

# **Soka University Athletics Student-Athlete Handbook**



**A STATEMENT OF POLICY AND GUIDELINES FOR PARTICIPANTS  
IN THE INTERCOLLEGIATE ATHLETICS PROGRAM**

**2011 - 2012**



## Welcome to Soka University's Intercollegiate Athletics!



The coaching staffs and administration are very excited to offer the opportunity to our Student-Athletes to continue their competitive careers while in college, and we look forward to providing you with the assets you'll need to be successful.

Intercollegiate Athletics is no different, and the same dedication, diligence, and work ethic you'll display in the classroom will be expected while representing the University in athletic competition.

### **Athletics & Recreation student learning outcomes are:**

- To understand that athletics, recreation, and leisure activities are important to a well-balanced lifestyle and integral to life-long learning
- To understand the value of practice and training, discipline and goal-setting, and competition and sportsmanship
- To enhance their health, wellness, and athletic ability
- To enhance their personal integrity, responsibility, and maturity
- To develop leadership skills in the context of a team and positive relationships with coaches
- To acquire skills in how to live an organized life and manage time, how to handle adversity and success, and how to represent SUA to others
- To become civically engaged through community service

You will also note that you are in a wholly unique situation as a Student-Athlete; you will be some of the privileged students in school history to wear the school's name, logos, and colors in public. You will represent the University in ways your fellow students will never have, and we hope you are looking forward to carrying such an honor.

With great opportunity also comes great responsibility. This is why we have assembled the Student-Athlete Handbook. We want to ensure you are fully aware of the rights and obligations with which you are associated as you participate as a member of the University's teams. Such communication is a requisite to uphold the values and traditions of the University, and for your protection as a Student-Athlete.

A comprehensive reading of the entire Handbook is required. The more familiar you are with the contents, the more you may take advantage of your unique position at the University. We also highly recommend keeping the Handbook nearby over the course of the year as a ready reference tool.

Please feel free to raise any questions or issues you may have once you've read the materials. We are always interested in improvement, and your feedback will be of great value to our department as we continue to grow.

Best of Luck this Season!



Michael Moore  
**Director of Athletics and Recreation**



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## Athletic Department Philosophy

### **Mission Statement**

The Soka University of America (SUA) Athletic Department is committed to providing a positive, challenging, competitive, and fair athletic experience that emphasizes the principles of personal integrity, sportsmanship, wellness, and fulfillment of the Student-Athlete's potential. These aims are achieved through attention to three general areas in the administration of its programs: 1) the role of Athletics in the academic setting; 2) the role of the Coach and the Department in the Student-Athlete's competitive experience; and 3) the health and welfare of the Student-Athlete.

SUA is a member of NAIA as such, we will be guided by the philosophy that athletics are an integral, but not the only, part of the overall educational experience of the Student-Athlete. The Department recognizes that participation in college athletics requires a significant commitment but seeks to ensure minimal interference with the Student-Athlete's academic schedule.

Additionally, SUA Athletics promotes amateurism and participant-oriented events in which the best interest of the Student-Athletes is foremost. The Department also places priority on programs which are in their traditional season of competition.

***The Department is committed to providing an environment and resources that allow teams and Student-Athletes to achieve success on a conference, regional, or national level. In that pursuit of excellence, however, the Department emphasizes sportsmanship and personal integrity and expects Student-Athletes, coaches, and other departmental personnel to act accordingly. SUA will also adhere very closely with NAIA bylaws and rules, so that this generation of Student-Athlete will set an appropriate tone for those to follow.***

Athletics is fully committed to the health and welfare of the Student-Athletes who participate on varsity athletic teams. To that end, the Department seeks to provide a safe environment by providing qualified sports medicine personnel, high standard athletic training facilities, peer education, and a support network that addresses the athletic, academic, and social concerns of student-athletes. The department also promotes a positive relationship between Student-Athletes and their coaches.

In accordance with Title IX of the Education Amendments Act of 1972, the Department is fully committed to the principles and practice of equal opportunity for men and women. In addition, Athletics is dedicated to creating an environment that values cultural and gender diversity and does not discriminate on the basis of gender, race, ethnicity, religion, sexual orientation, or socioeconomic status.

### **Vision Statement**

SUA Athletics seeks to become a premiere NAIA athletic program on a national level. We will accomplish this by offering our student-athletes the highest quality athletic experience available at any small college in the United States, providing fair and competitive opportunities. We will achieve that excellence by maintaining the highest quality facilities, coaching, and support for all of our athletic teams.

Additionally, the Athletic Department will contribute significantly to SUA in the areas of enrollment, retention, publicity, alumni relations, community relations, and fund raising.

**Specifically, the department looks to pursue excellence through the following:**

- Encouraging our student-athletes to succeed academically and graduate with strong GPAs, placing a minimum of 50% of all athletes on each semester's Scholar-Athlete roster (3.0 GPA or higher).
- Staffing the Athletic Department sufficiently to provide the best athletic experience possible for our student-athletes through a combination of national and regional searches to attract highly qualified candidates for all positions.
- Providing comprehensive services for our student-athletes to promote their personal, athletic, and academic growth in order to achieve their full potential. This will be accomplished by maintaining effective and visible Student-Athlete-Mentor programs, a strong presence from the Faculty Athletic Representative, and encouraging the use of other related services as provided by the University.
- Supporting teams so that they can be competitive among Universities of like size within Southern California, as well as regionally and nationally. This will occur through providing resources that enable coaches to recruit high quality student-athletes, supply appropriate and up-to-date equipment and facilities, and ensure safe, sufficient and comfortable travel, all equivalent to those at other top NAIA programs in the country.
- Recruiting and developing student-athletes who will contribute to the University community.
- Providing a challenging professional environment for Athletic Department staff.
- Continuing to expand and adjust to changes in the school environment, federal and state legislation, and the interests and abilities of our Student-Athletes.
- Maintaining and promoting an environment that values cultural diversity and gender equity among Student-Athletes and departmental staff.



**NAIA Philosophy**

The purpose of the National Association of Intercollegiate Athletics (NAIA) is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process.

The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and regional structure, and the benefits of membership in a national association.

The NAIA supports gender equity. Gender equity is an atmosphere and reality where fair distribution of overall athletic opportunity and resources, proportionate to enrollment, are available to women and men, and where no student-athlete, coach or athletics administrator is discriminated against in any way in the athletics program. That is to say, an athletics program is gender-equitable when the men's sports program would be pleased to accept as its own the overall participation opportunities and resources currently allocated to the women's sports program and vice versa.

## Athletic Staff Directory



<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>E-mail</u>
		<u>(949) 480-</u>	<u>@soka.edu</u>
<b>Boivin, Patrick</b>	Assistant Coach, Cross Country/Track	4329	pboivon
<b>Cano, Marine</b>	Soccer Director	4175	mcano
<b>Carrillo, Jenny</b>	Head Athletic Trainer	4449	jcarrillo
<b>Crossen, Adam</b>	Aquatics Director	4426	acrossen
<b>Crowell, Drew</b>	Assistant Coach, Aquatics	4343	acrowell
<b>Freeman, Gigi</b>	Track & Cross Country Director	4477	rfreeman
<b>Mazeroll, Anthony</b>	Faculty Athletic Representative	4056	amazeroll
<b>McLeish, Dave</b>	Assistant Coach, Soccer	4248	dmcleish
<b>Moore, Michael</b>	Athletics Director	4155	mmoore
<b>Paik, Joyce</b>	Sport Information Assistant	4148	jpaik
<b>Pryor, Erica</b>	Assistant Coach, Women's Soccer	4273	epryor
<b>Wetmore, Markus</b>	Facilities & Equipment Coordinator	4153	mwetmore

**Athletic Department Contact Information:**

**Soka University of America, Athletics**

1 University Drive  
Aliso Viejo, CA 92656

Phone: 949.480.4155

Fax: 949.480.4093



## Student-Athlete Services for Success



Because of its commitment to the welfare of Student-Athletes, Athletics will offer its full support to the academic process and the specific academic, health, economic and social assistance mechanisms provided by the University. Due to the extra commitment necessary to participate as an intercollegiate athlete, Athletics will also provide in-house opportunities for the benefit of the Student-Athlete. They are unique in nature, as they address issues pertinent to Student-Athletes only, and are offered exclusively to SUA Student-Athletes.

**Faculty Athletic Representative** - SUA's FAR, Dr. Anthony Mazeroll, is extremely supportive of our Student-Athletes in particular and the Athletics program as a whole. Dr. Mazeroll's charge is to provide an external monitor to the Athletics program from the Academic perspective. Dr. Mazeroll fills "...the strategic role that the FAR should play to ensure academic integrity, facilitate institutional control of intercollegiate athletics and enhance the student-athlete experience....Of all of the major participants in the administration of the intercollegiate athletics program, those who represent the faculty are most likely to be independent of the financial and other pressures that create enormous incentives for competitive success in the revenue-producing sports. Senior faculty members are able to provide significant leadership in the governance of athletics programs on their campuses..." Dr. Mazeroll works absolutely independently on Athletic issues, and should be considered a major resource on behalf of Student-Athletes.

**Career Services Office** - During the college years, much of student development focuses on identifying career goals. Career Services seeks to support students not only in identifying these goals but by ensuring that they are prepared to achieve them. Services such as individual career planning, employer information sessions, a career resource library, mock interviews, and a variety of career workshops will be offered periodically during the student's time here at SUA. Career counselor, Jennifer Cunningham, will be available for both individual and group guidance as students adjust to the demands of school while preparing for the transition to the working world. **For more information, contact Jennifer @ x4191 or [jcunningham@soka.edu](mailto:jcunningham@soka.edu)**

**Community Services and Internships** - Community Services and Internships create opportunities for students to lead contributive lives through an active engagement in society through a variety of venues. Some of the objectives of the office are: 1) Create a survey to determine the needs and interest of the students in the areas of community service, 2) volunteerism and internships for each student 3) Research and develop relationships with a variety of organizations that students can participate in for their development in areas that may or may not be related to their academic interests. These provide students with a variety of opportunities to develop multicultural experiences, explore opportunities and expand their lives, meet with students to further develop their interests through dialog and informational forums that will assist them in uncovering potential multiple experiences in volunteer, community services and internships

**For more information, contact Andy Marcos x-4140 or [marcos@soka.edu](mailto:marcos@soka.edu)**

**University Writing Center** - The University Writing Center provides a range of services to students, from workshops on punctuation and sentence structure to individualize tutoring. Students may drop in for tutoring, or they may schedule an appointment with one of the tutors. Workshops are announced in advance, and students may sign up on a first-come, first-served basis.

Writing Program and university policy require all faculty to put all writing assignments in written form. For all tutoring sessions, Center policy requires students to bring a copy of the writing assignment along with a draft of their paper. Students who do not have a copy of their assignment in writing will not be served. During the session, a writing specialist will go over the assignment and look at the draft and help the student by offering suggestions for revision. Note that writing specialists do not edit or correct student papers. Instead, they ask questions that help students discover on their own how to make a paper better or they point out common mistakes that need to be corrected.

The Center's writing specialists all have graduate degrees and are experienced teachers. In addition, the Center has a reading specialist and an English as a second language specialist on staff full-time. They work with small groups of students to improve reading skills and English proficiency.

**For more information about the University Writing Center, call 949-480-4060.**

### **Counseling**

Student life is marked by many changes. For some students, coming to SUA may be the first time away from home. Other students may be leaving one academic community and adjusting to a "new home" at SUA. Still, others are beginning to ask themselves difficult questions about relationships, career, emancipation, and similar issues. The SUA community understands these dilemmas to be a normal part of development in adults. Our Counselor, Lisa Baldwin, offers assistance to help students "sort out" many issues such as establishing and maintaining relationships, coping with anxiety and depression, adjusting to changing roles as a young adult, family of origin issues, dealing with losses, meeting new academic demands and adjusting to life in the U.S.

**Students can make appointments with the Counselor via [adang@soka.edu](mailto:adang@soka.edu) or (949) 480-4192.**

**Post-season Evaluations and Exit Interviews** - At the conclusion of each sport season, Student-Athletes will be asked to complete a written evaluation of the sport program. Your input is valued. The survey does not require a signature, so we hope that you will share real and honest opinions. At the end of your competitive career, we will also ask for your feedback via an Exit Interview with a member of the athletic administration, in most cases the faculty Athletic Representative. This information is critical in order to gain further insight toward improving our services and opportunities, and your voluntary participation is welcomed.



## Team Community Outreach

Global citizens committed to living a contributive life...  
 Learning the importance of service to others...  
 Leaders of culture in the community...  
 Leaders of humanism in society...



Our student athletes live out these values treasured by the university beyond the classroom, field, pool, and track. In the midst of juggling school, sports, and extracurricular activities, they make the time to serve the community as one team and represent the Soka Athletic Department. Through our Team Community Outreach Program, our student athletes have various opportunities throughout the academic year to get involved and serve the community. Check out some of the community outreach events and consider being a part of a team where the athletes value making a difference in the community!



### Men's Soccer Team Teaches Clinics at Local Elementary School

The Soka Soccer Team just finished eight sessions of teaching soccer skills and tactics to boys and girls at RH Dana Elementary School, located in Dana Point. Thirty kids participated in the program, and Principal Chris Weber deemed it a complete success.

The eight-session clinic ended with a big game between the Soka Soccer team and the kids. The game ended in a 3-3 tie and everyone in attendance had a great time!



### Athletes Lend a Helping Hand to the Breast Cancer Angels Organization

The Breast Cancer Angels Organization provided funds, while eight student athletes spent one morning shopping and wrapping children's gifts for mothers who were too ill to move about.



Orange County Rescue Mission Food Distribution



We are also proud to announce that the Athletic Department and the Orange County Rescue Mission forged a long-term partnership! Through this partnership, our student athletes will have the opportunity to serve the least, the last, and the lost in our local community. Some community outreach events will include serving meals to the homeless, organizing food drives, assisting with food packaging, working at the ranch for abused and neglected youth, delivering Christmas gifts to families, and coordinating sports camps. Our student athletes will be able to reach out and lend a helping out in many practical ways.





# Soka University Athletics Policies & Procedures for Student Athletes





## Responsibility of a SUA Student Athlete

It is a privilege, not a right, to be a member of an intercollegiate athletic team at SUA. Membership on an athletic team means accepting the responsibility of representing the University in the most positive manner possible. Student-Athletes must remember that they are representatives of Soka University and their teams at all times, and must handle themselves in a manner befitting that role. Any behavior that is viewed unfavorably by other individuals may create an unacceptable impression of their team, the Athletic Department, and SUA.

- Each student-athlete is expected to show a high degree of sportsmanship and to be neat, courteous, and respectful of others.
- Any behavior exhibiting racial, ethnic, religious, or sexual harassment is prohibited. Physical or verbal abuse of any member, guest, or host of the College (including officials, opposing teams, etc.); disruptive or disorderly conduct; or any offensive or anti-social behavior will not be tolerated and can result in suspension from the team or other disciplinary action.

**You will be held responsible for adhering to team rules as provided by the Head Coach of each sport.** Within the intercollegiate athletic program, all decisions directly related to individual and team performance (i.e., practices, playing time, positions, travel squad, etc.) are at the sole discretion of the Head Coach, and these decisions are final. Additionally, Head Coaches may instill rules pertaining to the conduct of that sport. In order to participate in Intercollegiate Athletics, Student-Athletes will comply with these directives.

- Athletes are expected to attend every practice, on time, unless they have a class or are ill. Athletes must notify their coach **prior** to practice if they cannot attend.
- All athletes are expected to follow the coaches' instructions regarding practice, discipline and team matters. Each student-athlete and/or coach has the right to appeal unfavorable decisions to the Athletic Director after first attempting to resolve the issue with the parties involved.
- Coaches and players are to be dressed in an appropriate manner at all times when representing their team and SUA. During away trips, athletes are expected to wear appropriate attire and exercise neatness. Coaches may have more specific requirements that go beyond this minimum.
- Student-athletes who participate in a predetermined number of athletic contests can receive varsity letter awards at the conclusion of their season. The head coach of the program will determine varsity letter status.



## Academics Eligibility & Obligations

### Eligibility

- To be eligible to participate in intercollegiate athletics a student-athlete must be enrolled in a minimum of **12 units** during the semester/block of competition. Eligibility is checked at the beginning of each semester and block, and on a weekly basis through the end of each academic term.
- Fall Block and Semester units are regarded as a single term for purposes of this rule, as are the two academic components in the spring.
- If at any point during the semester a student-athlete is enrolled in fewer than 12 units (e.g., withdraws from a class and receives a grade of "W") the student-athlete **immediately** becomes ineligible to compete. The **Student-Athlete** is responsible for notifying their coach and the Director of Athletics immediately if he or she is enrolled in fewer than 12 units.
- If a Student-Athlete is not academically eligible to compete in intercollegiate athletics, he or she is not allowed to work out or practice with the team.
- In the last semester of a student-athlete's senior year they may carry fewer than 12 units if they are registered for the appropriate number of courses required to complete degree requirements.
- The Student-Athlete must complete his or her four seasons of eligibility during the first ten semesters they are at the University.
- A transfer student who did not participate in athletics prior to transferring, or a student who would have been academically eligible to compete had he or she remained at that institution, is immediately eligible. Other transfer students must fulfill a residence requirement of one full academic year before they become eligible to compete.

### Academic Obligations

- SUA is committed to developing students who excel both academically and athletically. Class attendance is expected. Because class time is occasionally missed due to athletic travel, excessive non-attendance during the season will not be tolerated and can result in suspension from the team or other disciplinary action.
- Student-Athletes are responsible for notifying their professors **in advance**, and arranging to make up missed work if they cannot attend a class due to regular and post-season contests. Practices, scrimmages, and non-traditional season athletic events are not valid reasons for missing classes. In those situations athletes should attend class and arrange with the coach to make up missed practice time.

## **Absence Policy**

**PURPOSE:** To establish policy concerning anticipated student absences for official university-recognized activities.

### **I. Policy Statement**

"Official absence" is defined as absence(s) from class because the student is representing Soka University of America at an official, university-recognized event. Such events include those scheduled by athletics, dance, music, theatre, and other events designated as official by appropriate university authority as determined by the university administration. "Official Absence(s)" are authorized for a student participating in an official university-recognized activity as long as the absence(s) do not prevent the student from meeting the overall objectives of the course.

### **II. Responsibility and Procedures**

#### **Student**

At least 10 days in advance of the expected absence, the student must provide the instructor with written notification that is from the sponsoring organization and that specifies the need for the absence. Otherwise, official absence status can be jeopardized.

The student is expected to make up missed work. Discussion with the instructor of arrangements to make up missed work must be initiated by the student at the time the official notice of absence is provided, or as soon thereafter as the work to be missed (for example, an examination) is scheduled by the instructor.

#### **Faculty**

It is the university expectation that faculty will work with students expected to have official absences in an attempt to accommodate such students' special needs.

Faculty working with athletics and athletics working with faculty to provide the opportunity for students to make up work missed during the official absence insofar as it is practical to do so. (This does not, however, obligate faculty to provide additional instruction for students officially absent from class.

Faculty can help make arrangements with the student for making up work to be missed (for example, scheduling make-up examinations) at the time the official notice of absence is provided, or as soon thereafter as the missed work (for example, an examination) is scheduled.

#### **Activity Sponsor (athletics, band, dance, etc.)**

Sponsors must notify instructors, in writing, of anticipated official student absence(s) at least 10 days in advance of the absence.

Sponsors are responsible for delivery of the notice to the instructor in person with dates and approximate departure and return times for official absence.

*Note that the activity sponsor and the student are jointly responsible for timely delivery of the notice. Failure to deliver the notice at least 10 days in advance can jeopardize the student's official absence request.*



## Soka University Athletics

### ACKNOWLEDGEMENT OF CONVERSATION

*This form is to be completed by students who are likely to be absent for university-sponsored activities ("official absences") and the faculty members in whose classes they enroll*

By their signatures below, the undersigned student and faculty member jointly

certify that the student, \_\_\_\_\_, and faculty  
Student Name

member, \_\_\_\_\_, have conversed concerning  
Faculty Member's Name

the dates of official absences and how the student can meet requirements for the mentioned dates.

Course Name \_\_\_\_\_

Dates that will be missed \_\_\_\_\_

University event \_\_\_\_\_

Arrangements \_\_\_\_\_

Even though the student is likely to have official absences for university-sponsored activities

This Acknowledgement of Conversation does not constitute an agreement but just documentation that the conversation required by Soka University of America has taken place.

\_\_\_\_\_  
Student's Signature, and Date

\_\_\_\_\_  
Faculty Member's Signature, and Date

\_\_\_\_\_  
Director of Athletics Signature, and Date



## Student-Athlete Code of Conduct

By having the opportunity to participate in collegiate athletics, student athletes not only represent themselves, but also represent their team, the athletic department, and the entire SUA community. The actions of individual athletes reflect upon these various groups. In order to represent the University in a positive manner, ***we as a Department endorse the Student Code of Conduct outlined in the Student Handbook.***

SUA has established a standard of conduct as a provision to communicate SUA's standards and to protect the rights of members of the university community. The Code of Conduct identifies the kinds of disruptive behavior that inhibits the normal functioning of the university and its constituents. Soka expects that its students, inside and outside of the university, conduct themselves in a manner of honor and great integrity and in the spirit of good citizenship, will adhere to the high standards of this institution.

This policy shall address both in and off season issues and include consequences for failure to follow these policies. ***Violation of any of these policies will result in disciplinary action from both the Athletic Department and the University.***

**The Director of Athletics will determine whether the circumstances warrant sanctions. Disciplinary actions may include but are not limited to one or more of the following:**

- Warning
- Project assigned/delegated from Athletic Director
- Suspension from practice(s)
- Suspension from competition
- Suspension from the athletic team (indefinite)
- Decrease or loss of athletic aid
- Dismissal from team
- Attendance in a drug rehabilitation program and/or counseling
- Other direct measures

\*\*\*All disciplinary actions are at the discretion of the Athletic Director

Therefore, all student-athletes are expected to uphold the policies within the SUA Student Code of Conduct in addition to those outlined below:

### **Drug and Alcohol Policy:**

- a. The Department is committed to a policy which specifically prohibits possession and/or consumption of alcoholic beverages or other drugs by any student-athletes or other undergraduate college students at any time or place when they are in the charge of the SUA coaching staff or at any official team or departmental function. These guidelines specifically prohibit consuming, possessing, or transporting alcohol or illegal drugs while traveling in vans, buses, airplanes, or private automobiles to or from regularly scheduled contests/events, as well as at on-site accommodations, from the time the team leaves campus until its return.
- b. The Athletic Department maintains a zero tolerance policy on the possession/usage of drugs. The use or sale of illegal drugs is prohibited. In accordance with the laws of the State of California, SUA does not condone under-aged drinking or use of illegal substances by its students. The College provides no sanctuary from the law and recognizes its responsibility to cooperate with law enforcement officials in matters pertaining to illegal use of drugs and/or alcohol (See the SUA Student Handbook for further details).

**Harassment in general:**

verbal, physical or visual conduct of a racial, ethnic or other type, which, in the employee's opinion is unwelcome, disruptive, interferes with his/her ability to perform his/her job, and/or which creates an intimidating, offensive or hostile environment.

**Sexual harassment:**

Sexual harassment includes, but is not limited to, the commission of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature where:

- a) Submission to such conduct is made an explicit or implicit term or condition of employment;
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual
- c) Such conduct has the purpose or effect of substantially interfering with an individual's work or school performance; and/or
- d) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

Examples of sexually harassing or offensive conduct include, but are not limited to, committing or encouraging the following:

- a) Sexual flirtation, touching, advances or propositions
- b) Sexual comments including sexual gestures, jokes or comments made in the presence of any employee or student who has indicated, or it is reasonable to believe, that such conduct is unwelcome in his or her presence;
- c) Graphic or suggestive comments or gestures about an individual or his or her dress or body'
- d) The display of nude, sexually oriented or explicit pictures, posters, calendars, graffiti, objects or other materials.

**Hazing:**

- a) it is the responsibility of each member institution to protect the health of and provide a safe environment of each of its participating student-athletes. The Department follows SUA institutional policies regarding hazing as described in the Student Handbook.
- b) Actions that may not be examples of hazing include assigned activities directly related to the administration of practice or games such as the carrying of water, equipment, radios, or laundry. Other activities which may not be defined as hazing include but are not limited to: team parties with community games, or going out with teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises.

**Nutritional Supplements and Banned Substances:**

- a) SUA does not advocate the use of nutritional supplements. Companies producing supplements are not strictly regulated, nor are the products they make monitored by the FDA. Before using any supplement, review the product with Sports Medicine personnel or the team doctor.

Soka University student athletes are establishing a tradition of success not only in athletic competition, but also in many other endeavors. Student athletes are encouraged to continue this tradition by making choices that allow them to be safe, show respect for their teammates and coaches, and also reflect the University's standards of excellence.

All student athletes will be required to sign a statement verifying their understanding of the Athletic Code of Conduct and intention to abide by its policies.



## Sports Medicine & Insurance

The Sports Medicine Staff's responsibility is to provide injury care, management, and rehabilitation of athletic injuries for our student-athletes. This care consists of preventative measures prior to practices and games, first aid during practices and contests, and treatment and rehabilitation after activity.

Staff members work to serve student-athletes, and should be treated with the respect and courtesy they deserve. A student-athlete should notify the coach immediately if he or she is injured. The coach, the trainer, or the Athletic Office should be notified, if possible, before a student-athlete goes to the hospital or doctor if injured as a result of practice, a game, or any other event directly related to the athletic team.

1.) The Department of Athletics requires every student-athlete to obtain an annual pre-participation exam (PPE) prior to the beginning of his/her intercollegiate practices and competitions. This is facilitated by the athletics training room staff in one of two ways:

- The Student-Athlete may choose to obtain a free pre-participation exam (PPE) as arranged by the Sports Medicine Staff. This opportunity will be offered by the university as part of a pre-season health screening in association with the SUA Team Physicians. All paperwork related to the PPE will be handled at the time of the PPE. Any referrals for additional examination will be established at that time with the assistance of the Sports Medicine Staff. It should be noted that a student-athlete must be officially admitted to the University in order to obtain services from the health center and the athletics training room.
- A Student-Athlete may obtain a PPE from an off-campus source, although a SUA PPE form, available from the Sports Medicine staff, must be used. Should a Student-Athlete choose this option, all costs will be the responsibility of the Student-Athlete. Once the Student-Athlete has received clearance from his/her outside physician, written verification, including the SUA PPE form, must be presented to the Sports Medicine Staff.

All PPE's will be considered current for 12 months from the date of the exam. At that time, the student-athlete will be required to obtain an updated physical exam.

2.) Student-Athletes will be provided with day-to-day care of athletically-related injuries and illnesses by the Sports Medicine Staff. Sports Medicine personnel will work in conjunction with the University's Team Doctor and the coaching staffs to ensure the most efficient and appropriate service. In order to meet this charge, the cooperation of student-athletes in the following areas will be required:

- All injuries should be reported immediately to the Coaching Staff.
- If emergency treatment is required while the Student-Athlete is away from the campus, it is the responsibility of the accompanying sports medicine personnel, or head coach in the absence of personnel, to contact appropriate medical personnel and ensure appropriate care is offered to the Student-Athlete.
- Referrals to the team physician may be made only by the sports medicine staff or Head Coach.
- Student-Athletes must report to the Training Room on-time to ensure that they will not be late for practice.
- Any area to be taped must be clean shaven.
- All student-athletes are required to shower prior to post work-out treatments.

- Shirts and shorts must be worn at all times unless otherwise instructed by a member of the Sports Medicine Staff.
- Dirty practice gear and shoes are not allowed in the Training Room.
- Practice equipment is to be left outside the Training Room.
- Food or drink is not permitted in the Training Room.
- Tobacco use of any kind is not allowed.
- Rehabilitation treatments are by appointment only. (Failure to make or keep an appointment does not guarantee treatment at a later time.)
- Student-athletes should understand that medical confidentiality will be observed, but that his or her availability for practice and games will be discussed with the head coach.
- Questions or problems concerning the Sports Medicine Program should be referred to the Director of Athletics.

**Training Room hours:**

- For Rehabilitation - as posted at the training room.
- For Game and Practice Preparation – as posted at the training room.

3.) Insurance - Every student-athlete is required to provide his or her own insurance coverage as the primary source of payment for athletically-related injuries. SUA Athletics provides medical injury insurance of a secondary nature for athletically-related injuries, for medical expenses for injury related to practice, competition, or travel related to practice or competition. This applies to all injuries, including, but not limited to, orthopedic, dental, optical and others.





## Equipment

It shall be the policy of the Department of Athletics to issue practice and game equipment to all members of intercollegiate teams. Each Student-Athlete will be issued uniforms, and when appropriate, practice gear, outerwear, locks, and other equipment prescribed by the coach. Student-Athletes are responsible for caring for all equipment issued to them and returning it at the end of the season or when terminating their participation on an intercollegiate team.

Each individual using clothing or equipment must:

1. Sign out all items to be used for the season, and **read and sign** the policy on clothing and equipment distribution.
2. Assume responsibility for returning each item in the same condition it was signed out (taking into consideration normal wear due to use). Items that may be lost or stolen are the responsibility of the borrower. If a student-athlete loses equipment and requests a replacement, this will be noted and he or she will be charged accordingly.

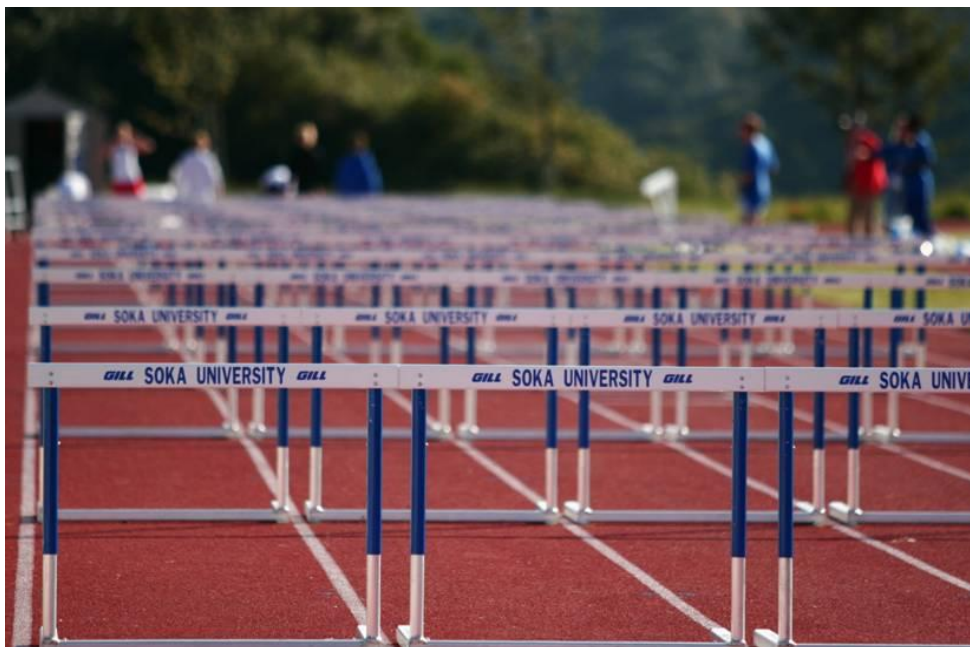
**Any equipment not returned will be billed to the student by Athletics. Failure to pay in a timely fashion will result in a 'hold' being placed on the Student-Athlete's academic record. All equipment will be billed at the rate of purchase for new replacement items.**

Laundry for practice gear and warm-ups will be the responsibility of the Student-Athlete. Uniforms will be cleaned by SUA personnel. Coaches will collect uniforms at the end of each contest; re-issue will be made prior to the next competition.





# Student-Athlete Forms





## Media Relations

The Athletics provides a variety of support roles for SUA' Student-Athletes and the media who cover Lion Athletics. Athletics produces publications, press releases, web sites and publicizes SUA Student-Athletes, coaches, and sports programs. Athletics records results, statistics, and handles media needs. If you have questions pertaining to the media, please see the Director of Athletics.

### **There are three simple rules in dealing with the media as a Student-Athlete at SUA:**

- All media interviews are to be arranged through the Athletic Office.
- Do not give out your telephone number to members of the media without permission from your coach or the Athletic Director.
- No exchange with a member of the media should ever be considered "off the record."

We encourage your interaction with the media, as it provides an avenue for the entire University to show the quality of our Student-Athletes, and academic and Athletics programs. If you are unsure of yourself in such a setting, you may always request that the Athletic director or your coach "sit-in" during the interview. Please let your coach know of your needs.



## Soka University Athletic Department Media Consent Form

Student's Name \_\_\_\_\_

Dear Parent or Guardian/ Student Athlete:

Throughout the year, the University Athletic Department receives requests from newspapers, television and radio stations for stories concerning intercollegiate activities. Often such requests include permission for student athletes' names and/or pictures to be used as a part of a news account or a feature story. In addition, the athletic department, from time to time, would like to include student athletes' names and/or their pictures in various school newsletters, brochures, videos, web sites or other publications to recognize their accomplishments and other athletic-related activities.

Please indicate whether you do or do not grant permission for the release of your name and/or picture for the purposes stated above, and return this form to your coach by \_\_\_\_\_.

Please be aware, by indicating that you do not grant permission for your name and/or picture to be used for the purposes stated above, your name will not be included in squad lists located on the website, media guide or printed in school newsletters or local newspapers.

\_\_\_\_\_ I **DO** grant permission for the release of my name or picture for the purposes stated above.

\_\_\_\_\_ I **DO NOT** grant permission for the release of my name or picture for the purposes stated above.

Student Athletes Name \_\_\_\_\_

Student Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If student is under 17 years of age)



## Soka University of America Athletic Department Consent Form

This form must be completed and on file with the Athletic Department prior to participation. Please read all sections of this form. Student-athlete and parent/guardian must sign at the bottom.

**PRE-PARTICIPATION EXAMINATION REQUIREMENTS.** I understand that Soka University of America requires a pre-participation physical examination prior to participation in Mount Olive College Athletics. The athletic physical will be free of charge and conducted by the college's team physicians prior to start of the season. **OUTSIDE PHYSICAL EXAMINATIONS WILL BE ACCEPTED; HOWEVER, THIS WILL RESULT IN THE STUDENT AND/OR PARENTS BEING 100% RESPONSIBLE FOR THE COST OF THE PHYSICAL.** I am also responsible for contacting the Athletic Department if I encounter any medical or orthopedic conditions that would alter or prohibit my participation in athletics at Soka University. \_\_\_\_\_

**ASSUMPTION OF RISK AND SPORTS SAFETY.** I understand that participation in intercollegiate athletics requires a personal acceptance of risk of injury. In order to minimize this risk, it is necessary that I am aware of and abide by certain safety rules and guidelines. Any abuse of equipment relating to sport could cause serious injury to teammates, my opponents, or myself. I understand that participation in Intercollegiate Athletics at Soka University may result in injury/illness, permanent physical or mental impairment, or even death. These injuries may be minor or may be career or life threatening. I also understand that Soka University cannot be held responsible for any injuries or conditions that may be caused by the actions of other athletes or teams. I also understand that injuries may be caused by my own failure to follow safety procedures or techniques which are made known to me by my coaching staff, athletic training staff, or strength and conditioning personnel or are otherwise known to me from another source including but not limited to medical personnel of the college. I acknowledge the fact that these risks exist and I am willing to assume responsibility for any and all risks while participating in athletics at Soka University. This document is intended to make me aware of my responsibility in preventing potential injuries, complying with the treatment plan of Soka University medical staff, reporting all injuries to my coach and/or the athletic training staff, and that there is such a risk of injury. \_\_\_\_\_

**MEDICAL CONSENT.** I hereby grant permission to the Soka University team physician's at \_\_\_\_\_ and/or any consulting physician (e.g. Saddleback Memorial Hospital Emergency Room Attending Physician) to render any treatment deemed reasonably necessary to my health and well-being. I also hereby authorize the Soka University athletic training staff, operating under the direction and guidance of the Soka University team physician, to render any emergency, first aid, preventative or rehabilitative treatment that they may deem reasonably necessary to my health and well-being. \_\_\_\_\_

**INSURANCE.** I understand that it is required by Soka University that I have personal health insurance that covers athletic related injuries in order to participate in intercollegiate athletics at Soka University. I also understand that I must demonstrate proof of insurance coverage before participation may begin. If I do not have coverage or if the carrier will not recognize the college's team physicians, I will be required to purchase an additional policy. I acknowledge the fact that I will be removed from participation in all team activities until

coverage can be proven. I also understand that Soka University has a policy that covers intercollegiate athletics, but the policy is considered a secondary policy. I understand that this means that claims will be filed first with my personal insurance and then claims will be filed with the school's insurance after my insurance has paid in full, in part or denied. I also understand that second opinions and physical therapy will be submitted to the college's insurance company only in limited circumstances, and pre-existing or non-athletic related injuries and/or illnesses will not be covered by the college's insurance. I understand that I will be totally responsible for any bills not paid by the college's insurance. \_\_\_\_\_

**AUTHORIZATION – TO PERMIT USE AND DISCLOSURE OF HEALTH INFORMATION** - I authorize, without restriction (except psychotherapy notes), any licensed physician, medical professional, hospital or other medical-care institution, insurance support organization, pharmacy, insurance company to provide the University's athletic insurance company, all information concerning advice, care or treatment provided the patient named below, including all information relating to mental illness, use of drugs or use of alcohol. If this authorization is for someone other than myself, that individual has given my authority to act on his/her behalf as explained below. \_\_\_\_\_

By initialing above and signing below, I acknowledge that I have read, understood, and will comply with all of the policies and procedures. I also acknowledge that if I did not understand, I have contacted Soka University Athletic Department to clarify any issues that I did not understand. This signed form and the completed medical history, Disclosure of Health Information and insurance information forms along with the copy of my insurance card (front and back) are required to be delivered to the Soka University Athletic Department prior to any participation in any intercollegiate athletics at Soka University.

**Name of Student -Athlete (please print)**

**Name of Parent / Guardian**

\_\_\_\_\_

\_\_\_\_\_

**Signature of Student-Athlete Date**

**Signature of Parent / Guardian Date**

\_\_\_\_\_

\_\_\_\_\_



**Soka University Athletic Department  
Student-Athlete Authorization/Consent for Disclosure of  
Protected Health Information**

I, \_\_\_\_\_ hereby authorize my treating physician, hospital, emergency room, or other health care (Name of Student-Athlete) personnel and Soka University and its physicians, athletic trainers and health care personnel to disclose my protected health information and any related information regarding general fitness or any injury or illness during my training for and participation in intercollegiate athletics to the members of the Soka University Department of Athletics, including coaching staff and athletics administrators; employees and agents of the National Intercollegiate Athletic Association (NAIA); members of the media; and other medical personnel.

I understand that my injury/illness information is protected by federal regulations under either the Health Information Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) and may not be disclosed without either my authorization under HIPAA or my consent under the Buckley Amendment. I understand that my signing of this authorization/consent is voluntary and that my institution will not condition or withhold any health care treatment or payment, enrollment in a health plan or receipt of any benefits (if applicable) on whether I provide the consent or authorization requested for this disclosure. I also understand that I am not required to sign this authorization/consent in order to be eligible for participation in NAIA athletics.

I understand that the NAIA and media outlets are not covered by the Buckley Amendment or HIPAA and that these regulations will not apply to the NAIA, or media outlets use or disclosure of my injury/illness information.

This authorization/consent expires 380 days from the date of my signature below, but I have the right to revoke it in writing at any time by sending written notification to the athletics director at Soka University. I understand that a revocation takes effect on its request date and does not affect any action taken prior to that date.

\_\_\_\_\_  
Printed Name of Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Athlete



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# Soka University of America

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## Student Voluntary Transportation Agreement

Students Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student I.D. #: \_\_\_\_\_ Activity: \_\_\_\_\_

I understand Soka University may be providing transportation to and from the above activity, however, I may not wish to avail myself of the transportation provided by the University.

The above student hereby request permission to provide for his/ her own transportation own transportation at his/her own expense.

It is fully understood and agreed that the University is in no way responsible, nor does the University assume liability, for any injuries, losses or death, resulting from this non-university sponsored transportation although the University may suggest travel time, routes, or caravanning to or from this event. I fully understand that such suggestions are not mandatory.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Legal Guardian  
(If under 18 years of age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Directors Approval Signature

\_\_\_\_\_  
Date

Original: Originating department

Copy: Coach



**Soka University Athletics  
FERPA Release Form**

It is the policy of Soka University of America, in accordance with the Family Education Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students educational records unless the student has consented to disclosure or FERPA allows disclosure. Directory information, such as name and address, may be disclosed to the public. However, private information, such as grades, class schedules, the students account and financial aid awards may not be released without express consent from the student. Signing this form provides my consent, to release the information and to whom it is to be released

I, \_\_\_\_\_, Student ID Number \_\_\_\_\_, authorize Soka University to release the following educational records, upon request to the persons listed below, for the purpose of keeping them informed regarding my education at Soka University

**Please initial all that apply:**

- \_\_\_\_\_ All financial records in the student Accounts Office
- \_\_\_\_\_ All Financial Aid information
- \_\_\_\_\_ All academic records
- \_\_\_\_\_ other \_\_\_\_\_

**Persons to whom information may be released:**

Parent/Guardian Name: \_\_\_\_\_  
 Parent/Guardian Name: \_\_\_\_\_  
 Athletic Director: \_\_\_\_\_

I acknowledge by my signature that I understand that, although I am not required to release my records, I am giving my consent to release the designated information to the above named person(s). I understand that this release will remain in effect unless I revoke such consent in writing and revocation is received and processed by Soka University

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Soka University Athletics**

**ACKNOWLEDGEMENT & UNDERSTANDING OF  
STUDENT ATHLETE CODE OF CONDUCT**

*This form is to be completed by all student athletes with a signed copy  
returned to their respective coach(s) to be included in their files.*

By their signatures below, the undersigned student athlete certify that \_\_\_\_\_,  
(student athlete name)  
read and understands the policies, expectations, and responsibilities expected from the University as written in  
the Student Athlete Code of Conduct.

This acknowledgement and understanding form does not constitute an agreement but just documentation that  
the University's policies, expectations, and responsibilities have been properly communicated.

\_\_\_\_\_  
Student Athlete's Signature

\_\_\_\_\_  
Date



**Soka University Athletics**

**ACKNOWLEDGEMENT & UNDERSTANDING OF  
STUDENT HANDBOOK**

*This form is to be completed by all student athletes with a signed copy  
returned to their respective coach(s) to be included in their files.*

By their signatures below, the undersigned student athlete certify that \_\_\_\_\_,  
(student athlete name)  
read and understands the policies, expectations, and responsibilities expected as a student athlete of this  
institution.

This acknowledgement and understanding form does not constitute an agreement but just documentation that  
the University's policies, expectations, and responsibilities have been properly communicated.

\_\_\_\_\_  
Student Athlete's Signature

\_\_\_\_\_  
Date