

2010-11

MUSTANG ATHLETICS

HANDBOOK



COMMITMENT. CHARACTER. CHAMPIONS.



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Marygrove College Athletics

MUSTANG ATHLETIC HANDBOOK

Table of Contents

Topic	Page
Introduction & Affiliations	2
Mission Statement	2
Safety	3
Insurance	3
Eligibility & Academics	4
Preseason Checklist	4
Code of Conduct	8
Student-Athlete Expectations	9
Champions of Character	10
Intercollegiate Athletic Program Rules	10
Outreach Activities	13
Coaches Information	15
Expectations of a Coach	16
Coach's Responsibilities	17
Preseason Checklist	18
Student-Athlete Contract	19

Marygrove College Athletics

INTRODUCTION

The Mustang Athletic Program is a co-curricular activity that supplements the educational mission of Marygrove College. The Mustang Athletic Program is comprised of intercollegiate athletic teams and club sports. The program operates as an independent member of the National Association of Intercollegiate Athletics and the United States Collegiate Athletic Association.

NATIONAL AFFILIATIONS

Marygrove College is a member of the National Association of Intercollegiate Athletics (NAIA) and the United States Collegiate Athletic Association (USCAA). The Mustang men's and women's basketball teams compete in the NAIA's Division II. In the NAIA basketball is the only sport that has multiple divisions, Division I and II. The Mustangs' conference affiliation is with the NAIA's Association of Independent Institutions (AII). All Mustang varsity teams and student-athletes are eligible for NAIA and AII awards and post season competition.

As full members of the USCAA since 2002, all Mustang teams and student-athletes are eligible for USCAA post-season competition and awards. The USCAA also has only one sport that is divided into divisions, men's basketball. Marygrove's men's basketball team competes in the USCAA's Division I.

MISSION STATEMENT

The Marygrove College Department of Athletics, Wellness, and Recreation operates within the mission of Marygrove College. Marygrove College educates its students toward intellectual and professional competence, active compassion and commitment. The department of athletics and recreation is a co-curricular arena for students to further develop these characteristics.

The mission of the Department of Athletics, Wellness and Recreation is to provide opportunities for all members of the Marygrove College community to participate in fitness activities, recreational sports and competitive athletics. Through these opportunities, the department seeks to foster the benefits of physical and spiritual wellness, academic commitment and leadership development.

Marygrove College Athletics

STUDENT-ATHLETE SAFETY

Sports are intense, physical activities that place the participants at risk for serious injury. Therefore, the safety of the student-athletes is the priority of the athletic staff and Marygrove College. All Marygrove College student-athletes must be aware of the risks of injury before stepping on the court. These risks will be minimized by the administration and coaching staff through the proper instruction of techniques, the use of safe equipment and by providing a safe environment for practice and games.

Mustang Athletic Program Insurance Policy and Procedures

Each Mustang student-athlete must have his/her own personal health insurance coverage. The coverage may be from a parent, legal guardian or his/her own health care plan. Student-athletes are required to submit proof of this coverage (known as a Proof of Health Insurance/Emergency Contact Form), along with a current sports physical form to their head coach prior to participating in any team activity. These documents will be kept on file in the Office of Athletics throughout the year. Each head coach is required to carry copies of the Proof of Health Insurance/Emergency Contact Form for each student-athlete during team activities (practices, workouts, and home and away contests). The forms will be used, as needed, to assist with acquiring appropriate medical care for each respective student-athlete.

Athletic Injury Claims Policy and Procedure

If a Mustang student-athlete is injured during a team activity, the insurance coverage listed on the Proof of Health Insurance/Emergency Contact Form is used as the student-athlete's primary coverage. The student-athlete is required and responsible for filing a claim through his/her own insurance plan and submitting all documentation as required by the plan's administrator.

Marygrove College's athletic program is covered by basic liability and catastrophic insurance policies. The program's basic liability plan is administered by 1st Agency and the catastrophic plan is administered by the Mutual of Omaha.

The College's basic liability coverage serves as a secondary plan for student-athletes injured during Mustang team activities. If a claim is to be submitted to the College's athletic program insurance provider, it will be done only after a claim has been submitted and processed through the student-athlete's primary insurance plan. The College's Director of Athletics will advise, as needed, with the submission of claims through the student-athlete's primary plan. The Director of Athletics will assist with the submission of claims where the College's athletics insurance plan is needed.

Marygrove College Athletics

ELIGIBILITY

Academic integrity is the priority of the Marygrove College Athletic Program. Each student wishing to participate in the program must first meet the academic requirements of the College prior to seeking participation in any athletic/sport activity. Students seeking admission to the College should contact the Office of Admissions to obtain enrollment criteria and procedures.

Once a student is formally admitted to the College, the student must meet the following eligibility criteria:

INTERCOLLEGIATE ATHLETICS

Initial Eligibility

Freshman

All freshmen student-athletes must meet *two of the three* eligibility criteria to be eligible to participate in intercollegiate athletics at Marygrove College:

- Score a minimum of 18 on the Enhanced ACT or 860 on the SAT.
- Have a minimum of a cumulative high school 2.000 grade point average on a 4.000 scale.
- Graduate in the upper half of the student-athlete's high school graduating class.

Transfer Student-Athletes

All transferring student-athletes must meet the following initial eligibility criteria to be eligible to participate in intercollegiate athletics at Marygrove College:

- Complete the NAIA Transfer Player Eligibility Statement.
- Receive a written release from the athletic administrator at the immediately previous four-year institution or be in residence at the new institution for 16 calendar weeks before participating in a contest.
- Must have completed 12 credit hours the last term of attendance and 24 hours over the last academic year of attendance at the previous institution (Quarter hours will be calculated to determine equivalencies).

NAIA Transfer Policy

The NAIA has strict policies on the issue of student-athletes transferring between four-year institutions. It is in the best interest of all student-athletes and each institution that this policy be followed. It is against NAIA policy for any member of an NAIA member institution to make initial contact with a student-athlete that is already termed *identified* with another NAIA member institution.

Marygrove College Athletics

Student-athletes wishing to transfer from one NAIA institution to another four-year institution must, out of respect for programs at both institutions, communicate with his/her current coach on his/her desire to or not to transfer. Once a NAIA member coach is contacted by a student-athlete from another four-year institution, the coach and his/her athletic director have 10 days to notify the student-athlete's current program to notify them of the contact made by the student-athlete. From this point it is up to the student-athlete and the athletic personnel at the prospective transferring institution to submit the proper documentation to the student-athlete's original institution.

If and when the student-athlete's original institution completes the transfer eligibility documents and waives the residency policy, the student-athlete will be allowed to transfer and play immediately (as long as the S-A was not identified with the original institution's program during that season). For more information on the NAIA's transfer policy, please refer to the NAIA Handbook at www.naia.org.

Continuing Eligibility

Undergraduate Students:

- Enrolled in and successfully complete at least 12 credit hours per semester.
- Complete 24 credit hours per academic year.
- Maintain a cumulative grade point average of 2.00.
- Maintain satisfactory academic progress.

Seasons of Competition

A student-athlete 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-athlete may participate in any sport in which the student-athlete has not already used four seasons of competition.

STUDENT-ATHLETE STUDY PROGRAM

The Student Athlete Study Program (SASP) is available for student-athletes who need assistance in their academic areas. First time freshmen and transfer student-athletes are required to participate in the SASP, as determined by their sport's head coach. The SASP is a study table program for student-athletes to assist them in achieving academic success.

Each sport's head coach will specify the guidelines for his/her team's study table time requirements. Each team's coaching staff is responsible for monitoring their student-athletes' participation in that team's study table. The Director of Athletics, Wellness & Recreation may assist in organizing team study table programs.

Marygrove College Athletics

Any student-athlete failing to maintain the eligibility standards of the athletic program will be immediately suspended from the athletic program. Reinstatement to the program will be determined by the Director of Athletics, Wellness & Recreation.

A student-athlete falling below a 2.0 GPA will be placed on probation. Under probation, a student-athlete may practice with his/her team and must participate in the Student Athlete Study Program but will not be eligible for game competition.

ACADEMIC PROGRESS REPORTS

Student-athletes are required to participate in the Mustang Athletic Program's Academic Progress Report System. Each semester, the Director of Athletics and the Faculty Athletics Representative will determine dates student-athletes are to submit program reports to the FAR. Student-athletes may pick up blank report forms to turn over to each of their course's instructors for the faculty member to complete. Once the form is completed by the faculty member, the student-athlete is to submit the report to the FAR by the established deadline. Failure to comply with deadlines and/or participation in the Academic Program Report System, may result in immediate suspension from the Mustang Athletic Program.

DEPARTMENT OF STUDENT SUPPORT SERVICES

Marygrove's Department of Student Support Services (SSS) provides several services to the College's students. SSS also plays a significant role in assisting the Mustang Athletic Program. SSS assists the Mustang Athletic Program in the areas of recruiting, moderating competency exams, processing financial aid, tracking student-athletes' academic records, advising and monitoring the athletic program's study table and student-athletes' individual study schedules.

Below is a detailed listing of the roles SSS plays in assisting the Mustang Athletic Program.

1. Prospective student-athletes may seek assistance from SSS when submitting financial aid and scholarship applications. SSS will assist students with the online FAFSA's if necessary.
2. Prospective student-athletes seeking admission to Marygrove College are required to take the College's Compass Exam. If a prospective student-athlete is unable to attend a regularly scheduled exam date, an individual exam date may be scheduled with the SSS or academic advising.
3. An academic advisor within SSS will advise student-athletes in course scheduling until the student declares his/her major and substantially completes the college's general education requirements.
4. SSS will provide grade reports of all student athletes to the Athletic Director following the completion of each semester.
5. SSS schedules, monitors and tracks student-athletes participating in the Mustang Athletic Program's Student-Athlete Study Program.

Marygrove College Athletics

All student-athletes at Marygrove College are encouraged to utilize the Department of Student Support Services. This department provides more than just academic assistance.

CLUB SPORTS

Undergraduate Students:

- Enrolled in at least 3 credit hours per semester.
- Maintain a cumulative grade point average of 2.00.

Graduate Students:

- Enrolled in at least three credit hours per semester.

Marygrove College Athletics

CODE OF CONDUCT

Student-Athlete Discipline

All Mustang student-athletes are expected to conduct themselves in accordance with the guidelines outlined in this Mustang Athletic Handbook and the Marygrove College Student Handbook. Student-athletes violating eligibility criteria, team, athletic program and/or college rules will be reprimanded accordingly.

Questions related to conduct and student-athlete requirements can be directed to the Athletic Director.

Any violation of a Marygrove College Athletic Program rule will be handled by the coaching staff and, if necessary, the Athletic Director. All student-athletes should keep in mind that being a member of any athletic team requires a commitment. Each student-athlete is accountable for himself/herself, therefore maintaining an open line of communication with Marygrove coaches, staff and teammates is extremely important.

GUIDELINES

The Marygrove College Mustang Athletic Program must be comprised of young men and women willing to make a commitment to put their TEAM ahead of the individual. Through making this sacrifice, these young men and women are making a commitment to accept, respect and support their teammates, coaches and institution. This commitment will build a championship program at Marygrove College.

Intercollegiate Athletic Program Guidelines

1. Commit yourself to the program
2. Arrive every day with a positive attitude.
3. Discipline yourself to become a better person, student and athlete.
4. Respect others as you want others to respect you.
5. Exercise excellent behavior at all times.
6. Attendance is mandatory.
7. Always be on time!

Consequences

1. Violation of rules may lead to a suspension.
2. The team loses.
3. Personal, team and community embarrassment.
4. Unexcused absences may result in missed game time.
5. Team consequences.

Marygrove College Athletics

Each Mustang student-athlete is expected to conduct him/herself in the utmost respectable manner. The student-athlete must be aware that his/her actions are a reflection of him/herself, his/her family, his/her team and Marygrove College. Actions and behaviors that jeopardize the reputation of these constituencies will not be condoned. Any Mustang student-athlete compromising the values of the athletic program may be dismissed immediately.

Being a member of the Marygrove College Mustang Athletic Program is a privilege. The list of guidelines is short and simple to follow. The men and women who make a commitment to the program and all of its components will become a CHAMPION!

STUDENT-ATHLETE EXPECTATIONS

A Marygrove College Mustang student-athlete shall exhibit the following characteristics:

1. Understand and follows college, athletic program and team rules.
2. Places academics as the priority
3. Conduct him\herself within the nature of the Champions of Character's five core values that include Respect, Responsibility, Integrity, Servant Leadership and Sportsmanship.
4. Accepts, respects, supports and trusts his/her teammates and coaches.
5. Be coachable.
6. Be prideful.
7. Hard working
8. Willing to make sacrifices.
9. Believes in the system: college, teammates and coaches
10. Be self-confident
11. Leads by example.
12. Maintains a healthy body.
13. Always gives maximum effort.
14. Loves the sport.

Marygrove College Athletics

CHAMPIONS OF CHARACTER

In 2000, the NAIA took a bold step to change the culture of sport in our society. That year the NAIA founded Champions of Character, a program designed to promote the character values sports participation can instill in all of its participants including, but not limited to, student-athletes, coaches, officials, administrators and fans. The NAIA has identified five core values to create an environment of character development. The Five Core Values are respect, responsibility, integrity, servant leadership, and sportsmanship. The NAIA encourages its member institutions to integrate the Champions of Character program into the daily operations of their athletic program to assist in developing their student-athletes as well as all members of their community.

Marygrove College has implemented the Champions of Character Program into its athletic program to further develop Mustang student-athletes. Marygrove has an appointed Champions of Character Program Coordinator to coordinate the integration of the program on Marygrove's campus and in the surrounding community.

Annually, Mustang student-athletes will then have opportunities to participate in several character-building activities throughout the year. At the end of the academic year, student-athletes will be recognized for their participation in the Mustang Champions of Character Program and for exhibiting the core values Champions of Character wishes to promote.

Every fall, Mustang student-athletes are asked to sign and submit the Champions of Character Student-Athlete Pledge signifying their understanding of and commitment to the Five Core Values.

Lastly, all members of the Mustang Athletics staff annually submit a signed Coaches Code as a pledge to their commitment to the Champions of Character program. By signing this Code, coaches pledge to coach their student-athletes within the Five Core Values of the Champions of Character Program.

INTERCOLLEGIATE ATHLETIC PROGRAM RULES

Illegal Substances

As a member of the Marygrove College Athletic Program, an athlete will not use illegal drugs, steroids or any other mood altering substances. Only those athletes of legal age may consume alcoholic beverages, although the consumption of any alcoholic beverage is not recommended for any athlete wishing to maximize his/her sport performance. If it is discovered that a Marygrove College student-athlete is found using, distributing, or in possession of illegal substances on campus or in the community, general college discipline will follow the Student Code of Conduct as determined by the Dean of Student Affairs. In addition, first violations will also carry a minimum of a one game suspension.

Marygrove College Athletics

All second violations will result in immediate suspension for the remainder of the season and possible permanent dismissal from the athletic program.

Attendance

All student-athletes are expected to participate in all team functions. These functions include practices, meetings, games, workouts, fund raising activities and other special events. Only those student-athletes with excused absences will be allowed to miss a team activity. The head coach is responsible for determining the consequences for unexcused tardiness and absences and distributing this information to all team members prior to the start of preseason practices.

Game Conduct

Proper representation of Marygrove College is important to the success of the Mustang Athletic Program. Student-athletes and coaches are expected to conduct themselves appropriately at all times. The following circumstances may result in specific consequences as they pertain to game conduct.

Technical fouls

Any Mustang student-athlete receiving a technical foul during a contest for inappropriate behavior will be removed from the game immediately by the coach. The head coach should allow the athlete an appropriate cool-down period before reinserting the athlete back in to the game. The second technical foul a player receives during the same contest for inappropriate behavior will result in the student-athlete being removed from the game permanently. This most likely will result in a game ejection by the game officials.

Game Ejection

Any Mustang student-athlete being ejected from a contest will receive a one-game suspension. The student-athlete will be suspended for the next scheduled contest. The head coach will notify the Athletic Director about the circumstance of the ejection. The offending student-athlete must meet individually with the Athletic Director along with submitting a written explanation of his/her actions and a resolution upon this scheduled meeting. Repeat offenders will face a longer suspension and possible dismissal from the team and athletic program.

Other Conduct-related Incidences

The head coach and Athletic Director reserve the rite to determine if a student-athlete's actions are detrimental to the reputation of the Mustang Athletic Program. The head coach and Athletic Director will deal with these situations as they occur and respond accordingly. Examples of inappropriate actions may include fighting, insubordination, improper language or other inappropriate behavior.

Marygrove College Athletics

Team Travel

Once again, proper representation of Marygrove College is a primary objective of the Mustang Athletic Program. Appropriate attire and conduct is required for all team functions. Each student-athlete and coach is expected to travel with his/her team in the team vehicle (intercollegiate athletes). The only exception to this policy is if arrangements are made with the Athletic Director, the head coach and the student-athlete's parents/guardians. A written note or personal meeting between the head coach and/or Athletic Director and the parents/guardians is sufficient to excuse a student-athlete from travelling with his/her team.

Dress Code

All Mustang student-athletes must wear casual dress when travelling as a part of his/her team. Collared shirts, sweaters, sport coats, dress slacks, skirts and pant suits are considered appropriate for team travel. No Mustang student-athlete will be permitted to travel wearing any color of denim jeans, t-shirts, shorts or inappropriate headwear. The head coach and/or Athletic Director will deal with the offending student-athlete individually. Coaches are required to follow this same dress code. The *only* exception to this dress code is if a team has team warm-ups and every member of the team wears the warm-up while travelling.

Conduct

All members of the Mustang Athletic Program are expected to act professionally when representing Marygrove College. Any person, student-athlete or coach, exhibiting questionable behavior will be addressed individually by the head coach and/or Athletic Director. Inappropriate behavior may result in suspension or dismissal from the Mustang Athletic Program.

Intercollegiate Student-Athlete Service Work

Each member of the Mustang Athletic Program is needed to support the program. This can be done by attending all Mustang athletic events. To help with the management at Mustang home games, each student-athlete is required to fulfill his/her Student-Athlete Service Work commitment. To fulfill the service work requirement each student-athlete must work the games of another Mustang athletic team. There are several responsibilities that need to be filled at a Mustang home game. These responsibilities include door staff, concessions, scorer's table staff and a videographer.

At the beginning of the season the head coach of each Mustang athletic team will provide a list of home games and responsibilities. Each student-athlete must sign his/her name to a responsibility at two home games and fulfill this commitment. If the student-athlete fails to meet this commitment, the student-athlete may be suspended from his/her team and competition.

Marygrove College Athletics

Club Sport Service Work

The administration/staff of each club sport team is allowed to determine their team's service work requirements. Keep in mind, club sports teams are responsible for staffing their own home events. The athletic director is available to help address club sports event staff issues.

Athletic Equipment Return Policy

Mustang student-athletes will be provided with the basic equipment and apparel needed to adequately participate and excel in their sport. Typically each student-athlete is provided with one set of practice uniforms, team workout top (t-shirt), home and away game uniforms and a travel bag.

OUTREACH ACTIVITIES

Participating in athletics is a privilege at any level. One aspect of this privilege is that a student-athlete is exposed to many different models of organization, leadership, discipline and motivation. Through this exposure a student-athlete at Marygrove College has an opportunity to observe, obtain and practice valuable personal qualities. These qualities include leadership skills, communication skills, work ethic and healthy lifestyle habits.

To compliment Marygrove College's mission of instilling the value of the Three C's (Competence, Commitment and Compassion), the student-athletes and coaches of the Mustang Athletic Program take these valuable personal qualities and seek out opportunities to reach out and positively influence others.

As a young athletic program, the Mustangs have participated in only a few activities but plan to add to the list as the program grows. The list of activities the Mustang Athletic Program has participated in include:

Marygrove College Jazz Concert Series
NCCJ Walk As One Walk-A-Thon
Alumni Basketball Game
Homecoming Activities
Martin Luther King, Jr. Service Learning Day

Fund Raising

In addition to the outreach activities listed above, the Mustang Athletic Program and its student-athletes and coaches participate in fund raising efforts to supplement departmental funds. Each Mustang athletic team may conduct their own fund raising activities as long as it's in compliance with the College's and Mustang Athletic

Marygrove College Athletics

Program's missions and philosophies. Coaches and/or student-athletes wishing to initiate a fund raising campaign must receive written permission from the Athletic Director before implementing the campaign.

Some fund raising activities of the Mustang Athletic Program include the following:

T-Shirt/Apparel Sales

Game Concessions

Game Program Ad Sales

50/50 Raffles

Golf Outing Hole Sponsorship Sales

Marygrove College Athletics

COACHING STAFF

The coaching staff of any successful athletic program must be a model for its team members. The coaches must be loyal to the total program including the athletes, school, community and each other. Loyalty and commitment will build a CHAMPION.

Characteristics of a Successful Coach

1. Place family as your priority.
2. Loyalty and commitment to the program.
3. Pride in his/her work.
4. Leadership.
5. Strong work ethic.
6. Healthy lifestyle.
7. Enthusiasm.
8. Maintain consistent communication with student-athletes and staff.
9. Ability to work as a team.
10. Eagerness to develop professionally.

Coach's On-field Conduct

1. Be self-confident.
2. Use appropriate language.
3. Be organized and prepared.
4. Use appropriate conduct towards students, staff, coaches, officials, administrators and spectators.
5. Treat all players properly and fairly.
6. Be enthusiastic.
7. Be patient, demand a lot from players, and be persistent.

ALL coaches must learn and understand their responsibilities. They must be able to accept criticism and responsibility. Also, all coaches should demand of themselves what they demand of their players.

Marygrove College Athletics

EXPECTATIONS OF A COACH

All coaches should...

1. Realize athletes participate to have fun.
2. Always be professional
3. Coach athletes and direct team activities within the nature of the NAIA's Champions of Character five core values that include Respect, Responsibility, Integrity, Servant Leadership and Sportsmanship.
4. Arrive promptly to all team functions.
5. Be loyal to the program.
6. Treat players with respect.
7. Help athletes mature and grow.
8. Make decisions based on team priorities.
9. Always have a positive attitude.
10. Always be prepared.
11. Be patient, demanding, and persistent.
12. Give equal attention to all players.
13. Be willing to develop professionally.

Marygrove College Athletics

COACH'S RESPONSIBILITIES

1. Know responsibilities.
2. Provide knowledgeable input.
3. Conduct player evaluations.
4. Assist with equipment maintenance and management.
5. Attend off-season clinics.
6. Attend off-season coaching meetings.
7. Film evaluation and break down.
8. Attend off-season team meetings and workouts.
9. Be aware of players' academic, family and social needs.

Marygrove College Athletics

PRESEASON CHECKLIST

The following is a list of items each student-athlete must submit before the start of tryouts/practice for a Mustang athletic and/or club sport team. These items can be turned in to the Athletic Director and/or sport head coach.

1. _____ Sports physical dated after June 1, 2010.
2. _____ Emergency Contact Information Form/Proof of Major Medical Insurance*
3. _____ Class Schedule
4. _____ Work/Work Study Schedule
5. _____ Permanent and campus address and phone numbers

*If you do not have medical insurance, insurance may be purchased through Marygrove College. For student insurance, information can be obtained from the Office of Athletics, Wellness & Recreation.

Marygrove College Athletics

STUDENT-ATHLETE CONTRACT

As a student of Marygrove College and a member of the Mustang Athletic Program, I acknowledge that all decisions made by the coaches, Athletic Director, and Dean of Student Affairs are made in the best interest of my team and the Marygrove College Athletic Program. I understand that any negative actions or behavior I display may lead to my suspension or dismissal from the Marygrove College Athletic Program. I have read and understand the Mustang Athletic Handbook and understand the Student-Athlete Code of Conduct. By signing this contract I am making a commitment to myself, my team, the Mustang Athletic Program, and Marygrove College. With this commitment, I am declaring myself a representative of Marygrove College and will do my best to ensure Marygrove College's name and reputation will be upheld through any activities which I am a part of.

I HAVE READ AND UNDERSTAND ALL ASPECTS OF THIS MUSTANG ATHLETIC HANDBOOK.

Student-Athlete's Signature

Date