

**San Diego Christian College
Department of Athletics**

STUDENT-ATHLETE HANDBOOK



“So that you will prove yourselves to be blameless and pure, children of God above reproach in the midst of a crooked and perverse generation, among whom you appear as lights in the world.”

Paul the Apostle – Philippians 2:15



Preface

Playing collegiate athletics is a privilege that many aim for, but often are unable to gain the experience. At SDCC, we have established goals and objectives for our athletic programs that we believe you have committed to. We are here to build into your lives the skills of the game, relational encouragement, academic support, and spiritual mentoring. The SDCC Athletic Department is about leading leaders. You are not what happens to you, you are *how you handle* what happens. You are not what's going on around you, you are *how you go through* all the things going on around you. You must always understand that human nature goes against the awesome responsibility you have to be Christ-like in the midst of athletic circumstances. You must grasp the meaning of the passage that notes, "we are not adequate in ourselves, but our adequacy is from God."

Purpose of College Athletics (From the NAIA)

The NAIA promotes College sports as a great educational experience because they teach important values for dealing with the circumstances of life. The values taught through college athletics include teamwork, sportsmanship and citizenship, respect for self and others, caring, dedication, commitment, trustworthiness, loyalty, responsibility, integrity, fairness, and doing one's best regardless of the outcome. At SDCC, we take athletics one step further by providing a sound spiritual direction for student-athletes. Christ will always be at the center of our coaching. Our student-athletes appreciate their coaches most when they are fair, consistent, positive, able to communicate, respectful, challenging, and are good teachers of skills and techniques. Since we are part of the NAIA and the GSAC, we must start with our commitment to those organizations and infuse other aspects of our specific focus.

GOLDEN STATE ATHLETIC CONFERENCE MISSION STATEMENT

- We believe that participation in college athletics is a great privilege. This is true because athletic competition requires an integration of mind and body that may not be found to the same degree anywhere else. The significance and urgency of the collegiate experience is heightened even more because it only lasts for four years.
- College athletics represents a very special time in the lives of its participants, which may not be fully appreciated until years later.
- We believe that to participate in sport is to be emotionally engaged, to gain a respite from the dominance of the mind. It means to drink deeply from the depths of our feelings, or to be childlike again. As the great Olympic runner, Eric Liddell said, "I feel God's pleasure when I run." All of us who have participated in college athletics can identify with these words. There is a joy attached to athletic experiences that is hard to exaggerate.
- We believe that to care deeply, as spirited players and teams do, is to become filled with passion and courage.
- Sport, then, helps us rediscover ourselves as God made us. We are people of passion. We care. We cry. We laugh. We feel the extraordinary elation of winning, the sinking agony of loss. In a world of committee meetings, sport injects pure passion and reminds us of how to be ourselves.
- We believe that college athletics provides a great opportunity for character development. While not all athletes take advantage of these opportunities they are certainly available to anyone who has the wisdom to pursue them.
- Most of these opportunities are brought about through special relationships with teammates and coaches. As well as helping to build character, sport is also a great revealer of character. As Plato said, "More can be learned about a man in an hour of athletic competition than a year of conversation."



- Finally, we believe that God is the creator of our bodies and physical desires. We also believe that we are made in His image and that He delights in our play. The primary purpose of the GSAC is to help each student-athlete gain a greater understanding of Christ and how His love for us only increases the value of college athletics. As we come to more fully experience this love, the natural results are a greater measure of humility, sportsmanship, and concern for one another, on the part of each athlete and coach. To the degree that this happens, to that degree the purpose of the GSAC is fulfilled.

GOLDEN STATE ATHLETIC CONFERENCE SPORTSMANSHIP CODE

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

CROWD CONTROL, BEHAVIOR AND CONDUCT

A coach, player, spectator, and/or any institutional representative may not use abusive, threatening, or insulting language or gestures toward opponents or game officials, make a personal demonstration which incites crowd misbehavior, or commit any other overt demonstration of unsportsmanlike acts, either during, before, or after the contest. The above-listed unsportsmanlike conduct would subject that individual to possible penalties.

Institutions may be required to forfeit contest(s) and/or be subjected to more severe penalties. Student-athletes ejected from any intercollegiate contest for fighting will be ineligible to suit up or participate in the next intercollegiate contest.

No mechanical noisemakers (horns, bells, victory bells, chimes, musical instruments other than those in the band, etc.) will be permitted inside the gymnasium at any Golden State athletic contest. Cheering devices such as wooden blocks, or other similar objects, are prohibited. Megaphones shall be used only by uniformed cheerleaders for the purpose of directing and controlling rooting sections. The improper use of any of the abovelisted devices by supporters of a team would subject that team to possible penalties or forfeiture of the contest.

GOLDEN STATE ATHLETIC CONFERENCE CODE OF CONDUCT

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

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



SDCC Guiding Principles

Vision

We aspire to honor Christ in all that we do by guiding and directing the lives of our student-athletes that they will become the leaders of tomorrow for our nation. We desire to always develop student-athletes and teams that will compete at their highest levels of performance while setting an exemplary standard of conduct reflecting the core Christian values of San Diego Christian College.

Mission

Our primary mission is character development of student-athletes. We will achieve that goal through:

- Spiritual Development
- Academic Excellence
- Athletic Success

We are supportive of the institutional vision, mission, objectives, aiming to promote academic success, physical and emotional well-being, spiritual foundations, and the social development of our student-athletes.

Values

- To exemplify humility in victory and dignity in defeat.
- To demonstrate good sportsmanship and fair play.
- To treat with respect all officials, coaches, players, and fans.
- To strive to model Christ by word and deed both on and off the playing field.
- To serve others with a humble heart.

To this end, the San Diego Christian College Athletics will promote Four Core Values:

TO KNOW GOD AND MAKE HIM KNOWN

TO VALUE GOD'S IMAGE IN OTHERS

TO LEAD BY SERVING

TO BRING THE KINGDOM

TO KNOW HIM AND MAKE HIM KNOWN

Since the time of Creation, God has required of His people only these two things—to know Him and make Him known. While the method and instruction of these two commands have changed over time, the commands have been consistently required by those whose lives have been affected by the grace of God. Whether Israel in the Old Testament, or the Church in the book of Acts, or today, the call of God has been simple. We are to invest time and energy in the developing relationship with God our Father through His Son and the gift of the Holy Spirit who indwells us. Additionally, we are to share that story of God's redemption and grace to those who have not tasted the kindness of the Lord. We are to be His ambassadors to reconcile a lost world to the Savior.

TO VALUE GOD'S IMAGE IN OTHERS

In a world where the individual life created by God has become embedded in the political squabbling of this world, God calls us to value all human life. It is imperative that we see all of the people we come in



contact with as a special creation of God. As such, they deserve the highest level of respect from our thoughts, actions, and words. Whether a relationship with a stranger, a peer, a subordinate, or a superior in the constructs of man, all are valued by a loving God who wishes for all to come to repentance and live eternally with Him. When we respect God's special creations, we respect God—and greater still when we apply that truth within the eternal perspective of God.

TO LEAD BY SERVING

As Jesus approached the time of His crucifixion, He wanted to burn the most important aspects of His teaching into His disciples—so He took a basin and proceeded to wash their feet. They were greatly confused, but appropriately instructed in the heavenly principle that the greatest among us shall be a servant and the servants will be called great in the Kingdom of Heaven. When Peter wondered the fate of the other disciples in John 21, Jesus asked him to “follow Me,” thereby teaching him that it is his personal connection to God and His commands that He requires, not to the commands and outcomes in others by comparison. Service seeks to advance the position of others in the “rankings” of life through self-emptying of our ego. It is one of the highest callings of our God.

TO BRING THE KINGDOM

Some have said that the individual who claims the name of Christ may be the only Bible that another person may ever witness. When Jesus told His disciples that they would be His witnesses, He did not specify whether they would be good or bad ones, He only clarified that they would be a testimony of God to those who do not know Him. In a sense, Christ-followers are a picture of Heaven for those who have not tasted the eternal grace of the Father. When we pursue the virtues of God's character, we bring a positive force into the environment of earth—whether in the workplace, the school room, or the fields of athletics. Attitudes and actions either bring a presence of God, or they yield to the ambitions of man. It is only when the ambitions of man are yielded to the will of God that we can advance our purpose within His plan and thereby find fulfillment in our lives and touch the lives of others.

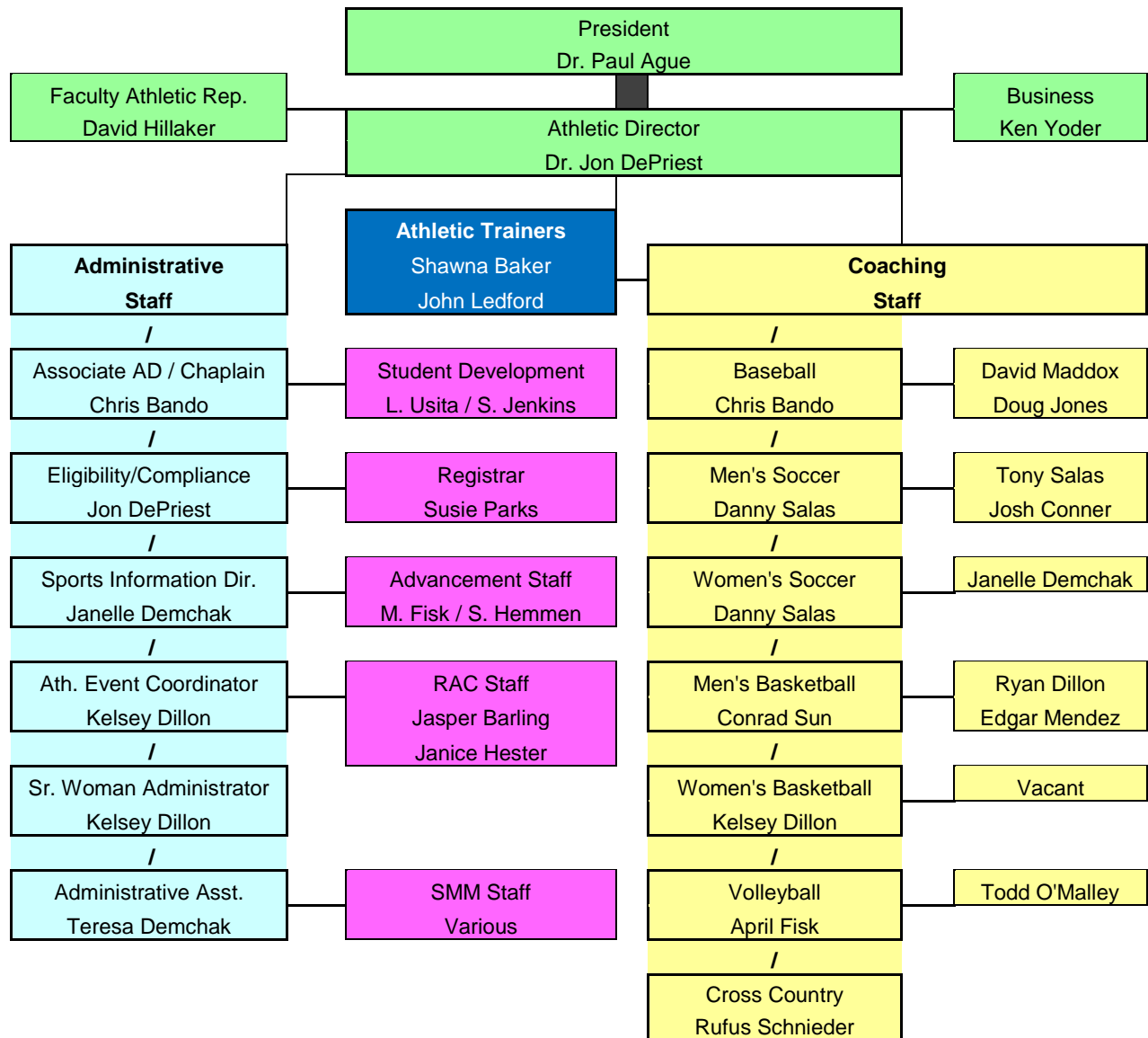
Application

These four core values lead to specific applications in the athletic experience:

- We all must assist the spiritual development of one another in order to be prepared to “give a defense of the hope that is within us.” This takes intentional planning to grow in Christ through the study and practice of His Word. Therefore, we will all be active in fellowship and the study of Scripture as a department set apart to influence one another, this campus and our mission field.
- Our mission field is the realm of athletics. In this environment, human nature is tested in a variety of ways, and with God's help, we can be a strong testimony of His grace. When we compete with other Christian schools, we should endeavor to compete with integrity, yet understand that we are to build up those in the household of the faith. When we compete against schools that do not base their mission on the purposes of Christ, we are ambassadors of truth. In either case, the eternal destiny of those we play who are not saved and those who referee or witness our contests should see a consistent application of God's truth in our actions as ministers.
- Our other calling from God that needs to be nurtured is our impact in the community. As an athletic department, we will endeavor to serve the local community where we have been placed in order to help the skills of youth, the needs of parents, and the connection of God's people to those in proximity to our campus. God has given each of us gifts to use for his glory; in athletics, this means that we should use our skills to better others who aim to be successful as athletes.



SDCC Athletic Department Organizational Chart



General Policies and Procedures Athletes Should Understand

Academic Progress

- **EDUCATION WILL ALWAYS TAKE PRIORITY OVER ATHLETICS.**
- Head Coaches will monitor the academic progress of their student-athletes to ensure that they are making satisfactory progress toward completion of their course requirements for graduation.
- The Head Coach and the Athletic Director will set release times for all contest dates and generate an email to send all faculty regarding team travel 72 hours prior to the team departing and



missing class. A team roster must be included in the email and must include all necessary information: sport, date, departure time, travel location, roster, and coach's contact information. It is vital to the education of the student-athlete that they attend as much of their classes the day of a competition.

- Head Coaches may assign a study hall to those student-athletes who are not demonstrating satisfactory academic progress on their grades. Head Coaches also hold the discretion, in consultation with the Athletic Director, to conduct mandatory study halls as a team.
- Coaches will not require a student-athlete to miss a class due to a home or away contest without prior approval from the Director of Athletics.
- Players will not sit in the back row of any class, and will dress in approved clothing as per the Student Handbook generated through the Student Development office. Coaches should pay special attention to athletes and modesty and piercing policies. We should all help support the objectives for a more professional atmosphere in the institution.
- **NO coach or student-athlete will be granted permission to ask for an extension on a project or ask for an assignment to be submitted late due to an athletic contest interfering with course work. Student-athletes, and coaches for that matter, are encouraged to plan ahead and forecast all foreseen absences and plan accordantly.**

GSAC Scholar Athletes

Criteria for GSAC Scholar-Athletes:

1. Cumulative 3.5 Grade Point Average
2. Participation in one-third of scheduled contests
3. Must be minimum third year competition OR must have junior or above academic standing.
4. Athletics Director and coach recommendation
5. Junior College transfers are eligible for consideration.

Eligibility

Ultimately it is the student-athletes responsibility to know whether they are eligible to play or not and what they must do to become eligible. Each coach is responsible, as well, for understanding the NAIA Eligibility policies. Visit www.NAIA.org for more information. You can also schedule a meeting with the Eligibility Compliance Officer (ECO) or Director of Athletics for more information.

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

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

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



Game Conduct

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

Music Policy

All music used for SDCC games (from warm-ups, to introductions, to time outs, to post-game settings) need to be approved by the Athletic Director. There is much fine Christian music available for use and it is the priority for choice. Our policy is not limited to Christian music only, however, as non-offensive music (either by words or by association) will be allowed. **Please submit any non-Christian music for use to the Athletic Director with the lyrics of the song for pre-approval.** It will be a foundational principle that music styles are all deemed as preference, but that the associate lyrics have the ability to advocate attitudes and life choices that will not be promoted at an SDCC sporting event.

Weight Room

The weight room is available on an "at need" basis. The weight room should never be left unattended while student-athletes are weight training. A **coach or weight room supervisor** is to be present at all times. The sport in season has priority to the weight room although the same spirit of cooperation should be used when creating practice times and allow any student-athlete the opportunity to lift when available.

Locker Room and Equipment Rooms (All coaches must enforce the following policies):

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

Training Room Policies and Procedures

No coach may schedule practices with their teams until after each student-athlete has gone through the mandatory on-campus physical. This is typically preformed the first day of checking for the fall sports. Winter and Spring sports are assigned at the Head Athletic Trainer's discretion.



These are subject to change based on the Head Athletic Trainers needs and wants.

- **NO** cleats in the athletic training room.
- **NO** foul language in the athletic training room. Student-athletes will be asked to leave the training room.
- **NO** student-athletes are allowed: In the cabinets, on the computer, on the phone, or in the refrigerator, unless instructed by a trainer.
- ALL student-athletes are required to sign in on the sign-in sheet for treatment. Treatment is given on a **first-come first-serve basis**, unless it is a game day. **Game day teams receive priority.**
- **DO NOT** take tape from the cabinets or medical kits unless instructed to do so by a trainer.
- If a student-athlete is issued any piece of equipment (i.e. ankle wrap, crutches) they must **SIGN OUT** on a sheet provided and they **MUST** return the equipment when no longer needed for use.

Day of Practice/Travel

- Only head and assistant coaches should be in the athletic training room. Do **NOT** send your keys with a student athlete to fetch water coolers, water bottles, tape, bandages, etc.
- If you take coolers to practice please **REMEMBER** the number of coolers and bottles used and return them when done.
- **NO** sitting on the water coolers. This breaks the lids and/or seals.
- Team medical kits will be available for all teams if a trainer is not attending your road games. Please assign a student-athlete to retrieve the medical kit prior to departure.
- Please **SIGN OUT** your medical kit by team and date on the sign-out sheet provided when leaving and **RETURN** the medical kit to the athletic training room when you **return to campus.** The athletic trainer will clean and restock your medical kit.

Emergency Procedure for an Injury

- The immediate attention to the injured or ill student-athlete is the number one priority of the coach. **The coach will carry a copy of the athletes emergency/insurance form with them at all times.**
- Do not move the athlete unless you are positive that additional injury will not be incurred. The injured player is more important than the game or anyone who may be inconvenienced.
- In case of a serious injury, see if parents are in attendance and turn the decision over to them. When in doubt, call **9-1-1.**
- If a student-athlete is seriously injured and there is no one else around send two or three team members together to get assistance. Never send anyone alone. In cases where the office is closed and or if no one has a cell phone or an assistant coach is not available to go and call a coach may give his / her keys to the team members to call from the coach's office. This is the **ONLY TIME** keys are to be given to student-athletes. Do not leave an injured player unattended or with other team members. It is important that a trained adult remain with the injured player until help arrives.
- When a student-athlete is taken to hospital, an adult (assistant coach) should go with the student-athlete and the parents should be notified via information found on the emergency form. Also, the Director of Athletics and Head Athletic Trainer should be notified. However, you cannot leave the rest of the team unattended. If no one else can accompany the athlete to the hospital, you will need to cancel the game or practice and go yourself. If parents have not been contacted, keep



trying. If you still cannot reach the parents, then use the names listed on the form under **in case of an emergency**.

- An injury / accident report form must be made out and given to the Head Athletic Trainer as soon as possible no matter how slight the injury may seem. If the athletic trainer is in attendance, he/she will fill out this form. This report will be copied to the Director of Athletics and Dean of Students.
- It is important that you follow up with the Director of Athletics and the Head Athletic Trainer once word is received on the condition.

Athletic Keys

All keys are requested through the Director of Athletics. Head Coaches, once signed out, will be allowed to retain their keys while employed by the college. Assistant coaches, due to their employment status, are expected to sign out their keys at the start of their season and then sign in their keys at the end of their season. An individual's last paycheck will be held until notification from the Director of Athletics is received that an individual's has turned their keys back in. If there is a need for an assistant coach to retain their keys, the Director of Athletics must be contacted.

- Coaches are to exercise extreme care and custody of all keys. No keys should be left in place where they could be lost or stolen. Cost of re-keying as a result of lost keys will be paid for by the coach.
- **NO KEYS ARE TO BE GIVEN OUT TO STUDENTS!!**

Recruiting

All coaches (both head and assistants) will be expected to abide and follow all NAIA and GSAC recruiting rules. Recruiting rules can be found by going to www.NAIA.org.

If the recruit will be trying out on campus, a Tryout Waiver must be submitted at the time of the tryout. A copy is located at the back of this manual. Each recruit trying out must complete and sign this form. Any athlete under 18 years of age must have a parent sign the form. They may fax in a copy.

NAIA Policies:

SECTION D. RECRUITMENT

1. Recruitment of an Enrolled Student-Athlete

If, during the school year or summer vacation period, the athletics director, faculty athletics representative, or coach of a member institution is contacted or becomes aware of contact by an athlete who enrolled at another institution of higher learning (two-year or four-year), it shall be the responsibility of the contacted institution (athletics director or faculty athletics representative) to notify, in writing, the institution (athletics director or faculty athletic representative) where the athlete is presently enrolled within 10 days following the first contact.

A coach or another representative of a member institution shall not initiate contact with an athlete who has enrolled at another four-year institution. It is permissible to contact a student who is currently enrolled at a two-year institution once the student completes the academic year in which the student utilizes his/her first season of competition. A coach or another representative of a member institution may respond to a contact by an athlete only after the enrolled athlete's institution (athletics director or faculty athletic representative) has been notified as prescribed above.



SECTION G. TRANSFER: PREVIOUS IDENTIFICATION AT A FOUR-YEAR INSTITUTION

A student who has participated in an intercollegiate contest at the immediately previous four-year institution and 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 shall have the 16 calendar weeks residency requirement waived for participation in that same 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 written release from the athletics director at the immediately previous 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.

GSAC Policies:

SECTION 4: INTRA-CONFERENCE TRANSFER LIMITATIONS

A. A student-athlete (a participant charged a season of competition) who participates in a (any) sport at a GSAC institution one year is not permitted to participate in the same sport or receive athletic scholarship at another GSAC institution the following school year whether transferring directly or indirectly to the second GSAC Institution unless the student sat out or used one full season of competition at an intermediate institution. This rule may be appealed as outlined in section B. (August, 2006)

B. PETITION PROCESS FOR EXCEPTION TO INTRA-CONFERENCE TRANSFER LIMITATIONS (August, 2005)

In unusual circumstances an appeal can be made for the student-athlete to receive athletic aid and/or be eligible immediately. An appeal requires the following process to be met:

1. Both athletic directors of the schools involved must agree to immediate eligibility and/or athletic aid being given.
2. A majority of all GSAC athletic directors must approve after a hearing is held to review all of the circumstances involved.
3. Hearings will only be held during regularly scheduled meetings in January, April (or May) & August.
4. The amount of athletic aid the student athlete receives at the new institution may not be a higher percentage of athletic aid (aid verses costs) in the year the student transfers than the student received the prior year at the previous institution.

Letter of Intent and Scholarship Agreement

Policies when issuing a Letter of Intent/Scholarship Agreement:

- The Letter of Intent must be on official San Diego Christian College letterhead.
- Coaches are required to contact the recruit, by phone or in person, and discuss all items listed on the Letter of Intent and the Scholarship Agreement. This allows the recruit to receive answers to the contract they are signing. Coaches are also encouraged to read over the Letter of Intent and Scholarship Agreement with the recruit prior to signing. Be proactive, not reactive.
- A copy of the signed Letter of Intent and Scholarship Agreement must be submitted to the Athletic Director once received by the coach.

For an emailed copy of the most recent Letter of Intent or Scholarship Agreement, please contact the Athletic Administration.



Financial Aid Deadlines for Coaches and Athletes

1. The Athletic Director must present all coaches with their allotted budgets prior to the recruiting season. The Director of Financial Aid should also be given these budgets no later than January proceeding the award year.
2. Coaches must return a list of returning athletes and award amounts to the Director of Financial Aid by March 1st. Upon acceptance, coaches must inform the Director of Financial Aid of the new recruit's award amount. If the student is to receive full tuition (or more), that must be indicated instead of a dollar amount.
3. Athletes are to complete all their Financial Aid Applications by March 2nd. This includes the FAFSA (or FAFSA Waiver), GPA Verification form (as applicable), and the SDCCFA Application.
4. March 3rd – April 15th: During this priority packaging period, all returning athletes should have received an Award Letter for the next year.
5. April 15th – April 30th: All athletes must sign and return their Award Letter, loan requests, and any other required paperwork to the Financial Aid Office.

SDCC Institutional Awards

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

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



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

For students receiving athletic scholarships, all SDCC Institutional Aid must not exceed 100% of full-time tuition and on-campus room and board. All aid for international students is tuition-based only.

International Student Aid

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

International Student Grant: \$1,000-\$3,000 may be awarded per year depending on the level of financial need. International students are also eligible for Athletic and Music/Drama team awards. **All international student aid is tuition-based only.**

ALL COACHES WHO HAVE QUESTIONS OR CONCERNS ARE ORDERED TO SCHEDULE A MEETING WITH THE DIRECTOR OF FINANCIAL AID AND DISCUSS THE MATTER. AT NO TIME SHOULD EMAIL BECOME THE MODE OF COMMUNICATION.

TYPICAL QUESTIONS FROM STUDENTS ONCE AWARDED:

I just received a revised Award Letter, and noticed that a previous award was either reduced or taken away. Why would that happen?

- Your award package is subject to change as we receive new or updated information that would affect your eligibility for Financial Aid (including new scholarships). You must notify the Financial Aid Office when there is a change in housing status, enrollment level, withdrawal from school, or change of address. If a revision of the aid offer becomes necessary, a “revised” Award Letter is issued.

I am eligible for several scholarships and grants; however, some of them were either not on my Award Letter or less than their full value. Why didn't I receive everything I am eligible for?

- SDCC awards may be less than their maximum value if an award causes all grants and scholarships to exceed full-time tuition and on-campus room/board, or the unmet need as determined by the FAFSA. Students must maintain full-time enrollment (12+ credits per semester) in order to receive Institutional Aid

I was expecting an intuitional scholarship and it was not listed on my award letter, who should I contact?

- The **Admissions Office** determines preliminary SDCC scholarship eligibility at the time of your acceptance. Please contact your Admissions Counselor to determine the status of your scholarship.

Where can I find other outside aid and scholarships?

- Additional scholarship information may be found at www.fastweb.com.

For more information, please see SDCC's General Catalog or website at www.sdcc.edu/financialaid



Coach / Athlete Relationship

It is always vitally important to remember that student-athletes don't need another friend, they need a coach. So we make sure coaches maintain a professional distance with players.

BASIC COACHING IN A CHRISTIAN SETTING

Instruction

- The Head Coach is responsible for the Christ-focused teaching that his/her players receive as a part of the program. Prayer should be a part of every group interaction in the course of training or playing.
- Bible Studies should be utilized as a focal point for Christian growth within the team. The coach may designate leaders within the squad and coaching staff or use the Athletics Chaplain for these studies.
- The Coach is also to be a teacher in the discipline of the sport that the athlete is engaged in. Expectations for success can only follow thoughtful instruction. Practice is the time set aside for each member of the team to understand goals, roles, and communication that leads to a quality athletic program. Regular teaching and frequent repetition will go far in reaching expectations.
- Personal mentoring should be evident between coach and player. This will show itself as the relationship broadens out from the court/field to the other responsibilities of life that a student-athlete carries. Again, prayer for personal needs of players strengthens a Christ focus and demonstrates that a coach truly loves.

Encouragement

- Coaches should understand that each athlete may have an “off day” once in a while. Often, it is some other concern that interrupts the learning or performing of expected skills. A discerning coach will know the difference between slacking off and being challenged by life. Whenever possible, positive words of affirmation should be at the forefront of public conversation.
- Privately, coaches should understand that each individual person has been wounded and broken by people and situations in life. Healing is a great need for each of us, as we carry scars and resistance in many forms. It is wise to know that it is people who are complicated by life, and that God is very simple in His love and desire for our good.

Game Demeanor

- The Head Coach is responsible for the overall conduct of their team in the public function of games and scrimmages as they represent the College. All GSAC or NAIA rules will be followed, but beyond that, the overall Christian testimony of the College should always be central.
- The Head Coach is responsible for the good behavior of his/her student-athletes while at home or on the road. Coaches are encouraged to remind their student-athletes that they are always representing the college.
- Games are competitive experiences that test the mental preparation of both coaches and players. There will be intensity and we do play to win the contest. However, the best rule of thumb is to correct in private and praise in public. The coach should be active in an encouragement role throughout the contest, and quietly confident in the times of correction. This should be the general rule in public conversations with both players and referees.
- Practice demeanor will be somewhat different—though tactics of screaming to illicit a response is NOT the right way to change behavior. The coach should have a presence that generates a willingness to accept his/her leadership. If you need some help in ways to establish that quality, other coaches or the Athletic Director will happily assist.



Lines NOT to cross

When around student-athletes, there are some simple policies and procedures that should be followed when building that player/coach relationship.

- Never be in a closed room with a student-athlete of the opposite sex. Always have a door open or have at least one other person present (preferably another employee of the College).
- A coach should never enter a student-athlete's hotel room if they are of the opposite sex. Stand at the door and have the discussion or doing room checks.
- A coach should never offer a ride in their car to any student-athlete of the opposite sex.
- Have another person, usually an assistant coach, present at private meetings with players of the opposite sex or in an office with a window.
- There is to be no hazing. This is a zero tolerance policy and any hazing will result in the student-athlete(s) being removed from the team. Coaches should never support these activities.

Discipline

- The Head Coach is responsible for the discipline of poor behavior of his/her student-athletes while at home or on the road. There is support from the Athletic Office (AD or Athletic Chaplain) if help is needed. Established rules of the department and of the school need to have consistent enforcement. If the athlete breaks a school policy, the coach/AD/Chaplain will work with the Student Development Office to correct the behavior and punish with the proper severity.
- **At the first team meeting the Head Coach must provide each student-athlete on their team a written copy of all team policies and procedures (previously approved by the Athletic Director). It is recommended that the Head Coach ask the student-athletes to sign a paper stating that the student-athlete has read all their policies and will abide by all rules.**
- Head Coaches may establish higher standards of conduct and behavior than that of the College, GSAC, or NAIA.
- The student-athlete will comply with all College, GSAC, NAIA, and Team rules and regulations in regards to behavior.
- Violations of any rule or regulation shall be promptly reported to the Director of Athletics. It is mandatory for Head Coaches to report any team violations to the Director of Athletics so that a line of communication is kept open. This does not mean that the Athletic Director will become involved at this point.
- Once a student-athlete has been dropped from a team for disciplinary reasons, he/she shall not be permitted to return to competition without the approval of the Director of Athletics.

When dealing with conflict, the following order must be followed:

1. The coach and the player have a discussion to resolve the issue (it is the coach's responsibility to notify the Athletic Director of this). **By policy and law if the student-athlete is over the age of 18 they are considered an adult and therefore we (SDCC) are not allowed to share information with the parents.**
2. The coach, player, and the Athletic Director (often Student Development personnel) meet to try and resolve the issue.
3. If a third step is needed it will involve member(s) of the Administrative Cabinet as assigned by the President.

If issues are handled correctly and timely there should never be a need to involve a parent.



Dismissing a Student-Athlete from a Team

Before a coach may dismiss a student-athlete from a team, proper documentation and a probable cause must be presented to the Director of Athletics. The coach must also speak with the Director of Athletics prior to and explain the reason for the dismissal. The Director of Athletics will consult with the President, as needed, and make a decision. Only then, once the decision has been made and the coach has been informed of that decision, may a coach dismiss a student-athlete from their team.

Procedures to follow prior to dismissing a player:

1. At first offense, the coach must speak promptly with the student-athlete regarding the offense. It is the coach's responsibility to start proper documentation of the offense.
2. A copy of the offense is placed in the Director of Athletics box within 24 hours of the offense.
3. It is recommended, though not mandatory, for the coach to ask the student-athlete to speak with the Director of Athletics regarding the offense.
4. Following the offense, the coach must show and document a period of time where a developmental plan was implemented with the student-athlete. Coaches are encouraged to establish a written contract with the student-athlete, in order to help them understand and see what is expected of them.
5. If the contract is not followed, broken, or the student-athlete follows the first offense with a second and third offense, then a Letter of Dismissal (on official SDCC letterhead) must be submitted to the Director of Athletics, including all documentation.

In the event an offense is so great that it violates the school's policies, Student Development will be involved and handle it accordingly.

It is the coach's responsibility to exhaust all possible avenues of grace and help your student-athletes develop and grow. **Removing them from a program should be the final answer, not the first.** God has placed you in a coaching role to help mentor and change lives. God also placed that disgruntled student-athlete on your team for a reason. Make a difference.