

NORTH PARK
VIKINGS



Student-Athlete Handbook
2017-2018

2017-2018 VIKING STUDENT-ATHLETE HANDBOOK

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This handbook has been edited and designed by Dr. Jack Surridge, Director of Athletics at North Park University. Parts of it may be reproduced with permission.

INTRODUCTION

We are very pleased that you have made the commitment to participate in intercollegiate athletics at North Park University. Athletic participation can teach many valuable lessons in perseverance, discipline, sacrifice, mental toughness, and teamwork. We believe that those lessons will benefit you throughout life.

We want your athletic experience to be a positive one. North Park is committed to providing competent coaches and support staff, funding and facilities to meet program needs, and affiliation in an outstanding conference, one many believe to be the best private small college conference in the nation.

To help familiarize you with what North Park expects from its student-athletes, we have put together this handbook, designed specifically for our student-athletes. The information should be carefully read as soon as you receive it, and we ask that you keep it in a prominent place so that you can refer to it throughout the school year. Of course, we are always happy to talk with you about specific programs and procedures and answer any questions you may have related to intercollegiate athletics at North Park and your participation in our programs.

While the handbook consists primarily of facts, information, details, and other items which may be helpful, it may not convey our gratitude for the effort that you, as a student-athlete, give and for the encouragement you provide all of us in the North Park University community. Please know that we view with respect and appreciation your decision to wear the Viking uniform, and we want you to be as successful as possible.

Best wishes as you pursue your goals in the classroom and on the playing field this year. Go Vikings!

—Dr. Jack Surridge, Director of Athletics

QUICK FACTS: NPU ATHLETICS INFORMATION

Address: 3205 W. Carmen Avenue, Chicago, Illinois 60625

Athletics office telephone: 773/244-5670

Fax number: 773/634-4056

Enrollment: 3,200

Founded: 1891

Denominational affiliation: Evangelical Covenant

Nickname: Vikings

Colors: Royal blue and gold

Gymnasium capacity: 1,150

Stadium capacity: 2,000

National affiliation: National Collegiate Athletic Association (NCAA), Division III

Conference affiliations: College Conference of Illinois and Wisconsin (CCIW), Mid-Atlantic Rowing Conference

Men's sports (eight):

Fall—cross country, football, and soccer

Winter—basketball and indoor track

Spring—baseball, golf, and outdoor track

Women's sports (nine):

Fall—cross country, soccer, tennis and volleyball

Winter—basketball and indoor track

Spring—outdoor track, rowing, and softball

Other programs that are part of the Department of Athletics and their Directors:

Life Skills Coordinator: Lauren Rosengarden

Cheerleading—football and basketball: Ericka Adams, Barbara Carabio

Dance—basketball: Ericka Adams, Audrey Gaberik

Intramurals—for the campus community: Amber Pringle

Athletic Training—athletic training students: Andrew Lundgren

Student-Athlete Advisory Committee (SAAC): Steve Imig

Viking Club—fund raising among alumni and friends: Dr. Jack Surridge

CURRENT ATHLETIC STAFF MEMBERS

Athletics Administration:

Director of Athletics: Dr. Jack Surridge

Associate Athletic Director/Athletic Facilities Director: Susan Zimmer

Associate Athletic Director: Luke Johnson

Director of Sports Management: John Born

Director of Student-Athlete Support Services: Lauren Rosengarden

Athletics Support Staff:

Athletic Department Spiritual Life Coordinator: Terence Gadsden

Sports Information Director: Kevin Shepke; Colin Lake, Student Assistant

Athletic Trainers: Andrew Lundgren, Program Director; Eric McQuaid, Head Athletic

Trainer; Alyssa Anderson, Clinical Education Coordinator; Jasmine Alcala, Associate

Athletic Trainer; Kiesha Brown, Graduate Assistant Athletic Trainer; Tara Dudley,

Graduate Assistant Athletic Trainer; Jacob Stoner, Graduate Assistant Athletic Trainer

Team Physician: Dr. Poonam Thaker

Sports Medicine Fellows: Dr. Spencer Kirk, MD and Dr. Yaqoob Syed, DO

Faculty Athletics Representative: Dr. Lee Sundholm, Professor of Economics

Women's Strength Coach: Ericka Adams

Men's Strength Coach: Adam McDowell

Head Coaches, Full-time Assistants and Graduate Assistants:

Baseball (m): Luke Johnson, head coach; Jake Upwood, assistant; Tyler Woolbright, GA

Basketball (m): Tom Slyder, head coach; Joe Fano, assistant; **OPEN**, GA

Basketball (w): Amanda (Reese) Crockett, head coach; Lauren Rosengarden, assistant;

Annie Shain, GA

Cross Country (m): Steve Imig, head coach

Cross Country (w): Steve Imig, head coach
Fitness Wellness (m & w): Adam McDowell, GA
Football (m): Mike Conway, head coach; Mike Gravier, associate head coach; Ryan Gehlert, assistant; Gary Butler, assistant; Nathan Bell, assistant; Jesse Walton, assistant; Chris Yocum, assistant; Dan O'Keefe, assistant; **OPEN**, GA
Golf (m): Rob Anderson, head coach; Andy Hayes, GA
Indoor/Outdoor Track (m): Geoffrey Masanet, Head Coach; Steve Imig, assistant; Egle Stasiunaite, GA; Brendan Cole, GA
Indoor/Outdoor Track (w): Geoffrey Masanet, Head Coach; Steve Imig, assistant; Egle Stasiunaite, GA; Brendan Cole, GA
Rowing (w): Libby Scarlatos, head coach; Megan Rabenberg, GA
Soccer (m): John Born, head coach; Anders Grahn, associate head coach; Wesley Woodley, GA
Soccer (w): Chris Wright, head coach; Rachael Foxley, GA
Tennis (w): Karl Clifton-Soderstrom, head coach, Iveta Masarova, GA
Softball (w): Katie Anderson, head coach; Dan Gooris, assistant; Michelle Farrell-Fink, assistant; Emily Larsen, GA
Volleyball (w): Natalie Dietz, head coach; Bryce Pomplun, GA

MISSION STATEMENT AND PHILOSOPHY

The mission of the Department of Athletics at North Park University centers on the preparation of student-athletes for lives of significance and service by fostering team unity, personal development, spiritual growth, academic success and being a positive example of a diverse community striving toward a common goal.

Our vision is to achieve excellence and compete at the top level of Division III athletics while enhancing the overall quality of the campus community.

Commitment to the Division III Philosophy:

As a member of The National Collegiate Athletic Association (NCAA), Division III, North Park University fully subscribes to the philosophies of that division's membership. Central to that philosophy is the view that participation in the institution's intercollegiate athletics program is an integral part of the student-athlete's total educational experience.

At North Park, our athletes are viewed as students first. They are here to receive an education to help prepare them for life after graduation. They are here as well to participate in a wide range of campus activities and to compete in athletics. In short, they are here to receive a well-rounded education.

Through its intercollegiate program, North Park wants its student-athletes to have positive experiences, ones which will be good while participating and will also provide valuable life lessons when intercollegiate competition is over.

Athletics at North Park is not a separate entity; it is an integral part of the University. Institutional funds cover the necessary costs of operating the intercollegiate athletics program. Funding from outside sources, such as alumni and other friends of the athletics program, are used to enhance the program, primarily in capital improvements. Support from the senior

administration is necessary and encouraged, and the department desires that the senior administration to be actively interested and involved in the determination of major policies and direction.

North Park's student-athletes are expected to work for academic success. Coaches recruit students who want a college education and encourage their athletes to perform to their best levels in the classroom. While participation in intercollegiate athletics will teach many lessons, the academic success of the North Park student-athlete is central to the University's mission. Input from student-athletes is encouraged. The University has a Student-Athlete Advisory Committee, with broad representation, and the committee meets to discuss policies and welfare issues.

North Park is committed to a broad-based program and currently offers 18 varsity programs. In the fall, cross-country, football, and soccer are available for men, and cross-country, soccer, tennis, and volleyball are available for women. Men's basketball, women's basketball, men's indoor track, and women's indoor track are offered in the winter. In the spring, baseball, golf, and outdoor track are available for men, and softball, rowing, and outdoor track are available for women. In addition, sports have junior varsity programs if there are sufficient numbers of student-athletes. Our student-athletes are encouraged to participate in more than one sport, if they so desire, to add to their athletic experience at North Park.

Competing in the CCIW:

Within the College Conference of Illinois and Wisconsin (CCIW), generally regarded as an extremely strong Division III conference, North Park competes in all conference-sponsored championships except wrestling, men's and women's lacrosse, men's tennis, and men's and women's swimming.

It is North Park's goal to compete at the same level as other CCIW members. North Park is committed to strengthening its programs to reach a competitive level in the conference and at the national level. Across the board North Park should be similar to other CCIW programs in staffing, in funding, and in facilities.

Competing in the Mid-Atlantic Rowing Conference:

Our conference affiliation for women's rowing is with the Mid-Atlantic Rowing Conference [Bryn Mawr College, Franklin and Marshall, Johnson and Wales University, Marietta College, North Park University, Stockton University, Rutgers-Camden, and Washington College].

Balanced Excellence:

A balanced program, with equity between men's and women's sports, is sought, and North Park is committed to gender equity and Title IX standards. The University seeks balanced excellence among its programs with equitable funding, scheduling, staffing, use of facilities, and practice opportunities.

At the same time, it is recognized that certain sports may be given greater attention by the University community and outside sources such as the news media. We are sensitive to the greater interest in certain programs. In addition, our urban location may also be a factor in emphasizing a certain sport at the University.

Winning:

At North Park, winning is important. It is *very* important. North Park desires an athletic program that wins more than it loses, across the board. The University will not concentrate on just one or two winning programs at the expense of the remaining programs, nor will it be satisfied with significant success in few sports.

The Influence of Christian Values:

In its role as a University affiliated with The Evangelical Covenant Church, it may be even more important for North Park to have a respected program and coaching staff, since the actions and words of those who profess to be Christians are often watched with skepticism by those who are not. Non-Christian students, opponents, fans, and other observers will evaluate North Park's values by how the University operates its inter-collegiate athletics program.

Commitment to Excellence:

It is vital that North Park does things in a first-class manner. That manner includes concern for the safety of its student-athletes, with special attention to the prevention and care of personal injuries; the use of indoor and outdoor facilities; and encouragement in academic pursuits. North Park is committed to providing quality health care and personnel to meet the physical needs of its students.

The Role of the North Park Coach:

The role of the coach is significant at all schools, and the role of the Christian coach is central to North Park's mission. Not only is the North Park coach a teacher, strategist, motivator, advisor, and leader, but an exemplary role model as well. Our student-athletes will usually have greater contact with their coaches than they will with faculty members, and they will see them in stressful situations, have daily contact with them throughout the sports season, and watch how they deal with other people.

Because North Park values diversity, and its admissions policies make the University open to all academically-qualified applicants, our student-athletes will reflect the diversity found within the general student population. Thus, in working with the Christian athlete, the coach needs to encourage and strengthen that individual in his/her Christian walk. And, in working with the non-Christian, the coach should strive to make the Christian lifestyle, through word and action, attractive to that athlete.

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non-Christian, the coach should strive to make the Christian lifestyle, through word and action, attractive to that athlete.

Conclusion:

North Park's intercollegiate athletics program operates within a holistic framework which fits the institution's mission as a Christian university. Consistent with this philosophy, coaches are expected to support the academic achievement and spiritual development of their student-athletes.

North Park is committed to gender equity and to fairness in support of both its men's and women's athletic opportunities.

Athletics competition is well supported by spectators from the campus as well as by friends in the surrounding community. Intercollegiate athletics is an integral part of campus life, and it can offer many positive experiences to aid the student-athlete's total education at North Park University.

BEFORE YOU CAN PRACTICE AND COMPETE

The Athletic Department expects all first year and transfer students to complete AlcoholEdu and Haven – Understanding Sexual Assault by Friday, August 25, 2017. Information on how to log in and take the course can be found online at www.northpark.edu/Haven-and-AlcoholEdu.

Health-Related Requirements:

If you participate in competitive athletics, you know that it is inevitable that some student-athletes will sustain injuries during participation. And so we ask that you carefully review this information which provides an overview of our requirements pertaining to your physical well being. Detailed information is available by contacting our head athletic trainer.

□ ***An annual athletics physical is required.*** Before you will be allowed to participate in any intercollegiate sport at North Park, you will be required to have an athletic physical examination by a physician (must be a DO or MD! A NP or PA signature is not valid). Once you have had the exam, you will not need to have another one until the next academic year. North Park's team physician and head athletic trainer will make the final decision as to whether you may compete after carefully reviewing the complete *Pre-Participation Packet*. New students must also return the Health Services Immunization Record and Health History form that is separate from the athletics Pre-Participation Packet.

□ ***Insurance coverage is required.*** Injuries can and do occur, and we attempt to give our student-athletes the best care possible. Our athletic training staff handles the first aid, evaluation, treatment, and rehabilitation of injuries sustained by North Park student-athletes. If you do get injured, the athletic training staff will do all they can to get you back into competition as soon as it is safely possible. Besides the athletic training staff, you may also be seen by our team physician and/or other medical professionals, upon the recommendation of the athletic training staff.

Although much of your health care can be provided for through our athletic training room and school health services, some medical bills are inevitable (lab fees, x-rays, prescriptions, and any surgery that may be required). As an intercollegiate athlete, you are covered by an athletic accident insurance plan covered by North Park. This excess policy provides coverage for you if you sustain a moderate to severe injury that is a direct result of participating in any official intercollegiate game or practice. The NCAA does not permit us, or any other college or university, to provide coverage or pay bills for treatment of any illness or condition which is not sustained as a direct result of participation in our intercollegiate sports program. This insurance policy also does not cover a pre-existing injury or overuse injury. These bills are the student-athlete's own responsibility. The athletic accident insurance policy is a good policy; however, it is an excess policy and has a \$500.00 deductible provision. In other words, not only are you responsible for medical bills that have nothing to do with any athletic injury, but you are also responsible for the first \$500.00 of bills incurred due to an athletic injury. For these reasons, it is very important that you are covered by another medical insurance policy-- either your parent's policy, your own/spouse's policy, Affordable Care Act, etc. You must be protected in one of these other ways. You will not be allowed to participate in any practices or competitions at North Park until the athletic training staff has confirmed you are covered by a primary insurance policy and will request a copy of your insurance card. If you are currently covered under a parent's policy, please check to be certain that you are still covered by that policy and will remain under that coverage through the coming academic year. We have had instances in the past with athletes who thought they were still covered by a parent's policy but were no longer eligible for that coverage. This is for your own protection.

Claim procedures are relatively simple, and the head athletic trainer can provide them for you. To have coverage, you need to follow the procedures the head trainer outlines for you. If you have any questions about this information, contact the head athletic trainer.

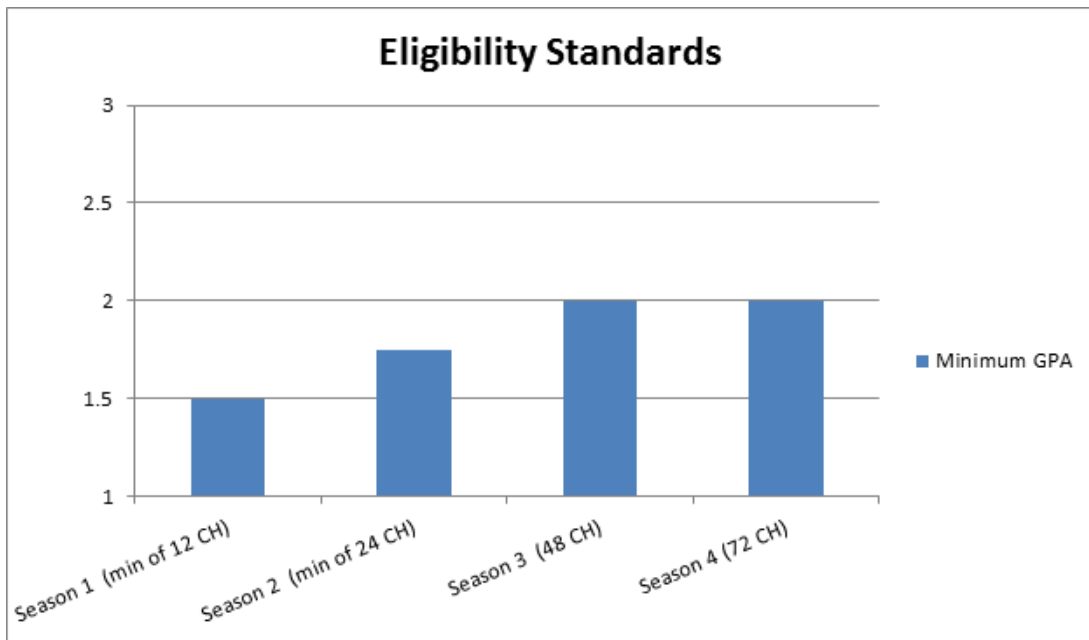
Eligibility Standards: NCAA, CCIW, and North Park:

To compete as a student-athlete representing North Park, you must meet the following eligibility standards. It should be noted that this listing may not be a complete list; it does, however, provide general information that will be helpful to the student-athlete. NCAA, CCIW, and North Park regulations are identified in brackets.

- You must be making satisfactory progress, as defined by North Park, toward graduation. [NCAA]
- You may compete in a particular sport for no more than 4 seasons. [NCAA]
- You must be registered for a minimum of 12 credit hours during the semester(s) you are competing. If you drop a course and are no longer registered for at least 12 hours, you are immediately ineligible. (The only exception to this rule is if you are in your final semester prior to graduation and you do not need at least 12 hours to meet graduation requirements.) [NCAA]

- Each freshman must pass at least 12 hours of the first semester's work in which s/he was enrolled as a full-time student. In addition, to participate in a sport as a freshman after your first semester of enrollment, you must have a 1.50 cumulative GPA at the end of the semester prior to the semester of participation. [CCIW]
- To participate in a sport after you have completed 24 semester hours, you must have a 1.75 cumulative GPA (On a 4.00 scale) at the end of the semester prior to the semester of participation. [CCIW]
- To participate in a sport after you have completed 48 semester hours, you must have a 2.00 cumulative GPA at the end of the semester prior to the semester of participation. [CCIW]
- To be eligible to compete in a second season of a particular sport, you must have completed 24 semester hours toward graduation. In a third season of a sport, you must have completed 48 hours; and, in a fourth season of a sport, you must have completed 72 hours. [CCIW]
- If you are admitted to North Park as a transfer student, you may be immediately eligible to compete during that first semester here. [NCAA] You must, however, have transferred enough semester-hour credits which North Park accepts toward meeting graduation requirements to meet the CCIW's 24-48-72 rule previously outlined in this section. [CCIW]
- Along with that, the minimum GPAs outlined above will take effect following your first semester of work at North Park. (Please note that your GPA is based only on the course-work you complete at North Park.) [NPU]
- If you transfer to North Park, you may compete only if you would have been academically eligible had you remained at the previous institution. [NCAA]
- If you transfer from one CCIW institution to another, you shall not be eligible to participate until one year after your last season of participation at your first school. "Participation" is defined as practice and/or competition at any time. [CCIW]
- If you practice or compete during or after the first contest in the traditional segment, it counts as a year of eligibility. [NCAA]
- If you participate in a preseason scrimmage or exhibition conducted prior to the first contest following your initial participation at the institution, a season of participation and year or year of eligibility shall not be counted. [NCAA]
- A season of participation is not charged for engaging in practice activities at any time during the nontraditional segment. [NCAA]

- In the sports of baseball, soccer, softball, and volleyball, a season of participation shall not be counted if you participate in the one date of competition during the nontraditional segment. [NCAA]
- If you are injured early in the season and it is a season-ending injury, you may apply for a “hardship waiver” and have a year of eligibility restored. [NCAA]
- If you break team or North Park regulations, the coach or appropriate college administrator may, as part of the disciplinary action, restrict you from participation in athletics. [NPU]
- If you do not follow the policies outlined in North Park’s drug-testing program for student-athletes, you may be declared ineligible for a period of one year or more. [NPU]
- You must complete your eligibility by your tenth semester as a full-time student. [NCAA]
- If you have eligibility remaining after you have graduated from North Park, you may continue to compete if you are registered as a full-time student pursuing a second course of study at the undergraduate level or are enrolled in graduate school or the seminary at North Park. [NCAA]



Annual NCAA Statements:

There are several forms provided by the NCAA that each student-athlete must read and sign before s/he can compete each year. Generally, the director of athletics or an appointed staff member administers these statements. These forms include:

- Student-Athlete Statement—Division III: It consists of four parts (Part I: Statement Concerning Eligibility; Part II: Buckley Amendment Consent; Part III: Results of Positive Drug Test).
- Drug-Testing Consent—Division III: This form indicates that the athlete agrees to be tested in relation to participation in any NCAA championship.
- General-Eligibility Form for International Student-Athletes: This form affirms amateur-athlete status and eligibility of each international student-athlete.

Sports Information Expectations:

North Park’s sports information director is responsible for providing complete rosters (name, position, height, year, hometown, and high school) to the CCIW, our opponents, news media outlets, and other interested publics. In addition, s/he needs certain information during the year so that s/he can develop news releases, programs, and line-up sheets.

Each year, student-athletes are asked to provide pertinent information at the beginning of the season. Your prompt cooperation is appreciated as North Park seeks to publicize your participation and accomplishments.

ACADEMIC EXPECTATIONS AND SERVICES

Our student-athletes are expected to be students first and athletes second. Your most important goals should be to succeed in the classroom and graduate from North Park.

Listed below are eight steps that will help you become a “class act” and keep your academic priorities in order. And always remember that you don’t get a second chance to make a good first impression.

Eight Steps to follow:

Step 1 - Your head coach will provide you with a letter to give to each professor who teaches a class you may miss due to your participation in intercollegiate athletics at North Park University. That letter will include the following: your name, dates of scheduled games, departure/return times for away games, times you will need to prepare for home games, and a note that student-athletes cannot miss class for a practice or team meeting.

Step 2 - You are not permitted to miss class for a practice or a team meeting. This is a NCAA regulation. Your head coach is aware of this rule and cannot allow you to miss class for anything other than actual game competition, at home or on the road. [Competition includes travel to and from games as well as a reasonable warm-up time prior to games.]

Step 3 - Student-athletes are not to miss class for any other reason, other than illness. If you return to campus late at night from a game, you must be in class the next morning.

Step 4 - If you are going to miss a class, you must make arrangements with your professor ahead of time to take a test, turn in an assignment, or complete your work. You should expect to complete the work prior to missing the class.

Step 5 - If you participate in a sport in which weather conditions may change your game schedule (such as baseball or softball), be sure to let your professor know immediately—as soon as the game is rescheduled—that you will miss class the day of the make-up game. If a game is rained out, be sure to attend class instead.

Step 6 - Consistently display a “class” attitude. Let your professors know that you appreciate their understanding and cooperation. Be positive in dealing with faculty members.

Step 7 – If you communicate clearly, accurately, and fully, and you follow these guidelines, you cannot be penalized by a professor for your participation in intercollegiate athletics.

Step 8 - As your head coach schedules your games, s/he will be sensitive to the demands placed on you in the classroom. We will do our best to keep from scheduling games on the same days week after week, and we will be sensitive to determining times to depart for away games.

Athletic Study Hall:

Academic excellence is an essential component of being a successful student-athlete at North Park University. Head Coaches are responsible for establishing study-hall requirements for their teams.

Student Success Resources:

Tutoring Center:

The Tutoring Center offers Group Tutoring (GT) and Supplemental Instruction (SI) to NPU undergraduate students. Both are academic assistance programs that will utilize peer-assisted study sessions. These are regularly scheduled, informal review sessions in which students compare notes, discuss readings, and develop organizational tools. Students will learn how to integrate course content and study skills while working together. The sessions will be facilitated by GT & SI student leaders who have previously done well in the course and as model students. Students desiring GT and SI should check the website beginning the second week of school and throughout the semester. There will be a list of the courses that GT and SI are being offered as well as the times that students can drop in for help.

Telephone Number: (773) 244 – 5737 (for questions regarding services)

Website: www.northpark.edu/tutoring

The Writing Center:

The Writing Center provides helpful feedback on writing and English issues, offering writing conferences with trained student Writing Advisors. Student writing advisors are not editors, and will not correct your papers; they are trained and sympathetic first readers who can provide a clear sense of how an essay sounds to a reader and some ideas about how to preserve and highlight its strengths and reinforce its weaker points.

Telephone: (773) 244 – 4975

Office Hours: Sun. 4pm-8pm, Mon. - Thurs: 10am-12pm, 1pm-5pm, and 6pm-10pm

Location: Second Floor of Library in rooms 216 (next to computer lab)

Cost for Services: Free to Students

To make an appointment, you can either sign up on the appointment sheet posted on the door or drop by the center to see if a peer reader is available.

Disability Services:

Students with disabilities that are requesting accommodations and services must schedule a meeting with the Student Support Specialist. Students are asked to provide documentation of a diagnosed learning disability, attention deficit disorder and/or a neurological, physical and/or emotional impairment.

During this meeting, students are asked to describe their disability, their past use of accommodations or the disability's likely impact on their educational experiences. Types of helpful documentation supportive of such requests include medical records, psycho-educational testing, and school records.

If you don't have copies of this type of information, you are welcome to meet with the Student Support Specialist to discuss other ways to demonstrate a connection between your condition and any academic barriers you anticipate or are facing.

Telephone: (773) 244-5737 (call to schedule an appointment with the Student Support Specialist).

Website: <http://www.northpark.edu/ada>

Office Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday

Location: 1st Floor Center for Student Engagement in the Johnson Center

Cost for Services: Free to Students

EARS:

EARS is an online process that will allow students to self-report or refer a peer who may be experiencing academic or non-academic concerns. Student concerns may include academic issues, family issues, issues with class registration, Title IX, and mental or physical wellness concerns. Once a student is identified through the online referral form, the referral goes directly to Dr. Barrington Price. Dr. Price will attempt to contact and work with the student providing assistance and resources in an effort to improve the student's success at North Park. Students can access the EARS support tool through the university web page, via Canvas, and Moodle.

DEALING WITH STEROTYPES

The “Dumb Jock” Myth:

Some of the very best athletes are able to compete while also doing well academically. At a national level, many of these student-athletes are recognized as Academic All-Americans. It is true that a few colleges with highly competitive sports programs let a few marginal student-athletes slip by to keep them eligible to play. Studies have shown, however, that the average first-year athlete does as well, or even better, in college as his or her classmates. Why do student-athletes do so well, considering the extra demands on them? There are many reasons:

- They work closely with their academic advisers.

- More than other students, they use academic support services.
- Athletes know they have little time to waste. They apply themselves well in the limited time they have for studying.
- They get special attention from coaches, who constantly encourage them in their academic studies.
- Their motivation to succeed and their ability to be persistent at hard challenges help them.
- They respond to failure and defeat by trying harder. Many students give up too easily when they encounter failure.

Creating Bad Impressions and Stereotypes:

Instructors sometimes have negative opinions and biases about students. Have you ever had to take a class from a teacher who had a bad impression of you? It's no fun. Once an instructor has a negative opinion about you and your work, it is very difficult to change it. Some student-athletes, however, seem to go out of their way to create bad impressions. Too often students act in ways that cause instructors to believe that they are unmotivated, irresponsible, and inconsiderate. Some students act like college would be great if only they didn't have to study and attend classes! The negative first impressions that some students trigger in classmates and instructors frequently result in negative stereotypes that are hard to overcome. A group of college instructors were asked, "What biases do you have against student-athletes, and how did they develop?" Here's what they said:

"When students come to class wearing their sweats, they stand out from other students. It sets them up to be discriminated against by people who don't care for college athletics."

"Some athletes sit in the back of the room. Often, they talk to one another during class. I assume they aren't interested in what I have to say."

"Athletes tend to sit together and seldom mix with other students. They seem to be uncomfortable with other students."

"One athlete attends class about half the time. He never tells me why he was absent. When he learns that he has an overdue assignment, he acts as though I am being unfair because he won't receive full credit."

"I set up an appointment with two players. They walked in 45 minutes late, so I couldn't do much for them. Then they asked if they could see me the next day."

"Some students who are athletes never ask questions. I wonder if they read the assignments."

“Several athletes frequently miss my Friday class. They assume I know their schedule. They come in on Monday and mention they had a game. Why not let me know beforehand?”

“One athlete drags himself to my eight o’clock class and falls asleep at least once a week. Having him sleep in class is a bit of a distraction.”

Reversing Bad Impressions and Stereotypes:

Are you willing to play with this situation a little? Try reversing your perspective. Answer this question: “If I purposefully wanted to cause instructors to develop negative opinions and biases against me, what would be my plan of action?” Think about the things that you could do and write down your answers.

After you’ve developed your plan, use it to increase your self-awareness. Ask yourself: “Do I ever do any of the things to create bad impressions with instructors?” Your answer to this question can tell you how to avoid or improve some bad impressions you may have caused without knowing it.

Making the Grade: 12 Promises to Keep:

There are twelve promises that you can make to yourself that will ensure your continued success and eligibility in college. Keeping these promises will also ensure that you do not develop bad habits or encourage the development of negative stereotypes toward athletes.

- I promise to attend every class. If I must miss a class, I will talk to the instructor before my absence. If I miss a class by accident or because of an emergency, I will talk to the instructor before the next class period and apologize for my absence.
- I promise to get notes and important material for any class that I miss from a responsible student before the next class period.
- I promise to be on time for every class. When I am late, I will apologize to the instructor after class.
- I promise to talk with my coach and adviser frequently about my progress and difficulties. I promise to be totally honest in these discussions, knowing that they are here to help me.
- I promise not to wear any clothing which identifies me as an athlete until I have established myself as a good student in class.
- I promise to remove any hat or headgear I am wearing before class starts.
- I promise I will not eat, drink, or chew tobacco in class.
- I promise to go to each class prepared. This means that I will have all assignments, including the readings completed before the class starts.

- I promise to bring my textbooks, paper, and a working pen to every class.
- I promise I will not sit in the back row of a class.
- I promise to ask my instructor for help at the first sign of difficulty.
- I promise to ask for, and take advantage of, a tutor or other help at the first sign of difficulty.

Post these promises in a prominent location in your room, or carry them with you as a constant reminder. Review these promises at the start of each academic year, the start of each term, and the start of each day.

Preparing a Practical Time Budget:

Efficient time budgeting requires systematic planning. Your schedule must be both realistic and practical. It must be sufficiently flexible to handle challenging requirements and be balanced between practice, academic work, and relaxation. For best results, follow this sequence in preparing your schedule. Keep in mind this schedule is for your benefit alone. If you find that you are unable to follow it, then change it to fit your needs.

- Record your fixed time commitments.* Write all your regularly scheduled activities such as classes, labs, religious services, work, games and practices, etc. on your schedule.
- Schedule daily living activities.* Set aside ample—but not excessive—time for eating, sleeping, working out, etc.
- Schedule study time.* Be sure to write the name of each course in all time periods set aside for studying. Do not just write down “study.” The more specific you are in designating your study periods, the more likely you are to follow the schedule. Some ground rules for setting study times are:

—You should minimally study twice the number of hours a week for which you are registered. For example, if you are registered for 15 hours during the semester, you should set aside at least 30 hours a week for studying.

—No single study time should last longer than two hours. You will find that you learn better in three one-hour sessions than in one three-hour session.

—Your studying should always take place between 7 a.m. and 11 p.m. Some students feel they are “night owls” and are most productive after midnight. But research on memory and concentration disputes this assumption, even for people who believe they are effective during early morning hours.

—Seventy-five percent of your studying should take place between Monday and Friday. Don’t fool yourself by believing you will study 15 hours over the weekend...it simply

doesn't happen! If you are carrying 15 hours, you should plan to study at least 21 hours during the week. Besides, our bodies and minds need a chance to relax on weekends.

SOCIAL NETWORKING POLICY

As a student-athlete participating in intercollegiate sports at North Park University, you are a representative of the University. Participation in social-networking websites, such as Facebook, Twitter and MySpace can have both positive and negative consequences.

It is important that student-athletes be aware of the consequences before participating in social networking websites. Users must understand that any content they make public via on-line social networks is expected to follow acceptable social behaviors and comply with the rules and regulations of the NPU Department of Athletics.

Guidelines:

The following guidelines are intended to help student-athletes conduct themselves responsibly in an online social networking environment.

- Be careful how much identifying and personal information you put on your social networking website. It is not wise to make available information such as phone numbers, addresses, social security numbers, class schedules, or details of your daily routine.

- Know that potential, current, and future employers can access information on social-networking sites. The information posted is considered public information, so make sure you post information that promotes a self-image you can be proud of now and several years later.

- The University, including coaches and administrators, has the right to monitor these web sites.

Prohibited Conduct:

Student-athletes are highly visible members of the university community and are expected to uphold the values of NPU, CCIW, and NCAA. The NPU Department of Athletics prohibits malicious and reckless behavior when utilizing media outlets. These include, but are not limited to:

- Derogatory language and remarks about teammates, coaches, other NPU student-athletes, faculty, administrators, or any other representatives of the University.

- Demeaning statements or threats about any third party, including but not limited to any action that could create danger to the safety of another person.

- Incriminating photos or statements depicting violence, hazing, sexual harassment, vandalism, underage drinking, or any involvement with controlled substances.

- Indicating knowledge of an unreported felony theft or criminal damage to property.
- Indicating knowledge of an unreported NCAA violation regardless if the violation was intentional or not.
- Any display of hazing activities.
- Any other display that is considered distasteful or embarrassing to the University or NPU Department of Athletics.

Sanctions:

Student-athletes will be held responsible for what they display on these websites. Consequences may include penalties for posting inappropriate material as well as additional penalties for violation of the law, team, athletic department or university rules. Penalties for violation of this policy by a student-athlete will be determined and enforced by the head coach of the student-athletes respective sport. The Director of Athletics will also be notified of all violations and penalties that occur. Possible repercussions for violations may include but are not limited to:

- Written notification that the content be removed immediately.
- Suspension from practice, contests or games.
- Legal ramifications due to breaking the law.
- Department or university penalties for breaking team, department or university rules.
- Dismissal from team.

STUDENT-ATHLETE ADVISORY COMMITTEE

SAAC (Student Athlete Advisory Committee) is an organization made up of student-athletes with the intent of providing insight on the student-athlete experience. The committee serves as a voice for their respective teams and the student-athletic population on campus, in addition to offering input on rules, regulations, and policies that affect student-athletes' lives on NCAA member institutions.

Purposes of SAAC:

- Streamline and promote efficient communication from the athletics department administration to the student-athlete population.
- Provide the student-athlete population with an opportunity to more effectively communicate with the athletic department administration and provide suggestions on programs designed to serve its needs.

- Actively encourage more involvement of the student-athletes in campus projects.
- Design and implement programs that will encourage academic achievement, health promotion, social responsibility, and general life skills awareness.

Representation and Meetings:

- Each sport along with athletic trainers will be represented by two student-athletes.
- At the beginning of the school year, the team’s coach will select two representatives after finding out if the student-athletes are interested in participating on the committee.
- Meetings will be held at least every other week during the school year. If necessary, additional meetings may be called during the year.
- Items of discussion can be placed on the agenda by either the student-athlete or the SAAC Sponsor.
- The committee will elect the following officers to set agendas and facilitate meetings: a president, who will conduct the meetings; a vice-president, who will serve in the absence of the president; and a secretary, who will take minutes.

LIFE SKILLS PROGRAM

Purpose:

Life Skills was created to support the student-athlete development and to enhance the quality of the student-athlete experience within the context of higher education. The Life Skills Program will:

- Promote student-athletes’ ownership of their academic, athletic, career, personal, and community responsibilities.
- Meet the changing needs of student-athletes.
- Promote respect for diversity and inclusion among student-athletes.
- Assist student-athletes in identifying and applying transferable skills.
- Enhance partnerships between the NCAA, member institutions and their communities for the purpose of education.
- Foster an environment that encourages student-athletes to effectively access campus resources.
- Encourage the development of character, integrity, and leadership skills.

Commitment Statements:

- Commitment to Academic Excellence: To support the academic progress of the student-athlete toward intellectual development and graduation.

- Commitment to Athletic Excellence: To build philosophical foundations for the development of athletics programs that are broad-based, equitable and dedicated to the well-being of the student-athlete.

- Commitment to Personal Development: To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, leadership, personal growth, and decision-making skills.

- Commitment to Career Development: To encourage the student-athlete to develop and pursue career life goals.

- Commitment to Service: To engage the student-athlete in service to his/her campus and surrounding communities.

NUTRITION AND PERFORMANCE RECOMMENDATIONS

A vital component to being a student-athlete is how you fuel your body. Your athletic performance and recovery from training are enhanced by when attention is given to the nutrients you put into your body. Poor nutrition will decrease your ability to bounce back from rigorous training schedule and increase the likelihood of illness, overuse injuries, and fatigue. Practicing good nutrition will allow your body to fully benefit from the intense training and dedication you put toward your sport. This close attention should be heavily focused on both pre and post activity meals in addition to your regular meals throughout the day. This discipline will ultimately enhance your body's ability to perform and amplify your physical development goals. Having a plan is crucial! A student-athlete's schedule is strenuous - with classes, schoolwork, and training schedule, it can be very difficult to figure out what and when to eat. Here are some quick tips as well as suggestions to help you stay on top of your body's fuel.

Quick Tips:

- 1) Always have a snack and water bottle with you to avoid dehydration and going long periods of the time without eating. Prepare this in the AM before you walk out the door for the day.

- 2) Think color when putting your meals together. Try to eat a variety of fruits and vegetables with lean protein, complex carbs, and healthy fats.

- 3) Recovery: One of the most important aspects of training. You have to help your muscles by replacing glycogen. To do this you need to make sure you are getting in some carbohydrates and protein right after your training (within 30 minutes of activity).

Recommendations:

1) Pre-Activity Meal (3 hours before):

The meal before your activity (practice/competition) should be a well-balanced meal, including whole grains, lean protein, fruits, and vegetables. (See sample meals further down)

2) Pre-Activity Snack (1 hour before):

- 4oz apple sauce
- Hummus and veggies
- Peanut Butter and apple slices
- Granola bar w/a cup of milk or cheese
- Trail mix (1/4 cup)
- Fresh fruit

3) Post Activity (within 30 minutes of activity):

- 8-10 oz. fat-free chocolate milk
- Low-fat yogurt with granola and fruit
- Turkey/ cheese sandwich with raisins and glass of milk
- One handful trail mix (nuts and dried fruit)
- Graham crackers with peanut butter and fruit

Food to Improve Overall Health:

1) Anti-inflammation Foods:

Foods high in Omega-3 fatty acids and antioxidants are said to help reduce inflammation. Meaning they help sore shoulders, knees, and backs. Here are some foods to include in your diet to benefit from this outcome.

- Fish (salmon, halibut, tuna, scallops)
- Walnuts
- Flax seeds (or flax seed oil)
- Edamame
- Kidney/navy beans
- Olive Oil

2) Foods for Boosting Immune System:

Be sure to include foods with antioxidant power each day to enhance your immune system. Try to include at least 3 of these foods in your daily regime!

- Blueberries
- Grapes
- Broccoli
- Carrots
- Raspberries

- Green tea
- Tart cherries/ cherry juice
- Garlic
- Onion
- Spinach

Sample Pre-Activity Meals (All served with milk, juice, or tea as a beverage):

1) Breakfast Sample Meals:

- Scrambled eggs (1-2), Toast whole grain (1-2 slices), Fruit
- Yogurt, Toast whole grain with peanut or almond butter (1-2 slices), Fruit
- Oatmeal, Toast, Soy sausage or ham
- Breakfast taco (tortilla, egg, cheese, hot sauce), Fruit
- Cottage Cheese with fruit, with bagel or toast

2) Lunch Sample Meals:

- Tuna sandwich (on whole grain bread, pita, bagel or English muffin), baked chips or pretzels, Fruit
- Soy burger with cheese on bun, Side salad with dressing, Fruit
- Ham/Cheese sandwich, Soup, Fresh or canned fruit
- Turkey sandwich w/ mozzarella cheese, raw veggie (broccoli) with salad dressing, Pretzels, Fruit

3) Dinner Sample Meals:

- Spinach salad w/ chicken, salmon or tuna w/ dressing, whole grain crackers, fruit in salad, pudding
- Bean/cheese taco with salsa on a corn or whole wheat tortilla, Green salad with dressing, Yogurt
- Chicken salad sandwich (chicken, mayo, pickle relish), baked chips or pretzels, Fruit

Sample Weekly Shopping List:

Whole Grains:

- Whole Wheat Breads (bagels, English muffins, rolls, pita, sliced bread, tortillas)
- Whole Grain Crackers
- Cold Cereal (i.e., Special K, Total, Raisin Bran, Cheerios, Kashi, Mini Wheats, Cornflakes)
- Whole Grain Granola Bars
- Oatmeal, Cream of Wheat, and or Grits
- Rice (white or brown)
- Pasta, all types wheat or white
- Whole Wheat Pizza Crust

Lean Protein: Beans (fat free refried, garbanzo, kidney, white, black)

- Beef (85% lean or higher)
- Chicken (sliced, ground, breast)
- Eggs (whole or liquid)
- Fish (frozen or fresh)
- Nuts (whole, butters)
- Turkey (sliced, ground, breast)

Fruits:

- Frozen Fruit (any type)
- Whole Fruit popsicles
- Seasonal Fruit
- Canned Fruit (in water, not syrup)
- Apples and/or natural applesauce
- Bananas (yellow or green)

Vegetables:

- Broccoli
- Carrots (whole sliced, or shredded)
- Corn
- Cucumbers/Zucchini
- Green Beans
- Jicama
- Lettuce (Romaine, Arugula, Radicchio)
- Peas
- Spinach
- Tomato (fresh, canned, sauce)
- Avocado
- Potatoes (Regular and Sweet)

Dairy, Snacks, Etc.:

- Condiments (ketchup, mustard, salad dressing, spices)
- All Natural Fruit Spreads (jam and jelly)
- Salsa
- Fat Free Popcorn (microwave or kernels)
- Cheese (low-fat, part-skim)
- Dried fruit/trail mix
- Cottage Cheese (nonfat/low-fat)
- Cream Cheese (low-fat/whipped)
- Milk (Nonfat, 1% or chocolate)

- Yogurt (nonfat, low sugar, Greek)
- Hummus
- Seeds (pumpkin, sunflower, sesame)
- Soy products (tofu, vegetarian burgers/deli meat, milk, yogurt, cheese)

AWARDS FOR STUDENT-ATHLETES

Letter Winner and Participation Awards:

Participation in intercollegiate athletics is a privilege, and it requires a great deal of commitment. North Park seeks to recognize its student-athletes who are a part of the team and complete the season. To do so, two awards are given.

The *Participation Award* goes to student-athletes who do not qualify for a letter. A certificate is awarded.

The *Varsity Letter Award* goes to student-athletes who meet specific criteria during the season. Generally:

- A senior (as defined by season of eligibility and/or class standing) qualifies for a varsity letter if s/he participates in at least 25 percent of the team's varsity contests or, in cross-country, golf, or track, is consistently in the starting unit.
- A junior qualifies for a varsity letter if s/he participates in at least 50 percent of the team's varsity contests or, in cross-country, golf, or track, is consistently in the starting unit.
- A sophomore qualifies for a varsity letter if s/he participates in at least 60 percent of the team's varsity contests or, in cross-country, golf, or track, is consistently in the starting unit.
- A freshman qualifies for a varsity letter if s/he participates in at least 67 percent of the team's varsity contests or, in cross-country, golf, or track, is consistently in the starting unit.

In the event of an injury that causes a student-athlete to miss games, the head coach may use discretion in determining whether that athlete would have qualified for a varsity letter award had s/he remained healthy.

Senior Athlete Awards:

All athletes who are classified as a senior (whose eligibility is completed or who are graduating in May or the following December) are invited to attend the Senior Athlete Awards Ceremony, sponsored by the Viking Club and held annually in May. Parents are invited as guests as well. During the ceremony, coaches will present a gift to each senior athlete and recognize all four-year letter winners with a special award. Finally, one male and one female are chosen to receive the Outstanding Sportsmanship Awards and the Senior Athlete of the Year awards. Coaches

nominate deserving athletes, and a small group representing the Viking Club membership makes the selections, which remain confidential until the announcement is made at the ceremony.

College Conference of Illinois and Wisconsin (CCIW) Awards:

The CCIW recognizes athletes from schools throughout the conference in each sport.

In sports such as cross country, golf, and track, all-conference selections are made based on the athlete's finish in the CCIW championships at the end of the season.

In all other sports—baseball, basketball, football, soccer, softball, and volleyball—the head coaches vote for deserving individuals for all-conference honors.

The CCIW presents Academic All-Conference Awards to student-athletes who meet the following criteria: An individual must have an overall grade point average of 3.30 or above at the beginning of the season of competition and must have lettered in their respective sport for that season. Transfer students and freshmen are eligible for this award.

The CCIW also presents the “Jack Swartz All-Academic Award” to two student-athletes (one male and one female) from the eight member institutions during each season (fall, winter, and spring). Recipients need to meet the following criteria: An individual must have an overall grade point average of 3.50 or above at the beginning of the season of competition and must have lettered in their respective sport for that season. Transfer students and freshmen are eligible for this award.

Depending on the sport, the conference awards certificates, medals, and/or plaques to each all-conference, all-academic selection, and Jack Swartz recipients.

Merle Chapman Leadership Award:

The award, which began during the 2002-03 academic year, is named after the longtime football coach/athletics director at Millikin University and the second commissioner of the CCIW. Chapman served in that capacity from 1997-2002. The award identifies two student-athletes (one male and one female) from member institutions that best exemplify the traits that Chapman displayed and encouraged during his three-plus decades of service as teacher, coach and mentor to the athletes, coaches and administrators of the CCIW. Those traits are loyalty, enthusiasm, and commitment to academic, athletic and personal excellence, leadership and sportsmanship.

National Awards:

North Park has had many student-athletes earn national awards for athletics and academics through the years. Coaches and athletic administrators may nominate deserving individuals for All-American and CoSIDA Academic All-American honors. And, in some sports, coaches' associations sponsor academic recognition for teams with high GPAs.

DRUG TESTING PROGRAM INFORMATION

A Letter to Our Student-Athletes:

We are excited that you are participating in intercollegiate athletics at North Park University during the upcoming school year. North Park is committed to providing its student-athletes a positive and growing experience, one that will aid you in your overall education. As such, North Park firmly endorses the NCAA Division III philosophy of the student-athlete, and your academic work leading to graduation will always be our first priority. Practices and games have been scheduled so that conflicts with classes will be kept to a minimum. In addition, North Park offers a competitive program that will allow you to work and develop together with your teammates and coaches.

Every North Park student-athlete is expected to fulfill his/her potential and to abide by the rules and regulations of the University, the CCIW, and the NCAA. These rules include not engaging in any illegal, unethical, or unsafe actions, some of which can result in your gaining a competitive edge over one of your teammates or an opponent.

With these goals in mind, each student-athlete is required to submit, each year, a completed physical examination before his/her first involvement in intercollegiate athletics at North Park. This requirement is for your own protection and for fairness to your teammates and opponents. The physical examination will assist North Park in monitoring your participation in the interest of maintaining good health. Beyond this examination, North Park has established a drug education and testing program for its student-athletes.

—Dr. Jack SurrIDGE, Director of Athletics

Purpose of Drug Education and Testing Program (Updated Aug, 2016):

Substance abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, improper/illegal use of alcohol, and the use of tobacco are inconsistent with the standards expected of student-athletes at North Park University and with NCAA regulations. The Department of Athletics has taken a proactive approach to these issues by instituting a program of education, testing and support. This policy is separate and distinct from the NCAA drug testing program. Information regarding the NCAA drug testing program can be found at www.ncaa.org/health-and-safety/policy/drug-testing. This policy has been approved by North Park University. North Park University reserves the right to amend this policy as needed. Furthermore, this policy is not to be construed as a contract between North Park University and the student-athlete.

The goals of the North Park University Department of Athletics Drug Education and Testing Program are the following:

- Promote the health, safety and welfare of all student-athletes
- Enhance the quality and credibility of the athletics department at NPU
- Deter substance abuse among the NPU student-athlete population
- Promote fair competition
- Increase student-athlete knowledge about the detrimental effects of banned substances
- Provide guidance to those identified with substance abuse problems

Administration of the Program:

Program Administrator – Serves as the institutional representative to oversee the Department of Athletics Drug Education and Testing Program. The Program Administrator reports to the Director of Athletics and is responsible for the following tasks:

- Chief liaison between Department of Athletics and Drug Free Sport
- Serve as a resource person for referral to counseling-based programs for students and staff.
- Coordinate educational programs for student-athletes and staff.

Center for Drug Free Sport – The National is an independent third party administrator contracted by the Department of Athletics.

- Handles randomized selection of student-athletes to be tested
- On-site sample collection
- Processing of sample in approved laboratory

Drug Program Committee – A committee including the following representatives is established to assist in carrying out the Drug Education and Testing Program on a variety of levels:

- Drug Program Administrator (Chair)
- Director of Athletics (or Senior Women's Administrator in absence of AD)
- Dean of Students (or designee if absent)
- Coach (when meeting regarding a student-athlete's positive test)

Education Program:

The Department of Athletics will conduct a mandatory drug education program at least once per academic year. The type of educational program is at the discretion of the Program Administrator and/or the Director of Athletics.

Drug Testing Procedures:

As stated before, the Department of Athletics Drug Education and Testing Program is a separate institutional policy from the NCAA, but the Department will use the same list of banned substances as the NCAA (Appendix A). This list can also be found on www.ncaa.org/2015-16-ncaa-banned-drugs. Additional information regarding banned substances and dietary supplements can be found at www.drugfreesport.com. Since dietary supplements are not regulated by the FDA, it is possible to have a positive drug test as a result of a dietary supplement you are legally taking. Therefore, it is recommended that you consult with the athletic training staff prior to taking any substances. Drug Free Sport's Resource Exchange Center (REC) is a free service that is available to answer questions about dietary supplements as well (www.drugfreesport.com/rec password ncaa3). When testing occurs, the panel of substances the samples will be tested for is at the discretion of the Program Administrator and Director of Athletics.

Participation – All student-athletes who are listed on the institutional squad list are required to participate in the Department of Athletics Drug Education and Testing Program. This includes, but is not limited to student-athletes who are academically ineligible or student-athletes who are injured. At the beginning of each academic year, prior to any participation in intercollegiate athletics, each student-athlete must sign and

date consent forms authorizing drug testing and the release of results in accordance to this policy for both the NCAA and Athletics Department (Appendix B). Failure to sign the consent forms will result in suspension of participation in intercollegiate athletics until in compliance with this policy. Under this policy, all student-athletes at any time during the fall or spring semesters, regardless of their season, are susceptible to being tested.

Methods of selection:

1. Unannounced Random Testing – Throughout the year, at the discretion of the Program Administrator and Director of Athletics, Drug Free Sport will be contacted. Testing dates will be determined by this group. Drug Free Sport will generate random lists of student-athletes to be tested on these selected dates. An individual, who has previously tested positive, will be subject to further additional follow up testing for the remainder of their intercollegiate career at North Park. Testing will be unannounced with the frequency determined by the Athletic Director or his/her designee.

2. Reasonable Suspicion – A student-athlete may be chosen to undergo drug testing due to “reasonable suspicion” if identified by one or more of the following people; the Director of Athletics, Coaching Staff, Athletic Training Staff, Team Physician, and/or the Dean of Students. The identification of an athlete should be based on objective signs of physical and behavioral changes that could be the result of substance abuse. These objective signs may include but should not be limited to a dramatic drop in grades, decreased class attendance, fluctuation in bodyweight, acts of violence, an incident involving law enforcement or campus security, a positive drug test in the past and emotional disturbances. A “reasonable suspicion” allegation must be made in writing to the Program Administrator and/or other Drug Program Committee members by filling out a Reasonable Suspicion Claim Form (Appendix C). The allegation will be reviewed, and based on its merits, decide whether the student-athlete will be tested for substance abuse. A student-athlete selected based on reasonable suspicion may be tested without prior notice.

3. Team – Circumstances may arise that may make it necessary for an entire athletic team to be drug tested. These circumstances may include but are not limited to:

- Prior to NCAA or Conference post-season competition
- Pre-participation athletic physicals
- Suspected widespread use of banned substances (documentation should be followed identical to that of a “reasonable suspicion” case)

4. Individual NCAA/Conference Qualifier – NPU Department of Athletics has the right to test any individual qualifier for post-season play.

Notification of testing:

1. All student-athletes selected for drug testing will be notified by the Program Administrator. The Program Administrator will contact the student-athlete by phone either on their cell phone or home phone. A message will be left for the student-athlete during each call. If the student-athlete does not return the call promptly, the coach will be contacted to help locate the student-athlete. Upon this notification, the student-athlete must immediately appear in person and sign a notification form. At this time, the

Program Administrator will inform the athlete of the date, time, and necessary procedures for drug testing. The head coach of each student-athlete's respective sport will be notified of their selection at the same time.

2. At the time of notification, the student-athlete will be instructed on what they must do in order to provide a proper urine specimen. Any student-athlete who is found to have attempted to manipulate, substitute, adulterate, or intentionally dilute his or her urine will be in violation of the North Park University Drug Testing and Education Program and will be sanctioned accordingly.

3. The student-athlete will be given no more than 24 hours notice for being selected for a drug test. There is no minimum period of time that the student-athlete must be provided with between notifications and testing.

4. If a student-athlete does not contact the Program Administrator prior to the drug testing session, **THE DRUG TEST WILL BE CONSIDERED A POSITIVE TEST AND THE STUDENT-ATHLETE WILL BE SANCTIONED ACCORDINGLY.** If the student-athlete has a legitimate emergency and cannot be present for the drug testing collection, arrangements will be made for them to provide a specimen as soon as possible following proper notification.

5. Refusal to sign the Drug Testing Notification Form or failure to appear for institutional drug testing **WILL BE CONSIDERED A POSITIVE TEST AND THE STUDENT-ATHLETE WILL BE SANCTIONED ACCORDINGLY.**

6. Drug Free Sport's collection of the specimen will follow the protocol outlined in Appendix D.

Reporting of Results:

1. The Center for Drug Free Sport will notify the Program Administrator directly of any positive test results by number code. Only at this time will the number code be broken and the student-athlete identified.

2. Notification of the positive test will be sent to the student-athlete, the head coach, and each member of the Drug Program Committee.

Sanctions:

1st Offense

The student-athlete will not be allowed to participate in any team activities for a minimum of 45 days and must complete the following guidelines:

Student-athlete must satisfactorily complete the recommended Substance Abuse Intervention Program based on evaluations by counseling services and/or team physicians.

Student-athlete will be required to contact his/her guardian in the presence of the Director of Athletics and/or their designee.

Student-athlete must provide a negative test conducted by Drug Free Sport at their expense prior to rejoining the team (\$75), this may occur before the 45-day suspension

has ended to monitor progression (student-athlete is financially responsible for a maximum of one follow-up testing).

Student-athlete may also be sanctioned by the Dean of Students in accordance to their policies.

2nd Offense

Individual is terminated from NPU intercollegiate athletics for the remainder of their eligibility.

Individual is strongly encouraged to complete an appropriate Substance Abuse Intervention Program.

Individual will be sanctioned by the Dean of Students in accordance to their policies.

Substance Abuse Intervention Program:

Following a positive test, the student-athlete will be required to have assessments by the North Park University Counseling Support Services and/or be required to see a North Park University Team Physician. On a case by case basis, recommendations will be made regarding an appropriate intervention plan on behalf of the student-athlete. The student-athlete will be required by the athletic department to comply with the intervention recommendations. Part of this referral process will include signing a waiver and release of information that will be used by the Program Administrator to monitor attendance and compliance with the plan.

In the event that the dependency issues are beyond the realm of practice for the North Park University Team Physician services and/or North Park University Counseling Support Services staff, off-campus referrals may be necessary. The NPU Counseling Support Services will serve as the liaison between the Program Administrator and the recommended off-campus treatment center. If at any point during the Substance Abuse Intervention Program the student-athlete is found to be delinquent in their obligations, the individual will lose their privilege to participate in athletics at North Park University. Additional drug testing to monitor student-athlete's progress may also apply within the 45-day suspension.

Confidentiality:

All members of the NPU Athletics Department are expected to respect a student-athletes right to privacy. It is essential that anything seen, heard, read, and/or otherwise obtained remain confidential by all parties involved. It is illegal for any personnel to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access.

All NPU Athletics Department personnel are expected to adhere to the Confidentiality Policy at all times. Violation of the policy may incur disciplinary action at the discretion of the Director of Athletics.

Appeals:

The following is the protocol to follow should a student-athlete want to appeal the result of the test:

Student-athletes who test positive for a banned substance may, within 3 business days following notification of the laboratory findings, contest the finding of the positive results in writing to the Drug Program Administrator or Director of Athletics.

- The request will be reviewed by the Drug Program Committee, and if deemed necessary a hearing will be scheduled with the Committee and student-athlete. The student-athlete may have a representative present if the student so desires. However, the student-athlete must present his or her own case.
- The student-athlete will not be permitted to participate in athletics while the appeals committee is reviewing and investigating the request. After hearing the appeal, the Committee has the authority to uphold, rescind, or amend any decision, including increasing or decreasing a punishment. The determination of this committee will be deemed final.

Safe Harbor Program:

A student-athlete who has engaged in prohibited drug use is encouraged to seek assistance from the Athletic Department by voluntarily disclosing his or her use prior to an announced drug test (Appendix E). Only members of the Drug Education and Testing Program Committee will be informed of a student-athletes self-declaration. This program is a one-time offering during the student-athletes tenure at North Park University. If an individual has previously tested positive, he/she is not eligible to enter the Safe Harbor Program.

An individual entering the Program will avoid sanctions by the University if the following criteria are met:

- Attend mandatory evaluation by on campus counseling services and/or team physician and remain compliant on their recommendations which may include completing a substance abuse program. An individual can remain in the program for a reasonable period of time, not to exceed 30 days, or as determined by the treatment plan.
- A drug test at the student-athlete's expense (\$75) will be taken to establish a baseline in the event that follow up testing is warranted.
- Failing to complete the treatment recommended by the counselor, or having a positive test for any banned substance that indicates new use after entering the Safe Harbor Program will be sanctioned accordingly.

If a student discloses use of banned substance after being notified of selection for testing, the student-athlete will be sanctioned accordingly, regardless of test results. In this case, the Self-Disclosure form will be utilized (Appendix F).

The following Appendices are located on pages 41-48 of the Handbook.

- A..... Banned substance list from NCAA
- B..... Consent to Policy and Procedures
- C..... Reasonable Suspicion Claim Form
- D..... Collection Protocol
- E..... Safe Harbor Self Declaration Form
- F..... Self-Disclosure of Banned Substance Use (post notification)

ATHLETIC DEPARTMENT ALCOHOL POLICY

The use of alcohol **in season** (traditional or non-traditional) is prohibited. Consumption of alcohol on or off campus, or inclusion in alcohol violation write-up by Residence Life or law enforcement personnel by any student-athlete regardless of age, will result in the following reprimands:

- For first offense, the student-athlete will be suspended for 5% (minimum of 1 contest) of the total varsity regular season scheduled contests.

- For second offense, the student-athlete will be suspended for 10% (minimum of 1 contest) of the total varsity regular season scheduled contests.
 1. The suspension will be served in the next contest(s) as long as it does not cause forfeiture of the contest.
 2. For programs with reserve teams, the suspension will be served in the next varsity or reserve contest(s) based primarily on the majority of that student-athlete's previous appearances.
 3. Post-season games are included in the suspension.
 4. In the case of a multi-sport athlete in his/her final season of eligibility in a sport, any remaining suspension will carry over into the next competitive season.
 5. If an athlete is in-season for multiple sports at the time of an offense, suspensions will be served individually for each sport.

- For a third offense, the student-athlete will be removed immediately from the team and begin serving a 365-day suspension. The student-athlete may be reinstated in the next school year after serving his or her suspension, completing an alcohol assessment and counseling program with the North Park University Counseling Center.

The use of alcohol **out of season** by anyone under age 21 is prohibited. Consumption of alcohol, or inclusion in an alcohol violation write-up by Residence Life or law enforcement personnel by an underage student-athlete, will result in the following reprimands:

- For a first offense, the student-athlete will not face any penalty from the Department of Athletics.

- For a second offense, the student-athlete will be suspended for 5% (minimum of 1 contest) of the total varsity regular season scheduled contests.

- For a third offense, the student-athlete will be suspended for 15% of the total varsity regular season scheduled contests and undergo alcohol assessment and counseling at the North Park University Counseling Center.

1. The suspension will be served in the next contest(s) as long as it does not cause forfeiture of the contest.
2. For programs with reserve teams, the suspension will be served in the next varsity or reserve contest(s) based primarily on the majority of that student-athlete's previous appearances.
3. If an athlete is out-of-season for multiple sports at the time of an offense, suspensions will be served individually for each sport.

Consumption of alcohol may include, but not limited to, being written-up by residence hall personnel, being observed consuming by athletic department or university personnel, raising the suspicion of athletic department personnel or being cited for an alcohol related offense by law enforcement personnel.

Counseling must be done through the North Park University Counseling Center. The Counseling Center must release the student-athlete in order for the counseling to be complete.

Example of Suspension Penalties:

1st Offense in-season penalty:

2nd offense out of season penalty:

Sport (# of Contests): 5% Penalty

Football (10)	1 game
Baseball (40)	2 games
Basketball (25)	1 game
Cross Country (9)	1 meet
Rowing (9)	1 regatta
Golf (20)	1 match
Soccer (18)	1 game
Softball (40)	2 games
Volleyball (30)	2 matches

2nd offense in-season penalty:

Sport (# of contests): 10% Penalty

Football (10)	1 game
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Baseball (40)	4 games
Basketball (25)	3 games
Cross Country (9)	1 meet
Rowing (9)	1 regatta
Golf (20)	2 matches
Soccer (18)	2 games
Softball (40)	4 games
Volleyball	3 matches

3rd offense out of season penalty:

Sport (# of contests): 15% Penalty

Football (10)	2 games
Baseball (40)	6 games
Basketball (25)	4 games
Cross country (9)	2 meets
Rowing (9)	2 regattas
Golf (20)	3 matches
Soccer (18)	3 games
Softball (40)	6 games
Volleyball (30)	5 matches

Each student-athlete must understand and agree to these terms by printing and signing his or her name. This alcohol policy is effective for the entirety of each signer's career or until a change in the policy occurs.

University Policy on Smoking and Tobacco Use

North Park University is committed to providing an academic and work environment that is healthy, comfortable, and productive for all students, faculty, and staff. In an effort to reach this goal, the University is entirely smoke- and tobacco-free. This policy applies to all University members, including visitors, vendors, and those attending athletic, fine arts, and alumni

events. Decals indicating our status as a smoke- and tobacco-free campus are displayed on campus.

We all have come to understand that the use of tobacco—including smoking and breathing secondhand smoke—creates significant health risks. As a Christian educational institution, we are committed to making sure that all individuals are comfortable in our community. As such, the University prohibits all smoking and other tobacco products within all buildings, facilities, University-owned vehicles, and personal vehicles parked on University property. In the spirit of hospitality, we ask that those who choose to smoke to do so off-campus, and to be considerate of residents and businesses that neighbor University property by not loitering and by discarding of tobacco products properly.

University Policy against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation

The North Park University Athletic Department is committed to providing and maintaining a welcoming environment, and will not tolerate discrimination, harassment, retaliation, sexual misconduct, dating violence, domestic violence, stalking or any form of intimidation (collectively "Prohibited Conduct") by any person in any form directed against students, faculty, staff or visitor of the institution. The department will take prompt and appropriate action when complaints of Prohibited Conduct are received, including appropriate disciplinary action up to dismissal against the perpetrator if the complaint is substantiated and such discipline is deemed necessary.

This Policy applies to conduct on campus and at University sponsored events and programs off-campus. It also covers other off-premises conduct (e.g., at a private party) if that conduct adversely impacts the ability of a North Park student or employee to enjoy the full benefits of his/her association with North Park.

Sexual Harassment is defined as any unwelcome sexual advance which may be verbal, visual or physical.

Sexual Misconduct includes sexual assault, inducing incapacitation for sexual purposes, and sexual exploitation.

Sexual Assault is defined as forcing, threatening, or coercing an individual into sexual contact against the individual's free will or without the individual's consent. It includes, but is not limited to, inappropriate touching, sexual intercourse of any kind without consent, rape, or attempted rape against that individual's free will. Sexual assault includes having sexual contact with a victim while knowing or having reason to know that the victim was under the influence of alcohol or other drugs or was otherwise unable to consent.

If you are a victim of Prohibited Behavior the procedures you should follow are listed in Appendix [G] and the resources available to you are listed in Appendix [H]. The complete policy can be found online at <http://www.northpark.edu/about/title-ix>.

Recruitment Policy

North Park University's Athletic Department recruits prospective student-athletes in accordance with applicable NCAA and CCIW rules and regulations. The Department is committed to the highest standards of conduct in the recruitment of prospective student-athletes to North Park.

The Role of Recruiting:

Recruiting quality student-athletes is a vital and expected function of our coaches. We want to familiarize prospective student-athletes with the school, its mission, its educational opportunities, and its programs so that students who enroll here will want to take advantage of all that North Park has to offer. We want to recruit students who can succeed academically and who can strengthen the intercollegiate program. To find these student-athletes, coaches must recruit aggressively, actively, accurately, and with a plan.

Official Visits:

When a student-athlete arrives on an official visit, the head coach will review North Park's recruitment policy with both the host and the prospect. The host and the prospect will be required to sign and date the official visit form which outlines their responsibilities during the visit. In addition, the form summarizes NCAA rules governing the recruitment of student-athletes. The form will be filed with North Park's Compliance Officer.

NCAA Guidelines for Official Visits:

- A host must be a student-athlete and enrolled as a full-time student at North Park.
- A student-athlete host will be provided with a maximum \$40.00 per day to cover the cost of meals and entertainment expenses for the host, the prospective student-athlete and the prospect's parents or spouse. If hosting more than one prospect, a student-athlete host may receive an additional \$20 per day for each additional prospective student-athlete.
- A student-athlete host must handle the money personally and no cash may be given to the prospective student-athlete or his/her family.
- A student-athlete host may not use these funds to purchase or otherwise provide the prospective student-athlete or his/her family with gifts such as hats, t-shirts, or other souvenirs.
- A student-athlete host will need his/her own transportation. A host is prohibited from using a coach's car or any University vehicle.
- A student-athlete host may not transport the prospective student-athlete or his/her family more than 30 miles from campus.
- Meals provided for a prospective student-athlete and his/her family must occur on campus. It is permissible for meals to be purchased from off-campus vendors as long as the meal is on a scale comparable to normal student life. If all on-campus dining facilities are closed, the institution may provide meals off-campus. Only one student host

per prospective student-athlete may be provided a free meal if restaurant facilities are used.

- The student-athlete host may receive a complimentary meal provided they are accompanying the prospective student-athlete.
- The student-athlete host may receive a complimentary admission when accompanying a prospect to a regular season on-campus athletic event.
- A prospective student-athlete may participate in physical workouts or other recreational activities during a visit to an institution's campus provided that the activities are not organized or observed by members of the athletics department coaching staff and are not designed to test the athletics abilities of the prospective student-athlete.

ABOUT THE CCIW

North Park is pleased to be part of an extremely strong NCAA Division III conference, the College Conference of Illinois and Wisconsin. The CCIW is regarded by many as the best small college conference in the nation and its history supports that claim.

CCIW schools have accounted for 50 national championships at the NCAA DIII level since the NCAA divided into three divisions in 1973:

- Seventeen national championships in men's cross country (North Central);
- Six national championships in men's basketball (North Park-5 & Illinois Wesleyan-1);
- Six national championships in men's outdoor track (North Central);
- Four national championships in football (Augustana);
- Five national championships in men's indoor track (North Central);
- Three national championships in women's soccer (Wheaton);
- Two national championships in women's volleyball (Elmhurst);
- Two national championships in men's soccer (Wheaton);
- Three national championships in women's outdoor track (Illinois Wesleyan);
- Two national championships in women's basketball (Millikin-1 & Illinois Wesleyan-1);
- One national championship in women's indoor track (Illinois Wesleyan); and

- One national championship in baseball (Illinois Wesleyan).
- In addition, there have been many top-ten national finishes in NCAA team championship competition, and numerous CCIW student-athletes have been national champions or earned All-American honors.

Celebrating its 50th year of competition in 1996, the league was formed with nine members at a meeting in Jacksonville, Illinois, on April 26, 1946, and opened competition in the 1946-47 school year as the College Conference of Illinois. The name was officially changed in May 1967 to recognize its Wisconsin members.

Charter members were Augustana (in Rock Island), Carthage (then located in southwest Illinois but now in Kenosha, Wisconsin), Elmhurst, Illinois College (in Jacksonville), Illinois Wesleyan (in Bloomington), Lake Forest, Millikin (in Decatur), North Central (in Naperville), and Wheaton. North Park became a member in 1962. Carthage, Carroll, Elmhurst, and Wheaton all left the conference at one point but returned later. The conference now has nine members:

- Augustana College “Vikings”
- Carroll University “Pioneers”
- Carthage College “Redmen” and “Lady Reds”
- Elmhurst College “Bluejays”
- Illinois Wesleyan University “Titans”
- Millikin University “Big Blue”
- North Central College “Cardinals”
- North Park University “Vikings”
- Wheaton College “Thunder”

NORTH PARK UNIVERSITY 2017-2018 ACADEMIC CALENDAR

Academic Week: Monday-Saturday. All dates are inclusive

Mon., Aug. 28, 2017	Fall Semester and First Quad (Fall A) Begin
Sat., Sept. 2, 2017	Saturday Classes Meet
Mon., Sept. 4, 2017	Labor Day - No Classes
Sat., Oct. 7, 2017	Last day to withdraw from a First Quad class
Sat., Oct. 14, 2017	First Quad Final Examinations (Saturday Classes)
Wed., Oct. 18, 2017	First Quad Final Examinations (Mon-Wed-Fri Classes)
Thurs., Oct. 19, 2017	First Quad Final Examinations (Tue-Thu Classes)
Fri., Oct. 20—Sun., Oct. 22, 2017	Fall Break - No Classes
Mon., Oct. 21, 2017	Second Quad (Fall B) Begins
Sat., Nov. 18, 2017	Last day to withdraw from a semester-long class
Wed., Nov. 22—Sun., Nov. 26, 2017	Thanksgiving Break - No Classes
Sat., Dec. 2, 2017	Last day to withdraw from a Second Quad class
Tues., Dec. 12, 2017	Reading Day - No Classes (Except for TTH Second Quad Classes)
Wed., Dec. 13—Sat., Dec. 15, 2017	Fall Semester and Second Quad Final Examinations
Fri., Dec. 15, 2017	Fall Commencement
Sun., Dec. 17, 2017—Sun., Jan. 14, 2018	Winter Break - No Classes
Mon., Jan. 15, 2018	M.L. King Day – No Classes
Tues., Jan. 16, 2018	Spring Semester and Third Quad (Spring A) Begin
Sat., Feb. 24, 2018	Last day to withdraw from a Third Quad class
Sat., Mar. 1, 2018	Third Quad Final Examinations (Saturday Classes)
Thur., Mar. 8, 2018	Third Quad Final Examinations (Tue-Thu Classes)
Fri., Mar. 9, 2018	Third Quad Final Examinations (Mon-Wed-Fri Classes)
Sat., Mar. 10—Sun., Mar. 18, 2018	Spring Break - No Classes
Mon., Mar. 17, 2018	Fourth Quad (Spring B) Begins for Saturday Classes
Sat., Mar. 19, 2018	Fourth Quad (Spring B) Begins for Weekday Classes
Fri., Mar. 30—Mon., Apr. 2, 2018	Easter Break - No Classes
Sat., Apr. 14, 2018	Last day to withdraw from a semester-long class
Sat., Apr. 28, 2018	Last day to withdraw from a Fourth Quad class
Sat., May 5, 2018	Spring Semester and Fourth Quad Final Examinations (Sat. Classes)
Tues., May 8, 2018	Reading Day - No Classes (Except for TTH Second Quad Classes)
Wed., May 9—Fri., May 11, 2018	Spring Semester and Fourth Quad Final Examinations
Fri., May 11, 2018	Baccalaureate
Sat., May 12, 2018	Spring Commencement
Mon., May 14, 2018	Summer Mini-Term Begins
Mon., May 28, 2018	Memorial Day – No Classes
Fri., June 1, 2018	Summer Mini-Term Ends (Final Examinations on Last Day of Class)
Mon., June 4, 2018	Full and June Summer Terms Begin
Fri., June 29, 2018	June Summer Term Ends (Final Examinations on Last Day of Class)
Mon., July 2, 2018	July Summer term and Quad B Begin
Wed., July 4, 2018	Independence Day Break - No Classes
Fri., July 27, 2018	Full and July Summer Term Ends (Final Examinations on Last Day of Class)

APPENDIX A: 2017-18 NCAA Banned Substances

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:

1. Stimulants
2. Anabolic Agents
3. Alcohol and Beta Blockers (banned for rifle only)
4. Diuretics and Other Masking Agents
5. Illicit Drugs
6. Peptide Hormones and Analogues
7. Anti-estrogens
8. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

1. Blood doping.
2. Gene doping.
3. Local anesthetics (under some conditions).
4. Manipulation of urine samples.
5. Beta-2 Agonists permitted only by prescription and inhalation.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.

1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility from using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. *Any product containing a dietary supplement ingredient is taken at your own risk.*

Check with your athletics department staff prior to using a supplement.

Examples of NCAA Banned Substances in Each Drug Class

Note to Student-Athletes: There is NO complete list of banned substances. Do not rely on this list to rule out any label ingredient.

1. **Stimulants:** Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); methylhexanamine (DMAA); "bath salts" (mephedrone); Octopamine; DMBA; phenethylamines (PEAs); etc. *Exceptions:* phenylephrine and pseudoephedrine are not banned.
2. **Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenedione):** Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epitrenbolone; testosterone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033); etc.
3. **Alcohol and Beta Blockers (banned for rifle only):** Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
4. **Diuretics (water pills) and Other Masking Agents:** Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
5. **Illicit Drugs:** Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).
6. **Peptide Hormones and Analogues:** Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1 (colostrum); etc.
7. **Anti-Estrogens:** Anastrozole; tamoxifen; formestane; ATD; clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3, 5-dien-7, 17-dione), etc.
8. **Beta-2 Agonists:** Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting. Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at 877/202-0769 or www.drugfreesport.com/rec password: ncaa1, ncaa2 or ncaa3.

It Is Your Responsibility To Check With The Appropriate Or Designated Athletics Staff Before Using Any Substance.

APPENDIX B: Consent to Policy and Procedures Form

I _____ certify the following:
(Student-Athlete Name)

1. I have read and understand the North Park University Drug Education and Testing Program (“Program”). I accept all conditions of the Program as a condition for my eligibility to participate in the North Park University Intercollegiate Athletics Program.
2. I understand that selection for testing may be based on random selection, reasonable suspicion of misuse/abuse, and/or other reasonable cause.
3. I understand that the Program prohibits the use of illegal drugs, or drug abuse in any manner, and that a positive test for banned substances under the Program will result in the sanctions set forth in the Program.
4. I consent to the release of any testing results to an authorized representative as outlined in the Program for the purposes of determining whether a violation of the Program has occurred. In addition to this consent, I understand that in the event of a positive test I will be required to notify my parent(s)/guardian in the presence of the Director of Athletics and/or their designee.
5. I understand that if I test positive for any banned substance that I will be required to participate in an evaluation(s) by NPU Counseling Support Services and/or Team Physician.
6. I understand that the 1ST Offense minimum time of suspension from team activities is 45 days from notification of the positive test and I will be required to provide a negative follow-up test before returning to my team. In addition, I may be subjected to drug testing throughout my 45 day suspension in order to monitor for additional use, though I am only financially responsible for one follow-up test (\$75).
7. I understand that I will be required to follow any recommendation for follow-up or treatment resulting from an evaluation and any expense occurred from an outside agency will be at my own responsibility.
8. I agree to cooperate in providing consent to any counseling services or agency to release to the Drug Program Administrator an evaluation and recommendations for follow-up or treatment.
9. I acknowledge I have received a copy of this Consent.

Signature of Student-Athlete: _____ Date: _____

Parent Signature _____

(Required if under 18 years old)
APPENDIX C: Reasonable Suspicion Claim Form

I, _____, under the reasonable suspicion clause that is outlined in the
(NPU Athletic Dept. Staff Member)
 North Park University Drug Education and Testing Program, report the following objective sign(s),
 symptom(s) or behavior(s) that I reasonably believe warrant _____ be
(Name of Student-Athlete)
 referred to the Drug Program Administrator or his/her designate for possible drug testing. The following
 sign(s), symptom(s) or behavior(s) were observed by me over the past ____ hours and/or ____ days.

Please check below all that apply

Student-Athlete has shown:	Student-Athlete has been:	Student-Athlete has demonstrated:
_____ irritability _____ loss of temper _____ poor motivation _____ failure to follow directions _____ verbal outburst _____ physical outburst _____ emotional outburst _____ slurred speech _____ over stimulated or "hyper" _____ excessive talking _____ periods of memory loss _____ weight gain _____ weight loss _____ withdrawn and/or less communicative	_____ late for practice _____ late for class _____ not attending class _____ receiving poor grades _____ staying up too late _____ missing appointments _____ missing/skipping meals _____ recurrent bouts with a cold or the flu	_____ smell of alcohol _____ smell of marijuana _____ dilated pupils _____ constricted pupils _____ red eyes _____ constantly running nose _____ staggering or difficulty walking _____ sloppy hygiene and/or appearance _____ incident involving law enforcement (date____) _____ violation of NPU Student Handbook (date____)

Other Specific Objective Findings Include:

(Print Name of NPU Staff Member)

(Signature of NPU Staff Member)

(Date)

Reviewed By: _____
(Drug Program Administrator/Designee)

(Date)

APPENDIX D: Collection Procedures

1. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will officially enter the station.
2. The athlete will select a sealed collection beaker from a supply of such and will record his/her name on the collection beaker's lid.
3. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of at least 50 mL is provided (100 mL if testing for anabolic steroids).
4. Validators who are of the same gender as the athlete must observe the voiding process and should be members of the official drug-testing crew. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the athlete raise his/her shirt high enough to observe the midsection area completely ruling out any attempt to manipulate or substitute a sample.
5. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the collection crew chief or client representation for documentation. Athletes will rinse and dry hands, with water only, prior to urination, and wash with soap and water following urination.
6. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances.
8. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.
10. Upon return to the collection station, the athlete will begin the collection procedure again.
11. Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the athlete.
12. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.

13. If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided.
14. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.
15. The laboratory will make final determination of specimen adequacy.
16. If the laboratory determines that an athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
17. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.
18. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form from a supply of such.
19. A collector will record the specific gravity and pH values.
20. The collector will pour approximately 35 mL of the specimen into the "A vial" and the remaining amount (approximately 15 mL) into the "B vial" (**another A=35 mL, B=15 mL in a second split sample kit for anabolic steroid testing, which will be shipped to a WADA accredited laboratory**) in the presence of the athlete. Therefore, two split sample kits will be used when testing for both "drugs of abuse" and anabolic steroids. The vials will be packaged identically, but shipped to two different laboratories.
21. The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).
22. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.
23. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
24. The athlete, collector and witness (if present) will sign certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.
25. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
26. The specimens become the property of the client.
27. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug-testing program.

APPENDIX E: Safe Harbor Self Declaration Form

I hereby declare “Safe Harbor” from the North Park University Drug Education and Testing Program. I understand that this is the one and only time I am permitted to declare Safe Harbor and I will:

- Be tested for banned substances immediately
- Be evaluated by NPU Counseling Services and/or Team Physician regardless of the test results
- Follow and complete the prescribed counseling/treatment plan
- Remain in Safe Harbor until released by the counselor and/or team physician
- Not be eligible for randomized drug testing while in Safe Harbor, but will remain eligible for drug testing by the NCAA
- Failing to comply with recommendations or having a positive test that indicates new substance use will be deemed a second offense under the policy
- Follow guidelines outlined in Safe Harbor Program section of the Drug Education and Testing Program

Student-Athlete (Print): _____

Signature: _____ Date: _____

Name (Print): _____
(Drug Program Administrator and/or Team Physician)

Eligible for Safe Harbor Program: Yes _____ No _____

Reviewed Safe Harbor Program: Yes _____ No _____

Signature: _____ Date: _____

Title: _____

APPENDIX F: Self-Disclosure of Banned Substance Use Form

I, _____, voluntarily admit to using a banned substance
(Name of Student-Athlete)
during my time as a North Park University student-athlete against the Department of Athletics
Drug Education and Testing Program policy. I have disclosed this information *after* being
notified of my selection to be tested at random or by reasonable suspicion. By undersigning, I
also certify the following:

- I have been notified that I am ineligible for “Safe Harbor” according to the Drug Education and Testing Program
- If I have not been already, I must be tested for banned substances immediately
- I will be subject to the 1st offense sanctions for a positive test according to the Drug Education and Testing Program regardless of the results
- I will be evaluated by NPU Counseling Services and/or Team Physician regardless of the test results, and must comply with all recommendations made from the evaluation before rejoining my team
- Failing to comply with recommendations or having a future positive test that indicates new drug or substance abuse during the remainder of my time as a student-athlete at North Park University will be deemed as a second positive test according to the Drug Education and Testing Program policy
- If my drug test result at the time of self-declared drug use was positive, I must provide a negative test at my expense before rejoining my team

Signature of
Student-Athlete: _____ Date: _____

Signature of Drug Program
Committee Member: _____ Date: _____

APPENDIX G: Procedures to Follow In Case Of Sexual Violence

A. If you have been a victim of a sex offense, domestic violence, dating violence, sexual assault, or stalking:

1. And are in immediate danger, call 911
2. Are on campus and need immediate medical assistance, contact the Office for Counseling and Health Services (773-244-4897) and Campus Safety and Security (773-244-5780).
3. Are off campus and need immediate medical assistance, go to Swedish Covenant Hospital, 2739 West Foster Avenue, Chicago, IL, (773) 878- 8200 *or* the nearest hospital or police station. A university staff person will be contacted to assist you and to provide counsel and support. All services regarding sexual assault are free.
4. But are not in immediate danger or in need of immediate medical assistance, you may seek support and counseling from the following offices:

a. Responsible Employees

- (1) Title IX Coordinator (773) 244-6276
- (2) Residence Life (773) 244-5555
- (3) Dean of Students (773) 244-5655
- (4) Seminary Student Services (773) 244-6219
- (5) Human Resources (773) 244-5601
- (6) Campus Safety and Security (773) 244-5780
- (7) Head Coach (773) 244-5670

b. Confidential Employees

- (1) Campus Pastor (773) 244-4982
- (2) Counseling and Health Services (773) 244-4897
- (3) Athletic Chaplain (773) 244-4985

B. Evidence should be preserved: if a rape has occurred, refrain from bathing, showering, washing hands, or changing clothing before the medical exam. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.)

C. The location where the assault occurred should not be disturbed; avoid touching or moving anything until Campus Safety and Security or police have investigated.

D. Attempt to recall the physical description of the offender (clothing worn, age, height, weight, hair color, facial hair, etc.). It may be helpful to write the description down details may be forgotten, especially in stressful circumstances.

E. Promptly report incidents of sexual violence to Campus Safety and Security and consider reporting the incident to the appropriate police department. Reports and victims will be treated with respect and confidentiality.

F. The victim may request that an advocate/advisor accompany the victim during questioning and that an officer of the same gender as the victim conduct the questioning.

G. Report the incident to the EO/Title IX Coordinator, EO/Title IX Deputy Coordinator, or a Responsible Employee.

H. Learn more about who these individuals are at <http://www.northpark.edu/about/title-ix>

I. Seek support from a good friend, family member or other person with whom you feel comfortable. If you don't have someone to turn to, contact a Title IX Advocate or these campus resources

APPENDIX H: Campus Resources - Contact Information

1. Responsible Employees

a. Title IX Coordinator (773) 244-6276

Johnson Center, Center for Student Engagement, 1st floor

b. Residence Life (773) 244-5555

Johnson Center, Center for Student Engagement, 1st floor

c. Dean of Students (773) 244-5655

Johnson Center, Center for Student Engagement, 1st floor

d. Seminary Student Services (773) 244-6219

Nyvall Hall, 1st floor

e. Human Resources (773) 244-5601

Old Main, 3rd floor

f. Campus Safety and Security (773) 244-5780

Magnuson Campus Center, 1st floor

g. Luke Johnson, Head Baseball Coach (773) 244-5675

Helwig Recreation Center, 2nd Floor

h. Tom Slyder, Head Men's Basketball Coach (773) 244-5679

Carlson Tower, Lower Level

i. Amanda (Reese) Crockett, Head Women's Basketball Coach (773) 244-5274

Helwig Recreation Center, 2nd Floor

j. Steve Imig, head Men's and Women's Cross Country Coach (773) 244-5689

Carlson Tower, Lower Level

k. Mike Conway, Head Football Coach (773) 244-5681

Carlson Tower, Lower Level

l. Rob Anderson, head Men's Golf coach (773) 244-6267
Carlson Tower, Lower Level

m. Geoffrey Masanet, Head Men's and Women's Track and Field Coach (773) 244-5678
Carlson Tower, Lower Level

n. Libby Scarlatos, Head Women's Rowing Coach (773) 244-5795
Carlson Tower, Lower Level

o. John Born, Head Men's Soccer Coach (773) 244-5771
School of Business & Nonprofit Management

p. Chris Wright, Head Women's Soccer Coach (773) 244-6251
Helwig Recreation Center, 2nd Floor

q. Karl Clifton-Soderstrom, Head Women's Tennis Coach (773) 244-6279
Caroline Hall, 3rd Floor

r. Katie Anderson, Head Softball Coach (773) 244-5676
Carlson Tower, Lower Level

s. Natalie Dietz, Head Women's Volleyball Coach (773) 244-5520
Helwig Recreation Center, 2nd Floor

2. Confidential Employees

a. Campus Pastor (773) 244-4982
Johnson Center, Center for Student Engagement, 1st floor

b. Counseling and Health Services (773) 244-4897
3317 W. Foster Ave.

c. Athletic Chaplain (773) 244-4985
Johnson Center, Center for Student Engagement, 1st floor