

**CONCORDIA UNIVERSITY
INTERCOLLEGIATE ATHLETIC**

**STUDENT-ATHLETE
HANDBOOK
2011-2012**



TABLE OF CONTENTS

Letter from Intercollegiate Athletic Director	Page 3
Highlights: 2010-2011.....	Page 4
Athletic Department Staff Directory.....	Page 5
Letter from Faculty Athletic Representative	Page 6
Vision Statement.....	Page 7
NAIA Champions of Character	Page 8
<u>SECTION I</u>	
NAIA Eligibility Requirements	Page 9
General Requirements	Page 9
Hardship Requests	Page 11
Conclusion	Page 12
<u>SECTION II</u>	
Student-Athlete Code of Conduct and Attitude.....	Page 13
Interim Sanctions.....	Page 15
Investigation Process	Page 15
<u>SECTION III</u>	
Office of Financial Aid	Page 17
Financial Athletic Award (LOI) Policy.....	Page 18
Non-Renewal of a Financial Athletic Award.....	Page 18
Termination of a Financial Athletic Award.....	Page 19
<u>SECTION IV</u>	
Appeal Process	Page 20
For Non-Renewal of a Financial Athletic Award.....	Page 20
For Termination of a Financial Athletic Award	Page 20
For Administrative Decisions	Page 21
<u>SECTION V</u>	
Expectation Policies	Page 23
Class Attendance Policy	Page 23
Study Hall Policy	Page 24
Athletic Training Facility Policy.....	Page 24
Pre-Participation Physicals and Insurance Policy.....	Page 24
Injury and Illness Policy	Page 25
Hazing Policy.....	Page 26
Drugs, Alcohol, and Tobacco Policy	Page 26
Community Misconduct Policy	Page 27
Sexual Misconduct Policy.....	Page 28
Social Networking Policy	Page 28
Disability Policy	Page 29
Practice Policy.....	Page 30
Game Policy	Page 30
Travel Policy	Page 30
Equipment Policy	Page 31
Fitness Center Policy.....	Page 31
<u>SECTION VI</u>	
Grievance Procedure.....	Page 33

LETTER FROM ATHLETIC DIRECTOR

Dear Student-Athlete,

On behalf of Concordia University and the entire Intercollegiate Athletic Staff...

Welcome to Concordia Athletics!

We are very excited that you have decided to join our Concordia Athletics Family, one that is blessed with a long-standing tradition of excellence in the classroom and in the competitive arena. Concordia Intercollegiate Athletics, along with the University as a whole, is committed to providing our student-athletes with the best possible environment for academic, spiritual and athletic growth.

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

The Student-Athlete Handbook provides you and the Intercollegiate Athletic 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 an Athletics Family, and to your success as a student-athlete.

GO EAGLES!

David Bireline

David Bireline
Director of Intercollegiate Athletics

STRIVING TOGETHER FOR EXCELLENCE

- Eighth-place finish in Learfield Sports Director's Cup in 2010-11 Year
- Five consecutive top-10 finishes in Learfield Sports Director's Cup (2007-2011)
- 2003 Men's Basketball NAIA National Champions
- 2000 Combined Men's and Women's Cross Country NAIA National Champions
- 12 Golden State Athletic Conference titles
- 185 NAIA All-Americans
- 227 NAIA Scholar-Athletes
- 2011 Men's Baseball NAIA National Champions

HIGHLIGHTS FROM 2010-11 ACADEMIC YEAR

- Three individual NAIA National Championship shot-put titles by Nick Robinson
- Quarterfinalist National Championships women's volleyball
- Three Individual NAIA National Championship swim titles by Alex Peters
- Justin Johnson named NAIA men's basketball player of the year
- Baseball NAIA World Series Champion
- Nine Concordia teams advance to NAIA National Championships
- Both Men's and Women's water polo participated in NAIA National Invitational
- Men's water polo National Invite Champions
- Men's basketball Championships quarterfinalists
- Men's and women's swim and dive sixth place NAIA championship

ATHLETIC DEPARTMENT STAFF DIRECTORY

DEPARTMENT/TITLE	NAME	OFFICE LOCATION	PHONE NUMBER
Athletic Director	Dave Bireline	Gym 200 A	949-214-3209
NAIA Faculty Athletic Representative	Dr. Curt Cattau	Alpha 205	949-214-3269
Associate Athletic Director	Greg Dinneen	Gym 200 B	949-241-3210
Compliance Officer/Assistant to the Athletic Director	Erin Bohn	Gym 200	949-214-3208
Sports Information Director	Brian Gaul	Gym 200 G	949-2143211
Fitness Center Director	Joe Turgeon	Weight/Cardio Room	949-214-3220
Head Athletic Trainer	Korey Kobata	Gym 141	949-214-3245
Assistant Trainer	Jessina Stedman		949-214-3246
Assistant Trainer	Jennifer Rizzo		949-214-3273
Assistant Trainer	Isak Yoon		
Head Baseball Coach	Mike Grahovac	Gym 200 F	949-214-3219
Assistant Coach	Joe Turgeon	Gym 200 F	949-214-3220
Head Cross Country/Track Coach	Jim Brewer	Gym 200 C	949-214-3242
Assistant Coach	Mark Sellers	Gym 200 C	949-214-3243
Head Tennis Coach	Jonathan Sanchez	Gym 100	949-214-3240
Director of Aquatics/Head Swim & Dive Coach	Ken Dory	Gym 200 H	949-214-3214
Head Water Polo Coach	Steve Carrera	Gym 200 H	949-214-3216
Director of Soccer	Chris Gould	Gym 100	949-214-3236
Assistant Coach	Cheyne Gordon	Gym 100	949-214-3237
Assistant Coach	Mike Oseguera	Gym 100	949-214-3238
Head Men's Basketball Coach	Ken Ammann	Gym 100	949-214-3228
Assistant Coach	Justin Williams-Bell	Gym 100	949-214-3229
Head Softball Coach	Crystal Rosenthal	Gym 200 D	949-214-3223
Assistant Coach	Rose Imbriano	Gym 200 D	949-214-3225
Head Volleyball Coach	Dan Fisher	Gym 200 Eagles Nest	949-214-3249
Assistant Coach	Trevor Johnson	Gym 200 Eagles Nest	949-214-3250
Head Women's Basketball Coach	Jenny Hansen	Gym 200 E	949-214-3232
Assistant Coach	Joial Griffith	Gym 200 E	949-214-3233

LETTER FROM FACULTY ATHLETIC REPRESENTATIVE

Dear Student-Athlete,

On behalf of the Concordia University Faculty...

Welcome to Concordia Athletics!

As a representative of the faculty to the Athletic Department it is my privilege to work with you as you compete in athletics at Concordia University. The decision to participate in collegiate athletics means success in the classroom as well as your athletic pursuits. It is my goal to help you achieve that success in both those areas.

Together, the experiences in your academic life, athletic endeavors and social events will provide the environment that develops you as a Wise, Honorable and Cultivated graduate of Concordia University. Our commitment is to provide you with the opportunities you need to develop spiritually, mentally and physically as you take this journey.

You have unique talents and God has provided you this opportunity to use those talents to glorify and honor Him in sport as a collegiate athlete. As a Concordia University athlete you have certain responsibilities and my responsibility as FAR is to help you understand the area of academic eligibility. Please work with me and be familiar with the guidelines in this Student-Athlete Handbook. This will be a critical element to the success we expect you to have as a student-athlete at Concordia University.

I look forward to serving you as your Faculty Athletic Representative.

GO EAGLES!

All the Best!
Blessings,

Curt W. Cattau

Curt W. Cattau PhD
Associate Professor
Exercise and Sport Science
Faculty Athletic Representative

The Vision of

CONCORDIA UNIVERSITY INTERCOLLEGIATE ATHLETICS

We are a City on a Hill. We are changing the world, one life at a time, through the vehicle of intercollegiate athletics. As coaches we do this by **transforming** lives. Our players will come to us as average young people but graduate as extraordinary men and women. The average person influences 10,000 people in their life. Our outstanding student-athletes will impact many more! Eagle graduates will become leaders of their families, businesses, churches, communities and their nation as they pursue faithfulness and excellence in their relationships and endeavors.

Concordia University Intercollegiate Athletics is anchored in one **primary purpose: serving the long-term welfare of the players God has placed in our programs.**

Our first priority is to create and foster a Christ-based community (family) where the love of God and of people is constantly evident. This includes sharing the Gospel with those whom God places in our care and path. Our next priority is the molding of indomitable Character to secure the base needed for a life that makes a difference. Thirdly, we want to ensure that our students receive an exceptional education – one that opens doors for them to serve according to their talents and calling. Finally, we want them to experience competitive excellence as measured by Christian standards.

The four core objectives are captured in our program’s Mission:

Sharing Jesus Christ and winning on and off the field.

We share Jesus as part of the Great Commission. When Jesus said, “Go, and make disciples” a literal translation would have been, “As you go, make disciples....” As we undertake this journey together as administrators, coaches and athletes, discipling occurs. In other words, spiritual growth and development is intentionally woven into every aspect of the shared experience.

NAIA CHAMPIONS OF CHARACTER

The NAIA “Champions of Character” initiative is designed to assist those influenced by sports programs to know the right thing, do the right thing and value the right thing inside of and outside of the sports setting.

CORE CHARACTER VALUES

RESPECT: Respect for self, opponents, all others associated with the game, and for the game.

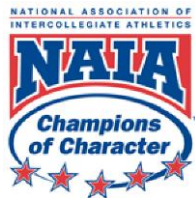
RESPONSIBILITY: Accountable for your actions in all areas of life.

INTEGRITY: Keep commitments and stand by your word.

SERVANT LEADERSHIP: Serve others while you strive to be a personal and team leader.

SPORTSMANSHIP: Hold yourself to the highest standards of fair-play.

*Concordia University
Champions of Character Representative
Mike Grahovac*



SECTION I

NAIA ELIGIBILITY REQUIREMENTS

The requirements below are NOT designed to be a compressive listing of all rules and regulations of the NAIA. They are to assist the student-athlete, coaches, administrators and institutional representatives with a general overview. All NAIA eligibility regulations are published in the official NAIA Handbook. *Please refer to:* www.NAIA.org

GENERAL REQUIREMENTS

As a member of the NAIA and Golden State Athletic Conference (G SAC), to be eligible to represent Concordia University in any intercollegiate game, match, or scrimmage, you must meet the following guidelines:

1. **YOU MUST**, if a first-time entering freshman*, meet two of the three entry level requirements:
 - a. A score of 18 on the enhanced ACT or a score 860 on the SAT. Scores must be achieved on a single test (residual tests are not acceptable). The ACT/SAT test must be taken on a national testing date and certified to the institution prior to the beginning of the term in which the student initially participates.
 - b. Achieve an overall high school grade point average of 2.000 on a 4.000 scale or
 - c. Graduate in the top half of your high school graduating class.* A first-time entering freshman is defined as a student who, upon becoming identified with an NAIA institution, has not been previously identified with another institution of higher learning for two semesters or three quarters (or equivalent).
2. **YOU MUST** be making normal progress toward a recognized baccalaureate degree and maintain the grade point average required to remain a student in good standing as defined by the institution (2.0 GPA).
3. **YOU MUST** be enrolled in 12 institutionally-approved degree or required credit hours at the time of participation. Should participation take place between terms, you must have been enrolled and in attendance the term immediately preceding the date of participation.
4. **YOU MUST** have accumulated a minimum total of 24 degree or required credit hours the two terms of attendance immediately prior to participation. Up to 12 institutional credit hours earned during the summer and/or non-term may be applied to meet the 24 credit hour rule, provided such credit is earned AFTER one of the two immediately prior terms of attendance.

- 5. YOU MUST**, if a second term freshman have accumulated 9 degree or required credit hours before identification for the second term of attendance and have a grade point average of 2.0.
- 6. YOU MAY NOT** count repeat courses previously passed in ANY term toward the 24 credit hour rule.
- 7. YOU MUST** be eligible in the conference.
- 8. YOU MUST**, if a transfer student from a four-year institution, have eligibility remaining at the institution from which you are transferring.
- 9. YOU MUST**, if a transfer student having ever attended a four-year institution, reside for 16 consecutive calendar weeks (112 calendar days), not including summer sessions, at the current institution before becoming eligible for intercollegiate competition in any sport which the previous four-year institution sponsored during your attendance. Exception to the 16 calendar week residency will be explained by the institution's Faculty Athletic Representative or the Athletic Director.
- 10. YOU MUST** be within your first 10 semesters, 12 trimesters or 15 quarters of attendance as a regularly enrolled student. A term of attendance is any semester, trimester, or quarter in which you initially enrolled for 12 or more of institutional credit hours and attended class. (Summer sessions are not included, but night school, extension, or correspondence courses are applicable to this ruling.)
- 11. YOU MUST** have a cumulative grade point average of at least 2.000 on a 4.000 scale as certified by the Institutional Registrar.
- 12. YOU MUST**, to participate the second season in a sport, accumulate at least 24 semester/36 quarter institutional credit hours (effective for all new students enrolling Fall 1989 or later).
- 13. YOU MUST**, to participate the third season in a sport, accumulate at least 48 semester/72 quarter institutional credit hours (effective for all new students enrolling Fall 1989 or later).
- 14. YOU MUST**, to participate the fourth season in a sport, accumulate at least 72 semester/108 quarter institutional credit hours. These hours must include at least 48 semester/72 quarter hours in general education and/or your major field of study.
- 15. YOU MAY NOT** participate for more than four seasons in any one sport. A season of competition is defined as participation in one or more intercollegiate contests, whether a freshman, junior varsity, or varsity participant, or in any other athletic competition in which the institution as such is represented during a sport season.

16. Should you participate for two different institutions in the same sport in the same academic year (example: basketball or fall golf at a junior college and then transfer to an NAIA school and participate in basketball or spring golf), you shall be charged with a second season of competition in that sport unless you earned an associate degree at a junior college the term immediately prior to transferring.

17. **YOU MUST** be an amateur, as defined by the NAIA, in the sport(s) in which you participate. See your Athletic Director or Faculty Athletic Representative for all amateur regulations as printed in the NAIA Bylaws.

HARDSHIP REQUESTS

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

2. All hardship requests must meet the following criteria:

a. They must involve an injury or illness which is beyond the control of the student or coach and which incapacitates the student 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 during the sport season in question.

b. The student involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the sports season than those listed for the sport:

Baseball	8 contests
Basketball	5 contests
Cross Country	2 meets *
Football	2 contests
Golf	2 contests *
Soccer	3 contests
Softball	3 dates
Swimming & Diving	2 meets *
Tennis	3 dates
Track & Field – Indoor	1 meet *
Track & Field- Outdoor	2 Meets *
Volleyball	4 dates
Wrestling	3 dates *

c. All applicable information must appear on the completed certificate. This certificate, along with a transcript from all previous institutions the student has attended, is to be sent to the National Office for processing.

d. Participation by a student after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.

*** Scrimmages are not allowed in these sports.**

***Hardship cannot be requested for students who are incapacitated in the last regular season contest or post season competition.**

CONCLUSION

1. It is IMPORTANT to remember, student-athletes, coaches, administrators, as well as member institutions, are responsible for knowing and abiding by NAIA rules and regulations as outlined in the NAIA Handbook. Violations of any eligibility regulations by you as an athlete shall:

- a. Make you ineligible, resulting in your immediate withdrawal from intercollegiate competition in the sport for that season.
- b. Charge you with a season of competition and a term of attendance for any violation.
- c. Cause an investigation by the National Eligibility Committee of the NAIA that could charge you with a second season of participation or the loss of future eligibility for playing while ineligible.
- d. Disallow any honors, or consideration of such honors, awarded by the NAIA.
- e. Cause your institution to forfeit all contests in which you participated.

The material presented is NOT to be construed as a compressive listing of all rules and regulations of the NAIA, but rather as a guide to assist athletes, coaches, administrators and institutional representatives with a general overview. All NAIA eligibility regulations are published in the official NAIA Handbook. *Please refer to:* www.NAIA.org

SECTION II

STUDENT-ATHLETE CODE OF CONDUCT AND ATTITUDE

1. All men and women in the Concordia University Intercollegiate Athletic Department are student-athletes. As a Concordia athlete, you are first and foremost a student. As a student-athlete, *you are expected* to fulfill certain requirements. Among these is an understanding that:

- a. Concordia University is a Christian Institution.
- b. Student-athletes represent Concordia University, the intercollegiate athletic program and your team at all times and each is judged by your actions.
- c. Student-athletes primary goal must culminate in his/her earning a degree
- d. Regular class attendance is expected.
- e. Student-athletes are expected to make a commitment to academics and athletic integrity
- f. Student-athletes shall comply with NAIA and GSAC rules and regulations
- g. Student-athletes 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
- h. Student-athletes are required to attend all team and/or intercollegiate department functions/meetings as requested by the administration and/or coaching staff
- i. Student-athletes shall abide by the letter as well as the spirit of university and intercollegiate athletic rules and regulations.
- j. Hazing of any kind is not allowed
- k. Student-athletes shall not use, possess, nor distribute any steroids, narcotics, or dangerous drugs of any kind
- l. Students-athletes shall not use alcohol or tobacco at any time during the academic year or 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.

m. Student-athletes shall at all times respect and be courteous to all members of the university community and visitors to our campus.

n. Student-athletes shall exhibit dignity in manner and dress when representing the university.

o. Student-athletes shall neither physically abuse, nor threaten another person, nor abuse any university owned or controlled property, or property associated with any university sponsored organizations or functions.

2. Student-athletes are afforded the privilege of participating in the intercollegiate athletics program at Concordia University. With this privilege comes responsibility. Student-athletes will abide by the Concordia University Irvine Student Code of Conduct and Handbooks, the policies of the Intercollegiate Athletic Department, this Handbook and the direction of the coaching staff. Student-athletes are expected to make a positive contribution to an atmosphere of mutual respect.

3. Each individual student-athlete will positively contribute to the efforts of the team. Student-athletes will avoid undue criticism of their teammates or coaches. They will respect differing points of view. Students will provide the highest level of personal integrity and will value that same integrity by teammates, coaches, officials and others.

4. Student-athletes will strive for excellence together and personal improvement on and off the playing field.

5. Student-athletes will treat all players, officials, opponents, coaches and spectators with respect and courtesy at all times.

6. Student-athletes 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.

7. Student-athletes will abide by the training rules established in each program in order to achieve their full potential. Student-athletes will be expected to train in the off-season.

8. Student-athletes who desire to participate in sanctioned or non sanctioned events such as I.M-Club-Travel Ball-AAU must obtain the Head Coaches permission prior to and/or in order to participate.

9. Student-athletes will respect the achievements of the opponent. They should extend appreciation to those who made the athletic contest possible.

10. Student-athletes will positively contribute to the total intercollegiate athletic program of Concordia University. Each athlete will assist with program tasks and will provide an attitude of positive support and good will while performing these tasks/duties.

11. Student-athletes will assist with intercollegiate athletic department special events and fund raising for their programs.

12. Any creation of a personal home page, participation in online synchronized/a synchronized websites (My Space, Facebook, etc.) or personal collection of electronic materials that are accessible to others must include a disclaimer that reads: The material located at this site is not endorsed, sponsored or provided by or on behalf of Concordia University-Irvine.

INTERIM SANCTIONS

If, in the judgment of the Head Coach and/or the Athletic Director and/or his/her designee, the health, the safety and/or the welfare of the Intercollegiate Athletic Department and/or the University community and/or the preservation of the athletic integrity and/or the academic integrity requires action prior to the final determination, the Head Coach and/or the Athletic Director and/or his/her designee, may impose an interim sanction. This may include, but not limited to: suspension from the intercollegiate athletic 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 Athletic Director. The student-athlete may appeal the interim sanction imposed by the Athletic Director to the Executive Vice President for Student and Enrollment Services. The interim sanction will remain in place until a decision by the Executive Vice President for Student and Enrollment Services is rendered. The decision of the Executive Vice President for Student and Enrollment Services will be final.

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 Offices of Student Affairs immediately.

If an investigation by an Office of Student Affairs finds the student(s) responsible, corrective sanctions will be given. The Intercollegiate Athletic Department may in cooperation with the Offices of Student Affairs institute additional sanctions. All Intercollegiate Athletic sanctions will be monitored by the Associate Athletic Director.

Alcohol Policy

- a. First offense-sanction may result in five (5) hours of community service to be completed within ten (10) days—failure to complete the community service will result in immediate suspension from all practices and contests
- b. Second offense-sanction may result in immediate suspension from five (5) percent of the total athletic contests—failure to complete the suspension will result in immediate suspension from all practices and contests
- c. Third offense-sanction may result in immediate dismissal from the team, the intercollegiate athletic department and loss of financial athletic award (LOI).

Drug Policy

- a. May result in immediate dismissal from the team, the intercollegiate athletic department and loss of financial athletic award (LOI).

Additional sanctions may include, but is not limited to: a verbal warning, written warning, written reprimand, meeting with parents, formal drug or alcohol assessment at the student'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 intercollegiate athletic department in collaboration with the Dean of Student Affairs and the Executive Vice President of Enrollment and Student Services reserves the right to either invoke additional restrictive sanctions or fewer restrictive sanctions.

Individual Intercollegiate 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 Intercollegiate Athletic Department policy.

SECTION III

OFFICE OF FINANCIAL AID

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

Financial Aid Office
1st Floor Grimm Hall Building
(949) 214-3066
Finaid@cui.edu

Continued financial aid eligibility is determined by a student 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.

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

FINANCIAL ATHLETIC AWARD (Letter of Intent-LOI) POLICY

1. The Head Coach of each sport recommends the amount of the award to the Athletic Director.
2. Upon the recommendation of the Head Coach, the Financial Athletic Award (LOI) may be renewed each year for up to four years if the student-athlete has met the conditions of the Financial Athletic Award (LOI) Agreement each year.
3. A Financial Athletic Award (LOI) 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 Financial Athletic Award (LOI) for the upcoming term.
4. The Head Coach can recommend a Financial Athletic Award (LOI) be reduced for the following academic year.
5. The Head Coach can recommend a Financial Athletic Award (LOI) not be renewed at the end of the academic year.
6. The Head Coach can recommend a Financial Athletic Award (LOI) be terminated during the academic year the agreement applies.
7. A Student-Athlete receiving a Financial Athletic Award (LOI) 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 Financial Athletic Award (LOI).
8. The Financial Athletic Award and other Financial Aid will be awarded by the Concordia University Financial Aid Office. The office will award in compliance of all federal, and state regulations, and institutional policies.

NON-RENEWAL OF A FINANCIAL ATHLETIC AWARD (LOI)

Non-renewal of a Financial Athletic Award (LOI) occurs when the agreement expires at the end of the academic year.

1. The Head Coach will inform the student-athlete either in person and/or in writing of their decision NOT to renew the student-athletes Financial Athletic Award (LOI)

TERMINATION OF A FINANCIAL ATHLETIC AWARD (LOI)

Terminating a Financial Athletic Award (LOI) refers to the immediate cancellation of an award during the academic year the agreement applies.

1. The Head Coach will inform the Athletic Director in writing of the recommendation to terminate the student-athletes Financial Athletic Award (LOI). This correspondence should include the reasons for this action and all documentation supporting the termination of the Financial Athletic Award (LOI).
2. The Head Coach will schedule a meeting with the student-athlete and at this time inform the student-athlete in writing of the recommendation to immediately terminate the student-athletes Financial Athletic Award (LOI). The notification must include the reasons for this action.
3. An official letter notifying the student-athlete of such action will be delivered via e-mail, CUI box, permanent address or pick up/delivery.

SECTION IV

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.

FOR NON-RENEWAL OF A FINANCIAL ATHLETIC AWARD

1. All appeals must be submitted in writing and addressed to the Athletic Director.
2. The written appeal must state on what basis the appeal is being made and contain specific information.
3. The student-athlete has five (5) business days to appeal the Head Coach's decision to NOT renew the Financial Athletic Award (LOI) from the day of the Head Coach's meeting and/or written notification to the student-athlete.
 - The student-athlete may be requested to meet with the Head Coach and Athletic Director. If the student-athlete fails to appear for the scheduled meeting, the meeting will be conducted in their absence and a decision rendered.
4. The Athletic Director will make a decision on the appeal and present it to both parties in writing.

FOR TERMINATION OF A FINANCIAL ATHLETIC AWARD

1. All appeals must be submitted in writing and addressed to the Athletic Director.
2. The written appeal must state on what basis the appeal is being made and contain specific information.
3. The student-athlete has five (5) business days to appeal the Head Coach's recommendation to terminate the financial athletic award (LOI) from the day of the Head Coach's meeting and written notification to the student-athlete.

- The student-athlete may be requested to meet with the Head Coach and Athletic Director. If the student-athlete fails to appear for the scheduled meeting, the meeting will be conducted in their absence and a decision rendered.

4. The Athletic Director will make a decision on the appeal and present it to both parties in writing.

FOR ADMINISTRATIVE DECISIONS

The following procedures have been established to help guide the student-athlete through the appeal process regarding decisions made by the Athletic Director and/or the Intercollegiate Athletic Department:

1. All appeals must be submitted in writing and addressed to the Executive Vice President of Enrollment and Student Services.
2. The written appeal must state on what basis the appeal is being made and contain specific information.
3. The student-athlete has five (5) business days to appeal the written decision made by the Athletic Director and/or the Intercollegiate Athletic Department.
4. At the discretion of the Executive Vice President of Enrollment and Student Services and/or their designee will determine if the appeal will be handled administratively or referred to an Appeal Committee. The Appeal Committee is composed of one faculty member, one staff member, one athletic department member, one student-athlete at large, the Faculty Athletic Representative, the Dean of Student Affairs and the Executive Vice President of Enrollment and Student Services.
 - The student-athlete may be requested to appear before the Executive Vice President of Enrollment and Student Services or his/her designee or the Appeal Committee. If the student-athlete fails to appear for the hearing, the hearing will be conducted in their absence and a decision rendered.
5. The Executive Vice President of Enrollment and Student Services or his/her designee or the Appeal Committee will review the appeal made by the student-athlete and render a decision relative to the allegations.

Appeals will be reviewed on the following basis:

- Whether the decision made was contrary to existing department policy

- Whether information used to reach a decision was inaccurate or incomplete
 - Whether the student-athlete was given sufficient opportunity to present their point of view
 - Whether the process defined herein was abridged.
5. The decision of the Executive Vice President of Enrollment and Student Services or his/her designee or the Appeal Committee is final and will be delivered to all parties in writing within five (5) business days via e-mail, CUI box, permanent address or pick up/delivery.

SECTION V

EXPECTATION POLICIES:

CLASS ATTENDANCE POLICY

Student-athletes are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Faculty/Instructors hold the right and responsibility to establish attendance policies for their courses. Each Faculty/Instructor is advised to inform all classes in writing at the beginning of each semester concerning his/her attendance policies.

If attendance affects course grades, student-athletes must be provided with explicit written information concerning this fact no later than the end of the first week of classes. Such information shall be specific with regard to the penalty incurred for each absence and the means, if any, to compensate for the absence. It is recognized that there may be certain situations where the student-athlete may not be permitted to make up the absence(s).

Student-athletes participating in University-sanctioned activities should consult with Faculty/Instructors prior to registration, but no later than the end of the first week of classes, to determine the class attendance policy. At this time, the student-athlete should provide the Faculty/Instructor with a schedule of planned absences, in order to allow the instructor to evaluate and advise the student-athlete on the possible impact of the planned absences. In this case the Faculty/Instructor will consider absences due to participation in approved University activities, as outlined above, to be excused absences.

Faculty/Instructors will judge the validity of student-athlete's absences from class and may require documentation for excused absences. For classes requiring mandatory attendance incompatible with the number of planned absences, students will be advised to register, if possible, during a semester in which they will not be participating in the University-sanctioned activity. As with any academic issue, student-athletes may exercise their right to appeal adverse attendance decisions. Should the Faculty/Instructor and student-athlete be unable to agree on appropriate accommodation under this policy, either party shall have the right to request mediation from (in order) the department chair, the academic dean, and the Provost.

The Intercollegiate Athletic Department class attendance policy was developed in order to ensure collaboration between faculty members and the student-athlete in order to achieve graduation requirements.

STUDY HALL POLICY

The Intercollegiate Athletic Department at Concordia University 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-athlete 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). The study hall will be monitored by members of the coaching staff. Student-athletes may bring laptops, calculators and other tools to enhance the tutorials for studying. Absolutely no head phones and/or DVD or CD players will be allowed. Cell phones and pagers must be turned off.

ATHLETIC TRAINING FACILITY POLICY

Training Room Rules:

- a. All 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. 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 facility

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 athlete begins practice. Concordia University offers two physicals per year by their team physicians, one in the fall and one in the spring. The student-

athlete may attend this physical prior to competition free of charge or they may have the examination by his/her own physician. The physical expires after one calendar year from the date of the provider's signature.

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

INJURY AND ILLNESS POLICY

1. 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 athlete will be permitted to participate in any athletic activity without a physical.
2. All required physical, insurance, emergency medical and assumption of risk forms must be on file before the first day of practice.
3. 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'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. An insurance policy can be purchased through Concordia University in the wellness center. If your insurance changes midway through the year it is vital that you inform the athletic training staff. Coverage for medical claims may be affected if the appropriate information is not provided.
4. Student-athletes who are ill should contact the athletic training staff or their health practitioner.
5. Injuries sustained during practice, games or conditioning programs must be reported to the athletic trainer for referral to the appropriate sports medicine specialist.
 - a. The physician and/or athletic trainer must evaluate the student-athlete before he/she will be allowed to continue participation in a sport season.
 - b. 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).
 - c. Student-athletes must find their own transportation to doctors' appointments and for continued treatment at the appropriate medical facility.

d. Student-athletes are to schedule their appointments to miss the least amount of class time.

e. Athletic insurance coverage is explained in a letter presented to the student-athlete prior to their participation.

6. Insurance procedures:

a. 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.

b. A copy will be kept in the student-athletes file and the original will be sent to the insurance coordinator.

c. Upon you receiving any billings, please submit each and every one of them to your primary insurance company.

d. Please request work sheets (Explanation of Benefits) on payments made by your primary insurance or statement by your insurance company of areas they do not cover. Please forward these to Concordia University's insurance coordinator or athletic trainer. Because Concordia University's athletic insurance is secondary insurance, we must show proof that all bills have been submitted to your insurance company first.

e. Please keep in mind that these processes do take time, up to one year in some cases. If you receive any notices from collection agencies, please forward copies to the Concordia University's insurance coordinator.

HAZING POLICY

The Intercollegiate Athletic Department **FORBIDS** hazing and all other activities that interfere with the personal liberty of an individual. Our intercollegiate athletic department defines hazing as any action taken or situation created intentionally, whether on or off Concordia University 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 Intercollegiate Athletic Program.

DRUGS, ALCOHOL, AND TOBACCO POLICY

It is keeping with the mission of Concordia University 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 are contained in the Concordia University Irvine Student Code of Conduct and Student Handbooks. It is the hope of the University 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 must deal with the conduct. When abuse has not been coupled with problem behaviors, the University wants to enable students to seek help without fear of incrimination. At this point, the University will work with the student 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 may subject the individual to criminal prosecution as well as university sanctions. If the University has reason to believe that a particular student has a problem with any form of drugs or alcohol, the individual will be encouraged to acknowledge the problem to seek help. The University 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.

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

MUTUAL RESPECT

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

PRANKS

Students 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 is strictly prohibited.

SEXUAL MISCONDUCT POLICY

It is the student-athletes responsibility to know and understand the sexual misconduct policy in the CUI 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

SOCIAL NETWORKING POLICY

Student-athletes must be concerned with any behavior that might embarrass the University their teams, and/or themselves. This includes any activities conducted online. Concordia University supports and encourages the individuals' expression of first amendment rights of free speech. This includes participating in online social networking sites (e.g. Myspace.com, facebook.com). The University and Intercollegiate Athletic Department does not place any restrictions on the use of these sites by student-athletes.

However, we remind the student-athlete that as a member of the Concordia University Intercollegiate Athletics Department, you are a representative of the University and are always in the public eye. Please keep the following guidelines in mind as you participate on social networking web sites.

- 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 your control the moment it is placed online - even if you limit access to your site.
- Do not post information, photos, or other items online that could embarrass you, your team, or Concordia University. This includes information, photos and items that may be posted by others on your page.
- Do not post your home address, local address, phone number(s), birth date or other personal information.
- Exercise caution as to what information you post on your website about your whereabouts or plans. You could be opening yourself up to predators.
- Be aware of who you add as a friend to your site - 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.
- Concordia University, including administrators and coaches, has the right to monitor these web sites.
- Student-athletes could face sanctions and even dismissal for violation of Policies and Procedures or philosophies of Concordia University, the Intercollegiate Athletic Department and/or the NAIA.

The Irvine Police Department, Campus Security and other local police and sheriffs 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**. As well as graduate programs and scholarship committees now search these sites to screen applications.

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

DISABILITY POLICY

Concordia University 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."

PRACTICE POLICY

1. All student-athletes are expected at all regularly scheduled practices.
2. A student-athlete may **NOT** be excused from classes to participate in practice.
3. All student-athletes are expected to be on time and ready to participate at the beginning of practice.
4. All student-athletes are expected to report to the coaching staff in advance if they expect to be late or absent from practice.
5. 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.
6. The NAIA allows 24 weeks of practice per sport per year. The definition of practice includes film sessions, conditioning, chalk talks, and/or other meetings called by the coach of the particular sport.
7. Use of the weight room outside of the designated 24 weeks does not count as practice but must be monitored by an approved weight room supervisor.

GAME POLICY

1. All student-athletes are expected to meet for the game at the site and time established by the coaching staff.
2. Each student-athlete is expected to behave courteously toward visiting teams, fans and officials.
3. All student-athletes are expected to wear appropriate street clothes to the game and change into uniforms in the dressing room unless approved by the coach prior to the contest.

TRAVEL POLICY

1. The traveling party is expected to be on time for away games and is responsible for his/her own uniform and equipment.
2. Only Concordia student-athletes and staff may ride in vehicles provided by the University.
3. Each member of the traveling party represents Concordia University.
4. Courteous and orderly behavior is expected in all the vehicles and public places.

5. Curfew will be set on overnight trips and all team members are expected to follow team policies.
6. The traveling party **MUST** ride in the vehicles provided by the University to and from away contests/games unless a special request form signed by the parent/guardian is received by the coach for the return trip.
7. Should sanctions require a student-athlete be sent home due to actions unbecoming a Concordia University student-athlete and/or as outlined in the student-athlete handbook prior the completion of the contest and/or the trip. The student-athlete will assume all expenses related to travel home for him/her and a University official.

EQUIPMENT POLICY

The proper care of equipment especially that which belongs to the University Intercollegiate Athletic Department, is an important aspect of the athletic program. It is necessary that each person involved be responsible and use good judgment in handling and utilizing equipment.

1. Student-athletes are **NOT** allowed in the athletic storage area unless accompanied by a member of the athletic staff.
2. Each student-athlete is responsible for the University-owned equipment and uniforms assigned to them while in their possession. The student-athlete maintains responsibility for his/her uniform until it is submitted for laundering. All uniform components must be properly checked and accounted for at the time of laundering.
3. Student-athletes who lose University-owned equipment or uniforms, or who do not return assigned items at the end of the season will be charged for the cost to replace any item(s).

FITNESS CENTER POLICY

All athletes will be allowed to use the Fitness Center during their assigned team times without paying the standard usage fee. If an athlete uses the Fitness Center outside of this time, they must pay the regular usage fee. Athletes and coaches are expected to set the standard of conduct in the Fitness Center. If misuse should occur, the athlete will be unable to use the fitness center even during the scheduled team time

ADMINISTRATIVE DISCRETION

The Intercollegiate Athletic Department reserves the rights, but is not limited to: suspension from the intercollegiate athletic 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 Intercollegiate Athletic Department at the discretion of the Head Coach and/or the Athletic Director and/or his/her designee, as deemed necessary for the safety and/or well-being of the student-athlete and/or others. The Intercollegiate Athletic 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.

SECTION VI

GRIEVANCE PROCEDURE

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

1. The student-athlete must schedule a meeting with the Associate Athletic Director and/or Athletic Department Coordinator 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.**
2. 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 Associate Athletic Director and/or Athletic Department Coordinator they wish to continue the grievance procedure.
3. The student-athlete must write a detailed statement describing the grievance and submit this statement to the Athletic Director within five (5) business days of their meeting with the Associate Athletic Director and/or Athletic Department Coordinator and staff member.
4. The Athletic Director will set an appointment with the student-athlete and Associate Athletic Director and/or Athletic Department Coordinator.
5. Following the initial meeting between the student-athlete and Associate Athletic Director or Athletic Department Coordinator, at the discretion of the athletic director a second meeting may be called to include the student-athlete, the individual against whom the grievance has been filed, the Associate Athletic Director or Athletic Department Coordinator and the athletic director.
6. Following this meeting, the Athletic Director will make a decision on the grievance and present it to both parties in writing.

GOLDEN STATE ATHLETIC CONFERENCE

The Golden State Athletic Conference (GSAC) is one of the most unique and successful conferences in the country. The GSAC is affiliated with the National Association of Intercollegiate Athletics (NAIA), the nation's first collegiate athletic association to offer national championships.

Established in 1986 by like-minded institutions, the GSAC members are all Christian colleges. They are purposely aligned to be similar in enrollment, academics, athletics and student life. The GSAC uniquely links sport sponsorship to enrollment and adjusts athletic scholarships and financial aid to the cost of education at each institution, thereby maintaining a constant ratio for all members.

Current members are Azusa Pacific University, Biola University, Concordia University, Fresno Pacific University, Point Loma Nazarene University, Vanguard University, Westmont College, San Diego Christian College, Hope International University, and The Master's College.

Conference members have won 40 national championships and individual athletes from eight schools have won individual NAIA titles. GSAC schools consistently have teams ranked in the NAIA's Top 20 in all sports, and compete regularly for regional and national honors. In addition, numerous GSAC schools have hosted NAIA national championships, giving the conference great exposure and the chance to showcase their beautiful locations, from the central and southern California coasts to the central California Valley.

School	Location	Mascot
Azusa Pacific	Azusa, CA	Cougars
Biola	La Mirada, CA	Eagles
Concordia	Irvine, CA	Eagles
Fresno Pacific	Fresno, CA	Sunbirds
Hope International	Fullerton, CA	Royals
The Master's	Santa Clarita, CA	Mustangs
Point Loma Nazarene	San Diego, CA	Sea Lions
San Diego Christian	El Cajon, CA	Hawks
Vanguard	Costa Mesa, CA	Lions
Westmont	Santa Barbara, CA	Warriors