

2015-16

STUDENT-ATHLETE HANDBOOK

Azusa Pacific University



AZUSA PACIFIC UNIVERSITY
Athletic Department Student-Athlete Handbook
August 2015
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This handbook outlines information with which Azusa Pacific student-athletes should be familiar. All handbooks are electronically distributed to coaches and athletics administrators for ready reference and sharing with team members. However, please realize that the referenced locations and the online handbook have the most up-to-date information. Always go to the source if you are uncertain about the accuracy of any of the printed information.

Dear Cougar Student-Athlete,

On behalf of the entire Azusa Pacific athletic department, I welcome you to Azusa Pacific intercollegiate athletics.

This is an exciting time to be a Cougar. As we enter into our second year of full NCAA Division II membership we continue to aspire to be among the best program in DII and continue to collect accolades in the classroom. The 2014-15 year culminated with the Cougars finishing 17th in the Directors Cup standings. Many firsts were obtained. Three teams made NCAA playoffs appearances, two teams were granted the opportunity to host NCAA regional tournaments, one team won the West Region title, two student-athlete were named Academic All-Americans, 16 were named to their respective sports All-American team, and five student-athletes were crowned NCAA individual champions. We look forward to continuing the success this year.

As an Azusa Pacific student-athlete you are embarking on what we hope will be the most unique experience of your dedicated athletic career; for at Azusa Pacific we provide you with an athletic experience that we strive to do differently. We expect commitment, dedication and loyalty with an appropriate sense of competitiveness. These are traits common to all excellent athletic programs.

Yet, above all else, we want to be a part of your development as a young man or woman, to walk alongside and disciple you into the person that God has called you to be. You'll find that our coaches take a unique interest in your complete personhood. Who you are and what you do beyond the court, field, track or deck is just as important to us as what you contribute to the success of your team.

On the following pages of this student-athlete handbook are our expectations, processes, and policies for each individual and team in our athletic program. They are written and designed in such a way that you, your team, and the athletic program continue the winning ways of our tradition while maintaining the public's high level of respect for the process of how we compete. Please read through the handbook and familiarize yourself with our program so that you can make the most of your time and experience at Azusa Pacific.

Likely not all of your questions about Cougar athletics are answered in this handbook. That is why your coaches and athletic administrative team are here; to assist you as you work through your education, heading toward your degree, while competing to the best of your abilities.

I wish the best and God's blessing on the coming season.

Sincerely,

Gary Pine
Director of Athletics
Azusa Pacific University

1 AZUSA PACIFIC ATHLETICS DEPARTMENT

1.1 MISSION STATEMENT OF AZUSA PACIFIC UNIVERSITY

The Board of Trustees has adopted the following statement of mission and purpose for the university:

Azusa Pacific University is an evangelical Christian community of disciples and scholars who seek to advance the work of God in the world through academic excellence in liberal arts and professional programs of higher education that encourage students to develop a Christian perspective of truth and life.

1.2 AZUSA PACIFIC ATHLETICS MISSION

Azusa Pacific's intercollegiate athletic program focuses on the total development of the student-athlete. Through modeling Biblical principles, the athletic program seeks to maximize each individual athlete's God-given talent, thus bringing glory and honor to Jesus Christ through performance and ministry.

1.3 AZUSA PACIFIC ATHLETICS PHILOSOPHY

Built on the four cornerstones of Christ, Scholarship, Community and Service, Azusa Pacific holds as truth that the joy of games and competition is a gift from God, and as representatives of Christ we seek to honor Him through excellence in effort, adherence to rules, exhibited respect toward opponents and officials, and remembrance of those who have gone before, while striving for the betterment of others within our reach, including students, faculty/staff, alumni and the community at large.

It is our desire that every student-athlete be afforded the opportunity to compete with his/her teammates for the highest achievement in their sport; that they bond as a team; represent the university in a manner that reflects the character of God; and bring tribute to themselves, the university, the conference and the national association.

Azusa Pacific athletics serves as a unique venue to bring together the university and the community, and all associated with the Cougar athletics program reach out to the aforementioned entities in a manner of humility and service.

While Azusa Pacific intercollegiate athletics offers appropriate physical and emotional outlets, it will forever remain secondary to the scholarly pursuit of academics for all student-athletes, whose primary goal while at Azusa Pacific shall be to maintain eligibility standards of the conference and national association, and to gain lifelong virtues while graduating with a bachelor's degree in a specific area of study.

1.4 ORGANIZATION



1.5 AZUSA PACIFIC ATHLETICS STAFF DIRECTORY

A complete list of the athletics staff directory that includes the support staff and coaches contact information can be found on the athletics website. [APU Athletics Staff Directory](#)

1.6 NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) DIVISION II

One of three yet distinct governing parts of the NCAA, Division II provides an intersection where athletically gifted students can compete at a high level, while maintaining much of a traditional collegiate experience. The Division II emphasis is on balance, with the objective of providing student-athletes a comprehensive program of learning and development. Student-athletes are encouraged to achieve excellence in sport, classroom and community.

Very few of the 100,000 NCAA student-athletes competing at the 300 Division II schools in the United States and Canada receive a full athletics grant that covers all of their expenses, but most of them will receive some financial aid to help them through school.

A regionalization philosophy is used to select teams for Division II national championships brackets from four, six or eight geographic regions of the country. This emphasis on being the best team in a geographic area helps schools prioritize scheduling of regional opponents, limit missed class time and manage travel expenses

1.6.1 DIVISION II PHILOSOPHY AND STRATEGIC POSITIONING PLATFORM

NCAA MISSION

What the brand wants to accomplish

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

DII POSITION STATEMENT

Who we are – 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.

DII ATTRIBUTES

What we stand for

- Learning multiple opportunities to broaden knowledge and skills
- Balance emphasis on collective knowledge; integration of skills
- Resourcefulness versatile skill set drawn from broad range of experiences
- Balance emphasis on collective knowledge; integration of skills
- Passion enthusiastic dedication and desire in effort
- Service positive societal attitude through contributions to community

DIVISION II FEATURES

12 Reasons to Believe in Division II

- **Graduation Rate.** Division II student-athlete graduation rate is consistently 10 to 15 percentage points higher than the total student body
- **Class Time.** Division II's regionalization philosophy rewards the scheduling of local or regional opponents in the regular season, resulting in limited missed class time for student-athletes
- **Athletics Scholarships.** Many Division II student-athletes receive athletics scholarships and other forms of financial aid to pay for school
- **Personal Attention.** Student-athletes receive a quality education at DII institutions that often feature an exceptional teacher-to-student ratio
- **Additional Assistance.** The Degree-Completion Scholarship Program provides deserving Division II student-athletes who have exhausted their collegiate eligibility with financial assistance
- **National Championships Opportunities.** Division II features unparalleled opportunity for student-athletes to advance to national championship competition through the DII's generous championship access ratios
- **Community Partnerships.** Division II has initiated national community partnerships with the Make-A-Wish Foundation and Habitat for Humanity
- **Unique Fiscal Model.** Division II offers a unique fiscal model for intercollegiate athletics that redefines the institutional value for sponsoring sports and offering athletics scholarships
- **Innovative Solutions.** Division II encourages innovative policy and program decisions unique to the NCAA, such as the Division II National Championships Festivals and a national community-engagement program
- **Teacher/Coaches.** Many Division II coaches continue to provide other services for their institution and in the community, including teaching and mentoring.
- **Proud Alumni.** Former Division II student-athletes include governors, senators, entertainers, corporate leaders and professional athletes
- **National Recognition.** Division II student-athletes have received the NCAA's highest individual honors, including the Walter Byers Scholarship Award and the NCAA Woman of the Year Award

1.7 PACIFIC WEST CONFERENCE (PACWEST)

The Pacific West Conference is a re-birthing conference that features 14 member institutions, four in Hawaii, four in the San Francisco area, four in southern California, one southwest Utah, and one in California's central valley.

The Pac West comprises one of the more eclectic membership groups of all conferences in the nation. Of its current members, 12 are privately operated and two are state-owned. There are ten faith-based schools, including four of Christian Catholic heritage, five aligned with Christian protestant theology, and one governed by the Latter Day Saints. One member is a for-profit institution.

Arguably the most geographically diverse conference in the NCAA, climates of Pac West members range from the cool Mediterranean of the San Francisco area to the tropic of the Hawaiian Islands, the desert sands of Utah. The variety of climates coincides with the variety of culture that distinguishes the different schools. Those schools include, in Hawaii – BYU Hawaii, Chaminade, University of Hawaii-Hilo, and Hawaii Pacific; in the San Francisco area – Academy of Art, Dominican, Holy Names, and Notre Dame de Namur; the southwest Utah – Dixie State; and in Southern California – Azusa Pacific, California Baptist, Concordia, and Point Loma Nazarene.

The Pac West sponsors seven sports for men and eight for women. These are baseball, men's and women's basketball, men's and women's cross country, men's and women's golf, men's and women's soccer, softball, men's and women's tennis, men's and women's track & field, and women's volleyball.

1.8 SPORT SPECIFIC CONFERENCES

1.8.1 GREAT NORTHWEST ATHLETIC ASSOCIATION (GNAC)

The current full-members are located in five different states and the province of British Columbia, from which Simon Fraser hails as the first Canadian member of the NCAA. Other members include University of Alaska - Anchorage and University of Alaska- Fairbanks, Central Washington, Montana State University-Billings, Northwest Nazarene, Saint Martins, Seattle Pacific, Western Oregon, and Western Washington.

The GNAC sponsors championships in eight men's and seven women's sports, including football, volleyball, men's and women's soccer, men's and women's cross country, men's and women's basketball, baseball, men's golf, softball, men's and women's indoor track-and-field and men's and women's outdoor track-and-field.

Azusa Pacific is an affiliate member in football, joining Humboldt State, South Dakota Mines, and Dixie State to form -- with full members Central Washington, Simon Fraser and Western Oregon -- the only DII football league on the west coast.

1.8.2 GOLDEN COAST CONFERENCE

Formed in the summer of 2013, the Golden Coast Conference is a women's water polo-only conference comprised of charter members Azusa Pacific, California Baptist, Fresno Pacific, Loyola-Marymount, Pacific, San Diego State, and Santa Clara.

Comprised of California schools, the GCC was formed by schools with a similar philosophy for the sport of women's water polo and a strong desire to see the sport grow in popularity and support.

1.8.3 NATIONAL COLLEGIATE ACROBATICS & TUMBLING ASSOCIATION

The NCATA is the national governing body that is committed to promoting acrobatics & tumbling, creating competitive opportunities for athletes, coaches and institutions with an emphasis on the value of competitiveness, dedication, sportsmanship, and education at the collegiate level.

The vision of the NCATA is to be dedicated in the guidance, leadership and governance for the sport of acrobatics & tumbling at the collegiate level and eventually the developmental levels based on fair and safe competition while continuing to expand competitive opportunities for female student-athletes at the collegiate level.

In the spring of 2011, Azusa Pacific was among the founding members, along with Fairmont State, Maryland (since dropped), Baylor, Quinnipiac, and Oregon. Since the sport's inception, Adrian, Alderson-Broadus, Gannon, Hawaii Pacific, and King (Tenn.) have added the acrobatics & tumbling to its intercollegiate offerings.

1.8.4 PACIFIC COLLEGIATE SWIM & DIVE CONFERENCE

The Pacific Collegiate Swimming and Diving Conference (PCSC) includes institutions from all three NCAA divisions that are represented among the thirteen southern and central California schools that make up the conference.

These diverse institutions gather to pursue common goals while striving to qualify for their specific national championships. It is the intention of the members to provide a competition which will pursue the goals of intercollegiate competition. This is accomplished by the use of a good facility, featuring a safe and fair environment, and fostering an atmosphere of camaraderie and good sportsmanship.

2 STUDENT-ATHLETE RESOURCES

2.1 GENERAL STUDENT HANDBOOK AND EXPECTATIONS

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

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

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

2.2 CHAPEL

ATTENDANCE REQUIREMENTS

All full-time undergraduate students (including residents and commuters) are required to attend chapel three times a week. No student is automatically excused from chapel for any reason without petitioning through the Office of Chapel Programs. [Chapel Attendance Policies](#)

ATHLETICS EXCUSABLE ABSENCES

Student-athletes are excused from chapel attendance for competitions, including required travel to site of competition. The Compliance Office forwards forms to the Office of Chapel Programs to ensure that student-athletes are excused for the corresponding chapels which are missed due to athletic competition. Student-athletes may not be excused from chapel for practice.

2.3 FERPA 1974 (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

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

[FERPA rights](#) [Key Definitions](#) [U.S Department of Education FERPA](#)

Questions about the student records privacy policy related to undergraduate students may be directed to OneStop: Undergraduate Enrollment Services Center at (626) 815-2020 or onestop@apu.edu. Questions related to graduate and professional students may be directed to the [Graduate and Professional Center](#) at (626) 815-4570 or gpc@apu.edu.

2.4 STUDENT-ATHLETE CONDUCT

2.4.1 STUDENT-ATHLETE CODE OF CONDUCT

A presumption is made which assumes that all those involved in the intercollegiate athletic program at Azusa Pacific possess a sincere desire to promote a program of Christ-centered excellence. The spirit of this code requires athletes to follow these principles throughout the school year and to allow them to be a motivating force in their lives.

The Role of the Student-Athlete:

- Demonstrates a willingness to follow the designated leaders, as well as recognizes he/she can provide personal leadership among those who can be influenced by his/her actions, words or deeds.
- Strives to become more knowledgeable by regular class and chapel attendance. Meets the prescribed course expectations, develops an organized study program, and gives proper attention to instruction on the athletic field as well as in the classroom.
- Recognizes personal goals as secondary to team goals and values the worth of all team members.
- Presents him/herself in a manner which would bring credit to Azusa Pacific University and all those with whom he/she is associated by appropriate conduct, speech and appearance.
- Agrees that use of alcohol, tobacco and controlled substances (such as cocaine, marijuana and steroids) will not be tolerated. Such use may lead to suspension and/or removal from the athletic program.
- Shares individual and team concerns with coaches and team leaders.
- Sets realistic, yet high, individual standards of excellence academically, athletically, socially and spiritually.
- Demonstrates loyalty to his/her teammates, coaches, the athletic program and Azusa Pacific University by being dependable, prompt, responsible and cooperative
- Shows proper respect for persons associated with the program, university, officials, and opponents, as well as equipment and facilities used.
- Supports the Azusa Pacific University athletic mission statement which reads:

Azusa Pacific's intercollegiate athletic program focuses on the total development of the student-athlete. Through modeling Biblical principles, the athletic program seeks to maximize each individual athlete's God-given talent, thus bringing glory and honor to Jesus Christ through performance and ministry.

Failure to uphold these standards may result in disciplinary actions, including but not limited to suspension, dismissal from team, and cancellation of athletically-related aid.

2.4.2 NCAA STUDENT-ATHLETE STATEMENT

Each year a student-athlete must sign an NCAA Statement affirming compliance with a variety of rules and activities. The preface to the form provides information as to its meaning and possible ramifications:

The form has six parts: a statement concerning eligibility, a Buckley Amendment consent, a statement concerning the promotion of NCAA championships and other NCAA events, results of drug tests, an affirmation of a valid ACT or SAT score and a statement concerning the amateur status of the student-athlete subsequent to the request of final certification by the NCAA Eligibility Center. If you are an incoming freshman you must sign parts I through VI of the form to participate in intercollegiate competition. If you are a transfer or continuing student-athlete, you must sign parts I through V.

By signing the form, you affirm you have received and will read the Summary of NCAA Regulations, or another outline or summary of NCAA legislation, provided by your director of athletics, or read the bylaws of the NCAA

Division II Manual that deal with your eligibility. You are responsible for knowing and understanding the application of all NCAA Division II bylaws related to your eligibility. If you have any questions, you should discuss them with your director of athletics, or you may contact the NCAA at 317/917-6222 or consult the NCAA website at www.ncaa.org.

2.4.3 PACWEST PRINCIPLE OF SPORTSMANSHIP AND ETHICAL CONDUCT

It shall be the responsibility of each institution to ensure that all individuals employed by or directly associated with the athletic programs of that institution conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.

Unsportsmanlike and/or unethical conduct may subject an individual to disciplinary action by the Commissioner and/or the individual member institution(s) involved. The institution that the offending individual is associated with may also be subject to disciplinary action if it is found that the institution's policies, action, or failure to act substantially contributed to the individual's misconduct.

Acts of unsportsmanlike and/or unethical conduct may be reviewed by the Commissioner and/or the individual member institution(s) involved. Individual penalties and/or discipline may be determined by the Commissioner and/or the individual member institution(s) involved. Acts of unsportsmanlike and/or unethical conduct may include, but are not limited to, a student-- athlete, coach or other institutional representative who:

- Strikes or physically abuses an official, opposing coach or player;
- Intentionally incites participants or spectators to violent or abusive action;
- Uses obscene gestures, profane/unduly language or action toward officials, opponents, or spectators;
- Publicly criticizes any game official, Conference personnel, another institution or its personnel;
- Engages in negative recruiting by making statements to a prospective student-athlete, his/her parents, high school coach, or other persons interested in the prospective athlete which are unduly derogatory of another member institution, its personnel, or its athletic program or;
- Any other acts or conduct not specifically described herein that bring disrepute on the Conference or one of its member institutions.

2.4.4 SOCIAL NETWORK AND WEBSITE POLICY

Student-athletes, as members of the broader Azusa Pacific community, are permitted to maintain personal profiles on social networking websites (i.e. Facebook, Twitter, etc.) in accordance with the following guidelines:

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

Please use caution and understand any and all material posted can be accessed by future employers, post-graduate institutions, media, and predators.

Azusa Pacific reserves the right to monitor these sites.

2.5 FACULTY ATHLETICS REPRESENTATIVE

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

Paul Flores, Ph.D. (Director, Liberal Studies/Undergraduate Education K-8 Program, Associate Professor of Liberal Studies) began his term as faculty athletics representative in 2011-12. pflores@apu.edu

2.6 COACH EVALUATION

At the close of each season, the athletics administrative team meets with student-athletes to review the season and to listen to their impressions of their growth and performance and the student-athletes' evaluation of their athletic and educational experiences, along with interactions with coach and support staff members.

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

2.7 ATHLETICS ADVISORY COMMITTEE

2.7.1 ORGANIZATION

PURPOSE

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

COMPOSITION

- Seven to nine members from the following:
- Faculty Athletic Representative
- Faculty Members (5)
- Staff (4)
- SAAC (2)
- And others from Alumni, Community and Administration
- Ex-Officio Members
 - Senior Woman Administrator
 - Athletics Director
 - Compliance Officer

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

MEETINGS

Chairperson

Faculty Athletics Representative

Responsibilities include but are not limited to

- Appeals on Scholarships
- Student Welfare issues which include:
 - Academic progress
 - Absences
 - Priority registration
 - Health
 - Facilities
 - Hardship waivers
- Hold the Athletic Department accountable to the University's Four Cornerstones of Christ, Scholarship, Community and Service
- Individuals on this Committee will be asked to participate on screening and interview committees for Athletic Administrators and head coaches
- Participate in a periodic self-study of the Athletic program
- Requested items from the President or Vice President
- Meet annually with the Gender and Minority Issues Committee
- Meet annually with the President

2.8 STUDENT-ATHLETE ADVISORY COMMITTEE

2.8.1 CONSTITUTION AND BYLAW

PURPOSE

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

MISSION STATEMENT

The mission of APU's Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, fostering a positive student-athlete image and encouraging school spirit and Christian character through the service and unity of student-athletes.

MEMBERSHIP

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

QUALIFICATIONS & EXPECTATIONS

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

- 1) To maintain academic eligibility throughout the course of the school term.
- 2) To adhere to the APU Athletics Code of Conduct and be in good standing with the university.

- 3) To adhere to and support the stated purposes of the SAAC.
- 4) To be fully engaged and committed to the various tasks and goals of the SAAC.
- 5) To attend the monthly committee meeting unless previously excused.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice-President, Secretary/Treasurer, Community Engagement Coordinator, and the Senior Compliance Director.

The Executive Committee is responsible to establish committees at the beginning of the year that coincide with the objectives and goals the Executive Committee deems appropriate and of priority.

No single sport or gender will occupy all positions of the Executive Committee.

PRESIDENT

- Calls and presides over all SAAC meetings.
- Regularly communicates with the executive team, all SAAC members and the Senior Compliance Director.
- Acts as the official representative of the committee.
- Must have had at least one year of serving on the SAAC.

VICE-PRESIDENT

- Assumes all responsibility in the President's absence.
- Forms reports on all council activities, goals, outlooks and accomplishments.
- Maintains committee member list, including phone numbers and e-mails.

ADMINISTRATOR

- Keeps all meeting minutes, creates agendas, takes and tracks attendance.
- Communicates all relevant information to SAAC members.
- Sends SAAC minutes to all coaches, faculty members and other athletic staff.
- Prepares and maintains an accurate record of all funds and disbursement of funds as directed by the president and the Executive Council, including any fundraising activities.

COMMUNITY ENGAGEMENT COORDINATOR

- Leads and directs community engagement SAAC sponsored-efforts
- Records and documents all team community engagement projects.
- Organizes and leads fundraising efforts.
- Serves as a liaison with APU's Director of Community Relations in order to communicate community engagement ideas and projects.

EXECUTIVE COMMITTEE ELECTIONS

Elections are held each April for the next school year. All SAAC executive committee officers will hold this position for one school year and may be re-elected for a second term.

MEETINGS & ATTENDANCE

The Azusa Pacific SAAC meets once a month. Special meetings may be called as the need arises. Student-athletes will be notified of any unscheduled meetings via e-mail.

The Executive Committee may meet in addition to the monthly SAAC meetings. Any Executive Committee meeting will be called by the president.

A quorum for the Executive Committee is a simple majority (i.e. three members).

GUIDELINES FOR MEETINGS

- Each meeting will open in prayer.
- The president will take attendance, summarize events from the previous meeting(s), report on progress made or discussions held, etc.
- A representative from each team will report on team accomplishments in the past month, report any topics or concerns raised by their teammates or coach, etc.
- The president will address new agenda items and dates for upcoming events.
- The group will discuss and, if necessary, vote on new matters.
- The meeting will be adjourned with closing remarks from the president, other officers or the advisor.
- A regular meeting quorum consists of 65% of SAAC membership.

ATTENDANCE EXPECTATIONS

- Each member is required to attend all meetings unless excused by the President.
- Only one excused absence per semester is allowed.
- If a member misses more than one meeting in a semester, the executive committee has the responsibility and right to determine the standing of that member on the committee and the member may be asked to give up his/her SAAC membership.

AMENDMENTS

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

2.9 COMMUNITY ENGAGEMENT AND COMMUNITY SERVICE

The object of **Community Engagement**, one of several NCAA II strategic priorities, is to build relationships by bringing the community to campus to experience Division II and its events (e.g., collegiate, theatrical, cultural). The NCAA Division II emphasizes the gathering of individuals to share in an experience and not just provide assistance to an individual or group of individuals in need. Examples and stories of APU athletics community engagement activities can be found on the APU Athletics' website, www.apu.edu/athletics/SAAC

- **Community Engagement – intended to build lasting relationships with the community; established person relationships and provides opportunities to get to know the campus and local community better.**

Community Service is intended to reach out to help those in the community. APU athletics has a rich tradition of community service projects with teams providing valuable assistance and help to those in the surrounding communities. A full list of community service opportunities can be found on the APU's Community Relations' website, www.apu.edu/community. Examples and stories of APU athletics community service activities can be found on the APU Athletics' website, www.apu.edu/athletics/SAAC

- **Community Service – intended to reach out to those in the community and is generally a one-time occurrence.**

MAKE A WISH

The NCAA Division II partners with the Make-A-Wish Foundation to share the power of a wish. The APU SAAC, along with the individual athletic teams, fundraise each year to support the Make-A-Wish® Foundation. *“The Make-A-Wish® Foundation’s mission is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.”*

2.10 EQUIPMENT/ UNIFORMS

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

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

2.11 WEIGHT ROOM/FITNESS CENTER

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

The Fitness Center has several stationary bikes, treadmills, and elliptical cross trainer machines, as well as Keiser strength and resistance equipment. The Weight Room has a plethora of free-weight machines, dumbbells, and bench press equipment. Additional training equipment such as yoga mats, weight belts, resistance bands, abdominal rollers, and jump ropes may be requested on site.

- Participation is open to full time faculty, staff and students
- No one is allowed in the Fitness Center/Weight Room without a qualified supervisor present
- No one is admitted without APU identification
- APU identification must be presented at the front desk for check-in
- Hand towels and sanitizer spray are available and should be used after using the machines or equipment
- The phone and computers are for staff use only.
- Equipment is not to be used without proper knowledge.
- Fitness room etiquette and courtesy toward others are to be demonstrated at all times

- Horseplay and foul language are not permitted
- Only water, no other beverages, glass, chewing gum, food, seeds, or toothpicks, etc. are allowed.
- Personal items (bags, books, etc.) are to be placed on the shelving at the entrance to the facility.
- Supervisors are not responsible for users' personal belonging or lost or stolen items
- Failure to follow any of the policies or direction given by the supervisory staff may result in loss of fitness center privileges.
- Proper warm-up is expected before attempting heavy lifts
- Do not drop or throw weights
- Always use collars on barbells
- Use proper lifting technique; if uncertain, ask
- Utilize spotters when necessary
- Return all equipment to its proper rack or storage place
- Be aware of others nearby before performing a lift
- Rack weights and clean up after use
- Dress code for safety, cleanliness and to maintain a non-intimidating atmosphere
 - Shirt or sweatshirt with sleeves
 - Workout shorts, sweat pants, bike shorts, tights
 - Athletic shoes must be worn at all times

2.12 LOCKER ROOMS & POLICES

2.12.1 LOCKER ROOM ASSIGNMENTS

Locker rooms are located on both campuses as well as off-campus. Most teams either have their own locker rooms or share during their seasons. Some teams must access showers and changing areas upon request.

East Campus:

- Football – Ray Anderson Building , Room 123
- Men's Track and Field – Ray Anderson Building, Room 123
- Men's Cross Country – Ray Anderson Building, Room 123
- Women's Track and Field – Ray Anderson Building, Room 134
- Women's Cross Country – Ray Anderson Building, Room 134
- Baseball – Baseball Locker Room 7A
- Acrobatics and Tumbling – No locker room. (when practicing in the FEC showers and locker rooms will be available)

West Campus:

- Men's Basketball – Felix Event Center Room 105 – Championship & Out of Season
- Women's Basketball – Felix Event Center Room 112 - Championship & Out of Season
- Women's Volleyball – Felix Event Center Room 108 - Championship & Non-Championship seasons
- Men & Women's soccer –
 - Championship Season – One team shares while the other uses Visitor's Locker Room. This rotates every year. The team that shares depends on gender. Men's soccer will share with men's basketball

and women's soccer will share with women's basketball one year and then two years later share with women's volleyball.

- Non-championship Season – No locker rooms.
- Women's Softball – Felix Event Center Room 108 -Championship Season only
- Men's Tennis – No locker room. If requested: showers only – Felix Event Center Room 105
- Women's Tennis – No locker room. If requested: showers only – Felix Event Center Room 112

City of Azusa:

- Women's Swimming – Slauson Pool Locker Room
- Women's Water Polo – Slauson Pool Locker Room

2.12.2 LOCKER ROOM POLICIES

Student-Athletes

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

Proper music and watching of videos/TV should meet the highest standards set by the University and Athletics program. (See section 9.6.2 for music guidelines)

3 ACADEMICS

3.1 ACCOUNTABILITY AND GENERAL ACADEMIC POLICIES

3.1.1 ACADEMIC INTEGRITY

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

The following serves as a guide for clarifying the faculty's expectations regarding academic integrity (detailed information regarding the policy can be found at <http://www.apu.edu/provost/resources/integrity/>)

3.1.2 ABSENCES

No matter how carefully scheduled, student-athletes – especially when successful – miss more classes than would otherwise be considered prudent; the athletics department expectation is that no classes will be missed except as excused for athletics competition. The university policy for those excused absences is as follows:

Class attendance is of vital importance and excessive absences will affect the student's final grade.

Faculty members are expected to take roll regularly. It is the duty of each faculty member to clearly define for the student the grading and attendance policies for each class in the course instruction plan. As a general guideline, excused absences are those based on unforeseeable and uncontrollable circumstances as determined by the instructor.

Students receiving financial aid are subject to a federal audit of attendance and thus attendance-taking is a mandatory responsibility of a faculty member.

Students bear the responsibility of properly notifying their instructors in advance of authorized absences.

To confirm excused absences for students, each sponsoring department or program emails the appropriate form that lists the students' names and the specifics of each university-sponsored event to the dean/athletic director.

The dean/athletic director emails back to the department/program and Chapel Programs the verification of the excused absence for a university-sponsored event. The department/program distributes this verification via email to all students listed. It is the students' responsibility to use the email to notify their instructors of their approved absence.

Students whose absences are authorized by formal notification from the athletic director or appropriate dean must be allowed make-up privileges without penalty based on absence. No more than two weeks' absence total may be authorized for university-sponsored student activities. Therefore, if a course meets three times per week, then the maximum allowable

number of absences would be six class sessions per semester due to participation in a university sponsored event; if a course meets twice weekly then the student would be allowed four excused absences per semester, and if the course meets weekly the student is allowed two excused absences per semester. Exceptions for absences in excess of two weeks may be granted only by formal notification from the Provost's Office.

Students must exercise responsibility to choose their level of participation in light of class attendance requirements, and thus avoid jeopardizing classroom learning based on participation.

3.1.3 ACADEMIC ADVISING

The Office of Academic Advising and Retention supports student academic success as through a holistic approach. The office offers students:

- Individual and/or group academic advising for undeclared students.
- Personal attention to students who are identified as being on academic probation.
- Strategies and resources to aid in academic success.
- Assistance with questions regarding progress toward graduation.
- Partnerships with faculty to support students who are identified in our Early Alert program.
- Strategies to help increase undergraduate student retention and graduation rates.

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

With the advent of priority registration, Secondary Athletic Advising occurs on the days immediately preceding priority registration. This time is open to all athletes and offers a second check of desired course selection, and the impact those courses will have on both graduation and eligibility.

Once advising is complete, the student-athletes register themselves on their home.apu.edu student portal. It is the student's responsibility to actually register for their courses.

WHILE THESE ADVISING OPPORTUNITIES PROVIDE GUIDE AND RESOURCES, FINAL RESPONSIBILITY FOR MEETING REQUIREMENTS TO COMPLETE A MAJOR AND A DEGREE PROGRAM RESTS WITH THE STUDENT.

Additional resources are available to assist in the many areas of planning and growth that occur during a student's collegiate years. For assistance in choosing a major, many assessment opportunities exist in the Office of Career Services as well as within the Office of Academic Advising and Retention.

3.1.4 REGISTRATION

PRIORITY REGISTRATION

In recognition of the time constraints posed by athletics involvement and NCAA specific requirements that require student-athletes progress at a steady pace toward graduation, student-athletes are granted the opportunity to register in the first days of registration so as to minimize missed class time. To take full advantage of this benefit,

it is the responsibility of the student-athlete to obtain academic advising, be sure any holds on personal accounts are cleared, and to have an understanding of the practice and competition schedule for his or her team in the upcoming semester.

REGISTERING FOR CLASSES

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

Current APU students: Every fall and spring semester, the university sets a specific time for current students to secure classes for the following semester. Student-athletes registration appointment is the day before the rest of the student body. Those students with financial holds, health holds, chapel program holds or disciplinary holds, are not be allowed to register for classes until the holds are removed by: the Office of Student Financial Services, the Health Center, Chapel Programs and/or the Office of Student Life respectively.

Online Registration is accessed through a student's individual home.apu.edu account.

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

- Registration must take place after the designated date and time, which is found on each student-athlete's home.apu.edu account by clicking on "Class Registration (Undergrad." The enrollment date and time is listed in the Student Services Center.
- The "Submit" button must be clicked at the end of the process to complete the registration.

New Incoming Students (new freshman and transfers): Special registration dates are held by the Office of Undergraduate Admissions for new freshman and transfer students. The One Stop and Admissions teams will ensure in this process that new students are registered appropriately to meet all needs of progress toward graduation and eligibility.

3.1.5 ADD/DROP AND WITHDRAWALS

The add/drop period allows students to make changes to class schedules. It is strongly recommended that students work with an academic advisor and One Stop Academic Specialist and check home.apu.edu regularly to ensure that specific degree requirements are being met.

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

INSTRUCTOR DROP POLICY

An instructor may drop a student from his/her class after two hours of nonattendance during the add/drop period to allow another student to add the closed class. Students are responsible for dropping their classes if they either stop attending or never attend, or risk receiving a failing grade.

3.1.6 ACADEMIC CREDIT FOR PARTICIPATION IN THE INTERCOLLEGIATE ATHLETICS

- Student-athletes are eligible to register for academic credit for both their sport and weight-training for athletes each semester of participation (1 unit each).
- Student-athletes are not required to be registered for academic credit for the sport and/or weight-training to be eligible to participate in the sport that semester.
- If a student-athlete is removed from the team, or removes him/herself from the team after being officially registered for academic credit for the sport and/or weight-training for athletes, it is the student-athlete's responsibility to either drop the units or officially withdraw from the course(s), whichever is required at that time in the semester. If the student does not drop or withdraw from the course and is listed on the final grade roster, the final grade will be recorded as an "F."
- Student-athletes will not be allowed to retroactively register for academic credit for participating on an intercollegiate team and/or weight-training for athletes in any previous semester.
- The following are not reasons a late addition of either of the aforementioned classes will be allowed:
 - Student-athlete forgets to register for the course(s).
 - Student says that the coach failed to inform him/her of the need to register, drop, and/or withdraw.
 - Student-athlete wants to retroactively add units to boost his/her GPA or for eligibility purposes.

3.2 ACADEMIC COMPONENTS OF ATHLETIC ELIGIBILITY

3.2.1 FULL-TIME ENROLLMENT

Student-athletes must be enrolled in twelve (12) semester hours in order to practice or compete. When a student-athlete drops below 12 semester hours, at any time, s/he is not eligible to practice or compete. Should a student-athlete in such a status compete in intercollegiate competition, the team must forfeit the contest(s).

3.2.2 GRADE REQUIREMENTS

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

3.2.3 SEMESTER UNIT COMPLETION RULE

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

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

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

3.2.4 DESIGNATION OF DEGREE

During the first four semesters of enrollment, a student-athlete can use credits acceptable toward any degree program to meet progress toward degree requirements as required by the NCAA. After a student-athlete's fourth semester of full-time enrollment in any college or university, both Azusa Pacific and NCAA rules require the student to declare a specific degree program (major) before participating in the fifth semester. A major that has an "interest" designation does NOT meet this requirement. The "interest" designation can only be removed by an official declaration of a degree program, and simply entering the process will not satisfy eligibility requirements.

3.2.5 YEARLY UNIT COMPLETION RULE

Once a year, generally prior to the fall semester, each student-athlete is certified on the basis of passing twenty-four (24) units in the past two full-time semesters. Students who have completed four full time semesters can complete forty-eight (48) units in their last four full-time terms. Beginning in the fifth semester, these credits must count toward the student-athlete's designated degree program. Remedial courses (ENGL 99, MATH 90, MATH 95) count for eligibility in the first year (first two full time semesters) of attendance only, past that time these courses do NOT count for eligibility.

Once the major is declared, all courses that will apply to meeting the 24 hour rule must count to fulfill an unfulfilled requirement to graduate. Any course that is repeated to earn a better grade will NOT be counted the second time that it is taken.

A mid-year review of the 24 hours takes place for those found ineligible in the fall and for mid-year transfers.

3.2.6 ACADEMIC YEAR UNIT COMPLETION RULE

Eighteen (18) hours counted for eligibility certification must be earned during the regular academic year (fall and spring semesters), from the beginning of the fall semester through spring commencement. Only six hours can be taken in the summer to meet the 24 credit rule.

To be assured of credit for outside work, as with all students, it is recommended that each student completes a Transfer Inquiry Form in One Stop to verify the transferability of courses taken elsewhere. In One Stop, the NCAA Academic Specialist can verify the eligibility implications of summer courses as well.

3.2.7 EXCEPTIONS TO UNIT RULES

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

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

3.3 ACADEMIC SUPPORT

3.3.1 LEARNING ENRICHMENT CENTER

Azusa Pacific University has a Learning Enrichment Center that oversees tutoring services for most majors as well as providing resources to any students with any sort of diagnosed learning disability.

The center provides both group and individual tutoring in a variety of subjects. Students looking for tutoring must request tutoring by either signing up online or by going to the LEC office, which is located behind Adams Hall on East Campus. Tutoring appointments are mandatory, no walk in tutoring is allowed in the LEC. Their services for tutoring are free of charge.

For any student with a diagnosed learning disability, the LEC will serve as a liaison between the student and the faculty members to provide whatever accommodations are necessary for that student to succeed academically. It is the responsibility of the student to inform the faculty of the desire for extra accommodations and also the student's responsibility to connect with the LEC for those accommodations.

3.3.2 MATH CENTER

Azusa Pacific University has a Math Center open most afternoons during the week that offers tutoring in all math and physics courses. The facility is located downstairs in the atrium of the Segerstrom Science Center on West Campus (it is right next to the turtle pond).

The Math Center offers their tutoring free of charge and no appointment is necessary for their services.

3.3.3 WRITING CENTER

Azusa Pacific University has a Writing Center that offers services associated with all types of writing assignments. The facility is located inside the Marshburn Memorial Library on East Campus. The center's daily schedule of hours can be viewed at www.apu.edu/writingcenter.

The Writing Center offers help with paper/thesis creation, research project brainstorming, style editing, formatting issues, etc. They do accept walk ins, but it is highly encouraged that students make an appointment

online at www.apu.edu/writingcenter before their appointment. Their services are also free of charge and not limited in any way. They will work with students on papers of any length due for any course.

3.3.4 ACADEMIC CARE COHORT

The Office of Academic Advising and Retention has a specific and required program for any student-athletes who are either admitted on, or placed on, academic probation. This group is called the Academic Care Cohort. The Academic Care Cohort has mandatory monthly meetings and other requirements that are set by the Office of Academic Advising and Retention. There are also required bi-monthly meetings with an academic mentor who will be assigned at the outset of any given term. It is required that these meetings and required appointments be met, along with other requirements of being on academic probation, for a student to be removed from academic probation.

3.3.5 ATHLETIC STUDY HALLS

The Athletic Department sponsors Athletic Study Halls a few nights per week, which are determined each term based on schedules, etc., for student-athletes to have a designated place to study and have other study group meetings.

All incoming student-athletes are required to complete some hours of study hall during their first semester at Azusa Pacific. All continuing students who obtain a 2.8 cumulative GPA are not required to attend study hall.

Any Head Coach may require extra study hall time or academic requirements at their discretion.

4 FINANCIAL AID

4.1 PROCESS

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

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

Awards will be presented in total dollar amounts. The award will be posted to the student-athlete's account upon receipt of the signed Grant in Aid (for returning students) and upon receipt of final transcripts and final eligibility certification (for new students).

4.2 REQUIREMENTS

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

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

Any reduction or nonrenewal of aid will be approved only if such action is taken for proper cause and written documentation is submitted to the Compliance Officer and the Director of Athletics. Without this documentation,

any requests for reduction or nonrenewal will be denied. The Director of Athletics, in consultation with the Compliance Officer, will decide whether to approve or deny the coach's recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If a non-renewal request is denied, the aid will be renewed at the same rate as the prior academic year. When the recommendation is approved, the Director of Athletics will forward to the Financial Aid authority the information regarding the recommended revised award. The Director of Athletics will also notify the Head Coach of this decision, directing the Head Coach to meet with the student-athlete to inform him/her of the decision. The Head Coach will also verbally advise the student-athlete of the appeal process (described below).

4.3 APPEAL PROCEDURE

A student-athlete who wishes to appeal any decisions related to his/her financial aid shall submit a written request (General Petition form) that includes:

- The student's name, student ID number, year in school, and sport.
- Current contact information (address, email, phone number)
- Their reason(s) for appeal including names of institutional staff members (e.g., coach, financial aid staff) with whom the student has discussed the case.
- Copies of any relevant documents (e.g., letter regarding initial award of athletics scholarship)

The student-athlete must submit these materials to the Student Financial Services Office within 2 weeks after the student received notification that the aid is either being cancelled, reduced or not renewed. The student may request an in-person hearing before the Financial Aid Appeals Committee.

A hearing will be scheduled, and the student-athlete and all involved parties such as -- the coach and the Director of Athletics are notified of the time and place. Each side will present its arguments to the Financial Aid Appeals Committee. The Head Coach will have an opportunity to present relevant information in support of the action taken by Athletics. The student-athlete will then present relevant information in support of his/her appeal. The Financial Aid Appeals Committee will have an opportunity to ask questions of both sides. If the Head Coach is unable to attend, an explanation of their reasons should be provided to the committee. It is permissible for both sides to bring witnesses if necessary to the hearing. Within 15 calendar days, the Financial Aid Appeals Committee reaches a decision and sends it in writing to each party. The committee's decision is final.

One of two actions is taken:

- If the Financial Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is not a violation of the rules, regulations or institutional policies and no extenuating circumstances are present, the appeal is not approved.
- If the Financial Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is either a violation of the rules, regulations and institutional policies OR is questionable, the appeal is approved. The financial aid will be renewed.

In any case, the chair(s) of the Financial Aid Appeals Committee will notify the student in writing within 3 weeks after completion of the hearing. If the student wishes to discuss the results of the appeal, a meeting with the Director of Financial Aid will be arranged.

The Financial Aid Appeals Committee will be chaired by the Executive Director of Undergraduate Academic and Student Financial Services and the Director of Financial Aid. The remainder of the committee will have representatives from the Registrar, Retention, Student Life, Faculty, and Financial Aid.

4.4 NON-INSTITUTIONAL OUTSIDE FINANCIAL AID

All outside aid must be reviewed by Student Financial Services designee before being awarded to a student-athlete's financial aid package. The designee will either call the organization awarding the outside aid or will obtain information from the organization's website to determine whether the aid is permissible and if so, if it is exempt or non-exempt aid. If the award is permissible for the student, athlete to receive, the Financial Aid authority will check both team and individual limits before taking the check to the cashier for aid to be posted to the student-athlete's account.

4.5 EMPLOYMENT

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

Compensation to a student-athlete may be paid:

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

Any student-athlete who is employed at a summer sports camp must have prior approval from the Compliance Office. The Compliance Office or the head coach can provide the necessary forms.

5 COMPLIANCE

5.1 SEASONS OF COMPETITION

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

5.2 PLAYING AND PRACTICE SEASONS/CONTABLE ATHLETIC ACTIVITIES

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

As a team member, student-athletes are asked from time to time to review the weekly record the head coach is required to submit that tallies the sport’s countable hours. An email from the *JumpForward* system is sent to the student-athlete to confirm hours practiced by a team for a particular week. Student-athletes will be selected randomly (in addition to each sports’ SAAC member) weekly to complete this verification report, and each week students will have 7 days to complete the task. If questions arise about practice schedules or the seasonal segment, the student-athlete should contact the compliance staff.

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

- Practice and competition (competition counts as three hours regardless of duration)
- Required weight training and conditioning
- Film review
- Individual skill training or workouts

Examples of non-countable activities include

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

5.3 RECRUITING

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

5.3.1 STUDENT HOST RESPONSIBILITIES

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

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

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

5.4 HARDSHIP WAIVERS

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

- Participation has occurred in less than twenty percent of the scheduled competition
- The injury or illness is certified by a medical professional as being season-ending

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

A medical hardship waiver can restore a season of competition, but it does not restore any terms toward the 10 semester rule to complete an intercollegiate competitive career.

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

The below information is needed to submit the Hardship Waiver:

- Contemporaneous medical documentation specifically stating that the student-athlete was unable to compete during the remainder of the season due to an injury or illness.
- The documentation must be official doctor's notes, a letter from the doctor. Training room notes can be used to supplement the doctor's notes but will not be accepted alone.
- Written notification from treating physician in support of the contemporaneous documents stating the incapacitation of the student-athlete due to injury.
- Letter from physician showing the initial diagnosis or onset of the injury.
- Acquire the student-athlete's signature on the conference waiver request form.
- Any and all medical documentation that shows severity of injury.
- Timeline of injury and recovery process from Athletic Trainer.
- Statement of the injury and timeline from the student-athlete.

5.5 TRANSFERS

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

5.5.1 TRANSFERRING IN

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

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

5.5.2 TRANSFERRING OUT

As a general rule, Azusa Pacific honors a student-athlete's request to transfer to another institution provided the student-athlete is in good social and financial standing. All transfer requests, unless noted otherwise, will deny contact with any conference affiliate with the student-athlete's respective sport and any institution which will be an opponent in the following year. A Head Coach may recommend to the Director of Athletics that the release request be denied. The Director of Athletics confers with the Compliance Office concerning this request. The Director of Athletics then makes the final decision. The transfer request process is as follows:

- A student-athlete who wishes to discuss the possibility of transferring to another institution must contact the Head Coach.
- If the Head Coach approves the request to transfer to another institution, the student-athlete is referred to the Compliance Office for a meeting during which the student-athlete will discuss transfer plans.

- The Compliance Officer will send out a permission to contact letter to those schools the student-athlete indicated and keep a copy on file in the Compliance Office.
- It is university policy to not allow permission to contact to any other conference member institution or to any institution on the team's schedule for the following year.

If a transfer request is denied student are permitted to request an appeal. The transfer appeal process is goes as follows:

- If the transfer request is denied, the student-athlete and the Head Coach will meet with the Athletic Director to discuss the reason for the transfer request and the rationale for denying it.
- If the request is not granted at this level, the student-athlete is referred to the Faculty Athletic Representative, who makes the appropriate arrangements for the Appeals Committee to hear the case.
- The student-athlete sends written notice to the Faculty Athletic Representative of the request for a hearing. Written notice of an appeal must be received from the student-athlete within two weeks from the date of his/her original meeting with the Head Coach and Athletic Director.
- The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.) However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.

Once a decision for a particular case has been reached, the committee chair shall inform each side involved in writing.

5.6 AMATEURISM

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

Amateurism is sport specific unless a student has been professional in

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

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

- using athletic skill (directly or indirectly) for pay in any form in a sport
- accepting a promise of pay even is such pay is to be received following completion of intercollegiate athletics participation;
- signing a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
- receiving, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations
- competing on a professional athletics team, even if no pay or remuneration for expenses was received
- entering a professional draft

Any time, before or after college enrollment, entering into an agreement with an agent will cause a loss of eligibility. NCAA rules do not prohibit student-athletes from receiving information about prospective agent or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is not anything that an agent, financial advisor or their representatives can legally do for a student-athlete or their family prior to completion of eligibility.

5.7 GAMBLING AND SPORTS WAGERING

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

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

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

Additionally, student-athletes shall not

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

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

5.8 AWARDS

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

- Each sport may have team awards that are based on criteria set for the sport. These awards are presented at the discretion of the Head Coach and Athletics Department
- Coaches must obtain approval from the Compliance Administrator for any awards provided to a student-athlete
- Awards by outside groups or organizations are not allowed unless approved in advance by the Compliance Administrator
- Awards have monetary limits that will be monitored by the compliance staff upon requests being submitted by a Head Coach to give an award

- A student-athlete may take an award based on their place finish at a meet or event so long as the award is from the meet sponsor or meet host and available to any participant who would win that award. This is most common in track and field, please check with the Compliance Administrator before accepting any award.

5.9 BENEFITS

5.9.1 COMPLIMENTARY TICKETS

The NCAA permits four complimentary admissions per student-athlete in his/her sport. Institutional policy may reduce this dependent on revenue and capacity concerns.

In every case, names must be submitted in advance on *JumpForward* on schedule issued by the compliance administrator and Felix Event Center staff, by midnight the night prior to the contest. Each designated individual must provide identification and sign for the complimentary admission.

5.9.2 OCCASIONAL MEAL

A student-athlete or the entire team in a sport may receive an occasional family home meal from an institutional staff member or friend of the program (“representative of athletics interest”) within specific guidelines which, by NCAA legislation or institutional policy, include

- Meal must be served at a home, but may be catered
- Meal may include one or more student-athletes or a team or group
- Transportation may be provided by a staff member, but not a representative of athletics interest unless the meal function is at his or her home

Coaches and other staff are required to obtain pre-approval of these occasional meals in order to preserve the intent of the rule and the eligibility of the student-athletes. A list of those participating is then provided immediately following the event to the compliance administrator.

5.9.3 APPAREL OR EQUIPMENT WITH INSTITUTIONAL MARKS

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

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

5.9.4 RETENTION OF EQUIPMENT

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

5.9.5 GENERAL LIMITS

A student-athlete may not receive “extra benefits” that are part of a special arrangement by an institutional employee or friend. This includes such things as ‘discounts,” free or reduced-cost services, use of credit cards or any of the following:

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

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

5.10 OUTSIDE COMPETITION

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

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

5.11 PROMOTIONS AND FUNDRAISING

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

5.12 DRUG POLICIES

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

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

5.12.1 NCAA DRUG SCREENING

By signing the NCAA form, an APU student-athlete agrees to allow the NCAA to test in relation to participation in any NCAA championship or postseason football game certified by the NCAA for banned drugs. Additionally, an NCAA Division II student-athlete agrees to be tested on a year-round basis.

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

In signing the NCAA Drug Test Consent, an Azusa Pacific student-athletes agrees:

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

5.12.2 APU DRUG TESTING POLICY

INTRODUCTION

As a member of the National Collegiate Athletic Association (NCAA), Azusa Pacific University student-athletes are expected to conduct themselves in a manner that is congruent to the NCAA Substance Abuse Program as well as to the mission of the institution. Azusa Pacific does not condone the use of illegal street drugs, misuse of prescription medications or use of performance enhancing drugs or supplements. Any student-athlete who violates this Azusa Pacific Drug Screening and Rehabilitation Policy is subject to disciplinary actions from the Athletics Department, the University, and the NCAA. The following actions are among those prohibited:

1. Use, possession, purchase, sale, manufacture, and/or participation in the distribution of drugs that are illegal under either federal or state law, regardless of the amount.
2. Use of anabolic steroids or related substances, or masking agents designed to hide their presence.
3. Illegal acquisition, distribution, and/or misuse of legal prescription or over-the-counter drugs. Use of such drugs in an effort to enhance athletic performance is also prohibited.
4. Association with drug-related activity in a manner detrimental to the integrity of, or public confidence in, Azusa Pacific and its Athletics Department.

Azusa Pacific reserves the right to amend this policy from time to time as needed. Amendments to the policy may be issued with or without notice as the Department of Athletics and Azusa Pacific deem appropriate. Furthermore, this policy is not to be construed as a contract between Azusa Pacific and the student-athlete.

PROGRAM PURPOSES

Azusa Pacific believes that student-athlete education and random drug testing and testing based on reasonable suspicion are appropriate tools to help protect the health and welfare of the Azusa Pacific community and the student-athlete.

EDUCATIONAL COMPONENT

1. As a condition of athletics eligibility, student-athletes must sign the Azusa Pacific and NCAA drug-testing consent and authorization forms. No student-athlete will be able to compete until the consent forms are signed.
2. Each student-athlete shall be provided with a list of banned substances, along with copies of the rules and drug testing policies prior to the start of the playing and practice season. Each student-athlete shall also be provided a copy of Azusa Pacific's Alcohol and Drug Federal Mandate, a copy of which is included in the Undergraduate Handbook.
3. All student-athletes listed on a current Azusa Pacific squad list will be subject to drug testing under the terms of the Azusa Pacific Student-Athlete Drug Policy at any time during the calendar year, including summer.

The Athletic Department will present the *Drug Screening and Rehabilitation Policy* at a formal team meeting before the beginning of each competition season. Each student-athlete will be required to sign and return *The NCAA Division II Drug Testing Consent Form* prior to their participation in practice or competition. If the student-athlete is under the age of eighteen, the forms must also be signed by the parent(s) or guardian(s).

DRUG ADVISORY COMMITTEE

The purpose of the Drug Advisory Committee is to oversee the Drug Screening and Rehabilitation Program. The Drug Advisory Committee shall be comprised of the Athletic Director, Assistant Athletic Director, and Head Athletic Trainer. The Team Physician serves as a consultant to support the Drug Advisory Committee's administrative role. Selected Sports Medicine staff members work cooperatively with the Drug Advisory Committee to help supervise drug screening.

PROHIBITED SUBSTANCES

Students participating in intercollegiate athletics are prohibited from the use, purchase, possession, manufacture, sale, or distribution of any substances on the current National Collegiate Athletics Association (NCAA) banned drug list. Student-athletes may not use the drugs specified by the NCAA regardless whether such use occurs before, during, or after the student-athlete's competitive season.

The list of banned substances by the NCAA can be accessed on the following website:

NCAA Banned Drug List

http://www1.ncaa.org/membership/ed_outreach/health-safety/drug_testing/banned_drug_classes.pdf

This NCAA online list of banned substances is always up-to-date, and is the list for which each student-athlete will be responsible. Any questions concerning this list need to be directed to the Team Physician or to the Sports Medicine Staff.

Azusa Pacific University discourages the use of nutritional supplements for performance enhancement. Nutritional supplements are not strictly regulated by the Food and Drug Administration (FDA) and therefore may contain substances banned by the NCAA and result in a positive test. Any questions regarding nutritional supplements can be directed to the National Center for Drug Free Sport at www.drugfreesport.com or review the product and its label with the Sports Medicine Staff. Any product containing a dietary supplement ingredient is taken at the student-athlete's own risk.

MEDICAL EXCEPTION PROCESS

APU recognizes that some banned substances are used for legitimate medical purposes. Accordingly, APU allows exceptions to be made for those student-athletes with a documented medical need for prescribed 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 their Certified Athletic Trainer of all medications he or she is taking. APU should maintain in the student-athlete's medical records a letter from the prescribing physician that documents the student-athlete's medical need for prescribed 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 Drug Advisory Committee will determine whether a medical exception should be granted based on the student-athlete's medical records.

DRUG TESTING PROCEDURE

Azusa Pacific University conducts unannounced tests throughout the academic year. The dates for testing will be determined by the Drug Advisory Committee.

Selection of participants for each testing throughout the year will be determined by random selection and upon reasonable suspicion.

A) Random Sampling: A random sample of approximately ten percent of the entire population of student-athletes (around 40 student-athletes) from current team squad lists will be selected.

B) Individualized reasonable suspicion: Circumstances for selection upon reasonable suspicion may include (but are not limited to):

1. Observed changes in performance or behavior, physical and or/emotional. Observations may come from the Athletic Director, Athletic Trainers, Team Physician, Head Coaches, Assistant Coaches, Dean of Students, and the faculty. It is up to the Drug Advisory Committee to verify the allegations and make the decision to test.
2. Arrest on charges related to use and/or possession of banned substances.
3. Suspected manipulation of specimens (example: dilution of sample).
4. A previous positive result. (After one negative test following a first positive, the student-athlete will be removed from this pool and subject only to possible random sampling.)

Notification of student-athletes selected to be tested will be made prior to the start of practice by the Athletics Administration Staff. Selected participants will be notified of their selection, location of testing site, and the time to report with proper identification. Student-athletes must report to the testing site within 15 minutes of being notified.

Collection of urine samples will be conducted by the Sports Medicine Staff, strictly abiding by the Collection Procedures designated by the Redwood Toxicology and following the appropriate chain of custody.

If a student-athlete fails to report to the testing site within 15 minutes, fails to produce a specimen at time of testing, and/or manipulates the integrity of the urine specimen and/or collection process, it will be considered a positive test and be subject to the appropriate sanctions.

Laboratory results will be reviewed by the Athletic Director and Head Athletic Trainer, Drug Advisory Committee, and the Head Coach. The student-athlete will be notified of a positive result by the Athletic Director. If the student-athlete is a minor, he/she will participate in a conference telephone call to include his/her parents or legal guardians.

FIRST VIOLATION

The student-athlete will be suspended for 10% of all regular-season scheduled games in a championship season. For those contests(s) the student-athlete cannot dress-out nor be with the team on the bench/sideline/dug-out/deck.

The student-athlete will be required to attend a mandatory individualized counseling appointment at the University Counseling Center, followed by an educational meeting with the Team Physician. If the student-athlete fails to complete such a program, further sanctions, including removal from all intercollegiate participation, may be imposed.

To further team accountability, the student-athlete will be encouraged to notify his/her teammates of a positive test for a banned substance.

SECOND VIOLATION

The student-athlete is permanently suspended from competition at Azusa Pacific University and any athletic aid is prorated to the point of the semester and any remaining amount immediately revoked. The suspension is to begin following notification to the student-athlete of the second positive drug test result.

The student will be encouraged to notify the Counseling Center and re-enroll in a counseling session that may involve an outside facility if deemed necessary by the Counseling Center.

GRIEVANCE PROCEDURES AND APPEAL PROCESS

The student-athlete's decision to appeal must be made in writing within two working days of being notified of the positive result. Upon appeal, student-athletes subject to sanction under the terms of this program shall be entitled to a hearing before an Appeal Panel composed of the Athletic Director, Assistant Athletic Director and a Head Coach (selected by the Athletic Director but not to be the student-athlete's Head Coach). The Appeal Panel will hear evidence from student-athlete or his/her designee, however the designee cannot be a lawyer or representative of a law firm. After hearing such evidence as it deems relevant, the panel shall deliberate in private for the purpose of making findings of fact. The findings and conclusions shall be based exclusively on information supplied at the hearing. Within two working days after it concludes its inquiry, the panel shall report its conclusions regarding the facts and establish the appropriate sanction. A student-athlete requesting such an appeal may continue to play during the appeal process, but also may be subject to interim sanctions until a final verdict is rendered.

COUNSELING COMPONENT

The counseling component provides initial evaluation and counseling recommendations for the student-athlete as a result of mandatory sanctions or self-referral. The counselor will (i) evaluate the student-athlete's needs and (ii) make recommendations for counseling services if needed. If the student-athlete wishes to continue participation in Azusa Pacific University athletics, the student-athlete must sign an Authorization for Release of Information Form which will enable the counseling staff to communicate with the Athletic Training Staff and/or the Athletic Director to ensure compliance with this Policy. Azusa Pacific University counselors will provide initial consult for counseling and recommendations for additional counseling services. If counseling or treatment must be referred off campus, Azusa Pacific University Athletic Insurance will not be responsible for funding these services.

SAFE HARBOR PROGRAM

The Safe Harbor Program provides for a student-athlete to voluntarily disclose the use of a banned and/or illegal substance to a member of the Drug Advisory Committee or the Coaching Staff and receive evaluation, testing and counseling while still remaining eligible to practice and compete in his/her sport. A student-athlete is not eligible for the Program after he or she has been informed of an impending drug test or after having received a positive APU drug test.

The student-athlete is required to make an appointment with Counseling Center personnel. Subsequent drug testing will be required, at the expense of the student-athlete, to determine what type of program will best assist

the individual. This baseline test, if positive, is for evaluation purposes and will be exempt from any violation standards. The Team Physician or Student Health Center may suspend a student-athlete from competition and/or practice if medically indicated.

A student-athlete is permitted to remain in the Safe Harbor Program for up to 30 days. If a student-athlete is determined to have substance use after that period, or fails to comply with the treatment plan, the student-athlete will be removed from the Safe Harbor Program. A student-athlete is permitted to enter the Safe Harbor Program one time during their athletics eligibility at Azusa Pacific University.

CONFIDENTIALITY

Any information concerning a student-athlete's confirmed improper use of drugs shall be restricted to institutional personnel identified within this document -- Athletic Director, Head Coach, Athletic Trainer, Appeal Panel (if necessary) and Student Life, which will be informed of all positive tests to keep such information on record.

All forms, correspondence, and meeting notes with regard to positive test results will be kept in a separate file located in the Athletic Director's office and will not be included in the student-athlete's personal medical record or academic record. No other release of such information will be made without the student's written consent, unless it is requested under federal judicial process. The institution cannot guarantee that law enforcement or prosecuting authorities will not gain access to information in the possession of the institution since valid subpoena or enabling court orders might be issued to compel disclosure. The institution, however, will not voluntarily disclose such information.

If asked by any member of the community or the media, the institution will reply with the following statement, "The student-athlete was found in violation of Azusa Pacific University's Athlete Code of Conduct and has been sanctioned."

If a student-athlete decides to transfer to another institution while in period of suspension due to a positive drug test, the athletic department will inform on documents provided by schools seeking transfer permission that the student-athlete is serving a suspension for a failed drug test.

CONSENT FOR DRUG TESTING/AUTHORIZATION OF RELEASE OF INFORMATION

Prior to participation, student-athletes will be asked to sign a form with the following language:

I hereby acknowledge receipt of a copy of the Azusa Pacific University Athletic Department Drug Screening and Rehabilitation Policy. I further acknowledge that I have read the policy, that it has been outlined for me, I have had the opportunity to ask questions, and that I understand the provisions of the Policy and agree to comply with its provisions.

- I agree to allow the Azusa Pacific University Athletic Department to drug test me in accordance with the Policy, including random testing or testing under the reasonable suspicion clause as described in the Policy.

- I agree to inform the University physician whenever I am taking, under medical supervision, one or more of the substances on the referenced NCAA Banned Drug List. I recognize that this information is necessary to assist the physician in providing me with the best possible medical care, should such care be needed
- I agree to have drug testing results provided to the Athletic Director, Head Athletic Trainer, Team Physician, my Head Coach, a member of the University Counseling Center, and to have the result in my file in Student Life records.
- I agree to be subject to the consequences of positive testing as outlined in the Athletic Department Drug Screening and Rehabilitation policy;
- I understand that, to the extent permitted by law, information obtained in the implementation of the Athletic Department Drug Screening and Rehabilitation Policy for Azusa Pacific University student-athletes shall be confidential.

I agree to fully cooperate with the testing program described in the Policy, and I will not dispute the right of Azusa Pacific University to perform such tests on me.

6 STUDENT-ATHLETE WELL BEING

6.1 CAMPUS RESOURCES

6.1.1 CAMPUS PASTORS

PROGRAMS

The Office of the Campus Pastors believes that discipleship and scholarship go hand-in-hand. As a student learns about the world around them and cultivates the gifts that God has given, they will gain valuable tools for a life of discipleship. Likewise, discipleship leads to curiosity about God and His creation that can invigorate studies.

Because discipleship extends into every facet of a student's life, it is the desire of the Office of Campus Pastors to help find relationships that can encourage and challenge students to grow in Christ and follow Him unswervingly.

MENTORING PROGRAMS

The mentoring programs offered through the Office of the Campus Pastors match APU students with faculty or staff members, or other qualified mentors who are connected to APU, in order to develop meaningful relationships for spiritual growth and accountability. Throughout the year, students meet weekly or monthly with their mentor for prayer, Bible study, other readings, significant conversations, and fellowship.

For more information and details on how to get involved, visit the [Mentoring Programs](#) page.

D-GROUPS MINISTRY

This ministry provides a connection for three to six students to meet together for spiritual growth. The groups meet once a week throughout each semester for encouragement and accountability in living out Jesus' command to love God and love others (Mark 12:30-31). Each of our D-Groups incorporates prayer, Bible study, accountability, fellowship, and service in meetings. These groups are formed from common living areas and matched with a trained student leader. Learn how to join a D-Group or how to start a D-Group.

For more information on D-Groups, contact Mark Sanford at dgroups@apu.edu, or call (626) 815-6000, Ext. 3123.

SALT MINISTRY

SALT is a ministry for student leaders in conjunction with the Office of the Campus Pastors. There is a Community Care Team, D-Groups Team, Kaleo Team, Liturgical Team, and Spiritual Formation Team.

For more information and details on how to get involved, visit the [SALT](#).

CONFIDENTIAL PASTORAL COUNSELING

Our campus pastors and part-time pastors are available to meet with individually. We would love to listen and counsel through distress, indecision, theological inquiry, or just get to know students.

LOCAL CHURCHES

There are a plethora of opportunities for corporate worship as an APU student, and there is more to worship than what happens in a chapel service. Local churches provide opportunities to invest in cross-generational, spiritual community and to participate in interactive faith and a place to serve. It is our hope that each student finds a church home while at APU. Contact the Office of Campus Pastors for help in finding a church that's right.

6.1.2 CAMPUS SAFETY

ABOUT CAMPUS SAFETY

APU's Department of Campus Safety is located on the first floor of Adams Hall on East Campus. The department consists of more than 80 employees, which includes 3 executive team members (chief, deputy chief, lieutenant), 1 administrative coordinator to the chief, 1 office assistant, 16 staff officers, 2 dispatchers, and more than 60 student officers (community service officers and CSO leads) who patrol the campus and respond to emergencies. APU requires all staff officers to complete guard card, pepper spray, and ASP certification.

The Department of Campus Safety works with city, county, state, and federal law enforcement authorities. Agencies cooperate whenever possible on investigations and crime prevention programs to provide the best possible service to the APU community.

SERVICES

BICYCLE REGISTRATION

All bicycles must be registered at the Department of Campus Safety. Registration is free of charge and applies to a student's entire time at APU. Bicycles must be secured to a bike rack when not in use. For convenience, registration may be completed online.

ESCORTS

Campus Safety provides a shuttle van for students at the Segerstrom Science Center stop from 10:45 p.m. to 2 a.m., Monday through Friday, and from dusk to 2 a.m. on Saturday and Sunday. During these hours, an escort service is also available, but is limited to campus residential areas. After shuttle hours, the escort service is expanded to include all campus facilities. Faculty and staff may request an escort to their cars when on campus after hours.

VEHICLE REGISTRATION

Per the Vehicle Code, all faculty, staff, and students must register their vehicle(s) with the APU Department of Campus Safety. Vehicle registration and the resulting parking permit grant the user/owner the privilege to operate and park a vehicle on university owned or controlled properties. All vehicles not displaying a current and valid parking permit are subject to citation and/or tow.

To simplify the registration process, the Department of Campus Safety has developed a new, convenient, and efficient online vehicle registration system. Once registered online, a parking permit is mailed to the student.

Visit <https://apu.thepermitstore.com> to register a vehicle and read parking, driving, and trolley information.

TRAFFIC/PARKING EDUCATION

Azusa Pacific University, with the cooperation of the Azusa Police Department, is always looking to improve vehicle and pedestrian safety on and around campus. The presence of these violations is not new, and they are destined to result in serious accidents if continued.

Campus publications, flyers, posters, and videos are used to warn APU students, faculty, and staff of the traffic hazards. The intent is to promote safe practices for pedestrians and vehicles to follow while traveling to, from, and around campus.

For issues related to off-campus areas, please contact Azusa Police Department:

Azusa Police Department
725 N. Alameda Avenue
Azusa, CA 91702
(626) 812-3200

6.1.3 CAREER SERVICES

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

- [Choosing or changing a major](#)
- [Locating an internship or job](#)
- [Graduate school resources](#)
- [Taking an assessment \(exploring interests, values, and skills\)](#)
- [Résumé writing and reviewing \(PDF\)*](#)
- [Mock interviewing](#)
- [Job search strategies](#)
- [Exploring occupations](#)
- [Taking StrengthsFinder](#)

Career counselors can advise current students and alumni free of charge and by appointment. Services are available Monday-Friday, 9 a.m.-5 p.m. and 5-6 p.m. by appointment only.

CAREER AND LIFE PLANNING COURSES

The 3-unit Career and Life Planning course aids in understanding career development options, finance management, and coping with stress. Students gain a greater understanding of their strengths, values, interests, skills, and personality as they seek employment and/or apply to graduate school. This course is designed specifically for juniors and seniors.

The 3-unit Calling, Major, and Career Exploration: A Strengths-Based Approach to Life Planning course complements CSA 101 by using a strengths-based approach to life planning in order to specifically help lower-division students make decisions regarding their individual calling, selection of a major, or exploration of a career. Emphasis is on identifying and developing strengths, gifts, and talents. This course is designed specifically for freshmen/sophomores.

RESOURCES LIBRARY

Career Services' resource library contains several books that list employers and job banks that can assist in locating an employer and/or position. Current students and alumni may check out books or make copies of relevant information during office hours. Books are available on topics such as choosing a major, writing a résumé, performing a job search, selecting a graduate school, and more. Job search guides, test preparation guides, business journals, salary surveys, job choices magazines, fellowship applications, "What can I do with this degree?" lists, and other bulletins and newsletters are also available in the office.

RECIPROCITY

APU students can access Reciprocity through the Career Services office. This service allows APU students to use career services with other colleges and universities across the United States.

YEARLY EVENTS

Graduate School Fair (October)

Learn about seminary and graduate school programs at this event designed for students seeking further education. Visit www.apu.edu/graduateschoolfair for more information.

Nursing Job Fair (November)

This event is tailored to students and employers within the field of nursing. Visit www.apu.edu/nursingjobfair for more information.

Summer Work and Nonprofit Fair (February)

Summer camp and nonprofit organization representatives recruit at this event, which is designed for students interested in summer employment.

Evening with Industry (March)

This unique event brings sponsoring employers and graduating seniors around the table for advice, learning, and networking. For more information, visit www.apu.edu/eveningwithindustry/.

Teacher Career Forum (May)

During this day-long event, schools and school districts interview qualified individuals for teaching positions. This event is for APU candidates only and allows employers to set as many interview schedules as they would like. Visit www.apu.edu/teachercareerforum for more information.

Career Fair

The Career Fair brings a wide variety of local and national organizations to campus each year. This mutually beneficial experience allows students to network with employers and discover job and internship opportunities, while the employers find quality, capable individuals to fill their job openings.

Résumania (varies)

This two-hour event provides unique exposure for both students and employers, as employers critique student résumés on a drop-in basis.

6.1.4 STUDENT HEALTH CENTER

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

Hours vary and are posted on the website as well as at the Health Center. A 24-hour nurse advice hotline is available for consultation and referral at (877) 643-5130. Students referred to urgent care or to an emergency room are responsible to contact the Health Center the following business day to report the referral and avoid a deductible charge from the insurance company.

Office visits are free to all undergraduate students. Medications, injections, immunizations, procedures, blood draws, and treatments are provided by the attending physician, nurse practitioners, physician assistant, and

registered nurses for a nominal fee. If students need further treatment or evaluation, there is an excellent referral base to specialists in the community as well as a hospital in close proximity.

All students are required to make an appointment in advance. Appointments are available on a first-come, first-served basis by calling (626) 815-2100. The Health Center's schedule fills up early in the day, so please make an appointment as soon as possible for the best chances of reserving a convenient time. If the staff is unavailable at a convenient time, the student is directed to Magan Medical Center for care.

6.1.5 UNIVERSITY COUNSELING CENTER

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

The UCC offers students the opportunity to look at themselves and their environment and to change the way they think, feel, and behave so that they can make the most of their time at APU.

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

- Individual counseling
- Couples counseling
- Premarital counseling
- Group counseling
- Crisis intervention
- Training and educational workshops

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

In emergency situations, first call 911 and then contact the [Department of Campus Safety](#).

6.2 SPORTS MEDICINE CLINIC HOURS OF OPERATION

The **Event Center Sports Medicine Clinic** is open as follows:

MONDAY-WEDNESDAY-FRIDAY

AM by appointment only

12:30 p.m. - 6 p.m.

TUESDAY-THURSDAY

9 a.m. – 11 a.m.

12:30 p.m. – 6 p.m.

SATURDAY

Only for scheduled practices or games

The **Stadium Sports Medicine Clinic** will be open one hour prior to the first practice of the day and will close 30 minutes after the end of the last practice of the day.

6.3 SPORTS MEDICINE CLINIC POLICIES

- Student-athletes are responsible to have taping and/or treatment done in time for practices and games.
- Following treatment for an injury that causes limited/missed practice student-athletes must be cleared by the sport's athletic trainer prior to increasing participation level.
- Student-athletes are to use the SMC for treatment only, not social gatherings or team meetings.
- Injuries not sustained in team functions are not be the responsibility of the APU Athletic Department.
- If a coach refers or an athlete seeks care for any outside medical treatment without the approval of an APU Sports Medicine Staff AT, the student-athlete is held financially responsible for all bills incurred.
- Championship season student-athletes are served first followed by non-championship season student-athletes. For the sake of expediency, non-championship season student-athletes are encouraged to seek treatment in the A.M.
- Ace wraps, crutches, ankle braces and many other items are used to help manage injury. These items are signed out by an AT. The student-athlete responsible for their, or the sport will be charged for them.
- The SMC is a place of business. Conversations are to be kept at an appropriate volume.
- Abusive behavior or language are not be tolerated.
- Athletic Training Students (ATs) shall be treated professionally as any regular staff member.
- On practice days, only student-athletes receiving treatment/rehab will be taped.
- On game days, all student-athletes may be taped.

6.4 SPORTS MEDICINE CLINIC RULES

- The SMC is for the exclusive use of APU intercollegiate eligible student-athletes. It is not for the use of the APU general student body, alumni, family or friends. Non-student-athletes cannot be in the SMC.
- All student-athletes must check in with an athletic trainer for treatment.
- The SMCs are co-ed, therefore appropriate attire is required.
- NO SHOES may be worn in the SMC.
- Only bags or equipment that can be stored in provided cubby shelving may be brought into the SMC.
- Do not operate SMC equipment, use supplies, or remove items from the medical kits.
- No food or drinks are allowed in the SMC.
- Student-Athletes are attended to on a first come-first served basis.
- Ice is for treatment only, not for drinking or eating.
- Content for the AT stereo is regulated/approved by AT Staff and follows the APU Music Policy.
- Student-athletes must shower prior to receiving post practice treatment.

6.5 PRE-PARTICIPATION MEDICAL EXAMINATION

6.5.1 ANNUAL MEDICAL EXAMINATION

The Azusa Pacific Athletics Department requires all student-athletes to receive medical approval/certification from the APU Sports Medicine BEFORE a student-athlete is issued equipment and/or permitted to attend any practice, strength and conditioning sessions, and/or compete in any intercollegiate athletic contests. The pre-participation physical examination must be administered by a Sports Medicine Staff member. This procedure must be completed on an ANNUAL basis. No member of the Athletics Department will permit a student-athlete to participate, nor will APU provide insurance coverage to any student-athlete who has not completed the pre-participation physical examination procedure. Pre-participation physical examinations will not be performed for prospective student-athletes (PSA). All PSAs must follow the Athletics Department Policies for on-campus tryouts. Athletics Department compliance personnel inform the appropriate athletic trainer (AT) of on-campus tryouts.

6.5.2 REQUIRED FORMS

- a. Medical History Questionnaire
- b. Primary Insurance and Emergency Contact Information
- c. APU Intercollegiate Athletic Insurance Information
- d. Assumption of Risk
- e. Client Authorization to Release Information
- f. ADHD Medical Exception Notification
- g. Cardiac Screening Questionnaire
- h. Photocopy (front and back) of Student-Athlete Health Insurance Card
- i. Banned Substance Fact Sheet
- j. Sickle Cell Fact Sheet
- k. NCAA Medical Requirement ADD, ADHD and SCT
- l. NBS Results, Genetic Disease Screening Program
- m. Athletic Pre-participation Physical Examination
- n. Orthopedic Physical Examination
- o. Symptoms Check List for Concussions
- p. Standardized Assessment of Concussion

Forms, a-l, are sent to the student-athletes in the pre-season. They are to be completed prior to the Athletic Physical Examination. Forms, m-p, are completed upon arrival.

6.5.3 ATHLETIC PHYSICAL EXAMINATION

- The Athletic Physical Examination is performed by the Athletic Training Staff and the APU Health Center Staff at pre-arranged times for each team. Upon successfully completing the Athletic Physical Examination the student-athlete is then medically cleared for participation.
- SAs who do not receive their Medical Clearance Forms over the summer must complete the forms electronically before receiving a pre-participation examination (PPE).
- Student-athletes cannot receive a PPE until all forms are completed. Incomplete forms are not accepted.
- Other diagnostic test(s) as prescribed by the Team Physician and/or his/her designee.

PRE PARTICIPATION EXAM PROCEDURES

All SAs must have the above mentioned forms completed and on file with APU Sports Medicine in order to be considered for medical clearance. Every SA must also undergo a PPE by the Sports Medicine Staff and Team Physician and/or his/her designee. The PPE includes, but is not limited to, the following:

- Medical history review
- Height, weight, and vision screen
- Pulse and blood pressure
- Questions regarding the use of Banned Stimulants for the Treatment of ADHD, ADD and/or like conditions
- Medical Physical examination
- Sickle Cell blood tests (new SAs only)
- Orthopedic screening examination
- Concussion Baseline Testing
- Functional Movement Screening (FMS) as developed by Gray Cook and Lee Burton
 - The seven movements: Deep Squat, Hurdle Step, In-line Lunge, Shoulder Mobility, Active Straight Leg Raise, Trunk Stability Push-up, Rotary Stability
 - The grading scale of the functional movements is on a scale of zero to three (0-3). The general criteria for movement observations are as follows:

- Zero (0) is given if the student-athlete experiences any pain during the movement
 - One (1) is given if they are unable to perform the movement properly or there is movement dysfunction
 - Two (2) is given if one or more of the scoring criteria is not performed
 - Three (3) is given if movement is performed flawlessly
- For main areas are watched for when scoring FMS movements:
 1. A score of zero (0) = an automatic follow up to find out why there is pain
 2. A total score of 15 is the FMS cutoff
 3. Asymmetrical “1’s” and “3’s” meaning imbalances requiring further examination of the documented individual score
 4. Non-asymmetrical scores of “1’s”
- Selected individuals may also be required to complete additional tests such as:
 - ✓ Blood test
 - ✓ Urinalysis
 - ✓ EKG and/or Echocardiogram
 - ✓ X-ray, MRI, CT scan, and/or bone scan
 - ✓ Other diagnostic test(s) as prescribed by the Team Physician and/or his/her designee.
- If, for any reason, the SA is not medically cleared for intercollegiate athletics participation, s/he is notified by the Team Physician and/or a member of the Sports Medicine Staff at the end of the PPE.
- Costs associated with any tests, consultations, and/or medical procedures needed to gain medical clearance for participation are the sole financial responsibility of the SA.
- If, for any reason, the student-athlete is medically cleared for intercollegiate athletics participation on contingency of a follow up with the Team Physician for further examination of a medical condition (such as high blood pressure; heart, lung, or diabetes monitoring; asthma acclimatization; etc.), the SA will be notified by the Team Physician and/or a member of the Sports Medicine Staff during the PPE process and will be informed of necessary requirements to become fully medically cleared.
- High Blood Pressure Protocol
 - Student-athletes flagged as having high blood pressure by the team physician at the time of PPEs must:
 - Take five (5) self-checks within one month of PPEs, either in the SMC, at home or at a local pharmacy (CVS, Walgreens, etc.) in order to test their blood pressure levels.
 - Once they have taken five blood pressure readings, they will follow up with the team physician.

Azusa Pacific University reserves the right to refuse medical clearance for participation in intercollegiate athletics based on the medical opinion of the Team Physician and/or his/her designee. Under no circumstances may a SA seek medical clearance from a private (non-APU) physician.

If a coach desires a medical screen performed on a prospective student-athlete (PSA) prior to attending APU, the Prospective Student-Athlete Medical Pre Screen form is available to all coaches. This is not a required form to pass the pre-participation physical examination.

6.5.4 EXIT HEALTH INTERVIEW

At the end of each athletic season (championship and nonchampionship) all student-athletes complete an Exit Health Interview. This form is signed by the student-athlete and the supervising APU Sports Medicine Staff. During this time the Sports Medicine Staff determines if the student-athlete:

1. Is currently under the care of the APU Sports Medicine Staff or outside health care professional.
2. Believes there any health reasons exist that would necessitate that they should no longer participate in APU intercollegiate athletic programs.
3. Cares to discuss any health concerns or follow-up care with the team physician or Sports Medicine Staff.

6.6 ATHLETIC INSURANCE POLICY

In the event that a student-athlete is injured due to participation with an intercollegiate team, the student's primary insurance is billed. APU's athletic insurance covers all allowable charges not covered by the student-athlete's primary insurance. In the event that the student-athlete does not have health insurance, APU's athletic insurance covers all allowable charges. Should the student-athlete live more than fifty miles from APU and has an HMO insurance, the SA is viewed as having no billable insurance with the exception of emergency treatment.

In order to be eligible for the APU athletics insurance for an injury that occurred due to participation in APU intercollegiate athletics, a student-athlete must be referred by a member of the Sports Medicine Staff. The referring AT completes a medical referral sheet and an insurance claim form to be given to the Insurance Carrier and then the physician (see Appendix C). The referring AT determines what physician the student-athlete can be referred to depending on the student-athlete's primary insurance.

If a student-athlete seeks medical attention without a referral from an AT, any medical expenses incurred will not be covered by APU's athletic insurance.

If a student-athlete's insurance does not allow for medical attention by APU's designated Orthopedic Doctors, then the SA can be seen by the Medical Group for a consultation free of charge.

Previous Injuries

The APU Athletics Department will not be responsible for any pre-existing injury or any operation not covered by university insurance.

Tryout Injuries

Prospective Student-Athletes (PSA) that have completed all of the necessary paperwork with the Office of Compliance in order to try out for/with an intercollegiate athletics team are covered for accidental athletic injuries under the APU Athletics Insurance Policy. This is a limited policy through the same company as APU's Secondary Athletic Insurance carrier and operates as another excessive policy that may be used after a primary insurance has been exhausted. Exclusions to the Tryout Insurance Policy are similar with regards to pre-existing injuries and eligibility criteria for medical bills generated without a referral from an APU AT. Injuries occurring during PSA Tryouts need to be reported to the team's AT within 90 days to meet qualification for coverage.

Dental Coverage

Treatment of cavities or cleaning of the teeth are not paid by the APU Athletic Department. Any damage to teeth must be reported to an AT immediately. Any payment of bills for dental work resulting from injury must be authorized by an AT and includes only bills for repair of damage to relatively healthy teeth caused during regularly scheduled practices or contests. Damage to decayed teeth is not covered.

Vision Coverage

Corrective lenses are not furnished by the APU Athletic Department. If the need is determined by the Team Physician for participation, corrective lenses are the financial responsibility of the student-athlete.

6.7 INJURY POLICY

6.7.1 NON-ATHLETIC RELATED INJURY PROCEDURES

If an APU student-athlete is injured outside of practice/game and an AT is called or the student-athlete comes to the SMC, the following procedures are to be followed:

1. Provide only immediate first aid (i.e. clean wounds, ice, brace, etc.).
2. Inform the student-athlete that he/she will be liable for all medical bills.
3. Offer the opportunity to see the APU team physician. The SA will be responsible for all bills.
4. Follow-up care can be provided as long as no cost is involved.
5. An ambulance can be called, if requested. The cost is the student-athlete's financial responsibility.
6. Record information in student-athlete's folder.

6.7.2 RESPONSIBILITIES OF THE STUDENT-ATHLETE

In order that all student-athletes receive complete medical benefits, the following procedures must be followed:

1. For injury/illness occurring when not at practice, an AT is to be immediately notified.
2. Upon receiving any injury during practice or game, (no matter how slight), the athlete must report immediately to their AT.
3. Report all new injury/illness problems to their AT by 10 a.m. the next day.
4. The SA must notify their Head or Assistant Coach of all injuries/illnesses.
5. Injured athletes must follow these listed steps:
 - a. Athlete receives an evaluation.
 - b. Referral to the SMC for recommended treatment or to the doctor for additional evaluation.
 - c. Go to the designated SMC for recommended treatment or rehab daily.
 - d. Injury will be re-evaluated daily.
 - e. Complete insurance information if necessary.
6. Return to practice or competition after approval by AT and/or team physician.
7. The supervising AT handles all insurance questions.
8. If emergency treatment is required while an athlete is away from campus, it is the responsibility of the coach to contact the host school's AT or host team physician to receive necessary treatment.
9. If emergency treatment is required while a student-athlete is injured during scheduled practice when the SMC is closed, it is the responsibility of the coach or the student-athlete to call the appropriate AT.

6.7 INJURY CLEARANCE

1. If an injured student-athlete (SA) is sent to a Physician, the Physician determines when the injury has healed enough that the student-athlete may return to participation. If the Physician is someone other than one of the designated APU Athletics Team Physicians, then the Sports Medicine Staff may require clearance from one of the designated Team Physicians.
2. Once a SA has been cleared for return to play by a physician, the AT determines when the SA is prepared to return to practice and game situations.
3. Once a SA has been cleared by the AT to participate in practice and or games it is the coaches' discretion as to when the student-athlete will resume participation.

6.8 INJURY CLEARANCE

For all medical issues listed below please reference the Sports Medicine policies and procedures handbook.

- ADD/ADHD
- Concussions
 - Academic Support for Concussions
- Eating Disorders
- Sickle Cell
- Inclement Weather
 - Lightening
 - Heat Illness
 - Air Quality
 - MRSA

7 ATHLETIC EVENTS

7.1 TICKETING

7.1.1 FELIX EVENT CENTER-TICKETS

Most athletic events in the Felix Event Center (men's and women's basketball, volleyball, and acrobatics & tumbling) require tickets for admission. Current Azusa Pacific faculty, staff, and students may be admitted or granted a ticket upon presentation of valid Azusa Pacific identification. Ticket pricing and the availability of complimentary tickets may differ during conference or national competition and actual prices and policy will be well publicized.

7.1.2 ALL OTHER VENUES-TICKETS

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

7.1.3 TICKET AVAILABILITY

Azusa Pacific has made ticket purchasing for campus events a quick and easy process. Buy tickets online, by phone with a credit card at (626) 815-5494, or in person at the Felix Event Center Ticket Office.

Tickets can be purchased online up to the day before the event. Please note that a convenience fee will apply to online purchases. The Felix Event Center Ticket Office is open between 8 a.m. and 5 p.m., Monday through Friday and accepts VISA, MasterCard, and Discover, as well as cash and personal checks. Questions should be directed to the Felix Event Center ticket line at (626) 815-5494.

Complimentary tickets for home Cougar athletic events in which there is a charge are available to student-athletes through the *JumpForward* software program. Each student-athlete is allowed four complimentary tickets for each of his/her home contest. Instructions for *JumpForward*, and how to assign the tickets is explained at team meetings at the beginning of each semester. Each guest of the student-athletes will be required to show ID (school IDs are acceptable) and sign for their respective tickets (Guest under the age of 12 do not need to show ID). These two components are mandated by the NCAA. No exceptions will be made. The deadline to request and/or assign guest tickets is midnight the night before the game.

7.2 GAME ENVIRONMENT

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

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

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

7.2.1 CIVILITY AND SPORTSMANSHIP

UNRULY FANS

- Confront the fans if unacceptable behavior is occurring and ask politely that they stop.
- If they continue, confront them again but with the warning that they will be asked to leave if they are approached again.
- If they continue, call Campus Safety to escort them off the property.

BOISTEROUS FANS

- APU tries to keep the student section separate from families and alumni.
- Typically visiting families sit behind the players bench/sideline. In rivalry situations, signs are posted and visual barriers designate different seating sections.
- Extra staff is employed on rivalry games to ensure appropriate behavior.

ANNOUNCEMENTS

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

CROWD CONTROL

- For all our ticketed sporting events, properly dressed employees welcome fans to the venue and give instructions on where to sit and locations of restrooms and concession stands.
- These same ushers keep people off the courts or fields during the game and at halftime.
- A game administrator attends all sporting events; acting as a liaison for SIDs, coaches and fans. They are the go-between for any situation that occurs outside the playing area/field. (The administrator is the Azusa Pacific presence for non-ticketed events. See section 9.5)

Emergency Procedures

Indoors

- The Felix Event Center is equipped with a fire alarm system that gives instruction for attendees to vacate the building at the nearest exit and not use the elevators.
- The alarm is triggered in the Campus Safety Office which calls the fire department.
- Ushers direct guests to the nearest exit and begin clearing the building.
- The FEC manager and lead usher do a sweep of the entire building, checking each room and then locking it behind them. One checks the upper level while the other reviews the lower level.

- In case of a power outage, the Felix Event Center is equipped with a backup generator that gives proper lighting for three hours. When the power goes out, the management along with the game administrator will determine the course of continued action. Sometimes exiting the building can be more of a danger than staying inside.

Outdoors

- With the aid of the Athletic Training staff, it will be determined when to make an announcement about lighting strikes.
 - Within 1 mile
 - Contact coaches, officials
 - Exit players to safety
 - Make an announcement to fans to seek shelter

Azusa Pacific reminds all involved to be mindful of the following specific standards that demonstrate a commitment to conduct in competition consistent with core values:

- After every contest, teams and student-athletes are to shake hands with opponents in the area of play.
- Profanity is unacceptable.
- Support groups (bands, cheerleaders, etc.) must be placed far from the opponent's bench.
- Making personal attacks upon a player, coach or official is unacceptable and must be addressed by the crowd control manager.
- Each contest will have assigned a person who is solely responsible for crowd control at each contest in basketball, football, soccer and other sports as deemed necessary.

7.2.2 MUSIC AND NOISE POLICY

MUSIC

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

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

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

References to

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

In addition, the public persona of the performing “artist” should be taken into account.

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

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

Music is a great gift from God. Our goal is to use it in such a way that all people, from children to athletes to adults, benefit from its use at Azusa Pacific athletics.

NOISE

Azusa Pacific seeks to be a good neighbor to those who live in the vicinity of the university campus. The following is the university’s agreement with the city:

- No amplified noise or music until after 8 a.m. on the weekends, 7 a.m. on weekdays, and it will cease by 10 p.m. weekdays and 11 p.m. on the weekends.
- Lights at the sports complexes are to be off by 10 p.m. on the weekdays and 11 p.m. on the weekends.

8 SPORTS INFORMATION/ MEDIA INTERACTION

8.1 SPORTS INFORMATION OVERVIEW

The Azusa Pacific University Sports Information office handles all activities involved in coordinating interactions between student-athletes, coaches and staff with members of the media. The Sports Information office produces all programs, media guides, press releases and story ideas for Azusa Pacific's intercollegiate athletics program, in addition to keeping statistics, maintaining records and updating the university's official athletics website. The office directs media activity at all intercollegiate athletic events.

The Sports Information staff consists of a Sports Information Director (SID), one Associate Sports Information Director, and Several student assistants.

8.1.1 INTERVIEW POLICIES

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

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

Coaches, staff, and student-athletes have a responsibility to Azusa Pacific to be cooperative with the media. The public's perception of Azusa Pacific, its overall athletics program, and individual teams are shaped by media coverage, and the student-athlete should make every effort to make a positive impression that reflects the mission and values of the university. Each sport receives various shares of attention from the media, although some sports receive more coverage than others. Be appreciative of any coverage the media provides your team.

Questions about how to conduct interviews or problems in handling media requests are to be directed to a member of the Sports Information office so that any problems can be solved.

8.1.2 MEDIA COVERAGE

Azusa Pacific University's intercollegiate athletics program is regularly covered by the following media outlets:

- *San Gabriel Valley Tribune*, a regional newspaper in Los Angeles
- *APU Life*, official Azusa Pacific University quarterly magazine
- *The Clause*, Azusa Pacific student newspaper
- *KAPU*, Azusa Pacific student radio station

Other media outlets will occasionally feature Azusa Pacific athletics, as well, and a number of Azusa Pacific alumni have advanced to professional careers in their sports and have been featured in regional and national media throughout the country.

8.2 TIPS FOR SUCCESS WITH THE MEDIA

- Reporters seek out student-athletes because they had an impact on the game, were involved in a specific play, or because they are able to put the event in perspective in a unique and original way.
- When speaking with the media, remember that you are representing yourself, the coach, your teammates, the sport, and the university. Interactions with the media should reflect the mission and values of Azusa Pacific, its athletics program, and the team.
- Look the interviewer in the eye when listening and responding to questions.
- Do not talk negatively about game officials, opponents, coaches or teammates, and give teammates credit when it is due. Be candid and honest, but not critical of teammates or opponents. Be gracious in post-event comments, regardless of the outcome.
- Always show respect to members of the media. Regardless of how irrelevant a question is, or if it is apparent that a reporter does not know anything about you or your sport, be polite. Members of the media remember those athletes who are courteous and usually come back for more interviews.
- Always be on time for an interview. Members of the media may take it personally if you are not on time for an interview, and reporters are often working on tight deadlines. Often, the way you approach an interview is as important as what you say and can sometimes influence the tone of the story.
- Dress appropriately and be aware of how you look and the image that presents. If you are being interviewed after a practice or game, the media will understand the appearance, but if you're scheduled for an interview at a different time, you should be comfortable but presentable. If your interview is being videotaped or photographed, you should wear something that identifies Azusa Pacific University or the athletics program.
- Get to know any reporters or photographers who regularly cover your team or interview you. Simple courtesies, such as remembering their name, being polite, and thanking them for their coverage of your sport will go a long way towards their overall impression of you and your team.
- If you liked a story written or broadcast by a reporter, tell them the next time you see them. If you didn't like a story, tell them the next time you see them. Reporters appreciate feedback of both kinds.
- Do not give yes or no answers. Most experienced members of the media make an effort to avoid asking questions that can be answered with a yes or a no, but sometimes they may forget. Use the opportunity to emphasize a key emphasis of you or your team as it relates to the question.
- Be quotable. Using standard clichés and overused phrases make for poor interviews. Develop a reputation as a good interview by being creative and quotable without being outrageous or controversial.
- Do not make any comments to a reporter "off the record." A reporter may use comments made while the recorder is turned off or the notebook is closed, and comments a reporter overhears made to a teammate, coach, or opponent may be used. Information obtained in situations where you believe you are speaking "off the record" very rarely remains off the record.
- Do not give out your home or cell number or anyone else's phone numbers. Media members can make contact with other players and coaches through the Sports Information office.
- Prioritize academic and team responsibilities ahead of media requests. Positive interaction between Azusa Pacific student-athletes and the media is important to the university, but this importance is relative. You will never be asked to miss class or postpone schoolwork to conduct an interview, and you should not schedule interviews that conflict with classes, practice schedules, or team meetings.

- Be willing to improve. If you're interested in improving your ability to handle interviews or public speaking situations, approach the Sports Information office for assistance.
- Our business is working with media, and you can make a positive impression in interview situations if you know what you're doing.
- Be cautious in interacting with the media via email, text, or the Internet. Even in a one-on-one note on the web, you are still a representative of Azusa Pacific and the athletics program and you may still be quoted from any online interactions.

8.3 THE ZU

The ZU is designed to be the official Azusa Pacific student support section for Azusa Pacific University athletics events and exists to create a "Zu-like" environment. The ZU is chartered by the Clubs and Orgs department of the Office of Communiversity. Each fall, The ZU submits Club Sponsorship Paperwork to Communiversity in order to be officially recognized. To ensure commitment to NCAA policy and principle, in order to provide sportsmanlike game-day atmosphere an environment, and in order to align with the direction of Azusa Pacific Athletics, The ZU will have a specific advisor -- the Associate Sports Information Director.

The ZU may have oversight from Communiversity and Athletics; however as an entity this is a student-run organization, and will have student leaders who will be semi-autonomous in their direction as a club. Typically, The ZU creates events around significant athletic contests, partners with institutional personnel for established traditions (Midnight Madness, Orientation, etc.), and emphasizes participation in their own way. Funds may be available from Athletics and/or Communiversity depending on the event and those funds are given at the discretion of the department.

The ZU was created by students, for students. The level of involvement of staff will vary year to year as the needs change. All supporting faculty and staff will strive to let the students be The ZU's driving force through their creativity, sportsmanship, and passion.