2019-20
Student-Athlete Handbook
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ATHLETIC STAFF DIRECTORY

Spring Arbor University Athletic Department
106 E Main St.
Spring Arbor, MI 49283

Phone: 517-750-6502
Fax: 517-750-2745
saucougars.com

Athletic Administration

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Athletic Trainers

<table>
<thead>
<tr>
<th>Name</th>
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Head Coaches

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<thead>
<tr>
<th>Name</th>
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**ATHLETICS MISSION STATEMENT**

Spring Arbor University Athletics seeks to use the pursuit of athletic excellence to develop within our student-athletes a depth of faith, strength of character, and skills of leadership essential for a lifetime of service to Jesus Christ.

**PURPOSE OF STUDENT-ATHLETE HANDBOOK**

This handbook is designed to provide student-athletes with information concerning University and Athletic Department policies. It should be used as a resource for student-athletes and coaches. Spring Arbor University upholds the philosophies of the NAIA and the Crossroads League. It is expected that all parties abide by these principles.

Students voluntarily enter into membership in the University community and, in doing, assume obligations of performance and behavior agreed upon by that community for the purpose of furthering its missions, objectives, processes and functions. We encourage you to read the Spring Arbor University Student Handbook/Community Standards.

*The Spring Arbor University Student Handbook supersedes the Athletic Department’s Student-Athlete Handbook.*

**SPRING ARBOR UNIVERSITY CONCEPT**

Spring Arbor University is a community of learners distinguished by our lifelong involvement in the study and application of the liberal arts, total commitment to Jesus Christ as the perspective for learning, and critical participation in the contemporary world.

**NOTICE REGARDING TITLE IX**

Pursuant to regulations at 34 C.F.R. 106.9, Spring Arbor University does not discriminate illegally on the basis of sex, in admission to, or employment in its education programs or activities, and complies with Title IX, with exemptions. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the University’s Title IX Coordinator or to the Office for Civil Rights of the U.S. Department of Education. This notice is also to inform you that, in keeping with the University's policy of non-discrimination, the University has adopted a grievance procedure for reporting claims of sex discrimination under Title IX. The Title IX grievance procedure, which pertains to how sex discrimination grievances will be handled by the University, is posted on the University’s website. A copy of the grievance procedure can be obtained from Dan Vander Hill, Associate Vice President for Student Development & Learning, who is the University's designated Title IX Coordinator, by calling 517-750-6367, or by visiting the Student Development & Learning offices, on the University's main campus at 106 E Main Street, Spring Arbor, Michigan. A copy of the grievance procedure also may be obtained by calling the University's Title IX Grievance Administrator.
STUDENT COMPLAINT POLICY

Spring Arbor University strives to provide a quality Christian education in a vibrant and safe environment. At times students may feel personally dissatisfied with a single interaction with a SAU employee, policy, or process. When a student has a complaint, resolution should be sought through informal communication (face to face, email or phone) with the appropriate staff member, instructor, dean, or administrative officer who may be able to help rectify or clarify the situation before an official complaint is initiated. If the issue is unresolved through informal communication, then the student should contact the appropriate Vice President in order to lodge an official complaint. Official complaints will be filed by the student filling out and submitting the SAU Complaint Form which is available by contacting the appropriate Vice President.

Academic Affairs – Dr. Kimberly Rupert
Student Development & Success – Dr. Kim Hayworth
Advancement/Alumni Relations/Athletics – Dr. Doug Wilcoxson
Business Office/Physical Plant/Food Service/Financial Aid/Technology Services – Mr. Kevin Rose
Enrollment – Mr. Jon Bahr
All Others – Mr. Damon Seacott
NAIA PHILOSOPHY STATEMENT

The purpose of the 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 a 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.

To achieve its purpose, the NAIA pursues the following goals for students.

The student, as the central focus of intercollegiate athletics, shall:
   a. accept the responsibility to become an effective, contributing member of society;
   b. perform as a positive role model on the campus and in the wider community;
   c. fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree; and
   d. maintain eligibility for participation in every athletic contest.

NAIA CHAMPIONS OF CHARACTER

The vision of National Association of Intercollegiate Athletics (NAIA) Champions of Character program is to change the culture of sport. Its mission is to provide training to instill the values that build character so students, coaches and parents know, do and value the right thing on and off the field.

Five Core Values
The Champions of Character five core values go well beyond the playing field to the daily decisions of our youth. These character values help young people - and those associated with their development - make good choices in all aspects of their life and reflect the true spirit of competition.

INTEGRITY - Know and do what is right
RESPECT - Treating others the way you want to be treated
RESPONSIBILITY - Embrace opportunities to contribute
SPORTSMANSHIP - Bring your best to all competition
SERVANT LEADERSHIP - Serve the common good
CROSSROADS LEAGUE PURPOSE AND CODE OF ETHICS

Purpose
It is the purpose and function of this league to promote intercollegiate athletics in a well-rounded athletic program, maintain high ideals, and promote sportsmanship and a friendly understanding among member colleges. The League, therefore, encourages the member schools to stress the supporting role of athletics in the total education process and keep athletics in proper perspective.

Code of Ethics
In order that the overall objectives of the Crossroads League Constitution be fostered, encouraged, and attained, the following code of ethics has been adopted:

1. It is the duty of coaches to be in control of their players at all times in order to prevent any un-sportsman-like act toward opponents, officials, or spectators.

2. Coaches are expected to comply wholeheartedly with the intent and spirit of the rules. The deliberate teaching of players to violate the rules is indefensible.

3. Coaches should teach their players to respect the dignity of the game, officials, opponents and the institutions which they represent.

4. Coaches should confine their discussion with game officials to the interpretations of the rules and not challenge officials’ decisions involving judgment.

5. Whereas friendly banter between players is not to be prohibited: cursing, obscene language, malicious or personal remarks to opponents or spectators should not be tolerated at any time. Rather, the players should spend their energies toward encouraging their teammates to better efforts.

6. Coaches should emphasize the fact that their assistants, managers, and other bench personnel must confine their remarks to their own teammates and not “ride” the opposing players.

7. Coaches, themselves, should refrain from any personal action that might arouse players or spectators to un-sportsman-like behavior.

8. Coaches should expect from the officials a courteous and dignified attitude toward players and themselves.

9. Coaches should seek help from school administrators in controlling unruly students and spectators.

10. A coach or faculty member should be present at all Crossroads League athletic events so that the highest standards of sportsmanship and conduct be maintained.
All Spring Arbor University student-athletes are expected to represent the University in an honorable way at all times. The student-athlete Code of Conduct is designed to make you, the student-athlete, aware of the behavior expected of you and to the potential consequences that your behavior may have on your status as a student-athlete. The standards of ethical conduct are established and enforced by the Athletic Department, the University, the Crossroads League and the NAIA.

Student-athletes are expected to abide by all rules and guidelines set forth in the Spring Arbor University Student-Athlete Handbook. In addition, team rules may be established by each sport's head coach and his/her staff within parameters set forth by the University. The head coach shall inform team members of the established team rules at the beginning of each academic year. The Student-Athlete Handbook is intended to complement, not replace, conduct rules that your specific sport team has adopted, including consequences for violating those sport team rules.

All student-athletes are members of the Spring Arbor University student body. You are a student first, and your participation in intercollegiate athletics is a privilege. Thus, all University policies governing student conduct apply to you.

Expectations for Student-Athletes
- Represent Spring Arbor University in an appropriate manner at all times.
- Demonstrate respect for the personal worth, dignity, and rights of others.
- Exhibit sportsmanship, pursue academic excellence and improve in athletic skills/performance.
- Practice personal and academic integrity.
- Show respect for local, state and federal laws.

Sportsmanship
Spring Arbor University, the Athletic Department and the NAIA promote good sportsmanship by student-athletes, coaches and spectators. As a participant, your job is to do your best at every practice and competition - both as an athlete and as an enthusiastic and supportive team leader. Good sportsmanship for athletes means you must:
- Treat opponents with respect
- Respect officials and accept their decisions
- Follow the rules of the game
- Remember that you represent your family, your school and your community
- Cooperate with coaches, teammates and officials
- Avoid foul language
- Act as a role model
- Know that participating is a privilege, not a right

HAZING POLICY
As a Christian community, it is the goal of Spring Arbor University to be a safe place to study and work. Physically or emotionally intimidating another individual through written, electronic, or verbal communication is unacceptable and may lead to accountability sanctions. Because hazing or initiating practices can involve intimidation and harassment, these practices are not allowed at Spring Arbor University. Individuals involved in initiation practices will be subject to accountability action up to immediate dismissal.

Any of these actions should be reported to an RA, RD, Campus Safety, or 911.
DRUG & ALCOHOL POLICY

In keeping with the distinctive Christian nature of our community and the University’s “Community Standards”, Spring Arbor University’s policy also prohibits tobacco use, and provides that the University has zero tolerance in regard to the use of illegal drugs (also known as “illicit drugs”) by its students and employees. This prohibition extends to the use and/or possession of marijuana, which is considered by the University to be an illegal drug whether or not a student or employee has a prescription for medical marijuana use. The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited at the University by students or employees. The use of alcohol or tobacco by students, and the use, misuse and abuse of drugs and other illicit substances will not be tolerated. This policy is in effect on a campus-wide basis, at all campus facilities, and also during any University sponsored events and activities, whether held on or off campus.

In addition to complying with the Community Standards, the University requires all of its students to abide by the laws of local, state and federal governments. The illegal use, possession, or distribution of alcohol or tobacco, or the use, possession, or distribution of illegal drugs is prohibited. The University reserves the right to discipline students up to, and including, dismissal from the University when the University is made aware of any such violations. Students are expected to review the provisions of the Student Handbook regarding the use and possession of alcohol, tobacco, and illegal drugs.

The laws of the State of Michigan provide that persons under the age of 21 may not purchase, possess or consume alcohol, and persons under the age of 18 may not purchase, possess, or use tobacco, however, Spring Arbor University has designated its campuses to be drug, alcohol, and tobacco-free, notwithstanding that an individual may be of legal age to purchase, possess, or consume such substances. The possession, sale, or consumption of alcohol or tobacco on Spring Arbor University’s campus is prohibited. The possession, sale, manufacture or distribution of any controlled substance is prohibited and illegal under both state and federal laws. Such laws are strictly enforced by the Campus Safety Department, with assistance from local police agencies and Residence Life Staff. Violators are subject to University disciplinary action, in addition to any criminal enforcement which may include criminal prosecution, fines, and imprisonment.

SOCIAL MEDIA POLICY

Spring Arbor University student-athletes will remain above reproach with regard to social media use. In everything we do, we represent our teammates, our coaches, and the University. As an athlete at SAU, you have a much bigger responsibility than the average student.

Facebook, Twitter, Instagram, and any other social media sites are public and should be used with the understanding that you reflect the SAU Athletic Department as a whole when you use it. The following are rules by which all members of the Athletic Department shall abide:

- There will be **NO** swearing of any kind.
- There will be **NO** sexual content of any kind.
- There will be **NO** inappropriate pictures displayed, shared or retweeted.
- There will be **NO** negative comments about professors, staff members, or opponents.
- If you have previous posts of any of the previously mentioned items, it is your responsibility to remove them.

*If a student-athlete is in violation of any of the protocols listed above, the Athletic Department has the authority to take appropriate disciplinary action, including suspension and/or dismissal from the SAU athletic program.*
CLUBHOUSE / LOCKER ROOM POLICY

The clubhouse / lounge is available to your athletes only! All other SAU athletes, students, and/or visitors must be approved by the head coach and/or athletic director.

School Year
The clubhouse is open and accessible when a member of your coaching staff is present. At all other times, the following protocol must be followed.

- The clubhouse / locker room will close at 10 p.m. or 60 minutes after practice and/or game during the week. If no member of the coaching staff is present during this time, usage of the facility must be pre-approved by the head coach.
- The clubhouse locker room will close at 8 p.m. or 60 minutes after practice and/or game on Saturday. If no member of the coaching staff is present during this time, usage of the facility must be pre-approved by the head coach.
- The clubhouse / locker room is closed on Sunday.

Note: Official preseason training is considered part of the school year policy although this is subject to change.

Summer
The clubhouse is open and accessible ONLY when a member of your coaching staff is present. At all times, the building is closed and off limits!

Exceptions: If there are unique cases where students need access to the facility during off hours, an email should be sent from the head coach to Campus Safety and the Athletic Director making them aware of the situation.

ACCOUNTABILITY POLICY

For infractions of SAU rules, student-athletes will be held to these policies, in addition to the consequences imposed by Student Development & Learning.

First Offense
The Athletic Director, in consultation with the coach, will determine consequences. An appropriate consequence, unless there are mitigating circumstances (previous years’ offenses will be taken into consideration), would be to miss 10% of regular-counting contests for the season of that sport.

Second and Third Offense
The second offense for a student-athlete (not necessarily the same offense), the coach and player will meet with the Athletic Policies Committee, who will make the decision regarding consequences. The player cannot practice with the team or compete in contests while waiting for the APC to meet.

For all infractions of team rules, the coach will determine the appropriate consequences.
The Spring Arbor University Student-Athlete Advisory Committee (SAAC) is a committee of student-athletes representing each sports team within the SAU Athletic Department. This committee acts as a voice to promote effective communication between student-athletes and the SAU Athletic Department.

Additionally, the group discusses, creates, and organizes opportunities to give back to the community through volunteering and special events.

The major goals of SAAC are to:
1. Provide effective communication with the Athletic Department and the student-athletes.
2. Provide the student-athletes with the opportunity to give input and feedback regarding current SAU student-athlete topics and issues.

SAAC will meet periodically at a time and location TBD, and is facilitated by the SAU athletic administration.

Criteria for Membership Eligibility for SAAC:
1. All members must be in good academic standing.
2. Members must exemplify the mission of SAU athletics on and off the playing field.
3. Members should be great communicators in order to act as a liaison between the Athletic Department and their specific teams.
4. The Athletic Leadership Team (ALT) will select SAAC members based on nominations from each coaching staff.
The Spring Arbor University Athletics Young Leaders Retreat is a six-day, five-night leadership and spiritual formation program based on our athletic mission statement. Twenty-four (24) student-athletes, representing each sports team, along with six staff members travel to the Gainey Ranch in Glen, Montana for this impactful training and development designed to assist our athletes in leading their respective teams while influencing our campus and our communities.

**CRITERIA FOR MONTANA YOUNG LEADER’S RETREAT**
1. Coach nominates 1-2 players and then the Athletic Leadership Team (ALT) approves.
2. Candidate must be a Freshman-Junior
3. Student selected must demonstrate a desire to grow and mature within our athletic mission statement.
4. Student has exhibited a high level of influence within his/her team as determined by the coach.
ELIGIBILITY GUIDELINES

Basic Eligibility Requirements

1. **FRESHMAN** - an athlete is considered a freshman for the first two (2) terms of attendance.
   Term = enrollment in 12 or more institutional credit hours
   A freshman must meet two (2) of the following three (3):
   (a) Final HS GPA of 2.00 or higher
   (b) Ranking in upper half of HS graduating class
   (c) ACT of 18 or higher / SAT of 860 or higher

2. **TRANSFER STUDENTS** - A student who becomes identified with an NAIA institution after having previously been identified with a two- or four-year institution of higher learning.

   A student transferring from one NAIA institution to another NAIA institution will have his/her seasons of competition determined under the rules of the NAIA. However, previous seasons of intercollegiate competition for a student transferring from an institution not governed by the NAIA will be determined under the rules of the association from which the student transfers (i.e. NCAA, NJCAA, NCCAA, USCAA).

   Season of Competition = participation in one or more intercollegiate contest (varsity or junior varsity)

3. **ALL ATHLETES**
   - Be enrolled in a minimum of 12 institutional credit hours in term of participation
   - In second term of enrollment, must have earned a minimum of nine (9) credit hours
   - In third term-plus of enrollment, must have earned a minimum of 24 credits in the two previous terms
   - Non-term hours may count toward the 24; maximum of 12 non-term hours may be counted
     Non-term = enrollment in courses that are not during a term; summer, part-time during a term
     **NOTE:** One repeat course may count in 12 credit current term. No repeat courses previously passed may count in 24 credits for previous two terms
   - Be in good academic standing based on cumulative GPA
   - Have a cumulative GPA of 2.00 or higher if participating in third season or have earned junior status
   - If participating in second season, have earned 24 credits
   - If participating in third season, have earned 48 credits
   - If participating in fourth season, have earned 72 credits
   - If participating in fourth season, have earned 48 credits in general education and major combined
   - An athlete may participate in four seasons of any sport during a maximum of ten terms

**NOTES**
- GPA is only affected by courses at Spring Arbor University.
- Only one repeat course may count as part of 12 credit hours.
- Only repeat courses previously failed may count in the 24 needed in the two previous terms.
- Seek advice related to eligibility from your coach, athletic director, registrar or faculty athletic representative.
- Talk to each of your professors about days you need to miss class for competition.
HARDSHIPS

Hardships deal only with seasons of competition. A hardship request is a request for an exception to the season of competition regulation. Hardship requests will be considered only if the following criteria are met:

1. The request is submitted before October 15 of the school year following the occurrence of the injury or illness which is the basis of the appeal.

2. The injury or illness is beyond the control of the student-athlete and/or coach, and incapacitates the student athlete from competing further during the season. Verification by an M.D. or D.O. is required.

3. The athlete shall not have participated in over the Association’s allowable number of contests in any sport recognized by the NAIA during the school year.

4. If you were granted a hardship at a previous (non-NAIA) institution, the request must be resubmitted by an NAIA institution. The NAIA does not automatically recognize hardships granted by the NJCAA.

5. Participation after being examined by a physician and before receiving written medical clearance shall nullify hardship consideration.

NAIA HANDBOOK

Remember, athletes, as well as member institutions, are responsible for knowing and abiding by NAIA rules and regulations as outlined in the NAIA Official Handbook. Violations of any eligibility regulations by you, as an athlete, shall:

1. Make you ineligible, resulting in your immediate withdrawal from intercollegiate competition in that sport for that season.
2. Find you charged with a season of competition and a term of attendance for participating.
3. Cause an investigation by the NAIA National Eligibility Committee that could charge you with a second season of participation or the loss of all future eligibility for playing while ineligible.
4. Disallow any honors, or consideration of such honors, awarded by the NAIA.
5. Cause your institution to forfeit all contests in which you participated.

The material presented is not to be construed as a complete listing of all rules and regulations of the NAIA, but rather as a guide to assist athletes and institutional representatives in becoming more knowledgeable. All NAIA eligibility regulations are published in the NAIA Official Handbook. See your athletics director or faculty athletics representative for further information.

NAIA BANNED DRUGS

The NAIA Banned Substance List can be found at naia.org/wellness

NOTE: There is NO complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. It is your responsibility to check with the appropriate or designated athletics staff member before using any substance.
ATHLETIC TRAINING

Athletic trainers are available for all athletes for injury needs, including, but not limited to: taping, injury prevention, injury recognition, assisting with further medical attention and rehabilitation of athletes. All athletes in contact sports must be prepared to take a baseline neurological test for concussion management.

All athletic injuries and illnesses are to be reported immediately to a coach and athletic trainer for evaluation and care. After an evaluation of the reported injury, the coach, trainer and student-athlete will work together in treating the injury through appropriate means. It is the student-athlete’s responsibility to report back to the coach and athletic trainer if the injury becomes worse, or if an outside physician is consulted.

Training Room Hours
Monday - Friday: 11 a.m. - 7 p.m.
Saturday: Event coverage only
Sunday: Closed

* Athletic Trainers are also available by appointment and hours are subject to change due to game schedule.

Athletic Insurance
All student-athletes are required to have and submit to the Athletic Department a copy of their health insurance card (front and back) prior to practice or competition. If you do not have medical insurance coverage, you MUST purchase primary health insurance prior to any participation in SAU Athletics.

Student-athletes are automatically covered by Excess Athletic Accident Blanket Policy purchased by the school. Claims not covered by primary insurance (Student Health Plan or other/parental insurance), such as deductibles and coinsurance will be submitted to Gallagher Koster. For Spring Arbor’s excess sports plan, there is a $0.00 per injury deductible. The University’s excess plan covers claims at 100% of Usual and Customary from $0.00-$25,000 per injury, on an excess basis. The excess athletic plan will allow for reimbursement of co-pays/out-of-pocket expenses for claimant.

PHYSICAL THERAPY & SPORTS MEDICINE SERVICES

The physical therapy clinic is privately owned and run by Spring Arbor University, and accepts all insurances for payment for services. SAU staff, faculty, students, athletes, and community have direct access to PT services without a doctors referral, and can receive a free injury screen by stopping in or calling for a screen.

For more information, visit arbor.edu/PTclinic, or contact Dr. Mitchell Zigler at 517-750-6800 or mitchell.zigler@arbor.edu.
ATHLETIC TRAINING CONCUSSION PROTOCOL

The following information is provided to explain the protocol for head injury management at Spring Arbor University.

Neuropsychological Testing
We perform baseline and post-concussion neuropsychological testing using the SCAT 5 assessment to assist in management of head injuries. The exam takes 5-10 minutes to complete and is non-invasive. The SCAT 5 assessment tracks neurocognitive function information such as memory, processing and concentration.

We conduct post-concussion tests 24-72 hours after the injury. We continue to test the athlete until they are symptom free and return to baseline. If a baseline test is not available, we compare scores with national averages. Please note that this program is used only as a tool in the decision making process.

Return to Play Guidelines
If an athlete is suspected to have a concussion, they will be kept out of activity until the following have been met:

1. Signs and symptoms have completely resolved.
2. SCAT 5 testing has returned to baseline.
3. A graduated return to play exercise program has successfully been completed.
4. A clearance has been obtained from a medical professional.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Function</th>
<th>Objective</th>
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<tbody>
<tr>
<td>1. No Activity</td>
<td>Cognitive &amp; Physical Rest</td>
<td>Recovery until asymptomatic</td>
</tr>
<tr>
<td>2. Light Aerobic Exercise</td>
<td>Bike, Elliptical, Jogging, Walking (15-20mins)</td>
<td>Increase Heart Rate</td>
</tr>
<tr>
<td>3. Sport Specific Exercise</td>
<td>Balance &amp; Coordination drills</td>
<td>Position drills, balance changes, increase HR</td>
</tr>
<tr>
<td>4. Non-contact drills</td>
<td>Progress to complex drills &amp; resistance training</td>
<td>Exercise, coordination &amp; concentration. Adds mental function with no contact.</td>
</tr>
<tr>
<td>5. Full Contact</td>
<td>Participate in normal activities</td>
<td>Full contact in controlled environment.</td>
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<tr>
<td>6. Return to Play</td>
<td>Game play</td>
<td>Completely cleared</td>
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</table>

--If symptoms occur during any step, the activity must be stopped. The athlete should then wait 24 hours and start at the previous level again.

As you know, Second Impact Syndrome is a potentially fatal condition if an athlete sustains a second concussion before completely recovering from the first. This is why we are especially cautious with head injuries at Spring Arbor. Thank you for your assistance, and if you have any questions, please feel free to contact me.
FITNESS CENTER EQUIPMENT AND USE POLICY

Students are expected to use the equipment only in the manner intended by the manufacturer. Please follow all signage and instructions carefully. If you believe any piece of equipment is malfunctioning, please notify our staff immediately. The following guidelines have been instituted for your health and safety.

Fitness Center Hours of Operation
- Monday - Friday: 6 a.m. - 10 p.m.
- Saturday: 10 a.m. - 8 p.m.
- Sunday: Closed

Note: Fitness Center hours reflect the University’s break schedule and users can expect some closings. In addition, there may be interruption of hours for special events and intercollegiate games hosted by Spring Arbor University.

Fitness Center Guidelines
- The fitness center is not a monitored facility. Participation is at your own risk.
- Consult a physician prior to beginning or significantly increasing your exercise program.
- If you experience any dizziness or faintness, or experience chest pain or pressure, immediately stop activity.
- All weight training should be performed in a controlled, safe manner. Dropping or slamming of weights is prohibited.
- A Buddy System is recommended for free weight lifting. Please observe proper spotting procedures and techniques.
- All free weight and dumbbells must be returned to the appropriate racks when finished.
- Please limit use of cardiovascular equipment to 30 minutes at peak use hours.
- Wear proper exercise attire, particularly shirts and athletic shoes, at all times. No barefoot, stocking fee, sandals, crocs, or flip flops permitted.
- Please wipe down equipment, including cardio machines and benches, after use.
- No one is permitted to use the facility under the influence of drugs or alcohol. No tobacco of any kind, chewing gum, glass bottles, or cans are permitted.
- MP3 players and other devices with headphones may be used to listen to music while working out.
- Respect the rights of others by using courteous and appropriate behavior. Any display of poor conduct, fighting, abusive language, or willful destruction of property may result in loss of privileges.
- Except for capped water bottles, eating and drinking is prohibited in the fitness center. Please dispose of trash in the proper bins.
- Peak use time for Athletics is between 3:30 p.m. and 7 p.m. Monday-Friday. Please plan accordingly.
STUDENT DEVELOPMENT & SUCCESS

Student Development & Learning
Student Development and Learning on SAU’s campus is all about the students. The departmental mission statement is:

Love enough to challenge. Care enough to support.

It is their goal to facilitate student learning and development both inside and outside the classroom. Each year, Student Development and Learning sponsors hundreds of programs, services, and activities created to engage students, body, soul, and spirit. From the top-ranked spiritual life programs, including chapel services, outreach ministries, and Spring Break mission trips, to the popular extracurricular programs and more social activities than your social calendar can fit, Student Development and Learning seeks to meet the spiritual, social, intellectual, and emotional needs of all students.

Departmental Objectives - Living in the Spring Arbor University community will offer each student opportunities to:

• Grow in their faith in Jesus Christ
• Accept responsibility as a member of the community
• Thrive in intellectual development
• Strengthen skills to manage life changes
• Gain consistency between personal beliefs and behavior
• Flourish in a culturally diverse society

Student Success & Calling

Career Development - Career and life development advising is readily available at Spring Arbor University. The career development office helps you make decisions, develop a career strategy plan, teaches you the skills to make those decisions a reality, and connects you with opportunities. The career development office can help you in the following areas:

• Assistance with major identification
• Resume and cover letter development
• Career exploration and research information
• Preparation for interviews
• A variety of inventories and career research programs
• Internship planning
• Multiple workshops, events & recruiting opportunities
• Off-campus domestic study opportunities
• Information about graduate and professional schools
• Employer and graduate school visits for students

Career Development is located in the Center for Student Success & Calling on the lower level of the Student Life Center. For more information about our services, please contact the office at career@arbor.edu or 517-750-6711 (or ext. 1711).

Student Success Advisors - Student success is more than walking across a platform to receive a diploma, although that is a great ending to a college career. Success also involves achieving a level of competence in all classes and having the ability to manage homework, relationships, and personal issues, simultaneously. It can involve declaring a major, choosing a vocation/career and finding the money to continue attending school. Student Development and Success exists to help students with these challenges.

We exist to help students remove or overcome obstacles that would hinder their success. We offer services in graduation planning, spiritual guidance, career/vocation exploration, personal counseling, life advising, relationship counseling, academic scheduling changes, etc. One of the benefits of being in a smaller, private institution is the ability to have these services provided in a “one-on-one” mentoring relationship.

Student Success Advisors are available to assist students in designing the appropriate curricular and co-curricular path towards actualization of their unique vocational call through optimizing college experiences, including internships, volunteering, student leadership, employment, participation in clubs and organizations, etc. This team works closely with faculty and Career Development towards fully understanding how to best serve students along their individualized servant-scholar path to graduation.

The Student Success Advisors serve students in the following ways:

• Freshmen / Transfers - create an individualized Graduation Plan
• Sophomores - second-year Graduation Plan check-up
• Juniors / Seniors - available on an “as needed” basis to help optimize curricular and co-curricular experiences
• Partner with advisors in the School of Education and Social Work Department to register all incoming undergraduate students.
OFFICIAL CLASS EXCUSE FORM

SPRING ARBOR UNIVERSITY ATHLETICS
OFFICIAL CLASS EXCUSE FORM

STUDENT NAME ______________________________  SEMESTER ____________

PROFESSOR NAME ______________________________  COURSE ______________

SPORT: ________________  COACH: ______________________________

COACH EMAIL: _________________________  COACH PHONE #: _______________________

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<tr>
<th>DATE</th>
<th>DAY OF WEEK</th>
<th>HOME OR AWAY</th>
<th>OPPONENT</th>
<th>GAME TIME</th>
<th>ESTIMATED EXCUSED FROM CLASS TIME</th>
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INSTRUCTIONS FOR STUDENT-ATHLETES: Complete one form for each professor. Highlight the days that you are asking to be excused from the class. Give to professor at the beginning of the semester. Develop plans with the professor for making up any class activities/tests/quizzes/assignments, etc. that may be due on these days.

COACHES: Report any changes, including additions or cancellations, of this schedule to SAU Sports Information Director who will forward these to the Academic Affairs Office to be posted on the Faculty Blackboard Site.

PROFESSORS: Work with student-athletes for success in academics as well as their role in representing SAU. If you have questions about an absence, you may request that the student bring you a written class excuse from the coach. If you have good news or concerns about a student-athlete, please contact the coach.