

# STUDENT-ATHLETE HANDBOOK

## GRACELAND UNIVERSITY

### TABLE OF CONTENTS

• Welcome – Athletic Director	2
• Purpose Of The Student-Athlete Handbook	2
• Academics	5
• Alcohol, Tobacco And Drugs and Junior Varsity Programs	7
• Appendices	15
• Athletic Awards	10
• Athletic Department Mission Statement	3
• Athletic Equipment Rules	9
• Athletic Training Rules	8
• Captains	4
• Champions of Character Committee	4
• Club And Intramural Sports	12
• Conference Affiliation/National Governing Body	2
• Dual Sport Athletes	12
• Graceland University Athletic Department Directory	14
• Graceland University Mission Statement	3
• Grievance Procedures	5
• Gym Rules For Practices	9
• Insurance Coverage	8
• Intercollegiate Sport Offerings/Varsity	3
• NAIA Champions of Character	12
• NAIA Eligibility Rules	11
• Scholarship/Financial Aid	13
• Sports Information	12
• Student-Athlete Letter Of Intent	11
• Student-Athlete Responsibilities	4
• Team Selection	8
• Team Travel	12

## **WELCOME**

**On behalf of the Athletic department I would like to welcome you to Graceland University and congratulate you in your selection to participate in intercollegiate athletics. This is an added “Graceland Experience” so that our student-athletes can be involved in promoting the five core values of the NAIA: *respect, integrity, responsibility, servant leadership and sportsmanship*. In addition, it is my hope that each student-athlete will share their talents and leadership abilities with their teammates, coaches and the Graceland community!! Gooooooooooooo YELLOWJACKETS!!!**

**Dan Hanton  
Director of Athletics**

### **Purpose of the Student-Athlete Handbook**

**This handbook is designed to provide you, as a member of an intercollegiate team at Graceland University, a quick guide of information regarding Graceland University, NAIA, HAAC and in particular the Athletic department’s policies, guidelines, regulations and operating procedures. This handbook is NOT intended to be a complete resource of information. However, it will cover the essentials to getting your “Graceland Experience” started within the athletic department. Please refer to your student handbook and the University’s academic regulations for further information.**

### **Conference Affiliation/National Governing Body**

**We are a member of the National Association of Intercollegiate Athletics (NAIA). Graceland University competes at the Division I and II of NAIA and Heart of America Athletic Conference (HAAC). There are 11 members of the HAAC:**

<b>Avila University</b>	<b>Kansas City, Missouri</b>
<b>Baker University</b>	<b>Baldwin City, Kansas</b>
<b>Benedictine College</b>	<b>Atchison, Kansas</b>
<b>Central Methodist University</b>	<b>Fayette, Missouri</b>
<b>Culver-Stockton College</b>	<b>Canton, Missouri</b>
<b>Evangel University</b>	<b>Springfield, Missouri</b>
<b>Graceland University</b>	<b>Lamoni, Iowa</b>
<b>Lindenwood University</b>	<b>St. Charles, Missouri</b>
<b>MidAmerica Nazarene University</b>	<b>Olathe, Kansas</b>
<b>Missouri Valley College</b>	<b>Marshall, Missouri</b>
<b>William Jewell College</b>	<b>Liberty, Missouri</b>

## **SPORT OFFERINGS AT GRACELAND**

There are 17 varsity sports and 8 junior varsity sports offered at Graceland University. These sports include:

<b>Baseball</b>	<b>Varsity/Junior Varsity</b>	<b>Men</b>
<b>Basketball</b>	<b>Varsity/Junior Varsity</b>	<b>Men/Women</b>
<b>Cross Country</b>	<b>Varsity</b>	<b>Men/Women</b>
<b>Football</b>	<b>Varsity/Junior Varsity</b>	<b>Men</b>
<b>Golf</b>	<b>Varsity</b>	<b>Men/Women</b>
<b>Soccer</b>	<b>Varsity/Junior Varsity</b>	<b>Men/Women</b>
<b>Softball</b>	<b>Varsity</b>	<b>Women</b>
<b>Tennis</b>	<b>Varsity</b>	<b>Men/Women</b>
<b>Track</b>	<b>Varsity</b>	<b>Men/Women</b>
<b>Volleyball</b>	<b>Varsity/Junior Varsity</b>	<b>Women (2 JV)</b>

### **Graceland University Mission Statement**

Graceland creates learning communities where students develop their potential for meaningful and productive lives.

### **Athletic Department Mission Statement**

Graceland University athletic department's mission is to: Provide an atmosphere conducive to sustaining high levels of athletic and academic achievement. Therefore, emphasizing academic success as its priority while the student-athlete is also challenged to commit to excellence within their sport(s). In addition, each athletic program will strive to provide all student-athletes' regardless of race, culture, sex, religion and all inherent or learned human differences with opportunities to participate and be competitive within the Heart of America Athletic Conference (HAAC); as well as nationally as a member of the National Association of Intercollegiate Athletics (NAIA). Each program must adhere to rules, regulations and philosophy of the institution, HAAC and NAIA. Furthermore, athletic programs will offer equal opportunity to culturally diverse male and female student-athletes'. Every person involved with the institution: faculty, staff and students foster and represent our University with integrity, ethics, sportsmanship, character and an earned sense of pride in themselves, their teams and the University.

## **CHAMPIONS OF CHARACTER COMMITTEE**

### **Role**

**The role of the Champions of Character Committee is to serve as a liaison between the student-athletes' and the athletic department. This commitment is one monthly meeting with the understanding that other meetings will be set by the director of athletics, if necessary, for issues that need resolution before the next scheduled meeting. In addition, the Champions of Character Committee will advise the director of athletics on their opinion regarding NAIA, HAAC and institutional rules/regulations and policies. Each sport will be represented with at least one student-athlete that will be a member of the Champions of Character Committee. In order for other student-athlete's to be heard; the process will entail that particular student-athlete to submit a petition regarding their concern to the Champions of Character Committee, which will be placed on the monthly meeting agenda for discussion and resolution.**

### **Membership**

**The Champions of Character Committee is comprised of at least 17 student-athletes (one for each varsity sport); who represent their athletic team for one school year. There is also 1 representative from our student-athletic trainers. Appointments to the Champions of Character Committee are for one year; however, re-elections can occur up until graduation. Leadership of the Champions of Character Committee will consist of a Chairperson, Vice Chairperson and a Secretary. The facilitator of the group will be the Director of Athletics or Assignee.**

## **CAPTAINS OF SPORT TEAMS**

**The captain or co-captains of a team shall be selected by team members and/or coaching staff. They are responsible for the leadership of that team on and off the field/court. The responsibilities for each teams captain(s) is prescribed by the coaching staff.**

## **STUDENT-ATHLETE RESPONSIBILITIES**

**The athletic department at Graceland University expects the actions of its student-athletes, both on and off the playing field, to be a reflection of the values and traditions of the University. In addition, each student-athlete must be willing to adhere to the rules and regulations of the University and the Heart of America Conference (HAAC); the National Intercollegiate Athletic Association (NAIA) and their individual sport. You are expected to exemplify the standards of self-discipline, personal integrity and social responsibility. It is your duty to be a role model; one that follows the mission and vision of Graceland University.**

## Dress Code

Your personal behavior and appearance is a direct reflection on you, the Athletic Department and Graceland University. Therefore, it is vital that you look respectable when representing the University at home or at away events. Travel dress sweats are in lieu of dress clothes; however, it is recommended those student athletes always look their best by tucking shirts inside pants and having a proper advertisement on a t-shirt that is not offensive. Overall, each coach is responsible for the appearance of their squad(s).

## Unethical Conduct

Unethical conduct by an enrolled student-athlete may include, but is not limited to any behavior on or off campus that involve the following:

- a. Damage to property
- b. Injury of others
- c. Theft/Vandalism
- d. Conviction of DWI or MIP, drug use, trafficking in drugs and alcohol-drug contribution to minors
- e. Excessive rowdiness that involves the team (hazing/initiations)
- f. Harassment/intimidation

The consequences of such behavior may result in:

- a. Suspensions
- b. Release from the team
- c. Release from the University
- d. Loss of athletic aid
- e. Community service
- f. Therapy
- g. Any combination of the above

\*Decisions are made by the head coach with consultation from the Director of Athletics, who than reports to the Dean of Students.

## **GRIEVANCE PROCEDURES**

The Athletic department at Graceland is committed to a procedure which promotes fairness and ample opportunity for each student-athlete to appeal and resolve grievances. If you feel you have been treated unfairly you should first talk over your concerns with the Team Captain and solicit their advice and support. If this avenue is unhelpful or unsuccessful; you should then make every effort to communicate your feelings to your coach. The effort includes a resolution to your problem or concern. If there isn't an agreeable resolution with your coach then you may appeal to the Director of Athletics. If after presenting your complaint to the Director of Athletics and an impasse is reached, a final appeal may be made to the Dean of Students Office.

## **ACADEMICS**

### **General Statement**

**As a student-athlete your purpose for attending Graceland University is to achieve a quality education. Primarily this is facilitated through your responsibility of attending class and focusing on high academic goals. The athletic department at Graceland will assist you with your progression towards your degree. If you should have any academic difficulties please consult with your coach and academic advisor of your problem as soon as it occurs.**

### **Academic Standing**

**To be eligible to represent Graceland University in intercollegiate athletic competition, a student-athlete must be enrolled in a full-time program of studies; which is 12 semester hours or more. They must also be in good academic standing and maintain satisfactory progress toward a baccalaureate degree. The sport coaches in conjunction with the registrar's office will monitor your academic eligibility throughout the school year. Thus, if you drop below 12 credit hours; or, are not in good academic standing (on academic notice/restriction), and/or not making satisfactory progress towards your degree; you will be dropped from your team's roster immediately because you will be ineligible.**

### **Class Attendance**

**Students are expected to attend classes regularly, be punctual, and complete all work. The opportunity for making up, class work as a result of an excused absence is to be worked out between the instructor and the student at the student's initiative.**

**Excused absences include the following: (1) the student has contacted the faculty member prior to the absence due to a university sponsored activity, (2) the student has contacted the faculty member prior to the absence and the faculty member concurs that the absence is unavoidable and legitimate, and/or (3) the Dean of Students (or faculty member) determines that the student has missed classes/assignments due to factors beyond the student's control (i.e. illness, family misfortune, etc.) and the faculty member concurs.**

**All student-athletes are expected to inform instructors as to when they will miss classes due to competition. Graceland University Sponsored Activity/Excused Absence Form (Appendix A) is the athletic department form for use. This must be done one week in advance of the contest.**

**All other absences are considered unexcused, in which case the instructor is not obligated to provide an opportunity for making up class work for credit. (Graceland Catalog 2004-2005)**

### **Academic Monitoring System**

**The coaches within the athletic department are responsible for some form of academic monitoring. This could mean individual attention with respect to a system of monitoring or just a general requirement. That is, all coaches are required to facilitate the communications through a written release form between you and your professors when you leave for any off-**

campus event. However, each student-athlete must be responsible for understanding what each professor expects from their class absence and take responsibility for their own academic requirements.

## **ALCOHOL, TOBACCO, AND DRUGS**

The athletic department administration and coaching staff prohibit the use of alcohol, tobacco, or drugs by any student-athlete. Studies make it clear that these substances will have a negative affect on your athletic performance and that they endanger your safety and overall health as well.

Any student-athlete found to be using alcohol, tobacco, or drugs during their playing season will risk his or her option to participate in that sport and be subjected to University and Athletic department sanctions. The Champions Of Character Committee in consultation with the administration and coaches of the athletic department has established consequences for these substances.

It is both a privilege and a responsibility to be a member of a Graceland University athletic team. Graceland expects you to abide by and uphold the law in your personal conduct. The following will be the consequences for the use of these controlled substances while you are in-season (during your competition with other teams outside the University). “In season” is based on the NAIA rules that identify the number of weeks each sport will be competing and practicing.

### **IN-SEASON USE OF CONTROLLED SUBSTANCES:**

- Athletes will not be sanctioned solely on hearsay. It will be left up to the individual coaches’ discretion to approach a student-athlete in question.
- Any illegal use of controlled substance (alcohol, tobacco, drugs) will result in a suspension from athletic competition, enforced by the Director of Athletics, Coach and Graceland University officials.

#### **A. First Minor Offense:**

1. Meet with individual coach and director of athletics.
2. Suspension from 10% of the contests remaining in the season.

#### **B. Second Minor Offense or First Major Offense (such as contributing to the delinquency of a minor or driving while under the influence of alcohol):**

1. Suspension from 50% of the contests remaining in the season.

#### **C. Third Minor Offense or Second Major Offense:**

1. Suspended from the team for the balance of that academic year.
2. Suspension from the remainder of the season means suspension from all remaining contests. However, a “one game minimum” will be enforced even if it requires missing a contest in the next academic year.
3. Otherwise punishment will be only during the current season/academic year and will not carry over to other sports or seasons.
4. The student-athlete’s performance aid will be reviewed. Athletic aid may be withdrawn.

**\*Coaches and teams reserve the right to enforce rules more strict than the policy set forth. These rules will be set at the beginning of each season and it is recommended that each coach facilitate the communications of the policy to their squad(s).**

#### **OUT OF SEASON USE OF CONTROLLED SUBSTANCES**

- **Punishment for out-of-season use of controlled substances will be set forth by each team with their coach. Every team member will sign a contract agreeing to the rules set forth by their team. (Appendix B)**

#### **TESTING FOR DRUG, ALCOHOL AND CONTROLLED SUBSTANCES:**

**Coaches will be familiar with the Implementation Procedure and Testing Protocol. If a coach is suspicious of a student-athlete using drugs or alcohol and wants to initiate a test, the coach must: 1) Write a memo outlining the basis for suspicion and submit the memo to the Director of Athletics; 2) Meet with the Director of Athletics to determine if further investigation or other intervention is necessary.**

#### **TEAM SELECTION**

**The person/persons who would best represent Graceland University and the competitive nature of that particular sport should be selected according to their physical ability and willingness to uphold NAIA, HAAC and GU rules and regulations. The coach or designated official of the team has the authority to select whomever they feel best encompasses the attributes listed here. If a person fails to meet these expectations the coach or designated official has the authority to remove or replace the student-athlete.**

#### **ATHLETIC TRAINING POLICIES AND PROCEDURES**

##### **1. Paperwork needed to be cleared for participation**

**The following forms need to be filled out and turned in every year before a student-athlete is cleared to participate:**

- a. **Parent information, if dependent**
- b. **Medical history**
- c. **Risk waiver**
- d. **Physical**
- e. **Copy of their insurance card (all athletes must have insurance to participate)**  
**\*\*the parent information form and risk waiver form are attached.**

##### **2. Procedure to receive insurance coverage**

- a. Injury must be reported to the Athletic Trainer
- b. The injury must occur during an organized practice, game, or conditioning for sport program
- c. Doctor visits must be authorized by the athletic training staff
- d. The doctor's visit should be charged to the student-athlete's primary insurance first
- e. To file with Graceland's insurance, the athletic training room must receive an itemized bill and a form from the insurance company that explains what they have paid. If these steps are not followed GU's athletic insurance will not cover medical costs.

### 3. Coverage

There are 30 teams practicing during the year, with 3 athletic trainers and student athletic trainers, not every team will therefore have an athletic trainer present at every practice. The following criteria will be used to prioritize coverage:

- a. Varsity sport
- b. In-season (exception spring football)
- c. Injury rate for the sport (determined by the NCAA)
- d. Conference/Regional home events

## GENERAL ATHLETIC TRAINING RULES

1. No outdoor shoes in the athletic training room
2. Athletes need to shower before entering the athletic training room after each practice or competition
3. Towels need to stay in the room
4. An athlete does not sign in they will be listed as a "no-show"
5. Act respectful in the athletic training room

\*Wednesday nights – The athletic training room will close at 6:30 p.m.

## GYM RULES FOR PRACTICES

1. No practices or functions on Wednesday evenings from 6:00 to 9:00 p.m.
2. There are no scheduled practices or functions on Sunday mornings. Practices may start at 1:00pm.
3. All equipment usage must be put away completely before the next team's scheduled practice.
4. If weather problems; then all practice negotiations go through the scheduler of the gym and they will be scheduled according to in-season sport(s) with respects to priority. Thus, some teams not in-season may not get practice on that particular day.
5. No bikes, skateboards, roller blades, or scooters allowed.
6. Student-athlete's need to respect the basketball rims, by not hanging on the rims and not handling the protective pads. In addition they need to respect all equipment that may be in the gym; however not being in a closed stored area.

7. Court shoes at all times must be worn; during bad weather, wear clean shoes on the playing areas.
8. Coaches need to contact the Director of Athletics and security for unscheduled practices.
9. Intramurals need to return equipment to its' original area(s).
10. Be respectful of other coaches practice time with regards to noise and time. Simply, display professionalism at ALL times.

## **AWARDS/AWARDS BANQUET**

### **Banquets**

Each sport may hold its own awards banquet and may choose the type of award(s) they give for their prospective sport.

### **Awards**

NAIA and CoSida or specific national sport awards are facilitated through our sports information office. Listed below are the NAIA websites for specific sport awards.

### **Fall Sports**

#### **Cross Country**

<http://www.naia.org/xc/coachescorner/manual/index.html>

#### **Football**

<http://www.naia.org/football/coachescorner/manual/index.html>

#### **Women's Soccer**

<http://www.naia.org/wsoccer/coachescorner/manual/index.html>

#### **Men's Soccer**

<http://www.naia.org/msoccer/coachescorner/manual/index.html>

#### **Women's Volleyball**

<http://www.naia.org/volleyball/coachescorner/manual/index.html>

### **Winter Sports**

#### **Men's Basketball**

<http://www.naia.org/basketball/coachescorner/manual/2004/index.html>

#### **Women's Basketball**

<http://www.naia.org/basketball/coachescorner/manual/2004/women/index.html>

#### **Indoor Track**

<http://www.naia.org/track/itf/coachescorner/manual/index.html>

## **Spring Sports**

### **Baseball**

<http://www.naia.org/baseball/coachescorner/manual/index.html>

### **Softball**

<http://www.naia.org/softball/coachescorner/manual/04/index.html>

### **Men's Golf**

<http://www.naia.org/mgolf/coachescorner/manual/index.html>

### **Women's Golf**

<http://www.naia.org/wgolf/coachescorner/manual/index.html>

### **Tennis**

<http://www.naia.org/tennis/coachescorner/manual/index.html>

### **Outdoor Track**

<http://www.naia.org/track/itf/coachescorner/manual/index.html>

## **STUDENT-ATHLETE LETTER OF INTENT**

Each student-athlete will sign a “Letter of Intent” which recognizes their commitment to a Graceland University athletic team. Once the student-athlete signs this Letter and arrives on campus; they cannot talk with any other college recruiters unless released by the Director of Athletics at both Graceland and the college they wish to have contact with. The other responsibilities are outlined in the Letter of Intent which is located in Appendix C.

## **NAIA ELGIBILITY RULES**

1. Entering freshman must meet two of the three following criteria:
  - a. Achieve a minimum of 18 on the Enhanced ACT or an 860 on the SAT.
  - b. Have had a minimum of a 2.0 high school grade point average.
  - c. Have graduated in the top half of his/her high school graduating class.
2. Each athlete must be registered for at least 12 hours for the fall and spring semesters.
3. **IMPORTANT:** Dropping below 12 hours will render you ineligible. You must obtain your coach's approval to drop a course.
4. All student-athlete's must have passed 24 hours in the previous two semesters in order to be eligible. Up to 12 hours earned during the summer may be applied to the 24-hour rule.
5. Upon reaching your junior academic standing, you must have at least a 2.0 GPA.
6. To play a third season, you must have earned 48 hours; to play a fourth season, 72 hours.

- 7. Repeat Courses:** There are special rules, depending on the grade earned in the previous course as to whether or not it can be counted towards the 24-hour rule. Check with your coach for clarification.

## **SPORTS INFORMATION**

All sports schedules and information will be listed on the Graceland University Athletic website. ([www.gojackets.graceland.edu](http://www.gojackets.graceland.edu))

All new student-athletes are asked to complete a Media Release Form (Appendix D) provided by the Sports Information Department. This information will be used for the athletics website and media publications.

NAIA and CoSida (these awards are listed under the awards section of this handbook) or specific national sport awards are facilitated by the head coach of each sport. The Athletic department secretary will be available to access academic information and the SID (Sports Information Director) will provide statistics.

## **TEAM TRAVEL**

Chartered buses are the preferred mode of travel for very long distances (5 or 6 hours). And, the vans should be utilized for short distances. *A 15 passenger van will not carry any more than 9 riders.* For liability purposes, students cannot drive any vehicles unless they are on the list as drivers (which mean they have acquired a university clearance to drive).

## **DUAL SPORT ATHLETES**

Coaches are asked to adhere to the following Athletic Department policy:

**If a student-athlete is a dual sport athlete he/she will not be expected to attend mandatory out of season practices and conditioning. However, the student-athlete must be communicative to their out of season coach concerning their academic progress and expectations for off-season conditioning (while they are not in any sport activity).**

**If an athlete leaves (quits) a team, he/she will not be allowed to practice/play with another team until the original team's season is completed, including post season play.**

## **CLUB AND INTRAMURAL SPORTS**

A varsity student-athlete may compete in Club and Intramural sports on campus. Obviously, the intramural or club sport does not take precedence over their sport "in-season." In addition, the student-athlete must be cognizant of their sport coach's rules for curfew times the day before a game and their "day of game" activity since intramural sports are usually conducted after 9:00 p.m. Furthermore, some coaches may object to certain activities that could cause injury to the athlete. So, it is recommended that each student-athlete communicate with his/her coach about their desires to do club or intramural sport activities while they are "in-season."

## **NAIA CHAMPIONS OF CHARACTER**

**Since Graceland University adheres to the NAIA rules and regulations it also is an advocate for it's' promotion of "Champions of Character." Please read the information in Appendix E and then sign the pledge which promotes your commitment to the NAIA objectives within the "Champions of Character" model.**

## **SCHOLARSHIP/FINANCIAL AID**

**In order to achieve and maintain your athletic scholarship you must apply the FAFSA each year to the financial aid office. Upon your commitment to Graceland you have been assigned a financial aid counselor. Any questions about financial aid should be directed towards this counselor.**

**It is the practice of the Yellowjacket athletic department to offer and maintain scholarship awards through out your eligibility years. The NAIA allows five years of eligibility. Thus, unless you do not meet academic requirements; follow the Letter of Intent rules and regulations consistently; and/or break the law which would constitute that you not be allowed to participate in athletics or quit the sport, you will keep your athletic scholarship.**