

Oklahoma Christian University

Student-Athlete Handbook



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Oklahoma Christian University Athlete Handbook

1. Introduction

This handbook has been prepared for the purpose of clarifying the policies of the Oklahoma Christian University's Athletic Department as they relate to student-athletes. This handbook presents an overview of department policy and philosophy and is in no way intended to cover all situations that may arise. It seeks to clarify areas of maximum concern and give a better understanding of policies and procedures that serve the day-to-day function of the program of intercollegiate athletics and the athletes involved. Oklahoma Christian University (here after OC) holds membership in Sooner Athletic Conference and the NAIA, complies with all rules set forth by the Sooner Athletic Conference and the NAIA. As a member of these organizations and in keeping with the values upon which the OC athletic department was founded, OC is committed to providing an athletic program conducted in such a manner as to serve as an integral part of the total educational experience of the student athlete.

2. Welcome from the Athletic Director

Welcome, if you are a returning athlete, welcome back. If you are new to Oklahoma Christian University, we welcome you and look forward to helping you see what it means to be an Eagle. It is our goal to help you grow academically, athletically, socially, and spiritually.

Our most important goal for you, should be your most important goal – earning your undergraduate degree from Oklahoma Christian University. While obtaining that goal, we will conduct ourselves in a Christ-like

manner. We have high expectations of you, both in the classroom and on the court, field, course, and track of competition.

Remember, we are here to help in any and every way we can. Please ask if you need any assistance, we are here for you. We want to live up to the saying – Eagles help Eagles!

Good luck this year. We are striving to obtain excellence in everything we do.

My door is always open.

Curtis Janz
Director of Athletics

The Mission Statement for Athletics for Oklahoma Christian University

The mission of Oklahoma Christian University Athletic Department is to develop student-athletes athletically, academically and spiritually so they may live productive lives in their family, community, and the world.

3. Athletic Department Directory

Julie Anderson (Steve) PE & Athletic Department Administrative Assistant	Office: 425-5350
Jeff Bennett (Lisa) Assistant Men's & Women's Track Coach	Office: 425-5903
Max Dobson (Marilyn) Professor of Physical Education	Office: 425-5352
Mike Farris (Beverley) Assistant Athletic Director for Compliance	Office: 425-5349
Stephanie Findley (Dean) Head Women's Basketball Coach Senior Woman Administrator	Office: 425-5355
Steve Gault (Diana) Assistant Softball Coach	Office: 425-5357
Terril Hankins (Jennifer) Assistant Men's Basketball Coach	Office: 425-5359
Dan Hays (JoAnn) Head Men's Basketball Coach	Office: 425-5360
Randy Heath (Barbara) Head Men's & Women's Track Coach	Office: 425-5353
Tom Heath (Susan) Head Softball Coach	Office: 425-5357
David Lynn (Michelle) Head Men's Golf Coach	Office: 425-5645
Greg Lynn (Laurel) Head Women's Golf Coach	Office: 425-5645
Curtis Janz (Kathryn) Athletic Director	Office: 425-5358
Rick Judd (Sara) Intramural Director	Office: 425-5914

Curtis McAuliff Director of Athletic Training	Office: 425-1960
Kris Miller (Robyn) Head Men's & Women's Tennis Coach	Office: 425-5356 (Gym office) 425-5305 (HSH office)
Sydney Ringer Head Athletic Trainer	Office: 425-1961
Randall Robison (Ginger) Head Women's Soccer Coach	Office: 425-5386
Tom Odhiambo (Claudia) Assistant Men's Soccer Coach Assistant Director of Fitness Center	Office: 425-5641
Caleb Panter (Addi) Men's JV Basketball Coach	Office: 425-5359
David Scott Head Men's Soccer Coach & Fitness Center Director	Office: 425-5365
Mark Thompson (Darci) Head Men's & Women's Cross Country Coach Assistant Men's & Women's Track Coach	Office: 425-5470
Josh Wayland Sports Information Director	Office: 425-5363
Jeff Whitaker Assistant Women's Soccer Coach	Office: 425-5386
Chuck White (Marti) Head Baseball Coach	Office: 425-5354

4. Philosophy and Leadership

OC's Department of Athletics strives for excellence in all that we do. Functioning as educators as well as coaches, we labor to motivate our student-athletes toward success in the classroom as well as in their chosen sports. This athletic program will continue to focus on you the student-athlete, and your development as an athlete, a student, a citizen, and a Christian. The successes enjoyed in the OC athletic department are directly related to the overall commitment by all members of the OC athletic family, student-athletes, coaches, certified athletic trainers, administration and staff. The commitment will be referred to as the **Eagle Standard**.

Student-Athlete Advisory Board

Each athletic team at Oklahoma Christian University will be represented by a team member to serve on the Student-Athlete Advisory Council. This is the student/athlete's voice to the Athletic Director. Each coach will choose the Student-Athlete Advisory Council members. This group of individuals will be involved in several activities throughout the year including: promotion of events, community volunteer opportunities, educational forums, and other activities the group wishes to explore.

5. Programs Offered

The OC offers students the opportunity to participate in the following varsity athletic activities:

Fall: Cross-Country and Soccer

Winter: Basketball and Indoor Track and Field

Spring: Golf, Outdoor Track and Field, Tennis, Softball and Baseball

Scholarships

Athletic Scholarship Agreements are made for one academic year and are based on a student-athlete's past athletic and academic performance, potential for future athletic and academic performance, and/or the needs and interests of the team, athletic department, and/or University, as determined by the coach. Each student-athlete will be evaluated by their coach based on athletic, academic, social, and spiritual guidelines set forth by individual teams, athletic department, and Oklahoma Christian University. Acceptance of athletic scholarship neither implies nor guarantees that you will be provided an athletic scholarship in future academic years. If you have a question about your scholarship award or amount contact your coach.

6. Eligibility Requirements

Student athletes participating in collegiate sports at OC must be prepared to meet SAC and the NAIA eligibility regulations. In addition, student athletes must meet academic regulations as established by the University, which are as follows:

NAIA Eligibility Regulations

This is a list of eligibility regulations for an athlete to represent the university in any manner (scrimmages or contests).

1. If an **incoming freshman** meet **two of the three** entry level requirements: (An incoming freshman is defined as a student who has not been previously identified with an institution of higher learning for two semesters or three quarters.)
 - A. An entering freshman must achieve a score of **18** or higher on the Enhanced ACT or a score of **860** or higher, achieved on the **Critical Reading and Math** sections of the SAT. The test score must be achieved at a single test sitting administered by a certified tester on a National, International or official state assessment testing date to apply to this requirement. A test taken under any conditions other than those listed is considered by both testing agencies to be a residual test and cannot be used for certification purposes. The ACT/SAT must be taken prior to the beginning of the term in which the student initially participates.
 - B. An overall high school grade point average of **2.000** or higher on a 4.000 scale.
 - C. Graduate in the **upper half** of the student's high school graduating class. The class rank must appear on the student's transcript, leaving certificate or other academic document. If the student's class rank does not appear on the above-mentioned documents, a letter from the student's principal or headmaster, written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement can be accepted.
2. The athlete **must** be making normal progress toward a recognized baccalaureate degree and maintain grade points required to remain a student in good standing, as defined by the university.
3. The athlete **must** be enrolled in a minimum of 12 institutionally approved or required credit hours at the time of participation.
4. The athlete **must**, if a second semester freshman, have accumulated a minimum of nine (9) institutional or required credit hours BEFORE identification for the second term of attendance.

5. The athlete **must**, after completion of the second semester term or third quarter term of attendance and from then on, a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance in a semester system or 36 institutional credit hours in the three immediately previous terms of attendance in a quarter system.

A student transferring from a quarter system to a semester system must have accumulated 24 institutional credit hours in the previous two terms of attendance after the first term of attendance at the new institution.

A student in a quarter system must have accumulated 24 institutional credit hours in the previous two-quarter terms of attendance if completion of three quarter terms of attendance has not occurred. Upon completion of three quarter terms of attendance the student must have accumulated 36 institutional credit hours.

No more than 12 institutional credit hours earned during summers and/or during non-terms may be applied to meet the 24/36 institutional credit-hour requirement. Such credit must be earned after one or both of the two immediately previous terms of attendance.

6. The athlete **may not** count repeat courses previously passed in any term toward the 24 credit-hour rule.

Repeat courses previously passed with a grade of "D" or better in any term, during summer, or during a non-term cannot count toward satisfying the 24 credit hour rule.

A maximum of one repeat course per term previously passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12-hour enrollment rule.

Repeat courses previously passed with a grade of "C" or better cannot be applied to meet either the 12-hour enrollment rule or the 24 credit-hour rule.

All repeat courses previously passed shall be applied to the definition of a term of attendance. The allowing of one course previously passed with a "D" grade to count toward satisfying the 12 institutional credit hour rule is an exception to the 12 hour enrollment rule only.

7. The athlete **must** be eligible within the conference. The most significant rule for this is the **SAC Transfer Rule**, which states that an athlete transferring from one SAC university to another must sit out of competition for one calendar year and lose one season of competition.

8. If an athlete is a **transfer** student from a four-year institution, they must have eligibility remaining at the institution from which they are transferring to be eligible for further intercollegiate competition.
9. If an athlete has participated in an intercollegiate contest at the immediately previous four-year institution and then **transfers** to an NAIA member institution shall be required to be in residence for a period of 16 calendar weeks before being eligible for the sport(s) previously participated in at the four-year institution.

A student shall have the 16 calendar weeks residency requirement waived for participation in that same sport provided the student has a cumulative minimum overall GPA of 2.000 (on a 4.000 scale) from all previously attended institutions of higher learning and receives a written release from the athletics director at the immediately previous four-year institution.

A student who has not participated in an intercollegiate contest at the immediately previous four-year institution is not subject to the residency period in that sport.

10. The athlete must be within their **10 semesters**, 12 trimesters, or 15 quarters of attendance as a regularly enrolled student. A term of attendance is any semester, trimester, or quarter in which you enroll in 12 or more institutional credit hours and attend any class.
11. Any athlete, upon reaching **junior academic standing** as defined by the identifying institution (64 hours at OC), must have a cumulative grade point average of at least 2.000 on a 4.000 scale as certified by the institutional registrar.

To participate in the **third and/or fourth season** in a sport, have and maintain a total cumulative grade point average of at least **2.000 on a 4.000** scale.

12. Any athlete to participate the **second season** in a sport must have accumulated at least 24 semester/36 quarter institutional credit hours.
13. Any athlete to participate the **third season** in a sport must have accumulated at least 48 semester/72 quarter institutional credit hours.
14. Any athlete to participate the **fourth season** in a sport must have accumulated at least 72 semester/108 quarter institutional credit hours. These hours must include at least 48 semester/72 quarter hours in general education and /or your major field of study.

15. The athlete may not participate for more than four seasons in any one sport. A **season of competition** is defined as participation in one or more intercollegiate contests whether in a varsity, junior varsity, or freshman program. Seasons of competition for a transfer student will be determined under the rules of the association under which they competed.
16. Should the athlete be charged a season of competition in one sport by a different institution, in the same academic year (example: basketball or fall golf at a junior college and then transfers to a NAIA school and participates in basketball or spring golf), the athlete shall be **charged two seasons of competition** in that sport unless the athlete earned an associate degree at a junior college in the term immediately preceding the transfer.
17. The maximum of 12 institutional credit hours is all that will be approved for athletic eligibility for **summer session(s) and/or non-term credit** for any reporting period.
18. Any athlete enrolled in **11 hours or less** is a non-term or part-time student.

General Principles

Drop/Add Course. When a student-athlete drops a class it can jeopardize their current and future eligibility. No student-athlete can participate in intercollegiate athletics unless they are enrolled in 12 hours (Final Semester exception below). When a student-athlete drops below 12 hours because of dropping a class the student-athlete is no longer able to play in an intercollegiate athletic contest. Also, if dropping a class places the student-athlete under 24 hours in there past two semesters the student-athlete cannot participate in an intercollegiate athletic contest. Before dropping any class clear it with your coach.

Final Semester. A student-athlete may compete while enrolled in less than a minimum full- time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate or graduate program and the institution certifies that the student is carrying the courses necessary to complete degree requirements.

• **Seasons of Participation:** A student-athlete shall not engage in more than four seasons of intercollegiate participation in any one sport and it must be completed within the first 10 semesters.

7. Academic Responsibilities

A student athlete must be committed to establishing priorities designed to satisfy academic and athletic responsibilities. Conflicts between class attendance and athletic events are inevitable due to the nature of the athletic program and the amount of travel required to compete in the competitive schedule. Because such conflicts are inherent to student participation, college policy permits students the opportunity to make up work missed in the classroom because of their involvement in activities representing the University. When one participates in an intercollegiate athletic contest, this is considered an activity in which the University is being represented. It is the sole responsibility of the student athlete to maintain clear communication with faculty members regarding class absences due to athletic participation. This should be done in a timely fashion, and student athletes are expected to attend all classes when participation in athletic contest does not conflict.

Athletic Absence Policy

For a home contest, athletes can be excused from class no more than two hours prior to the start of the contest.

It is the student-athlete's responsibility to attend all classes when there is no athletic conflict.

The following procedure should be followed:

- The Head Coach should send an individual notice in writing to each of the student/athletes' professors at least one class period prior to the absence. This notice should be hand delivered by the student/athlete.
- If the student/athlete will miss a class numerous times during the semester a notice to the professor explaining the reasons behind the absences may be necessary. (For Example - Golf on Mondays and Tuesdays)
- Julie Anderson can assist a coach needing individual notices.
- Please no phone messages or blanket e-mails.

Practices or scrimmages should not be scheduled or required where any student/athlete will miss class.

In circumstances, such as rescheduled or postponed contests, conference, regional, or national competitions, a notice of absence should be sent to instructors as soon as possible.

The Student-Athlete's Responsibility:

Attend all classes where there is no athletic conflict.

Take a schedule to all your professors at the start of each semester.

Take an individual notice of absence to each professor one class period before the absence.

Take responsibility for getting notes, assignments, and preparing for tests when not in class.

Work with your professors to make up work.

Protocol for Notifying Your Professor If You Have a Class Conflict

COMMUNICATION IS KEY!!

- 1) Give your professor early notice: You should let your professor know of your conflict a MINIMUM of TWO class periods ahead of time.
- 2) Make sure that the contact you make with your professor is face to face. DO NOT simply shoot off an email and leave it at that.
- 3) ALWAYS use respectful language: "may I speak with you about a class conflict I have coming up," "what can I do to make up for the missed class," "thank you for understanding," etc.
NEVER use: "Am I going to miss anything important?" or "Are we doing anything important in class that day?"
- 4) Try to establish a good relationship with your professor right from the start of the semester.
 - a. If you know you will have athletic conflicts, do not miss other class periods just to miss.
 - b. If your professor has a limit on absences, assume that the classes you miss for athletic events count toward the limit.
- 5) A Student- Athlete should not miss a class that has not been discussed with the instructor.

8. Athletic Training Services

Training Room Procedures

Curtis McAuliff and Sydney Ringer are the two full-time certified athletic trainers at Oklahoma Christian. Their responsibilities include the prevention, evaluation, treatment and rehabilitation of injuries as well as first aid and emergency care for the athletes at OC.

The athletic training room will open according to the schedules of the in-season sports. It will close when practices and competitions are finished.

ATHLETIC TRAINING ROOM POLICIES

1. Athletes will be served on a first come first served basis. Exceptions will be made for athletes that have competitions, with away competitions having priority over home contests.
2. Athletes will act appropriately towards the athletic trainers and other athletes in the room.
3. Athletes will not use profanity in the training room.
4. Athletes will dress appropriately in the training room.
5. Athletes will remove shoes before entering athletic training room and should leave all equipment by the door.
6. Athletes are responsible for allowing enough time for evaluation and treatment before practices. If an athlete has a conflict with classes he/she must communicate with us and we will arrange a time for treatment.

Dear Student-Athlete, Parent(s), or Guardian(s):

These forms need to be fully completed and returned to OC Athletic Training Services (OCATS). We ask that you return these forms to us either in person or by mail. We would like them in our offices no later than **August 1** to avoid clearance delays. **It is the policy of OC that no student-athlete will be allowed to participate in any practice or competition until ALL requested information has been received by OCATS. Also, OCATS does not share medical records with ANY entity unless requested in writing (per HIPAA).**

At OC, we strive to keep student-athletes healthy, but when injuries occur it is essential for us to have all necessary information on hand to insure acute treatment can be given and medical bills can be paid in a timely fashion. OC's secondary coverage only applies to varsity scholarship student-athletes and those non-varsity student-athletes who have received prior approval from their head coach and OCATS.

OC maintains excess coverage for its student-athletes. Accordingly, all medical bills must first be filed on the student-athlete's primary insurance before OC will pay any bill. It is for this very reason that we require every student-athlete to submit his/her primary insurance information prior to participation (including a copy of both sides of his/her insurance, prescription, and dental insurance card). Once a claim has been properly filed to the student-athlete's primary insurance, the remaining balance will be paid by OC. **Should a situation arise where a student-athlete and/or their parent(s) do not uphold their obligation to insure a correct/timely filing of a claim—OC reserves the right to refuse payment on any bills not resolved with OCATS within 6-months from the date of service.**

On the Medical Information/Authorization form, please verify you check the proper box. There are separate boxes for 1) having insurance, 2) having the OC Accident and Sickness Coverage, and 3) having no medical insurance. For any student-athlete that testifies to have no insurance, should it later be determined collectible primary insurance did exist—the student-athlete, parent, and/or guardian will be required to reimburse any payment made by OC. By definition, it constitutes insurance fraud and is against the law.

OC's excess coverage extends only to injuries sustained while practicing or competing in programmed hours supervised by the coaching staff of OC. If an athlete has a pre-existing injury, OCATS will do all it can to manage the injury on campus, but future medical needs (involving pre-existing injuries or conditions) are not covered, nor will OC will be secondary.

In 2005 OC discontinued mass athletic physicals. Each of you will need to obtain a physical from your primary care physician or another approved medical provider (DO, MD or PA-C only). **We require every student-athlete to use our Preparticipation Physical Exam (PPE) form. All other physical forms will be deemed invalid.** We can email the forms to you or they can be downloaded from <http://www.oceagles.com/> just follow the Athletic Training Services link.

We know filling out these forms can be time-consuming but we do this to make certain the best medical response can be delivered without any delays and in any situation.

Best in health,
Curtis W. McAuliff, LAT, ATC
Director of Athletic Training

Sydney G. Ringer, MS, LAT, ATC
Head Athletic Trainer

OKLAHOMA CHRISTIAN UNIVERSITY

PRE-PARTICIPATION CHECKLIST

Pre-Participation Physical Exam Form

Medical History

Release of Information

Media Release

Competitive Athletics Waiver

Insurance Information/Authorization Form

Securing Medical Assistance Form

Copy of Insurance Card (both sides)

Copy of Prescription Card (both sides)*

Copy of Dental Insurance Card (both sides)*

PLEASE NOTE: All forms must be completed and returned to OCATS before a student-athlete will be able to participate in any form of practice or competition.

—ALL FORMS MUST BE COMPLETED IN BLUE OR BLACK INK—

You can get this form in the athletic training room; the forms can be e-mailed to you or they are available at www.oceagles.com.

Completion of these forms is the responsibility of the student-athlete. You will not participate in any athletic activity until you complete, return and cleared by the OC athletic training staff.

9. Student Athlete Conduct

It is expected that student athletes will conduct themselves in a manner that reflects positively the values of OC. Student-athletes are expected to abide by all policies and procedures regarding conduct outlined in the OC Student Handbook as well as to federal, state, and local laws. Sportsmanship and ethical conduct are the cornerstone of OC athletics. Sportsmanship is expected by all members of the OC athletic family (student-athletes, coaches, staff and fans). Unsportsmanlike conducts that will not be permitted include, but not limited to profanity, taunting, fighting, offensive gestures, and racist or sexist comments. Oklahoma Christian supports the NCAA's official statement on sportsmanship and ethical conduct: "For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education, and to promote civility in society; student-athletes, coaches, and all others associated with these athletic programs and events should adhere to such fundamental values as respect, civility, honesty, and responsibility. These values should manifest not only in athletics participation but also in the broad spectrum of athletics affecting the athletics program."

The athletic department will conduct activities that will encourage the development of character in student-athletes. These activities will include athletes' chapel, leadership training with each team, character class, community involvement projects, etc.

Alcohol, Drugs, Tobacco and Smokeless Tobacco

Policies regarding alcohol, drugs and tobacco use are defined in the Oklahoma Christian University Student Conduct Code. In addition, in compliance with NAIA guidelines, all student-athletes prohibit the use of smokeless tobacco during practices and games.

CURRENTLY ENROLLED STUDENT-ATHLETES

A booster cannot provide a student-athlete any benefit or assistance that would not be offered to the rest of the general student population. This includes:

- Entertaining student-athletes or their friends or family;
- Purchasing a meal or beverage for a student athlete;
- Using the name or picture of an enrolled student-athlete to advertise, recommend, or promote a product or service;
- Providing awards or gifts to student-athletes;
- Allowing a student-athlete to use a telephone to make free calls or use of a free or discounted automobile.

An enrolled student-athlete can be invited to a booster's home for an occasional home-cooked meal - not to a restaurant.

RULES GOVERNING STUDENT-ATHLETE EMPLOYMENT

A student-athlete can be employed as long as compensation is only for work actually performed, at a rate commensurate with the going rate for similar work, and the student-athlete was not hired based on athletics ability.

Employment can be arranged for a prospect provided the employment does not begin before the completion of the prospects senior year.

10. Media Relations and Sports Information

1. In any interview you are representing Oklahoma Christian University, the OC athletic department, your coach and teammates and yourself, conduct yourself in a way that will make each proud.
2. You are not required to do an interview that has not been set up by the Sports Information office. If you are contacted by a member of the media (including The Talon) without prior knowledge from the Sports Information Office, you are welcome to politely ask the media member to contact the SID office and tell them you will be happy to answer their questions after the interview has been cleared.
3. Remember there is no such thing as an “off the record” comment. Assume that anything you say to a member of the media can and will be used by the media. If you do not want to discuss a subject with a media member it is okay to say politely say, “I would rather not comment on that subject.”

11. Conclusion

It should be emphasized that this handbook is designed to provide information regarding areas of maximum concern to student athletes regarding the conduct of the athletic program at OC. In keeping with this, the Director of Athletics welcomes discussion and/or comment intended to improve the form or content of this handbook.