



**UNIVERSITY OF SAINT KATHERINE**  
**ATHLETICS**

**STUDENT-ATHLETE HANDBOOK 2022-2023'**

*Integrity // Commitment // Excellence*

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IT IS UNDERSTOOD THAT SHOULD A CONFLICT ARISE, THE UNIVERSITY OF SAINT KATHERINE STUDENT HANDBOOK SUPERSEDES THE UNIVERSITY OF SAINT KATHERINE STUDENT-ATHLETE HANDBOOK CONCERNING ALL POLICY MATTERS AND CONSIDERATIONS.

## **University of Saint Katherine Athletic Department Mission Statement**

To inspire a diverse group of student-athletes in the developments of spirit, soul, and body through Christ-centered leadership, integrated learning, and athletic excellence.

## **University of Saint Katherine Athletic Affiliation**

USK received NAIA Full Membership in the Spring of 2019. We strive to meet all standards and regulations of the National Association of Intercollegiate Athletics (NAIA).

## **Athletic Programs**

### **Fall Sports:**

Men's Soccer, Women's Soccer

Women's Indoor Volleyball

### **Winter Sports:**

Men's & Women's Basketball

### **Spring Sports:**

Baseball, Softball

Men's Tennis, Mens Indoor

Volleyball, Women's Beach Volleyball

## **Athletic Staff**

### **Administration**

Director of Athletics: Alyssa Ramos

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Assistant Athletic Director: Compliance

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**Staff**

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Men's Tennis: Blad Hernandez  
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Men's Indoor Volleyball: Jon Ferrari

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Women's Beach Volleyball: Lauren DeTurk

Email: [ldeturk@usk.edu](mailto:ldeturk@usk.edu)

## **NAIA Eligibility Standards**

All student-athletes at USK are responsible for knowing and abiding by the NAIA rules. All new student-athletes at USK must also be registered and cleared by the NAIA Eligibility Center. This applies to high school seniors, transfers from two-year colleges and transfers from four-year colleges. For a student-athlete to be eligible for any NAIA-recognized intercollegiate scrimmage or competition, they must conform to the following minimum regulations before participating.

1. Register for NAIA Eligibility here: [PlayNAIA Eligibility Center - play.mynaia.org](http://PlayNAIA.com)

\*The NAIA website has the most up to date rules interpretation related to eligibility by year. Please consult the Assistant AD of Compliance for rules and regulations interpretations.

## **USK Student-Athlete Code of Conduct**

Any student-athlete violation of the University of Saint Katherine Community Covenant or USK student life policies will be reported to the Director of Athletics.

1. A coach, player, and/or any institutional representative may not use abusive, threatening, or insulting language or gestures toward opponents or game officials, make a personal demonstration which incites crowd misbehavior, or commit any other overt demonstration of unsportsmanlike acts, either during, before, or after the contest. The above- listed unsportsmanlike conduct would subject that individual to possible penalties issued by the Director of Athletics.
2. In the event of fighting between two teams, institutions may be required to forfeit contest(s) and/or be subjected to more severe penalties. Student-athletes ejected from any intercollegiate contest for fighting may not be ineligible to suit up or participate in up to *4 intercollegiate contests following the incident*.
3. Any student-athlete who is ejected from a contest must meet with the Champions of Character Liaison within three days of the ejection. The student-athlete may be asked to complete additional community service or COC initiatives deemed appropriate by the COC liaison.

## **Coach Jurisdiction and Team Rules**

The head coach is responsible for the total conduct of his or her team. This responsibility must be within the limits of authority defined by University and Athletic Department policies and rules and the regulations of the NAIA and the California Pacific Conference. Policies established by coaches are in the best interest of the

student-athlete and shall be enforced without prejudice. All training rules and standards of conduct are established by the coach and shall be clearly stated and documented. These rules should be distributed to all team members at the beginning of the season and a copy turned into the Athletic Director's office. Any consequences, especially removal of the student-athlete from the sports program, must be specifically defined. Any coach who wishes to require student-athletes to sign a contract regarding team rules must do so prior to the beginning of the season. A coach does have the right to withhold a student-athlete from competition for health or safety reasons as determined by their own discretion with consultation from athletic trainers, team doctors or other personnel as available.

The Head Coach is responsible for the discipline of his/her student-athletes while at home or on the road. Support from the Director of Athletics is available, if needed. Both athletic department and school rules will be enforced in a manner consistent with school policy. If the athlete violates a school policy, the coach and Director of Athletics will administer appropriate discipline.

Head Coaches may establish higher standards of conduct and behavior than that of the College or NAIA.

The student-athlete will comply with all University, NAIA and team rules and regulations in regards to behavior.

Violations of any rule or regulation will be reported to the Director of Athletics. It is mandatory for Head Coaches to report any team violations to the Director of Athletics.

Once a student-athlete has been dropped from a team for disciplinary reasons, he/she shall not be permitted to return to competition without the approval of the Director of Athletics.

When dealing with conflict, the following order will be followed:

- The student-athlete will meet with his/her head coach to attempt to resolve the issue. The Director of Athletics will be notified at this time that there is a conflict.
- The coach, player, and the Director of Athletics will meet to attempt to resolve the issue. The Director of Athletics reserves the right to make the final decision regarding student-athlete status at the University.

#### *Dismissal of a Student-Athlete from a Team for Disciplinary Issues*

Student-athletes can be dismissed from the team at any time.

Before a student-athlete is dismissed:

1. The coach will speak with the student-athlete regarding the offense.
2. The Director of Athletics will be notified of the offense.

\*The student-athlete may be asked to speak with the Director of Athletics regarding the offense.

If the student-athlete follows the first offense with a second and third offense, then a Letter of Dismissal will be submitted to the Director of Athletics, along with all previous documentation.

### Gambling

Student-athletes may not participate in any gambling activity that involves intercollegiate athletics through a book maker, a parlay card or any other method employed by “organized gambling.” Any enrolled student-athlete who is found in violation of this policy may be ineligible for further intercollegiate competition.

### Game Conduct

Student-Athletes are to follow the USK mission and adhere to the USK handbook on conduct for the duration of all contests. Any coach or student-athlete who violates the code of conduct will be subject to disciplinary action by Athletic Administration.

### **Social Media Policy**

This policy provides guidance for student use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permits users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of USK as well as personal use of social media when referencing Student’s, student-athletes accounts.

Student-athletes need to know and adhere to the USK Code of Conduct, Handbook, and other policies when using social media when representing or referencing USK.

Student-Athletes should be aware of the effect their actions may have on their images, as well as USK image. The information that students post or publish may be public information.

Student-Athletes should be aware that USK may observe content and information made available by students through social media. Student-Athletes should use their best judgment in posting material that is neither inappropriate nor harmful to USK, its employees, or customers.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.

Student-Athletes are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, Student-Athletes should check with the Athletic Department.

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Students should refer these inquiries to authorized USK spokespersons.

If Student-Athletes encounter a situation while using social media that threatens to become antagonistic, students should disengage from the dialogue in a polite manner and seek the advice of a coach or administrator.

Student-Athletes should get appropriate permission before you refer to or post images of current or former student's, members, coaches. Additionally, Student-Athletes should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

Social media use shouldn't interfere with a student's responsibilities at USK.

Subject to applicable law, after-hours online activity that violates USK's Code of Conduct or any other policy may subject a student to disciplinary action or expulsion.

## **Financial Aid**

University of Saint Katherine Athletic Grant- In- Aid Agreement

*A. Available Upon Request.*

### *Extended Scholarship*

If a student athlete in good academic standing remains in school after his or her athletic eligibility has expired and/or is injured, the student may apply for an extended scholarship through the Athletic Director.

The scholarship will be awarded for one academic year. A student may reapply if a sixth year is required for degree completion.

## **Equipment**

Equipment and apparel issued to the student-athlete is property of University of Saint Katherine and does not belong to the student-athlete.

Equipment will only be issued to the student-athlete when the student-athlete is cleared by the Athletic Administration and the head coach deems it appropriate.

The student-athlete will sign for all equipment checked out.

Equipment must be returned to University of Saint Katherine within one week of the season ending.

Failure to return equipment will result in a hold and a charge being placed on the student-athlete's account.

Student-athletes who choose to withdraw from competition during the season have one week to return equipment.

Any equipment that is lost, stolen, or damaged will be charged to the student-athlete.

## **Issuance of Equipment**



A student-athlete must complete the following procedures prior to being issued any athletic equipment:

- Receive eligibility clearance
- Receive physical clearance from a licensed Physician
- Establish a baseline concussion test with USK athletic training staff
- All release of Liability paperwork, medical contact info card, and HIPPA forms needs to be signed and on file with the Athletic Administration and athletic trainer.
- Receive clearance from the designated Head Coach (i.e., the student-athlete must appear on the team roster).
- Return a signed signature sheet of USK Student-Athlete Handbook to the Director of Athletics.

## **Sports Medicine**

### *Athlete Pre-Participation*

An athlete will NOT practice or compete unless he/she has a pre-participation physical exam by a licensed physician or physician's assistant. In some cases, pre-participation physicals may be performed on campus, but it is best if it's completed by an athlete's primary care physician.

All athletes will participate in an annual pre-participation screening involving baseline concussion testing, balance testing and a review of their completed pre-participation physical. These will be evaluated by the athletic training staff with possible physician referral.

All athletes (new and returning) must provide the following information:

- Copy of current insurance card
- Athlete medical profile form
- Health history form
- Baseline concussion test performed
- Release of liability forms signed
- Release of information form signed
- Assumption of risk/consent for treatment waiver signed
- Athletic Training Facility rules form signed

If possible, each athlete should identify a primary care physician prior to arriving at University of Saint Katherine. This will enable the Athletic Trainer to schedule appointments and tests in a timelier manner. Athletes must use their primary insurance first. USK insurance is secondary and will only be used when primary coverage has been exhausted. USK will only be secondary on the insurance if the student-athlete was injured in a sanctioned USK event.

Coaches will be informed of who is and who is NOT cleared as soon as possible.

Athletes who are visiting/trying out for a team must complete a tryout waiver prior to any physical

activity and return it to the ATC to be filed. A photocopy of a current insurance card is also required.

### **Athletic Training Facilities Rules (ATF)**

1. No unauthorized use or removal of towels, coolers, equipment, supplies, or modalities.
2. Use of the ATF without an Athletic Trainer present is PROHIBITED.
3. Both male and female athletes must wear proper attire at all times while in the ATF.
4. Staff will not be responsible for any personal property left in the ATF.
5. Inappropriate language or behavior will not be tolerated.
6. Athletes are not allowed to make phone calls or video chat while in the ATF.
7. Taping will only occur if you have an active injury that you are attending rehab for.
8. Eating is not allowed in the ATF.
9. No sitting at the athletic trainers' desks.
10. Please behave in a professional manner and do not air your grievances while in the ATF.

**Anyone choosing to ignore these rules will be asked to leave for the day.**

### **Athletic Training Facilities Hours of Operation**

Athletic training facility hours of operation will vary depending on seasons and demand but will be posted on ATF door.

Long term rehabilitation sessions will be arranged on an individual basis.

An Athletic Trainer will be present at all home contests and competitions.

An Athletic Trainer will be in the facility or on location between 2-3 hours prior to a contest or competition depending upon demands.

High risk sports as identified by the NATA's position statement on Appropriate medical Coverage for Intercollegiate Athletics (AMCIA) will take priority of practice coverage by an Athletic Trainer.

Non-contact sports' practices will be covered as staff allows.

All treatment and taping will cease 30 minutes prior to practice to enable an athlete on time arrival at the venue. This can be modified for those coming from class as long as the coach has prior knowledge and granted approval to be late.

Student athletes are encouraged to make appointments with Athletic Training Staff to ensure proper treatment.

### **Drug Testing, Alcohol and Curfew Policy**

The University of Saint Katherine Department of Athletics prohibits the use of illegal substances as deemed so by federal law.

The University is not required to give notice to Student-Athletes regarding drug testing. If notice is given, a student-athlete will be notified of testing no more than 24- hours prior to the test.

If a student athlete was properly notified of a drug test and does not appear or shows up late for the test, the result will be considered a positive test. If a student-athlete refuses a drug test, the penalty will be recorded as a positive test.

Student-athletes may be subject to testing at any time that the Director of Athletics determines that there is reasonable suspicion to believe the participant is using a banned substance.

The Department of Athletics considers that any positive test reported would be due to direct use and could not be attributed to passive means.

If a student-athlete fails a drug test, they will be included on the next scheduled drug test.

Student-athletes can be chosen at random by a combination of Faculty, Staff, and Athletic Administration.

A member of the athletic administration will present the failed test results to the student-athlete within 3-5 days.

\* Non-compliance by the student-athlete with these testing procedures or a general lack of cooperation on the part of the student-athlete will be considered a positive test result.

#### *Discipline for a Failed Drug Test*

**First Offense** - The student-athlete will serve a suspension determined by 10% of a full season. If the student-athlete's sport is out of season, then the suspension will take place during the next playing season.

**Second Offense** - The student-athlete will serve a suspension equal to the amount of a full season schedule for their respective sport. The student- athlete can be immediately dismissed from his/her respective athletic team. The student-athlete can also forfeit his/her athletic scholarship.

\*Coaches are allowed to increase the severity of games suspended. This will need to be written and presented to players. The players will need to sign and agree to the increase in order to participate.

\*Exceptions to any of the aforementioned rules must approved and documented by the Director of Athletics

Drinking the use of alcohol is prohibited on all USK sponsored road trips. The age of the individual is not relevant. In the event the student athlete is 21 and out with parents on a road trip, the same rules apply. In the event student-athletes consumes or are in possession of alcohol the same consequences will occur as a failed drug test.

\*Suspensions will be served immediately.

\*The coaching staff is responsible for enforcing, and notifying the AD within 24 hours via email about the

incident.

### Curfew on USK Sanctioned Events

A curfew will be established by the coaching staff on each day of the road trip. Room checks will be conducted by a member(s) of the coaching staff.. The Director of Athletics and Head Coach will discuss punishment for the student-athlete(s) before the next scheduled competition

## **Transportation and Team Travel Rules**

While on the road, USK expects our athletes to travel and to stay together as a team and under the supervision of USK personnel. Unless prior arrangements are made with the approval of the coach and athletic director, athletes are expected to travel with the team both to and from an event. While at an event, athletes are expected to eat all meals with the team and participate in team functions. Parents may choose to accompany the team on the road. With the permission of the coach, an athlete may be excused from a team function or meal.. With prior permission of the coach and the athletic director, students may be allowed to travel home from an event apart from the teams.

When prior arrangements are made to travel to or from an event by themselves, the Liability Form must be completed and turned into the Director of Athletics at least 24 hours before the departure time. The exception to this is for travel to and from events held in San Diego (see driving to games policy below).

Unauthorized use or possession of alcoholic beverages or any illegal drug or controlled substance on school property or in the course of a university activity is prohibited by USK policy. Violations of this policy will not be allowed and will be dealt with in accordance with university procedures.

- Dress appropriately when representing the university. Do not wear apparel with alcohol advertisements or offensive language/images.
- Act in a respectful and mature manner when in public. Horseplay and using profanity is not acceptable behavior. Maintain an overall business-like manner.
- Vandalism and theft of any kind in hotels, restaurants, competition sites or any other place will not be tolerated.
- Take proper care of hotel rooms and be respectful of other hotel guests.
- Make sure your coaches know your whereabouts at all times. Be on time for all meetings, meals, departures etc. and abide by curfews set by coaching staff.

## **Consent for Release of Student and Team Status Information**

Students' education records are protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and they may not be disclosed without your written consent. By your signature below, you authorize the University of Saint Katherine to make the following disclosures:

- 1) Academic information (e.g. unofficial transcripts, etc.) may be released to individuals, organizations or

agencies for the purpose of determining eligibility or in support for the nomination for awards, special recognition, selection to California Pacific Conference (CalPac) or National Association of Intercollegiate Athletics (NAIA) honor teams, etc.

2) Educational records, including disciplinary records, may be released to coaches in your sport, administrators, and relevant support staff in the Athletics department, as well as other university officials with a legitimate educational interest in that information as allowed by FERPA. "Educational records," as defined by FERPA, include student disciplinary records and grade reports.

3) Team status (injured, active, probation, suspension, dismissal) may be released to the media; however, the underlying circumstances and details of any internal University or Athletics department investigation or disciplinary action shall not be released.

## **Consent for Marketing and Promotional Materials**

The Trustees of USK, on behalf of the USK Athletic department and the Cal Pac may wish to produce for resale posters, highlight films, videotapes and other marketing and promotional materials featuring USK men's and women's intercollegiate athletic team members. I am willing to allow USK or the CalPac to produce, duplicate, print, broadcast, sell or otherwise use in any manner or media such materials using my picture, likeness, name, or athletic statistics as part of the above described USK fundraising or promotional projects. I understand that, as consideration for including my picture, likeness, name or athletic statistics in the project materials, Indiana University or the CalPac shall have all rights and title in these materials, including copyright. I also agree that neither I nor my heirs shall be entitled to any compensation for the use of my picture, likeness, name or athletic statistics in conjunction with these marketing and promotional materials or the accompanying marketing and promotional campaign used by USK or the CalPac. All such uses shall be consistent with all applicable NAIA and CalPac rules and regulations.

## **NAIA Champions of Character Program**

Being a Champion of Character is a choice! Champions of Character began in 2000 as an innovative program for student-athletes at the colleges and universities that are members of the National Association of Intercollegiate Athletics. Today, through Champions of Character, the NAIA seeks to create an environment in which every student-athlete, coach, official and spectator is committed to the true spirit of competition through the five core values. Show respect to the game, your coach and the officials. Show responsibility to your school work, teammates, family, and yourself. Show integrity by being honest and following the rules. Show servant leadership by putting the hikfirst in all decisions. Show sportsmanship by reacting correctly even when others do not.

### *Athletes and Coaches*

The Champions of Character core values are discussed at a team meeting held at the start of each season. The NAIA Champions of Character cards are passed out at that meeting. All coaches complete the Champions of Character on-line training course as required by the NAIA. Athletes are encouraged to participate in events on and off campus that help others.

**TEAM:** Each team will be asked to complete at least one Champions of Character project each year. Student-athletes should contact their head coach with any new ideas about how they can get involved.

**DEPARTMENT:** An annual Champions of Character award is presented to the athlete that best exhibits the five core values. Every opportunity is taken to discuss the Champions of Character five core values. Examples of this include having a discussion of the values at sports camps. The pregame announcement is read at the start of athletic events. A department-wide free clinic is being planned for elementary students where the Champions of Character program will be predominantly featured. The Champions of Character report is filed annually and the Champions of Character Scorecard is maintained.

## **Title IX and Athletics**

The USK Athletic Department strives to be in compliance with all Title IX expectations. This is the portion of the Education Amendments of 1972 that prohibit discrimination in educational institutions that receive any federal funds. In particular, Title IX requires gender equity in the athletic programs of schools receiving dollars from federal sources. If you feel that USK is not in compliance with the application of Title IX, you are encouraged to discuss your concern. You should:

- 1) Schedule an appointment to discuss your concern with the Athletic Director. Title IX is a complex set of regulations. The Athletic Director will discuss your concern and explain the applicable regulations. If, after meeting with the Athletic Director, you are not satisfied with the result you should pursue a formal appeal. You will receive a letter from the Athletic Director that summarizes the concerns brought out in the meeting and the USK Athletic departmental response.
  
- 2) After receiving the letter, you should contact the Title IX Coordinator to file a formal complaint. You should attach the departmental response and you may also include any additional documentation you have.

Under Title IX of the Education Amendments of 1972, sexual violence is considered a form of sexual discrimination. You may file a Title IX sex discrimination complaint using the resource below:

**University Title IX Coordinator- [hlee@usk.edu](mailto:hlee@usk.edu)**

