

## Section 4 Table of Contents

### Athletic Department Support Services

- Athletic Staff Phone and Email Directory
- Athletic Training Room Hours/Rules
- Sports Physical Information
- Insurance Policy
- Outside Physician Referral
- Student athlete Services through Health Services
- Strength and Conditioning Policy/Rules
- Athletic Equipment Policy
- Miscellaneous
  - Book Policy
  - Exit Interviews
  - Missed Class Time
  - Pregnancy Policy
  - Player Guest Tickets
  - Social Networking Guidelines
  - Team Travel Policy

# Long Beach State Student-Athlete Handbook

## Athletic Department Support Services

### Athletic Staff Phone and E-Mail Directory

Long Beach State University Athletic Department  
1250 Bellflower Boulevard  
Long Beach, CA 90840  
Phone: (562) 985-4655 -- Fax: (562) 985-8197

For a more complete listing of athletic department staff go to:

[Athletic Staff Phone and Email Directory](#)

### Athletic Training Room

*HOURS OF OPERATION (KIN Building)*

(562) 985-4660 | F: (562) 985-7348

**Hours:** M-F 10 a.m. to 6 p.m.

(weekends, practices and games, as needed)



There are two athletic training rooms open throughout the year on campus. The main athletic training room is located next to the West Gym in the KIN building. The Pyramid athletic training room is located on the south side of the Pyramid playing surface.

#### RULES

1. No cleated shoes, including rubber-soled shoes, are allowed in the athletic training room.
2. No loitering is allowed in the athletic training room.
3. All practice equipment must be kept out of the athletic training room.
4. Keep all shoes off the treatment tables.
5. Gym shorts or equivalent must be worn at all times while in athletic training room.
6. No one is to get taped unless his/her sport is officially practicing. Permission to get taped can be approved by the ATC in special circumstances.
7. Only those athletes who are participating in an intercollegiate sport are to be treated in the athletic training room, all others are to be referred to the student health services for medical attention and treatment.
8. Athletes are to avoid self-treatment, assistance will be provided by the Athletic Trainers.
9. Do not use or remove the athletic training room equipment or supplies without permission of the ATC's.
10. Athletes are reminded to avoid horseplay and inappropriate language.

The Long Beach State athletic training staff is comprised of 3 full-time and 2 or 3 intern certified athletic trainers (ATC's). Additionally Long Beach State has a didactic undergraduate athletic training education program (ATEP) which provides knowledgeable and professional athletic training students to supplement our staff.

To further supplement and strengthen the 49er staff, Long Beach State has some of the finest physicians in southern California, headed by Director of Sports Medicine Dr. Larry Drum and Team Orthopedist Dr. Peter Kurzweil.

For more information go to: [Athletic Training](#)

### Sports Participation Physical Information

**No student athlete may begin practice or competition without first obtaining clearance. ALL New athletes** are required to have a comprehensive physical exam prior to clearance to participate in athletic activities for Long Beach State. This exam includes:

**General medical exam/Orthopedic exam/Lab Work --** Will be performed when athlete arrives on campus

Each team is assigned a physical date for new student athletes. Assigned dates and times will be posted on this site and you will be contacted by our staff and your coach. There is no cost to athletes for their physical if performed by our team physicians. Physicals will take place in the athletic training room, PE 86, at Long Beach State.

Athlete's may pay and obtain a physical on their own with a physician of their choice. If the student-athlete chooses to pay for his/her own physical, it must be documented on the forms provided on our website & the physical must be performed by a physician that is a MD.

# Long Beach State Student-Athlete Handbook

Athletes can bring their completed forms with them to their assigned physical date OR mail them to the athletic training room. All documentation can then be sent to:

## Long Beach State Athletic Medicine

Attn: Shauna Horton  
1250 Bellflower Blvd  
Long Beach, CA 90840

Contact Shauna with any questions: (562) 985-5222 or [shorton@csulb.edu](mailto:shorton@csulb.edu)

**ALL NEW STUDENT ATHLETES are required to attend the assigned physical date regardless of whether you have obtained a physical on your own.**

\*\*\*If any athlete has had any injuries or illnesses that required surgery or ongoing care, please include copies of documentation regarding treatment (operation notes, clinic notes, lab reports etc.).

### Required Forms for All NEW Athletes:

[New Athlete Medical History](#) 📄

[Medical Exam](#) 📄

[Orthopedic Evaluation](#) 📄

[Insurance Questionnaire](#) 📄

[Explanation of Insurance](#) 📄

[Authorization of Treatment \(if under 18\)](#) 📄

**RETURNING ATHLETES** are required to complete the forms listed below. These may be mailed to the athletic training room or delivered in person for review after completion. Athletes will be cleared to participate only after review of all documents by our staff athletic trainers and, if necessary, team physician(s).

### Mailing Address:

Long Beach State Athletic Medicine  
Attn: Shauna Horton  
1250 Bellflower Blvd  
Long Beach, CA 90840

If you need to see a physician prior to participation please indicate why on your health history.  
If you had an injury or illness over the summer, please provide all documentation related to diagnosis and care.

### Required Forms for All RETURNING Athletes:

[Returning Health History](#) 📄

[Insurance Questionnaire](#) 📄

[Explanation of Insurance](#) 📄

Contact Shauna with any questions: (562) 985-5222 or [shorton@csulb.edu](mailto:shorton@csulb.edu)

## Insurance Policy

The Athletics Department has a secondary, or excess, insurance policy. This policy **provides coverage for athletic related injuries that occurred during sanctioned workouts with Long Beach State Athletics** and requires that if an athlete has personal insurance it will be billed first. Any remaining balances and deductibles will be paid by the Athletic Department's insurance. Benefits are payable only on an excess basis over and above any benefits or services provided by the athlete's primary insurance.

If an athlete has no insurance, the Athletic Department will pay all expenses up to the limits of its insurance policy for athletic related injuries.

The Associated Student Body provides an insurance policy to cover illnesses. It has a reasonable cost per year, depending on the plan the student purchases. Information of the Health Insurance Policy is available at the Associated Student's office in the Student Union.



## Outside Physician Referral Policy

Long Beach State Athletics Department's student-athletes may be granted an opportunity to seek a second medical opinion at University expense under the following conditions:

They wish to see their family doctor-Pediatrician, Internist, Family Practitioner, General Practitioner or Orthopedist.

The referral is to a specialist treating specialized injuries and specific body problems and; the referral must come from the Long Beach State team physician(s) or athletic medicine staff.

# Long Beach State Student-Athlete Handbook

The University will not pay for any “after-the-fact” second opinions that did not receive approval for from the athletic medicine staff prior to the visit.

## Student Athlete Services through the Health Center

### Location:

The Student Health Center is located on campus at the corner of State University Drive and Merriam Way.

### Services:

Medical care available to all students:

X-rays, Lab work, Physicians, Nurse Practitioners, Physician Assistants, Immunizations, Pharmacy, Medical Specialist

Procedure for Student-Athletes using the Health Center when costs are covered by Athletic Department:

- Athletes must pick-up a referral slip from a certified athletic trainer prior to going to the Student Health Center.
- The SHC policy is that athletes will be treated on a walk-in basis – no preferential treatment will be given.
- The Athletics Department will not pay for medication involving life-long illnesses such as chronic asthma.
- The Athletics department will not pay for VDRL's, pregnancy tests or birth control.
- The Athletics Department will not pay for the University's required measles vaccination.

## Strength and Conditioning

The mission of the Long Beach State Strength and Conditioning Program is to assist our student-athletes in achieving their athletic goals by providing evidence-based/research-based programming in a safe, positive and supportive environment.

### Nutrition

Athletic performance and recovery from training is enhanced by attention to nutrient intake. Optimal nutrition for health and performance includes the identification of both the quantity and quality of food and fluids needed to support regular training and peak performance. For more information, please read the following manual: [Long Beach Strength and Conditioning: Nutritional Information for Athletes.](#)

### Policy & Procedures

To optimize the training environment, the rules, regulations and etiquette outlined in this document must be followed.

Athletes should approach their strength and conditioning (S&C) just as they would a practice - with the same mental intensity and competitiveness.

The S&C Staff maintains the authority to enforce the rules and regulations below - an athlete's failure to abide by them may result in a loss of program privileges.



### General Rules

1. Foul language and horseplay is prohibited in the Strength Complex. Between sets of exercises, 49er Athletes rest/recover and encourage fellow athletes while mentally preparing for their next set.
2. Return all free weights (dumbbells, weight plates), medicine balls, and other equipment to the proper storage place after use.
3. Athletes' use of cellular telephones is not permitted in the weight room and ringers should be turned off. Prior to the workout, athletes may arrange phone usage if expecting an extremely urgent call.
4. The S&C Facility is to be used for training only. Athletes are not allowed to visit the Strength Complex to socialize with friends, study etc.
5. Use of personal music devices is prohibited in the Strength Complex.
6. Sick athletes are not permitted in the weight room. Injured athletes are still expected to attend their Strength and Conditioning sessions. The Strength and Conditioning Staff will work together with the Athletic Training (AT) Staff to modify programs for injured athletes as necessary.
7. Appropriate workout attire, including shirt and covered shoes, must be worn in the Strength Complex at all times. Long Beach State 49er apparel is strongly encouraged. Clothing or hats representing other universities is not allowed. Any

# Long Beach State Student-Athlete Handbook

jewelry (including watches) that impedes normal lifting or conditioning performance must be removed. Athletes are responsible for storing and securing their own items.

- When not lifting, place yourself in a safe area, PREFERABLY OFF THE PLATFORM that does not disturb those who are lifting (lifter). Be in the habit of never turning your back on a lifter. NEVER walk or stand directly in front of a lifter.
- Any time you feel pain while lifting, stop immediately and report to the Strength and Conditioning Staff.
- Only encouraging, motivating comments or actions are acceptable in the Strength Complex. Non-serious comments or actions intended to distract other athletes are grounds for immediate dismissal.
- Socializing is acceptable as long as it's kept to a minimum, is appropriate for the Strength Complex and does not detract from the training atmosphere. [Note: If you have enough energy to socialize between sets, are you working hard enough? If you're socializing, are you focused? Lack of focus = unproductive training and increases injury potential!!]
- It is absolutely unacceptable to carry on a conversation while performing an exercise, or to converse with an athlete who is. Failure to abide by this rule may result in your immediate dismissal. **[Note: Rule # 12 does not include encouraging other athletes performing a heavy lift (this is desirable) or communication with a fellow athlete suspected of performing an exercise improperly.]**
- 49er student-athletes are welcome to perform other exercises after they have completed the workout prescribed by the Strength and Conditioning Staff. Athletes wishing to substitute a non-prescribed exercise for a prescribed one must consult with the Strength and Conditioning Staff before doing so.
- 49er student-athletes are permitted to bring nutritious food and/or drink into the Strength Complex as long as any trash or mess is not left behind.
- Athletes are not permitted to instruct other athletes in the Strength Complex. Athletes concerned about another athlete's lifting technique should ask them to stop immediately, then asking a Strength and Conditioning Staff member for help.
- Athletes are encouraged to wash their hands immediately upon finishing their workout.
- 49er student-athletes must successfully complete the Mandatory Strength and Conditioning Orientation prior to full participation.

18. Athletes are required to wipe down lifting benches after each use.

19. Student-athletes may only train in the Strength Complex under the supervision of a Strength and Conditioning Staff member. Sport coaches may supervise workouts under special conditions in which a S&C Staff member is not available.

## Weightlifting Platform Rules/Etiquette

- The weightlifting platforms are intended for free-standing, full-body lifts (i.e. snatch, clean & jerk, push press/jerks, squats, dead-lifts etc...). Small muscle-mass exercises should be performed off the platforms.
- Always use the least amount of small plates (1.25, 2.5 or 5 Kilogram) possible. Whenever possible, move up in weight by adding bumper plates.
- Never load more than a 5Kg plate/side to a bar loaded only with 10Kg bumper plates.
- Extra weight plates, collars or bars should be stored, or kept a safe distance from the immediate lifting area.
- Always maintain a safe distance from those who are lifting. When not lifting, the safest place to be is off the platform.
- Be aware. Stand to the side, or at an angle while facing the lifter whenever possible.
- Never stand, or walk in front of a lifter.
- Only bars loaded with bumper plates may be dropped (from waist height) on the platform.
- Weight plates should never touch the wood. Be sure to center yourself on the wood during each lift.
- Dumbbell exercises should only be performed on a rubber surface.
- Always help to load/unload the bar when working with another athlete.
- Athletes wishing to attempt heavy lifts must be skilled at properly using heavy lifts. It is the athlete's responsibility to understand all the risks involved with every exercise and how to minimize them.



# Long Beach State Student-Athlete Handbook

## Athletic Equipment Policy

The equipment room for both men's and women's teams are located in PE 76. The equipment manager will supply the following services for all sports:

- Laundry of practice and game attire
- Mending uniforms
- Towels
- Inventory of equipment
- Issuing equipment

### Equipment/Uniform Issue and Return

All equipment/apparel issued to student-athletes is the property of Long Beach State Intercollegiate Athletics. This equipment is to be used for practice, training and competition. No alterations should be made to any issued item without permission from the Head Coach.

When team equipment/apparel is issued a document must be signed by the individual acknowledging receipt of those items.

**Under NCAA rules, all items considered equipment (bats, golf clubs, gloves, racquets, helmets etc) must be returned to the department.** Items that have been used and cannot be reused by another student athlete such as t-shirts, hats, embroidered/personalized bags, socks, shoes, etc. are considered consumable and do not need to be returned by the student athlete.

In compliance with NCAA and University rules, all student-athletes must be eligible for practice before any type of equipment/apparel is to be issued.

All equipment must be returned to your coach no later than 5 days after completion of the-season. Any athletes not returning their uniform and equipment will have a hold put on their records and will not be able to register for classes or request a transcript until the hold is cleared by paying for the unreturned equipment or turning in all equipment.



## Miscellaneous for Student Athletes

### Book Policy

Student-athletes who receive books as part of their scholarship must bring their student ID to the University Bookstore to pick up course-related books. It is possible that you may need to buy, rent, or download some books. Additional supplies are not covered with your scholarship (e.g. pens, pencils, notebooks, CD's, software, optional or recommended text books, newspaper subscriptions, art supplies, calculators, etc.).



If you decide to drop a class, but have already purchased the books, you must return the books for that class to the Athletic Business Office (Pyramid Annex) immediately upon dropping the class. If the books are not returned immediately the cost of the books must be repaid to the Athletic Department. A hold will be placed on your account until the payment is received.

All books must be returned to the Athletic Business Office by 5pm the Friday of finals week each semester or the student-athlete is responsible for the value of the books not returned by the deadline. A hold will be placed on your account until the payment is received. Books reported stolen must be accompanied with a police report.

**Be prepared and be honest.**  
~ John Wooden~

# Long Beach State Student-Athlete Handbook

## Student Athlete Surveys & In person Exit Interview

In order to improve the quality of our program, the Athletics Department seeks constructive feedback from the student-athlete. This is done with two different forms of feedback 1) In person Exit interviews with seniors and non-returning student-athletes 2) Student-athlete questionnaire administered to all student athletes during the year. This feedback provides the department with information which may be useful to coaches and administrators.

Each student-athlete is asked fill out this questionnaire. The responses to questions on this assessment will remain anonymous (coaches will see information in aggregate form only).

The actual responses on the exit interviews will be kept confidential to be read only by the Director of Athletics, Sr. Associate AD/SWA, Associate Athletics Director for Compliance Director and the Faculty Athletic Representative (FAR).

The questionnaire is administered at or near the conclusion of the championship segment of that team's season.

Constructive feedback is always welcome, and student-athletes need not wait until the end of their season, year or athletic career to offer suggestions or express concerns. The Athletic Administration at Long Beach State believes in an open door policy to enhance lines of communication.

Along with the computerized survey those student athletes completing their eligibility or student athletes who are not returning to the athletic program will be randomly selected to do an in person interview with an athletic administrator.



## Missed class time

Student athletes are to notify their professors on the first day of class by taking a letter from the BAC to the instructor notifying them of the missed class time due to competition. It is the responsibility of the student athlete to work with the professor to make up any assignments.

The University has a policy to excuse absences if a student is representing the University for sanctioned or approved activities including:

1. Illness or injury to self or death, injury, or serious illness of an immediate family member
2. Religious reasons
3. Jury duty
4. University sanctioned activities such as artistic performances, **intercollegiate athletic activities**, student government etc.

In such cases, **the student is responsible for informing the faculty member of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible.**

[University Link to Excused Absence Policy](#)  
[Athletics Department Link to Scheduling Policy](#)

## Pregnancy Policy

The Long Beach State Department of Athletics is committed to the personal health and development of all of our student athletes. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward protecting the student athletes' physical and psychological health. The procedures outlined below will allow the student athlete and the athletic medicine staff to make the best decision related to participation in athletic related exercises.

# Long Beach State Student-Athlete Handbook

## PROCEDURE:

The student-athlete should inform a member of the athletic training staff at the earliest known date of pregnancy or suspected pregnancy. The athletic trainer will notify the team physician and, if appropriate, an administrator and/or support staff. Confidentiality between these parties will be maintained unless cleared by the athlete prior to notification. The athlete's participation status will be based on the following:

1. The recommendation of the student athlete's personal physician or OB/GYN.
2. The recommendation of the Long Beach State Team Physician(s).

**The student-athlete MUST be cleared by BOTH of the physicians listed above and activity levels will be based on their recommendations.** Participation status will be monitored and altered based on the progression of the pregnancy and/or signs and symptoms that may arise. The decision of the Long Beach State Team Physician(s) will ultimately determine a student-athlete's ability to participate in Long Beach State Athletic related activity.

## Warning Signs & Symptoms to Terminate Exercise While Pregnant

- Vaginal Bleeding
- Chest Pain
- Shortness of Breath
- Dizziness
- Headache
- Preterm Labor
- Decreased Fetal Movement
- Amniotic Fluid Leakage
- Muscle Weakness
- Calf Pain or Swelling

## Player Guest tickets at NCAA Championships

The athletic department will determine the number of player guest tickets to be allocated. Since there are no complimentary tickets to NCAA Championship events these tickets must be purchased by the department. Coaches will be notified of the allocation and will then let the student athletes know the number and procedure for signing up for the player guest tickets.

All recipients must show valid photo identification and sign the designated ticket form when signing in onsite of the championship.

## Social Networking Guidelines and Safety

Social Network sites such as My Space, Facebook, Twitter and other types of digital platforms are great ways to keep in touch with other students and friends. Although these networks have a tremendous positive appeal, it is important to keep in mind the potentially negative consequences involved in their use. Following are a list of suggestions to help keep your personal information safe:

- Profiles you create for social sites should always be private. In other words only your friends should be able to view them.
- Make potential viewers (who aren't your friends) ask your permission before allowing them to view your content.
- Never include all your personal information i.e. full name, birth date, and year of birth on your profile. This could make you the target of identity theft.
- Ask yourself these questions before posting a picture of yourself.
  - Is this the image I would like to present to my coach, acquaintances, and potential employers?
  - If someone other than my friends sees this, will I be embarrassed?
  - Does this picture portray behavior that is illegal?
- Always consider whether your language or behavior on a web site conflicts with your LBSU student-athlete code of conduct.



Find us on  
**Facebook**

# Long Beach State Student-Athlete Handbook

## Team Travel Policy

As a student Athlete at Long Beach State you are provided with the opportunity to travel regionally and nationally to compete while representing the University.

While representing the University, Department and your team it is important you understand your responsibilities as a member of intercollegiate athletics. ⇐

1. The student athlete code of conduct and team rules apply on all trips
2. Only eligible student athletes are allowed to travel as part of the team.
3. Drugs, alcohol, smoking, smokeless tobacco are prohibited on a road trip regardless of the age of the student athlete for practice or competition.
4. If you are going to be missing class due to a scheduled trip you must make arrangements with your professors well in advance. At the beginning of each semester a season schedule with missed class time is to be presented to the instructor so they are well aware of the travel schedule. It is your responsibility to work with the professor to make up any missed class work.
5. Student athletes are expected to travel to and from the contest with the team. Exceptions to the can be made in advance under special conditions.
6. Team travel is determined by the Head Coach based on their preferences, safety, student-athlete welfare and within the guidelines set by the athletic department. A copy of the Athletic Department team travel policy is located in the staff manual. For specific sports guidelines you can visit your sport supervisor.

General Guidelines:

Hotel: Hotels are to be safe, clean and provide beds for each individual staying in the room.

Mode of Transportation: teams should be transported to events, airports or other points of departure for events in university owned or university rented Vehicles or chartered driving buses. Personal cars are not to be used except in extraordinary situations and prior approval must be obtained by the coach and administrator.

Per Diem: The coach determines what option they will use when paying for food. The coach can:

Option 1: pay directly for a meal when the team eats as a team, or

Option 2: Hand out per diem to the student-athletes and receive a signature each day for the money received.

Either option must be within the dollar amounts allowed under athletic department policy.

