



## Clarke College

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Clarke College • 1550 Clarke Drive • Dubuque • Iowa • 52001

Dear Student-Athlete:

Welcome to Clarke College Crusader Athletics. We are pleased to include you in our athletic program. Our coaching staff is committed to helping you excel athletically. More importantly, we desire to help you succeed academically, while encouraging you to grow as a whole person.

**We take the NAIA five core character values very seriously!** They are: respect, responsibility, integrity, servant leadership, and sportsmanship. These values represent our athletic teams. As a Crusader athlete, I encourage you to embrace these core values, and strive to be an excellent role model and ambassador of Clarke College.

Please read and become familiar with this handbook. You will find valuable detailed information and behavioral expectations for all athletes who are part of our programs.

I wish you much success at Clarke College, as you participate in the tradition of Crusader Athletics.

Best wishes!

*Curt Long*

Director of Athletics  
Clarke College

September 9, 2008

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## **Forward**

*To assist you in your pursuit of both your academic and athletic goals, this text will serve as the Student-Athlete Handbook. It is specifically designed for you, the student-athlete at Clarke College. It will provide you with standard operational procedures of the Athletics Department, institutional policies, rules and regulations of the national governing body for intercollegiate athletics, as well as suggestions and recommendations to assist you in your dual role as a student and as an athlete at the college.*

*The Clarke Athletics Department sponsors intercollegiate sports with the goal of providing the student-athlete with the opportunity to compete intercollegiately within a structured sporting environment that enhances one's personal growth and development in parallel with institutional goals.*

*Responsibilities of the Athletics Department include:*

- 1. Ensuring that each student-athlete receives the best educational opportunity;*
- 2. Providing an athletic environment that enhances physical, mental, spiritual and social growth, and promoting development by encouraging student-athletes to practice and compete to their full potential while exercising sportsmanship and fair play;*
- 3. Maintaining the highest standards for the health and safety of every student-athlete in practice and competition;*
- 4. Stressing the importance of citizenship and community activity.*

*Each student-athlete must comply with departmental policies, team rules, and NAIA regulations as a condition of team membership. Student-athletes are expected to be familiar with the Student-Athlete Handbook and Clarke Student Handbook. Departmental and institutional policies, procedures, and rules are subject to change at the discretion of the College.*

## **Introduction**

*The intention of this handbook is to reflect currently any policies or rules of Clarke College. Changes or additions to such policies or rules may have become effective since the publication of this material. If there is such conflict, current statements of college policy contained in official minutes and manual of rules, by-laws, and guidelines shall prevail.*

*Clarke College, including its Athletics Department, reserves the right, in its sole discretion and at any time, to modify any policy, procedure or benefit set forth in this handbook and to make any other changes it deems necessary or appropriate. Further, the college reserves the right to depart from any of the policies or procedures stated herein at any time when it is appropriate to do so.*

## **Mission Statement of the Department of Athletics**

*The intercollegiate athletic program at Clarke College seeks to integrate the objectives and lessons of athletic participation and competition with the academic and social life of the college. The program reflects the mission of Clarke, the philosophy of the NAIA and the Midwest Collegiate Conference.*

*The purpose of intercollegiate athletics at Clarke College is to provide each student the opportunity to develop as a whole person in the pursuit of fulfilling individual and team potential. The college strives to promote an environment that fosters academic success, discipline, and leadership in a spirit of sportsmanship.*

### ***Philosophy of Intercollegiate Athletics***

The ability to compete in intercollegiate athletics is a privilege that carries with it responsibilities and expectations.

Academic achievement and personal growth are given top priority within the Clarke athletic program. Participation in athletics is contingent upon continual progress academically and developmentally.

Participation in athletics brings opportunities for personal growth and achievement, group coherence and team participation, loyalty and school spirit, and the thrill of competition through play and sportsmanship. Winning and excellence are primary goals, but the essence of college athletic participation at Clarke is the utilization of the athletic skills and representation of the college and community at large, while forming friendships that last for a lifetime.

The Athletics Department is one of the most visible organizations at Clarke. Dubuque is a city that boasts of several colleges that vie for the public's attention. Clarke teams should be a credit to the college with the ability to compete effectively at the conference, region, and national level. The college commits considerable resources to enable the Athletics Department to meet its goals.

The Athletics Department has institutional values for community building, student recruitment, and campus spirit. Athletic teams aid in developing the residential character and student life of the college. Athletic visibility of programs and participants is an element of the campus culture. This recognition prompts the following consideration: Coaches and athletes should represent the college's commitment to performance, behavior, and academic achievement.

## ***The Clarke Athlete***

The **Clarke Athlete** plays because of an interest in the game and the enjoyment of playing. Through playing he or she may be of service to others, and ultimately become a more responsible individual. Awards, prestige, public acclaim, and newspaper write-ups are incidental.

As a member of Crusader athletics, you have certain responsibilities and obligations. First, you must be a good ambassador for the group. Second, you are expected to be a good example for those who look up to you.

The **Clarke Athlete** considers it a privilege to play for the institution and recognizes that only because of considerable time, money, and effort is this privilege made available.

The good of the team is placed above his or her own good. Individual scoring records and attainment are only worthwhile as they help the team.

Instructions of the coach will be closely followed. At the same time it is appropriate for the student-athlete to suggest possible improvements in the techniques and strategy being used. When a suggestion is made, it is to be discussed with the coach at an appropriate time, and in a respectful manner.

The **Clarke Athlete** feels that team unity is of paramount importance. When team unity is jeopardized by a poor attitude or misunderstanding on his or her part, it needs to be promptly taken up with the coach. Discussing faults of the coach and other team members with close friends can do no possible good. Respect for coaches and other athletes should always be the athlete's goal.

The **Clarke Athlete** will report for every practice session that is possible to attend. Practice of sports skills is next in importance only to welfare and academic preparation. He or she always reports on time and in the proper frame of mind to make the session worthwhile.

A full measure of effort is always given in practice and in a game. This, not the level of natural ability, is the mark of a good athlete.

The **Clarke Athlete** has respect for the property of others and for what is held in common ownership with others. Equipment is cared for and returned in good shape. He or she is careful not to abuse the locker and playing facilities.

The **Clarke Athlete** has respect for and is courteous to opponents.

He or she possesses confidence in the ability to perform, but is not obnoxiously self-confident or arrogant. Performance is sufficient and need not be reinforced with oratory.

The **Clarke Athlete** expects to be treated as any other student and does not look for favoritism or special consideration from a coach or an instructor. He or she knows that academic preparation is the primary reason for being in school and that a good athlete will focus on his/her academic success.

## ***Athletics Directory***

<b><u>TITLE</u></b>	<b><u>NAME</u></b>	<b><u>OFFICE</u></b>	<b><u>PHONE</u></b>
Director of Athletics	Curt Long	Kehl 320	563-588-6462
Sports Information	Jerry Hanson	Kehl 102	563-588-6360
Asst. Dir. Of Athletics	Casey Tauber	116 SAC	563-588-6307
Office Manager	Jane Jackson	Kehl Office	563-588-8186
Faculty Athletic Rep.	Al Grivetti	EKH 302	563-588-6367
Athletic Trainer	Dee Higgins	Kehl AT	563-588-6549
Athletic Trainer	Deann Petitgout	Kehl PAC	563-588-6415
Baseball	Chad Harris	Kehl 307	563-588-6601
Asst. Baseball Coach	Jeremy Etchemendy	Kehl 307	563-588-6601
Basketball, Men's	Jerry Drymon	Kehl 305	563-588-6344
Asst. Basketball Coach	Justin Einerson	Kehl PAC	563-588-6344
Basketball, Women's	Zareth Gray	Kehl 308	563-588-6570
Asst. Coach	Lacey Speer	Kehl 308	563-588-6570
Cheerleading/Dance	Julie Weires	Kehl PAC	563-588-6316
Cross Country, M/W	Adam Hinders	Kehl 304	563-588-8141
Golf, Men's	Jerry Hanson	Kehl 305	563-588-6344
Golf, Women's	Rick Arrington	Kehl PAC	563-588-6341
Soccer, M/W	Sean Esterhuizen	MFH G08	563-588-6760
Asst. Soccer Coach	Andres Leza	MFH G08	563-588-6711
Track and Field	Adam Hinders	Kehl 304	563-588-8141
Asst. Coach	Matt Adams	Kehl 304	563-588-8141
Asst. Coach	Jeremy Jordan	Kehl 304	563-588-8141
Softball	Liz Garthright	MFH G08	563-588-6619
Asst. Softball Coach	TBA	MFH G08	563-588-6619
Volleyball, Men/Women	Chris Miron	MFH G08	563-588-6304
Asst. Coach	Joe Collier	MFH G08	563-588-6304



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Dear Student-Athlete,

It is an exciting time to be a part of Clarke College athletics. I hope that you are excited about competing in the National Association of Intercollegiate Athletics (NAIA), the Midwest Collegiate Conference, and the Mid-America Men's Volleyball Intercollegiate Conference.

In 1988, then-president of the University of Notre Dame Theodore M. Hesburgh said "The fundamental difference between intercollegiate and professional athletics is that in college the players are supposed to be students first and foremost." At Clarke, we believe this holds true – and that your experience as a student-athlete contributes to your success as a student.

Not only do we hope you will excel in competition, but we hope your involvement in intercollegiate athletics will help enhance various other skills including time management, teamwork and leadership.

When you graduate from Clarke College, your memories of clinching the big game, scoring the buzzer-beater or winning a conference championship will be fond reminders of your athletic experience. The strength of your character and the knowledge you take forward, however, will lead you through life.

Know that you have our continued support and I wish you the best of luck in your endeavors this season. Go Crusaders!

Sincerely,

Joanne M. Burrows, SC, Ph.D.  
President

## **ACADEMICS AND REGISTRATION**

**Q: What is my main reason for being at Clarke?**

A: Successful completion of an undergraduate and/or graduate degree program should be the primary goal of enrolling at Clarke. Participation in intercollegiate athletics should serve to enhance the accomplishment of this goal while providing opportunities for personal growth and development in related areas. By establishing strong study habits and skills, you can increase your academic performance and achieve your academic goals.

**Q: What are some of these habits and methods?**

A: First, consider your student environment. You will need a place that will encourage concentration while avoiding interruptions. At Clarke you will find this environment in the Library, computer labs, or in campus buildings with space designated for *study*. Develop a *daily routine* with adequate time scheduled for handling your assignments. The rule of thumb is, "for every hour spent in the classroom, you should plan at least two hours of study apart from the classroom." If you need assistance, contact your coach or instructor for further recommendations. The purpose is to learn and comprehend. We want you to be successful!

### **Here are some more suggestions:**

1. Attend class regularly!
2. Review lecture material before class to familiarize yourself with the subject matter. Take notes and review them after class. Highlight all chapters and answer questions at the end of chapters regardless if they have been assigned.
3. Establish friendships and camaraderie with your classmates. When necessary or helpful, study together.
4. Participate in class discussions and hand in assignments on time.
5. Work for progress in classes with the same intensity you display in athletic competition.
6. Advise professors well in advance of absences due to athletic competition. Request assignments in advance, and make up all work missed. Be responsible, turn in assignments due to athletic absence before you are asked to do so by your instructor.
7. Take your books on team trips and study on the road.
8. Take pride in your academic achievement and the opportunity for a quality education at Clarke. Make the best of it!

**Q: What if I am absent because of athletic participation?**

A: During your enrollment at Clarke, you will find that most instructors maintain formal attendance records. Professors **require** your attendance.

Periodically, student-athletes must be absent due to travel and away game competition. All schedules and competitions are approved by the Director of Athletics. If you plan to miss class due to athletics, it is necessary that **you** contact your instructor well in advance of the anticipated travel and competition. You should inform the instructor of your commitment to your team and ask for permission to travel. You are responsible for all assignments, lecture notes, and examinations.

**The student-athlete will notify faculty of any impending absences. It is the responsibility of the student-athlete to communicate with his or her instructor so that any work to be missed may be assigned.** Remember, each instructor may be different. Some may give reading assignments and others may require an outline of chapters or an essay. It is ultimately the student-athlete's responsibility to see that these assignments are completed.

**Q: How can I make sure that I am on schedule to graduate?**

A: You should always consult your advisor before registration. After your freshman year (or during the first year of attendance at Clarke for transfer students) you should select a major. You must consult your advisor before registration.

In addition to explaining graduation requirements, your academic advisor will assist you in planning a schedule incorporating classes appropriate to your major. Your academic advisor will also explain alternative programs of study.

**Q: Will anyone be checking my class work during the term?**

A: At any time during the term, your coach may contact your instructors to check your progress. At this time your instructor may have the opportunity to comment on your attendance, test scores, class participation, etc. If progress is unsatisfactory, your coach and academic advisor will be notified.

**Q: What is the best way to register for classes?**

A: You should always register during pre-registration periods. Registration is usually scheduled well in advance of the next semester. You must contact your academic advisor for authorization of your registration schedule. It is important that you follow this procedure because you will stand a better chance of getting the classes you need. It can save you additional course work, time, and money.

**Q: What happens if my GPA (grade point average) falls below 2.0?**

A: To compete in Clarke Athletics, all student athletes must maintain a cumulative GPA of **2.0** or above and a fulltime load of 12 or more credits.

**Q: What should I do if I am doing poorly in a class?**

A: You should maintain open communication lines with your professor from the very first day of class. If you do not comprehend the material being presented then **SEE YOUR PROFESSOR FOR ASSISTANCE IMMEDIATELY.** Do not wait until you have done poorly on an exam before you meet with him or her. Also, keep your coach aware of your progress.

**Q: At what point should I drop a course?**

A: Before you even consider dropping a course, **CONTACT YOUR COACH/DIRECTOR OF ATHLETICS AND YOUR ACADEMIC ADVISOR.** They will advise you about your options. There are many ramifications of your decision to drop a course, athletic eligibility being one of them.

**Q: Are there tutors available for athletes?**

A: Tutors are available for students at Clarke. Arrangements for a tutor may be made through the Learning Center. If you need help, arrange for tutorial assistance early in the semester to maximize your opportunity to comprehend and learn subject matter. Do not wait until the last week of class.

**Further questions?  
Contact the Learning Center  
588-8107**



## NAIA ELIGIBILITY FOR ATHLETICS COMPETITION

**Q: What are our national and regional affiliations?**

A: The Athletic Department has membership in the National Association of Intercollegiate Athletics, NAIA Region VII, the Midwest Collegiate Conference, and the Mid-America Men's Volleyball Intercollegiate Conference. All varsity athletic teams are governed by NAIA, regional, and conference legislation.

**Q: How is my athletic eligibility determined?**

A: The Faculty Athletic Representative and the Registrar have responsibility to monitor academic eligibility of student-athletes. This includes GPA's, terms of attendance, full-time status, and progress toward a degree. Eligibility status is then reported to the Director of Athletics.

**Q: What are my initial concerns academically?**

A: You will be permitted to practice and compete intercollegiately if you qualify according to the NAIA regulations and Clarke academic policies, if you are enrolled as a full-time student, and if you are making progress toward a degree. In order to compete in Clarke athletics, all student-athletes must maintain a cumulative GPA of 2.0 or above.

**Q: How do I maintain my eligibility?**

A: There are four major academic considerations in maintaining academic eligibility.

1. During any semester of competition, you must be registered as a full-time student (12 semester hours of classes or greater). If you drop a class during the semester of competition and become a part-time student, you are no longer eligible to compete and you may lose your athletic talent award;
2. Your overall grade point average at all institutions must be a minimum of 2.000 or greater. However, in order to compete in Clarke Athletics, all student-athletes must maintain a cumulative GPA of 2.0 or above;
3. You must complete 24 semester hours satisfactorily in the calendar year prior to the term of completion in courses credited toward a baccalaureate degree. This does not apply to first term freshmen, who must complete nine hours to be eligible in their second semester;
4. A student-athlete must declare a major prior to his or her fifth semester. Transfer students must declare a major during his or her first year of residence.

**Q: What if I am a transfer student? How am I affected?**

A: Transfer student eligibility is complex requiring an individual determination for each case. A student previously identified with a two- or four-year institution, who then

transfers to Clarke, must complete the Official NAIA Transfer Player Eligibility Statement. The following is a general description of additional regulations that apply to transfer student-athletes.

1. A student who has participated in an intercollegiate contest at the immediately previous four-year institution shall be in residence at Clarke for 16 weeks before being eligible for the sport(s) previously participated in unless the student fulfills all academic requirements of the NAIA including a 2.0 GPA and receives a release from the athletics director at the previous institution;
2. A transfer student from a two-year institution shall not be required to be in residence at Clarke for 16 weeks before being eligible, but must fulfill all academic requirements of the NAIA including a 2.0 GPA.
3. If an institution drops an intercollegiate sport, a student-athlete may transfer immediately and be eligible for competition in that sport provided all institutional and NAIA eligibility requirements are met;
4. A transfer student who has attended several schools (multiple transfers) requires specific interpretation.

**Q: How long may I participate in intercollegiate athletics?**

A: In the NAIA student-athletes may compete for four traditional seasons per sport. Seasons must be completed in ten semesters of full-time enrollment. Summer semesters and semesters in which students attempt less than twelve hours do not count toward the ten semesters. A student-athlete may be granted an additional year of competition within ten semesters of full-time enrollment if the athlete participates in a second sport or for reasons of "hardship," which is defined as incapacity resulting from injury or illness under the following criteria:

1. It is season-ending and verified by a physician, and
2. It occurs when the student-athlete has not participated in more contests or dates than the NAIA limits in the affected sport (see the Director of Athletics).

All requests for hardship and other 5th year opportunities must be directed to the head coach who will make a recommendation to the Director of Athletics.

**Q: I am thinking about playing two sports. Will one sport take precedence over the other?**

A: For student-athletes participating in more than one varsity sport, the following shall apply:

1. If a student-athlete receives no financial aid in either sport, the student may not participate in the second sport until the first sport season (including playoffs) ends;

2. If a student-athlete participates in more than one sport, but receives aid from only one sport, participation is restricted to only the sport providing aid during the season, including all practices and post-season play, except with permission of the first and second coach to participate in other sports;
3. If a student-athlete participates and receives aid from more than one sport, regardless of the level of funding, the student may not participate in the second sport season until the first sport season (including playoffs) ends, unless the coaches of the first and second sports agree that the student can participate during overlapping seasons.

### **Facts about Registration, Credit Hours, and GPA:**

1. During semesters of competition, student-athletes need to be enrolled at Clarke for a minimum of 12 credit hours, excluding remedial courses and courses repeated except those in which you received an "F", and to pass 24 hours during the academic year. Remedial courses not passed must be repeated;
2. If a student withdraws from a course and receive a "WF" (withdraw failing), it counts as an "F" on your record. The last date to receive a "WP" (withdraw pass) is indicated on the academic calendar. An "F" results in no credit, but will be calculated into a student's GPA;

**Q: I am on academic probation, can I still play or practice?**

**A:** Athletes at Clarke are evaluated each semester of competition. When an athlete fails to meet NAIA regulations, competition in games will not be possible. However, student-athletes must continue to participate in practice sessions.

**For More Information on NAIA Eligibility Regulations  
Visit the NAIA website at [www.naia.org](http://www.naia.org)**

## ATHLETIC TALENT AWARDS

**Q: For how long is my athletic talent award good?**

A: A student may receive athletically related financial aid awarded only by an institution's regular financial aid procedure for a maximum period of one year. It is understood that such aid may be renewed for additional, maximum one-year periods by the institution while the recipient is a student with remaining eligibility.

**Q: Can I work while I am on an athletic talent award?**

A: Earnings from an NAIA student-athlete's legitimate off-campus employment, in excess of a full grant-in-aid, will be approved provided that such employment shall not interfere with the obligations required for participating on a particular athletic team and does not violate rules adopted by his or her coach.

**Q: What am I NOT eligible to receive as Financial Aid?**

A: A student SHALL NOT:

1. Accept financial aid from an organization, individual, or agency outside of Clarke College which is based primarily on athletic ability or participation.
2. Receive an extra benefit not available to members of the student body in general.

**Q: What happens to my talent award if I am placed on academic probation?**

A: Student-athletes who are on academic probation may continue to receive their athletic talent award for the subsequent semester as long as they continue to practice.

## PROCEDURE FOR CONSIDERATION OF EXCEPTION TO RELEASE POLICY

Clarke College, like other NAIA institutions, has a **no release policy** for students who commit to and sign athletic talent award agreements for supporting their educational endeavors at our institution. This policy provides for support and sound planning that is beneficial to each student-athlete, their team, and the College's overall athletics program.

Exceptions to the no-release policy are rare and considered only under extenuating circumstances. Students who desire consideration for an exception to the policy are required to follow the procedure outlined below.

1. Students shall not make contact or discuss a possible release with other educational institutions without prior written permission by the Director of Athletics. Permission is requested to the head coach who in turn makes a recommendation to the Director of

Athletics. Specific reasons that are considered extenuating should be clearly stated in the student's request for permission to contact.

2. If the coach's recommendation is positive, and the Director of Athletics is in agreement, the Director of Athletics will provide a written statement to the student granting permission to make such contact with another educational institution.
3. If the coach's written recommendation is negative and/or the Director of Athletics is not in agreement, the decision is final and not subject to appeal.

## **ATHLETIC TRAINING**

**Q: Who are the people that comprise our medical staff and what is my obligation to them?**

A: The staff consists of athletic trainers, assistant athletic trainers, and students. The decision whether the athlete can participate due to an injury or medical problem is that of the athletic trainers and/or Director of Athletics. Failure to comply with these decisions shall relieve the medical staff and the athletic training staff of any further responsibility to the injured or ill athlete.

**Q: What is the importance of medical records?**

A: The medical records are the responsibility of the athletic training staff and the athletic office. Each coach submits to the athletics office a complete list of all potential athletic squad members prior to the start of the first official practice session.

**Q: Are my medical records confidential?**

A: Medical information will not be released to the press without the approval of the Director of Athletics or athletic trainers. Any information released by the athletic training staff or the head coach concerning an injury must be accurate and brief.

**Q: Who can use the athletic training facilities?**

A: The athletic training room facilities are primarily for use by the athletes participating in intercollegiate athletic programs and by Clarke for the evaluation and treatment of injuries to student-athletes. The athletic training facilities are also available to visiting teams on a reciprocal basis. In the case of an emergency involving an injured person outside the Clarke athletic program, first aid will be administered and the person will be encouraged to seek further medical treatment, as appropriate. No other treatment or diagnosis will be offered other than immediate first aid.

**Q: When is the training room open?**

A: The hours for the athletic training room are posted. The hours will normally be until the last athletic event is completed in the evening. The athletic training room will be open before practice begins and will remain open until practice ends. Athletic training room rehab hours are posted in the athletic training room.

When the athletic training room is not in use, the facility will be locked. These facilities are under the direct supervision of the athletic trainers and staff, and no one else is allowed to use this facility without the knowledge and approval of the athletic trainers.

No athlete or patient will be allowed in the athletic training room without supervision while being treated. All therapeutic modalities must be operated by the athletic training staff.

## **INSURANCE**

**Q: Does Clarke provide insurance for its athletes?**

A: Clarke College provides insurance coverage for certain types of medical injuries. The current policy described below will be implemented if the required procedures and policies are met. All other injuries not specified in the policy are the responsibility of the athlete's personal insurance.

**Q: What is covered?**

A: The policy is designed to pay medical expenses which arise due to ACCIDENTAL INJURIES which occur while participating in regularly scheduled, supervised and sponsored games and practices, or while participating in other Clarke Athletics Department sponsored activities. This insurance is SECONDARY INSURANCE. It is a comprehensive medical policy paid out after the student's primary insurance is paid and deductible is met.

**Q: What is not covered?**

A:

1. Pre-existing conditions.
2. Any injury that is not deemed accidental. If there is no accidental injury, there will be no benefits.
3. Injuries occurring in a non-supervised situation or non-athletic practice or game.
4. Contact lens or glasses-lost or broken.
5. Illness.

**Q: What is the NAIA catastrophic policy?**

A: Clarke College subscribes to an NAIA policy designed to cover catastrophic injuries which might occur while participating as a team member at a game or practice session scheduled by Clarke.

**Q: What should I do if I am injured?**

A: When a player is injured during practice or competition, he or she must be seen by the athletic trainer who will evaluate the injury and make referrals, if needed, to a designated physician for treatment. The evaluating athletic trainer will fill out an injury evaluation form.

IF AN INJURY IS NOT REPORTED TO AN ATHLETIC TRAINER AND AN INJURY REPORT FORM IS NOT SIGNED WITHIN 60 DAYS OF THE ACCIDENT, THE ATHLETE WILL RISK NOT BEING VERIFIED FOR INSURANCE COVERAGE.

**Q: I understand this will be billed to me. What do I do with the bill?**

A: Upon receiving the bill for the treatment, the athlete will file the claim with his or her personal insurance first and request a copy of the "Explanations of Benefits" from the insurance company. The balance of the bill, explanation of benefits, and a completed claim form (obtained from the Athletic Office) must be submitted to First Agency, Clarke's secondary insurance company within 52 weeks of the accident.

If the previous steps are followed, the Clarke athletic insurance will become the secondary insurance and the balance of the bill will be filed under it.

The Athletic Department will not be responsible for any expenses incurred for an examination by a consultant or treatment by a medical professional if these procedures are not followed.

**Further questions?  
Contact Curt Long, Director of Athletics  
(563) 588-6462**

## TEAM RULES AND DISCIPLINE

Generally, Crusader team rules support the need for proper diet, adequate rest, and clean living habits. To meet the expectations stated in the mission and purpose of the college, the following general rules have been adopted. **Additionally, rules for each team will be provided by their respective coaches.**

1. Maintain conduct that is a credit to yourself, your teammates, your coaches, and Clarke College.
2. Do not show disrespect to your coaches, teammates, opposing players or staff members, officials, or anyone in the Clarke community.
3. Be an ideal student; do not miss class. Give 100% in your class work.
4. Student-athletes at Clarke College may not abuse prescribed drugs and may not use tobacco, alcohol, or banned substances while representing their team. (See **ATHLETICS SUBSTANCE ABUSE POLICY STATEMENT** – Appendix A). Any misconduct in these areas could result in discipline up to and including dismissal from the athletics program, removal of talent award, and/or expulsion from school.
5. Keep a neat appearance by being neatly dressed and well groomed. Clothing with unacceptable advertisements is not allowed. (i.e.: alcohol ads, obscene language or logos).
6. Take criticism in a constructive way without alibis or sulking.
7. Refrain from using obscene language, gestures, or taunting.
8. Lying and stealing will not be tolerated.
9. Teamwork is essential. Unselfish play and team spirit are the foremost essentials for a successful team.
10. Abide by rules and regulations established for all students whether a commuter or resident student at Clarke.
11. Academic eligibility must be obtained after each semester.
12. Violation of the above rules or those established by a particular will be grounds for review of your membership on a team.

## TRAINING RULES AND BEHAVIORAL GUIDELINES

## **Training Rules**

The following shall serve as general training rules for student-athletes. More specific training rules may be in effect for individual teams:

1. A student-athlete is prohibited from using drugs, except those prescribed by a physician;
2. The use of alcohol and tobacco in any form by a student-athlete is prohibited while representing their team and Clarke College;
3. A student-athlete should strive for adequate sleep each night, to eat balanced meals at regular hours, and to take proper care of his or her physical and mental health;
4. A student-athlete must report all injuries, no matter how insignificant they appear, to their coach and athletic trainer immediately;
5. A student-athlete should go full speed in practice. This will improve his or her level of conditioning and reduce the chance of injury;
6. A student-athlete will exercise proper respect for coaches and teammates. Mutual respect creates an atmosphere of harmony and contentment.

## **Dress and Behavior**

Each student-athlete is a representative of Clarke and is expected to conduct him or herself properly at all times. Behavior on and off the playing surface reflects on the college and team. Each student-athlete should comply with the following:

1. Conduct him or herself properly when seated on the bench or on the sidelines. In case of a disturbance which results in a discontinuation of play, report to his or her bench area immediately;
2. Keep all language clean on the playing surface, in the locker room, and in public;
3. Adhere to travel arrangements, meal times, and curfews established for each contest;
4. Take pride in his or her personal appearance;
5. Respect the flag during the playing of the National Anthem;
6. Remain with the team at all times on road trips except under circumstances approved by the head coach;

Violations of any of the above rules regarding training and general behavior may result in the application of sanctions up to and including dismissal from the athletic program and loss of financial support.

## **Travel**

Student-athletes are responsible for conducting themselves and dressing appropriately during travel. They are responsible for care of their equipment and academic work missed as a result of the team's travel.

It is the student-athlete's responsibility to notify professors of any absences. Students are urged to bring textbooks on road trips.

Student-athletes traveling under the sponsorship of the college normally eat as a team as required through arrangements of the coaching staff. For cash allowances, each athlete is responsible for signing a meal money acceptance form.

Personal health and safety are important. Student-athletes must abide by team rules and remain with the team, except under special circumstances approved by the coach.

## **Hazing**

In years past, hazing practices were typically considered harmless pranks or comical antics. Today we know that hazing is experienced in school groups, college organizations, athletic teams, the military, and other social and professional organizations.

"Hazing" refers to any activity expected of someone joining a team (or to maintain status on a team) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

1. The Athletics Department recognizes that the most important objectives of participation in athletics are development of team spirit, social bonding, tradition, and achievement of common goals.
2. Any activities which fall within the definition of hazing as above are prohibited and may cause students to be dismissed from their team; to lose their talent award; and/or to be permanently disqualified from the athletics program.
3. The Athletics Department makes the following guidelines available to its teams:

- A. Teams may decide to conduct activities that will encourage closeness of its members. Participants will take an active role in outlining, developing, and conducting desirable activities;
- B. New team members will be allowed to participate in the selection and make-up of a team activity;
- C. Activities will have the coach's prior approval. The head coach will be responsible for supervision of team activities;
- D. Alcohol is not to be permitted at any team activity;

## **Grievances**

The first step in settling any grievance is to deal directly with the parties concerned. Therefore, if an athlete has a problem, he or she should first attempt to solve the problem with an open and honest discussion with the other party, be it a coach, a teammate or any other individual. If that does not work, then a third party might be sought out depending upon the nature of the case such as the coach, Director of Athletics, Faculty Athletics Representative, or academic advisor.

## **Residence Life**

Student-athletes living on campus follow the same residence life policies as non-athletes. *It is the responsibility of student-athletes to familiarize themselves with the terms of their residence life contract and with college residence rules and regulations.* It is also important that close attention is paid to periodic announcements by residence life staff.

## EQUIPMENT REGULATIONS

1. Equipment will not be issued until you have completed medical questionnaires, provided medical insurance information, and received a physical examination. You must be in good standing at the college and enrolled as a full-time student.
2. No equipment is to be removed from authorized areas. Usage is restricted to practice and games.
3. Equipment will likely be distributed based on seniority.
4. You are responsible for equipment issued to you. You **will be charged** the replacement price of equipment not returned and/or for damages due to neglect, loss, or theft.
5. Equipment damaged due to usage, not neglect, will be repaired if possible, and returned to you.
6. On road trips, you are responsible for packing your equipment and insuring its safe return to the team manager or coach.
7. You should report any equipment problems to the coach as soon as possible. This includes defective equipment, theft or inadequate protection.
8. At the conclusion of the season, all equipment will be inventoried, laundered, and repaired for the next year by the coaching staff. Equipment cannot be checked out by the team members during the off season, except in special situations. Procedure for this situation includes a letter of request from the student-athlete to his or her coach for consent.

**Q: Is all our equipment provided by the Athletic Department? Do we get to keep it?**

**A:** The Athletics Department regularly purchases a tremendous amount of equipment each year. All equipment is the property of the Athletics Department and Clarke College. All equipment must be returned after the sports season and accounted for by the coach.

Each head coach may select a team equipment manager to assist in issuing, repairing, and inventorying of specific sports equipment. Team managers may also have other responsibilities as designated by the head coach, such as laundering uniforms and assisting the athletic trainer.

## **ATHLETIC ADVISORY COMMITTEE**

The Athletic Advisory Committee reviews, assesses, and makes recommendations to the Director of Athletics in matters relative to intercollegiate athletics. The committee consists of faculty, staff, and student-athletes. The members are approved by the president.

## **SPORTS INFORMATION**

The Sports Information Department connects the Athletic Department with the media and the public. Cooperation from student-athletes is essential.

Under the Family Educational Rights and Privacy Acts of 1974, student-athletes are asked to complete and sign a personal information form (Appendix B). In signing this form, the student-athlete consents to the dissemination of personal information for the purposes of public relations and press releases to the media. Student-athletes may also be asked to speak with the media, various civic groups, etc.

## **CHEERLEADING AND DANCE TEAMS**

Each year cheerleading and dance team tryouts are conducted by their head coach. Members are selected by a system established by the head coach that includes evaluating academic progress, attitude, and specific athletic skills. Their responsibilities include being in good academic standing, attending all practice sessions, representing Clarke, and supporting athletics in a positive manner.

Cheerleading and dance team members can expect to perform at designated home games as assigned. They will also participate in college and community events.

## **MASCOT**

The Clarke mascot makes appearances both on and off campus, representing the Athletics Department and Clarke College.

## **INDIVIDUAL AND TEAM AWARDS**

Team awards will be presented to student-athletes and athletic support personnel by their coach in honor of their participation in an intercollegiate sport or support group at the conclusion of their season. Each person honored must have met all academic and team requirements set by the coach and the Athletic Department and have excelled in the individual area as specified. Such categories might be sportsmanship, overall improvement, and in a number of statistical areas appropriate to that sport (points scored, assists made, etc.). The Athletics Award Ceremony is typically held the Sunday prior to finals during the spring semester.

## **Appendix A**

### **CLARKE COLLEGE ATHLETICS SUBSTANCE ABUSE PROGRAM**

#### **I. SUBSTANCE ABUSE POLICY STATEMENT**

Clarke College is dedicated to promoting and preserving the integrity of athletics for the benefit and welfare of student-athletes. Consistent with that goal, Clarke College is concerned about and resolved to support definitive actions designed to assist student-athletes striving to cope with escalating substance abuse problems in our society. These substance abuses center on drugs, alcohol, and tobacco.

Clarke College also recognizes that in the highly competitive world of college athletics the pressure to succeed is tremendous. As a result, the temptation to use allegedly performance enhancing drugs and other controlled substances is ever-present. The use of drugs creates a very real danger to the health of the student-athlete. Furthermore, the intense pressure to succeed often results in the exploitation of student-athletes who may be pressured by others to take drugs in order to enhance their athletic performance.

The objective of Clarke's policy is to promote an environment free of substance abuse within the intercollegiate athletic program. Its purpose is to prevent an unfair competitive edge by those who abuse certain chemical substances, to protect the health and safety of all competitors, to contribute to the education of student-athletes, and to maintain appropriate standards of behavior and integrity within intercollegiate sports.

All athletes must abide by the rules and regulations of the substance abuse policy. A signed form by the student-athlete will be considered affirmation to the student-athletes' agreement to the terms and conditions contained in the policy.

#### **II. CLARKE COLLEGE ATHLETICS SUBSTANCE ABUSE POLICY**

Student-athletes at Clarke College may not abuse prescribed drugs and may not use tobacco, alcohol, or banned substances while representing their team. Banned substances are listed on the National Collegiate Athletic Association website ([www.ncaa.org/health-safety](http://www.ncaa.org/health-safety)). Clarke College reserves the right to randomly test individuals.

Student-athletes at Clarke College who violate the college athletics substance abuse policy and/or are charged or convicted of local, state, or federal statutes will be subject to athletics department disciplinary actions as well as penalties imposed by the college and the courts. Disciplinary actions may include the following:

1. Participation and satisfactory completion of disciplinary work service
2. Successful completion of alcohol/drug education/assessment class
3. Suspension from team
4. Loss of athletic talent award
5. Dismissal from team

#### **III. EDUCATIONAL PROGRAMS**

Education and counseling are the cornerstones of the program. Programs offered by Health Services, Counseling, Residence Life, Student Life, and the Student Athlete Advisory Committee are designed to inform coaches, student-athletes, and other students associated with the Clarke College athletic program including student managers, athletic trainers and cheerleaders to the potential harm from substance abuse.

#### **IV. SAFE HARBOR**

Any student-athlete, in strict confidence, may advise any coach, Athletic Director or athletic trainer that he or she has a drug/alcohol use/abuse problem without fear of jeopardizing his/her athletic eligibility or athletic talent award provided:

1. Such disclosure is full, complete and made freely.
2. He or she agrees voluntarily to submit to and complete a drug counseling and rehabilitation program approved by the College.
3. He or she agrees to voluntarily suspend all athletic participation for a period to be determined.

**Appendix B**

**Clarke College Athletics Substance Abuse Policy Form**

This form **must** be signed and on file in the Athletic Office before any student-athlete will be able to participate in any intercollegiate athletic activities.

I, the undersigned, by my signature, acknowledge having read with understanding the CLARKE COLLEGE ATHLETICS SUBSTANCE ABUSE POLICY in its entirety. I certify by my signature that I consent to testing for the presence of banned substances in accordance with the Clarke College Athletics Substance Abuse Policy. I also fully understand that if I fail to adhere to the policies and behavior expectations of this policy, I may be suspended from participating in competition and/or practice, and may have my athletic talent award revoked.

Date \_\_\_\_\_

\_\_\_\_\_  
Student Athlete

\_\_\_\_\_  
Parent(s) or Legal Guardian  
Signature (if under age 18)

**Family Educational Rights and Privacy Acts of 1974  
Consent Form**

I, \_\_\_\_\_, in signing this form under the Family Educational Rights and Privacy Acts of 1974 grant permission to Clarke College to disseminate personal information for the purposes of public relations and press releases to the media, and to speak to my parents and/or guardians in the event of discipline issues, academic, and/or medical problems. I understand that my consent assists the athletics department in the areas of public relations, community support, and communication with family members.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**RESPECT ♦ INTEGRITY ♦ RESPONSIBILITY ♦ SERVANT LEADERSHIP ♦ SPORTSMANSHIP**  
23500 W. 105th Street ♦ Olathe, KS 66051-1325 ♦ [championsofcharacter.org](http://championsofcharacter.org)  
(913) 791-0044 ♦ [championsofcharacter@naia.org](mailto:championsofcharacter@naia.org)

**Champions of Character - Student-Athlete Pledge**

Each game and practice I participate in will provide me with an opportunity to be a Champion of Character. I pledge, as an NAIA student-athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates, and myself by: **respecting** my opponent, the officials, my teammates, my coach, myself and the game; taking **responsibility** for my actions in all areas of my life; having the **integrity** to stand by my word; providing **servant leadership** where I serve others while striving to be a personal and team leader; and being an example of **sportsmanship** by holding myself to the highest standards of fair play.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Sport