

CAL POLY POMONA BRONCOS INTERCOLLEGIATE ATHLETICS



STUDENT-ATHLETE HANDBOOK

California State Polytechnic University - 3801 W. Temple Ave. Pomona, CA 91768
(909) 869-2810 www.broncoathletics.com

Women's Volleyball Men's & Women's Soccer Men's & Women's Cross Country/Track and Field
Men's & Women's Basketball Baseball Men's & Women's Tennis Athletic Training Cheer Pep Band

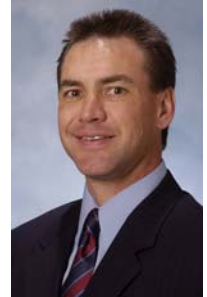
(August 2006)

TABLE OF CONTENTS

Introduction: Welcome from the Director of Athletics	5
Purpose of the Handbook	6
Staff Directory	7
Code of Ethics	9
Bronco Athletic Association	10
Section I – Academics	11
Eligibility	12
Bronco ID	12
Priority Registration	12
Preparatory Math & English (EO 665)	13
Holds	14
Change of Major	15
Tutorial Programs.....	15
Supervised Study	15
Mid-Quarter Grade Checks.....	15
Advisement.....	15
Athletic Academic Counselor	16
Faculty Athletic Representative.....	16
Section II – Rules	17
Annual Compliance Meetings	18
What you may do!	18
What you may not do!.....	18
Rights and Responsibilities.....	19
Infraction of Rules	20
Procedures for Hearing Grievances	20
Privacy Act	21
Care of Athletic Property	21
Section III - Financial Aid	22
Athletic Grant-In-Aid.....	23
Renewal of Athletic Grant	23
Athletic Grant-In-Aid Agreement.....	23
Employment.....	23
Prior Quarter Charges	24
Receiving your Check.....	24
How to Pay Your Fees	24
Federal Aid.....	25
State Aid.....	25
State University Grant.....	25
Deadlines.....	25

Section IV - Athletic Training and Medical Information	27
Hospital and Medical Payment Policy	28
Insurance Coverage.....	28
Notification of Medical Coverage	28
Medical Information Records	28
Physical Examinations & Roster Information	28
Injury and Illness.....	29
Emergencies.....	29
Pre-existing Injuries.....	29
Treatments.....	29
Practice While Injured or Ill.....	30
Dental Care.....	30
Corrective Lenses.....	30
Referral of Medical Specialist.....	30
Athletic Injuries and the Health Center.....	30
Insurance Procedures.....	31
Out-of-Season Illness or Injury.....	31
Health Center.....	31
Athlete’s Responsibilities.....	31
Athletic Training Room.....	32
Drugs and Alcohol.....	32
Testing and Education.....	32
Substances.....	33
<u>Section V – Public Relations</u>	34
Press and Media Relations.....	35
Speaking to the Public.....	35
Dress for Success	35
Philanthropy	36
The Reading Program	36
The Hot Dog Caper.....	36
Bronco Athletic Fund Membership Drive	36
Department Fundraising Events	36
<u>Section VI – University Services</u>	37
Housing Plans.....	38
Payment Plans	38
University Village Apartments	38
Meal Plans (optional)	38
Non-University Housing	38
Library	38
Student Health Services	39
Counseling and Psychological Services	39
Bookstore Services	39
Disability Services	39

Career Planning and Development39
Extended Hours39
Section VII – Summary 40
Frequently Asked Questions41
Student-Athlete Affirmation and Signature42



Fall 2006

Dear Cal Poly Pomona Student-Athletes,

This is the second edition of the student-athlete handbook to be on-line. As we move forward in our athletics history, we will continue to make use of the latest technology in order to enhance your University experience and give you the most current information.

All of us involved in Bronco Athletics look forward to an exciting and successful 2006-2007 academic year and athletic seasons. The Department of Intercollegiate Athletics has greatly enriched the information available to you in the student-athlete handbook in order to assist with your academic and athletic preparation while competing for Cal Poly Pomona.

We are committed to helping make your experience here one of the best times in your life. We have made changes in our facilities and operations and will continue to look at making positive progress in the near future.

I encourage you to read through the handbook and familiarize yourself with the many resources at your disposal. Thank you for choosing Cal Poly Pomona. We are happy you are here. I wish you continued success in the classroom and in your sport. Please let me know how I can assist in helping you achieve your academic and athletic successes.

Cordially,

A handwritten signature in black ink that reads "Brian Swanson".

Brian Swanson
Director of Intercollegiate Athletics

Purpose of the Handbook

This handbook has been designed to assist Cal Poly Pomona's student-athletes with the transition to becoming and continuing as a member of the Bronco family. There are numerous policies and procedures that must be followed to within the National Collegiate Athletic Association (NCAA), California Collegiate Athletic Association (CCAA), Cal Poly Pomona and the Department of Intercollegiate Athletics in order to retain your academic and athletic eligibility.

This guide will help with the information on items such as: registration, financial aid, housing, athletic training, eligibility, advisement and much more. The handbook contains information that changes regularly (see banned substance list) and other information that is fairly constant. This makes for an excellent resource for the student-athlete to get the most up-to-date information regarding all aspects of the collegiate experience.

It is a privilege to represent and compete for Cal Poly Pomona. You are here because of your academic success and athletic talent. Please take time to familiarize yourself the information in order to help you make the most efficient use of your time and resources. As you read the handbook, should you see an area that needs added or more explanation, please contact one of the athletics staff members.

STAFF DIRECTORY

ADMINISTRATIVE OFFICES				(909)
Director of Intercollegiate Athletics	Brian Swanson	bswanson@csupomona.edu	43/119	869-2810
Associate Athletic Director	Glenn Shenker	grshenker@csupomona.edu	43/118	869-4631
Assistant to the Director	Sonia Campos	smcampos@csupomona.edu	43/116	869-2810
Director of Development	TBA	TBA	43/136	869-2825
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Student Programs Coordinator	TBA		43/116	TBA
Faculty Athletic Representative	Dr. David Horner	dhorner@csupomona.edu	43/122	869-2773/3893
Academic Counselor	Scott Tsuji	stsuij@csupomona.edu	43/122	869-2503
Eligibility and Compliance Officer	Irene Martinez	imartinez@csupomona.edu	43/117	869-2809
President for BAA	Raha Hakimdavar	rhakimdavar@csupomona.edu	43/116	869-2810
Head Athletic Trainer	Ruem Malasarn	rmalasarn@csupomona.edu	43/142	869-2834
Assistant Trainer	Jennifer Lupo	jmnorthrup@csupomona.edu	43/142	869-2834
Equipment Room	Mike Esquivel	mesquivel@csupomona.edu	43/143	869-2802
	Kenny Montoya	kmmontoya@csupomona.edu	43/143	869-2802
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KHP Administrative Assistant	Carol Vera	cavera@csupomona.edu	43/115	869-2768
HEAD BASEBALL COACH	Mike Ashman	mashman@csupomona.edu	43/132	869-2829
Assistant Coach	Jimmy Ramos		43/132	869-2774
Assistant Coach	William Thomas		43/132	869-2774
HEAD BASKETBALL COACH	Greg Kamansky	glkamansky@csupomona.edu	43/123	869-2833
Assistant Coach	Bill Bannon	wjbannon@csupomona.edu	43/123	869-5318
Assistant Coach	Damion Hill	dmhill@csupomona.edu	43/123	869-2952
HEAD CC/TRACK & FIELD COACH	Jim Sackett	jsackett@csupomona.edu	43/134	869-2831
Assistant Coach	Chuck Foote	cfooterun@aol.com	43/134	869-2828
Assistant Coach	Wade Watkins	gmbordon@csupomona.edu	43/134	869-2828
Assistant Coach	Gary Borbon	mrmotivate1@hotmail.com	43/134	869-2828
Assistant Coach	Brian Gilbert		43/134	869-2828
HEAD MEN'S SOCCER COACH	Paul Caligiuri	pdcaligiuri@csupomona.edu	43/138	869-2821
Assistant Men's Coach	Dudley Hitchman	TBA	43/138	869-2821
Assistant Men's Coach	Bryan Wallace	TBA	43/138	869-2821
Assistant Men's Coach	Jeffrey Tackett	TBA	43/138	869-2821
Coaching Assistant	Lorena Marquez	lmar6@yahoo.com	43/138	869-2821
HEAD WOMEN'S SOCCER COACH	Isabelle Harvey	iharvey@csupomona.edu	43/135	869-5342
Assistant Women's Coach	Janet Cassidy	jacassidy@csupomona.edu	43/135	869-2047
HEAD M/W TENNIS COACH	Sandy Kriezel	sskriezel@csupomona.edu	41/17A	869-2830
Assistant Coach	Yolanda Duron	yolandaduron@csupomona.edu	41/17/A	869-2826
HEAD WOMEN'S BASKETBALL COACH	Paul Thomas	pbthomas@csupomona.edu	43/113	869-2824
Assistant Coach	Tasha Burnett	ldburnett@csupomona.edu	43/113	869-2729
Coaching Assistant	Britt Sumida	bnsunida@csupomona.edu	43/113	869-2823
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Assistant Coach	Vinh Nguyen	vdnnguyen1@csupomona.edu	41/22	869-4522

Assistant Coach	Randi Smart		41/22	4522
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CALIFORNIA COLLEGIATE ATHLETIC ASSOCIATION

Code of Ethics for Student-Athletes

The California Collegiate Athletic Association (CCAA) recognizes the need for the pursuit of excellence in the classroom and on the playing field by its student-athletes. As a result of this effort, emotional, social, intellectual as well as athletic growth and development will occur. Each student's University experience should culminate with a degree in his or her chosen field of study. The CCAA hereby encourages each member institution to vigorously promote excellence in its support of student-athlete activities with the ultimate goal of assisting student-athletes in obtaining an academic degree.

Student-athletes are encouraged to recognize that participation in intercollegiate sports at the University level, the CCAA conference level, and NCAA national level is a privilege that carries considerable responsibility. The CCAA expects each student-athlete to comply with all guidelines and policies of the National Collegiate Athletic Association (NCAA), the CCAA, and those of their member institution in the conference. In addition to those guidelines and policies, the CCAA expects each student-athlete participant to adhere to the following ethical standards of conduct:

- Perform to the best of your ability, both educationally and athletically.
- Contribute your best effort to the success of your team(s).
- Conduct yourself on and off the field in a manner that reflects credit to yourself, your team, this institution and the CCAA.
- Willfully abide by the spirit and the letter, of University, NCAA, and CCAA rules and regulations.
- Be respectful and courteous at all times to all members of the University, the CCAA community, and to members of other Universities and conferences.
- Exhibit dignity in manner and dress when representing the University and the CCAA.
- The physical abuse of another person or property, both public and private, is absolutely forbidden.
- Use, possession, or distribution of tobacco products, narcotics or dangerous drugs, except as prescribed by licensed physicians, is prohibited.

Student-athletes agree to the standards set forth in this Code of Ethics by virtue of their participation in CCAA athletics activities. Behavior that is not in accordance with the CCAA code of Ethics may result in a letter of reprimand, probation, a suspension, dismissal or expulsion from the CCAA or other such penalty as may be recommended by the Administrative Committee to the Executive Board of the CCAA for possible action.

BRONCO ATHLETIC ASSOCIATION

The Bronco Athletic Association (BAA) is an on-campus group comprised of student-athletes who volunteer their time to represent their teams and peers within the athletic department, University, NCAA, CCAA and community. The BAA advises the Director of Athletics on issues related to academic and athletic events affecting their college experience at Cal Poly Pomona. Over the years, BAA has become active in a number of philanthropic programs such as; walk for cancer, blood drives, Christmas in April, canned food collections, gift collections, and many other humanitarian projects.

The BAA executive board consists of a President, Vice President, Secretary, Treasurer, Publicity Chair, Student Welfare Chair, and two representatives from each athletic team. Elections are held in the spring quarter of each academic year. We invite you to find out more about the Bronco Athletic Association and become involved through association with your chosen sport.

ACADEMICS

Section I

Eligibility	12
Bronco ID	12
Priority Registration	12
EO665	13
Holds	14
Change of Majors	15
Tutorial Programs	15
Supervised Study	15
Mid-Quarter Grade Checks	15
Advisement	15
Academic Athletic Counselor	16
Faculty Athletic Representative	16

ELIGIBILITY

To compete as a student-athlete at Cal Poly Pomona, a student must meet all NCAA requirements, including, but not limited to:

- Register for a minimum of 12 credits of academic work and not drop below that number at any time during the quarter.
- Be a student in good academic standing, which is accomplished by maintaining a 2.0 grade point average (Cal Poly Pomona and Overall).
- Make satisfactory progress toward their designated degree by passing 36 units per academic year, that directly apply to satisfying the General Education, core and/or support requirements of their major course of study. **No more than 9 of the required 36 units** may be earned during the summer quarter.

Earn a minimum of six degree applicable units each term (six-unit rule)

Your Access to BroncoDirect

BroncoDirect (<https://brncodirect.csupomona.edu>) is the online access to student information and records including enrollment appointment dates, registration, schedule of classes, grades, GPA, unofficial transcripts, financial aid status, view holds, make payments, etc. Your Bronco name and password must be entered to gain access.

Priority Registration

- ***What is priority registration?***
Student-athletes may have the **privilege** of pre-registering for classes before the general student populous, thus enabling essential classes to coordinate practice and game schedules. Approved student-athletes are permitted to schedule up to 16.0 units through BroncoDirect during a specified priority date. The essential classes should be scheduled during this priority time period and the sport (intercollegiate) class added during the regular or late registration period.
- ***Do student-athletes receive priority registration automatically?***
No, this is a **privilege** and student-athletes must comply with department rules, attend mandatory student-athlete meetings, complete required study hall hours, and turn in grade checks* and academic advisement documentation**. Not abiding by these department policies can result in loss of priority registration.

****The grade check procedure is a tool used by the Department of Intercollegiate Athletics as an aid in helping the student-athlete assess their progress throughout the year so they may achieve their objective and maintain their eligibility. At mid-quarter, coaches will distribute grade check forms to each required student-athlete. It must be returned with instructor signatures by the determined deadline.***

****Student-athletes must receive advisement from their major/faculty advisor and submit a completed Academic Year (Advisement) Planner. This form is available in the Athletic Academic Office (43-122) and is due prior to the start of the academic year or playing season.**

- ***What is the procedure for receiving priority?***

Only verified student-athletes on an active roster of an intercollegiate team will have the opportunity for priority. The student-athlete must attend a mandatory meeting every quarter. They will then have the opportunity to complete a well-written, academically justified request for priority registration on a sport specific provided form. A University committee will inform the Athletic Academic Office of the number of approved requests. If priority is granted, it is only for a specific two-day period before the regular registration dates. NOTE- If the student misses these dates, they must wait for their regularly scheduled registration date.

- ***Does this mean that student-athletes will get the classes they request?***

No, it only means the student-athletes have a better opportunity because their classes can be added prior to the general student populous. There are other student groups eligible for priority registration because of their service to the campus. Receiving priority registration does not guarantee all classes will be received.

- ***How do you know when you can register for classes?***

After logging into BroncoDirect, go to “View My Enrollment Appt” where it will indicate your time period(s) for registration. NOTE- Priority registration dates are not always updated or indicated in BroncoDirect since it is only for selected groups of students.

- ***How do you register for classes during the enrollment period?***

After logging into BroncoDirect, go to “Enroll in (or drop) a Class”. Select the appropriate the academic year term and go to “Add Classes”. Enter all the (5-digit) Class Numbers of the courses you want to add and then click “Submit”. Check to see that your request(s) were successful and “View My Schedule” to confirm your enrollment.

Preparatory Math and English Requirements (EO 665)

- Executive Order No. 665 was issued by the California State University system in February 1997 to establish system-wide requirements to bring students who need preparatory work up to competency levels in English and Mathematics. Minimum standards have been established for campus compliance. Students must be placed in the appropriate preparatory courses in the first quarter of attendance and each subsequent quarter. All required preparatory work must be completed within one year from the date of enrollment.
- All undergraduate students admitted to Cal Poly Pomona must have proof of exemption or take the English Placement Test (EPT) and/or Entry Level Mathematics (ELM) at the earliest possible date after admission. Test scores must be on file at Cal Poly Pomona prior to registering for classes.
- If test results from the EPT/ELM indicated that preparatory coursework in English and/or Math is required, students must be enrolled at Cal Poly Pomona in the appropriate preparatory

coursework during their first quarter of attendance and must enroll each subsequent quarter until all preparatory work is completed. Mandatory course placements by test score are listed in the Schedule of Classes. First term enrollment in preparatory coursework is mandatory; exceptions are not permitted.

- Preparatory coursework taken at another college is not transferable. All preparatory coursework must be completed at Cal Poly Pomona.
- Preparatory coursework may be used to satisfy the NCAA minimum academic progress requirement so long as it is completed with a “C” or better and only during the first year of enrollment up to a maximum of 18 quarter units. **After the first year is completed all preparatory coursework will not be included in the minimum 36 units per year.**
- Registration will be cancelled for students who do not enroll in required preparatory course in their first quarter of enrollment.
- Students must complete a “C” or better (2.0 or higher) all preparatory course requirements within one year (four consecutive quarters) from the first term of enrollment. A student who has not satisfied this and has not been granted a time extension will be placed on administrative leave of absence. Administrative leaves of absence will not be granted for students who have been academically disqualified.
- See [http:// www.csupomona.edu/~academic/programs](http://www.csupomona.edu/~academic/programs) for more details of EO 665.

Holds

After logging into BroncoDirect, students must check their holds by clicking on to “*View My Holds*”. **All holds must be cleared prior to enrollment of any registration period.** It is possible to have several different holds.

- *What are the most common Holds?*
 - **Financial** - The hold (i.e. accounting, housing, fees) will indicate who placed the financial hold. Contact the department who issued the hold or University Financial Services at x4600.
 - **Testing** - If the student-athlete has not fulfilled certain required tests, such as the ELM, EPT, or GWT, then a hold can be placed against their records. Contact the Test Center at x3353.
 - **Advising** - Some departments place an automatic hold against the student’s records. The student must make an appointment with his/her major advisor before this will be cleared.
 - **“At Risk” GPA Status** - Cal Poly Pomona adopted an academic policy restricting registration for all students who have a GPA of 2.20 or below. These students are considered “*at risk,*” and are required to have an academic advising session with their faculty advisor in order to remove their hold.

- **Measles** – The student must provide proof of vaccination or history of measles. If this is not possible, the student must receive a vaccination from Health Services x4000.
- **Equipment** - Generally, this is placed because a student-athlete did not return all of the equipment checked out to them at the beginning of the season. This also applies to athletic trainer's supplies and/or equipment. Equipment Room x2802.

Change of Major

It is imperative that student-athletes consult with the Athletic Academic Counselor or Faculty Athletic Representative prior to changing majors. There are University policies and procedures to follow (often in a timely manner) in addition to how this change may affect the determination of your NCAA eligibility.

Tutorial Program

In support of our student-athletes, the Department of Athletics has formed a working relationship with the Learning Resource Center. Academic tutoring from the (LRC) is available to student-athletes at no charge. LRC tutoring charges a nominal hourly fee but this fee is paid for by Athletics as long as the appropriate tutor request form is completed and tutoring appointments are not missed. All student-athletes are highly encouraged to make use of these tutorial services. If you are trying to improve in a particular class, seek help as early in the quarter as possible. Do not wait until 5th or 6th week of the quarter or later! Contact the Athletic Counselor for a referral form. If you are unable to attend a scheduled tutorial appointment, you must cancel **in advance** to avoid charges to the Athletics Department.

Supervised Study (Study Hall)

Supervised Study is a mandatory block of study time per week for student-athletes who:

- Have a Cal Poly Pomona and/or an Overall GPA of less than 2.50 or
- Are required to attend by their coaching staff as an individual or team policy.

The purpose of this program is to provide academic support in the form of monitored study sessions and tutorial assistance. Completed hours will be totaled each week and reported to the Head Coaches and Director of Athletics. Supervised Study takes place at the Learning Resource Center (LRC) with operating hours of 5:00-8:00pm Monday through Thursday under the supervision of an on site Coordinator. Failure to complete required study hours will result in appropriate disciplinary action(s).

Mid-Quarter Grade Checks

The grade check procedure is a tool used by the Department of Intercollegiate Athletics as an aid in helping student-athletes assess their academic progress through each term and seek appropriate assistance well in advance. At the fifth week of each quarter, coaches will distribute grade check forms to each required student-athlete. It must be returned with signatures and comments from each course instructor by the determined deadline.

Academic Advisement

Student-athletes must receive advisement from their major/faculty advisor and submit a completed Academic Year (Advisement) Planner. This form is available at the Athletic Academic Office (43-122)

and is due prior to the start to the academic year or playing season. Faculty advisors are knowledgeable with the academic curriculum; future course offerings, pre-requisites, course sequencing, and can approve courses in a career track, option, concentration, etc. Student-athletes are responsible for obtaining their own major/department advisor. Some departments assign faculty advisors to students and others allow the student to choose their own faculty advisor. Contact your major department to learn how to get your faculty advisor.

Athletic Academic Counselor

The Athletic Academic Counselor manages the academic support program and services for Cal Poly Pomona student-athletes. He/she assists the Faculty Athletic Representative in determining academic status, NCAA rules, grade checks, registration, academic data, etc. and serves as a resource for developing study/writing skills, progress toward degree, university policies & procedures, class scheduling, and campus support services. **The Athletic Academic Counselor is not your Faculty Advisor.** Each student-athlete is responsible for obtaining their major/department advisor. Some departments assign faculty advisors to students and others allow the student to choose their own faculty advisor. Contact your major department to learn how to get your faculty advisor. The Athletic Academic Counselor is located in Bldg. 43- Room 122.

The Faculty Athletic Representative (FAR)

The Faculty Athletic Representative is a vital link in determining student-athlete eligibility and compliance with NCAA and CCAA rules, and University/Athletic Department policies. As a member of our institution's faculty, the FAR serves in an advisory and oversight capacity for both academic and athletics interests including academic integrity, institutional control, and student athlete welfare. The FAR works closely with the University President and Director of Athletics to support a campus environment in which the athletics program is maintained as a vital component of the educational program and in which student athletes constitute an integral part of the student body. The FAR can be reached in the Athletic Academic Office, Bldg. 43- Room 122.

RULES

SECTION II

Annual Eligibility & Compliance Meetings	18
What you may not do!	18
What you may do!	18
Rights and Responsibilities	19
Infraction of Rules	20
Procedures for Hearing Grievances	20
Privacy Act	21
Care of Athletic Property	21

Annual Eligibility and Compliance Meeting

Required attendance at a pre-season eligibility meeting is mandatory. Several forms of documentation must be completed, signed, and on file including, but not limited to the CCAA student statement eligibility form, NCAA student-athlete statement, drug testing consent form, medical insurance, documentation of a passing physical exam, NCAA banned substance list, sports information card, etc.

Student-athletes at Cal Poly Pomona have certain rules to follow in order to maintain eligibility. These rules protect themselves and the university. Below is a partial list of eligibility rules, as set forth by the NCAA.

YOU MAY NOT:

- Take pay or the promise of pay to compete in a sport.
- Negotiate a professional sport contract and continue to compete at Cal Poly Pomona in that sport.
- Try out for a professional team during the academic year.
- Retain an agent to act on your behalf for the purposes of negotiating a professional sport contract.
- Endorse products.
- Be paid for teaching or coaching sports skills or techniques in your sport on a fee-for-lesson basis.
- Receive any extra benefits from outside interest groups/individuals or the department:
 - special discounts, credits, or payment for the purchase of airline tickets, clothing, equipment, or service (e.g. laundry, dry-cleaning)
 - a loan of money
 - a guarantee of bond
 - the use of an automobile
 - transportation to and from a summer job
 - a benefit connected with on-or off-campus housing (e.g. television sets, stereos, recreational facilities, room furnishings or appointments of extra quality or quantity)
 - sign or co-sign a note with an outside agency to arrange a loan
- Bet on sporting events or associate with known gamblers
- Be convicted of a felony. Conviction may result in the loss of Grant-In-Aid and/or loss of eligibility

YOU MAY:

- Receive any of the following from Cal Poly Pomona:
 - tutoring expenses
 - athletic medical insurance
 - death and dismemberment insurance
 - drug rehabilitation expenses

- career counseling
 - counseling about a professional sport career from a panel appointed by the University President
 - admission to regular season Cal Poly Pomona athletic events
- Compete within fifteen full-time quarters (excluding summer school) from the start of your enrollment at any institution (four seasons of competition). After completion of participation with a respective sport for four seasons, the student-athlete (with full-time quarters remaining) may participate in another sport of their choice for one season.
 - Receive financial aid in the form of fees, books, room & board.
 - Compete between academic terms if you were registered for 12 units in the term preceding the competition and meet all other rules pertaining to competition or eligibility.
 - Enter the service of the armed forces, or recognized foreign aid service of the U.S. Government, or be called on a church mission and retain your eligibility upon your return to Cal Poly Pomona.
 - Compete in Olympic, Pan American or World University Games providing you were eligible to compete at the time of leaving Cal Poly Pomona.

**DO NOT TAKE A CHANCE ON LOSING YOUR ELIGIBILITY -
IF YOU HAVE ANY QUESTIONS, ASK YOUR HEAD COACH!**

RIGHTS AND RESPONSIBILITIES FOR STUDENT-ATHLETES

The opportunity to compete as a student-athlete at Cal Poly Pomona is a privilege that must be earned by commitment and continuing performance. Every student-athlete who competes in intercollegiate athletics for the University becomes a member of a team. By accepting this status, the student-athlete accepts certain responsibilities.

- The student-athlete is subject to the rules and regulations established by the Head Coach in the respective sport. Each head coach will publish those rules and make them available to the student before the start of each season.
- The student-athlete must participate in practices and games except when declared unfit by the team trainer or doctor, or is in any other way unable to participate through no fault of the student-athlete.
- The student-athlete must obey the decisions of the Head Coach regarding manners, behavior, and dress policies. The conduct of all team members is the responsibility of the accompanying coaching staff.
- A Cal Poly Pomona student-athlete is a public figure whose conduct, both on and off the field,
- reflects on his/her teammates, coaches, and the University. The student-athlete is expected to act in such a manner as to bring credit to all.

- The student-athlete is expected to be a responsible member of the team, contributing energy and skill to the best of his/her ability and conforming to the self-discipline which team membership implies.
- Tardiness will not be tolerated. It is the student-athlete's responsibility to insure that class schedules, appointments and other time constraints do not interfere with team responsibilities. Chronic tardiness could lead to suspension or dismissal.
- If a student-athlete is unable to attend a practice or participate in a game, it is their responsibility to notify the Head Coach. You should notify your coach in advance of an expected absence from practice or competition. Unexcused absences may result in suspension or dismissal.
- Up to two (2) complimentary tickets per student-athlete can be requested for each home game of their sport. NOTE- Complimentary tickets are NOT awarded for any NCAA postseason competition.
- As stated in the ACADEMICS section, student-athletes are responsible for their eligibility and academic related requirements such as supervised study, grade checks, academic advisement, mandatory student-athlete meetings, priority registration requests, etc.

Infraction of Athletic Department Rules

For any infraction of Department of Athletics rules and regulations, the coach may suspend a student-athlete from the team and/or take other appropriate disciplinary action. The student-athlete may appeal a suspension through the Department of Athletics and/or the Intercollegiate Athletic Board (IAB).

Procedures for Hearing Grievances

The parties agree that all problems should be resolved, whenever possible, before the filing of a grievance and encourage the informal resolutions of grievances. The procedure hereinafter set forth shall be the sole and exclusive method for resolving the grievances of student-athletes.

The term "grievance" shall be defined as: a circumstance thought to be unjust and grounds for review. This may not infringe upon a coach's judgment regarding ability.

Every student-athlete indicates by signature on the grievance sheet that: (1) the student-athlete understands the grounds for grievance and the grievance procedures, (2) the student-athlete has access to the on-line **Student-Athlete Handbook**, and (3) the student-athlete agrees to follow the grievance procedures as specified below:

Resolution by Coach

- A Cal Poly Pomona student-athlete who has a grievance may take the grievance in writing to an assistant coach under whom the athlete plays or to the Head Coach of that sport.
- Should the student-athlete not want to go directly to an assistant coach or the Head Coach, the student-athlete may take the written grievance to the team captain, and the team captain will inform the appropriate coach of the grievance.

- A conference will be held between the appropriate coach and the student-athlete. If this conference is held with the assistant coach and the grievance is not resolved, a conference will be held between the student-athlete and the Head Coach. At the discretion of the student-athlete or the Head Coach, the team captain and/or an assistant coach may participate. The student-athlete and the coaches will use their best efforts to resolve the grievance.

Resolution by Director of Intercollegiate Athletics

- If the grievance has not been resolved by the conferences identified above, the dissatisfied party will notify the Director of Athletics who will review the matter further and provide a ruling.

Resolution by University Process

- If the grievance has not been resolved by the Director of Intercollegiate Athletics, a student-athlete may follow a more grievance resolution process as outlined in the University catalog.
- **It is the student-athlete's responsibility to understand the grievance procedure process at Cal Poly Pomona. This information is found in the University catalog.**

Privacy Act

Please refer to page 33 of the University Catalog.

Care of Athletic Property

Once a student-athlete has been placed on a roster and declared eligible to practice and compete, the student-athlete will be issued equipment and/or uniforms appropriate to that sport. It is the responsibility of the student-athlete to care for those articles as though it were his or her own property. You will be asked to sign for those items and be responsible for returning them in good order. Failure to do so will result in a hold being placed on your records and you will be financially liable for the equipment. This may affect your eligibility for registration and/or graduation. It is recommended that you **save the issued receipt** after returning articles to the equipment room.

FINANCIAL AID

Section III

Athletic Grant-In-Aid	23
Renewal of Athletic Grant-In-Aid	23
Athletic Grant-In-Aid Agreement	23
Employment	23
Prior Quarter Charges	24
Receiving your Check	24
How to Pay your Fees	24
Federal Aid	25
State Aid	25
State University Grant	25
Deadlines	25

CCAA/NCAA Grant-In-Aid-Program

Student-athletes at Cal Poly Pomona are eligible to receive athletic grant-in-aid. Such awards are granted upon the evaluation of each Head Coach and are renewable on a yearly basis. Student-athletes may receive University financial aid packages based on academic merit, financial need and other forms of federal, state and private sources outlined in the University catalog.

The CCAA and NCAA rules provide that a full athletic grant-in-aid may consist of fees, room and board, and actual book expense allowance for a period of one year. In Division II institutions, of which Cal Poly Pomona is one, these athletic grants-in-aid need not be full scholarships.

RENEWAL of Athletic Grant-In-Aid

Athletic grants-in-aid are awarded on a yearly basis. Grant-in-aid renewals are mailed no later than July 1 for the year in which they will be effective.

Aid may be canceled if:

- the recipient renders him/her self ineligible for intercollegiate competition, or
- fraudulently misrepresents any information on an application letter of intent or tender, or
- engages in serious misconduct warranting substantial disciplinary penalty, or
- voluntarily withdraws from a sport for personal reasons.

The institution shall notify each returning student-athlete no later than June 30 if athletic grant-in-aid is not to be renewed for the next year. The institution shall inform the student-athlete that if he or she believes the reason for the grant has not been renewed is questionable, the student-athlete may request, and receive a hearing before the institution agency making the financial award.

Athletic Grant-In-Aid Agreement

An athletic grant-in-aid is funding based on athletic ability.

At Cal Poly Pomona, the student-athlete is required to sign an athletic grant-in-aid agreement each year. This agreement outlines in detail expectations the athlete is required to follow while at Cal Poly Pomona.

Upon signing athletic grant-in-aid papers, the student-athlete should return them to the Athletic Business Office.

Employment

A student-athlete on a full athletic grant-in-aid is not permitted to work during the time school is in session. Student-athletes on partial grants must first obtain the permission of the Athletic Director prior to securing work during an academic year. All student-athletes are permitted to work between terms, beginning the day after his/her last final examination and terminating the day before classes commence for the next term.

Prior Quarter Charges

Failure to pay for University charges (i.e. library fines, housing damages, missing equipment, athletic supplies and equipment, etc.) will result in grant-in-aid monies being withheld until such charges are cleared.

How to Get Athletic Grants

After receipt by the athletic department of the signed athletic grant letter, the grant amount is then forwarded to the Financial Aid office. A financial aid award letter is then generated and mailed to the student-athlete. Funds are divided among three quarters unless otherwise requested.

The athletic award letter consists of two copies, one copy for you to sign and return to the Athletic Department for processing. The second copy is for your records. Please note that the dates to pick up your money are listed on the second page of the award letter.

Any monetary changes made during the year must be submitted by your coach to the athletic department's Business Manager and approved by the Director of Athletics before processing. All financial aid agreements are done in accordance with NCAA guidelines.

WHO TO SEE:

Associate AD/Eligibility & Compliance Officer

WHERE TO GO:

Athletic Department

How to receive your Grant-in-Aid Check

Athletic grants are disbursed through the Cashier's Office at the CLA Bldg. B1-113. (Funds are applied to fees and housing costs). If funds do not cover all costs, such as fees and/or housing, a fee bill will be sent with the balance due. NOTE: *a fee bill is not sent if there is no outstanding balance.*

Your athletic grant is divided into three quarterly allotments. A disbursement schedule is included with your award letter. Normally, your checks will be sent to you sometime within the first ten days of each quarter. Disbursements will be made once during the fall, winter and spring quarters.

How to Pay Your Fees with Your Athletic Grant

To pay fees with your athletic grant, the quarterly portion of your grant must be enough to cover all fees. If it is, take your fee bill to Cashier's Office **BEFORE** the due date.

If you are registering late:

- Add all of your classes
- Turn in your Program Change Form to the Financial Aid Office
- Ask for fees to be offset based on athletic grant (or other aid).

If a late fee is involved, you are responsible for it and must pay for it with a money order. **WHERE TO GO:** Student Aid Accounting CLA Bldg. Rm. B1-113

Check the Financial Aid "Hold" list outside the Student Aid Accounting Office and obtain the requested information/releases. **WHERE TO GO:** Student Aid Accounting, CLA Building B1-113

Federal Aid

Your Free Application for Federal Student Aid (FAFSA) and the Department of Education Student Guide may include all of the above mentioned areas of financial aid as well as the supplemental aid package as provided by the Financial Aid office (CLA Bldg. 98 T3-17). **The FAFSA is available online at www.fafsa.ed.gov/** is available Jan. 1 to complete for the next academic year. Offers are often given out on a first-come, first-served basis so the sooner the application is filled out, the better.

- **Federal Pell Grant** - This is not a loan and you do not have to pay it back.
- **Federal Supplemental Educational Opportunity Grant (SEOG)** - This is not a loan and you do not have to pay it back.
- **College Work-Study Program** - The purpose of this program is to promote part-time employment opportunities for students who need help financing their education. To participate, students must apply for and receive financial aid award. College Work-Study can be one component of the award if they have indicated on their financial aid application that they are interested in part-time work. The amount of the award is based on a student's computed need.
- **Federal Perkins Loan** - A low-interest loan made by Cal Poly Pomona. It must be paid back beginning six months after graduation or leaving school (in monthly payments).
- **Federal Stafford Loan** - A low-interest loan. It must be paid back beginning six months after graduation or leaving school (in monthly payments).

State Aid

- There are four state sponsored financial assistance plans for students attending this University; Cal Grant A, Cal Grant B, EOP, and State University Grant. Cal Grant A helps low to middle income students and is awarded on a basis of need and grade point average. Cal Grant B helps very low income, first-year students, with living expenses, books, supplies, transportation and other non-fee directed expenses.

State University Grant

- **Educational Opportunity Program (EOP)** - A University grant that is awarded to incoming freshmen (admitted to Cal Poly Pomona through EOP) and is good for five (5) years. This program is designed to help the socially and economically disadvantaged, under-represented students with tutoring, counseling, and guidance.
- **Emergency Loans** - A set dollar amount given to any student during the quarter to help with emergency educational needs. The loan must be paid back by the end of that particular quarter and the number of loans available is limited. To be eligible, a student must have a 2.0 grade point average and no monetary obligations to Cal Poly Pomona.

Deadlines

An **IMPORTANT** reminder that financial aid is awarded annually - which means you must apply **every year**. There is a very important deadline to remember when dealing with financial aid:

- Applications may be submitted on and after January 2 but to insure priority processing, applications should be turned in by the first week of March.

It is also important to remember to make a copy of everything you mail out or turn in so you have proof that you did what was required!

ATHLETIC TRAINING And MEDICAL INFORMATION

SECTION IV

Hospital and Medical Payment Policy	28
Insurance Coverage	28
Notification of Medical Coverage	28
Medical Information Records	28
Physical Examinations & Roster Information	28
Injury and Illness	29
Emergencies	29
Pre-existing Injuries	29
Treatments	29
Practice While Injured or Ill	30
Dental Care	30
Corrective Lenses	30
Referral of Medical Specialist	30
Athletic Injuries and the Health Center	30
Insurance Procedures	31
Out-of-Season Illness or Injury	31
Health Center	31
Athlete's Responsibilities	31
Athletic Training Room	32
Drugs and Alcohol	32
Testing and Education.....	32
Substances	33

Hospital and Medical Payment Policy

The athletic department maintains secondary medical insurance coverage on student-athletes. Therefore, all student-athletes who are covered by a family or personal policy will utilize that insurance first when making payment of hospital and medical charges. Any expenses that are greater than those covered by an applicable insurance policy will be paid for by the athletic department if injury occurs during supervised practice or games. Student-athletes who do not clear through athletic training may not be covered by University insurance. In order for a student-athlete to be eligible, you must be registered for the appropriate intercollegiate sport's class.

Insurance Coverage

The insurance coverage at Cal Poly Pomona is on a secondary or excess basis only. The student-athlete must utilize any and all of his/her personal insurance coverage. This includes the parents' or student's insurance. Following this, Cal Poly Pomona will then be responsible for any remaining costs. Should the student have no coverage, Cal Poly Pomona's insurance becomes the prime carrier. **In any event, all doctors, hospitals, and other medical details, must be cleared through the athletic training office before proceeding.** Student-athletes are covered against accidental death and dismemberment and medical expense.

Notification of Medical Coverage

The athletic trainer's office must have the total cooperation of the student-athlete's parents and coaches in obtaining this information as quickly and accurately as possible.

Medical Information Records

- The Student Health Service and athletic department will keep on file a record of each student-athlete including Physical Examination Forms. This will be a permanent medical file that will be kept in accordance with present student health/university regulations.
- The athletic trainer will keep accurate records of major injuries/illnesses and all operations. The athletic training office will keep accurate daily injury records and daily treatment records. It will be the responsibility of the athletic trainer to secure from each athlete an information and history sheet, which will contain information for the smooth operation of the athletic training program.
- A periodic or daily report is sent to the appropriate coaches concerning the health and playing status of injured athletes. A copy of this is kept on file in the athletic training room.
- At the end of an athlete's sport season, the health records of the athlete will be filed for seven years in the athletic training office.
- Each student-athlete will be given general information handouts on the services offered by the athletic trainer. Each student- athlete will be informed of the procedure at the first team meeting or the first official practice.

Physical Examination and Roster Information

In May or June, each Coach will submit a roster of recruits for the upcoming school year. All newcomers to the program following this time must be sent to the sports medicine office. The athletic trainers will then assist the coaches in sending details on physical examination dates, special tests to be done and give an explanation of our insurance policy. Athletes must have a physical and return all pertinent insurance information forms to the athletic trainers, prior to the start of the fall term. The athletic training staff will hold the student-athlete, who is not eligible, out of practice or competition until he/she is cleared. Walk-on candidates will not be allowed to practice or compete unless they have a proper physical.

Injury or Illness

Any athletic injury or athletic related illness must be reported to the sports medicine staff. It is the responsibility of the student-athlete to report the information in a prompt and accurate manner. The University is not responsible for injuries or illness not directly related to competing or participating in an intercollegiate activity. However, if the athlete is injured out of season, the medical staff should be notified. The athletic training staff will make necessary medical referrals as indicated. **THE ATHLETE IS NOT PERMITTED TO SEEK MEDICAL ATTENTION WITHOUT PRIOR AUTHORIZATION FROM THE ATHLETIC TRAINER. IN AN EMERGENCY, THE FOLLOWING INFORMATION WILL APPLY:**

Emergencies

In the event of an emergency, medical attention should be obtained at the nearest qualified facility. If the University Health Center is open, it should be contacted first; otherwise, the nearest facility should be used. The athletic trainers or the athletic director must be notified within 24 hours of the emergency service. The student-athlete will follow the prescribed procedures for the injury. If this procedure is not followed, the University or Athletic Department will **not** be held responsible for monetary or physical consequences.

Pre-existing Injury

Neither insurance carrier nor the University will accept the responsibility of expenses for a student-athlete with a pre-existing condition/injury and will not pay for any treatment for a pre-existing condition.

Treatments

Athletic training room hours will vary according to practice and game schedules. If treatments are necessary, the student-athlete will be expected to report to the athletic training room one hour prior to their practice or game time. Individual treatments should be scheduled by appointment with either the head or assistant athletic trainer.

Morning hours are specifically used for injury treatment and rehabilitation time. Failure of an injured student-athlete to keep treatment appointments is a very serious matter and may result in disciplinary action. The respective coach will be informed of any such incidents.

Practice or Game Participation for an injured or ill athlete

Decisions of the availability of a student-athlete for practice or game competition will be the sole responsibility of the athletic training staff. Failure to comply with these decisions will relieve the staff of any further responsibility of the injured or ill student-athlete. Injured student-athletes are expected to report to all practice sessions in practice gear. No treatments are given during practice unless the trainer has notified the coach.

Dental Care

The athletic department will be financially responsible only for injury to sound natural teeth incurred while participating in an official practice session or game. Normal dental care, not directly related to an athletic injury, is the responsibility of the student-athlete.

Corrective Lenses

Purchase of glasses or contact lenses for participation purposes is the responsibility of the student-athlete. The University is not responsible for lost or broken contact lenses or eyeglasses.

Referral to Medical Specialists

If a student-athlete decides to receive treatment from another physician without following the below procedures, the University **will not** be responsible for any expenses.

If, in the opinion of the team physician and/or athletic trainer, a student-athlete needs to be referred to a medical specialist for consultation due to an athletic injury, the following procedure will take place:

- A referral slip will be filled out by the athletic trainer.
- The team physician or the athletic trainer will make an appointment with the consultant.

Procedures for handling athletic injuries through the University Health Center:

- Injured participants **will not** fill out an injury report. They will have a copy of the athletic trainer's injury referral with a request for x-ray, if deemed necessary by the team physician. After receiving a blue sheet at the front desk, they will go directly to the x-ray department. After x-rays are taken, they will be seen by the medical director. All x-rays will be kept on file at the Health Center. Once a week films are delivered to the team physician, at which time x-rays from the previous week will be picked up.
- Those participants who have prescriptions signed by the team physician will check in at the reception window, obtain a blue sheet and go directly to the pharmacy. All prescriptions will be paid by the student-athletes at the prevailing student prices.
- Treatment will be done in the athletic training room unless the medical director or the team physician indicates otherwise.
- The athletic trainer's injury referral form will be completed by the medical director and returned with the student-athlete to the athletic trainer with instructions, prescriptions, diagnosis, etc. This information is for the **sports medicine staff** and the athlete's file.
- Illness referrals may be made by the athletic trainers or based on the athlete's need.
- Student-athletes must carry proof of Cal Poly Pomona enrollment; an ID number will be included on the referral form.

Insurance Procedures and Protocol: Routes for secondary policy coverage

- **Secondary** – Student-athletes who are covered under an insurance policy of some kind:
 - Have a claim sheet completed and signed upon notice of referral to the doctor. That way when a bill comes in, the claim will be ready to send with the bill.
 - After the insurance has been paid, the physician will send the remaining bill to the student-athlete.
 - The student-athlete now submits it to the athletic trainer. Copies of all bills are kept in a file for each athlete.
 - Insurance will **not pay** for chiropractic, orthodontics, or chronic pre-existing conditions.
- **Primary Insurance:** When a student-athlete does not have any insurance coverage, a secondary policy becomes primary:
 - Have the physician send bills directly to the athletic training office.
 - The claim form and bills will be forwarded to the department's insurance company.
 - When all bills have been paid by the insurance company, there will be a \$100 deductible left. The athletic department should have a budget fund for this purpose. Make sure the physician sends that final bill to you so everything can be paid off as soon as possible.

If a student-athlete has Kaiser or any other HMO insurance policy, the student-athlete must be seen by their PCP (Primary Care Physician) prior to being referred to an athletic department physician.

Out-of-Season Illness or Injury

The athletic department is not financially responsible for injuries or illnesses when the student-athlete is not engaged in a formal official game or practice during a competitive season. However, the medical staff will be available for advice, consultation, treatments and rehabilitation of injuries sustained during the off- season.

Student Health Center

The Student Health Center is made available to all student-athletes. A cooperative effort is established between the Director of the Student Health Center and the athletic trainers. The Student Health Center will be used during the year for medical referrals. All arrangements to use the Student Health Center for athletic injuries should be arranged through the athletic trainers. It is suggested that during the off-season, all athletes consult with the Student Health Center for illnesses and minor injuries. We request that it may be kept in the respective student-athlete's permanent record.

Student-Athlete's Responsibilities

- Cooperate with athletic training staff and inform them of any past or existing injuries.
- Report injuries to the athletic trainer as soon as possible so that proper care may be initiated.
- Follow all instructions of the team physician and the athletic trainer concerning treatment of respective injury or illness.

- Each student-athlete is expected to report to the athletic training room at the designated time for all treatment and rehabilitation. Failure to report for appointments will be considered unwillingness to cooperate.
- Student-athletes are expected to use the athletic training room during posted hours only.

The Use of the Athletic Training Room

- The athletic training room facilities are intended primarily for the use of Cal Poly Pomona student-athletes and visiting teams.
- The athletic training room hours will be posted at the start of each season. The intercollegiate teams in season will be given first priority for treatments, taping, etc.
- The athletic training room will open two hours prior to the start of a scheduled contest, and one hour prior to the start of a scheduled practice. The athletic training room will close approximately one hour after any scheduled events.

Drugs and Alcohol

The athletic department maintains the same position on substance abuse as that of the overall campus. The department shall make every effort to understand and correct individuals with a substance abuse problem. However, the NCAA mandates that the University follow established rules regarding the detection and restriction of certain banned substances.

Testing and Education

- Student-athletes must sign the NCAA consent form to test prior to the start of the season. Information on the NCAA testing and education policy will be provided to each student-athlete.
- All student-athletes will receive one drug education presentation per year.
- Student-athletes are subject to tests under NCAA and Cal Poly Pomona Athletic Department rules. Testing is a regular part of post-season competition and individuals and teams are subject to severe penalties if banned substances are detected. If the athletic training staff or the coaching staff has reason to believe that a student-athlete has an alcohol or substance abuse problem, the student-athlete may be asked to submit to a drug test at the Student Health Center.
- Students may also secure assistance on their own by contacting Student Health Services (x4000).
- Any student-athlete known to be under the influence of drugs or alcohol while representing Cal Poly Pomona as a member of an athletic team is subject to **LOSS OF GRANT-IN-AID AND MAY BE SUSPENDED OR DISMISSED FROM THE TEAM.**
- If a student-athlete is under the legal age of eighteen and has demonstrated an alcohol or substance abuse problem, parental notification may be deemed appropriate by the Director of Athletics.
- A student-athlete will be allowed to self-disclose a drug or alcohol abuse problem prior to the announcement of testing only **once in their college career at Cal Poly Pomona.** Self-disclosure

will allow the student-athlete to seek counseling. After sufficient time for counseling to take place and the problem to be addressed, a re-test will follow.

- The drug testing process may be done using a random selection method. The testing may be unannounced and revolve around team practice or meeting times. If a student-athlete is selected, they may be called out of practice for the collection to be taken. The head coach or head athletic trainer may also request a test if there is any suspicion of a drug or alcohol abuse problems.
- The alcohol and substance abuse policy is philosophically an educational rather than punitive policy. The athletic department and the University will offer assistance and education to any student-athlete with an abuse problem. Addiction is a treatable disease and confidential assistance will be provided by the Student Health Services and the Counseling and Psychological Service Center. If a student-athlete does test positive for an illegal substance, a **Three Step Program** will go into effect with the following sanctions:

Step #1 The first positive test or self-disclosure will result in automatic educational counseling through the Student Health Center for a period of time determined by the Health Center, head athletic trainer and Director of Athletics. A re-test will be scheduled with sufficient time for the student-athlete to demonstrate his/her ability to abstain from the illegal substance. The length of this time lapse will be determined on the advice of the Health Center physician, the head athletic trainer and Director of Athletics. They will consider factors such as type of substance, height, weight, body fat, etc. Hopefully, this abstention will be demonstrated by a negative re-test. During this first step or self-disclosure period the student-athlete will be allowed to continue all participation with his/her team based on the Director of Athletics discretion.

Step #2 If the re-test is positive, punitive procedures will follow. If the re-test is negative, the self-disclosure student-athlete may return to active participation. If positive, the student-athlete will go to **Step #2**. For the positive re-test student-athlete, the student-athlete remains in educational counseling, and is not allowed to participate in (practices, games, etc.) any sport for one full calendar year otherwise specified by the Director of Athletics. At the conclusion of this year suspension, the student-athlete will again be re-tested. If negative, the student-athlete may return to all activities and participation related to their sport based on the discretion of the head coach and Director of Athletics. The student-athlete will be aware that they may be randomly tested at any time without notification to insure compliance and abstention. If positive, the student-athlete continues to **Step #3**.

Step #3 A positive test at this time will result in immediate expulsion of the student-athlete in question from the athletic program and the student-athlete will be required to forfeit all rights, privileges, and financial assistance that might be involved. A third positive test will result in forfeiture of athletic eligibility at Cal Poly Pomona.

A list of NCAA banned substances can be found under drug testing at www.ncaa.org/health-safety.

PUBLIC RELATIONS

Section V

Press and Media Relations	35
Speaking to the Public	35
Dress for Success	35
Philanthropy	36
The Reading Program	36
Hot Dog Caper	36
Bronco Athletic Fund Membership Drive	36
Department Fundraising Events	36

Press and Media Relations

Attending a University in a large metropolitan area means that you will frequently come into contact with members of the media from more than just one newspaper or radio station. It is important that we always cooperate fully with the media and project a positive image of ourselves, our team, and Cal Poly Pomona University.

The following guidelines are to assist you:

- Never give an interview without clearance from the Director of Sports Information or coach.
- Remember, you are representing the University and your team during an interview. Conduct yourself professionally while being interviewed.
- Always be positive with your comments concerning your team, teammates, coaches and Cal Poly Pomona.
- Promptness is a must when returning a call or meeting with the press or media. Remember that they operate with deadlines.
- Never downgrade your opponent.
- Always be courteous with reporters.
- While speaking, take your time and focus in on your thoughts.
- Relax and be yourself in interviews.
- If you are uncomfortable with the line of questioning the reporter is taking, please say you have no comment and politely move on to the next question.
- Always thank the press or media at the end of the interview.

Speaking to the Public

You are considered an authority because you are a member of your team. When dealing with the general public, be aware of projecting a positive image, not only in what you say, but in how you say it.

The following guidelines are for your assistance:

- Never criticize another player, coach, or the University.
- Say constructive things about everyone connected with your team.
- While representing your team, dress neatly and remember you always represent Cal Poly Pomona.

Dress for Success

Educational psychologists have proven that people who take pride in their personal appearance perform better. Feel good about yourself and let your confidence show by dressing properly.

We are ambassadors for our University, the athletic department, and the sport we represent. We should want to leave a favorable and positive impression of ourselves and Cal Poly Pomona!!

Philanthropy

The Cal Poly Pomona athletic department promotes a positive image to the communities surrounding the University with its involvement in philanthropic projects throughout the year. Each student-athlete makes the most of their presence, not only as a student and athlete but also as an outstanding citizen. During the course of the year, the student-athlete has the opportunity to volunteer their time and efforts in the following activities. Each student-athlete is encouraged to participate in one or more of the following programs each year:

The Bronco Buddies Reading Program

The Cal Poly Pomona Bronco Buddies Reading Program was created as a means for student-athletes to be role models academically and athletically, to elementary school children in the surrounding communities. A student-athlete, in cooperation with the school and teacher, will read a book to a class. The student-athlete then becomes involved in an active dialogue of questions and answers pertaining to the subject material of the book. With each visit, the student-athlete will have an opportunity to talk about themselves, their experiences in school, and the positive influence that athletics has made on their life. Other aspects of the Reading Program include the importance of obtaining an education, promoting good health standards through exercise and eating, as well as encouraging the children to pursue their goals and dreams. A year-end sports clinic day on the campus of Cal Poly Pomona is a highlight of the program.

Hot Dog Caper

The annual back to school party where free hot dogs and Pepsi are served in the University Park is generally the first week of school. Everyone is invited and volunteers are welcome to help serve.

Bronco Athletic Fund Membership Drive

The Bronco Athletic Fund (the booster organization for all Cal Poly Pomona athletic teams) kicks off its annual membership drive in the fall. This is a perfect opportunity for you to channel the support from your family, friends, and employers directly into your sport. You will be contacted by a member of our development staff to inform you of several ways you can assist us in this important effort.

Department Fundraising Events

Each team and the department conduct special events and special projects in order to raise money to further enhance the student-athlete experience. You will be required to participate in a limited number of events and projects during your time as a student-athlete. You will come in contact with University and community boosters who have a genuine interest in your success as a student-athlete. Be yourself and thank those who you interact with for their support of your program.

UNIVERSITY SERVICES

SECTION VI

Housing Plans38
Payment Plans38
University Village Apartments38
Meal Plans (optional)38
Non-University Housing38
Library38
Student Health Services39
Counseling and Psychological Services39
Disability Services39
Bookstore Services39
Career Planning and Development39

Housing Plans

There are two plans available to students living in the Residence Halls. The first plan (option #1) provides room and 19 meals per week, (breakfast-lunch-dinner on Monday-Friday; brunch and dinner on Saturday and Sunday). The second plan (option #2) provides for room and 14 meals per week. You have your choice of any 14 meals from plans #1 and #2. The third plan (option #3) provides for room and 10 meals per week. On campus housing is available for summer school and holiday breaks for students upon special request and proof of need. To inquire about residence living with University Housing Services at (909) 869-3307 or on their website at <http://www.csupomona.edu/~housing>

Payment Plans

There is an initial payment due in July of each year, which must be paid by **new** and **returning** students. Within each plan (option #1 and #2) there are three payment options from which to choose. The first plan is for one payment for the entire year, the second plan is for three payments (one for each quarter), the third plan is for six payments (two each quarter).

University Village - Apartments

Another form of on-campus housing is the University Village (located on Temple Avenue across from the athletic facilities) which is an apartment house complex. Here, the student is responsible for rent, utilities, and his or her own food. You must have completed a minimum of thirty-six units to be eligible for residency. Rent is due the first of each month. Summer occupancy is available.

In phase one; there are apartments with two bedrooms. Four individuals occupy one apartment while each bedroom is shared with two individuals. In phase two, there are apartments with three bedrooms. Individuals occupy one apartment and one bedroom respectively.

To receive more information about resident living with University Housing Services at (909) 869-3307 or on their web site at www.csupomona.edu/~housing

Meal Plans (optional)

If you live in the village, you have the option to purchase a meal ticket (for each quarter or the year) which would allow you to eat in Los Olivos Commons, the Residence Hall cafeteria.

Non-University Housing

If interested, there are many rooms, apartments, and houses for rent near the Cal Poly Pomona campus. There are also several sources from which to obtain information; the Housing Office, University Union Center, local newspapers and the athletic department all have listings to assist students in finding housing.

Library

Location: Bldg 15

For hours of operation: Vary from quarter to quarter. Be sure to check web site at: www.csupomona.edu/~library for the *New Users Guide*.

Phone number: (909) 869-3074

Fax: (909) 869-6922

Student Health Services

Located at the top of University Drive in Bldg. 46, is a fully staffed ambulatory care facility, providing pre-paid basic services to students with illness, injuries or other health-related issues. Operating similarly to a family medical clinic, the emphasis is placed on preventive medical and health education programs to help students stay health and fully productive in school. Student Health Services is open Monday and Thursday from 8 a.m. – 6:00 p.m., Tuesday and Wednesday from 8:00 a.m. – 5:00 p.m., closed holidays. Summer quarter hours may vary. Additional information is available at <http://www.shs.csupomona.edu/>.

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) offers free confidential counseling to all registered Cal Poly Pomona students. The professional counselors at CAPS are available to provide support and guidance so that students can develop new skills, explore options, and find solutions to their problems. Counseling services are designed to address a wide variety of issues and/or concerns including stress and time management, depression, anxiety, low self-esteem, loneliness, eating disorders, substance abuse, procrastination and interpersonal issues. For more information or to schedule an appointment, call CAPS at (909) 869-3220. CAPS is conveniently located in the Bookstore Building (66-116).

Disability Resource Center (DRC)

The Disability Resource Center provides support services to students who have documented disabilities. DRC provides assistance to students with physical or functional limitations, including visual, hearing, mobility, motor and speech impairments. The DRC offers a comprehensive and well-coordinated system of educational support services. Some of the services offered include alternate media services, note-taker services, test proctoring services, interpreter and real-time captioner services for the hearing impaired, priority registration, use of specialized equipment, and disability related counseling. The DRC is located through the Engineering breezeway, Building 9, Room 103. For further information, call (909) 869-3333 (Voice/TDD), or visit the DRC web site at <http://www.csupomona.edu/~dss>>

Bronco Book Store

Located next to parking lot G on the first floor of Building 66.

Call (909) 869-3274 for recorded information about store hours and days of operation, or to obtain other information for further inquiries, visit the at <http://www.broncobookstore.com>

Career Planning and Development

The Career Center assists students with career planning, major choice, student employment and with job search activities upon graduation. A wide variety of written support material is available for students and alumni. The Center offers workshops each quarter, and Career Counselors are available to help students and alumni on an individual basis. The Center is located in Building 97, Room 100. For more information about services and hours of operation, call (909) 869-2344.

Extended Hours

Evening administrative services are offered Monday through Thursday evenings from 5:00 p.m. to 6:00 p.m. during each academic quarter, through the week of final examinations. Administrative services are offered for Admissions and outreach, Cashiers Services, Financial Aid, and the Registrar's Office in each department's respective office, all located in the CLA building.

SUMMARY

SECTION VI

Frequently Asked Questions and Who To See	41
Student-Athlete Affirmation and Signature	42

Frequently Asked Questions: “Who to See”

<u>Question:</u>	<u>Answer:</u>
✓ Dropping a class (mid-term)	ACADEMIC COUNSELOR
✓ Repeating a class.....	ACADEMIC COUNSELOR
✓ Degree Evaluations, Interpretations.....	ELIG./COMPLIANCE OFFICER
✓ Enrolling in summer school	FACULTY ATHLETIC REPRESENTATIVE
✓ Eligibility.....	FAR/ELIG./COMPLIANCE OFFICER
✓ Graduation Concerns.....	ELIGIBILITY & COMPLIANCE OFFICER
✓ Working during the academic term.....	DIRECTOR OF ATHLETICS
✓ NCAA/ CCAA rules interpretation.....	COMPLIANCE OFFICER/ AD / FAR
✓ Tutorial Assistance.....	ACADEMIC COUNSELOR
✓ Grant-in-Aid questions.....	ASSOCIATE AD/ELIG & COMPLIANCE OFF.
✓ University forms	ACADEMIC COUNSELOR
✓ Promotional Information & Media Inquiries .	SPORTS INFORMATION DIRECTOR
✓ Health Information & Injury Care	ATHLETICS TRAINER
✓ Help in general.....	DIRECTOR OF ATHLETICS or BAA
✓ Job Referral.....	ASSOCIATE ATHLETICS DIRECTOR
✓ Substance Abuse/Psychological Counsel	HEAD ATHLETIC TRAINER AND DIRECTOR OF ATHLETICS

**Cal Poly Pomona
Student-Athlete
Acknowledgement
Statement
2006 – 2007**



This affirms that I have read and assume responsibility for all the information contained within the Cal Poly Pomona student-athlete handbook.

I understand this handbook is to be used primarily as a reference tool for general information and that I should seek out either my head coach or the appropriate intercollegiate athletics administrator with questions on specific issues.

I understand that failure to sign and return this form to my head coach by the announced deadline may result in my being declared temporarily ineligible for practice or competition.

Print Name _____

Your Sport _____

Signature _____

Date _____