

Saint
Mary's
College
Athletic
Department

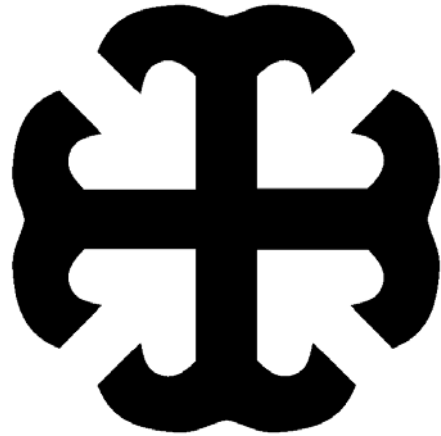
2015-2016

**STUDENT-ATHLETE
HANDBOOK**

SAINT MARY’S COLLEGE STUDENT – ATHLETE HANDBOOK

TABLE OF CONTENTS

<p>Section 1– Academic Eligibility1</p> <p>Initial Eligibility.....1</p> <p>Continuing Eligibility2</p> <p>Mid-year Certification2</p> <p>MIAA League - Eligibility Rules.....2</p> <p>Standard Eligibility Waivers.....3</p> <p>Academic Responsibility at Saint Mary’s.....4</p> <p>Academic and Athletic Conflicts4</p> <p>Academic Fraud.....5</p> <p>Section 2 - Transfer Student-Athletes5</p> <p>NCAA Bylaw - Conditions Affecting Transfer Status.....5</p> <p>Self-Release.....5</p> <p>Section 3 - NCAA Guidelines6</p> <p>Extra Benefits6</p> <p>Saint Mary’s College Promotional Activities</p> <p>Involving Student-Athletes7</p> <p>Gambling8</p> <p>Recruiting9</p> <p>Host Responsibilities9</p> <p>Telephone Calls9</p> <p>Permissible Recruitment Activities for an Enrolled Student-Athlete.....9</p> <p>Representatives of Athletic Interests (Boosters)10</p> <p>Section 4 - Student-Athlete Welfare10</p> <p>Department of Athletics and Recreation Mission10</p> <p>Student-Athlete Advisory Committee (SAAC)11</p> <p>Faculty Athletic Representative (FAR).....11</p> <p>SMC Information Release Forms12</p> <p>Sports Medicine.....12</p> <p>Medical Examinations13</p> <p>Athletic Training Room Services.....13</p> <p>Athletic Training Room Policies and Regulations13</p> <p>Athletic Trainer Coverage Policy14</p> <p>Protection of Privacy Rights (HIPAA)14</p> <p>Managing Athletic Injuries.....14</p> <p>Emergency Care.....15</p> <p>Medical Expenses and Insurance Coverage.....16</p> <p>End of Medical Coverage16</p> <p>NCAA Banned Drug List16</p> <p>Statement of Student Responsibility16</p> <p>Mission Statement, Saint Mary’s College.....17</p>	<p>Standards of Student-Athlete Conduct.....18</p> <p>Drug Use.....19</p> <p>Alcohol Policy19</p> <p>Sanctions.....20</p> <p>Hazing.....21</p> <p>Diversity of SMC.....21</p> <p>Promoting Equity and Respect at SMC21</p> <p>Discriminatory Harassment22</p> <p>MIAA Code of Conduct22</p> <p>Social Networking Policy.....23</p> <p>Requirement of Coaches24</p> <p>Contest Statement.....24</p> <p>APPENDIX.....25</p> <p>Injury and Illness Reporting –Acknowledgement Form...26</p> <p>Pregnancy Policy.....27</p> <p>Pregnant Athlete Informed Consent Form.....28</p> <p>Policy for Hosting Recruits Form.....29</p> <p>Affirmation to uphold Policy.....30</p>
---	---



SECTION 1—ACADEMIC ELIGIBILITY

INITIAL ELIGIBILITY

According to the NCAA's "Principle Governing Eligibility", "...eligibility requirements are designed to assure proper emphasis on educational objectives, to promote competitive equity among institutions and to prevent exploitation of student-athletes."

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree.

A student-athlete who enrolls in a Division III institution with no previous full-time college attendance must meet specific academic requirements, as cited in NCAA bylaws 14.01.2 and 14.01.2.1, in order to be eligible to represent the institution.

Saint Mary's College Standards of Academic Progress are defined in the College Bulletin. Students must maintain a minimum of 12 credit hours per semester unless the student-athlete is in her final semester of college and the number of credits necessary to graduate and earn her degree is less than 12. Criteria used to determine academic progress are:

Cumulative grade point average (minimums listed below):

- 1.8 – students who have completed their first semester,
- 1.9 – students who have completed their second semester,
- 2.0 – all other students

Satisfactory Progress toward a degree is defined (Classification of students):

- First Year students: 0 – 28 semester hours of credit
- Sophomore: 29 – 60 semester hours of credit
- Junior: 61 – 92 semester hours of credit
- Senior: 93 or more semester hours of credit

It is important to also note that students maintain the credit minimums per semester for financial aid eligibility.

Minimum earned credits needed for Financial Aid eligibility:

- 12 – end of 1st semester
- 24 – end of 2nd semester
- 37 – end of 3rd semester
- 50 – end of 4th semester
- 63 – end of 5th semester
- 76 – end of 6th semester
- 89 – end of 7th semester
- 102 – end of 8th semester
- (115 – end of ninth semester)
- (128 – end of tenth semester)

Maximum time frame for completion of degree

- 10 semester/15 Quarter Rule NCAA 14.2.2

CONTINUING ELIGIBILITY

In order to be eligible to represent an institution in intercollegiate competition, student-athletes must maintain satisfactory progress toward a baccalaureate or equivalent degree, be enrolled in a full-time course of studies and be in good academic standing as defined by that institution.

MINIMUM CREDIT REQUIREMENT

Student-athletes must carry to completion a minimum of 12 credits per term to practice and compete in intercollegiate athletics. It is recommended that student-athletes maintain a 16 credit hour schedule each semester; if a student-athlete drops below the minimum hours required she is immediately ineligible to practice and compete with the team unless the student is enrolled in the final semester or quarter of the baccalaureate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. (NCAA 14.1.8.1)

MID-YEAR CERTIFICATION

NCAA rules require that student-athletes meet certain progress towards degree requirements each semester.

MIAA LEAGUE - ELIGIBILITY RULES

Normal Academic Progress

All students participating in intercollegiate athletics must be enrolled full-time and must be making normal academic progress in an academic program leading to a first baccalaureate degree.

Normal Academic Progress Waiver

Students who complete the first baccalaureate in less than eight semesters of full-time study may apply for exception to this rule if they continue full-time enrollment in a second baccalaureate or graduate program at the certifying institution. Normal Academic Progress waivers must be approved in writing by the institution's President and reported to the FAR Committee to monitor compliance with the spirit of the rule.

Years of Eligibility

A student's normal years of eligibility shall be the first eight full-time semesters (or term equivalent) after initial enrollment. "Athletic red shirting" (holding a student out of competition as an underclassman for the express purpose of saving a year of NCAA eligibility for a fifth year of enrollment) **is prohibited**. MIAA League eligibility policies apply to all League and non-League competition.

STANDARD ELIGIBILITY WAIVERS

An additional semester(s) of eligibility may be granted for the following reasons provided that the student-athlete presents sound academic rationale for continuing in their academic program.

Years of Eligibility due to a Hardship Waiver

An extension of eligibility may be granted by a member institution at its discretion to a student who misses a season of competition as a result of serious injury, illness, or other cause beyond the student's control. These waivers must be approved in writing by the institution's President, reviewed by the Athletic Director to assure that all NCAA requirements are met, and reported to the FAR Committee to monitor compliance with the spirit of the rule.

ACADEMIC RESPONSIBILITY AT SAINT MARY'S COLLEGE

Being a collegiate athlete requires such a large commitment of time and energy, some first-year student-athletes might find that they are falling behind in their schoolwork. At Saint Mary's, the classroom is always the first priority. We can help you to ease the transition from high school to college classes and Division III athletics by identifying potential problem areas, monitoring class work, making you aware of difficulties you may face and showing you some effective time management techniques so you can be better prepared to experience success in the classroom. Our Director of Student-Athlete Affairs, Jackie Bauters, is on staff to assist. Students are encouraged to be proactive in seeking assistance!

ACADEMIC AND ATHLETIC CONFLICTS

Saint Mary's College maintains a policy on *Conflicts Between Regularly Scheduled Classes and Other Activities*. The Department of Athletics and Recreation has fully endorsed this policy and adopted supporting policies and procedures that are outlined in both our athletics staff manual and student-athlete handbook. Below are key policy provisions that impact the operation of each of our athletic programs.

Specifically,

- Academic commitments of student-athletes take priority over all external activities.
- Coaches should not influence a student-athlete to rearrange their academic classes to attend practices.
- Student-athletes should attend all of their classes and never miss a class due to an athletics practice.
- Student-athletes should never be penalized for missing or arriving late to a practice due to a class or lab.
- Student-athletes should notify professors of all competitions that affect class attendance prior to the first day of class each semester.
- If a scheduling conflict occurs, student-athletes should work together with their professors to address the situation. If the conflict cannot be worked out, the student-athlete should not only contact their academic dean and coach, but also the athletic director who serves as the athletic department's academic liaison.
- It is the expectation that our student-athletes review their competition schedules, and take into account potential conflicts, such as qualifiers, conference tournament, and the NCAA Championships prior to scheduling class assignments. Professors often offer their students choices when scheduling individual or group presentations. It is our expectation that all competitions, including such qualifiers, be on the student-athletes' calendar so that student-athletes act responsibly when scheduling assignments to avoid conflict.

In general, mandatory "Athletic-Related Activities" are defined by the NCAA 17.02.1.1 (including meetings, film sessions, chalk talks, etc.). It shall be permissible for coaches to accommodate individual student-athletes as well as teams, who do not have academic obligations, in providing individualized skill instruction and/or team practice opportunities at times throughout the calendar day. Maintaining academic priorities and supporting the education of our student-athletes is paramount to our athletic programs. Should you have any additional questions, please contact the Director of Athletics.

ACADEMIC FRAUD

Any student-athlete, who is found to have violated the principles of academic integrity, including, but not limited to, plagiarism and cheating, will jeopardize their eligibility to participate in intercollegiate athletics indefinitely. Any institutional staff members that collaborate with student-athletes in violating these principles will jeopardize their employment at Saint Mary's College and future employment at any NCAA member institution. If you have any questions regarding this information please do not hesitate to contact the athletic director.

SECTION 2 - TRANSFER STUDENT-ATHLETES

NCAA BYLAW - CONDITIONS AFFECTING TRANSFER STATUS

A transfer student is an individual who transfers from a collegiate institution after having met any one of the following conditions at that institution:

- (a) The student was officially registered and enrolled in a minimum, full-time program of studies in any quarter or semester of an academic year, as certified by the registrar or admissions office, provided the student was present at the institution on the opening day of classes;
- (b) The student attended a class or classes in any quarter or semester in which that student was enrolled in a minimum full-time program of studies, even if the enrollment was on a provisional basis and the student was later determined by the institution not to be admissible;
- (c) The student is or was enrolled in an institution in a minimum full-time program of studies in a night school that is considered to have regular terms (semesters or quarters) the same as the institution's day school, and the student is or was considered by the institution to be a regularly matriculated student;
- (d) The student attended a branch school that does not conduct an intercollegiate athletics program, but the student had been enrolled in another collegiate institution prior to attendance at the branch school;
- (e) The student attended a branch school that conducted an intercollegiate athletics program and transfers to an institution other than the parent institution;
- (f) The student reported for a regular squad practice announced by the institution through any member of its athletics department staff, prior to the beginning of any quarter or semester, as certified by the athletics director. Participation only in picture-day activities would not constitute "regular practice";
- (g) The student participated in practice or competed in a given sport even though the student was enrolled in less than a minimum full-time program of studies.

Self-Release (NCAA Bylaw 13.1.1.2.1)

Using a form made available by the NCAA national office, a student-athlete who attends a Division III institution may issue, on his or her own behalf, permission for another Division III

institution to contact the student-athlete about a potential transfer. The student-athlete shall forward this form to the director of athletics at the institution of interest. Contact between the student-athlete and institution may occur during the 30-day period beginning with the date the permission to contact form is signed by the student-athlete. An additional form must be issued for contact to occur or continue beyond the initial 30-day period. (Adopted: 1/12/04 effective 8/1/04, Revised: 1/10/05)

The link to the NCAA Division III self-release:

<https://www.ncaa.org/sites/default/files/DIII%20Permission%20to%20Contact%20%20Self-Release.pdf>

SECTION 3 – NCAA GUIDELINES

EXTRA BENEFITS

The NCAA defines an extra benefit as any special arrangement by an institutional employee or a representative of the institution's athletic interests (“booster”) to provide a student-athlete (or a student-athlete’s relative or friend) a benefit that is not generally available to other Saint Mary’s students and their relatives and/or friends or, is not expressly authorized by NCAA legislation. Therefore, please be aware of the following:

1. You cannot accept anything from an employee of Saint Mary’s or an athletic booster (e.g., use of a car, haircut, clothing, gifts, money, tickets for any kind of entertainment, payment of long distance telephone calls).
2. You cannot accept free or reduced cost room and/or board from any Saint Mary’s employee or booster of Saint Mary’s athletic programs. This includes in South Bend, in your home city or any other location. This would preclude you from “house sitting” without paying rental costs at a comparable rate for similar housing in that locale.
3. You may not accept free or reduced-cost storage room for personal belongings for the summer months from a Saint Mary’s employee or booster of Saint Mary’s athletic programs.
4. You cannot accept free or reduced-cost merchandise or services from any merchant unless that free or reduced cost item is also available to the general public.
5. On infrequent, special occasions (e.g., a birthday, Thanksgiving, etc.), you may accept an invitation to the home of an employee of Saint Mary’s or an athletic booster for a meal.
6. You cannot use an Athletics Department copy machine, fax machine or make long distance phone calls using departmental equipment
7. Members of the Athletics Department staff are not permitted to type reports, papers, letters, etc., for you.
8. You cannot receive a special discount, payment, arrangement or credit on a purchase (e.g., airline ticket, clothing), or service (e.g., laundry, dry cleaning) from an employee of Saint Mary’s or an athletic booster.
9. A Saint Mary’s employee or a booster cannot provide you with a loan of money, a guarantee of bond, the use of an automobile or the signing or co-signing of a note to arrange a loan.
10. You may retain frequent flyer points and/or miles earned while traveling to and from intercollegiate practice and /or competition NCAA 16.11.1.12
11. A Saint Mary’s employee may provide you only reasonable and occasional local (i.e., within a 30-mile radius of the Saint Mary’s campus) transportation. However, a Saint Mary’s employee may not utilize a college vehicle for purposes of assisting a

student-athlete's move from one residence to another.

12. A student-athlete or the entire team in a sport may receive an occasional meal from an institutional staff member or representative of athletic interests under the following conditions: (Revised: 1/10/92):

- a. The occasional meal may be provided at any location in the locale of the institution; (Adopted: 1/10/92, Revised: 1/10/05, 1/9/06)
- b. Meals must be restricted to infrequent and special occasions; and (Adopted: 1/10/92)
- c. The maximum number of occasional meals per team per academic year is six.
- d. Institutional staff members and representatives of the institution's athletic interests may provide transportation to student-athletes to attend such meals. (Adopted: 1/10/92, Revised: 1/10/95, 1/9/06)
- e. Meals provided by Representatives of Athletic Interests are permissible to a student-athlete or team outside of the locale of the institution as long as the meal is in conjunction with, or en route to or from, an away-from-home contest (adopted: 7/21/09)
- f. Occasional meals provided by the relative of a student-athlete is permissible at any location (Adopted:7/21/09)

During your enrollment at Saint Mary's College, you may befriend individuals or families in the community who might wish to provide you with a more "home-like" atmosphere. Please be aware that becoming "friends" with a representative ("athletics booster") and/or an employee of Saint Mary's College does not change their status as far as NCAA regulations are concerned.

A representative and/or employee of Saint Mary's may not provide any extra benefit(s) to you (or your family or friends). The acceptance by you of any extra benefit is a violation of NCAA regulations and places your eligibility for intercollegiate competition in immediate jeopardy. The College is responsible for insuring that all student-athletes and representatives of the College's athletic interests abide by NCAA rules and regulations. Any inappropriate, even inadvertent, activity on your part could result in:

- You or a teammate being declared ineligible to participate for Saint Mary's College.
- The eligibility of a prospective student-athlete(s) being jeopardized.
- Violations of NCAA regulations and sanctions placed on the College and the athletics programs.

Saint Mary's College Promotional Activities Involving Student-Athletes (NCAA Bylaw 12.5)

Saint Mary's College student-athletes are sometimes asked to participate in promotional activities (e.g., speaking engagements). However, student-athlete involvement in promotional activities are also subject to specific NCAA rules and are limited to institutional, charitable and/or educational activities. It is the policy of the Athletic Director to respond to each request by determining only the permissibility (consistent with NCAA regulations) of a student-athlete(s) involvement in any such activity, not the availability of a student-athlete(s) for the activity. The determination of the availability of the student-athlete(s) rests solely with the involved student-athlete(s) and sports program.

The student-athlete and promoting entity must sign a compliance form prior to the event. Then, and only then, will the student-athlete be allowed to participate in the promotional activity.

- Regardless of whether compensation is received, a student-athlete cannot allow her name, picture or personal appearance for advertisements or promote any commercial products, services, jobs or employees.
- A student-athlete cannot allow a commercial business to use her name or picture in a “name-the-player” contest.
- Schools and charitable organizations often request assistance from student-athletes in educational and/or fundraising activities. NCAA rules require that permission to participate in such activities must be obtained in advance from the Director of Athletics.
- Any approved charitable appearance must occur without a student-athlete missing any classes.
- Any questions about permissible activities should be directed to the Director of Athletics in advance of the activity, so as not to jeopardize a student-athlete’s eligibility.

GAMBLING

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and the intercollegiate athletics community. It demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of “sport”. Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches, and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons, the NCAA has specific rules prohibiting athletics department staff members and student-athletes from engaging in gambling activities on intercollegiate and professional athletics.

NCAA bylaw 10.3 states the following regarding gambling:

Staff members of the athletics department of a member institution ***and student-athletes*** shall not knowingly:

- a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- b) Solicit a bet on any intercollegiate team;
- c) Accept a bet on any team representing that institution; or
- d) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., “point shaving”) or who solicits or accepts a bet or participates in any gambling activity that involves the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports. The risk is not worth the potential reward.

The following are examples of impermissible gambling activities:

- Using the internet to place a bet on a college or professional sporting event;
- Accepting or placing bets on a football game;
- Running or betting in a Final Four pool
- Intentionally missing a shot so that team does not cover the point spread; and
- Providing information to a student bookie regarding the health of an injured student-athlete.

To the NCAA, a \$5 bet with a friend is as impermissible as a \$500 bet with a bookie!

RECRUITING

Recruiting is any solicitation of a prospect's relatives [or legal guardian(s)] by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing that prospect's enrollment and ultimate participation in Saint Mary's College's intercollegiate athletics program.

Actions by the staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete at the institution are:

- Providing the prospect with an official visit (an expense paid visit to the institution);
- Having an arranged, in-person, off-campus encounter with a prospect or the prospect's parent(s), relatives, or legal guardian(s); or

Initiating or arranging a telephone contact with the prospect, the prospect's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment.

Host Responsibilities

Being a student-host in the Overnight Visit Program gives the prospective student-athlete a preview of life as a student and an athlete at Saint Mary's College. As a student-host, there is responsibility to abide by the regulations and policies of Saint Mary's College and to ensure that the prospective student-athlete visiting Saint Mary's College does the same. A student-host is required to sign the *Student-Athlete Overnight Visit Host Acknowledgment of Responsibilities Form* **prior** to the visit. (copy of form in index)

Telephone Calls

Enrolled student-athletes can participate in telephone calls to prospects at the direction of a coaching staff member.

Permissible Recruitment Activities for an Enrolled Student-Athlete

1. Unavoidable incidental contacts that occur off-campus and in-person are permissible if such contacts do not occur at the direction of a coaching staff member.
2. It is permissible for an enrolled student-athlete to receive telephone calls made at the expense of a prospective student athlete at any time
3. It is permissible for enrolled student-athletes to engage in written correspondence, provided it is not done at the direction and/or expense of the member institution.
4. If unavoidable incidental contact occurs between a student-athlete and a prospect (even at the prospect's high school), such contact is permissible, provided the institution had no prior knowledge of the occurrence of the contact.
5. An enrolled student-athlete may participate as a student-host during a prospect's overnight visit to the institution's campus. As a student-host, a student-athlete may receive the following:
 - a. A complimentary meal, provided the student-host is accompanying the prospect during the prospect's official visit; and
 - b. A complimentary admission to a campus athletics event, provided the admission is used to accompany a prospect to that event during the prospect's official visit.

REPRESENTATIVES OF ATHLETIC INTERESTS (BOOSTERS)

A representative of the institution's athletic interests (i.e., Booster) is an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who has been involved in any of the following:

- Is or has been a member of the Belles Varsity Club;
- Is or has been an employee of Saint Mary's College;
- Is the spouse of a Saint Mary's College Athletics Department employee;
- Has ever made a donation to Saint Mary's College athletics program;
- Has ever assisted in providing any benefit to enrolled student-athletes or their families; or
- Has ever been involved in any way with the Saint Mary's College athletics program that would trigger inclusion as a "representative of athletic interests."

Furthermore, once an individual, independent agency, corporate entity or other organization is identified as such a representative, the person, independent agency, corporate entity or other organization retains that identity indefinitely.

SECTION 4 - STUDENT-ATHLETE WELFARE

DEPARTMENT OF ATHLETICS AND RECREATION MISSION

The Department of Athletics and Recreation strives to set the standard of excellence for intercollegiate and intramural programs in higher education, thereby advancing and drawing attention to the mission, core values, and educational goals of Saint Mary's College.

The Department believes that student-athletes' academic programs must be their first priority. It is therefore committed to maintaining Saint Mary's College high national ranking for student-athletes' graduation rates and for producing Academic All-Americans, and to continued leadership of the MIAA League in Academic Honor Roll nominations, based on grade-point averages. The coaches' and staff's paramount responsibility is maintaining academic priorities and supporting student-athletes' education, even while providing the rigorous and serious NCAA Division III athletic opportunities Saint Mary's College student-athletes seek.

Further, the Department promotes the personal growth of student-athletes and the general student body by encouraging personal health, development, and balance among intellectual, social, civic, and physical pursuits; by celebrating challenge and competition; and by preparing participants for service and leadership in the world. Coaches and staff direct a rich array of athletic programs and recreational opportunities aimed at increasing student engagement, as well as strengthening character, healthy living, teamwork, sportsmanship, and spirit. In creating shared experiences for students, faculty, and staff, as well as alumnae, family, and friends, the Department's programs add substantially to Saint Mary's College's sense of community and foster life-long relationships with Saint Mary's College.

The Department embraces the College's decision to compete at the highest NCAA Division III level. Division III is a place where student-athletes can discover and develop their potential and dedicate themselves to learning and growth. The campus experience at member institutions blend rigorous academic study, passionate participation in competitive sports and opportunities to explore many interests. Our women are able to immerse themselves in the college experience through involvement in campus life that includes participation in clubs, internships, and study abroad programs. The department is proud that so many of today's exemplary Saint Mary's College scholar-athletes will be tomorrow's outstanding leaders.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee (SAAC) will consist of a minimum of two representatives from each varsity sport. The sport reps are responsible for attending meetings held every two weeks and recapping them through e-mails to the team and coach.

Reps are also informed of the upcoming NCAA legislation. If any legislation is controversial, the SAAC can weigh their opinion and bring it to the MIAA SAAC for further discussion.

The SAAC is also responsible for determining the usage of the NCAA Conference Grant Program funds. Such funds include student-athlete well-being, service, cultural diversity/gender equity, and sportsmanship funds.

Members of the SAAC:

President

Vice President (to be voted upon in the fall semester)

Secretary/Treasurer

2 MIAA Reps

1 Student Government Rep

1 Student Activities Board Rep

2 Members of each varsity sport

FACULTY ATHLETICS REPRESENTATIVE (FAR)

The faculty athletics representative (FAR) is a member of the institution's faculty or administrative staff who is designated to represent the institution and its faculty in the institution's relationships with the NCAA and its conference.

Saint Mary's College FAR:

Bill Svelmoe

52 Spes Unica Hall, Room 230W

574-284-4898

Amy Gillan, Education

239 Madeleva Hall #8

574-284-4748

Examples of how the FAR and/or your team faculty advisor can enhance the student-athlete experience:

- Promoting a balance between academics, athletics and the social lives of student-athletes, which affords them opportunities to enjoy the full range of collegiate experiences available to students generally. Examples of such activities include a review of travel and competition schedules (to minimize missed class time), periodic reviews of the mechanisms used to monitor the hourly and weekly limitations on athletically-related activities, and actions to encourage the availability of post-eligibility financial support for student-athletes;
- Encouraging and facilitating interactions between student-athletes and the mainstream of institutional activities. At the beginning of each academic year, the FAR or team faculty advisor could address student-athletes as a group, or in individual team meetings, to emphasize the primacy of the academic mission of the institution and the responsibilities of student-athletes within that setting;

- Utilizing every opportunity to reinforce the principle that student-athletes are students who are to be afforded opportunities to participate in a variety of institutional experiences;
- Encouraging student-athletes to prepare for careers outside (or in some instances, associated with) their experiences as intercollegiate athletes; and
- Ensuring that testing, counseling, evaluation and other career-planning services are made available to student-athletes.

SAINT MARY’S COLLEGE INFORMATION RELEASE FORMS At the beginning of every academic year student-athletes are required to sign the Saint Mary’s College Academic Information Release Forms as well as NCAA release forms. By signing these forms, the student certifies to disclose educational and pertinent medical records as they relate to athletic participation.

A student-athlete gives consent to disclose, only to authorized representatives of this institution, its athletic conference and the NCAA, the following documents:

- Results of NCAA drug tests;
- Results of positive drug tests done by non-NCAA national or international athletics organization;
- Any transcript from your high school, this institution, or any junior college or any other four-year institutions you have attended;
- Pre-college test scores, appropriately related information and correspondence and where applicable, information relating to eligibility for or conduct of nonstandard testing;
- Graduation status;
- Race and gender identification;
- Records concerning your financial aid; and
- Any other papers or information pertaining to your NCAA eligibility
- NCAA Bylaw 12.5 Promotional Activities Permission must be signed by all student-athletes in order for their picture to be used in College publications. Student-athletes have the opportunity to opt out or sign.

SPORTS MEDICINE

A comprehensive sports medicine program of prevention, treatment, and rehabilitation has been developed to ensure quality medical care for student-athletes. Director of Sports Medicine, Ashley Steffey, is responsible for the administration and management of the sports medicine program and for the supervision of program staff. The sports medicine staff consists of Saint Mary’s College physicians, orthopedic physicians, athletic trainers, and support staff. The Director of Sports Medicine directs a staff of on-call Certified Athletic Trainers along with a rotating staff of athletic training internship students, and several undergraduate student-employees.

Our athletic training/treatment center is available to all athletes at specific times. The Athletic Training Room is located in the lower level of Angela Athletic Facility near the team locker-room area. The Training Room can only be accessed from the north end of the building. Training room hours are dependent upon practice/game schedules. Schedules may vary during breaks, between semesters and during the summer.

The athletic training room operates on a walk-in, first-come first-serve basis; however, appointments may be scheduled as needed. Teams who are in-season have first priority for use and

service of the athletic training room when conflicts occur. Athletic training coverage is based on in-season sports. Non-traditional sports seasons do not guarantee ATC coverage outside of normal athletic training hours.

Medical Examinations

As recommended by the NCAA and at the discretion of the Saint Mary's College team physician, college physician, all student-athletes participating in an intercollegiate sports program must undergo a comprehensive physical examination.

First-Year Student-Athletes and Transfers: The College requires that every first-year student have on file a “physician-signed” physical examination form and the Athletic Department’s screening form before they will be allowed to practice. All physical examinations are required to be administered under the direction of the Saint Mary’s College team physician.

Upperclassmen and Returning Women: As an upperclassman student-athlete, you are required to be screened by the College’s head athletic trainer prior to beginning any practice activities.

A student-athlete must receive clearance by the Saint Mary’s College physician before she is allowed to participate in any athletic activities. It is the student-athlete’s responsibility to understand that they may become injured while participating in their chosen sport. The magnitude and type of injury will depend upon a variety of variables, and can range from minor to catastrophic in nature.

Athletic Training Room Services

All athletic injuries and illnesses are to be reported immediately to the head athletic trainer or a member of the athletic training staff for evaluation, care, and referral. The head athletic trainer or their staff assesses the immediate needs and gives referrals to receive medical care from one of the following:

- Saint Mary’s College Physician
- Outside Physician
- Any other health care provider

No one else is allowed to authorize any type of care or referral. It is the student-athlete’s responsibility to report back to the athletic trainers with information from the appointment and for follow-up care. For additional information on services provided, emergency medical plans and professional information please see the Athletic Trainer.

Athletic Training Room Policies and Regulations

The athletic training room facilities are reserved for the exclusive use of the student-athletes participating in intercollegiate sports programs. Specialized areas within the facilities are designed for rehabilitation, hydrotherapy, and general physical therapy activities, with additional space reserved for pre-game and practice preparation.

The athletic trainers provide all prescribed rehabilitation and therapy treatments and coordinate the medical services that are available to student-athletes.

Policies concerning Athletic Training Room facilities are as follows:

- Student-athletes are not allowed in the athletic training room without appropriate authorization and supervision.
- All therapeutic modalities must be operated or administered by Certified Athletic Training

Staff.

- Student-Athletes coming into the athletic training room wishing to receive treatment must follow the following procedures in order to attain treatment from Saint Mary's Athletic Training Staff:
 - Wear the appropriate clothing (i.e., shorts, tank tops, etc.);
 - Must check in with the athletic trainer or the staff athletic trainer on duty; and
 - Student-athletes are to strictly follow all rules and staff recommendations while under the direction of the athletic training staff.

Athletic Trainer Coverage Policy

Athletic trainers are assigned to attend practices and competitions by the Athletic Director, with priority coverage given to in-season, "high-risk" sports. The Athletic Trainer and the Sports Medicine Staff are available for all intercollegiate sports programs on a 24-hour, on-call emergency basis. On-traditional sport seasons do not require athletic training coverage outside of the normal work day.

In addition, each coach at Saint Mary's College, full-time or part-time head coach, is contractually required to have an up-to-date Adult CPR/AED and Standard First Aid card.

Protection of Privacy Rights (HIPAA)

The federal government has passed regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), effective April 14, 2003, that are designed to protect the privacy of health information.

Because of the HIPAA Act, the Athletic Department and Sports Medicine Staff has taken steps to keep our student-athletes' rights protected. Therefore, each student-athlete signs a standard disclaimer at the beginning of each year which is filed with the Athletic Trainer. If an athlete is evaluated by the Sports Medicine Staff during the year, they are also requested to sign an individual Authorization for Disclosure of Protected Health Information form. The Authorization for Disclosure form gives the Sports Medicine Staff the authority to release medical information on that specific injury to the following individuals: health care provider, coaches, student athletic trainers, parents, Saint Mary's Student Insurance Program Administrator. At any time, the student-athlete may revoke or terminate the authorization by submitting in writing the termination of disclosure to the Athletic Trainer.

For additional information on HIPAA, please contact the Director of Sports Medicine.

Managing Athletic Injuries

All varsity sports injuries must be seen by a certified athletic trainer. Before any appointments are made with any off-campus medical specialist, the issue of medical insurance must first be addressed and resolved by the student-athlete. The staff athletic trainer and/or Saint Mary's College physician will at that point assist the student-athlete in making the appointment with the appropriate medical specialist.

Most insurance plans will cover hospital emergency room visits of acute injuries that require the immediate attention of a physician. Once the emergency has passed, the student-athlete must follow the policies and procedures of their carrier.

If a student-athlete's personal medical insurance plan permits the Saint Mary's College team physician to prescribe a treatment plan for their injury, such a plan will be prescribed. The

treatment plan or rehabilitation program will be followed and recorded until the goals for recovery set by the Saint Mary's College team physician or attending physician have been met. The final decision as to when the student-athlete may resume practice and competition medically resides with the Saint Mary's College team physician.

When treatment is performed by outside healthcare providers other than our local consultants, it is necessary that the medical director and if involved, our local consultants, be notified by letter and /or telephone call promptly as to the progress and prognosis of the case. Student-athletes are expected to have their healthcare provider comply with this request.

Injured student-athletes are expected to report for treatment and rehabilitation according to a schedule prepared by the Sports Medicine Staff. Failure of the student-athlete to keep appointments will be interpreted as unwillingness to cooperate, indicative of little interest in returning to competition as early as possible. Such behavior will be reported to the appropriate coach.

Saint Mary's recognizes the value of the second opinions for injured or ill student-athletes. It is recognized that after a consultant is seen and a recommendation is made, the injured student-athlete may desire a second opinion (in the case of surgery or change in participation status, etc). The College's only requirement will be that the second consultation be a recognized qualified specialist in his/her field, as determined by the College's medical director. Second opinions are not always covered by the College's Insurance program and should be reviewed with the Director of Sports Medicine.

Emergency Care

In the event of an emergency, the first call should be 9-1-1 or Saint Mary's public safety ext. 5000. Report name, phone number, location, type of emergency, and whether an ambulance is needed for transportation to the hospital.

Medical Expenses and Insurance Coverage

The athletic department is the secondary provider of funds to pay medical costs associated with athletic injuries and illness. Coverage applies only to accidents arising from practice and/or play. NCAA rules do not permit the College to bear financial responsibility for injuries and/or illness not associated with practice and/or play. Unauthorized, outside medical expenses are the student-athlete's own responsibility. Therefore, consultation with the Sports Medicine Staff during treatment of an injury or illness is imperative. Coordination of all medical care must be through the Sports Medicine Staff. NOTE: It is a College requirement that every student have medical accident insurance prior to enrollment. The student-athlete's current insurance information must be on file before the start of the current season's practice and competition. Without this information, the athlete will not be allowed to participate in practice.

In the event a student-athlete's permanent residence is not local, it is the student-athlete's responsibility to check with their insurance carrier for type and extent of services that will be covered in this area. Additionally, in some instances a referral from your primary physician in accordance with the rules and regulations of your insurance carrier will be required.

ALWAYS CARRY YOUR INSURANCE CARD!

End of Medical Coverage

Student-athletes who complete their eligibility and continue to participate with their team or on their own must assume the liability for financial costs from any injuries incurred after the last day of NCAA competition at the conclusion of their sport season.

NCAA Banned Drug List

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) do not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. Student-athletes must report any medications, supplements, dietary supplements...etc that they are ingesting. Inability to do so could result in up to a year of lost eligibility, in accordance to the NCAA bylaws (with a positive drug test) or further sanctions by the Department of Athletics.. The use of supplements are discouraged and used at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information and are expected to notify the Athletic Trainer when using supplements. The NCAA list of banned-drug classes is subject to change. Contact the NCAA education services or www.ncaa.org/health-safety for the most up-to-date list.

Tobacco

NCAA regulations prohibit the use of any tobacco products by all student-athletes in all sports during both practice and competition.

Statement of Student Responsibility

Saint Mary's College is a Catholic, residential, women's college in the liberal arts tradition. A pioneer in the education of women, the College is an academic community where women develop their talents and prepare to make a difference in the world. Founded by the Sisters of the Holy Cross in 1844, Saint Mary's promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. All members of the College remain faithful to this mission and continually assess their response to the complex needs and challenges of the contemporary world.

As a center of higher education, Saint Mary's fosters an academic climate of scholarship and learning for faculty and students alike. Through excellence in teaching and the example of its own active scholarship, the faculty challenges students to expand their horizons and supports them in their intellectual pursuits. A broad-based course of study invites students to think critically and creatively about the natural world and human culture. Acknowledging the need to prepare women for an array of careers, the College insists on a liberal arts foundation for all its students. Through their years at Saint Mary's students acquire depth and breadth of knowledge, competence in quantitative skills and modern languages, the ability to think clearly about complex problems, and the capacity to communicate with precision and style.

As a Catholic college, Saint Mary's cultivates a community of intellectual inquiry, liturgical prayer, and social action. The College creates an open forum in which students freely and critically study the rich heritage of the Catholic tradition, raising the questions necessary to develop a mature religious life. The celebration of liturgy encourages students to explore the fullness of life and its mysteries. The College nurtures awareness and compassion for a troubled world and challenges students to promote human dignity throughout their lives. In preparing women for roles of leadership and action, Saint Mary's pays particular attention to the rights and responsibilities of women in the worlds of work, church, community, and family.

Dedicated to the personal and social growth of its students, Saint Mary's cultivates a community of students, faculty, and staff, which responds to the needs of women. In order to offer the richest educational experience possible, the College strives to bring together women of different nations, cultures, and races. It provides a residential environment where women grow in their appreciation of the strengths and needs of others. Through a host of co-curricular programs on campus and in the local community, Saint Mary's initiates students in the habits of civic responsibility. Engaging in all aspects of the college experience, students acquire the hallmarks of a liberally educated woman: keen self-knowledge, lively imagination, lifelong intellectual and cultural interests, and the ability to make socially responsible choices about the future.

Mission Statement, Saint Mary's College

Saint Mary's College is, accordingly, strongly committed to fostering a sense of social responsibility and nurturing an atmosphere of civility and integrity in all areas of student and community life. The following principles guide Saint Mary's College expectations of its students at all times:

- As responsible individuals, students are fully and personally accountable for their actions and the consequences of those actions, both on and off campus; interest in this accountability is the obligation for knowing the policies, procedures and rules that govern student conduct.
- As members of a social community, students are expected to respect individual differences and the rights of all others; the Saint Mary's College community does not tolerate harassment, discrimination, or violence against any person.
- As citizens, students are expected to show respect for the property and physical environment of one another, the College, and the local community.
- As persons with a duty to protect and promote the health and safety of others as well as themselves, students are expected to be free of substance abuse; alcohol and other drug use is never an excuse for unacceptable behavior.

Students are expected to be aware of and abide by the Saint Mary's College Code of Student Conduct found under "Policies and Forms" on the Residence Life web page.

Athletic Department Standards of Student-Athlete Conduct

The Athletic Department supports the Saint Mary's College Code of Student Conduct and the Academic Honesty policy along with additional standards as they relate specifically to participation in varsity athletics. It is a privilege, not a right, to represent Saint Mary's College on an athletic team. Therefore, the department of athletics expects our student-athletes to hold themselves to a high standard and conduct themselves with behavior befitting of a Belle.

Code of Student Conduct

Student-athletes are expected to abide by all residence hall and other college policies. Failure to do so could result in sanctions ranging up to dismissal from participation in athletics.

Orientation – Belles Beginning programs

As an NCAA Division III student-athlete, it is at the core of our philosophy that our student-athletes are integrated into the campus community and that their college experience is not limited to the practice and competitive arenas. To reinforce this belief, all First Year student-athletes and transfers are expected to attend the designated mandatory sessions of *Belles Beginnings* Orientation program in the fall. Absence from these programs may result in sanctions.

Grievances/Conflict Management

We expect student-athletes to honor and value their teammates and coaches; therefore, when conflict arises, it is critical that it is addressed appropriately.

If a student-athlete experiences problems with teammates or coaches, she is expected to go directly to the person with whom the conflict is occurring and try to resolve it. It is rarely appropriate to bring others into the conflict. If the grievance is with a teammate and the issue is unresolved after an attempt was made, it should be addressed with the coach before involving the Director of Athletics. If the grievance is with the coach, an attempt should be made to discuss the issue directly with the coach; however, in certain situations, it is understood that this step may need to be bypassed with a direct route to the Director of Athletics. If the Director of Athletics deems the situation one in which the issue/conflict should first be addressed with the coach, the student-athlete will be directed to do so.

Parents should support and encourage their daughter to discuss her concerns/issues with the coach before inserting themselves into the conflict. Parents are prohibited from discussing playing time or strategy issues with coaches. All coaches are available to discuss concerns and other issues directly with the student-athlete. If all avenues of communication between involved parties have been exhausted and there has not been sufficient resolution, the Director of Athletics is available for consultation.

Drug and Tobacco Usage

The possession, consumption, or use of tobacco, or illegal drugs will not be permitted. Student-athletes found in violation will result minimally with suspension from competition and up to dismissal from team.

Before consuming any nutritional/dietary supplement product, review the product with your athletic department staff, preferably, your athletic trainer. Dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a dietary supplement ingredient is taken at your own risk.

Student-Athlete Alcohol Policy

The following policy is a MINIMUM alcohol policy for all in-season (traditional and non-traditional) student-athletes.

- The consumption of alcohol by student-athletes, team managers, or prospective student-athletes is prohibited in connection with any team function, athletic/team sponsored trip or activity, or in the case of prospective student-athletes, a campus visit.
- Indiana State law prohibits those who are under 21 years of age from buying or consuming alcoholic beverages. No person of legal drinking age is allowed to serve/purchase alcohol for minors. The College abides by these laws; thus, violations of these laws will result in disciplinary action.
- For students of legal drinking age, refrain from use of alcohol at least 48 hours prior to competition.
- If student-athletes of legal age chose to consume alcohol during their season (and team rules allow), responsible and moderate consumption is expected.
- Excessive drinking or binge drinking will not be tolerated. Reports of such drinking behavior will be investigated and, if found to be true, the student-athlete(s) will be considered in violation and sanctions will be imposed whether the drinking occurred within or outside of the 48 hour rule.
- NOTE: Any time that a student-athlete is representing the College, MIAA, or the NCAA at a conference, retreat, or event on or off campus, the alcohol policy is in effect whether it is the summer months or otherwise outside of their sport season.

Out-of-season student-athletes:

- It is important to remember that you do not stop being considered a student-athlete just because your season has ended.
- All students are governed by the Saint Mary's College Code of Student Conduct.
- For out of season student-athletes code of conduct standards will be handled through the Department of Res/Life and Community Standards. The director of athletics will be notified of all violations.
- The Department of Residence Life and Community Standards (DRLCS) oversees governance of the Code of Student Conduct Code. Violations of the Code of Student Conduct result in limits on your good standing with the College and therefore, with the Department of Athletics.
- We hold our varsity athletes to a higher level of responsibility. It is a privilege, not a right, to represent Saint Mary's College on an athletic team. It is our stated expectation that our

athletes always conduct themselves by behavior befitting of a Belle, in-season and out-of-season. Therefore, violations of the Code of Student Conduct could result in additional sanctions by the Department of Athletics.

Team Rules and policies

Coaches will distribute, in writing, to each student-athlete as well as the Director of Athletics the expectations and rules governing their team. These expectations, rules, and policies should be discussed at the first opportunity the team has to meet in their pre-season. Team rules can be stricter than departmental policy, but under no circumstances can the team policy be less restrictive than departmental or NCAA policy.

SANCTIONS for violations of Athletic Team and Departmental Policy

Student-athletes in violation of any of their team or Department of Athletics policies will receive appropriate sanctions based on the student-athlete's history and the seriousness of the offense in question. The Director of Athletics reserves the right to create other sanctions based on the nature of the misconduct. The Director of Athletics will forward the case of disciplinary action to the Department of Residence Life and Community Standards (DRLCS) in cases of serious misconduct or misconduct that violates the Code of Student Conduct. Misconduct that occurs in the Residence Halls or on-campus could also result in sanctions from the DRLCS. Violations of Academic Honesty policy will be handled through the Office of Academic Affairs.

Sanctions include:

- **Warning:** meeting with the Director of Athletics and the coach; may result in further disciplinary actions. Behavior warranting a warning would include first time offenders of departmental policy who demonstrate remorse and honesty.
- **Discretionary sanctions:** meeting with the Director of Athletics and the coach; sanctions would include a warning and could include work assignments, a letter of apology, loss of privileges, restitution, and/or community service. The purpose of discretionary sanctions is to educate the student-athlete on the importance of the policy that has been violated as well as the effect their violation has on themselves, their teammates, and coaches, and overall athletic program/College.
- **Suspension:** meeting with the Director of Athletics and the coach; suspension could include loss of one contest to up to 20% of the season along with possibility of discretionary sanctions. Behavior warranting suspension would include, but is not limited to: underage drinking, serving a minor(s) alcohol, taking a recruit to a party where alcohol is served and/or being in the presence of alcohol with a recruit, behavior supporting or creating a negative team culture, excessive/binge drinking no matter the age of the student-athlete, irresponsible postings on social media, poor sportsmanship (excessive yellow cards, technical fouls, ejection from game, ...), and other behavior unbecoming of a Belle.
- **Dismissal from the team:** meeting with the Director of Athletics and the coach to discuss severity of the action that lead to this level of discipline. Reinstatement to team is possible following one year-to-date of suspension and successful completion of recommended counseling program or other necessary action steps to correct the behavior. Behavior warranting dismissal would include repeated offenders of departmental policy, serious offenses such as hazing or other forms of harassment, behavior unbecoming of a Belle such as: patterns of poor sportsmanship, usage/possession of illegal substances, stealing,

Hazing

In keeping with College policy and in support of our Mission Statement, the Department of Athletics endorses the following policy regarding hazing of fellow students and student-athletes.

In recognition of the dignity of every individual, any activities which could be regarded in any manner as “hazing” or bullying will absolutely not be tolerated on any varsity athletic team at Saint Mary’s College, either during actual team activities in the pre-season or at any time during the academic year. Such activities might include: Any type of personally dehumanizing act, any and all alcohol-related activities in which any person is encouraged or forced to use alcohol against her will, or any act that might cause personal embarrassment to the participants. This policy relates to the interaction of all students regardless of class year. For the purpose of this definition, any activity as described in this statement upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Should any student-athlete not comply with this policy and, should the person and/or group be found guilty of hazing activities, the varsity season in that particular sport may be canceled immediately. The review of these matters will be a function of the offices of the Vice President for Student Affairs.

Violations

Violations of College policy will follow the College Judicial System if official College charges are brought against any student-athlete. Should an internal (team) policy infraction occur (each intercollegiate athletic squad is required to have its own policy regarding, but not limited to: drugs, alcohol, and hazing), the head coach of that sport and the Athletic Director shall impose disciplinary actions which may include suspension from the squad. Therefore, it is imperative that each student-athlete fully understand team, College, local and state policies and regulations.

Diversity at Saint Mary’s College

As an institution of higher learning, Saint Mary’s College is committed to fostering an inclusive and diverse campus community, enriched by persons of different races, nationalities, ethnicities, gender identities, socioeconomic circumstances, ages, sexual orientation, and religious backgrounds. This commitment goes beyond the mere toleration of differences by seeking to promote equity and eliminate attitudes and actions that have separated, excluded or marginalized people in the past, and by facilitating true understanding and recognition. These aspirations inform, in a deep and abiding way, the mission of the College, its curriculum, its social life, and its general climate. Diversity at Saint Mary’s College, therefore, is a fundamental commitment with the goals of an institution of higher learning.

Promoting Equity and Respect at Saint Mary’s College

Saint Mary’s College is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the College to maintain an educational and work environment free from all forms of discriminatory harassment.

To that end, the College prohibits and does not tolerate discriminatory harassment of its students on the basis of race, color, religion, national origin, gender, sexual orientation, age, physical

disability, or mental disability. In the areas of admission, housing and athletics, Saint Mary's College will remain exclusive in respect to gender, but not as to any of the other above mentioned characteristics.

The College has separate procedures for complaints of sexual harassment.

All members of the College community are expected to uphold this policy. Engaging in discriminatory harassment will result in appropriate disciplinary action. The College does not by this non-discrimination statement disclaim any right it otherwise lawfully has to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

Discriminatory Harassment

Harassment includes verbal, physical, or visual conduct when the conduct creates an intimidating, or hostile educational environment for a student based on the student's race, color, religion, national origin, gender, sexual orientation, age, physical disability, or mental disability. Verbal harassment may include but is not limited to epithets, derogatory comments or slurs. Physical harassment may include but is not limited to assault, impending or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's characteristics as listed above. Visual harassment may include but is not limited to derogatory posters, notices, cards, calendars, bulletins, cartoons, graffiti, photographs, signs, drawings, or protracted staring or gestures.

MIAA CODE OF CONDUCT

Purpose:

The Michigan Intercollegiate Athletic Conference (MIAA), founded in 1888, is the nation's oldest collegiate athletic conference. The governance of intercollegiate athletics at member colleges and conference legislative responsibility rests with the College Presidents and their institutional delegates. Primary considerations in all conference decisions are: the welfare of every participating student-athlete; procedures that underscore the academic missions of member colleges; and fair play at all conference events.

Member schools achieve the conference's mission by:

1. Conducting athletic programs that are extensions of and directly support the academic mission of each school. This influences the way that member schools view coaching, recruitment, eligibility, financial aid, scheduling, and the amount of time that student-athletes are away from class.
2. Placing the highest priority on the overall quality of the educational experience and on the successful completion of all student-athletes' academic programs.
3. Insisting on the practice of good sportsmanship and positive social behaviors in all constituents, including student-athletes, coaches, administrative personnel, and spectators.
4. Providing equitable athletic opportunities for males and females and giving equal emphasis to men's and women's sports at co-educational colleges.
5. Affirming the special importance of the effect of athletics on the participants rather than on the spectators and placing greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs.
6. Assuring that the actions of coaches and other institutional personnel exhibit fairness, openness, and honesty in their relationships with student-athletes.

7. Maintaining that conference competition and championships are the primary objectives of in-season play. Post-season play is an additional opportunity, but not a basis for altering conference policies and procedures.

8. Supporting student-athletes in their efforts to reach high levels of athletic performance by providing all teams with adequate facilities, competent coaching, and appropriate competitive opportunities.

MIAA institutional membership requires NCAA Division III affiliation, endorsement of the NCAA Division III mission statement, and adherence to NCAA Division III rules and regulations.

Saint Mary's College Department of Athletics - Social Networking Policy

The Department of Athletics understands the popularity and usefulness of social networking sites. The Athletic Department supports its appropriate use by our student-athletes; however, student-athletes must remember that they are representatives of Saint Mary's College and are in the public eye more so than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to **anyone in the world**. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - **even if you limit access to your site**.
- You should not post any information, photos, or other items online that could embarrass you, your family, your team, the Department of Athletics, or Saint Mary's College. **This includes information that may be posted by others on your page.**
- For your own safety, it is **strongly encouraged** that you never post your home or campus address, local address, phone number(s), birthdates, or other personal information. You could become the target of predators while exposing yourself to identity theft as well as risking the safety of anyone with whom you live.
- We caution you that behavior conducted online can constitute a violation of the Saint Mary's College Code of Student Conduct.
- Student-athletes could face discipline and even dismissal for violations of team, department, college, and/or NCAA policies.
- Understand that the College does not regularly search for inappropriate postings, but may take action if and when such information is brought to the attention of College officials.

It should also be kept in mind that other people on campus as well as potential employers and internship supervisors view social networking sites. In addition, many graduate programs and scholarship committees search these sites to screen candidates.

Requirement of Coaches:

- Coaches are expected to conduct themselves in the highest standard. They are representatives of Saint Mary's College and serve as role models for our student-athletes.
- Coaches are expected to develop appropriate relationships with their athletes. Amorous relationships cross the line of appropriate relationships and are not permissible.
- Coaches are expected to support the officials of a game and unsportsmanlike conduct is a violation of the League's Code of Conduct. In that regard, coaches are to avoid making any comments to the media concerning game officials.
- Coaches are not permitted to enter or attempt to enter the locker room of a game official preceding or following a contest.
- Coaches are to remain in their designated coaching and team areas and refrain from any action that would incite others in attendance at the contest. Coaches are expected to make reasonable efforts to discourage spectators from engaging in poor sporting behavior during athletic events.
- Coaches are expected to promote standards of fair play and good sporting behavior by their student-athletes by disciplining them for acts of misconduct or unethical behavior during games, practice and related functions.
- Coaches are to be mindful that a determination regarding the continuation of play of any scheduled contest is the responsibility of the game officials and that taking a team from any playing area is not the coach's prerogative. However, in instances where institutional policies related to safety direct a coach to vacate a playing area, the coach should respond accordingly.
- Coaches are expected to abstain from alcohol, tobacco, and drug use per the College policy.
- Coaches are expected to follow all institutional, NCAA, and MIAA rules.

Contest Statement:

The following statement was approved by the MIAA Board of Control (5-16-06) and is to be read prior to any athletic contest involving MIAA members. Below is the approved Short Version. The longer version can be found in the MIAA Manual A-OP-18 p.30:

The MIAA and all its members are committed to good sportsmanship. No derogatory speech, no intimidating actions, no possession or consumption of alcohol will be tolerated at athletic events. Please support all participants and officials in a positive manner. BE LOUD, BE PROUD, AND ESPECIALLY BE POSITIVE.

Appendix

**Saint Mary's College Injury and Illness Reporting
Acknowledgement Form**

I, _____, acknowledge that I have to be an active participant in my own healthcare. As such, I have the direct responsibility for reporting all of my injuries and illnesses to the sports medicine staff of my institution (e.g., team physician, athletic training staff). This includes the expectation to report medical tests (x-rays, MRIs, ..) and physician visits between seasons during your eligibility as a student-athlete as they pertain to injury or impact your participation. I recognize that my true physical condition is dependent upon an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced. I hereby affirm that I have fully disclosed in writing any prior medical conditions and will also disclose any future conditions to the sports medicine staff at my institution.

I further understand that there is a possibility that participation in my sport may result in a head injury and/or concussion. I have been provided with education on head injuries and understand the importance of immediately reporting symptoms of a head injury/concussion to my sports medicine staff.

By signing below, I acknowledge that my institution has provided me with specific educational materials on what a concussion is and given me an opportunity to ask questions about areas and issues that are not clear to me on this issue.

I, _____, have read the above and agree that the statements are accurate.
(Student-athlete's name printed)

Signature of Student-athlete

Date

Name of person obtaining consent

Signature of person consenting

Saint Mary's College
Department of Athletics
Pregnancy Policy for Student-Athletes

PREGNANCY POLICY

This policy has been developed to establish protection for the pregnant student-athlete and her unborn child. The procedures outlined in this policy will allow the student-athlete to make the best decisions concerning her pregnancy and participation in varsity athletics.

Procedure: The student-athlete is encouraged to inform the athletic trainer and/or coach at the earliest known date of pregnancy. The athletic trainer will then notify the appropriate athletic administrator and the coach followed by the student-athlete's physician or the team physician. For the safety of the student-athlete and her unborn child, she must first be cleared by her own OB/GYN before she may participate in ANY athletic activity; this includes the signing of the informed consent by the involved physicians, the student-athlete and a member of the Saint Mary's College Administrative staff. The student-athlete may be able to continue to participate in competitive activity up to the 14th week of pregnancy, depending on the sport* in which she is involved. She may continue cardiovascular and weight lifting workouts past that date only as advised by her physician. The student-athlete must also be cleared by a physician before returning to athletic activity, post-partum. (*Each case will be evaluated on an individual and sport basis and treated appropriately).

Saint Mary's College looks to provide guidance and support to all of our student-athletes. Per NCAA Bylaw 14.2.2.2, the Director of Athletics may apply, at the request of the student-athlete, for a waiver to approve a two semester period extension for pregnant student-athletes. In accordance with FERPA rules, the student athlete's right to privacy is the same for pregnancy as it is for any other personal medical information. Athletic staff should NOT counsel the athlete on pregnancy issues but should instead provide references to appropriate counseling resources.

The NCAA Sports Medicine Handbook includes the following guidelines:

- The safety to participate in each sport must be dictated by the movements and physical demands required to compete in that sport. Many medical experts recommend that women avoid participating competitive contact sports after the 14th week of pregnancy. Athletics activities associated with a high risk of falling should be avoided during pregnancy.
- Women who have medical conditions that place their pregnancies at high risk for complications should avoid physical activity until consultation with their obstetrician.
- The student-athlete should be aware of the warning signs to terminate exercise while pregnant: vaginal bleeding, shortness of breath prior to exercise, dizziness, headache, chest pain, calf pain or swelling, pre-term labor, decreased fetal movement, amniotic fluid leakage and muscle weakness.
- The student athlete should be informed that NCAA Rules permit a one-year extension (14.2.2.2) for a female student-athlete for reasons of pregnancy.

Pregnant student-athletes are asked to sign the informed consent statement prior to continued athletic competition or training for sport.

Saint Mary's College
Department of Athletics
Pregnant Athlete Informed Consent

I, acknowledge that I have been made aware and understand the school/sport guidelines set forth by Saint Mary's College Athletic Department Pregnancy Policy. I acknowledge that I have sought medical attention and advisement for my pregnancy and school/sport related issues according to the Saint Mary's College Athletic Department Pregnancy Policy. I understand that if I become pregnant, I am entitled to continue my athletic and academic careers and may apply, if I wish, for a sixth year of athletic eligibility subject to NCAA rules. I also recognize that any treatment or limitation given below is for the protection of myself and my unborn child, and I will adhere to specific guidelines set forth by my physician.

OB/GYN Notes/guidelines:

Saint Mary's College Team Physician Notes/guidelines:

OB/GYN printed name

OB/GYN signature

Date

SMC Team Physician printed name

SMC Team Physician signature

Date

Student-Athlete printed name

Student-athlete signature

Date

SMC Director of Athletics printed name

SMC Director of Athletics signature

Date

Policies for Student-Athlete's Hosting Recruits Overnight

Thank you for agreeing to participate in a very important part of the recruiting process of potential student-athletes for our College. As a hostess, you are representing your team and the College as well. Your coach, captains and teammates should plan various activities on campus during the recruit's visit to help her meet as many teammates and non-athletes as possible. In this way, she may get the best information about Saint Mary's.

You will be responsible for meeting the needs of your prospective student-athlete(s) as well as being concerned with the policies outline in this document. Please keep in mind that you may be this recruit's first connection with our student body. Your coach has spent a great deal of time informing this prospective student-athlete about your team, our program and our College. Your job is very important because you are creating a lasting impression on this recruit about the quality of life at Saint Mary's College as a student and as an athlete.

Please read the following policies. If you have any questions or concerns, please discuss them with your coach, prior to signing this form. Return the signed form to your coach prior to hosting any prospective student-athlete.

Policies for Hosting a Prospective Student-Athlete(s) are:

- Our College and department have a **“ZERO TOLERANCE”** for any activities involving alcohol or drugs. You and the recruit **MUST NOT** be in the presence of any alcohol or illegal substance.
- **DO NOT EVER TRANSPORT** your recruit either off or on campus in a car or any other form of transportation unless the College provides it. If your team is having a team dinner or gathering at an off-campus location, a member of the athletic department professional staff can transport the recruit to the function only after receiving parent approval.
- Taking your recruit over to Notre Dame or Holy Cross College is **NOT CONSIDERED OFF-CAMPUS**. You must walk or use the transportation provided by the College. Please make good choices and use extremely good judgment about where and when you are walking and put the recruit's and your health and safety first.
- Be professional and honest and do your best to make the overnight visit a memorable one for your recruit. Remember that this visit is about your recruit and finding out if Saint Mary's is a good fit for her, both academically and athletically.
- Stay with your recruit at all times during her visit, assuming responsibility for her safety. The recruit will feel more comfortable if she believes she is your first priority. Do not drop her off with someone else because it may be more convenient for you. Notify your coach or director of athletics immediately if your recruit makes choices that are in violation of departmental policy or differ from plans set up by your coach. Remember, the department of athletics accepts all responsibility and liability for this recruit during her visit.
- It will be a fantastic gesture for you to drop your recruit a note after her visit telling her that you enjoyed hosting her. Offer to answer any questions she may have about our College and to feel free to contact you via e-mail (give it to her) or phone (give her your number). If she asks questions you cannot answer, direct her questions to the appropriate Saint Mary's staff member. Making a best guess about an answer can possibly cause more damage than it can help.
- If you have any concerns or questions about the above policies, please communicate those to your coach or Director of Athletics prior to signing this form and hosting your recruit.

COACHES- PLEASE TURN THIS FORM INTO COMPLIANCE OFFICE PRIOR TO THE RECRUIT VISIT.

Name of Recruit _____ Recruit Cell Phone _____

Name of Host _____ Host Cell Phone _____

Date of Visit _____ Campus Address of Host _____

Sport _____

Student-Athlete (Host) Signature

Date

Director of Compliance Signature

Date

**STUDENT-ATHLETE
AFFIRMATION TO UPHOLD
ATHLETIC DEPARTMENT POLICY**

To participate in Varsity Athletics at Saint Mary's College, you are responsible for adhering to the policies outlined in this Student-Athlete Handbook.

By signing this form, you state that you understand your responsibilities as a student-athlete representing Saint Mary's Athletic Department. You acknowledge that you have reviewed the information in this handbook. Further, you agree to represent Saint Mary's College Athletic Department in accordance to the outlined standards and policies. Your signature affirms that you understand the consequences associated with failure to uphold these standards and policies.

_____ _____ _____
Date Sport(s) Date of Birth (m/d/yr)

Name (Print)

Signature