



Student-Athlete Handbook

seattle pacific university



Athletic Office: 206.281.2085
Athletic Website: www.spufalcons.com

University Mission

Seattle Pacific University seeks to be a premier Christian university fully committed to engaging the culture and changing the world by graduating people of competence and character, becoming people of wisdom, and modeling grace-filled community.

Athletic Department Mission

Seattle Pacific University athletics provides an arena wherein student-athletes are guided toward excellence in physical performance and leadership through the integration of Christian principles and values while participating in intercollegiate sport at the highest possible level. In so doing, athletics fosters pride in the University and creates a window through which the world may witness.



2007-08 Seattle Pacific University Athletics

Department of Athletics
Royal Brougham Pavilion - Upper Level
Hours: Monday - Friday, 8:00am - 5:00 pm
Phone: 206-281-2085
Fax: 206-281-2266

COACHES	Head Coach	Phone	Asst. Coach	Phone Ext
Basketball, Men	Jeff Hironaka	2963	Brock Veltri	x2745
			Adam Swinyard	x2989
			Scott Reid	x2989
			George Parker	x2989
Basketball, Women	Julie van Beek	2851	Michelle Skyles	x2930
			Leisha Bonine	x2930
			Sasha Anderson	x2930
Crew	Keith Jefferson Shellhouse	2931	Jessie Pennington	x2931
		2743	Megan Sweeney	x2931
Cross Country	Doris Heritage	2880	Erika Daligcon	x2880
			Dr. Lane Seeley	x2880
Gymnastics	Laurel Tindall	2883	Kathy Siwek Nate Comes	x2744 x2246
Soccer, Men	Cliff McCrath	2968	Mark Collings	x2969
			Mark Metzger	x2969
			Jimmy Ward	x2969
Soccer, Women	Chuck Sekyra	2859	Arby Busey	x2859
			Chalise Baysa	x2859
			Kevin Blocker	x2859
Track & Field	Karl Lerum	2897	Doris Heritage	x2880
			Chris Randolph	x2897
			Erika Daligcon	x2880
			Kate Carlson	x2393
			Duncan Atwood	
Volleyball	Chris Johnson	2263	Crystal Ames	x2854
			Johnny Lai	x2854

ATHLETICS STAFF

Athletic Director	Tom Box	x2175
Associate Athletic Director	Bob Huber	x2479
Sports Information Director	Frank MacDonald	x2741
Asst AD for Compliance/SWA	Erin O'Connell	x2973
Head Athletic Trainer	Bob Grams	x2768
Assistant Athletic Trainer	Julie Flantzer	x2260
Assistant Athletic Trainer	Erin Rutledge	x2805
Facilities/Intramurals	Howie Kellogg	x2891
Senior Administrative Assistant	Kathy Wimer	x2740
Administrative Assistant/Ticket Sales	Kate Carlson	x2393

Academics & Eligibility

Your academic success is of primary importance to SPU and the Athletic Department. Our aim is that you graduate in four years with a baccalaureate degree. As a student-athlete, you are responsible to meet the academic requirements of the institution listed in the SPU catalog, the Great Northwest Athletic Conference and those of the NCAA. Below are the most critical requirements.

CREDITS

All NCAA student-athletes must carry a full load of **12 or more credits** to be eligible for practice and competition. **If you drop below 12 credits during your sport season, you become immediately ineligible.** Courses that are remedial, tutorial or noncredit (such as Math Lab) can be counted toward the required total of 36 credits per year **only** during your first academic year of collegiate enrollment. **SPU strongly recommends that you average 15 credits per quarter. By doing so, you should be able to graduate in four years.**

GPA

Seattle Pacific University and the GNAC academic standards for student-athletes are higher than those of the NCAA. By the beginning of your second academic year, you must have a cumulative gpa of 2.0 (C) or higher to be eligible for competition. You must maintain a **2.0** minimum each year to remain eligible.

All majors have specific grade point average and course requirements that must be met prior to official admittance to that major. Check the SPU catalog carefully for details on the major you plan to pursue.

SATISFACTORY PROGRESS

Following your first year in college, you must meet the NCAA's satisfactory progress regulations by:

- 1) having earned **36** credits since the beginning of the previous fall term,
or
- 2) having earned an average of **12** credits during all of your terms of attendance.

You must earn at least 75% of these hours during the regular academic year. No more than 25% (9 quarter credits) of these hours shall be earned during the summer or through correspondence courses. If you plan to take summer courses elsewhere to earn the 36 required credits, you must receive prior permission. See Erin O'Connell for details.

A student-athlete shall earn six semester or **six quarter hours** of academic credit the preceding regular academic term in which the student-athlete has been enrolled full-time at any collegiate institution to be eligible; further, to specify for transfer student-athletes, that the six semester or six quarter hours are transferable degree credit. **Summer school credit hours do not count for this rule.**

DO NOT DROP A CLASS WITHOUT CONSULTING ERIN O'CONNELL FIRST.

ACADEMIC YEAR IN RESIDENCE

The definition of "year in residence" for purposes of initiating the requirement for satisfactory progress certification is based on full-time enrollment and attendance during any portion of a term in an academic year, except in the case of a student athlete being granted a medical-absence waiver. At SPU, full-time undergraduate enrollment is considered to be a minimum of 12 credits (graduate enrollment is 6 credits).

DESIGNATION OF MAJOR DEGREE PROGRAM

All student athletes must designate a program of studies (major) leading toward a specific baccalaureate degree **prior to the beginning of the 7th quarter** and from that point on must make satisfactory progress toward that specific major.

You are required to document your major by either:

- 1) formal enrollment in a specific major (the SPU transcript will serve as the official record),
or
- 2) approval by an academic official in the major you are pursuing (a form provided by the Athletics Office shall be used as documentation.)

You are responsible to make certain that this requirement is met and properly documented. If you change your major, you must **see Erin O'Connell** immediately to make certain you will remain eligible.

Transfer students: Beginning your 7th quarter or third year of collegiate enrollment, you are immediately subject to the above regulations regarding declaration of specific baccalaureate degree program (major) and satisfactory progress.

All SPU students are assigned a faculty advisor. Please contact your advisor and see them quarterly for guidance with your class schedule, selection of a major, and other academic questions. Once you have chosen a major, you must request a faculty advisor from within your chosen discipline.

UNDERGRADUATE ACADEMIC COUNSELORS

All SPU students are assigned to an academic counselor when initially enrolled. Have an Undergraduate Academic Counselor who charts your progress toward graduation from the time you enter SPU. Questions regarding credits and degree completion requirements should be directed to the counselor responsible for your part of the alphabet:

A-Co, T-U	Annette Rendahl	x2539
Cp-Haq, V-WA	Ben Weins	x2661
Har-Lem, Wb-Wi	Serena Severance	x2542
Len-Pd, Wj-Z	Kristin Lebreque	x2245
Pe-Sz	Jim Kim	x2255
TBD	Ingrid Steele	x2578
International	Debbie Crouch	x2446

SEASONS OF COMPETITION

All student athletes shall complete their four seasons of athletic participation during the **first 15 quarters** in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies (at SPU this is defined as a minimum of 12 credits).

You have **utilized a quarter** when you are officially registered in a regular term of an academic year for a minimum full-time program of studies and attend the first day of classes for that term.

You will be charged with a **season of competition** when you enter **ANY** contest for any period of time during the playing season with outside competition including scrimmages, exhibition games, alumni contests and joint practice sessions. (In the sports of **Volleyball and Soccer**, you may engage in outside competition

during the non-championship segment without using a season of competition provided you were academically eligible during the championship segment.)

TRAVEL POLICY

It is your responsibility as a student-athlete to inform your professors at the start of each quarter of your competitive travel schedule. You are responsible for working with your professor and seeing that your class work is completed in a timely manner. You will receive a "missed class" letter from your coaches. You are required to provide this letter to your professors stating when you will be missing class due to official university business (competitions).

MEDICAL HARDSHIP WAIVER

If you become injured, it may be possible to gain an additional season of competition if you have not competed in more than two contests (or dates of competition) or 20% of the total number of contests (whichever number is greater). We will work with you to prepare and submit the waiver if you meet the requirements. We have 60 days past the end of your championship season to submit the hardship waiver. **See Erin O'Connell.**

"REDSHIRT" RULE

1) A student-athlete who is eligible for competition but who does not compete is termed a "redshirt." Most often redshirt status is determined between a student-athlete and coach prior to the beginning of the season. If you choose to redshirt, you remain eligible for practice with your team. If you do not compete, you do not use a season of competition. *See Exception for volleyball and soccer above.

2) A student-athlete serving a year of academic residence for academic purposes is allowed to practice with the team but not compete. For further information on the "Do's & Don'ts" of serving a year of academic residence "redshirt" **see Erin O'Connell.**

PRACTICE LIMITATIONS

The time and physical well-being of a student-athlete are protected by practice limitations. Your coach establishes weekly practice schedules within limits set by the NCAA. A written record of your team's practice schedules is turned in weekly to ensure compliance. **During the playing season**, you may not practice more than **4 hours per day** and **20 hours per week**. Further, all countable athletically related activities are prohibited during one day per week (a travel day may be considered a day off). These regulations do not apply during regularly scheduled vacation periods or prior to the start of classes.

Outside of the playing season, your participation in countable athletically related activities is limited to a maximum of 8 hours per week of weight-training, conditioning and individual skill instruction (not more than two hours per week can be spent on individual skill workouts). During individual skill instruction, no more than four student-athletes from the same team can be involved with their coach(es) at any one time in any facility. These activities are prohibited during two days per week.

"Voluntary" really does mean voluntary. Student-athletes must not be required to report back to coaching or athletics department staff any information related to the voluntary activity. The activity must be initiated and requested solely by the student-athlete. The student-athlete may not be penalized if they elect not to participate.

Countable athletically related activities: Includes any meeting, activity or instruction involving sport-related information and/or having an athletics purpose.

The NCAA prohibits you from missing a class to attend a practice except when traveling to an off campus competition. No class time shall be missed for competition conducted during the nonchampionship segment in the team sports of soccer, volleyball and rowing.

TRANSFER REGULATIONS:

If you wish to transfer from Seattle Pacific University to another institution, various NCAA regulations and conference regulations will apply. If you transfer to another GNAC institution, it is mandatory that you fulfill one year in residence prior to being eligible to compete. Four year institutions cannot have contact with you regarding a transfer without first obtaining the written permission of SPU's Athletic Director. Please contact Erin O'Connell if you are thinking of transferring.

It is YOUR responsibility to seek accurate information from SPU's Athletic Office regarding transferring.

STUDENT-ATHLETE ADVISORY COMMITTEE

In 1989, the NCAA adopted the idea of a student athlete advisory committee. Each member institution was asked to implement the concept for the welfare of their student-athletes. Your Student Athletic Advisory Committee (SAAC) is comprised of members from each team who meet to discuss issues that concern student athletes, plan quarterly community outreach projects, provide student athlete leadership in the eyes of the athletic department and foster support of your fellow Falcon athletic teams. SAAC helps your coaches and administrators make your academic and athletic experience as fulfilling and valuable as possible.

HAZING

Hazing will not be tolerated. Seattle Pacific University and the NCAA prohibit activities that can be construed as embarrassing and/or harmful.

Gambling

As per NCAA Bylaw 10.3: “Staff members of a member conference, staff members of the athletics department of a member institution and **student-athletes** shall not knowingly:

- (a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- (b) Solicit a bet on any intercollegiate team;
- (c) Accept a bet on any team representing the institution;
- (d) Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- (e) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.”

*No wagers on any professional or college sports event, even those that don't involve your college.

*No sports “pools,” even those run by your friends (regardless of it being \$1 or \$5,000).

*No internet gambling on sports events.

*No auction style sports events.

*No sports wagering using “800” numbers.

*No exchange of information about your team with anyone who gambles. In other words, no information about injuries, new plays, team morale, discipline problems, or anything else.



Seattle Pacific University Intercollegiate Athletics Social Networking Website Policy

Student-athletes, as members of the broader Seattle Pacific University community, are permitted to maintain personal profiles on social networking websites such as (but not exclusive to) Facebook.com and MySpace.com in accordance with the following guidelines:

1. No offensive, derogatory or inappropriate comments are posted.
2. No offensive or inappropriate pictures or videos are posted.
3. All contacts and material posted must be consistent with SPU lifestyle expectations, community standards, SPU User Policies (<http://www.spu.edu/cishelpdesk/policies/user/>), NCAA rules and regulations, and state and federal law.

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

Disrespect and violation of this policy may result in a loss of athletic scholarship and disciplinary action.

Seattle Pacific University reserves the right to monitor these sites.

Boosters

“Representatives of Athletics Interests” is the NCAA terminology for an individual who supports collegiate student-athletes in their quest for excellence in academics and athletics. Another term for these individuals is “boosters.” The NCAA maintains strict regulations for what boosters can and can’t do for enrolled student-athletes.

Seattle Pacific University is responsible for the actions of our athletics boosters. Please familiarize yourself with the below statements regarding SPU booster behavior.

Representative of Athletics Interests: A "representative of the institution's athletics interests" is an individual who is known (or who should have been known) by a member of the institution's executive or athletics administration to:

- (a) Have participated in or to be a member of an agency or organization, including corporate entities (e.g., apparel and equipment companies), promoting the institution's intercollegiate athletics program;
- (b) Have made financial contributions to the athletics department or to an athletics **booster** organization of that institution;
- (c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
- (d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families;
- (e) Have been involved otherwise in promoting the institution's athletics program;
or
- (f) Have ever participated as a varsity student-athlete at SPU.

For any questions or concerns, please contact:

Erin O'Connell

Assistant Athletic Director for Compliance/Senior Woman Administrator

Seattle Pacific University

(206) 281-2973 or ocone@spu.edu

BOOSTER DO's & DON'Ts

Under NCAA rules, a booster MAY...

Provide an enrolled student-athlete with an occasional meal. A booster may provide an enrolled student-athlete or an entire team with an occasional home meal. The occasional meal must:

- *Take place in the locale of SPU;
- *Be provided in the booster's home (i.e., no restaurants);
- *Be restricted to infrequent or special occasions (e.g., one per quarter).
- *Be reported to the Compliance Office before the meal occurs.

NOTE: It is permissible for the meal to be catered. Also, local transportation to attend the meal may be provided to the enrolled student-athletes, but only by the institution or the booster who is hosting the meal.

Employ an enrolled student-athlete. A booster may employ an enrolled student-athlete during the summer or the academic year, provided the student-athlete:

- *Is compensated only for work actually performed at the going rate in that locale for similar services;
- *Is not hired based on publicity, reputation or fame obtained due to athletics ability;
- *Is not provided with any benefits not enjoyed by all other employees.

Have contact with an enrolled student-athlete.

The rules that preclude a booster from having any contact with a prospect do not apply to enrolled student-athletes. It is permissible for a booster to speak with an enrolled student-athlete before or after a game, at a banquet or at any other location.

Contribute money or make donations in-kind.

A booster may contribute money to an athletics team, provided the funds benefit the team in general and are not earmarked for a particular student-athlete. In addition, a booster may make donations in-kind for the benefit of a team (e.g., equipment, practice/competition apparel).

Under NCAA rules, a booster may NOT...

Provide an enrolled student-athlete with any extra benefit.

A booster may not provide to an enrolled student-athlete or the student-athlete's relatives/friends any benefits or special arrangements which are not expressly authorized by NCAA rules, unless such benefits are generally available to all SPU students and their relatives/friends.

The list of impermissible benefits for enrolled student-athletes includes, but is not limited to:

- *Providing cash or loans in any amount.
- *Co-signing a loan.
- *Providing gifts of any kind, including birthday or holiday gifts.
- *Providing free or reduced-cost housing.
- *Providing meals (except for occasional home meals as noted above), clothing, transportation or the use of an automobile.
- *Providing special discounts for goods or services (e.g., discount car repairs, legal services, haircuts).
- *Providing an honorarium for a speaking engagement.
- *Involve student-athletes in commercial advertising.

NCAA rules do not permit a student-athlete's name, picture or appearance to be used to advertise, recommend or promote the sale or use of a commercial product or service of any kind.

Under certain specified conditions, however, a student-athlete may be involved in charitable, educational and non-profit promotional activities. Any such activities require the prior approval of **Erin O'Connell**.

NCAA regulations do not permit individuals/families outside Seattle Pacific University to serve as "Sponsors" or "Sponsor Families" to enrolled student-athletes. This is due to the fact that there is no standard program in place available to ALL SPU students.

Scholarships & Financial Aid

As a NCAA Division II institution, SPU is permitted to award athletic scholarships. However, most SPU sports do not have the budget to offer maximum athletic scholarships. Men's Cross Country and Men's and Crew are considered non-scholarship sports.

The NCAA allows athletic scholarships to be awarded only on an annual basis with renewal based upon continued satisfactory participation and academic eligibility.

While an Athletic Scholarship may be a part of your financial aid package, the amount is determined through a separate process. A coach submits a list of athletes with suggested amounts of award recommendations to the Director of Athletics for approval. He then forwards those recommendations to the Director of Financial Aid for final approval.

All student-athletes are required to annually submit the completed Free Application for Federal Student Aid Form (FAFSA) prior to the posted deadline to be considered for any form of financial aid including an Athletic Scholarship.

When the student's total financial aid package is finalized, the student athlete will receive both a financial aid award letter from SPU and a separate Athletic Scholarship Agreement, which he/she must sign to formalize the award. The written and signed Athletic Scholarship Agreement is the **only** authorized commitment of athletic scholarship money that is recognized by the University.

Changes in your financial aid that occur during the year affect the total equivalency for your sport. Therefore, if subsequent to your initial annual financial aid award, the amount of your financial aid is changed for any reason resulting in individual and/or institutional limits being exceeded; your aid may be reduced to bring about NCAA compliance. In order for your team to stay within the mandatory team equivalency limitations, you must contact Bob Huber (x2479) immediately if a change occurs.

Questions regarding financial aid should be addressed to the following staff in the Office of Financial Aid:

A - D	your SFS Counselor is Stacey Rall	x2526
E - KD	your SFS Counselor is Gloria Rizo	x2520
Ke- O	your SFS Counselor is Kelsy Nelson	x2408
P-Th	your SFS counselor is Mark Sullivan	x2476
Ti - Z	your SFS Counselor is Jenny Krumbholz	x2470

Director of Student Financial Services: Jordan Grant x2469

Questions regarding Athletic Scholarships should be addressed to Kathy Wimer (x2740) in the Athletic Office.

Athletic Training Room Procedures

Purpose & Philosophy

The purpose of sports medicine at Seattle Pacific is to provide the best possible care, treatment, and prevention for athletic related injuries.

All sports have equal access to the Athletic Training Room and all medical services. All athletes are treated with the best care we can provide. Our goal is to prevent as many injuries as possible and to get every athlete back into activity as soon as safely possible. Except for injury assessments, which are scheduled by appointment, our facility functions on a first-come-first-serve basis.

Procedures

1. Athletic Training Room Hours

The Athletic Training Room hours are posted outside the door but are generally from 1:00 or 1:30 to 6:00 or 6:30 depending on the season. Injury assessments and treatments are to be done in the mornings by appointment.

2. Injuries & Illness

Report **all** injuries and illnesses occurring during practice or competition as soon as possible to an athletic trainer or a coach. In cases of emergency or illness occurring during the night or on weekends, students should contact their resident assistant or resident director who in turn will contact the registered nurse "on call" at the Health Center. Off campus students should contact Safety and Security for after hours referral. A staff athletic trainer should be notified of any illness or injury as soon as possible.

3. Treatment of Injuries

Injured athletes are expected to report to the Athletic Training Room daily for treatment and rehab. Please arrive in the Athletic Training Room as soon as possible before practice to avoid congestion that can occur shortly before practice.

4. Practice Policies for Injured Athletes

All athletes are expected to practice unless excused beforehand by their coach or an athletic trainer. If you are injured to the extent that you will be available for only limited workout, you will, nevertheless, be required to report to all practices on time and the gear suggested by the training staff or your coach. Injured athletes will be given special exercises intended to speed recovery time and maintain conditioning.

5. Taping

The prevention of an injury is much better than having to treat one after it occurs. Ankle taping or bracing is recommended for those athletes with a history of easily sprained ankles due to ligamentous laxity. If you think you may need to have your ankles or other joints taped, please see a staff athletic trainer.

6. Athletic Training Room Rules

- Do not bring bags or extra clothing into the Athletic Training Room as there is no place to store them.
- Do not wear shoes that are dirty from Wallace Field or track spikes into the Athletic Training Room.

- Our Athletic Training Room is coed. Wear appropriate clothing.
- Except for making and applying ice packs, avoid self-treatment; all taping, bandages, etc., will be applied by an athletic trainer or student assistant.
- Do not use Athletic Training Room equipment or supplies without permission of a staff member.
- Except for ice bags do not remove any equipment or supplies from the Athletic Training Room without permission. Towels and water bottles should not be taken from the Athletic Training Room except by staff or team managers.
- Because the Athletic Training Room is a medical facility, eating and drinking are not permitted.
- When needing treatment or care after practice, please shower first.
- Please do not use cellular phones or pagers in the Athletic Training Room.

Equipment check-out: Certain pieces of medical equipment may be checked out, e.g. crutches, braces, aqua joggers, vaporizers, cryocuffs. You are responsible for returning items promptly when they are no longer needed and in good condition. Failure to do so will result in a fine to cover the replacement cost of the item.

Elastic Wraps: Elastic wraps are frequently used to hold ice bags in place. They are not "checked out" the same way other equipment is, however, you are expected to return any elastic wrap that you have been given as soon as it is no longer needed.

**Head Athletic Trainer
Bob Grams, MS, ATC
Office: 281-2768
Home: 242-1903**

**Assistant Athletic Trainer
Julie Flantzer, MS, ATC
Office: 281-2260**

**Assistant Athletic Trainer
Erin Rutledge, MS, ATC
Office: 281-2805**

**Athletic Training Room
281-2260**



SEATTLE PACIFIC UNIVERSITY

DEPARTMENT OF ATHLETICS
Medical Policies and Procedures
2007-08

As an intercollegiate athlete at Seattle Pacific University (SPU), you may have occasion to seek the services of the athletic training staff. The primary function of the athletic training staff is the prevention, recognition, management and reconditioning of injuries that may affect you during the time you are an athlete at SPU. The following are important medical policies and procedures:

1. The Department of Athletics medical program is under the direct supervision of the head athletic trainer and his staff in consultation with the team physician.
2. In particular instances, the team physician may delegate other physicians to assist him or act in his stead. However, the team physician keeps informed of all serious injuries and has final authority with regard to all medical disqualification, restrictions, treatment and return to activity.

PRE-PARTICIPATION PHYSICALS & MEDICAL HISTORY

1. **A pre-participation medical physical exam is required annually prior to trying out, practicing or participating on an intercollegiate athletic team.** All athletes must present written documentation to the head athletic trainer of a current (within 6 months of the first date of practice) pre-participation physical signed by a physician, nurse practitioner, or physician's assistant stating that the athlete is medically cleared to participate in intercollegiate athletics. Your provider must document the physical exam using their own or SPU's physical exam form.
2. **Freshman and transfer** athletes entering the athletic program for the first time may obtain a **pre-participation medical physical** from their family physician or, upon arrival, through the team physician **at their own cost.**
3. **All returning athletes, and new athletic scholarship athletes** may obtain their pre-participation physical from any of the physicians at The Sports Medicine Clinic (Clinic). There is no fee for the routine physical for returning athletes **IF** the physical is obtained at the Clinic during the open pre-participation physical period (May 1 – June 15). New athletic scholarship athletes may obtain their physical at the Clinic anytime prior to their first day of practice. Any follow-up tests or procedures are not included in the no fee physical exam. Payment for these expenses is subject to insurance policy procedures outlined in this document. The head athletic trainer will make arrangements for pre-participation physicals at the Clinic and provide athletes with the specific procedures.
4. **An Athletic Medical History Form must be completed and filed with the head athletic trainer.** A complete history of all significant injuries sustained prior to enrolling at SPU must be reported. This form is attached and also available from the head athletic trainer or the athletic office.

INSURANCE POLICIES AND MEDICAL EXPENSES

1. **Athletes are required to be covered under a medical insurance policy that includes at least basic coverage components. Major medical only policies are not acceptable. *Note that SPU student insurance is unacceptable since it has an athletic participation exclusion.***
2. **The athlete's required medical insurance is the primary insurance** for payment of expenses resulting from covered injuries while participating in intercollegiate athletics at SPU. **SPU provides secondary coverage** for covered injuries that pays for expenses not covered by the athlete's primary insurance. This coverage is effective during the regular season which is defined as the first scheduled day of practice to the last day of participation by an individual participant or during approved organized pre-season or post-season training programs that occur during the school year.
 - A covered injury is defined as an injury resulting from participation in an official SPU athletic practice, intercollegiate competition, or "approved training program".
 - An official practice or competition is defined as one supervised by an SPU coach and authorized by the athletic director.
 - An approved training program is defined as a prescribed training or practice regimen given in writing to the athlete by an SPU coach that directly relates to the student's intercollegiate sport activities.

SPU does not provide medical coverage for injuries that occur while an athlete trains or practices on his or her own during the summer, winter break, or spring break even when that training otherwise meets the definition of an approved training program.

3. **The athlete (or parent) is required to complete a Medical Insurance Questionnaire (attached).** This will be used by SPU for information purposes and submitted to SPU's insurance company should a claim be filed. An annual update of insurance information, and notification of any changes in coverage are required. **No consideration will be given to medical bills if correct and up-to-date information has not been communicated to the SPU Athletics Department.**
4. **Medical expenses will be paid first by the athlete's own medical insurance which will be the primary medical insurance.** Secondary coverage will be provided by SPU when expenses result from a covered injury (see Paragraph 2 above) and exceed the amount covered by the primary insurance. The athlete, (or parent), is responsible for paying outstanding balances which impose a strict payment due date. **SPU will not be responsible for any interest, penalties, or collection fees associated with late payments.**

For dental related injuries, claims must be submitted to the athlete's medical and dental insurance providers as expenses for dental injuries are often covered by medical insurance as primary insurance followed by the dental as secondary insurance. SPU would then provide coverage when expenses exceed the amount covered by the athlete's primary and secondary insurances.

5. SPU's responsibility for payment of or reimbursement for deductible portions of the athlete's primary insurance will not exceed \$500. Exceptions may be made only if extenuating circumstances exist and if petitioned and approved by the Athletic Director.
6. **Authorized expenses** will be those incurred when the team physician or staff athletic trainer refers the athlete to physicians, dentists or other providers. **Approval for medical or dental treatments must be obtained from an SPU athletic trainer before expenses are incurred.** In the case of emergency, prior approval is not required; however, the injury must be reported to a staff athletic trainer within 48 hours of the incident. All other expenses will be considered unauthorized. **SPU will not pay unauthorized expenses.** Additionally, SPU will not be responsible for the following:

- a) medical or dental expenses resulting from athletes or their parents' independent decisions to not comply with the policies or requirements of their own or SPU's insurance policies;
 - b) (for HMO insurance coverage), medical expenses incurred for services provided outside an HMO facility unless pre-arranged with the HMO and communicated in writing to an athletic trainer and the athletic office;
 - c) medical expenses incurred when an individual with a pre-existing condition needs medical attention for that condition. The head athletic trainer and team physician in review of the medical history and physical examination will determine such condition. This condition may also be determined during any medical treatment;
 - d) special pads, braces or orthoses that must be purchased in order to correct a postural anomaly or pre-existing condition;
 - e) medical coverage of injuries that were not reported, for any reason, to a staff athletic trainer within 15 days following the incident;
 - f) injuries incurred when the athlete is involved in activities not related to their specific sport or excluded by their insurance policy;
 - g) any dental expenses not the direct result of an athletic related injury.
7. All arrangements for treatment of athletic injuries are to be made before the athlete graduates or withdraws from school unless pre-arranged. **SPU will not accept responsibility for medical expenses incurred after an athlete has withdrawn or graduated from school.**
 8. SPU's secondary coverage will be in effect for up to two (2) years from the date of a covered injury. Coverage of expenses incurred after that time period are the responsibility of the athlete unless pre-approved by the Athletic Director.
 9. SPU reserves the right to withhold financial responsibility on any treatment specifically excluded from its insurance policy.
 10. Final authority for any disputed decision by the head athletic trainer or team physician regarding medical treatment and related expenses lies with the Athletic Director.

PROCEDURES FOR PAYMENT OF MEDICAL BILLS

1. In the event of an injury that requires medical or dental treatment, **the athlete (or parent) is responsible for filing claims with their own insurance company. To obtain payment consideration for unpaid balances or reimbursements, SPU must receive copies of an itemized bill from the medical or dental provider and an explanation of benefits (EOB) from the primary insurance company (as well as secondary insurance company for dental expenses – see page 2, paragraph 4). All EOBs should be sent to SPU even if the athlete's insurance company covered the entire amount.** These should be sent to:

Kathy Wimer, Sr. Administrative Assistant, Seattle Pacific University Athletic Department,
3307 3rd Avenue West, Suite 301, Seattle, WA 98119 Fax: 206-281-2266
e-mail: wimerk@spu.edu
2. SPU will not be responsible for any interest, penalties, or collection fees associated with late payments.
3. Providers should not bill SPU directly and should not be instructed to do so.

NCAA Banned-Drug Classes 2007-08

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

Banned Drugs

The following is a list of banned-drug classes, with examples of substances under each class:

- (a) **Stimulants:**
- | | |
|---------------------------------|---|
| amiphenazole | methylenedioxymethamphetamine (MDMA, ecstasy) |
| amphetamine | methylphenidate |
| bemigride | nikethamide |
| benzphetamine | octopamine |
| bromantan | pemoline |
| caffeine ¹ (guarana) | pentetrazol |
| chlorphentermine | phendimetrazine |
| cocaine | phenmetrazine |
| cropropamide | phentermine |
| crothetamide | phenylpropanolamine (ppa) |
| diethylpropion | picrotoxine |
| dimethylamphetamine | pipradol |
| doxapram | prolintane |
| ephedrine (ephedra, ma huang) | strychnine |
| ethamivan | synephrine (citrus aurantium, zhi shi, bitter orange) |
| ethylamphetamine | and related compounds. |
| fencamfamine | The following stimulants are not banned: |
| meclofenoxate | phenylephrine |
| methamphetamine | pseudoephedrine |

(b) **Anabolic Agents:**

anabolic steroids

- | | |
|--------------------------------|-------------------------------------|
| androstenediol | methyltestosterone |
| androstenedione | nandrolone |
| boldenone | norandrostenediol |
| clostebol | norandrostenedione |
| dehydrochlormethyltestosterone | norethandrolone |
| dehydroepiandrosterone (DHEA) | oxandrolone |
| dihydrotestosterone (DHT) | oxymesterone |
| dromostanolone | oxymetholone |
| epitrenbolone | stanozolol |
| fluoxymesterone | testosterone ² |
| gestrinone | tetrahydrogestrinone (THG) |
| mesterolone | trenbolone |
| methandienone | and related compounds |
| | <u>other anabolic agents</u> |
| | clenbuterol |

(c) **Substances Banned for Specific Sports:**

Rifle:

- | | |
|------------|------------------------------|
| alcohol | pindolol |
| atenolol | propranolol |
| metoprolol | timolol |
| nadolol | and related compounds |

(d) **Diuretics and other Urine Manipulators:**

- | | |
|---------------------|------------------------------|
| acetazolamide | hydrochlorothiazide |
| bendroflumethiazide | hydroflumethiazide |
| benzhiazide | methyclothiazide |
| bumetanide | metolazone |
| chlorothiazide | polythiazide |
| chlorthalidone | probenecid |
| ethacrynic acid | spironolactone (canrenone) |
| finasteride | probenecid |
| flumethiazide | triarterene |
| furosemide | trichlormethiazide |
| | and related compounds |

(e) **Street Drugs:**

- | | |
|------------------------|---|
| heroin | tetrahydrocannabinol (THC) ³ |
| marijuana ³ | |

(f) **Peptide Hormones and Analogues:**

- corticotrophin (ACTH)
growth hormone (hGH, somatotrophin)
human chorionic gonadotrophin (hCG)
insulin like growth factor (IGF-1)
luteinizing hormone (LH)
(all the respective releasing factors of the above-mentioned substances also are banned.)
erythropoietin (EPO) sermorelin
darbepoetin

(g) **Anti-Estrogens**

- anastrozole
clomiphene
tamoxifen
and related compounds

(h) **Definitions of positive depends on the following:**

¹for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

²for testosterone – an adverse analytical finding (positive result) based on any reliable analytical method (e.g., IRMS, GCMS, CIR) which shows that the testosterone is of exogenous origin, or if the ratio of the total concentration of testosterone to that of epitestosterone in the urine is greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

³for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

31.2.3.4.1 Drugs and Procedures Subject to Restrictions.

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:
(Revised: 8/15/89)

(a) Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)

(b) Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:
(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)
(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and
(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

(c) Manipulation of Urine Samples. The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)

(d) Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)

(e) Additional Analysis. Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised: 8/15/89)

Facilities & Equipment

All student-athletes will have a locker and a mesh bag checked out to them while they are members of a varsity sport team. Your mesh bag number coincides with your locker number.

Blue Bags- Men's Basketball
 Yellow Bags- Women's Basketball
 Red Bags- Other Women's Varsity Sports
 Black Bags- Other Men's Varsity Sports
 White Bags-Women's Volleyball

Quarterly, we will check with each coach to verify team membership for each sport. If you are no longer on a team, you will need to vacate your locker. We will send a message to your Mailstop after which you have 5 days to clear your locker. Items are saved for 10 days only.

Cage & Laundry Hours:

<i>Monday thru Thursday</i>	7:00am- 11:00pm
<i>Friday</i>	7:00am – 9:00pm
<i>Saturday</i>	8:00am- 9:00pm
<i>Sunday</i>	2:00pm- 6:00pm
Closed on Holiday's	

Towels:

The white towels are for everyday use and must be returned to the cage to receive a clean towel. Blue stripe towels are for the Training Room and faculty use only.

Laundry Bags:

You will be issued only one mesh bag for your laundry. To have your laundry done, place your laundry in your mesh bag and turn it in to the cage at least 1.5 hour before the cage closes. Late laundry will be done the next day. When turning in your mesh bags:

- a) place white tag outside bag to identify your number;
- b) do not over fill you mesh bag or your laundry will not be clean and dry;
- c) close your bag as tight as possible; please use the big laundry pins for best results!
- d) check for holes in your bag. Turn in your damaged bag to be issued a new one.

Lost & Found:

If you have lost an item, check with the cage monitor. It will only be kept for 7 days.

Weight Room:

BE SAFE!! You must always place collars on free weight bars. Report broken equipment to the cage or call 281-2891. Do not use anything that is broken or not working properly. This might cause you injury or further damage the equipment.

Howie Kellogg
Facility Manager
Office #: 281-2891