



SAN DIEGO CHRISTIAN COLLEGE

HAWKS

ATHLETICS

San Diego Christian College
Department of Athletics

STUDENT-ATHLETE HANDBOOK

"So, whether you eat or drink, or whatever you do, do all to the glory of God."
1 Corinthians 10:31



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1. SDCC ATHLETIC DEPARTMENT MISSION STATEMENT

"To glorify God through the arena of athletics by growing in and manifesting Christ-like attitudes and actions as an expression of worship and gratitude for the work of Christ."

Playing intercollegiate athletics is a privilege that many aim for, but often are unable to gain the experience. At SDCC, we have established goals and objectives for our athletic programs that we believe you have committed to. We are here to build into your lives the skills of the game, relational encouragement, academic support, and spiritual mentoring.

2. SAN DIEGO CHRISTIAN COLLEGE ATHLETIC AFFILIATION

SDCC is affiliated with the Golden State Athletic Conference (GSAC) within the National Association of Intercollegiate Athletics (NAIA).

2.1 Golden State Athletic Conference Members

Arizona Christian University	Hope International University
Life Pacific University	Menlo College
The Master's University	Ottawa University - Arizona
San Diego Christian College	Vanguard University
Westmont College	William Jessup University

2.2 Purpose of the GSAC

The purpose of the GSAC is to provide its member institutions the benefits of an intercollegiate athletic conference, namely:

1. To promote wholesome competition among similar institutions, which provides for rivalries and championships.
2. To encourage common relationships for the colleges and their various constituencies.
3. To promote equal competition through agreed upon conference standards.
4. To promote the NAIA Champions of Character program.
5. To enhance the competition for greater media and public exposure.
6. To promote the development of intercollegiate athletics as an integral part of the curriculum of the member institutions.
7. To collect, disseminate and preserve conference, individual and team records

2.3 Golden State Athletic Conference Sportsmanship Code

Athletics are a vital part of college life; a time for learning, growing and having fun. The Golden State Athletic Conference encourages all students and constituents to get involved; to get excited! The Golden State Athletic Conference encourages demonstrating behavior at all athletic contests, which effectively models Christian characteristics and values. The opponents of each game or contest are to be treated as invited guests. Courteous, supportive, enthusiastic, fair, and cooperative spirits should characterize each event. Members of the Golden State Athletic Conference hereby state that all aspects of intercollegiate contests shall be conducted in a Christian sportsmanlike manner.

2.4 Crowd Control, Behavior and Conduct

1. A coach, player, spectator, and/or any institutional representative may not use abusive, threatening, or insulting language or gestures toward opponents or game officials, make a personal demonstration which incites crowd misbehavior, or commit any other overt demonstration of unsportsmanlike acts, either during, before, or after the contest. The above-listed unsportsmanlike conduct would subject that individual to possible penalties.
2. Institutions may be required to forfeit contest(s) and/or be subjected to more severe penalties. Student-athletes ejected from any intercollegiate contest for fighting will be ineligible to suit up or participate in the next intercollegiate contest.
3. No mechanical noisemakers (horns, bells, victory bells, chimes, musical instruments other than those in the band, etc.) will be permitted inside the gymnasium at any Golden State athletic contest. Cheering devices such as wooden blocks, or other similar objects, are prohibited. Megaphones shall be used only by uniformed cheerleaders for the purpose of directing and controlling rooting sections. The improper use of any of the above listed devices by supporters of a team would subject that team to possible penalties or forfeiture of the contest.



2.5 About the NAIA

The NAIA promotes College sports as a great educational experience because they teach important values for dealing with the circumstances of life. The values taught through college athletics include teamwork, sportsmanship and citizenship, respect for self and others, caring, dedication, commitment, trustworthiness, loyalty, responsibility, integrity, fairness, and doing one's best regardless of the outcome.

At SDCC, we take athletics one step further by providing a sound spiritual direction for student-athletes. Christ will always be at the center of our coaching. Our student-athletes appreciate their coaches most when they are fair, consistent, positive, able to communicate, respectful, challenging, and are good teachers of skills and techniques. Since we are part of the NAIA and the GSAC, we must start with our commitment to those organizations and infuse other aspects of our specific focus.



3. ATHLETIC PROGRAMS AND ADMINISTRATION

3.1 Athletic Programs Offered

Fall	Winter	Spring
Women's Soccer	Women's Basketball	Baseball
Men's Soccer	Men's Basketball	Softball
Women's Cross Country		Women's Tennis
Men's Cross Country		Men's Tennis
Women's Volleyball		Women's Golf
		Men's Golf
		Women's Beach Volleyball

3.2 Administration

Brian Schroeder	Interim Director of Athletics	brian.schroeder@sdcc.edu
Nick Fortini	Assistant Athletic Director/Eligibility & Compliance	nfortini@sdcc.edu
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David Hillaker	Faculty Athletic Representative	david.hillaker@sdcc.edu

Athletic Trainers

John Leih	Head Athletic Trainer	john.leih@sdcc.edu
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Baseball

Brian Schroeder	Head Coach	brian.schroeder@sdcc.edu
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Men's Basketball

Dwayne Cosby	Head Coach	dwayne.cosby@sdcc.edu
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Women's Basketball

Shawn Chaffin	Head Coach	shawn.chaffin@sdcc.edu
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Men & Women's Cross Country

Jennifer Nanista-Stephens	Head Coach	jennifer.nanista@sdcc.edu
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Men & Women's Golf

Matt Ward	Head Coach	matt.ward@sdcc.edu
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Women's Soccer

Gerardo Hidalgo	Head Coach	gerardo.hidalgo@sdcc.edu
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Men's Soccer

Kyle Hewitt	Head Coach	kyle.hewitt@sdcc.edu
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Softball

Sarah McGrath	Head Coach	sarah.mcgrath@sdcc.edu
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Women's Volleyball

Gene Krieger	Head Coach	gene.krieger@sdcc.edu
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Women's Beach Volleyball

Gene Krieger	Head Coach	gene.krieger@sdcc.edu
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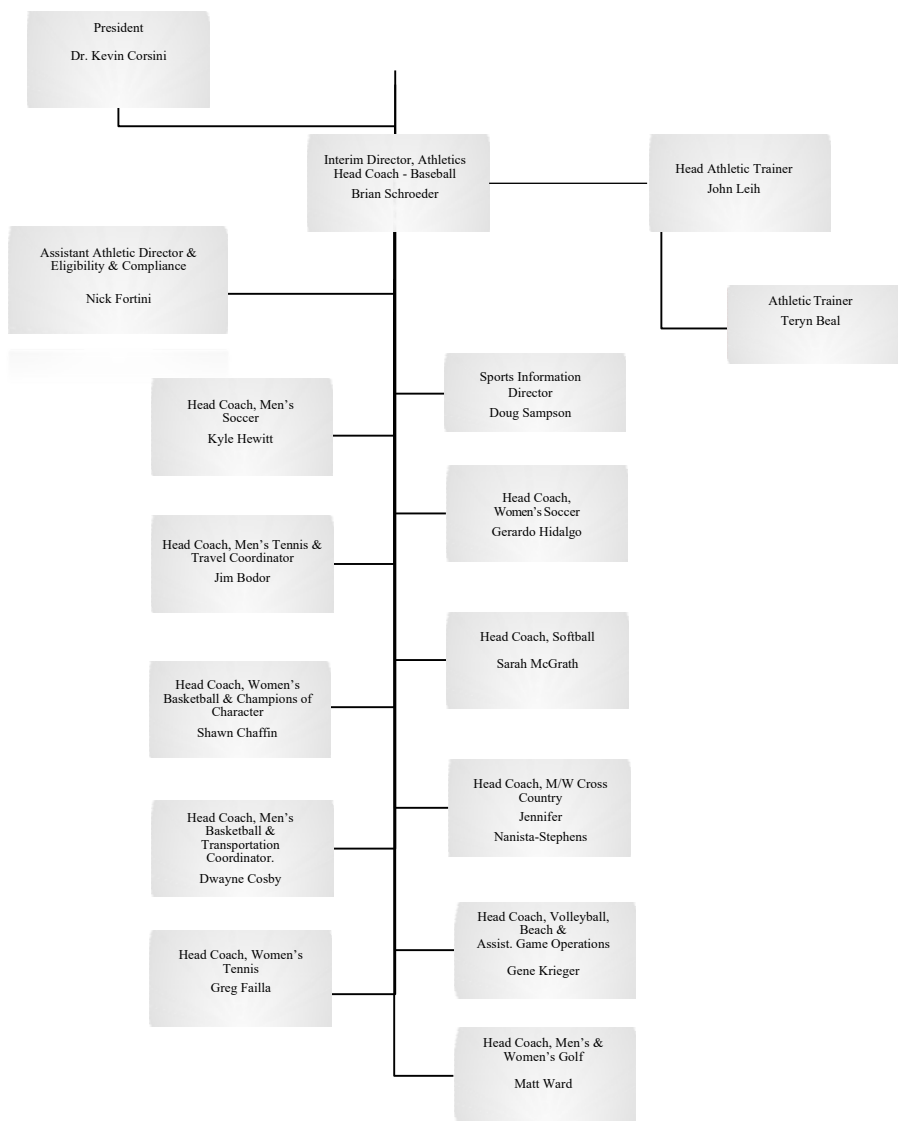
Men's Tennis

Jim Bodor	Head Coach	jim.bodor@sdcc.edu
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Women's Tennis

Greg Failla	Head Coach	greg.failla@sdcc.edu
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3.3 Athletic Department Organizational Chart



4. SDCC STUDENT ATHLETE CODE OF CONDUCT

4.1 SDCC Community Values and Standards

San Diego Christian College values a biblically integrated liberal arts education, by developing students' lives for the glory of God and creating a relational environment conducive to enhancing the potential of individuals as they serve Christ.

4.2 SDCC Community and Spiritual Expectations

Understanding of and compliance with this statement are required for admission to San Diego Christian College. Please read carefully.

San Diego Christian College is committed to developing and maintaining a campus environment that contributes to the moral, spiritual, intellectual and social maturity of all students. The college recognizes that students are at various stages in their spiritual maturity and strives to help them learn the important balance between responsibility and freedom. Romans 8:29 instructs us to be "conformed to the image of Christ", and I John 2:6 instructs us "to walk even as He walked." We believe the pattern for growth can be found in Jesus Christ. As such, we emphasize following the example that Christ gave while learning to apply the life teachings in the Bible.

As Christians, we are instructed to encourage one another in the faith, to bear one another's burdens, and to hold one another accountable. The spirit of Christ is one of consideration and service to each other. That is the model we emphasize and strive to follow at San Diego Christian College.

Because of their various stages in spiritual maturity, SDCC will expect every student to respect and comply with Community and Spiritual expectations including, but not limited to:

1. All full-time students are required to attend all two chapels each week. Chapel meets Monday and Wednesday for community, worship, and education.
2. Students are expected to be active members in a local church.
3. Students will not participate in practices that are morally wrong according to Scripture such as drunkenness, gluttony, speech that does not build up, profanity, lying, occult practices, and sexual immorality such as any form of homosexuality, incest, fornication, adultery, or pornography.
4. Every student will complete 18 units (12 for transfers) of Bible/Theology coursework for graduation.
5. Students will follow the dress guidelines according to the student handbook.
6. Alcohol and illegal substances (drugs) are viewed as being detrimental to one's personal character development. All students will refrain from the possession and/or use of alcoholic beverages, tobacco, narcotics, or hallucinogenic drugs.
7. These are specific standards that reflect the spirit of guiding biblical principles. The college recognizes that your personal commitments and lifestyle may be different than these standards; however, you will be expected to respect and comply with these community responsibilities.

You are expected to abide by institutionally established policies (Hebrews 13:17; I Peter 2:13-17), and if you fail to do so, college personnel will provide wise counsel to help you understand the standards and develop the personal maturity to abide by these standards. All policies can be found in the current Student Handbook.

If you have any further questions or specific concerns regarding these standards, please contact the Student Life Office.

By enrolling as a student at SDCC, you are acknowledging that you voluntarily agree to submit yourself to the direction provided by the college through its programs, policies, and personnel.

4.3 SDCC Athletics Values and Standards

As a student-athlete at SDCC, one must adhere to the department specific standards including, but not limited to:

1. As a student-athlete, academics are a higher priority than athletics. Participation in athletics is based on academic success.
2. Athletes must attend all mandatory athletic department meetings, unless previously excused.
3. Adhere to all NAIA, GSAC, SDCC, and team specific rules and policies.
4. Follow department policies regarding financial aid and scholarships.
5. Participate in random drug testing and education program specified in section IX
6. Represent Christ on and off the field, with humility and respect for teammates, opponents, coaches, fans, and officials.



4.4 Violations of Community Values

Any violation of the Student Life handbook or team rules will result in disciplinary action. Each situation will be evaluated by the Director of Student Life and the Athletic Director. Discipline may include:

- a. Game and/or team suspension (*could include practices and training*).
- b. Suspended for up to entire season schedule and/or team functions (*e.g., workouts, weights, team travel, etc.*).
- c. Removed from any and all athletic participation at SDCC and possible dismissal from the institution.

4.5 Party Host Rule

1. Definitions
 - a. Student Host – the person(s) who lives at a residence and are present at a gathering where alcohol is being served
 - b. Student Gathering – students who do not live at the residence where alcohol is being served
 - c. Student Supplier – person(s) who bring alcohol to a gathering
2. SDCC Institutional Substance Policy (per Student Handbook)
 - a. SDCC prohibits the possession, use, manufacture and/or distribution of alcohol or illegal drugs by students.
 - b. SDCC prohibits legal drugs illegally manufactured or distributed or consumed, including but not limited to narcotics, depressants, stimulants, steroids, and hallucinogens.
3. Regulations and Sanctions
 - a. Applies to category of “host” and/or “supplier”
 - i. Host or Supplier will be immediately dismissed from San Diego Christian College
 - ii. Host or Supplier will not be permitted to continue any coursework
 - iii. Host or Supplier will lose all financial assistance effective immediately
 - iv. Host or Supplier will be responsible for all remaining financial responsibilities per Enrollment Services
 - b. Applies to category of “gathering”
 - i. Gathering will be immediately imposed a “strike” per Athletic 3 strike policy
 - ii. Gathering may be subjected to athletic or academic suspension.

4.6 Golden State Athletic Conference Code of Conduct

The GSAC has the following expectations for appropriate conduct of the following groups of people:

1. Athletes - Highest level of sportsmanship, ethics, fair play, integrity in representing Christian colleges.
2. Athletics Directors and Administrators - Providing Christ-like leadership that ensures athletic programs that bring honor to our Lord.
3. Coaches - To provide Christ-like leadership for individual sport teams that will nurture Christian development for all athletes involved in his/her program.
4. Fans - To cheer for their team and not against the opposing team. To embody good sportsmanship and encourage their team to play hard, but fairly, to succeed.

5. DEPARTMENT POLICIES

Zero Tolerance Stance: Hazing, Initiation Rituals, Sexual Harassment, Bullying and Physical Punishment. The athletic department is committed to eliminating and preventing hazing, initiation rituals, sexual harassment, bullying, and physical punishment activities or behaviors that serve to humiliate, demean, and devalue the worth of another person or student-athlete. The protection of every person's basic rights and the provision of a safe and nonthreatening environment are essential. The athletic department prohibits any hazing, bullying, or team-bonding activities that subject student-athletes or other people to mental or physical discomfort, embarrassment, harassment, or ridicule. Severe



sanctions will be imposed for violators. To eliminate these practices, the athletic department is committed to providing education and awareness training. The department also requires administrators, staff, and student-athletes to report any such behavior.

5.1 Hazing

The athletic department defines hazing and inappropriate team or individual initiation or bonding activities as any action taken against another person or group of people that results in abuse, harassment, intimidation, or any form of degradation. The action taken can be physical, mental, emotional, or psychological and the effects may be intended or unintended. Whether participation by the victim or victims is voluntary or involuntary is immaterial. Prohibited actions and behaviors that constitute hazing, initiation rituals, or physical punishment include but are not limited to the following:

- Forcing, requiring, or pressuring the consumption of alcohol or other drugs
- Forcing, requiring, or pressuring the ingestion of any substance
- Forcing, requiring, or pressuring the shaving of any part of the body
- Forcing, requiring, or pressuring the participation in any activity that is illegal, perverse, publicly indecent, or contrary to the person's genuine moral beliefs
- Forcing, requiring, or pressuring a person to tamper with or damage property
- Dietary restrictions of any kind
- Deprivation of sleep and waking up or disturbing people during normal sleep hours
- Creation of excessive fatigue
- Calisthenics or any type of physically abusive exercise
- Paddling, whipping, beating, or physical abuse of any kind
- Engaging in public stunts and buffoonery
- Forced tattooing or branding
- Road trips, kidnapping, drop-offs, or any other such activities
- Work projects without the participation of the full membership
- Assigned or endorsed pranks, such as borrowing or stealing items, painting property or objects, or harassing other individuals or groups
- Subjecting a member to cruel and unusual psychological conditions
- Forcing, encouraging, or pressuring the wearing of apparel in public that is conspicuous, not normally in good taste, or designed to humiliate the person wearing it
- Morally degrading or humiliating games or activities
- Verbal or cruel harassment, including yelling and screaming
- Lineups, kangaroo courts, or any interrogation not consistent with legitimate testing for information about the purposes and history of the team
- Any activity that interferes with a person's ability to study or complete a course of study
- Participation in sexual rituals, assaults, or required nudity
- Requiring members to escort each other on campus
- Collective behavior such as marching
- Activities that promote or encourage the violation of state law or college policy
- Requiring new members to "greet" initiated members
- Requiring the answering of phones or doors with songs, chants, or riddles
- Requiring yelling or screaming on entering or leaving a facility
- Deception or threat contrived to convince the new member that he or she will not be permitted to join
- Mentally abusive or demeaning behavior

The SDCC Athletic Department will not tolerate any hazing or initiation of any kind. According to the California Education Code Section 32050 "Hazing includes any method of initiation or preinitiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions."

In addition, California Education Code Section 32051 states, "No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both." (See Appendix for California Education Code Section 32050-32051)

Anyone with information regarding an incident of hazing which violates Education Code 32050 is responsible to report the violation to the Athletic Department or the Office of Student Life.

Any unauthorized activities such as hazing or any initiation rituals not sanctioned by the GSAC, NAIA, or San Diego Christian College are not permitted and will result in serious disciplinary action, **including possible suspension or withdrawal from team or college**, in accordance with the student handbook.



5.2 Harassment Defined

Harassment is defined as demeaning gestures, repeated verbal attacks, threats that are violent in nature or physical attacks that are directed toward another person. This includes hazing or other dehumanizing actions, harassing, or humiliating an individual.

For example, a person harasses another individual when he or she does any of the following:

- Publicly insult another person with gestures or abusive language in a way that may be humiliating or provoke a violent response;
- Subjecting another person to offensive physical contact;
- Demonstrating subtle forms of behavior such as offensive posters, caricatures, cartoons, jokes of a sexual or demeaning nature; or
- Making unwelcome advances or verbally attacking another in a harmful or hurtful way.

San Diego Christian College believes that all students, faculty, staff and visitors to the campus should be respected and treated with dignity. Harassment of any sort is prohibited and will not be tolerated.

5.3 Sexual Harassment

Sexual harassment is a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students.

Sexual harassment is unwanted, often persistent, sexual attention and any other behavior with sexual overtones that creates a hostile work or learning environment. It may include written or verbal abuse or threats; physical contact; sexually graphic literature; sexual advances; demands for sexual favors; sexually oriented comments and jokes; lewd comments or sexual innuendoes; taunts about body, dress, marital status, or sexuality; shouting or bullying; ridiculing or undermining of performance or self-respect; sexual or homophobic graffiti; practical jokes based on sex; intimidating sexual remarks, invitations, or familiarity; domination of meetings, training sessions, or equipment; condescending or patronizing behavior; physical contact, fondling, pinching, or kissing; sex-related vandalism; offensive phone calls or photos; and bullying on the basis of sex. Sexual harassment also includes all forms of sexual violence such as sexual assault, sexual battery, rape, and sexual coercion, which will be referred to authorities as criminal matters. Sexual harassment or sexual violence by coaches or athletic department employees toward other employees or student-athletes, by student-athletes towards other students or student-athletes, or by student-athletes toward athletic department employees is expressly prohibited.

For example, sexual harassment occurs in any of the following situations:

- When submission to such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other College activities;
- When submission to or rejection of such conduct by another person is used as a basis for evaluation when making academic or employment decisions that affect an individual; or
- When such conduct purposes to unreasonably interfere with an individual's academic or work performance or creates a hostile, intimidating or offensive College environment.
- Derogatory jokes or comments, unwelcome flirtations or propositions, threats/demands or subtle pressure to submit to sexual requests, offers of preferential treatment in return for sexual favors, or retaliation for having reported or threatened to report sexual harassment also exemplify ways in which an individual may be harassed.
- San Diego Christian College believes that any form of sexual harassment can have a devastating effect upon the people involved and it will not be tolerated. Academic success requires a safe learning and working environment that supports a healthy sense of community and respect for all members affiliated with a college. Prompt action will be taken to protect the victim, investigate the charges and discipline the violator, which may include immediate dismissal.
- It is the policy of San Diego Christian College to prohibit sexual harassment of its employees and students in any form. In maintaining this policy, the College seeks to assert basic Christian precepts, to affirm ethical standards universally accepted in the workplace, classroom and other locations, and to uphold existing federal and state law. Any practice or behavior that constitutes sexual harassment will *not* be tolerated.
- Sexual harassment is essentially a display of power intended to intimidate, coerce, embarrass, or degrade another person. Usually the harasser has power over the victim (such as a supervisor over a subordinate or a larger person over one of smaller stature), and seeks to unfairly exploit that differential in power. In any form, such behavior undermines the atmosphere of trust and collegiality that the College seeks to foster and is, therefore, unacceptable.



- Sexual assault or date rape is an extreme form of sexual harassment. The use of threat or force to obtain sexual contact is illegal and immoral. If proven, it is considered a major infraction against the SDCC standards of conduct and is grounds for immediate dismissal.

* Please refer to the Procedures for Victims of On-Campus Harassment or Sexual Harassment for additional information (Section 5.e)

5.4 Procedures for Victims of Harassment or Sexual Harassment

Anyone who believes he or she is witness to or the victim of harassment or sexual harassment is encouraged to immediately report the incident by following these steps:

- If the alleged incident involves a student and staff member, notify the Director of Student Life, Spiritual Life, Resident Director or a security officer, which works with the parties involved.
- If the alleged incident involves a faculty member, notify the Director of Student Life, Spiritual Life, Resident Director or VP of Academics, which works with the parties involved.
- The appointed administrator, in a way that assures confidentiality to the extent feasible, will investigate the incident in an expeditious manner.
- The incident must be in writing with sufficient details and must allege actions taken against or toward the victim, which constitute harassment or sexual harassment. Information provided should include when the incident took place, who is being charged; and what circumstances, conversations or witnesses may define and support the reported problem.
- After the complainant has signed the incident report, individuals have been interviewed and charges have been thoroughly investigated, a final judgment on the merit of the complaint will be made by the appropriate administrator and may include immediate dismissal.
- Steps will be taken to immediately put a stop to any on-going inappropriate behavior toward the complainant. Upon conclusion of the investigation, there will be a decision made as to the specific course of action deemed appropriate for the offense.
- Counseling and support services will be available for the victim. Assistance with civil or criminal prosecutions will be available through the Chief Operations Officer.
- No one at the College may retaliate against a person or persons who make a claim of harassment or sexual harassment.

5.5 Bullying

Bullying occurs when an imbalance of power is present and the person who is older, larger, stronger, or more aggressive uses his or her power to control or harm someone in a weaker position. The person bullying has the intent or goal to cause harm (i.e., the act is not accidental), and the action is usually repetitious. Bullying includes but is not limited to name calling; teasing; socially spreading rumors; purposely leaving people out of groups by telling them or others that they are unwanted; breaking up friendships by threatening others or spreading rumors about a friend; or physically hitting, punching, or shoving a person. Cyber bully—using the Internet, e-mail, texting, mobile phones, social media, or other digital technologies to do harm to others—is bullying and also prohibited.

5.6 Gambling

- Gambling of any kind is not permitted on or off campus or in an online environment.
- Gambling, particularly gambling related to sports sponsored by the NAIA, is prohibited by the NAIA.
- Student-athletes may not participate in any gambling activity that involves intercollegiate athletics professional athletics through a bookmaker, a parlay card, or any other method employed by "organized gambling."

Any prospective or enrolled student-athlete that is found in violation of this policy may be ineligible for further intercollegiate competition.

6. Academics

6.1 Academic Integrity



Integrity requires adherence to moral principle and character. The academic community of San Diego Christian College expects students to complete all assigned work honestly. Honesty begins with oneself and extends to others. Mutual trust and respect grow as each individual in the community takes responsibility to perform with personal integrity. An act of dishonesty affects the atmosphere of trust on the entire campus.

In addition, the administration and faculty believe that dishonesty in the completion of assignments, examinations, or written papers is contrary to the teachings of Scripture. Cheating results when you depend on someone else to do the work necessary to complete coursework. Plagiarism is the handing in of written work that is not your own. It includes verbatim copying of someone else's ideas without proper acknowledgement, and paraphrasing someone else's words without proper acknowledgement. Both of these are acts of dishonesty.

Cheating and/or plagiarism will be handled as serious threats to the academic integrity of the entire campus community. In the event a faculty member suspects a student of cheating or plagiarism, he or she will confront the student directly. If there is evidence of dishonesty the faculty member has the option to give a failing grade for the assignment or exam, assign a failing grade for the class, or drop the student from the class. The incident will also be reported to Student Services and such notice will remain in a student's file for the duration of their enrollment at San Diego Christian College. Repeated infractions will result in increasingly serious consequences.

- First Offense: Student who has plagiarized or cheated will receive academic consequences and a confirmed letter of notification to the Student Life Office.
- Second Offense: Student who has plagiarized or cheated will receive academic consequences and disciplinary accountability as directed by faculty or staff. The student will write an appropriate two to three page research paper on academic integrity.
- Third Offense: Student who has plagiarized or cheated will be Administratively Dismissed and non-reenrolled for the subsequent semester. Please note that dismissal from the College will have serious financial ramifications. In most, cases, a student will lose his or her financial aid and be required to pay in full even though he/she will not earn any credit for the semester.

Any appeals on the part of the student should be submitted in writing to the Academic Vice President and will be reviewed by an Academic Appeals Committee. Any appeal in the sequence must be made within thirty days of the notification of the violation for that particular incident. While awaiting appeal, the student is required to complete the consequences as expected.

6.2 Academic Progress

- Education will always take priority over athletics.
- Head Coaches will monitor the academic progress of their student-athletes to ensure that they are making satisfactory progress toward completion of their course requirements for graduation.
- The Head Coach and the Athletic Director will set release times for all contest dates and generate an email to send all faculty regarding team travel 72 hours prior to the team departing and missing class. A team roster must be included in the email and must include all necessary information: sport, date, departure time, travel location, roster, and coach's contact information. It is vital to the education of the student-athlete that they attend as much of their classes the day of a competition.
- Coaches will not require a student-athlete to miss a class due to a home or away contest without prior approval from the Director of Athletics.
- Players will not sit in the back row of any class, and will dress in approved clothing as per the Student Handbook generated through the Student Life office. Coaches should pay special attention to athletes and modesty and piercing policies. We should all help support the objectives for a more professional atmosphere in the institution.
- No coach or student-athlete will be granted permission to ask for an extension on a project or ask for an assignment to be submitted late due to an athletic contest interfering with course work. Student-athletes, and coaches for that matter, are encouraged to plan ahead and forecast all foreseen absences and plan accordingly.

6.3 Study Table

- Head Coaches may assign a study hall to those student-athletes who are not demonstrating satisfactory academic progress on their grades. Head Coaches also hold the discretion, in consultation with the Athletic Director, to conduct mandatory study halls as a team.

7. COMPLIANCE & ELIGIBILITY

All new athletes must register and be declared eligible by the NAIA Eligibility center (playnaia.org). As good practice, new students should complete registration and requests for transcripts no later than June 30 for the upcoming season.

Each coach is responsible, as well, for understanding the NAIA Eligibility policies. Visit www.NAIA.org for more information. You can also schedule a meeting with the Eligibility Compliance Officer (ECO) or Director of Athletics for more information.

Prior to the start of a sport's season, the Head Coach must submit a list of all returning players to the ECO. When recruiting incoming freshmen, the Head Coach should evaluate whether the recruit meets two of the three requirements to be eligible by the NAIA:

1. A minimum cumulative GPA of 2.0 in high school.
2. Be ranked in the top 50% of their high school graduating class.
3. Hold an 18 on the ACT or an 860 on the SAT (Critical Reading and Math only)

For all college or junior college transfers, different rules apply. Contact the ECO and schedule a meeting to discuss each transferring student-athlete's situation to verify they are eligible to compete. Any student-athlete transferring to San Diego Christian College from another GSAC institution must sit out one year per GSAC guidelines and may lose a year of competition/eligibility.

8. ATHLETIC TRAINING

8.1 Athletic Training Clinic Guidelines

1. No athlete will practice or compete without pre-participation clearance from the team physician.
2. No athlete will practice or compete without the following current information forms on file with the Head Athletic Trainer:
 - a. Current valid copy of insurance card (front and back)
 - b. Complete Physical Packet
3. No Athlete will receive treatment unless appropriately signed in.
4. Drinking water and water bottles will be filled and taken out to practice by the athletes and/or managers and they will also be responsible for their return. Loss of equipment will forfeit privileges.
5. Equipment will not be removed from the Athletic Training Clinic without the permission of an AT.
6. Athletes will arrive for pre-practice/game treatment at the minimum of 60 minutes prior to report time. Exceptions will only be made on an individual basis.
7. Those athletes needing preventive tape will also be required to participate in an ankle-strengthening program in order to continue taping treatment. Absolutely no exceptions.
8. Any injuries/problems suffered by the athlete must be communicated to an AT a sufficient time prior to the next practice or competition. Delaying treatment could cause more damage.
9. Instructions given by AT(s) regarding participation during an injury must be followed. Absolutely no exceptions.
10. No cell phone calls during treatment.
11. No loitering in the Clinic (only athletes needing treatment or evaluation will be allowed in).
12. Absolutely no unauthorized use of rehab, athletic training equipment, tools, or supplies.
13. Use common sense and courtesy to others in the Clinic, this is a co-ed facility.

8.2 Day of Practice/Travel

- If you take coolers to practice please **REMEMBER** the number of coolers and bottles used and return them when done.
- **NO** sitting on the water coolers. This breaks the lids and/or seals.
- Team medical kits will be available for all teams if an AT is not attending your practice or away games. Please assign a student-athlete to retrieve the medical kit prior to departure.



8.3 Emergency Procedure for an Injury

- The immediate attention to the injured or ill student-athlete is the number one priority of the coach. **The coach will carry a copy of the athletes emergency/insurance form with them at all times.**
- Do not move the athlete unless you are positive that additional injury will not be incurred. The injured player is more important than the game or anyone who may be inconvenienced.
- In case of a serious injury, see if parents are in attendance and turn the decision over to them. When in doubt, call **9-1-1**.
- When a student-athlete is taken to hospital, an adult (assistant coach) should go with the student-athlete and the parents should be notified via information found on the emergency form. Also, the Director of Athletics and Head Athletic Trainer should be notified. However, you cannot leave the rest of the team unattended. If no one else can accompany the athlete to the hospital, you will need to cancel the game or practice and go yourself. If parents have not been contacted, keep trying. If you still cannot reach the parents, then use the names listed on the form under **in case of an emergency**.
- It is important that you follow up with the Director of Athletics and the Head Athletic Trainer once word is received on the condition.

8.4 Heat Illness Identification and Treatment

8.4.1 Dehydration

Signs/Symptoms

- Dry mouth
- Thirst
- Being irritable or cranky
- Headache
- Seeming bored or disinterested
- Dizziness
- Cramps
- Excessive fatigue
- Not able to run as fast or play as well as usual

Treatment

- Move to a cool environment and rehydrate
- Maintain normal hydration
- Begin exercise sessions properly hydrated. Any fluid deficits should be replaced within 1-2 hours after exercise is complete
- Hydrate with a sports drink which contains carbohydrates and electrolytes (sodium, potassium) before and during exercise is optimal to replace losses and provide energy
- Hydrate throughout sports practice to minimize dehydration and maximize performance

8.4.2 Heat cramps

Signs/Symptoms

- Intense pain (not associated with pulling or straining a muscle)
- Persistent muscle contractions that continue during and after activity

Treatment

- Reestablish normal hydration status and replace sodium losses with sports drink
- Some additional sodium may be needed (especially in those with a history of heat cramps) earlier in the activity
- Light stretching, relaxation, and massage of the involved muscle may help acute pain of the cramp
- Ice will help reduce the cramp

8.4.3 Heat exhaustion

Signs/Symptoms

- Athlete finds it hard or impossible to keep playing
- Loss of coordination, dizziness, or fainting
- Dehydration
- Profuse sweating or pale, clammy skin
- Headache, nausea, vomiting or diarrhea



- Stomach/intestinal cramps or persistent muscle cramps
- Rapid pulse, respiration. Decreased blood pressure

Treatment

- Remove from play and immediately move to shaded or air-conditioned area
- Remove excess clothing and equipment
- Cool athlete until rectal temp is approximately 101°F
- lie comfortably with legs propped above heart level
- If athlete is not nauseated, vomiting or experiencing any CNS dysfunction, rehydrate orally with chilled water or sports drink. If athlete is unable to take oral fluids, transport immediately

8.4.4 Exceptional heat stroke A severe, life-threatening illness

Signs/Symptoms

- Increased core body temperature, usually above 104°F
- Altered consciousness, seizures, confusion, emotional instability, irrational behavior or decreased mental acuity
- Nausea, vomiting, or diarrhea
- Headache, dizziness, or weakness
- Increased heart rate, decreased blood pressure or rapid breathing
- Dehydration
- Combativeness

Treatment

- Aggressive and immediate whole-body cooling (cold water immersion) is the key to optimizing treatment.

8.5 Forms

The following forms are available [online](#):

Athlete Medical Profile
Release of Information Form
Medical History Form
Tryout Waiver

9. SUBSTANCE ABUSE EDUCATION AND TESTING

9.1 Purpose

The Department of Athletics at San Diego Christian College occasionally encounters student-athletes who are not able to take full advantage of their academic and athletic experiences and opportunities because of substance abuse. In response to those situations, the Department of Athletics hereby adopts this Substance Abuse Education and Testing Policies and Procedures ("Policy") because abuse of alcohol, illegal substances, performance-enhancing drugs, and certain dietary supplements by student-athletes:

- Is detrimental to the physical and psychological well-being of the student-athlete no matter when such usage occurs during the year;
- Can seriously interfere with the health, well-being and performance of individuals as students and as athletes;
- May be dangerous to the life and health of the student-athlete and his/her teammates, particularly with regard to participation in athletic competition or practice; and
- Compromises the integrity of university-level athletic competition;
- Believes a comprehensive drug and alcohol education and testing program is essential in accomplishing a drug-free environment.
- Is in contradiction of the SDCC Community Covenant and violates biblical mandates to live above reproach for the sake of the Gospel (1 Corinthians 10:32; 2 Corinthians 4:2; 6:3; Titus 2:1-8; 2 Peter 3:14).

This policy is not to be construed as a contract between the institution and the student-athletes at San Diego Christian College. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy.

San Diego Christian College's program is separate and distinct from the NAIA, NCAA, or any other Drug-Testing Program.

In the event the NAIA implements an association-wide drug testing program, an NAIA positive result will count within the SDCC program.

9.2 Education

San Diego Christian College may provide drug education courses, lectures, and seminars throughout the academic year. Student-athletes and athletic staff may be required to attend drug education courses, lectures, and seminars twice every year.

9.3 Testing

1. The Department of Athletics prohibits the use of illegal and performance enhancing substances by student-athletes. Testing may be conducted for any substance banned by the NCAA (as the NAIA does not supply a list) as well as additional substances at the discretion of the Director of Athletics.
2. The Department of Athletics prohibits the use of medical marijuana in all instances. Possession of a medical marijuana registry identification card does not qualify the student-athlete for a medical exception pursuant to NAIA requirements or this policy, and it will not excuse a positive test result.
3. The Department of Intercollegiate Athletics prohibits consumption of alcohol and tobacco use.
4. In addition to other legal prohibitions, including criminal statutes, student-athletes should be aware that the regulations of the San Diego Christian College (SDCC) state that students may be expelled, suspended, or placed on probation for the "use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs." [Title 5, California Code of Regulations, Section 41301 (b) (9)].
5. A student-athlete is held accountable and subject to SDCC, athletic department, and/or team disciplinary action whether or not there are legal implications. If there are no legal consequences, it shall be at the discretion of the Director of Athletics to determine if counseling, intervention and/or suspension from practice/competition are warranted.
6. It is the student-athlete's responsibility to know and understand what he/she is consuming regarding food, drugs (both over-the-counter and prescription via any route of administration) and nutritional supplements (e.g., protein powders, nutritional bars, drinks). For more information about nutritional supplements and NCAA-banned substances, visit <http://www.ncaa.org/wps/wcm/connect/public/NCAA/SSI/Resources/Drug+Testing+Resources/NCAA+banned+drugs+list> or contact the Head Athletic Trainer.
7. A student-athlete will be notified of test no more than 24 hours prior to the test.
8. If a student-athlete was properly notified of a drug test and does not appear for the test, the result will be considered a positive test.
9. All urine samples will be collected and analyzed by outside independent agencies selected at the discretion of the Director or Athletics.
10. A student-athlete or team may be subject to testing at any time when the Director of Athletics or his/her designee (i.e., team physician, head coach, athletic trainer) determines there is reasonable suspicion to believe the participant is using a banned substance.
11. All student-athletes who appear on an official team roster shall be tested for substances via random and selective testing. A student-athlete may be subject to testing throughout the year including team testing, pre-season, post-season, and re-entry testing.
12. The Department of Intercollegiate Athletics considers that any positive test reported from the lab would be due to direct use and could not be attributed to passive means.
13. SDCC may amend this policy at any time without prior notification.

9.4 Policy Compliance

Non-compliance by the student-athlete with these testing procedures or a general lack of cooperation on the part of the student-athlete will be considered a positive test result, at the discretion of the Director of Athletics.

9.5 Method of Selecting Student-Athletes

1. Reasonable Suspicion Screening

A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Director of Athletics or his/her designee will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis (e.g., using on-site saliva testing products to determine alcohol consumption).

2. **Post-season/Championship Screening**
Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.
3. **Re-entry Testing**
A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.
4. **Follow-up Testing**
A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.
5. **Pre-season and Season Screening**
Student-athletes are subject to pre-season and in-season drug testing and may be notified of such by the Director of Athletics or his/her designee at any time.

9.6 Testing Procedures

1. Urine samples are routinely obtained on a random and selective basis to be tested for evidence of banned substances. Each student-athlete shall sign a consent form prior to undergoing the substance abuse testing. Signing of the consent form is a requirement to participate in intercollegiate athletics at SDCC. Minors require a parent or guardian signature. The consent form will be provided with a complete copy of the policy and the student-athlete will have an opportunity to ask any questions regarding the policy and procedures.
2. Once a testing list has been generated via random selection of all eligible student-athletes, a staff coach (this does not include volunteers) will notify the student-athlete verbally either by phone or in person. Notification by text message, voice mail, e-mail or via teammate is an unacceptable means of notification.
3. All female student-athletes chosen will report at their appointment time to the women's coaches' locker room or other designated location.
4. All male student-athletes chosen will report at their appointment time to the men's coaches' locker room or other designated location.
5. A site coordinator will be present to coordinate student-athletes but will not be involved with the collection process. In most cases, the site coordinator will be a staff certified athletic trainer.
6. If a student-athlete is notified of a drug test and is late, then he/she MAY be required to pay a late fee of \$50 to the collection agency, at the discretion of the site coordinator or staff certified athletic trainer administering the test and the Director of Athletics. Any class conflict must be communicated to the administering site coordinator or staff certified athletic trainer after notification and prior to the start of the drug test. At the start of a drug test, the student-athletic is given 3 hours to produce a urine sample.
7. If a student-athlete does not produce an adequate urine specimen (minimum 60 mL, specific gravity measuring greater than or equal to 1.005, and a pH between 4.50 and 7.50) in the allotted time of 3 hours, then he/she will be suspended from practice and competition until an adequate urine specimen can be produced. The next drug test will occur within 2 weeks of the inadequate specimen collection. The period of suspension for failing to produce an adequate urine specimen will never be greater than the suspension for a first positive drug test. Inadequate specimens or attempts to adulterate, substitute, or dilute specimens in an attempt to falsify a drug test will be considered a positive test at the discretion of the Director of Athletics.



8. All adequate urine specimens will be split into two samples, an "A" & "B" sample. The primary sample, "A", will be tested initially. If there is an appeal of the results of the primary sample, the "B" sample will be tested.
9. Alcohol swabs will be used to test for consumption of alcohol if indicated.
10. Student-athletes will be notified by the Director of Athletics only if they have tested positive for a banned substance.

9.7 Positive Test Result Procedures

Testing procedures take into account low levels of drug metabolites due to situations out of the control of the student-athlete. Any positive test reported from the lab is considered due to direct use and could not be attributed to passive means. Upon receipt of a positive test result, results will be delivered through a web-based service directly from the laboratory. For performance-enhancing substances, you will receive results from a Drug Free Sport Program Manager. The staff certified athletic trainer will consult with the National Center for Drug Free Sport on any discrepancy associated with a positive test. The designee of the Director of Athletics will then notify the student-athlete of the positive result. A meeting will be arranged between the student-athlete and the Department of Intercollegiate Athletics' representatives within 48 hours of notification of a positive test result. If the 48 hours would end on a weekend, the meeting will be held on the next business day.

All results will be handled confidentially, with the informed parties being limited to: Director of Athletics, Athletic Trainer/Drug Test Coordinator, Sport Supervisor, and Head Coach.

9.8 Consequences of a Positive Drug Test

All offenses are cumulative for the duration of the student-athlete's career at SDCC. The Director of Athletics maintains the right to adjust the consequences at his/her discretion, and on a case-by-case basis.

9.8.1 First Offense

- i. Evaluation of offense by Director of Athletics and Director of Student Life.
- ii. Meet with Vice President of Student Services, Director of Athletics or designee and the Director of Student Life.
- iii. No less than 8 hours of campus community service to be arranged and confirmed through the Student Life Office
- iv. Parent or guardian notification at the discretion of the Director of Athletics.
- v. Submit to follow-up drug testing as requested for 1 year from date of official notification of failed test.
- vi. The head coach may impose a stricter penalty, pending approval of the Director of Athletics. This may include removal from competition, suspension from practice and reduction or loss of athletic aid.
- vii. Failure to attend mandatory counseling or to submit to a subsequent drug test at the specified location and time shall count as a second positive test.
- viii. The positive test may result in a suspension of up to 1/3 of the eligible games.

9.8.2 Second Offense

- i. Must complete items 1 through 5 listed in the first offense. These must be completed as a condition of future reinstatement.
- ii. Suspension from competition for up to a full season. The student-athlete will submit to follow-up drug testing as requested for 1 year from date of official notification of failed test.
- iii. The head coach may impose a stricter penalty, pending approval of the Director of Athletics. This may include removal from competition for a longer duration or suspension from practice and athletic aid. Failure to attend mandatory counseling or to submit to a subsequent drug test at the specified location and time shall count as a third positive test.

- a. Suspensions for the second positive drug test will not commence until the student-athlete is academically eligible for competition or medically cleared for competition. An ineligible athlete or an injured athlete who is not cleared to play will not be allowed to simultaneously serve his/her suspension as a result of a second positive drug test. For example, if a basketball athlete tested positive and was suspended for the first 10% of his/her season but was academically ineligible for the first semester, which would require him/her to miss all contests in the first semester, he/she would not begin serving their drug suspension until otherwise academically eligible at the beginning of the second term.
- b. The suspension must be served only for dates/contests during the championship segment that are countable toward the maximum annual number of dates/contests for the student-athlete's sport. For purposes of the dates/contests suspended, the postseason will count as part of the suspension.

9.8.3 Third Offense

A third positive test during the career of a student-athlete at SDCC will result in a permanent suspension of athletics from the college.

9.9 Appeal Procedure

Student athletes who test positive for a banned substance by the laboratory retained by the institution may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request for additional testing of the sample, the Director of Athletics/designee will formally request the laboratory retained by San Diego Christian College to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics or his/her designee.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.

9.10 Safe Harbor Policies and Procedures

1. A student-athlete who initially "self-reports" to an athletic administrator **prior to notification of a drug test** that he/she is using drugs, will enter the Safe Harbor Program and will have lesser discipline. In accordance to scripture, if a student-athlete is truly repentant, the SDCC Department of Athletics will work the Department of Student Life to administer discipline. **A student-athlete is not eligible for the program after he or she has been informed of an impending drug test, after having received a positive test result from SDCC or an NAIA drug test, or had been in a drug or alcohol related incident.** A student-athlete may enter the Safe Harbor Program only once during his/her career at SDCC. The self-report to an Athletic Administrator must occur at least one day prior to his/her name being selected for a drug test.
2. San Diego Christian College will work with the student-athlete to prepare a treatment plan, which will include evaluation, testing, and counseling. A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed 30 days.
3. While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by SDCC for 30 days.
4. Failure to comply with the above to the satisfaction of the Director of Athletics will lead to sanctions including the retroactive counting of a positive drug test.

Any positive test result thereafter will count as a second positive. A student-athlete who reports to a Senior Athletic Administrator after notification of a drug test that he/she may test positive on the impending test will automatically incur sanctions of a "first positive" regardless of the test outcome. The sanctions will begin immediately upon the day of self-report.

9.1 Alcohol or Drug Related Incident Policies and Procedures (Including Under Age Drinking)

1. A student-athlete is held accountable and subject to college, athletic department, or team disciplinary action whether or not there are legal implications.
2. A student-athlete is required to notify their head coach and sport supervisor of any incident that results in arrest whether the incident occurs on- or off-campus during the school year or while on break.
3. If a student-athlete has a drug test that reveals alcohol in the sample, the student-athlete must meet with the Vice President of Student Services, Director of Athletics, or designee within 48 hours of notification of a positive test result and appropriate action will be taken if necessary. If the 48 hours would end on a weekend, the meeting will be held on the next business day.
4. A student-athlete who is convicted of driving under the influence (DUI) of alcohol or drugs, or convicted of another drug or alcohol related offense (other than item 3 from above), will be referred to a drug or alcohol intervention program, and must meet with the Director of Athletics or designee and the team physician. In addition, this will be treated as a positive drug test.
5. Drinking or drug related arrests or other alcohol or drug related incidents not listed within this policy may trigger a response deemed appropriate by the Director of Athletics, which could include community service, suspension and a countable positive test.

9.12 What You Should Know About Nutritional Supplements, Prescriptions, and Positive Drug Tests

1. Many student-athletes assume that products that can be purchased at a health food store are allowed under SDCC rules. This is not correct. Reliance on the advice of a clerk at the store, distributor at a gym, or anyone who is not with the student-athlete's athletics program, can and has resulted in erroneous information about whether the product contains any NCAA-banned substance. This false information has resulted in a positive drug test for banned substances that were contained in the product. **It is the student-athlete's responsibility to know and understand what he or she is consuming.** A positive test due to use of these substances will still result in suspension.
2. Many "fat burners" and weight-gain products contain nutritional supplements. Nutritional supplements can come in a pill, powder, liquid, and bars. While they can be legally sold at grocery stores, pharmacies, health food stores, on the Internet, and elsewhere, many of these products are not strictly regulated and may contain substances banned by the NCAA.
3. Prescription medication may also result in a positive test. Student-athletes may be required to disclose any medications, name of the physician who prescribed it, the intended use and the last fill date to the Athletic Medicine staff for verification. A positive test resulting from the use of someone else's prescription medication will be counted as a positive drug test.
4. If a student-athlete has questions about a supplement or prescription, a staff certified athletic trainer or team physician can be of assistance in determining if it is safe to use the product. For more information about nutritional supplements and NCAA-banned substances, visit the Resource Exchange Center (REC) web site www.drugfreesport.com/rec The REC is funded by the NCAA to provide a confidential resource for student-athletes and athletics staff that has questions about nutritional supplements.

10. FINANCIAL AID

10.1 Process

The financial aid process works as follows:

1. Student applies to SDCC and completes all necessary admissions paperwork.
2. Student completes FAFSA.
3. Student is accepted or denied
4. If accepted, student will need to sign his or her Letter of Intent (LOI).
5. Enrollment Services will issue the Financial Aid Award Letter with total institutional aid.

10.2 Non-Athletic Institutional Scholarships

SDCC Grants awarded for reasons other than athletics. Academic Scholarships and Early Acceptance Grants are two examples of Non-Athletic Institutional Scholarships.

10.3 Student-Athlete Extension Award

The SDCC Student-Athlete Extension “extends” from non-athletic institutional scholarships received to the amount SDCC promised the athlete in his or her Letter of Intent. If an athlete does not qualify for non-athletic grants, then the Student-Athlete Extension Award will equal the LOI promised amount.

10.4 Letter of Intent

All student-athletes at SDCC sign a Letter of Intent when they commit to participate in intercollegiate athletics. The amount presented in the Letter of Intent can range from a walk-on scholarship to a full-tuition scholarship. The Letter of Intent an SDCC student-athlete signs defines athletic scholarships in terms of a percentage of tuition

10.5 Fifth Year Scholarship

If a student athlete in good academic standing has not graduated after complete eligibility, he or she may be able to earn a scholarship, at the discretion of that student’s head coach and Director of Athletics. The scholarship will be awarded on the expectation of his or her participation as a graduate assistant coach or a graduate assistant employee for the athletic department.

10.6 Terms of Athletic Scholarships

San Diego Christian College’s Letter of Intent details the terms of the total athletic aid and duration of the agreed scholarship. Every LOI’s stated aid is available for one academic year and every athlete must sign a new LOI each participating season.

10.7 Criteria for Reduction or Removal of Athletic Scholarship

Aid from San Diego Christian College Athletics may be removed DURING the academic year if the student athlete:

1. Becomes academically ineligible from intercollegiate athletics.
2. Violates school rules and discipline from the Office of Student Life renders discipline.
3. Has received “3 strikes” as cited in section 4.d.
4. Was the “host” of a gathering where alcohol was served as cited in section 4.e.
5. Voluntarily (on his or her own accord) withdraws from the sport for any personal reason. The scholarship, however, may not be disseminated to any other student athlete during the season.

The following are conditions that cannot reduce or cancel your athletic grant during the academic year:

1. Illness or injury which prevents participation;
2. Athletic ability, performance, or contribution to a team’s success; or
3. Any other athletics reason.

At the conclusion of each season, the institution has the ability to renew at the same percentage, increase the percentage, lower the percentage, or remove a scholarship entirely from an athlete.

If a student-athlete’s scholarship is cancelled, reduced, or not renewed for any reason, the coach of the program must inform the student in clear communication that the award has changed.

10.8 Financial Aid Deadlines for Coaches and Athletes

1. The Athletic Director must present all coaches with their allotted budgets prior to the recruiting season. The Director of Financial Aid should also be given these budgets no later than January proceeding the award year.
2. Coaches must return a list of returning athletes and award amounts to the Director of Enrollment Services by March 1st. Upon acceptance, coaches must inform the Director of Enrollment Services of the new recruit’s award amount. If the student is to receive full tuition (or more), that must be indicated instead of a dollar amount.
3. Athletes are to complete all their Financial Aid Applications by March 2nd. This includes the FAFSA (or FAFSA Waiver), Cal Grant, GPA Verification form (as applicable), and the SDCCFA Application.
4. March 3rd – April 15th: During this priority packaging period, all returning athletes should have received an Award Letter for the next year.

5. April 15th – April 30th: All athletes must sign and return their Award Letter, loan requests, and any other required paperwork to the Financial Aid Office.
6. June 1: All athletes must have financial aid paperwork complete and payment plan selected.
7. July 1: Payments must begin or LOI is voided.

10.9 SDCC Institutional Awards

Institutional funding is provided for students enrolled full-time in the Traditional program. When awarding institutional financial aid, the College endeavors to assist as many students as possible. The following guidelines are used in achieving this goal:

1. Institutional awards are considered a secondary resource and are credited to a student's account after all other federal and state grants and private scholarships have been applied. Any institutional award that a student is eligible to receive will NOT be authorized until the student has submitted applications to possible federal and state grant programs.
2. SDCC institutional awards are a discount provided by SDCC and applied toward direct institutional charges only: full-time tuition; on-campus room and board. These awards may not be used for items such as personal expenses, any fees (general, aviation, music, lab, etc.), independent study, meal cards, SDCC Bookstore purchases, medical costs, or refunded in cash.
3. SDCC institutional awards may be less than their maximum value if gift aid from all sources exceeds full-time tuition and on-campus room and board. Those receiving government aid are also subject to a maximum of grants and scholarships equal to their unmet need as determined by the FAFSA.
4. A student must remain enrolled full-time (at least 12 credit hours each semester) to receive institutional aid. **Any student who does not complete a semester for which he or she enrolls will forfeit his or her institutional awards.** The student remains responsible for the appropriate percentage of charges incurred.
5. Renewable institutional awards require that a student maintain full-time, consecutive enrollment.
6. Institutional awards are figured assuming annual enrollment, and therefore split evenly between the fall and spring semesters. Awards may not be applied all in one semester.
7. Students who desire institutional aid and wish to claim an exemption from applying for federal/state aid must qualify for and submit the FAFSA Waiver.
8. Consideration for institutional aid is granted only to those students who have completed their Financial Aid file prior to the first day of classes. A student's eligibility to apply for institutional aid may be revoked for one semester if he/she fails to meet file completion requirements.

SDCC Institutional awards are capped at a percentage of full-time tuition charges as follows:

For students receiving athletic scholarships, all SDCC Institutional Aid must not exceed 100% of full-time tuition.

10.11 International Student Aid

International students (anyone other than a U.S. citizen, permanent resident or non-resident eligible to apply for federal aid) must submit a Declaration of Finance to the Office of Admissions.

International students are eligible for athletic awards.

The enrollment deadline for international athletes is June 15 with a July 1 payment deadline.

11. SOCIAL MEDIA POLICY

A student-athlete at San Diego Christian College is a representative of the GSAC, the Athletic Department, the institution of SDCC, and Christ.

The Athletic Department encourages positive social media involvement by its student-athletes. However, it is a privilege to be a member of the SDCC Athletic Department, not a right. Postings on social media must be representative of that privilege.

All postings online are public and can be accessed by anyone, including members of the media, parents, employees of SDCC, coaches, recruits, and others.

All athletes are held accountable for online activity and should be aware of the possible disciplinary action from the Athletic Department and the Office of Student Life.



The SDCC Athletic Department, in conjunction with the Office of Student Life, reserves the right to take action against any student-athlete who has violated college rules in any online posts. These actions may fall under the SDCC Athletic Department's discipline and could result in suspension or removal from the program.

12. GAMEDAY POLICIES

12.1 Game Conduct

Head Coaches and teams are to follow the SDCC mission and adhere to the SDCC handbook on conduct. We are all to be reminded of who we represent; not only our school, but the Lord we serve. All coaches need to help players choose to keep their language in check at all times. Control of the tongue is a high-valued practice in Scripture (James 4). Players will be held accountable for outbursts and inappropriate language to opponents and game officials.

12.2 Music Policy

All music used for SDCC games (from warm-ups, to introductions, to time outs, to post-game settings) need to be approved by the Athletic Director. The policy is not limited to Christian music only, however, as non-offensive music (either by words or by association) will be allowed. **Please submit any music for use to the Athletic Director with the lyrics of the song for pre-approval.** While it will be a foundational principle that music styles are all deemed as preference, the associate lyrics must have the ability to advocate attitudes and life choices that will bring glory to God.

13. EQUIPMENT GEAR AND ROOM POLICY

13.1 Equipment Policies

1. Equipment and apparel issued to the student-athlete is property of San Diego Christian College and does not belong to the student-athlete.
2. Equipment will only be issued to the student-athlete when the head coach deems it appropriate.
3. Equipment must be returned to San Diego Christian College within one week (seven days) of the season ending.
4. Failure to return equipment will result in a hold being placed on the student-athlete account.
5. Student-athletes who choose to withdraw from competition during the season have one week to return equipment.
6. Any equipment that is lost, stolen, or damaged will be charged to the student-athlete.

13.2 Locker Room and Equipment Rooms (when available)

1. No one except assigned coaches and players are allowed in the locker room.
2. Coaches will limit access to their locker room by student-athletes. This is a common courtesy and provides the privacy for other coaches using the locker room.
3. Rough housing or throwing towels or other objects is not allowed in the locker room.
4. Any unauthorized activities such as HAZING or any INITIATION RITUALS not sanctioned by the GSAC, NAIA, or San Diego Christian College are not permitted and will result in serious disciplinary action, including possible suspension or withdrawal from team or college, in accordance with the student handbook.
5. No glass containers allowed in the locker room.
6. Cleats must be cleaned off either outside or into a trash barrel in the locker room. Banging cleats on the walls or washing them in the shower is not allowed.
7. The locker room should be kept clean and all soap and containers picked up in the shower area as well as the locker room. If the locker room is left in a mess, part of the next practice will be spent cleaning it. **The custodians will do normal cleanup of the locker rooms, however, they are not our maids.**
8. No student-athlete should be in the equipment rooms without a coach.
9. Coaches should NEVER give his / her keys to a student-athlete.

14. SPORTS INFORMATION POLICY

All requests for an interview of a student-athlete must be approved by the Sports Information Director (SID). The SID will aptly prepare the student-athlete and arrange the appropriate schedule for the interview.

15. Right to amend

SDCC may amend this handbook at any time without prior notification.

APPENDIX**California State Hazing Laws:****SECTION 32050**

As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

SECTION 32051

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than fifty dollars (\$50), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

SECTION 32052

Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to state funds, scholarships or awards which are enjoyed by him, by her, or by it and shall be deprived of any sanction or approval granted by any public educational institution or agency. The governing board of any public school, public college, public university, or other public educational institution or agency shall adopt rules and regulations to implement this section. If the Attorney General or the district attorney of any county or city and county has reason to believe that forfeiture should be declared under this section, he or she may institute a special proceeding in the superior court to establish such forfeiture. Any funds so forfeited shall be deposited in the State Treasury and credited to the State School Fund. Notice of the existence of these provisions of law and implementing institutional regulations prohibiting hazing, together with the campus location where verbatim copies can be obtained, shall be published in all campus general catalogs. This section shall become operative January 1, 1988, and shall remain in effect only until January 1, 1994, and as of that date is repealed unless a later enacted statute, which is chaptered on or before January 1, 1994, extends or deletes that date.

**San Diego Christian College Athletics
Consent for Drug Testing**

I _____ (print name) have been provided and been given an opportunity to read the San Diego Christian College Department of Athletics Drug Education/Testing Program and I have also been given the opportunity to ask questions concerning said program. I hereby consent to be tested for the presence of banned substances in accordance with the San Diego Christian College Department of Athletics Drug Testing Program.

I understand that this testing will occur at such time or times as deemed appropriate by the team physician, the Athletics Director, my head coach or Vice President of Student Services.

I understand that any urine specimen or sample will be sent only to a qualified laboratory for actual testing, and that the samples will be coded to provide confidentiality.

I hereby authorize the release of such testing results to the Athletics Director, team physician, head coach, Director of Student Life and other SDCC officials as deemed appropriate. I understand that these results will also be made available to me.

I understand that I am free to withdraw this consent for testing. However, I also understand that should I refuse to submit to testing at the time requested, I will not be permitted to participate in any intercollegiate sporting program until such time as the Department of Athletics and San Diego Christian College shall deem appropriate.

I hereby authorize the release of the results of such testing to my parent(s) upon the receipt by the University of a Specific Request by my parent(s).

I hereby release San Diego Christian College, its Trustees, officers, employees and agents from legal responsibility or liability for the release of such information and records as authorized by this form.

Student-Athlete Printed Name

Sport

Student-Athlete Signature

Date

Signature of Parent or Legal Guardian
(If Student-Athlete is a minor)

Date



**San Diego Christian College Department of Athletics
Drug Testing Reasonable Suspicion Reporting Form**

I, _____, under the reasonable suspicion clause that is
Staff Name

outlined in the San Diego Christian College Drug Education and Drug Testing Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant _____ be referred to the Director of Athletics or his/her designee
Student-Athlete

for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past _____ hours and/or _____ days.

Please check below all that apply:

The Student-Athlete has shown:

- | | |
|---|---|
| _____ irritability | _____ physical outburst (e.g. throwing equipment) |
| _____ loss of temper | _____ emotional outburst (e.g. crying) |
| _____ poor motivation | _____ weight gain |
| _____ failure to follow directions | _____ weight loss |
| _____ verbal outburst (e.g. to faculty, staff, teammates) | _____ sloppy hygiene and/or appearance |

The Student-Athlete has been:

- | | |
|-----------------------------|------------------------------|
| _____ late for practice | _____ staying up too late |
| _____ late for class | _____ missing appointments |
| _____ not attending class | _____ missing/skipping meals |
| _____ receiving poor grades | |

The Student-Athlete has demonstrated the following:

- | | |
|--|--|
| _____ dilated pupils | _____ over stimulated or "hyper" |
| _____ constricted pupils | _____ excessive talking |
| _____ red eyes | _____ withdrawn and/or less communicative |
| _____ smell of alcohol on the breath | _____ periods of memory loss |
| _____ smell of marijuana | _____ slurred speech |
| _____ staggering or difficulty walking | _____ recurrent motor vehicle accidents and/or violations
(provide dates _____) |
| _____ constantly running and/or red nose | _____ recurrent violations of Student Code of Conduct policy |
| _____ recurrent bouts with a cold or the flu (provide dates _____) | |

Other specific objective findings include:

Continued next page

**San Diego Christian College Department of Athletics
Drug Testing Reasonable Suspicion Reporting Form continued**

Signatures:

Name of Staff

Signature of Staff

Date

Reviewed By:

Director of Athletics/Designee

Date

Name of Counselor Consulted

Date Consulted

☐ Reasonable Suspicion Upheld

☐ Reasonable Suspicion Denied

**San Diego Christian College
Student-Athlete Dietary Supplement Disclosure & Review Form**

I, _____ am taking or intend to take the following dietary

Student-Athlete Name

supplements. I acknowledge the risk of losing my eligibility to participate in intercollegiate athletics if I test positive for an NCAA, NAIA or San Diego Christian College banned substance that may be found in any substance that I take, regardless of the reason or purpose for taking such supplements.

I acknowledge and understand that the labeling on these products can be misleading and inaccurate, and that sales personnel are neither motivated nor qualified to accurately certify that these products contain no banned substances. "Healthy" or "naturally occurring" are terms often used to market sales of dietary supplements, but do not necessarily mean they are safe.

Before taking or using any dietary supplement, I am responsible for ensuring the product does not contain any banned substance. By making this disclosure, I am requesting that these products and their ingredients be reviewed by San Diego Christian College's sports medicine staff for the purposes of determining whether they are medically safe to use and do not contain banned substances. I understand that I should not take or use these products until their usage has been reviewed by San Diego Christian College's sports medicine staff.

Brand Name:

Listed Ingredients:

(Athletic Trainer to review, circle banned substances and notify student-athlete.)

1. _____

2. _____

3. _____

4. _____

Signatures:

Student-Athlete Signature

Date

Athletic Trainer Signature

Date

**San Diego Christian College Drug and Alcohol Testing Program
Student-Athlete Notification Form**
Student-Athlete: _____



Student ID: _____ Sport: _____

Date of Notification: _____ Time of Notification: _____ a.m./p.m.

I, _____, the undersigned:
Student-Athlete

Acknowledge being notified to appear for institutional drug and alcohol testing and have been notified to report to the drug and alcohol testing station at:

_____, on _____ at or before _____ a.m/p.m

I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing.

I understand that I may have a witness accompany me to the drug and alcohol-testing site.

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Institutional Drug and Alcohol Testing Consent and will result in a penalty.

By signing below, I acknowledge being notified of my participation in institutional drug and alcohol testing, and I am aware of what is required of me in preparation for this drug and alcohol-testing event.

Signature: _____ Date: _____
Student-Athlete

I can be reached at the following telephone number on test day: _____

Institutional Representative retain top portion of completed forms



San Diego Christian College Drug and Alcohol Testing Program

Student-Athlete: _____

Location of Test: _____ Date of Test: _____ Report Time: _____

College/University:

Urine Collection Guidelines for Clients

Drug Free Sport™

1. Only those persons authorized by the institution will be allowed in the collection room.
2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.
5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
11. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.
14. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
15. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
16. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.
17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.
18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).
19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.



20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
21. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
22. The student-athlete is then released by the institutional collector.
23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drugs of abuse" laboratory and one sample is placed in the shipping container for shipment to the "anabolic steroids" laboratory.
24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.
25. The samples then become the property of the client.
26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.