

# REDHAWKS®

## *2022-23 Student Athlete Handbook*

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### ***Part 1. Student Athlete Services Team***

Dedicated to providing holistic care, support and resources to all student athletes, the Student athlete Services Team is comprised of academic support, compliance, sports medicine, and strength and conditioning. These units work in concert to provide the best possible student athlete experience. Eric Guerra is responsible for overall leadership of the Student Athlete Services Team.

<u>Academic Support</u>	<u>Compliance</u>	<u>Sports Medicine</u>	<u>Strength and Conditioning</u>
Stephen Johnson	David Whyte	Sarah Pfau	Lindsey Winter
Michael Thomas	Winson Tam	Tiffany Mallick	Claire Sporer
Bobby Matthews	Eric Guerra	Andrew Schultz	Casey Watkins
			Dante Perez
		Jimmy Jadlos	
		Marisa	
		Theresa Swanson	

### ***Part 2. Student Athlete Advisory Committee (SAAC)***

The Student Athlete Advisory Committee is a group comprised of two representatives from each athletic team that meets bimonthly to discuss issues faced by student athletes, plan events and service projects for athletes and facilitate communications between athletics administrators and student athletes. This group serves as the student advisory board for athletics administration decisions when needed.

The two representatives from each varsity team are nominated by their Head Coach and SAAC advisor. They are expected to attend all meetings, contribute in discussions and participate in SAAC-sponsored events. Representatives are also expected to make regular SAAC reports to their respective teams. SAAC members are leaders both within their respective teams and in the greater campus community.

The SAAC is responsible for the following:

1. Promoting the voice of the student athlete in the athletics department as a whole to ensure their needs and opinions are being heard, considered and addressed.

2. Planning and encouraging participation in events that promote SU Athletics both on campus and in the community. In addition, SAAC works with other organizations on and off campus to collaborate on service projects, game promotions, health and wellness programming and charitable fundraisers. SAAC members are responsible for promoting these events to their teammates and encouraging them to participate.
3. Facilitating strong communication and camaraderie between the different athletic teams. SAAC members help build unity in the athletics department by attending games, sharing accomplishments, and working towards common goals.

Please reference the SAAC website at [www.goseattleu.com](http://www.goseattleu.com). Feel free to contact any SAAC officer or one of your team representatives with questions or concerns. In addition, keep an eye on the SAAC Facebook, Instagram & Twitter pages for news, upcoming events, and programming!

*Student Athlete Development: The Redhawk Experience (TREx)*



Seattle University is committed to the safety, welfare, and holistic success of all student athletes. As a result, special attention will be placed upon providing leadership and personal growth opportunities throughout the academic year, as well as over the course of a four-year career at SU. Please see Bobby Matthews at [rmatthews@seattleu.edu](mailto:rmatthews@seattleu.edu) with any ideas or questions regarding programming or way to get involved with TREx.

**Bobby Matthews**

Director of the Redhawk Experience | [rmatthews@seattleu.edu](mailto:rmatthews@seattleu.edu) | O'Brien Center | Ext. 8584

***Part 4. Sports Medicine, Athletic Training and Mental Health***

At Seattle University is dedicated to educating and care for the whole person. That is our commitment. The Sports Medicine team is specifically charged with a large part of this responsibility as it coordinates and provides health care to the student athletes in the department of intercollegiate athletics.

The process of ensuring safety, as well as coordinating and providing health care, involves many different administrative and clinical responsibilities which are supervised and carried out by the certified athletic training staff. Staff duties include coordination of pre-participation physicals, managing athletic medical insurance policy, establishment of emergency medical plans, maintenance of medical records and establishing medical coverage and staffing policy as it relates to practices and events.

The sports medicine staff's chief responsibility of ensuring that the health and safety of our student athletes is managed through injury prevention, first aid and emergency medical care, and the assessment, management, treatment and rehabilitation of athletic injuries and conditions.

Additionally, the staff coordinates physician referrals, schedules radiological and laboratory testing to determine participation status as well as providing a constant source of education and counseling to student athletes regarding medical issues.

In that Seattle University is responsible for the health of its participating athletes, decisions regarding medical clearance and athletic participation status are the sole responsibility of the Seattle University certified athletic training staff and team physicians. Only injuries or medical conditions sustained during coach organized and supervised practice, weight training and competition. This also includes team organized open-gym.

### Medical Clearance and Eligibility

All student athletes are required to complete the necessary athletic training room medical forms, obtain a pre-participation physical and receive concussion protocol education before they are eligible to participate in inter-collegiate athletics, including any practice activities. All pre-participation physicals must be completed by the Seattle University team physician staff. The following are required participation guidelines:

- If you require a medical clearance for a health condition (i.e. heart condition) or injury (i.e. recent reconstructed ACL) from another physician, please arrange to obtain a signed release and send it in with your required forms.
- To avoid unnecessary delays in your clearance and sport participation, please turn in your forms before the deadline.
- All Seattle University student athlete medical records and personal information is kept confidential and is stored in an encrypted electronic medical record system.
- Returning Student Athletes: You will complete a returning student athlete questionnaire during your physicals for clearance. If you have had a significant injury requiring medical attention during the summer, please notify your athletic trainer before your return to coordinate medical clearance.

Please note that the athletic training staff requests student athletes make an appointment with an athletic trainer for any injury evaluation or rehabilitation. Open hours during preseason training camps (before classes begin) will be in accordance with practice schedules. Please contact the athletic training room staff for needs outside the hours of operation.

The athletic training room will be open Saturdays and Sundays for scheduled practices and additional hours will be scheduled if necessitated by competition schedule. In general, the athletic training room will be open one hour prior to practices and no longer than one hour after the scheduled end of the practice. On home competition days the athletic training room will be open two hours prior to competition.

### *Athletic Training and Injury Management*

The athletic training staff is responsible for coordinating the care of all injuries sustained to student athletes who are medically cleared and active members of a varsity team. This includes medical care during the playing season, off-season and summer or other academic breaks. Early notification of injuries to the athletic training room will ensure appropriate and proper medical care.

Once an injury is reported, the athletic trainer will do a comprehensive evaluation and will work with the student athlete to determine the appropriate course of action, which may include second opinions or alternative options.

### *Independent Medical Care (Authority)*

Per NCAA rules (3.2.4.17) decisions regarding all medical management (including diagnosis, exams and treatment plans) and return to play is the sole responsibility of the sports medicine staff; these autonomous decisions may not be challenged by a coach. It is imperative that if an injury is sustained, that student athlete provide full and honest feedback to the sports medicine team so that the best decisions and courses of action can be determined.

### *Emergency Action Plans*

The sports medicine team will ensure the emergency action plan education and review for the appropriate department personnel to be prepared for emergency scenarios and actions that must be taken in order to provide the best possible care to the sport participant of emergency and/or life-threatening conditions.

The sports medicine staff, including the NCAA designated Health Care Administrator, will review the emergency action plan and communication strategies with all head coaches at the beginning of every academic year.

The athletic department will use the Seattle University Varsity Emergency Action Plan for specific guidelines for each sport's practice/competition venue. Emergency action plans can be found online at: [www.goseattleu.com/athletictraining](http://www.goseattleu.com/athletictraining).

### *Insurance and Billing*

All injuries sustained during varsity athletics that incur medical charges will need to be filed through the primary insurance carrier of the student athlete. Seattle University's athletes' policy is considered excess (secondary) to the student-athlete's primary medical insurance policy. The Seattle University excess policy will apply to injuries that are sustained during a varsity athletic event and will take effect after the bill has been sent to the athlete's primary insurance.

Seattle University Athletics requires all student athletes to have primary medical insurance from either Seattle University or a private insurance company. Seattle University will not be

responsible for medical costs related to an injury occurring during varsity athletics in the event that the student athlete is uninsured. Remaining bills will be sent to the student athletes with the primary insurance payment posted.

The student athletes are required to submit an original itemized bill from the primary insurance company to the Seattle University athletic training room. It is the responsibility of the student athlete to communicate with the athletic training staff regarding any medical bills.

#### *Participation by a Pregnant Student Athlete*

During pregnancy, there is risk to both the student athlete and fetus by continuing to participate in competitive athletics. Many medical experts recommend that women avoid participating in competitive contact sports after the 14th week (3rd month) of pregnancy and pregnant student athletes who participate in non-contact endurance sports should consider participating at a non-competitive level. If a student athlete elects to continue to participate in intercollegiate athletics, written approval must be obtained from her personal physician, as well as a Seattle University team physician. Following delivery or pregnancy termination, medical clearance is required prior to the student-athlete's return to competition.

Any student athlete who suspects or has knowledge that she has become pregnant is required to notify her head coach, athletic trainer or Senior Woman Administrator. These individuals will confidentially work with the student athlete to support and ensure the safety of all involved. NCAA rules permit a one-year extension of the five-year period of eligibility for a female student athlete for reasons of pregnancy.

#### *Part 5: Mental Health and Resources*

We are committed to caring for the whole person -- mind, body and spirit. To that end, we are dedicated to providing efficient and flexible access to mental health care. In addition to scheduling a meeting with a CAPS counselor on-campus, there are several options to receive care and support specific to mental well-being and health:

1. All student athletes are expected to register with **TimelyCare** through the Office of Wellness and Health Promotion. Registration is free for all Seattle University students, as all students are entitled to receive 12 mental health tele-counseling appointments during an academic year. Students also have access to the talk-now feature in the event of an acute mental health crisis.
2. The Office of Wellness and Health Promotion also offers peer-lead mental health sessions, as well as free access to the Sanvello app. Sanvello is a mindfulness app that includes various features to help manage stress, anxiety, and other acute conditions related to mental health and wellbeing. Contact the Office of Wellness and Health Promotion for more information.
3. On a monthly basis, limited training room (on-campus) appointments can be made with Dr. Liz Boyer, Northwest Sport Psychology. See your athletic trainer to request an appointment.
4. Off-campus referrals can be made to meet with Dr. Liz Boyer or Laurin Taylor, LMHC

5. Dr. Erickson, head team physician, may make Swedish Medical Center referrals for mental health counseling and/or psychiatric care.

Seattle University has two classifications for mental health: acute and chronic. Acute emergencies are defined as sudden changes in mental conditions i.e. perceived suicide attempt or changes in mental status; these conditions often require hospitalization. Chronic conditions include: depression, anxiety disorders or other previously diagnosed mental conditions.

A psychiatrist is a medical doctor who can prescribe medications, along with the treatment of mental disorders. A psychologist can do similar treatments but cannot prescribe medications. Psychologists can make suggestions regarding the medications that would help a condition but any prescriptions must be written by a licensed physician.

### *Procedure for Mental Health*

In the event of a chronic mental health condition (i.e. depression, bipolar disorder, anxiety), a student athlete may request or be referred to a mental health professional. The head team physician will help coordinate best care options.

If any member of Seattle University athletics is concerned about a student- athlete and believes that their life or someone else's life might be in danger due to a mental health crisis, below are "Safety Plan Questions." Please immediately contact your RA, Public Safety, athletic trainer, or call x 5911.

Safety Plan Questions to ask if you encounter a friend struggling:

- Are you safe?
- Where are you?
- What is the best way for me to reach you?
- Are you thinking of making a choice that might impact your future?
- Are you thinking of harming yourself?
- Do you need someone to be with you right now?

Mental Health Resources and contact info:

Life-threatening emergency on campus: 206-266-5911

Life threatening emergency off campus: 911

Counseling and Psychological Services (CAPS): 206-296-6090 Crisis Clinic (24 hours crisis line): 206-461-3222 and TimelyCare

National Suicide Prevention Lifeline: 1-800-273-8255 (TALK) National Suicide Prevention TextLine: Text "START" to 741-741

Swedish Sports Medicine: 206-320-2600

Swedish Family Medicine: 206-320-2484

Swedish Emergency Room  
540 16th Avenue, Seattle WA 98122 | 206-320-2000

Seattle University Sports Medicine/Athletic Training Room: 206-296-5432

Sports Medicine Team Contact Information:

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Athletic Trainer/Faculty  
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**Dr. Michael Erickson, MD**

Head Team Physician Swedish Medical Center

Email: michael.erickson@swedish.org

**Dr. Liz Boyer, PhD**

Sports Psychologist

**Eddie Shreckengast, MS, RDN, CSSD**

Sports Nutritionist

**Eric Guerra, MEd**

NCAA Health Care Administrator

(206) 793-9605 c

guerrae@seattleu.edu

***Part 5. Sports Performance & Nutrition***

The Sports Performance Department, also known as strength and conditioning, has implemented a highly functional program tailored to each sport and each student athlete's specific needs. Student athletes receive an individualized workout program that focuses on strength and speed training, power and agility, flexibility, and nutrition. The staff monitors each student athlete's individual progress through personalized program design and enhanced functional testing. This assists the staff in making necessary adjustments in training techniques and determining specific performance needs of each student athlete. Higher levels of speed, strength, power, conditioning, and flexibility can ultimately lead to maximum performance and great overall health and well-being.

The sports performance staff is here to assist you in reaching your full physical and mental potential while maintaining the highest safety standards. The performance staff has established a department that prioritizes injury prevention to lessen the possibility of injuries both on the playing field and in the weight room. During the academic year (fall, winter, spring quarters) student athletes may only lift with teams at assigned times unless prior arrangements have been made with the sports performance staff.

***Nutritional Health***

For sports nutrition consultations, student athletes should contact their athletic trainer to inquire about availability. Sports Medicine maintains one contracted sports nutritionist for individual student consultations. All students are also welcomed to schedule a meeting with the university nutritionist through Chartwells.

**Additional Resources**

Seattle University Wellness and Health Promotion <http://www.seattleu.edu/wellness/>

***Athletic Performance Center (APC) Policies***

The sports performance staff will instruct you on the proper use of the equipment. To ensure the safety of every student athlete, the staff has established certain policies that must be followed at all times. They also have been developed to promote a productive training environment and to instill great pride in Seattle University Athletics. Failure to comply with these rules may be subject to disciplinary measures.

- Student athletes must be on time for all training sessions.
- Proper training attire (team issued or Seattle University) is required at all times. If you are unable to wear appropriate gear, you will be asked to turn your clothing inside out.
- No horseplay and/or offensive language will be tolerated.
- Aside from recovery fuel, food, drink, and/or tobacco products are not permitted in the APC.
- All facilities are to be kept clean and orderly at all times. Replace all weights and dumbbells to racks.
- Each student athlete shall be responsible for wiping down equipment after use.
- Safety procedures must be observed at all times, and collars must be used accordingly.
- Spotters and training partners are required for all exercises.

#### **Part 6. Media Relations**

All media requests must be arranged by the Athletic Communications Office. Do not agree to any requests (interviews, phone interviews, pictures, etc.) unless they have been arranged through your media relations team contact.

##### Media Tips

- If you are approached following a game, take time to compose your thoughts before beginning the interview.
- Win or lose, post-game is usually an emotional time when you must take extra caution to be aware of what you are saying.
- Focus on the team aspect of competition and be sure to make only positive comments regarding your opponents, teammates, coaches, administration and the University.
- Answer all questions with integrity and honesty.
- Develop the friendship and trust of the media.
- Be courteous, polite and display an appropriate level of humility.
- Be on time for every arranged interview.

If you are uncomfortable at any time in the interview/media relations process, consult your media relations contact. It is extremely important to the Department of Athletics that you are comfortable with your relationship with

members of the media, you clearly understand the media process, and you take your role in this process seriously. Remember most of all that the media is looking for a colorful or controversial quote to use in their story. You are representing yourself, your team, your coaches, the Department of Athletics, and Seattle University. Don't say anything to a reporter that you would not want to see in print. Assume everything you say is "on the record."

Follow Seattle U Athletics on the following:

Facebook: Seattle U Athletics

Instagram: su\_redhawks

Twitter: @su\_athletics

YouTube: goseattleredhawks

Snapchat: su\_athletics

### ***Part 7. The Responsibilities of the Student Athlete***

As a student athlete, you will be responsible for fulfilling both academic and athletic commitments. You may find it challenging to meet all of these obligations at times; however, by endeavoring to achieved balanced success, you will develop transferable skills that will serve you in all aspects of your life, now and in the years to come. These expectations, and the responsibility of the student athlete, apply to everyone equally, whether enrolled in undergraduate, graduate, graduate certificate or a post-baccalaureate program.

1. You are a student, first. As a condition of participation in Athletics and/or eligibility to receive athletic grant-in-aid, you are expected to be enrolled full time (at least 12 credit hours) at all times and be fully and actively engaged in each of your classes. Full and active engagement includes regular class attendance, class participation, and timely completion of all assignments and assessments as outlined in the course syllabus. It is not acceptable to miss classes when you are not traveling for competition, and you may never miss class for practice, weight training, and/or NIL activities.

2. You are expected to know and abide by all University policies and procedures for all students, including the Code of Student Conduct and guidelines outlined in the University Student Handbook. In addition, the Student Athlete (SA) Handbook is a supplemental handbook to assist you in your athletic endeavors and to ensure that you understand your responsibilities as a student athlete. Policies, procedures and forms can be found in the JumpForward forms library. Please be aware that the expectations specified in the Student Code of Conduct and the SA Handbook go with you where-ever you may be, both when you are on campus and away from campus.

3. Your responsibilities as a student athlete include abiding by all Department of Athletics, Seattle University, and NCAA rules and guidelines. In addition, student athletes must complete and fulfill all participation requirements of the Western Athletic Conference and the NCAA, as well as comply with all federal, state and civil laws.

4. You are required to report and/or provide any known information for any violations of NCAA rules. Rules violations can be reported to the Assistant Athletics Director (Whyte), the Associate

Athletics Director (Guerra), the Faculty Athletic Representative (Marrone), or your sport administrator or coach.

5. Failure to uphold and/or remediate according to these standards and expectations may lead to suspension and/or removal from the team and/or the university, as well as immediate loss of privileges including cancelation of athletics grant-in-aid.

### ***Part 8. Public Image***

You represent Seattle University and Redhawk Athletics at all times. Accepting the role of a student athlete means that you also accept the role of a public figure both on and off campus. Keep in mind the values, mission, and Jesuit Catholic affiliation of the university. The following are standards that are expected of all student athletes:

- Be gracious and courteous to fans at all times, which may include general students, university personnel, alumni, and supporters of opponent teams.
- When out in public, be polite and respectful. Remember that you are recognized even when you are not wearing your team issued apparel.
- Great communities are built through effort and a willingness to be present. Support other programs university-wide. The more you support others, the more they will support you.
- Accept all criticism with a positive attitude. Remember that as a student athlete you have accepted a more visible role on campus and therefore are more susceptible to public comment and criticism.
- Do not seek vindication should your athletic performance be criticized or scrutinized. Learning to accept criticism and feedback give you an advantage in the job market as it is an important transferable (professional) skill.
- Be truthful and forthright at all times and in all situations. Failure to be truthful can result in disciplinary action that can lead to a loss of participation and/or privileges, including cancelation athletics grant-in-aid.

Keep in mind that it is a privilege to compete on the collegiate level and to be a student athlete at Seattle University. Failure to uphold and/or remediate according to these standards and expectations may lead to corrective and/or disciplinary actions.

### ***Part 9. Ethical Conduct***

Seattle University is committed to ethical conduct at all levels of University life. In accordance with this tradition, it is expected that student athletes and staff members of the Department of Athletics will at all times represent the University in an honorable manner. The Department of Athletics holds student athletes, coaches, staff, volunteers and student employees accountable to the highest of ethical standards, as outlined in the Student Handbook, the Code of Student Conduct, the NCAA Division I Manual, the WAC Code Book, and university policy.

It is also important to note that NCAA rules and regulations require that you, as a student athlete, conduct yourself in an ethical manner and that a failure to do so may result in loss of your eligibility and athletic aid. The following two NCAA Division I bylaws highlight the general expectations:

- You must act with honesty, truthfulness and sportsmanship at all times. As a collegiate student athlete, you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. (NCAA Bylaw 10.01.1)
- You must remain committed to upholding the NCAA and University banned substance policies, as well as be willing to participate in random and/or suspicion-based drug testing if you are selected and notified. (NCAA **Bylaw 10.01.1**)
- You will be ineligible to compete and/or receive benefits or privileges if you are or have shown dishonesty by evading and/or violating NCAA regulations and/or University policy. (NCAA Bylaw 14.01.3.3)

#### ***Part 10. Sportsmanship and Dignity Statement***

Student Athletes, coaches, and others associated with the Seattle University Department of Athletics must adhere to such fundamental values as respect, fairness, honesty, and responsibility. Sportsmanship and ethical conduct mean more than the absence of negative actions in public. The following actions are inappropriate and not permitted:

- Physical or verbal abuse of officials, coaches, opponents, or spectators;
- Unauthorized seizure of equipment from officials or the news media;
- Inciting players or spectators to negative actions or to any behavior that insults, demeans or degrades an opponent's traditions or personal dignity;
- Use of obscene or otherwise inappropriate language or gestures;
- Throwing and/or abusing any objects, including equipment and gear;
- Making public statements that are negative, biased, threatening and/or controversial;
- Failing to treat others' personal, emotional and physical being with dignity and respect;
- Participating in any action that violates the generally recognized ethical standards of intercollegiate athletics or of the University.

The University will evaluate and address concerns relating to sportsmanship on an ongoing basis and may levy sanctions on individuals for inappropriate behavior as deemed necessary by the Director of Athletics and/or any involved governing body.

#### ***Part 11. Alcohol and Illicit Drug Standards***

Please review the following standards governing the conduct of all Seattle University student athletes and student employees with respect to alcohol and illicit (non-prescription) drug use.

- Washington law prohibits drinking by those under the age of 21. Thus, underage drinking by student athletes, student workers, or prospective student athletes is prohibited and is against the law;
- Use of marijuana is prohibited in accordance with federal law, as well as with Code of Student Conduct and NCAA bylaws;
- University funds may not be used to purchase alcohol for consumption by student athletes and/or prospective student athletes (recruits) at any time, irrespective of the age of the individuals involved or the legal drinking age in the jurisdiction where the alcohol is purchased; and
- At no time may alcohol be consumed during any “official team activity,” including receptions, dinners, and special events, conference meetings, and team travel. Alcohol is not permitted while in transit to practice or competition, regardless of whether personal vehicles, buses, vans, airplanes or other means of transportation are used.
- At no time when representing the University, regardless of age, may a student athlete consume alcohol or use an illegal substance of any kind.

Travel Definition: Team travel begins once the travel party departs campus and it does not end until the travel party returns to campus or a student is released to a parent or guardian according to Athletic department policy. These restrictions are in effect and shall be enforced during all team travel.

Sanctions for any violation of these alcohol and illicit drug standards may be determined by the head coach, sport administrator, and/or the Director of Athletics. Sanctions may include educational training, suspension, and/or expulsion from the team and loss of athletic aid.

### ***Part 12. Hazing and Initiation***

Hazing is a crime in the State of Washington. Seattle University will not tolerate any form of hazing.

Whether on or off-campus, planned or spontaneous, all acts of hazing are prohibited by the Department of Athletics, Seattle University Code of Student Conduct, and federal and state law. Team initiations or similar orientation activities are included in the definition of hazing and will not be tolerated.

In order for an act to be considered hazing, it only requires that the potential for mental or physical harm exist. A simple, fun initiation can quickly turn into an uncomfortable or dangerous situation and a crime. Student athletes must understand and abide strictly by the University hazing policies outlined in the Code of Student Conduct.

Any individual involved in a hazing incident will be disciplined as deemed appropriate by the Director of Athletics and/or the Integrity Formation (Conduct) Process. ***Incidents of hazing may also be prosecuted according to federal and/or state law.***

### ***Part 13. Harassment and Discrimination***

Seattle University is an anti-racist and inclusive community.

In accordance with Seattle University policy and mission, the Department of Athletics will not tolerate any sexual, racial, religious or gender harassment or any other form of harassment. Harassment is defined in the Student Code of Conduct. Understand that student athletes will be held to the highest standards of compliance in this area.

This policy extends to the competition arena and any negative verbal or nonverbal action or word will not be tolerated and will be disciplined in accordance with the Student Code of Conduct.

#### ***Part 14. Sexual Misconduct and Personal Safety***

Seattle University affirms respect, responsibility, and care between all persons. Conduct constituting a sexual offense, such as non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment or sexual assault, will not be tolerated and are subject to Title IX federal law. Behavior of this nature is inconsistent with Seattle University values, is a violation of the Code of Student conduct and University policy, and may be subject to prosecution according to federal, state and/or local law enforcement. Students committing a sexual misconduct in any form can be disciplined under the Code of Student Conduct.

If you, a teammate or any other student is in-need of emergency assistance, you can call (206) 296-5911 to reach Campus Public Safety, who automatically contacts the Seattle Police 911-dispatcher.

All student athletes have access to the University Title IX Coordinator for any reason. The Title IX Coordinator can be reached at the Office of Institutional Equity at extension 8515 or on third floor of the Loyola Building.

Per NCAA rules, all student athletes, coaches and Athletics staff are required to complete annual education specific to sexual assault prevention. In addition, all students, incoming and returning, must attest annually for sexual misconduct and/or criminal assault disclosure. These are NCAA and institutional requirements. Students will not be permitted to participate and/or receive benefits including athletic aid until the annual attestation and educational components are complete. If students have not completed their educational requirement by the end of fall quarter, a hold will be placed on their athletic aid and/or a registration hold will be applied for spring quarter.

Please review the full Athletics Sexual Violence Prevention Policy, [click here](#).

#### ***We Are Here to Help***

Seattle University provides many resources to assist and support students who experience sexual harassment, sexual assault, domestic violence, dating violence, stalking, or other sexual misconduct, regardless of where or when it occurs, or by whom. Visit the website for the Dean

of Students for a downloadable Resources for Survivors handout (PDF), which provides information for both on-campus and local off-campus resources.

For specific resources and information for staff and faculty who have experienced sexual misconduct, please contact the Office of Institutional Equity (OIE) or the Dean of Students.

Dr. Jill Moffit | AVP/Title IX Coordinator | OIE  
Loyola Hall 300 | (206) 220-8515 | [jmoffitt@seattleu.edu](mailto:jmoffitt@seattleu.edu)

Dr. James Willette | Dean of Students  
Student Center 140 | (206) 296-6066 | [willettj@seattleu.edu](mailto:willetjt@seattleu.edu)

Department of Public Safety  
(206) 296-5990 (non-emergency) | (206) 296-5911 (emergency)

EthicsPoint – a secure reporting tool, with the option to file anonymously 1-888-393-6824 or <https://secure.ethicspoint.com/domain/media/en/gui/23241/index.html>

### ***Part 15. Academic & Personal Success***

As part of a campus-integrated approach to academic success, we are committed to your education as a whole person. Stephen, Michael and Michelle will help with course and graduation planning, registration, add/drops, declaration of majors, test proctoring, progress reports, and much more. Meet the academic support team:

#### **Stephen Johnson**

Assistant Athletic Director for Academic Services | [sjohnson@seattleu.edu](mailto:sjohnson@seattleu.edu) | Redhawk Center SASC | Ext. 2365

#### **Michael Thomas**

Assistant Director for Academic Services and Support | [thomasm5@seattleu.edu](mailto:thomasm5@seattleu.edu) | Redhawk Center SASC | Ext. 6122

#### **Michelle Tayntan**

Academic Support Assistant | [replace@seattleu.edu](mailto:replace@seattleu.edu) | Redhawk Center SASC

### ***Part 16. Class Attendance & Communication with Faculty***

It is essential that student athletes attend all classes that do not conflict with the competition schedule. Student athletes are excused from classes that conflict with travel, it is imperative that they attend and contribute in their classes on a regular, consistent basis. Per NCAA bylaw, student athletes **may not be excused** from classes for practices or any other athletic event that is not related to competition.

Student athletes who fail to attend class and/or scheduled academic meetings, beyond those excused for team travel, and/or do not participate in a meaningful way or complete

assignments in accordance with the expectations outlined in the course syllabus may be subject to discipline, which could include withholding that student athlete from participation.

### ***Part 17. Student Athlete Responsibilities for Class Absences***

All student athletes who will miss a class exam, assessment, lab or in-class assignment as a result of team travel must follow the Exam Proctoring Policy for Student Athletes, which can be found in the JumpForward document library. In summary, student athletes should also be aware of the following:

1. It is expected that student athletes will attend all classes when not officially traveling for competition. Students may not miss class for practice, medical treatments, strength and conditioning activities, NIL activities, or for other class obligations.
2. During the first week of class, it is the student athletes' responsibility to notify each professor of any anticipated absences resulting from team travel. The student athlete and provide the professor with the copy of travel schedule and times of competitions for each quarter
3. If a professor has a concern about a class that a student athlete will be missing, it is important that the student immediately begin to work directly with the professor to find an acceptable solution. If the student is still unable to find a solution, they should immediately speak with their Athletics Academic Coordinator.
4. It is the student athletes' responsibility to assure that arrangements have been made to resolve missed exams, quizzes, or assignments far in advance of a travel date. It is strongly recommended that all class work which will be missed due to competition be made up in advance of the contest. The Department of Athletics may be able to assist a student and the professor if requested and deemed appropriate.
5. It is the student athletes' responsibility to remind their professors of competitions conflicting with class. They should review travel dates early and keep the professor informed as early as possible. Should their schedule change unexpectedly, it is their responsibility to notify their professors at the soonest possible date.

Please let your athletics academic coordinator know if you need any assistance with the exam proctoring protocol or communicating with a faculty member.

### ***Part 18. Academic Tips***

- BE PRESENT! The best predictor for success is class attendance.
- Take a seat close to the front of the class. It is less likely you will be distracted, more likely you will be actively involved in class discussions, and it is more likely you will be noticed as a participant.
- Keep an open line of communication with your professors - ask questions, seek advice and let them know if you don't understand any part of the class. • SEEK help and support early in the quarter.
- UTILIZE professor office hours - ask questions.

- PARTICIPATE in class discussions - answer questions posed by your professor in class, ask questions that contribute to class discussions, and take a leadership role when appropriate in group projects.

#### Key Points to Maintain Your Athletic Eligibility

- Should you have any questions regarding your academic course load, contact your college advisor AND communicate with Stephen Johnson, Michael Thomas or Michelle.
- Should you desire to change your major, drop a class, or add a degree program, please contact Stephen, Michael or Michelle prior to ensure that your eligibility will not be impacted and you maintain a clear path to graduation. **DO NOT DROP A CLASS without checking, first.**

#### ***Part 19. Dropping a Class and Full-Time Enrollment***

As a student athlete, you must at all times be registered as a full-time student (12 credit hours per quarter) at Seattle University in order to remain eligible as a student athlete per NCAA guidelines. If you drop below 12 credit hours at anytime during the quarter, you will become immediately ineligible for practice or competition. Exceptions are made for students enrolled in their remaining degree credits in their final quarter before graduation.

Important Note: In order to withdraw from a class following the add/drop date, your Athletics academic support coordinator must sign and approve the Registrar Office drop course form

#### *Classroom Support/Technology*

While you are traveling for competition you may want to utilize video/audio recordings in your classes. To request technology contact (206) 296-5571 or itcs@seattleu.edu. Requests will be met on a first come first serve basis and need to be reserved early. Faculty members must also give approval.

#### *Faculty Athletic Representative*

Jen Marrone, Professor in the Albers School of Business, is the University's Faculty Athletic Representative (FAR). Professor Marrone can provide assistance and guidance on academic and faculty related matters. If there is an academic issue or concern that arises, Professor Marrone is an immediate NCAA designated resource. Professor Marrone also chairs the Athletic Advisory Board and serves as a liaison between faculty and the Athletics Department.

Dr. Jen Marrone | Office Phone: (206) 296-5726 | Email: marronej@seattleu.edu

#### ***Part 20. NCAA Compliance***

##### Institutional Commitment to Compliance

The Seattle University is committed to the highest standard of rules compliance in the operation of its intercollegiate athletics programs. Seattle University Athletics will seek to abide by all University, Conference and NCAA rules and regulations at all times.

In accordance with the NCAA Bylaws, Seattle University Athletics will monitor its athletics programs to ensure compliance and will identify and report to the Conference (as applicable) and NCAA all instances in which compliance has not been achieved. All student-athletes and athletics department staff members are required to report any known or suspected infraction of Conference or NCAA rules. On an annual basis, every athletics department staff member will be required to sign an NCAA Certification of Compliance Form, and every student-athlete will be required to sign an NCAA Student-Athlete Statement. By signing these forms, staff members and student-athletes will affirm in writing that they have reported any known or suspected infractions.

### Compliance Mission Statement

Seattle University is committed to upholding the principle and practice of institutional control in a manner consistent with the letter and the spirit of NCAA, WAC and University rules and regulations by promoting open lines of communication along with a comprehensive education program to develop a culture of compliance within the Athletics Department, campus, community, state and region. The Compliance office will continually evolve, by establishing vigilant, state-of-the-art monitoring techniques to discover and report any infractions that may occur.

### PEM: Process, Education and Monitoring

Institutional commitment to compliance is realized by a clearly outlined processes that are continuously upheld, a comprehensive and adaptive rules education program and a regular and trackable protocol for monitoring. The Athletics Compliance Office will prioritize PEM at all times. As part of process and monitoring, JumpForward (JF) will be employed exclusively for all compliance related operations, and it is required that coaches, students and staff utilize JF as outlined by compliance personnel. The NCAA CA online tool will be used for coaches recruiting exam verifications and data imports for annual reporting.

Important: It is the responsibility of all student athlete to acknowledge, understand and adhere to all NCAA regulations and guidelines. Division I rules compliance is the responsibility of everyone in the Seattle University family and student- athletes have a vital role in this responsibility. Even the best-intentioned action may be a violation of NCAA rules, which could adversely affect the eligibility of prospective and current student athletes. **Ask before you act.**

Please remember: No compliance question is too small. Should a student, coach, staff, parent or donor have any questions, need additional information or have any concerns, they should not hesitate to contact Eric Guerra for an interpretative answer:

### University Compliance Staff

Eric Guerra – Associate Athletic Director for Compliance and Student Athlete Services  
Email: [guerrae@seattleu.edu](mailto:guerrae@seattleu.edu) | Office: 206.296.6027 | Cell: 206.793.9605

David Whyte – Assistant Athletic Director for Compliance and Student-Athlete Services  
Email: [dwhyte@seattleu.edu](mailto:dwhyte@seattleu.edu) | Office: 206.296.5603 | Cell: 770.380.3583

Winson (Kai Chung) Tam – Compliance Assistant  
Email: [ktam@seattleu.edu](mailto:ktam@seattleu.edu) Office: 206.296.8527

Stephen Johnson – Assistant Athletics Director, Academic Services (Transfer Eligibility)  
Email: [sjohnson@seattleu.edu](mailto:sjohnson@seattleu.edu) | Office: 206.296.2365 | Cell: 210.380.3622

Leigh Miller – Athletics Eligibility Certifying Officer (Office of the Registrar)  
Email: [millerle@seattleu.edu](mailto:millerle@seattleu.edu) | 206.296.5856 | Cell: 206.468.0018

Gabriella (Gabby) Santos – Athletics Financial Aid Certifying Officer (Student Financial Services)  
Email: [santosg@seattleu.edu](mailto:santosg@seattleu.edu) | Office: 206.296.5879 | Cell: 206.459.7915

Dr. Jill Moffit | AVP/Title IX Coordinator | OIE  
Loyola Hall 300 | (206) 220-8515 | [jmoffitt@seattleu.edu](mailto:jmoffitt@seattleu.edu)

### ***Part 21. NCAA Eligibility***

Eligibility is based on two primary measures: Academic Standing/Progress Towards Degree and Rules Compliance. Each NCAA institution is responsible for certifying the eligibility of student athletes in all sports sponsored by the University.

NCAA Academics: Student Athlete Progress Toward Degree (PTD) Student athlete academic success is a priority for Seattle University faculty, coaches and staff, as well as the NCAA. In order to remain eligible to practice, compete, and receive athletic aid, all student athletes must progress towards a specified degree plan in a time-frame set forth by the NCAA. This is known as progress toward degree or PTD.

It is important to take responsibility for understanding your particular eligibility scenario and to be aware of the following:

To Remain Academically Eligible:

- You must be enrolled in a minimum of 12 credits per quarter. The only exceptions are the last term of college for graduation or students with an NCAA approved disabilities waiver.
- You must pass a minimum of 6-degree applicable credits each quarter and 27 credits since the beginning of the previous fall term.
- You must maintain the following NCAA minimum GPA standards to remain eligible for the following term: 1.8 after Year 1; 1.9 after Year 2; 2.0 the remainder of their collegiate career.
- NCAA eligibility is based on cumulative GPA.
- You must declare your degree prior to the start of your third year.

- You must pass minimum totals towards your degree and maintain minimum GPA standards every year of full-time enrollment. See the next page for PTD percentage requirements.
- Communicate with Johnson or Michael BEFORE changing your major.

### ***Progress Toward Degree (PTD) By Year***

(Note: Percentages based on 180 credits required for graduation)

- At the conclusion of a student's 1st year of full-time enrollment, the student must pass a minimum of 36 credits.
- At the conclusion of a student's 2nd year of full-time enrollment, the student must DECLARE a degree and meet 40% of the degree requirements  
40% = earned 72-degree applicable credits
- At the conclusion of a student's 3rd year of full-time enrollment— the student must meet 60% of the degree requirements  
60% = earned 108-degree applicable credits
- At the conclusion of a student's 4th year of full-time enrollment, the student must meet 80% of the degree requirements  
80% = earned 144-degree applicable credits

### ***Part 22. Extra (Impermissible) Benefits***

The NCAA defines an extra (or impermissible) benefit as any special arrangement by a Seattle University employee or a representative of the institution's athletic interest ("Booster" or Donor) to provide a student athlete (or a student athlete's relative or friend) a benefit that is not generally available to all Seattle University students and their relatives and/or friends, or, is not expressly authorized by the NCAA legislation. Please be aware of the following:

- It is **not** permissible to accept anything from an SU employee or an athletics booster (e.g., use of a car, haircut, clothing, gifts, money, tickets for any kind of entertainment, payment for bills, housing/lodging, etc).
- It is **not** permissible to accept free or reduced cost room and/or board from any SU employee or athletics booster. This includes your hometown, Seattle or in any other location.
- It is **not** permissible to accept free or discounted merchandise or services from any merchant unless that free offer and/or discount is also available to the general public and/or all SU students.
- It is **not** permissible to dine at a restaurant as the guest of an athletic booster or any employee of SU.
- It is **not** permissible to have any other person type or prepare your class assigned reports, papers, letters, presentations, etc.

- It is **not** permissible to receive a special discount, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing), or service (e.g., laundry, dry cleaning) from an employee of SU or an athletic booster.
- It is **not** permissible to receive loan of money, a guarantee of bond, the use of an automobile or the signing or the co-signing of a note to arrange a loan from anyone who is not a direct family relative.
- It is **not** permissible to receive preferential treatment (or policy or process exception) according to university policies as the pertain to all students.
- It is **not** permissible to re-sell team issued footwear, gear and/or equipment.

The above serve as only a few examples of possible “extra benefits”; please consult a member of the Compliance Staff if you have any questions regarding the propriety of any particular action. Call Eric, or drop by any time.

### *Team Travel*

It is important to note that at no time may a student athlete voluntarily offer to be bumped or to “give up” a university purchased airline ticket. To receive any future flight credit for a voluntary bump is viewed by the NCAA as an extra benefit. However, if bumped due to an airline technical complication and the airline offers a credit, meals, and/or lodging to all passengers on that flight, it is permissible to receive the accommodation.

### ***Part 23. Name, Image and Likeness (NIL)***

*Student athletes are permitted to be compensated for actual work or services performed that may or may not acknowledge their name, image and likeness (NIL) as a Seattle University student athlete. All NIL activities must be cleared by Compliance through the INFLCR Verified app prior to engaging in the activities, and student athletes are expected to abide by the Seattle University NIL Policy, which can be found in JumpForward or on GoSeattleU.com. The SOAR NIL program, which is designed to help students optimize the professional growth opportunities related to NIL, is part of The Redhawk Experience.*

*Student athletes have full access to the INFLCR suite including the Global Exchange and the university specific Seattle Redhawk Exchange to pursue NIL activities and engage in professional formation networking. The Redhawk Exchange is a specifically curated list of companies and parties who have an interest in partnering with you, SU student athletes, for NIL opportunities.*

### ***Part 24. Sports Wagering and Bribery***

The NCAA Bylaw 10.3 prohibits student athletes and Department of Athletics coaches and staff members from all forms of sports wagering, including. Remember **risk plus reward equals sports wagering**. Please also make note of the following.

- Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Soliciting a bet on any intercollegiate team or college sport equivalent;

- Accepting a bet on any team representing the institution or solicit or accept a bet on any intercollegiate competition for any item (e.g.: cash, shirt, dinner) that has tangible value;
- Accepting a bet on any gambling activity involving intercollegiate athletics and professional athletics through a bookmaker, parlay card, or any other method employed by organized gambling; and
- Entering, participating and/or accepting a prize associated with a fantasy league in any sport, professional and/or college.

#### Sports Wagering and Bribery Continued

In addition to awareness of the gambling and bribery threat to the integrity of intercollegiate sports, student athletes are responsible for the following:

- Reporting any offers of gifts, money, or favors in exchange for supplying team information or for attempting to alter the outcome of any contest;
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions; and
- Contacting the coach or other Department of Athletics personnel (i.e., Athletics Compliance Officer) when questions concerning appropriate release of team information arise.

Student athletes must be aware that participation in gambling or bribery activities can result in disciplinary actions by the University and the NCAA, as well as local, state, and/or federal prosecution of the involved individual(s). If a student-athlete is found to be in violation of University or Department of Athletics policy, the sanctions may include a loss of eligibility and/or athletic aid.

If anyone approaches you about gaining access to information or asked questions that seem leading and you suspect sports wagering, please contact Eric Guerra immediately at [guerrae@seattleu.edu](mailto:guerrae@seattleu.edu).

#### ***Part 25. Drug Testing and Use of Tobacco***

The NCAA Drug Testing Program includes all Division I institutions. Key things to know:

- Every Division I sport is subject to year-round drug testing.
- All Division I institutions will be selected for random testing at least once every year.
- Student athletes will be subject to drug testing before, during or after their competitive season.
- Drug testing will also occur at NCAA championship sites;
- A missed test is recorded as a positive test - there are no make-up testing times;
- Use of tobacco and tobacco products is **prohibited**; and
- Marijuana is a banned street drug by the NCAA and is also a SU Code of Student Conduct violation.

#### **Sanctions for positive tests**

1. A student athlete who tests positive for an ergogenic (performance enhancing) banned substance shall be declared ineligible for one full competitive season in accordance with Bylaw 18.4.1.5 for a full year.
2. A student who tests positive for a street drug will lose 50% of the competitive season.

The NCAA list of banned drugs, by classification, is available through the Athletic Training Room and online. In addition to banned listed drugs, the NCAA prohibits “blood doping” and growth hormones. For more information on the NCAA Drug Testing programs and banned substances, please see your Athletic Trainer or the following websites:

<http://www.drugfreesport.com/> (Org: NCAA Division I, Password: ncaa1) <http://www.ncaa.org> (Health and Safety section, Drug Testing)

### *Institutional Reasonable Suspicion Drug Testing*

Seattle University also operates an independent reasonable suspicion drug testing program for the varsity student athletes in an effort to help identify and provide support and education for varsity student athletes who knowingly or unknowingly use substances that which are illegal or banned by the National Collegiate Athletic Association (NCAA). This program will operate year-round include all teams and current varsity student athletes with eligibility remaining.

The institutional reasonable suspicion drug testing program will is based on reasonable suspicion standards identification, which can be brought forward by teammates, students, coaches, staff or faculty. Seattle University will use an independent drug testing organization (Swedish Medical Center) to conduct all drug tests, as well as the collection and laboratory testing. Penalties can include drug counseling, education, suspension of participation and dismissal from team. Any substances that are banned by the NCAA including street drugs are subject to be tested. A full drug testing policy can be found online at [www.goseattleu.com/athletictraining](http://www.goseattleu.com/athletictraining).

The Director of Athletics has final authority on whether an institutional reasonable suspicion-based test will be administered.

#### Banned Substance

- Stimulants;
- Anabolic Agents;
- Alcohol and Beta Blockers (banned for rifle only); • Diuretics and Other Masking;
- Street Drugs including THC and TCH vaping;
- Peptide Hormones and Analogues;
- Anti-estrogens; and
- Beta-2 Agonists

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

**For health and safety reasons, all forms of vaping is strongly discouraged.**

### ***Part 26. Student Athlete Employment***

- A student athlete may receive legitimate employment earnings (including summer camp earnings) without restriction on the amount of compensation received.
- As with all employment earnings for student athletes, the compensation received for the work performed must be at a rate that does not exceed the fair market rate at the time and place of the work performed
- Student athletes may be compensated at a fair market rate, and student athletes may be paid only for work actually performed. NIL agreements must outline pay structure and performance terms.
- Duties at camps or clinics must be of a general supervisory nature. Payment for a camp or clinic must not exceed the going rate for counselors of like ability and camp or clinic experience, and student athletes may not be paid on the basis of the value of reputation or athletic skills.
- Student athletes may receive compensation for lecturing at a camp or clinic (making an appearance) as a prior cleared NIL activity.
- Student athletes may not receive travel expenses (lodging, meals, transportation [reimbursement or cash advance]), to and from camp, unless the same expenses are paid for all employees of the camp/clinic.
- The pre-approval employment form can be found on JUMPFORWARD, and it is required to be completed prior to starting any job, on-campus or otherwise.

#### ***Employment: Fee-For-Lesson***

A student athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided the following:

- Institutional facilities are not used;
- Playing lessons shall not be permitted;
- The institution obtains and keeps on file documentation of the receipt of the lesson(s) and the fee charged for the lesson(s) provided during any time of the year;
- The compensation is paid by the lesson recipient (or the recipient's family) and not another individual/entity;
- When the instruction involves more than one individual at a time, instruction to each individual must be comparable to the instruction that would be provided during a private lesson; AND
- The student athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

The Student Athlete Employment Fee-For-Lesson form, which can be found on JUMPFORWARD, must be completed for any compensation received for giving a private lesson in a sport.

### ***Part 27. Promotional Activities/Community Service***

Seattle University encourages student athletes to volunteer their time in support of our community. To insure compliance with NCAA rules and regulations the following information

must be completed prior to SU participation in the activity. If you have any questions or concerns, please contact the Compliance Staff.

***Part 28. Occasional Meals***

- “Occasional” is defined by the SU Athletics Department as no more than once per term for each individual student athlete. In addition, an occasional meal may be provided in conjunction with a special event.
- Only with prior Compliance approval, an occasional meal must take place in a locale (30-mile radius) of the Seattle University Campus.
- Local transportation may be provided to the student athlete to attend a meal.

***Boosters (Donors) and Parents Guidelines***

- With prior Compliance approval, a booster may only provide an occasional meal for a current student athlete at the home of the booster or on campus.
- Local transportation may be provided to the student athlete to attend a meal at the house of a booster.
- Boosters and/or Parents may not attend any occasional meal where prospects and their parents/legal guardian/spouse are in attendance.

***Part 29. Recruitment of Prospective Student athletes***

Recruitment is an important activity, and there are permissible ways student athletes can participate. Please note the following:

- Incidental Contacts—it is permissible to have off-campus contact with a prospective student athlete if it is unavoidable, incidental, and not at the direction of a coaching staff member. This includes prospects who have signed National Letters of Intent to attend Seattle University.
- Telephone Contacts— it is permissible to receive phone calls made by a prospect after July 1 following the prospect’s junior year in high school. However, student athletes may not call prospects at the direction of a staff member and may not accept collect calls from prospects at any time.
- Written Contacts—Student athletes may engage in written correspondence with a prospect. This correspondence must be at the student athlete’s own expense and may not be at the direction of, or arranged by, a Department of Athletics staff member.

Currently enrolled student athlete cannot make or arrange for any in-person contact of a prospective student athlete outside of an on-campus official or unofficial visit, nor can this contact be arranged by a coach. If you have any questions regarding permissible contact, ask Eric Guerra, Associate Athletics Director for Compliance & Student Athlete Services.

***Part 30. Hosting a Prospective Student Athlete***

When a prospective student athlete visits the University on an official visit, a current Seattle University student athlete may be asked to serve as the host for the prospect. The NCAA has established specific guidelines governing a prospect's official visit and Seattle University Athletics standards. All coaches and student-athletes must strictly adhere to these guidelines.

Failure to do so may result in loss of eligibility for the prospective student athlete as well as the currently enrolled student host. The use of drugs and/or alcohol by student athletes, prospects, coaches and staff members is expressly prohibited throughout the recruitment process.

The University may provide the host of a prospective student athlete with the following during the prospect's 48-hour (maximum) visit. Only one host per prospect may be provided with the following (see the following page):

- In most cases, \$40 per day is permitted to cover the actual cost of entertaining the prospect (and prospect's parents, legal guardians, or spouse). These funds are to cover entertainment expenses other than meals and admission to on-campus athletics events.
- Complimentary meals. The student athlete host may receive meals while "hosting" the prospect. Only one student athlete may serve as host, per meal (i.e., multiple student athletes may not receive the same complimentary meal [lunch, dinner] for "hosting" the same prospect).
- Complimentary admission to campus athletic events, provided that the admission is utilized to accompany the prospect to the event during the visit (entrance must be through the prescribed pass gate).

### ***Part 31. Outside Competition (Academic Year)***

During the academic year (start of practice or first day of classes, whichever occurs first, to last day of final exams or last day of competition, whichever occurs last), student athletes are prohibited from participating on an outside (non-Seattle) varsity team in competition. Participation on an outside team (representing something/someone other than Seattle University) during the academic year will result in loss of eligibility for the remainder of that academic year and the following year.

Each sport has separate rules regarding outside competition, both during a playing season, the academic year, and/or the summer. All those who wish to participate in outside competition MUST first be cleared in JumpForward by the Compliance staff prior to the start of competition. Most sports have a specific form on JumpForward that must be completed prior to participation, including Summer Basketball Leagues.

There are a few permissible exceptions (Olympic Games, National Team try-outs, etc.). If you believe that your circumstance may be one of these exceptions, please consult with Eric Guerra. DO NOT participate in any competition without consulting with compliance first and receiving approval through the JumpForward digital form. Your eligibility is at stake!

### ***Part 32. Summer Leagues and Voluntary Workouts***

Student athletes must have written approval from the Seattle University Department of Athletics to participate in any official state games, or to participate in any official tryouts and/or any competitions involving national teams, the Pan American Games, or the Olympic Games. Men's and Women's basketball student athletes may participate in ONLY one NCAA-approved summer league between June 15 and August 31. Prior written approval from

Seattle University must be received from the Director of Athletics to compete in an NCAA-approved (certified) summer basketball league. Failure to receive written approval could affect the student athlete's eligibility. Please see Eric Guerra for further information. Pre-approval forms can be found and submitted through JumpForward.

For eligibility purposes, student athletes MUST NOT participate on any outside team until they have discussed with their coach **and** have received approval from David Whyte or Eric Guerra via the JumpForward outside competition form.

NOTE Current student athletes and incoming student athletes who are in the Seattle area during summer may engage in athletic activities on a strictly voluntary basis. At no time can a workout or activity be at the direction of, organized by, observed, or recorded by a Seattle University coaching staff member.

Student athletes may schedule athletic facilities for voluntary workout use through the Department of University Recreation and may access athletic training services according to posted summer hours. Free or reduced cost housing may not be provided to an returning incoming student athlete.

### ***Part 33. Playing and Practice Seasons - CARA***

The NCAA has established limits on how much a coach can require you to practice and attend countable athletically related activities (such as team meetings and film). The NCAA designates playing seasons and associated rules which Seattle University, its coaches, athletics staff and student athletes must abide by. The rules are designed with the welfare of the student athlete in mind as well as to establish a fair competitive environment. The following highlight the general practicing guidelines:

During a sport's official season, student athletes can not engage in count- able athletically related activity (CARA) for more than four hours per day and a total 20 hours per week. The 20/4 hour excludes preseason practice prior to the first day of classes, institution vacation periods and any time when school is not in session.

- Student athletes must be given one day off per calendar week. This excludes participation in an NCAA championship. Note: A travel day to or from competition may count as the required day off only if no CARA ensues (such as practice, meetings, and/or film).
- Coaches are prohibited from conducting practice after competition except between contests during a multi-day or multi-event competition.

- You must not miss class to attend a practice except when your team is traveling to an away contest in the traditional season.
- Outside of a traditional playing season, student athletes are only allowed to participate in weight-training, conditioning and individual skill instruction for a total of eight hours per week no more than two hours of which can be spent in individual skill instruction (team = 4 hours and individual = 8 hours).
- Summer voluntary workouts may not be required, observed or recorded by any member of the coaching staff, except for the sport of Basketball.

#### ***Part 34. Use of Sports Agents***

Under NCAA bylaws, a student athlete is ineligible for participation in intercollegiate athletics if he/she enters into any agreement (oral or written) to be represented by an agent for the purpose of marketing athletic ability or reputation in a sport, even if the agreement is for future representation. Further, an agent contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible in all sports.

It is permissible to procure the services of sports marketing agent for the purpose of NIL activities. The sports marketing agent may only provide services related to endorsement and promotional activities in connection to NIL. The sports agent may not market athletics ability.

There have been recent changes to men's basketball. See David Whyte ([guerrae@seattleu.edu](mailto:guerrae@seattleu.edu)) for men's basketball specific agent rules or for more information.

#### ***Part 35. Use of Lawyers***

Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent unless the lawyer also represents the student athlete in negotiating such a contract. A lawyer may not be present during discussions of a contract offer with a professional sports organization or have any direct contact (in person, by telephone, or by mail, etc.) with a professional sports organization on behalf of the individual. A lawyer's presence during such discussions is considered representation by an agent.

You may employ an attorney for any NIL activities, including contract review, negotiation, disputes or mediations.

#### ***Part 36. Complimentary (Ticket) Admissions Policy***

All students receive complimentary admissions to all regular home Athletics events. Additionally, you may receive the NCAA maximum of four complimentary admissions for each home (regular season) game contest in which your team competes. Student athlete guests must show photo identification. Please note that NCAA guidelines restrict us from issuing student athletes paper tickets.

Complimentary ticket requests must be submitted through JUMPFORWARD according to standard policy.

**IMPORTANT NOTE:** It is a student athlete's responsibility to ensure that the full names of all guests are provided via the procedures outlined via the Compliance Office. If the full name (first/last as it appears on their government issued ID) of all guests are not on the pass list or they do not have a government issued ID, the guests will not be granted complimentary admission.

### ***Part 37. Athletic Grant-in-Aid***

Scholarships (grant-in-aid) based on athletic talent may be awarded by the Department of Athletics to individual student athletes. These awards are awarded directly by Seattle University and not by the NCAA. The head coach of each program, with approval by the Director of Athletics, are responsible for allocating available scholarship funds.

Per NCAA rules, Athletics grant-in-aid (AGIA) may cover the following elements, up to a student-athlete's cost of attendance defined by the University:

- Tuition and fees;
- Room and board;
- Required books and supplies;
- Personal expenses; and
- Transportation.

A **partial AGIA** will cover some portion of these elements depending on the terms of the aid agreement. Partial athletics scholarships are typically designated as an equivalency or percentage (i.e., 25% of a full scholarship). All awards are designated with a US dollar amount (i.e., \$10,000).

### **Aid Awarding and Distribution**

All university financial aid (including AGIA) is awarded to the student-athlete's student account, divided evenly each quarter, and is applied toward tuition, fees, and room and board charges. If any excess athletics aid remains, a refund will be issued to the student-athletes via direct deposit as of the first date of class per term. Depending on individual bank processing times, it may take one week for funds to post to a student's bank account. If a student has an outstanding charge or account hold, their AGIA distribution will be delayed until the outstanding item or hold is resolved by the student. Students are required to complete a FAFSA.

### **Books and Supplies**

By awarding policy, only students receiving a full grant-in-aid or full cost of attendance award are eligible to receive books and supplies. Students whose award totals a full grant but were

not awarded a full grant-in-aid per their athletic aid agreement will not receive books and supplies as part of their award. Academic Services staff will manage all student books and supply requirements.

### Rules Applying to Athletic Aid

An award of athletics financial aid may not be reduced or canceled during that years' term based on athletic performance or because of illness, injury, or physical or mental condition. Nor may the combined amount of any financial aid package (athletic and non-athletic) exceed the university determined cost of attendance (COA), with the exception of a Pell Grant award. However, a Pell Grant cannot be combined with a full cost of attendance grant-in-aid. If the Pell Grant (without the cost of attendance increase) is greater than the determined cost of attendance limit, that award is permissible.

It should also be noted that athletic aid may be reduced or terminated by the Department of Athletics during the period of the award if any of the following conditions occur:

- A student athlete becomes ineligible for intercollegiate competition (this includes academic and compliance related eligibility matters).
- A student athlete fraudulently misrepresents any information provided on an application, letter of intent or financial aid agreement.
- A student athlete engages in and is found responsible for serious misconduct warranting substantial disciplinary penalty, including academic misconduct and/or violations of the Student Code of Conduct.
- A student athlete fails to remain fully and actively engaged in all classes.
- A student athlete voluntarily withdraws from a sport for personal reasons.
- A student athlete requests to be placed in the Transfer Portal, which athletic aid can be canceled in the ensuing term. Decisions required athlete aid cancelation for students who request to be entered into the Transfer Portal is at the sole discretion of Athletics.

In the event a student athlete's aid is recommended for reduction or cancellation, the student athlete will receive written notification from Student Financial Services of his/her opportunity for an appeal hearing. Please review the appeal policy and procedure on the [www.goseattleu.com](http://www.goseattleu.com) website for deadlines to appeals.

### Athletic Grant-in-Aid Renewals

Athletic grant-in-aid annual renewal is based on a student remaining in good standing, maintaining eligibility, and meeting PTD. A student athlete receiving Athletic grant-in-aid will be notified on or before July 1 if the Athletic grant-in-aid award will be reduced or not renewed. For questions regarding athletic aid matters, please contact your head coach or Eric Guerra.

Student Financial Services will conduct all non-renewal or reduction appeal request per university policy.

### Appeals Process

1. After receiving a Non-renewal letter per NCAA bylaw 15, from FAO, the student athlete has 15 days from the date of the Non-renewal letter to submit an appeal. The student athlete must go to the FAO and request an Application for Final Appeal. The student athlete must verify that the application is titled Application for Final Appeal. No other type of appeal application from the FAO is accepted. Student athlete who fails to submit the appropriate application or an incomplete application within the 15 days deadline forfeits his/her hearing opportunity.
2. The student athlete must complete the application, write a letter stating his/her circumstances, and submit any and all documentation to support his/her reason(s) for appealing the non-renewal athletic aid. The appeal must be submitted directly in hand to the FAO at SU.
3. After the Financial Aid Designee, Faculty Athletic Advisor, and a third panel member (chosen by the Financial Aid Designee) have reviewed the student athlete's application and surrounding circumstances, the student athlete is notified in writing of the decision or of a hearing date.
4. Hearing Format. The Committee has the discretion to deviate from the following hearing format when appropriate and necessary to ensure a fair hearing. As a general rule, however, the format of hearings shall be as follows:
  - a. The Committee Chair will introduce the Committee members and ask all parties in attendance to introduce themselves. The Committee Chair will provide a general summary of the format of the hearing and any rules of procedure.
  - b. The Committee Chair shall instruct the student athlete to present his/her case and the reasons why the decision to reduce, cancel, or not renew the athletics aid should be reversed. After hearing from the student athlete, the sport administrator shall present Seattle University Athletics' case and explain the rationale for upholding the decision. Both parties, when invited to do so by the Committee Chair, will have the right to ask questions of the other party. The Committee may ask questions of any individual present at the hearing at any time.
  - c. At the conclusion of the hearing, the Committee Chair shall provide both parties with the opportunity to make brief closing remarks.
  - d. The Committee Chair shall be responsible for taking whatever steps are necessary to ensure that the hearing is conducted in a fair and orderly manner. The Committee Chair shall rule on procedural matters and the presentation of additional documentation during the hearing. The Committee Chair shall not close the hearing until all parties have had a fair and equal opportunity to present their positions.
  - e. All parties are expected to provide truthful information and treat all persons present with dignity and respect throughout the process.
5. Deliberations and Notice of Decision. Following the hearing, the Committee shall meet privately to deliberate. Once the Committee has advised the Committee Chair, the Committee

Chair will prepare and provide written notification to the student athlete and sport administrator within seven (7) days.

6. Confidentiality and Finality. The documentation submitted to the Committee, the testimony at the hearing and the Committee's deliberations must remain confidential. The Committee Chair's decision is final, and there are no further avenues of appeal. However, the Committee Chair may vacate the decision if he/she finds evidence that wrong-doing or misrepresentation by either party affected the decision.

### Post Graduate Athletics Aid

Athletics aid can be awarded to post-graduate students with remaining athletics eligibility. In order to receive aid, post-graduate student athletes must be accepted and enrolled in a degree seeking program, which can be either post-baccalaureate, graduate degree or graduate certificate. If a post-graduate student completes the final season of competition and has exhausted all eligibility (in either the fall or winter quarter), continuance of athletics aid for any subsequent quarter will be based on demonstrated academic effort and course assignment completion.

Application of athletics aid for tuition may be delayed until sufficient progress is determined according to the professor's progress report. If a post-graduate student who has exhausted eligibility and receives athletic aid (such as any portion of room and board) for a remaining term and does NOT remain fully and actively engaged in all classes, that student may be required to pay back the awarded athletic aid amount for that term.

In short, if athletic aid is to be awarded after eligibility is exhausted for a post-graduate student, that student must make a good faith effort to successfully pass all courses. Failure to do so harms the team APR and the university Academic Unit distribution. Athletics reserves the right to discontinue any graduate aid award for a student who has exhausted eligibility. Specific questions can be directed to Eric Guerra.

### Summer School Athletics Aid

Athletics aid for summer school is distributed separately from a student-athlete's athletics aid for the regular academic year (fall and spring). Student-athletes with questions regarding the availability for summer athletics aid should contact their coach. Only sports who have NCAA sanctioned summer term practice (basketball) is eligible to receive room and board for a summer term. Athletics may opt to cover tuition and fee expenses for certain students who need to meet PTD or complete undergraduate degree graduation requirements. Student must be eligible to receive athletics aid in the summer per NCAA rule.

### Housing and Meal Requirements

All first-time in college (FTIC) students, including those receiving athletics aid, must live on-campus freshmen and sophomore years, unless actually living with family in Seattle. Any transfer classified as either a freshman or sophomore must also live on-campus. On-campus includes Campion, Bellarmine, Xavier and Chardin. Additionally, all freshmen and sophomores are required to have at least the Basic meal plan. This meal plan requirement extends to all sophomores who may be approved to live in Douglas or Vi Hilbert. Physician documented medical conditions may qualify for a modified meal plan.

- Student-athletes on a full athletics scholarship will receive a quarterly housing and board (meal) stipend (or refund). Stipends are distributed by Student Financial Services.
- A student-athlete on a partial athletics scholarship (percentage or dollar amount) will have his or her athletics aid posted to his or her student account where it will be applied to tuition and fees. If any excess AGIA remains, a refund will be distributed to the student-athlete which can be applied to room or board costs.
- Any student living off-campus MUST provide a copy of the lease including the monthly rent amount to the compliance office.

*Depending on the country, the housing portion of an AGIA may be subject to international taxation by the IRS. Please direct questions regarding financial aid to the following:*

**Eric Guerra**

Associate Athletics Director for Compliance and SA Services | [guerrae@seattleu.edu](mailto:guerrae@seattleu.edu) | Redhawk Center SASC | 206.793.9605 c

**Gabby Santos**

Athletics Certifying Officer | [santosg@seattleu.edu](mailto:santosg@seattleu.edu) | Vi Hilbert Building SFS | Ext. 5879

***Part 38. Grievance Guidelines and Sport Administrative Support***

Our goal is to ensure that all student athletes have a fulfilling experience. However, challenges, questions or concerns may arise along the way. We are here to help. In the event that you have a disagreement, question or concern, and depending on the nature of the situation, the recommended Seattle University grievance guidelines are as follows:

**Step 1. Start with the source**

When appropriate, attempt to resolve the issue, questions or concerns directly with the other person involved. This may be a coach, teammate, staff member, etc.

**Step 2. Reach out to your sport administrator**

If after you have spoken with the other person involved and your issue is still unresolved, your sport administrator is an immediate resource for you. A list of sport administrator is provided below. You can email, call or drop by the O'Brien Center.

### Step 3. Elevate to the CWO (chief well-being officer)

If you would like additional support, contact Eric Guerra at [guerrae@seattleu.edu](mailto:guerrae@seattleu.edu) or in the O'Brien Center. Eric works in coordination with campus offices, such as the Dean of Students and the Office of Institutional Equity.

### Step 4. Contact resources outside Athletics

Student athletes can contact the Dean of Students Office located in the Student Center 140, which is on the first floor. Any concerns regarding sexual misconduct can be directed to the Office of Institutional Equity in Loyola 300.

### *2021-22 Sport Administrators (located in the O'Brien Center)*

Shaney Fink (Basketball and Men's Soccer) | [finks@seattleu.edu](mailto:finks@seattleu.edu)  
 Eric Guerra (Baseball, Women's Rowing and Tennis) | [guerrae@seattleu.edu](mailto:guerrae@seattleu.edu)  
 Rebekah Ray (Women's Soccer, Softball, and Volleyball) | [rayr@seattleu.edu](mailto:rayr@seattleu.edu)  
 Matt Bomar (Cross Country and Track & Field, Golf and Swimming) | [bomarm@seattleu.edu](mailto:bomarm@seattleu.edu)

Consistent with the University Student Handbook, confidentiality will be maintained as permitted by law and retaliation of any form, from faculty, staff or student, is prohibited and will be subject to disciplinary measures consistent with the Student Code of Conduct and Human Resource Policy.

### ***Part 39. Procedures for Requesting Transfer (Transfer Portal Requests)***

It is our intent and hope to have all student athletes graduate from Seattle University. However, should a student athlete wish to transfer to another university, we invite the student to meet with Eric Guerra so we can understand the concerns or reasons for wanting to transfer. If the student decides to proceed with the transfer request, a formal request is required to have the student's name placed on the NCAA Transfer Portal. Additionally, the NCAA requires that before a student can be added to the Portal that student must view an educational module in the form of a NCAA produced transfer video. The video is accompanied by a certificate of completion. The certificate must be sent to compliance in order for a student to be added to the Transfer Portal. If a student expresses interest in transferring, the student will be assigned a digital Notification to Transfer from in JumpForward. All required information and steps are provided in the form.

Once received, Seattle University will have two (2) calendar days to process the request to the Transfer Portal per NCAA rule. The student athlete will be notified via email once the request is made active on the Transfer Portal. Once active in the Portal, the student may begin discussing possible transfer opportunities with coaches from another universities. The student will have a 14-days after being activated on the Transfer Portal to request to be withdrawn from the portal. If after the 14 period, the university may opt to cancel athletic grant- in-aid beginning with the next quarter (term) per NCAA rules.

Basic student athlete information (e.g. name, contact information, seasons of eligibility used, etc.) will populate in the NCAA Transfer Portal, which includes tracer information needed to determine eligibility. The student athletes information is available to all NCAA Division I and Division II institutions.

Once a student athlete requests to have their name added to the NCAA Transfer Portal, he or she may lose access to services and benefits afforded to current SU student athletes. The university maintains sole discretion for the following but is not limited to:

- \* The access and use of SU Athletics facilities (strength and conditioning facilities, competition/practice facilities, and/or locker rooms)
- \* Athletic Training Center facilities and services
- \* Academic Services such as tutoring, mentoring, academic advising, registration priority
- \* Cancellation of athletic scholarship for the following semester and/or academic year(s)

Determination of restrictions, if any, will be made on a case-by-case basis, depending on the circumstances surrounding the request to transfer and the possibility of return or withdrawal from the portal. If student is receiving sports medicine treatment for an injury sustained during CARA activities, the student may continue to be treated and receive sports medicine benefits as directed by the athletic trainer.

If restrictions on access are imposed, those will be provided to the student athlete in writing (email) from the Compliance Office.

#### ***Cancellation of Athletics Aid Upon Transfer Requests – During Regular Academic Term***

Seattle University reserves the right to reduce, cancel or non-renew athletically related aid after a student athlete has placed his/her name on the NCAA Transfer Portal. The reduction, cancellation or non-renewal of athletics aid will be effective at the end of the regular academic term in which notification of transfer was received.

Seattle University will have fourteen (14) days to determine whether a student athlete's athletic scholarship will be reduced, cancelled or nonrenewed during a regular term. A student athlete has fourteen (14) days to request the removal of his or her name from the NCAA Transfer Portal.

#### ***Cancellation of Athletics Aid Upon Transfer Requests – Between Regular Academic Term***

If a student athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately. If ever a student athlete voluntarily leaves the team or is dismissed, the student athlete may be required to return all and any equipment and apparel and will forfeit student athlete specific facility access.

END OF HANDBOOK

July 2022



