designee and those persons authorized as an approved collector will be allowed in the collection site.
- b. Upon entering the collection site, the student-athlete identity will be verified through a picture identification card by the Director of Athletics or approved collector.
- c. When ready to urinate, the student-athlete will select a cup and a sealed screening lid from a supply of such and will record his/her identification number on the screening lid.
- d. An approved collector will monitor the production of the specimen by observation in "high trust" to assure the integrity of the specimen until a specimen of at least 85 mL is provided.
- e. Once a specimen (at least 85 mL) is provided, the student-athlete is responsible for keeping the screening lid closed and controlled.
- f. Fluids given student-athletes who have difficulty voiding must be from sealed containers (approved by the Director of Athletics or his/her designee) that are opened and consumed in the collection site. These items must be free of any banned substances.
- g. If the specimen is incomplete, the student-athlete must remain in the collection site until the sample is completed. During this period, the student-athlete is responsible for keeping the collection cup closed and controlled.
- h. Once a specimen (at least 85 mL) is provided, an approved collector will check the temperature of the specimen.
- i. If the urine has a temperature not within 90°F to 100°F, the specimen will be discarded by the student-athlete. The student-athlete must remain in the collection site until another specimen is provided. The student-athlete will provide another specimen.
- j. Redwood Toxicology Laboratory will make final determination of specimen adequacy.
- k. If the laboratory determines that a student-athlete's specimen is inadequate for analysis, at the institution's discretion, another specimen may be collected.

- l. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, adulteration, substitution), the institution will have the authority to deem the specimen as a positive result.
- m. Once a specimen has been provided that meets the on-site parameters, the student-athlete will select a specimen collection kit and a uniquely numbered Student-Athlete Signature Form from a supply of such.
- n. The approved collector who monitored the collection of the specimen by observation will sign the Student-athlete Signature Form.
- o. The student-athlete will place the lid on each cup; the approved collector will then seal each cup in the required manner under the observation of the student-athlete.
- p. All sealed specimens will be placed in a shipping case. The approved collector will put the laboratory copy of the Student-Athlete Signature Form in the case, and prepare the case for forwarding.
- q. The student-athlete and witness (if present) will sign the Student-Athlete Signature Form certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded on the Student-Athlete Signature Form at that time. If deviations are alleged, the student-athlete will be required to provide another specimen.
- r. The approved collector will sign the Student-Athlete Signature Form, give the student-athlete or a designee a copy and secure all remaining copies. The compiled Student-Athlete Signature Forms constitute the “Master Code” for that drug testing.
- s. After the collection has been completed, the specimens will be forwarded to the laboratory and all copies of all forms forwarded to the designated persons.
- t. Refusal to sign the Student-Athlete Notification Form or the Student-Athlete Signature Form, arrive at the collection site at the designated time without justification or provide a urine specimen according to protocol is cause for the same action(s) as evidence of use of a banned substance. The Director of Athletics or his/her designee will inform the student-athlete of these implications. If the student-athlete is not available, he/she will be considered to have withdrawn consent and will be ineligible on that basis.

#### **J. SUSPECTED MANIPULATION**

A student-athlete who is suspected of manipulating his/her urine sample is cause for the same action(s) as evidence of use of a banned substance and subject to follow-up testing. Manipulation can include the ingestion of substances (e.g. herbal remedies) or over-hydrating to mask a banned substance.

#### **K. ABSENT AND NO SHOW IMPLICATIONS**

The Director of Athletics may release a sick or injured student-athlete from the collection procedure or to meet academic obligations only after appropriate arrangements for having the student-athlete tested have been made.

All other student-athletes that do not report to the designated collection site at the time of notice will be cause as evidence of use of a banned substance and subject to the penalties set forth.

## L. REPORTING RESULTS

Urine samples will be collected and sent to an approved laboratory for analysis. Each sample will undergo a GC/MS confirmation test to determine if banned drugs or substances are present. Results will be made available to the Head Athletic Trainer and Director of Athletics. The Director of Athletics will review the results and, if there is a positive drug test, he/she will set up a meeting with the student-athlete, the Head Athletic Trainer, and the head coach. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test. If the laboratory reports a specimen as substituted, manipulated or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.

## PENALTIES

- Refusal to sign a Drug Education and Testing consent form prohibits a student-athlete from participating in any intercollegiate sport at Concordia University Irvine.
- Parental notification of a positive test may be communicated through the Office of Student Life.

Any student-athlete who is responsible for observed use, possession, and/or positive test result for a banned substance or who refuses to submit to a required drug test as described in this policy shall be subject to the following sanctions:

### a. **First Offense:**

1. The positive drug test finding(s) will be reported directly to the Director of Athletics or his/her designee. The Director of Athletics or his/her designee will schedule a confidential meeting with the student-athlete and the head coach to inform of the results.
2. The Head Athletic Trainer will be informed and will be the designated personnel to oversee a fair and effective process. The Head Athletic Trainer will also be a primary member of the Return to Play Health assessment team to determine re-entry, clearance, and participation limits based on health.
3. The team physician will be informed of the positive result. The physician also serves as an active member of the Return to Play Health assessment team
4. The student-athlete will be required to attend a drug counseling assessment session at the Counseling Center. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. If the Concordia University Irvine counselor deems necessary, the student-athlete may be referred for counseling or treatment from an off-campus provider, at the student-athlete's expense. Any fees accumulated through this process, including the re-testing fee will be assumed by the student-athlete.
5. A negative test (meaning no drugs/alcohol or any other illegal substance was found) must be provided to return to athletic participation. If the student-athlete is found non-compliant or produces another positive result during the follow-up, testing the Second Offense sanctions will be enacted.



6. The student-athlete will be suspended indefinitely from all athletic activity including competition and practice until medically cleared by the Return to Play assessment team.
7. The student-athlete may not be permitted to return to competition in intercollegiate sports until he/she has complied with the counselor's directions for treatment and has had a negative result (means no drugs/alcohol or any other illegal substance was found) on a re-entry drug test.
8. The student-athlete may practice with the team prior to a re-entry drug test, if the team physician can verify the student-athlete's safe participation in strenuous activity.

**b. Second Offense**

1. The positive drug test finding(s) will be reported directly to the Director of Athletics or his/her designee. The Director of Athletics or his/her designee will schedule a confidential meeting with the student-athlete and the head coach to inform of the results.
2. The Head Athletic Trainer will be informed and will be the designated personnel to oversee a fair and effective process. The Head Athletic Trainer will also be a primary member of the Return to Play Health assessment team to determine re-entry, clearance, and participation limits based on health.
3. The team physician will be informed of the positive result. The physician also serves as an active member of the Return to Play Health assessment team
4. The student-athlete will be immediately suspended from team practices and games for a minimum of 30 days and for 50% of all in-season competition. If the student-athlete tests positive during their non-competition season, they will serve the suspension at the beginning of their following season.
5. The student-athlete will be required to attend or continue attending drug-counseling sessions at the Counseling Center or at the appropriate off-campus facility.
6. The student-athlete may not be permitted to return to competition until he/she has complied with the counselor's directions for treatment and has had a negative result on a re-entry drug test.

**c. Third Offense**

1. The third positive drug test finding(s) will be reported directly to the Director of Athletics or his/her designee. The Director of Athletics or his/her designee will schedule a confidential meeting with the student-athlete and the head coach.
2. The student-athlete will be permanently dismissed from participation in any varsity sports at Concordia University Irvine.
3. Concordia University Irvine may exercise the right to withdraw any financial athletic awards.

**M. VOLUNTARY DISCLOSURE/SAFE HARBOR**

- a. A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Athletics Department by voluntarily disclosing his or her use.

- b. If the student-athlete seeks assistance prior to being identified as having violated this policy or being notified that he or she must undergo screening, the impermissible use will not be deemed an offense for purposes of determining sanctions under this policy; however, the student-athlete will be ineligible to participate in athletics pending an evaluation. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA postseason competition.
- c. The student-athlete will be required to undergo an evaluation by a substance abuse counselor. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The counselor will provide a summary of his or her findings and recommendations to the Director of Athletics or his/her designee.
- d. A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. However, the student-athlete will not be permitted to return to participation in intercollegiate sports until the counselor has interviewed the student-athlete following the conclusion of the recommended treatment (or stage of treatment, as applicable) and has determined that reentry into intercollegiate sports is appropriate. If the counselor deems it necessary, the student-athlete will be required to undergo drug testing as part of the re-entry evaluation.
- e. Failing to complete the treatment recommended by the counselor, having a positive test for any banned substance after entering the Safe Harbor Program, or having a positive result on a re-entry drug or alcohol test will be deemed a first offense under this policy.
- f. If the student-athlete regains his or her eligibility to participate in intercollegiate sports, he or she may be required to undergo unannounced follow-up tests at the discretion of the Director of Athletics in consultation with the counselor.

#### **N. APPEAL PROCESS**

Student-athletes who test positive for a banned substance by the laboratory retained by Concordia University Irvine may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request for additional testing of the sample, the Director of Athletics or his/her designee will formally request the laboratory retained by the University to perform testing on specimen B. The athlete will be responsible for all costs associated with specimen B analysis (e.g., laboratory cost, travel costs).

Student-athletes who test positive under the terms of Concordia University Irvine Athletics Drug Education and Testing Program will be entitled to a hearing with the Director of Athletics or his/her designee and the Drug Testing Committee prior to the imposition of any sanction. Requests for such a hearing must be made within 72 hours of notification of a positive test result. If the 72 hours would end on a weekend, the request must be made by noon on the next business day. Request must be in writing and received by the Director of Athletics.

The student-athlete may have an advocate or other representative present if the student-athlete so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or

the other parties involved may request an extension of time to the Director of Athletics or his/her designee, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee and the Drug Testing Committee regarding the sanction to be imposed shall be final, other appeal processes of the University are not withstanding.

#### **O. MEDICAL EXCEPTION PROCESS**

Concordia University Irvine recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the State of California allows exceptions to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a substance. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta-blockers, diuretics and peptide hormones.

The student-athlete is required to inform the Athletic Training Staff of all medications he or she is taking at the beginning of each athletic season. Concordia University Irvine should maintain in the student-athlete's medical records a letter from the prescribing physician that documents the student-athlete's medical history demonstrating the need for regular use of such a drug. The letter should contain information as to the diagnosis (including appropriate verification), medical history and dosage information.

In the event a student-athlete tests positive, the Head Athletic Trainer in consultation with the Team Physician will review the student-athlete's medical record to determine whether a medical exception should be granted.

#### **P. NCAA DRUG TESTING PROGRAM**

In addition to the Concordia University Irvine drug testing program, the NCAA has a Drug Testing Program that we are required to follow. The following are the NCAA testing procedures and appeal processes:

- a. Every Division II institution is subject to year-round drug testing. Division II institutions not sponsoring football will be selected at least once every two years.
- b. If Concordia University Irvine is selected for year-round drug testing, the Director of Athletics, site coordinator and one additional athletic administrator will receive notification from Drug Free Sport no sooner than 48 hours prior to the test date. In some cases, institutions may receive only 24 hour notice. After Drug Free Sport has randomly selected student-athletes for drug testing, the site coordinator will receive the roster of selected student-athletes. The site coordinator is responsible for notifying Student-Athletes of their selection for drug testing and having them sign the NCAA Drug-Testing Consent Form. Student-Athletes must be notified in person or via direct communication.
- c. A Student-athlete who tests positive for a banned drug other than a "street drug" 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.
- d. A student-athlete who test positive for a "street drug" shall be withheld from competition for 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test).

- e. If a student-athlete tests positive a second time for the use of any drug, other than a “street drug” as defined in NCAA Bylaw 31.2.3.2, he or she shall lose all remaining regular season and postseason eligibility in all sports. In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.
- f. An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). In all sports, the committee may reduce the legislated penalty to withholding the student-athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty. If the committee requires the student-athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports, the student-athlete shall remain ineligible until the prescribed penalty is fulfilled, the Student-Athlete tests negative and the student-athlete’s eligibility is restored by the Committee on Student-Athlete Reinstatement.

## **APPENDIX A: 2019-2020 NCAA BANNED DRUGS**

**It is your responsibility to check with the appropriate or designated athletics staff before using any substance.**

**The NCAA bans the following classes of drugs:**

1. Stimulants.
2. Anabolic Agents.
3. Alcohol and Beta Blockers (banned for rifle only).
4. Diuretics and Other Masking Agents.
5. Street Drugs.
6. Peptide Hormones and Analogues.
7. Anti-estrogens.
8. Beta-2 Agonists.

***Note: Any substance chemically related to these classes is also banned.***

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified. See *exceptions* in the following examples listed for each class.

### **Drugs and Procedures Subject to Restrictions:**

- Blood doping.
- Gene doping.
- Local anesthetics (under some conditions).
- Manipulation of urine samples.
- Beta-2 Agonists permitted only by prescription and inhalation (i.e., Albuterol).

### **NCAA Nutritional/Dietary Supplements Warning:**

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff.

- Dietary supplements, including vitamins and minerals, are not well regulated and may cause a

positive drug test result.

- Student-athletes have tested positive and lost their eligibility from using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.

*Any product containing a dietary supplement ingredient is taken at your own risk.*

### **Some Examples of NCAA Banned Substances in Each Drug Class**

***There is NO complete list of banned substances.***

**Do not rely on this list to rule out any label ingredient.**

#### **1. Stimulants:**

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); dimethylamylamine (DMAA, methylhexanamine); “bath salts” (mephedrone); Octopamine; hordenine; dimethylbutylamine (DMBA, AMP, 4-amino methylpentane citrate); phenethylamines (PEAs); dimethylhexylamine (DMHA, Octodrine) etc.

*exceptions: phenylephrine and pseudoephedrine are not banned.*

#### **2. Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):

Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; testosterone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033); etc.

#### **3. Alcohol and Beta Blockers** (banned for rifle only):

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

#### **4. Diuretics (water pills) and Other Masking Agents:**

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

*exceptions: finasteride is not banned.*

#### **5. Illicit Drugs:**

heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

#### **6. Peptide Hormones and Analogues:**

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1 (colostrum); etc.

*exceptions: insulin, Synthroid are not banned.*

**7. Anti-Estrogens:**

anastrozole; tamoxifen; formestane; ATD, clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3,5-dien-7,17-dione), letrozole; etc.

**8. Beta-2 Agonists:**

bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

***Any substance that is chemically related to the class, even if it is not listed as an example, is also***

***banned!***Information about ingredients in medications and nutritional/dietary supplements can be

obtained by contacting Drug Free Sport AXIS™ at 877/202-0769 or [www.drugfreesport.com/axis](http://www.drugfreesport.com/axis)

password: ncaa1, ncaa2 or ncaa3.

## STUDENT ATHLETIC HANDBOOK ACKNOWLEDGEMENT PAGE

My signature below attests that I understand and agree to abide by the ideals, standards, philosophies and regulations of Concordia University Irvine. As a student-athlete I am responsible for the information in the CUI Student-Athlete Handbook. I understand the policies could change and that it is my responsibility to keep up-to-date with the handbook. I understand that this handbook is available for review on the CUI Athletics website.

It is my responsibility to ask any questions I may have about any policy or procedure that I do not understand or for which I need clarification.

---

Student-Athlete (Print)

---

Student-Athlete Signature (Date)