

Andrews University

Office of Social Recreation & Athletics

Cardinal Athletic Program



Student Athlete Handbook



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Welcome

Dear Student Athlete,

I want to take this opportunity to thank you for choosing to be a part of the Andrews University Cardinal athletic program. You are an integral part of this organization and I want you to know that your commitment to family, teachers, teammates and coaches as well as your commitment to Christ and your spiritual walk with Him is appreciated.

In preparation for this academic year I want to challenge you to trust in God and make Him a part of your daily routine. This year will be stellar if we bond together in a concerted effort to do what God has called us to do. Putting Him first in academic, athletic and spiritual endeavors will ensure success. Some of you are still searching for answers spiritually. I urge you to keep seeking a relationship with Christ. He will watch over you and provide you with the necessary tools to accomplish great things. **I can do all things through Christ who strengthens me.**

Philippians 4:13

The student athlete handbook contains information regarding departmental facts, policies, procedures and expectations. Please review this document and familiarize yourself with its contents. It is your responsibility to know and follow the guidelines as outlined. Please feel free to contact me should you have any questions.

Being a member of an athletic team is a valuable way to meet new people and build life-long relationships. I pray that you enjoy the up-coming season and ask that God keep you safe as you represent Andrews University as a member of the Cardinal Athletic Program.

Sincerely,

Coach Dave
Director of Athletics



Mission Statement

Andrews University, a distinctive Seventh-day Adventist institution, transforms its students by educating them to seek knowledge and affirm faith in order to change the world.

Andrews University students will:

Seek Knowledge as they...

- Engage in intellectual discovery and inquiry
- Demonstrate the ability to think clearly and critically
- Communicate effectively
- Understand life, learning, and civic responsibility from a Christian point of view
- Demonstrate competence in their chosen disciplines and professions

Affirm Faith as they...

- Develop a personal relationship with Jesus Christ
- Deepen their faith commitment and practice
- Demonstrate personal and moral integrity
- Embrace a balanced lifestyle, including time for intellectual, social, spiritual, and physical development
- Apply understanding of cultural differences in diverse environments

Change the World as they go forth to...

- Engage in creative problem-solving and innovation
- Engage in generous service to meet human needs
- Apply collaborative leadership to foster growth and promote change
- Engage in activities consistent with the worldwide mission of the Seventh-day Adventist Church



Vision Statement

The Andrews University Cardinal Athletic Programs world changing vision will be accomplished by preparing each student-athlete for a life of service by providing the following opportunities:

- Spiritual commitment, challenges and mentoring from faith based coaching staff.
- Leadership development opportunities on and off the fields and courts.
- Academic excellence reinforced through tutoring and support.
- Character development opportunities.
- Service opportunities in our communities and abroad.

Goals

It is the desire of this organization that each team member has the opportunity to reach the goals set forth by the Cardinal athletic program.

- To develop the individual student athlete to his/her fullest potential, spiritually, academically, athletically and socially.
- To provide the student athlete with the opportunity to answer the call of Christian character and service.
- To recruit and retain world changing student athletes who desire athletic participation in a Christian university setting.
- To compliment the educational process by providing an outlet for students who excel in the area of athletics.



Department of Athletics Directory

Andrews University
Department of Student Activities and Athletics
8520 East Campus Circle Drive
Berrien Springs, Michigan 49104-0300
Office: 269.471.3965
Fax: 269.471.3222

Name	Position	Phone	E-mail
David Jardine	Athletic Director	269.471.3965	djardine@andrews.edu
Jamie Stacey	Athletic Trainer	269.208.3231	
David Jardine	Men's Basketball Coach	269.471.3965	djardine@andrews.edu
Michael Pallas	Assistant Men's Basketball Coach	269.876.1490	michael_pallas@hotmail.com
Kevin Wooldridge	Women's Basketball Coach	661-319-9350	wooldridge@andrews.edu
TBA	Assistant Women's Basketball Coach		
Keith Wakefield	Head Men's Soccer Coach	269.605.3596	keith.wakefield@gmail.com
Jameson Bangkuai	Assistant Men's Soccer Coach	269.473.1210	bangkuaij@andrews.edu
Cliff Jean-Baptist	Head Women's Soccer Coach	269.338.7306	cliff@andrews.edu
Rodrigo Andrade	Assistant Women's Soccer Coach	269.471.3965	andrader@andrews.edu
Rob Ryan	Head Coach Men's Hockey	269.470-4662	ryanr@andrews.edu



University Facts

Location:	Berrien Springs, Michigan
Enrollment:	1856 undergraduates
President:	Dr. Niels-Erik Andreasen
Provost	Dr. Andrea Luxton
Vice President University Advancement:	Dr. David Faehner
Vice President for Student Life:	Dr. Frances Faehner
Vice President for Enrollment:	Randy Graves
Vice President for Financial Administration:	Lawrence Schalk
Director of Athletics:	David Jardine
Head men's basketball coach:	David Jardine
Head women's basketball coach:	Kevin Wooldridge
Head men's soccer coach:	Keith Wakefield
Head women's soccer coach:	Cliff Jean-Baptist
Head men's hockey coach: (club)	Rob Ryan
Head Athletic Trainer:	Jamie Stacey
Nickname:	Cardinals
Colors:	Red, White, Black
Gymnasium:	Johnson Gymnasium
National Affiliation:	USCAA Division 2
Athletic department phone:	269.471.3965



Press Outlets

Andrews University Student Movement

South Bend Tribune

Mailing Address: 225 West Colfax Ave.
South Bend, Indiana 46601
Office telephone: 574.235.6161
Fax: 574.235.6091
E-mail sports@sbtinfo.com

The Herald Palladium

Mailing Address: P.O. Box 128,
St. Joseph, Michigan 49085
Office telephone: ext. 294 or 269.429.1294
Fax: 269.429.7661
E-mail jmitchell@theh-p.com

The Journal Era

Mailing Address: 101 West Ferry Street
P.O. Box 98
Berrien Springs, Michigan 49103
Office telephone: 269.473.5421
Fax: 269.471.1362
E-mail thejournalera@yahoo.com



USCAA Eligibility Rules



SECTION 3 ELIGIBILITY REQUIREMENTS

For a student to be eligible for any intercollegiate competition, a member institution must ensure that the student conforms to the following regulations: **The USCAA G.P.A. requirements differ from Andrews University. The Cardinal athletic program requires a minimum G.P.A. of 2.5.**

Section 3A The student must be a graduate of an accredited high school or have earned a graduate equivalent degree (GED).

Section 3B All students must be enrolled in a recognized academic program and be making progress towards a 2/4 year degree at the attending college.

Section 3C All students must be enrolled in a minimum of 12 credits at time of participation. If a student is enrolled in less than 12 credits, he/she will be considered part-time for eligibility purposes.

Section 3D Second semester students must: a) pass 12 credit hours his/her first term, b) must have achieved a GPA of 1.6. Thereafter, all students must pass 24 credit hours the two preceding terms of attendance. Exception. If a freshman completes their first semester at an institution and leaves the following semester, upon the student's return they may reestablish their eligibility by completing the necessary credits to reach 12 during a summer or interim period only.

Section 3E After accumulating 24-48 credit hours, the student must have achieved a 1.75 cumulative GPA.

Section 3F After accumulating more than 48 credit hours, the student must achieve a 2.0 cumulative GPA.

Section 3G Summer and inter-term credit hours can be used to satisfy the 12/24 credit hour rule and GPA requirement. Summer credit hours should be attached to the preceding spring term for eligibility purposes. Winter term credits should be attached to the first semester.

SECTION 4 ELIGIBILITY, TERMINATION, AND RE-ESTABLISHMENTS

Section 4A Each student is limited to four seasons of college competition within the respective sport.

Section 4B If a student is not enrolled as full-time status for 12 consecutive calendar months, he/she may return to a USCAA member college and be immediately eligible.

Section 4C A student who has not been identified with an institution during the first term does not become eligible to participate for second term until the first day of class.

Section 4D Two eligibility forms must be filed for sports spanning two semesters.

Section 4E A student who has graduated from a two-year institution the preceding semester shall be immediately eligible to participate.

Section 4F Military exemptions will be granted to students whose careers are interrupted by service in the military.

Section 4G A senior in a four-year college may be enrolled in less than 12 credits, if he/she are taking the credits necessary to complete graduation requirements.

Section 4H College graduates are ineligible for athletic competition with the USCAA. Exceptions: Student athletes may complete their fourth year of athletic eligibility only if they are participating as a full time student at the institution for which they received their bachelor's degree.

SECTION 5 TRANSFER REQUIREMENTS

Section 5A If a student transferring to a member institution has ever participated in intercollegiate athletics, the student must have been academically and athletically eligible had he or she remained at that institution. If the transferring student is ineligible, they are required to complete one full academic year of residence at the certifying institution before being eligible to compete for the member institution. An academic year shall be completed when the student is enrolled in and completed a minimum full-time program of studies for two full semesters or three full quarters.

The institution to which the student is transferring must submit a formal request to the institution that the student is transferring from to determine the student's eligibility (form found under administrative forms at www.theuscaa.com).

Section 5B Students transferring into USCAA member colleges during a mid-season sport shall be eligible to participate immediately, provided that each institution's athletic director signs off on the transfer, and that the student was academically eligible at the institution he/she is transferring from.



Annual Awards

Leadership Award-This award is given to an individual who has made an outstanding contribution to the overall goals and philosophy of the Andrews University Cardinal Athletic program. This person exemplifies the true meaning of a Christian athlete and has gained the trust, and respect of his/her teammates, coaches, teachers and fellow students. One individual will be selected for this award annually.

Male Athlete of the Year-Presented annually to the male student athlete who produced the most outstanding achievements within his sport. This person's character must also exemplify great sportsmanship and the integrity expected of a Christian athlete. One individual will be selected for this award annually.

Female Athlete of the Year- Presented annually to the female student athlete who produced the most outstanding achievements within her sport. This person's character must also exemplify great sportsmanship and the integrity expected of a Christian athlete. One individual will be selected for this award annually.

Team Spirit Award-This award is given to one individual annually. This person's positive attitude and encouraging words contribute to a motivating team environment filled with respect and concern for one another.

Service Award-This award is given to one individual annually. This person demonstrates a great desire and willingness to involve themselves in projects that better our communities at home and abroad.

Academic Excellence Award-This award is given to one male and one female athlete annually. This individual must be at least a junior and a member of the Cardinal athletic program for 2 seasons. This award will be given to the person with the highest cumulative G.P.A. In the event of a tie the athlete's career will be taken into account as well as their leadership and character qualities. Final decisions will be made by the Athletic Department coaches and staff.

Academic Certificates- Academic Award Certificates are given to those student-athletes that have achieved the following G.P.A. requirements: Must have completed at least 2 semesters to be eligible.

- **Bronze Certificate** 3.0-3.25 cumulative G.P.A.
- **Silver Certificate** 3.26-3.5 cumulative G.P.A.
- **Gold Certificate** 3.51-3.75 cumulative G.P.A.
- **Platinum Certificate** 3.76-4.0 cumulative G.P.A.



Athletic Equipment and Uniform Expectations

The proper care of uniforms and equipment belonging to an intercollegiate program can be one of the most important aspects of an athletic program. It is necessary that each person involved be responsible and use good judgment in handling and utilizing uniforms as well as equipment.

- Each student athlete is responsible for university-owned equipment assigned to them while in their possession. This is especially important for uniforms. The student athlete maintains responsibility for their uniform until it is submitted for laundering. All uniform components must be properly checked and accounted for at the time of laundering.
- Personal practice gear will be laundered on a daily basis. It is recommended that each Student athlete use a marked mesh laundry bag to identify their individual gear.
- Student athletes who misplace university-owned equipment while in their possession or who do not return equipment at the end of the season will have the cost charged to their student account. Individuals who are released from the program prior to the completion of a season are expected to return uniforms and equipment immediately or will be charged replacement and service fees on their student account.
- Uniforms and practice gear are for official use only. These items are not to be used at anytime for personal use.



Behavioral Expectations

The Andrews University Department of Athletics expects its athletes to model the highest ideals and Christian values. University regulations, including the non-use of tobacco in any form, abstinence from the use of alcohol or any non-prescription drug, will be strictly enforced.

Other behavioral expectations for student athletes include the following:

- Profanity of any form or disregard for individuals which result in name calling and offensive expletives have no place in the Cardinal athletic program.
- Class attendance is expected at all times except when missed due to prearranged athletic travel or scheduled home contest. Excessive cutting of class will not be tolerated and could result in suspension or other disciplinary action. YOU are responsible for contacting your professor's individually and requesting a workable arrangement that satisfies requirements for their class. Practices, scrimmages, or any off-season athletic events are not valid reasons for missing classes.
- You are expected to attend every practice, on time, unless you have a class or are ill. Notify the head coach prior to the scheduled practice time if you cannot attend.
- Participation and membership on a Cardinal team includes accepting the responsibility of striving hard to represent Andrews in a manner which will cast the best reflection on the university. You represent Andrews University and your team at all times. Be neat, be courteous, show respect for others, and demonstrate a high degree of sportsmanlike conduct. Any behavior exhibiting racial, ethnic, religious, or sexual harassment is absolutely prohibited.
- All athletes are expected to comply with all policies and regulations set forth for all students in the Andrews University Student Handbook.
- The dress code, as set forth by each coach, is expected to be followed.
- Male and female athletes are not to wear jewelry when they are representing the University Athletic Department.
- Body tattoos are to be covered and not visible during any intercollegiate athletic event.



Disciplinary Policy

Discipline is very much a part of the profession of coaching and athletics. The Coaching Staff at Andrews University has the right and responsibility to enforce any discipline they deem necessary. Any student athlete in violation of major infractions of the Andrews University Student Handbook will be subject to the following policy.

Each individual situation will be reviewed by the Student Life Office as well as the Athletic Director in consultation with the coaching staff. The student athlete will also receive a private meeting with the Athletic Director to state his or her position. If the infraction warrants severe discipline, the following action will be implemented by the Athletic Department in addition to consequences determined by the Student Life Office.

First offense: The student athlete will receive a minimum 2 game suspension and be placed on a 6 month probationary period. The Head Coach and or Athletic Director have the discretion to make the penalty more severe if deemed necessary.

Second Offense: The student athlete will receive a minimum 5 game suspension and will not travel or automatic dismissal from the team. The student athlete will be placed on a 1 year probationary period if not dismissed.

Third Offense: Automatic dismissal from the team.

Violation of team rules implemented by the coaching staff may also result in disciplinary action. Infractions of this nature will be dealt with by the coaching staff on a case by case basis.



Grievance Procedure

The student athlete may appeal in writing to the Athletic Director within one week of the disciplinary notification. The Athletic Director will have 7 days to notify the student athlete in writing of his/her final determination. If the grievant is still not satisfied with the results of the final determination of the Athletic Director he or she may arrange for a meeting with the Vice President for Student Life. The Vice President for Student Life shall make a recommendation to the Athletic Director based on his/her findings. This recommendation is final and may not be appealed.



Athletic Injury Procedures

REPORTING INJURIES

When an Andrews University Cardinal athlete sustains an injury during practice, scrimmage or while competing in an intercollegiate contest, he/she **MUST** report the injury immediately.

To report an injury, the athlete must first notify their head coach. The head coach will evaluate the extent and nature of the injury. Appropriate steps will then be taken regarding the care of the injury. This may include treatment by the athletic training staff or referral to the team physician if necessary. The athlete may choose to see a physician of their choice. However, the student athlete must provide documentation from his/her physician clearing them for competition prior to returning to team functions. An appointment with the Athletic Director must be scheduled within 24 hours of the injury.

MEDICAL CHARGES

There are no fees to the athlete for any service provided by the athletic training staff.

In order to participate in intercollegiate athletics, students must provide proof of major medical insurance coverage. This information must be on file in the Athletic Office. Andrews University provides secondary insurance to all intercollegiate athletes. If an athlete should incur an injury that leads to medical expenses, all claims must be filed with the athlete's primary insurance company first. In most cases, those providing the care will file the claim. Costs not covered by the athlete's primary insurance carrier shall be sent to the supplemental insurance carrier of Andrews University by the injured athlete. Forms will be provided by the Athletic Office at the request of the injured athlete. The Athletic Director shall sign all claims forms as the representative acting on behalf of Andrews University.

PHYSICAL EXAMINATIONS

All freshman and transfer athletes must have a pre-participation physical examination prior to the first practice.