

Linfield College
Student-Athlete
Handbook
2008-2009

Revised
August 2008

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Preface

The Student-Athlete Handbook provides student athletes and prospective student athletes with the rules, regulations, and requirements of the NCAA, NWC, and Linfield College.

The Student-Athlete Handbook is formulated by the Athletic Director and Student Athlete Advisory Committee (SAAC) in conjunction with faculty and coaches and complies with the Linfield College Intercollegiate Athletics Policies and Procedures Manual.

This Handbook will be subject to an annual review by the SAAC under the supervision of the Athletic Director and will be published in August of each calendar year.

Mission Statement

The Linfield College Intercollegiate Athletics program strives for regional and national excellence in athletics while maintaining a high standard of academic excellence among all student athletes. It is our goal to provide equal opportunities for participation in intercollegiate athletics for both men and women while fostering the educational achievement of our athletes and the academic integrity of Linfield College.

The Intercollegiate Athletics Program at Linfield has a rich tradition of competition and achievement. Many of our student-athletes have achieved recognition for excellence in their respective sports. Linfield has won team national championships in football and baseball. Individual or event national championships have also been won in swimming and track and field.

We currently offer sports for men in baseball, basketball, football, soccer, swimming, track and field, cross-country, tennis and golf. Women's sports include basketball, volleyball, swimming, soccer, lacrosse, softball, track and field, cross-country, tennis and golf.

We are especially proud of our academic success of our student-athletes. The comprehensive advising efforts of coaches and staff produce consistently high graduation rates.

The operation of Intercollegiate Athletics is centralized in the Health, Human Performance and Athletics (HHPA) Complex, which contain classrooms and offices.

The Intercollegiate Athletics Program, as an integral part of Linfield College, considers its mission to:

1. Emphasize to all student-athletes the importance of a college education.
2. Ensure steady progress toward graduation by counseling each student-athlete yearly on this subject.
3. Emphasize honesty and fair play in athletic competition.
4. Demand acceptable behavior both on and off the playing field.
5. Encourage student-athletes to apply these principles in all aspects of their lives.

Purpose & Philosophy of the Intercollegiate Athletics Program

Our major goal is to establish and maintain an Intercollegiate Athletics Program for students at Linfield College and to serve the best interests of the college based upon high standards of scholarship and sportsmanship. The program strives to assist individuals in attaining intellectual, social, physical, and athletic excellence.

Coaches and staff must perform their responsibilities with integrity and model proper conduct at all times. Student-athlete, coaches and staff must uphold the principle of fair play and follow a code of ethics associated with wholesome, competitive sports consistent with the mission and values of Linfield College.

Team Image

1. Athletes reflect the coach and the college they represent. They should be well-behaved, appear neat, maintain good attitudes, work hard, refrain from swearing, and respect others. Coaches may ask student-athletes to comply with team oriented appearance guidelines as a part of the image they want represented in their specific programs.
2. Communications with officials or opponents are to be done respectfully and tastefully. Rude gestures and taunting are not to be tolerated.
3. Athletes with marginal or negative attitudes can ruin team morale. They may need to be dismissed from the team if they cannot contribute to the primary goals of the program.
4. Though a student athlete's season may be completed or eligibility exhausted, they are still associated and viewed as a student-athlete of their specific sport. Improper conduct outside the sport season can be detrimental to Linfield athletics and the College as an institution.

Code of Conduct and Sportsmanship

Linfield College and the Department of Athletics requires all student-athletes, coaches, trainers, and staff to conduct themselves in a manner which creates a positive image of the people, values, and traditions associated with the College and the department.

Student-athletes are subject to the provisions of the Linfield College Intercollegiate Athletics Policy and Procedures Manual, Linfield Student Handbook, The Student-Athlete Manual and all disciplinary procedures which apply to all students at Linfield College. Further, all student-athletes are subject to the rules and regulations of the NCAA III covering unethical or unsportsmanlike behavior and other specified misconduct.

Student-athlete behavior reflects on themselves, their team, the coach, the athletic department, the administration, and anyone who has ever been or will be a student-athlete at Linfield College. With this in mind, it is extremely important that all athletic representatives of the college recognize the importance of their responsibility for good conduct and sportsmanship both on and off the competition venues. **Negative representation brought forth on public accessed web sights will not be tolerated and will dealt with as a violation of the athletic Code of Conduct.**

In addition, student-athletes will be expected to adhere to all team rules set forth by their coaches. If a problem arises it is expected that the student-athlete will address the issue with the coach directly. **The student-athlete should address questions regarding participation or status on a team with their respective head coach. Parent involvement is not expected unless they feel the safety of the student-athlete is an issue. Please take time to address this issue with your parents.**

HAZING

The Intercollegiate Athletics Program will not tolerate hazing. State law prohibits hazing and violations may result in a personal fine of up to \$1000 to the coach and/or player(s) involved. Other criminal charges, such as assault, may be filed.

Disciplining of Student-Athletes

The head coaches of each sport are responsible for monitoring the actions of their team members. Discipline of athletes is the responsibility of the head coach in consultation with the athletic director or appropriate assistant director. Athletes may be removed from their teams for conduct detrimental to their teams or the college.

1. Any disciplinary action by a coach restricting a team member from practice or competition shall be reported in writing to the athletic director within 24 hours.
2. Possible suspension or dismissal of any team member by a coach is to be discussed with the athletic director prior to disciplinary action being taken. Reasons for dismissal or suspension must be adequately documented and reported in writing to the athletic director.
3. No statement will be given to the news media concerning the disciplining of any team member before being cleared with the athletic director. If a statement is necessary, it will be released through the sports information director.

Substance Abuse (Alcohol, Drugs, Tobacco)

The Intercollegiate Athletics Program at Linfield insists that in order to participate at peak performance levels in academics and athletics, individuals must abstain from the misuse of any mood-modifying drugs. Use of these drugs has been shown to have negative effects both physiologically and psychologically. Because the psychological and social reasons for misusing mood-modifying drugs are magnified in the college setting, athletes should abstain from their use and thereby serve as role models for the general student population. Participation in intercollegiate athletics is a privilege and may be forfeited by a violation of this policy. All Linfield students are also subject to policies on drug abuse set forth in the student handbook. All student-athletes must comply with NCAA regulations regarding banned supplements and medications. If the student-athlete has any questions regarding these substances, they can obtain information from any of Linfield's Certified Athletic Trainers. The following policies and sanctions apply to all **students** participating in intercollegiate athletics:

1. In the interest of the personal health and safety of athletes competing for Linfield College in its Intercollegiate Athletics program, and in the interest of fair and sporting competition, the Program does not condone substance abuse or illegal use by athletes, nor does it endorse or permit the use of illegal performance affecting substances.
2. The program bans the use of tobacco by athletes from all practice and competition, as well as within its buildings and associated playing facilities. It further bans the use of alcohol during the student-athletes sports season.

When these rules are violated, disciplinary action will be meted out according to the following guidelines:

1. During the sport season:

Any athlete using alcohol, smoking, misusing drugs, or using smokeless tobacco will be in violation of Linfield Athletics training policies. The person(s) involved will be suspended from the team until a hearing is conducted with the athlete, head coach and the athletic director, with the provision for appeal depending on the nature of the abuse and extenuating circumstances. A written report will be filed with the athletic director by the head coach of the athlete in question. Disciplinary action will include **one** or **more** of the following measures after a meeting of the athlete's head coach and the athletic director has taken place.

- A. Warning
- B. Probation
- C. Requirement of an evaluation by a certified professional, and a follow-up treatment as prescribed.
- D. Requirement to complete an educational activity.
- E. Requirement to participate in other special educational programming.
- F. Separation from the team.

2. Outside the sport season:

Any athlete abusing alcohol or using banned drugs, will be subject to disciplinary action. This action will include **one** or **more** of the following measures after a meeting of the athlete's head coach and the athletic director has taken place.

- A. Warning
- B. Probation (through the next season of participation)
- C. Community service in drug, alcohol or tobacco awareness.
- D. Requirement to complete an educational workshop.
- E. Requirement of an evaluation by a certified professional, and follow-up treatment as prescribed.
- F. Separation from the team. (For the next season of competition)

Treatment of Athletes Charged with Criminal Conduct

Upon being formally charged by a district attorney's office, or the public prosecuting agency of any state, with a crime of shoplifting, class A or B misdemeanor, or felony, the following action will be taken by the Intercollegiate Athletic Program:

1. Upon being formally charged, the athlete will immediately be placed on athletic probation and suspended from the team until the matter has been reviewed by the Athletic Director and the athlete's sport coach(s). The purpose of this suspension is to enable the athlete to devote time and energy to resolve the criminal matter at hand, continue academic progress and allow school officials to determine appropriate course of action. The Athletic Director in consultation with the sport coach(s) will determine whether any level of suspension will be continued or if participation will be allowed while the student is on athletic probation. Whether suspension occurs during the season or outside the season, athletes shall not be permitted to practice or meet on a formal basis with their team without authorization from the Athletic Director. The coach and athlete may meet at any time in an effort to assist in resolution of the problem.

2. The Athlete will remain on athletic probation, on the team in question, or any other intercollegiate athletic team at Linfield, until the matter has been fully resolved.

3. If the Athlete is found guilty, or pleads guilty to shoplifting or any class A or B misdemeanor or felony, the athlete may be dismissed from the team for the remainder of the season. If

the incident occurs out of season the Athletic Director after consultation with college officials will determine whether the athlete will be allowed to participate in their next sport season. If the matter results in something less than a guilty verdict by a court or jury, then the head coach and athletic director will decide on the athlete's status and relation to the Intercollegiate Athletic Program.

Academic Standards and Eligibility

Academic Standards and Eligibility

Academic Standards

Student-athletes attend Linfield College to acquire a strong education and to attain degrees in their chosen fields. We therefore recruit student-athletes who demonstrate high ideals in educational and athletic goals. We subscribe to the academic requirements of Linfield College, NCAA and NWC. Academic standards and requirements for student-athletes will be consistent with those standards described in the Linfield College Course Catalog.

Academic Eligibility for Participation and Competition in Intercollegiate Athletics:

- **Full-Time Status**
A student-athlete (SA) must be enrolled in at least 12 credit hours of academic course work during the term(s) to participate in intercollegiate athletics at Linfield College. However, a SA may enroll for less than 12 credit hours during the term in which athletic participation occurs if the academic course work leads to completion of degree requirements at Linfield College and the term is their final term at Linfield College.
- **Seasons of Participation and Maximum Terms of Attendance**
SA's may participate in a maximum of 4 seasons of competition in any one sport. Additionally, each SA will complete their seasons of participation during the first 10 terms (semesters) in which the SA is enrolled in a collegiate institution for at least a minimum full-time program of study, as determined by the regulations of Linfield College.
- **Satisfactory Progress**
Each SA must demonstrate adequate progress toward earning their academic degree at Linfield College. Accordingly, SA's must earn a minimum number of credit hours given the number of seasons of competition, including the current season, completed at all colleges or universities attended. The satisfactory progress requirements appear in the table below:

| Number of Seasons of Competition <u>including the Current Season</u> | Minimum Number of Credits Earned <u>to be Academically Eligible to Compete</u> |
|---|---|
| 1 | 0 |
| 2 | 24 |
| 3 | 48 |
| 4 | 72 |

SA's that transfer to Linfield College may receive credit for course work completed at other accredited colleges or universities per the Transfer Credit policies outlined in the Linfield College Course Catalog. Transfer Credit may be granted if the courses are comparable to courses listed in the Linfield College Course Catalog, numbered 100 level or higher, and the grade earned is C or higher (i.e., no transfer credit will occur for grades earned of C- or lower). Transfer SA's will be held to the same standards for demonstrating Satisfactory Progress toward a degree at Linfield College as non-transfer SA's.

- **Minimum GPA**
Each SA must maintain a 2.0 cumulative GPA at Linfield College to be academically eligible to participate in intercollegiate athletics.

- **Students on Academic Probation**

SA's on academic probation are immediately athletically ineligible and may neither participate nor compete in intercollegiate athletics until the student has achieved good academic standing at Linfield College and academic probation has been rescinded.

- **Disciplinary Probation**

All student-athletes who are placed on disciplinary probation by the institution will have a mandatory meeting with the athletic director and sport coach to develop a plan of assistance if it's determined necessary.

Criteria for Letter Awards

| <u>Sport</u> | <u>Varsity</u> | <u>Junior Varsity</u> |
|-----------------------|---|--|
| Baseball | pos. players: 25% of varsity games Pitcher: 12.5% of varsity games | Stay out for entire season |
| Men's Basketball | Play in 33% of varsity games | Stay out for entire season |
| Women's Basketball | Play in 33% of varsity games | Stay out for entire season |
| Men's Cross Country | Top 10 competitors | Stay out for entire season |
| Women's Cross Country | Top 10 competitors | Stay out for entire season |
| Men's Golf | Play in 2 matches if more than 6 participants out | Stay out for entire season |
| Women's Golf | Play in 2 matches if more than 6 participants out | Stay out for entire season |
| Women's Lacrosse | Play in 40% of varsity matches | Stay out for entire season |
| Men's Soccer | Play in 40% of varsity matches | Stay out for entire season |
| Women's Soccer | Play in 40% of varsity matches | Stay out for entire season |
| Softball | Play in 25% of varsity games | Stay out for entire season |
| Men's Swimming | Make 85% of all practice sessions | Under 85% and stay out for entire season |
| Women's Swimming | Make 85% of all practice sessions | Under 85% and stay out for entire season |
| Men's Tennis | 12 Total points on season 1 point given for each varsity match .05 pt for each set won in con. tourn. | Stay out for entire season |

| | | |
|-----------------------|---|----------------------------|
| Women's Tennis | 12 Total points on season 1 point given for each varsity match .05 pt for each set won in con. tourn. | Stay out for entire season |
| Men's Track & Field | Must meet NWC qualification standards | Stay out for entire season |
| Women's Track & Field | Must meet NWC qualification standards | Stay out for entire season |
| Volleyball | Play in minimum of 1 varsity match | Stay out for entire season |

Medical Issues

General

The formal medical care of the intercollegiate athletes at Linfield College will be the responsibility of the team physician(s) designated by the College, in conjunction with the athletic training staff.

Only the team physicians or athletic training personnel may be involved in the medical care of intercollegiate athletes on the Linfield College campus.

No health care provider, other than the team physicians or athletic training personnel, may be present in the Treatment Center, in the locker room, on the bench or sideline without the expressed consent of the team physician and/or athletic trainers.

The team physicians, in consultation with the athlete, the athlete training personnel, and the coaching staff will make the final decision regarding an injured athlete's return to participation in sports activity. If the team physician is unavailable, a certified athletic trainer will make this decision. Although the athlete may be involved in the decision making process, the athlete does not determine his or her playing status medically.

When an athlete is formally referred to an off-campus health care provider other than the team physicians, the provider, as is the case of the team physicians, will provide written information to the referral source regarding the diagnosis, the plan of treatment, and the anticipated return to sport participation. This referral source should ordinarily be the head certified athletic trainer.

Other health care providers are encouraged to communicate with the team physicians.

Insurance

Verification of adequate insurance coverage must be filed with our certified athletic trainers prior to the athlete's first practice. Waiver forms and/or documentation of purchased insurance must be turned into that office.

Students who do not have insurance coverage must purchase an outside policy for their respective sport seasons, which cover athletic injuries. It is extremely important that you evaluate your insurance policy carefully to determine if it provides the type of coverage you will need. The college business office or one of the certified athletic trainers will help athletes handle this.

Student health insurance offered by the college does not adequately cover athletic injuries. Coaches cannot permit any athlete to participate without insurance coverage.

Physical Evaluation Policy

All athletes must have either a pre-participation physical examination or health appraisal on file with the head certified athletic trainer before they will be permitted to participate in any practice and/or competition. Coaches are not allowed to permit any student-athlete without medical clearance to participate. The responsibility for attaining medical clearance for participation rest solely with the student-athlete.

The student-athlete must secure his/her own pre-participation physical examination from an MD or DO of his/her choice upon entrance to Linfield College's intercollegiate athletics program. Linfield College will provide the student-athlete with the pre-participation physical evaluation form. The student-athlete is responsible financially for the physical examination.

Subsequent to the initial medical examination, a health appraisal will be given annually by the athletic training staff. If any health problems are detected during the health appraisal, the student-athlete will be referred to an MD or DO for further evaluation and medical clearance. The student-athlete will be financially responsible for the medical evaluation.

The Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athlete representatives. The SAAC is an excellent vehicle to promote communication between the athletics administration and student-athletes.

The membership of the SAAC is representative of the diversity of the student-athlete population and involves representatives from every sport. Each member serves as a liaison between the committee and his or her individual team.

The duties of the SAAC include the following:

- Generate a student-athlete voice within the department
- Organize and involve student-athletes in community service efforts
- Plan and organize student athletes to help administer the Linfield Athletics Hall of Fame Banquet

2008-2009 SAAC

2008-2009 Officers

| | |
|-----------------|-----------------|
| President: | Kate Franklin |
| Vice President: | Dan Lever |
| Secretary: | Kelli Gillespie |

Sport

2008-2009 Representative

| | |
|------------------------|--|
| Baseball | Reese McCulley & Cameron Larson |
| Basketball, Men's | John Weber & Drew Schroeder |
| Basketball, Women's | Stephanie Fennimore & Brianne Reichelt |
| Cross Country, Men's | Chris McIssac & Shawn Fisher |
| Cross Country, Women's | Jasmine Klauder & Frances Corcoran |
| Football | Dan Lever & Bryce Comfort |
| Golf, Men's | Tyler Nelson & Andrew Fitch |
| Golf, Women's | Alicia Zook & Kelsey Chance |
| Lacrosse, Women's | Samantha Smith & Jamie Mertz |
| Soccer, Men's | Spencer Winter & Roland Mason |

| | |
|-------------------|-------------------------------------|
| Soccer, Women's | Kelli Gillespie & Sara Blake |
| Softball | Samantha Van Noy & McKensie Booth |
| Swimming, Men's | Reid Standlee & Andrew Pohl |
| Swimming, Women's | Rose Hollingsworth & Felicia Weller |
| Tennis, Men's | Matt Kauffman & Nick Ruess |
| Tennis, Women's | Sallie Katter & Sarah Click |
| Track, Men's | Josh Lovell & Gabe Haberly |
| Track, Women's | Kate Franklin & Laura Sibley |
| Volleyball | Stephanie Purser & Hannah Veley |

General

Travel

All traveling expenses are paid by Linfield College athletics. Student-athletes choosing not to travel with their respective teams must sign a travel waiver form which may be obtained from their head coach (if head coach gives permission) or the athletic director prior to departure. Those athletes under age of 21 must have parent's signature.

Family Emergencies

In case of a family emergency, it is recommended to talk to your head coach first. The head coach will then seek help from the college resources. The College Chaplain (503-883-2259), Dean of Students (503-883-2253), and the college counseling services (503-883-2562) are always able to help students in a crisis.

Coaches Directory

| <u>Sport</u> | <u>Coach</u> | <u>Phone</u> | <u>e-mail</u> |
|-------------------------|--------------------|--------------|---------------|
| Athletic Director | Scott Carnahan | 883-2229 | scarnah |
| Baseball | Scott Brosius | 883-2929 | sbrosiu |
| Men's Basketball | Larry Doty | 883-2416 | ldoty |
| Women's Basketball | Robyn Stewart | 883-2412 | rstewart |
| Men's Cross Country | Garry Killgore | 883-2410 | gkillgor |
| Women's Cross Country | Garry Killgore | 883-2410 | gkillgor |
| Football | Joe Smith | 883-2579 | joesmith |
| Men's Golf | Greg Copeland | 883-2501 | gcopelan |
| Women's Golf | Karly Mills Cramer | 883-2530 | kamills |
| Women's Lacrosse | Tim Hart | 883-2619 | thart |
| Softball | Jackson Vaughan | 883-2413 | jvaughan |
| Men's Swimming | Gary Gutierrez | 883-2526 | ggutierr |
| Women's Swimming | Gary Gutierrez | 883-2526 | ggutierr |
| Men's Tennis | Carl Swanson | 883-2414 | cswanson |
| Women's Tennis | Amy Dames | 883-2710 | adames |
| Men's Track and Field | Gary Killgore | 883-2410 | gkillgor |
| Women's Track and Field | Gary Killgore | 883-2410 | gkillgor |
| Men's Soccer | Ian Lefebvre | 883-2528 | ilefebv |
| Women's Soccer | Yi Lin Liu | 883-2751 | yiliu |
| Volleyball | Shane Kimura | 883-2532 | skimura |

Other Helpful Phone #'s

| <u>Topic</u> | <u>Contact</u> | <u>Phone</u> | <u>e-mail</u> |
|---------------------------------|-------------------|--------------|---------------|
| Academic Advising | Kate Elias | 883-2250 | keliass |
| Academic Records | Eileen Bourassa | 883-2507 | ebouras |
| Admissions | Dayson Tioganco | 883-2676 | dtiogan |
| Athletics Secretary | Polly Sommers | 883-2421 | psommer |
| Athletics Director | Scott Carnahan | 883-2229 | scarnah |
| Certified Athletic Trainers | Tara Lepp | 883-2417 | tlepp |
| | Laura Kenow | 883-2580 | lkenow |
| | Greg Hill | 883-2386 | ghill |
| | Brandy Mailer | 883-2327 | bmailer |
| Eligibility | Lee Bakner | 883-2578 | lbakner |
| | Amy Dames | 883-2710 | adames |
| | Scott Carnahan | 883-2229 | scarnah |
| Equipment Room | Travis Olson | 883-2530 | tolson |
| Faculty Athletic Representative | Lee Bakner | 883-2578 | lbakner |
| Financial Aid | | 883-2225 | |
| HHPA Facilities | Doug Hire | 883-2419 | dhire |
| Insurance | Laura Kenow | 883-2580 | lkenow |
| NCAA Matters | Amy Dames | 883-2710 | adames |
| Registration | Eileen Bourassa | 883-2507 | ebouras |
| Senior Woman Administrator | Dawn Graff-Haight | 883-2641 | dghaight |
| Sports Information | Kelly Bird | 883-2439 | kbird |
| Tickets | Polly Sommers | 883-2421 | psommer |
| Weight Room | Neil Fendall | 883-2525 | nfendal |

Please remove this page and return to your coach after you have read and signed it.

Student Athlete Confirmation Statement and Affirmation

I _____ have read the student-athlete handbook and
(print name above)
agree to the policies, conditions, and ramifications for non-compliance
outlined in the manual. I further understand that my failure to comply with
the information and guidelines set forth in the student-athlete manual could
result in my termination from the _____ program for the
(sport participating)
2008-2009 academic year.

(printed name)

(signature of participant)

(date)