

STUDENT-ATHLETE ACKNOWLEDGEMENT
OF ATHLETICS DEPARTMENT POLICIES

STUDENT-ATHLETE HANDBOOK
DRUG POLICY
CODE OF CONDUCT

As a student-athlete at Hawai'i Pacific University, the institution has a special investment in you, and you in it. Therefore, you are expected to conduct yourself in a manner befitting a HPU student-athlete. The information provided to you is intended to help guide you. Please do not hesitate to ask any questions should something remain unclear or if you need help.

By signing below, you are acknowledging that you have read and understood the following documents. Please initial before each document attesting to the fact you have read, and/or the document has been explained to you. Then, sign and date the bottom that you understand and accept the obligations and responsibilities that all address. This acceptance will be kept on file in the Athletics Department.

Thank you.

Please initial:

_____ HPU Student-Athlete Handbook
_____ HPU Athletics Department Drug Policy
_____ HPU Student-Athlete Code of Conduct

Signature

Date

Printed Name

Sport

2006-2007



STUDENT-ATHLETE HANDBOOK

INCLUDING

DRUG POLICY

&

CODE OF CONDUCT

WELCOME TO HAWAII PACIFIC UNIVERSITY

Dear Student-Athlete:

Welcome to Hawai`i Pacific University (HPU) and a new academic year. I hope the upcoming year is one of academic, athletic, and personal excellence.

This handbook is a compilation of materials pertinent to you, the student-athlete. The handbook describes the services available to student-athletes and provides helpful information about HPU Athletics. The handbook also explains the expectations of every student-athlete and the regulations that must be followed in order to maintain athletic eligibility and/or athletic financial aid and grant-in-aid. This handbook is meant to be used in conjunction with HPU's *Student Handbook and Academic Catalog*.

Everyone in the Athletics Department is looking forward to the upcoming year and the exciting challenges we face. Please make full use of the resources available to you and do not hesitate to ask if you have any questions regarding your academic or athletic endeavors. Our administrators' goal is **for you to be successful on the field and the classroom!** Good luck in your academic and athletic pursuits during the upcoming year.

Jill M. Ward
Director of Athletics

Notice to Student-Athletes

This handbook is provided as a resource to the student-athlete and should not be considered a contract between HPU and the student. HPU reserves its right to make changes to academic requirements, the academic calendar, and policies related to student-athlete behavior and conduct as deemed appropriate by University officials. Every effort will be made to minimize inconvenience to students.

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HAWAI`I PACIFIC UNIVERSITY ATHLETICS MISSION STATEMENT

Mission Statement: The intercollegiate athletics program of HPU is an integral part of the institution's total educational program, subject to the same aims, policies, and standards as other institutional programs. It complies, as well, with the philosophy, rules, and standards adopted by The National Collegiate Athletic Association (NCAA), of which it is a member. Intercollegiate athletics is an integral part of academic life of HPU. Properly administered, intercollegiate athletics provides benefits to a University's educational and financial support.

HPU's intercollegiate athletics program is organized and administered as part of the total educational program and provides the opportunity for athletic competition at the highest level of ability with national recognition for both men and women.

The University's academic policies assure that student athletes fulfill their responsibilities as students. Students are expected to receive academic degrees within a maximum of 10 semesters of attendance; thus, athletics eligibility is limited to this period of attendance. The NCAA has adopted rules and standards that require that a student-athlete be fully eligible for every intercollegiate contest in which the University participates. HPU complies fastidiously with these rules and standards to ensure the academic, and physical, emotional, and social welfare of student-athletes.

HAWAI`I PACIFIC UNIVERSITY ATHLETICS DEPARTMENT HELPFUL PHONE NUMBERS

Director of Athletics	Jill M. Ward	(808) 356-5214
Assistant Athletics Director	Darren Vorderbruegge	(808) 544-0223
Assistant Athletics Director	Daryl Kapis	(808) 544-0222
Assistant to the Director	Yancey Walker	(808) 543-0821
Compliance Coordinator/Business Manager	Colleen Allen	(808) 356-5214
Assistant Athletics Director Media Relations	Jeff Harada	(808) 356-5278
Faculty Athletics Representative	Barbara Hannum	(808) 544-0888
Athletics Academic Advisor	Jill Merl	(808) 544-9364
Financial Aid		(808) 544-0253
Scholarships		(808) 566-2430
Registrar		(808) 544-0239
Chaplain	Rev. Dale Burke	(808) 544-9394

ACADEMICS

Hawai`i Pacific University recognizes the often demanding pressures placed on the student-athlete. You have to balance academics, athletics, family, and social obligations. Coaches and administrative personnel are available to answer questions and assist with the academic process. However, the student-athlete is ultimately responsible for maintaining eligibility. It is important that student-athletes maintain constant communication with their academic advisors and coaches regarding class schedules and academic progress towards a degree.

ACADEMIC ADVISING

Every student-athlete should be meeting with the Athletics Academic Advisor (AAA). Before you consult with the AAA about your schedule for the following semester, confirm that class times do not conflict with practice and travel times.

ACADEMIC ADVISING OFFICE

The Academic Advising Office is located on the first floor of the UB building. Here, you will find the AAA who can help you with anything from adding a class to thinking about a major. When you declare or change a major or minor, you need to go to this office.

DECLARING/CHANGING A MAJOR

You must declare a major prior to the beginning of your fifth semester of academic work, usually the end of your second year. This must be done in writing at the Academic Advising Office and cannot be done through the Athletics Department. When a student-athlete changes from one major to another, it is important to consult with your coach and the AAA. It is extremely important to make the changes correctly so as not to lose hours and endanger eligibility as per NCAA Bylaw 14.4.3.2.

PREREGISTRATION/REGISTRATION

Each student-athlete at HPU is assigned to the AAA to help suggest and plan a course schedule for each semester. **Plan ahead. Consult with your coach for the following semester's practice times and travel dates.**

Each semester, student-athletes should do the following to ensure NCAA eligibility and satisfactory progress toward a degree:

- Registration for upcoming semesters takes place in November (for spring) and March (for summer and fall). You are able to pre-register - take advantage of the opportunity!
- **Make an appointment with the AAA early!! At least one to two weeks before pre-registration** to prepare your schedule.
 - Be sure to register for at least 12 credit hours (twelve is the minimum, not a goal), discuss practice and travel schedules, and alternate courses just in case your first selections are not available.
- **Choose alternate (back-up second choices) classes in case the classes you want are filled.** Have two alternates for every class.
- Communicate if you have any concerns about your schedule, especially if there is only one available section for a course necessary for your major. The AAA will help guide you to get the course.
- Know what day and time to register! Classes are on a first-come, first-served basis.
- *The only way to get into a class that is closed is to get the department chair's written permission.*

DROPPING A COURSE

Adjustments to your schedule should not be made without consultation with your coach, the AAA and the Compliance Office. The following procedure should be followed by student-athletes desiring to drop a class:

- Meet with your coach to see if you are able to alter your practice times to attend tutoring or other methods of staying in the class.
- Meet with the AAA to discuss the consequences of dropping the class.
- Check the academic calendar for the last day to drop the course with a “W.”
- Get a drop/add slip from the Registrar’s Office and get the Dropped Course Form from the AAA for your coach, the AAA, and the Athletics Director to sign.

INCOMPLETE COURSES (GRADES OF I)

Incomplete grades are reserved for cases of illnesses and other emergencies that cause a student to be unable to complete the course by the due date. In such cases, the instructor has the option of issuing an “incomplete” grade at the end of the semester. If granted, the “incomplete” grade will allow a student a maximum period of six months to complete the appropriate coursework. If the student does not complete the assignments and the instructor does not submit a grade to the Registrar’s Office after the six-month period, a grade of “F” may be assigned.

REPEATED COURSES

(Forgiveness Policy)

All grades earned in each enrollment will appear on the student’s transcript, and will be calculated in the student’s grade point average (GPA). Prior to graduation, an undergraduate student may request consideration to have only the last grade for the first 15 credit hours of repeat coursework counted toward their final GPA. A graduate student may request to have only the last grade for the first six semester credit hours of repeat coursework counted toward their final GPA. Students who desire to request consideration under this Forgiveness Policy, should consult with an academic advisor at any campus for assistance in submission of the proper petition form. **Repeated courses will change your grade, but you are not able to count the credit hours again to meet the minimum of 12.**

REMEMBER: At HPU, you need an overall GPA of 2.0 and a 2.0 or above (see your departmental requirements) in your major to meet the graduation requirements.

MAINTAINING ATHLETICS ELIGIBILITY: WHAT YOU NEED TO KNOW

There are a number of rules and regulations that both HPU and the NCAA insist all student-athletes follow in order to remain eligible for participation in their chosen sport. Please review the rules below carefully, and remember that as a student-athlete, it is your responsibility to maintain your own athletics eligibility.

6-HOUR RULE

You must complete a MINIMUM of six credit hours of academic credit each academic term in order to be eligible.

12-HOUR RULE

You must take at least 12 credit hours a semester. A drop below this 12-hour minimum will result in your becoming immediately ineligible for practice and competition until you once again become “academically well.” You are not allowed to drop a class prior to meeting with your coach and the AAA.

24-HOUR RULE

You must pass at least 24 credit hours from the beginning of one fall semester to the next.

SUMMARY

- **You must complete at least six credit hours per semester.**
- **You must complete at least 12 credit hours per semester.**
- **GPA is certified on an annual basis, or if necessary for eligibility purposes, on a term-by-term basis.**
- **You must declare a major before your fifth semester, and all progress toward degree requirements must be completed within that major.**

PROGRAMS AND SERVICES AVAILABLE

STUDY HALL PROGRAM

HPU has a lot to offer you as a student-athlete. The HPU Athletics Department is proactive in trying to ensure that its student-athletes continue to make academic progress toward a degree. Having a good study environment is paramount to success at HPU. While most students would like to study in their rooms or at home, we recognize that it is easy to be distracted by the telephone, television, Internet, and friends. Therefore, we offer a study hall as a way of providing a productive study environment. Study hall times will be up to each individual coach.

All students with a GPA of less than 2.2 are required to attend study hall each week. The purpose of study hall will be to provide the student-athlete with a better opportunity for success. The study hall setting will provide an atmosphere for studying and also connect student-athletes with tutors for any extra assistance that may be needed. The academic progress and class attendance of student-athletes in study hall will be monitored.

Space for study hall is available in room LB2. Private space can also be made available in the library.

TUTORING

Free tutoring is available on campus. You can either go to “walk-in” hours and get help in a subject or call a tutor for an individualized appointment. You can find the Tutoring and Testing Center at 1060 Bishop in the LB Building (same as Athletics) on the sixth floor.

LEARNING ASSISTANCE CENTER

Located at 1188 Fort Street Mall, the Learning Assistance Center (LAC) houses the University’s major collections of audiovisual materials and provides modern equipment and services related to their use.

Available audiovisual materials include: educational software and CD-ROM programs in many subject areas for interactive learning; digital audio lessons for both foreign and English language study; and videocassette tape and DVD programs for class-related supplemental information and class assignment viewing. Students are able to view videos at the video stations in the LAC and use the multimedia computer stations for software and CDROM-based educational programs, digital audio lessons, DVD programs, and high-speed Internet access. A multimedia computer classroom is also available in the LAC to facilitate instructional sessions for certain courses.

CAREER SERVICES CENTER

An important aspect of HPU's mission is to provide comprehensive career services for current students and alumni. Graduate and undergraduate students are strongly encouraged to visit the center in order to learn more about its services. The staff is ready to assist students in identifying career goals and designing career plans that will give them a competitive edge in today's job market. The office is located at 1132 Bishop Street (FH), Suite 502.

LAPTOP COMPUTER CHECKOUT POLICY

Laptop computers are available for student-athletes to checkout when traveling to an away competition. They are available on a first-come, first-served basis. Reservations may be made up to one week in advance.

All students/teams must follow these rules:

1. Laptop computers are issued by the Learning Assistance Center (LAC) to a student-athlete on a first-come, first-served basis.
2. Laptop computers are signed in and out by student-athletes only.
3. Laptop computers are returned to Athletics by 9 am after an evening away competition. If the team returns on a Friday or Saturday night, the laptop should be returned by 9 am Monday morning.
4. The person who checks out the laptop is individually responsible for the safety and welfare of the laptop. It is expected that the computer will be returned in the same condition it was prior to checkout and will be locked up and secured while away.
5. Failure to return the laptop on time may result in a suspension of check-out privileges.

CHANGE OF ADDRESS

If you change your address, phone number, or any other contact information while in school, be sure to notify the Registrar's Office (in the Finance Factors Building (UB)), your coach, and the Athletics Department. Failure to communicate this information may result in missing important information you need for registration, financial aid, and graduation.

POLICIES FOR STUDENT-ATHLETES PERTAINING TO CLASS ATTENDANCE AND MISSED CLASS TIME

Student-Athlete Class Attendance Commitment

The Department of Athletics recognizes the importance of class attendance to the student-athletes' academic development and success and fully supports University policies and efforts toward this end. The department is committed to limiting the number of class absences due to athletic contests while encouraging student-athletes to plan ahead to responsibly handle absences that are necessary. Missed class time due to sport practice is not permitted. Student-athletes must share their class schedules with their respective professors if they are going to miss class for competition (including travel dates), and the professor must sign off that it was received.

Student-Athlete Responsibility for Class Attendance and Missed Class Time

Regular class attendance is vitally important to success in college. Each professor sets an attendance policy and announces and/or distributes this policy in writing. In order to facilitate communication between student-athletes and faculty members, the AAA produces an approved team travel schedule and distributes that schedule to each student-athlete at the beginning of each semester.

Student-athletes are expected to provide each of their professors with a copy of this schedule clearly indicating which classes will be missed due to approved athletics competition (including travel dates) and are expected to discuss with the faculty member when and how any missed assignments will be made up. Student-athletes are expected to attend class each day except in the case of illness, emergency, or approved game or match conflict.

Any absence due to illness, family emergency, or other crisis should be immediately reported by the student-athlete to the AAA. The Compliance Office and Faculty Athletics Representative will then be notified, as will the professors of the student-athlete. Upon request, the AAA or the Athletics Department will notify the LAC to make laptop computers available for student-athletes to use in order to complete course work while absent.

Missed Examination Policy

Should you miss an exam due to athletics participation, be sure to consult with your professor as to how you will complete the missed exam. You will be held responsible for all communication with your professor.

STUDENT-ATHLETE ADVISORY COUNCIL (SAAC)

The SAAC is a committee consisting of two student-athlete representatives from each team. The Council meets monthly and provides a forum for informal discussion of issues that relate to student-athletes. The SAAC generally supports many community service programs and social gatherings for student-athletes. New SAAC representatives are selected each April, and the new executive board is voted on at the first SAAC meeting in May.

2006-2007 Student-Athlete Advisory Council Representatives

Baseball: Herbert Chung, Cruz Hatanaka, Kevin Matsumoto, Zack Parnell

Men's Basketball: Jarrod Davis

Men's Cross Country: Geoffrey Dunn, Doug Higgins

Men's Golf: TBA

Men's Soccer: James Gawel

Men's Tennis: Hendrik Bode, Jan Hroch

Softball: Nicole Kalakau, Lia Pedrina, Nicole Riviera, Kara Wedemeyer, Puna Waiolama

Volleyball: Nina Dudak

Women's Basketball: Kanai Thomas

Women's Cross Country: Wendy Darling, Elin Soto-Thompson

Women's Soccer: Cynthia Botello, Rodyln Segawa

Women's Tennis: Anastasia Ageychik, Lauren Shin

ATHLETICS SCHOLARSHIPS

All athletically related financial aid is strictly regulated by institutional, federal and NCAA policies. An athletics grant-in-aid is awarded by the HPU Scholarship Office for participation in intercollegiate athletics based upon the recommendation of the head coach and the approval of a senior athletics administrator. The grant-in-aid is subject to the recipient fulfilling the admission requirements of HPU and meeting and maintaining the requirements for athletics participation and financial aid of the NCAA and the institution. Violation of the terms and conditions as printed on the grant-in-aid may result in cancellation.

The maximum amount of athletically related financial aid available to a student-athlete is limited to tuition and fees, room and board (stipend), and books. The grant-in-aid document is specific with reference to the amount of the award and the length of the grant (it cannot exceed one academic year; fall through spring). The monetary amount cannot be changed during the length of the award as stated on the grant, but can be cancelled under the following circumstances:

1. Withdrawing from the team;
2. Rendering yourself ineligible for competition;
3. Fraudulently misrepresents any information; or
4. Engaging in serious misconduct warranting a disciplinary penalty.

Annual notification of the renewal or cancellation of a grant is required to be given no later than July 1 of each year that eligibility remains. This notification is in writing and identifies the appeal process should there be a disagreement with the terms of a non renewal or reduction.

Other forms of financial aid, not athletically related, are also available through the University's Financial Aid Office. Student-athletes who have not received athletics aid or who have additional unmet needs are encouraged to apply for this aid through the Financial Aid Office.

ATHLETICS GRANT-IN-AID

Grant-in-aid is awarded for a period not exceeding one year and can be full or partial. If you have any questions regarding athletics scholarships, please contact the Athletics Department.

Athletics grant-in-aid does **not** cover the following:

- Educational supplies other than books;
- Course(s) requiring additional fees;
- Residence hall/apartment damage fines; or
- Telephone bills.

NOTICE:

Any funds you receive from scholarships, benefits, fellowships, and grants from HPU or any other source that combined, exceed the cost of tuition, fees, books, and required equipment and supplies are considered **taxable income**. This includes Federal Pell Grants, but not federal loans. Since you are required to report taxable awards to the Internal Revenue Service (IRS) as income, you should keep a detailed record of your expenditures for tuition, fees, books, required equipment, and supplies. Housing and food are considered non-exempt, so scholarship/fellowship money spent on those items is subject to income tax. For more detailed information, consult IRS Publication #520 (Scholarships and Fellowships), a qualified tax consultant or a Certified Public Accountant (CPA).

STUDENT-ATHLETE SCHOLARSHIP HEARING OPPORTUNITY

1. Discuss reduction or cancellation of athletics scholarship with your coach.
2. If unresolved, make an appointment to meet with the Director of Athletics.
3. If still unresolved, the grievant may appeal in writing to the Director of Financial Aid, Adam Hatch at ahatch@hpu.edu stating the reason for the appeal. The Director of Financial Aid, as chair, and two members of the Committee who are not members of the Athletics Department will hear the appeal. Other University personnel may be requested by the Director of Financial Aid to provide information to the appeals committee. This will be the final decision.

Note: The student-athlete may secure a current student or current faculty/staff person to serve as his/her advisor, but such advisor shall not be permitted to speak during the hearing of the appeal process nor actively participate in the hearing process. Each step of the appeal process must be presented in writing and state the nature (reason) for the appeal.

ATHLETICS SCHOLARSHIP POLICY

Letter of Intent/Grant-in-Aid

Athletics financial assistance offered to a prospective student-athlete (PSA) in the Grant-in-Aid may be substituted by the University Financial Aid Office upon determination that the PSA is eligible for other forms of state or federal aid. In the event that the PSA qualifies for other financial aid, an official award letter will be mailed from the University Financial Aid Office.

Offer of Athletics Scholarships

Coaches may offer athletics scholarships for the academic year (defined as fall-spring) as long as they do not exceed their allotted equivalency scholarship limits:

Summer Athletics Scholarships

The academic year is defined as the beginning of the fall semester until the end of the spring semester. Summer athletics aid may not be promised to any student-athlete, as it is not part of the academic year as cited in the Letter of Intent. Summer tuition scholarships are not guaranteed, but are granted with the approval of the Athletics Department. If a student-athlete receives a summer athletics scholarship, it will be awarded at the same percentage of the tuition award during the academic year. No stipends will be awarded to cover the costs of room and board.

Fifth-Year Athletics Scholarships

Per NCAA rules, athletics scholarships are never to be awarded beyond ten semesters. A student-athlete must complete their undergraduate studies within the ten-semester period. If a student-athlete completes undergraduate coursework, and has eligibility remaining, the student-athlete may begin graduate coursework until eligibility for competition has been exhausted. Graduate studies are never promised to any student-athlete. Athletics scholarships are to be governed by athletics eligibility. If a student-athlete needs a fifth year to complete an undergraduate degree, and has exhausted his/her eligibility, the scholarship will be awarded at the same percentage he/she received in previous years, or a maximum of a Category II scholarship.

Reduction or Cancellation of Athletics Scholarships

Student-athletes receiving athletics financial aid must pass at least 12 credit hours per semester and 24 credit hours during the academic year. If he/she fails to do so, his/her status as a financial aid recipient may be immediately terminated. Also, this aid may be reduced or terminated during the period of its award if the recipient renders himself/herself ineligible for intercollegiate competition; fraudulently misrepresents any information on an application, Letter of Intent or tender; engages in serious misconduct warranting an institutional disciplinary penalty; withdraws from the team or is dismissed from a sport for a violation of team rules. If reduced or canceled by the Athletics Department, reinstatement of athletics aid may be appealed to the University's Athletics Appeals Committee.

COMPLIANCE

The NCAA Manual contains many rules and regulations affecting your eligibility to participate in intercollegiate athletics. It is important to have an understanding of these rules so that you are able to identify a situation that may endanger your eligibility. Some, but not all of these rules, are summarized below. If you have questions regarding any compliance issues, please see the Compliance Officer.

GAMBLING

The NCAA opposes all forms of gambling and adamantly opposes all forms of sports gambling. The NCAA opposes sports gambling because it undermines and carries the potential to undermine the integrity of sports contest, and because it sends the wrong message concerning the purpose and meaning of "sport."

NCAA Legislation Governing Gambling

NCAA Bylaw 10.3: Any staff member of the athletics department of a member institution or student-athlete shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card, or any other method employed by "organized gambling."

Any student-athlete found in violation of this policy shall be ineligible for further intercollegiate competition.

EMPLOYMENT

- Compensation received must be for work performed;
- Compensation does not include any remuneration for the value that the student-athlete may have for the employer because of the publicity, reputation, or personal following that he/she obtained because of athletics ability;
- Compensation must be commensurate with the going rate in that locality for similar services.

AMATEURISM

Only the amateur student-athlete is eligible to compete in intercollegiate athletics in a particular sport. Amateur status may be lost if the student-athlete, subsequent to collegiate enrollment:

- Accepts pay or promise of pay for using his/her athletic ability.
- Signs a contract or any other type of agreement to play professional athletics.
- Competes on a professional team.
- Enters into a professional draft or an oral or written agreement with an agent to negotiate a professional contract.

COMPLIMENTARY TICKETS

Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued. The institution shall be responsible for this administrative procedure, and the student-athlete's eligibility shall be affected by involvement in action contrary to the provisions of 16.2.1 and 16.2.2 (i.e., receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for any item of value). Complimentary admission will be provided to anyone who is on the pass list as long as it is permissible. Be sure to list each person individually. If you have any questions regarding complimentary tickets, see the Compliance Officer.

HOSTING PROSPECTIVE STUDENT-ATHLETES

As a HPU student-athlete, you may be asked to host a prospective student-athlete. Acting as a student host is an important service to HPU and our Athletics Department. Appropriate conduct is required of you by your coach, HPU, the Athletics Department, and NCAA standards.

1. You must be enrolled at Hawai'i Pacific University. If you are a freshman student, you must have been a high school qualifier. If you are not sure of your freshman eligibility status, check with Athletics, prior to serving as a student host.
2. Only YOU shall be provided with money with which to entertain only yourself, the prospect, and the prospect's parents, legal guardians, or spouse. Other students may assist with hosting the prospect but shall pay for their own entertainment. Submit all receipts to your coach at the conclusion of your visit.
3. A maximum of \$30.00 per day can be provided to cover all actual costs of general and appropriate entertainment of the prospect.
 - a. Excludes the cost of meals and admissions to campus athletic events.
 - b. These funds may not be used to purchase souvenirs such as t-shirts, or other institutional mementos.
 - c. You may be provided with an additional \$10.00 per day for each additional prospect YOU entertain.
 - d. By general and appropriate entertainment, we mean:
 - i. Movies, bowling, golf, etc. **ALCOHOL IS PROHIBITED!** Violation of this prohibition of alcohol will require immediate reimbursement of the \$30 entertainment allowance and disciplinary action. NOTE: If recreational equipment (e.g., boat) is used to entertain the prospect, the normal retail cost of the use of such equipment shall be assessed against the \$30.00 per day entertainment figure. If normal retail costs exceed the \$30.00 per day entertainment allowance, such entertainment may not be provided.
 - ii. Meals for the prospect are typically provided in the dining halls on campus. Your coach will provide you with passes for the individuals. Therefore, meals are also excluded from the \$30.00 per day.
 - iii. You are allowed one complimentary meal provided to YOU (student's host) to accompany the prospect during the prospect's official visit. If several students host a prospect, the \$30.00 per day entertainment money can be utilized to cover actual and necessary expenses incurred only by the prospect and student host. Only one student host per prospect may be provided a free meal if restaurant facilities are utilized.
 - iv. HPU or HPU Boosters may not provide YOU (the student host) or the prospect with a car to use during the official visit.
4. No cash may be given to the visiting prospect or anyone else.

5. You may not use entertainment funds to purchase, or otherwise provide the prospect with gifts of value (e.g. souvenirs of clothing).
6. You may not transport the prospect or anyone else accompanying the prospect more than 30 miles from campus. If you are not sure, measure the distance on your odometer. Our advice to you is: "If it takes you more than 30 minutes to get there, don't go!"
7. You should not allow recruiting conversations to occur, on or off campus, between the prospect and a booster of the athletics program. (If an unplanned meeting occurs, only an exchange of greetings is permissible).
8. You may receive complimentary admission (no hard tickets) when accompanying a prospect to a campus athletic event.

REMEMBER:

We thank you for your willingness to serve as a student host. If at any time during your visit you are unsure of whether or not something is permissible, do not do it. Ask us and we will advise you as to how to address similar situations in the future. You are the host for this prospective student. We expect that you will take every possible precaution to ensure the safety and well-being of each prospect you entertain.

ATHLETIC TRAINING SERVICES

The use of athletics' training facilities by HPU student-athletes is a privilege which can and will be revoked if necessary. It is the responsibility of the Sports Medicine personnel to return sick and injured players to practice as quickly as possible without sacrificing the student-athlete's overall safety. It is the responsibility of the student-athlete to do everything in their power to get well as soon as possible such as: getting treatment, taking medications as directed, getting plenty of rest, and eating right.

Policy Statement

Athletics Department employees are not to be involved in the advocacy or use of, solicitation for, nor distribution of any nutritional substances, protein powders, or other such substances. Though such substances are not on the NCAA banned list and are not illegal, the empirical data on these type (creatine and the like) substances is less than definitive.

Student-athletes interested in and inquiring about such substances should be provided educational information by well-informed personnel, but staff members should not advocate for or against such use. Uninformed personnel should refer any and all such inquiries to the Sports Medicine staff who will try to provide pertinent educational information. Failure to abide by this policy and the intent therein is subject to administrative sanctions.

Many supplement products marketed through the Internet or available in "health food" stores or gyms contain substance banned by the NCAA. Contact a member of the Sports Medicine personnel before taking any medication or supplement that is not prescribed by a physician. The NCAA list of banned drug classes changes regularly. Access the NCAA Web site at www.ncaa.org/sports_science/drugtesting/banned_list.html for the most recent list.

MEDICAL ISSUES REGARDING STUDENT-ATHLETES

Medical Records

A medical record is kept for all student-athletes participating in intercollegiate athletics at HPU. These records are confidential and kept in a secure location. Upon termination or graduation, these records are kept for seven years, and then are discarded.

Injuries Sustained by Student-Athletes

- Treatment and/or rehabilitation of injuries are provided to student-athletes by a member of the athletics training staff regardless of origin or cause.
- A published schedule of athletics training facility hours is provided to the coaches and appointments can be made.
- The assessment, treatment, and rehabilitation of student-athletes should be referred to a member of the athletics training staff (except in the case of an emergency). This is especially important when the student-athlete is injured while participating in intercollegiate athletics.
- In order to provide a high quality of consistent care, the athletics training staff will refer a student to an off-campus medical provider.

Student-Athlete Insurance Protection

- Student-athletes have a choice when it comes to primary health care insurance. The student-athlete may fall under their parent/guardian's plan, or may purchase a Kaiser insurance policy through the Athletics Department. After the primary

insurance policy has responded to the injury/claim, HPU Athletics considers any balances. Because HPU's policy requires the submission of a claim form by HPU regarding the injury, it is important to refer the injured student-athlete to a member of the athletics training staff. Only a staff athletics trainer can complete a claim form. Any questions regarding the insurance coverage for student-athletes should be referred to the head athletics trainer who administers the program. Athletic staff *should not* be obligated for the payment of any charge or bill regarding injury.

- By institutional policy as well as NCAA regulations, only those injuries sustained while participating in supervised athletics events (practice or contests) or travel are eligible for secondary coverage by HPU.
- The cost of medical care for accidents and injuries not covered by HPU is the responsibility of the student-athlete and/or his/her family.
- Insurance information is requested annually from the student-athlete and his/her parents in order to maintain up-to-date information.

In order to participate in athletics, you **MUST** have insurance coverage at all times during the academic year. The policy must (1) cover "athletically-related injuries" (2) up to \$75,000. We encourage you to remain with your current insurance coverage if it meets these two requirements. If you choose this, you must provide a copy of the front and back of the insurance card, and provide documentation that the policy covers up to \$75,000 of athletically-related injury costs. Please note that if you are an international student, you must have a contact in North America; if not, you will need to purchase health insurance through the University.

Student-athletes are responsible for keeping medical insurance plan active at all times during the academic year. When medical insurance coverage is changed (e.g. updated, dropped), the Athletics Department must be notified immediately. If you receive medical treatment and it is determined that you are not covered by any medical insurance plan at the time of treatment, you will be fully responsible for the payment of any and all medical bills.

HPU is not responsible for the treatment or correction of any pre-existing injuries, or injuries that are not a result of participation in the intercollegiate athletics program; or, injuries not reported to the trainer within 48 hours. All pre-existing injuries must be reported to the training staff.

HPU requires that each student-athlete carefully read and understand the above-mentioned explanation of medical insurance coverage. Failure to communicate changes in insurance coverage or providing misinformation will result in your assumption of liability for all expenses and immediate removal from athletics aid and participation.

The forms you sign as student-athlete regarding health and athletically-related injury insurance are an extension and further explanation of these parameters.

SPORTS INFORMATION

During your years at Hawai`i Pacific University, you may be called upon by the Sports Information Office for interviews, comments, photos, and features. **All of these media/institutional requests must be coordinated through the Sports Information Office.** It is very important that you be on time for any interview or photo request. Please dress appropriately for all appointments and remember that you are representing yourself and HPU when dealing with the media. Do not schedule an interview that will conflict with your classes, practice or games. ***Classes, practice and games take priority.***

Do not conduct an interview over the phone unless approved by the Sports Information Office. If you have any questions about how to conduct interviews, please contact Jeff Harada, Assistant Athletics Director for Sports Information and Media Relations (356-5278, jharada@hpu.edu). HPU makes a strong effort to gain positive exposure for its athletics programs and your efforts in working with the media are appreciated.

In general, coverage of games and events will be posted on the HPU web site (Athletics page) the night following home events and by the next day for away events.

TOP-10 INTERVIEW TIPS FOR STUDENT-ATHLETES

1. Give proper credit to your teammates and coaches.
2. Do not discuss teammates, HPU, or coaches in a critical manner.
3. Always say complimentary things about your opponents before and after games.
4. Ask a reporter to repeat a question that is not clear.
5. Do not be afraid of silence. If you need time to think about your answer, do so.
6. Keep direct eye contact—people with wandering eyes can be considered untrustworthy.
7. Speak in short, clear sentences. This prevents reporters from distorting your answers.
8. Avoid “ums,” “like,” “you know” ...
9. Avoid slang and technical terms.
10. Have fun and smile!!

We care about you and appreciate all you do for your team, the Athletics Department and HPU! Have a good, safe, and successful year!