August 1, 2018

To Student Athletes;

Welcome to campus if you are a returning student athlete or a new athlete to campus. We are excited and looking forward to a great year for SAINTS athletics. Each year we start a journey both athletically and academically that I know you will find to be challenging and fulfilling. The challenge of the Great Northwest Athletic Conference and NCAA Division II athletics is why you have made the choice to be a SAINT. Are goal is to continue striving for both academic and athletic success in all our programs.

I ask that you remember that you represent the university in athletics, in the classroom, and in the community. We are proud of our athletes and our staff and the representatives they are both on campus and off campus.

Our athletic department staff is here to help you be successful and have a great experience during your time at the university. GO SAINTS.

Sincerely,

Bob Grisham
Director of Athletics
## IMPORTANT TELEPHONE NUMBERS

### EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>From Off Campus</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Free call from pay phones)</td>
<td></td>
</tr>
<tr>
<td>From Campus Telephones</td>
<td>9-911</td>
</tr>
<tr>
<td>Saint Martin’s Security</td>
<td>438-4555</td>
</tr>
<tr>
<td>Athletic Training Room</td>
<td>438-4536</td>
</tr>
</tbody>
</table>

### Non-Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Athletic Department</th>
<th>438-4305</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Fax</td>
<td>412-6191</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>438-4367</td>
</tr>
<tr>
<td>Information Center</td>
<td>491-4700</td>
</tr>
<tr>
<td>Bookstore</td>
<td>438-4394</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>438-4306</td>
</tr>
<tr>
<td>Computer Center</td>
<td>438-4365</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>438-4513</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>438-4397</td>
</tr>
<tr>
<td>Library</td>
<td>486-8803</td>
</tr>
<tr>
<td>Registrar</td>
<td>438-4356</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>438-4546</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>438-4389</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>412-6160</td>
</tr>
</tbody>
</table>

This Handbook is designed to give student-athletes a comprehensive look at the Saint Martin’s Department of Intercollegiate Athletics. Two other excellent resource books that are highly recommended are: The Undergraduate Catalog and the Student Handbook.
SAINT MARTIN’S UNIVERSITY
ATHLETIC STAFF

ATHLETIC ADMINISTRATION:

Bob Grisham  4368  Athletic Director
Chris Gregor  4510  Compliance Director
Alice Loebsack  4536  Athletic Trainer/SWA
Abbey Bergquist  4305  Program Specialist
Dr. Steven Parker  4363  Faculty Athletic Representative
Dr. Sheila Steiner  8724  Faculty Athletic Representative
Austin Byrnes  4328  Sports Information Director

SPORTS:

Volleyball  4535  Jon Killingbeck – Head Coach
M & W Cross Country  8853  Jim Brewer – Head Coach
Men’s Basketball  4551  Alex Pribble – Head Coach
Women’s Basketball  4369  Christy Martin – Head Coach
Baseball  4399  Kelly Gau – Head Coach
Softball  4296  Jim Peterson – Head Coach
Men’s Golf  4523  Kevin Bishop – Head Coach
Women’s Golf  4368  Bob Grisham – Head Coach
M & W Track  8853  Jim Brewer – Head Coach
Men’s Soccer  4372  Rob Walker – Head Coach
Women’s Soccer  2851  Heather Cato- Head Coach
Introduction to Saints Athletics

A Tradition of Excellence

The success of today has a strong foundation in the past. Saint Martin’s student-athletes have consistently demonstrated that competition at the highest intercollegiate level can be combined with a successful and rewarding educational experience. Our athletes graduate at a high rate and continue on as leaders at the local, regional and national levels. Achievements on the playing field and in the classroom will continue because Saint Martin’s student-athletes and coaches share in the commitment that the tradition will be maintained. As such, each student-athlete has the responsibility to fulfill clear expectations. These include:

- Understanding that earning a degree through a broad-based academic experience is the primary goal of the student.
- Meeting all academic responsibilities, including regular class attendance and the completion of all assignments in a timely manner.
- Complying with all rules and regulations of the NCAA, Great Northwest Athletic Conference and the University; understanding that it is each student’s responsibility to be fully aware of the rules and regulations.
- Striving to be involved as a full-fledged member of the University community and making a strong effort to derive as much as possible out of the educational experience. This includes establishing open and mature relationships with faculty and the student body at large.
- Understanding that the assumption of personal responsibility is at the heart of the educational experience. All student-athletes should constantly be aware that they are extremely visible and represent the University, the Athletic Department, and their team. Upper-class student-athletes should consciously strive to serve as exemplary role models for new student-athletes.

Athletic Governing Bodies

THE NCAA

Saint Martin’s University is a Division II member of the National Collegiate Athletic Association. The NCAA’s basic mission is to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body.

The purposes of the NCAA include:
• To initiate, stimulate, and improve intercollegiate athletics programs for student-athletes and to promote and develop educational leadership, physical fitness, athletics excellence and athletics participation as a recreational pursuit.

• To uphold the principle of institutional control of, and responsibility for, all intercollegiate sports in conformity with the constitution and bylaws of the Association.

• To encourage its members to adopt eligibility rules to comply with satisfactory standards of scholarship, sportsmanship and amateurism.

• To formulate, copyright and publish rules of play governing intercollegiate athletics.

• To preserve intercollegiate athletic records.

• To supervise the conduct of, and to establish eligibility standards for, regional and national athletics events under the auspices of the Association.

• To cooperate with other amateur athletics organizations in promoting and conducting national and international athletics events.

• To legislate, through bylaws or by resolutions of a Convention, upon any subject of general concern to the members related to the administration of intercollegiate athletics.

• To study in general all phases of competitive intercollegiate athletics and establish standards whereby the colleges and universities of the United States can maintain their athletics programs on a high level.

NCAA GENERAL PRINCIPLE:

Our institution places the highest priority on the overall quality of the educational experience. In doing so, it seeks to strengthen the integration of objectives and programs in athletics with academic and developmental objectives.

1. Participation is encouraged by maximizing the number and variety of athletic opportunities in varsity, club and intramural sports; however, quality is more important than quantity.

2. Participants receive the same treatment as other students. They have no unique privileges in admission, academic advising, course selection, grading or financial aid. Similarly, athletes are not denied rights and opportunities that would be available to them as non-athletes.

3. Sports for men and women are given equal emphasis and the desired quality of competition is similar in all sports.
4. Students are supported in their efforts to reach high levels of performance by providing them with adequate facilities and athletic training services, competent coaching and appropriate competitive opportunities with students from similar institutions.

5. Primary emphasis is given for in-season competition, but exceptional teams and individuals are encouraged to participate in post-season championships.

6. Saint Martin’s University abides by the rules and regulations of the NCAA.

**GREAT NORTHWEST ATHLETIC CONFERENCE (GNAC):**

Saint Martin's University competes in the Great Northwest Athletic Conference, the most wide-spread geographic Division II conference in the NCAA. The GNAC is organized to control and regulate intercollegiate athletics as institutional activities; to encourage sound academic practices for student-athletes; to establish harmonious intercollegiate relationships among member institutions; to promote and develop the sports it sponsors; and to give college student-athletes the opportunity to compete at a high level, including NCAA championships.

**GNAC Office Information**
Address – 6901 SE Lake Road, Suite #1
Portland, OR 97267
Phone – (503) 305-8756
Fax – (503) 908-0401
Website – www.gnacsports.com

**GNAC Staff**
Commissioner – David Haguland
Assistant Commissioner – Bridget Johnson
Sports Information Director – Blake Timm

Membership includes:
- University of Alaska Anchorage
- University of Alaska Fairbanks
- Central Washington University
- Concordia University - Portland
- Montana State University Billings
- Northwest Nazarene University
- Saint Martin’s University
- Seattle Pacific University
- Simon Fraser University
- Western Oregon University
- Western Washington University

**GNAC Sponsored Sports:**
- Football, Volleyball, Men’s Soccer, Women’s Soccer, Men’s Cross Country, Women’s Cross Country, Men’s Basketball, Women’s Basketball, Baseball, Softball, Men’s Track and Field (Indoor/Outdoor), Women’s Track and Field (Indoor/Outdoor), Men’s Golf, and Women’s Golf
**Academics Issues**

**Seasons of Competition**
Student-athletes are given 10 full-time semesters or 15 full-time quarters to complete 4 years of athletic eligibility in any given sport. Any semesters spent below full-time level do not count towards the 10 allotted semesters, but students will still have to meet progress towards degree requirements.

A season of competition is used the minute a student-athlete participates in a varsity contest, or wears a SMU uniform while competing regardless of the duration of said participation, in as much playing an entire game is viewed the same as playing for 1 minute or taking 1 official at bat. Other things that trigger a season of competition being used prior to reporting to SMU include:
- competing with or training with a team that declares itself as professional
- competing with or training with a team which compensation is provided to any participants (including actual and necessary expenses)
- competition or training which the participant receives compensation
- competition pursuant to signing of a contract for athletics participation
- competition pursuant to involvement in a professional draft
- competition funded by a professional sports organization, excluding not-for-profit organizations affiliated with professional sports organizations
- any practice with a professional athletics team (excluding 48 hour tryout)

**Redshirting**
Redshirting is a term used to describe a student-athlete who is eligible to compete for a varsity team but does not take part in any varsity contests. No season of competition is used for this season provided the student athlete never enters the varsity contest, or never represents SMU in any other athletic contests on their own (which may include wearing SMU uniforms). If you have questions on Red Shiriting talk to your coaches or one of the athletic administrators.

**Medical Hardship**
This is used when a student-athlete has represented SMU in varsity competition but is hurt during the year and is unable to continue competing for SMU. All Medical Hardship Waivers are processed by the GNAC office and must meet the following conditions:
  a. Competition occurred within the first half of the championship segment of the declared playing and practice season
  b. Student-athlete did not compete in more than 2 contests or dates of competition or 20% of the institutions scheduled or completed contests
  c. Must provide medical documentation from a doctor documenting the incapacitating nature of the injury
  d. Student-Athlete must have met with the SMU athletic training staff
FRESHMAN STUDENT-ATHLETES

NCAA Requirements for Incoming Freshmen

If you’re first entering a Division II University on or after August 1, 1996, in order to be classified a “qualifier,” you’re required to:

1. Graduate from high school
2. Have a GPA of at least a 2.00 (based on 4.00 scale) in a core curriculum of at least 14 academic course units as follows:
   a. English (3 years)
   b. Mathematics (2 years)
   c. Natural or physical science (including at least one laboratory course, if offered by the high school) (2 years)
   d. Additional courses in above areas (2 years)
   e. Social Science (2 years)
   f. Additional academic courses (in any of the above areas, foreign language, philosophy, or non-doctrinal religion (e.g., comparative religion) (3 years)
3. Have a combined score on the SAT of 820 (math & verbal only) or a sum score of 68 on the ACT. Test scores must be sent directly from the testing agency to the NCAA Eligibility Center.

If you have not met the above requirements you will be either a “partial qualifier” or a “non-qualifier”.

Partial Qualifier

1. A “partial qualifier,” has not met the requirements for a qualifier, but has graduated from high school and met one of the following requirements: 1) Specified minimum SAT or ACT score; or 2) successful completion of a required core curriculum consisting of 14 core courses and a 2.000 grade point average in the core curriculum.
2. A “partial qualifier” is eligible to practice with a team at its home facility and receive an athletics scholarship during his or her first year at a Division II school, and then has four seasons of competition remaining.

Non-Qualifier

1. A non-qualifier is a student who has not graduated from high school or who has presented neither the core-curriculum grade-point average nor SAT/ACT score required for a qualifier.
2. A non-qualifier is not eligible for regular-season competition and practice during the first academic year in residence. A non-qualifier may not receive athletics-related aid as a freshman, but may receive regular need-based financial aid if the school certifies that aid was granted without regard to athletics ability.

All students’ amateur status must also be certified by the NCAA Eligibility Center by answering a series of amateur questions regarding the athlete’s prior endeavors.

TRANSFER STUDENT-ATHLETES
Transfer Student-Athlete Eligibility Certification
All transfers student-athletes must clear their records with the Admissions Office. All final transcripts must be received and evaluated, so that official transferable units can be determined for eligibility.

Two-Year University Transfers:
1. Qualifiers w/no previous Attendance at a Four-Year
   a. The student-athlete has attended the two-year college as a full-time student for at least one full-time semester or one full-time quarter
   b. The student-athlete has completed an average of 12 semester or quarter hours of transferable credit acceptable toward any baccalaureate degree program at SMU for each full-time term of attendance at the two-year, and has a cumulative 2.00 GPA at two-year.
2. All Qualifiers, Partial Qualifiers, and Non-Qualifiers (not covered in 1)
   a. The student-athlete has attended the two-year college as a full-time student for at least two full-time semesters or three full-time quarters and meets one of the following:
      1. Graduated from the two-year college with at least 25% of the credit hours used to fulfill degree earned at the two-year who issues degree
      2. The student-athlete has completed an average of 12 semester or quarter hours of transferable credit acceptable toward any baccalaureate degree program at SMU for each full-time term of attendance at the two-year, and has a cumulative 2.00 GPA at two-year
      3. Student-Athlete must also complete 6 sem/8 qtr hours of transferrable English credits and 3 sem/4 qtr hours of transferrable Math. Two-year graduates are exempt from this requirement

Four Year University Transfers:
1. Permission to Speak to a Student-Athlete
   If a student-athlete is currently enrolled full-time at a four-year University, a University coach (or athletics staff member) from another four-year University may not make contact with that student-athlete or the student-athlete’s parents, directly or indirectly, without first obtaining the written permission of the current four-year University’s athletics director (or an athletics administrator designated by the athletic director) to do so, regardless of who makes the initial contact. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply.
2. One-Time Transfer Exception
   If a student athlete from a four-year institution transfers to another four-year institution, there is a mandatory year in residence that must be served before the athlete is eligible to compete for the new four-year institution, unless the student-
athlete meets a transfer exception of which the one-time transfer exception is the most common. Below are the requirements to use the one-time transfer exception:

a. Student has not transferred previously from a four-year institution
b. Student is in good academic standing and meets progress towards degree requirements at the previous four-year institution at the time of the transfer. Student must have been academically eligible had they remained at the institution from which they transferred
c. Student’s previous institution certifies in writing that it has no objections to student being granted this exception
d. Student in the final year of eligibility (athletically or academically) who has not earned a baccalaureate degree shall have completed an average of 12 semester/quarter hours for each term of full-time enrollment.

**NCAA and GNAC Eligibility Rules**

Satisfactory progress toward a specific degree program must be maintained once a major field of study is declared which must be done before the start of student’s 3rd year. Progress towards degree requirements include:

a. Enrolled as a full-time student for entire length of the term (minimum of 12 credits)
   i. Once a student falls below 12 credits they are ineligible to compete, practice, travel, or attend any team related functions until they are again at or above 12 credits
b. Completion of 6 semester or quarter hours of credit the preceding regular academic term in which the student-athlete was enrolled on a full-time basis
c. After the first year in residence the eligibility determined by:
   i. Completion of an average of 12 semester or quarter hours per full-time semester or quarter enrolled
   ii. Completion of 24 semester or 36 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of institutions preceding regular two semesters or three quarters
d. Completion of a minimum of 75% of the required 24 semester hours during the fall and spring academic turns with up to 25% of the required credits coming from summer credits. The 75% and 25% are cumulative for the student’s career so it is possible for a student to take more than 6 credits in one summer to be eligible.
e. Minimum 2.00 GPA for all student-athletes per GNAC rules as well as required by SMU to remain in good academic standing and is certified after EVERY semester.
**Other Eligibility Information**

A course repeated with a previous grade of C-, D, or D- can only be counted **once** for eligibility purposes.

Once you have declared a major, you must earn a grade of C or better to receive credits in any course that must otherwise be repeated for credit.

Summer school credits earned at other Universities **must be certified by counselors** as transferable to SMU, with no repeat of previous credit. Summer school credits earned at other Universities do not raise the SMU GPA. Only classes taken at SMU will raise a student-athletes GPA.

**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 Katie Wieliczkiewicz x 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 Angela B. Carlin x 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 Adam at 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 Kelly Simmons x4371
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 Disability Support Services at Geoffrey Brown x4580

Food Services

Saint Martin’s University food service is operated by the Bon Appetit. Contact Carole Ann Beckwith (General Manager) at 360-923-8797 or visit the Bon Appetit website: http://www.cafebonappetit.com/menu/your-cafe/saintmartin

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 lifelong learning. Contact Nathalie Kuroiwa-Lewis, Ph.D. x 4533

Office of Intercultural Initiatives

The Office of Intercultural Initiatives promotes respect and appreciation for diverse cultural issues and provides support for them through programming, activities, initiatives, resources and education. Contact John Hopkins x8844

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 Will Stakelin x4555

Residence Life

The Residence Life Program is dedicated to enhancing the out-of-the-classroom experience, which is recognized as valuable opportunities for student learning. The program works to maintain a safe and secure environment for living and learning, develop a healthy community based on the University’s Benedictine values and promote personal growth and wellness. Contact Justin x8856

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, refunds.** Contact Debbie Long x4389

**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 412-6160. Refer to their website: [http://www.stmartin.edu/healthCenter/](http://www.stmartin.edu/healthCenter/)

**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. For the main line call, 438-4569 and for scheduling call, 486-8880.

**RECORDS OFFICE INFORMATION**

**ACADEMIC ADVISING:**

If you have declared a major, an advisor will be assigned to you from the department of your major. If you have not declared a major, then you will be assigned an advisor by the Registrar.

It is important that you establish a working relationship with your advisor. He/she will help you plan your class schedule and assist you as you progress through your degree requirements.

Advisors are available to assist you but the University expects that the final responsibility for participating in classes and completing degree requirements rests with the individual student.

**ACADEMIC DISHONESTY:**

The definition of academic dishonesty is included in the university catalog and the student handbook. The procedures for dealing with cases of academic dishonesty are outlined in the Saint Martin’s University Student Handbook.
ACADEMIC PROBATION:

A student will be placed on academic probation when his or her cumulative grade point average falls below the minimums listed below.

- Freshman year (0-30 semester hours)  1.70 cum GPA
- Sophomore year (31-59 semester hours)  1.90 cum GPA
- Junior year (60-90 semester hours)  2.00 cum GPA
- Senior year (90+ semester hours)  2.00 cum GPA

Student-athletes must maintain satisfactory academic progress as defined by the NCAA regulations to be eligible to compete, which requires satisfactory progress and maintaining a 2.00 GPA to compete in athletics.

CLASS ATTENDANCE:

Students are expected to attend all classes for which they are registered. Decisions regarding absences from class are left to the individual instructor.

You should introduce yourself to all your professors and give them the “Class Absence Form” and your team schedule at the beginning of each semester. Make arrangements with your professors prior to absences to take tests, get lecture notes and complete assignments. You are responsible for the class work, even if you are absent for an athletic event.

COMMENCEMENT:

Official commencement exercises are once a year at the close of spring semester, whether students complete graduation requirements in December, May, or the summer.

All responsibility for fulfilling requirements for graduation rests with the individual student.

CONFIDENTIALITY OF STUDENT RECORDS:

All records of students and former students are protected under the Family Educational Rights and Privacy Act of 1974 and the Rules of the Department of Education:

Non-directory information will be shared only with the faculty and staff, federal and state officials and organizations who have a legitimate need to know. As a matter of policy, the Saint Martin’s University Records Office includes all information as non-directory information with the exception of:

Dates of attendance
Degrees received

**REGISTRATION:**

All students are expected to complete the regular registration process. This includes: selection of courses with your advisor, completion of the registration form, submission of the form to the Records Office and validation of registration by completing financial arrangements with the Student Accounts Office. Student-athletes will not be allowed to compete until validation is complete.

No student will receive credit for any course in which he or she is not registered.

Any student completing the registration on or after the first day of instruction will be charged a late registration fee of $50.

Adding or dropping classes may be done only from the first through the tenth calendar day of a semester. Official withdrawal from courses without academic penalty is permitted until two weeks after mid semester.

**STUDENT RESPONSIBILITY:**

Students are responsible for meeting academic regulations. They are also expected to truthfully complete all documents pertaining to their university studies and activities. Failure to do so may constitute grounds for disciplinary action.

For additional information regarding Academic programs and policies, please refer to the University Catalog.

**STUDENT ACCOUNTS INFORMATION**

The Office of Student Accounts is responsible for collecting all student tuition and fee payments, distributing student work-study checks and handling many other financial matters for the University and its students.

Tuition is due and payable in full at registration. However, monthly payment plan options are available and can be arranged.

Work-study and student labor paychecks are distributed on the first working day of each month. The office also can cash personal checks for up to $30.

Office of Student Accounts hours: Monday-Friday, 8:00 am to 5:00 pm

**CAMPUS PARKING**

All vehicles parked on the Saint Martin’s campus are required to be registered and to display a valid parking permit. This includes vehicles of day students, night students and resident students.
Parking permits are available through the Office of Campus Safety and Security.

FINANCIAL AID OFFICE INFORMATION

A financial award, which is offered to a student-athlete, based on athletic ability or sports performance is considered an athletic grant-in-aid. According to NCAA regulations, athletic grants-in-aid are limited to educational expenses including tuition, fees, room, board, and required course related books. An athletic grant-in-aid is awarded for one academic year at a time and must be renewed for any subsequent year. Continued receipt of the grant-in-aid is generally contingent upon participation in the sports program for which the award was originally awarded and satisfactory academic progress.

The University provides the athletic program with a grant-in-aid budget. The amount of funding for each sport is determined by the Athletic Department. Grant-in-aid awards to individual students-athletes are made at the discretion of each sport’s head coach. After you are recommended by the head coach for an athletic grant-in-aid and it is approved by the Athletic Director, and signed off by the Director of Financial Aid. Once the student-athlete has signed their agreement, the letter is returned to the Athletic Director for processing. An athletic grant-in-aid award will not appear on your financial aid award letter until the Office of Financial Aid has received your completed Athletic Grant-in-aid Agreement.

In compliance with NCAA regulations, the Office of Financial Aid must notify you of the renewal of your athletic award on or before July 1 preceding the academic year. If your athletic grant-in-aid is not recommended for renewal or is reduced, you have an opportunity to appeal this decision to the University’s Financial Aid Committee.

Questions regarding the terms of your athletic grant-in-aid should be directed to your head coach or the Athletic Director. If you agree with the terms of the renewal award, sign and return it promptly. The renewal statement must be returned before registration.

Conditions that MAY cause your athletic grant-in-aid to be reduced or canceled:
1. Rendering you ineligible for intercollegiate competition by:
   a. Failing to make satisfactory academic progress in your course of study (2.0 GPA), not completing the required credit hours per semester and/or academic year;
   b. Using illegal drugs;
   c. Failing to pay University financial obligations;
   d. Violating written team rules as defined by the head coach.
2. Misrepresenting any information on the admission application, financial aid agreement, Letter of Intent, or NCAA Student-Athlete Statement.
3. Engaging in misconduct and being placed on probation by regular student disciplinary authority, which prohibits participation in athletics.
4. Voluntarily withdrawing from the team prior to, during, or after the sport season in which the athletic grant-in-aid was awarded.

Conditions that cannot reduce or cancel your athletic grant-in-aid DURING the academic year:
1. Illness or injury that prevents participation.
2. Athletic ability, performance or contribution to a team’s success.

**NON-ATHLETIC RELATED FINANCIAL AID:**

All students are encouraged to apply for non-athletic aid. To apply for other financial assistance at Saint Martin’s University, you must complete the Free Application for Federal Student Aid (FAFSA) each year. The Renewal version of the FAFSA will be mailed directly to you by the federal government sometime at the end of fall semester. Continuing students must also complete a Saint Martin’s University Continuing Student Financial Aid Application. Please be aware that renew ability for non-athletic aid is contingent upon completing this application process and meeting the priority deadline of March 1. Not doing so may result in a loss of institutional financial aid.

Receipt of non-athletic aid is coordinated with your athletic grant-in-aid award. Remember that your need-based, non-athletic aid may be adjusted, based on the amount of your athletic grant-in-aid. The Office of Financial Aid is responsible for monitoring financial aid records and will make the necessary adjustments to assure compliance with NCAA individual financial aid limitations (and, if you’re receiving federal student aid funding, the U.S. Department of Education’s regulations). Receiving excess aid can result in the student-athlete being declared ineligible for competition, in addition to having to repay any overpayment in federal student aid funds.
SAINT MARTIN’S UNIVERSITY SPORTS MEDICINE

The Saint Martin’s University Sports Medicine Program works to meet the medical needs of student-athletes during their competitive career at Saint Martin’s University. It is our objective to maintain your health and to prevent injuries and illnesses. A Certified Athletic Trainer will provide student-athletes with fundamental health care needs and make referrals to team physicians when needed or requested.

ATHLETIC DEPARTMENT RESPONSIBILITY:

NCAA guidelines state that the Department of Athletics is responsible only for injuries or illnesses (including dental) that occur from the direct involvement in an official team sport. As a general policy, the Saint Martin’s University Athletic Department will not pay for the care of injuries or illnesses, including dental, not incurred as a result of participation in an intercollegiate sport. Hence, injuries from pick-up games, the removal of wisdom teeth, or appendicitis are examples of problems not covered.

The Department of Athletics will also not be responsible for costs of medical services except those routed through SMU Sports Medicine: 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. SMU Sports Medicine will not treat you with prescriptions from non-authorized consultations. If the student/athlete has questions about what is covered, please check with the head athletic trainer.

HEALTH INSURANCE:

The Department of Athletics has a commitment to provide excellent accidental and injury insurance coverage. Our coverage includes catastrophic injury insurance with lifetime unlimited medical benefits to student-athletes who are catastrophically injured during play or practice and travel related to either activity.

Consistent with other collegiate institutions, the Department of Athletics looks to the parents’ or guardians’ health and accidental insurance as primary coverage and only pays in excess of those personal and/or group policies, which occur during official practices or competitions, provided the athlete is referred to the appropriate medical care by a certified athletic trainer or team physician. Parents/Guardians of the student-athlete are responsible for the family’s initial insurance deductible. Saint Martin’s University is not responsible for pre-existing medical conditions.

The athlete must understand that proof of primary health insurance to cover intercollegiate athletics and maintenance of this insurance coverage throughout the year is a requirement to play intercollegiate sports at Saint Martin’s University. In the absence of primary insurance, please note the SMU student medical insurance does not cover intercollegiate athletics. If you need primary insurance or have questions about coverage, please see the SMU athletics website or contact the Head Athletic Trainer.
To participate in intercollegiate sports at Saint Martin’s University, and in consideration of the University’s willingness to accept you as an intercollegiate team member and to allow you to participate in accordance with policies governing intercollegiate athletics, you will hereby waive any claim you, your heirs of assigns, may have now or in the future and release Saint Martin’s University, its employees and agents, including the team physician, athletic trainers, and coaches from any and all liability and responsibility in the event you become injured or physically disabled because of the deterioration or aggravation of pre-existing medical conditions.

PHYSICAL EXAMINATIONS:

All new athletes are required to undergo a complete physical examination by a physician 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 fill out returning athlete medical history form and schedule an updated physical with the athletic training staff to be done prior to the start of practice.

REMEMBER...WITHOUT A PHYSICAL, YOU ARE NOT ELIGIBLE TO PRACTICE OR COMPETE.

As a student-athlete at Saint Martin’s University, you freely and voluntarily authorize Saint Martin’s University’s Athletic Department, team physicians, and athletic trainers, to have full and complete access to any medical records and specifically authorize them to discuss any past or present medical condition among themselves and with any past or present medical provider.

ATHLETIC TRAINING ROOM:

The team physicians and certified athletic trainers are here to provide and administer immediate care, preventative care and rehabilitation of all athletic related injuries and illnesses for all student-athletes. All appointments with team physicians or consultants must be approved by and scheduled through the head athletic trainer.

Athletic Training Room number is.................................................................................438-4536.

ATHLETIC TRAINING ROOM RULES:

- Athletes and coaches are not allowed to remove supplies or equipment from the Athletic Training Room without permission from the head athletic trainer.
- Please, no horseplay, loitering, inappropriate language or disrespectful behavior
- Report all injuries to the Athletic Training staff as soon as possible
- Leave all personal belongings (bags, equipment, etc) in the hallway
- No cleats in the Athletic Training Room
- Shoes are not to be worn while on treatment or taping tables
- Plan enough time before practices/games to receive treatment or be taped
- Follow instructions given by the Athletic Training Room staff
• Proper attire is required…remember the Athletic Training Room is co-ed (shirts and shorts minimum)
• No cell phones during treatments

**ATHLETIC TRAINING ROOM HOURS**

Monday-Friday: 11 –6 or 30 minutes after the last practice  
Game Days: 2 1/2 hours prior to start time,  
3 hours prior for baseball,  
Any changes in schedule will be posted ASAP  
Hours are subject to change without prior notice due to in-season sport schedules  
*Weekend hours based on practice and competition schedule

**INJURY REPORTING PROCEDURES:**

• Report all injuries/illnesses immediately to the Athletic Training Room staff for evaluation.  
• Since some injuries are not noticed until the next day, please report injury/illness by 1:00 p.m. Monday-Friday, except in the event of an emergency.  
• In case of an after-hours emergency, telephone the head athletic trainer.  
• The athletic trainer will help evaluate and administer first aid care. When necessary, they will refer to the team physician. Daily injury/illness reports on each athlete are maintained. The information is documented and communicated to coaches by the athletic trainer as to when full activity may resume again.

**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-athlete 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:  
  a. Provide the head athletic trainer with a detailed written report from the attending health care provider(s).  
  b. Pass a pre-participation physical examination by the team physician and the athletic training staff.  
  c. 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) has final say in determining student-athlete participation status.
MEDICAL EMERGENCY PROCEDURES

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 the team physicians.

Alice Loebsack, MA, ATC/L, CSCS Head Athletic Trainer……….. (Office) 438-4536
(Cell) 253-363-0005

Matt Rausch, Asst. Athletic Trainer

Tracy Hamblin D.O. (Office)360-412-6160
Dr. Femiano MD

STUDENT ATHLETES WITH TEMPORARY DISABILITIES:

In the event that a student-athlete is injured while participating in an athletic event (game, practice, conditioning session), the athletic training staff will work with the student-athlete, the Disability Support Services office and the student-athlete’s instructors to make any necessary accommodations during the recovery process. Accommodations may include (but are not limited to): additional time between classes for a student-athlete with a lower extremity injury, note-takers for an upper extremity injury or modified course deadlines for a student-athlete who sustains a concussion. It is the responsibility of the student-athlete to be in daily communication with both the athletic training staff and his/her instructors during the recovery process.
POLICIES

DEPARTMENT OF ATHLETICS ALCOHOL AND OTHER DRUG POLICY

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.

**Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff. Dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a dietary supplement ingredient is taken at your own risk.**

**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 the 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 will 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)

**TOBACCO POLICY:**

As per NCAA regulations, the use of smokeless tobacco is banned from all practices and competition, as well as in the confines of the building, travel vehicles, and associated playing fields/courts, etc. Smokeless tobacco should be linked with alcohol and tobacco.

**REMEMBER: NO EXTRA BENEFITS!**

Extra benefits based upon your athletics reputation are prohibited. Before you accept anything, always ask yourself the question: “Is this benefit available to every other student on campus with no regard to being an athlete?” Always ask, your coach, before you accept anything!
SEXUAL HARASSMENT:

Saint Martin’s University strongly opposes all forms of sexual harassment. Sexual harassment refers to personally offensive, unwelcome behavior. Such behavior lowers morale and interferes with teaching and work.

It is illegal and against University policy for any employee to harass another employee, student or guest by: making unwelcome, offensive or abusive sexual advances or other verbal or physical conduct of a sexual nature a condition of employment or academic status; using an employee’s or student’s submission to or rejection of such conduct as the basis for or as a factor in any employment or academic decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive environment by such conduct.

The creation of an intimidating, hostile, or offensive environment may include such actions as: repeated, unwelcome or offensive sexual flirtations, advances, or propositions. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Likewise, conduct or action that arises out of a personal or social relationship that are not intended to have a discriminatory employment or academic effect may not be viewed as harassment.

The University is committed to the protection of personal rights for all students. Harassment based on race, ethnicity, religion, age, gender, sexual preference or handicap is not condoned within the Saint Martin’s University environment. A statement or action may be considered harassment based upon race, ethnicity, religion, age, gender, sexual preference or disability. It may include, but is not limited to, unwelcome actions such as:

- Use of negative expressions to refer to members of certain racial or ethnic identities, religious affiliations, age, gender, sexual preference or disabled groups.
- Dissemination of negative, hostile or demeaning stereotypes of such groups.
- References to another’s race, ethnicity, religion, age, gender sexual preference or disability as a negative attribute.
- Verbal or physical intimidation based on another’s membership in these groups.
- Defacement of property or public spaces aimed at intimidating, harming or embarrassing members of such groups.
- Actual verbal or physical assault based on a person’s membership in such groups.

Those who believe they may be victims or harassment, or those witnessing such situation, are urged to report such actions to a professional staff member. Saint Martin’s works to provide a positive environment for members of all backgrounds and identities and promotes continued development of a community that respects the rights of each individual.

HAZING:

Hazing or participation in any method of initiation into a student club, organization, group or team on or off campus that causes is or likely to cause physical or emotional harm, anxiety, personal degradation or disgrace, property damage or interference with an individual’s academic or work performance. The expressed or implied consent of the
victim and acquiescence of bystanders or group members are not neutral acts and are in violation of the Code. Examples of prohibited activities include, but are not limited to:

a. Excessive ingestion, consumption or vomit-inducing activities using alcohol, drugs, food, water or other substance.
b. Paddling, striking or branding of an individual.
c. Causing an individual to be indecently exposed.
d. Excessive physical activity.
e. Deprivation of food or sleep.
f. Actions that expose personal values to compromise or ridicule.
g. Transportation and abandonment.
h. Personal servitude.
i. Confinement of an individual to unreasonably small, unventilated, unsanitary or unlighted areas.
j. Participation in any activity that violates University policies or any local, state or federal law.
k. Participation in any activities that interfere with academic pursuits or normal live functions.

**DISCIPLINING OF PLAYERS:**

The head coach of each sport, and through the Athletic Director, is responsible for the actions of all student-athletes. Any athlete may be removed from the squad at the discretion of the Head Coach and Athletic Director for conduct detrimental to the team and/or the University.

**EQUIPMENT:**

Only student-athletes cleared to participate both medically and academically may have equipment issued to them.

The student-athlete is responsible for all equipment issued to him/her. If uniforms, practice gear, shoes, etc. are lost or stolen, the athlete must pay for the replacement of the equipment at established catalog prices. At the end of the season all equipment that has been issued, regardless of condition, must be returned within one week.

Student-athletes who DO NOT return equipment or pay for the loss of equipment will be blocked from registration, graduation and/or transfer and they will not receive grades. Other measure may be taken to assure the return of University property.

**USE OF STUDENT’S PRIVATELY OWNED VEHICLE:**

It is expected that all athletes will travel to and from contests with the team. Exceptions will be made only in cases where advanced permission has been given by the Athletic Director or coach. Parents or legal guardians are the only people to whom an athlete can be released regardless of the athlete’s age.
STUDENT-ATHLETE ADVISORY COMMITTEE:

The Student-Athlete Advisory Committee acts as a liaison between the student-athletes and the Department of Intercollegiate Athletics. It is composed of representatives selected from each team and meets monthly.

The Student-Athlete Advisory Committee has the responsibility to broaden the involvement of the student-athletes in activities of the Department of Intercollegiate Athletics. Student-athletes selected for the Student-Athlete Advisory Committee will also be involved in campus-wide and community functions. One of the main functions of the Student-Athlete Advisory Committee representatives will be to serve as team peer leaders.

Advisor: Abbey Bergquist

STUDENT-ATHLETE GRIEVANCE POLICY

Saint Martin’s University encourages its student-athletes to communicate with their coaches, team captains and teammates about issues or concerns that may develop during the year. In some instances student-athletes may prefer to have the option to discuss their issues or concerns with an impartial third party. There is a number of individuals’ available on-campus as resources for SMU student-athletes to communicate with. These individuals include:

Bob Grisham – Athletic Director
bgrisham@stmartin.edu
360-438-4368

Chris Gregor – Associate Athletic Director
cgregor@stmartin.edu
360-438-4510

Dr. Stephen Parker – Faculty Athletic Representative
sparker@stmartin.edu
360-

Alice Loebsack – Head Athletic Trainer/Senior Woman Administrator
aloebasck@stmartin.edu
360-438-4536