

2011-2012

Western Connecticut State University  
Student-Athlete Handbook



Department of Athletics

Western Connecticut State University

2011-2012

# **STUDENT-ATHLETE HANDBOOK**

## **TABLE OF CONTENTS**

<b>Message from the Athletic Director</b>	<b>3</b>
<b>Introduction</b>	<b>4</b>
<b>Mission Statement/NCAA Philosophy</b>	<b>5-6</b>
<b>Academic Responsibilities /Eligibility Requirements</b>	<b>7-12</b>
<b>Hardship Waiver</b>	<b>13</b>
<b>Student Athlete Transfer Regulations</b>	<b>14</b>
<b>Ten-Semester Rule</b>	<b>15</b>
<b>Student Athlete Conduct</b>	<b>16</b>
<b>Student Athlete Code of Ethics</b>	<b>17-18</b>
<b>Online Profiles/Social Networking Sites</b>	<b>19</b>
<b>CT State University Drug Education and Screening Policy</b>	<b>20-25</b>
<b>Athletic Training Services/Insurance/Concussion Management</b>	<b>26-30</b>
<b>Sports Information</b>	<b>31</b>
<b>Equipment Room</b>	<b>32</b>
<b>Athletic Related Travel (Release Form)/Missed Classes While On the Road</b>	<b>33-34</b>
<b>Playing Seasons/Athletic Schedules</b>	<b>35</b>
<b>Non Traditional Seasons/Team Practice</b>	<b>36</b>
<b>Student-Athlete Advisory Committee (SAAC)</b>	<b>37</b>
<b>Awards Banquet/Athletic Recognition</b>	<b>38</b>
<b>University Services</b>	<b>39-41</b>
<b>Athletic Administration and Coaches</b>	<b>42</b>

## A Letter to the Student-Athlete

Dear Western Connecticut State University Student-Athlete,

You have the privilege of playing intercollegiate athletics at Western Connecticut State University and continuing a tradition of athletic success. Success has many meanings with the most apparent being the winning traditions that exist and that are also developing Western Connecticut. It also means the way that our coaches, staff and you, the Student-Athlete, represent the program and the University. This involves having a positive reputation on campus and in the community, working hard academically, getting involved on campus, and competing at the highest level possible while exhibiting the values of sportsmanship, integrity and accepting the differences of others.

Western Connecticut State University is committed to providing you with the opportunity for an excellent athletic and academic experiences, coach's care about you not only as an athlete, but in all other facets of your life while attending Western Connecticut State University. This is a passion and dedication to their work and to you, and you are excellent role models. They are responsible for pursuing success for individual programs while providing a great experience and caring about your well-being.

You have a tremendous opportunity for success, both academically and athletically, at Western Connecticut State University. Our goal is provide you the support and guidance needed for your development in all ways. Again, being a Student-Athlete is a privilege, and a privilege must be respected.

I wish you the best during your time at Western Connecticut State University. Please feel free to stop by my office to talk about anything.

Good luck and Go Colonials!



Ed Farrington  
Director of Intercollegiate Athletics

## INTRODUCTION

This handbook has been designed to help clarify the policies and procedures of Western Connecticut State University as they pertain to our Student-Athletes. The handbook presents an overview of the Athletic Departments day to day operations of intercollegiate athletics as well as our policy and philosophy. The handbook is in no way intended to cover all situations that may arise. Ideally, it will clarify areas of maximum concern and provide an understanding for the student athletes of Western Connecticut State University.

Western Connecticut State University is a NCAA Division III institution and is a member of the Little East Conference (LEC), New Jersey Athletic Conference (NJAC) in football only, and the Eastern College Athletic Conference (ECAC).

### Little East Conference Member Institutions

Eastern Connecticut State University	Plymouth State University
Keene State College	Rhode Island College
University of Massachusetts Boston	University of Southern Maine
University of Massachusetts Dartmouth	Western Connecticut State University

Field Hockey members only:

Bridgewater State College	Salem State College (and Men's Lacrosse)
Fitchburg State College	Westfield State College
Framingham State College	Worcester State College

### NJAC Football

Kean University	Montclair State University
Rowan University	The College of New Jersey
William Paterson University	Buffalo State College
Morrisville State College	Cortland State College
The College at Brockport	Western Connecticut State University

## **MISSION STATEMENT & CORE VALUES**

The Department of Intercollegiate Athletics operates within the guidelines of the University's mission and the NCAA Division III philosophy. We are devoted to providing the best possible resources and education to all students and faculty and staff for a successful co-curricular and wellness experience. Our programs are built on a sense of integrity, sportsmanship and the true spirit of competition. It is our goal to instill the following core values:

- Provide a total education experience to the student body and University community
- Promote the values of responsibility, accountability, commitment, discipline and awareness, preparing students success in future endeavors
- Encourage the discovery of passion for the sport
- Embrace and celebrate individual differences and commonalities
- Create traditions that instill pride in Western Connecticut State University, leading to a life-long connection
- Impact individual and cultivate relationships through community service and partnerships

## **NCAA DIVISION III PHILOSOPHY STATEMENT**

Colleges and Universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a Student-Athlete's athletics activities are conducted as an integral part of the Student-Athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their Student-Athletes and athletics staff. To achieve this end, Division III institutions:

- (a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (b) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- (c) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including Student-Athletes, coaches, administrative personnel and spectators;

- (d) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- (e) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with Student-Athletes;
- (f) Assure that athletics participants are not treated differently from other members of the student body;
- (g) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- (h) Assure that athletics recruitment complies with established institutional policies and procedure applicable to the admission process;
- (i) Assure that academic performance of Student-Athletes is, at a minimum, consistent with that of the general student body;
- (j) Assure that admission policies for Student-Athletes comply with policies and procedures applicable to the general student body;
- (k) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (l) Support ethnic and gender diversity for all constituents;
- (m) Give primary emphasis to regional in-season competition and conference championships; and
- (n) Support Student-Athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

## ACADEMIC RESPONSIBILITIES

A student athlete must be committed to establishing priorities designed to satisfy academic and athletic responsibilities. Conflicts between class attendance and athletic events are inevitable due to the nature of the athletic program and the amount of travel required within the competitive schedule. College policy permits students the opportunity to make up work missed in the classroom due to involvement in activities representing the University. When one participates in an intercollegiate athletic contest, this is considered to be an activity in which the University is being represented. It is the responsibility of the student athlete to maintain clear communication with faculty members regarding class absences due to athletic participation through the Western Connecticut State University Missed Class Form. This form needs to be completed in timely fashion. Student athletes are expected to attend ALL classes when participation in athletic contests does not conflict.

## ELIGIBILITY REQUIREMENTS

A student-athlete shall be matriculated and enrolled in a full-time program of study, maintain a 12 hour credit program, be in good academic standing throughout the athletic season, (this includes both traditional and non-traditional seasons), and be making satisfactory progress toward a baccalaureate degree. The Athletic Department will be monitoring for 12 hours of credit on a weekly basis. Dropping below 12 credits, at any time during the semester, will mean the athlete becomes immediately ineligible at that point.

- A. The current NCAA Manual and Western Connecticut State University's policy are guidelines to determine student-athletes eligibility. Every coach is expected to become familiar with rules and regulations that apply to their sport.
- B. The Athletic Director or Associate Athletic Director shall attempt to answer questions and matters pertaining to eligibility of student-athletes. When necessary, an official interpretation from NCAA staff will be obtained by an athletic administrator.
- C. Western Connecticut State University will make every effort to adhere to the NCAA rules and will not defend any coach or student-athlete who willfully violates those rules.

A student-athlete must be a full-time student and in good standing in order to represent the University in any outside athletic competition, this includes scrimmages and dates of competition in the non-traditional season.

## Eligibility for Participation in Varsity Athletics – General

Participation, on any athletic team, is defined in the NCAA Manual – bylaws 17.02.1.1 and 14.02.6.

The two areas that are looked at when considering athletic eligibility *for the traditional season* are:

Academic Standing (GPA) All returning student-athletes must have a 2.0 GPA.

Satisfactory Progress (credits) All returning student-athletes must have accumulated 24 credits in the previous calendar year. (includes: Fall, Intercession, Spring, Summer and transfer work)

The **first** NCAA eligibility check, for the fall and winter programs, will be made prior to the beginning of the fall semester for student-athletes who are considering participation. **The fall and winter programs' student-athletes will be checked FALL to FALL.**

**In January, prior to the start of the spring semester, the first official NCAA eligibility check will be made for all spring-program student athletes who are considering participation. Spring program student-athletes will be checked SPRING to SPRING (Beginning AY 2012-13).**

The **second** NCAA eligibility check, for the winter programs, will be done prior to the start of the second semester. This will be an Academic Standing review only for the winter programs. Any returning athlete must have a 2.0 and all freshmen must be at or above a 1.7.

1. A student-athlete may be enrolled in fewer than the number of credits representing full-time status if s/he is in his/her final semester of study and is enrolled in those courses needed to complete the degree.
2. A student-athlete may participate in not more than four seasons of any one sport with eligibility possible for a total of ten semesters of full-time study (regardless of the number of times s/he has participated.)
3. **A full-time matriculated student, who, for the NON-TRADITIONAL season, has been declared ineligible to participate in varsity athletics, MAY practice as long as he/she fills the following requirements. It is the decision of the head coach if he/she wants to allow these student-athletes to practice – it is not mandatory.**

**A. Must be a full-time student.**

- B. Must be medically cleared by Athletic Training/Health Services.
- C. Upperclassmen (third semester students and transfers) must have a minimum 1.70 GPA (no rounding up)
- D. Second-semester freshmen do not have a restricted GPA (i.e: fall – non-traditional season in the spring) BUT he/she must be “within reach” of becoming eligible for the next traditional season. Those that have no chance of becoming eligible should not be asked to participate.
- E. The student-athlete is allowed this waiver ONLY ONE TIME, during his/her collegiate career.
- F. He/she MAY NOT COMPETE.

#### **NON-TRADITIONAL STUDENT-ATHLETES**

**Academic Standing (GPA and full-time status) for all non-traditional student athletes will be checked by the Compliance Officer.**

**Once the initial non-traditional check has been made, it is the responsibility of the Head Coach and student-athlete to assure that the student-athlete remains a full-time student.**

**\*\* IF, FOLLOWING A RANDOM PERIODIC CHECK BY THE COMPLIANCE OFFICER, THE STUDENT-ATHLETE FALLS BELOW FULL-TIME STATUS AND CONTINUES TO PRACTICE, HE/SHE WILL IMMEDIATELY LOSE THE ABILITY TO PARTICIPATE FOR THE CURRENT NON-TRADITIONAL AND THE NEXT TRADITIONAL SEASON AS WELL AS USE A YEAR OF ELIGIBILITY FOR THE YEAR OF THE INFRACTION.**

- 4. Any student-athlete, declared ineligible for his/her TRADITIONAL season, MAY NOT PRACTICE or COMPETE during that traditional season.

**However, if a student-athlete, during his/her traditional season, is declare ineligible BUT meets the requirement in criteria #3, he/she may practice up to the first date of competition, but may not compete in or practice after the first competition (scrimmages included) or until he/she becomes eligible.**

- 5. Any student who has not been admitted to the university (e.g., Special Student, Continuing Education) may not practice with the team.
- 6. Since grades are not accepted for transfer courses, work done at another institution WILL NOT affect his/her GPA. Only the addition of those earned transferrable credits will be used to determine a student-athlete's academic standing.
- 7. All Winter student-athletes will maintain their eligibility through the winter intersession period. The second NCAA check will take place at the beginning of the second semester to determine eligibility for the second semester. Students will be

permitted to participate in scheduled contests as long as they are enrolled in intersession classes that will lead to their meeting the academic requirement.

8. For the purpose of raising his/her GPA only, a student-athlete may enroll in an eight-week course during the semester in order to achieve academic standing or satisfactory progress. The student-athlete may become eligible to participate once the grade is posted and the GPA is calculated. Any credits earned **MAY NOT** be used to determine or change eligibility status. **If GPA is the ONLY reason a student-athlete is determined to be ineligible, he/she may PRACTICE ONLY during that eight-week course, up to the first date of competition ONLY. He/she MAY NOT compete in any competition(s), or practice thereafter, until that courses' grade is posted and his/her ineligibility status changes to eligible.**
9. A student-athlete who takes courses at another institution during the summer or intersession to make up a credit deficiency must have an official transcript of that work sent to the registrar's office. S/he may not be declared eligible until the official transcript is received. The credits, in order to be accepted, must be transferable courses with a satisfactory grade. To avoid problems, prior approval for courses taken at another institution should be obtained from the student-athletes' Dean.
10. Courses of a remedial nature taken at Western and successfully completed, even though they carry no academic credit, will be counted as credits earned toward satisfactory progress if they are counted by the university in determining a student's academic load. The non-credit MUSIC classes are not to be included.
11. If a freshman or transfer student enters Western at the beginning of the second semester, his/her satisfactory progress will be considered to be 12 semester hours for the academic year. The same applies for a student who attended full-time for one semester in the previous year but did not attend at all during the other semester.
12. If, in the previous academic year, the student-athlete, as a matriculate, was registered in one full-time and one part-time semester, satisfactory progress will consist of 12 semester hours plus the number of semester hours for which s/he was registered in the part-time semester. Any "W" or "INC" must be completed or made up before s/he is eligible. Summer work may be counted toward the fulfillment of these requirements.
13. In the case of two semesters of part-time study, the student-athlete will be expected to have completed a number of credits equal to the number of credits for which s/he was registered. Any "W" or "INC" must be completed or made up before s/he is eligible. Summer work may be counted toward the fulfillment of these requirements.
14. If a student-athlete leaves the university for a complete academic year, with or without having applied for a leave of absence, eligibility will be determined on the

basis of registration status and work completed in the most recently attended academic year in addition to other applicable criteria.

15. If a student-athlete *officially* withdraws from the university after a semester has begun, (transcript shows all “W’s”) that semester WILL NOT be counted in determining the number of credits that s/he must earn to make satisfactory progress. Please Note: the semester **is** counted by the NCAA toward the 10-semester rule. Any exception must be applied for through the NCAA season of competition waiver.
16. If a student-athlete is academically suspended after a fall semester, and subsequently readmitted for the next fall on the basis of work done as a non-matriculate, s/he must have earned 12 semester hours in that first fall semester work done in the intervening spring and summer terms may be counted toward fulfillment of the requirement.
17. A student-athlete academically suspended after the spring semester, who is readmitted in the next fall semester, and who is being evaluated for eligibility, must meet the general definition of satisfactory progress above. Should s/he be readmitted in the next spring semester, and be considered for eligibility, s/he must have earned 12 semester hours in that first spring semester. Work done in the intervening summer and fall terms may be counted toward fulfillment of the requirement.
18. A student-athlete meeting all the criteria for re-admission to the university under the *Fresh Start Policy* and readmitted under that policy will be eligible to participate. **PLEASE NOTE:** The student athlete needs to apply for *the Fresh Start Policy* and receive documentation of approval. The process must not be assumed.

#### **FOLLOWING STUDENT-ATHLETE ELIGIBILITY:**

Both the Athletic Department (Associate Athletic Director - **AAD**) and Head Coach (**HC**) is responsible to assure that, on a daily and sometimes hourly basis, that our athletes are eligible to practice and more importantly compete.

- A. The **AAD** normally checks each morning to make sure that each athlete, in season, stays above the required 12 credits. When we are at home, it is somewhat easier to make you aware of a change in the athlete’s eligibility status. There may come a time that an athlete drops below that requirement and your team is travelling to play a contest. If this were to happen, the **AAD** will do everything possible to contact **HC** to make you aware of the deficiency and declare your athlete ineligible to compete, immediately. Again it is also your responsibility to know when he/she drops below this requirement in case communication never reaches you.

- B. The process of checking credits enrolled is rather cut and dry. The Registration Office WILL NOT drop a class, it is done solely by the student.
- C. The Banner report will be the sole utility I will use to determine an athlete's status. Stories and explanations need not be submitted.
- D. **HC** will be told of the athlete's inability to compete and he/she is expected to not even dress for the contest, so the urge or using him/her does not exist.
- E. **Most importantly**, if the athlete competes while being deemed ineligible, the Athletic Director will follow through to **FORFEIT** the contest and the athlete will be put on **INDEFINITE SUSPENSION**. Therefore, it may be in his/her best interest to make you aware of any changes in his/her eligibility, too.

## **HARDSHIP WAIVER**

A Student-Athlete may be granted an additional year of participation by the conference or the Committee on Student-Athlete Reinstatement for reasons of “hardship.” Hardship is defined as an incapacity resulting from a season-ending injury or illness that has occurred under all of the following conditions:

(a) The season-ending injury or illness occurs before the completion of the first half of the traditional playing season in that sport for the season being waived [measured by the number of completed or scheduled (not exceeding the maximum limitations in each sport as set forth in Bylaw 17 as set prior to the first scheduled contest or date of competition) contests or dates of competition and results in incapacity to compete for the remainder of the traditional playing season]; and

(b) The season-ending injury or illness occurs when the Student-Athlete has not competed in more than three contests or dates of competition (whichever is applicable to that sport) or one-third (whichever number is greater) of the institution’s completed or scheduled (not exceeding the maximum limitations in each sport as set forth in Bylaw 17 as set prior to the first scheduled contest or date of competition) contests or dates of competition in his or her sport. Only competition (excluding preseason scrimmages and exhibition contests but including scrimmages and exhibitions after the first regularly scheduled contest) against outside participants during the traditional playing season, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation in calculating both the number of contests or dates of competition in which the Student-Athlete has competed and the number of completed or scheduled contests or dates of competition during that season in the sport.

**Administration of Hardship Waiver** The hardship waiver shall be administered by the Little East Conference and the New Jersey Athletic Conference Commissioners. An institution may appeal a decision by its conference to the Committee on Student-Athlete Reinstatement.

## STUDENT-ATHLETE TRANSFER REGULATIONS

(Bylaws and parts thereof are taken directly from NCAA Manual – refer to NCAA Manual for complete bylaws)

**Residence Requirement—General Principle** A student who transfers (see Bylaw 14.5.2) to a member institution from any collegiate institution is required to complete one full academic year of residence at the certifying institution before being eligible to compete for or to receive travel expenses from the member institution (see Bylaw 16.8.1.2), unless the student satisfies the applicable transfer requirements or receives an exception or waiver as set forth in this section.

**Determination of Year of Residence** To satisfy an academic year of residence, a student shall:

- (a) Be enrolled in and complete a minimum full-time program of studies for two full semesters or three full quarters; or
- (b) Be enrolled in a minimum full-time program of studies for two full semesters or three full quarters and pass a number of hours that is at least equal to the sum total of the minimum load of each of the required terms.

**Disciplinary Suspension** A student who transfers to any NCAA institution from a collegiate institution while the student is disqualified or suspended from the previous institution for disciplinary reasons (as opposed to academic reasons) must complete one calendar year of residence at the certifying institution.

**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 and attended class
- (b) The student attended a class or classes in any quarter or semester in which the 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 before 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 (including practice or conditioning activities that occurred prior to certification), announced by the institution through any member of its athletics department staff, before the beginning of any quarter or semester, as certified by the athletics director. Participation only in picture-day activities would not constitute "regular practice;" or
- (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.

## **TEN-SEMESTER RULE (NCAA By-law 14.2.2)**

The NCAA states that a student athlete shall complete his or her seasons of eligibility during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.

A student athlete is considered to have used a semester under this rule when the student attends any class while officially registered in a collegiate institution (domestic or foreign) in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, even if the student athlete drops to part-time status at any time during the term, including the first day of attendance. (NCAA B-law 14.2.2.1)

## **STUDENT-ATHLETE CONDUCT**

It is expected that student athletes will conduct themselves in a manner that reflects positively the values of Western Connecticut State University. Student Athletes are expected to abide by all policies and procedures regarding conduct outlined in the Western Connecticut State University Student Handbook as well as to federal, state, and local laws. Student athletes shall refrain from the use of alcoholic beverages while representing Western Connecticut State University in competitive events, while in transit to and from athletic events, and at official social events related to such competitions. Partaking of drugs which enhance performance or modify moods or behavior at anytime is strictly prohibited unless prescribed by a physician for medical reasons. Each student athlete shall be mandated to sign a drug testing consent form provided by the NCAA prior to competition. The NCAA reserves the right to test student athletes at post season championships. A student athlete is expected to attend all practices and contests unless released by the coach. Dress policies applicable to team travel and home matches shall be established by the coach in conjunction with the Director of Athletics. In addition to the above, the coach of each sport may, in conjunction with the Director of Athletics, develop guidelines relating to appropriate student athlete conduct. The coach will inform team members of these guidelines at a team orientation meeting conducted at the beginning of the season. Violations of policies and guidelines pertaining to conduct as outlined in this section will subject a student athlete involved to sanctions which may include expulsion from all athletic department programs. Other sanctions which may be imposed may include a verbal reprimand, written reprimand, game(s) suspension, suspension from the team for a specified time frame, or expulsion from the team for the remainder of the academic year. Following thorough dialogue with the coach if a student athlete has an issue with discipline and/or any aspects of the athletic program an appointment can be made with the Athletic Director.

## **STUDENT-ATHLETE CODE OF ETHICS**

The Athletics Program at Western Connecticut State University is committed to good sportsmanship and developing healthy environments for competition. We believe the opportunity to represent Western Connecticut State University is a privilege, which is accompanied by the responsibility to behave with dignity and class on and off the field. Student Athletes representing the university are expected to conduct themselves in such a manner to represent the highest level of honor and observe the tenets of good sportsmanship, honesty, fairness, dignity, civility and respect.

Western Connecticut State University does not condone unsportsmanlike conduct on the part of a student athlete, Coach Administrator or any individual associated with the university.

### ***Good Sportsmanship Includes:***

- Observing and supporting the rules of sport
- Promoting the spirit, as well as the letter of the rules
- Placing fairness as a goal in all competition
- Taking responsibility for high standards of play
- Showing civility towards competitors, coaches and officials
- Commending good effort by teammates, opponent and officials
- Playing cleanly while playing hard
- Showing maturity and integrity in conduct on and off the field of play
- Being a gracious winner and accepting defeat gracefully

### ***Unsportsmanlike Behavior:***

- Fighting
- Ejection
- Spitting
- Use of obscene gestures, profanity or provocative language (including racist, sexual, or homophobic or bigoted remarks)
- Taunting or baiting opponents
- Threats or other intimidating actions
- Inappropriate celebrations with the intent to demean opponents
- Intentions incitement of others towards abusive or violent action
- Disrespectful attitude towards opponents

Student athletes who insist on misconduct while participating in an intercollegiate event will be subject to the NCAA and/or sport governing body policies

- First Offense: One-game suspension – NCAA rules require a one-game suspension in football, basketball and soccer
- Second Offense: Two-game suspension
- Third Offense: Suspension – indefinite length

### ***Criminal Charges and Convictions***

While violations of the Western Connecticut State University campus policies regarding academics, residence life, athletics and other campus conduct issues are handled in the same manner as the general student body; there may be circumstances that go beyond the institution Code of Conduct.

- Misdemeanors: Any offense for which a person may be sentenced to a term of imprisonment of less than one year
  - Student athletes charged with a misdemeanor offense of criminal mischief-property damage (less than \$1,500), disorderly conduct, etc., will be suspended from all athletic team-related activities until a full report is submitted to the Athletic Director, who will then determine his/her status as a student athlete
- Felony: Any offense for which a person may be sentenced to a term of imprisonment in excess of a year
  - Student athletes charged with a felony offense of property damage (excess of \$1,500); 1<sup>st</sup> or 2<sup>nd</sup> degree physical assault, use of or dealing drugs, or sexual assault will be suspended immediately from all athletic team related activities. The suspension will remain in force until the case is adjudicated.
  - A student athlete shall be dismissed permanently from his/her team if he/she is convicted, pleads guilty, or pleads *nolo contendere* on a federal crime of violence.

### ***Hazing***

Hazing in any form will not be tolerated within the Athletic Department. The University and the Athletic Department strongly support human rights and the dignity of the individual, thereby making any form of hazing unacceptable.

### ***Gambling***

Student athletes shall not knowingly participate in gambling. This includes:

- Provide information to individual involved in organized gambling activities involving intercollegiate athletic competition
- Solicit a bet on any intercollegiate team
- Accept a bet on any team representing the institution; or
- 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.

Prospective or enrolled student athletes found in violation of the NCAA policy outlined above “shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Eligibility Committee for restoration of eligibility”.

Any student athlete, who exhibits unsportsmanlike behavior as a spectator at any WCSU athletic contest, home or away, will be subject to suspension of the athletic team participation. This will be determined by the Athletic Director.

## ONLINE PROFILES/SOCIAL NETWORKING SITES

The Athletics Department recognizes the popularity of many websites that feature personal profiles, including but not limited to, Facebook and MySpace. At this time there is no policy in place that prohibits student athletes from creating profiles on websites of this kind. However, we do encourage you to use sound judgment should you choose to create a personal profile. We wish to make it known that there are many personal safety and privacy concerns around these websites. Many students make the assumption that their profiles are viewed by a small circle of friends and fellow students, when in fact the websites and profiles can be accessed by anyone in the general public. Furthermore, there is a growing trend by potential employers and graduate school admissions offices to screen applicants based on their online profiles. Therefore, if you choose to create a personal profile on websites such as these we ask that you consider the following:

- Keep your phone number, physical address and other personal information confidential—do not include this information in your personal profile.
- Place limits on who can access your e-mail address and carefully screen anyone you accept as a “friend” on your site.
- Make use of any security and privacy features that are available to restrict the ability of others to post pictures, messages and other content on your site.
- When deciding what pictures and other content to include in your profile, remember that you are a representative of Western Connecticut State University. Please refrain from posting pictures or other content that would cause embarrassment to you, your team, the athletic department or the university (e.g. obscene language; pictures at parties with alcohol; references to drugs, sex, etc.)
- Do not post team travel itineraries showing hotel locations and travel information. This is not only for your safety, but the safety of your teammates as well.

## **CONNECTICUT STATE UNIVERSITY DRUG EDUCATION & SCREENING POLICY**

The Connecticut State University is committed to providing and maintaining an environment that will enhance the growth and well being of all students participating in intercollegiate athletic programs. Student-Athletes occupy a special position in the University community and are subject to demands not made upon most other students, i.e., they must maintain a high degree of physical fitness and alertness to perform to their peak athletic potential; they must conform to the highest standards of ethical behavior because of their visibility as representatives of the University; they must be prepared to be regarded as role models not only by their peers, but also by unknown others. Because contemporary American society is presently in the grip of a complex scourge of abuse and misuse of drugs and alcohol, and because Student-Athletes are representative of the society at-large, the Connecticut State University deems it essential that Student-Athletes not only exist in a drug-free environment but also learn responsible behavior regarding alcohol use.

### **Towards these ends the Connecticut State University proposes:**

1. To acquaint Student-Athletes with the hazards of using alcohol and performance-enhancing and so-called “street” or “illicit” drugs;
2. To discourage, through educational programs, the misuse or abuse of legal substances and the use of illegal substances;
3. To identify through a drug testing program, individuals who misuse or abuse legal substances or use illegal substances;
4. To assist identified mis-users and/or abusers, through education and treatment, to live a productive life, free of substance abuse problems; and
5. To comply with applicable testing requirements of the National Collegiate Athletic Association (“NCAA”).

### **I. EDUCATIONAL PROGRAMS**

It is the intention of the Connecticut State University that all students (including athletes, athletic training students and managers) will participate in an education program designed to acquaint them with the risks and hazards associated with the use of alcohol and street and performance-enhancing drugs. The education program will identify community and university resources available to assist Student-Athletes should they experience problems of drug and/or alcohol abuse, and to begin to provide them with the tools necessary to live a life free from the problems associated with drug and/or alcohol abuse. Attendance and participation in these educational programs will be a condition of continuing as a member of a University athletic team.

Additionally, Athletic Department personnel, including, but not limited to, all full and part-time coaches, administrators, and athletic training staff, will participate in an education program designed to identify the signs of drug or alcohol dependency among Student-Athletes and to

explain the procedures through which Student-Athletes may be referred to appropriate personnel for evaluation, and if necessary, treatment.

## **II. DRUG TESTING PROGRAMS**

The Connecticut State University's program of drug testing for Student-Athletes is designed to enhance and safeguard their overall health and well-being by determining, through random testing and through testing based upon individualized reasonable suspicion, those individuals who are in need of assistance because of a possible reliance on addictive substances. The drugs and supplements for which testing may be conducted include, but are not limited to:

1. "Street drugs," including amphetamines, ecstasy (MDMA), barbiturates, benzodiazepines, cannabinoids (marijuana), cocaine, methaqualone, opiates, and phencyclidine (PCP);
2. "Performance enhancing drugs" including anabolic steroids, including oxymetholone, methandrostenolone, oxandrolone, ethylstrenol, stanozolol, and nandrolone; and
3. Nutritional supplements, including androstenedione, androstenediol, norandrostenedione, norandrostenediol, DHEA, ephedrine and other supplements banned by NCAA. Although these supplements may be purchased legally, they are banned by the NCAA and other athletic governing bodies.

The Connecticut State University Drug Education and Screening Policy and Program is a University program, which is separate and distinct from the NCAA testing program. All Student-Athletes are subject to testing by the University and/or the NCAA.

### **A. Procedures for Drug-Testing**

The University's drug-testing program is composed of three different testing regimes for student athletes: a random testing program, "probable cause" drug-testing; and testing of Student-Athletes prior to their participation in a Championship event or bowl contest where drug testing will likely be performed by the NCAA.

Under the random testing program, a random list of Student-Athletes' names will be generated on a regular basis. These Student-Athletes will be contacted by the University's Drug Testing Administrator and will be required to be present at the drug-testing site at the prescribed time. A Student-Athlete is considered to be subject to random drug testing at any time of the calendar year if he or she is currently on an official roster of an NCAA intercollegiate athletic team.

The second testing regime is the "probable cause" drug-testing program. Drug-testing, in this situation, is performed after the identification of possible drug-users through what is known as "probable cause" or an individualized reasonable suspicion, based upon the observation of certain symptoms, that an individual is using either "street drugs" or "performance-enhancing drugs." No "probable cause" test will be carried out unless there is a reasonable suspicion that a Student-Athlete is using such drugs.

The determination of "probable cause" may be made by: 1) a physician who identifies specific signs or symptoms during the course of a routine or special physical examination; or 2) a coach

or athletic trainer who identifies symptoms in a student-participant which indicate possible drug use. If the identification of symptoms is made by a physician, then testing (as described below) may take place immediately. If the identification of symptoms is made by a coach or athletic trainer, then the Student-Athlete will be referred to appropriate personnel immediately for possible testing. Any testing procedure for probable drug use will be done immediately following the determination by a physician that a reasonable suspicion exists that the Student-Athlete is using either "street" or "performance-enhancing" drugs. The Student-Athlete must be informed of the reasons for such testing procedures prior to being tested.

The third testing regimen involves the testing of all Student-Athletes prior to their participation in a Championship event or bowl contest where drug testing will likely be performed by the NCAA. Positive test results from this testing will be handled in the same fashion as with all other tests. The testing procedure will involve the collection of specimens of urine from the Student-Athlete. This collection procedure will be observed by the University's contracted drug-testing provider.

**B. Drug Screening Protocol**

1. A qualified testing laboratory will be utilized and a proper and effective chain of custody of collection specimens will be observed.
2. Protocol: The following procedures will be adhered to as part of the chain of custody involving the collection of urine samples for testing:

Step 1: The Student-Athlete will proceed to the testing site where a log number will be assigned to him or her. All testing and subsequent communication will refer to the log number in order to ensure security and protect confidentiality. The Student-Athlete will sign the custody log verifying the number assigned and list any prescription or non-prescription medicines currently being taken by him or her and/or any pertinent medical history;

Step 2: The Student-Athlete will list his or her age, the log number assigned to him or her, and the date upon which the sample is being provided on the test requisition form;

Step 3: The Student-Athlete will select a urine specimen collection bottle;

Step 4: The Student-Athlete will provide a urine specimen under direct supervision of a member of the laboratory's screening staff;

Step 5: The specimen collected from the Student-Athlete will be split into two samples "A" and "B" at the time of collection;

Step 6: The Student-Athlete will be provided a security tape and will seal the bottles, write his or her log number on the security tapes sealing the bottles, and place the specimen bottles in the courier case;

Step 7: The testing laboratory will test specimen "A" from the Student-Athlete, using an immunoassay technique. If by immunoassay a Student-Athlete's urine specimen is found to contain any of the drugs mentioned above or other street drugs or performance-enhancing substances, a second confirmatory test will be performed by gas chromatography/mass spectrophotometry. If this second test is positive, specimen "B" will be retained for possible later evaluation.

### **C. Additional Information**

1. Screening results will be reported by the testing laboratory to the Drug Testing Administrator (the University employee charged with implementing drug-testing procedures) within twenty-four to twenty-eight (24-28) hours of the obtaining of test results.
2. The Drug Testing Administrator will immediately report the results to the Athletics Director.
3. The Athletics Director will immediately inform the Head Coach of the test results.
4. The Student-Athlete will also be notified of test results by the Athletics Director. If no notification is provided within seven (7) days, the student may assume the test results were negative.

### **III. SANCTIONS FOR SUBSTANCE ABUSE**

The primary purpose of the Connecticut State University's substance abuse program is educational rather than punitive and the program is designed to assist Student-Athletes in their desire to remain drug-free. For this purpose, students who so require it will be referred to the Drug and Alcohol Coordinator or his/her designee. However, in order for the program to serve as a deterrent to the continued use of either "street drugs" or "performance-enhancing drugs," a system of sanctions must be developed for those Student-Athletes who test positively for the proscribed drugs and/or persist in the use of banned substances. These sanctions should not be viewed as retribution against the drug user but as a means of aiding the user to become free of the harmful effects of drugs.

#### **A. Pre-Sanction Appeal**

Upon the first positive test, or any subsequent positive test, or a Student-Athlete indicating the presence of any of the listed street drugs or others in the Student-Athlete's system at the time of testing, the Student-Athlete will have a period of five (5) days in which to appeal the test result. This appeal consist of a request that specimen "B", collected at the time of testing and forwarded to the testing laboratory, be tested by the laboratory at the expense of the University. If the second test is negative, no action will be taken by the University. The occurrence of a negative test following an appeal will not eliminate the student-participant from any further testing based upon the random or "probable cause" procedure described above. All Student-Athletes, irrespective of initial test results, may be subject to further selection for subsequent testing.

#### **B. Sanctions - "Street" Drugs**

##### **1. First Positive Test - Tier I**

Upon the first positive test of a Student-Athlete indicating the presence of any of the listed or other street drugs in the Student-Athlete's system at the time of testing, the Drug Testing Administrator will notify the Athletics Director and the Student-Athlete's head coach. The Student-Athlete whose urine is found to contain the presence of any of the listed or other street drugs will meet with the Drug Testing Administrator to review the test results. Unless the Student-Athlete appeals the results of the test, the Student-Athlete will participate in an education and treatment program, and will not be allowed to participate in practice or competition for a period of fourteen (14) days. The Student-Athlete will be retested up to a

maximum of three (3) times within ninety (90) days from the date of the first positive test. If the result of any retest proves to be positive with respect to the proscribed substance identified in a prior test the Student-Athlete will enter Tier II automatically. In addition, if a Student-Athlete's urine is found to contain proscribed substances in two (2) separate tests at any time during the course of his/her matriculation, he/she will enter Tier II.

Retests shall be scheduled by the Athletics Director in consultation with the University's contracted drug testing laboratory and the University's Drug Testing Administrator to assure that all traces of the proscribed substances identified in the prior test have passed through the Student-Athlete's system, as determined by established laboratory standards. All test results will remain confidential in Tier I. If, at any time during this ninety (90) day period, the Student-Athlete refuses evaluation or treatment by appropriate personnel in the University's Counseling Center, sanctions equivalent to those in Tier II will be levied. A Student-Athlete who tests positively for proscribed substances will be withheld from competition or participation in athletics.

**2. Second Positive Test - Tier II**

A Student-Athlete whose urine: (a) is found to contain proscribed substances in any of the retests, as set forth in the previous section; or (b) is found to contain a proscribed substance in two (2) separate tests during the course of his/her matriculation at the Connecticut State University, shall enter Tier II. A Student-Athlete who tests positively for "street drugs" for a second time during his or her career at the University will be barred from practice and competition or participation in athletics for a period of thirty (30) days. Following a second positive test, the same procedures to be followed subsequent to a first positive test will be followed and the Student-Athlete must again be seen by appropriate personnel for education and treatment. Refusal to participate in this procedure will result in the application of sanctions applied for a third positive test (see, Tier III below).

**3. Third Positive Test - Tier III**

Any Student-Athlete who tests positively for "street drugs" upon a third occasion at any time during his or her career at the University will lose his or her grant-in-aid, if any, and will be permanently barred from practice and competition in his or her sport or any other athletic event sponsored by the University (including intramural competition). Continued medical treatment for the drug-abuse problem will be offered to the former Student-Athlete during the time he or she remains as a student at the Connecticut State University. Prior to the application of these final sanctions following a third positive test for "street drugs," the Student-Athlete shall have five (5) days within which to request a meeting with the Athletic Director for the purpose of establishing reasons why this sanction should not be applied. At any such meeting, the Student-Athlete shall have the right to bring a representative.

**C. Sanctions - Performance Enhancing Drugs**

Educational programs on "performance-enhancing drugs," including steroids, will be conducted periodically during the academic year. Initial testing based upon "probable

cause" or an individualized reasonable suspicion of the use of "performance enhancing drugs" may be conducted as early as thirty (30) days following the initial education program. Student-Athletes testing positively for steroid or other performance enhancing drugs at the time of these initial or any subsequent tests will be subject to the sanctions described below.

**1. First Positive Test: Sanctions**

A Student-Athlete who tests positively for the presence of anabolic or other steroids, or other "performance enhancing drugs," shall be barred from competing in University-sponsored athletic events (including intramural competition) for sixty (60) days. In addition to being barred from competition or participation in intercollegiate or intramural athletic events for sixty (60) days, the Student-Athlete will be required to participate in an education and counseling program with the appropriate personnel.

**2. Second Positive Test: Sanctions**

A second positive test for steroids or other "performance-enhancing drugs" at any time during a student's athletic career at the University will result in sanctions equivalent to those applied for a third positive test for street drugs; i.e., the student will lose his or her athletic grant-in-aid, if any, and will be permanently barred from competition or participation in any University-sponsored athletic event.

**IV. SUPPORT SERVICES FOR SUBSTANCE ABUSE PROBLEMS**

*On-campus counseling for drug and alcohol problems is available. In addition, there are many off-campus counseling agencies and self-help groups that offer confidential assistance if you or someone you know has a problem with drugs or alcohol. The campus Health Service maintains a listing of such agencies and groups.*

**V. CONCLUSION**

All Student-Athletes should remember that the intent and purpose of this substance abuse program is educational and preventative rather than punitive. It is designed to insure that all Student-Athletes will remain drug-free and will continue to enjoy benefits of being Student-Athletes at the Connecticut State University. It is also intended to provide the assurance that Student-Athletes will continue to enjoy the mental and physical health and well being which is such an important consequence of participation in intercollegiate athletics.

## **ATHLETIC TRAINING SERVICES**

In addition to the medical services provided for all students through the University Health Services, the Athletic Department Staff included NATA Certified Athletic Trainers, registered in the State of Connecticut. There are two athletic training rooms located on the campus of Western Connecticut State University. The Mid-town campus training room is located in the Berkshire Hall. The Westside Campus training rooms are located in the O'Neill Center and in the stadium. The athletic training staff will provide and administer prevention, care and rehabilitation programs of athletically related injuries for all Student-Athletes. The athletic trainers are available to all student athletes during posted hours and are in attendance at all home intercollegiate athletic events. All injuries should be reported to the athletic trainer on duty. If at any time a physician is seen, regardless of being referred by the athletic training staff, clearance must be received in writing from the physician prior to the student athlete's return to athletic practice or competition. A Student Athlete is must successfully complete all health records, examinations and forms prior to the start of practice and or competition.

## **INSURANCE**

Western Connecticut State University is financially responsible for athletic injuries and illness which directly affect the athlete's ability to participate in official practices, conditioning and competitions sponsored and supervised by the athletic department. The university will not be responsible for costs of medical services except those routed through the Athletic Training Room. Further, any athlete who takes it upon themselves to seek medical services outside of the university without specific authorization from the athletic training staff does so at their own expense.

- **Secondary Coverage:** Western Connecticut State University will be responsible for charges in excess of those personal and/or group policies for injuries occurring during official athletic participation, provided the student athlete is referred to the appropriate medical care by a certified athletic trainer or the Western Connecticut State University team physician. The university may also provide secondary coverage for the assessment and treatment of injury that occurs which affects the student athletes ability to participate. The university's secondary coverage is only in effect after all bills have been sent to the Student Athlete's family primary carrier.
- **Insurance Billing & Student Athlete's Responsibility:** In most instances, provides utilize a single billing address. Bills will often be sent to you or your parents/guardian's address rather than to the Athletics Department. It is your responsibility to forward these bills to the Head Athletic Trainer as soon as they are received so that they can be processed.

- Catastrophic Injury Insurance Program: The NCAA Catastrophic Injury Insurance Program covers student athletes who are catastrophically injured while participating in a covered intercollegiate activity subject to all policy terms and conditions. The policy carries a \$75,000 deductible and serves as a supplemental coverage in the event of a catastrophic injury. More information on the NCAA Catastrophic Insurance Policy can be found at:

[http://web1.ncaa.org/web\\_video/insurance/catastrophic\\_insurance\\_program.html](http://web1.ncaa.org/web_video/insurance/catastrophic_insurance_program.html)

## CONCUSSION MANAGEMENT PLAN

1. All student athletes will sign a statement indicating that they accept the responsibility of reporting any signs and symptoms of injury to the medical staff. At this time student athletes will receive educational material on concussions.
2. Baseline neuropsychological assessments (e.g., Sport Concussion Assessment Tool 2 (SCAT)) will be performed for student athletes prior to the start of their competitive season. Sport teams targeted will be football, soccer, basketball, field hockey, lacrosse, and softball.
3. The same baseline assessment tool will be used post-injury at the appropriate time intervals. Generally speaking, post SCAT 2 testing will be performed after the acute incident, when all signs and symptoms have resolved, and upon completion of the “Step Wise Program. Due to the many factors that surround this type of injury, variations in the timing of the test will occur. Baseline and post-injury SCAT results will be made available to the treating physician to aid in their medical decision.
4. Any further Neuropsychological testing (computer) and interpretation will be done under the supervision of a medical doctor, preferably a Neurologist.
5. When a student- athlete shows signs, symptoms or behaviors consistent with a concussion, the athlete shall be removed from practice or competition and evaluated by an athletic trainer. No athlete should return to play the same day when a concussion is suspected. Because symptoms of concussion can often be delayed, athletes should be closely monitored on the sideline (or in the Training Room) for deterioration.
6. Athletes determined to have sustained a concussion will follow the referral protocols listed under this section.

## Injury Triage:

1. Student Athletes will be referred to Emergency/Trauma Center if the following signs are present:

- a. deterioration of neurologic function
- b. decreased level of consciousness
- c. decreased respirations or irregular respirations
- d. decreased or irregular pulse
- e. unequal, dilated, or non-reactive pupils
- f. mental status changes, lethargy, difficulty maintaining arousal, confusion, or agitation
- g. seizure activity
- h. cranial nerve deficits

2. Immediate day of injury referral and discussion with physician if the following signs are present:

- a. loss of consciousness
- b. greater than 15 minutes of amnesia
- c. increased blood pressure
- d. vomiting

Note: If same day referral is not possible due to time of day or weekends and holidays, injured athletes will be directed to hospital emergency services.

3. Delayed referral to physician (subsequent days):

- a. **Signs and symptoms persist beyond 24 hours**
- b. Post concussion symptoms interfere with activities of daily living
- c. Repeated concussions

7. Athlete's who have sustained a concussion but no longer exhibit any signs or symptoms prior to the post 24 hour referral period will follow the stepwise program. If during this time frame concussion symptoms re-appear or their stepwise test results create concern, referral to a physician will be made.

8. Prior to discharge from the Athletic Training Facility, student athletes diagnosed with a concussion will be monitored for further signs and symptoms and any possible deterioration. Upon discharge, student athletes will be provided with written instructions for follow-up care. Preferably, these instructions should be given to a guardian or roommate.

9. When a student athlete is found to be asymptomatic and post assessment tests are within normal baseline limits, return to play will follow a medically supervised stepwise process.
- 10 .Final authority for return-to-play shall reside with the physician or the physician's designee.
11. In the event that a staff athletic trainer is unavailable when a possible concussion occurs, coaches and other on the scene health care providers will practice within the standards established for their profession and level of medical expertise. In these cases, the Athletic Department Emergency Action Plan will go into effect.
12. All coaches will acknowledge that they understand the concussion management plan, their role within the plan and that they have received information about concussions.

## **HOME CARE INSTRUCTIONS FOR A CONCUSSION**

**You have suffered a head injury during competition/practice. Although you have been evaluated by a member of the WCSU Athletic Training staff, signs and symptoms of a concussion can present themselves or get worse as time passes. I want to alert you to the possible signs and symptoms that may indicate you have sustained a significant head injury. If you or someone you are with observes any of these signs and symptoms, seek immediate medical care and inform your team Athletic Trainer.**

- If your mild headache intensifies (gets worse)
- You have developed a headache and it becomes worse with time
- Restless, irritable, or drastic change in emotional control
- Mental confusion or disorientation that gets progressively worse
- Memory loss or memory problems
- Unable to be aroused from sleep
- Feeling “dazed” or “in the fog”
- Loss of appetite
- Drowsiness, lethargy or increased sleepiness
- Unequal pupils or dilated pupils
- Increased sensitivity to light or abnormal vision problems
- Increased sensitivity to noise, increased ringing in the ears
- Bleeding and/or clear fluid from the nose or ears
- Persistent or increasing nausea and/or vomiting
- Change in breathing patterns
- Dizziness or unsteadiness when walking or standing
- Difficulty speaking or slurring of speech

**For the rest of the day and until you are re-evaluated or symptoms subside, you should:**

- Rest quietly and frequently
- Do not consume any medication without consulting the WCSU Athletic Training Staff
- No consumption of alcohol
- Limit video game playing, watching TV, using the computer, and/or texting
- Do not drive a vehicle

**Remember:**

- **If any of the signs or symptoms listed above becomes apparent, seek medical care immediately.**
- Make sure that you follow-up with your team Athletic Trainer

## **SPORTS INFORMATION**

Contact between media and the athletic department is coordinated by the Sports Information Director (SID). The SID works closely with media, coaches, and athletes to provide accurate coverage and public recognition for athletes and athletics programs. Through the office of the Sports Information Director, brochures and press releases are produced, photo files are maintained, and team/individual statistics are compiled and reported to the press, NCAA, LEC, NJAC and ECAC. To support the work of the Sports Information Director, each year student athletes will complete a sports information data form. Interview requests and/or comments requested by the media from coaches and/or student athletes shall be arranged through the SID. Should a student athlete be contacted by a member of the media at home or in a setting other than the contest or practice site, refer the media person to the SID prior to making comment. In any case, given the implications of public comment on the student athlete, team, athletic program and the University itself, thoughtfulness should be exhibited prior to making any public statement. The Sports Information Office is located on the 3<sup>rd</sup> floor of the O'Neill Center.

## **EQUIPMENT ROOM**

Located in the lower level of the O'Neill Center, the Equipment Room is monitored by a full time Equipment Manager with assistance from a part-time student work staff.

### **Practice Gear and Equipment**

The following policies and procedures must be followed in order for Student Athletes to receive practice gear and/or equipment:

- Student Athletes must be verified as eligible for competition
- The Student Athlete must have been cleared by the Athletic Training Staff (e.g. proof of physical; emergency contact sheet completed; provided copy of insurance card)
- Gear and equipment will be issued through the issue window by the ER staff
- All practice gear and equipments that is purchased by the Department of Athletics is the property of WestConn and must be returned at the end of the season or the student athlete will be billed accordingly.

### **Laundry**

All practice gear and game uniforms should be laundered in the Equipment Room. Laundry Loops issued at the start of the traditional playing season are utilized for the washing of practice gear and undergarments. Practice gear must be turned in immediately after practice so that it can be laundered properly before the next session. Game uniforms must be returned to the Equipment Room immediately following the completion of all home games and immediately upon the return to campus from away contests.

### **Game Uniforms**

All uniforms are maintained in the Equipment Room and should be picked-up and returned according to the following procedures:

- Uniforms for weekly games (home or away) will be given out on the day of competition.
- Uniforms for weekend contests on the road will be made available for pick up anytime before 9pm on Friday; and on a limited basis on Saturday or Sunday morning if prior arrangements are made with the Equipment Manager.
- Uniforms for weekend home contests will be available through the issue widow not less than 2 hours prior to game time.
- All uniforms must be returned to the Equipment Room immediately after all home games and immediately upon return to campus after away games.

## **ATHLETIC RELATED TRAVEL**

The following guidelines apply for all travel to and from athletic events:

1. All transportation to and from athletic events shall be provided by Western Connecticut State University.
2. Transportation provided by the University for travel to and from athletic events shall be limited to team members, student assistants, trainers, coaches, and other University personnel as designated by the Head Coach in conjunction with Director of Athletics.
3. Student Athletes are required to use transportation provided by the University. Should an *unusual circumstance arise resulting in a request by a student athlete to use their own form of transportation*, permission must be obtained from the Head Coach and Director of Athletics. In instances where permission is granted and the STUDENT-ATHLETE TRAVEL WAIVER FORM (below) is completed, the University will be released by written statement from any responsibility in case of injury and/or accident. In addition, University and NCAA athletic insurance will not be applicable.
4. Each student athlete shall assume responsibility for insuring that buses are not abused and are left litter free.

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## **STUDENT-ATHLETE TRAVEL WAIVER FORM**

I give my permission for my son/daughter \_\_\_\_\_ to  
(Name of student)

Travel by means other than the team bus following \_\_\_\_\_  
(Sport)

Contest on \_\_\_\_\_.  
(Date)

I acknowledge that this permission releases the University from any Responsibility in case of injury or accident. In addition, University and NCAA Athletic insurance will not be applicable.

\_\_\_\_\_  
(Signature of Parent or Guardian)

## MISSED CLASSES WHILE ON THE ROAD

There will be occasions throughout the year when student athletes may need to be absent from a class in order to compete in athletic competition. **Student Athletes should be aware there is no University or Department policy requiring instructors to accept absences for athletic participation as an excused absence. It is at the discretion of the professor if he/she chooses to consider such absences as excused.**

At the start of each sport season head coaches are provided with an absent from class letter for each student on their official roster. The coach and student athlete should take the following steps:

- Make enough copies of the letter to provide one to each instructor for which class time will be missed;
- Compare class schedules with game schedules and identify any conflicts with classes;
- The student athlete should present the absent from class letter to each instructor at the start of the semester or sport season, highlighting dates where there is a conflict;
- The Student Athlete must make appropriate arrangements with the instructor of missed class time and any missed work;
- The Student Athlete should take these steps in-person with the instructor during open office hours.

## PLAYING SEASONS/ATHLETIC SCHEDULES

It is the responsibility of the Head Coach to prepare a game schedule for the approval of the Director of Athletics/Associate Director of Athletics. The following factors must be considered when preparing schedules:

- The number of games or matches per season, as well as the length of season, must fall within NCAA guidelines;
- Proper balance and spacing between home and away contests;
- Income and expense involved for each contest, as well as the total schedule;
- Class absence required for each contest, home and away.
- Playing dates and times should be arranged to provide minimum conflict with class attendance and the cultural and religious activities of the university community.
- No regular season contests should be scheduled during final exams.
- Availability of facilities on a specific date and time
- Number of contests scheduled within a time period
- Balance between outstanding, average, and weaker opponents.

The following game limited has been established by the NCAA:

	<u>Regular Season</u>	<u>Non-Traditional</u>
Men's Soccer	20 games	1 play date (2 regulation games or 180 mins.)
Women's Soccer	20 games	1 play date (2 regulation games or 180 mins.)
Volleyball	22 playing dates	1 play date
Field Hockey	20 games	1 play date
Football	10 games	2 regulation contests or 140 mins.
Men's Basketball	25 games + 2 scrimmages or exhibition games	
Women's Basketball	25 games + 2 scrimmages or exhibition games	
Women's Swimming	16 dates of competition	
Baseball	40 games	1 play date ( 2 regulation games or 18 innings)
Softball	40 games	1 play date ( 3 regulation games or 21 innings)
Men's Lacrosse	17 games	1 play date ( 2 regulation games or 120 mins.)
Women's Lacrosse	17 games	1 play date
M/W Tennis	20 dates of competition	

*Please Note: all teams are required to take a day off once a week from practice and competition. Once the week is established, it must remain constant throughout the season (i.e. Sunday-Saturday, Monday-Sunday).*

## NON-TRADITIONAL SEASONS

The non-traditional seasons were established to provide student athletes with an opportunity to refine their skills in an organized supervised fashion. Participation in the non-traditional season should be *optional* for the student athlete and adhere to the following guidelines:

- The non-traditional season must comply with all the NCAA regulations.
- No Student Athlete may miss any classes for any athletic related reasons (i.e. practices, games tournaments) during the non-traditional season (NCAA rule).
- All scrimmages, matches, etc. must be approved by the Director of Athletics prior to agreement.
- Coaches must adhere to department policies on travel during the non-traditional season and leave an itinerary in the main office.
- Practice equipment is not issued to student athletes during the non-traditional season. If a coach issues uniforms/equipment for their competitions, it is their responsibility to collect such issuances immediately after each contest.
- There should be trainer coverage for all home contests.

Funding for non-traditional seasons (charter bus, meal money and entry fees) should come out of fundraising.

## TEAM PRACTICE

All practices are scheduled by the Athletic Director in conjunction with the Head Coach and the Director of Facilities and Scheduling (John Murphy) for each sport. A master practice schedule will be published at the beginning of each playing season – both traditional and non-traditional.

During the off-season, student athletes and athletic teams may not reserve the gymnasium for their exclusive use during hours of open recreation. There is no such thing as a “Captains Practice”. It is not legal per NCAA regulations and is not condoned by the Department of Athletics.

### **During times when the building is normally closed, the following shall apply:**

Intercollegiate team practices held during hours when the building is not normally open, shall be scheduled by the Coach with the Athletic Director and the Director of Facilities and Scheduling (J. Murphy) who shall notify any necessary persons/agencies of the practice session. An adult coach must be present throughout the practice session, and shall be responsible for security of the building.

## **STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**

Western Connecticut State University Student Athlete Advisory Committee (SAAC) is a student led group comprised of representatives from each of its varsity athletic teams. SAAC meetings are held on a regular basis throughout the academic year. The purpose of the meetings include, but are not limited to: discussing questions and concerns raised by student athletes, discussing policies and procedures that impact student athletes, and planning community based programs.

Participation in SAAC provides an opportunity for personal growth and development. At the same time, it also provides an opportunity for individuals to have an active role in the administration and evaluation of the intercollegiate athletic department. As a direct link between the athletic staff and the nearly 325 student athletes on campus, SAAC affords students the opportunity to engage in open communication with members of the athletic and university staff in an effort to maximize their experiences as a student and athlete.

### ***The goals of the group include:***

1. To improve the overall athletic experience for all student athletes.
2. To enhance the image of the intercollegiate athletic department among members of the campus and local communities.
3. To serve as the liaison between all student athletes and the athletic department.
4. To develop and conduct community service activities.

## AWARDS BANQUET

Each May the Athletic Department sponsors an Athletic Awards Banquet. All Senior Student Athletes, Scholar Athletes, and nominees and award winners in the major award categories are invited to attend the banquet. Invitations are also issued to the parents of those students being recognized.

## ATHLETIC RECOGNITION

Student athletes are eligible to receive formal recognition from the University for their Athletic Participation. These awards include the following:

- Senior Athletic Watch: The Athletics Department will award a Senior Athletic Watch to a Student-Athlete who completed his/her athletic career and has made a significant contribution.
- Senior Athletic Ring: The Athletics Department will award a Senior Athletic Ring for any Student-Athlete who graduates in five years and has made a significant impact within his/her sport.
- SAAC Scholar-Athlete of the Award: The SAAC Scholar Athlete Award is presented to a female and a male Student-Athlete who has a minimum cumulative grade point average of 3.2 or better and at least 60 credits. These individuals must be a major contributor to their team and community and write an essay about their experiences being a Student-Athlete at WestConn. Usually, a committee of one faculty representative, two coaches and two student athletes read the nominees' materials and cast their vote. This award is presented by the President of the University at halftime of the Homecoming football game.
- Scholar Athlete Award: The Scholar Athlete Award is presented to each Student-Athlete with a 3.5 cumulative grade point average or above, who has been a WestConn student for a minimum of three semesters, accumulating at least 36 credits and has participated in a least two playing seasons in his/her respective sport.
- Athlete of the Year Award: The Athlete of the Year is awarded to one female and one male athlete who has been nominated by his/her coach and has played his/her sport for a minimum of two seasons. This person must be a major contributor on the field/court/pool and exemplify what it means to be a Division III Student-Athlete.

The Athletic Department may recognize people for their special contributions to Western Connecticut State University athletics. Student athletes are also eligible to receive awards sponsored by the NCAA, LEC, NJAC and the ECAC. These awards may include: All-America, All-LEC, LEC Player of the Week, All-NJAC, and NJAC Player of the Week. All of the above awards will be presented at our Awards Dinner sponsored by the Athletic Department each year. Recognition at this dinner shall not be limited to those awards mentioned above.

## UNIVERSITY SERVICES

**Academic Advising –837-8397** The Academic Advisement Center provides up-to-date information on all academic programs at the University and can assist full and part-time exploratory studies students in choosing a major area of study. In addition, the Academic Advisement Center staff acts as a liaison between the Counseling Center, Career Development and all other academic departments on campus.

- **AccessAbility Services – 837-8199** – AccessAbility Services coordinates and provides accommodations and support services to students with all types of disabilities. Over 200 students with documented disabilities are registered with the office. Their goal is to provide appropriate and necessary accommodations and services while supporting each student in developing the skills to lead an independent life
- **Campus Ministries – 203-744-5846** – The Catholic Campus Ministry invites students, faculty and staff alike to consider its Newman Center, located across the street from Newbury hall on the Midtown campus. This hospitable Center is the heart of the Catholic Campus Ministry, which brings a range of worship, fellowship, outreach and educational opportunities to University life. Students of other faiths can also find other spiritual counselors, activities and programs on campus.
- **Career Development Center – 837-8263** – The Career Development Center is located on the Midtown Campus in the Student Center Room 227. The CDC provides a wide range of career related and employment services to students. Staff members also work extensively with employers in referring students and alumni for job opportunities.
- **CHOICES – stands for Cultivating Healthy Opportunities in College Environments. – 837-8898** Located in Litchfield Hall on the Midtown Campus Room 101. The goal for CHOICES is to provide resources, information and services that will help students make informed and responsible decisions about the use of alcohol and/or drugs. CHOICES can provide up to date information on alcohol and other drugs, including club drugs, inhalants, prescription drugs, pot, ecstasy and more. They conduct individual screenings and assessments for students are on a voluntary or referral basis.
- **Counseling Center 837-8690** – The WCSU Counseling Center offers free, confidential services to the university community. They are located in the Midtown Campus Center Room 222. The Counseling Center’s mission is to assist personal and educational development through therapy, consultation, and educational outreach. This is to help students develop effective problem-solving and decision-making capabilities in order to make satisfying life choices and maximize their capacity for continued emotional growth.

- Food Service – 837-8764 –**  
 Midtown Marketplace A wide variety of food for all appetites.  
 Monday – Thursday 7am – 7pm,  
 Friday 7am – 6:30pm,  
 Saturday 10am – 6:30pm and Sunday 10am – 8pm.

Midtown Food Court – Stacks Mexican creations at Ultimate Baja, sizzling grill favorites from Sky Ranch Grill and quick grab and go items from Smart market.  
 Monday – Thursday 7am – 9pm  
 Fridays 7am – 2pm.

Warner Hall Coffee Kiosk –  
 Monday – Thursday 7am – 2pm and  
 Friday 7am – 12 noon.

Westside Marketplace – Grill 155, Sandella’s, Elias pizza, Jump, Asian Express, homemade soup, fresh salad bar and grab and go items from Smart Market.  
 Monday – Thursday 7:45am – 7pm,  
 Friday 7:45am – 6:30pm  
 Sat. and Sunday 10am – 6:30pm
- Libraries – The Robert S. Young Library located on the 4<sup>th</sup> floor of the Westside Classroom Building 203-837-9139** – Organized much like a corporate library, this business library supports the departments of accounting, finance, management, marketing, management information systems and partial support for the Division of Justice and Law Administration. Throughout the year, the librarians provide bibliographic instruction and library user education classes to familiarize students and faculty with sources and to assist them in their research. Individual instruction is available upon request.
- Ruth Haas Library located on the Midtown Campus. 837-9100** – This library occupies 90,000 square feet on six floors. During the regular semester, the Haas Library is open 82 hours per week when classes are in session.
- Health Services – 837-8594** – All full-time students are eligible for care at Health Service, regardless of the health insurance plan they carry. Part-time students, faculty and staff members are seen for emergencies only. Health Services provides screening and treatment for illnesses, injuries and other health related problems.
- The Math Clinic – 837-9203** helps students overcome math anxiety and improve their math skills. Tutors can help students study for tests, solve homework problems and apply these problems to real life situations. In addition to offering one-on-one tutoring, the Clinic offers a collection of video and computer tutorials for individual student use.
- Study Skills Lab – 837-9299** – The Study Skills/Reading lab provides assistance to students who need help in reading, outlining, note taking, studying, time management, test taking research and word processing.

- **University Police – all campus phones dial 911** - The WCSU police department is responsible for protecting all persons, property and civil liberties of members of the university community; their guests and visitors. There are officers on duty around the clock, seven days a week.  
**See Attachment.**
- **Writing Lab – 837-8728** – The Writing lab provides one-on-one tutoring for students who want help with their writing. Tutoring sessions are free. To schedule an appointment call the above number.
- **WestConnect Card Office – 837-9311** - Westconnect Card office is located in the back of the Old Main Building. Resident use their cards to access their residence hall doors, use their meal plan, to do laundry, buy books. To take our library material, access 24-hour computer labs etc. New students can obtain their card at June orientation or after you have registered for classes. You must be registered for the current or next semester to obtain your WestConnect Card.
- **Women’s Center of Greater Danbury –  
24 Hour Hotlines – Sexual Assault 203 - 731-5204  
Domestic Violence 203-731-5206**  
The Women’s Center of Greater Danbury has an agreement with the WestConn Community to provide on-campus support for students, faculty and staff.  
Free and confidential campus services:  
Individual/Group Counseling, Information and referrals and Crisis Intervention and Advocacy at the hospital, police station, court and during the campus judicial process.

## **ATHLETIC ADMINISTRATION AND COACHES**

<b><u>TITLE</u></b>	<b><u>NAME</u></b>	<b><u>E-MAIL</u></b>
Athletic Director	Ed Farrington	<a href="mailto:farrington@wcsu.edu">farrington@wcsu.edu</a>
Associate Athletic Director (SID)	Scott Ames	<a href="mailto:amess@wcsu.edu">amess@wcsu.edu</a>
Administrative Assistant	open	
Athletic Trainer	Mark Allen	<a href="mailto:allenm@wcsu.edu">allenm@wcsu.edu</a>
Athletic Trainer	Patrick Hull	<a href="mailto:hullp@wcsu.edu">hullp@wcsu.edu</a>
Athletic Trainer	Pete Algarin	<a href="mailto:algarinp@wcsu.edu">algarinp@wcsu.edu</a>
Equipment Manager	Al Trimpert	<a href="mailto:trimperta@wcsu.edu">trimperta@wcsu.edu</a>

<b><u>WOMEN'S SPORTS</u></b>	<b><u>HEAD COACH</u></b>	<b><u>E-MAIL</u></b>
Basketball	Kimberley Rybczyk	<a href="mailto:rybczykk@wcsu.edu">rybczykk@wcsu.edu</a>
Field Hockey	Danielle McDonnell	<a href="mailto:mcdonneld@wcsu.edu">mcdonneld@wcsu.edu</a>
Lacrosse	Jennifer Ouellet	<a href="mailto:burrowsj@wcsu.edu">burrowsj@wcsu.edu</a>
Soccer	Joe Mingachos	<a href="mailto:minchagosj@wcsu.edu">minchagosj@wcsu.edu</a>
Softball	Heather Stone	<a href="mailto:stoneh@wcsu.edu">stoneh@wcsu.edu</a>
Swimming	Jill Cook	<a href="mailto:cookj@wcsu.edu">cookj@wcsu.edu</a>
Tennis	Kelly Niznansky	<a href="mailto:kniz12@hotmail.com">kniz12@hotmail.com</a>
Volleyball	Greg Poole	<a href="mailto:pooleg@wcsu.edu">pooleg@wcsu.edu</a>

<b><u>MEN'S SPORTS</u></b>	<b><u>HEAD COACH</u></b>	<b><u>E-MAIL</u></b>
Baseball	John Susi	<a href="mailto:susij@wcsu.edu">susij@wcsu.edu</a>
Basketball	Bob Campbell	<a href="mailto:campbellr@wcsu.edu">campbellr@wcsu.edu</a>
Lacrosse	Jason Ouellet	<a href="mailto:ouelletj@wcsu.edu">ouelletj@wcsu.edu</a>
Football	John Burrell	<a href="mailto:burrellj@wcsu.edu">burrellj@wcsu.edu</a>
Soccer	George Kostelis	<a href="mailto:kostelisg@wcsu.edu">kostelisg@wcsu.edu</a>
Tennis	Ritush Veugopal	<a href="mailto:ritushv@gmail.com">ritushv@gmail.com</a>

For Information call: 203-837-9013