



## **Student-Athlete Handbook**

### **Mission Statement**

The mission of intercollegiate athletics at Graceland University is to advance learning, enrich campus life and school pride, develop leadership skills, and foster the health, safety and personal growth of the student-athlete. Athletic department personnel will provide model programs that develop spiritual, personal and academic growth through athletic performance, leadership and community service. Athletics contributes to Graceland University's values of learning, wholeness and community and aims to help students build solid foundations for success in their lives. As a department we shall strive for excellence in accordance with the philosophy, rules and regulations of the National Association of Intercollegiate Athletics and the Heart of America Athletic Conference.

#### **Sports Sponsorship:**

##### **Men's Sports:**

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Soccer  
Tennis  
Track & Field  
Volleyball

##### **Women's Sports:**

Basketball  
Cross Country  
Dance Team (Gadets)  
Golf  
Soccer  
Softball  
Tennis  
Track & Field  
Volleyball

##### **Co-Ed:**

Cheer

**GRACELAND UNIVERISTY**  
**GENERAL INFO**

**School:** Graceland University  
**Street Address:** 1 University Place  
**Mailing Address:** 1 University Place, Lamoni, IA  
**Athletic Office Phone:** 641-784-5311  
**Fax(es):** 641-784-5472  
**School Web Site:** [www.gujackets.com](http://www.gujackets.com)  
**Enrollment:** 1,000  
**Nickname:** Yellowjackets  
**Color (s):** Blue and Gold  
**Religious Affiliation:** Community of Christ  
**Founded:** 1895

**President:** Dr. John Sellars

**ARENAS, FIELDS AND STADIUMS**

**Baseball:** Chase Stadium (500)  
**Basketball:** Eugene E. & Julia Travis  
Closson Center (2,000)  
**Football:** Huntsman Field (3,000)  
Surface: Field Turf  
**Soccer:** Rassmussen "The Razz" Field (300)  
**Softball:** North Park (100)  
**Tennis:** Hal McKain Tennis Courts  
Number of Courts: eight (8)  
Lighted (yes or no): yes  
**Track, Indoor:** Eugene E. & Julia Travis  
Closson Center, Surface rubber  
**Track, Outdoor:** Ackerley Track, all-weather

**ATHLETIC ADMINISTRATION**

VP for Enrollment Management . Louise Cummings Simmons  
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[vcumming@graceland.edu](mailto:vcumming@graceland.edu)

Athletic Director ..... Jeff Falkner  
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Coordinator of Athletic Operations.....Mari Chandler  
(641) 784-5311  
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Faculty Athletic Rep .....Dr.PhyllisO'Daniel  
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Academic Success Coach ..... Daron Lilly  
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Head Athletic Trainer ..... John Bartholomew  
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Sports Information Director ..... Matt Shelton  
(641) 784-5318  
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**COACHES**

Baseball ..... Brady McKillip  
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Basketball, Women ..... Rich Harrop  
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Basketball, Men.....Jeffrey Hamilton  
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Cross Country, Women/Men..... Daniel Alvarado  
(641)784-5464  
[runner@graceland.edu](mailto:runner@graceland.edu)

Football ..... Jeff Douglas  
(641) 784-5313  
[douglas@graceland.edu](mailto:douglas@graceland.edu)

Golf, Women/Men ..... Kevin Brunner  
(641) 784-5175  
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Soccer, Women ..... Fred Wagenaar  
(641) 784-5321  
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Soccer, Men ..... Guillermo Sanchez  
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Softball ..... Jeff Douglas  
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Cheer ..... Mari Chandler  
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Gadets (Dance).....Katie Persall  
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Tennis Women/Men ..... Monroe Walker  
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Track Women/Men ..... Daniel Alvarado  
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Volleyball Women .....Stew McDole  
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Volleyball Men.....Chad McDole  
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## **Athletic Department Affiliations**

Graceland is a member of the National Association of Intercollegiate Athletics (NAIA) and the Heart of America Athletic Conference (HAAC)

HAAC Member Institutions:

Avila University  
Baker University  
Benedictine College  
Central Methodist University  
Culver-Stockton College  
Evangel University  
Graceland University  
MidAmerica Nazarene University  
Missouri Valley College  
Peru State College

## **Athletic Department Policies and Procedures**

The following statements of policy will be used as the guideline for administration of the athletic department at Graceland University.

### **Responsibilities of the Graceland University Athletic Program and Participants**

\*The athletic department is committed to providing resources and opportunities for those who wish to compete in their sport of choice. The department is expected to administer itself within the construct of higher education promoting improvement in the physical and mental well being of its members through athletic competition. The athletic department is expected to support and represent the Mission of Graceland University-“Graceland creates learning communities where students develop their potential for meaningful and productive lives.”

\*Student-athletes, coaches and fans bear the responsibility of representing the mission and objectives of Graceland University at all times. The athletic department seeks to provide the best possible environment for the student-athlete to prepare, practice, and compete. Institutional support is realized through budget allocation, coaching salaries, equipment purchase, game management, and travel expenses.

\*The coaching staff is required to provide the best possible environment for personal development in all aspects of the student-athlete experience. The coaches are expected to create opportunities for growth and development in the areas of Mind, Body, and Spirit. The coaching staff is expected to recruit student-athletes that possess the academic capacity and willingness to compete academically and ultimately matriculate.

- \* Coaches are required to monitor the academic progress of the student-athlete
- \* Coaches are encouraged to advise student-athletes of their support options
- \* Coaches are required to provide adequate time for academic pursuits
- \* Coaches are required to organize and plan practice/training sessions that are challenging, productive and efficient.

## **Responsibilities of the Student-Athlete**

To be a member of the Graceland University Athletic Department is a privilege which must be earned by each student's academic and athletic promise and continuing performance. Student-athletes who participate in intercollegiate athletics become a member of a team. By accepting this privilege of team membership, the student-athlete accepts the following responsibilities in the areas of student conduct and academic performance.

### **Student Conduct**

As an ambassador of the University, it is critical you recognize the importance of good conduct. The image of the entire campus and community can be positively and negatively impacted by the conduct of one individual.

All student-athletes are bound by the student code of conduct code found in the Student Handbook. The student conduct section contains the rules and regulations governing the community. The student-athlete will be held to the highest standard of the student code of conduct and will be subject to its policies. Violation of the conduct code will result in action by the Student Welfare Committee. Furthermore, all student-athletes are bound by the rules of the athletic department and the coach of his/her sport. Offenders may be subject to athletic department or team sanctions above and beyond what is applied by the Student Welfare Committee.

### **Alcohol, Drug and Tobacco Policy**

Graceland University is a alcohol, drug and tobacco free campus. All student-athletes are subject to drug testing at the Athletic Director's discretion. Refusal to take the test or testing positive will result in an immediate suspension and possibly termination of eligibility to participate in athletics at Graceland University.

## **Academic Performance**

The athletic department does not view the student-athlete merely as an athlete; his/her primary purpose at the university is to obtain an education culminating with a degree. The student-athlete has the responsibility to compete in the classroom.

- \*The student-athlete is required to attend class
- \* The student-athlete is required to notify instructors in advance of missed classes due to athletic events and make arrangements for all missed work.
- \* The student-athlete is required to conduct himself/herself appropriately in the classroom, on campus and in the community
- \* The student-athlete is required to meet all academic qualifications set forth by the NAIA, the HAAC and Graceland University

## **NAIA Eligibility**

\*Every student-athlete participating in their first season of NAIA competition must sign a Graceland Letter-of-Intent and be determined eligible by the NAIA Eligibility Center. Registration for the Eligibility Center is at [www.playnaia.org](http://www.playnaia.org)

## **Freshman Requirements**

Must meet at least 2 of the following 3 requirements:

- GPA 2.0
- Upper-half of graduating class
- At least 18 ACT or 860 SAT

## **Satisfactory Progress**

The Graceland University Catalog lists the number of semester hours that must be achieved by the end of each semester.

- Based on 12 hours successfully completed in each of the first 6 semesters and 13 in the final 4 terms.
  - o For example:
  - o Term 1      12 s.h.



- Check on repeat s.h.

## **Transfer Students**

All transfer students must complete appropriate forms to be eligible.

- Be sure official transcripts of all work have been received by the Registrar's Office.
- Find out the results of the Registrar's evaluation of your transcript.
- Complete required transfer information form with the Faculty Athletics Representative.

## **Competitive Experience Report**

- Intent is to identify professional or outside competition and training
- Required when gaps occur in a student's academic record following graduation from high school

## **Medical Hardship**

- Must document – injury date, competition dates, etc.
- Contest limitations are specified for each sport
- Required form must contain Doctors care and recommendations
- Request(s) will be submitted after the end of a season

# **Athletic Training**

## **Paperwork needed to be cleared for participation**

The following forms need to be filled out and turned in every year before a student is cleared to participate:

- Parent Information
  - Risk Waiver
  - Physical
  - Copy of their insurance card (all athletes must have insurance to participate)
- \*\*\*\* These forms are located on the athletic web site. ([www.GUjackets.com](http://www.GUjackets.com))

**Procedure to receive insurance coverage: Graceland provides secondary coverage for athletes.**

- Injury must be reported to the Athletic Trainer
- The injury must occur during an organized practice, game, or conditioning.

- Doctor visits must be authorized by the athletic training staff.
  - Athletes need to contact their insurance before a doctor's visit is made to make sure the athlete's insurance procedures are followed.
  - The doctor's visit should be charged to the athlete's insurance first.
  - To file with Graceland's insurance, the athletic training room must receive an itemized bill, a form from the insurance company that explains what they have paid (EOB), and a claim form.
- If these steps are not followed, Graceland's athletic insurance will not cover the medical costs.

### **Doctors Visit**

Graceland University will provide transportation for the initial visit and surgery date if necessary.

### **General Athletic Training Room Rules**

1. No outdoor shoes in the athletic training room.
2. Athletes need to shower before entering the athletic training room.
3. Towels need to stay in the room
4. If an athlete does not sign in, they will be listed as a no show.
5. Act respectful in the athletic training room.
6. Shirt and shorts are required.

## **Athletic Department equipment issue and return**

The University has purchased the necessary equipment needed to practice and compete via budget dollars allocated to each sport. The equipment that is issued to you is your responsibility while in your possession. Mistreatment and neglect will not be tolerated. Student-athletes may be billed for lost, stolen, or mistreated equipment. The individual sport coach is responsible for monitoring the treatment and life cycle of their team's equipment. Student-athletes are expected to use the equipment provided for them unless permission is granted by the sport coach.

## **Team Gear**

Due to budget constraints, it is impossible for the University to provide each student-athlete with team workout gear and travel apparel. Each sport is unique in their team gear needs and abilities to fundraise for such purchases. Therefore, the student-athlete may be asked to purchase such items. Each individual sport coach is responsible for the team gear order and payment of such order.

## **Weight Room**

As a student-athlete you are expected to make use of the facility. Please realize the facility is a community facility and therefore will be accessed by many different populations. Open times are posted and will be assigned through the Coordinator of Athletic Operations.

These times are priority only and still open to the general campus community. It is expected that all-student athletes will be courteous of other users and respectful of the equipment.

## **Travel**

Travel to and from athletic contests will be in university vehicles. Only members of the athletic teams or members of their official travel party may travel in the vehicles. All members are encouraged to dress accordingly when traveling and will consult with their coach for instruction. Student-Athletes are expected to depart with the team both on the way to the site and on the way home. Exceptions to this policy may occur when an athlete wishes to travel with their parents or legal guardian. Prior permission must be obtained from the head coach or athletic director before such travel is to occur. When traveling the student-athlete is the responsibility of the coach and the university. Team and institutional policies are in effect and student-athlete conduct is expected to be appropriate.

## **Written Evaluation of Coaches**

At the completion of each season, the student-athlete will be given the opportunity to complete a formal evaluation of the head coach and the program. The evaluations will be given directly to the athletic director for compilation and summarizing. The athletic director and the coach will meet annually to discuss the evaluation and compare perceptions.