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I. Introduction

A. Institutional Philosophy

The Athletics Department of Saint Martin's University supports the whole student athlete in body, mind, and spirit. In line with our long-standing and proud Benedictine values, we encourage our students to embody and explore the core themes of faith, reason, service, and community through academic achievement and learning in a high level of athletic competition. Student athletes are empowered to not only become life-long learners in academic fields, but to understand the relationship between athletics competition and its significance to the community as a whole.

B. Statement of Commitment to Rules Compliance

SMU’s Department of Intercollegiate Athletics (DIA) has a steadfast and enduring commitment to observance of all regulations of the National Collegiate Athletic Association and the Conference. Coaches and staff have an affirmative duty to the following:

1. Knowledge of all NCAA, Conference regulations and SMU policies including but not limited to recruiting, eligibility, amateur status and conduct of sports. This includes rules interpretations.
2. Observance of all rules cited in (1).
3. Self-reporting of all known violations to appropriate administrator.

C. Responsibilities

1. Ultimately, the Director of Athletics is responsible to ensure the adherence by SMU coaches and staff to the rules and policies of the NCAA and the Conference.
2. Additionally, the Associate Athletic Director for Internal Operations has been assigned responsibility to provide the overall coordination of rules compliance. In meeting this responsibility the Associate Athletic Director for Internal Operations implements programs that further this cause including conduct of rules seminars, rules reminders, re-education sessions and student-athletes education meetings which fully acquaint these individuals with NCAA rules and policies.
3. In all matters relevant to alleged violations of rules, the DIA relies on outside, independent assistance from the Associate Athletic Director for Internal Operations and Conference to investigate the allegations. This, coupled with direction from the Faculty Athletics Representative (FAR) provides comprehensive, external analysis of these cases.
4. Our coaches understand the importance and responsibility to fully explain the NCAA Clearinghouse, NLI and all other phases of recruitment to each prospective student-athlete. During the recruiting process all required NCAA documentation must be maintained and recorded for review by the Associate Athletic Director for Internal Operations.
D. Declaration of Ethics for Staff and Coaches

Staff and coaches employed or associated with SMU shall conduct themselves with honesty, dignity, professionalism and sportsmanship at all times.

A Code of Ethics for staff and coaches is provided in the Coaches Policies and Procedures Manual provided to all staff and coaches at the beginning of each semester. Staff and coaches at SMU are required to abide by the rules and regulations of their teams, the DIA, the University and the NCAA, as well as federal, state and city laws. Staff and coaches are expected to conduct themselves in a manner befitting representatives of SMU. The SMU staff member or coach must always exercise good sportsmanship and responsible behavior.

SMU athletics staff and coaches are to reinforce the Code of Ethics for student-athletes. Specific team rules that are more stringent may supersede the policies related to misconduct noted in this code.

1. Appearance
Staff and coaches are highly visible representatives of the University. As a result, staff and coaches must be concerned with their appearance in public settings, particularly when traveling with their teams. Appropriate clothing should be worn on these occasions, and staff and coaches should maintain a well-groomed appearance in terms of their hair, facial hair, and make-up. Their appearance on campus and in the classroom is equally important.

2. Personal Conduct
Staff and coaches are expected to conduct themselves, both on and off campus, in a manner, which brings credit to the University and their teams. Staff and coaches must be concerned with any behavior, which might embarrass themselves, their teams, and/or the University.

3. Gambling
Staff and coaches must not engage in gambling on any NCAA sponsored sports. This is a violation of both NCAA and state regulation. In addition, staff and coaches must also be aware of the possibility that they may be approached by outside interest and asked to alter the results of an athletic contest in exchange for money or gifts. Incidents of this kind must be reported immediately to an appropriate University or Athletics Department administrator.

4. Alcohol and Drug Use
Staff and coaches at SMU are expected to abide by practices that enhance their personal health as well as their skills in their sports. With this in mind, staff and coaches shall not use, or be under the influence of drugs not been prescribed by an authorized medical doctor.

Staff and coaches be under the influence, or be in personal possession of alcohol during any intercollegiate event or athletics practice. Unauthorized use, possession, or
dissemination of alcohol on University premises or on road trips associated with athletic events will result in disciplinary action.

5. Ethical Conduct
   a. Adherence to all policies, regulations and standards of the NCAA, Conference and SMU.
   b. Conduct themselves in a manner consistent with being exemplary role models for young people.
   c. Exhibit respect for opponents and adhere to the standards that is set forth in the respective playing rules.

6. Professional Responsibilities
As members of an academic community, staff and coaches must demonstrate respect for student-athletes as individuals and adhere to their role as leaders, guides and counselors to young people. Staff and coaches shall make every reasonable effort to foster honest academic conduct in student-athletes as well as the highest standards of sportsmanship on the athletic field. Specifically, staff and coaches are expected to avoid any exploitation, harassment or discriminatory treatment of student-athletes.

In meeting their responsibilities, staff and coaches shall observe the stated regulations and policies of the institution. Specifically:

   a. Staff and coaches shall not intentionally disrupt functions or activities sponsored or authorized the University.
   b. Staff and coaches shall not incite others to disobey University rules.
   c. Staff and coaches shall not engage in unauthorized use of University resources or facilities for personal or commercial purposes.

7. Disciplinary Action
Staff and coaches who are in violation of the Code of Conduct and Ethics shall be disciplined as provided by the provisions stated in the SMU Handbook.
8. **Hiring Assistant Coaches**

   a. Ensure that there is sufficient budget
   
   b. Background check
   
   c. The appropriate requisition (complete with budget with signatures)
   
   d. Offer letter
   
   e. Background checks need to be completed
   
   f. Emergency contact form
   
   g. Direct Deposit, W4
   
   h. Confidentiality agreement and acknowledgment of policies
   
   i. I9 form (electronic form which can only be completed in the HR office)
   
   j. Self-identification from, parking pass and ID

E. **Code of Ethics for Student-Athletes**

A Code of Ethics for Student-Athletes is provided in the Student-Athlete Handbook provided to all student-athletes at the beginning of each semester. Student-athletes at SMU are required to abide by the rules and regulations of their teams, the DIA, the University and the NCAA, as well as federal, state and city laws. Student-athletes are expected to conduct themselves in a manner befitting representatives of SMU. The SMU student-athlete must always exercise good sportsmanship and responsible behavior.

SMU athletics staff and coaches are to reinforce the Code of Ethics for student-athletes. Specific team rules that are more stringent may supersede the policies related to misconduct noted in this code.

1. **Appearance**

   Student-athletes are highly visible representatives of the University. As a result, student-athletes must be concerned with their appearance in public settings, particularly when traveling with their teams. Appropriate clothing should be worn on these occasions, and student-athletes should maintain a well-groomed appearance
in terms of their hair, facial hair, and make-up. Their appearance on campus and in the classroom is equally important.

2. **Personal Conduct**
Student-athletes are expected to conduct themselves, both on and off campus, in a manner, which brings credit to the University and their teams. Student-athletes must be concerned with any behavior, which might embarrass themselves, their teams, and/or the University.

3. **Gambling**
Student-athletes must not engage in gambling on any NCAA sponsored sports. This is a violation of both NCAA and state regulation. In addition, student-athletes must also be aware of the possibility that they may be approached by outside interest and asked to alter the results of an athletic contest in exchange for money or gifts. Incidents of this kind must be reported immediately to an appropriate University or Athletics Department administrator.

4. **Academic Dishonesty**
Cheating and plagiarism are regarded as very serious forms of academic dishonesty. Any use of unauthorized assistance on exams, papers, homework assignments, or other course work constitutes cheating. Knowingly providing assistance during an exam or allowing other students to copy one’s work is also a serious form of academic dishonesty.

Plagiarism consists of submitting written work that has been developed wholly or partially by someone else. Submitting written work in which the ideas of others have been duplicated or even paraphrased without proper reference to the author is also a form of plagiarism. Also considered plagiarism is the acquisition of term papers or other assignments from another source and the subsequent presentation of these materials as the student’s own work. In addition, students may not use papers in more than one course without the permission of both instructors. Student-athletes who are guilty of any form of academic dishonesty will be subject to disciplinary action set for the by the instructor, the University, and/or the Athletics Department.

5. **Alcohol and Drug Use**
Student-athletes at SMU are expected to abide by practices that enhance their personal health as well as their skills in their sports. With this in mind, student-athletes shall not use, or be under the influence of drugs not been prescribed by an authorized medical doctor.

Student-athletes shall not drink, be under the influence, or be in personal possession of alcohol during any intercollegiate event or athletics practice. Unauthorized use, possession, or dissemination of alcohol on University premises or on road trips associated with athletic events will result in disciplinary action. Additionally there is to be no alcohol consumption by student athletes at SMU fundraising events.
II. Anti-Harassment and Non-Discrimination Policies

The community of Saint Martin’s University is characterized by mutual trust and the absence of intimidation, oppression and exploitation. The University affirms the principle that its students, faculty, staff, monastic members and administrators should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the Catholic Benedictine tradition. Saint Martin's University will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the University will seek to prevent, correct and discipline behavior that violates this policy.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. In determining whether discrimination or harassment has occurred, the totality of the circumstances surrounding the incident must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom and advocacy. Saint Martin's University maintains and encourages full freedom, within the law, of expression, inquiry, teaching and research; however, academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation, or coercion. Discrimination and harassment are not within the protections of academic freedom.

A. Discrimination

Discrimination prohibited by this policy involves taking an adverse action against or granting preferential treatment to an individual in education or employment because of his/her protected status, i.e., race, ethnicity, color, national origin, sex, marital or family status, sexual orientation including gender identity or expression, age, religion, creed, disability, veteran status, or any other basis prohibited by federal, state, or local law.

The following are some examples of discriminatory actions. This is only a partial list, and other behaviors or actions may also constitute discrimination:

- Denying or granting in whole or in part a promotion or other advancement opportunities based on an individual’s protected status;
- Granting preference in education or employment based on an individual’s protected status;
- Assigning grades based on an individual’s protected status;
- Making work assignments based on an individual’s protected status;
- Denial of use of facilities or equipment based on an individual’s protected status;
- Denial of leave, based on an individual’s protected status;
- Directing racial or ethnic slurs at someone;
- Telling someone repeatedly that they are too old to understand new technology;
- Teasing or mocking a person with a disability;
- Ridiculing a person's religious beliefs;
- Vandalizing or defacing property;
- Placing written or visual material, such as a swastika or a homophobic epithet, on the door of an individual's living or work area;
- Chalking anti-Semitic language on a campus sidewalk or parking lot;
• Making threatening telephone calls, writing threatening e-mail messages, or leaving threatening voice mail messages.
• Participating or facilitating hate crimes. A “hate crime” is defined as a crime motivated by prejudice against a person, group of people or property. A “hate crime” is a threat, real or perceived, by a reasonable person of the targeted group, based on such characteristics as race, ethnicity, religion, gender, sexual orientation or mental or physical ability. The intent is to both harm the victim and to intimidate the larger class of people of which he or she is a member. Examples include, but are not limited to: intimidating comments or phone calls, hate mail or flyers, vandalism, destruction of significant symbols, assault, and arson and intolerant communication (written, verbal or by gesture) that intimidates, demeans, or humiliates anyone, whether they are a student, faculty, staff, guest or neighbor.

B. Harassment
Harassment in the working or learning environment consists of unwelcome and objectively offensive conduct (including verbal conduct) that unreasonably interferes with an individual’s work or educational activities or that creates an intimidating, hostile, or offensive working or learning environment. Specifically, such conduct is unlawful if it is directed at an individual because of his or her protected status. Unwelcome and objectively offensive conduct means that it must be offensive both to the recipient of the conduct and to a “reasonable person” in the recipient’s circumstances. Usually, the conduct must also be either severe or pervasive in order to be unlawful. Offensive conduct may include, but is not limited to:

• Verbal threats, offensive jokes, epithets, derogatory comments, name calling, ridicule or mockery, insults or put-downs or slurs
• Gratuitous visual displays such as derogatory and offensive posters, photographs, cartoons, drawings, or gestures
• Unwanted physical contact or conduct such as touching, intimidation, or blocking normal movement • Physical assaults or threats
• Stalking or physically assaulting someone
• Retaliatory actions against an individual who reports harassment or threatens to report harassment

However, petty slights, annoyances, and trivial or isolated incidents (unless extremely serious) will not rise to the level of harassment or illegality. To be unlawful, the conduct must create an educational or work environment that would be intimidating, hostile, or offensive to a reasonable person.

C. Unwelcome/Unwanted Conduct
Whether conduct is unwelcome/unwanted depends on the point of view of the person to whom the conduct is directed and the effect it has on them. It is generally better for the person harassed to make it clear that the conduct is unwelcome when the conduct occurs, because this may stop the harassment before it becomes more serious and will
also serve as evidence that the conduct occurred and was unwelcome. Nevertheless, the conduct may be found to be unwelcome even if the person did not object to it. Conduct need not be sexual in nature to be sexually harassing conduct. The conduct may constitute sexual harassment if it is directed toward a person because of his or her gender. For example, a co-worker who refuses to speak to a colleague because of his or her gender engages in sexually harassing conduct.

D. Sexual Harassment

Sexual harassment is a form of sex discrimination involving the inappropriate introduction of sexual conduct, activities or comments in the working or learning environment. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, lowers morale and therefore interferes with work effectiveness.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual’s education or employment, unreasonably interferes with an individual’s education or work performance, or creates an intimidating, hostile, or offensive educational or work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to:

• The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.

• The harasser can be the victim’s instructor, supervisor, and agent of an employer, a supervisor in another area, a co-worker, a student, or a non-employee.

• The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments and the laws of the State of Washington.

E. Reporting An Incident

All employees of Saint Martin's University are responsible for their own actions and for not engaging in behavior that is discriminatory, harassing, or retaliatory in nature, whether physical, verbal or non-verbal.

If an employee believes that he/she has been a victim of any form of discrimination or harassment in the University community or has knowledge of an allegation that employee is to report the incident (or knowledge of) to one of the responsible officials (RO) listed below:
• Chief Human Resource Officer & Title IX Coordinator, 360-486-8131
• Chief Student Affairs Officer, 360-438-4367
• Director of Public Safety, 360-486-8876
• Provost, 360-486-8848

All reports describing conduct that is inconsistent with this Anti-Harassment and Non-Discrimination Policy will be promptly and thoroughly investigated. The complaint and investigation procedure is outlined in the appendix.

F. Retaliation
Saint Martin's University prohibits retaliation against any employee, by another employee(s) or by the University and its supervisors, for making in good faith a complaint (formally or informally) regarding University policy violations, potential discrimination, harassment, or retaliation; or filing a formal or informal complaint regarding discrimination or harassment; or participating in an investigation of discrimination or harassment. Employees are also protected against retaliation for, in good faith, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the University and/or a federal or state enforcement agency. The University recognizes that false accusations can have serious effects on innocent individuals. Saint Martin’s University trusts all of our employees will act responsibly to establish and maintain a pleasant and productive working/learning environment.

The following examples are only a partial list and other actions or behaviors may also constitute retaliation:

• Poor performance review or grade because of an individual’s having participated in a protected activity;
• Termination of employment or expulsion from class because of an individual’s having participated in a protected activity;
• Demotion or lack of promotion because of an individual’s having participated in a protected activity;
• Withholding of special assignment or critical information because of an individual’s having participated in a protected activity.
• Threats of any of the above.

Any employee found violating Saint Martin's University non-retaliation policy will be subject to corrective action up to and including termination. If you believe that you or any other employee is being subjected to retaliation, you are urged to report the situation to the Office of Human Resources or an executive administrator as soon as possible. More information on the Anti-Harassment and Non-Discrimination policy can be found in the appendix of the Employee Handbook.
III. NCAA Eligibility Requirements

A. FRESHMAN ACADEMIC REQUIREMENTS

1. QUALIFIER (as of 8/1/13) (NCAA Bylaw 14.3.1.1)
   a. Graduate from high school
   b. Have a minimum GPA as specified in the sliding scale in 14.3.1.1.3 (based on a maximum of 4.00) in a successfully completed core curriculum of at least 16 academic course units as follows:
      1. English 3 years
      2. Mathematics 2 years
      3. Natural or physical science (including at least one laboratory course, if offered by the high school) 2 years
      4. Additional courses in English, mathematics, or natural or physical science 3 years
      5. Social Science 2 years
      6. Additional academic courses (in any of the above areas or foreign language, computer science, philosophy or nondoctrinal religion (e.g., comparative religion) courses) 4 years
   c. A minimum combined score on the SAT (verbal/critical reasoning and math sections) or minimum sum score on the ACT as specified in the sliding scale in 14.3.1.1.3 (see below):

<table>
<thead>
<tr>
<th>GPA</th>
<th>SAT</th>
<th>ACT</th>
<th>GPA</th>
<th>SAT</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.20</td>
<td>840</td>
<td>70</td>
<td>2.80</td>
<td>600</td>
<td>50</td>
</tr>
<tr>
<td>2.30</td>
<td>800</td>
<td>66</td>
<td>2.90</td>
<td>560</td>
<td>48</td>
</tr>
<tr>
<td>2.40</td>
<td>760</td>
<td>62</td>
<td>3.00</td>
<td>520</td>
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<tr>
<td>2.50</td>
<td>720</td>
<td>59</td>
<td>3.10</td>
<td>480</td>
<td>43</td>
</tr>
<tr>
<td>2.60</td>
<td>680</td>
<td>56</td>
<td>3.20</td>
<td>440</td>
<td>41</td>
</tr>
<tr>
<td>2.70</td>
<td>640</td>
<td>53</td>
<td>3.30</td>
<td>400</td>
<td>37</td>
</tr>
</tbody>
</table>
2. PARTIAL QUALIFIER (as of 8/1/18) (NCAA Bylaw 14.3.1.2)
   a. A “partial qualifier” is a student who does not meet the requirements for a qualifier but who at the time of graduation from high school presents the following requirements:
      i. High School Graduation
      ii. 16 core courses (as noted above in qualifier section)
      iii. GPA and SAT/ACT sliding scale matrix

<table>
<thead>
<tr>
<th>GPA</th>
<th>SAT</th>
<th>ACT</th>
<th>GPA</th>
<th>SAT</th>
<th>ACT</th>
</tr>
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<tbody>
<tr>
<td>2.00</td>
<td>820</td>
<td>68</td>
<td>2.60</td>
<td>580</td>
<td>49</td>
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<tr>
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<td>2.80</td>
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<td>57</td>
<td>2.90</td>
<td>460</td>
<td>42</td>
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<tr>
<td>2.40</td>
<td>660</td>
<td>54</td>
<td>3.00</td>
<td>420</td>
<td>39</td>
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<tr>
<td>2.50</td>
<td>620</td>
<td>52</td>
<td>3.05</td>
<td>400</td>
<td>37</td>
</tr>
</tbody>
</table>

   b. May practice and receive athletics financial aid, but must serve a full academic year in residence before competing

3. NONQUALIFIER (as of 8/1/13) (NCAA Bylaw 14.3.2.2)
   a. A nonqualifier is a student who has not presented one or more of the following to the NCAA Initial Eligibility Center:
      i. graduated from high school
      ii. 16 core course completion (see list under “qualifier”)
      iii. Minimum GPA/test score in the sliding scale for partial-qualifier

   b. May not practice, attend team activities, or receive athletics financial aid during their first full academic year in residence

   c. May receive nonathletic institutional financial aid

B. TWO YEAR TRANSFER REQUIREMENTS

1. Two-Year transfer graduates (as of 8/1/16)
   a. Attended the two-year college as a full-time student for at least 2 semesters or 3 quarters
   b. 25% of credits used to complete degree were awarded from college that awarded degree.
   c. 9 semester or 8 quarter credit hours of transferrable credit from last full-time term
2. **Two-Year transfer (Qualifier with no 4 year attendance and one term @ 2 year (as of 8/1/16))**
   a. Attended the two year as a full-time student for only 1 semester/quarter
   b. Completed 12 semester/quarter hours of transferrable credit
   c. Minimum of 2.20 GPA in transferrable degree credits
   d. **No more than 2 hours of PE activity courses may be used to fulfill the transferrable degree and GPA requirements above.**
   e. 9 semester or 8 quarter credit hours of transferrable credit from last full-time term

3. **Two-Year transfer (All other Qualifiers, Partials, and Nons, as of 8/1/16)**
   a. Attended the two-year college as a full-time student for at least 2 semesters or 3 quarters
   b. Completed 12 semester/quarter hours of transferrable credit
      1. 6 semester or 8 quarter hours of English
      2. 3 semester or 4 quarter hours of Math
      3. 3 semester or 4 quarter hours of Natural or Physical Science
   c. Minimum of 2.20 GPA in transferrable degree credits
   d. 6 semester or 8 quarter hours of English
   e. **No more than 2 hours of PE activity courses may be used to fulfill the transferrable degree and GPA requirements above.**
   f. 9 semester or 8 quarter credit hours of transferrable credit from last full-time term

4. **Two-Year College Transfer Exceptions or Waivers**
   a. Discontinued/Nonsponsored Sport Exception
   b. Nonrecruited Student Exception
   c. Two-Year Nonparticipation or Minimal Participation Exception
   d. Return to Original Institution Exception

C. **FOUR YEAR TRANSFER REQUIREMENTS**

1. All transfers must present official copies of ALL transfer transcripts to the SMU admissions office to be reviewed and evaluated for the number of transferrable credits. All determinations of transferrable credits will be made by the Admissions and Registrars’ office, and the compliance office will use their provided evaluation and degree credit determination to apply all NCAA regulations and bylaws.

2. **GENERAL RULE** – transfers from four-year institutions shall not be eligible for intercollegiate competition at a member institution until the student has fulfilled a residence requirement of one full academic year at certifying institution.

3. **PERMISSION TO CONTACT** – prior to communicating with (electronically, in person, or on the phone) with a possible transfer from another 4 year institution (D1, D2, D3, NAIA, or other), YOU MUST receive permission to contact that
student-athlete from their 4 year school, regardless of their status on their respective athletic team or if they are not on an athletic team.

4. All Four-year transfers, including those that use any of the exceptions below MUST also present 9 semester or 8 quarter credit hours of transferrable credit from their last full-time term at their last four-year institution.

5. **Attendance for one Academic Year**
   a. Transfer from a Four-Year institution who attended the Four-Year for at least one academic year shall be eligible for athletic financial aid and practice at the D2 institution, regardless of their qualification status at the time of their initial enrollment.

6. **Attendance for less than one Academic Year**
   a. Transfer from a Four-Year institution who attended the Four-Year for less than one academic year and was a Partial Qualifier, or a Nonqualifier, would not be eligible for competition during first academic year at SMU. Participation in practice and receipt of athletic financial aid would be dependent on qualifier status at the time of initial enrollment.

7. **Exceptions for Four-Year transfers**
   a. A transfer student from a four-year college institution is not subject to the residence requirement for intercollegiate competition, provided the student does not have an unfulfilled residence requirement at the institution they are transferring from. Qualifiers in their first term of full-time collegiate enrollment may still use the waivers listed below:

   1. Discontinued/Nonsponsored Sport Exception

   2. **Two-Year Nonparticipation or Minimal Participation Exception**
      a. Consecutive two-year period immediately prior to student-athlete participating in countable activity, student has not competed or participated in other countable activity in the involved sport beyond a 14 consecutive day period, AND has not participated in organized noncollegiate amateur competition.

   3. **Nonrecruited Student Exception**

   4. **One-Time Transfer Exception**
      a. Student has not previously transferred from a four-year institution
      b. Student is in good academic standing as certified by prior four-year institution and would have been eligible had they remained at the prior institution.
      c. Student’s prior school certifies in writing that they do not object to the student being granted an exception to the residence requirement.
i. If they do object they must do so in writing and inform student-athlete of a hearing opportunity
d. Student-athlete with 1 season of competition remaining or 2 full-time semesters remaining with which to complete their eligibility and have not earned a BA degree already shall have completed an average of 12 credits of transferable degree credit for each full-time term in attendance at any collegiate institution with a cumulative GPA of 2.00 in those transferrable credits.

D. PROGRESS TOWARDS DEGREE REQUIREMENTS (PTD)

1. Credit-Hour Requirements
   a. Satisfactory completion of 9 semester hours of academic credit the proceeding regular academic term towards student-athlete’s designated degree program

   b. Satisfactory completion of 18 semester hours since the beginning of the previous fall term or since the beginning of the institutions preceding 2 semesters (not to include summer school).

   c. Satisfactory completion of 24 semester credits during any year in which the student-athlete is enrolled full time in at least 1 term. This may be satisfied by:
      1. 24 semester hours since the beginning of the previous fall term
      2. 24 semester hours since the beginning of the institutions preceding regular two semesters
      3. 48 semester hours during the first 2 years of collegiate enrollment

2. GPA Requirements
   a. Student-athletes at SMU must maintain a cumulative GPA at or above 2.00 to remain in good academic standing with the University and meet NCAA requirements. Falling below a 2.00 would render a student-athlete ineligible for athletic competition.
3. Designation of Degree Program
   a. No later than the beginning of a student-athlete’s 5th semester, student-athlete
      must have a degree on file with the registrar office, at which that point all PTD
      requirements must be met towards that degree.
      1. During 1st 2 years of enrollment, credits may be applied toward any of
         SMU degree programs
      2. Starting by the beginning of student-athlete’s 5th semester of school a
         degree must be on file with registrar and all PTD requirements going
         towards that specific degree
      3. Student-athlete who changes their degree may comply with this if:
         a. The change in programs is documented by institutional
            authorities
         b. Credits earned prior to the change are acceptable toward the
            degree previously sought
         c. Credits earned from the time of the change on are acceptable
            toward the new desired degree
   b. Final year of Degree program (9 hour requirement)
      1. In the final year of student-athletes degree, they may use credits towards
         any degree to satisfy the 6 hour requirement.

4. Full-Time Status
   a. Student-athletes must maintain full-time status to remain eligible for any
      countable athletic related activity (CARA). Full-time status is 12 credits of
      undergraduate work or 6 credits of graduate work
   b. The last term of a student-athlete’s degree completion, they may go below the
      12 credit requirement for full-time and remain eligible, however if they do not
      complete their degree they would forfeit any remaining eligibility.

5. Exceptions to the Progress Toward Degree Requirements
   a. Missed Term Exception
      1. One time application for when student-athlete misses an entire term
         a. No outside competition
         b. Was eligible for enrollment during their absence
         c. Had met PTD requirements prior to “leaving” school
         d. Not permissible during first academic year in residence
   b. Two Year Nonparticipation or Minimal Participation Exception
      1. Consecutive two-year period immediately prior to student-athlete
         participating in countable activity, student has not competed or
         participated in other countable activity in the involved sport beyond a 14
         consecutive day period, AND has not participated in organized
         noncollegiate amateur competition
   c. Medical Absence Waiver
IV. NCAA Compliance

A. RECRUITING

1. OFF-CAMPUS RECRUITING AND RECRUITING CALENDARS
   a. Freshmen and Sophomores
      1. NCAA materials, Non-athletics recruiting materials, camp brochures
   
      b. Juniors and Seniors (June 15th prior to Junior year)
      1. Athletic related recruiting materials
      2. Electronic media/transmissions
         i. Emails, texts, instant messages, social media messages
         ii. Must be private between sender and recipient
      3. Telephone Calls
         i. Initial call to prospective student-athlete must be logged into NCAA Compliance Assistant recruiting log
      4. In-person, off-campus recruiting contact
         i. All in-person, off-campus contacts must be logged into NCAA Compliance Assistant recruiting log
      5. Official Visits
      6. On-campus Tryout

   c. Men’s and Women’s Basketball Calendars
      1. Quiet Periods (in-person contact only on campus)
      2. Evaluation Periods (off-campus evaluation, no in-person contact)
      3. Contact Periods (in-person, off-campus contact and evaluation)
      4. Dead Periods (no in-person contact on- or off-campus)
         i. 48 hours before 7:00am on NLI signing date

   d. All other sports
      1. No specific recruiting calendar
      2. DEAD PERIODS = 48 hours before 7:00am on NLI signing date
         i. No in-person contact on- or off-campus
2. **UNOFFICIAL VISITS**
   a. Limit
      1. Unlimited visits at prospective student-athlete’s expense
      2. May make unofficial visits prior to June 15<sup>th</sup> before Junior year
   b. Entertainment
      1. NO EXPENSES OR ENTERTAINMENT
      2. Maximum of 5 complimentary admissions (prospect and those accompanying them only)
         i. Cannot be in special seating boxes or bench area
   c. Meals
      1. 1 meal to prospective student-athlete (and relatives or guardians)
      2. May be on-campus or off-campus in the locale of the institution
   d. All unofficial visits must be logged into NCAA Compliance Assistant recruiting log

3. **OFFICIAL VISITS**
   a. Limit of Visits
      1. ONE official visit, no earlier than June 15<sup>th</sup> prior to Junior year
      2. ONE additional visit for post-high school prospective student-athletes starting September 1 after completion of high school
   b. Requirements
      1. Signed off Official Visit Request Form from compliance office, to include:
         i. Current High School or College Transcript
         ii. Registration with the NCAA Eligibility Center
         iii. Placed on SMU institutional request list (IRL) with the Eligibility Center
         iv. Signed forms
            1. Prospective Agreement Form
            2. Student-Host Form (if applicable)
   c. Visit Restrictions
      1. Not to exceed 48 hours once prospect arrives on-campus
      2. Housing may be paid covered for prospect and/or parents and guardians
      3. Complimentary Admissions
         i. Maximum of 5 for prospect and those accompanying them, no special seating arrangements (ie section or bench area)
   d. Host
      i. Maximum of $30/day to cover actual costs of entertaining prospect and those accompanying them (not to include cost of meals). NOT to be used for purchasing souvenirs (i.e. T-shirts or mementos).
      ii. May receive an additional $15/day for each additional prospect being hosted
      iii. Only one host may receive complimentary meals along with prospect
   e. Documentation
1. Compliance office will document all Official Visits on NCAA Compliance Assistant recruiting log

4. TRYOUTS
   a. Restrictions
      1. No earlier than June 15 preceding junior year in high school
      2. ONE tryout per prospect per institution per sport
      3. Timing of Tryout
         i. High School = Must occur outside of prospect’s traditional season in the sport (which begins with first official team practice and concludes with final competition)
         ii. Two-Year = after the conclusion of the sport season, or anytime, provided student has exhausted their 2 year eligibility.
         iii. Four-Year = after the conclusion of the sport season, provided written permission to contact has been obtain
   b. Requirements
      1. All documents must be certified and signed off by the Athletic Training Staff PRIOR to tryout occurring, including:
         i. Tryout Waiver Form
            1. Completed by Coach and signed by prospect (and parent if a minor)
         ii. Medical Examination/Physical
            1. Within last 6 months prior to tryout or,
            2. Whatever was used to clear prospect for their high school or junior college season (at most 2 years past)
         iii. Sickle Cell Solubility Test results on file
            1. A waiver/written release may also be filed
         iv. Proof of Insurance
            1. Copies of the front and back of all insurance cards
   c. All tryouts must be logged into NCAA Compliance Assistant recruiting log

5. NATIONAL LETTER OF INTENT (NLI)
   a. Permissible Signees
      1. First time 4 year enrollees ONLY
         i. High school prospects
         ii. Two-Year college prospects
            1. 2 year transfers
            2. 4-2-4 transfers (with graduation from 2 year)
b. Signing Periods as of 8/1/18
   1. SINGLE PERIOD NLI FOR ALL SPORTS (not football)
      2. For 2018-19, begins 11/14/18 (through 8/1/19)

c. Requirements for NLI’s
   1. Registration with the NCAA Eligibility Center and placed on SMU request list
   2. Current high school, or two-year college transcript
      i. Must include grades through most up-to-date grading period
      ii. Those high-school prospects with early academic certification issued by the NCAA Eligibility Center may receive NLI without a current transcript on file
   3. Written offer of Athletics Aid must accompany any NLI

d. Necessary Information for NLI to be generated
   1. Prospect’s name
      i. Additional information may be needed to distinguish prospect from other’s with similar names
         1. This could be NCAA ID #, current high school, current address, etc...
   2. Email Address
      i. All NLI’s and scholarship are electronically generated and distributed
   3. Scholarship amount to be put on the financial aid agreement
   4. Signature from SMU Financial Aid Office and Athletic Director or his/her designee.

e. Publicity
   1. Department staff members (coaches, administrators, etc…) may not comment publically on any NLI’s or scholarship offers until receiving a signed copy of institution’s written offer of admissions, a signed financial aid agreement, or receipt by the institution of a nonrefundable admission deposit (housing or tuition).
   2. No limit in the number or content of the media release or communications regarding a prospect’s signing
   3. SMU may hold a press conference, reception, dinner, or similar function for the purpose of making announcement of signing(s).
      i. Prospect may attend such event provided event does not occur during dead period and meets all Bylaw 13 restrictions.
6. **Recruiting Travel Policy**
   a. Coaches will submit to the Director of Athletics prior to travel taking place the following information regarding costs associated with travel. Location, travel party, length of the trip, and costs incurred for meals, lodging, and air or ground transportation. This will require approval before travel takes place.

B. **FINANCIAL AID**

1. **Athletic Scholarships**
   a. Terms
      1. All athletic scholarships must be approved and signed by the Athletic Director and the SMU Financial Aid Office.
      2. May not exceed the Grant-In-Aid (GIA) value for a given year
         i. Grant-in-Aid
            1. Tuition
            2. Room and Board
            3. Books
            4. Fees
      3. Other Institutional aid may exceed GIA but may not exceed the cost of attendance figure for that year.
         i. This includes but not limited to based on SMU policy, institutional awards, academic awards, government grants, and outside financial aid
      4. Initial Awards and renewals must be made for a full academic year (2 semesters) with equal amounts for each term
         i. Exceptions include;
            1. Mid-year enrollee
            2. Final semester
            3. Graduated during previous academic year and will exhaust eligibility in following fall term
            4. One-time exception
            5. Eligibility exhausted (5th year award)
      5. Award letters are obtained from the SMU Financial Aid Office and entered into NCAA Compliance Assistant
b. Renewals
   1. Any student-athlete with eligibility remaining that received an athletic
      scholarship must be notified by July 1 as to if their athletic scholarship
      is renewed or non-renewed for the coming year
   2. Notification of renewal will be sent by the Compliance Office

c. Non-renewal
   1. Notification of non-renewal will be sent by letter from the SMU
      Financial Aid Office
   2. Hearing Opportunity provided along with non-renewal letter to be
      conducted outside of athletics with the SMU financial aid hearing
      committee.

d. Increase in Athletics Aid
   1. Athletics aid may increased during the period of the award at any time
      for any reason.

e. Reduction in Athletics Aid
   1. During the period of the award (starting with first practice or first date
      of school whichever is earlier), athletics aid cannot be reduced or
      cancelled based on:
      i. athletics ability, performance or contribution to team success
      ii. because of injury, illness, or physical/mental condition
      iii. Any other athletics reason
   2. If a student-athlete’s athletic award causes them to exceed their GIA or
      COA limits, a reduction in their athletics aid would be required

f. Summer Aid
   1. Athletics aid may be issued for summer classes taken only at SMU.
      Aid does not count towards student-athlete’s limits or team limits.

g. Equivalencies
   1. All individual and team equivalencies are calculated at the end of the
      academic year in accordance with all NCAA regulations
   2. Equivalencies are calculated via NCAA Compliance Assistant software
      i. Reported to the GNAC office every summer
      ii. Reported to the NCAA on a yearly basis

C. PLAYING AND PRACTICE SEASON

1. Countable Athletic Related Activity (CARA)
   a. Recorded on a weekly basis for all student-athletes via Excel spreadsheet
      provided at the beginning of fall semester

2. Declaration of Season
   a. All sports will submit to the compliance office a Declaration of Seasons form
      stating the following:
      1. Definition of their 7 day week
      2. Start of their Championship and Non-Championship seasons
      3. Number of Contests or Number of Dates of Contests
      4. Listing of any exempt games including
i. Discretionary Exemptions, Conference Challenges, alumni games, Alaska/Hawaii/Canada games

3. In-Season Regulations
   a. Daily and Weekly Limitations
      1. Daily = 4 hours per day
         i. Golf practice round may exceed 4 hours, counts as actual
            (unless day before tournament then = 3 hours)
      2. Weekly = 20 hours per week, 1 day off
      3. Competition = 3 hours regardless of actual duration
   b. Preseason Practice
      1. No required day off per week for preseason activities occurring before
         the first date of school
      2. No more than 6 hours of CARA
         i. Maximum of 5 hours devoted to physical activities
         ii. 3 hours of continuous recovery time between any physical
             activity sessions
         iii. Maximum of 3 hours in length per physical activity session
   c. Vacation Periods
      1. Daily and weekly hour limits do not apply during official vacation
         periods listed in the institution’s official calendar, and during the
         academic year between terms

4. Non Championship Regulations
   a. Daily and Weekly Limitations
      1. 15 hours per week, 4 hours per day
      2. 2 days off per week

5. Out-Of-Season Regulations
   b. Daily and Weekly Limitations
      1. Daily = 4 hours per day
      2. Weekly = 8 hours per week, 2 days off
      3. No missed class time for any CARA
   c. Following institution’s last contest, no CARA is permissible for a 14 day
      period
   d. Team Activities and Skill Instruction
      1. During out-of-season segment, up to 2 hours of a combination of team
         activities and/or skill instruction are permitted
   e. Final Exam Period
      1. No CARA can occur one week prior to final exams through the
         conclusion of institution’s final exams

6. Winter Break
   a. No CARA or voluntary related activities can occur for a 7 day period
      generally around 12/20-12/27 (varies to avoid starting on a weekend)
D. **AWARDS AND BENEFITS**

1. **Extra Benefits**
   a. An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.

2. **Complimentary Admissions**
   a. Home game pass list (MSO, WSO, MBB, WBB, WVB)
      1. For all home games for sports that have an admission fee, all student-athletes will have the opportunity to have up to 4 complimentary admissions put on a game by game pass list
   b. Conference Tournament or other Post-Season
      1. Pass lists will not be used for any home post-season games hosted on the SMU campus

3. **Housing and Meals**
   a. Preseason
      1. Cost of room and board may be covered by the Athletics Department for those whom have reported for pre-season practice, no earlier than the night before the first scheduled practice or designated equipment/compliance/photo day
   b. Vacation Period
      1. SMU may cover the cost of all room and board for student-athletes required to stay over breaks for organized practice sessions and/or competitions
      2. Must submit online requests to Residence life to be allowed to stay on campus
         i. If not filed correctly, student-athletes will face fees
   c. Occasional Meals
      1. On an infrequent basis, student-athletes or entire teams may receive an occasional meal in the locale of the institution and transportation to that meal, may be provided by:
         i. Staff member
         ii. Representative of athletics interest
         iii. Relatives or Legal Guardians of student-athlete
            1. May be provided at any location (i.e. tailgating)

E. **GRADES**

1. **Transcripts**
   a. After each semester, the compliance office will receive transcripts from the registrar for each student-athlete on a roster
      1. Eligibility will be evaluated based on transcripts received based on:
i. GPA requirement (2.00 for all student-athletes)
   ii. Credit hours passed
       1. 9 degree applicable credits per term
       2. 18 degree applicable credits for fall & spring combined
       3. 24 degree applicable credits for the academic year
ii. Student-athletes & coaches will be notified by email of any eligibility concerns including but not limited to all ineligible student-athletes, and any on track to be ineligible after the year
   iii. Ineligibility will be declared no later than the first date of the following semester

2. Midterms
   a. Coaches are encouraged to have all of their student-athletes report mid-term grades either via progress reports or from self-service print offs

3. Travel Letters to Professors
   a. Each semester, all coaches will be required to send all of their players letters to take to each one of their professors indicating which dates the team is scheduled to travel on and as such which dates that athlete may miss during the term for competition purposes (home or away).

F. MISSED CLASS POLICY
1. Missed Class Time Policy and Class Attendance
   a. Student-athletes are expected to attend all classes, take all quizzes and exams (including final exams) except when there are conflicts with intercollegiate competitions. Student-athletes shall be held to following the procedures of this policy in order to avoid penalty for missed class time due to intercollegiate competition.

2. Rationale
   a. Saint Martin’s University sponsors intercollegiate athletic programs. Participants in these programs are bound to the same standard of academic excellence expected of all students. To ensure this standard, the university recruits and enrolls student-athletes who have the intellectual abilities necessary to succeed in the classroom and obtain a degree.

Since the pursuit of both academic and athletic excellence is each a time-intensive activity, it is inevitable that student-athletes will face conflicts between their class and athletic-schedules. The purpose of this policy is to set forth principles and procedures aimed at reducing conflicts, negotiate those that remain unavoidable, and ensuring both the integrity of the academic process as well the just treatment of student-athletes.

3. Principals
   a. In accordance with NCAA, GNAC and the Saint Martin’s University conference regulations, the athletics program will take every measure to minimize the number of classes student-athletes must miss due to athletic competition.
   b. Athletic supervisors and coaches will take the academic calendar and schedule into account when scheduling athletic contests, practices and team meetings.
c. No practice session or team meeting may be scheduled during federally mandated orientation sessions. Coaches must modify practice schedules to keep students in orientation sessions.

d. No student-athlete may absent him/herself from class to attend a practice session (NCAA Bylaw).

e. When an athletic competition takes place at Saint Martin’s University (i.e., a ‘home game’), no student-athlete is authorized to be absent from any class prior to two hours before the scheduled start of the competition unless the athlete plays baseball, soccer or softball which require 2 ½ hours for pre-game preparations. If the athlete needs rehabilitation from the Athletic Trainer, the athlete will be allowed to be absent from class up to three hours prior to scheduled start of the competition.

f. Authorized absences for official athletic competitions do not relieve student-athletes of their class responsibilities. They are responsible for any course material covered during a missed class.

g. Faculty should indicate on the course syllabus, available to students on the first day of class, the dates of all major exams, due dates for paper or project submissions, and dates of field trips and other mandatory class-related activities. Faculty retains the right to announce adjustments to a syllabus during the semester. Certain academic activities which cannot be rescheduled or which comprise a core component of the course (e.g. field trips) demand the student-athletes’ presence. These academic activities should be identified on the course syllabus as “mandatory for all students.”

4. Procedures

a. In the first week of class, as soon as feasible and no later than end of add/drop period, student-athletes must give each of their professors a copy of the ‘travel letter’ issued by the Athletic Department which details the anticipated missed class dates for the student-athlete. This letter must include the student-athlete’s full name. In addition to the ‘travel letter’ each professor will receive a copy of the team roster identifying the student-athlete with a specific sport.

b. Student-athletes are responsible to review the syllabus, note potential conflicts, bring them to the attention of their professors and request alternative arrangements prior to events such as missed quizzes, exams and assignments.

c. The faculty member will determine the arrangements which shall neither penalize the student-athlete nor unfairly advantage nor disadvantage him/her relative to other students. Student-athletes are expected to attend all classes, take all quizzes and exams (including final exams) except when there are conflicts with intercollegiate competitions. In the case of missed quizzes or exams, a faculty member may choose to have the quiz or exam administered and proctored through the athletics program (i.e. coach, Host Faculty Athletics Representative). The discretion ultimately lies with faculty member.

d. Faculty should take into consideration the schedules of student-athletes when scheduling graded activities that are in addition to those already listed on the syllabus.

e. In case of conflict the student-athlete should follow the student handbook for academic appeal. The Faculty Athletics Representative should also be included as needed.

f. No faculty member is obligated to excuse a student-athlete in the case of excessive absences. If, in the judgment of a faculty member and after sincere efforts to reach agreement about course work and expectations, the number of missed classes projected would jeopardize the student-athlete’s successful completion of the course, the faculty member may recommend that the student-athlete enroll in another course where fewer scheduling conflicts would occur. If a student-athlete is advised to select
another course, he/she may ask for assistance from an advisor in order to find a course that will incur fewer conflicts.

G. SUMMER CAMPS

1. Timing
   a. Basketball
      1. Conducted only during Summer-Vacation Period
   b. All Other Sports
      1. No set permissible or impermissible time

2. Attendance Restrictions
   a. Open to any and all entrants, only limited by age and number

3. Admission/Cost
   a. No free or reduced admission rate to prospective student-athlete aged campers
   b. Gift certificates cannot be donated to prospect aged student-athletes

4. Employment
   a. Prospective Student-Athletes w/sign NLI
      1. May only work that institution’s camp with which they signed
   b. Prospective Student-Athlete w/o NLI
      1. May work or be employed by any institutional sports camp
   c. Conditions for all Employees
      1. Compensation provided only for work actually performed and at a rate commensurate with going rate for similar services
         i. Not permissible to have varying levels of compensation for student-athletes based on level of athletics skills of the student-athlete
      2. Must perform duties that are of a general supervisory nature in addition to any coaching or officiating assignments.
      3. Prospect/Student-athlete who only lectures or demonstrates may not receive compensation for their appearance
      4. Cannot begin prior to completion of senior year of high school, and prospect has completed all competition for academic year in their sport
      5. NO ORGANIZED PRACTICE ACTIVITIES DURING CAMP
H. PROCEDURES FOR REPORTING VIOLATIONS

1. General Responsibilities
   It is the duty of every institutional staff member or student-athlete to immediately report to the Compliance Office any alleged or suspected violation of NCAA rules. If the Compliance Office is unavailable, violations should be reported to the Faculty Athletics Representative (FAR) or the Athletics Director.

   When the violation involves an eligibility issue, the student-athlete(s) in question will be immediately declared ineligible until further notice by the NCAA. In all other cases, meaningful corrective and punitive measures will be taken against those individuals involved. A self-report letter, including all relevant information, will be sent to the NCAA and Conference.

2. Responsibilities of Compliance Office
   a. Act as primary investigator on Secondary infractions.
   b. May act as primary investigator on Major Infractions.
   c. Forward the possible violation to the Dean of Student Services, Faculty Athletic Representative, and Athletic Director for review.
   d. In conjunction with the FAR, contact the NCAA and Conference and inform them of the possible infraction and pending investigation.
   e. Prepare and forward requests for restoration of eligibility for student-athletes whose eligibility is affected by the infraction, and it is determined that restoration is in order.
   f. Assist in determination and implementation of procedures for correcting identified problems.
   g. Assist in the determination of consequences for violations of NCAA and Conference rules and regulations.
   h. Notify, at the appropriate time, those individuals reported and associated with the violation.

3. Responsibilities of Faculty Athletics Representative
   a. Forward the reported violation, along with the determined consequences, if warranted, with cover letter to the NCAA, Conference Commissioner, Dean of Student Services, Director of Athletics, and Senior Woman Administrator.
   b. Maintain open communication with the NCAA and Conference Commissioner regarding the reported violation.
   c. Notify the President, Director of Athletics, Senior Woman Administrator, and Compliance Officer of outcomes of investigations.
   d. Follow-up action to ensure fulfillment of such disciplinary action.

4. Responsibilities of the Director of Athletics:
   a. Call and conduct planning meetings between President, FAR, and Compliance Officer for determination of plan of action.
   b. Inform President of possible rules violations.
   c. Review reports from primary investigator and determine appropriate steps.
   d. Notify the President of outcomes of investigations.
e. Oversight for determination and implementation of procedures for correcting identified problems.

f. Determine consequences for violations of NCAA and Conference rules and regulations. (Fair and meaningful punitive action)

g. Forward Self-Reports to the Conference office (in writing) of the investigation’s results and remedial actions taken.

5. **Specific Information Regarding Secondary Violation Procedures**
   
a. The date and location of violation.
   
b. A description of the violation, including the rule citation.
   
c. The identity of the coaches, prospective and enrolled student-athletes, and other individuals involved in the violation.
   
d. The reasons the violation occurred.
   
e. The means by which the institution became aware of the violation.
   
f. A list of corrective and disciplinary actions taken by the institution and conference (if any).
   
g. The institution's position regarding the information. (It is important to note that if an institution disagrees that the facts result in a violation, the stipulated facts first would be referred to the NCAA membership services staff for a determination of the application of NCAA legislation.)
   
h. A statement indicating whether any eligibility issues need to be resolved and, if so, whether the institution is requesting restoration of eligibility for any prospective or enrolled student-athlete.
   
i. Any other information that should be considered in reviewing the case.

If the self-reported secondary violation affects the eligibility of a current prospective or enrolled student-athlete and the institution is requesting restoration, the case should be forwarded to NCAA Director of Eligibility for handling. If the secondary violation does not involve any remaining eligibility issues, the case should be forwarded to NCAA Assistant Executive Director for Enforcement and Eligibility Appeals or the appropriate NCAA Enforcement Representative.

I. **ROSTERS**

1. **Eligibility Checklists**
   
a. Submission of final rosters to GNAC office required via NCAA Eligibility Checklist is required prior to first official contest for each sport.
   
b. NCAA Eligibility Checklist is created from NCAA Compliance Assistant program under standard reports section

2. **Team Checklist**
   
a. Each week coaches will receive updated rosters color coded with eligibility status updates for each of their athletes listed on official rosters. NCAA eligibility as well as athletic trainer clearance will be track on this form
   
   1. RED = no practice
   
   2. YELLOW = no competition
   
   3. No highlight = cleared for competition and practice
b. After the first month of the semester, coaches will not receive any updates to their team checklist unless something has changed in regards to one of their student-athlete’s status.

c. It is the coach’s responsibility to track their eligibility status for all of their student-athletes and ensure all no ineligible student-athletes are participating in practice and/or competitions.

3. Change in Roster
   a. Anytime a sport’s roster changes it is the responsibility of the coach to alert the compliance office of the change, whether it’s an addition or subtraction to the team
   b. Withdrawal from Team form
      1. If a player leaves their respective team during the academic year, it’s the responsibility of the coach to inform the Compliance Office of the withdrawal.
      2. Coach or coaching staff should have a withdrawal meeting with student-athlete to discuss the pending withdrawal.
         i. Player should fill out the Withdrawal from Team Form indicating they are leaving, why they are leaving, sign and date it along with the head coach also signing and dating the form.

J. BOOSTERS
   1. See Appendix for boosters do’s and do not’s
V. Saint Martin's University Information

A. Student Services Programs

**Campus Life**

The Office of Campus Life is dedicated to providing a dynamic environment where students have opportunities for leadership, personal development, and service. The office actively promotes and provides a sense of community through the coordination of a broad range of programs and activities. **Contact Alexis Nelson at (360)438-4577**

**Campus Ministry**

Our mission is to continue the work of Jesus Christ, our Lord, as described in the Gospel of Matthew: By upholding these two fundamental commandments, our service to the Saint Martin's community, as well as the greater Catholic community, we strive to serve one another in the love of God. **Contact Colleen Dunne at (360)412-6155**

**Career Center**

The Career Center helps students define their career goals and objectives as they relate to future employment or graduate school opportunities. Career planning begins with the student's entering year at Saint Martin's and continues through graduation. The center's services are available to all students at the University's main campus and its extension campuses. **Contact Ann Adams at (360)486-8842**

**Counseling Services**

The mission of counseling services is to enhance the educational goals of Saint Martin's University by providing support and assistance to students, staff, and faculty within a campus community committed to the development of the whole person. **Contact Kelley Simmons (360)438-4371**

**Disability Support Services**

The mission of the Office of Disability Support Services is to support the educational development of students with disabilities by providing access to University programs and activities and to enhance understanding and support within the campus community. **Contact Geoffrey Brown (360)438-4580**

**Food Services**

Saint Martin's University food service is operated by the Bon Appetit Corporation. **Contact Carol Ann Beckwith (360)923-8797**

**Learning Center**
The mission of the Learning Center is to support the educational mission of the University by providing resources to improve academic achievements and promote life-long learning. **Contact Nathalie Kuroiwa-Lewis (360)438-4533**

**Security Services**

The Office of Campus Safety and Security has direct oversight responsibility for all operational and administrative aspects of campus safety and security. In conjunction with the Office of the President, the office endeavors to provide a safe environment for all faculty, staff and students in which to work and learn. **Contact William Stakelin (360)438-4354**

**Student Accounts**

The Office of Student Accounts is committed to assisting students throughout their education at Saint Martin's University. The office offers payment plans in order to make students' financial experiences as positive as possible. The following services are available during office hours: Check cashing, Payments, Payment plans, Student work study checks, Refund. **Contact Tanaa Guyer at (360)438-4297**

**Student Health Center**

The Student Health Center assists with a wide range on health issues including colds, flu and other medical concerns. Students may also visit the center to obtain prescriptions and to receive limited disease management for chronic health problems. The SHC does not provide after-hours care, nor does the SHC provide hospital or emergency room care. The SHC does not offer dental care, eye exams, hearing tests or x-rays. The staff is familiar with community resources for these services and can make referrals. Services required that extend beyond the scope of the clinic will be referred out. **Contact Jamie Nixon at (360)412-6160.**

**Writing Center**

The Writing Center offers Saint Martin’s students a comfortable place to meet with trained peer readers to discuss their academic, personal and professional writing. In an atmosphere that is relaxed and removed from the classroom setting, student readers ask questions and make suggestions that help writers generate topics, develop a thesis, organize material and clarify ideas. Writing Center peer readers understand that essays belong to their writers. Writing Center services are offered weekdays and are free of charge. Most sessions are one hour. Students should plan to make appointments ahead. However, drop-in students with essays or questions are also welcome. **Contact Nathalie Kuroiwa-Lewis (360)438-4533**

**B. Student-Athlete Advisory Committee (SAAC)**

1. Functions of the SAAC:
a. To promote communications between athletics administration and student-athletes.
b. To disseminate information.
c. To provide feedback and insight into athletics department issues.
d. To generate a student-athlete voice within the athletics department.
e. To build a sense of community within the athletics department involving all athletic teams.
f. To solicit student-athlete responses to proposed GNAC and NCAA legislation.
g. To organize community service efforts.
h. To promote a positive student-athlete image on campus.

2. Representation and Membership (from NCAA Division II Manual):

The SAAC representative selection process may vary by team. However, the main goal of the selection process remains the same – to afford consistent representation of each sport at each campus SAAC meeting.

3. Nominations

Nominations for SAAC representatives may vary among teams. Coaches and/or student-athletes should be part of the nomination process to ensure the representative is well respected within the respective team and will be responsible for bringing back information to his/her team. Again, the goal is consistent representation from each sport to the campus SAAC. Many teams have two representatives to the campus SAAC, one underclassman and one upperclassman to ensure consistent representation from each team.

4. Vacancies

The following steps should be followed when campus SAAC vacancies occur:

a. A SAAC member should notify his/her coach, the campus SAAC chair and the SAAC advisor at least one semester prior to anticipated departure.
b. If possible, there should be some overlap between the new and “retiring” member so that the team receives consistent representation at campus SAAC meetings.

5. Duties of SAAC Representatives

The role of the SAAC representative is to be present and an active participant at all campus SAAC meetings as well as have an open communication line with fellow campus SAAC members and work as a liaison between the student-athletes from their team and the institution’s SAAC.

6. Meetings

The first campus SAAC meeting of each academic year shall be called by the advisor. Additional meetings shall be held according to a schedule agreed upon at the first session. Guests may be invited to meet with the SAAC when appropriate.
C. **Coaches Meetings**

The Department requires the coaching staff to attend the following meetings:

1. **Monthly Coaches Meetings** - These meetings are intended to update and familiarize coaching staffs with Department, University, Conference, and NCAA policies, rules and regulations. Topics include Academics, Travel, Eligibility, Financial Aid and other important information. Typically these meetings last one hour twice a month and head coaches may have individual meetings with the AD. One meeting a month assistants are invited to attend. All head coaches are required to attend these meetings and if possible an assistant coach should attend; the exception is the September meeting in which ALL coaches are required to attend.

2. **NCAA Rules Meetings** - These sessions are conducted at the beginning of each semester. Coaches have the opportunity to ask questions about rules and explore areas of concern to them. Additionally, these seminars include review of the rules governing recruiting, SMU recruiting policies and required forms involving the recruiting process. All members of the coaching staffs are required to attend.

3. **Miscellaneous** - Various other meetings may be scheduled during the year. Coaches will be notified of such meetings that may include educational seminars, management workshops and academic updates.

D. **Competition and Practice Scheduling Procedure**

All tentative competition and practice schedules for the upcoming year must be completed and given to the **Director of Athletics** by the beginning of September each year. (NCAA Playing and Practice Season Declaration Form). Practice scheduling requests need to be submitted and reviewed by the AD before final approval is granted. Providing opportunity for balanced access to facilities is a priority taking into consideration programs that are in season or preseason.

Due to University policies coaches may not schedule competitions during finals week and it is preferable that no travel is scheduled during the week prior to finals. If exceptions are required, prior approval must be obtained from the appropriate administrator. **When scheduling a competition priority is placed on minimizing the amount of class time missed and final review and approval comes from the Director of Athletics.**

E. **Sports Information**

1. Schedules
Coaches are required to submit their complete schedule to the sports information office as soon as it is available. The schedule must include date, opponent, site, and time. The time of the contest will reflect the time zone in which the contest is taking place unless otherwise noted. All schedules posted on the athletics website will have times posted to reflect the Pacific Time Zone.

Final schedules, after approved by the athletic director, must be submitted to the SID with the above information **COMPLETED**. Deadlines are as follows:

**Fall Sports: June 1**  
**Winter Sports: August 1**  
**Spring Sports: October 15**

Sports that crossover into two seasons which include men’s golf, women’s golf, men’s track & field and women’s track & field can be sent separately but if possible send a complete schedule.

2. **Rosters**

All student-athletes must go to: [http://smusaints.com/sb_output.aspx?form=12](http://smusaints.com/sb_output.aspx?form=12) and fill out their online questionnaire to complete their bio. A full and complete roster must be submitted to the sports information every year by the coaching staff as well. The following information must be included:

- name  
- uniform number – this must be final, and no other player can wear that number during the remainder of the season  
- height  
- weight (men’s sports only)  
- position  
- year in school – referring to athletic eligibility  
- hometown  
- previous school – if applicable

It is the head coach’s responsibility to keep the sports information office updated on all changes within their program, which may include assistant coaches, players added/dropped from their team, uniform numbers, game dates, times, or sites. Once changes are finalized with the athletic director, the sports information office must be notified **IMMEDIATELY**.

**Deadlines for Rosters:**

**Fall Sports:** **No later than 2 weeks prior to your first official practice**  
**Winter Sports:** **Second week of school**  
**Spring:** **First week after the conclusion of fall practice**

3. **Signing Day**
All signees must complete the questionnaire that the compliance director provides with other necessary paper work. That form will be used to create a press release. Coaches will be responsible for providing quotes for the press release and are asked to obtain a picture from the student-athletes for the press release.

Under normal circumstances, the sports information office will issue one release per sport on signees. However, if you sport has an early and late signing period one release will be done per period. There will be no more than two releases. An official press release will not be publicized until ALL the necessary paper work has been completed and the SID has the approval of the compliance director.

4. Coaches Bios

All coach and staff bios will be updated at the conclusion of seasons. Additional updates or changes need to be emailed to the SID. New staff must complete a staff bio form on their first visit to campus after they have been hired. A bio and photo will be taken on their official start date so a press release may be written. All head shots for staff/coaches will be taken the first week of school or during team photos.

5. Statistics

Statistical crews will be present for all home contests and official statistics will be distributed to media, visiting teams, visitor’s sports information office, and the GNAC office. Sufficient training will be provided for the sports information staff for the Automated Scorebook. Box scores must be distributed according to GNAC regulations and in a timely manner following the contest.

Statistics for road contests are the responsibility of the visiting teams SID staffs. To request statistical changes for road contests please follow this protocol:

Once you receive final stats, review immediately if possible, and alert the SID on site about changes that need to be made.

If you are unable to speak with the SID prior to leaving or review the stats after you have left the competition site, contact me directly with your concern. All requests for statistical changes must occur within 5 DAYS of the completion of the contest. Requests after that period will be at the SID’s discretion.

Ultimately the home team has the final say in statistics as the official scorekeeper. Requests for changes will be made but may not always be recognized.

6. Game Day Procedures

Statistics will be provided during pertinent breaks in the action for home events. No stats will be provided during timeouts. At the conclusion each staff will receive 3-5 copies of the cumulative statistics. There will be no special requests to accommodate visiting teams or the home team unless that has been agreed upon prior to the beginning of the season.
Statistics under **NO** circumstances are to be provided during the contest or after the event to anyone but coaches, SMU staff and media members in hard copy form.

The SID is responsible for distributing statistics, notes, quotes and game recaps to the local media.

Post-game interviews will be conducted at the conclusion of all home contests unless the SID communicates to you otherwise. The SMU SID office will follow the NCAA protocol for post-game interviews by adhering to a 10-minute cool down period. This policy will be followed with no exceptions. The SID will make a request with the coaching staff for athletes immediately following the conclusion of the contest.

7. **Contacting Your SID**

The SID will provide each head coach and necessary assistants with their cell phone number. Please use this responsibly and consider sending an email to correspond as a more appropriate form of communication. Your SID is not a 24-hour information service.

These are circumstances in which a coach and the SID should communicate via cell phone:

- To obtain a score from the road
- To obtain quotes for a game recap
- To alert them to last-minute schedule changes
- To discuss a stat related issue or possible error

If it does not fall under those circumstances listed above please send an email.

8. **Quotes**

Coaches are responsible for contacting the SID no later than two hours after a competition and supplying them with a quote on the competition. Quotes can be done via text, email, or calling and leaving a message with the SID office.

9. **Media Relations**

One of the functions of the sports information office is to act as the liaison with members of the media. We want to get as much coverage for each team as possible. The more communication that takes place between the coaching staff and our office, the more ideas and information we can expose to the media. The media always likes an interesting angle for a feature. Ideas from your program are always welcome, and will be presented to the media as appropriate.

Coaches must be accessible to the media as much as possible, and expect to receive calls at their office or on their cell phone. Coaches should assume when speaking to any member of the media, that they are always “on the record,” and select their comments accordingly. Coaches should never criticize players to the media, and players should never second-guess coaches or criticize a teammate to the media. It is imperative that we present a united front to the media.
When contacted by the media for interviews, coaches can at that time give the interview but need to send notification to the SID immediately following the interview. When it comes to athletes, interviews should be set up through the SID or the SID needs to be informed immediately following an interview.

10. Electronic Publicity

Complete athletic department information will be posted on the athletic department’s official website at [www.smusaints.com](http://www.smusaints.com). This will include rosters, schedules, results, releases and statistics. Results will be posted as soon as possible following contests.

One of the most effective ways we have found to publicize Saints Martin’s athletics has been through the use of a mass email group. Student-athletes and coaches are encouraged to submit names and email addresses to the sports information department of any individuals that are interested in receiving Saints athletics news. This may include family, friends, hometown media, etc.

11. Social Media

The SID office is in the process of developing a department-wide social media policies and procedures manual that will be distributed to staff upon completion.

Any programs that have interest in developing sport-specific social media accounts must get approval from the SID. This in reference to public accounts only. All sport-specific social media accounts will be run by head and assistant coaches only. No athletes, parents or alumni will be run official SMU social media accounts. The SID must have direct access to these accounts.

Please setup a meeting with the compliance director to discuss protocol and rules for social media as well as the SID to discuss any questions or concerns. Training can be setup through the university if coaches or staff members are interested.

12. Summary

The primary function of the sports information office is to promote and publicize the Saint Martin's University athletic department, and to enhance the overall image of the University. To be effective, we must sustain a climate of cooperation, and open lines of communication within our department. An effective sports information function will have great benefit for our individual programs, and our athletic department as the “front porch” of our institution. Please do your best to respond to your SID’s emails in a timely manner as they have deadlines to meet per the conference as well as other SMU staff. *If possible attempt to respond within 48 hour to emails sent from the SID.*

F. **Evaluation of Coaches Program**
The coach’s evaluation program is designed to fairly and objectively evaluate each sport/coach in the intercollegiate athletics program. The purpose of the program is to provide an avenue for the coaches and administrators to discuss the program and address needed changes, modifications and improvements.

1. **Coaches Assessment**

   In May-June of each year each Head Coach will be evaluated by the Athletic Director to assess several facets of their program. This will consist of a written assessment of the following factors:

   - Team performance – goals, achievements, needed improvements
   - Facilities – condition, safety, needed improvements
   - Assistant Coaches – evaluation of all assistants
   - Competitive schedule
   - Budget and fund raising
   - Academics – goals, achievements, needed improvements
   - General/miscellaneous

2. **Recruiting/Compliance Assessment**

   This part of the evaluation is a continuing process that is conducted by the Compliance Coordinator and contains the following elements:

   - Observance of NCAA, Conference and University regulations
   - Adherence to budget guidelines
   - Timeliness of actions including initial contacts, follow-up, deadlines for special action and other requirements for filing of required forms
   - Actions by the coaching staff to improve their recruiting program
   - Review of athletics grant-in-aid for the upcoming year

3. **Academic Area Assessment**

   This area will include the following elements and will be done with the coaches by the Athletic Director.

   - Knowledge of student-athlete’s academic progress
   - Understanding of the Satisfactory Progress rule
   - Awareness of problems with study halls and tutorials
   - Adherence to deadlines and procedures relevant to student-athlete housing, parking and career services.
   - Response to the concerns of and communications with academic staff.

F. **Charneski Recreation Center Scheduling**

   Scheduled times for teams to workout shall be submitted to Supervisor of the Rec Center via online EMS reservation system. Schedule requests for practice in
the REC Center will be evaluated and approved by The REC supervisor and the Athletic Director based on;
- in season vs. out of season
- fair balance between all sports
- ensuring equal access by all sports
- weather related practice closures
- other criteria as determined by AD and REC supervisor

Coaches need to monitor workouts and ensure proper care and usage of the facility. Athletes are not permitted to use the REC unsupervised at any time.

G. Uniforms

Saint Martin's University has a contract with UnderArmour and the department is to follow the contract agreed to by the University and UnderArmour. Uniforms, gear and travel items where appropriate are to be UnderArmour gear. Will Schaffer with Eastbay is the contact for purchasing and can be contacted at wschaef@eastbay.com or phone (253-514-9616). Coaches are responsible for ordering, maintaining, and inventory of all equipment and uniforms for their programs. Every effort should be made to maintain and inventory equipment throughout the year. The inventory sheet should be completed at the end of the school year and requests for equipment or uniforms submitted to the Athletic Director for the upcoming season.

Strict attention to color for uniforms should be followed. The colors are red (#PS186), white and black being the trim color. On file with the Sports Information Director (SID) is a family of logos and font styles to be used. Final approval on uniforms from the Athletic Director is necessary before ordering.

H. Department Fundraisers

Athletic staff must submit a completed fundraising request form for review to the Athletic Director and receive final approval from the Athletic Director prior to initiating any fundraising projects/activities. It is important to note that the University and the NCAA stress the importance of monitoring institutional control of all fundraising.

I. Department Logo Use

The SMU athletic teams need prior approval from the Athletic Director before ordering any team apparel. Only approved logos and colors are acceptable. After receiving approval from the Athletic Director, logos are available from the Sports Information Director. The approved color numbers are available from the Office of Communication.

J. Grievance Policy
Saint Martin’s University and the Athletic Department are committed to the internal resolution of disputes arising between an athlete and a member of the athletics staff whenever reasonable and appropriate. The university encourages its community members to resolve their disputes at the earliest and most informal stage (e.g. by talking directly with one another, through facilitated conversation, and/or through conflict mediation). When informal resolution is not possible, every member of the university community has the right to file a grievance and have it addressed fairly.

The following administrative procedures are intended to cover grievances between student-athletes and members of the athletic staff and administration. Examples of grievances that may be addressed by this policy include, but are not limited to: disagreements about playing time, interpersonal conflicts with coaches, inequitable treatment by staff, and concerns about one’s physical or psychological wellbeing concerns about time commitments or expectations, and scholarship issues. Grievances involving sexual assault, harassment, or discrimination should be referred to the Title IX Coordinator, Cynthia Johnson, and those that involve other athletes and violate the Student Code of Conduct should be referred to University Conduct Coordinator, Tim McClain.

The grievance process affords the grievant an opportunity to discuss the dispute with the respondent or a neutral third party in an attempt to clarify the issue and achieve its resolution. A grievant may pursue any of the following options for resolution:

1. **Direct Resolution.** The grievant may discuss the grievance directly with the respondent and work with the respondent to resolve any concerns.

   a. If the grievant feels uncomfortable with meeting with the coach or staff member alone, they can ask to have a third party present. This allows someone to be the neutral party and provide clarity when there is a disagreement in what was said in the meeting. This third party can be a member of the administration (e.g. Assistant AD or Senior Woman Administrator) or an unbiased member of his or her team (e.g. a team captain).

2. **Administrative Resolution.** If the exercise of option 1 is unsuccessful or it appears ill-advised or otherwise inappropriate, the grievant is encouraged to discuss his or her concerns with a member of the athletic administration staff as appropriate. This member can be one or more of the following: Athletic Director, Assistant Athletic Director, Senior Woman Administrator, or Faculty Athletic Representative. These people are responsible for taking action as necessary and appropriate.

3. **Formal Grievance.** If the exercise of option 2 is unsuccessful or it appears ill-advised or otherwise inappropriate, the grievant may fill out a “Formal Grievance Form” found on the Saint Martin's University Athletics Website and deliver it to Bob Grisham, Athletic Director and/or Darrell Axtell, Faculty Athletics Representative.
After receiving the formal grievance, the AD and FAR may review relevant files or records and consult with the grievant, the respondent(s), witnesses and other individuals, in an attempt to resolve the matter and to determine whether further action is warranted.

4. Appeal. If after the formal grievance has been addressed, the grievant still is not satisfied, he/she may appeal the resolution with the Dean of Students, Melanie Richardson. Grievances that may be appealed are those that concern off-the-court issues. Decisions made by the Athletic Director regarding on-the-court concerns/grievances are final and may not be appealed. To appeal the Athletic Director’s resolution, the Formal Grievance Form should be submitted to the Dean of Students along with a detailed explanation of why the decision is unsatisfactory.

If resolution is reached by this process, no further action normally will be taken, and the matter will be considered closed. The university reserves the right to undertake further investigation of any allegation. In all cases, the Dean of Students and the Athletic Director will keep a written record of formal grievances and their resolution.
VI. Travel

A. Planning a Trip

All department travel must be approved in advance by the Athletic Director or designee. Whether you are planning a team trip or other travel (i.e. conventions, meetings, etc.) you must get approval before planning your trip.

When scheduling competition a priority is placed upon minimizing the amount of class time missed by student-athletes. Contracts are generated and issued by the Director of Athletics. Any competitions requiring the use of the Pavilion requires prior approval by the Facilities Director.

Coaches: You are required to submit your travel requests to the Program Specialist as soon as your schedule is completed and approved by the Athletic Director.

B. Travel Party

The number of those traveling in the official travel party for athletic events requires approval from the Athletic Director. Consideration is always given to the type of transportation required to determine the number permitted to travel.

Only student-athletes who are certified eligible to travel and medically cleared for competition are permitted to travel.

You should note that team trips are scheduled to minimize costs as well as missed class time. It is your responsibility to make sure that the Compliance Director has an accurate competition schedule for your sport as soon as possible.

C. Making Travel Arrangements

All travel requests should be forwarded to the Program Specialist for completion. Before submitting travel arrangements, you should know where you need to go, exactly when you need to be there, when you need to return and who you are seeing. Further, if you are traveling with your team, you need to know who will comprise the traveling party.

The head coach of each sport team will decide the rooming arrangements

1. Travel/Cash Advance form.
   a) Coaches are responsible for submitting travel arrangements to the Program Specialist along with completed.
2. University Credit Cards.
   a) All head coaches are issued a University credit card in their name to be used for travel expenses and each card has been assigned a purchase limit not to exceed authorized amount.

3. Itineraries:
   Travel itineraries must be provided to the Athletic Director prior to departing the SMU campus. The itinerary will include:
   
   a) Destination
   b) Flight numbers with departure time and arrival time
   c) Hotel name including telephone number
   d) Game times and name of gym or field
   e) A cell number if available
   f) Any information that would facilitate reaching you off site

D. Paying for Your Trip

When you return from each trip, you will need to complete a travel expense reimbursement form (see the Athletics Department Travel Policy and Procedure Manual – Travel Form B) and provide receipts for the expenses you incurred. This form must be approved by the Athletic Director before submission to the Finance Office.

To cover the cost of out of pocket expenses, such as meal allowances, tolls, parking, other fees, etc. you need to turn in the appropriate receipts.

You can request a travel/cash advance on the Travel/Cash Advance form that you complete prior to travel. It is important to note that you are responsible for the full amount of the advance issued to you. Additionally, the University requires that you clear all advances and credit card charges by settling your expense reimbursement no later than 3 days after the completion of your trip. This form needs to be completed and returned to the Program Specialist two week prior to travel.

It is recommended that travelers use personal credit cards only for miscellaneous or emergency expenses. If you choose this option, please be advised that the department or the University will not be responsible for any late charges, interest, penalties or other sanctions that might be imposed.

E. University Transportation

1. Reservation Process
   a) The University currently offers a variety of vehicles that can serve the needs of the Athletic Dept. Vehicles may be reserved through the Athletic Office, or online:

   https://www.stmartin.edu/security/transportationRequestForm.aspx

   In order to operate a University vehicle, drivers must be certified through the office of Public Safety prior to reserving the vehicle.
b) Once a vehicle is reserved through the online system, departure and return dates and times are considered accurate and final unless you contact either myself or Amanda with an e-mail describing the changes. We would like at least 3-5 days’ notice of any changes made to departure or return times in order for drivers to adjust their schedules accordingly.

c) Confirm ALL trips through the Transportation Calendars at least one week in advance of the trip to confirm accuracy of the trip.

d) Confirm with assigned driver(s) the day/night before departing or returning from a trip. Please be proactive in talking with the drivers and prevent potential misunderstandings.

2. Vehicle Options include:

a) Super Shuttle 32 passenger is available to teams and is operated by a Commercially Licensed Driver employed by the University. Coaches should be aware that the Department of Transportation has regulative authority and limits the number of hours that can be driven and/or worked in a 24 hour period. Commercial drivers can’t drive more than 10 hours in a day and can’t have a workday longer than 15 hours. With this in mind, and the driver’s employed by the University, Big Red is available for trips of approximately 400 miles or less one way.

   • Capacity 32 passengers (Must be CDL Passenger Endorsed Driver and certified through Saint Martin’s)
   • Cost = Multiply $3.30 x total mileage roundtrip. (This covers the bus, driver and fuel).

b) 14 Passenger Shuttles – Saint Martin’s University offers three shuttle buses that are available to be driven by certified University Shuttle Drivers. If a coach would like to drive a shuttle and is certified, they may not drive over 100 miles on the day of a competition.

   • Shuttle #9 (Chevrolet) – capacity = 14 passengers
   • Shuttle #8 (Ford) – capacity = 14 passengers
   • Shuttle #7 (Ford w/lift) – capacity = 14 passengers
   • Cost w/driver = Multiply $1.41 x total mileage roundtrip. (This covers the shuttle, driver and fuel).
   • Cost w/o driver = Multiply $1.15 x total mileage roundtrip. (This covers the shuttle and fuel).
c) 11 Passenger Vans – Saint Martin’s University offers two vans that are available for team travel. The driver must be certified by the University and coaches may not drive more than 100 miles on the day of competition.

- Van #2 (longer 12 passenger) – capacity = 11 passengers
- Van #3 – capacity = 11 passengers
- Cost = Multiply $0.41 x total mileage roundtrip. (This covers the van and fuel).

3. When planning meal and hotel arrangements, Saint Martin’s drivers should be treated as a valuable member of the travel party. Drivers’ meals should be paid for by the team while on the road. Please plan for the driver to have an appropriate amount of time to eat a meal without expecting them to try and drive at the same time.

4. SMU Transportation Information Sheet and Contact List (see appendix)

F. Travel Guidelines

The department and the University have a number of general guidelines concerning travel. Some are designed to comply with NCAA and University regulations concerning travel. Others are designed to take advantage of cost saving agreements we have made with travel sources. Still others are designed to make travel more convenient for travelers. Please refer to the University Travel Policies and Procedures Manual for additional information.

1. Airline Tickets:

Coaches have the responsibility to book tickets factoring cost with missed class time when purchasing. Please allow lead time for the airline reservations.

Airline tickets for recruiting may be made by individual programs; however, it is imperative to receive prior approval from the Athletic Director. A copy of the itinerary must be submitted to the Compliance Director.

Frequent Flyer Programs: The NCAA does allow student-athletes to accrue frequent flyer mileage.

2. Use of Personal Vehicles

To use your personal vehicle for travel on University business you must first receive permission from the Athletic Director if you are seeking reimbursement. Note that the reimbursement rate is $0.53 per mile. Please note that you are required to have vehicle insurance in order to satisfy financial responsibility requirements in accordance with state law. In the event that your private vehicle is damaged while you are on approved University business, you must first contact your insurance carrier to file a claim for reimbursement of damages.
a) **On Campus Vehicle Reservation:**

Once the schedule for competition is approved, coaches should immediately submit a request to the Transportation Supervisor Marco Marmolejo at mmarmolojo@stmartin.edu for reservation of School vehicles.

You should note, however, that you are required to return the rental vehicle with a full tank of gas. This means that you should allow sufficient time prior to your flight to stop at a gas station and fill the tank. Remember to get a receipt for your fuel purchase. If you do not fill the tank prior to returning your vehicle, the rental agency will charge you to fill the tank. The rate per gallon is two to three times higher than at the gas station.

**Use of University Vehicles:** While traveling on University business, first check with the availability of University vehicles. This is particularly the case for team travel. The Program Specialist will explain a number of important policies and procedures to you concerning the use of University Fleet vehicles. **Please refer to the Athletics Department Travel Policies and Procedures Manual concerning recent rates, policies and procedures relating to the use of University Fleet vehicles.**

3. **LODGING**

a) **GNAC Preferred Hotels Lists:**

The GNAC will provide a list of preferred hotels to each of the conference schools. It is mandatory for coaches to utilize the GNAC preferred hotels list when coordinating team travel. The Program Specialist will keep a master of the hotel list.

1. **Saint Martin’s University**
   Hotel RL
   2300 Evergreen Park Dr. SW
   Olympia, WA 98502

2. **University of Alaska Anchorage**
   Hotel Captain Cook
   939 W. 5th Ave
   907-276-6000
   Darren Hubbard – dhubbard@captaincook.com

3. **University of Alaska Fairbanks**
   Westmark Hotel
   813 Noble St
   907-45-7706
   Patricia Silva – psilva@hollandamerica-princess.com

   Alpine Lodge
   4920 Dale Rd
907-328-6375
Andrea Vawter – avawter@akalpinelodge.com

(4) **Central Washington University**
Quality Inn & Conference Center
1700 Canyon Rd
509-925-9800
Brulee Hoskins – frontdesk@ellensburginn.com

Hampton Inn
2705 Triple L Loop
509-933-1600
Mindy DeLozier – mindy.delozier@hilton.com

(5) **Concordia University (Portland)**
Holiday Inn – Portland Airport
8439 NE Columbia Blvd
503-914-5250
Celia Lozano – cella.lozano@jqh.com

(6) **Montana State University – Billings**
Hilton Garden Inn
2465 Grant Rd
406-281-9634
Stefan Cattarin – Stefan.cattarin@hilton.com

Crowne Plaza Billings
27 North 27th St
406-238-4306
Stephanie Mascarena – smascarena@cpbillings.com

(7) **Northwest Nazarene University**
Fairfield Inn & Suites by Marriot
16150 N Midland Blvd
208-467-5888
Brad Tarter – BradT@intermountainhotels.com

(8) **Seattle Pacific University**
Springhill Suites
1800 Yale Ave
206-403-2274
Kelly Keith – kelly.b.keith@marriott.com

Holiday Inn Express
226 Aurora Ave N
206-694-0063
Andrew Harris – harris@hotelconcepts.us

(9) **Simon Fraser University**
Hilton Vancouver Metrotown
6083 McKay Ave
604-639-3722
b) **Hotel Accommodation**

When planning travel, you must determine the locations where you need hotel accommodations. If travelling outside of the GNAC conference, it is your responsibility to select hotels that align with your current travel budget. The travel budget for each team must be reviewed and approved by the Athletic Director prior to making any team reservations. When booking a hotel you must also indicate if you need special accommodations (two beds, rollaway, etc.).

SMU athletes are not permitted to share beds. If you are travelling with a contracted driver you are responsible for including this person in your travel party. All confirmed hotel accommodations are to be listed on your travel itinerary, along with a contact phone number. If it becomes necessary to cancel your hotel accommodations, you must contact the hotel directly, usually by 6:00 p.m. on the designated arrival date. However, some hotels may require as much as a 72-hour cancellation notice. If you do not cancel a hotel room there is a possibility that you may not be reimbursed for the cost of the room. Any “no show” charges that could have been avoided will be the responsibility of the coach.

The University allows employees to accrue points in hotel frequent stay programs while traveling on department business. To obtain the proper enrollment forms, contact the hotels directly. The NCAA prohibits student-athletes from receiving these points.

Remember to keep your itemized hotel receipt upon check out. You will need to provide proof of your hotel expenses on your reimbursement form, cash advance form, or credit card statement. Charges for movies, long distance phone charges, and other miscellaneous expenses will not be reimbursed.
4. **Meal Allowance:**
When you travel on department business, you are permitted a meal allowance for the time that you are traveling. You may charge these expenses to your Corporate University credit card or request a cash Travel Advance. When you prepare your Travel Advance fill in the column with the estimated amount for meals.

If you are traveling with your team and choose to take your team to a restaurant instead of issuing cash meal allowance, remember to obtain an itemized receipt for the meal. Team meal expenses must stay within your travel budget and should not exceed a total of $35 per day per person. SMU contracted drivers travelling with your team shall be provided the same meal allowances as athletes and staff.

a) **Per Diem**
The athletic department uses a rate of $35.00 per day for per diem. This rate is designated for off campus team travel that occurs for a minimum of one full day. Breakfast is estimated at $8.00, lunch $12.00, and dinner $15.00. Please note this rate may change based on where the travel takes place i.e.; Hawaii and Alaska have higher costs of living which would result in a per diem increase.

b) **Gratuities**
The department will approve expenses you have for gratuities paid for cab fare, parking and meal charges. You do not need a receipt for these expenses if they are not available, but be sure to complete a missing receipt affidavit form to settle your credit card statement.

5. **Entertainment**
From time to time, you may find it necessary to incur various entertainment expenses. For a description of these expenses, refer to the University Travel Policies and Procedures Manual entertainment section. Prior to incurring any entertainment expenses, approval by the Athletic Director or designee is required. **Remember that you are not permitted to entertain recruits while you are on the road.**

If you incur entertainment expenses, you will need to provide an itemized receipt, a listing of those entertained (including yourself and each person’s relationship or affiliation) and the reason for the entertainment. If your entertainment expense involves a meal, you should note that you will not receive a meal allowance for that particular meal while on travel status.

6. **Airport Parking**
If it is necessary to travel from any airport, you should plan to park at one of the long-term discount parking areas that serve the airport that you will use. You will need to obtain a receipt for the parking charges at the end of your trip in order to get reimbursed for these expenses.
7. **Settling Travel Expense Reimbursement**

When you return from your trip, you will need to complete a number of functions in order to clear your travel advance for the expenses you incurred while traveling and to settle your credit card statement. You are responsible for the full balance of your travel advance as well as submitting your credit card statement to the Program Specialist within two working days of your return if your travel date exceeds the weekly deadline for submission.

In order to settle your travel advance, you need to submit a Travel Reimbursement Request form for the expenses you incurred while traveling. You must provide receipts for all expenses along with the completed form. For expenses charged to your credit card you will need to submit those receipts to the Program Specialist along with your printed credit card statement. A properly completed credit card statement must list the expense account, tax, and description for each charge on your document.

a) **Advance Clearing/Expense Reimbursement Reporting**

(1) When you are prepared to complete your expense report you will need to obtain a copy of the Travel Reimbursement Request form. You can pick up a blank form from the Program Specialist or download a copy from the university finance webpage.

(2) Advance clearing or expense reimbursements must be reported on an Expense Voucher form. Expense reimbursement forms must be legible, prepared in ink or typewritten.

(3) Expense forms must be signed by the employee and approved by the employee’s unit budget manager. If authority to approve expense forms is delegated, such delegation must be approved in writing with a copy to the Finance Office. An expense reimbursement cannot be signed as both employee/traveler and unit budget manager.

(4) All managers with approval authority are responsible for compliance with this travel policy.

(5) All expense forms should be filed with the Finance Office no later than 10 days after the end of each month.

(6) Per IRS rules, if this documentation is not turned in within 120 days after expenses are incurred, the employee will not be reimbursed.

(7) Failure to account for an advance within 120 days will require Saint Martin’s University to:
(a) Suspend cash advance and/or charge card privileges.
(b) Deduct unaccounted advances from the employee’s paycheck.
(c) Withhold taxes on the advance from the employee’s paycheck.
(d) Report the advance to the IRS on the employee’s W-2.

(8) Once an unsettled advance has been added to the employee’s W-2, it cannot be reversed even if eventually settled. The employee could report the expenses on their personal income tax return as a deduction (if allowable).

b) The University requires employees to submit the following documentation to substantiate advances/expenses on their expense voucher form:

1. Dates - include the dates of travel.
2. Destination and purpose of trip.
3. All original receipts except that which you cannot be reasonably expected to obtain
4. Air - original ticket receipt.
5. Hotel - original receipt.
6. Car Rental - car rental agreement receipt.
7. Ground transportation, taxi/airport shuttle receipts - greater than $10.
8. Personal Car Usage - daily mileage log and receipts for tolls and parking if possible.
10. Conference Fee - conference receipt. (No cancelled checks)
11. Meals/Entertainment - original credit card receipt or cash register receipt (no restaurant tear tabs).
12. Receipts must include the name of the vendor, location, date and dollar amount.

c) Meals/Entertainment

The Internal Revenue Service requires that specific details showing names, titles and business affiliations of guests and employees entertained, expense date, place (including both city and establishment), business purpose, and business relationship be shown on the expense form.

The following information must be shown on the business meal and entertainment schedule in order for the schedule to be considered complete:

- The date on the business and entertainment schedule must correspond to the date on the expense voucher.
- Indicate the names, company association, title or occupation of the person(s) entertained. This includes other University personnel.

- Indicate the time, place, nature of the meal or entertainment, and the business purpose of the meal or entertainment.

- Supply receipts for all expenses of this nature.

d) Miscellaneous

Expenses not previously covered should be entered as "Miscellaneous" and a brief explanation must be given.

e) Non-Corporate Card Charges

The IRS requires that requests for reimbursements to individuals be substantiated with original receipts after a trip’s completion. Therefore, individuals who charge travel expenses (such as airfare or conference fees) to a personal credit card will be reimbursed for those expenses after the trip has been completed.

f) International Expenses

In the case of international travel from the U.S., one expense report form should be submitted for each local currency in which reimbursable expenses were incurred. The amounts on the report should be stated in the local currency. The total for all expenses should be translated into U.S. dollars at the exchange rate(s) actually incurred.

International travelers must submit rate of exchange receipts when exchanging currencies.

g) Missing Receipts

Photocopies will be acceptable only with a detailed explanation of why the original is unavailable on a Missing Receipt Affidavit. Missing receipt affidavits must be signed by both the traveler and authorized signer with a complete explanation of the expense and the reason for the missing receipt.

Credit card statements or record of charge slips accompanying the monthly billing statements are not acceptable in lieu of receipts.

h) Incorrect, Incomplete or Unorganized Expense Vouchers
Expense Vouchers that are incorrect, incomplete or unorganized will be returned to the authorized signer for corrective action and may result in delay of reimbursement.

The most frequent reasons for returned expense vouchers include:

1. Missing signatures
2. Inadequate business purpose explanation (required by the IRS)
3. Missing receipts
VI. Sports Medicine

Athletic Training Mission Statement:
It is the mission of the Saint Martin’s University Athletic Training staff to provide optimal athletic healthcare to Saint Martin’s University student-athletes, to serve as a medical resource and liaison for student-athletes, coaches, and administrators on matters pertaining to the field of sports medicine. We strive to help our athlete understand how to work within the healthcare setting and be able to manage their health and wellness throughout their life after Saint Martin’s.

General Information:
The Saint Martin’s University Athletic Training staff consists of two full-time BOC (Board Certified) athletic trainers. Both are also licensed in the State of Washington to practice athletic training. The certified athletic trainers are responsible for the care, treatment and rehabilitation of athletic injuries and related illnesses that a student-athlete may incur during his/her athletic career at Saint Martin’s University.

The most important responsibility of the certified athletic trainer is to assess a student-athlete’s injury or medical condition, provide the appropriate initial treatment, and if necessary, refer the student-athlete to the Saint Martin’s University team physician or other appropriate medical specialist for further care. The Saint Martin’s University Student Health Center has an experienced medical support staff consisting of a Doctor of Orthopedics, Physician’s Assistant and Licensed Nurse Practitioner. These individuals are available for consultations and provide a valuable service to injured, as well as, ill student-athletes.

A. Athletic Training Room Operation

The Athletic Training Room will open Monday through Friday 11:00 am until 6:00 pm or 30 minutes after the last in-season practice. Weekend and holiday hours will be determined based on in-season sport schedules. Summer hours are by appointment only. Hours of operation may change without notice based on in-season practice needs. The Head Athletic Trainer should be contacted if there is a schedule concern.

The Athletic Training Room will open one hour prior to scheduled practice start time. Coaches are responsible for informing the Athletic Training Room staff of practice time changes at least 48 hours in advance to allow for coverage. On game days, the Athletic Training Room will open as follows:

M/W Soccer: 3 hours  M/W Basketball: 2.5 hours
Volleyball: 2.5 hours  Softball: 3 hours
Cross Country: 2 hours  Baseball: 3 hours
Track: 2 hours

Changes in practice and game schedules must be communicated to the Athletic Training Staff at least 48 hours in advance. If not, event coverage cannot be guaranteed.
accordance with the GNAC, athletic competitions cannot take place without a Certified Athletic Trainer on site.

Access to the Athletic Training Room is prohibited unless the Athletic Trainer is present or has given consent.

Athletic Training Staff/Contact Information:

Head Athletic Trainer
Alice Loebsack, MA, ATC, LAT
Office: (360) 438-4536
Cell: (253) 363-0005
Email: ALoebsack@stmartin.edu

Assistant Athletic Trainer
Isaac Thompkins
Office: (360) 438-4536
Cell: (559) 250-6607
Email: jithompkins@stmartin.edu

Team Physician
Tracy Hamblin D.O.
Dr. Femiano, MD
Olympia Orthopedic Associates
3901 Capital Mall Dr. SW
Olympia, WA 98502
Office: (360) 786-8990

Student Health Center
Jaime Nixon PA-C
Email: healthcenter@stmartin.edu
Office: (360) 412-6160
Monday/Wednesday/
Thursday/Friday
Hours: 10-4

Sport Assignment:

Sport assignments are based on athlete numbers and sport demands and may change based on staffing needs. Sport assignments are as follows:

Head Athletic Trainer
M/W Soccer
Men’s Basketball
Softball

Assistant Athletic Trainer
Volleyball
Women’s Basketball
Baseball

The Athletic Training Staff will share coverage of Cross Country, Track and Field, Men’s and Women’s Golf.

ATHLETIC TRAINING ROOM RULES:

- Athletic training room will be open specific times of the day.
- Prior to meetings, practices and games, athletes must plan to get all taping and/or treatment done.
- Injured players must report to each practice session. Injuries requiring missed practice time must be excused by the coach and ATC.
- Report all injuries immediately regardless of how minor.
- New injuries or illnesses must be reported before practice the following day so that the ATCs may report player status to the coaching staff.
- Following treatment for an injury that causes limited/missed practice you must be cleared by your ATC prior to increasing your participation level. (Your coach will receive a report of player status daily.)
- Athletes are to use the ATR for treatment only, not social gatherings or team meetings. If you are not currently receiving treatment, you may be asked to leave the ATR.
• Injuries not sustained in team functions will not be the responsibility of the SMU Athletic Department. Treatment may be done, but insurance and payment for bills will be the responsibility of the athlete.
• If a coach refers you or if you seek care for any outside medical treatment without the approval of an ATC and/or the Health Center you will be held financially responsible for all bills incurred.
• Ace wraps, crutches, ankle braces and many other items are used to help manage your injury. These items will be signed out to you by an ATC. You are responsible for them and if they are not returned you will be charged for them.
• On practice days, only athletes receiving treatment/rehabilitation will be taped.
• Remember, the ATR is a place of business. Please keep conversation at an appropriate volume and content.
• No cell phone use in the ATR unless at the discretion of the Athletic Training Staff.
• Abusive behavior or language will not be tolerated!
• No loitering, horseplay or disruptive behavior will be allowed.
• No cleats allowed in the ATR.
• Treatment or whirlpool use after practice will require the athlete to shower and be in clean clothing.

B. Medical Insurance Policies and Procedures

All student-athletes must have their insurance verified each year with a member of the Athletic Training Staff prior to participation. This will be done by updating their insurance card and information on Sportware.

All student-athletes must maintain a primary medical or health insurance plan with hospital, professional and extended benefits that include intercollegiate sports injury or illness. No athlete will be cleared to play without verifying their current insurance. If a question of insurance coverage has come up, the athlete will be required to contact their insurance carrier to provide a verification letter. If there is a questions of coverage or what plan the athlete should purchase, they should contact the Head Athletic Trainer immediately. A detailed document of the insurance requirements is given to athlete at the beginning of each year, along with a waiver stating they understand what is required for them.

Insurance requirements are that the insurance does not specifically exclude intercollegiate athletics. The Saint Martin’s University Student insurance excludes athletics and therefore cannot be an acceptable insurance. The insurance must be current throughout the athletic school year (first day of practice and out of season training). Any lapse of coverage immediately makes the athlete ineligible for participation in Saint Martin's University Athletics. Failure to notify the Head Athletic Trainer will put any financial burden of injury solely on the athlete. There is an accident policy that can be purchased through the Athletic Training Department via the secondary policy that can work in conjunction with a policy that excludes athletics. The cost is a yearly cost and is based
on the sports injury risk. If an athlete needs this policy, they should be directed to the Athletic Training Staff. Other insurance options are listed below.

David Montermini  
Assurant Health Care  
(360) 352-1001 (office)  
(360) 789-0802 (cell)

Washington Health Care Finder  
https://www.wahealthplanfinder.org/

Premera Blue Cross  
1-800-752-6663  

Group Health Cooperative  
Welcome Plan 1750  
http://www.ghc.org/

C. Secondary Athletic Insurance  
Every student-athlete participating in intercollegiate sports at Saint Martin’s University is covered by an institutional insurance policy, at no cost to the student-athlete. The policy is a secondary (excess) policy, consisting of both basic medical and catastrophic injury coverage that takes effect when the primary insurance coverage for an injured student-athlete is either denied or exhausted. This policy is designed to help absorb the medical costs of athletic injuries. The policy may pay for any medical expenses incurred for each athletic injury to a student-athlete depending upon the student-athlete’s primary insurance coverage. Our policy has a deductible of $250.

1. Reporting of Injuries/Illness for an insurance claim  
The procedures that a student-athlete must follow when they suffer an athletic injury necessitating medical care are as follows:

- The athlete must meet with the Head Athletic Trainer to fill out and submit a claim form.
- All medical bills must be submitted initially to the student-athlete’s primary insurance carrier. This process will not be done by the athletic training staff.
- Any medical bill balances over the deductible set by the insurance underwriters will be paid by the secondary policy provided that all explanation of benefit (EOB) statements from the student-athletes
primary insurer and itemized medical bills including diagnosis codes are sent to the Head Athletic Trainer.

- To be eligible for institutional coverage the expense must result from a referral by a member of the Saint Martin’s University Sports Medicine Staff and be classified as a “Saint Martin’s University Qualified Medical Expense”. Medical expenses associated with non-athletic injuries or illnesses and not considered a “Saint Martin’s University Qualified Medical Expense” and are the responsibility of the individual student-athlete.

NOTE: Due to confidentiality laws, hospitals and doctors will only bill the patient. The SMU Athletics Department DOES NOT automatically receive a copy of the bill. It is the student-athletes responsibility to provide copies of medical bills.

In summary, the following items MUST be provided before a balance of any bill relating to an intercollegiate athletics injury or illness is paid by the Athletics Department:

- The complete “Injury Report/Insurance Claim” form within 15 days after the injury occurs.
- A copy of ALL itemized bills with diagnosis codes from the medical provider.
- A copy of the family insurance company’s settlement (Explanation of Benefits) or letter stating denial of coverage.
- Verification of Other Insurance Forms

D. Communication

(i)
Every effort will be made by the Athletic Training Staff to inform you of the status of your injured/ill student-athletes. Please feel free to contact the Athletic Training Staff with any concerns you may have regarding the health of your student-athletes.

In case of a MEDICAL EMERGENCY and the Athletic Training Room is closed, contact the Head Athletic Trainer. If you are unable to reach an Athletic Trainer, contact a Team Physician.

Athletic Trainers
Alice Loebsack, MA, ATC/ L, CSCS Head Athletic Trainer
    (Office) 360-438-4536
    (Cell) 253-363-0005
Isaac Thompkins, MS, ATC, LAT, CSCS Asst. Athletic Trainer
    (Office) 360-438-4536
    (Cell) (559) 250-6607

Team Physicians
Dr Tracy Hamblin DO, Sports Medicine
Dr. Dominic Femiano, MD, Sports Medicine
(Office) 360-709-6223

If you are unable to contact anyone on the sports medicine staff, call 911 or take the injured athlete to the Emergency Room at Saint Peter’s Hospital, 413 Lilly Road /ne Olympia, WA 98506. At the hospital be sure to inform the Hospital Staff that the injured person is a Saint Martin’s University student-athlete and have them contact either Dr. Tracy Hamblin or Dr. Dominic Femiano immediately.

In case of an urgent need and the athletic training staff is unavailable, it is encouraged to send to either an urgent care center, or for musculoskeletal injuries, send them to the Rapid Orthopaedic Center through Olympia Othopaedics. This is located in Hawks Prairie area. The address is: 8140 Freedom Lane SE Lacey, WA 98516. The number is 360754-ROCC. They are open 7 days a week from 10-7pm

E. Required Documentation

Student-athletes will receive an email during the summer with instructions regarding medical clearance. All necessary forms will be filled out on Sportware. This needs to be completed by August 1. A link to this website can be found on the athletics website under the athletic training link. This includes medical evaluation, health history, medical history update, insurance information, and any necessary waivers. Any student-athlete who does not have this information fully completed at the time of pre-participation examinations will NOT be cleared by the medical staff.

F. Physicals

(i)
All new athletes are required to undergo a complete physical examination by the Team Physician on a designated time and day prior to the first day of practice. All final decisions regarding clearance for participation or reason for disqualification shall be the responsibility of the Team Physician.

Returning athletes must update all forms and information on Sportware and schedule an updated physical with the Athletic Training Staff prior to the first day of practice

Reminder: Late additions to your roster must also have a physical prior to practice or competition. Notify the Athletic Training Staff of such a need and a physical exam will be arranged at the earliest possible time based on Team Physician availability. Physicals done by outside Physicians will not be accepted.

Head Coaches will cooperate fully with the Athletic Trainer to ensure that a record of a current physical exam is on file in the Athletic Trainer’s office. Security for these confidential records is the responsibility of the Athletic Training Staff.
G. **Dental Care**

The NCAA prohibits provisional filling of teeth, teeth cleaning and other dental work, unless the dental work is directly related to injury to the teeth that occurred during practice or competition (NCAA bylaw 16.4.2 (d)).

H. **Medical Referral Policy**

If the student-athlete and/or his/her parents or guardians prefer to seek other medical care of their choice, these guidelines must be followed:

Student-athletes will assume all financial responsibility for any charges incurred.

In order for the student-athletes to participate in his/her sport, the student-athlete must:

- Provide the Athletic Training Staff with a detailed written report from the attending health care provider(s).
- Pass a pre-participation physical examination by the Team Physician and/or the Athletic Training Staff.
- Demonstrate full skills required of the particular sport as approved by the athletic training staff.

The SMU Athletic Training Staff (Athletic Trainers and Team Physician) have final say in determining student-athlete participation status.

The Department of Athletics will not be responsible for costs of medical services except those routed through SMU Athletic Training: **Any athlete who seeks medical services outside of SMU Sports Medicine without specific authorization from the Team Physician or Certified Athletic Trainer does so at his/her own expense.**

If a student-athlete is injured and the Athletic Trainer is unavailable, the Head Coach will make the decision based on injury severity to: (a) send the injured student-athlete to the emergency room or urgent care for immediate medical attention, or, (b) to refer the student-athlete to the care of the Athletic Trainer at a later time.

I. **Medical Readiness**

Decisions regarding an athlete’s medical readiness for participation will be the responsibility of the Saint Martin’s Team Physician. In the absence of the Saint Martin’s University Team Physician, this decision becomes the responsibility of the assigned Certified Athletic Trainer who serves under the direction of the Team Physician. A student-athlete’s private physician does not have jurisdiction regarding participation status of any Saint Martin’s University student-athlete. Any student-athlete that is evaluated by a physician other than the Saint Martin’s University Team Physician must return to the athletic training room to acquire final clearance for participation in Saint Martin’s University Intercollegiate Athletics. If a student-athlete is under the care of a
personal/family physician for an injury or illness and the physician’s treatment precludes or alters activity in intercollegiate athletics, the student-athlete must provide, in writing, a note from the physician, outlining what they are being treated for, restrictions to activity, any treatment needed and whether or not the student-athlete is able to fully participate. No student-athlete will be allowed to return to participation until the appropriate Certified Athletic Trainer has received a release from the student athlete’s personal physician. The Saint Martin’s University medical staff will make all final decisions regarding the treatment, rehabilitation and return to play of Saint Martin’s University student-athletes.

J. Coaches Information

Athletic Training staff may be available to travel with teams depending on several factors:
- Post season play will have an athletic trainer present with a few exceptions (cross country/golf unless specifically needed for high injury volume.
- Multiple teams traveling to the same location.
- No other home events and the athletic trainer is able to make it work with their personal schedule.
- Travel to day trips as long as home coverage is taken care of.
- Gender Equity will be considered when making arrangements for travel.

Travel costs will be the responsibility of the team they are traveling with. Arrangements should be made to provide a private room for the Athletic Trainer in order to provide medical care without a non-medical person present. The Athletic Trainers will be responsible to bring all medical supplies.

When traveling without an Athletic Trainer, each Head Coach will be issued an Athletic Training Kit. The Head Coach is responsible for having the Athletic Training Kit available on an as needed basis. The Head Coach must return the Kit after each away trip to ensure the Kit is restocked. Coaches practicing off site will also be issued a kit that will be checked out before practice and returned following practice. Any supplies that are running low or are out, should be reported to the Athletic Training Staff.

As an Athletic Training Staff, we strive to provide care for all athletes regardless of sport. Our goal is to provide on an equal basis when providing supplies and equipment to teams. With this in mind, our policy needs to reflect what we are able to provide when it comes to specific coaching requests. When implementing our policy we looked at budget and the needs of the entire athletic program. The following structure is set in place to assure the needs of all student-athletes are being met:

**Water bottles:** We will provide bottles to those teams that request them at practice. If your team does not purchase them, then the bottles are the property of the athletic training department and are not to be labeled for an individual team. If a coach/team wants to purchase bottles, then we can maintain them and the athlete can have them at the close of the season (or not depending on coach preference)
**Ankle braces:** This is the responsibility of the athlete and/or team to purchase. We will facilitate in the ordering and quality of the brace needed.

**Bands/preventative equipment:** The only distribution of supplies will be on an injury basis. If a coach or team decides they would like to have bands for preventative management, it is the responsibility of the team/coach to purchase from their budget.

We are able to get discounted prices on supplies and can assist in the purchasing of any supplies needed to keep costs down. If you know of supplies that are needed, please let the Head Athletic Trainer know as soon as a need is found.

K. **Emergency Action Plan**

The Saint Martin’s University Emergency Action Plan was designed to give emergency responders a step-by-step description of what to do in the event of an emergency (medical or weather-related) at each of the locations Saint Martin’s University uses for athletic events. The Emergency Action Plan for the five athletic venues used by Saint Martin’s University is found in *Insert in Appendix*.

L. **Concussion Management Plan**

The Saint Martin’s University Athletic Training Room has developed a concussion management plan that includes baseline testing (SCAT-2, BESS, Impact), a concussion symptom checklist, and a progressive return-to-play plan. Any athlete suspected of having sustained a concussion should immediately be removed from participation and evaluated by a qualified medical staff member. The Saint Martin’s University concussion management plan is found in *Insert in Appendix*.

M. **Disordered Eating Management Plan**

The Saint Martin’s University Athletic Department has developed an interdepartmental plan for managing athletes suspected of disordered eating involving the Athletic Training Staff, Team Physician, Counseling Center and coaches. The plan can be found in *Insert in Appendix*.

N. **Drug and Alcohol Policy**

The Saint Martin’s University Athletic Department Drug and Alcohol Policy outlines the department’s stance regarding the use of alcohol and other drugs and includes consequences for student-athletes found to be in violation of the policy and the student-athlete appeal process. The complete policy can be found in *Insert in Appendix*.

O. **Mental Health Policy**

Saint Martin's University and Saint Martin’s Athletics strives to provide a safe and healthy environment for mind, body and spirit. Every effort will be made in order to help an athlete
with struggles they may have with mental health. A detailed mental health policy can be found in *Insert in Appendix, awaiting on final draft*.

P. Prospective Student Athlete Documentation:

A tryout of a prospective student athlete must follow the NCAA requirements as found in the NCAA handbook in section 13.11.2.1. Proper documentation must be provided prior to participation for it to be a permissible tryout. All documentation must be on file with the Head Athletic Trainer prior to the tryout.

As per the NCAA, any high school or junior college student participating in a tryout with a Saint Martin’s University athletics team must provide documentation of a medical examination conducted by a physician within six months of the athlete’s participation in practice, competition or out-of-season conditioning activities during his or her senior year in high school. The medical evaluation that is accepted by the prospective student-athlete's high school for his or her participation in athletics during that senior year is acceptable. Part of this evaluation must include sickle cell solubility results or an approved declination waiver.

In addition to documentation of a medical exam, a copy of their current insurance card (front/back) needs to be provided. The prospective student-athlete must have current insurance in order to participate in a tryout for Saint Martin’s University. Also, the prospective student athlete must sign a Tryout Assumption of Risk waiver. This waiver indicates the prospective student athlete understands the risks and possible outcomes of his/her voluntary participation in the tryout and agrees to hold Saint Martin’s University harmless in the event of accidental injury or death. All documentation for tryouts can be found in *Insert in Appendix*. 
VII. Facilities and Miscellaneous Policies

A. Marcus Pavilion Use

Any requests for use of the Marcus Pavilion must be submitted to both the Athletic Director and the Conference Services and Facilities Director for approval. Requests to schedule time for the weight room must be submitted to the Charneskie Recreation Center Director David Crawford.

Any requests from off campus groups must be submitted to the Athletic Director for approval.

B. Conference Rooms

The NWCC Conference room may be reserved for department meetings, presentations, or special events through the Conference Services office (x4488) and is scheduled on a first-come, first-served basis. As a courtesy to others who may need to use the meeting rooms, please notify the Conference Services Office as soon as possible if the event is cancelled.

Alcohol Policy: Alcohol may be served in the building with special permits.

Post-Event Cleanup: Please ensure that the room is left clean, trash is placed in the trashcans, and the lights are turned off at the conclusion of each event.

C. Emergencies/Work-Related Injuries

The Conference Services and Facilities Director/Operations Manager manages the buildings emergency response program. In the event of emergencies such as fires, earthquakes, bomb threats or civil disturbances that occur during business hours, employees will be directed to appropriate areas or will be informed of the latest information.

Each employee on Saint Martin’s University Payroll is covered by Worker’s Compensation policy for any work related injuries. Should an injury occur during the scope of your coaching duties, while at practice or play, the injury should be reported immediately. Your immediate supervisor as well as the Payroll/Human Resources Director has the appropriate forms that need to be complete and signed so that medical care can be given. If any injury requires emergency medical attention please seek the necessary care and then follow-up as soon as possible with the paperwork.

D. Mail/Packages

Mailboxes are assigned to each coach and are located in the hall outside the AD’s office. Mail from both on- and off-campus will be distributed into these mailboxes throughout each workday. Recipients of any package will be notified upon their arrival.

Picking up Packages: Because of limited storage space, packages should be picked up within two working days. When doing so, ensure that all items listed on the package’s
packing slip are actually in the box and that there is no damage to the contents. Notify the vendor immediately should there be any damage or missing parts.

**Sending Departmental Outgoing Mail:** Outgoing mail needs to look professional and must be coded with the appropriate number. Please seal any envelopes whose contents are thick (i.e. media guides, multiple tri-fold papers etc.), as these cannot be sealed by the metering machine.

To ensure that letters are sent out quickly, each envelope needs to be denoted with its department name or stamp on it. Unidentified mail will not be processed until all other mail has been stamped and may be opened to determine to originator.

Do not send unsealed envelopes that are over stuffed or whose contents are misaligned in the envelope, as they cannot be processed through the sealer. Items (i.e. camp brochures) cannot be stapled; use of the round postal seals is encouraged.

**Mailing/Receiving of Personal Mail/Packages:** Deliveries of personal packages are not encouraged and the department takes no responsibility for their loss.

**Mailing Addresses:** Athletic Department’s Incoming Mail Address:

Athletics Department  
Saint Martin's University  
5300 Pacific Avenue SE  
Lacey, WA 98503-1297

**Sending Federal Express Packages:** To send a FedEx package, complete an air bill and call 1-800-GOFEDEX. Take the FedEx package to the Mail Room in Old Main. FedEx packages are picked up from the counter around 2:00pm.

E. **Office Supplies**

**General Supplies:** General office supplies should be listed on a requisition, with appropriate signatures.

F. **Photocopying & Printing**

The copy room has a copier that can accommodate most requests.

**Large Copy Projects:** Large-scale copy project can be handled by the Printing Center. These projects may be taken to the Printing Center within an appropriate time frame for completion.

**Copier Maintenance:** The Conference Services Office is responsible for the maintenance of all department copy machines. If technical difficulties occur with any machine, please notify the Conference Services Office (front desk) immediately and they will either repair the machine or call the appropriate service technician.
Copier and Printer Supplies: Toner, copy cartridges and paper supplies are stored in the copy room. Please see the staff there for any needed supplies. If you use the last supply item, please inform the Conference Services front desk worked to order replacement items.

G. Facsimile Machine

There is a fax machine in the upstairs office for transmittal of Athletics faxes. To use the fax machine, be sure that the document is placed facedown. Press 9 for an outside line, 360 and then the number, including 1 if using long distance and push the START button.

H. Office Equipment

Emergency Repair: If problems arise that need to be resolved immediately (i.e. plumbing problems, buzzing lights, electrical outlet not working) call the Conference Services Office at x4488. The staff will submit a “Work Order” and the repairs will be fixed.

I. Internet/Email

Internet/email use is to be for business purposes only.

J. Security

All employees are responsible for the security of both departmental and personal inventory and need to take all appropriate actions to minimize theft opportunities.

1. Lock all desk drawers and cabinet doors when leaving the office area.
2. Verify that all exterior doors are securely locked upon exiting at the conclusion of operating hours. The exit doors to the Marcus Pavilion should be locked at 10:00pm after each working day and other facilities should be locked at times posted.
3. Do not let people who do not have key-access into areas that are locked unless they are supervised. This includes student-athletes.
4. Question any person who walks into an office area when its regular occupant is away.
5. Immediately notify the athletic office of the loss of any key.
6. Immediately notify the Public Safety of any attempted or actual theft.

Athletics department equipment may not be removed from campus without prior approval of the athletics director. Employees are personally responsible for equipment removed with permission.

K. Inventory
Inventory at Home: The University has strict guidelines requiring the Athletics department to report to them any equipment that is loaned out for home use. Any staff that plans to use this equipment for home-use needs to first receive confirmation from the Athletic Director.

Equipment Security: Notify the Athletics department if there is a piece of equipment that needs to be secured.

L. Keys

Distribution: The Athletics Program Specialist manages all key requests. Security assures that all locks are keyed in ways to restrict unauthorized access and maintains a detailed log of issued keys. Complete the Key Request Form available from the Athletics Program Specialist. Each form needs to be signed by the sport’s director before new keys can be issued. If the keys are in stock, they will be issued. If keys are not in stock, Security will order them and notify the recipient when they are ready. For security reasons, please do not loan out keys to others.

NOTE: Students may not be issued keys without approval from the Athletic Director.

Replacement Keys: Lost keys must be reported to the Athletics Program Specialist immediately so that the staff can determine if building security has been jeopardized. Replacements for broken or lost keys may be obtained through the Athletics Program Specialist.

M. Telephone Services

Voicemail: Contact SMU Help Desk at x0 or email at help@stmartin.edu.

New Equipment/Changes in Service: Requests for new telephone equipment or services should be directed to the SMU Help Desk. Budgetary approval by the Director of Athletics needs to be made prior to requesting additional services.

Telephone Repairs: Notify the Help Desk when any problems occur with the telephone service.

N. Vehicles for Department Use

When driving any vehicle, remember to abide by the law. The driver of any University vehicle will be responsible for any moving violations incurred while in their possession. Immediately report to the Athletics department any performance problems or any accidents that occur while using a vehicle. Accident report forms are located in the glove box of the truck.

O. Miscellaneous
To provide an inviting atmosphere for our visitors and employees, we ask that bicycles are not to be brought into our buildings. Conference Services and Facilities policy also requires that pets are not to be brought into any University building, except for those animals used to assist the visually impaired.
Purpose:
Increase the awareness of action that is to be taken in the event of an emergency during NCAA affiliated events at Saint Martin’s University. The athletic training department has proposed the following guidelines for an Emergency Action Plan (EAP). This plan is intended to educate all parties involved in the event of an emergency. This plan is in adherence to the NCAA and NATA guidelines for medical coverage according to exposure to injury and priority of season at SMU.
Marcus Pavilion Emergency Action Plan
Athletic Training Room Direct Line: (360) 438-4536
Head Athletic Trainer: Alice Loebback, MS, ATC/L (253) 363-0005
Assistant Athletic Trainer: JanAi Lundquist, MBA, ATC/L (360) 789-6769
Campus Safety: (360) 438-4555
EMS: 911

Directions: From College Street, enter the campus from either 6th Avenue and turn right on Baran Drive and entering at Lot L on the northwest aspect of Marcus Pavilion. The other access is from College Street to Lacey Blvd., turn left, then left again at Franz St. to the entrance at Pacific Ave. Follow road to Baran Drive and turn left. Enter at Lot L on the northwest aspect of Marcus Pavilion.

Access to facility: Garage Door at Northwest corner of Marcus Pavilion.

Activating the EAP:
- The ATC on site will activate the EAP and provide care. If no ATC is on site the coach will activate the following EAP

<table>
<thead>
<tr>
<th>With an ATC</th>
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<td><strong>ATC:</strong> 1st Responder stays with athlete until taken in ambulance care.</td>
<td><strong>Head Coach:</strong> Acts as 1st Responder. Will help within their scope. Will stay with athlete until higher medical support arrives.</td>
<td><strong>Physician:</strong> Can only be a doctor affiliated with the Athletic Department. Will be the 1st Responder. Will stay with athlete until taken in ambulance care.</td>
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<td><strong>Athletic Director/Event Coordinator:</strong> In charge of calling 911 and giving information to dispatcher. Needs to stay on the line until dispatcher hangs up.</td>
<td><strong>Assistant Coach:</strong> Assists head coach, gets equipment as needed.</td>
<td><strong>ATC:</strong> Assists physician with care and getting equipment needed.</td>
</tr>
<tr>
<td><strong>Head Coach:</strong> Is in charge of crowd control.</td>
<td><strong>Team Captain:</strong> In charge of calling 911 and giving information to dispatcher. Needs to stay on the line until dispatcher hangs up.</td>
<td><strong>Athletic Director/Event Coordinator:</strong> In charge of calling 911 and giving information to dispatcher. Needs to stay on the line until dispatcher hangs up.</td>
</tr>
<tr>
<td><strong>Assistant Coach/Team Captain:</strong> Opens appropriate gates, and meets ambulance crew.</td>
<td><strong>Helper #1:</strong> Can be an athlete. Open appropriate gates, and meet the ambulance when they arrive.</td>
<td><strong>Head Coach:</strong> In charge of crowd control.</td>
</tr>
<tr>
<td></td>
<td><strong>Helper #2:</strong> Is in charge of crowd control.</td>
<td><strong>Assistant Coach/Team Captain:</strong> Opens appropriate gates, and meets ambulance crew.</td>
</tr>
</tbody>
</table>

- If needed, **call 911** to activate EMS (when in doubt call EMS). Inform the 911 Operator of the following:
  a) Location  e) Athlete’s age  
b) Phone number of caller or ATR phone number  f) Athlete’s level of consciousness  
c) Athlete’s chief complaint  g) Any treatment initiated  
d) Number of athlete’s involved  h) Directions to site listed above

- Call and inform SMU Campus Security: (360) 438-4555 and explain situation and location.
- Call the Athletic Training Room (360) 438-4536, or contact an ATC (numbers listed above) if not present
- Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives

Communications: A land line phone is located in the Athletic Training Room or at the front desk in the Athletics Office.

Equipment: Vacuum splints, crutches, AED and medical kit are located in the ATR during practices and on-site during games.
Track/SMU Soccer Field Emergency Action Plan
Athletic Training Room Direct Line: (360) 438-4536
Head Athletic Trainer: Alice Loeb, MS, ATC/L (253) 363-0005
Assistant Athletic Trainer: JanAi Lundquist, MBA, ATC/L (360) 789-6769
Campus Safety: (360) 438-4555
EMS: 911

**Directions:** From College Street, enter the campus from either 6th Avenue and turn right on Baran Drive or follow College Street to Lacey Blvd., turn left, then left again at Franz St. to the entrance at Pacific Ave. From either entrance, the track is located next to the baseball field on the left.

**Access to Facility:** A gate is located between the track and baseball. A key can be found with Athletic Administration, Campus Safety or head coach. During game/contest, the gate will remain unlocked.

**Activating the EAP:**
- The ATC on site will activate the EAP and provide care. If no ATC is on site the coach will activate the EAP and provide care.

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<tr>
<td><strong>Assistant Coach/Team Captain:</strong> Opens appropriate gates, and meets ambulance crew.</td>
<td><strong>Helper #1:</strong> Can be an athlete. Open appropriate gates, and meet the ambulance when they arrive.</td>
<td><strong>Head Coach:</strong> In charge of crowd control.</td>
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<td><strong>Helper #2:</strong> Is in charge of crowd control.</td>
<td><strong>Assistant Coach/Team Captain:</strong> Opens appropriate gates, and meets ambulance crew.</td>
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- If needed, **call 911** to activate EMS (when in doubt call EMS). Inform 911 Operator the following:
  - a) Location
  - b) Phone number of caller or ATR phone number
  - c) Athlete’s chief complaint
  - d) Number of athlete’s involved
  - e) Athlete’s age
  - f) Athlete’s level of consciousness
  - g) Any treatment initiated
  - h) Directions to site listed below

- Call and inform SMU Campus Security: (360) 438-4555 and explain situation and location.
- Call the Athletic Training Room (360) 438-4536, or contact an ATC (numbers listed above)
- Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives

**Communications:** A land line phone is located on the 2nd floor of Old Main.

**Equipment:** Vacuum splints, crutches, AED and medical kit are located in the ATR during practices and on-site during meets/matches.

**In the event of lightning:** All practices will be suspended if the flash-to-bang count is less than 30. In the event of a lightning storm, participants and spectators will seek shelter inside Marcus Pavilion or Old Main (if open). Practices and games may be resumed no sooner than 30 minutes after the last occurrence of thunder with lightning. In the event that an athlete, coach, official or spectator is struck by lightning, the EAP should be followed.
Baseball Emergency Action Plan  
Athletic Training Room Direct Line: (360) 438-4536  
Head Athletic Trainer: Alice Loebssack, MS, ATC/L (253) 363-0005  
Assistant Athletic Trainer: JanAi Lundquist, MBA, ATC/L (360) 789-6769  
Campus Safety: (360) 438-4555  
EMS 911

Directions: From College Street, enter the campus from either 6th Avenue and turn right on Baran Drive or follow College Street to Lacey Blvd., turn left, then left again at Franz St. to the entrance at Pacific Ave. From Baran Drive, the baseball field is straight ahead. From Franz St., the baseball field is on the right.

Access to Facility: Enter the parking lot next to baseball field and park next to 3rd base dugout.

Activating the EAP:
- The ATC on site will activate the EAP and provide care. If no ATC is on site the coach will activate the EAP and provide care.

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  g) Any treatment initiated  
  h) Directions to site listed below
- Call and inform SMU Campus Security: (360) 438-4555 and explain situation and location.
- Call the Athletic Training Room (360) 438-4536, or contact an ATC (numbers listed above)
- Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives

Communications: A land line phone is located on the 2nd floor of Old Main.

Equipment: Vacuum splints, crutches, AED and medical kit are located in the ATR during practices and on-site during games.

In the event of lightning: All practices will be suspended if the flash-to-bang count is less than 30. In the event of a lightning storm, participants and spectators will seek shelter inside Marcus Pavilion. Practices and games may be resumed no sooner than 30 minutes after the last occurrence of thunder with lightning. In the event that an athlete, coach, official or spectator is struck by lightning, the EAP should be followed.
Soccer/Baseball Emergency Action Plan
Lacey Regional Athletic Complex
Athletic Training Room Direct Line: (360) 438-4536
Head Athletic Trainer: Alice Loebsock, MS, ATC/L (253) 363-0005
Assistant Athletic Trainer: JanAi Lundquist, MBA, ATC/L (360) 789-6769
Campus Safety: (360) 438-4555
EMS 911

Directions: 8345 Steilacoom Road S.E., Lacey, WA, 98503
Heading South on Marvin Way turn left on Steilacoom Rd. then turn right into the RAC. Heading North on Marvin Way, turn right on Steilacoom Rd. then turn right into the RAC. Location of field TBD at 911 call.

Activating the EAP:
- The ATC on site will activate the EAP and provide care. If no ATC is on site the coach will activate the EAP and provide care.

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<td>• If needed, call 911 to activate EMS (when in doubt call EMS). Inform 911 of the following:</td>
<td>• Explain situation and give location of injury site</td>
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<td>• a) Location</td>
<td>• Call the Athletic Training Room (ATR) (360) 438-4536, or contact an ATC (numbers listed above)</td>
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<td></td>
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<td>f) Athlete’s level of consciousness</td>
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Communications: Coaches will have a cell phone.

Equipment: If ATC is present, vacuum splints, crutches, and medical kit are on-site during practices and matches. If no ATC during practice, coach will have medical kit and ice. No AED on-site.

In the event of lightning: All practices will be suspended if the flash-to-bang count is less than 30. In the event of a lightning storm, participants and spectators will seek shelter inside cement bathrooms. Practices and games may be resumed no sooner than 30 minutes after the last occurrence of thunder with lightning. In the event that an athlete, coach, official or spectator is struck by lightning, the EAP should be followed.
Softball Emergency Action Plan
Athletic Training Room Direct Line: (360) 438-4536
Head Athletic Trainer: Alice Loebsack, MS, ATC/L (253) 363-0005
Assistant Athletic Trainer: JanAi Lundquist, MBA, ATC/L (360) 789-6769
Campus Safety: (360) 438-4555
EMS 911

Directions: From College Street, enter the campus from either 6th Avenue and turn right on Baran Drive. The Softball Field is on the right.
Access to Facility: Past the dugout on the first base side. Drive past dugout to double door gate.

Activating the EAP:
- The ATC on site will activate the EAP and provide care. If no ATC is on site the coach will activate the EAP and provide care.

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<td>Athletic Director/Event Coordinator: In charge of calling 911 and giving information to dispatcher. Needs to stay on the line until dispatcher hangs up.</td>
<td>Assistant Coach: Assists head coach, gets equipment as needed.</td>
<td>ATC: Assists physician with care and getting equipment needed.</td>
</tr>
<tr>
<td>Head Coach: Is in charge of crowd control.</td>
<td>Team Captain: In charge of calling 911 and giving information to dispatcher. Needs to stay on the line until dispatcher hangs up.</td>
<td>Athletic Director/Event Coordinator: In charge of calling 911 and giving information to dispatcher. Needs to stay on the line until dispatcher hangs up.</td>
</tr>
<tr>
<td>Assistant Coach/Team Captain: Opens appropriate gates, and meets ambulance crew.</td>
<td>Helper #1: Can be an athlete. Open appropriate gates, and meet the ambulance when they arrive.</td>
<td>Head Coach: In charge of crowd control.</td>
</tr>
<tr>
<td></td>
<td>Helper #2: Is in charge of crowd control.</td>
<td>Assistant Coach/Team Captain: Opens appropriate gates, and meets ambulance crew.</td>
</tr>
</tbody>
</table>

- If needed, call 911 to activate EMS (when in doubt call EMS). Inform 911 of the following:
  - a) Location
  - b) Phone number of caller or ATR phone number
  - c) Athlete’s chief complaint
  - d) Number of athlete’s involved
  - e) Athlete’s age
  - f) Athlete’s level of consciousness
  - g) Any treatment initiated
  - h) Directions to site listed below

- Call and inform SMU Campus Security: (360) 438-4555
- Explain situation and give location of injury site
- Call the Athletic Training Room (ATR) (360) 438-4536, or contact an ATC (numbers listed above)
- Stabilize the athlete until a Certified Athletic Trainer (ATC), or EMS arrives

Communications: A land line phone is located in the SRFC.
Equipment: Vacuum splints, crutches, AED and medical kit are located in the ATR during practices and on-site during games.

In the event of lightning: All practices will be suspended if the flash-to-bang count is less than 30. In the event of a lightning storm, participants and spectators will seek shelter inside the REC Center or Marcus Pavilion. Practices and games may be resumed no sooner than 30 minutes after the last occurrence of thunder with lightning. In the event that an athlete, coach, official or spectator is struck by lightning, the EAP should be followed.
Appendix B: 
Saint Martin’s University 
Concussion Assessment, Management, and Return to Play Guidelines

The following policy and procedures on baseline testing and subsequent assessment and management of concussions as well as return to play guidelines has been developed by the Saint Martin’s University Athletic Training Staff in order to provide quality healthcare services and assure the well-being of each student-athlete at SMU. All policy and procedures are following NCAA concussion policy and legislation.

PURPOSE:

The Saint Martin’s University Athletic Training Staff recognizes that sport induced concussions pose a significant health risk for those student-athletes participating in athletics at Saint Martin’s University. With this in mind, the Athletic Training Staff has implemented policies and procedures to assess and identify those student-athletes who have suffered a concussion. The staff also recognizes that baseline testing on all student-athletes will allow Saint Martin’s University access to significant data for return to competition decisions. This baseline data along with physical examination, and/or further diagnostic testing will be used in conjunction in determining when it is safe for a student athlete to return to competition.

CONCUSSION DEFINITION:

A concussion is defined as: violent shaking or jarring action to brain, usually as a result of impact with an object or ground. This results in immediate partial or complete impairment of neurological function. In the spectrum of mild traumatic brain injury (TBI)

SIGNS AND SYMPTOMS OF CONCUSSION:

Certified athletic trainers and athletic training students all need to be aware of the signs and symptoms of concussion to properly recognize and intervene on behalf of the student-athlete.

<table>
<thead>
<tr>
<th>Physical Symptoms</th>
<th>Cognitive Symptoms</th>
<th>Emotionality Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td>Memory Loss</td>
<td>Irritability</td>
</tr>
<tr>
<td>Vision Difficulty</td>
<td>Attention Disorders</td>
<td>Sadness</td>
</tr>
<tr>
<td>Nausea</td>
<td>Reasoning Difficulties</td>
<td>Nervousness</td>
</tr>
<tr>
<td>Dizziness</td>
<td></td>
<td>Sleep Disturbances</td>
</tr>
<tr>
<td>Balance Difficulties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Sensitivity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fatigue</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BASELINE ASSESSMENT:

All incoming freshman or those first time SMU student-athletes participating in all sports and those returning student-athletes who have had a previous concussions within the past 12 months will have a baseline Impact Test and a BESS balance test done prior to participation in their sport. These tests provide a baseline of symptoms, cognitive function and memory recall, and balance.
RETURN TO PLAY GUIDELINES:

Immediately (or as soon as possible) after an athlete sustains a concussion or displays concussion like symptoms the Athletic Training Staff will perform SCAT3 test, and Concussion Symptom Checklist. The athlete will be sent home with Take Home Instructions and will report back to the Athletic Training Staff the following day. The athlete should rest and avoid mental and physical exertion activities as these may increase and/or prolong symptoms. The use of NSAIDS is also prohibited, as they can increase the level of symptoms. The athlete will check in daily with the Athletic Training Staff until they are symptom free, have passed cognitive testing and are fully returned to participation.

If an athlete sustains an injury that is concerning for a concussion, they will be evaluated by the medical staff after the incident and monitored for 24 hours thereafter. Many concussions are not obvious initially, and become more apparent later on. Monitoring will include testing after the incident and again 24 hours later. It is important to understand that athletes who present with "concussive-like symptoms" will be treated like a true concussion until the diagnosis becomes clear. The athlete will not be allowed to return to play until cleared by the Athletic training staff. If several of these events occur in a season, additional testing (e.g. ImPact) may be necessary to evaluate the athlete's neurocognitive status.

Once the athlete has been asymptomatic for 24 hours without the aid of medication, and normal daily tasks (class, homework, tv, etc) they may begin the return to play progression. If at any time during the progression the athlete’s symptoms return, the athlete will return to the previous asymptomatic step the following day. The athlete may not progress faster than one step per 24 hours. Once the athlete has completed the progression and his/her SCAT3, symptoms checklist and IMPACT test have returned to baseline, the athlete may return to full participation without restrictions.

It is important to note this timeline could last over a period of days to weeks or months, or potential medical disqualification from Saint Martin’s University athletics. All cases will be handled on a case-by-case basis. The decision by the Team Physician and/or their designee for all cases of an athlete’s return to activity is final. No outside physician can make the return to play decision. The team physician may require additional testing and evaluation by specialist (neurologist and/or neuropsychologist) to make a return to play decision.

RETURN TO PLAY PROGRESSION:

After being asymptomatic for 24 hours post-concussion and passing the IMPACT test, the athlete may begin the following progression. If at any time symptoms return, the athlete will move to the last asymptomatic step. The athlete may not perform more than one step per 24 hours. The athlete MUST check in with athletic training staff daily and be cleared prior to returning to full participation.

- Step One: Stationary bike for 20 minutes, no weight lifting
- Step Two: Individual drills for ball sports, running for non-ball sports, no weight lifting
- Step Three: Non-contact practice/drills, sports specific drills, can begin weight lifting (run through for jumps, hitting off tee, fielding balls, neutral player)
• Step Four: Contact drills, full practice

• Step Five: Game/Competition

**SUMMARY:**

The Saint Martin’s University Athletic Training Staff is committed to providing quality health care services for all student-athletes. As such, the SMU staff is very proactive in the assessment and management of concussions. To do so limit the risks of concussions associated with athletics, and the potential catastrophic and long-term complications from said concussions.
You as the athlete or your designee need to understand the following information:

There has been a hit that has led the medical staff to believe the athlete might have or has sustained a concussion. Additional decisions will be made after 24 hours during the re-evaluation in the Athletic Training Room. Monitoring for the following will be necessary:

- Change in behavior
- Increasing or severe persistent headache not relieved by Tylenol.
- Persistent vomiting
- Inability to concentrate
- Severe dizziness
- Double vision
- Excessive drowsiness or inability to be awakened
- Seizures
- Incontinence (inability to control going to the bathroom)

If any of these occur, call Alice Loebsack (Head Athletic Trainer) @ (253) 363-0005. If he/she is unavailable, call 911 immediately.

Athlete cannot drink any alcohol or take medications that may alter their awareness such as pain killers, NSAIDS or tranquilizers.

Athlete cannot drive a car until cleared by team physician or designee.

Athlete should avoid mental activities such as using the computer, television, cell phones, headphones, classwork that causes an increase in symptoms, etc.

Athlete should refrain from any physical activity until cleared by the team physician and/or athletic trainer.

Athlete needs to be examined by team physician and/or athletic trainer tomorrow.
Concussion and Injury Reporting Acknowledgement
Coaches Concussion Statement

I have read and understand the SMU Concussion Protocol.
I have participated in the Coaches Concussion Education Program.

After participating in the Coaches Concussion Education Program and reviewing the SMU Concussion Protocol, I am aware of the following information:

A concussion is a brain injury, which athletes should report to the medical staff.
A concussion can affect the athlete’s ability to perform everyday activities, and affect reaction time, balance, sleep, and classroom performance. You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.
I will not knowingly allow the athlete to return to play in a game or practice if he/she has received a blow to the head or body that results in concussion-related symptoms.
Athletes shall not return to play in a game or practice on the same day that they are suspected of having a concussion.
If I suspect one of my athletes has a concussion, it is my responsibility to have that athlete see the SMU medical staff.
I will encourage my athletes to report any suspected injuries and illness to the SMU medical staff including signs and symptoms of concussions.
Following concussion the brain needs time to heal. Concussed athletes are much more likely to have a repeat concussion if they return to play before your symptoms resolve. In rare cases, repeat concussions can cause permanent brain damage, and even death.
I am aware that every first-year student-athlete participating on any SMU teams must be baseline tested prior to participation in sport. These tests allow for comparison of symptoms, neurocognition and balance if the athlete were to become injured.
I am aware that athletes diagnosed with a concussion will be assessed by the SMU medical staff.
Once symptoms have resolved the athlete will begin a graduated return to play guideline, following full recovery of neurocognition and balance.

Signature of Coach__________________________________________________________
Date________________________

Printed name of Coach______________________________________________________
Appendix C:
Saint Martin’s University Department of Athletics
Disordered Eating Protocol

Introduction
As the number of athletes displaying signs of disordered eating habits increases, the need for a plan to assist these athletes also increases. Due to the complexity of this issue, it becomes necessary to incorporate a “team” approach when dealing with the issue of disordered eating.

Disordered Eating Team Members
Given the involved nature of disordered eating, members of the team will include the athletic training staff, a team physician, and the counseling center staff. Members of the team may make referrals to outside professionals on an “as needed” basis.

Athlete and Coach Education
Athletes and coaches will have access to educational sessions discussing nutrition and how to eat healthy. These sessions happen at the beginning of the year. Additional resources are available to the athlete through the Health Center and Counseling and Wellness Center.

Identifying Athletes at Risk
Prior to participation, first-year athletes are required to submit a current physical (within last 6 months). Returning athletes are required to meet with the athletic training staff and update their medical file. BMIs will be determined for each athlete and any athlete with a BMI of less than 18.5 will be required to meet with the athletic training staff. Further consultation and evaluation by a physician and the counseling center will be required prior to the athlete being cleared for sports participation.

Disordered eating as a component of the “Female Athlete Triad: condition involving disordered eating, amenorrhea, and osteopenia/osteoporosis

- Amenorrhea: the absence of menses for three or more months after regular menses has been established.
  - Often overlooked as a result of training hard enough instead of as a symptom of a medical condition
- Osteopenia/Osteoporosis: Decreased bone mineral density, predisposes athlete to fractures and potentially osteoporotic fractures later in life
  - Additionally, if any athlete reports having been diagnosed with an eating disorder, written clearance from the treating physician will be required prior to participation.

If a coach or athlete has concerns regarding an athlete, that individual should speak to the athletic training staff who will then arrange a consultation with the athlete in question.

Intervention
Initial contact should be made by an individual with some authority over the athlete, but more importantly, by someone with a good relationship with the athlete. Examples could be a coach, assistant coach, athletic trainer or team physician.

Contact should be made privately and emphasis should be placed on the concern for the athlete’s health.

The athlete should be told that referral to a health care provider is necessary for evaluation. This referral will be arranged through the athletic training staff.

The athlete should be withheld from training and competition until evaluation is completed. The athlete should be told that they will be considered “injured” until they complete the referral process.

**Referrals/ Health Care Team**

**Step One:** Initial contact made with athletic training staff

**Step Two:** Initial consultation with a physician (preferably from Student Health Center) for medical evaluation. Athlete will be medically disqualified from participation until the treating physician has notified the athletic trainer regarding diagnosis and treatment plan established.

If determined necessary by the treating physician a consultation with the counseling center for a mental health evaluation will occur.

If determined necessary by the treating physician, a consultation with a nutritionist will be arranged.

**Step Three:** If the athlete is diagnosed with disordered eating and is in treatment, a patient compliance contract will be established. The treatment team will contact either the athletic training staff or the athlete’s coach (depending on athlete preference) regarding the athlete’s participation status.

**Confidentiality**

Any information given by the athlete to a physician, the counseling center staff or the athletic training staff will be kept confidential. Without the athlete’s written consent, the only information shared will be the athlete’s participation status.

**When to Medically Disqualify**

- The athlete has a medical condition that precludes sport participation.
- The athlete meets diagnostic criteria for anorexia nervosa (weigh less than 85% of recommended standards, fear of gaining weight, body image disturbance and amenorrhea)
- Training or sport participation plays an integral role (is used in an unhealthy way) in the disordered eating.

**Conditions Under Which a Symptomatic Athlete Might Be Allowed To Participate**

- The athlete has disordered eating, and perhaps bulimia nervosa, but does not meet the criteria on in the previous list.
- The athlete has been evaluated both medically and psychologically by healthcare providers and found not to be at additional risk by training or competing.
- The athlete is in treatment and is progressing
- The athlete agrees to, and complies with, a list of health-maintenance criteria. These include, but are not limited to: compliance with all treatment appointments and recommendations. Of particular importance are recommendations regarding weight and eating. It is imperative that the athlete’s energy expenditure be accompanied by an adjustment in caloric intake to maintain therapeutic goals regarding weight gain/maintenance.
Appendix D:
Departmental Policy for Student-Athlete Conduct
(Misconduct/Substance Violations)

Team Rules/Discipline:

As a participant in athletics at SMU you as a student-athlete are expected to adhere to team and university rules as provided to you by your coach, Athletic Department and University.

The head coach is the person most responsible for the overall conduct of his/her specific program within the authority defined by philosophy, goals, and mission of the University and Athletic Department.

Each coach may set forth his/her own team rules (i.e. player appearance, training, curfew, conduct, etc.) which will be kept on file with the Director of Athletics and the Director of Compliance. All decisions directly related to individual and team performance (i.e. playing time, travel squad, and position etc.) are decisions made by the coach. Team rules and penalties may not fall below the minimum athletic department policy. Penalties for violations may exceed departmental minimums as prescribed by team rules on file with the Director of Athletics.

Alcohol Regulations:

The SMU Athletic Department believes that the use of alcohol can be detrimental to the physical and mental well being of its student-athletes. The use of these substances can seriously interfere with the performance of individuals as students and as athletes and can be dangerous to the student-athlete and his/her teammates.

General local, state, and federal governing alcohol regulations:

1. It is unlawful for any person under the age of 21 to purchase, consume, possess, distribute or sell alcohol in the State of Washington.
2. It is unlawful to sell alcohol without a license to do so.
3. It is unlawful to alter or possess a formed or altered identification document (including driver’s license, state identification cards, and university identification cards).

Drug Possession:

Possession and sale of illegal drugs or other controlled substance is prohibited in or around University owned or controlled property or anywhere else off campus. These substances include, but are not limited to: stimulants such as amphetamines or cocaine, depressants such as barbiturates or tranquilizers, cannabis such as marijuana or hashish, hallucinogens such as LSD or ecstasy, and narcotics such as heroin or morphine.

Saint Martin’s University Alcohol Policy:

SMU upholds University policy and local, state, and federal laws pertaining to alcohol and other drug use. All persons on campus are required to comply with these policies and laws. Violation of University policy or local, state, or federal law concerning alcohol and other drug use that occurs in or
on University owned or controlled property, involves university business or other activities, and/or relates directly and materially to the fitness of staff or faculty members in their professional capacities will result in appropriate action.

Saint Martin’s University Athletic Department Policy:

A student-athlete who violates any of the local, state, and federal laws governing alcohol and other drugs or Saint Martin’s University regulations on alcohol and other drugs would be subject to the penalties outlined in this policy.

No student-athlete or student-manager, while actively participating in a SMU athletic department sponsored activity (i.e. team meals, team practice, away trips, or hosting student recruits, etc.), will be permitted to purchase, consume, possess, distribute, sell or be under the influence of alcohol or other drugs. Road trips are defined as a period of time starting with departure from campus to time of return or as released by the coach in charge.

During any sports championship season in which a student-athlete’s name appears on the squad list the use of alcohol is not permitted within 48 hours prior to an official contest, game, or scrimmage. Specific team policies set by the coach may supersede Athletic Department policy, but this may not drop below minimum policies and standards set by the Athletic Department.

It is the responsibility of the student-athlete and members of the coaching staff to report an alcohol offense to the Director of Athletics or the Director of Compliance.

Penalties:

Student-athletes who violate the above rules and regulations regarding alcohol and other drugs will face the sanctions prescribed below. Offenses will accumulate throughout a student-athlete’s period of intercollegiate eligibility at Saint Martin’s University. Failure to fulfill sanctions may result in further disciplinary actions.

First offense
- Conference with coach
- Notification of Director of Athletics/Director of Compliance and refer to Student Conduct Committee
- Community service: 5 hours as assigned.
- Suspension of a minimum of 1 varsity competition during the championship season not to include scrimmages or exhibitions (i.e. softball-1 game, golf-1 round, cross country-1 meet). Suspension to occur immediately for the next varsity competition.

Second offense
- Notification of Director of Athletics/Director of Compliance and refer to Student Conduct Committee
- Student-athlete has conference with head coach and Director of Athletics
- Student-athlete will perform 10 hours of community service
• Student-athlete is suspended for a minimum of 3 varsity competitions during the championship season not to include scrimmages or exhibitions (i.e. softball-3 games, golf-3 rounds, cross country-3 meets). Suspension to occur immediately for the next 3 varsity competitions.

Third offense
• Notification of Director of Athletics/Director of Compliance and refer to Student Conduct Committee
• Student-athlete has conference with head coach and Director of Athletics
• Student-athlete will be suspended from all further athletic competition for 1 calendar year.

Appeal Process:

The student-athlete may choose to appeal sanctions imposed by the Athletic Department or coach, but only one appeal is permitted. An appeal must be filed in writing to the Director of Athletics within seven days of the student-athlete being notified of sanctions. Appeals may only be filed based upon:

- Failure of the Athletic Department or coaching staff to consider relevant evidence or new evidence that has been discovered
- Significant procedural error on the part of the Athletic Department or coaching staff

The student-athlete may choose to attend a hearing in person accompanied by a person of their choice or defer to review of written appeal for committee decision. Within seven days from receiving the appeal, the appeals committee will meet and render a decision and notify the student-athlete of the outcome.

Appeal committee members:
• Director of Athletics
• Director of Compliance
• Senior Women’s Administrator
• Faculty Athletic Representative
• SAAC president (unless a team member is involved)

Drug Testing Policy:

The Athletic Department strongly believes that the use of illicit drugs (excluding those drugs prescribed by a physician to treat a specific medical condition) can be detrimental to the physical and mental health well-being of its student-athletes, no matter when such use would occur during the year. In addition to being against the law, the use of drugs can seriously interfere with the performance of individuals as student-athletes and be injurious to student-athletes and their teammates, particularly when participating in athletic competition or practice.

Membership and participation on an athletic team at SMU is a privilege. SMU prohibits the use of drugs or substances listed as the NCAA’s list of banned substances by any student-athlete who participates. SMU is committed to developing and maintaining an environment that encourages and fosters drug-free competition.

First Positive Drug Test (any banned drug):
As per the NCAA Bylaws, any student-athlete found to have used a substance on the list of NCAA banned substances by an NCAA drug test or other drug test shall be declared ineligible for further participation in postseason and regular-season competition during the time period ending one calendar year after the collection of the student-athlete’s positive specimen. The student-athlete will remain ineligible until they test negative and their eligibility is restored by the NCAA Committee on Student-Athlete Reinstatement.

**Second Positive Test (other than a street drug):**

If a student-athlete, who tested positive for any drug other than a street drug tests positive a second time for the use of any drug other than a street drug, he/she shall lose all remaining eligibility in all sports at the NCAA level.

**Second Positive Test (street drug 1st or 2nd offence):**

If a student-athlete tests positive for a street drug on their first or second offense or a combination of the two, they will lose a minimum of one additional season of competition and remain ineligible for regular-season and postseason competition for another calendar year. In effect, the student-athlete would lose one year for the first test and then another year for the second test so long as one of those tests involved a positive test for a street drug.

**Missing a Scheduled Test:**

The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned substance other than a street drug, meaning a calendar year ban for the first offence and a lifetime ban for the second offense.

**Appeal Process:**

A student-athlete may choose to appeal sanctions imposed by Athletic Department or coach, but only one appeal is permitted. An appeal must be filed in writing to the Director of Athletics within seven days of the student-athlete being notified of the sanctions. Appeals may only be filed based upon:

- Failure of the Athletic Department or coaching staff to consider relevant evidence or new evidence that has been discovered
- Significant procedural error on the part of the Athletic Director or coaching staff

The student-athlete has the choice to attend a hearing in person, accompanied by a person of his/her choosing or defer to review of a written appeal for committee decision. Within seven days from receiving the appeal, the appeals committee with meet and render a decision and notify the student athlete of the outcome.

Appeals committee members:

- Director of Athletics
- Director of Compliance
- Senior Women’s Administrator
- Faculty Athletic Representative
- SAAC President (unless a team member is involved)
Appendix E:
Tryout and Open Gym Documentation

Saint Martin’s University
Waiver and Release for Tryout

Prior to conducting a tryout, this form must be submitted and approved by the SMU Compliance Office along with the SMU Athletic Training Staff. A copy of the prospective student-athlete’s insurance information, proof of medical exam that has occurred within the past 6 months or one used for participation in current High School, Junior College, or 4 year school, and a signed disclosure of the Sickle Cell Trait test all must accompany this form before any tryout will be approved.

Name of Prospect (please print): ____________________________
Sport: ____________________________ Date of Tryout: ____________

Type of Prospect:
☐ High School ☐ Two-Year College Transfer ☐ Four-Year College Transfer (w/ permission ☐ YES ☐ NO)
Name of prospect’s current educational institution: ____________________________

Season of PROSPECT’S sport at his/her current institution:
☐ Fall ☐ Winter ☐ Spring ☐ Eligibility Exhausted (2 yr or HS only)

ATHLETIC TRAINER CERTIFICATION

Current Physical (w/in 6 months)
☐ YES ☐ NO
Copy of Insurance
☐ YES ☐ NO
Sickle Cell Trait Test
☐ YES ☐ NO

APPROVED
☐ YES ☐ NO
Athletic Trainer Signature ____________________________ Date ____________

COMPLIANCE OFFICE CERTIFICATION

APPROVED
☐ YES ☐ NO
Director of Compliance Signature ____________________________ Date ____________

I agree to not hold Saint Martin’s University, its trustees, and its employees liable against all loss, injury, including death, damage and expenses including attorney’s fees incurred by Saint Martin’s University on account of any injury, death of the undersigned participant or loss to property in any connection with or arising out of the tryout.

I understand that I am participating in a tryout, that I am in good health and that I have no knowledge of any medical conditions or physical impairments that would be affected by my participation in the tryout.

I hereby authorize the staff of Saint Martin’s University to act for me accordingly to their best judgment in any emergency requiring medical attention and hereby waive and release Saint Martin’s University from any liability for injuries or illnesses incurred while participating in a tryout.

I further understand the provisions of the Waiver and Release and state that the Waiver and release was signed voluntarily.

Prospective Student-Athlete Signature ____________________________ Date ____________

Parent/Guardian Signature (if under 18 years of age) ____________________________ Date ____________
Sickle Cell Trait Testing

About Sickle Cell Trait

- Sickle cell trait is an inherited condition of the oxygen-carrying protein, hemoglobin, in the red blood cells.
- Sickle cell trait is a common condition (> three million Americans)
- Although Sickle cell trait is most predominant in African-Americans and those of Mediterranean, Middle Eastern, Indian, Caribbean, and South and Central American ancestry, persons of all races and ancestry may test positive for sickle cell trait.
- Sickle cell trait is usually benign, but during intense, sustained exercise, hypoxia (lack of oxygen) in the muscles may cause sickling of red blood cells (red blood cells changing from a normal disc shape to a crescent or “sickle” shape), which can accumulate in the bloodstream and “logjam” blood vessels, leading to collapse from the rapid breakdown of muscles starved of blood.

Sickle Cell Trait Testing

- The NCAA mandates that all NCAA student-athletes have knowledge of their sickle cell trait status before the student-athlete participates in any intercollegiate athletics event, including strength and conditioning sessions, practices, competitions, etc.

SICKLE CELL TRAIT TESTING WAIVER

I, __________________________, understand and acknowledge that the NCAA and the Saint Martin’s University Athletics Department mandate that all student-athletes have knowledge of their sickle cell trait status. Additionally, I have read and fully understand the aforementioned facts about sickle cell trait and sickle cell trait testing.

Recognizing that my true physical condition is dependent upon an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries, ailments, and/or disabilities experienced, I hereby affirm that I have fully disclosed in writing any prior medical history and/or knowledge of sickle cell trait status to Saint Martin’s University Sports Medicine personnel.

I have had a full opportunity to ask questions concerning sickle cell trait, and testing for sickle cell trait, and to discuss the risks associated with participation in intercollegiate athletics at Saint Martin’s University if I have sickle cell trait. Any questions or concerns I had, if any, have been addressed to my satisfaction.

I do not wish to undergo sickle cell trait testing as part of my pre-participation physical examination and I voluntarily agree to release, discharge, indemnify and hold harmless the State of Washington, the University, its officers, employees and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of any loss or personal injury that might result from my non-compliance with the mandate of the NCAA and the Saint Martin’s University Athletics Department.

I understand that the University’s agreement to allow me to participate in intercollegiate athletics without sickle cell testing is valid only for the current year and that I will be required to be tested or sign a similar waiver and release prior to being allowed to participate in intercollegiate athletics during subsequent years.

I have read and signed this document with full knowledge of its significance. I further state that I am at least 18 years of age and competent to sign this waiver.

Student Athlete Signature __________________________ Date ________________

Sport __________________________

Parent/Guardian Signature (if under 18 years of age) __________________________ Date ________________

Parent/Guardian Print Name __________________________
Saint Martin’s University Open Gym Assumption of Risk Activity Waiver

Name: __________________________

Unattached participants wishing to participate in intercollegiate athletic event at Saint Martin’s University agree to the following conditions:

- I agree to share responsibility for my personal safety and agree to not endanger others who are participating in athletic event.
- I agree to use personal protective equipment required by rule. If my failure to act safely results in injuries to myself and others, I may forfeit my right to participate in athletic activities (at the discretion of the athletic director).
- I agree to immediately report all defective equipment and/or unsafe acts and dangerous conditions to coaches or persons in charge.
- I acknowledge that I have the physical capacity necessary to engage in the athletic event I am involved in.
- In case of emergency, accident or illness I give my permission to be treated by a professional medical person and admitted to a hospital if necessary. I agree to have medical insurance incurred on my behalf.
- I understand that there is a risk of injury in participating in this event including the possibility of death, permanent paralysis, loss of organs and life-long disability.

In consideration for Saint Martin’s University and St. Martin’s Abbey granting me permission to engage in said event, I hereby release them from any and all liability, claims, costs, expenses or losses resulting in injury that I may incur as part of the event or have attributed in whole or in part to my not having been physically examined by Saint Martin’s University’s athletic training staff or physicians.

Further, I hereby assume the risk and financial responsibility for any and all injuries, even those that are life threatening that occur as a result of tryout participation in the event of ________________________.

By signing below I acknowledge that I understand this assumption of risk and agree to the conditions listed above.

_________________________ / ______________________ / __________
Name (print)            Signature             Date             Your Age today

_________________________ / ______________________
Emergency Contact Person            Relationship             Telephone

Parent’s Signature Required if under 18 years of age
Appendix F: Required Medical Eligibility Forms

Preparticipation Physical Evaluation

**Physical Examination Form**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth</th>
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</thead>
</table>

**Physician Reminders**

1. Consider additional questions on more sensitive issues:
   - Are you feeling stressed or under a lot of pressure?
   - Have you ever been depressed?
   - Have you ever been diagnosed with a mental health disorder?
   - Have you ever had any substance abuse?
   - Have you ever been prescribed any medication?
   - Have you ever been told you have a chronic illness?
   - Have you ever been told you have a long-term medical condition?
   - Have you ever been told you have a genetic disorder?
   - Have you ever been told you have a physical disability?
   - Have you ever been told you have a neurological disorder?
   - Have you ever been told you have a learning disability?
   - Have you ever been told you have a developmental delay?
2. Consider reviewing questions on cardiovascular symptoms (questions 5-10):  
   - Do you have any history of heart disease?
   - Have you ever had a heart attack?
   - Have you ever had a stroke?
   - Have you ever had a heart murmur?
   - Have you ever had a pacemaker or defibrillator?
   - Have you ever had any other cardiac surgery?
   - Have you ever had any cardiac catheterization?
   - Have you ever had any coronary artery disease?
   - Have you ever had any peripheral artery disease?
   - Have you ever had any valvular heart disease?
   - Have you ever had any congenital heart disease?
   - Have you ever had any congenital heart defect?
   - Have you ever had any congenital heart abnormality?
   - Have you ever had any congenital heart anomaly?

**Examination**

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>Pulse</th>
<th>Vision R</th>
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</tbody>
</table>

**Medical**

- **Normal**
- **Abnormal Findings**

**Musculoskeletal**

- Neck
- Back
- Shoulder/Arm
- Elbow/Forearm
- Wrist/Hand
- Hip/Knee
- Leg/Ankle
- Feet
- Functional
  - **Duck-walk, single leg hop**

*Consider ECG, echocardiogram, and refer to cardiology for abnormal cardiac history or exam.*

*Consider 23-gauge if in private setting. Having third party present is recommended.*

*Consider cognitive evaluation or baseline neuropsychiatric testing if history of significant concussion.*

☑ Cleared for all sports without restriction

☑ Cleared for all sports without restriction with recommendations for further evaluation or treatment for

☐ Not cleared
  - Pending further evaluation
  - For any sports
  - For certain sports
  - Reason

**Recommendations**

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participation in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type)  
Address  
Signature of physician  
Phone  
Date  
MD or DO

SICKLE CELL TRAIT

WHATIS SICKLE CELL TRAIT?

Sickle cell trait is not a disease. Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. Sickle cell trait will not turn into the disease. Sickle cell trait is a life-long condition that will not change over time.

During intense exercise, red blood cells containing the sickle hemoglobin can change shape from round to quarter-moon, or “sickle.”

Sickle red cells may accumulate in the bloodstream during intense exercise, blocking normal blood flow to the tissues and muscles.

During intense exercise, athletes with sickle cell trait have experienced significant physical distress, collapsed and even died.

Heat, dehydration, altitude and asthma can increase the risk for and worsen complications associated with sickle cell trait, even when exercise is not intense.

Athletes with sickle cell trait should not be excluded from participation as precautions can be put into place.

DO YOU KNOW IF YOU HAVE SICKLE CELL TRAIT?

People at high risk for having sickle cell trait are those whose ancestors come from Africa, South or Central America, India, Saudi Arabia, and Caribbean and Mediterranean countries.

Sickle cell trait occurs in about 8 percent of the U.S. African-American population, and between one in 2,000 to one in 10,000 in the Caucasian population.

Most U.S. states test at birth, but most athletes with sickle cell trait don’t know they have it.

The NCAA recommends that athletics departments confirm the sickle cell trait status in all student-athletes.

Knowledge of sickle cell trait status can be a gateway to education and simple precautions that may prevent collapse among athletes with sickle cell trait, allowing you to thrive in your sport.

HOW CAN I PREVENT A COLLAPSE?

Know your sickle cell trait status.

Engage in a slow and gradual preseason conditioning regimen.

Build up your intensity slowly while training.

Set your own pace. Use adequate rest and recovery between repetitions, especially during gasp sets and intense station or “beat”-drills.

Avoid pushing with all-out exertion longer than two to three minutes without a rest interval or breather.

If you experience symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness, stop the activity immediately and notify your athletic trainer or coach.

Stay well hydrated at all times, especially in hot and humid conditions.

Avoid using caffeine energy drinks or supplements, or other stimulants, as they may contribute to dehydration.

Maintain proper asthma management.

Refrain from extreme exercise during acute illness, if feeling ill, or while experiencing a fever.

Beware when adjusting to change in altitude, e.g., a rise in altitude as little as 2,000 feet. Modify your training and request that supplemental oxygen be available to you.

Seek prompt medical care when experiencing unusual physical distress.

For more information and resources, visit www.NCAA.org/health-safety
Sickle Cell Trait Testing Consent

Sickle Cell Trait is an inherited condition which affects red blood cells and has been associated with death in NCAA athletes during extreme conditioning. This condition does not cause any symptoms in most people. I have received information regarding testing for Sickle Cell trait offered by the University of Washington athletic department. I have been informed that the NCAA is requiring Sickle Cell Trait status be identified in ALL Division 2 student-athletes. If I am identified with Sickle Cell Trait I will NOT be prevented from playing my sport but certain types of training or playing in hot weather and at altitude may be modified and I will be removed from training or playing if I develop symptoms. I have had an opportunity to ask any questions I have about the SMU Sickle Cell trait testing program.

(Please check one box below)

_____ I have received this information and have provided Sickle Cell Testing to the Athletic Training Staff.

_____ I am a returning student-athlete and have documentation of record with the Athletic Training Staff.

I have read the information given on the smusaints.com website under the athletic training section regarding how to go about getting tested. I understand that I will not be allowed to participate in Saint Martin’s Athletics until I have satisfied this need.
Saint Martin’s University
Athletic Training Department
Medical Examination & Authorization Waiver

I, ____________ hereby acknowledge, affirm, and represent the following:

A. Present Physical Condition:
I recognize that my true physical condition is dependent upon an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries, ailments, and/or disabilities experienced. I hereby affirm that I have fully disclosed in writing my prior medical history; that my Health History Questionnaire Form was fully and accurately completed; that all of my present symptoms, complaints, ailments, disabilities, and/or prior injuries have been disclosed in writing to and discussed with a member Saint Martin’s University Athletic Training Staff; and that I am not suffering from complaints, prior injuries, ailments, disabilities, conditions, or problems not so disclosed and discussed. Furthermore, I consent to laboratory analysis, urine screen, blood chemistry, orthopedic, internal, and any other examination deemed necessary to determine my physical/mental condition.

Initial _______

B. Medical Consent:
If a serious injury or medical condition should occur in conjunction with participation on intercollegiate athletic teams, the athletic training and/or coaching staff will attempt to contact a parent/guardian. In the event immediate contact cannot be established, the following statements are provided for your authorization/permission.

I/We hereby grant permission to the Saint Martin’s University Athletic Department, its athletic team physician and/or athletic trainer, to render aid, treatment, and medical or surgical care deemed reasonably necessary to the health and well-being of the above named Student Athlete.

I/We further authorize the athletic trainers at Saint Martin’s University, who are under the direction and guidance of the athletic team physicians, to render any first aid, injury prevention, rehabilitative or emergency treatment deemed necessary to protect the health and well-being of the above Student Athlete.

I/We additionally grant permission for hospitalization treatment or surgery at a competent and/or accredited facility when necessary for protecting the health and well-being of the above named Student Athlete.

Initial_______

C. Future Complaints:
I acknowledge and agree that all future injuries, medical/dental/mental problems, ailments, complaints, re-injuries, and aggravations of old injuries must be immediately reported to a member of the Saint Martin’s University’s athletic training staff, no matter how minor or insignificant I may deem them to be.

Initial_______
D. Acknowledgement & Assumption of Risk:
I am aware that playing, practicing, training, and/or other involvement in any sport can be a dangerous activity involving MANY RISKS OF INJURY, including, but not limited to the potential for a catastrophic injury. I understand that the dangers and risks of playing, practicing, or training in any athletic activity include, but are not limited to the following:

- Head injuries - can result in brain damage, coma, and/or death;
- Spinal injuries - can result in quadriplegia, paraplegia and/or death;
- Fractures – partial or complete interruption of a bone’s continuity;
- Strains – completely torn, partially torn and/or stretched muscles or muscle tendons;
- Sprains – completely torn, partially torn and/or stretched ligaments;
- Contusions; bruising to both soft tissue and bone;
- Lacerations, abrasions and other flesh wounds – can result in infections;
- Internal organ damage – such as a rupture of a spleen or kidney;
- Loss of a limb or a vital organ of the body;
- Cartilage damage in joints of the body;

There are other injuries that are not included in this list.

Because of the aforementioned dangers of participating in athletic activity, I recognize the importance of following all instructions of the coaching staff, and/or Athletic Training Department. Furthermore, I understand that the possibility of injury, including catastrophic injury, does exist by or in connection with my participation in any activities related to intercollegiate athletics.

I release, waive, discharge and covenant not sue Saint Martin’s University, its officers, agents and employees all of which are hereinafter referred to as “releasees,” from any and all liability to me, my heirs, or next of kin for any and all claims, demands, losses or damages on account of injury, including death or damage to property, caused or alleged to be caused in who or in part by the negligence of the releasees or otherwise.

I have read and understand the content of the waiver and sign voluntarily.

Initial__________

The terms hereof serve as release and assumption of risk for my heirs, estate, executor, administrator, assignees, and all members of my family.

E. Authorization:
I fully understand that this authorization shall be effective and valid for one year (52 weeks) after the termination of my playing and/or academic career at Saint Martin’s University.

Athlete Signature________________________________________ Date__________________

Parent Signature (if a minor)_________________________________ Date__________________
Saint Martin’s University Athletics
HIPPA Privacy Practices and Consent Form

Right to Notice: As a patient, you have the right to adequate notice of the uses and disclosures of your protected health information. Under the Health Insurance Portability and Accessibility Act (HIPAA), Physicians, Athletic Trainers, and the SMU Coaching Staff involved with your sport, Physical Therapist, Occupational Therapist, Sports Information, Risk Management and Other pertinent health care providers in association with SMU Athletic Training including the SMU Health Center and various medical facilities can use your protected health information for treatment, payment and health care operations.

- Treatment – We may use or disclose your health information to a physician or other health care provider providing treatment to you. Please initial:________
- Payment – We may use and disclose your health information to/from the above list of providers, SMU’s secondary excess insurance policy and your primary insurance carrier to aid in obtaining treatment information and payment for services provided to you. Please initial:________
- Health care operations – We may use and disclose your health information in connection with our health care operations. Healthcare operations include, health/medical insurance communications for explanation of benefits, quality assessment and involvement activities, reviewing the competency or qualifications of health care professionals, evaluation provider performance, conditioning training programs, accreditation, certification, licensing or credentialing activities. Please initial:________

Your Authorization: Most uses and disclosures that do not fall under treatment, payment, health care operations will require your written authorization. Upon signing, you may revoke your authorization (in writing) through our practice at any time.

Emergency Situations: In the event of your incapacity or an emergency situation, we will disclose health information to a family member, or another person responsible for your care, using our professional judgment. We will only disclose health information that is directly relevant to the person’s involvement in your healthcare.

Marketing: We will not use your health information for marketing communications without your written authorization.

Required by Law: We may also use or disclose your health information when we are required to do so by law.

Abuse or Neglect: We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, domestic violence or the victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to you or other people’s health or safety.

National Security: We may disclose the health information of Armed Forces personnel to military authorities under certain circumstances. We may disclose health information to authorized federal officials required for lawful intelligence, counterintelligence and other national security activities.

Appointment Reminders: We may use or disclose your health information to provide reminders via phone, email or letter.

Your Right as a Patient: You have the right to restrict the disclosure of your protected health information (in writing). The request for restriction may be denied if the information is required for treatment, payment or health care operations. You have the right to receive confidential communications regarding your protected health information. You have the right to inspect and copy your protected information. You have the right to amend your protected health information. You have the right to receive an account of disclosures of your protected information. You have the right to a paper copy of this notice of privacy practices. Please initial:________

Legal Requirements: SMU Athletic Training and it’s Health Care Associates are required by law to maintain the privacy of your protected health information. We are required to abide by the terms of this notice as it is currently stated, and reserve the right to change this notice. The policies in any new notice will not be in effect until they are posted to this notice or are available within our office.

Complaints: If you have complaints regarding the way your protected information is handled, you may submit a complaint in writing to our office. You will not be retaliated against in any manner for a complaint.

I understand that my injury/illness information is protected by federal regulations under the Health Information Portability and Accountability Act (HIPPA) and the Family Rights and Privacy Act of 1974 (FERPA) and may not be disclosed without authorization. I understand that my signing of this authorization is voluntary and that my institution will not condition my health care treatment or payment enrollment in a health plan or receipt of any benefits (if applicable) on whether I provide the authorization request. Upon signing, you may revoke your authorization (in writing) through our practice at any time.

I

Athlete Signature________________________________________________ Date________________

Parent Signature (if a minor)_________________________________________ Date________________
CONCUSSION
A FACT SHEET FOR STUDENT-ATHLETES

WHAT IS A CONCUSSION?
A concussion is a brain injury that:
- Is caused by a blow to the head or body.
- Can happen even if you do not lose consciousness.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can change the way your brain normally works.
- Can range from mild to severe.
- From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.

HOW CAN I PREVENT A CONCUSSION?
Basic steps you can take to protect yourself from concussion:
- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department’s rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?
You can’t see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:
- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?
Don’t hide it. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion.

Report it. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play.

A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

IT’S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT.

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion.

Reference to any commercial entity or product or service on this page should not be construed as an endorsement by the Government of the company or its products or services.
Saint Martin’s Athletic Training Department has a responsibility to educate its student-athletes of the signs and symptoms of mild traumatic brain injuries; otherwise known as concussions. The Athletic Training staff is trained to recognize those that may present with concussive-type symptoms. However, many concussions can go unreported. It is imperative that those student-athletes who suspect they may be suffering from a concussion, report it to their Certified Athletic Trainer or team physician. Below you find the definition of a concussion and common signs and symptoms:

**Definition:**
A Concussion is the most common type of brain injury. It is the result of a direct blow to the head or body causing the head and brain to move quickly back and forth. This injury typically results in impaired neurological function. The brain ceases to function normally and may result in the signs and symptoms listed below. It is important to understand that the signs and symptoms listed below are common for a concussion, but may exist independently of one another;

- Headache
- Neck Pain
- Nausea
- Vomiting
- Loss of appetite
- Balance Problems/Dizziness
- Drowsiness/Fatigue
- Difficulty sleeping
- Nervousness/Anxiety
- Continued Double Vision
- Altered Emotions
- Rining in the ears
- Feeling slowed down
- Feeling in a “fog”
- Difficulty concentrating or remembering
- Confusion/Disorientation
- Blurred vision
- Sensitivity to light/noise

By signing, I acknowledge that I have read and understood the information regarding concussions that apply to my particular sport. I acknowledge that I have received the NCAA handout regarding concussions. I know and understand that I should notify the proper athletics healthcare provider(s) when I suspect I may have sustained a concussion. I take full responsibility for notifying if I do think I may have a concussion, and I also take full responsibility for any injuries or other problems that might occur to me or others as a result of a concussion.
Health Insurance Requirements for Varsity Athletes

*Every year, SMU Athletics requires the athlete and his/her parent or guardian to:*

1. Complete all insurance information (contact insurance company if unknown)

2. Provide copy of the front and back of the athlete’s valid insurance I.D. card; and

3. Immediately report discontinued or any change to athlete’s health insurance coverage that may arise during the year to SMU Athletic Trainers.

*What does the athlete need for eligibility?*

A comprehensive medical or health insurance plan. SMU Athletics requires that all varsity athletes maintain a comprehensive health insurance plan with hospital, professional and extended benefits. The plan MUST provide:

- Full coverage in Olympia, Thurston County, and Washington State.
- Out of state and/or out of area coverage for injuries during an away games or practices; and
- Coverage for intercollegiate sports-related injury or illness.

*SMU Athletics DOES NOT accept SMU’s Student Health Plan (excludes intercollegiate sports-related injuries), accident insurance or catastrophic health insurance plans (low limits and/or minimal benefits).*

*Who normally supplies health insurance coverage for athletes?*

**Employer group health insurance plans** - This coverage is normally provided for the athlete by the employer of the athlete’s parent or guardian. Coverage is typically comprehensive.

**Individual health insurance plans** – This coverage is arranged and purchased by the athlete. It is important for the athlete to select a comprehensive health insurance plan that meets the eligibility requirements above.

**State Medicaid Insurance plans** – Out-of-state Medicaid plans DO NOT meet SMU Athletics requirements. Although Medicaid plans provide comprehensive coverage within the plan’s state, they rarely provide coverage in another state. The athlete must obtain the equivalent Medicaid coverage in Washington State to meet the eligibility requirements.

**Provincial (Canadian) health Insurance plans** - Provincial health insurance plans DO NOT meet SMU Athletics requirements. Although provincial health insurance plans provide comprehensive coverage in Canada, they rarely provide adequate coverage in the U.S. Athletes must purchase a supplemental plan in their province to extend full benefits to the U.S. Photocopy of evidence of a supplemental plan must be included with the athlete’s valid insurance I.D. card.

*Who is responsible for maintaining the athlete’s health insurance coverage?*

Both the athlete and his/her parent or guardian. Both are responsible for maintaining a comprehensive health insurance plan that meets SMU Athletics’ requirements for the duration of the athlete’s participation in intercollegiate sports. One or both must immediately report to SMU athletic trainers any discontinued coverage or change in plans by updating their online medical records and submitting a new insurance I.D. card so the information on file at SMU is always current.
Where can an athlete find information on purchasing a comprehensive plan?

There is a link on the Athletic Training section of the smusaints.com website. This link will give names of insurance plans that are available.

How does the SMU Athletics health insurance program work?

The varsity athlete has three sources of health insurance coverage – primary, secondary and catastrophic.

• **Primary source** of insurance is the athlete’s own comprehensive health insurance plan. It is the most important coverage.

• **Secondary source** of insurance is provided under SMU Athletics Excess Accident Insurance Plan. Before this plan will respond, the athlete must satisfy a $250 deductible with out-of-pocket medical expenses and/or insured expenses that are covered under the athlete’s comprehensive health insurance plan. Once the deductible is satisfied, this plan will coordinate benefits and pay covered expenses only when they are in excess of benefits paid by the athlete’s comprehensive health insurance plan, subject to the limits and exclusions of the plan. The maximum benefit is $90,000 per athlete per school year. **As a prerequisite for coverage under SMU’s Plan, the athlete must have a comprehensive health insurance plan. If an athlete does not have insurance, they assume all costs associated with any injuries.**

• **Catastrophic source** is provided by the NCAA Catastrophic Injury Insurance Program and provides coverage to athletes under the direct supervision of SMU Athletics in NCAA varsity intercollegiate athletics, including pre-competition and practice sessions. Coverage is subject to the limits and exclusions of the program. It has a $90,000 deductible (off-set by SMU’s plan above) and provides benefits in excess of any other valid and collectable insurance available to the athlete. The maximum lifetime benefit is $20,000,000. Details online from the NCAA at [www.ncaa.org](http://www.ncaa.org).

What happens when an athlete is injured?

1. Immediately after the injury, the athlete must report to a SMU athletic trainer who will examine the injury and refer, if necessary, to the team physician. The team physician may suggest or initiate further referral to other medical consultants. In situations where the athlete cannot see the athletic trainer immediately, the athlete must inform the athletic trainer about the injury and any treatment received as soon as possible. It is the athlete’s responsibility to assure that the athletic trainer is notified as available secondary and catastrophic insurance coverage is contingent upon notification.

2. The athletic trainer will submit a claim if medical expenses are likely to exceed the $250 deductible under SMU Athletics Excess Accident Insurance Plan.

3. The athlete receives medical treatment under the athlete’s comprehensive health insurance plan, and is responsible for paying all deductibles, co-pays and uncovered medical expenses.

4. The athlete is responsible for collecting all itemized bills and explanation of benefits (EOB’s) for the claim submission and submitting them to the athletic trainer.

6. For catastrophic injuries under NCAA coverage, contact SMU Athletic Trainer (360) 438-4536.
Insurance Information Waiver

I understand and agree to the Insurance Information Page in its entirety. I understand that my participation in Saint Martin’s Athletics is conditional to having a primary comprehensive insurance plan. I agree to the following:

I will carry a primary insurance policy that follows all the regulations stated in the Insurance Information Page for the entire athletic year (Championship/Non-Championship Season).

Initial____
I will provide accurate and complete information, including a copy of the front and back of my insurance card for the Athletic Training Staff to have on record. Initial____
I understand that the Saint Martin’s Student Health Plan IS NOT an appropriate plan for athletics. Initial____
I will notify the Head Athletic Trainer if my insurance plan is being suspended or discontinued. I understand that without insurance coverage, I am immediately ineligible. I will also make sure I am on an appropriate plan and certified by the Athletic Trainer before I will be allowed to continue participating in athletics at Saint Martin’s. Initial____
I have printed off the Insurance Information Page and provided it for the policy holder of my insurance. Initial____
In the case where an athlete or policy holder fails to notify the Head Athletic Trainer of a discontinued insurance plan, the athlete agree to cover all expenses incurred if injured during a Saint Martin’s Athletic sponsored event. Initial____

I agree to discuss any and all questions regarding insurance and the claims process with the Head Athletic Trainer. I understand that if my insurance information is not complete and accurate, I will not be allowed to participate in any Saint Martin’s Athletic sponsored activity until such is rectified.

Signature________________________________________ Date____________________

Parent/Guardian______________________________ Date____________________
(If under 18 years of age)
Appendix G:
Student-Athlete Grievance Form

Name_________________________________________ Student ID____________

Address_________________________________________ City____________

State_______ ZIP_________ Cell Phone (____) __________ E-mail____________

Who is this grievance regarding ____________________________________________

What type of concern? Circle one

Individual Concern

Team Concern

Date(s) of Incident (if applicable) _______________

Please check which type of grievance:

___ Playing Time

___ Time Commitment/expectations

___ Team Culture

___ Assault

___ Hazing

___ Health and Wellness Concerns

___ Harassment

___ Other

Has the coach or athletic staff member been informed? ___Yes ___No

If yes, how? __________________________________________________________________

How has this been handled up to this point? ________________________________

____________________________________________________________________________

Is this a confidential/sensitive matter? ___Yes ___No

*It is the responsibility of the athletic department to uphold an athlete’s confidentiality during the grievance process.

Note: Some complaints (e.g., sexual harassment/sexual assault) must be reported to supervisors or other authorities as a matter of law and institutional policy.

Describe the complaint. Please give as much detail as needed

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

What are you requesting that this office do to assist you? ____________________________

____________________________________________________________________________

Note: The athlete’s wishes will be taken into account; however, the Athletic Department reserves the right to address grievances and coaching matters however it sees fit within the context of university policies and procedures as outlined in the student and staff handbooks.

Student Signature_____________________________________________ Date____________

Official Signature_____________________________________________ Date____________

*If matter is not satisfactorily resolved, all non-playing related grievances can be appealed with Dean of students by submitting a copy of this grievance form.