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Pacific Union College Department of Athletics

Mission Statement

The mission of the Department of Athletics is to offer a Christian and educational environment, using competitive sports to complement and enhance their overall experience at Pacific Union College. The Department of Athletics is committed to encouraging a balance in the life of our student athletes, allowing time for participation in competitive sport, supporting involvement in leadership activities on campus, and striving for a high level of achievement in all academic endeavors. We encourage individual growth (character development, spiritual, academic, and athletic) in a team-centered environment.

Since the Department of Athletics promotes the student athlete concept, it is important for coaches to use their influence as teachers and mentors in a manner that supports and reinforces a learning community. The athletic experience – only one component of a student’s development at Pacific Union College – can be used to improve learning outcomes, reinforce life lessons, develop character, help students think critically, help teach goal setting, and develop meaningful and lasting relationships within the team atmosphere. The following is a list of some of the life skills we want our coaches to stress, to complement the academic learning objectives. (1) Develop a lasting relationship with God (2) Communication Skills (3) Teamwork (4) Discipline (5) Preparation (6) Problem Solving (7) Adaptive/Reactive Behavior (8) Ethics/Integrity.

Vision Statement

The Department of Athletics strives to build quality athletics programs, maintain a talented and driven coaching staff, and recruit student athletes who display strong character, leadership qualities, a commitment to academics, and a desire and ability in a certain athletic skill. The Department of Athletics seeks to be a source of pride and representation of Pacific Union College, as well as the surrounding community. In doing so, the Department of Athletics strives to successfully compete in the California Pacific Conference in the NAIA.

Goals

1. Ensure that all student-athletes are provided with opportunities and support to achieve their academic and athletic goals.
2. Provide the best possible environment for each student-athlete to compete to the fullest extent of their capabilities.
3. Provide support systems that allow student-athletes to develop into well rounded, responsible, and mature individuals.
4. Encourage student-athletes to be leaders on campus and in the community.

ELIGIBILITY

APPLICATION OF ELIGIBILITY RULES

Institutional membership within either or both programs (men's and/or women's) or institutional membership on a sport by sport basis within a program charges each institution with the responsibility of knowing, administering, and enforcing the eligibility standards adopted by the members of the Association in respect to the institutions intercollegiate sports affiliated within the NAIA.

The eligibility rules which follow apply to all students representing their institution in any manner (scrimmages, intercollegiate, etc.) against competitors not directly identified with the institution in any sport recognized by the NAIA.

Any student identified with a two- or four-year college or university who then becomes identified at an NAIA institution shall also be subject to the following regulations, which were submitted and approved by the member institutions.

DEFINITIONS

Eligibility Case; Eligibility Certification; End of a Term; Enrollment; Entering Freshman; Good Standing; Identification; Institutional Credit Hours; Intercollegiate Contest; Non-Term; Normal Progress; Residency; Scrimmage; Season of Competition; Terms of Attendance; Transfer; Twenty-One Day Rule

1. **Eligibility Case:** An actual or possible violation of an NAIA rule or regulation as reported by the institution to the Conference Commissioner/President, the Eligibility Chair and/or the National Office or notification to the institution by the Conference Commissioner/President, the Eligibility Chair or National Office.
2. **Eligibility Certification:** Completion of the NAIA Official Eligibility Certificate, Transfer Player Eligibility Statement and the Eligibility Certificate For Entering Freshmen (when applicable) for all students prior to allowing a student to represent the institution in any manner during a term.
3. **End of a Term:** Date listed in the institutional catalog as the last day of a term. If no such date is given, the end of the term shall be the last day of the final exam period for that term.
4. **Enrollment:** Completion of institution's enrollment forms or cards (payment of fees is not considered by the NAIA as a definition of enrollment).
5. **Entering Freshmen:** A student who upon becoming identified with an NAIA institution has not been previously identified with any institution(s) of higher learning for any two semesters or three quarters (or equivalent).

6. Good Standing: Maintenance of NAIA eligibility standards as well as the general institutional requirements for all students in order to represent the institution in any extra-curricular activity.
7. Identification: Representing an institution in an intercollegiate contest or enrolling in nine (9) or more institution credit hours at a single institution in any given term (excluding summer session) and attending any regularly scheduled class.

Note: Participation in an intercollegiate contest in the fall before school starts identifies the student with the institution and charges the student with a season of competition and a term of attendance, even if the student decides to transfer or leave school before classes start. The student, however, shall not have the term applied in determining the 9/24 institutional credit hour rule in that attendance at a regularly scheduled class did not take place. The second season progress rule (Article V, Section C, item 9) shall, however, apply for participation in the same sport.

8. Institutional Credit Hour: Any credit hour which counts toward an institutionally-approved degree or any credit hour which is required by the institution for the student being certified.
Institutional credit hours shall be accepted for eligibility certification purposes only after the instructor submits the completed course grade in the normal manner to the institutional registrar for posting on the transcript.
9. Intercollegiate Contest: Any athletics competition in a sport recognized by the NAIA and sponsored by the institution as an intercollegiate sport against competitors not identified with the institution. Alumni contests are considered as competition within the institution and not recognized as intercollegiate.
10. Non-Term: Enrollment in fewer than nine (9) institutional credit hours at a single institution during a given term, or any summer session or interterm.
11. Normal Progress: The accumulation of academic credit at a rate so as to meet the minimum standards listed in Article V, Section C, item 9 of the Bylaws.
12. Residency: Identification with an institution for 16 calendar weeks (112 calendar days) during the regular school year (summer session not included).
13. Scrimmage: A contest or competition against competitors not identified with the institution when:
 - a. The contest or competition is not listed or is noted as a scrimmage on the institutional schedule;
 - b. No scores or statistics are reported by either institution;

- c. No admission is charged.

Scrimmages shall not be allowed in the following intercollegiate sports: cross country, golf, swimming and diving, tennis, track and field, and wrestling.

Students must be certified as eligible prior to participating in a scrimmage. Provided that the students are eligible, participation in scrimmages in any allowable sport which is prior to the institution's first regularly scheduled contest in that sport shall not be charged as a season of competition for the participating students.

- 14. Season of Competition: Participation in one or more intercollegiate contests whether in a varsity, junior varsity, or freshman program.

EXCEPTION: Eligible students at NAIA member institutions shall not be charged with a season of competition in a sport for participation in allowable scrimmages held prior to the institution's first regularly scheduled contest. Transfer students shall be governed by the Association under which they competed.

- 15. Term of Attendance: A term of attendance is any quarter, semester or trimester (excluding summer sessions) in which the student becomes identified at a single institution.

The word "term" as used throughout the bylaws refers to quarter, semester, or trimester, whichever applies as the official unit of class attendance at any college or university.

If a student identified with an institution officially totally withdraws from that institution within 21 calendar days following the official opening date of classes as stated in the institutional catalog and returns and again becomes identified with the same institution (without becoming identified at another institution), the student shall not be charged with a term of attendance for the term in which the student withdrew.

- 16. Transfer: A student who becomes identified with an NAIA institution after having previously been identified with a two- or four-year institution of higher learning. Transfer students must complete the official NAIA Transfer Player Eligibility Statement prior to their first participation at the NAIA institution no matter how long ago the transfer occurred.

Once the student has completed the transfer form and has been in attendance for one term, the student is no longer considered a transfer student at the institution.

ELIGIBILITY REQUIREMENTS

For a student to be eligible for any NAIA-recognized intercollegiate competition, a member institution must ensure that the student conforms to the following regulations.

1. An entering freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution.
2. An entering freshman student must meet two of the three entry level requirements:
 - a. A minimum score of 18 on the Enhanced ACT or 860 on the SAT (for tests taken on or after April 1, 1995).
 - b. An overall high school grade point average of 2.000 or higher on a 4.000 scale;
 - c. Graduate in the upper half of the student's high school graduating class.

EXCEPTION: For GED, home-schooled and international students, see Casebook #58, #59 and #60.

In order to meet the requirement of Article V, Section C, item 2, paragraph a above, an entering freshman must achieve a score of 18 or higher on the Enhanced ACT or a score of 860 or higher on the SAT. The test score must be achieved at a single test sitting administered by a certified tester on a National or International testing date to apply to this requirement. The ACT/SAT must be taken prior to the beginning of the term in which the student initially participates.

Students not meeting at least two of the three standards shall be denied athletics participation at a member institution for the first full year of attendance (2 semesters, 3 quarters, or equivalent) that such a student is identified with an institution(s).

3. The student must be identified and enrolled in a minimum of 12 institutional credit hours at the time of participation, or, if the participation takes place between terms, the student must have been identified with the institution the term immediately before the date of participation.

EXCEPTION to the 12 credit hour enrollment rule:

A student who will complete requirements for graduation within 10 semesters, 15 quarters, 12 trimesters or less may retain eligibility during the last term of attendance of the senior year by enrolling in fewer than 12 institutional credit hours. Official verification must be provided by the registrar that the student has completed all other academic requirements for graduation except for the currently enrolled credits. Such verification must be provided to the Eligibility Chair. It is understood as a condition of the use of this exception to the 12 hour enrollment rule that the intercollegiate eligibility of the student using the exception shall be terminated automatically at the end of the term, or term extended, in which less than 12 credits are carried.

4. The student must maintain institutional identification during any term of participation. For exceptions see Article V, Section D, items 3 and 4.
5. The student must have accumulated a minimum of nine (9) institutional credit hours prior to identification for the second term of attendance.

Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the nine (9) institutional credit hour rule for a second term freshman.

6. After completion of the second term of attendance and from then on, a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance.

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

All credit hours used to meet this total of 24 institutional credit hours are to be taken at face value and are not to be converted, even if earned at different institutions using different credit hour systems (e.g., quarter and semester).

EXCEPTION: See Article V, Section B, item 7, paragraph 2.

EXCEPTION: A transfer student who has met the graduation requirements for an associate degree from a junior college and who has not been identified with an institution(s) of higher learning for more than five semesters or seven quarters will be exempt from meeting the 24 hour rule for the first term upon transferring to an NAIA institution provided:

- a) the transferring student passed all hours required for graduation in the term in which graduation occurs and;
- b) less than 24 hours were required for graduation during the last two terms.

Students receiving this exception must pass at least 12 hours in their first term of attendance at the four-year school to retain eligibility for a second term. The last term at the junior college shall count as a term of attendance.

EXCEPTION: A student will be exempt from meeting the 24 hour rule only during the first term in which the student initially competes in any sport at the intercollegiate level, provided the student has not previously participated in any intercollegiate sport at any institution; met freshman eligibility requirements upon initial identification with any institution (applies only to students in the first four

semesters/six quarters or equivalent, of attendance); and has an overall GPA of 2.00 on a 4.00 scale calculated on the basis of all transcripts from all institutions (applies to students in all terms following the fourth semester/sixth quarter, or equivalent of attendance.)

7. The student must be making normal progress toward recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NAIA (where applicable).
8. Upon reaching junior academic standing as defined by the institution, a student must have a cumulative grade point average (GPA) of at least 2.000 on a 4.000 scale. The 2.000 cumulative grade point average (GPA) or higher must be certified each grading period in which the student wishes to compete after junior academic standing is reached.
9. To participate a second season in a sport, all students must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

EXCEPTION: A freshman who initially becomes identified after the first term in the fall shall meet this requirement by having passed 12 semester or 20 quarter institutional credit hours. This exception shall apply to the second season of competition regulation only.

To participate the third season in a sport, all students must have accumulated at least 48 semester/72 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at the member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

To participate the fourth season in a sport, all students must have accumulated at least 72 semester/108 quarter (or equivalent) institutional credit hours, at least 48 semester/72 quarter hours of which must be in general education and/or in the student's major field of study. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

To participate in a third and/or fourth season in a sport all students must have and maintain a total cumulative GPA of at least 2.000 on a 4.000 scale. The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended.

10. The student must be eligible according to the institution's standards for intercollegiate competition.
11. The student must be eligible according to affiliated conference standards when such standards are more stringent than NAIA rules and standards.
12. Repeat courses previously passed with a grade of "D" or better in any term, during summer, or during a non-term cannot count toward satisfying the 24 credit hour rule.

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

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

13. A student who has not been identified at an institution during the preceding term does not become eligible at that institution until identification takes place the following term.
EXCEPTION: For the fall term only if athletic contests are scheduled before the opening date of classes, enrolled students may compete, if otherwise eligible, prior to the first day of class.
14. A student who is eligible the last day of a term may retain eligibility until midnight of the 14th calendar day following the close of a term to allow an institution time to recertify eligibility. This regulation does not apply to students who complete all requirements for graduation or complete 10 semesters of attendance (or equivalent). Further, students declared ineligible by the institution or conference shall lose eligibility immediately upon such declaration.
15. A student enrolling in college after the date set by the institution for enrollment of regular full-time students will not be eligible to compete in intercollegiate athletics until two full calendar weeks of residency have been completed.

RETENTION: RE-ESTABLISHMENT OF ELIGIBILITY (Also see V, E, 2)

1. A student may participate four (4) seasons in one sport in 10 semesters, 12 trimesters, or 15 quarters of attendance if otherwise eligible. The 10 semesters need not be consecutive. During the ninth or tenth semester, or equivalent, the

student may participate in any sport in which the student has not already used four seasons of participation.

2. With reference to establishing or re-establishing eligibility in the same institution: A student is eligible for athletics participation on the day following the close of a term, provided the student has been identified and in attendance during the term just ending and the registrar certifies that the academic requirements have been met for this student.
3. A student attending a college on the trimester system may participate in spring sports if the student was identified the previous term at the institution and completed 24 institutional credit hours or more since the beginning of the fall term of the current school year, and is otherwise eligible although not enrolled during the third trimester.
4. A student who is eligible during the regular sport season for a particular sport and who is eligible at the end of the regular sport season shall retain eligibility in that particular sport for participation in NAIA postseason competition provided the student has been in attendance the term immediately preceding the postseason competition.
5. A student who has completed all academic requirements for graduation from a four-year institution as defined by that institution shall no longer be eligible to compete in intercollegiate athletics. EXCEPTION: A student who has completed all academic requirements for graduation and who is enrolled in the graduate or professional school of the institution attended as an undergraduate or who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution may participate in intercollegiate athletics provided the student has athletic eligibility remaining.

The graduate must be enrolled in a full-time class load as defined by the school in lieu of 12 institution credits at the time of participation.

To maintain eligibility status, the student must successfully complete the full-time class load as defined by the institution.

TERMINATION OF ELIGIBILITY

1. A student terminates athletic eligibility at the end of a term upon completing 10 semesters, or 12 trimesters, or 15 quarters in which the student is regularly enrolled as a student for institutional credit. The term “regularly enrolled” implies that the student has met the requirements or a term of attendance.
 - a. EXCEPTION: A female student will be granted a two-semester or three-quarter one-time extension of the ten-semester rule due to pregnancy. The request for the extension period of time will be processed as an exceptional ruling to a standard rule.

- b. EXCEPTION: A student will be granted up to a two-semester or three-quarter one-time extension to the ten-semester rule due to a debilitating illness (i.e., cancer, chemical dependency, psychological illness) and treatment. The request for the extended period of time will be processed as an exceptional ruling to a standard rule.
2. A student who loses eligibility at the end of a term because of graduation becomes ineligible at the end of the week (11:59 p.m., Saturday) in which the term ends.

EXCEPTION: Students who graduate at the close of the fall/winter term and who have qualified for NAIA national competition for the immediately following spring/summer through the conference or regional event held in the fall/winter shall not be required to have been in attendance the immediately preceding term prior to postseason competition to be eligible. The student is subject, however, to any contrary ruling which may be made by the local institution or conference.

3. A student who loses eligibility at the end of a term other than because of graduation or completion of 10 semesters of attendance becomes ineligible no later than midnight of the 14th calendar day following the close of the term. If an institution checks eligibility prior to the 14-day deadline (Article V, Section J, item 2) and determines that a student has become ineligible, the student becomes ineligible immediately.
4. No student shall be permitted to participate in intercollegiate athletics for more than four (4) seasons in any sport.
5. Any student who has completed eligibility or who has been permanently banned in a given sport at any four-year institution, either NAIA affiliated or other, shall have no eligibility remaining in that sport within the NAIA. Such a student cannot regain eligibility in that sport at an NAIA institution.
EXCEPTION: For eligibility purposes the NAIA does not recognize the NCAA “five year rule” or age limitation regulations.

TRANSFER REQUIREMENTS: GENERAL

1. A student previously identified with an institution of higher learning (two or four-year), who then transfers to a member college or university must complete the Official NAIA Transfer Player Eligibility Statement, and the institution must mail this statement to the Eligibility Chair prior to the student participating.
2. A student becomes identified with an institution upon enrolling in nine (9) or more institutional credit hours at a single institution in any given term and attending any regularly scheduled class (summer session not included). Anyone transferring after this time becomes a transfer student regardless of whether the student participated in intercollegiate athletics.

3. If a student identified with an institution officially withdraws from that institution within 21 calendar days following the official opening date of classes as stated in the institutional catalog and RETURNS and becomes identified with the same institution (without becoming identified at another institution), the student shall not be charged with a term of attendance for the term in which the student withdrew.
4. If a student becomes identified at an institution and officially totally withdraws from that institution within 21 calendar days and subsequently becomes identified at an NAIA institution after remaining out of school for at least two full consecutive semesters, two full consecutive trimesters or three full consecutive quarters following the term of withdrawal, the 16 weeks residency requirement shall be waived and the term shall not be counted in application of the 9/24 institutional credit hour rule. The term shall be charged as a term of attendance with respect to the 10 semester, 12 trimester, or 15 quarter limit. However, the transfer rule shall apply and the term shall be counted in application of the 9/24 institutional credit hour rule if the athlete participated during the 21 days.
5. If a student identified with an institution officially withdraws from that institution after attending any class during a normal school term and then transfers and becomes identified with another institution, the student shall be charged with a term of attendance (and zero hours credit) for attending any class before withdrawing.
6. A transfer student who has been suspended (or its equivalent) from any institution of higher learning must establish residency of two full semesters, two full trimesters, or three full quarters of attendance at the NAIA institution or until the institutional suspension period at the suspending institution has been terminated, whichever is shorter, before intercollegiate participation at an NAIA institution shall be permitted.
7. Attendance during summer session or in a non-term (enrolled in fewer than nine credit hours) does not count toward satisfying the 16 weeks residence requirement.
8. Trimester System: A student transferring to an institution using the trimester system may meet the residency requirements by enrolling in any regular trimester and establishing 16 calendar weeks (112 calendar days) of residence.
9. A student who participates in the same sport for two different institutions in the same academic school year shall be charged with a season of competition for each institution represented during that school year. EXCEPTION: A student competing at a junior college who meets the requirements for graduation from that junior college and transfers to a member institution during the same sport season and is otherwise eligible to compete at the member institution in the same sport shall be charged with only one season of competition.

TRANSFER: PREVIOUS IDENTIFICATION AT A FOUR-YEAR INSTITUTION

1. A student who has participated in an intercollegiate contest at the immediately previous four-year institution and who then transfers to an NAIA member institution shall be required to be in residence for a period of 16 calendar weeks before being eligible for the sport(s) previously participated in at the four-year institution. A student who has not participated in an intercollegiate contest at the immediately previous four-year institution is not subject to the residency period in that sport.

EXCEPTIONS to the residency regulation:

- a. A junior college transfer (having previously participated at a four-year institution) who graduates from a junior college with a two-year degree as specified on the junior college transcript and who has been identified with the junior college for at least one full term (excluding summer school) immediately preceding graduation shall have the 16 weeks residency requirement waived.
 - b. A transfer student who has participated in a specific sport at the immediately previous four-year institution but has not competed in that sport (while remaining identified with the immediately previous four-year institution) for a minimum of one calendar year immediately prior to transferring to an NAIA institution shall have the residency requirement waived.
 - c. A transfer student who has participated in a specific sport at the immediately previous four-year institution shall have the residency rule waived for participation in that sport provided the student has a cumulative minimum overall GPA of 2.000 (on a 4.000 scale) from all previously attended institutions of higher learning and receives a release from athletics director at the immediately previous four-year institution.
 - d. A student who has participated in a sport at the immediately previous four-year institution and after such identification does not attend any institution of higher learning and remains out of school for at least two full consecutive semesters, two full consecutive trimesters or three full consecutive quarters following the term in which the student was last identified shall have the residency requirement waived upon enrollment and identification with a member institution.
2. The term “16 weeks” refers to the 16 consecutive calendar weeks (112 calendar days), including vacations and inter-terms (except summer terms). The 16 weeks does not refer to school weeks. This period shall be counted from opening date of classes as stated in the official college catalog or from the date on which the student enrolls, whichever is later. No part of the 16 weeks shall fall between the

end of the term immediately preceding the regular summer term and/or summer vacations and the beginning of the fall term.

3. The residency requirement shall be satisfied at the beginning of the day following the end of the 16 calendar weeks (at the beginning of the 113th calendar day) from the first day of class. Should the 16 week period be satisfied after the institution's regular season has been completed, the student has established eligibility for the following season in that sport but is not eligible for postseason athletic competition in that sport which is held during an extended period of the term just completed.

TRANSFER: PREVIOUS IDENTIFICATION ONLY AT A JUNIOR COLLEGE

A transfer student from a junior college WHO HAS NOT PREVIOUSLY BEEN IDENTIFIED WITH A FOUR-YEAR INSTITUTION shall not be required to meet the 16 weeks residency requirement. The student shall fulfill all academic requirements of NAIA and is entitled to only four seasons of participation in a given sport.

MILITARY SERVICE EXCEPTION

1. A student whose college attendance has been interrupted or delayed by one year or more of continuous active military duty in the Canadian or United States Armed Forces shall be eligible for athletic participation immediately upon enrolling in a minimum of 12 institutional credit hours and becoming identified.

The student may retain eligibility in the succeeding term by:

- a. having earned a minimum of 24 institutional credit hours the two immediately previous terms of attendance,

OR

- b. satisfying the requirements for a second term student having completed nine (9) institution credit hours the immediately previous term of attendance.

2. The duration of the application of the Military Service Exception shall be limited to the first two full semesters or three quarters following release from active duty. Thereafter, the student is not entitled to any provisions of the Military Service Exception rule, and all regulations shall apply.

SUBMISSION OF NAIA OFFICIAL ELIGIBILITY CERTIFICATES

1. It shall be the responsibility of the faculty athletics representative of each member institution to check the eligibility of each student prior to allowing the student to represent the institution in any manner (scrimmages, intercollegiate contests) against competitors not directly identified with the institution in any sport recognized by the NAIA.

An NAIA Official Eligibility Certificate signed by the registrar, athletics director, coach, and faculty athletics representative of the institution is to be postmarked to the appropriate Eligibility Chair prior to participation. Reports become delinquent on the date following the first contest.

2. Institutions which sponsor sports that carry over from one term to another (basketball, swimming and diving, wrestling, etc.) must certify that students participating in these sports are eligible for all terms in which the competition takes place. A statement signed by the registrar, athletics director, and faculty athletics representative noting that the students have been re-evaluated and are eligible may be submitted in lieu of the official eligibility certificate to the eligibility chair within 14 days after the close of the term or prior to the first competition after the close of a term, whichever is later.

In any case, institutions must recertify [submit an updated certificate] students by February 1 for second semester carryover sports or by April 8 for third quarter carryover sports, as appropriate. Should the 14-day extension period be later than February 1/April 8 due to the attachment of the interterm to the first term, the later date is acceptable for filing.

PROCESSING OF ELIGIBILITY CASES

1. Eligibility cases are defined as cases where an actual or possible violation of an NAIA rule or regulation has taken place.
2. Should the Eligibility Chair after reviewing all information determine that a violation has not occurred, the case will be closed at that time.
3. Eligibility cases which are initiated by an institution must be submitted by the faculty athletics representative and the athletics director at that institution to the Eligibility Chair.

When apparent violations come to the attention of the Eligibility Chair, the Eligibility Chair shall notify in writing the faculty athletics representative, the athletics director, and the chief executive officer of the institution before processing the case.

4. The Eligibility Chair shall inform the Regional Chair, the Conference Commissioner/President (where appropriate) and the national eligibility staff liaison of each new eligibility case being investigated upon receipt of the case.
5. Upon receipt of an actual or apparent violation, the Eligibility Chair shall obtain the following information and send it to the eligibility committee members, the national eligibility staff liaison, and the chief executive officer of the institution being investigated.
 - a. All pertinent data on the case (type of violation, date, place, etc.)

- b. An up-to-date transcript of the student(s) involved.
 - c. A written statement signed by the institution's athletics director and faculty athletics representative concerning the case and corrective steps to be taken by the institution.
 - d. Statement from the student(s) involved, if possible.
6. A recommendation from the eligibility committee as to the disposition of the case shall be submitted by the Eligibility Chair on behalf of the conference/region to the chief executive officer of the institution being investigated and the national eligibility staff liaison for dispersal to the National Eligibility Committee.
 7. The chief executive officer, after reviewing the case and the regional recommendation or conference action, may within seven days of receipt send a response to the national eligibility staff liaison which will be included in the material sent to the NAIA National Eligibility Committee.
 8. In eligibility cases involving the participation of an ineligible student, Article VI, Section B, Item 6 in the Bylaws is to be applied by the institution.
 9. Institutions are encouraged to contact their Eligibility Chair for clarification of an existing regulation. The Eligibility Chair may give interpretations of existing regulations but may not give a ruling on a specific individual.

When the Eligibility Chair deems it desirable, the request may be forwarded to the National Office for clarification by the NAIA National Eligibility Committee.

10. Regions or conferences may not make final determinations relative to cases where a violation has occurred. All eligibility cases must be processed through the NAIA National Eligibility Committee or the NAIA National Conduct and Ethics Committee for appropriate action.
11. Conference action taken by an affiliated conference whose requirements are more stringent than those of the NAIA will be supported by the NAIA. Should a conference member be found to be in violation of an association rule the case will be processed to include a recommendation from the conference.

In cases where NAIA members belong to a non-affiliated conference, the NAIA National Eligibility Committee shall rule whether such conference action against a member institution shall be respected and supported.

**PROCESSING REQUESTS FOR AN EXCEPTIONAL RULING TO A
STANDARD RULE**

In exceptional cases, where extenuation circumstances exist, an institution may request an exceptional ruling to a standard rule. Such a request may be made before or after participation of the student(s) involved, but such student(s) shall be withheld from further competition until the case is closed.

Exceptional cases are to be processed as follows.

1. The request for an exceptional ruling must be submitted to the Eligibility Chair by the faculty athletics representative and the athletics director of the institution requesting the ruling. The request must include all pertinent information concerning the request. Transcripts, the standard rule in question, and the reasons why an exceptional ruling should be granted must be included.
2. The Eligibility Chair shall see that the request for an exceptional ruling is forwarded to the National Office along with the eligibility committee's recommendation. The Regional Chair/Conference Commissioner or President shall also receive a copy of the request and the eligibility committee's recommendation.
3. The institution requesting the exceptional ruling shall secure a recommendation from the conference (where applicable). The conference recommendation shall be sent to the National Office.
4. The institutional request and all documentation shall be sent to the National Eligibility Committee, through the national eligibility staff liaison, for a ruling. The ruling shall apply only to the specific case and will not establish a precedent.

HARDSHIP REQUESTS

1. A hardship request is a request for an exception to the season of competition regulation. Hardships deal only with seasons of competition.
2. All hardship requests must meet the following criteria.
 - a. They must involve an injury of illness which is beyond the control of the student or coach and which incapacitates the student from competing further during the sport season in question as verified by the attending physician (M.D. or D.O.) who must have examined the student during the sport season in question.
 - b. The student involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the sports season than those listed for the sport:

Baseball	8 contests
Basketball	5 contests
Cross Country *	2 meets

Football	2 contests
Golf *	2 contests
Soccer	3 contests
Softball	3 dates
Swimming & Diving *	2 meets
Tennis *	3 dates
Track & Field – Indoor *	1 meet
Track & Field – Outdoor *	2 meets
Volleyball	4 dates
Wrestling *	3 dates

[* Scrimmages are not allowed in these sports.]

Hardships cannot be requested for students who are incapacitated in the last regular season contest or postseason competition.

- c. All applicable information must appear on the completed certificate. This certificate, along with a transcript from all previous institutions the student has attended, is to be sent to the National Office for processing.
 - d. Participation by a student after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.
3. The hardship request must be submitted by the Faculty Athletics Representative or Athletics Director of the institution requesting the exception. Before a request or appeal can be considered, the following material must be submitted:
 - a. A current transcript of the student involved.
 - b. A completed official NAIA Hardship Request Certificate.
 4. Conference and/or regional recommendations, if any, shall be considered, but only the decision of the National Eligibility Committee shall be recognized by the NAIA in hardship cases.

STUDENT-ATHLETE MENTORING

The Department of Athletics encourages junior and senior student-athletes to act as mentors for younger athletes, especially with respect to academic success. A mentor can aid a student with the matriculation process to include: financial aid, student affairs, student registration, time management, successful completion of papers, and study skills. Student mentors can also facilitate the transition to college life.

CHAMPIONS OF CHARACTER

NAIA CHAMPION OF CHARACTER PLEDGE

The NAIA “Champions of Character” initiative will create an environment in which every NAIA student-athlete, coach, official and spectator is committed to the true spirit of competition through respect, integrity, responsibility, servant leadership, and sportsmanship.

Champions of Character Student-Athlete Pledge:

Each game and practice I participate in will provide me with an opportunity to be a “Champion of Character”.

I pledge, as an NAIA student-athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates, and myself by:

1. **respecting** my opponent, the officials, my teammates, myself and the game;
2. taking **responsibility** for my actions in all areas of my life;
3. having the **integrity** to stand by my word;
4. providing **servant leadership** where I serve others while striving to be a personal and team leader;
5. and being an example of **sportsmanship** by holding myself in the highest standards of fairplay.

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and the principle that athletics serve as an integral part of education.

The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and regional structures, and the benefits of membership in a national association.

To achieve its purpose, the NAIA pursues the following goals for students, member institutions and the Association:

1. The student, as the central focus of intercollegiate athletics, shall:
 - a. Accept the responsibility to become an effective, contributing member of society.
 - b. Perform as a positive role model on the campus and in the wider community
 - c. Fulfill academic responsibilities while progressing steadily toward meeting the requirement toward their degree.

STUDENT-ATHLETE CONDUCT AND ETHICS

GENERAL CONDUCT

1. Understand and adhere to the code of conduct listed in the student-athlete handbook
2. Obey all federal, state, local, and campus laws
3. Do not use drugs, alcohol, or tobacco products

STUDENT-ATHLETE'S RESPONSIBILITIES

It is important that all student-athletes understand what their responsibilities are. It is a privilege to participate in the athletic program, not a right. Consequently, the Athletic Administration has set high expectations for student-athlete behavior, listed below:

1. Understand the overall philosophy of the athletic program. Act with class, pride, and dignity and represent the team, coach, Athletic Department, and College in a positive manner.
2. Understand and adhere to the protocol for medical and insurance policies.
3. Be familiar with the academic eligibility requirements set forth by Pacific Union College and the NAIA.
4. Exhibit sportsmanship at all times on the field.
5. Achieve and maintain optimal physical condition within accepted health standards.
6. Take proper care of equipment and return it in good condition. All equipment must be accounted for and turned in upon completion of the season. If a student-athlete quits or is suspended, he or she will have 24 hours to turn in any team issued sports equipment. The cost of the equipment will be added to the College bill in the business office if a student athlete fails to return any department issued gear.
7. Treating visiting teams and officials with respect
8. Help teammates, whenever possible, on and off the field and most importantly with their schoolwork and projects. The success of a team depends on how much each student-athlete puts in as an individual.
9. Take all academic progress reports very seriously. When a coach issues you a report, return it promptly with accurate and beneficial information.
10. Be accountable and responsible for your behavior in the dorms.
11. Be on time to practice, meetings, class, and all Athletic Department functions.
12. Treat faculty, staff, and food service employees of Pacific Union College with respect.

SPORTSMANSHIP

Student-athletes at Pacific Union College are expected to act with class, and comport themselves with dignity. This especially applies to behavior on the fields and courts. Pacific Union College Athletics is a source of pride for the College and the surrounding community. Student-athletes are expected to keep their behavior “in check” at all times. A competitive nature is encouraged, however, it is to be directed in a positive way towards opponents and teammates. The **California Pacific Conference** has set forth regulations that will be applied with respect to sportsmanship:

1. **Unsportsmanlike Conduct:** If a student-athlete is removed from a game for unsportsmanlike conduct, he or she must serve a one game suspension. For a second offense (kicked out of a game for the second time), he or she will serve a two game suspension. If a student-athlete receives a third ejection, he or she will be suspended by the league for the remainder of the season.
2. **Fighting or Attempting to Fight:** A student-athlete who fights in a contest (defined by the league as: “striking or attempting to strike or otherwise physically abuse an official, opposing coach or student-athlete, or spectator”) shall be subject to the following penalties. First offense: the league will impose a suspension for the remainder of the student-athlete’s season.
3. **Inciting Participants or Spectators to Violent or Abusive Action:** A student-athlete will not intentionally, or with careless disregard for one’s conduct, incite participants, or spectators to violent or abusive action. For the first offense, the student-athlete will not be permitted to play in the next contest. For the second offense, the player will serve a two game suspension. The third offense will result in suspension for the remainder of the season.

DRESS CODE

Student-Athletes must adhere to travel dress code (specified by the head coach) for all away games. Head coaches may set specific dress code standards for their student-athletes when traveling as a team. Coaches may also specify what constitutes appropriate dress while representing the institution and at other times.

DRUG AND ALCOHOL POLICY

It is the expectation that intercollegiate athletes at Pacific Union College perform at the optimum standards, academically and athletically. **Consistent with this fundamental expectation, participating student-athletes are prohibited from abusing anabolic steroids, cocaine, amphetamines, marijuana, crack-cocaine, heroin, underage alcoholic consumption, and/or any other controlled substance as proscribed by federal or state law.**

Such abuse by any member of an intercollegiate team is expressly prohibited, whether occurring before, during or after the team's season of sport. Additional disciplinary measures may be taken that are consistent with the Pacific Union College student handbook.

Unauthorized use of drugs, underage consumption of alcohol, citations of drug and /or alcohol abuse, such as (but not limited to) disorderly conduct in the dorms, or a DUI, all constitute an abuse of the privilege of practicing for and representing the institution in intercollegiate athletic events.

Coaches, trainers, and athletic staff are all charged with the responsibility of reporting student-athletes who are suspected of alcohol and/or drug abuse to the Director of Athletics. Cases involving known or suspected alcohol and/or drug abuse will undergo administrative fact-finding. A recommendation of disposition will be rendered to the student-athlete, the coach and any other appropriate authority of the institution.

Sanctions in drug and/or alcohol abuse cases may include the following (all of, or in any combination):

- 1. Suspension from all team activities, to include practice, competition, and travel**
- 2. Permanent dismissal from the intercollegiate athletic program**
- 3. Referral to Napa County Sheriff's Department**

HARRASSMENT

Pacific Union College does not condone any form of harassment (verbal, physical, sexual or any combination thereof) directed toward any person or group. Student-athletes must refrain from actions that intimidate, humiliate or demean a person or groups of persons that may undermine their sense of security or self-esteem.

ACADEMIC INTEGRITY

The Pacific Union College Department of Athletics supports and maintains the highest standards of academic integrity. Honesty and good moral judgment are valued principles.

Academic fraud will not be tolerated. Engagement in academic fraud will have disciplinary consequences, which may include: suspension and/or dismissal from the intercollegiate program. Additional disciplinary measures may be taken that are consistent with the Pacific Union College student handbook.

CRIMINAL VIOLATION

When a student-athlete is charged with violating a local, state or federal law and the misconduct involves a violent action, illegal drugs, gambling, weapons(s) and/or any felony charges, the student-athlete may be suspended from practice and/or competition in

the intercollegiate athletics program until the charges have been addressed and/or adjudicated by the legal system.

DISCIPLINARY APPEALS PROCESS

In the interest of due process, a student-athlete may request reconsideration of a decision to impose a disciplinary sanction or suspension with the Director of Athletics. Such request must be in writing and submitted to the Director of Athletics within five (5) days after receipt of the notice of suspension. Based on information available to the Director of Athletics, the sanctions and/or suspension may be reversed or modified.

TRAVEL REGULATIONS

Team travel is a key component of the intercollegiate experience. Whenever the institution for an intercollegiate athletic competition or related activity provides transportation, the following regulations shall be adhered to with no exception:

1. Student-athletes understand that an ATHLETIC ROAD TRIP IS A BUSINESS TRIP, not a vacation. Pacific Union College **student-athletes will travel with one purpose in mind: to arrive at the site of competition prepared both physically and mentally to compete to the very best of their ability.**
2. Adhere to the official travel itinerary and directions of the head coach and/or coaching staff members throughout the travel period. BE ON TIME and prepared to travel with the proper personal items.
3. On intercollegiate road contests involving overnight lodging, participating student-athletes, student trainers and /or student team managers are **forbidden to:**
 - a. **Engage in the use of alcoholic beverages or any illegal substance at any time during the duration of the road trip.**
 - b. Allow entry into the student-athlete's room of lodging by any person that is not a member of the official team travel party, unless prior permission has been given by the head coach.
 - c. Incur charges for ANY incidentals at the place of lodging that are not personally paid for (i.e. phone calls, room service, in-room movies, soft drinks and/or snacks). Such charges incurred on a team's official billing statement will result in the immediate suspension of the student-athlete(s) traced to the room. The student-athlete(s) will be held responsible for reimbursement in full.
4. Violation of the above travel policies may result in a participation suspension or dismissal from the intercollegiate athletic program.

TRY-OUT POLICY

Each coach may conduct a try out to determine his or her final varsity roster. Due to limited budget funds and travel size maximums, coaches are limited as to the number of student-athletes they can keep on a squad in any given year. Student-athletes are encouraged to set up a meeting with their coach during the first week of school to determine try out dates and times. In addition, at that point, the student-athlete will gain extra knowledge as to his/her realistic opportunity to make the varsity team. Earning a spot on a team, whether a student-athlete prospect has been recruited actively by coaches, or has merely expressed interest in trying out, is an honor, and should be viewed as such by the student-athlete.

SELECTION AND DISMISSAL OF STUDENT-ATHLETES

Participation in intercollegiate athletics at Pacific Union College is a privilege, not a right. Each coach has the authority to dismiss a student-athlete from the team if the student-athlete violates team rules, department rules, and/or other criteria that coaches have set forth for their program. In addition, the Director of Athletics may impose a suspension on a student-athlete or dismiss a student-athlete from a team for behavior or acts that merit such an action.

MEDIA GUIDELINES

The Pacific Union College Sports Information Office serves as a link between the Pacific Union College athletes, coaches, administrators and the media. The SID Office attempts to provide timely and accurate coverage of Pacific Union College athletics by coordinating interviews, servicing the information needs of a reporter and compiling and maintaining statistics, photos, and historical records. Each student-athlete will be required to remember the below mentioned key points when representing Pacific Union College Intercollegiate Athletics to the media or any other outside entity:

1. Student-athletes will put a positive spin on themselves, the coach, team and department.
2. Student-athletes will only participate in interviews that are organized by the athletic department staff.
3. Student-athletes will not give out personal phone numbers or cell phone numbers unless cleared with athletic department staff.
4. Student-athletes will be on time for scheduled interviews.

MEDICAL AND INSURANCE PROCEDURES

Should the unfortunate event occur in which you as a student-athlete suffers an injury in practice or in a game, the following procedures must be followed in order for the student-athlete to be covered by Pacific Union College's Athletic Insurance.

1. Emergency contact information must be on file with the head coach and Director of Athletics prior to any competition.
2. Student-athletes must notify the head coach or Director of Athletics to any injury (whether deemed minor or serious) they have suffered.
3. The student-athlete must then schedule an appointment with the Pacific Union College Health Office to be examined further.

EXCEPTION:

- a. If the injury occurs during a game and the student-athlete is instructed to get immediate attention or x-rays by the athletic trainer, they do not have to wait until morning to be examined by Health Office personnel.
 - b. If the student-athlete's injury occurs during practice, and after the Health Office has closed it will be the discretion of the head coach whether or not the case is life-threatening or needs immediate attention, or if it can wait till morning.
4. If the student-athlete is referred to a doctor, visits the ER, or incurs any other medical costs by following these procedures, the insurance paperwork must be obtained, filled-out, and returned to the Director of Athletics no later than 30 days from the date the injury occurred.

The breakdown in coverage is as follows: If the student-athlete has medical insurance on file with Pacific Union College, then the student-athlete's (or their parents/guardians) insurance is considered the primary insurance. Whatever the primary insurance does not cover, the Pacific Union College Athletic Insurance will cover. If the student-athlete does not have medical insurance, the Pacific Union College Athletic Insurance will cover 100%.

NOTE: If the student-athlete visits a doctor, hospital, or other medical personnel without first consulting with the PUC Health Office or athletic trainer could result in out-of-pocket medical expenses. Failure to follow these procedures will leave the student-athlete on their own and will not be covered by the Pacific Union College Athletics Insurance.

(Please consult with your athletic trainer, coach, or the Director of Athletics before making any decision to visit a doctor, ER, physical therapist, etc., to treat an athletic related injury)