

# **Santa Clara University**



## **2003-2004 Student-Athlete Handbook**

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## ATHLETICS & RECREATION PHONE NUMBERS

Intercollegiate Athletics Department – Main Number .....	(800) 888-SCU1 or (408) 554-4063
Cheryl Levick .....	554-5344
<i>Director of Athletics and Recreation</i>	
Robin Reynolds.....	554-6962
<i>Associate Athletics Director for Administration</i>	
John Veargason .....	551-1692
<i>Associate Athletics Director for Facilities and Equipment</i>	
Richard Kilwien .....	554-2114
<i>Associate Athletics Director for External Services (Media Relations, Marketing &amp; Promotions)</i>	
Dave Roselli.....	554-4568
<i>Associate Athletics Director for Development/Bronco Bench Foundation</i>	
Desiree Reed-Francois .....	551-1782
<i>Associate Athletics Director for Compliance and Student Services</i>	
Jon Clough .....	554-6920
<i>Associate Athletics Director</i>	
Mike Cembellin .....	554-4065
<i>Director of Sports Medicine</i>	
Janice Hayes.....	554-5491
<i>Director of Recreation Programs</i>	
Tom Bruya .....	554-4066
<i>Director of Marketing and Corporate Partnerships</i>	
Lisa Eskey .....	554-4659
<i>Associate Director of Media Relations</i>	
David Wahlstrom .....	554-4670
<i>Associate Director of Media Relations</i>	
Heather Kauer .....	554-4690
<i>Community Outreach, Bronco Bench</i>	
Carrie Rubertino .....	554-5072
<i>Athletics Trainer</i>	
Scott Heinrichson.....	554-6967
<i>Athletics Trainer</i>	
Joshua Munk .....	554-2104
<i>Facilities and Services</i>	

## **CAMPUS SUPPORT SERVICES**

Benson Memorial Center .....	554-2790
<i>Benson 201</i>	
Campus Ministry.....	554-4372
<i>Benson 101</i>	
Career Services.....	554-4421
<i>Benson West Wing</i>	
Counseling Center .....	554-4172
<i>Benson 212</i>	
Cowell Health Center.....	554-4501
<i>Cowell Center</i>	
Dean of Students .....	554-4366
<i>Benson 218</i>	
Housing and Residence Life .....	554-4900
<i>Benson 216</i>	
Center for Student Leadership .....	554-4745
<i>Benson Lower Level</i>	
Student Resource Center.....	554-4109
<i>Benson 203</i>	
Vice Provost for Student Affairs .....	554-4583
<i>Benson 313</i>	
Admissions Office.....	554-4700
<i>Varsi Hall</i>	
Financial Aid .....	554-4505
<i>Administration</i>	
Student Accounts .....	554-4412
<i>Administration</i>	
Student Records.....	554-4331
<i>Administration</i>	
Teaching and Learning Center .....	554-4769
<i>Bannan 247</i>	

## **UNDERGRADUATE ADVISING**

Arts and Sciences.....	554-4318
<i>Ramos Center 200</i>	
Business.....	554-4791
<i>Kenna 225</i>	
Engineering.....	554-4697
<i>Engineering Center</i>	

## **INTRODUCTION**

Every student who participates in intercollegiate athletics becomes, thereby, a member of a team. By declaring himself/herself a candidate for team membership, the student-athlete assumes special obligations in addition to what is required of the general student body. The student-athlete is subject to all rules for eligibility formulated by the NCAA, WCC and various sport governing bodies, in addition to the University's Student Conduct Code.

This handbook is designed to inform the reader of the benefits and responsibilities that are part of being an SCU student-athlete. The material provided should be used as a resource. It is not intended to be a substitute for information received directly from the person/department with ultimate authority over a particular matter. Every student-athlete is responsible for understanding the information contained in this handbook.

## **DEPARTMENT OF ATHLETICS MISSION STATEMENT**

**Purpose:** To maximize one's full potential through sport in an educational environment.

**Core Values:**

1. **Integrity.** Integrity is a defining characteristic of Santa Clara Athletics. We follow the spirit and the letter of the rules and regulations of the University, WCC and NCAA. We are honest in our dealings with athletes, coaches, opponents and governing bodies.
2. **Excellence.** Santa Clara aspires to achieve success at the highest level of intercollegiate athletics. We are committed to exceptional achievement in conference and national competitions as well as providing top-notch coaches, facilities and student-athlete support. We serve students who want to succeed at the highest levels of academics and athletics.
3. **Equity.** Santa Clara Athletics is committed to offering competitive and recreational opportunities for all student, faculty and staff, regardless of gender, race or athletic skill. We will be vigilant to ensure a quality experience among all participants.
4. **Develop the Whole Person.** Santa Clara Athletics is committed to integrated learning and the development of the whole person – competence, conscience and compassion. Athletics and recreational opportunities are a means to heighten personal growth. The student who participate in our program learn about teamwork, discipline, goal setting, character development and self-confidence.
5. **Community.** Santa Clara Athletics is committed to providing opportunities for the development of community and service. To that end, we will strive to provide an environment of support for community learning, community service and outreach with our student-athletes, coaches and staff.

## I. ELIGIBILITY

### A. Officially Joining a Team

All potential student-athletes, regardless of scholarship status or recruited status, must follow the same procedure in order to officially become a member of any intercollegiate team at our university. The procedure is as follows:

1. Students must complete medical history forms and submit them to Sports Medicine.
  - a. Copy of recent physical examination is required of all students.
  - b. Sports Medicine reviews documents and determines if further exam is necessary.
  - c. Sports Medicine informs Compliance that student is approved for participation.
2. Students must complete NCAA eligibility forms and submit them to Compliance.
  - a. Compliance checks student's eligibility status.
    - i. Five-year clock
    - ii. Full-time enrollment (12 or more units)
    - iii. Total number of units completed
    - iv. Percentage of degree completed
    - v. Current official cumulative grade point average
    - vi. Qualifier status/Transfer status
  - b. Compliance notifies head coach **in writing** that student may join team for practice.
  - c. Compliance initiates process to officially verify eligibility of the student.
    - i. Eligibility Report generated and submitted to Student Records.
    - ii. Student Records verifies statistics and gives signature approval.
    - iii. Student Records gives Eligibility Report to Faculty Athletics Representative.
    - iv. Faculty Athletics Representative reviews report and gives signature approval.
    - v. Faculty Athletics Representative gives Eligibility Report to Compliance.
    - vi. Compliance faxes Eligibility Report to West Coast Conference office.
  - d. Compliance notifies head coach **in writing** that student is eligible for competition.

Please note that students may never participate in any manner until the head coach has been notified in writing of the status of the student. The head coach will be issued an Official Eligibility Roster signed by the Compliance Coordinator anytime there is a change in the eligibility status of any student.

### B. Amateur Status

You are **not** eligible to participate in intercollegiate competition in a particular sport if:

- a. You have ever taken pay, or the promise of pay, for competing in that sport; agreed (orally or in writing) to compete in professional athletics in that sport; played on any professional athletics team, or used your athletics skill for pay in any form in that sport.
- b. You have ever accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletic ability or reputation in that sport.
- c. Since you became a student-athlete, you have accepted any pay for promoting a commercial product or service or allowed your name or picture to be used for promoting a commercial product or service.
- d. Because of your athletic ability, you were paid for work you did not perform, paid at a rate higher than the going rate or were paid for the value an employer placed on your reputation, fame or personal following.

If you are considering representation by an agent for the purpose of marketing your athletic ability and turning professional, you must contact the Compliance Coordinator for guidance and referral in order to be certain that your eligibility will not be affected. You may not agree (orally or in writing) to be represented by an agent (present or future) until your eligibility is complete. You may not accept benefits from an agent or

his/her affiliates. Benefits may include (but are not limited to) transportation, money, and gifts, regardless of the value of the benefit.

C. Seasons of Competition

A student-athlete is permitted to compete in four seasons of competition in any one sport. **The four seasons must be utilized within five calendar years** from the beginning of the term you first matriculated as a full-time student at any junior college or four-year institution.

1. Redshirting

“Redshirting” occurs when a student-athlete does not compete at all against another university or team at any time during the academic year. One second of a game, one pitch in one inning, one stroke of a golf ball, etc. – it all counts as a FULL YEAR of competition under NCAA rules. This also includes any competition during the regular season or the non-traditional season, as well as any junior varsity games.

2. Hardship Waiver

A student-athlete may be granted an additional year of competitive eligibility by the West Coast Conference for reasons of “medical hardship.” Hardship is defined as an incapacitating injury or illness that occurs in the first half of the competitive season. The student-athlete must be unable to compete after sustaining the injury and must not have competed in more than 20% of the completed contests during that season.

D. Transferring to Another Institution

Pursuant to NCAA Bylaw 13.1.1.3, student-athletes who wish to transfer to another university must first request a “release” – permission from the Director of Athletics to have contact or conversation with another institution. Please be aware that it is a violation of NCAA rules to have contact or conversation with another institution without this permission, and it can have an impact on your eligibility. Also pursuant to Bylaw 13.1.1.3, if a student-athlete’s request for a “release” is denied, the student-athlete has the right to request a hearing on the matter held by a committee outside of the Athletics Department. Please contact Desiree Reed-Francois to officially request a “release” and to discuss the ramifications of a transferring upon your eligibility.

E. Competition on Outside Teams

Generally, student-athletes are not permitted to compete during the academic year on teams other than those representing the institution. There are participation exceptions for official vacation periods and the summer months. **Prior to any participation on an outside team or absence from the university, you must seek permission from your Head Coach and get the necessary permission from the University and the NCAA.** See your Head Coach or Desiree Reed-Francois for details.

F. Gambling or Wagering

Student-Athletes shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning an intercollegiate athletics competition;
2. Solicit a bet on any intercollegiate or professional team;
3. Accept a bet on any team representing the institution; or
4. **Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.**

G. Additional NCAA/SCU Rules and Regulations

1. All athletes are expected to abide by the governing rules of their sport. All student-athletes must complete and sign the necessary documents related to their eligibility.
2. All athletes, whether on scholarship or not, must go through the regular financial aid and housing renewal processes, meeting all normal and stated deadlines.
3. Complimentary Ticket Policy

Student-athletes who compete in a sport where an admission is charged may receive complimentary admissions for family members, friends and fellow students. Admission will be provided only through a pass list and no “hard tickets” will be issued (as per NCAA regulations). Each student-athlete must designate the relationship of the individual(s) on the pass list or the name will be voided. The sale or exchange of a complimentary admission for money or any item of value is prohibited by the NCAA.

4. Hosting a Recruit

Acting as a student host during an official visit of a recruit requires appropriate conduct in accordance with NCAA rules.

- a. A maximum of \$30 per day may be provided to cover the entertainment expenses of both yourself and the recruit only. No cash may be given to the recruit.
- b. You may not use entertainment funds to purchase, or otherwise provide, gifts of value (e.g. souvenirs).
- c. You may not use vehicles provided or arranged for by any institution staff member or booster.
- d. You may not transport the prospect, or anyone accompanying the prospect, **more than 30 miles from campus**.
- e. You must not allow interactions or conversations to occur between the recruit and an SCU booster.
- f. You will be required to complete a Student Host Report after the official visit is complete. Hosts are responsible for documenting the use of entertainment funds as well as the activities engaged in by the recruit.

## II. ACADEMIC ELIGIBILITY

### A Full-time Enrollment

**You must be enrolled in a minimum of 12 units at all times.** If you drop below 12 units at any time during the academic year, you will be immediately ineligible for practice and competition. Only students in their final quarter and within 12 units of graduation are exempted from this rule. **Dropping any class must be approved by the Academic Support Coordinator.**

### B. Satisfactory Progress

1. **You must complete a minimum of 36 units each year.** 27 of the 36 units must be earned during the regular academic year. 9 of the 36 units may be satisfied with credit from summer school offerings, however SCU limits the number of summer school courses that can be taken at other universities. You must check with your advisor and college to see if summer school courses from other institutions will be accepted – generally they are not. Any student below a 2.00 GPA must take all summer school courses at SCU. Please note, all 36 units must apply toward your major to be

countable toward intercollegiate athletics eligibility. Any credits that do not count toward your major will not count toward the mandatory 36 units that you must earn annually.

2. **You must declare a major by the beginning of your third year in college.** Transfers are also subject to this requirement.

3. For student-athletes entering Santa Clara University **before August 1, 2003:**

A student who is entering his or her third year of collegiate enrollment shall have completed successfully at least 25% of the course requirements in the student's specific degree program. A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed successfully at least 50% of the course requirements in the student's specific degree program. A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed successfully at least 75% of the course requirements in the student's specific degree program.

For student-athletes entering Santa Clara University **after August 1, 2003:**

To be eligible for competition you must satisfactorily complete the following:

1. Thirty-six quarter hours of academic credit before the student-athlete enters his or her second year of collegiate enrollment;
2. Twenty-seven quarter hours of academic credit (during the academic year) since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters; and
3. Six-quarter hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled at any collegiate institution.

A student who is entering his or her **third year** of collegiate enrollment shall have completed successfully at least **40%** of the course requirements in the student's specific degree program. A student-athlete who is entering his or her **fourth year** of collegiate enrollment shall have completed successfully at least **60%** of the course requirements in the student's specific degree program. A student-athlete who is entering his or her **fifth** year of collegiate enrollment shall have completed successfully at least **80%** of the course requirements in the student's specific degree program.

4. **Grade Point Average - You must maintain a cumulative grade point average of 2.00 to be eligible for competition.** Any student who drops below a cumulative grade point average of 2.00 will not be allowed to compete or travel, but will be allowed to practice and condition. New freshmen and transfers are not accountable to this rule since they technically do not have a grade point average. Any athlete below a 2.00 will not be allowed to participate in more than one sport. If a student below a 2.00 does not participate in mandatory academic assistance programs, conditioning and practice privileges may be revoked. Student-athletes who wish to request consideration of an exemption to the minimum academic grade point average required by the University must make such a petition in writing to the Director of Athletics.

#### C. Class Attendance

Athletes are expected to attend all class sessions, and may be declared ineligible for failing to do so. The coaching staffs and their sport administrators will make every effort to maximize student-athlete class attendance. Normally scheduled competition and conference championships should not require a student athlete to miss more than 20% of their classes, generally four (4) Tuesday/Thursday classes or six (6) Monday/Wednesday/Friday classes.

Only those student-athletes who are both participating in competition and achieving satisfactory academic progress, as certified by the Academic Support Coordinator, will be excused from class attendance.

D. Freshman Student-Athlete study hall policy

Freshman student-athletes are mandated to participate in a minimum of six (6) monitored study hours, Monday through Friday during their first quarter at Santa Clara University. A sliding scale, based upon the student-athlete's earned grade point average, will be implemented thereafter to determine the mandated study hall hour requirements.

E. Priority Enrollment

Priority registration facilitates enrollment in most Santa Clara courses, and it affords student-athletes to tailor their schedules to attain maximum academic impact. Thus, all Santa Clara University student-athletes, regardless of class standing, will be provided priority registration for all courses. That is, they are assigned early times on the eCampus registration system directly after the Honors and Disabled students are entitled to enroll. Further policy details will be determined by both the Registrar and the Associate Athletics Director for Compliance/Student Services.

Failure to comply with the provisions in this Academic Resources Policy, as determined by both the Academic Support Coordinator and the Associate Athletics Director for Compliance/Student Services will result in the suspension of priority enrollment privileges for one (1) quarter.

F. NCAA Clearinghouse

The NCAA Initial Eligibility Clearinghouse must certify the eligibility of all incoming freshmen in all sports, including walk-ons, who wish to participate in Division I intercollegiate athletics.

Without Clearinghouse certification, a grace period for participation is given to student-athletes as per NCAA regulations – recruited students can practice for two weeks, non-recruited students can practice for 45 days, but no one may ever compete until officially certified to do so by the NCAA Clearinghouse. If an individual is not certified at the end of the grace period, the student will lose practice privileges until he or she eventually becomes certified.

### III. FINANCIAL AID/COMPENSATION

A. Administration of Aid

All financial aid, whether athletic or of any other type, is handled through the University's Financial Aid Office. As per NCAA regulations, athletically-related financial aid is a one-year agreement. Athletically-related financial aid may be immediately terminated at any time during the academic year or during the summer if any of the following circumstances occurs:

1. The student-athlete becomes academically ineligible (under NCAA or SCU rules).
2. The student-athlete fails to make minimum progress towards a degree in their declared major.
3. The student-athlete voluntarily ceases participation with the intercollegiate team for which financial aid was awarded.
4. The student-athlete is released from participation with the intercollegiate team for which financial aid was awarded because of violations of team rules or policies.

B. Student Accounts

Student-athletes are responsible for taking care of any outstanding debts with Student Accounts. Quarterly class registration will be prevented if unpaid charges exist.

C. Financial Aid Limit

A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the value of tuition and fees, room and board, and required course-related books. In determining whether a student-athlete's financial assistance exceeds the maximum permissible amount, all funds received from the institution (athletic or university) and all funds received from the following and similar sources shall be included:

1. Specific government grants for educational purposes.
2. Other scholarships and grants-in-aid, except specific honorary awards for outstanding collegiate academic achievement.
3. Loans, except legitimate loans, based upon a regular repayment schedule, available to all students.

D. Employment

1. All compensation received by a student-athlete must be consistent with NCAA and SCU limitations on financial aid. Compensation must be paid only for work actually performed and at a commensurate with the going rate for similar services.
2. NCAA regulations on employment **require** all student-athletes to obtain prior written approval of any employment during the academic year from Desiree Reed-Francois. Any employment during university vacation periods is exempted from this regulation.

E. Camps and Clinics

You may be employed by Santa Clara, other institutions or private organizations to work in a camp or clinic as a counselor within specific restrictions regarding your assignments. Out-of-season playing and practice limitations may restrict the number of players from the same institution who may be employed in that institution's camp. Be sure to check with your Head Coach prior to working in ANY camps or clinics.

F. Reimbursement for Room and Board

Student-athletes that live off-campus and receive scholarship funds for room and board expenses will receive a reimbursement check quarterly. The check may be picked up from Student Accounts after 1:00pm on the Friday of the first week of each quarter. If you do not pick up the check during that week, it will be mailed to your local address. Past-due fees or fines owed to the university will be deducted from the check.

All athletically-financial aid reimbursement is handled and approved by the Compliance Coordinator. Reimbursement or credit is given only after the necessary forms are completed by the student-athlete.

G. Summer School

Santa Clara awards athletic scholarship aid for summer school for a small number of student-athletes. Summer school is not guaranteed for any student, and scholarships are granted when the necessary funding is available and are awarded by the Director of Athletics upon receipt of satisfactory fulfillment of the application requirements. The criteria is that the student-athlete was receiving athletic scholarship aid in the academic year immediately preceding the summer session. The student-athlete must take the classes at Santa Clara. Also, the student-athlete has to fall into one of the following categories: needs units to be eligible, needs a course to graduate at the end of the summer, needs course to graduate in four years, is learning disabled, needs a mandatory class that cannot be taken during the season, is an engineering/pre-med major behind in units, or has not previously requested summer school aid.

G. Renewal of Scholarships

NCAA rules require the renewal, non-renewal, increasing or decreasing of athletically-related financial aid no later than July 1 each year. Aid is renewed at the discretion of the coaching staff and Athletics Department administration. Any student-athlete whose aid has been decreased or not renewed has the right to a hearing by a committee outside of the Department of Athletics.

H. NCAA Special Assistance Fund

The NCAA Special Assistance Fund for student-athletes was created to assist student-athletes who may need special financial assistance in areas other than those covered by scholarships. Only student-athletes receiving federal Pell Grants are eligible to receive these benefits.

Permissible uses for the fund include medical expenses (not covered by insurance), hearing aids, vision therapy, off-campus psychological counseling, travel expenses for family emergencies, expendable course supplies (pens, notebooks, etc.) and articles of clothing and shoes.

#### I. Postgraduate Scholarships

The NCAA provides for sports administration and general postgraduate scholarships and grants to undergraduates who have exhausted institutional financial aid opportunity. Nominees must meet specific requirements to be eligible for consideration. Contact the Academic Support Coordinator for further information.

### V. PLAYING AND PRACTICE SEASONS

#### A. NCAA Regulations

NCAA regulations specify daily and weekly time limitations for playing and practice seasons. All sport seasons, except for basketball, consist of a traditional and non-traditional segment. The traditional segment consists of practice and competition in preparation for the NCAA championship. NCAA championships do not occur during the “off-season” or non-traditional segment. Basketball does not have a non-traditional segment.

##### 1. Practice Limitations

- a. During the traditional and non-traditional seasons, a student-athlete’s participation in countable athletically related activities is limited to a maximum of **4 hours per day and 20 hours per week** (there is a golf practice-round exception). Also, all **countable athletically related activities shall be prohibited during one day per week** (a travel day may be considered a day off). The hour limitations do not apply prior to the first day of competition during the fall and during scheduled holiday/vacation periods.
- b. Outside of the playing season, a student-athlete’s participation in countable athletically related activities is limited to a maximum of **eight (8) hours per week of weight training/conditioning**. However, a student-athlete may request that a maximum of two of the eight hours be skill-related instruction given by a coach. This request must be voluntary and not mandated by a coach.

#### B. Countable Athletically Related Activities

1. Practice
2. Competition—each game and all activities surrounding the game, equals three hours regardless of its actual length
3. Required weight training/conditioning which is supervised by a staff member
4. Film/videotape reviews which are supervised by a staff member
5. Required participation in camps, clinics, workshops
6. Meetings initiated by coaches or staff on athletically related matters
7. Individual workouts required or supervised by a member of the coaching staff
8. On-court or on-field activities called by any member(s) of a team that are considered as requisite for participation in that sport (e.g. captain’s practice)

C. Non-Countable Athletically Related Activities

1. Training table or competition-related meals
2. Physical rehabilitation
3. Dressing, showering, taping
4. Study Hall/tutoring sessions
5. Meetings with coaches on non-athletic matters
6. Travel to and from practice and competition
7. Medical examinations or treatments
8. Non-supervised, voluntary individual workouts
9. Individual consultation with a coaching staff member initiated voluntarily by a student-athlete, provided the coach and the student do not engage in athletically related activities
10. Fundraising or promotional participation
11. Serving as a student host to recruits

If a student-athlete feels that a coach is violating the spirit of this regulation, and is requiring athletically related hours above and beyond these limitations, he/she is asked to report the incident to the Compliance Office at 551-1782. All reports will be considered confidential.

**V. ACADEMIC SUPPORT**

A. The Athletics Department, through the Academic Support Coordinator's office, offers a comprehensive academic support system that functions for the benefit of all student-athletes. For this support system to have maximum effect, a policy has been developed by department administrators, head coaches, student-athletes, and the Academic Support Coordinator. This policy regulates participation in the Academic Support Center, tutoring sessions, and various academic workshops.

In some cases, academic issues may affect your athletic privileges, such as practice, competition, travel and team standing.

All tutorial and study skills assistance, either through the Athletics Department or SCU's Drahmann Advising and Learning Resources Center, is available and free of charge to all student-athletes.

B. Policies

1. Freshmen
  - a. Meet with the Athletic Academic Support Coordinator to receive information about policies and support services.
  - b. Academic progress reports will be sent to all professors at midterm.
  - c. Six (6) hours of supervised study time with tutorial assistance will be required for all incoming freshmen for their first two (2) quarters at Santa Clara University. If the freshman student-athlete achieves a 3.0 or higher, they will be afforded an opportunity to forego this six (6) hour requirement for their third quarter in residence. If they do not achieve at least a

2.5 grade point average, they will be required to meet with the academic support coordinator to devise a study plan to include at least eight (8) hours of academic support.

2. Transfers

- a. Meet with the Academic Support Coordinator to receive information about policies and support services.
- b. Academic progress reports will be sent to all professors at midterm.
- c. Supervised study time with tutorial assistance will be required for most transfers depending upon incoming grades and test scores.

3. Continuing Student-Athletes

Academic status will be re-evaluated at the conclusion of each quarter. Poor class attendance or progress report data may lead to new or additional academic support involvement during the quarter and/or possible suspension of priority enrollment privileges.

4. Travel

Student-athletes must study with your coach or coach's designee on a trip if travel interferes with supervised study hours. A student-athlete and coach will each sign a Travel Study Log form. Student-athletes must submit the form to the Academic Support Coordinator within one week of your return for to obtain credit for Study Hall hours.

5. Illness/Injury/Surgery

Student-athletes must notify the Academic Support Coordinator when illness or injury prevents Study Hall attendance. Failure to do so will result in extra supervised study time.

6. Missed Academic Support Commitment

- a. First time: extra supervised study time (coach notified)
- b. Second time: meeting with coach/Academic Support to devise Student-Athlete contract.

7. University Minimums to Determine Class Standing:

STATUS	MINIMUM UNITS NEEDED	PROBLEM STATUS
Sophomore	44	36
Junior	88	76
Senior	131	115

If you are below the minimum, you may not be able to register for specific classes.

8. Faculty Advisor

Each student at the university is assigned a Faculty Advisor for academic counseling.

***This person is your primary source of academic advising*** and will assist you with: program planning each quarter, major selection, general education requirements, degree planning, postgraduate work and all other academic matters. The College of Arts and Sciences provides additional core curriculum advising. If you have any questions regarding your advisor or need academic assistance, contact the Academic Support Coordinator.

9. Priority Registration

Beginning Winter, 2003, all eligible student-athletes in their competitive NCAA season will be given priority registration to avoid conflicts with practice sessions and intercollegiate events, as long as they have observed all relevant academic policies and procedure. This process is handled by the Student Records Office. Students with outstanding balances on their student accounts will not be granted priority registration.

## VI. AWARDS

### A. Policies

Student-athletes earn athletic awards based on official participation with an intercollegiate team during the academic year. The following are the athletic awards earned for each subsequent year of official participation:

1 Year = Block SC	3 Years = Letterman's Blanket
2 Years = Varsity Mug	4 Years = Letterman's Ring

\*Student-athletes are considered to have completed "official participation" annually if they have participated in at least 50% of their teams' competitions and they remain on the official team roster until the end of the season. Head coaches may also request awards to be issued to student-athletes who do not meet these requirements.

Awards must be requested in writing by the head coach of each program at the end of the academic year for an award to be issued by the Department of Athletics. After one year, if a qualifying student-athlete wishes to claim an award, the student-athlete will have to cover the expense. Changes, alterations, enhancements or upgrades to awards cannot be paid for by the Athletics Department.

## VII. STUDENT-ATHLETE LEADERSHIP COUNCIL (SALC)

The Student-Athlete Leadership Council is an advisory committee made up of athlete representatives from each team. The Council is chaired by a current student and meets at least twice each quarter. The purpose of the Council is to help ensure that the policies and practices of the Athletic Department are consistent with the NCAA principle of student-athlete welfare, and that the services provided help promote the physical and educational well-being of student-athletes. For more information about the Student-Athlete Leadership Council, contact your sport's representative or the Director of Compliance.

## VIII. EXTERNAL SERVICES

The External Services department is comprised of two key components: Media Relations, which handles all sports information duties, and Bronco Athletics Marketing, which is responsible for the overall marketing vision of the athletic department, corporate partnerships, promotions, and community outreach.

### Media Relations (Sports Information)

The primary function of the Media Relations Office is to promote or publicize varsity sports through local, regional and national media, as well as hometown news outlets. Another purpose is to assist you, the student-athlete, in working with the media and community groups. This office is equipped to "coach" student-athletes with regard to interviews by newspaper writers or radio, television announcers and the public.

This office edits all programs, media guides, press releases and story ideas for SCU's sports programs, as well as keeping statistics, maintaining records and helping coordinate the department's publicity function. Media relations is also chiefly responsible for developing and maintaining the content that appears on our official athletic department website [www.SantaClaraBroncos.com](http://www.SantaClaraBroncos.com).

### Bronco Athletics Marketing

#### **Marketing & Corporate Partnerships**

The chief goal of athletic marketing efforts is to promote Santa Clara Athletics locally, regionally and nationally. The marketing department works to increase the visibility of Santa Clara University teams and athletes through posters, media guides, schedule cards, our website and a variety of other events and promotional activities. Corporate Partnerships are solicited with

businesses and organizations in the community to provide additional financial support for Santa Clara Athletics and to enhance the relationship between the university and key community organizations.

## **Promotions**

The goals of athletic promotions are to enhance the game atmosphere at all Santa Clara intercollegiate sporting events and to encourage attendance. Bronco Athletics Marketing works with coaches to develop a comprehensive promotions schedule for home games of all ticketed sports, as well as promoting key events for non-ticketed sports. Promotions includes ticket incentives, special group and theme nights, half-time and time-out contests, and post-game autograph sessions.

Athletes will be asked to help promote their sport in various ways on and off campus. Athletes may be asked to distribute posters and schedule cards in the community during the preseason, put up fliers in their residences, distribute fliers in Benson Memorial Center to help promote events to fellow students, and participate in postgame autograph sessions.

## **IX. COMMUNITY OUTREACH**

Both Santa Clara University and the Department of Athletics and Recreation have a strong commitment to community service and community involvement. Santa Clara Athletes participate in a wide range of activities including some of the following:

- Speaking engagements and visits to local elementary and middle schools.
- Appearances at various community fundraisers and events.
- Providing instruction at clinics for students from local schools and community organizations.
- Read to Exceed – Santa Clara University participates in the national program called Read to Exceed, which sends student-athletes out to local schools to read to children.
- Christmas in April, Habitat for Humanity and community clean up projects.
- Student-Athlete for a Day – Young elementary school students spend a day at Santa Clara experiencing a day in the life of a Santa Clara athlete.

Athletes can become involved in community outreach projects in various ways. The Associate Athletics Director for Compliance and Student Services in conjunction with the Student-Athlete Leadership Council and Academic Support Coordinator will schedule various projects and events throughout the year, and will keep coaches informed about opportunities for their athletes.

## **X. BRONCO BENCH FOUNDATION**

- A. Athletically-related scholarships are funded in part by donations made to the Bronco Bench Foundation. Alumni, parents and members of the community are all encouraged to join.
- B. Athletic teams will become involved in phone-a-thons during fund drives and often asked to assist at special events.
- C. New members or persons requesting information about how they can support the Broncos should be referred to the Bronco Bench Office (554-5577).

## **XI STUDENT-ATHLETE SURVEYS AND EXIT INTERVIEWS**

Student-athlete input is extremely important to the Athletics Department. In order to gather feedback regarding the quality of their experience at Santa Clara during the preceding season, the department will survey student-athletes each year. Information gathered from the surveys will remain confidential, and responses will not be able to be connected to individuals. Every student-athlete is strongly encouraged to participate in the survey.

Student-athletes leaving the intercollegiate athletics program will have an exit interview with a designated member of the administrative staff. A written questionnaire or an oral interview will be used to review the athlete's experiences at SCU as well as solicit ideas for improving programs and services.

## **XII DISCIPLINE OF STUDENT-ATHLETES**

#### A. Personal Conduct

1. Student-athlete personal conduct is guided first and foremost by the University Student Conduct Code applicable to all students.
2. The student-athlete is subject to the athletic training rules pertaining to a particular sport as established by coaches and the Athletics Department. Coaches will also suggest the personal appearance, private behavior and personal association or group membership of team members as required by the WCC, NCAA and coaching philosophy. Each coach will inform the athlete of his/her expectations concerning training rules and personal conduct. Rules and the possible penalties will not be so detailed that there is no room for considering the circumstances under which an infraction occurred. The coach and team members should come to an understanding about any issues relating to training rules.
3. **Hazing and team initiations are strictly prohibited.** Hazing is defined as any act or tradition that endangers the physical, mental or emotional well-being; violates a city, county, state or national law; is mentally or physically degrading; or requires a personal or menial task of a “rookie” and/or team member, either privately or publicly. Severe penalties will be imposed by the Athletic Administration on any team and/or individual that participates in hazing activities. Penalties may include, but are not limited to suspension, ineligibility for support services, reduction or cancellation of financial aid, forfeiture of contests and/or removal from team.

#### B. Conduct in Public

1. A student-athlete is a public figure. Conduct both on and off the field reflects on teammates, coaches, and the institution as well as the individual. Misdemeanor and/or felony convictions are considered just cause for removal from a team.
2. A student-athlete is expected to conduct himself/herself in a sportsmanlike manner during competition and an exemplary fashion at all other times.
3. A student-athlete will dress in an appropriate manner at all times when representing the University.

#### C. Infractions of Athletics Department Rules

Coaches and Athletics Administrators may impose penalties for the violation of Department rules or policies. Penalties will be in addition to those imposed by other departments of the University and may include, but are not limited to, suspension, ineligibility for support services, reduction or cancellation of financial aid, forfeiture of contests and/or removal from team. .

### XIII. SPORTS MEDICINE, PHYSICALS, INSURANCE

#### A. Introduction

Santa Clara University Athletics Department is concerned with the health and well-being of its athletes. For this reason, the Athletics Department has made provisions to assure that the medical needs of each student-athlete are taken care of. A medical information packet is given to every individual who will be participating in intercollegiate athletics at Santa Clara University. Its purpose is to inform the student-athlete of the medical care and insurance benefits available to them and also provide the medical staff with valuable information. You will be asked to sign a statement indicating that you have read and understood the information during a mandatory medical orientation meeting conducted prior to your team’s first practice.

#### B. Facilities and Medical Personnel

The Sports Medicine Center, located in Leavey Center, conducts the evaluation, treatment, and rehabilitation of all athletic injuries incurred by student-athletes. The training room is staffed by three full-time Certified Athletic Trainers

and one part-time intern. The trainers work with the team physician, who is an orthopedic surgeon, specializing in the field of sports medicine. A close working relationship also exists between the training room staff and the physician and nurses at the campus Cowell Health Center. The Sports Medicine Department maintains a list of medical specialists in the Santa Clara area who are used in referrals when special needs arise.

#### C. The Responsibilities of the Athlete

In order that all athletes receive full medical benefits from the medical personnel, treatment facilities, and the University's Athletic Accident Insurance policy, certain procedures must be followed.

1. **All athletes are required to be medically cleared on a yearly basis**, prior to any participation in supervised tryouts, practices, games or events.
2. When an athlete is injured he or she must immediately notify the trainer of the injury, no matter how minor it may appear at the time. In order to be eligible for coverage under the Athletic Accident Medical Insurance policy, the athlete must consult the Athletic Training Staff prior to seeking medical attention.
3. In the case of extreme emergencies the student may take the necessary action and seek appropriate medical attention to protect his or her welfare. The Athletic Trainer must be notified within 48 hours.

#### D. Accident Medical Insurance Overview

##### 1. Basic Coverage

The basic athletics injury insurance plan was developed to coordinate the NCAA Lifetime Catastrophic Athletics insurance program. This policy covers student-athletes, cheerleaders, student managers and student trainers of enrolled NCAA member institutions for bodily injury (not excluded by the policy) sustained by any such person while participating in intercollegiate sports (including participation in scheduled games, supervised practice sessions and authorized group or team travel to and from such events) both at home campus and when away from home campus during institution-sponsored events. Athletic Medical Insurance Company will not be responsible for any pre-existing injury which occurred prior to matriculation at Santa Clara University. Also, any operation which may be necessary as a result of said injury is not covered.

##### 2. Basic Benefits

- a. 100% of covered medical and dental expenses incurred by an insured person within two years of and as a result of injury sustained in a covered accident, subject to the deductible selected by Santa Clara and a \$65,000 maximum benefit per injury. Coverage will be effective after the deductible has been satisfied on an excess basis (i.e. for covered expenses not covered by any other valid and collectible insurance).
- b. A standard Accidental Death and Dismemberment benefit of \$10,000 is provided.
- c. There are no specific dollar limits on dental expenses to sound teeth, room and board charges (up to the hospital's standard semi-private room rate), and surgical charges (provided they are reasonable and customary for the locale), other than the overall \$65,000 maximum.

##### 3. Lifetime Catastrophic Coverage

The NCAA Lifetime Catastrophic Injury Program ([www.ncaa.org/insurance/catastrophic.html](http://www.ncaa.org/insurance/catastrophic.html)) is designed to cover catastrophic injury costs which exceed:

- a. the limits of regular athletics accident coverage in either dollar amount (\$65,000) or benefit period (two years), and
- b. the deductible amount, provided such costs are not reimbursable from any other sources.

#### 4. Lifetime Catastrophic Benefits

Lifetime Catastrophic Benefits become payable when one of the following events occurs:

- a. \$65,000 of medical, dental and/or rehabilitation expenses are incurred within two years of the date of a covered accident by an insured person for injury sustained in such an accident; or
- b. the injuries sustained in a covered accident result in the entire and irrecoverable loss of speech, or hearing in both ears, or sight in both eyes, or use of two or more limbs, or severely diminished mental capacity due to neurological injury.
- c. The benefits include:
  - i. Lifetime rehabilitation, medical, and dental expenses with a maximum benefit amount of \$20,000,000.00.
  - ii. Lifetime loss of earnings, if totally disabled. Benefit payments provide up to \$2,000 each month for a maximum of 26 weeks to an immediate family member.
  - iii. Special Expense Benefit for reasonable expenses required for home remodeling, special vehicle adaptation, ramps, elevators, etc.
  - iv. Additional insurance coverage of a combined lifetime maximum of \$100,000 for medical expenses for all illness or injury which occur or develop after the initial catastrophic injury.
  - v. Up to a lifetime maximum of \$50,000 for family adjustment expenses, such as family counseling, parental travel, rehabilitation training, and/or spouse or parents loss of earnings.
  - vi. \$10,000 Accidental Death Benefit should the catastrophically injured participant die as a result of the covered accident within 12 months following the date of the injury.
  - vii. All catastrophically injured student-athletes and their families are personally assisted by assigned case managers.
  - viii. Special assimilation/rehabilitation benefit of \$50,000 for spinal cord or closed-head injuries.
  - ix. Home health care benefits up to \$100,000 for home care, such as a Registered Nurse or special therapies.
  - x. The full cost of attendance to complete the undergraduate degree with lifetime maximum of \$60,000.

*Note: Catastrophic Insurance Premium is paid by the NCAA.*

#### 5. Athletic Accident Medical Coverage Information

- a. Athletes who sustain non-athletic injuries during non-NCAA sanctioned, unsupervised, unscheduled activities during the Traditional or non-Traditional season will be sent to Cowell Health Center, and then referred from there to the appropriate medical provider. Direct referral to medical providers for non-athletic related injuries or illness is not given by the Athletic Department. The financial responsibility for any incurred medical expenses belongs solely to the athlete, and is not covered by athletic University insurance.

- b. If a non-athletic injury should occur during the traditional season, every attempt will be made, after the initial referral process to Cowell Health Center, to treat said injury in the Training Room in order to return the athlete to participation as soon as possible. Any treatment will be on an as time permits basis, and there is no guarantee of treatment. Non-athletic injuries occurring outside of the Traditional season will not be cared for by the Training Room in other than emergency situations.
- c. **In the event that the procedures outlined in the Responsibilities of the Athlete section are not followed (i.e. athlete is not medically cleared or treatment is received prior to notification of the trainer), the Athletic Accident Medical Insurance company may not be held responsible.**

#### XIV. ALCOHOL/SUBSTANCE ABUSE AND EATING DISORDERS

- A. Student-athlete conduct is guided by the University Alcohol Policy applicable to all students.
- B. Regardless of age, there is to be no consumption of alcohol or other drug-related substances by student-athletes while representing the University in an athletics event. Each coach will develop training rules regarding the use of alcohol in and out of season.
- C. If a student-athlete is suspected of substance abuse, they will be referred to on-campus counseling services. The extent of sanction, counseling and/or treatment will be determined by the coach, athletics administrator and the counselor, and shall be mandatory for continued participation on a team.
- D. The use of tobacco products by players, coaches and game officials in all sports during practice and competition is prohibited.
- E. All athletics teams will be involved in annual Health and Wellness educational sessions. These sessions are mandatory for all student-athletes.
- F. Student-athletes with disordered eating may seek assistance individually, or may be referred to the Santa Clara University Disordered Eating Program, (“SCUDEP”) through the following means: self-referral, athletic trainers, coaches, Cowell Student Health Center, third party members such as teammates, family members, and team physicians and medical services providers. A description of this program and the related policies are attached hereto as Appendix B.

#### XV. TRAVEL

- A. Team Travel

Team members must travel to and from away events via transportation provided for them by the University. Teams will travel to events at the same time, and return directly to the campus following said events. NCAA rules require that teams or individual student-athletes cannot leave campus more than 48 hours before away contests and must return to campus within 36 hours of the conclusion of competition.

- B. Independent Travel

Independent travel to and from events and the use of personal vehicles is discouraged and must be approved by the Athletics Department. Please note that NCAA regulations expressly prohibit reimbursement of student-athletes for gas money.

- C. Vehicle Insurance

University vehicles are covered by auto insurance if the vehicle is driven with the permission of the University. Personal vehicles used with the Athletics Department’s approval shall be covered by owner’s auto insurance. All

students using their own vehicle to transport themselves or fellow athletes are required to carry liability insurance. The student's insurance serves as the primary indemnification in any loss situation.

D. Drivers

Drivers of University vehicles shall be employees or designated volunteers of the University. Drivers of both University vehicles and personal vehicles used in the transport of team members shall have a currently valid driver's license and an acceptable DMV driving record.

E. Personal Items

The University is not responsible for any personal items that are lost, stolen or damaged while traveling for intercollegiate events. Losses of personal goods and personal deductibles are the sole responsibility of the student-athlete and his or her insurer.

## **XVI. USE OF FACILITIES**

A. Athletic Complex is comprised of the Leavey Center, Buck Shaw Stadium, Tennis Center, Malley Center, Stanton Field, Leavey Pool and Bellomy Field.

B. For practices, games, and the training room, the Leavey Center should be entered via the loading dock door (the old "airlock"). Student-athletes must have their access card to enter.

C. Student-athletes must use the Leavey Center Weight Room for all team weight training sessions. Access Cards must be used for entrance to the Weight Room at all times (team or individual training sessions). Student-athletes who use the Malley Center Weight Room on their own time are to treat the Malley staff with the highest level of respect at all times and follow all building rules and regulations.

D. Student-athletes are expected to conduct themselves in a responsible and reasonable manner and show courtesy to other teams in all practice areas.

E. Student-athletes are expected to keep dressing rooms, team meeting rooms, training room and all practice/competition areas in order (tape, trash, equipment, etc.). To conserve energy, the last person out of the team room is to turn off all lights.

F. Players are to assume responsibility in the Weight Room for all equipment used and return all equipment to their appropriate racks.

G. Black-soled shoes are not allowed on hardwood courts or at the Tennis Center.

H. Cleats are to be removed and cleaned before entering the Leavey Center or any other indoor venue.

I. Athletes are expected to follow all University parking rules and regulations regarding the parking areas around the Athletic Complex.

## **XVII. EQUIPMENT, UNIFORMS AND EQUIPMENT ROOM**

A. Equipment provided by the University shall be based on specific needs of each sport. All University equipment must be checked out and then returned at the end of the season.

To be authorized for equipment issue, a student-athlete must be:

1. Certified as eligible for participation by the Assistant Athletic Director for Compliance.
2. Cleared medically by the Sports Medicine Department.

B. Student-athletes are responsible for payment of any non-returned, lost, stolen or damaged items and will be ineligible if items are not returned or paid for to the Athletic Department. Any items not returned will be billed to the

student-athlete's University account. It is possible that this will result in students not being able to obtain official transcripts or diplomas.

C. The Equipment Room provides practice and game gear laundry service for Women's Basketball, Softball, Soccer and Volleyball and Men's Baseball, Basketball and Soccer teams; assists with minor equipment needs, and provides support to coaches and team managers.

D. Hours of operation for the Equipment Room are posted at each of the entrances. Student-athletes should use the front door/roll-up window for service. The back doors (toward the Training Room) should be used only for depositing dirty laundry nets through the door shoots.

E. Student-athletes are not to enter the Equipment Room unless accompanied by a coach, team manager and/or Equipment Room Attendant.

F. To receive laundry service, student-athletes are to:

1. Turn in net through laundry shoot after each practice and/or game. Make sure the net is securely pinned.
2. Nets turned in more than one-half hour after practice are not guaranteed to be washed with the other team members' nets and/or returned before the next practice.
3. Equipment Room staff will return cleaned nets to team rooms and hang them at the players' lockers. Any loose gear (i.e. socks, shorts, etc.) will be placed in the center of the team room.

G. The Equipment Room provides:

1. Towels. To receive a clean towel, the student-athlete must return a dirty towel. Training Room towels and white towels will not be accepted.
2. Soap bars.
3. Pad Locks for lockers. If combination is forgotten, it can be retrieved through the players' team coach or the Equipment Room attendant.
4. Assistance with minor equipment needs or missing gear, as directed by the Head Coach.

## **XVIII. INTRAMURAL PARTICIPATION**

A. Athletes may not at any time during the year of their intercollegiate participation, take part in intramurals in their sport.

B. In-season athletes cannot participate in any IM sports during their season, and for the remainder of that quarter. This includes redshirts, reserve squads, JV's, or individuals who quit, were suspended or injured.

C. Intramural teams are limited to two former/current intercollegiate athletes, out of season. Such players must participate in the highest level of Intramural participation, and obtain written approval from the Intramural Director prior to the sign-up day. Former athletes cannot participate in their former intercollegiate sport on the intramural level.

## **XIX. NONDISCRIMINATION POLICY**

Santa Clara University does not discriminate on the basis of race, color, national and/or ethnic origin, sex, marital status, sexual orientation, handicap/disability, religion, veteran's status, or age in the administration of any of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered policies and programs, as well as employment-related policies and activities.

Inquiries regarding equal opportunity policies, the filing of grievances, or requests for a copy of the grievance procedures covering discrimination and harassment complaints should be directed to:

Director  
Affirmative Action Office  
SCU Title IX Compliance Officer  
Walsh Administration Bldg.  
(408) 554-4113

## XX. GRIEVANCES

### A. Procedures For Redress of Grievances

1. Academically-based
  - a. If the student-athlete alleges a violation of student rights in an academic matter, he/she may seek redress under the procedures set forth by the appropriate academic office.
2. Athletically-based
  - a. If the athlete protests the suspension or other penalty imposed by a coach, or alleges any violation of student rights, he/she should ask for a meeting with the coach.
  - b. If no agreement is reached between the coach and the athlete, he/she may ask for a meeting with the Athletics Director.
  - c. If no agreement is reached with the Athletics Director, the athlete may then have a hearing before an Appeal Panel.

### B. Appeal Hearing Procedures for non-NCAA issues

1. Composition  
The Appeal Panel will consist of:
  - a. The Vice Provost for Student Affairs or his designated representative
  - b. Two student-athletes
  - c. Two coaches of sports other than that at issue
  - d. Two faculty or staff members
2. Hearing Procedure
  - a. The Appeal Panel shall hold a formal hearing to receive evidence on the matter. The parties may appear at the hearing and may be assisted and represented by an advisor of their choosing.
  - b. The parties may offer such witnesses and other evidence as they desire and shall produce such additional evidence as the Panel deems necessary to an understanding and determination of the issue.
  - c. The Panel shall be the judge of the relevancy and materiality of the evidence presented.
3. Ruling
  - a. Within 10 days after the conclusion of the hearing, the Appeal Panel shall render a decision, by a majority vote of its members, lifting or sustaining the suspension or penalty imposed.
  - b. This decision shall be reported to the parties in writing. The decision of the Appeal Panel will be final.

### C. Procedures for Reporting Incidents of Physical, Verbal or Mental Abuse by Coaches

The University does not tolerate physical, verbal or mental abuse by its staff members toward students. If you encounter such abuse by a member of the Athletic Department coaching staff, your first step is to report the incident to the Director of Athletics.

The Athletics Department then has two options, depending upon your request for or waiving of confidentiality.

1. Confidentiality Requested—The Athletics Director will discuss the incident with the coach(es) involved and make every effort to prevent further occurrences. However, without a formal complaint, no disciplinary action will be taken and the incident will not be recorded in the coach(es) personnel file.

2. Confidentiality Waived—An official complaint must be filed in writing to the Athletic Director. The director will investigate the incident and follow proper University conduct/disciplinary policies for staff members. If validated, the incident will be kept on record and placed in the coach(es) permanent personnel file. The Athletics Department will take measures to insure that negative repercussions and retaliation toward the athlete(s) does not occur.

#### D. Transfer Appeals

Pursuant to NCAA Bylaw 14.5.5.2.10, when a student-athlete has been denied a release, upon request, Santa Clara University will provide a hearing opportunity. This proceeding will be heard by a panel (hereinafter “Panel”) consisting of no less than three (3) members, including the Faculty Athletic Representative, who will serve as chair, a representative of the Office of the Dean of Student Life, and member(s) of the Santa Clara University faculty or staff. The Associate Athletic Director for Compliance and Student-Services (hereinafter “Compliance Coordinator”) will provide procedural guidance to this Panel and all relevant participants.

#### Statement of Intent

Should the student-athlete determine that he or she would like to exercise this option, he or she must file a Statement of Intent, (to be obtained from the Compliance Coordinator), with the Compliance Coordinator. Upon receipt, the Compliance Coordinator will answer the student-athlete’s procedural questions. Following this communication, the Compliance Coordinator in conjunction with the Panel will make a good faith effort to arrange the hearing within a reasonable time period and will notify the student-athlete of the location and time via telephonic communication.

#### Supporting Documentation

The Statement of Intent will be provided to members of the Panel hearing the appeal. Further, the student-athlete will be given an opportunity to present supporting documentation to the Panel, if such material is provided 48 hours prior to the hearing date to the Compliance Coordinator. The Compliance Coordinator will disseminate this evidence to the Panel, in addition to the relevant NCAA bylaw and other pertinent information. The student-athlete should be cognizant that the involved coach may also exercise this option.

#### Hearing Participants

The hearing will be conducted by the Faculty Athletic Representative. Both the student-athlete and the coach will be individually afforded time to discuss the merits of their respective case in front of members of the Panel. The following individuals may also be in attendance: the Director of Athletics and Recreation and the Sport Administrator. It is permissible for parents of the involved student-athlete to be present during the student-athlete’s testimony only. Further, if the student-athlete is under the age of majority, (18 years of age at the time of the hearing), the parents of the student-athlete will be provided an opportunity to present oral testimony. For those student-athletes over the age of majority, it will be the chair’s decision to determine, in the interest of time, whether the parents will be invited to present oral testimony.

After oral presentations by all relevant parties, the Panel will review all evidence presented, and deliberate until a decision is reached. This decision by the Panel will be considered final. The decision will be forwarded to the Director of Athletics and Recreation who will then issue the Panel’s written decision within one (1) week via U.S. Mail to all involved parties.

#### E. Non-Renewal of Grant-In-Aid Appeal

Pursuant to NCAA Bylaw 15.3.5.1, when a student-athlete has been notified that his or her grant-in-aid will not be renewed for the following academic year, upon request, Santa Clara University will provide a hearing opportunity. This proceeding will be heard by a panel (hereinafter “Panel”) consisting of no less than three (3) members, including the Faculty Athletic Representative, who will serve as chair, a representative of the Office of the Dean of Enrollment Services<sup>1</sup>, and member(s) of the Santa Clara University faculty or staff.

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<sup>1</sup> The Office of Enrollment Services oversees the Financial Aid Office.

The Associate Athletic Director for Compliance and Student-Services (hereinafter “Compliance Coordinator”) will provide procedural guidance to this Panel and all relevant participants.

### **Statement of Intent**

Should the student-athlete determine that he or she would like to exercise this option, he or she must file a Statement of Intent, (to be obtained from the Compliance Coordinator), with the Compliance Coordinator. Upon receipt, the Compliance Coordinator will answer the student-athlete’s procedural questions. Following this communication, the Compliance Coordinator in conjunction with the Panel will make a good faith effort to arrange the hearing within a reasonable time period and will notify the student-athlete of the location and time via telephonic communication.

### **Supporting Documentation**

The Statement of Intent will be provided to members of the Panel hearing the appeal. Further, the student-athlete will be given an opportunity to present supporting documentation to the Panel, if such material is provided 48 hours prior to the hearing date to the Compliance Coordinator. The Compliance Coordinator will disseminate this evidence to the Panel, in addition to the relevant NCAA bylaw and other pertinent information. The student-athlete should be cognizant that the involved coach may also exercise this option.

### **Hearing Participants**

The hearing will be conducted by the Faculty Athletic Representative. Both the student-athlete and the coach will be individually afforded time to discuss the merits of their respective case in front of members of this Panel. The following individuals may also be in attendance: the Director of Athletics and Recreation and the Sport Administrator. It is permissible for parents of the involved student-athlete to be present during the student-athlete’s testimony only. Further, if the student-athlete is under the age of majority, (18 years of age at the time of the hearing), the parents of the student-athlete will be provided an opportunity to present oral testimony. For those student-athletes over the age of majority, it will be the chair’s decision to determine, in the interest of time, whether the parents will be invited to present oral testimony.

After oral presentations by all relevant parties, the Panel will review all evidence presented, and deliberate until a decision is reached. This decision by the Panel will be considered final. The decision will be forwarded to the Director of Athletics and Recreation who will then issue the Panel’s written decision within one (1) week via U.S. Mail to all involved parties.

## **XXI. EMERGENCY PROCEDURES**

This plan is designed to provide guidelines that will assist in a variety of emergency situations.

### **A. Earthquake**

1. Stay inside and advise others to do so. If possible, get under a desk or table, stay away from windows and glass, and watch for falling objects. Stay protected until shaking stops.
2. If outside, move away from all structures, especially light and utility poles.
3. After shaking stops, remain calm and help others to do so. Assist disabled persons and others needing assistance.
4. Buildings should be cleared via the nearest exit. All should congregate at the assembly areas located at the Northwest area outside the Leavey Center (where disabled ramp is located), or at the plaza in front of the Malley Center’s main entrance.
5. Do not return to the evacuated building until notified by University Facility, Athletic Facility or Fire Department personnel.

### **B. Fire**

1. If you discover a fire or smell smoke, call 911 or pull the nearest fire alarm box to activate the alarm. The City of Santa Clara Fire Department will respond, as will SCU Public Safety.
2. Allow fire personnel to fight any fire that is beyond the capability of portable fire extinguishers.
3. Remain calm and evacuate the building immediately. All should congregate at the assembly areas located at the Northwest area outside the Leavey Center (where disabled ramp is located), or at the plaza in front of the Malley Center’s main entrance, unless the fire affects these areas.
4. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles.

5. Do not return to the evacuated building until notified by University Facility, Athletic Facility or Fire Department personnel.
- C. Power Outage during non-event (practice, training, workouts, meetings, etc.)
1. The back-up generators will supply some light within the Leavey and Malley Centers. Activities should be able to continue, but if, at any time, activities appear unsafe, they should be stopped immediately.
  2. During non-daylight hours, the Leavey and Malley Centers may be used as shelters for the rest of the campus population, as determined by the University's Emergency Response System.
- D. Accident/Other Emergency
1. If immediate medical attention is necessary, tell someone to dial 911. If not life-threatening, please call SCU Public Safety at x4441. If during a practice or training session and not life-threatening, contact the Training Room.
  2. While waiting for assistance, keep the person calm. Try not to leave the person unattended.
  3. Assist medical personnel as needed and provide Public Safety with pertinent information needed for incident report, as needed.

## **XXII. ILLEGAL FILE SHARING**

As part of our educational and scholarly mission, Santa Clara University is committed to facilitating open access to information through our computer networks. However, we cannot facilitate violating the intellectual property rights of others via those networks. Sharing music, videos, software and other copyrighted works in violation of copyright laws is illegal and can expose you and the University to civil and criminal sanctions, as well as sanctions under Santa Clara University's policies.