Student-Athlete Handbook

2019-2020
Welcome and Introduction

Notre Dame de Namur University has a great tradition of academic and athletic excellence. Each one of you is an integral part of this tradition and, with your coaches, will carry the legacy into the future.

Our objective as faculty, coaches, and administrators is to provide you with an opportunity to attain a quality education and to participate in a competitive athletic environment. It is up to you to take advantage of the opportunity to attain the individual goals you have set for yourself and achieve the overall experience you desire. Together with your teammates, and with the leadership of your coaches, you can be part of something very special…the NDNU team. As a team, we can accomplish great things.

This Student-Athlete Handbook is designed for the use of students, coaches, and staff members. The handbook provides information on important NDNU Athletics policies and valuable NDNU resources available to student-athletes. It is important to read and become familiar with the information contained here. You are responsible for knowing the information covered here, so we recommend that you keep it in a handy place.

As a student-athlete, you will be under the leadership of outstanding coaches. We are confident that your relationships with teammates and fellow NDNU students will develop into lifelong friendships. We believe that you will find everyone at NDNU is committed to your success in the classroom and in the athletic arena. If you have questions or need assistance, please let us know (see Appendix A: Athletics Contacts).

Institutional Mission Statement

Founded upon the values of the Sisters of Notre Dame de Namur and rooted in the Catholic tradition, Notre Dame de Namur University serves its students and the community by providing excellent professional and liberal arts programs in which community engagement and the values of social justice and global peace are integral to the learning experience. NDNU is a diverse and inclusive learning community that challenges each member to consciously apply values and ethics in his or her personal, professional and public life.

Vision Statement

Notre Dame de Namur University will be recognized in the San Francisco Bay Area as a leader in integrating community engagement into high quality academic programs. NDNU’s programs will be widely known for their innovative synthesis of liberal arts learning, professionally-oriented learning and core values.

A Tradition of Excellence

Today’s success is built upon the foundation of the past. NDNU’s student-athletes have successfully met the demands of a quality, comprehensive, catholic university for more than 152 years. Achievements in the classroom and in intercollegiate competition continue because of the commitment demonstrated by coaches and student-athletes; as such, each student-athlete has the
responsibility to fulfill clear expectations. These include:

- Meeting all academic responsibilities, including regular class attendance and completion of all assignments in a timely manner.
- Complying with all rules and regulations of the NCAA, Pacific West Conference, and the university. It is each student’s responsibility to be fully aware of the rules and regulations.
- Striving to be involved in the university community by establishing open and mature relationships with faculty, students, and staff.
- Understanding the support resources available to student-athletes and assuming responsibility to seek help when it is needed.
- Understanding the assumption of personal responsibility. All student-athletes should be aware that they are extremely visible in their representation of NDNU, the Athletics Department, and their team.
- Consistently serving as exemplary role models for new student-athletes.

**Athletics Mission Statement**

The NDNU Athletics Department provides students with a competitive sports program consistent with the University’s mission of educating the whole person. It is recognized that participation in intercollegiate athletics contributes a great deal to the student-athlete’s overall collegiate educational experience by teaching leadership, teamwork, and the ethical behavior necessary to succeed in the world in which we live. Success is measured not only by wins, but also by the development of skill, the cultivation of team and community spirit, and the ability to develop a productive academic, social, spiritual, and personal life.

**Operating Values**

- Provide a personalized and competitive learning environment which allows student-athletes to develop their athletic and leadership potential.
- Support a comprehensive life skills program emphasizing personal growth.
- Win or lose, encourage student-athletes to provide a winning effort, exhibit sportsmanship, and demonstrate respect for all.
- Attract a diverse population of student-athletes who have high academic standards and will embrace the mission of the university and the NCAA philosophy.

**NDNU Sportsmanship Statement**

It is the intent and responsibility of the NCAA and NDNU to promote good sportsmanship by student-athletes, coaches, and spectators. In order to encourage responsible behavior at all intercollegiate athletic events, NDNU requests your cooperation by supporting all participants in a positive manner. Profanity, racial or sexist comments, or any other intimidating actions directed at officials, players, or coaches will not be tolerated and are grounds for removal from the site of competition.
NCAA Division II Philosophy

The purpose of the NCAA is to promote the education and development of students through intercollegiate athletic participation. Members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead. Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance.

Sports Sponsored by NDNU

Notre Dame de Namur University currently sponsors 12 intercollegiate sports: 6 men’s teams and 6 women’s teams.

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DEPARTMENT OF ATHLETICS POLICIES

Code of Conduct

Student-athletes are expected to conduct themselves, both on and off campus, in a manner that brings credit to Notre Dame de Namur University and its athletic teams. Student-athletes must be concerned with any behavior that might discredit themselves, their teams and/or the university.

As an NDNU student-athlete you are obligated to:
1. Make satisfactory progress towards a baccalaureate degree.
2. Maintain academic eligibility.
3. Attend all classes and inform all professors of expected absences due to official athletic events.
4. Obey team rules and policies.
5. Obey all university, federal, state and local laws.
6. Strive for the highest degree of excellence possible as both a student and as an athlete.
7. Always display respectful and courteous behavior to officials, instructors, administrators, coaches, spectators, and opponents. This includes language as well as actions.
8. Assist in promoting positive relations among participants, the university, and the community.
9. Conduct oneself in a manner that reflects favorably on yourself, your teammates, the university, and the community.

A student-athlete may be suspended by the coach, the Director of Compliance, or the Director of Athletics for violating any University or Athletics Department policies, including but not limited to: missing classes, failing to turn in assignments, missing study hall, missing practice or competition, breaking team rules, failing to attend rehabilitative sessions prescribed by the Athletics Training Staff. The suspended student-athlete has the right to appeal his/her suspension to the Director of Athletics. The Athletics Conduct Matrix has been seen in Appendix B.

All NDNU students are required to abide by the NDNU Code of Student Conduct at all times, whether on or off campus. NDNU Code of Student Conduct can be found at https://www.ndnu.edu/documents/student-handbook-2018-2019.pdf and in your school planner.

Athletic Academic Honor Code

The university and athletic department expect all student-athletes to be honest in their academic work. Academic dishonesty is viewed as an ethical issue and is a violation of the principles of justice and personal responsibility. As a student athlete you are a representative of your team and of the Athletic Department. Any student who commits, aids, or attempts to commit “academic misconduct” shall be subject to disciplinary action by the university and/or the Athletic Department. NDNU student-athletes shall maintain integrity and to do their own work on tests, papers, and assignments.
Class Attendance

Regular attendance at class and laboratory sessions is expected for all courses in which you are enrolled. Regular class attendance is mandatory. All NDNU student-athletes are expected to:

1. Demonstrate an interest in the class.
2. Attend class regularly.
3. Inform professors of missed class due to an athletic event 1 week before the event.
4. Turn in all assignments on time or early.
5. See the professor during office hours a minimum of three times per semester.

Class Absence Policy

- NCAA and NDNU rules state that student-athletes are not permitted to miss a class for a practice.
- NDNU policy states that student-athletes are permitted to miss a class for a contest.
- Every student-athlete is expected to attend all classes and laboratory sessions regularly and on time.
- The Department of Athletics will excuse missed classes only when absences are due to team travel for sport contests.
- Student-athletes are responsible for ensuring that their instructors have been notified of sport-related absences and for completing any missed assignments.
- It is the student-athlete’s responsibility to find out which assignments will be missed during an absence.
- A sport-related absence is not an excuse for failure to complete class work.
- Student-athletes are not excused from classes that end prior to departure time on the day of travel.
- In the case of last minute travel itinerary changes due to unforeseen circumstances, the student-athlete is responsible to promptly notify professors.
- Student-athletes are not permitted to miss class for any home practice activity, which includes, but is not limited to, practice, weights/conditioning, film study, promotional events, or community service events.

Athletic Eligibility

In order to participate in intercollegiate athletics you must maintain your athletic and academic eligibility. Your coach, the compliance coordinator, and your academic advisor are here to assist you with eligibility.

To maintain your eligibility you must:

1. Be enrolled in a minimum full time program of studies (12 units for undergraduates).
2. Maintain a GPA of 2.0 or higher. If your cumulative GPA drops below a 2.0 you will not be eligible for practice nor competition.
3. Successfully complete at least 9 units per semester, at least 18 units from the Fall and Spring semesters, and at least 24 units for the entire academic year in courses that are applicable towards your declared degree.
4. Declare a major before the beginning of your fifth semester or third year of enrollment and, thereafter, complete the required credits in courses applicable to your designated degree.
5. Have NCAA eligibility remaining. In Division II you have four seasons of competition in each sport and a maximum of 10 full-time semesters (e.g. five academic years) within
which to use those four seasons of competition.

6. Have the following steps completed and documents on file in the compliance and athletic training offices prior to your first practice:
   a. Annual eligibility forms: student-athlete information sheet, NCAA Student-Athlete Statement, drug-testing consent form, code of conduct agreement
   b. Medical Forms: medical history, emergency contact form, insurance information, sickle cell form
   c. A pre-participation physical examination clearance
   d. ImPACT (concussion) testing completed
   e. A student-athlete affirmation of employment form (if applicable)

7. Be cleared by the NCAA Eligibility Center.

8. Be listed on the official team eligibility list.

A more detailed explanation of the academic eligibility rules is available in the current NCAA manual. Your Head Coach, Compliance Director, Faculty Athletics Representative, and Director of Athletics each have a copy of the manual. If you ever have any questions regarding athletic and academic eligibility rules and requirements, do not hesitate to contact the Compliance Director (See Appendix A: Athletics Contacts).
Academic Warning, Probation, and Disqualification

If your GPA falls below a 2.0 the university will place you on Academic Warning, which can lead to Academic Probation and Disqualification from NDNU. In addition, you will not be eligible for practice nor competition effective immediately. For detailed information about Academic Warning, Probation, and Disqualification see Undergraduate Policies and Procedures in the university catalog.

Study Hall

All first-semester student-athletes (first term at NDNU), and any upper-classman who have not obtained a 3.0 cumulative grade-point average must attend Study Hall each week throughout the semester. A student-athlete’s cumulative grade-point average is the indicator for determining the required number of hours. The required numbers of hours per week, based on GPA, are as follows:

- 0.00 - 1.99 = 6 hours
- 2.1 - 2.99 = 4 hours
- First semester student-athletes (freshmen and transfers) = 4 hours

Study Hall location and time will be determined by each head coach. Should a student-athlete fail to fulfill the requirement for the week, the following penalties apply:

1st violation = 1 additional hour will be added to the upcoming week.
2nd violation = 1 additional hour will be added to the upcoming week and the student-athlete will be ineligible to participate in the next regularly scheduled practice activity.
3rd violation = 1 additional hour will be added to the upcoming week, and the student-athlete will be ineligible to participate in the next competition (will carry over to upcoming season if violation occurs during off-season)

If a vacation period falls during a required week of Study Hall, hourly requirements will be reduced in half.

Study Hall Conduct Rules:

- No food or drink
- No tobacco products
- No cell phones
- No DVD’s
- No sleeping
- No fighting
- No profanity
- No non-academic reading material
- No talking
- Sign in when you arrive and sign out when Study Hall is over.
Student-Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee is a great leadership opportunity for NDNU student-athletes. It is a committee of representatives from each NDNU athletic team and is assembled to serve the following purposes:

- To provide the student-athlete population with an opportunity to more effectively communicate with the Athletic Department administration and provide suggestions on programs designed to serve its needs.
- To actively encourage more involvement of student-athletes in campus and community leadership outreach projects.
- To design and implement programs/events which will encourage academic achievement, health promotion, social responsibility and general life skills development.
- To actively promote and support NDNU athletics and encourage interaction between athletic teams.

The committee shall consist of eligible student-athletes. Each coach will select two people to represent the team and to relay information between the teams and the council.

The criteria for the representative are:

- She/he should have the ability to stand up in front of his or her teammates at a team meeting and communicate effectively.
- She/he should be academically eligible and able to maintain academic eligibility while serving on the committee.
- She/he should be someone who the teammates trust.
- She/he should not be a fifth year non-eligible student-athlete.
- She/he should have completed at least one year of eligibility.
- She /he must have one year of academic and athletic eligibility remaining at the University.

Alcohol/Tobacco Policy

Alcohol – The Department of Athletics at Notre Dame de Namur University adheres to an overall philosophy that **all student-athletes are prohibited from drinking alcoholic beverages when traveling with, or representing their team in any public fashion.** The head coach, Athletic Trainer, and Director of Athletics will be immediately informed of any alcohol-related cases involving a member of their respective team.

The consumption of alcohol by student-athletes is prohibited in connection with any official intercollegiate team function. An official team function, for the purposes of this policy, are defined as any activity that is held at the direction of or under the supervision of the team’s coaching staff.

If a student-athlete is involved in an alcohol-related incident in which there are no legal consequences, the head coach and Director of Athletics will determine the disciplinary action which will range from probation and counseling to expulsion.

Tobacco – The NCAA bans the use of tobacco products at all practices, games, and all NCAA championship events. All tobacco products are prohibited under the ban, including cigarettes, snuff, and chewing tobacco. Any person, including student-athletes, coaches, trainers, and officials, found using tobacco during any practices, games or other championship activities will be subject to NDNU Athletic Department and NCAA misconduct provisions.
The Department of Athletics does not condone the use of tobacco or tobacco products. The use of tobacco is prohibited in connection with any team function. A team function is defined as any activity that is held at the direction of or under the supervision of the team’s coaching staff whether on or off campus, and includes the following: team meeting, practice, game, fundraising event, community service activity, workouts, team travel, etc.

**Transportation**

Student-athletes are not permitted to leave their team and travel to or from any contest in personal vehicles with anyone other than a legal guardian, unless they have received written permission from the Director of Athletics. Written permission must be requested two days prior to departure via the Release of Liability form obtained from the athletic office.
Dress Code for Team Travel

As personal appearance is a direct reflection of oneself and one’s team, take a special interest in how you present yourself, especially when traveling with your team. The specific dress code for travel will be set by each head coach and must be followed at all times while on the trip. In general, your attire is to be neat and clean, taking into consideration the location and function you are attending. Understand you are a highly visible representative of NDNU, and as such, you are responsible for exercising good judgment in your appearance, both on and off campus.

Athletic Equipment

The head coach will issue equipment to be signed for by the student-athlete and recorded on an equipment checklist, which will be kept on file in the athletics office and with the head coach. The student-athlete is responsible for care of the equipment issued to him/her and for its return.

All equipment issued is required to be returned to the head coach within two weeks of the athlete’s final competition of the season. Failure to return said equipment in acceptable condition, and within the two-week guideline, will result in the student-athlete being charged full replacement cost for each item. These charges will be added to the student’s existing student account. Furthermore, the head coach will be unable to accept equipment returned beyond the two-week deadline because replacement orders will have already been processed.

Practice and Game Apparel

The head coach will assign a time and place for equipment to be checked out. All student-athletes must have completed all required paperwork and be cleared by the compliance coordinator and head athletic trainer before equipment will be issued. Each student-athlete will be issued practice apparel and equipment. Student-athletes will be issued appropriate game uniforms and are responsible for proper care. The head coach will assign a time and place within two weeks of the season ending for gear to be returned at the end of the season.

Team Rules

Student-athletes are expected to adhere to team rules provided by the head coach. Within the intercollegiate athletic program, all decisions directly related to individual and team performance (i.e., playing time, position, traveling squad) are the head coach’s to make, and these decisions are final.

Tickets

Notre Dame de Namur University requires the purchase of tickets at the entrance of each event. Team members are entitled to 2 complimentary admissions. Your coach will circulate a form on which you will be required to list the names of your guests. No changes under any circumstances can be made to the guest list once your coach submits it. Guests are required to show photo identification for admissions.
Social Media Policy and Guidelines for Student-Athletes

As a student-athlete at Notre Dame de Namur University, you are expected to conduct yourself to the highest of standards. It is of the utmost importance that you portray your team, your University, and yourself in a positive manner at all times. This includes the use of social networking sites such as Facebook, Twitter, Instagram, Snapchat, YouTube and others.

Student-athletes should be aware that third parties - including the media, faculty, future employers and NCAA officials - could easily access your 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-athlete, the athletic department and the University. This can also be detrimental to a student-athletes’ future employment options, whether in professional sports or in other industries.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posts showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Content online that would constitute a violation of Pacific West Conference or NCAA rules (examples: commenting publicly about a prospective student-athlete, providing information related to sports wagering activities; soliciting impermissible extra benefits).

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. Verbal warning by Head Coach
2. A meeting with your Head Coach and the Director of Athletics.
3. Suspension from one game.
4. Indefinite suspension from team.

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

- Set your security settings so that only your friends can view your profile.
- 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.
- 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 connection with student-athletes.
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 NDNU Athletic Department’s and the University’s. Remember, always present a positive image and don’t do anything to embarrass yourself, the team, your family or the University.

By signing below you affirm that you understand the NDNU Department of Athletics Social Media Policy and Guidelines for Student-Athletes and the requirements that you must adhere to as a NDNU student-athlete. Also, you affirm that failure to adhere to this policy and guidelines may result in consequences that include suspension from your athletic team, and you may be subject to additional penalties imposed by the NCAA, PacWest or NDNU.
Athletic Training Services
For more AT information please refer to the ATR Policy and Procedure Manual

Notre Dame de Namur University Sports Medicine Mission Statement
The mission of the NDNU Sports Medicine Department is to create a seamless healthcare network for all of the University’s intercollegiate student-athletes and provide our patients, the student-athletes, with access to high quality medical care. The Sports Medicine Staff will operate within the policies outlined in the NDNU Sports Medicine Policies and Procedures Manual, the NCAA Sports Medicine Handbook and the NCAA manual. Through an inclusive physical and psychological approach, as well as personal interaction, we strive to enhance the academic and athletic experience of each NDNU student-athlete. This is accomplished by:

Ethics of Standard
The athletic training staff at Notre Dame de Namur University will be held to their professional organization’s code of ethics, which is regulated by the National Athletic Trainer’s Association (NATA) and states,

Athletic Training Room Hours

Hours of operation are based on intercollegiate athletics practice and game schedules. As a result, hours may change with little to no notice. The listed hours are an approximate for the general needs of the SA, please check with the AT Staff for exact hours.

During academic year:
- Mon – Thurs: 12 noon – 6pm
- Fri: 12 noon – 4pm
- Sat & Sun: by appointment

During summer:
- Sun – Sat: by appointment

* There will be no treatments, taping, etc. within 15 minutes before practice. The ATF cannot be used as an excuse to be late for practice. Athletes who are not practicing cannot stay in the ATF unless prior approval from the AT staff and coaching staff. Every effort for rehabilitation should be done outside of practice time.

AT office phone number: 650.508.3448

NDNU Athletic Training Facilities RULES

1. Sign in for ANY and ALL treatments
2. All treatments will be created and directed by an AT – NO EXCEPTIONS!!!
3. No post-practice/game treatments unless clean (SHOWER!)
4. NO SHOES on treatment/taping tables
5. No cleats to be worn in the ATF
6. No bags in the ATF
7. Pre-practice ankle taping will be done AFTER ankle strengthening program, only for athletes who are currently injured – NO EXCEPTIONS
8. Anyone receiving treatments MUST ADHERE to a rehab exercising program in addition
9. Report any injuries as soon as possible
10. Only injuries as a result of NDNU athletics will be evaluated
11. In-season sports will receive priority
12. No treatments will be administered 15 minutes or less prior to practice
13. Put things back where you found them
14. No stealing
15. Ask before using anything
16. Clean up after yourself
17. Empty ice in sink BEFORE throwing away bags
18. Non-compliance of rules and/or AT instruction can lead to additional consequences
19. Follow the RULES!!!

**Ice Machine Rules**
1. Please put the ice scoop back on the cradle.
2. Close the ice machine door.

**Medical Clearance and Liability**

The following information is provided so that there is a complete understanding of the basic policy regarding medical clearance and insurance of student-athletes.

No individual is to begin any phase of the athletic program, including conditioning or practice activities, without obtaining athletic clearance from the NDNU Athletic Training Staff and completing all required paperwork. This is very important so that in case the student-athlete sustains an injury insurance coverage is up to date.

Each coach must provide to the Director of Compliance a completed list of names of all student-athletes, new and returning, who are on the team roster. Once students have been certified by the Director of Compliance, the complete roster will be forwarded to the Sports Medicine Staff. The Director of Compliance must approve any potential addition to this list before a student-athlete can practice or compete.

**Freshman and Transfer Student-Athletes:**

Freshman and/or transfer student-athletes must undergo a physical examination prior to their participation in intercollegiate athletics. The pre-participation examination must be completed before organized participation (games/events, practices, conditioning) begins and must be completed by a NDNU Team Physician.

*Coaches must understand that student-athletes who are not present at the specific time arranged for their team physicals may be delayed in receiving their clearance due to constraints of our team physicians. If a student-athlete misses the scheduled appointment time, they will be assigned another time at the convenience of the NDNU team physicians, and they may be responsible for the cost of the make-up physical.

**Returning SA:**

Returning SA are not required to undergo a full physical examination prior to their participation in subsequent seasons of intercollegiate athletes, provided there has been no lapse in participation. Some returning SA may be required to go through an orthopedic evaluation, depending on previous year injury status (i.e. surgery), determined on a case-by-case basis. All returning SA, however, must complete required paperwork forms to keep medical history updated, concussion, HIPAA, as well as insurance and emergency contact information up to date. Returning SA should log onto their athlete profile on **SportsWare Online**, and complete all required forms. Detailed instructions can be found on the AT webpage.

**Prior to Arrival On Campus:**
Complete all items: Medical History or Medical History Update form, Athletics Medical packet (new SA only), SCT form (new SA only), HIPAA form, Concussion form as well as the My Info tab – General, Address, Emergency, Insurance and Medical. Be sure to upload a front and back copy of the insurance card under the Insurance tab on SportsWare by July 15 (Fall Sports) or August 15 (Winter/Spring Sports). Failure to complete on time may result in a delay to be cleared for participation.

If you do not have primary health insurance, contact the Athletic Training Staff at 650.508.3448 and/or Health & Wellness Services 650.508.3756. Some form of primary health insurance is mandatory for participation in Intercollegiate Athletics, as well as enrollment to the university, and will need to be procured before your Pre-Participation Physical.

- Arthur J. Gallagher provides a health insurance plan for students at NDNU. You must choose to either enroll or waive the plan per university requirements. More information can be obtained on the Gallagher Student website.
- If you have an HMO – CHANGE YOUR PRIMARY CARE PROVIDER to a provider located near campus (San Mateo, Redwood City, Burlingame, San Bruno, etc.). Kaiser patients not-enrolled in Northern California should call Kaiser to get coverage changed. If your HMO plan is not accepted in the San Mateo area, please note that you may be required to travel, at your own expense, for any medical services potentially needed due to injury or illness.

Upon Arrival On Campus:
- Check with your coach for your team’s assigned Pre Participation Physical date and time.
- Attend your team’s assigned Pre Participation Physical Exam date at the assigned time.
  NOTE: While accommodations will be made for class schedules, a Pre Participation Physical performed by NDNU Team Physicians is REQUIRED FOR PARTICIPATION!

On the Day of Your Pre Participation Physical:
- Arrive promptly at your team’s scheduled time.
- Bring a copy (FRONT & BACK) of your insurance card if not yet submitted
- Bring any documentation for recent injuries as outlined above

Sickle Cell Policy
Sickle Cell Anemia is a genetic blood disorder that alters the shape of red blood cells in the body and restricts the body’s ability to distribute oxygen with those individuals who have SCT. Having SCT does not automatically mean the SA has sickle cell anemia. Normal red blood cells are shaped round and can easily move throughout the body. The red blood cells of someone who has sickle cell anemia will be in the shape of a “farmer’s sickle”. Because of this sickle shape, these red blood cells will have difficulty moving throughout the body; thus, vital oxygen is not distributed efficiently. The prevalence of this disease in the United States is approximately 1 in every 500 African Americans, and 1 in every 10,000 Caucasians.

Signs and symptoms of sickling during activity include unusual fatigue, shortness of breath, dizziness, headache, coldness in the hands and/or feet, pale skin color, chest pain, and sudden pain throughout the body. The symptoms of the disease will vary from individual to individual, and the severity may vary as well.

Effective for the 2012-2013 academic year and beyond, the NCAA has required that all athletes participating in NCAA Division II sports must have SCT testing performed, show proof of testing, or voluntarily waive being tested. SA who choose to be tested will have the test performed on their own through their physician or a clinical testing site. Whether the test is negative or positive, the NDNU SA must show proof of testing with the results clearly stated. If the SA wishes to
voluntarily waive being tested they need to sign and date the Sickle Cell Waiver form which will be provided by the NDNU AT staff. If the SA was born in the State of California after February 27, 1990, SCT testing was performed at birth. Results may be obtained through the California Department of Public Health. The form can be found online, obtained from the AT staff to be faxed in, or downloaded from the main page on SportsWare when a SA logs into their profile. A positive SCT DOES NOT automatically disqualify a SA from athletic participation. Should the test be positive for SCT, the following precautions will be taken to ensure safe participation in collegiate athletics:

- The SA and their coaches will be educated on SCT.
- If deemed necessary the SA will have a gradual progression into weight training, conditioning, and practice.
- If deemed necessary the SA will not be required to participate in timed conditioning drills such as timed mile runs, timed sprint drills, etc.
- The SA will be removed from participation immediately once signs and symptoms of complication begin to occur during any activity.

Insurance Coverage Policy

The Athletic Department’s insurance policy is as follows:

- Each student athlete is required to procure primary health insurance that covers athletic injuries, and to provide proof of this insurance. (Note: Proof of primary insurance is required by Residence Life, Health & Wellness Services, AND the Athletic Department. However, participation in athletics is contingent only on proof of primary insurance being provided to the Athletic Department.)
- Notre Dame de Namur University Athletic Department assumes no financial responsibility for injuries sustained during participation. Ultimately, the athlete and his/her family are responsible for all expenses generated as the result of an injury sustained as an athlete.
- NDNU offers secondary health insurance for athletes, which covers expenses not paid by the athlete’s primary insurance. Note: this procedure includes following the advice of the NDNU Athletic Training Staff. Any medical bills incurred by a student athlete without approval by the Athletic Training Staff shall be the sole responsibility of the student athlete.
- Only student athletes who are on a Varsity Sport Roster, have passed a Pre Participation Physical Exam, and have submitted a copy of their primary insurance information are eligible for coverage under the Department’s Secondary Insurance Policy.
- The paperwork required to submit a claim to NDNU’s Secondary Insurance policy MUST be submitted within 90 days of initial care for an injury. Payment cannot be guaranteed if the initial request by the student athlete is made more than 90 days after the initiation of care by a physician.
- The NDNU Secondary Insurance Policy only starts coverage AFTER the SA primary insurance deductible has been covered. For example, if the SA insurance plan deductable is $500/year, and they have previously used and paid $200, and a new athletic injury incurs a bill of $400, the NDNU secondary policy will only cover $100. The secondary policy cannot cover expenses that are already predetermined to be incurred, such as deductibles and co-pays, or medications (prescription or over-the-counter)
- It is the responsibility of the athlete and his/her family to follow the proper procedure through their primary insurance, including submitting any requested documents by the hospital or SA’s primary insurance, in order to access the school’s secondary insurance policy, if applicable.
- For those student athletes who use an HMO as their primary insurance AND do not live in the San Francisco Bay Area, the Athletic Training Staff STRONGLY recommends student athletes either a) change their primary care physician to a local office, and/or b) purchase
the student health insurance offered through Notre Dame de Namur University. The purpose of this recommendation is so that any injuries and/or illnesses suffered during the academic year can be evaluated and treated as expeditiously and appropriately as necessary.

Primary insurance coverage may be provided by any carrier, and it is the student-athlete’s responsibility to secure this insurance coverage and provide this information to athletic training staff. Failure to provide this information will result in the student-athlete not being able to participate until proof of insurance coverage is provided.

*Medical Bills:*

In the event that a student-athlete should receive a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics, the student-athlete must submit the bill/statement to a NDNU athletic trainer or insurance coordinator in a timely manner. Bills not received in a timely manner may be the responsibility of the student-athlete. The NDNU Athletic Department will not be responsible for any delays in payment, collections, credit reports, etc., that occur due to bills not being submitted. Please submit bills to:

Notre Dame de Namur University  
Athletics - Insurance Coordinator  
1500 Ralston Ave.  
Belmont, CA 94002

*Health Insurance Portability and Accountability Act (HIPAA)*

NDNU has a privacy and patient confidentiality standard in place to ensure appropriate access to or disclosure of protected health information. A federal law, the Health Insurance Portability and Accountability Act (HIPAA), also provides additional safeguards for ensuring that health information is adequately protected. HIPAA requires NDNU to provide a Notice of Privacy Practices (Notice) which explains how protected medical information may be used and disclosed, and it also explains patient rights related to personal medical information.

All certified athletic trainers are covered entities for HIPAA regulations. In compliance with HIPAA regulations and NDNU policies, our student-athletes are provided annually with a Notice of Privacy Practices. The notice explains how the athletic training room staff may use and disclose student-athlete protected health information to carry out treatment, payment for services, and health care operations. Other reasons to use and disclose protected information as permitted or required by law are also referred to in the notice. The notice also explains student-athlete rights to review and control protected health information and explains the responsibility of the athletic training room staff that has to protect the student-athlete information.

The athletic training staff is committed to protecting medical information about our student-athletes. All student-athlete medical information and charts are to be kept in the strictest confidence in accordance with HIPAA regulations. The health status of any student-athlete will not be discussed to anyone other than those individuals whom the student-athlete has authorized us to discuss with. Authorized information to be shared with our health care team will be copied and sent to the provider.

Any violation of this policy by staff members, athletic trainers, or coaches should be immediately reported to the Head Athletic Trainer or HIPAA compliance coordinator for the university. No health information will be provided to any member of the press. All violations are subject to all applicable federal fines and penalties.
Drug Testing

NDNU Athletics participates in both NCAA and institutional drug testing, conducted by Drug Free Sport, an entity hired by the NCAA to provide drug testing services. NDNU does not handle any testing collection, transportation of specimens, testing or re-testing.

Drug testing may include, but is not limited to:

- Anabolic agents
- Stimulants
- Masking agents
- Anti-estrogens
- Street drugs.

SA will be notified the day before, but no more than 24-hours before testing. A failure to report for testing will be treated as a positive test. All current SA who are on an athletic team(s) roster is eligible to be tested.

All positive testing results will be notified to the AD and the Compliance Director. Request a meeting with the AD about any questions regarding testing, results, or appeal. SA may refer to available resources listed on the Athletic Training webpage. General drug testing information can be found on the NCAA website.

**The first positive institutional drug test will result in the loss of 50% of competition. A second positive drug test will result in permanent removal of the team.**

Physician Referral Policy and Second Opinion Policy

When an injury occurs from a result of participation in the student-athlete’s varsity sport, the student-athlete must notify the athletic trainer for their sport. The athletic trainer will evaluate the injury and determine the best course of treatment for that injury. This may include a referral to one of the team physicians. In this instance, the NDNU insurance policy will act as a secondary insurance for all costs that are associated with that injury. This may include physician exam fees, diagnostic testing, laboratory work, and prescriptions. The participation status for the student-athlete will be determined by the team physician and the athletic training staff.

Should a student-athlete seek medical care without receiving a referral from the athletic training staff, the student-athlete will be held financially responsible for all associated costs for that injury and the NDNU Athletic Department insurance **WILL NOT** be billed as a secondary insurance. A NDNU team physician will still have the final determination of the student-athlete’s clearance for participation.

If a student-athlete is referred to a NDNU team physician for an athletic injury and they would like a second opinion, they must seek the approval of the athletic training staff prior to seeing another physician. If the student-athlete receives approval from the athletic training staff, the NDNU athletic insurance will serve as a secondary insurance for all associated medical costs from the second opinion. Failure to receive approval from the athletic training staff will result in the student-athlete being held financially responsible for the costs associated with seeking a second opinion. The team physician will still have the final determination for clearance for participation regardless of the outcome of the second opinion.

Concussion Management

A Concussion is:
A change in brain function, following a force to the head, which may be accompanied by temporary loss of consciousness, but is identified in awake individuals, with measure of neurologic and cognitive dysfunction. (NCAA Sports Medicine Handbook, 2014-15)

A concussion can occur from a variety of ways: a direct blow to the head or face, where the athlete may be struck by an object such as a ball, bat, equipment, etc. The second occurs when an athlete is struck by a fixed object such as a goalpost, the floor, another player, etc. A third occurs as the brain is violently traumatized within the cranium, i.e. hit in chest or back, causing the head to shake. Regardless of the source of the concussive nature, the athlete’s brain will experience acceleration, deceleration, rotational, and/or shear forces that produce a shaking of the brain within the skull that causes a disruption in neural function. This disruption cannot be seen, but rather it can be detected by a thorough evaluation. There may or may not be a loss of consciousness.

The signs and symptoms of a concussion can vary depending on the nature, severity and individual. Generally, the signs and symptoms of a concussion may include:

- Headache
- Ringing in the ears (tinnitus)
- Nausea
- Irritability
- Confusion
- Disorientation
- Dizziness
- Loss of Consciousness
- Loss of memory (Amnesia)
- Blurred Vision
- Difficulty concentrating
- Sleep disturbance
- Sensitivity to Light (photophobia)
- Unequal or Dilated Pupils

Mental Health Guidelines

Mental health is an often overlooked part of athletic well-being. The AT staff is here to assist any SA with a multitude of problems, and can assist to refer them to a licensed mental health professional. The AT staff cannot, and will not diagnose any potential mental health condition. If you feel as if you are suffering, do not hesitate to speak with someone.

Mental health resources:

NDNU Counseling Services: 650.508.3714 or counselingservices@ndnu.edu
NCAA Mental Health Resources: ncaa.org/mentalhealth
National Suicide Prevention Hotline: 800.273.8255
JED Foundation: text “START” to 741-741 or jedfoundation.org/mental-health-resource-center/
Eating Disorder Hope: https://www.eatingdisorderhope.com/
## APPENDIX A

### Athletics Contacts

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Ph # (650) 508-</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics</td>
<td>Josh Doody</td>
<td>3638</td>
<td><a href="mailto:jdoody@ndnu.edu">jdoody@ndnu.edu</a></td>
</tr>
<tr>
<td>Asst. AD, Internal Affairs</td>
<td>Scott Kimmelman</td>
<td>3690</td>
<td><a href="mailto:skimmelman@ndnu.edu">skimmelman@ndnu.edu</a></td>
</tr>
<tr>
<td>Assistant AD, Compliance</td>
<td>Kayla Smith</td>
<td>3772</td>
<td><a href="mailto:ksmith@ndnu.edu">ksmith@ndnu.edu</a></td>
</tr>
<tr>
<td>Faculty Athletics Rep.</td>
<td>Steven Kinney</td>
<td>3731</td>
<td><a href="mailto:skinney@ndnu.edu">skinney@ndnu.edu</a></td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>Anthony Camargo</td>
<td>3448</td>
<td><a href="mailto:acamargo@ndnu.edu">acamargo@ndnu.edu</a></td>
</tr>
<tr>
<td>Asst. Athletic Trainer</td>
<td>Mindy Bennion</td>
<td>3448</td>
<td><a href="mailto:mbennion@ndnu.edu">mbennion@ndnu.edu</a></td>
</tr>
<tr>
<td>Strength &amp; Cond. Coach</td>
<td>Matt Ilarina</td>
<td></td>
<td><a href="mailto:milarina@ndnu.edu">milarina@ndnu.edu</a></td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>George Puou</td>
<td>3655</td>
<td><a href="mailto:gpuou@ndnu.edu">gpuou@ndnu.edu</a></td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>Ryan Cooper</td>
<td>3668</td>
<td><a href="mailto:rcooper@ndnu.edu">rcooper@ndnu.edu</a></td>
</tr>
<tr>
<td>Cross Country/Track</td>
<td>Sean Smith</td>
<td>TBA</td>
<td><a href="mailto:sssmith@ndnu.edu">sssmith@ndnu.edu</a></td>
</tr>
<tr>
<td>Golf</td>
<td>Zach Heusser</td>
<td>4158</td>
<td><a href="mailto:zmh72@msn.com">zmh72@msn.com</a></td>
</tr>
<tr>
<td>Men’s Lacrosse</td>
<td>Tom Hansen</td>
<td>4158</td>
<td><a href="mailto:thansen@ndnu.edu">thansen@ndnu.edu</a></td>
</tr>
<tr>
<td>Soccer</td>
<td>BJ Noble</td>
<td>3687</td>
<td><a href="mailto:wnbcole@ndnu.edu">wnbcole@ndnu.edu</a></td>
</tr>
<tr>
<td>Softball</td>
<td>Katlin Olesky</td>
<td>TBA</td>
<td><a href="mailto:kolesky@ndnu.edu">kolesky@ndnu.edu</a></td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Maggie Billings</td>
<td>3689</td>
<td><a href="mailto:mbillingsley@ndnu.edu">mbillingsley@ndnu.edu</a></td>
</tr>
</tbody>
</table>
The accumulation of 3 documented cases per term will result in a 1 contest suspension regardless of outcomes. *Student records of offenses marked with an asterisk are reset at the end of each academic year for athletics purposes. No student conduct records are ever reset for Student Affairs/Student Housing purposes.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Type of Offense</th>
<th>Athletic Department Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Related</td>
<td>DUI</td>
<td>Immediate dismissal from team</td>
</tr>
<tr>
<td></td>
<td>Public Intoxication</td>
<td>First offense: 1 game suspension Second offense: 50% suspension Third offense: dismissal from team</td>
</tr>
<tr>
<td></td>
<td>Alcohol violation*</td>
<td>First offense: warning Second offense: 10% suspension for contests and practices until suspension is complete Third offense: dismissal from team</td>
</tr>
<tr>
<td></td>
<td>While Traveling</td>
<td>First offense: immediate suspension for all remaining games on current trip. Plus a 20% game suspension on season. Second offense: dismissal from team</td>
</tr>
<tr>
<td>Tobacco</td>
<td>Use During any Athletically Related Activities*</td>
<td>First offense: 1 game suspension Second offense: 50% suspension Third offense: dismissal from team</td>
</tr>
<tr>
<td>Cyberbullying and/ or Bullying</td>
<td></td>
<td>First offense: warning Second offense: 10% suspension for contests and practices until suspension is complete Third offense: dismissal from team</td>
</tr>
<tr>
<td>Disrespect</td>
<td>Profanity, insults or slurs directly voiced or gesticulated directly towards particular staff member(s); Significant confrontation</td>
<td>First offense: 10% suspension for contests and practices until suspension is complete Second offense: dismissal from team</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>First offense</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Generalized profanity</td>
<td>Generalized profanity, insults or slurs which are not voiced or gesticulated</td>
<td>warning</td>
</tr>
<tr>
<td></td>
<td>directly towards particular staff member(s)*</td>
<td></td>
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<td></td>
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<tr>
<td>Drugs</td>
<td>Distribution, Manufacture or Intent to distribute</td>
<td>Immediate dismissal from team</td>
</tr>
<tr>
<td></td>
<td>Consumption, Paraphernalia, Possession*</td>
<td>Positive Marijuana Drug test:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50% suspension of contests</td>
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<tr>
<td></td>
<td></td>
<td>and practices until suspension is complete</td>
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<tr>
<td></td>
<td></td>
<td>Drug offense without positive</td>
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<tr>
<td></td>
<td></td>
<td>drug test:</td>
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<tr>
<td></td>
<td></td>
<td>First offense: warning</td>
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<tr>
<td></td>
<td></td>
<td>Second offense: 10% suspension</td>
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<tr>
<td></td>
<td></td>
<td>for contests and practices</td>
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<tr>
<td></td>
<td></td>
<td>until suspension is complete</td>
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<tr>
<td></td>
<td></td>
<td>Third offense: dismissal from</td>
</tr>
<tr>
<td></td>
<td></td>
<td>team</td>
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<tr>
<td></td>
<td>While Travelling</td>
<td>Immediate suspension for all</td>
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<tr>
<td></td>
<td></td>
<td>remaining games on current</td>
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<tr>
<td></td>
<td></td>
<td>trip. Plus a 20% game</td>
</tr>
<tr>
<td></td>
<td></td>
<td>suspension on season</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second offense: dismissal</td>
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<tr>
<td></td>
<td></td>
<td>from team</td>
</tr>
<tr>
<td>Physical Assault</td>
<td>Use of Weapon</td>
<td>Immediate dismissal from team</td>
</tr>
<tr>
<td></td>
<td>Mutual engagement*</td>
<td>First offense: warning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second offense: 50% suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for contests and practices</td>
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<tr>
<td></td>
<td></td>
<td>until suspension is complete</td>
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<tr>
<td></td>
<td></td>
<td>Third offense: dismissal from</td>
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<tr>
<td></td>
<td></td>
<td>team</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>Major - theft of high value and/or substantive number of items</td>
<td>Immediate dismissal from team</td>
</tr>
<tr>
<td></td>
<td>Minor - theft of personal property, low value</td>
<td>First offense: warning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second offense: 10% suspension</td>
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<tr>
<td></td>
<td></td>
<td>for contests and practices</td>
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<td>until suspension is complete</td>
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<td></td>
<td></td>
<td>Third offense: dismissal from</td>
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<tr>
<td></td>
<td></td>
<td>team</td>
</tr>
</tbody>
</table>
| Threats          | Major - substantive threat towards an individual or community | First offense: 50% suspension of contests and practices until suspension is complete  
|                 |                                                           | Second offense: dismissal from team |
| Minor - Transient threat towards an individual or community | First offense: warning  
|                 |                                                           | Second offense: 10% suspension for contests and practices until suspension is complete  
|                 |                                                           | Third offense: 50% suspension of contests and practices until suspension is complete  
|                 |                                                           | Fourth offense: dismissal from team |
| Verbal Assault* | First offense: warning  
|                 |                                                           | Second offense: 10% suspension for contests and practices until suspension is complete  
|                 |                                                           | Third offense: 50% suspension of contests and practices until suspension is complete  
|                 |                                                           | Fourth offense: dismissal from team |

8/12/2019