

## PURPOSE OF THE STUDENT-ATHLETE HANDBOOK

This Handbook is designed to provide you, as a member of an intercollegiate team or program at Briar Cliff University, information regarding Briar Cliff University, GPAC, NAIA, and in particular BCU's Athletic Department's policies, guidelines, regulations and operating procedures. This Handbook is NOT intended as a complete resource of information. However, it will cover the essential information you may need as a BCU student-athlete. For further information, please refer to the University's academic catalog at [www.briarcliff.edu/academics](http://www.briarcliff.edu/academics) and Student Handbook at [www.briarcliff.edu/bcu\\_students..](http://www.briarcliff.edu/bcu_students..)

## CONFERENCE AFFILIATION/NATIONAL ASSOCIATION

Briar Cliff is a member of the Great Plains Athletic Conference (GPAC) and the NAIA. Listed below are members of the GPAC conference.

Briar Cliff University	Sioux City, IA
Concordia College	Seward, NE
Dakota Wesleyan University	Mitchell, S
Doane College	Crete, NE
Dordt College	Sioux Center, IA
Hastings College	Hastings, NE
Midland Luthern College	Fremont, NE
Morningside College	Sioux City, IA
Mount Marty College	Yankton, SD
Nebraska Wesleyan University	Lincoln, NE
Northwestern College	Orange City, IA

## SPORT OFFERINGS AT BRIAR CLIFF UNIVERSITY

Baseball	Varsity (M)	Junior Varsity (M)
Basketball	Varsity (M/W)	Junior Varsity (M/W)
Cross Country	Varsity (M/W)	
Dance	Club sport for 2011-2012	
Football	Varsity (M)	Junior Varsity (M)
Golf	Varsity (M/W)	
Soccer	Varsity (M/W)	Junior Varsity (M/W)
Softball	Varsity (W)	
Tennis	Varsity (W)	
Track & Field		
Indoor	Varsity (M/W)	
Outdoor	Varsity (M/W)	
Volleyball	Varsity (W)	Junior Varsity (W)
Wrestling	Varsity (M)	

## ATHLETIC DEPARTMENT PERSONNEL

<b>Name</b>	<b>Position</b>	<b>Office phone</b>	<b>Office</b>
<b><u>STAFF</u></b>			
Steve Gast	Director of Athletics	279-1707	Gr. Floor Noonan
Marian Pesky	Assistant AD (Senior Women's Administrator)	279-5558	Flanagan 311
Jared Bodammer	Assistant AD (Sports Communication/Marketing)	279-1653	Flanagan 305
Boyd Pitkin	Assistant AD (Facilities)	279-5553	Flanagan 308
Kathy Myres	Assistant for Business Operations, Compliance, and Eligibility	279-1646	Flanagan 303
<b><u>COACHING STAFF</u></b>			
Brandon Burgad	Assistant Men's Soccer	590-306-7699	Off campus
Brian Collette	Athletic Trainer	279-1637/5287	Flanagan/McCoy
Andy Glass	Graduate Assistant Track	573-579-7283	Off campus
Pat Herbst	Head Soccer (M/W)	279-5421	Flanagan 304
Justin Junck	Head Men's Tennis	204-2163	4 Season's
Alisha Knowler	Head Dance		
Kelly Langhoff	Assistant Softball		Off campus
Kyle Langhoff	Assistant Football	279-5363	McCoy/Arnold
Curt Langley	Assistant Wrestling	712-253-2841	Off Campus
Justin Malenosky	Assistant Baseball	279-5217	Flanagan 306
Billy Mousel	Assistant Track	898-8251	Off campus
Jill Muhe	Head Women's Volleyball	279-5262	Flanagan 310
Zach Mullins	Graduate Assistant Wrestling	217-737-0214	Off Campus
Kathy Myres	Administrative Assistant	279-1646	Flanagan 303
Nic Nelson	Head Basketball (M)	279- 1761	Flanagan 312
Marian Pesky	Head Golf (W)	279-5558	Flanagan 311
Stephan Pearson	Assistant Track	204-3420	Off campus
Boyd Pitkin	Head Baseball	279-5553	Flanagan 308
Mike Power	Head Basketball (W)	279-5493	Flanagan 301
Tom Rethman	Head Football	279-1617	Flanagan 203
Josh Rodgers	Student Assistant Wrestling	217-671-0449	Off Campus
Kristy Sandman	Athletic Trainer	279-1637/5287	Flanagan/McCoy
Michelle Schaper	Head Softball	279-1686	Flanagan 307
Joe Schmitz	Assistant Football	279-5450	Flanagan 203
Christy Schroeder	Assistant Basketball (W)	279-1656	Flanagan 301
Fae Seil	Assistant Women's Soccer	507-251-5408	Off campus
Nabil Sorathia	Women's Tennis	490-6401	Off campus
Mark Svagera	Assistant Basketball (M)	279-5441	Flanagan 312
Nate Treinen	Cross Country/ Track (M/W)	279- 5593	Flanagan 302

## **BRIAR CLIFF UNIVERSITY MISSION STATEMENT**

Briar Cliff University is a community committed to higher education within a liberal arts and Catholic perspective. In the Franciscan tradition of service, caring and openness to all, Briar Cliff University emphasizes quality education for its students combining a broad intellectual background with career development. The University challenges its members to grow in self-awareness and in their relationships to others and to God.

## **ATHLETIC DEPARTMENT MISSION STATEMENT**

Inspiring each student-athlete to become a servant-leader in their life

### ***Who Can Become a Leader in Life?***

Absolutely everyone can become a leader in life! Each person has the potential to develop and contribute leadership qualities to those around them no matter what job, position, or relationship they find themselves in. Leadership is not just the responsibility of the President of Briar Cliff University or the Director of Athletics. It is the responsibility of every student involved in the Athletic Department (e.g., scoreboard operator, athletic trainer, student manager, junior varsity player, varsity bench player, varsity starter, etc.).

### ***What Are the Qualities of a Servant-Leader?***

A servant-leader in life is reflected by the quality of a person's character. There are two closely related components of this character: one that defines how a person is internally focused and a second that defines how a person is externally focused.

Examples that illustrate this internally strong focus include:

- Having the courage to put oneself at risk
- Taking responsibility while others are making excuses
- Seeing possibilities in a situation while others see limitations
- Having an open mind and an open heart
- Integrating heart, head and soul
- Submerging your ego for the sake of what is best

Examples that illustrate this externally focus include:

- Possessing a passion for making a difference with others
- Evoking in others the capacity to dream
- Inspiring others with a vision of what they can contribute
- Liberating the ideas, energy, and capabilities of others by sincerely caring

### ***How Does the Briar Cliff University Athletic Department Accomplish This Mission?***

- Focus on, and celebrate, the unique talents/gifts of each student
- Guide the use of these talents/gifts through the perspective of the Franciscan core values

- Grow and strengthen these talents/gifts through the continual exercise of good character values within the framework of the Champions-of-Character program
- Teach each student how to commit their talents/gifts to achieve team and community excellence.

## **FOUNDATION BUILT ON FRANCISCAN VALUES**

In order to maximize the potential of the Athletic Department to achieve success in accomplishing its mission, it must ensure its efforts are compatible with what Briar Cliff University stands for. The starting point for doing this is a link to key Franciscan values.

*The Franciscan Core Values:*

Reverence for Creation (Live in Harmony): Understand and believe we are part of something bigger than ourselves and that the true sense of accomplishment comes from living a life committed to a larger purpose.

Poverty and Simplicity (Welcome the Stranger): Refine the nature of our individual character and personality to focus on serving others (i.e., neither appropriate nor defend anything as your own)

Peacemaking (Celebrate Diversity): Dedicate our interaction with individuals and/or groups to building up positive relationships and using the differences in backgrounds, experiences and perspectives to collaboratively discover positive solutions to every challenge faced

Community (Share Our Gifts): Adapt our talents/gifts, and the roles in which we serve, to the needs of the various communities of which we are members (i.e., integrating our contributions with others to accomplish common goals.

### ***The Relationship of Franciscan Core Values and the Champions-of-Character Core Values:***

Reverence for Creation – Sportsmanship: Administrators, coaches, students, fans and parents acting correctly even when others do not; demonstrating fairness and equity in all contests and relationships; respecting officials and accepting their decisions; cheering and communicating during a contest in a positive and supportive manner; always following the rules.

Poverty and Simplicity – Integrity: Keeping commitments and conducting honest behavior; doing what is right even when no one is watching; holding together and properly regulating all elements of a personality; consistently demonstrating traits such as courage, honesty, justice, and openness.

Peacemaking – Respect: Displaying humility in victory and graciousness in defeat; creating a climate where growth and change can occur; demonstrating a strong work ethic; treating oneself, others, institutions, and the sport with the highest standards of conduct.

Community – Responsibility: Holding students, coaches, and staff accountable to high standards of effort and behavior; accepting accountability for your own mistakes; confronting behavior that is not acceptable; demonstrating self-control on and off the court; achieving consistently in all you do.

### ***The Relationship of Franciscan Core Values, Champions-of-Character Core Values and Essential Qualities of a Team Player:***

#### ***Reverence for Creation – Sportsmanship:***

Intentional (some men and women have thousands of reasons why they cannot do what they want to when all they need is one reason they can): Thinking about the “big things” while doing the small things; having a purpose worth living for; knowing your strengths and weaknesses; prioritizing your responsibilities; committing yourself to long-term achievement.

Mission Conscious (understanding the secret of success in constancy to purpose): Knowing where the team is going; translating vision into reality; placing team accomplishment ahead of your own; contributing your best as a team member

Enthusiastic (enthusiasm is contagious—it is difficult to remain neutral or indifferent in the presence of a positive thinker): Taking responsibility for your own enthusiasm; believing in what you do; showing a sense of urgency; being willing to do more; striving for excellence.

Tenacious: Giving all you have, not more than you have; working with determination, not waiting on destiny; quitting when the job is done, not when you are tired; standing for something.

***Poverty and Simplicity – Integrity:***

Committed: Knowing it does not depend on gifts or ability; realizing it is a result of choice, not conditions; understanding it lasts when it is based on values.

Dependable: Having pure motives; demonstrating sound thinking; becoming a consistent contributor.

Disciplined: Exercising strong work habits; doing the right things at the right times for the right reasons; mastering emotions.

Selfless: Being generous; avoiding internal politics; displaying loyalty; valuing interdependence over independence.

Self-Improvement: Valuing self-improvement over self-promotion; understanding pride is a serious enemy of self-improvement.

***Peacemaking – Respect:***

Communicative: Being inclusive and candid; giving attention to potentially difficult relationships; not isolating yourself from others.

Enlarging (the purpose of life is not to win; the purpose of live is to grow and share): Seeing how much better you make our teammates; valuing your teammates; making yourself more valuable; believing in others before they believe in you serving others before they serve you.

Relational (you can't make the other person feel important in your presence if you secretly feel he/she is a nobody): Trusting; focusing on others instead of yourself; sharing common experiences; making others feel special

Solution-Oriented: Finding remedies instead of fault; believing all problems are solvable; refusing to give up; being able to refocus your thinking.

***Community – Responsibility:***

Adaptable: Being teachable; emotionally secure; creative and service-minded.

Collaborative (working together precedes winning together): Seeing teammates as collaborators and not competitors; being supportive, not suspicious of teammates; concentrating on the team and not yourself; creating victories through multiplication.

Competent (the quality of a person's life is in direct proportion of their commitment to excellence): Never settling for average; paying attention to detail; performing with consistency.

Prepared (spectacular achievements come from unspectacular preparation): Becoming a process thinker; doing more research; learning from your mistakes.

## **ATHLETIC DEPARTMENT PROMISES**

1. The Athletic Department, in the spirit of Briar Cliff University's Catholic Franciscan tradition, will welcome students of all faiths and create a warm, open atmosphere for every student-athlete.
2. Athletic Department coaches and staff will give student-athletes individual attention and create a nurturing environment—much like an extended family.
3. Briar Cliff will challenge student-athletes academically and athletically and will constantly offer opportunities to develop a commitment to excellence that is focused on outcomes.

4. The Athletic Department will do everything it can to inspire the heart and mind of each student-athlete to help them become well-rounded individuals.
5. The Athletic Department will provide the facilities and safe environments that are important to students.
6. The Athletic Department will be made up of highly motivated and well-trained individuals who are constantly focused on providing the most cost-effective programs possible for Briar Cliff student-athletes.

### **ATHLETIC DEPARTMENT GOALS**

1. All students participating in athletic programs during their junior year will graduate after their senior year.
2. All student-athletes will remain academically eligible during the entire school year.
3. Each athletic team will:
  - Maintain a minimum team GPA of 2.80 every term
  - Strive to become an NAIA scholar-team every year
4. No student-athlete or coach will be kicked out of an athletic contest.
5. Each athletic team will finish in the top third of the GPAC every season.

### **COUNCIL OF ATHLETES**

Briar Cliff University has a Council of Athletes directed by Briar Cliff University's Assistant Athletic Director/Senior Women's Administrator. This council's role is to serve as a liaison between the student-athletes and the Athletic Department.

Structure:

- The council is made up of representatives from each programs identified earlier.
- The responsibilities of each representative on the council will include:
  - Attending scheduled meetings (these meetings will be held about every two months)
  - Advising the Athletic Director on their opinion regarding NAIA, GPAC, and institutional rules/regulations and policies pertaining to athletics (student--athletes will be asked to submit petitions, through their representatives, regarding their concerns)
  - Emphasizing the accomplish of the Athletic Department mission throughout their team
  - Appointment to the Council of Athletes will be for one year (re-appointments are possible)
  - Normally representatives will also be captains of their team
  - Leadership positions on the council will consist of a Chairperson, Vice-chairperson and Secretary to be elected at the first meeting of the year

### **EXPECTATIONS OF STUDENT-ATHLETES**

#### **“Make Good Choices”**

The Athletic Department of Briar Cliff University expects the actions of its student-athletes, both on and off the playing arena, to be a reflection of the mission, values and traditions of Briar Cliff University. Each student-athlete must be willing to adhere to the rules and regulations of the University as defined in the Course Catalog, Student Handbook, Residence Hall and Housing Agreement, the Great Plains Athletic Conference (GPAC), the NAIA, and their individual sport(s).

## **UNETHICAL CONDUCT**

### **“Take Responsibility for Your Choices”**

All student-athletes are expected to abide by all civil laws and campus policies.

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

- Damage to property
- Injury of others
- Theft/vandalism
- Conviction of DWI or MIP, drug use, trafficking in drugs and alcohol-drug contribution to minors
- Excessive rowdiness that involves the team (hazing/initiations)
- Harassment/intimidation/hazing
- Sexual harassment
- Gambling involving intercollegiate or professional athletics through any method employed by organized gambling

## **PROCEDURES FOR ALLEGED MISCONDUCT**

For alleged misconduct of University policies in the residence halls, on campus or off campus, the following guidelines will be followed:

- An incident report will be filed with Student Development.
- The Athletic Director will be notified if a student-athlete has been included in an incident report.
- The Athletic Director will contact the Coach informing them of the incident report.
- A Residence Life staff member or the Vice President for Student Development will review the incident report.
- The student will receive a letter indicating the alleged violation or violations and indicating a time frame to set an interview with residence life.
- If the student does not schedule and appear for an interview in the time allotted, he/she will receive a second letter.
- The Athletic Director will be notified if they student-athlete has failed to comply with the first letter.
- If the student-athlete does not appear for the interview after the second notice, a decision will be made without their input.
- The student-athlete will receive an outcome letter with a copy going to the athletic director.
- The Athletic Director will notify the coach of the outcome of the review.

***NOTE: For additional information/grievance procedures—see the Student Handbook online.***

## **CONDUCT DURING COMPETITION**

### **“Always Exhibiting Sportsmanship”**

Student-athletes are expected to conduct themselves in competition in a respectful and sportsmanlike manner. Unacceptable behavior includes, but is not limited to:

- Taunting opponents, coaches or fans
- Abusing officials, either physically or verbally

- Using profanity in practices or games
- Fighting with an opponent, before, during or after a competition.
- Throwing objects in an attempt to cause harm or express anger
- Making derogatory statements to the media directed at fellow athletes, coaches or Briar Cliff University

The consequences of such behavior may result in:

- Suspension
- Release from the team
- Dismissal from residence halls
- Release from the University
- Loss of athletic aid
- Community service
- Therapy
- Consequences deemed appropriate by the head coach
- Any combination of the above

***NOTE: Decisions are made by the head coach with consultation from the Director of Athletics***

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

- Briar Cliff University reserves the right to conduct random or suspicion-based drug testing with any individual (student or employee).
- Any drug testing not mandated by the courts will be ordered by the Director of Athletics.
- The test(s) will be administered by a medical facility selected by Briar Cliff University.
- Results will be given to the Director of Athletics, an athletic trainer identified by the Director of Athletics (performance enhancement category), the affected head coach and the Vice President for Student Development.
- The Vice President for Student Development may take actions against any violations of university policies/conduct rules.
- If a test is found positive, the student-athlete will be required to reimburse Briar Cliff University for the cost of the drug test and/or any additional costs associated with subsequent disciplinary action.

## **DRESS CODE**

Personal behavior and appearance is a direct reflection on the student-athlete, the Athletic Department and Briar Cliff University. Therefore, it is vital that student-athletes look respectable when representing the University at home and away events. Travel dress sweats are in lieu of dress clothes and each coach is responsible for the appearance of his/her squad(s). It is recommended that shirts be tucked inside pants and that t-shirts worn do not contain offensive statements or advertisements.

## **TRAVEL POLICIES**

Head coaches will review the standards for team conduct which student-athletes should observe when traveling with their teams. Specific requirements for individual conduct, curfews and free time activities will be discussed.

In general, all student-athletes will travel with their respective teams. There may be occasions when student-athletes would wish to travel to or from an athletic event using other means of transportation. In that case, student-athletes must discuss their plans with the coach prior to departure from campus. If these alternate arrangements are approved by the coach, student-athletes must complete a release form waiving the University of responsibility. This form must be signed by the coach and student-athlete.

## **RULES WHILE TRAVELING**

- Follow the above described dress code. No ragged jeans, shirts, shoes, etc.
- Clean language at all times.
- Absolutely no alcohol is to be carried or consumed while traveling to or from competitions or while away from campus representing a student-athlete's team and the University. Any student-athlete who violates this rule will be sanctioned.
- Absolutely no pornographic magazines, books or videos will be tolerated.
- When at hotels, no one but student-athletes will be allowed in rooms without permission of the head coach.
- Be a courteous guest. Keep TV's turned down and doors closed.
- Absolutely nothing is to be taken from the hotel. Any damage reported by the management may result in sanctions against those registered in the affected room.
- Coaches may have their own additional rules while traveling.

## EARLY RETURN OF A STUDENT-ATHLETE

Should the need arise to send a student-athlete home early from an away event or trip for disciplinary reasons, student-athlete request or a family emergency the student-athlete and/or his/her family will be responsible for any additional costs. The following procedures will be followed:

- Notify the athletic director of the situation and keep the Athletic Director updated as to arrangements.
- The coach will assist the student-athlete in making necessary travel arrangements.
- Upon return the student-athlete will notify either the Athletic Director or coach to let them know they have returned safely.

## SPECIFIC TEAM RULES

Coaches may have team rules that are more stringent than the Athletic Department's rules and may cover areas not cited above or in the Briar Cliff University Student Handbook.

## BCU ATHLETIC SOCIAL NETWORKING WEBSITE POLICY

Student-athletes, as members of the Briar Cliff University community, may use social networking websites such as, Facebook and MySpace, provided that:

- No offensive or inappropriate pictures are posted.
- No offensive or inappropriate comments are posted.
- No information posted on the website(s) and no use of the website(s) violates the personal student code of conduct or the student-athlete Champions of Character pledge.
- Any violation may result in disciplinary action and may jeopardize your athletic scholarship.

Student-athletes should remember that they are ambassadors of Briar Cliff University and are always in the public eye. Content posted by student-athletes at other institutions or by non-athlete students at Briar Cliff University may be unacceptable content for a Briar Cliff University student-athlete. Questions regarding acceptable content should be directed to the head coach or the Athletic Director (Steve Gast 712-279-1707).

***NOTE: Potential employers and internship supervisors use these sites to screen candidates. Additionally, many graduate programs and scholarship committees now search these sites to screen applicants. Online predators also are a very real concern. Police and law enforcement agencies also use these sites when tracking individuals.***

The Athletic Department advises Briar Cliff University student-athletes to exercise extreme caution in their use of social networking websites and to remember that content they post reaches a wide audience and may become more public than they intended.

## **GRIEVANCE PROCEDURES**

The Athletic Department at Briar Cliff University is committed to a procedure which promotes fairness and amply opportunity for each student-athlete to appeal and resolve grievances. The following procedures have been established to help guide a student-athlete through a potential grievance (with a staff member of the Athletic Department) and hopefully settle the matter in a professional manner:

1. The student-athlete should meet with the staff member with whom he/she has a grievance.
2. If the grievance is not resolved to the satisfaction of the student-athlete, the student-athlete should write a statement in full detail about the grievance and submit that statement to the Athletic Director. The Athletic Director's office will then set up an appointment between the student-athlete and the Athletic Department.
3. After the first meeting between the student-athlete and the Athletic Department., a second meeting may be called to include the person against whom the grievance had been filed.
4. If the grievance is still not resolved to the satisfaction of the student-athlete, the student-athlete may submit his/her statement to the Vice President of Academic affairs. The Vice President will respond to the student-athlete within five (5) working days and may subsequently call for a meeting between any or all the aforementioned parties.
5. If the grievance is still not resolved to the satisfaction of the student-athlete, he/she may submit a written appeal to the President of the University.

## **PRESEASON PAPERWORK REQUIREMENTS**

Before a student-athlete may begin to participate in a sport, all of the following paperwork must be complete and turned into the Athletic Assistant for Business Operations, Compliance, and Eligibility:

- General Physical Examination completed by family MD, DO, PA, NP, Chiropractor. Student-athlete will not participate until physical is completed.
- Proof of Insurance
- Parent Information Form
- Xerox Copy of Health Insurance Card (Front & Back)
- NAIA Eligibility Requirements
- Certificate of Clearance
- NAIA Transfer Form (if applicable)

Briar Cliff's Athletic Assistant for Business Operations, Compliance, and Eligibility will provide the head coach with a list of those student-athletes who have handed in their completed paperwork. It is the coach's responsibility to monitor student-athletes and not allow ineligible student-athletes to participate in sports.

## **SPORTS MEDICINE**

### **Athletic Training**

The Center for Neuromuscular, Orthopedics and Spine (CNOS) provides for Briar Cliff University two certified trainers. These trainers are in attendance at all varsity and junior varsity home events and all junior varsity and varsity football games. They will have morning hours for rehabilitation and are here from 1:30 to 6:00pm each week day. It is sometimes necessary to change these times and those changes will be posted. Coaches are responsible for submitting their practice times to the athletic trainers and in notifying the athletic trainers of all changes or cancellations in practices and games as early as possible. The physician or athletic trainer will determine the participation status of an injured student-athlete. Coaches are to be supportive of the decisions made.

### **Health Services**

Briar Cliff University provides health services to all students through our Health Services Office. A nurse is available from 8:00am -2:00pm Monday through Friday. A nurse practitioner is available from noon to 3:00 pm on Tuesdays and Thursdays.

### **Medical Emergencies**

Medical emergencies are evaluated by the trainer at the site. The trainer will determine if an ambulance should be used to transport the student-athlete. Student-athletes will be transported to either St. Luke's hospital or Mercy Medical Center. This determination will be made by the EMT's , the trainers or by preference of the student-athlete. The athletic trainer will inform the coach on the condition of the student-athlete.

### **Physicals**

Because Briar Cliff University recognizes the need to safeguard the health of the student-athlete to the greatest extent possible, it is important that student-athletes demonstrate acceptable good health prior to actively participating in any athletic program. Therefore, it is the policy of Briar Cliff University that all student-athletes will have an annual physical.

Every spring, Briar Cliff University will provide an opportunity to complete the physical for the following academic year. This physical will be given on campus by physicians and physician's assistants at a cost of \$20. This money will be used in the athletic training program to provide equipment, such as ultrasound machines, stem units, rehabilitation equipment for student-athlete's use. Student-athletes may elect to have their physical completed by their own physician and the form returned prior to practice or competition.

All student-athletes will be given an orthopedic screen when they first enter the program, conducted by the athletic trainers.

### **Insurance Coverage**

Accidents do occur and we attempt to provide our student-athletes with the very best care possible. An accident is defined as an unexpected, sudden and definable event, which is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition. Conditions which result from participating in an activity do not necessarily constitute accidents. For example, illness, diseases, degeneration, conditions caused by continued stress to a particular area of the body and an existing conditions aggravated by an accident are not covered. If there is a question regarding what the University's athletic accident insurance will cover, please contact the Athletic Department.

Briar Cliff University's Athletic Department insurance policy is a secondary coverage for student-athletes accidents that occur while participating in official team condition, practices or intercollegiate sporting events, including sponsored and authorized team travel. (Intramurals, pick-up games, practicing or conditioning on your own or before and after official practice times, pre-existing conditions are not covered.) Basically a member of the coaching staff must be present for it to be considered an official event.

The Athletic Department insurance policy is an "excess" policy, with a \$500 per accident deductible. This deductible can be satisfied by the student-athlete's primary insurance coverage or by the student-athlete's out-of-pocket payments. All student-athletes are required to have a primary policy that will cover athletic injuries. It can be their family policy or an individual policy, but it needs to cover athletic injuries. The Briar Cliff University Health Services office offers a student insurance policy and student-athletes can purchase the addition to the policy to cover athletic injuries.

If the student-athlete's primary insurance coverage is an HMO or PPO plan, the student-athlete responsible for choosing medical providers in Sioux City. Policy guidelines need to be followed to insure the maximum benefits are received. Some policies require preauthorization. Any amount written off by the student-athlete's primary insure, as a result of a provider agreement or because the charge is deemed excess, cannot be filed on the Athletic Department's secondary plan.

Injuries need be treated by the athletic trainer or by a medical provider within 60 days of the accident date. The athletic trainer should be notified before seeking medical treatment, unless it is an emergency. Insurance claims cannot be filed without a completed accident form. The athletic trainer will complete an accident report for the student-athlete and athletic director to sign.

#### **Claims Procedure:**

To avoid a delay in payments, at your first visit to a medical provider, give them your primary insurance coverage and let them know the Briar Cliff University Athletic Department is the secondary coverage with a \$500 deductible.

- A. After the primary has paid, the medical provider needs to send the proper insurance billing forms (most commonly called a HCFA, or UB92) showing the diagnosis and billing codes and the primary explanation of the benefits to the Athletic Department. If you receive bills in the mail, contact the provider to make sure it has been sent to the Athletic Department if your insurance has met the \$500 deductible.
- B. The Athletic Department will fill out a claim form and send the accident report, parent's information form, bills and explanation of benefits to First Agency, Inc. Do not send your bills or EOB's directly to First Agency, because additional paperwork must accompany all claims. If the bills do not contain the proper diagnosis and billing codes, First Agency will request it from the medical providers, so it will take additional time for the bills to be processed. If additional information is needed from parents, please respond as soon as possible.

The accident must be reported and treatment started with our trainers or a medical provider within 60 days of the accident. Insurance claims can be filed for medical treatment received within one year from the date of the accident. Bills must be submitted to the Athletic Department within 15 months from date of the accident. If you make the decision to postpone medical treatment until postseason or summer, you are responsible for receiving treatment within the time frame allowed by all insurance companies involved.

In summary, when an accident happens:

1. Student-athletes must notify the athletic trainers.
2. Student-athletes must make sure an accident report has been filled out and signed.
3. Insurance claims are filed with the student-athlete's primary insurance first.
4. Medical providers or the student-athlete must file secondary insurance with the Athletic Department keeping in mind there is a \$500 deductible.

## **ACADEMICS**

As a student-athlete your purpose for attending Briar Cliff University is to achieve a quality education. While the primary responsibility for your education rests with the student-athlete, the Athletic Department will assist the student-athlete with their progress toward their degree. If the student-athlete should have any academic difficulties, they should please consult with their academic advisor and their coach.

## **CLASS ATTENDANCE**

All Briar Cliff students are expected to attend classes, be punctual and complete all work in a timely manner. At Briar Cliff University, each faculty member has the right to determine attendance policies. The course syllabus for each class should include the attendance policy for that class. The opportunity for making up class work as a result of missing for an athletic event is to be worked out between the instructor and the student at the student's initiative. Student-athletes are expected to inform faculty as to when they will miss classes due to competition. This must be done in advance of a contest. If a contest is rescheduled due to a rain-out or if a team is playing in post-season, student-athletes are expected to also communicate this information to faculty. If a contest is rescheduled for any reason, the student-athlete is expected to attend classes even though they have informed faculty that they would be missing. Coaches are also expected to notify the faculty of the dates and times that student-athletes will be gone, however, the responsibility ultimately rests with the student-athlete.

## **ACADEMIC INTEGRITY**

Briar Cliff University strives to create an environment where the dignity of each person is recognized. Honesty in academic matters is expected of all students. Actions which are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else's work as one's own, receive credit for assignments one did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity. These include:

- Obtaining, disseminating or using unauthorized materials for the completion of an exam, paper or assignment
- Unauthorized collusion with another student in completing an assignment

- Submitting as one's own the work of another student or allowing one's work to be submitted for credit by another
- Copying from another student's paper or allowing one's own paper to be copied
- Computer theft which includes unauthorized duplication of software, unauthorized access into accounts other than one's own and the use of University resources for financial gain; and
- Plagiarism is the representation of another's ideas, statements, or data as one's own. Plagiarism includes copying, paraphrasing, or summarizing another's work (even if that work is found on the internet) without proper acknowledgement (footnotes, in-text credit, quotation marks, etc).

Sanctions for a breach of BCU's Academic Integrity Policies can be found in the University course catalog on page 49.

## **ACADEMIC STATUS**

To be eligible to represent Briar Cliff University in intercollegiate athletic competition, a student-athlete must be enrolled as a full-time student; 12 hours or more per semester. The student-athlete also must be in good academic standing and maintain satisfactory progress toward a degree. If the student-athlete drops below 12 credits hours in a semester of completion you will become ineligible immediately and dropped from their team's roster. The following are guidelines for good academic standing for eligibility.

The student-athlete must maintain the following accumulative GPA's

- 1.5 after the first semester of their freshmen year
- 1.75 at the end of their freshmen year
- 2.0 when they reach junior status academically or their 3<sup>rd</sup> year of eligibility

The following guidelines are for athletic scholarship eligibility.

- 1.5 after their first semester of enrollment as a freshmen
- 1.75 after their second semester of enrollment
- 1.85 after their third semester of enrollment
- 2.0 when they reach junior status academically or their 3<sup>rd</sup> year of eligibility

## **Honors Program**

To be eligible for the Briar Cliff University Honors Program, incoming first-year students must have an ACT composite score of 26 or higher. Current Briar Cliff University students or transfer students need to complete 10 hours at Briar Cliff University and have a cumulative GPA of at least 3.5. Students who meet these qualifications should complete an Honors Program application available in the Honors Program Director's office.

### **Honors Program Requirements**

- Complete 18 credit hours of honors courses
- Maintain a cumulative GPA of 3.33 or above
- Complete 10 hours of community service each year along with a service project organized by the Honors Program
- Participate in a leadership role within Briar Cliff University or his/her own community

- Complete service and leadership forms by April 1 of each year and return to the Honors Program Director's office
- Display a high level of character and act in accordance with the policies outlined in the Briar Cliff University Student Handbook
- Participate in the Honors Program term meetings

Completion of the Briar Cliff University Honors Program will be recognized at graduation and on transcripts.

## **NAIA ELIGIBILITY RULES**

The following is an outline of basic NAIA eligibility rules. For complete NAIA eligibility rules see the NAIA website or contact your coach or the athletic director.

**The following criteria must be met in order for a student-athlete to be eligible to represent Briar Cliff University in any manner includes scrimmages and intercollegiate competitions.**

- If an entering freshmen you must meet two of three entry level requirements
  - 18 on the ACT or 860 on the SAT. The ACT or SAT must be taken on a national testing date and certified to the institution prior to the beginning of the term in which the student initially participates. Scores must be on a single test.
  - Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale
  - Graduate in the top half of their high school graduating class.

A student-athlete also required to do the following:

- Make normal progress toward a recognized degree and maintain the grade points required to remain a student in good standing as defined by the institution.
- Enrolled in 12 credit hours at Briar Cliff University per semester.
- Have accumulated 24 credits in the previous the two semester of attendance.
- Be within their first 10 semesters of attendance
- Upon reaching junior academic standing, must have a cumulative GPA of at least 2.000 on a 4.000 scale.
- Have accumulated at least 24 semester credit hours to compete in the second season of a sport
- Have accumulated at least 48 semester credit hours to compete in the third season of a sport
- Have accumulated at least 72 semester credit hours to compete in the fourth season of a sport.
- May not participate in more than four seasons in any one sport.
- Must be an amateur as defined by the NAIA.

**HARDSHIPS: Deal only with seasons of competition. A hardship request is a request for an exception to the season of competition regulation. The NAIA does not accept a hardship granted by any other organization. To be considered the following criteria must be met:**

- 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
- The student-athlete should not have participated in more contests or dates than the Association's allowable number in any sport recognized by the NAIA during the school year.
- Participation after being examined by a physician and before receiving written medical clearance shall nullify hardship consideration.

### **Briar Cliff University Athletic Training Room Rules**

- Always treat the Athletic Trainers and Athletic Training Students with respect.
- In addition to game and practice coverage for in-season sports, the Athletic Training Room hours are 7:00-9:00 am and 1:00-6:00 pm, Monday-Friday. Saturday and Sunday are by appointment
- Please pick up after yourself
- Do not wear cleats/spikes into the Athletic Training Room
- Leave all bags and equipment outside of the Athletic Training Room
- No loitering – if you are done receiving treatment, please leave the Athletic Training Room
- Do not leave the ice scoop in the ice machine
- Shower quickly after practice and before coming into the Athletic Training Room to receive any post-practice needs
- The Athletic Training Room is a coed facility; you must dress and act appropriately. Shirts and pants/shorts must be worn at all times
- You must sign in on the treatment log when completing any rehabilitation, treatment, and taping
- Keep noise level to a minimum
- No food, drink, or tobacco products are allowed in the Athletic Training Room

### **WEIGHT ROOM RULES POLICIES**

- Must be a BCU student to use the weight room, supervisors can ask for an ID at any time
- No unsupervised lifting, please lift with a partner
- Shirts and shoes are required, NO tank tops and/or open toed shoes
- Return all weights and dumbbells to their racks or rightful place
- No exercises of any kind are to be performed on the tile floor
- No food allowed in the weight room
- Music will be monitored for volume and content
- Please clean up after yourself, meaning weights and garbage
- Spray down the bench or workout equipment when finished, stop the spread of bacteria and help prevent MRSA
- Have common courtesy and be respectful to others