

CHAMINADE



SILVERSWORDS

**STUDENT-ATHLETE HANDBOOK
AY 2024-2025**

WELCOME TO CHAMINADE UNIVERSITY OF HONOLULU



Aloha Student-Athlete:

Welcome back to our returnees and a warm greeting to our new Student-Athletes. We are glad you are here and have chosen to be a part of our Silverswords 'ohana. We aim to ensure that your athletics experience complements and enhances the campus experience. We have assembled a dedicated and professional staff to guide, encourage, and support your pursuit of excellence in the classroom and competition during your time at Chaminade. Through Athletics, you can earn a degree, compete for championships, and acquire important life lessons, leadership experiences, and mentors. Our mission is to prepare you for life.

We expect you to conduct yourself in alignment with our Marianist values – service, development of moral character, personal competencies, and a commitment to building a just and peaceful society. In your time at Chaminade, the transformative Student-Athlete experience will help you grow and develop academically, athletically, spiritually, and socially. As a result, athletic participation will teach lifelong lessons and, above all else, prepare you for an ever-changing future. We ask that you consistently put your best effort into all that you do. You should expect the same from our coaches and staff.

Please read this handbook and acquaint yourself with some unique situations and issues you will face as a Student-Athlete at Chaminade and in NCAA Division II athletics. You are also responsible for being familiar with and adhering to all Chaminade University, PacWest Conference, and NCAA rules and regulations. As a Student-Athlete, you are often considered “high profile” by the campus and surrounding community. Every time you step onto a court or field of play, you represent our University and the Student-Athletes who have come before you. To many observers, your actions as a competitor and, more importantly, as a people directly reflect on the University. We trust you to uphold the honor of Chaminade’s good name.

You are a valuable member of a great team. Our recent graduates have helped lay a foundation for continuous improvement in the classroom and competition. Newfound competitive success has been joined by individual and team academic achievement honors – with graduation rates at nearly 80% and grade point averages over 3.4. These accomplishments are not easy; they require dedication, determination, effort, and sacrifice. Please contact a coaching or administrative staff member with questions, concerns, or difficulties in any area. We are here to serve.

Together, we will embrace the concept of comprehensive excellence, enhance the student experience for all Chaminade University athletes, and engage the University and Honolulu communities in a display of unbridled enthusiasm and support for Silverswords Athletics. We will succeed and advance our department and University to new heights. Good luck with all your academic and athletic activities this year.

I look forward to getting to know you better and invite you to visit my office anytime. My door is always open to you. Go Silverswords!

Dr. Tom Buning
Director of Athletics

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EMERGENCY INFORMATION

24-Hour Chaminade University Emergency Information Hotline
(808) 739-7499; (833) 739-7499
emergency.chaminade.edu

Emergency Weather

In the event of inclement weather, students are advised to check the local television and radio stations. Go to chaminade.edu to learn if classes are canceled or if school is closed. If there is nothing on the web regarding school closure, students are expected to attend classes unless the instructor has canceled a particular class. Students living in the residence halls should check with their Residence Hall Director or the Director of Housing & Residence Life for specific procedures. In case of a hurricane or fire, students should respond to the directives of the University Emergency Response Team.

It is the intention of the university to offer uninterrupted courses of study to its students. If it cannot continue some or all academic instruction because of a natural disaster or other events over which the institution has no control, tuition and other fees are not refundable.

For more emergency information, please go to the University Emergency Information webpage:
<https://chaminade.edu/emergency>

CHAMINADE ATHLETICS DEPARTMENT DIRECTORY

ADMINISTRATIVE STAFF

Director of Athletics – Dr. Thomas Buning

Phone: 808-739-8578 | Email: thomas.buning@chaminade.edu

Compliance Director - Athletics/Senior Woman Administrator – Deven Bukoski

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Assistant to the Director of Athletics – Kim Dickinson

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Athletics Facilities and Operations Manager – Nathan Gonzales

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Sports Information Director – Kevin Hashiro

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Assistant Sports Information Director – Jorie Lincoln

Phone: 808-440-4271 | Email: jorie.lincoln@chaminade.edu

Head Athletic Trainer – Rebecca Duran

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Associate Athletic Trainer – Kean De Luna

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Assistant Athletic Trainer – Sadie Sewell

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Assistant Athletic Trainer – Tameron Russ

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Title IX Coordinator – Stephanie LaMonaca

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Vice President for Student Affairs/Dean of Students – Dr. Allison Jerome

Phone: 808-739-4852 | Email: ajerome@chaminade.edu

Faculty Athletics Representative (FAR) – Dr. Dale Fryxell

Phone: 808-739-4678 | Email: dfryxell@chaminade.edu

COACHING STAFF

Baseball, Head Coach – Chad Konishi

Phone: 808-739-7409 | Email: chad.konishi@chaminade.edu

Men’s Basketball, Head Coach – Eric Bovaird

Phone: 808-739-4696 | Email: eric.bovaird@chaminade.edu

Men’s Basketball, Associate Head Coach – Dantley Walker

Phone: 739-7431 | Email: dantley.walker@chaminade.edu

Women’s Basketball, Head Coach – Michael Edwards

Phone: 808-739-7433 | Email: michael.edwards@chaminade.edu

Men’s & Women’s Cross Country, Head Coach – Shadrack Nabea

Phone: 808-735-4790 | Email: shadrack.nabea@chaminade.edu

Men’s Golf, Head Coach – Renee Yuen

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Men’s Soccer, Head Coach –Joshua Woodard

Phone: 808-735-4790 | Email: joshua.woodard@chaminade.edu

Women’s Soccer, Head Coach – Michelle Richardson

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Softball, Head Coach – Kent Yamaguchi

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Women’s Tennis, Head Coach – Ty Aki

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Women’s Volleyball, Head Coach – Kahala Kabalis Hoke

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Women’s Volleyball, Assistant Coach – Kolby Kanetake

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ATHLETICS AT A GLANCE

CUH sponsors twelve (12) intercollegiate sports teams. We offer five teams for men and seven for women, providing nearly equal participation opportunities for each gender based on University enrollment figures. CUH sponsors teams in baseball, men's and women's basketball, men's and women's cross country, men's golf, men's and women's soccer, softball, women's tennis, and women's indoor and beach volleyball. Approximately 200 Student-Athletes participated in intercollegiate athletics during each academic year. All CUH teams compete in the Pacific West Conference ("PacWest Conference"), composed of fourteen Division II schools. The CUH Athletics Department is a part of the Student Affairs Division.

Chaminade Athletics Brand

Beginning with the 2023-2024 season, Chaminade Athletics instituted its new logo, wordmarks, and accompanying motifs that embody Kalaepōhaku, the land on which Chaminade resides, and the Marianist educational values as a Catholic institution.

CUH colors are Chaminade Blue (Pantone 286C) and White.



The primary logo of Chaminade Athletics is the stylized "C" shown below. This design was inspired by old Latin Christian script, the Makau (Hawaiian fish hook), and the organic motion of the silversword plant.



The secondary logo is a combination of the primary logo and stylized sunlight and mountains.



The top diagonal lines illustrate sunlight, and the bottom triangle illustrates a mountain. The five lines used to illustrate the sunlight represent the five elements that characterize the Marianist approach to education, while the mountain represents Kalaepōhaku, the mountain slope where Chaminade resides.



Chaminade's mascot is the Silversword. The Silversword is a rare plant found on Haleakalā, a dormant volcano on the island of Maui. Silverswords live between 3 and 90 years or more. The plant's flowers resemble a cross, the symbol of the Christian faith. This Silversword mark resembles the Silversword plant in full bloom.

CHAMINADE

The Chaminade wordmark incorporates the primary logo as the capital letter. The crossbar of the letter A has been replaced with a triangle to create the Lokahi symbol made of the three stacked triangles in the negative space. Lokahi – unity, agreement or accord. Sharp serifs are incorporated to resemble the silversword plant and look cohesive with the Chaminade C. Sharp cut-ins are also incorporated into the H, M, N, D and E letters.

The Pacific West (PacWest) Conference

The PacWest Conference is geographically diverse, competing at the NCAA Division II level. In 2023-2024, the PacWest will consist of 14 schools located in California and Hawaii. The major metro areas include Los Angeles, San Francisco, Oakland, San Diego, Fresno, and Honolulu. The conference is led by Jessica Harbison, the new PacWest Commissioner. She succeeds Bob Hogue, who retired in May 2023 after 16 years at the helm.

Chaminade is an original PacWest member institution. The PacWest history, dating back to 1992, includes a variety of institutions from throughout the western United States. The PacWest currently has 15 official conference sports: men's and women's basketball, cross country, track and field, tennis, golf, and soccer. There is also men's baseball and women's softball and volleyball.

Supporting Chaminade Athletics

Chaminade Athletics hosts the Maui Invitational, the nation's premier NCAA preseason Men's Basketball tournament. Held Thanksgiving week in Lahaina, this tournament is a major source of income and recognition for Chaminade Athletics.

The Chaminade Athletics booster club and support program is the Chaminade Athletics Hui `Āhinahina (Silversword Club). Membership allows fans, alumni, friends, family, and others to support Chaminade teams, the athletics scholarship program, or the athletics program in general. There are many benefits to joining. Please see your coach or a member of the athletics administration for more information.

Mission Statement and Objectives

The mission of the Chaminade University Intercollegiate Athletic Department is to provide an opportunity for all qualified students to participate in competitive intercollegiate athletics while developing leadership and team-building skills. While complementing the overall mission, goals and objectives of the University, the Chaminade University athletic programs will:

- Offer value-centered programs in which close coaching/student commitment creates a supportive community for intellectual, athletic, and spiritual growth, bringing challenge to the mind as well as the body.
- Offer the development of discipline, self-motivation, teamwork, sportsmanship, pride, and integrity in preparing our Student-Athletes as leaders in their business, social, cultural, civic, and family communities.
- Encourage sportsmanship, fair play, Christianity, and responsibility among all Student-Athletes, students, faculty, staff, and spectators that attend athletic events.
- Represent Chaminade University with Student-Athletes, whose conduct reflects credit upon the institution, as well as making satisfactory progress towards a degree with graduation as their final goal.

- Promote field disciplined, respectful, and competitive teams that are recruited, coached, and supported by those individuals who are dedicated to the spirit of Marianist values, as well as to the code of all Chaminade University and NCAA rules, guidelines, and procedures.
- Develop and establish a quality medical and training support program for all Student-Athletes.

Key Points for Athletics Participation at Chaminade

- Student-Athletes must attend the annual Chaminade Student-Athlete Orientation meeting.
- Student-Athletes must complete all NCAA eligibility-related paperwork before participating in practice and competition activities.
- All Student-Athletes must pass and have a physical examination report on file with the head athletic trainer before participating in practice or competition. Student-Athletes are required to show proof of health insurance before they can participate. Failure to have a physical on file with the head athletic trainer is an NCAA violation. See the section on Procedures Regarding Medical Care and Athletic Injuries for a description of all Medical and Insurance Requirements.
- Student-Athlete's eligibility must be certified by the Chaminade Compliance Director for Athletics, and their name must be placed on the eligibility and squad lists submitted to the PacWest Conference office before participating in competition. Failure to do so will result in contest forfeiture, loss of eligibility, and NCAA sanctions that may include fines of up to \$250 per contest.
- Undergraduate Student-Athletes must always carry a minimum of 12 credits per semester while practicing and competing. Student-Athletes in graduate programs must be enrolled in enough credit hours to meet the definition of a full-time student. Violations of this rule will result in immediate ineligibility and NCAA sanctions.
- Student-Athletes must remain in Good Academic Standing per Chaminade University policy.
- Continuing Student-Athletes must pass at least 9 degree-applicable credits each semester, at least 18 degree-applicable credits combined between Fall and Spring semesters (not including summer school), and at least 24 degree applicable credits at the end of each academic year, including a maximum of 6 credits passed during the Summer Sessions (summer credits must be accepted by Chaminade University if taken at another institution).
- Before a Student-Athlete's 5th semester or Junior year in college, they must declare a major, and only the credits that count towards that degree (i.e. major, minor, or electives) will count towards the NCAA progress-toward degree requirements that each Student-Athlete must meet to stay eligible.
- If a Student-Athlete is ineligible after any academic semester, notification will be sent to the Head Coach and Student-Athlete. At that time, the Student-Athlete is expected to work with an Academic Advisor and the Compliance Director to figure out a plan of action to become eligible for the following semester.
- Missing class to attend practice is an NCAA violation, except when the team is traveling to an away-from-home contest in their championship segment, and the practice is in conjunction with the contest.

- Student-Athletes may not participate on any outside team (i.e. summer league, church league), except under specific circumstances and with written approval. Student-Athletes must check with the Head Coach and Compliance Director before participating in any outside competition.
- Report all injuries to the Head Coach and Athletic Trainers. Insurance claims can only be processed if the Athletics Training Staff has documentation of the injury.

In the event of a lost, destroyed, or damaged uniform, equipment, or locker room, the Student-Athlete's school account will be charged the replacement cost of the item(s). The Athletics Department will not charge for the cost of replacing items due to normal wear and tear. The Director of Athletics and the Vice President for Student Affairs/Dean of Students will determine on a case-by-case basis.

Chaminade Activity Restriction Policy

The Director of Athletics must clear Sunday games played on Oahu by Chaminade that start before 12:00 PM. Sunday practices must be scheduled to allow Student-Athletes and coaches the opportunity to attend church services.

- **Holy Thursday (Thursday before Easter) – Games and practices must conclude by 5:30 pm**
- **Good Friday (Friday before Easter) – No games or practices between 12:00 Noon and 5:30 pm**
- **Holy Saturday (Saturday before Easter) – Games or practices must conclude by 5:30 pm**
- **Easter Sunday – No games or practices to begin before 2:00 pm**

STUDENT-ATHLETE ALCOHOL POLICY

Conduct & policies outlined in the [Chaminade University Student Handbook](#) apply to all student-athletes during competitions, practices, and/or while traveling for a scheduled competition. Student-athletes are prohibited from consuming or being in possession of alcoholic beverages at all times regardless of the legal drinking age.

CHAMINADE SILVERSWORD LOCKER ROOM POLICY

- August 12, 2024 – May 2, 2025 Locker Room accessible from 4:30 am – 11:00 pm daily. **Locker room hours are subject to change throughout the year with little notice. Monthly calendars with locker room closures are posted on each door.**
- Locker room access to eligible Student-Athletes ONLY. **NO VISITORS ALLOWED.**
- It is the responsibility of the Student-Athlete to remember the unique PIN# issued to them for entrance into the assigned locker room. Contact Nathan Gonzales or Jorie Lincoln at (808)735-4790 if PIN# does not work.
- All personal items must be stored and locked in an assigned locker with Chaminade Athletics issued padlock. **DO NOT leave locker ajar or unlocked.**
- No mounting of signs, posters, etc...outside of assigned locker or general locker room space. Painters tape or 3M Command Strips allowed to mount or hang items inside assigned locker. No other product allowed.
- For the privacy of everyone, the use of audio or visual recording devices, including a cell phone or mobile device camera, is PROHIBITED throughout the locker room.

- No Cleats or muddy/soiled footwear worn in locker room. Do not clean muddy/soiled footwear in locker room sinks or shower stalls.
- Do not prop open locker room door. It should be kept closed at all times.
- No consumption of food allowed in the locker room.
- Music is allowed. Must be “clean” with no profanity, etc. Volume should not affect activity in McCabe Gym or adjacent locker rooms.
- No glass of any kind permitted in locker room.
- Any student athlete(s) who damage or vandalize the facility in any manner (kicking, hitting, writing, etc.) will be removed from the facility immediately and denied access. Student-Athletes will be referred to the Judicial Officer for potential Code-of-Conduct violation.
- Please notify Chaminade Athletics of unsafe conditions or facility problems immediately.
- Mounted TV in locker rooms for Chaminade Athletic Administration Use Only.
- Locker rooms are a shared space with other teams. Do not loiter longer than necessary i.e. sleep, hang-out or study in the locker rooms.

CUH ACADEMIC REGULATIONS – ALL STUDENTS

Student-Athlete Responsibility

As a Student-Athlete, you are responsible for knowing the information presented in the Chaminade University Catalog, course schedules, and [Chaminade University Student Handbook](#) and for observing all regulations and procedures relating to the program being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he/she was not informed of the regulations or procedures.

Please refer to the 2024-2025 CUH Courses Catalog for complete information regarding academic policies for all students.

<https://catalog.chaminade.edu/>

ACADEMIC RESPONSIBILITIES – STUDENT-ATHLETES

Chaminade University and the Athletics Department have committed to providing all Student-Athletes with the best possible opportunities to succeed academically. As an accepted student, you must meet the University's academic requirements.

As a result, you are expected to:

- Prioritize academic achievement and graduation as your primary goal.
- Attend all classes except as necessary for away team travel in conjunction with competition in the championship segment.
- Complete all course assignments promptly and take all course examinations.
- Attend all study tables, tutorials, advising, and review sessions as scheduled.
- Be prepared for class and participate in class discussions.
- Be enrolled in an academic class schedule of at least 12 credits per semester at all times for undergraduate Student-Athletes (and a full-time credit load for graduate Student-Athletes). **DO NOT PARTICIPATE IN PRACTICE OR COMPETITION IF YOU ARE NOT ENROLLED AS A FULL-TIME STUDENT. INFORM YOUR COACH AND COMPLIANCE**

IMMEDIATELY IF, FOR ANY REASON, YOU HAVE DROPPED BELOW FULL-TIME STATUS.

- Always hold a semester and cumulative GPA of a 2.00 or higher.
- Meet satisfactory progress standards within your academic major as defined by the institution, the PacWest Conference, and the NCAA.
- Meet as scheduled with faculty advisors.
- Inform instructors in advance of expected class absences resulting from travel to official athletic events and arrange with instructors to make up missed work. Seek academic assistance from your advisor, staff in the Office of Student Success, or the Kokua Ike Learning Center when difficulties arise.
- Abide by the University's Student Conduct Code as outlined in the [2024-2025 Chaminade University Student Handbook](#) and Academic Honesty Policy as outlined in the Chaminade University Catalog.

Athletics-Related Absences

The only time a Student-Athlete will need to miss class for athletics purposes is for competition during the championship segment. A Student-Athlete may not miss class for practice during the year or any competition during the non-championship segment. Student-Athletes are required to provide their professors with a faculty excuse letter from our Faculty Athletic Representative. If the instructor will not excuse a Student-Athlete from class, notify the Head Coach and Faculty Athletic Representative immediately. The Student-Athlete is responsible for all missed class work during any absence.

Online Classes

To participate in Chaminade athletics, Student-Athletes may be enrolled in **no more than two (2) online courses per semester**. There may be exceptional circumstances for individual students to take more online courses, which the review committee will address on a case-by-case basis (Compliance Director - Athletics, Academic Advisor, Director of Athletics, and Vice President for Student Affairs/Dean of Students). The request is to be made in writing to the Compliance Director - Athletics with written support by the Academic Advisor as to why the additional online classes are needed. The committee will review and make the final decision.

CHAMINADE STUDENT-CODE-OF-CONDUCT

Guidelines for all students are printed in the [2024-2025 Chaminade University Student Handbook](#). Failure to adhere to these guidelines subjects you to serious disciplinary action, including suspension and/or expulsion from the team and the University. In addition, you are required to abide by additional rules/regulations set forth by Athletics' administration and any individual team rules or guidelines.

The privilege of being a Student-Athlete and representing Chaminade University comes with many special responsibilities and requirements. As Student-Athletes, you have special interests and responsibilities that do not apply to other students. Chaminade University expects you to train and strive for academic honesty and integrity as well as the highest degree of athletic excellence. You must abide by all institutional, NCAA, and PacWest Conference rule regulations, and policies. You must also adhere to all state and federal laws.

You are expected to behave in a positive manner both on and off campus because you represent

Chaminade University and its athletic teams at all times. As a member of an intercollegiate athletics team, you promise not to engage in any act of misconduct, dishonesty, breach of law or University regulation, or any public or private act that discredits, demeans, or embarrasses the Athletic Department or University, on or off the field of play. Failure to abide by this Code of Conduct may jeopardize your continued participation in an intercollegiate sport. You are also expected to abide by the rules and regulations specified by each head coach for team membership. If your coach or the Director of Athletics believes you have engaged in misconduct or violated Student-Athlete standards at any time, you may be reprimanded, suspended from the team, or have conditions of probation imposed on your continued participation with the team.

CHAMINADE ATHLETICS TRAVEL POLICY

Academics

Athletics will produce a faculty excuse letter for missed classes due to travel and/or competition held on Oahu. The letters will be electronically sent to the coach for distribution to their team.

The Student-Athlete is responsible for delivering the faculty excuse letter, either electronically or in person, to each of their professors a week before travel or competition on Oahu.

- Be advised that you are still responsible for all academic work during time of travel or on-island competition. Meet with your professors in advance to arrange for exams or missed class work while traveling or on-island competition.

Alcohol and the use of NCAA-banned substances

Student-athletes are NOT to consume alcohol or use NCAA-banned substances while traveling for athletic competition as a Chaminade athlete, regardless of the legal drinking age or allowed banned substances in the city or state of the competition.

Dress Code

All Chaminade coaches and teams traveling on airplanes on behalf of Chaminade Athletics must dress appropriately. We must look like a program and represent our university well in dress and behavior.

- Wear comfortable, neat long pants or sweats. Women may wear capris. Absolutely no shorts, not even nice walking shorts, will be allowed while on the airplane.
- Chaminade team shirts, whether a polo, crew neck or t-shirt with your team name or Chaminade University written on it should be worn on flights, so plan accordingly.
- Wear sneakers or shoes. No slippers.

COVID-19 Protocols

Protocols are subject to change throughout the academic year in response to changes in guidance of COVID-19 protocols. Current best practices dictate that:

- Development of symptoms while on the road.
 - Immediately isolate the symptomatic individual(s) in a hotel room. Absolutely no visitors are allowed in the room.
 - Contact Primary Care Provider or local health care professional as directed by the Athletic Training staff
 - When the team departs for home, one staff member will remain with the individual(s) until the individual is cleared to return or is released to the care of their parents or legal guardian.

Early dismissal from trip

Any Student-Athlete who is sent home early from a trip due to breaking of institutional, Athletic Department policies or the Student Code of Conduct may be responsible for any or all costs related to the return trip. Penalty will be determined on a case-by-case situation.

Conduct Investigation

Student-Athletes involved in a Chaminade University judicial investigation may travel and play games while the incident is being investigated. Once the investigation is completed, the Student-Athlete must be cleared to continue participation by the University Conduct or Title IX Officer.. Depending on the seriousness of the alleged violation, the decision to allow a Student-Athlete to travel and compete may be withheld on a case-by-case basis by the Athletic Director and Dean of Students. All investigations will be completed as quickly as possible.

STUDENT-ATHLETE RANDOM DRUG TESTING POLICY

All Student-Athletes shall be subject to this policy. Signed consent and notification forms shall be considered a confirmation of the Student-Athlete agreement to the terms and conditions contained in this policy and shall be a contractual obligation of the Student-Athlete. **Failure to appear for any drug test, tampering with or manipulating a sample, or refusal to sign a consent and notification form will be deemed a positive result.**

Prohibited use of banned substances

All drugs listed by the NCAA as a banned substance are covered by this policy. The student-athlete is responsible for everything that goes into his/her body. Therefore, student-athletes who use any drugs and/or supplements do so at their own risk. Student-Athletes should consult with their personal physician before using any drug or supplement that may jeopardize their status. Visit www.drugfreesport.com if you want additional assistance in identifying substances banned by the NCAA.

Unannounced drug testing

Student-athletes listed on the institutional squad list and all members of any intercollegiate team will be subject to an unannounced, random, team, pre-season, post- season, and follow-up drug testing by Chaminade University and/or NCAA. All student-athletes will be required to execute a waiver consenting to such testing. Student-athletes are subject to drug testing throughout the calendar year, including summer school. Student-athletes may receive as little as 24 hours' notice before a drug test.

Specimen collection procedures

The Student-Athlete will provide the specimen under direct observation by an independent contractor approved by the National Center for Drug-Free Sport, Inc. to ensure the integrity of the collection, processing, and evaluation of the specimen.

All urine samples shall be divided into two parts, Sample A and Sample B. If the student's Sample A and/or Sample B tests positive for a banned substance, it will be deemed conclusive proof that the student violated this policy unless the student requests an appeal from the positive test in the manner required by this policy.

Appeal from a positive test

If a student-athlete elects to file an appeal of the positive test, procedures outlined in the [Chaminade University Student Handbook](#), under “Student Conduct Rights”, “Right to Appeal” will be followed.

Any Student-Athlete who tests positive may request that Sample B is tested for the banned substance. A lack of knowledge on the Student-Athlete part is not a valid reason for an appeal. All Student-Athletes must consult with a physician or trainer before using any medication or supplement. A Student-Athlete must receive prior written approval from a licensed physician or trainer who acknowledges that he/she has read the NCAA banned substance list and authorizes the Student-Athlete to use the medication and/or supplement before the Student-Athlete’s positive test intent may be called into question. If the Student-Athletes intent to take a banned substance is called into question, he/she will still be deemed ineligible for competition until a negative drug test result is obtained. Said drug tests will be paid for by the Student-Athlete.

Consequences

1. First Offense

- The Student-Athlete is suspended from further competition until a negative drug test is provided through the University’s designated Drug Free Sport collector. The Student-Athlete will be allowed to practice with the team and conduct strength training but cannot compete or travel.
- The Student-Athlete will be subject to random testing, through the University’s designated Drug Free Sport collector, at their expense until a negative drug test is provided. A Dean’s Hold will be placed on the Student-Athlete’s account until the testing fee is paid through the Business Office.
- Once the negative drug test result is provided, if the Student-Athlete tests positive again, it would be considered a second offense.
- Parents/guardians may be notified of all positive drug test results

2. Second Offense

- If the Student-Athlete tests positive a second time, he/she will be deemed ineligible for participation in intercollegiate athletics at Chaminade University for a period of one calendar year starting on the date a letter of notification is sent via email to the student from the Vice President for Student Affairs/Dean of Students.
- The Student-Athlete will lose all athletic scholarship money given for a period of one calendar year starting on the date a letter of notification is sent via email to the student from the Vice President of Student Affairs/Dean of Students.
- Depending on what point during the semester this occurs, the Student-Athlete may be required to pay back all or a portion of any athletic scholarship/aid that the Student-Athlete already received for that semester.
- Parents/guardians may be notified of any positive drug test results.
- After the one-year period, if the Student-Athlete would like to be reinstated, s/he will be subject to random testing at their expense until a negative drug test is provided. A Dean’s Hold will be placed on the Student-Athlete’s account until the testing fee is paid through the Business Office.

3. Third Offense

- If the Student-Athlete tests positive for a third time, s/he will be dismissed from the Athletics Department and will lose all athletics scholarship money indefinitely.
- Parents/guardians may be notified of any positive drug test results.
- Future reinstatement is not permitted. Notice of violation of this policy

When a student-athlete has been found in violation of using a banned substance, the Director of Athletics, Head Coach, and Head Athletic Trainer shall be notified. In certain cases, the student's parents or guardians may be notified. The Student-Athlete also may be required to notify his or her teammates of a positive test for a banned substance. The Director of Athletics or his/her designee will report a violation of this policy to the Vice President for Student Affairs/Dean of Students for tests conducted by the NCAA.

RULES AND REGULATIONS THAT ARE GIVEN SPECIAL EMPHASIS

Your continued participation in Chaminade Athletics is contingent upon your adherence to these additional rules specific to Student-Athletes.

- You are expected to attend class regularly and be punctual. You are responsible for notifying your professors of absences relating to athletic events that conflict directly with class. You will be provided with a letter to give to your faculty member for each confirmed competition date/time where you may have to miss class. At the beginning of the term, provide your professors with a copy of your team's schedule and let them know if there will be conflicts during the term.
- You may not sell athletic equipment issued to you by Athletics or provided to your team by commercial sponsors (including books).
- You may not gamble or wager on any sport in which the NCAA sponsors competition, even if the event in question is at the professional level (i.e., the Superbowl, or NBA Playoffs). If you are approached by a person requesting that the results or outcome of an athletic contest be altered, you must immediately report the incident to the Compliance Director, the Director of Athletics, and/or the Head Coach. *(For more information, please refer to NCAA Bylaw 10.3 Sports Wagering Activities)*
- You are reminded that the legal drinking age in Hawaii is 21 years of age. Even if you are of legal drinking age, you must abide by the NCAA, Athletics Alcohol Policy and banned NCAA Drug Policy, and University rules and regulations relating to alcohol and drug use. You are specifically cautioned against illegal or unauthorized use of alcohol, drugs, and other controlled substances and shall not:
 1. Use or be under the influence or in the personal possession of drugs not prescribed by a physician and approved by the NCAA.
 2. Drink, be under the influence of, or in the personal possession of alcohol and drugs during any intercollegiate event, athletic practice, or road trip associated with athletics events.
 3. Use tobacco products during any intercollegiate event, athletic practice, or on a road trip associated with athletic events.
 - i. Your coach may establish additional rules for your conduct and/or dress during practice, travel, and competition.

Policy Concerning Student-Athletes with Pregnancy-Related Conditions

Chaminade University of Honolulu Athletics Department is committed to the personal health and development of all our members and to the Marianist educational mission of our school. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. The University does not discriminate in its education program or activity against any applicant for admission, student, student-applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). This Policy sets forth the protections provided for pregnant and parenting students, including those with pregnancy-related conditions at Chaminade University of Honolulu. Please see the University's complete Nondiscrimination Statement and Title IX policy which includes supportive measures and protections for pregnancy and related conditions as well as parental status found [HERE](#).

Any University employee who becomes aware of a student's pregnancy or related condition is required to provide the student with the Title IX Coordinator's contact information and communicate that the Coordinator can help take specific actions to prevent discrimination and ensure equal access to the University's education program and activity. Students who are pregnant or are experiencing related conditions are entitled to Reasonable Modifications to prevent sex discrimination and ensure equal access to the University's education program and activity. Any student seeking Reasonable Modifications must contact the Title IX Coordinator to discuss appropriate and available Reasonable Modifications based on their individual needs

Chaminade University prohibits retaliation against any student or employee who raises concerns about issues related to the enforcement of this Pregnancy Policy. The purpose of this Policy is to protect every Student-Athlete's physical and psychological health and their ability to complete their education.

Social Media Policy

Most Student-Athletes at CUH use social media platforms. Student-athletes may not be aware that third parties, including the media, faculty, future employers, and NCAA officials, can easily access their profiles and view all personal information. This includes all pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student, the athletic department, and the University. Additional information is set forth in Appendix A.

- Inappropriate social media behavior will not be tolerated.

TRANSFERRING

An athletics staff member or other representatives of the institution's athletics interests shall not contact the Student-Athlete of an NCAA four-year institution, directly or indirectly, without first obtaining a Notification of Transfer in the NCAA Transfer Portal. If a Student-Athlete wishes to explore the possibility of transferring to another institution, having an initial discussion with their current Head Coach is important. A Student-Athlete may initiate the notification of the transfer process by providing the Compliance Director with a written notification of the transfer request at any time via email. The Compliance Director will add the Student-Athlete's information to the NCAA Transfer Portal within seven consecutive calendar days of receipt of written notification of transfer from the Student-Athlete. Having the Student-Athlete's information in the NCAA

Transfer Portal will give coaches from other institutions permission to contact the Student-Athlete. A Change of Status form will also need to be submitted to the Compliance Director once the Student-Athlete is no longer an active member of the team's roster, as well as completing an Exit Interview with the Athletic Director.

EXIT INTERVIEW

The purpose of the Student-Athlete exit interview is to assist Chaminade University in developing a quality Athletics Department responsive to the needs and interests of the Student-Athletes. The exit questionnaires are intended to evaluate your experience, time demands encountered across sports programs and various aspects of the administration of Chaminade University Athletics and the specific sport. The information gathered from the exit questionnaire will be used to assist in the continual evaluation and improvement of the athletics experience for future Chaminade University Student-Athletes. Specific questionnaire responses will be kept confidential and reviewed by authorized Athletics and university personnel only.

FINANCIAL AID AND ATHLETICS SCHOLARSHIP POLICY

The goals of the athletics scholarship program at Chaminade University are to provide financial assistance to deserving Student-Athletes and to ensure that the awarding of athletics aid is consistent with the regulations of the NCAA, the Pacific West Conference, and the primary values of the University. The assumption in awarding athletics financial aid is that Student-Athletes who devote long hours in practice may, through a regulated program of assistance, be relieved of the obligation to work part-time to subsidize their collegiate education. Athletics scholarships are awarded only to those individuals who show exceptional athletic promise, meet academic standards, and maintain academic progress. The program's justification must provide the expectation that Student-Athletes will meet the University's academic standards while encouraging participation in an intercollegiate sport.

Terms and Duration

The "Athletic Scholarship" defines the terms and conditions, and duration of an athletic grant and the mutual responsibilities of Chaminade University and the Student-Athlete. You assume responsibility to the University and to the sport for which the aid is granted when you sign an "Athletic Scholarship" at Chaminade University.

The athletic scholarship will be awarded on an annual basis, with one-half being disbursed each fall and spring semester, provided you meet all NCAA and institution regulations. The period of award cannot be longer than one academic year, and it may be renewed for the following year. Scholarship recipients must be informed of the renewal or non-renewal of their scholarships before July 1st of each year.

The athletic scholarship is administered according to the rules and regulations of Chaminade University, the Pacific West Conference, the NCAA, and the National Letter of Intent.

Renewal, Increase, Cancellation, or Reduction of Athletic Scholarship Aid during Period of Award

Institutional athletic aid **MAY NOT** be reduced or canceled during the period of the award because of the following:

- A Student-Athlete's athletic ability, performance or contribution to the team's success.

- An injury, illness, or physical or mental medical condition (except as permitted according to Bylaw 15.5.4.1 Reduction or Cancellation Permitted).
- Any other athletics reason. An institution may not set forth an athletically related condition (e.g., athletics aid contingent upon specified performance or playing a specific position) that would permit the institution to reduce or cancel the Student-Athlete's athletics aid during the award period if the conditions are not satisfied.
- The institution must notify the Student-Athlete in writing before July 1 of the academic year in which the aid will be affected as to the status of that aid.

Institutional athletic aid MAY be reduced or canceled during the period of the award if the recipient:

- Renders themselves ineligible for intercollegiate competition.
- Receive resources in excess of those used in the initial determination of eligibility for Financial Aid and/or Athletics grant-in-aid, or if aid eligibility is reduced due to a reduction in costs of attendance.
- Do not satisfy the NCAA and CUH academic requirements for athletics grant-in-aid (GPA, satisfactory progress towards degree requirements, full-time enrollment, etc.).
- Fraudulently misrepresented any information on an application, letter of intent or financial aid agreement.
- Engages in serious misconduct in violation of the University Student Code of Conduct warranting substantial disciplinary penalty. This includes rules and regulations set forth by the Athletics Administration applicable to all Student-Athletes and specific rules of the individual student-athlete's sport as defined by the head coach as they apply.
- Repeatedly fails to attend classes, squad or individual meetings, study hall, assemblies, group tutoring sessions, and participation in athletic practice sessions and scheduled contests as specified by the sport coach.
- Engages in gambling activities on intercollegiate activities prohibited by NCAA legislation.
- Engages in the use, possession, or traffic of an illegal drug substance, or refuses to take a drug test when requested to do so by NCAA, campus, community, or departmental authority.
- Signs a professional sports contract for this sport or agrees to be represented by an agent.
- Voluntarily (on his or her own initiative) withdraws from a sport at any time for his/her own personal reasons.
- Provides written notification of transfer to the institution; however, the Student-Athlete's financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. 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.

Ineligible Student-Athletes

Student-Athletes who are not academically eligible to compete (e.g., substandard GPA, failure to meet progress to degree requirements) are not eligible for athletic financial aid. An exception may be applied on a case-by-case basis, reviewed and approved by the Director of Athletics and Compliance Director. Student-Athletes who have exhausted their eligibility may be eligible to receive athletic financial aid and will be reviewed and approved on a case-by-case basis by the Director of Athletics and Compliance Director.

Athletics Scholarship Appeals Process

If a Student-Athlete's scholarship is canceled and/or reduced during the period of award, not renewed, or reduced for the ensuing academic year, you will be notified in writing by the Financial Aid Office. This notification must take place prior to July 1. Reduction or cancellation of aid during the period of award may occur only after you have had an opportunity for a hearing.

Along with the notification, you will also be informed of your rights to an appeal. There are three levels of appeal. The appeal process is as follows:

1. Discuss the athletics scholarship adjustment with the head coach.
2. If unresolved, meet with the Director of Athletics.
3. If still unresolved, the student must submit the appeal in writing to the Director of Financial Aid, clearly stating the reason for the appeal. This must be received by The Director of Financial Aid within 30 days of notification of scholarship adjustment. The Director of Financial Aid will create and chair an appeal committee made up to two other individuals who are not members of the Athletics Department. You will be notified in writing of the results of the appeal. The decision of the committee will be the final decision.

Athletics Scholarships do NOT cover the following:

- **University Fines (Judicial or Residential)**
- **Room and Board for family members**
- **Parking Citations**
- **Other University Fees that are not athletically related**

WARNING!!!

Any funds awarded from scholarships, benefits, fellowships and grants by the University or any other source that combined exceed the cost of tuition, fees, books, and required equipment and supplies are considered taxable income. This includes Federal Pell Grants, but not federal loans. Since you are required to report taxable awards to the Internal Revenue Service (IRS) as income, you should keep a detailed record of your expenditures for tuition, fees, books, required equipment, and supplies. Housing and food are considered non-exempt, so scholarship/fellowship money spent on those items is subject to income tax. For more detailed information, consult IRS Publication 970 (Tax Benefits for Education), a qualified tax consultant or a Certified Public Accountant (CPA).

NCAA REGULATIONS

Please note that the NCAA rules listed here are to be used to reference the most common NCAA rules applicable to Student-Athletes and are not to be considered complete. If you have additional questions regarding NCAA rules, please contact Chaminade's NCAA Compliance Director or visit the NCAA website at www.ncaa.org.

NCAA Eligibility Center

All Student-Athletes who enter Chaminade as a freshman and plan to practice or compete in a sport must have their academic certification and final amateurism certification verified by the NCAA Eligibility Center. The NCAA Eligibility Center determines Division II initial eligibility based

on the student's core courses, GPA, and minimum test scores. Transfer Student-Athletes may need to demonstrate that they were a qualifier as a freshman and must have their Division II final amateurism certification in their respective sport.

Visit the NCAA website for details on how to register with the NCAA Eligibility Center - <https://www.ncaa.org/Student-Athletes/future/how-register> (or go to eligibilitycenter.org)

Amateurism

Only an amateur athlete can compete in intercollegiate athletics. You are not eligible for participation in an intercollegiate sport, if following initial full-time collegiate enrollment, you have ever:

- Accepted pay, or the promise of pay in any form, for participation in a sport;
- Agreed (orally or in writing) to compete in professional athletics in that sport;
- Played on any professional athletics team as defined by the NCAA in that sport;
- Used your athletics skill for pay in any form in that sport.

All prospective Student-Athletes intending to enroll in an NCAA Division II institution for the first time on or after August 1, 2021 must complete the NCAA Amateurism Certification questionnaire when they register for the NCAA Eligibility Center.

NCAA Meeting and Eligibility Paperwork

Prior to the first practice of the season, all Student-Athletes must attend the NCAA Compliance Team Meeting and complete all eligibility-related paperwork, including the NCAA Student-Athlete Statement form, NCAA Drug Testing Consent form, PacWest Promotional Authorization form, and Chaminade University Promotional Authorization form. The NCAA rules and Chaminade University policies will be reviewed, and there will be an opportunity to ask questions. When a Student-Athlete signs the Student-Athlete Statement, they are certifying that they understand the rules and are aware of any violations that have occurred. When a Student-Athlete signs the Buckley Amendment portion of the Student-Athlete Statement, they are agreeing that their academic and athletic records can be released for NCAA, conference, and institutional use. By signing the NCAA Drug Testing Consent Form, the Student-Athlete is agreeing to be drug tested as required by the NCAA, and they understand that they will be ineligible if they refuse to sign the form or to take a drug test, or if they subsequently test positive for drugs. If a Student-Athlete is unable to attend the meeting with the team, the Student-Athlete must make arrangements to attend a make-up and complete all eligibility-related forms prior to attending their first practice. **Under no circumstances are you allowed to attend practice or compete without completing all of these items.**

Eligibility

To be eligible to practice, compete, and receive athletics aid at Chaminade University, a Student-Athlete must be enrolled full-time (minimum of 12 credits per semester for undergraduates). For graduate students, full-time enrollment must be defined by the graduate program that the Student-Athlete is enrolled in. If a Student-Athlete drops below full-time status, they must immediately inform the Head Coach and/or Compliance Director. They will be immediately ineligible until full-time status is reached. If a Student-Athlete practices or competes while below full-time status, they will be declared ineligible pending NCAA official action, and the team will have to forfeit the games in which the Student-Athlete played in while ineligible and may be

subject to a substantial fine. If a Student-Athlete is in their final semester and needs less than 12 credits to complete a bachelor's degree, please seek guidance from the Compliance Director. A degree check and verification from Enrollment Management is required to confirm a Student-Athlete's eligibility for practice and competition if less than 12 credits are needed in your last semester before graduation. **DO NOT DROP BELOW FULL-TIME STATUS!**

Progress Towards Degree Requirements

A Student-Athlete must successfully pass at least 9 credits each semester in order to be eligible for practice and competition for the following semester. A Student-Athlete must also successfully complete at least 24 credits towards your degree each academic year. Up to 6 credits may be taken in the summer to complete the 24 credit-hour requirement, which means 18 credits must be passed during the academic year (fall and spring semesters only). Therefore, if a Student-Athlete passes only 9 credits in the fall semester, they must pass at least 15 credits in the spring semester in order to avoid summer school and meet the progress towards degree requirements.

All Student-Athletes must hold a semester AND cumulative GPA of a 2.00 or higher in order to be eligible for practice and competition.

Playing and Practice Seasons

Athletics participation is very time-consuming for a college student. The NCAA has established limits on how much time a coach can require a Student-Athlete to devote to countable athletically related activity. The NCAA has playing season rules, in which Chaminade University, its coaches, athletics staff, and Student-Athletes must abide by. The rules are designed to protect the Student-Athlete while providing a fair competitive environment. A summary of these rules is listed below:

- **No class time missed for practice activities.**
- During the playing season in a sport's championship segment: A coach cannot require their Student-Athletes to engage in countable athletically related activities (CARA) for more than 4 hours per day and 20 hours per week. Student-Athletes participating in two or more sports are held to a limit of 4 hours per day and 20 hours per week total for all the sports they are participating in. The only exceptions to the daily/weekly hour limitations are during preseason practice before the first day of classes, during vacation periods, and between terms.
- Countable athletically related activities are any meeting, activity or instruction involving sports-related information and/or having an athletics purpose held for one or more Student-Athletes at the direction of, or supervised by, any member of an institution's coaching staff.
- NCAA rules require one day off per week, with no countable athletically related activities, during the playing season in a sport's championship segment, except during participation in NCAA Championships. A travel day to or from competition may count as the required day off only if no countable athletically related activity occurs on that day. NCAA rules prohibit a coach from conducting practice after competition, except between contests during a multi-day or multi-event competition (such as a doubleheader in softball).
- During the non-championship segment, Student-Athletes are not permitted to miss class for competition.
- Outside the playing season: You may only be required to participate in weight training,

conditioning and individual skill instruction. Your participation is limited to a maximum of 8 hours per week of which not more than 2 hours per week are spent on individual skill instruction.

- It is permissible for you to use university facilities, provided the use is approved by the Athletics Department and the activity is not supervised or held at the direction of a member of the coaching staff.
- It is permissible for you to consult with your coach voluntarily and to voluntarily train by yourself, with teammates, or with a group composed partly of enrolled Student-Athletes and partly of individuals not otherwise affiliated with the university.

Boosters, Fans and Alumni

The financial well-being of every athletics program is dependent on loyal, generous fans and knowledgeable, hard-working coaches. But sometimes, these people can get a program, sport or Student-Athlete in serious trouble. If an overzealous booster, coach, or administrator offers to give you something extra of value, DO NOT ACCEPT IT! You will be immediately ineligible for competition.

Boosters cannot provide any benefits or special arrangements to you or to your parents, relatives or friends. Examples of benefits or special arrangements are gifts such as clothing, movie tickets, and airline tickets; providing a service for free such as dry cleaning or typing; providing services at reduced rates, loaning money, use of an automobile, and cosigning a loan.

Boosters can provide an occasional home meal for you under the following conditions: The meal must be provided in their home (as opposed to a restaurant) and may be catered. Meals are restricted to infrequent and special occasions (such as Thanksgiving and Christmas). They may provide you with transportation to their home for the meal. They may not provide transportation for a meal function not at their home.

Boosters can provide you with a summer job under the following conditions: You are paid only for work performed. You are paid the going rate for similar services in this locality. They do not transport you to and from work unless it is their policy to transport all employees to and from work.

Gambling

NCAA rules prohibit you from betting on any college or professional contest. This includes credit card betting, online betting and student bookies. If someone ever approaches you about altering the outcome of a game win, lose, or points, DO NOT ACCEPT ANY MONEY, and report it IMMEDIATELY to your coach, Director of Athletics or Compliance Director. Not only is game-altering illegal, but it is unfair to your teammates and fans. Another, more subtle way of getting your help is for someone to ask you about key injuries, who will and won't be playing, etc. This may be innocent curiosity or it may be gambling-related. The best thing to do is turn the questions over to a trainer, coach or Sports Information Director. Under no circumstances are you allowed to bet on your own games or any college sports.

Tryouts

You may participate in practice or competition with or against a prospect as part of a tryout. It

must take place during the playing season or as part of your 8-hour out-of-season conditioning. The tryout must be limited to two hours or less, and no more than one tryout per prospect is allowed.

Institutional Vacation Period and Summer Workouts

You may not participate in any countable athletically related activities (CARA) outside the playing season during any institutional vacation period and/or summer. The designated strength and conditioning coach (not a sport-specific coach) may design and conduct specific workout programs for you, provided such workouts are voluntary and conducted at your request.

Tickets/Complimentary Admissions

All Chaminade University students are allowed to attend all regular home Athletics events free of charge. In your sport you can receive up to four complimentary admissions for each contest **for immediate family members only**. Tournaments are included only if held at home and are in your sport. There are no complimentary admissions for post-season contests. To obtain complimentary admissions in your sport's competitions, notify your coach of your four family members' names for the pass list for each home contest a day in advance. At the event, your family members must show a picture identification and sign the list at the "Pass" gate.

Telephone, Fax and Copy Machine

It is not permissible for Student-Athletes to use Athletics Department telephones, including coaches' office or cell phones for long-distance personal calls. Athletics Department FAX and copy machines cannot be used for personal use.

Tobacco Usage

NCAA rules prohibit the use of tobacco products during practice and competition. If you are caught using tobacco products during practice and competition, you will be disqualified for the remainder of that practice or competition. Potential violations of the university Student Code of Conduct will be addressed separately according to the Code of Conduct.

Violation of NCAA Rules

You are expected to report any violations of NCAA rules if you believe that you, your teammates, coaches, or any Athletics staff member violates any NCAA rule. When reporting, time is of the essence to prevent multiple infractions from occurring. Rule violations can be reported to the Compliance Director, Director of Athletics, Senior Woman Administrator, or Faculty Athletics Representative.

CUH Sexual Violence and Other Serious Misconduct Disclosure Policy

Purpose

Chaminade University of Honolulu ("Chaminade" or "University") is committed to maintaining a safe and educational environment both in the campus community and in its athletic programs. Additionally, Chaminade is committed to complying with all National Collegiate Athletic Association (NCAA) policies and related governing and regulatory requirements.

All University staff, faculty, and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all

known details of actual or suspected discrimination, harassment, sexual misconduct and/or retaliation to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal University action. Please review the University's complete Title IX, Sexual Discrimination and Misconduct, retaliation Policies found [HERE](#).

The NCAA requires all member institutions to annually attest to their compliance with the *NCAA Policy on Campus Sexual Violence*. Under NCAA Policy, **all incoming, continuing, and transfer Student-Athletes** must complete an annual disclosure (Appendix B) related to their behavior that resulted in disciplinary action through a Title IX proceeding and/or in a criminal conviction.

Although certain types of misconduct may preclude the Student-Athlete from participating in Chaminade athletics, a disclosure is not necessarily a preclusion from academic participation. Chaminade is committed to working with Student-Athletes and will seek to find developmental programs or other requirements that will allow the Student-Athlete to participate when appropriate.

Required Disclosures

All Continuing, Transfer Student-Athletes (S-As), and Incoming Prospective Student-Athletes (PSAs) must disclose a finding of responsibility for any violation that meets the definitions below. This includes outcomes from both formal and informal resolutions under Title IX or similar disciplinary or other administrative proceedings. S-As and PSAs should also disclose any incomplete Title IX or other serious misconduct proceedings (including investigations that may currently be underway) or criminal proceedings relevant to the definitions below. This **does not include** records that have been sealed.

- **Interpersonal Violence:** Violence that is predominantly caused due to the relationship between the victim and the perpetrator, including dating and domestic violence.
- **Sexual Violence:** A term used to include both forcible and nonforcible sex offenses, ranging from sexual battery to rape.
- **Other Acts of Violence:** Crimes including murder, manslaughter, aggravated assault, or any assault that employs the use of a deadly weapon or causes serious bodily injury.¹ S-As and PSAs must also disclose any formal or informal resolutions that meet any of the following definitions:
 - **Felony Drug Possession or Distribution:** The unlawful selling, manufacturing, delivering, or importing of drugs or controlled substances, such as marijuana, heroin, methamphetamine, or cocaine.
 - **Arson:** The act of deliberately setting fire to property.
 - **Felony Theft:** Any act of theft that would qualify as a felony.
 - **Multiple DUI/DWIs:** *More than one* arrest, conviction, or active investigation for driving under the influence/driving while impaired.

Disclosure Process

It is the Athletics Compliance Director's responsibility to ensure compliance with NCAA, Conference, or any other governing body's rules and regulations. To ensure accountability, the

¹ Definitions required by NCAA policy.

Athletics Compliance Director will collect the following information and perform the following inquiries for any S-A and/or incoming PSA. (Note: Background checks for incoming or transfer international Student-Athletes will be modified as necessary, as some may not have a driver's license and/or a social security card.)

The following personal information will be collected from all *incoming PSAs*:

- Full Legal Name and any aliases
- Social Security #
- Driver's License/ID Number/State
- Home Address
- Phone Number
- Date of Birth
- Email Address(es)

Background Check

A background check will be performed for all current S-As at the inception of this policy and incoming PSAs *prior* to the institution offering an opportunity to sign an Athletic Aid Agreement or a National Letter of Intent. This requirement will also apply to any individuals who seek to join a team as a walk-on Student-Athlete, absent exigent or extenuating circumstances.

Internet/Social Media Review.

An Internet/social media review will be performed for all S-As and PSAs before Chaminate offering an opportunity to sign an Athletic Aid Agreement or a National Letter of Intent. This requirement will also apply to any individuals who seek to join a team as a walk-on Student-Athlete.

Previous Institution Review.

The Athletics Compliance Director will send the Institutional Disclosure Form to each previous institution's athletic compliance office or athletic department (if the previous institution is a high school) for completion for all incoming and transfer Student-Athletes if they have disclosed that the PSA has a finding of responsibility for a violation of any conduct that meets the definitions above.

Requirement for Disclosure.

A head coach and/or assistant coach must disclose to the Athletics Compliance Director any information about a PSA relating to sexual misconduct or other acts of violence of which they become aware during the recruiting process. Coaches, Assistant Coaches, Athletic Trainers, and other Athletic Department personnel will also be required to disclose any information they become aware during the course of their interactions with any S-A or PSA.

Post Disclosure Process.

S-As and PSAs who disclose misconduct under this Policy are not automatically restricted from participating in a sport at the institution; however, such disclosure does initiate the following analysis and review process.

Following the results of the required inquiries, the institution will determine if additional steps are needed, including, but not limited to:

- Additional contact with the S-A's or PSA's previous institution(s), including former secondary and/or higher education institutions
- Contacting any other relevant parties
- Requesting a personal statement from the S-A or PSA
- Meeting with the S-A or PSA about the disclosed misconduct
- A violence risk assessment (VRA) conducted by the Director of the Chaminade Counseling Center if it is determined that this is needed
 - If the Serious Misconduct Committee (see below) determines that a VRA is needed, The Chaminade Counseling Center cannot mandate counseling treatment and services. However, the Serious Misconduct Committee can make participation in treatment/counseling until clinically discharge a mandatory requirement for an S-A or PSA to be eligible to participate in Chaminade Athletics.

The S-A or PSA will provide any authorization required for disclosure of such information as requested by the institution, or they will not be eligible to participate in the athletic program. All instances where serious misconduct is identified or suspected will be reviewed by the Serious Misconduct Review Committee, described below, before an offer of financial aid, or a National Letter of Intent is considered, or an S-A or PSA is allowed to join a team as a walk-on or continue as a S-A.

Composition of the Serious Misconduct Review Committee

The Serious Misconduct Review Committee is approved by the President and comprises representatives from the following:

- Vice President of Student Affairs (Chair)
- Director Athletics
- Athletics' Senior Women's Administrator
- Faculty Athletics Representative or designee.

Any other appropriate administrator may be invited on an ad hoc basis as needed.

The Serious Misconduct Review Process Considerations

Conduct occurs on a continuum, and no two cases of serious misconduct are the same. Thus, there is no automatic prescriptive response; each disclosure is considered individually by the Serious Misconduct Review Committee to determine whether an S-A or PSA should be permitted to participate in the athletic program, and if so, under what conditions. The Serious Misconduct Review Committee will evaluate the severity of the misconduct, compliance with sanctions, and demonstration of personal growth against a consideration of overall community safety as the guiding principles for its decision. As the S-A or PSA that has already been recruited, the Serious Misconduct Review Committee will seek to find acceptable conditions for the S-A or PSA as the presumptive response but reserves the right to make the determination to withdraw any offer to participate in the athletic program or scholarship. Approval to participate in the athletic program does not bear on an offer of admission from the institution.

Incomplete or Inaccurate Disclosures

If a S-A or PSA fails to disclose any requested information or provides incomplete or substantively inaccurate information, they may be prohibited from participating in the athletic program. If a failure to disclose is identified, prior to an offer of financial aid or a National Letter of Intent is

considered, or the PSA being allowed to join the team as a walk-on, the PSA will not be eligible to participate in athletics at the institution.

A continuing S-A who fails to disclose will not be eligible to continue to participate in athletics at the institution and may be denied admission to the University.

If incomplete or substantively inaccurate information on the disclosure is discovered after a PSA has matriculated with the institution, or a S-A returns to continue to participate in athletics, the student will be immediately removed from the team and subject to the institution's student conduct process.

Disclosures for Athletes Transferring to Other Institutions

The institution will comply with all requests for disclosure regarding Student-Athletes seeking to transfer to another institution, as permitted by law. Requests received from other institutions will be reviewed by the Director of Athletics and the Title IX Coordinator to ensure all appropriate information is released. Under the Family Educational Rights and Privacy Act (FERPA), the institution is permitted to release this information without written student consent.

This policy is effective August 2022.

PROCEDURES REGARDING MEDICAL CARE AND ATHLETIC INJURIES

Pre-Participation Procedures

Every Student-Athlete who wishes to participate in Chaminade Athletics must be medically cleared by a licensed medical professional, MD, DO, PA-C or NP and the CUH Athletic Training Staff to participate.

- Every new or transfer Student-Athlete must complete a sports physical examination within 6 months of the first day of participation to participate in any practice or competition at Chaminade University. A physical form is available through the Chaminade Athletics Department and must be completed by an MD, DO, PA-C, or NP.
- Every returning Student-Athlete must complete a medical history update form prior to participation in any practice or competition at Chaminade University. A medical history update form is available through the Chaminade Athletics Department. It will be evaluated by the CUH Athletic Training staff and subject to further evaluation by the Chaminade University Team doctors for final clearance as needed.
- Additional forms that must be completed prior to participation are Assumption of Risk Waiver, Authorization and Consent (FERPA), Acknowledgement of Primary Insurance Needs, Emergency Contact and Insurance Information, Education on Concussions, Education on Covid-19 and Sickle Cell Trait testing. New and transfer Student-Athletes must submit proof of Sickle Cell Trait testing.
- Health Insurance is required for all intercollegiate athletes, campus residents, and international students at Chaminade University. Student-Athletes are required to show proof of athletic injury coverage. If you do not provide proof of coverage to the Chaminade University Athletics Office and Student Support Services two weeks before enrollment, you will be subject to a student account hold. Contact the Student Support Services Office or the Athletics Trainer for more information.
- Before starting school, all students must submit proof of a new TB test and immunity to

measles, mumps, and rubella. Health forms must be submitted to the Student Support Services office no later than two weeks before enrollment

Athletic Insurance Policy / Procedures

Every Student-Athlete at CUH must have and maintain medical or health insurance (which includes coverage for intercollegiate athletic injuries) from the first participation opportunity or the first day of classes, whichever comes first, through the academic year, and also provide proof of insurance (details to follow). Proof of primary insurance must be provided to the CUH athletic training staff, and participation in athletics is mandatory. If the Student-Athlete needs to purchase health insurance, please contact the Student Support Services Office or the CUH athletic training staff for more information and guidance.

Proof of Medical - Health Insurance:

- The Student-Athlete must provide a copy (front and back) of the primary medical insurance card (note: if military, a copy of ID card is necessary). A letter of eligibility (or confirmation of coverage) must be provided from the health insurance company stating that the Student-Athlete is covered under that insurance plan for more than just emergencies within the State of Hawaii, and that the policy does NOT exclude intercollegiate-related injuries, covers "Intercollegiate Athletics-related injuries up to \$90,000 USD", dates of coverage, and deductible amount (if any).
- CUH is not financially responsible for injuries sustained during participation. Ultimately, the Student-Athlete and/or the Student-Athlete's family assume responsibility for all expenses generated as the result of an injury sustained as a Student-Athlete.
- Chaminade University Athletic Department offers an Accidental Athletic Insurance Policy to be used as secondary medical insurance. The secondary insurance company will cover athletic injuries sustained in participation during Chaminade-sponsored athletic activities only. The secondary insurance company has the right to determine if the injury or treatment is covered under the policy. If the injury is not covered and the Student-Athlete does not pay the medical bill by some other means, the bills may be sent to a collection agency in the patient's name (Student-Athlete).
- Eligibility for Athletic Insurance Coverage:
Only Student-Athletes who are on a VARSITY sports roster have passed a pre-participation physical exam, and have submitted their primary medical insurance documents are eligible for coverage under the excess athletic insurance policy.

The athletic department and athletic training staff are NOT insurance agents or experts and if there are any discrepancies, the Student-Athlete will need to contact the insurance company directly. The athletic training staff is here to help explain the process and to maintain records, however, the staff is not qualified or able to discuss matters of reimbursement or financial responsibility.

Out-of-State Student-Athletes:

For those Student-Athletes who do not live in Hawaii and have an HMO as their primary medical insurance, it is highly recommended to discuss with the Chaminade University athletic training staff about:

1. Change their primary care physician to a local office.

2. Discuss purchasing/changing to a new insurance policy that will work in the state of Hawaii if the original insurance policy will not cover in Hawaii.

Supplemental Intercollegiate Athletics Accident Insurance Coverage

Chaminade University provides supplemental secondary athletic insurance for your benefit. Under the terms of the policy, the coverage is considered a secondary payer to all other valid and collectible medical insurance policies. Most notable would be parental insurance coverage through the place of employment under which you are covered as an eligible dependent.

Procedure to apply for Secondary Athletic Insurance:

1. After the Student-Athlete has sustained an injury and appropriate medical care has begun, the CUH athletic training staff will file an accident claim form with the insurance company. The company requires information and documentation about the athlete's injury, primary insurance, and an explanation of benefits (EOB) from the primary insurance source.
2. Once the claim form is filed, the Student-Athlete is required to turn in all paperwork received from doctor's visits, pharmacy, hospitals, primary insurance (explanation of benefits), etc. to the head athletic trainer, who will then submit them to the excess insurance company.
3. Insurance company reviews and acts accordingly.

NOTE: It is the student athlete's responsibility to submit claims promptly. All claims must be submitted no later than 90 days after the onset of the injury. Failure to do so may result in non-payment. Any interest accrued as a result of late submission will be the responsibility of the Student-Athlete.

Athletic insurance is comprehensive, but it has standard limitations; it **does not** cover expenses due to:

- Illness: Illnesses include acute and chronic illnesses, such as, but are not limited to, any strain of Influenza, a skin disease, respiratory disorder, or poisoning.
- Non-athletically-related injuries
- Expenses incurred from "off-campus Physicians/Medical Specialists" unless by written referral and pre-approved by the University's Head Athletic Trainer. All surgical treatments must have prior written authorization.

Catastrophic insurance is available through the NCAA and must be initiated within the same two-year period. If you have any questions or concerns regarding our athletics accident insurance and its process, please refer your questions to the Athletics Trainer or the Director of Athletics.

Chaminade University will not be held financially responsible for paying any medical bills. It is the responsibility of the Student-Athlete and/or the Student-Athlete's family to follow proper procedures through their primary insurance to access the athletic department's secondary insurance policy. If you fail to follow your personal primary medical health insurance procedures for filing a claim, the secondary insurance policy will be ineffective. Any questions about a claim should be referred to the Head Athletic Trainer or the Director of Athletics immediately.

Athletically-Related Injury or Illness

If the procedures below are not followed, the Student-Athlete shall be responsible for any charges incurred, and the University's secondary athletic insurance will be void.

Reporting Procedures

Student-Athletes must report all injuries and illnesses to the Athletic Training Staff immediately. The Athletic Training staff will make all necessary medical referrals as required by the injury or illness. In the event of an emergency due to an athletic injury, you will be transported to a hospital or medical facility arranged by the Athletic Trainers. You should at NO time seek outside medical attention for an athletic-related injury or illness without prior written authorization from the Head Athletic Trainer unless the injury results in a medical emergency.

Referrals to Off-Campus Physicians or HealthCare Specialist

All off-campus medical referrals must have prior written authorization from the Head Athletic Trainer. The appropriate referral forms must be completed by the health care provider after the medical treatment and returned by the Student-Athlete to the Athletic Training Room for review before clearance for participation will be given. In the case of a Managed Care Insurance policy (HMO/PPO), you will be required to follow your primary insurance policy's specific referral procedures. All medical tests, treatments and/or procedures rendered by the non-university affiliated physician(s) or medical specialist(s), other than those approved and performed during the initial visit, must again have prior written approval by the CUH Head Athletic Trainer. All surgical treatments by a non-university-affiliated physician(s) must have prior written approval by the Head Athletic Trainer.

Dental Care

The Chaminade University Supplemental Athletic Insurance shall ONLY be responsible for injuries incurred to your mouth and to sound, natural teeth during participation in an official University practice or competition. Coverage includes repair or replacement of teeth due to a "covered accident" and will be paid up to a specific amount.

Treatments / Rehabilitation

The Athletic Training Room is co-educational and is located in the breezeway of the Silverswords Athletic Training Center and Locker Room building. Athletic Training room hours are posted with each sports season. Treatment/rehabilitation and taping will be available; however, Student-Athletes in-season will receive first priority on an appointment, then first come – first served basis. Student-Athletes must sign in and sign out when receiving treatment. Failure to keep treatment and/or rehabilitation appointments will be interpreted as unwillingness to cooperate with the Athletic Training Staff for the earliest possible return to competition. The respective Head Coach will be informed if/when a Student-Athlete fails to keep appointments. Student-Athletes are required to adhere to the posted Athletic Training Room rules.

Decisions regarding Student-Athlete participation in practice or competition is the sole responsibility of the CUH Athletics Training Staff members and not the coach. Decisions regarding practice or game participation when a Student-Athlete is injured, or ill will be determined based solely on medical expertise and the health and welfare of the Student-Athlete.

Non-Athletically-Related Injury or Illness

Injuries or illnesses you sustain outside of Chaminade University Athletics must be reported to the Athletic Training Staff immediately. If you desire, the Athletic Training Staff will make necessary medical referrals, as indicated. If you choose to be seen by someone other than the Athletic Training Staff, you must provide the Athletic Training Staff with written documentation regarding the medical condition before returning to any athletically-related activity. In the event of a non-athletically related injury or illness, the Student-Athlete shall be responsible for any charges incurred, and the University's secondary athletic insurance will not provide coverage.

NCAA Drug Testing

The NCAA and the National Center for Drug-Free Sport conduct random drug testing at all member institutions. You may be asked to perform a drug test under the NCAA's regulations as a Student-Athlete at Chaminade University. You are required to submit to a requested drug test.

A complete listing of banned substances can be found at www.NCAA.org. "The NCAA and professional societies such as the American Medical Association (AMA) and the American College of Sports Medicine (ACSM) denounce the employment of nontherapeutic drugs by Student-Athletes. These include drugs that are taken to enhance athletic performance and those drugs that are used recreationally by Student-Athletes. Examples include but are not limited to alcohol, amphetamines, ephedrine, anabolic and androgenic steroids, barbiturates, caffeine, cocaine, heroin, LSD, PCP, marijuana, and all forms of tobacco.

The use of such drugs is contrary to the rules and ethical principles of athletics competition. The NCAA maintains a banned drug classes list and conducts drug testing at championship events and year-round random testing in sports." – www.ncaa.org/heath-safety

Concussion Statement

Chaminade University requires all Student-Athletes to sign an "Assumption of Risk" form before participating in any practices/competitions. In this statement, the Student-Athlete acknowledges that he/she has been given educational materials on concussion signs and symptoms, and he/she will immediately report all injuries, including the signs/symptoms of a concussion to the Athletic Trainer and follow a preapproved gradual return to play protocol before returning to CUH athletic activity after a concussion diagnosis.

COVID-19 Statement

To protect all Chaminade Student-Athletes, Athletics staff, and coaches, the Chaminade University Athletic Department recommends that all Student-Athletes and coaches be vaccinated against COVID-19 to participate or coach. Chaminade University no longer require employees, students and campus visitors to demonstrate proof of COVID vaccination or negative COVID test. All Student-Athletes will be required to sign a COVID-19 educational document. If you have any questions regarding the Athletic Departments COVID-19 policies, please contact Head Athletic Trainer.

Student-Athlete will adhere to the Athletic Trainers Training Room policies for Covid19. This includes, when required, reporting symptoms, testing, quarantine from practice and competing and completing graduated return to play protocols.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Chaminade SAAC is selected annually and comprises two Student-Athlete leaders from each team. The SAAC serves primarily as an advisory board and liaison between Chaminade Student-Athletes and the athletics department administration. The Pacific West Conference and the NCAA have similar groups of SAAC members from the PacWest schools and Division II institutions across the nation.

APPENDIX A

Social Networking Policy

Playing and competing for Chaminade University is a privilege, not a right. Student-athletes at CUH are held in high regard and are seen as role models in the community. As leaders, we have the responsibility to portray our team, our University and ourselves in a positive manner at all times. Sometimes this means doing things that are of an inconvenience to us, but benefit the whole team.

In recent years, Facebook, Twitter, TikTok and other social networking sites have increased in popularity and are used by the majority of student-athletes at Chaminade University. Student-athletes may not be aware that third parties including the media, faculty, future employers and NCAA officials can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, the athletic department and the University. This may also be detrimental to future employment opportunities for the Student-Athlete. Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol, tobacco (e.g. holding cups, cans, shot glasses etc.).
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.

If a Student-Athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties: 1) written warning; 2) a meeting with the Director of Athletics and Head Coach; 3) penalties as determined by the athletics department, for example, suspension from the athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- a) Set your security settings so only your friends can view your profile.
- b) You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- c) Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connections with student-athletes.
- d) Consider how the above behaviors can be reflected in all Social Media applications. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the athletics department and the University's. Remember to always present a positive image and don't do anything to embarrass yourself, the team, your family or the University.

APPENDIX B

NCAA Policy on Campus Sexual Violence: Institutional Disclosure Form

The National Collegiate Athletic Association (NCAA) requires member institutions to exercise due diligence to identify and address Sexual Violence involving prospective Student-Athletes. Additionally, Chaminade University of Honolulu (“Chaminade University”) also exercises the same due diligence for other Serious Misconduct issues involving prospective Student-Athletes. As part of that due diligence, Chaminade University requests that each previous institution’s head coach of the sport in which the prospective Student-Athlete intends to participate complete this questionnaire (Appendix C. The Serious Misconduct Review Committee will review all identified or suspected instances of Sexual Violence or Serious Misconduct involving a prospective Student-Athlete before the Institution will consider an offer of financial aid or National Letter of Intent. The head coach and/or assistant coach must disclose to the Athletics Compliance Office any information relating to Sexual Violence or Serious Misconduct involving the prospective Student-Athlete they become aware of during the recruiting process.

Sexual Violence and Serious Misconduct Offenses include, but are not limited to:

- Interpersonal Violence
- Sexual Violence
- Other Acts of Violence (including murder, manslaughter, aggravated assault, or any assault that employs the use of a deadly weapon or causes serious bodily injury)
- Felony Drug Possession/Distribution
- Felony Theft
- Arson
- Multiple DUI/DWIs

Chaminade University defines all capitalized terms used in this document in a manner consistent with the Institution’s Code of Student Conduct (“Code”). In the event of an inconsistency between the definitions in this document and the Code, the Code definitions shall govern.

Institutional Disclosure Form

Instructions

- Each incoming or transfer potential Student-Athlete will fill out the top portion of page 2 this form.

- A potential Student-Athlete must fill out a separate form for each K-12 and post-secondary institution they have attended in the past five years.
- Chaminade University of Honolulu will then send this form to the identified institutions.

To be completed by the incoming or transfer potential Student-Athlete:

Please contact Deven Bukoski at 808-735-4748 if you have any questions.

First Name: _____ **Last Name:** _____ **DOB:** _____

Sport: _____ **Previous Institution:** _____

Authorization: I authorize _____ (former institution) to release disciplinary and/or criminal information from my educational records to Chaminade University of Honolulu, including records related to the crimes and incidents addressed in the NCAA Policy on Campus Sexual Violence.

Student Signature: _____ **Date:** _____

To be completed by former institutions the student attended in past five years:

If you have any questions about completing this section of the form, please contact Chaminade University's NCAA Compliance Director, Deven Bukoski at deven.bukoski@chaminade.edu.

Institution Name: _____

Institution Official's Name and Title: _____

Email: _____ **Phone Number:** _____

1. Are you aware of any sexual violence or serious misconduct issues (pending or resolved) in which the Student-Athlete has been or is presently involved? If yes, please explain.
2. To your knowledge, has the Student-Athlete ever been withheld from practice or competition, or suspended/dismissed from an athletic team? If yes, please explain.
3. Are you aware of any other issues that could affect athletic eligibility (e.g., academic misconduct, academic probation or suspension, failed drug test)? If yes, please explain.²

By signing this document, I affirm that all information provided is true and complete to the best of my knowledge.

Previous Head Coach Signature

Date

² Athletics personnel typically ask this question as part of the overall athletic recruitment process. It is included on this form to allow for a centralized place to collect all responses.