



**THE KING'S UNIVERSITY
ATHLETE HANDBOOK**

2020-21

Table of Contents

Introduction	4
Article 1. Mission Statement	5
Section 1.01 Vision Statement	5
Section 1.02 Intercollegiate Athletics Defined	5
Section 1.03 Philosophy of Integration of Faith & Sport	5
Section 1.04 Integration of Faith & Sport	6
Section 1.05 Compliance Commitment	6
Section 1.06 Alberta Colleges Athletic Conference	6
Article 2. Eligibility	7
Section 2.01 Athletic Team Participation	7
Section 2.02 Academic Requirements	7
Section 2.03 Athletic Probation	8
Section 2.04 Appeals	8
Section 2.05 Years of Eligibility	9
Section 2.06 Program Requirements	9
Section 2.07 Financial Aid Regulations	9
Section 2.08 Spring/Summer School Regulations	10
Article 3. General Code of Conduct	10
Section 3.01 Conduct & Ethics	11
Section 3.02 CCAA Anti-Doping Course	11
Section 3.03 Alcohol and Banned Drugs	11
Section 3.04 Suspensions	12
Section 3.05 ACAC Hazing Policy	12
Section 3.06 ACAC Social Media Policy	13
Section 3.07 Fair Play	15
Section 3.08 Complaint Protocol	16
Article 4. Rights of Athletes	16
Section 4.01 Gender Equity Policy	17
Article 5. Academic Support Services	17
Article 6. Revenue Generation	17
Section 6.01 'Adopt an Eagle' Donor Program	18
Section 6.02 Sponsor Programs	18
Section 6.03 Mandatory Athlete Fees	18
Section 6.04 Team Tickets	18

Article 7.	Facilities and Equipment	18
	Section 7.01 Uniforms & Equipment	18
	Section 7.02 Equipment Borrowing and Facility Use	19
	Section 7.03 Team Locker Rooms	19
	Section 7.04 Training Room	19
	Section 7.05 Workout Centre	19
Article 8.	Competitions	20
	Section 8.01 Departure	20
	Section 8.02 Meal Money	20
	Section 8.03 Missed Meals During Practice/Competition	20
	Section 8.04 Hotel Accommodations	21
	Section 8.05 Concession Stand/Spirit Wear	21
	Section 8.06 Player of the Week	21
Article 9.	Coach Evaluations	21
Article 10.	Health	21
	Section 10.01 Injury History and Treatment	21
	Section 10.02 Concussions	22
	Section 10.03 Insurance Claim Procedure	24
	Section 10.04 Emergency Protocol	25
Article 11.	Athletic Awards	27
	Section 11.01 Team and Individual Awards	27
	Section 11.02 Player Awards	28
	Section 11.03 ACAC Awards	28
	Section 11.04 CCAA Awards	29

ACAC Operating Code - see the ACAC Web page for details at:
http://www.acac.ab.ca/members-resources/operating_code

Introduction

At The King's University, **our mission** is "to provide university education that inspires and equips learners to bring renewal and reconciliation to every walk of life as followers of Jesus Christ, the Servant-King".

The test of whether or not this mission is being fulfilled in the lives of students while they attend university is demonstrated by how they live their lives outside of the classroom. One area in particular where it is easy to see a person's character is in the sports arena. "You will know a man more in one hour on the games field than you will in ten hours of conversation" (Plato).

The King's University strives to be an academic community, which integrates the Christian faith with teaching, learning, research, and university life, in an environment characterized by academic excellence and a personal approach to students.

The Athletic Department at King's desires to train student-athletes to use their gifts and abilities in sports to honour God, serve others and practice truth.

- **Honour God** – "Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven." (Matthew 5:16)
- **Serve Others** – "If therefore there is any encouragement in Christ, if there is any consolation of love, if there is any fellowship of the Spirit, if any affection and compassion, make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose. Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interests of others." (Philippians 2:1-4)
- **Practice Truth** – "Finally, brothers and sisters, whatever is true, whatever is honourable, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or worthy of praise - let your mind dwell on these things. Whatever you have learned or received or heard from me, or seen in me – put it into practice. And the God of peace will be with you." (Philippians 4:8,9).

ARTICLE 1. MISSION STATEMENT

King's aspires to...

- Develop student-athletes through a holistic liberal arts education that includes spiritual, physical and mental training
- Journey with our student-athletes to become healthy, balanced servant leaders
- Encourage teamwork by building relationships that lead to strong communities

SECTION 1.01 VISION STATEMENT

To be widely known as a Christian University that values teamwork and develops student leaders while striving for competitive excellence.

SECTION 1.02 INTERCOLLEGIATE ATHLETICS DEFINED

Intercollegiate athletics includes those sports that lead either to national College Championships with the Canadian Collegiate Athletic Association (CCAA) or to conference championships with the Alberta Colleges Athletic Conference (ACAC), with those participants referred to as "student-athletes."

SECTION 1.03 PHILOSOPHY OF INTEGRATION OF FAITH & SPORT

The King's University seeks to achieve both academic and athletic excellence through the Intercollegiate Athletics Program. We intend that our student-athletes will work together, serve one another through their athletic participation, honour God in realizing their God-given abilities, care for their bodies as part of God's creation and ultimately experience the celebration of the Holy Spirit through their play. We believe athletic participation on an intercollegiate team will provide student-athletes an opportunity to grow holistically in mind, body, and spirit (Luke 2:52). This will allow them to learn the importance of hard work, integrity, self-control, creative thinking, healthy living, responsibility to a group, and all that relates to the integration of faith and sport. The development of these life skills will enable the student-athlete to both be a better teammate and leader.

The King's University Athletic Department Core Values

- A student-athlete understands that it is a privilege to represent King's.
- All student-athletes at The King's University are treated as equals who are encouraged to be active members in the campus community.

- As Christians and ambassadors of a Christian University, a student-athlete will hold himself/herself to a high moral and academic standard at all times.

SECTION 1.04 INTEGRATION OF FAITH & SPORT

The King's University Athletic Department seeks to assist athletes with the growth process of integrating their faith with sport.

1. **Chapel:** Every Wednesday at 11:00am there is a chapel service held in the atrium or Knopper's Hall for all students, staff and faculty to attend and fellowship together as a community.
2. **Worship 857:** This is an opportunity for students to meet once a week, on Wednesdays at 8:57pm to worship together in the Level Coffee House.
3. **Sports Ministry:** Throughout the year, student-athletes will have the opportunity to meet together on occasion (dates to be announced) to encourage and challenge each other in their faith. These meetings are student led and are open to all students who desire to learn more about following Christ as an athlete.

SECTION 1.05 COMPLIANCE COMMITMENT

The King's University Athletic Program is committed to operating in compliance with the Alberta Colleges Athletic Conference (ACAC), the provincial sport organizations, the Canadian Collegiate Athletic Association (CCAA) and any other association or governing body in which The King's University is a member.

SECTION 1.06 ALBERTA COLLEGES ATHLETIC CONFERENCE

The Alberta Colleges Athletic Conference (ACAC) is the coordinating body for intercollegiate athletics within Alberta Colleges. The ACAC was founded in 1967 as the result of an increasing need expressed by several institutions in the province to develop sport, fitness and recreation opportunities. Today the ACAC member institutions can choose their programming from league and tournament sports, some leading to national championships within the Canadian Collegiate Athletics Association (CCAA).

The ACAC Operating Code, Article I Section 3 – Ethics (p. 9) lists a number of the "Guidelines for Student-Athletes" to follow when participating in Conference sports:

1. Student-athletes are expected to conform to a higher standard of behaviour by exhibiting the following qualities while involved in competitive situations.

- Integrity – respect the rights of other athletes, coaches and the public.
 - Competence – strive to perform to the best of your abilities.
 - Respect for the Rules – play fair and display respect for your sport.
 - Respect for Officials – exhibit respect for referees and officials’ judgements and decisions.
 - Refrain from directing criticism towards game officials when speaking to the media.
2. Student-athletes are expected to adopt the following personal attribute and priorities;
- Athlete’s Interests – act in the best interests of the team foremost.
 - Personal Conduct – expect and present the best of one’s self at all times.
 - Academics – place academic pursuits ahead of athletic ambitions.

ARTICLE 2. ELIGIBILITY

SECTION 2.01 ATHLETIC TEAM PARTICIPATION

To be eligible to play on an intercollegiate-athletics team and become eligible to receive a scholarship:

1. The student-athlete must be enrolled in a minimum of three, 3 credit hour courses totalling 9 credit hours in each semester.
2. The student-athlete must maintain a **minimum 2.0 GPA** for the year (both fall and winter terms). Eligibility is based on one’s Annual GPA and is defined as follows:

Term	= All Courses taken in a single term Fall or Winter.
Annual	= All Courses taken in one academic year (includes Spring and Summer Sessions)
Cumulative	= All Courses ever taken at The King's University.
3. The student-athlete must be academically in ‘good standing’. It is important to note that some programs have higher academic standards than others. In the event that a student-athlete has been ‘required to withdraw’ in either the fall or winter semester, he/she will not be eligible to play.

SECTION 2.02 ACADEMIC REQUIREMENTS

1. All First Year student-athletes and any returning student-athletes who have a GPA of less than 3.0 are encouraged to enrol in the Academic Success Course (UNIV150) offered at the beginning of each term. This is a 7 week course

developed to equip students for university level study and success. A course fee of \$20 is added at registration.

2. All ACAC student-athletes must pass at least six (6) credits in the Fall Term to be eligible to continue in the Winter Term.
3. To be eligible to participate the following season, a student-athlete must pass (18) credit hours in an academic year. If you do not have 18 credits, you will need to take spring and/or summer courses to fulfil ACAC requirements.
4. It is the student-athlete's responsibility to make sure he or she has enough credits and the appropriate courses to graduate. Each student is assigned a Faculty Advisor to help formulate a plan to complete his/her degree in an appropriate timeframe.

SECTION 2.03 ATHLETIC PROBATION

Failure to achieve the Minimum Annual GPA of 2.0 will result in the student-athlete losing his/her eligibility to play on an Athletic Team at King's. The student-athlete will be immediately placed on '**Athletic Probation**' and will have to wait until the Winter Term before he/she is eligible to play.

Student-athletes who are below a 2.5 GPA are encouraged to meet with their Coach and Faculty Advisor to create a plan that will enable them to continue their pursuit toward academic excellence.

SECTION 2.04 APPEALS

All students on either **Athletic or Academic Probation** have the right to an appeal.

1. In the event that a student-athlete has been 'required to withdraw', Academic Appeals must be made to a Faculty Dean (see the Registry for more details). Even if an appeal is successful, the Faculty Dean reserves the right to request a student-athlete to not participate on an athletic team for a given term(s).
2. In the event that a student-athlete has not met the required annual GPA of 2.0, the student may choose to increase his or her GPA by taking a spring/summer course. If GPA is still below 2.0, a Letter of Appeal may be submitted in writing to the Director of Athletics. All Appeal Letters must be made prior to the first day of classes. This letter should include a thorough explanation of what led to the student-athlete not meeting academic requirements, as well as a detailed outline of what he/she intends to do to improve and ensure a more successful term in the future.

The Appeal Committee consists of the Director of Athletics, Faculty Dean or Advisor, and members of Athletic staff. In the event that a student-athlete's appeal is denied, he/she may have the option to participate on a team as a 'red shirt' (eligibility is not used); in which case permission must be obtained from both their Faculty Dean, the Director of Athletics and the student-athlete's Head Coach.

SECTION 2.05 YEARS OF ELIGIBILITY

A student-athlete shall have a maximum of 5 years of eligibility within the ACAC. Participation at any other college or university shall be equivalent to and deducted from the 5 years of ACAC eligibility, with the exception of participation in the Alberta Colleges Athletic League (ACAL).

A student-athlete shall be considered to have used one year of ACAC eligibility if he/she has participated in one scheduled ACAC contest. **The appearance of the student's name on a game report shall be interpreted as indicating participation in that game. (Does not apply to pre-season/exhibition contests).**

SECTION 2.06 PROGRAM REQUIREMENTS

Students are responsible to check with their Faculty Advisor to make sure they are registered for the appropriate courses for their degree program before the term begins.

SECTION 2.07 FINANCIAL AID REGULATIONS

Some Financial Aid requires students to be enrolled in 12 or more credits per term. Students should consult the Academic Calendar and the Financial Aid Coordinator for details.

Student-Athletes should also be aware that passing only 18 credits will not guarantee progressing from one year of study to the next. First year students must pass 24 credits to advance to their second year, for each additional year students must pass a total of 30 credits per year to continue advancing in their program to graduate on time. Although, student-athletes may choose to pursue either a 3-year degree in four years or a 4-year degree in five years.

SECTION 2.08 SPRING/SUMMER SCHOOL REGULATIONS

Only courses offered at King’s will be allowed to be taken during the Spring or Summer terms. Any Off-campus course must be pre-approved by the Registrar in order to affirm the validity of the course in conjunction with an approved “King’s Degree”.

The grades achieved in the pre-approved courses will be calculated into your GPA for ACAC participation eligibility. HOWEVER, if you were placed on Academic Probation, your academic achievements in the Spring or Summer WILL NOT affect your Academic Standing with the University. You may achieve your Annual 2.0 GPA but you will still need to fulfil the University probation requirements.

ARTICLE 3. GENERAL CODE OF CONDUCT

Eagles staff and student-athletes are ambassadors for The King’s University. The efforts and accomplishments of the department and our student-athletes are a source of pride for the entire University community. In accordance with our scriptural responsibility to be Christ-like in all that we say and do (Philippians 3:18-21, Ephesians 4:29-32), participants in the King’s athletics programs are expected to show respect to coaches, officials, teammates and opponents.

We also know that character is often revealed through competition and therefore athletics can be used by God to help change character. The athletic environment is a testing ground for faith and provides an opportunity to put faith in action under stressful circumstances. If a player’s character is consistently negative and not respectful of others, this poor conduct may result in a suspension.

Persons who do not profess the Christian faith are welcome to participate in the King’s athletics program, but are expected to abide by the guidelines of The King’s University and the Athletics Department.

Membership on our teams is a privilege not a right. Representatives of Eagles’ Athletics are expected to conduct themselves responsibly in competition, practice, and in all public forums.

Team members should dress neatly and be well mannered when representing The King’s University.

SECTION 3.01 CONDUCT & ETHICS

The primary purpose for attending The King's University should be for the educational program in which student-athletes are enrolled. As a result, the first responsibility of athletes is toward the successful completion of their academic work.

As a member of an athletic team at The King's University, the athlete is a representative of the entire institution and is therefore expected to conduct themselves in an appropriate manner. It is the responsibility of each member of a team to help one another be successful and discourage irresponsible conduct on the part of a teammate.

Athletes will not be given any preferential treatment in other areas of university life. Each athlete is personally responsible to the university for the care of equipment and apparel that is provided in each sport.

The coach of each sport and the Director of Athletics are responsible for the actions of all athletes. After consultation with the Director of Athletics, an athlete may be removed from a team at the coach's discretion for conduct detrimental to the university.

SECTION 3.02 CCAA ANTI-DOPING COURSE

Each athlete must complete the mandatory CCAA Anti-Doping Course. This CCES Online Learning course is required for all student-athletes to complete BEFORE their first game/match. As a student-athlete competing within the ACAC you will be subject to announced or unannounced CCES drug testing.

SECTION 3.03 ALCOHOL AND BANNED DRUGS

The consumption of alcoholic beverages is **not permitted** on campus. When travelling, sports representatives are **required to abstain** from the use of alcoholic beverages in keeping with King's alcohol policy. Student-athletes are also **required to abstain** from the use of alcoholic beverages within 48 hours of all games. Each athlete shall abide by the rules and regulations and accept the responsibilities stated in the Student Handbook. Athletes are specifically cautioned that a violation of the alcohol policy could result in suspension from an athletic team.

The King's University Athletic Department strongly encourages a lifestyle that promotes healthy living and personal responsibility. As athletes, it is important to recognize that consumption of alcohol and use of tobacco products is not conducive to athletic performance.

The King's University is unequivocally opposed to the use of any banned substance in contravention of the rules of any national or international sports federation or the law of the land. At no time shall an Eagles' Athlete use or be under the influence of drugs not prescribed by a physician and not approved by the CCAA. A violation could not only result in suspension from the athletic team but dismissal from the University, as well as a possible ban from playing in the CCAA.

SECTION 3.04 SUSPENSIONS

A Head Coach or Director of Athletics may at any time and without notice reprimand an athlete, suspend the athlete from the team, or impose conditions of probation on the athlete's continued participation on the team if the student-athlete has engaged in misconduct or violated policy. The conditions of a suspension will be dealt with on an individual basis by the Athletic Department.

SECTION 3.05 ACAC HAZING POLICY

Hazing is NOT permitted and any such occurrence will be dealt with severely. An affirmation of the dignity, worth and autonomy of the individual must guide any team activity, and any suggestion of coercion will not be tolerated. Student-athletes have the RIGHT to an environment that is safe and free from unwanted and uninvited attention. Furthermore student-athletes have the RESPONSIBILITY to avoid engaging in activities that could lead to injury, intimidation or harassment. It is important that student-athletes help to create an environment that is welcoming and participate in activities that both build character and strengthen team unity.

ACAC Operating Code outlines hazing as "any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization".

Such activities may include, but are not limited to:

- Paddling or striking in any manner; marking or branding
- Treasure or scavenger hunts/road trips
- Requiring calisthenics such as sit-ups, runs,
- Requiring personal servitude
- Forcing members to eat/drink; applying a substance to someone's body
- Work parties for 'rookies' only
- Staging any form of a line-up
- Causing indecent exposure
- Physical harassment such as pushing, cursing, shouting
- Requiring uncomfortable, ridiculous, or embarrassing dress

- Treating a person in a degrading fashion

Some activities are easily categorized as hazing. Others may not be so easily classified. To be sure, consider the following questions:

- Does this activity promote or conform to the values of the ACAC?
- Do new and initiated members participate equally in this activity?
- Would you be willing to allow parents or administrative officials of the college/university to witness the activity?
- Would you be able to defend this activity in a court of law?
- Does the activity have value in and of itself?

A good rule to follow when deciding whether an activity is hazing is this: If you have to ask if what you are doing is hazing, it probably is.

The ACAC is committed to the dignity, well-being and care of the student-athletes and others that comprise its membership. It is the objective of the ACAC to provide a safe environment in which members may pursue their athletic, academic and career goals.

SECTION 3.06 ACAC SOCIAL MEDIA POLICY

The ACAC recognizes the vital importance of participating in online conversations and is committed to ensuring that participation in online social media adheres to ACAC values, policies and procedures as outlined in the ACAC Operating Code. The ACAC respects the right for member institutions, athletes, coaches, athletics department personnel and ACAC staff to use social media tools not only as a form of self-expression, but also as a means to create further awareness about the ACAC and its participants.

It is important that all participants are aware of the implications of engaging in forms of social media and online conversations that reference the ACAC and/or the individual's relationship with the ACAC, members and the ACAC brand. Users are urged to understand the policies and terms of the social media platform being used by reading through the terms and services before posting.

The ACAC offers the public service of posting comments and content on a variety of electronic and social media applications although monitoring cannot possibly be conducted without periodic interruption. The ACAC will not pre-screen content, but reserve the right to remove by its sole discretion any content that it considers to be illegal, obscene, defamatory, threatening, invasive of privacy or otherwise injurious or objectionable.

Opinions expressed in non-ACAC authorized posts are not necessarily those of the ACAC and its members and the ACAC cannot guarantee the accuracy of such posts.

1. Definitions

- 1.1.** ACAC shall imply all directors, volunteers and staff involved in an official capacity with the ACAC.
- 1.2.** ACAC members shall include ACAC member institutions and encompass all participating student-athletes, coaches, officials and athletics department personnel.

2. The following list includes but is not limited to the activities, terms, messages and/or posting content deemed to be unacceptable:

- Vulgarities
- Offensive, defamatory, obscene and/or insulting comments
- Threats and harassment
- Personal attacks
- Discriminatory, racist and/or sexist comments
- Comments that incite violence and/or hatred
- Comments that are clearly irrelevant to the thread and intended solely for provocation
- Comments that divulge personal and confidential information that allow for the identification of a person other than the author
- Comments that demonstrate a lack of respect towards the ACAC, ACAC representatives, another ACAC member, an administrator, ACAC contractors (e.g. game officials) and/or a moderator;
- Posting of pictures and/or videos of parties, drinking, or reckless behaviour while wearing identifiable ACAC and/or ACAC member clothing;
- Posting the same message in repetition;
- Promoting a third party business/enterprise that does not pertain to the ACAC or the topic of discussion;
- Creating social media accounts that may be perceived as impersonating an official ACAC channel.

3. In addition to ACAC social media interfaces, social media may include (but is not limited to):

- Social networking sites (e.g. Facebook, MySpace, LinkedIn, Google+, Tumblr, Bebo, Yammer)
- Video and photo sharing websites (e.g. Flickr, Snapchat, YouTube, Instagram)
- Blogs, including corporate and personal blogs
- Blogs hosted by media outlets (i.e. comments posted to news stories)
- Micro-blogging (i.e. Twitter)
- Wikis and online collaborations (i.e. Wikipedia)
- Forums, discussion boards and groups (i.e. Google Groups, Forums)
- Video or podcasting and Instant messaging (including text messaging)

4. Expectations for Personal Behaviour in Social Media

There exists a clear distinction between speaking “on behalf of the ACAC” and speaking “about” the ACAC. This set of 5 principles refers to those personal or unofficial online activities where an individual might reference the ACAC.

- 4.1.** Adhere to all applicable policies. All members are subject to the ACAC's Code of Ethics in every public setting.
- 4.2.** Every individual will be held responsible for his/her actions and will be accountable for anything posted that can potentially tarnish the ACAC's or any member's image. All are encouraged to participate in the online social media space, but are cautioned to exercise sound judgment and common sense. Please make certain to include the following disclaimer to each profile or platform used where the author can be identified as related to the ACAC: "The views expressed on this article/commentary/twitter feed/blog are the views of the author alone and do not reflect the views of the ACAC".
- 4.3.** Act as an agent of the ACAC even if you are not an official online spokesperson for the ACAC. If you encounter positive or negative remarks about the ACAC or its online brand which you deem to be noteworthy, you are encouraged to share them by forwarding said message to the ACAC office at office@acac.ab.ca
- 4.4.** Let subject matter experts respond to negative posts. Occasionally one may encounter negative or disparaging posts about the ACAC, its members or its brands, or observe third parties attempting to initiate negative conversations. Unless you are an authorized online spokesperson on the matter, avoid the temptation to react. Forward the post(s) content to the ACAC office to investigate these comments.
- 4.5.** Be conscious when intersecting business and personal commentary online. The ACAC respects the right to freedom of speech but it must be understood that anyone has access to content posted online. When using social media, an individual is expected to model appropriate behaviour in accordance with the individual's role and status in connection with the ACAC. This is particularly important when publishing information online that can be seen beyond friends and family, and understand that information originally intended just for friends and family can be forwarded. It's possible for everyone to see what is posted on these platforms including sponsors, rivals, and fans.

5. Non-adherence to these guidelines may be considered an ACAC Code of Ethics violation. Violators may be subject to discipline under the ACAC Code of Ethics Policies. Removing content from social media after it has been posted (publicly or privately) does not preclude the violator from being subjected to ACAC disciplinary action.

SECTION 3.07 FAIR PLAY

Fair play is an attitude, a way of thinking that can be applied to every aspect of life. Athletes must learn to respect their own abilities and those of others.

Players must demonstrate fairness, integrity, and respect at all times this means:

- a. respect the rules

- b. maintain self-control at all times
- c. respect the officials and their decisions
- d. respect opponents, teammates and coaches.

All inter-collegiate competition and training occurs under the auspices of the ACAC and therefore must conform to the Association's expectations.

1. Administrators, coaches and athletes must show respect for all coaches and athletes from opposing institutions. Athletes must avoid any intimidation or harassment of an opponent.
2. Administrators, coaches and athletes are expected to acknowledge the authority of the officials in a contest and relate to them in a positive and respectful manner.
3. Internal University publicity and promotion must be designed to encourage a positive image.

SECTION 3.08 COMPLAINT PROTOCOL

If an athlete has a concern with another athlete or an athletics staff member, he/she should follow the procedure below:

- a. Discuss concern with the individual in order to resolve the issue and restore relationship.
- b. If the issue is still not resolved, discuss concern with Head Coach or Athletics' Staff member and meet with the individual together.
- c. In the event that individuals are at an impasse and the situation cannot be resolved, the student-athlete should then submit his/her complaint in writing to the Director of Athletics.
- d. If the issue involves a student and the Director of Athletics, concerns may be taken to the Athletics Manager.

ARTICLE 4. RIGHTS OF ATHLETES

1. To try out for varsity teams and be given fair consideration for selection.
2. To participate in an environment that is safe and free from harassment.
3. To be informed honestly and fully about the reasons for rules and regulations.
4. To voice concerns to the Team Captain, Assistant Coach, Head Coach or Director of Athletics.

5. To appeal decisions or rulings through established institution procedures as recorded in the Student Handbook.
6. To provide feedback on the coach(s) and program to the Director of Athletics, and through post-season evaluations.

SECTION 4.01 GENDER EQUITY POLICY

The King's University is committed to provide an equal opportunity to male and female athletes alike. Teams have equal budgets per gender although not per sport depending upon the length of schedules, squad sizes, and equipment.

ARTICLE 5. ACADEMIC SUPPORT SERVICES

Tutor services are available to any King's student.

Academic Advisors will advise student-athletes on programs and course offerings to ensure that student-athletes are making normal progress towards a degree. The student-athlete must initiate communication with Academic Advisors concerning their academic progress.

Programs such as UNIV-150, Writing Support, Group Tutoring are available upon contact with King's Academic Support Assistants, located at the Academic Enrichment Centre.

If a student-athlete who has been identified as in need of support services does not conscientiously utilize those services or is delinquent in academic performance (class attendance, completion of assignments) - the coach, after consultation with the Director of Athletics, can suspend the student-athlete from practice and competition until the situation is rectified.

ARTICLE 6. REVENUE GENERATION

Funds are provided by The King's University to cover expenses incurred with ACAC competition along with a small amount that is available for exhibition play/travel. If exhibition costs exceed what is available in the budget it will be offset, in advance, by fundraising efforts.

The Director of Athletics will coordinate all athletic fundraising activities with the athletics' staff (coaches). No athletic fundraising may be initiated without the consultation and approval of the Director of Athletics and the Director of Development.

SECTION 6.01 'ADOPT AN EAGLE' DONOR PROGRAM

Supporters can make donations on behalf of a player to a team through the 'Adopt an Eagle' Donor program and receive a charitable tax receipt for their donation. General donations may also be made to specific teams for scholarships, team trips, and training equipment. Donations cannot be allocated to a specific individual.

SECTION 6.02 SPONSOR PROGRAMS

Businesses have an opportunity to team up with Eagles Athletics and be a team sponsor.

Sponsor - \$2000+

- 4' x 6' banner in gym
- Recognition in Game Day Program and on our Website

SECTION 6.03 MANDATORY ATHLETE FEES

Each student-athlete will be assessed the following Fees:

- a. Athletics Banquet Ticket - \$40
- b. Team Fee – Determined by each team to cover the cost of team gear” (maximum \$450)
- c. Futsal Fee – Determined by each team to cover the cost of exhibition play.

SECTION 6.04 TEAM TICKETS

Each varsity member will receive free admission to all Eagles Home games. Athletes must present their student card in order to be admitted free of charge.

For HOME GAMES the Athletic Department will issue to each athlete TWO SEASON PASSES that can be used by parents/guardians and/or guests of the player's choice.

ARTICLE 7. FACILITIES AND EQUIPMENT

SECTION 7.01 UNIFORMS AND EQUIPMENT

Uniforms and Equipment are the property of The King's University and must be returned at the end of the season. Any athlete who loses or damages his/her uniform will be charged for the cost of a new uniform and all cresting and set up fees. Any athlete who loses, or damages any university equipment will be required to reimburse King's for its replacement value.

Team Uniforms will be washed in the Gymnasium Laundry Room on Mondays following games. Laundry bags and hampers will be located in the team rooms. Washed uniforms will be returned one day prior to Game Day. Please note these services are suspended for the 2020-21 year."

SECTION 7.02 EQUIPMENT BORROWING AND FACILITY USE

Equipment may be borrowed from the Workout Centre and used in the gymnasium providing it is not booked. Students are to be advised that any abuse of equipment and/or facilities is a criminal offense and may be captured on camera.

SECTION 7.03 TEAM LOCKER ROOMS

Team rooms must be cleaned out after completion of the season. Any items left in the team room after the last day of exams will be donated to a local charity.

SECTION 7.04 TRAINING ROOM

The Training Room has been provided for the Student-Athletes use as well as being the First Aid Room for the University. There is an Ice Machine, Whirlpool, Hydro collator (Wet Heat Packs) and tape supplies. The room may be used at any time before or after your practice or games. Team first aid kits can be re-stocked by a designated team member by contacting the Athletics Manager.

SECTION 7.05 WORKOUT CENTRE

The Workout Centre is available to ALL students. Teams may pre-book a team workout time through the Athletics and Recreation Coordinator (office is located in the Workout Centre).

1. Proper Workout Attire

Running shoes/shorts/warm-up pants/t-shirts/towel (no sandals, bare feet or street shoes)

2. Weights

Replace weights and accessories in proper place after use (plates/bars/balls/steps, etc.)

3. Equipment

Wipe down equipment after use (weight equipment pads and handles on cardio equipment) and use equipment as designed.

4. Mirrors

Do not lean on or place anything against mirrors.

5. **Personal Items**

Keep personal items away from traffic areas or machines. Keep valuables in a Fitness Centre locker; King's is not responsible for lost or stolen items in the facility.

6. **Food**

Don't bring food items into facility. Bottled water is allowed; please wipe any spills.

7. **Repairs**

Report equipment in need of repair to Athletics Manager or Director of Athletics.

8. **Emergency**

Inform facility attendant or front desk security of any emergency and he/she will call for help.

ARTICLE 8. COMPETITIONS

SECTION 8.01 DEPARTURE

For road trips, all members of the travelling group are expected to be at the place of departure at the designated time or risk being left behind.

SECTION 8.02 MEAL MONEY

The following Meal Money rates apply for student-athletes on University sanctioned athletic events. Rates are based on the number of meals for the duration of the trip. Team allotment is budgeted for 14 Volleyball, 14 Basketball and 18 soccer players.

- a. Breakfast \$5
- b. Lunch \$10
- c. Supper \$10

SECTION 8.03 MISSED MEALS DURING PRACTICE/COMPETITION

All student-athletes living in residence with a pre-paid meal plan who will miss their evening meals because of their scheduled practices or games are to make individual arrangements with the Kitchen Staff.

Pre-orders of food must be made prior to 5:00pm. Even if the cafeteria is closed, players may go to security to access their food from the cooler.

SECTION 8.04 HOTEL ACCOMMODATIONS

Required overnight lodging will be provided for all regular and post-season trips that have been approved by the Director of Athletics.

Athletes are not permitted any incidental charges such as phone calls, movies, room service, etc.

SECTION 8.05 CONCESSION STAND/SPIRIT WEAR

The Athletic Department operates a Concession Stand and sells Eagles Gear during Home Games for Volleyball and Basketball.

SECTION 8.06 PLAYER OF THE WEEK/~~ATHLETICS REPORT~~

Each week the Athletic Department will nominate one Male and one Female Athlete of the Week to the ACAC for the "ACAC Athlete of the Week". The nominated athletes will also receive recognition as the "Eagles Male and Female Athletes of the Week". Nominations must be submitted by 4:30pm on Monday.

ARTICLE 9. COACH EVALUATIONS

Coach Evaluation Forms are distributed to the players after the season is over by the Athletics Department. This evaluation is confidential with the information being given to the Director of Athletics who then reviews these results with the coaches.

ARTICLE 10. HEALTH

SECTION 10.01 INJURY HISTORY AND TREATMENT

The physical well being of all King's student-athletes is our first priority. A physician and/or therapist when necessary should administer treatment of all student-athletes, as a result of athletics injury.

Student-athletes are required to provide a history of injuries by completing the online medical questionnaire on Privet before the athlete is able to compete or train.

The following conditions must be reported:

- a. Injuries to the head, neck, back, shoulder, knee and internal organs
- b. Fractures, broken bones, dislocations, pulled muscles, strains, sprains and tears less than one year old.
- c. Any serious illness less than one year old.

1. Failure to report injuries or special medical conditions releases The King's University from any liability in the event of another injury caused by the unreported condition.
2. Decisions concerning practice and game participation are at the discretion of the Head Coach who may request written medical clearance from a physician or therapist.
3. The athletic program will not be responsible for injuries or illnesses that occur when the student-athlete is not actively engaged in a formal, official game or practice during a competitive season.

SECTION 10.02 CONCUSSIONS

A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

Recognizing that many physical activities and sports have an inherent risk of injury, including concussions King's understands that concussions in sport is a significant public health issue. King's is committed to providing a safe and healthy environment for sport participation by working to reduce the incidence of concussion and improve concussion outcomes for Eagles athletes.

1.3 Concussion Prevention

King's will strive to create a culture where athletes feel safe to report a concussion. Athletes will be encouraged to tell their coach and health care provider when they are injured or hurt. The health and safety of the athlete is our top priority. We will encourage a concussed athlete to take the necessary precautions to ensure a safe return to play. It is encouraged for all athletes to complete a baseline concussion test prior to all ACAC Seasons.

1.4 Concussion Detection

An athlete with a suspected concussion will be removed from play. A concussion will be suspected when an athlete experiences an injury or impact that may result in concussion, and is exhibiting unusual behaviour and/or reports symptoms that are consistent with concussion. In the event of a potential concussion, the Certified Athletic Trainer (CAT) on site will assess the athlete as soon as possible.

1.5 Concussion Management

In the result of a potential concussion, it is recommended that the athlete complete a secondary concussion test. To locate the nearest centre for concussion testing, contact your head coach, or the Athletics Staff. Eagles

athletes will be expected to follow a protocol for return to play. This will include a letter from a physician which states a clearance to participate in training or match play.

Source: ACAC Operating Code - https://acac.ab.ca/members-resources/operating_code

1.6 Return to Study and Play Strategy

1.6.1 Graduated Return to Study Strategy

Source: <https://parachute.ca/en/professional-resource/concussion-collection/canadian-guideline-on-concussion-in-sport/>

NOTE: Depending on the severity and type of the symptoms present student-athletes will progress through the following stages at different rates. If the student-

STAGE	AIM	ACTIVITY	GOAL OF EACH STEP
1	Daily activities at home that do not give the student athlete symptoms	Typical activities during the day as long as they do not increase symptoms (i.e reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up.	Gradual return to typical activities
2	School activities	<i>Homework, reading or other cognitive activities outside of the classroom</i>	Increase tolerance to cognitive work
3	Return to school part-time	<i>Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day.</i>	Increase academic activities
4	Return to school full-time	<i>Gradually progress</i>	Return to full academic activities and catch up on missed school work.

athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. Athletes should also be encouraged to ask their school if they have a school-specific Return-to-Learn Program in place to help student-athletes make a gradual return to school.

1.6.2 Graduated Return to Play Strategy

STAGE	AIM	ACTIVITY	GOAL OF EACH STEP	SPORT-SPECIFIC CONSIDERATIONS
1	Symptom-limiting activity	Daily activities that do not provoke symptoms.	Gradual reintroduction of work/school	
2	Light aerobic activity	<i>Example: Light intensity jogging or stationary cycling for 15-20 minutes at sub-symptom threshold intensity.</i> No resistance training.	Increase heart rate	What is the type of aerobic exercise most relevant to your sport? <ul style="list-style-type: none"> ▸ Stationary bike? ▸ Treadmill walking/ running?
3	Sport-specific exercise	<i>Example: Moderate intensity jogging for 30-60 minutes at sub-symptom threshold intensity. Low to moderate impact passing, dribbling, shooting, and agility drills.</i> No head impact activities.	Add movement	What types of sport-specific skills are required for your sport? <ul style="list-style-type: none"> ▸ Ball skills, stick handling, racquet skills, cutting, pivoting, spinning, twisting, spotting, etc. Gradually increase speed, complexity and intensity of activities.
4	Non-contact training drills	<i>Example: Participation in high intensity running and drills. Non-contact practice without heading. Participation in resistance training workouts.</i>	Exercise, coordination and increased thinking	Activities should build on step 3 but add in resistance and at a higher level. Activities should allow practice in competition environments with low risk of concussion. Are there "battle drills" or other dynamic activities that can be trained for prior to engaging in full practice?
5	Full contact practice	<i>Example: Following medical clearance, participation in full practice without activity restriction</i>	Restore confidence and assess functional skills by coaching	Are there 'battle drills', other dynamic activities that can be trained prior to engaging in full game play?
6	Return to sport	Normal game play		

Source: <https://parachute.ca/en/professional-resource/concussion-collection/canadian-guideline-on-concussion-in-sport/>

NOTE: An initial period of 24-48 hours of both relative physical rest and cognitive rest is recommended before beginning the Return-to-Sport progression. There should be at least 24 hours for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step after symptoms subside. Resistance training should be added only in the later stages (stage 3 or 4 at the earliest).

SECTION 10.03 INSURANCE CLAIM PROCEDURE

Report and record injury with your coach and complete an Accident Report form.

If the injured student **is** covered under any other Medical Insurance Plan, the expenses must be submitted to that plan.

1. If the injured student **is not** covered or **only partially covered** attach payment statement to the form listed below:
 - Complete the 'Proof of Loss–Accidental Medical Sports Insurance' form at: <http://www.athletics.ca/files//NationalTeamPrograms/NationalTeams/Forms/AXAPROOFOFLOSSSPORTSACCIDENTEN.PDF> (**Policy #9222568**)
 - If injury involves teeth, complete the 'Accidental Dental Claim' form at: <http://www.athletics.ca/files//NationalTeamPrograms/NationalTeams/Forms/AXAACIDENTALDENTALEN.PDF> (**Policy #9222568**)
2. Once the injured student has completed the 'Insured Statement Section' of the form, it must then be completed by:
 - Head Coach, Assistant Coach or other Athletic Staff under the 'Club Section' on page 1 of the form.
 - Attending Physician under the 'Attending Physician Statement Section' on page 2 of the form.
3. Attach receipts to form. Retain copies of receipts for your files as originals will not be returned.
4. The completed form must be signed and dated by ALL parties.
5. The ORIGINAL form must be returned along with ORIGINAL medical receipts to: (emailed, faxed or photocopied forms will not be accepted)

AXA Assurances Inc.
220 – 12th Avenue S.W.
Suite 600
Calgary, Alberta T2R 0E9

SECTION 10.04 EMERGENCY PROTOCOL

INJURY OCCURRING DURING PRACTICE

1. If the injury is of a serious nature call Emergency at 911. Do not move the injured athlete. Make him/her comfortable and be reassuring that medical assistance is on its way.
2. If the injury or accident is not a serious emergency, apply ice, compression and elevation to the injured body part. A properly supplied first aid kit must always be at practice and games.

INJURY OCCURRING DURING AWAY COMPETITION

1. Athlete should be taken to the nearest Emergency located in the area of the school you are competing against. When arriving at the hospital, inform medical staff that it is a sport-related injury. (Teams will be required to carry copies of each player's insurance information).
2. Upon returning to The King's University the Director of Athletics must be informed immediately or as soon as possible.
3. The Director of Athletics and/or Coach will provide the necessary forms for the student-athlete to sign. The Insurance Claim Procedure cannot be followed unless the proper forms are completed.

FIRE/LOCKDOWN PROCEDURE DURING PRACTICE/GAME

Fire Alarm - In the event that the Fire Alarm sounds during a practice or game:

1. It must be treated as a real emergency. All persons must leave the building immediately, using the nearest exit.
2. Never open a closed door without checking it first for heat - if the door is hot, do not open it. If not hot, open it slowly, standing behind it to one side, and be prepared to shut it quickly if fire is present.
3. Evacuate the building and proceed to designated muster points:
Gym and Workout Centre - Meet in south-east parking lot
4. All persons must remain outside of the building until an ALL CLEAR signal has been given. The ALL CLEAR signal is 3 blasts of the air horn.

Lockdown Alarm - In the event that the Lockdown Alarm sounds during a practice or game:

1. Stay in gym or locker room.
2. Instruct students/fans to stay calm, go to the ground, and remain silent!
3. Lock all doors and turn off the lights!
4. Do not allow anyone to leave the room (Coaches/Game Day staff are to remain in gym).
5. Enforce noise discipline. NO cell phones to be used at this time. Do not call 911, select personnel will take care of this.
6. Move students/fans away from doors and out of view from any windows especially those next to the doors.
7. If coaches/staff have access to internet, log on to email. Await further directions via email.
8. Do not respond to a fire alarm (unless you have to evacuate because of an actual fire).
9. Do not open the door for anyone. PERIOD!

10. Remain secure until you hear the "All Clear", "All Clear", "All Clear" announcement!

If you are the first person on a scene to witness a fire or unsafe situation, call Reception '0' (security phone)/780-465-3500 or Security '8333' (security phone)/780-465-8333 immediately. In case of fire, pull fire alarm. In case of a dangerous intruder, Reception/Security will initiate the lockdown system (DO NOT pull fire alarm). Call 911.

ARTICLE 11. ATHLETIC AWARDS

The annual **Athletics Awards Banquet will be on Saturday, March 27th (4:30-8:30pm).**

Students who participate in King's Athletics programs are eligible to receive a variety of awards. Award recognition is contingent upon the individual's effort, attendance, sportsmanship, academics and overall contribution to their team and to The King's University.

All returning student-athletes who attain an academic standing of 3.0 or higher GPA for a full year term, will receive the **Eagles' Academic Award of \$500.**

The Athletics Awards Banquet is semi-formal and attendance by all Athletics Staff and student-athletes is encouraged. Student-athlete tickets are included in registration fees. Guest tickets can be purchased online one month prior to banquet.

SECTION 11.01 TEAM AND INDIVIDUAL AWARDS

1. **"Bald Eagle" Team Award:** Originally started by the Women's Basketball team to raise funds in support of Cancer Research, the criteria for this award has evolved into honouring the athletic team that best represents what it means to be an "Eagle". As a result, this award is presented to the team that has demonstrated excellence in the following areas: team character and sportsmanship, academic distinction, exceptional performance, enthusiastic school spirit and commitment to community service.
2. **Eagles Team Academic Award:** The King's University is proud to highlight the academic success of its student-athletes. This award is presented to the team with the highest GPA in the fall semester.
3. **Student Athlete Leadership Award:** The King's University provides two \$500.00 merit awards (male/female) to a full time returning student-athlete who deems to have made the most significant contribution to athletics at

King's during the previous year. Selection criteria includes: athletic involvement, King's community involvement, and academic standing.

4. **Rookie of the Year:** This award recognizes a male and female student-athlete who has shown the most improvement and potential in their first year of participation on an Eagles athletic team. Recipients are chosen based on: athletic performance, academic commitment, teachable spirit and potential for future leadership. A \$500 bursary is awarded to a returning student-athlete.
5. **Athlete of the Year:** This award recognizes a male and female student-athlete who demonstrates the highest degree of athletic excellence among his/her peers and is a tremendous representative of King's and Eagles' Athletics. Academic standing, athletic performance and leadership, as well as commitment to team and the greater community are considered in determining the recipient of this award. A \$1000 bursary is awarded to the recipient.

SECTION 11.02 PLAYER AWARDS

These awards are given to student-athletes on each team competing in the ACAC.

1. **Most Valuable Player Award:** This award is given out to an athlete who has played a key role to the team's success by contributing in the following areas: performance, leadership, work ethic, coachability, good sportsmanship and academics. This athlete must also be seen as a team player and someone who builds into his or her teammates by being an encourager and role model.
2. **Most Improved Player Award:** This award is given out to an athlete who has made a significant contribution to the success of their team while also achieving a level of personal improvement. Attributes such as willingness to learn, work ethic, positive attitude and academics are also considered.
3. **Leadership Award:** This award is given out to an athlete who is seen by their teammates and coaches as a strong leader and motivator. Recipients of this award are players who have proven diligence in their academics, have demonstrated an ability to lead by example, have shown a willingness to make sacrifices for their team and are able to challenge their teammates by holding them accountable to team goals and expectations.

SECTION 11.03 ACAC AWARDS

ACAC All-Conference Team awards will be awarded each year to student-athletes upon successful nomination to one of the ACAC All-Conference Teams. Returning student-athletes will also receive the Bob Day ACAC All-Conference award of \$1000.

ACAC Academic awards will be sent out each year to those student-athletes that have achieved academic honours.

ACAC Coach of the Year awards will be awarded to a coach at the end of the year upon successful nomination by his/her peers in the ACAC.

SECTION 11.04 CCAA AWARDS

The CCAA All-Canadian Awards are chosen by the ACAC. Athletes will receive a banner which will be displayed in the King's gymnasium.

The SIRC-CCAA Academic All-Canadian Awards are awarded to student-athletes that were named to an ACAC All-Conference Team and achieved Honour Roll status. Those receiving such honours will also have their names added to the Academic All-Canadian Banner in the King's gymnasium.