

Springfield College Student- Athlete Handbook 2010-11

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If you have any questions regarding the information and/or policies set forth in the Student-Athlete Handbook, please contact the Athletic Office (413) 748-3332 or Kiki Jacobs, Associate Director of Athletics/Compliance Officer (413) 748-3334, Athletics Department Office 303, PE Complex.

Contact Information...

Please call for an appointment. Hours are Monday – Friday 8:30 a.m. – 4:30 p.m. unless otherwise noted.

Academic/Life Skills Coordinator	Kiki Jacobs, x3334
Athletic Trainer (Head)	Barclay Dugger, x3650 Mon. – Fri. 2:30 p.m. – 10 p.m. Weekends as needed (Sat. 8 a.m. – 10 p.m. & Sun. 1 – 10 p.m.)
Career Center	x3222 Mon. & Tues. 8:30 a.m. – 7 p.m.; Wed. – Fri. 8:30 a.m. – 4:30 p.m.; Sat. 10 a.m. – 3 p.m. (Call first for an appointment)
Compliance Officer	Kiki Jacobs, x3334
Counseling Center	x3345
Director of Athletics	Dr. Cathie Schweitzer, x3333
Equipment Room	Janiece Holder, x3412 Kevin Carneiro Mon. – Fri. 8 a.m. – 9 p.m., Sat. 9 a.m. – 5 p.m.
Faculty Athletics Representative	Dean Charlie Redmond, x3231
Sr. Associate Director of Athletics	Dr. Craig Poisson, x3166
Springfield College Health Center	x3175 Mon. – Fri. 8 a.m. – 8 p.m.

MISSION STATEMENT **DEPARTMENT OF ATHLETICS**

The mission of the Springfield College Department of Athletics is to provide and operate an athletics program that encourages participation by offering a variety of athletic opportunities with equal emphasis given to all sports. The Department of Athletics believes that building relationships and respect for others will lead to team unity, cohesiveness, confidence, and better human relations that will ultimately help student-athletes become successful in their sport, as well as leaders in their chosen profession. The College's humanics philosophy allows the Department of Athletics to implement a co-curricular experience that truly emphasizes the development of the whole person in spirit, mind, and body, enabling student-athletes to pursue excellence in the classroom, on the playing surfaces, and in the communities.

PREAMBLE

Springfield College's student-athletes are exposed through the athletics program to the College's philosophy, which is so richly imbued with a people helping directive, emphasizing humanics in the equilateral development of the whole person, in spirit, mind and body.

The bi-disciplinary interaction between athletics and academic study contributes to the total development of the individual. Athletics participation for the student-athlete is heavily dependent upon an understanding of, and a concern, for others. This regard for others leads to team unity, cohesiveness and better human relations, which are important for ultimate success. Furthermore, the coach should always demonstrate total concern for the individual. His/Her total concern must include the physical and skill proficiency of the body, the intellectual, interpretive and cognitive skills of the mind and the individual and collective *esprit de corps* of all athletes. This equal-lateral development occurs during practice sessions and is showcased publicly during competitive athletic events. The College also believes that a quality athletics program reduces the attrition of student-athletes, enhances job placement opportunities and improves the possibility of positive alumni relationships.

PROGRAM OVERVIEW

Springfield College has established, and supports, a broad-based athletics program. The athletics program maximizes participation by offering a variety of athletics opportunities; there are twenty-six (26) varsity and ten (10) junior varsity sports. Equal emphasis is given to men's and women's sports; and the quality of competition is similar for all. The College supports student-athletes in their efforts to attain high levels of competitive performance and excellence by providing them with competent coaching, quality facilities, proper and safe protective equipment and appropriate competitive opportunities with student-athletes from similar institutions. While the College places a primary emphasis on in-season or traditional competition, it encourages exceptional teams and individuals to compete in post-season championships.

The College also supports spectator opportunities for the student body. Spectator participation enables the student body to identify with the College and develop pride, a feeling of importance, better morale and loyalty. The spectators attending College athletics events are expected to provide an environment of respect, dignity and civility for the College's guests. In essence, the College believes in providing a positive, meaningful, educational atmosphere for the conduct of its athletics events and behavior contrary to this intent will not be condoned. The College does not accept the use of profane and vulgar language or any form of disrespectful treatment of our guests (visiting teams, officials, etc.). When a public

address system is not available, control for the above is the responsibility of the coach. When a public address system is available and any evidence of inappropriate behavior has been demonstrated, the following announcement will be made by contest management personnel:

Springfield College promotes sportsmanship by student-athletes, coaches and spectators. Springfield College believes in providing a positive, meaningful, educational environment at its athletics events. Profanity, taunting, trash talking or any other form of disrespectful action directed toward the officials, student-athletes, coaches or team representatives will not be tolerated. We request your cooperation by supporting the participants and officials in a positive manner.

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. Only signage properly located and pre-approved by the Athletics Office will be permitted at the site of an event. Bands or any component thereof shall not play while the game is in progress. The event manager shall be responsible for enforcing these provisions.

Alcoholic beverages shall not be sold or otherwise made available for public consumption at any athletics event sponsored by or administered by the College, nor shall any such beverages be brought to the site during such an event (i.e., during the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition).

The sale or distribution of newspapers, handbills, candy, food, raffles, flyers, memorabilia or promotional materials at the site of a Springfield College athletics event without the advance written approval of the Athletics Office is prohibited.

The Operational Objectives for the Athletics Program are as follows:

1. To embody and implement the objectives of Springfield College as well as the administrative and operational bylaws of the NCAA.
2. To provide and maintain a coaching faculty who provide quality athletics instruction and promote a healthy interest in athletics.
3. To provide quality and safe facilities for athletics competition.
4. To provide each sport with the necessary equipment which includes consideration of proper safety and protection.
5. To provide the funds necessary for the restoration and repair of protective and safety equipment, so that they may meet appropriate standards for future use.
6. To provide funds for management of each sport which includes entry feeds, transportation, meals, lodging (when necessary), certified officials for home events, operation costs for pre-season, intercession and spring break.
7. To provide the labor force necessary to assist coaches and to facilitate the administrative event management events for each sport.

8. To have funds available for conference, regional and national championships, which provide for competitive opportunities with student-athletes from similar institutions.
9. To provide supplemental monies for the active recruitment of student-athletes consisting of travel, meals, lodging and sports related publications.
10. To make available counseling opportunities associated with the student-athlete's physical, mental and social well-being.
11. To have funds available for professional memberships which, in turn, benefit the College through the:
 - a. Assignment of certified officials.
 - b. Scheduling of competitive events with member institutions.
 - c. Team, individual and coach recognition on the conference, regional and national level.
12. To provide supplemental travel monies for coaches to fulfill their approved professional committee commitments to improve their opportunities for selection and recognition and contribute to their professional enhancement.
13. To have available the necessary supplies for office management, office services and the recruitment of prospective student-athletes.

ACADEMIC EXPECTATIONS

Eligibility

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must meet all Springfield College academic policies/regulations, along with the following criteria:

1) **Full-time status** - At the time of competition, a student-athlete shall be enrolled in not less than 12 semester hours. Should a student-athlete fall below 12 semester hours, he/she will become immediately ineligible for practice and competition. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program provided the courses he/she is enrolled in will result in graduation at the completion of the semester. **PEAI courses do not count toward full-time status or satisfactory academic progress.** A student-athlete that drops or withdraws from a class must notify his/her coach and the compliance officer immediately.

Graduate student-athletes need to be enrolled for a minimum of 9 credits to be eligible.

2) **Good academic standing** – (All students must achieve the following minimum GPA's after attempting the completion of credits)

(1.75)	0 – 29.5 credit hours
(1.85)	30 - 59.5 credit hours
(1.95)	60 - 90 credit hours
(2.0)	90.5 + credit hours

*A student placed on academic probation will be ineligible to practice or compete with the team. In addition, ineligible student-athletes are not permitted to serve as team manager.

3) Satisfactory academic progress - At the conclusion of an academic year, a review will be conducted to determine whether the student-athlete has met satisfactory academic progress standards. A student is making Satisfactory Academic Progress when he/she passes at least 24 semester hours during the academic year (September through August) and meets or exceeds the cumulative GPA established for his/her graduation class designation. This may include intersession and summer school. PEAI courses do not count toward full-time status or satisfactory academic progress. If a student-athlete is repeating a course, he/she may not count the credit toward his/her 24 credits if he/she has already received credit for the course.

NCAA Eligibility

The College encourages student-athletes to graduate within a traditional four-year period. However, a student may represent the institution while enrolled as a graduate student or while enrolled and seeking a second baccalaureate degree at the same institution. Student-athletes may use the NCAA **10-semester rule** to complete their four seasons of eligibility. If a student-athlete is planning to miss a season of competition and consequently return to school for a fifth year, he/she shall notify, in writing, the Director of Athletics of this plan prior to missing a season of competition. There must be sound academic reasons for the student-athlete to make the decision not to participate in a season of competition.

According to NCAA rules, a student athlete has used a **season of eligibility** if he/she is on the team roster on the first date of competition or at the first opportunity to compete, regardless if the student-athlete competes in that contest.

A student-athlete may apply for a **medical hardship waiver**, and, if approved, thereby be granted an additional year of eligibility, if the student-athlete had an injury or illness in the first half of the traditional season and competed in less than one third of the team's schedule. If the student-athlete returns to competition after the first half of the traditional season, and is re-injured in the second half of the traditional season, the student-athlete is not eligible for a medical hardship waiver. To apply for a medical hardship waiver, the student must submit an application to the Athletic Department's Compliance Officer.

Reading and Exam Days

The following is the policy regarding competition during exam and reading days:

- 1) Any Conference, ECAC, New England or NCAA Championship event which may interfere with final exam or reading day periods must be approved by the Director of Athletics.
- 2) All student-athletes should be given the opportunity to decide whether or not they can **ACADEMICALLY AFFORD** to miss a reading or final exam day and then sign a statement indicating such. They must also make the necessary arrangements ahead of time with all professors prior to departing or competing.
- 3) The coach may not mandate that any student-athlete participate in championship competition.

Credit for Athletic Participation (PEAI)

To receive academic credit (.5 semester hour toward graduation) for athletics involvement he/she must have participated on a varsity team. Credit can be earned once per sport by non-Physical Education Teacher Preparation students toward satisfaction of the 4 semester hour all-college requirement in Physical Education. Physical Education Preparation students may use PEA I skills credit for only one sport, one time as elective credit. This credit does not count toward meeting the academic requirements of full-time status or satisfactory academic progress.

Student Teaching/Practicum

Participation on an athletic team while student teaching, engaging in an internship, or practicum are not prohibited, but the student must be aware that conflicts between practicum and participation on an athletic team often arise, and that practicum responsibilities must take precedence. At the start of the practicum, students should inform their college supervisors of any outside responsibilities that could impact their practicum (including participating on an athletics team).

CHAMPS/Life Skills Program

The NCAA CHAMPS/Life Skills Program at Springfield College aims to provide student-athletes with the guidance and skills necessary to successfully combine academics and athletics. The program emphasizes the importance of student-athlete development through workshops, community service and other activities. The following is a list of programs and services offered by the Springfield College Athletic Department:

- Academic monitoring, support and workshops.
- First-year student-athlete orientation workshop to promote a positive transition into collegiate academics, athletics, and social life.
- Educational initiatives that encourage respect for diversity.
- Nutrition consultants, athletic counselors, and sport psychology consultants.
- Discussions with athletic teams about health issues such as eating disorders and the abuse of performance enhancement substances.
- Career planning and development programs.
- Collaborative programs with the Division of Student Affairs (i.e. Counseling Center, Multicultural Affairs, Drug and Alcohol Education, and Health Services) to promote the total development and wellness of student-athletes.

ATHLETIC TRAINING SERVICES

Research and experience confirm that participation in intercollegiate athletics places participants at risk of injury(ies). Athletes competing at Springfield College are no different and are likely to be injured while participating. Springfield College employs an athletic training staff that works closely with the Student Health Center staff. Responsibilities of the athletic training staff include implementing an athletic health care program with the objectives of:

- 1) Minimizing athletics injuries.
- 2) Evaluating and managing athletics injuries.
- 3) Rehabilitating injured athletes and establishing readiness to return to participation.

Quality athletic health care requires the cooperation and communication between the athletes, coaches, physicians and athletic training staff. The following is an overview of the Athletic Health Care/Athletic Training Services at Springfield College:

Athletic Training Facilities

The new athletic training room provides student-athletes access to athletic health care at the highest level. Hours are based on practice and contest schedules. Pre/post practice and contest services are provided in the athletic training room located in the Exercise Science facility (between the PE Complex and the Fieldhouse). Treatment area consists of seventeen treatment tables, two high/low tables, and a motorized traction table. Modalities include six Game Ready cold therapy units, Low Level Laser Therapy unit, multiple electrical therapy and ultrasound units, a paraffin bath, three large hydrocollator units, two ice machines, and an administrative check-in counter. Twelve taping stations complete the main treatment area.

Athletic Training Staff

Springfield College has full-time National Athletic Trainers' Association (NATA) Certified and Massachusetts Licensed Athletic Trainers on the faculty. In addition, they are assisted by NATA Certified and Massachusetts Licensed Graduate Associates. These athletic health care professionals implement the athletic training objectives and services. The athletic training staff also supervises the student athletic trainers involved in the health care of Springfield College student-athletes.

Team Physicians

Springfield College has an orthopedic practice group of physicians to service student-athletes. There are orthopedic physicians and physician assistants who staff the bi-monthly orthopedic clinics at the Student Health Center, and cover home football games and other events as indicated. Physician(s) have weekly sports medicine clinics in the Athletic Training Room. The athletic training staff will arrange for appointments with the physician(s) at the Student Health Center or physician's office as needed.

Athletic Training Coverage

Student athletic trainers and staff supervising certified athletic trainers are assigned to all risk activities including coverage of practices and home contests. Certified athletic trainers travel with the varsity and sub-varsity football programs and men's lacrosse. When a student athletic trainer is traveling with a team, Springfield College will notify the hosting institution that a certified athletic trainer will not be present. In this instance the hosting institutions certified athletic trainer will assist the team/student athletic trainers as needed.

Rehabilitation of Injured Athletes

The rehabilitation of injured athletes takes place in the Athletic Training Room during posted hours. All treatments require an appointment. Treatment cannot be initiated without a physician prescription. The physician can be one of the college physicians or the athlete's own physician.

Pre - Participation Medical Clearance

All athletes must have a Certificate of Good Health to begin the season. This Certificate of Good Health is provided after the student-athlete completes the Health Center pre-season clearance process.

It is vital that the student-athlete complete the health questions and history accurately. As part of the medical clearance procedure the athlete must complete all athletic training forms provided to him/her by his/her head coach. Once these forms are completed, they will be reviewed by the Athletic Training staff.

Clearance for Participation (Following Restriction for Injury/Illness)

An athlete who has been restricted by a physician from participation because of injury or illness must be cleared in writing by a physician before returning to participation. The clearance can be provided by the original physician or one of the school physicians. The athletics training staff reserves the right to restrict an athlete's participation even with medical clearance, if in their professional opinion, the athlete remains at risk of further injury or re-injury.

Insurance

Springfield College maintains a limited accident insurance for all student-athletes. The benefits provided under the terms of the policy are payable in excess of any other valid and collectible insurance that may be in place as to the insured student. Any charges in excess of the limits of other insurance are covered subject to the limitations contained in the plan. Because of the limited nature of the Accident Insurance, students are expected to maintain their own in-state insurance (Massachusetts insurance is a must).

In addition, the College provides a Catastrophic Injury Insurance Program for all student-athletes. The benefits are comprehensive and a current benefit summary is available in the Athletics Office.

Accident Insurance: Claims Procedures

The following procedure will be used for insurance claims:

- 1) Obtain a claim form from the Department of Athletics.
- 2) Complete the Student Statement Section of the form.
- 3) Take the claim form to the Athletic Training Room for verification and signature by the Head Athletic Trainer.
- 4) Take the signed claim form to the Athletics Office for the appropriate signature.
- 5) Attach any bill you have to the claim form and mail everything to the address indicated on the form. The bill must have a balance not paid by the primary insurance carrier. If primary insurance denied payment, enclose a copy of the denial letter with the claim form.

If you are insured by another company, you must first submit all bills to that company. At this time, just the claim form should be submitted to the address indicated. When you (or your parents) receive Explanation of Benefits (E.O.B.'s) from your insurance company, mail them to the address indicated on the form.

Catastrophic Injury Insurance Program

When a catastrophic injury occurs, a College representative must contact the Catastrophic Injury Help Line as soon as possible. The actual reporting procedure is available in both the Athletics Office and the Purchasing Office.

THE STUDENT-ATHLETE

Expectations

Student-athletes attend Springfield College for the primary purpose of education. Nothing should interfere with this purpose. Athletics are a part of education, requiring from the student-athlete self-discipline in organizing a study schedule and work habits that will contribute to educational success.

A student's grades should not suffer because of athletics; this can occur, however, because of the student's inability to organize properly to cope with both disciplines. At times, this organization requires a great deal of personal commitment. Consequently, the College expects student-athletes to organize and discipline themselves with personal commitment so that their educational endeavors and athletics pursuits do not suffer.

Requisite to being an athlete is accepting the full responsibility of being a student. In order to have a smoothly functioning athletics program, strict adherence to the following is of vital concern:

- 1) Attendance at all academic and skills classes is expected. Failure to attend classes invariably has always reflected back on the team and its purposes. Away and home contests can, at times, result in a loss of classroom time. Consequently, unnecessary skipping of class should not be the decision of choice.
- 2) At times, because of other commitments, your academic progress can be deterred. Whenever this occurs, your coaches expect to be notified and you are expected to accept the responsibility for seeking extra individual attention from your professors or the academic success center.
- 3) The Athletics Department expects from you the acceptance of the responsibility of notifying your professors, in writing, the dates of expected absences due to competition. This should be conducted during the first week of classes. A reminder to the professor should be conducted well in advance so that it does not interfere with the professors organized schedule of instruction. This responsibility also includes the making up of any scheduled exams. As soon as you are notified in reference to a scheduled exam, you should report immediately to your professor the conflict that may exist, so that proper procedure can be taken to rectify the matter. For away games, the student-athlete is excused from class one half hour prior to departure time. It is strongly recommended that the student-athlete attend class up to the excused one half hour before departure. In the past, professors have been extremely cooperative. However, this cooperation depends upon your acceptance of the responsibilities of a student-athlete. See College Attendance Policy in the student handbook.
- 4) Departure for our southern trips during Spring break should not interfere with the completion of the academic calendar.
- 5) Participation in any post season, Conference, ECAC, New England and NCAA Championships, which may interfere with reading days or exams, must have the approval of the Director of Athletics. If the approval is granted, the student-athlete will be allowed to make a voluntary decision in reference to his/her participation in this event (signed waiver). See reading and exam days policy-waiver.

- 6) When establishing an academic schedule the student-athlete should consider his/her involvement in athletics, but should never avoid scheduling a course of importance or interest simply to avoid conflicts with athletics participation (typically practices begin at 4:00pm).

* To assist the student-athlete in becoming a scholar, the College recommends an article by George Jenkins, Kent State University, attached hereto as Exhibit "A".

Captain's Practice

Captains' practices are not allowed at Springfield College per NCAA Bylaws. Students may reserve a designated athletic/recreational facility from time to time but the reservation can never be held for only members of a varsity team. The open recreation space reservation must be made through the Recreation Department. The reservation must always be open to all members of Springfield College.

Dual Sport Athlete Policy

The athletics department at Springfield College allows student-athletes to participate in more than one sport in a single season. With this philosophy it would be necessary for coaches to work out a written arrangement which would enable student-athletes to participate in both sports. No athlete will be required to stop participation in one sport in order to start competition or practice in a subsequent sport unless agreed upon by both coaches. A student-athlete may be allowed to participate in a traditional and non-traditional season at the same time while adhering to NCAA Bylaw 17.1.6.1, whereas athletically related activities are prohibited during one calendar day per week. There may be situations where a student-athlete is permitted to participate in two traditional seasons simultaneously, but again the two coaches and student-athlete must work out a written arrangement ahead of time.

Guidelines:

- 1) When it comes to the attention of a coach that a prospective student-athlete may be interested in participating in more than one sport during the same season, the coach needs to discuss the situation with the coach of the other sport.
- 2) The student-athlete must indicate an interest in participating in both sports in one season and must make it clear which sport is the priority (situational-post season on the line).
- 3) The conditions must be mutually agreed upon by both coaches. If one coach does not think it will work out, the student-athlete must be informed that this particular scenario is not a possibility. The same message needs to be conveyed to the student-athlete by both coaches. If one coach is not in agreement, that respectfully ends the discussion.
- 4) Issues to discuss:
 - a. Time commitment for practice
 - b. Daily workout schedule (days/time of practice; student-athlete cannot practice with both teams in any given day)
 - c. Which sport is the primary/secondary sport (in case of contest conflict)
 - d. What is the designated day off for the student-athlete
- 5) Discussions need to take place during the recruiting process or before the first season starts.
- 6) All recommendations must be reviewed by the two coaches involved, the student-athlete, the athletic trainer, FAR, and compliance officer.
- 7) If agreed upon, a contract needs to be in writing stating the agreed upon conditions. All different scenarios must be covered in the contract:
 - a. Academics
 - b. How to handle contest conflicts

- c. Physical demands
- d. Lifting program has to be worked out between both program coaches and strength coaches

Exit Interview

Student-athletes who leave the team during the season will have an opportunity to do an exit interview with an administrator in the athletics department. A random selection of seniors will be invited for exit interviews as well. These interviews will be conducted to gain valuable information to improve the student-athlete experience.

Locker Rooms

A number of athletic teams have the privilege of using a locker room during the season. It should be made clear that this is indeed a privilege and behavior in the locker room should reflect this. Student-athletes should never be in their locker room when the facility is closed except for a scheduled practice or contest nor should any non-team member ever be allowed in the locker room. Locker room decorations and paraphernalia should always be in good taste and must be completely removed when the locker room is vacated after the season. The locker rooms should also be kept in good condition at all times because they are shared by visiting teams throughout the year. Any damages to the facility will be assessed to the team's fundraising account or the individual(s) responsible for the damage. Please note that abuse of any of these policies can result in expulsion of individual team members or an entire squad from a locker room.

One Day off per Week

NCAA regulations mandate one day off per week from practice, competition or any team activity (this includes weightlifting, film study, meetings, conditioning, and practice)

EQUIPMENT ROOM POLICIES

Student-athletes checking out gear for their team's season must complete a contract with an equipment room staff member. All gear issued to the student-athlete will be recorded on the contract. Once recorded, this gear becomes the responsibility of the student-athlete until all the item(s) is/are "checked in" on the contract by an equipment room staff member. All equipment must be turned in within one week of the season's end. Failure to return issued equipment will lead to a charge for the item to be replaced. The student-athlete will be charged double the replacement cost of the item. This charge will appear on the student-athlete's account.

LEADERSHIP

Captains/Team Leaders

The captain or co-captains of a team shall be selected by team members and or the coaching staff and are responsible for the leadership of that team on and off the field. Captain(s) may be removed for just cause by the head coach with the approval of the Director of Athletics.

Pride Athletic Advisory Council (PAAC)

The Pride Athletic Advisory Council (PAAC) shall have the responsibility of communicating, reviewing and advising the athletics department on any concern, which directly or indirectly affects the welfare of their academic or athletics involvement. The council shall meet at least once each month. However, any council member can call for a special meeting. A scheduled or special meeting of the PAAC will be convened by the designated athletic Administrator. The Associate Director of Athletics will have the responsibility of informing the captains (or a designated team member) of matters which influence their athletics participation.

NCAA Leadership Conferences

NCAA Career in Sports Forum is a four day event through which selected student-athletes will explore and be educated on careers in sports, with a primary focus on collegiate athletics. Through the use of dual tracks, participants will examine the key functions of a coach or administrator within sports. Foundational skills such as communication, networking, recruiting, managing culture, transitioning and budgeting will be covered with participants. This is a four day all expenses paid conference.

The NCAA Northeast Regional Conference for Division III was established for NCAA Division III student-athletes, coaches and administrators to enhance their personal development and leadership skills in order to positively affect their campus, conference and communities in the future. Every other year two student-athletes from Springfield College will be selected to attend the regional conference.

RECRUITING GUIDELINES

From time to time you may be asked by your coach to serve in the capacity as a host to a prospective student-athlete during his or her visit to campus. You must take this responsibility seriously and be sure to ask your coach about any concerns you may have about hosting a recruit for your team. The student-athlete host and the recruit will be asked to sign a document indicating their understanding of the respective expectations and responsibilities. All student-athletes who assist in recruiting must strictly adhere to the following:

- 1) To conduct oneself in a responsible manner at all times.
- 2) To be a representative of the College and the athletics program.
- 3) To ensure that the prospect is not taken any place where there are drugs or alcohol.**
- 4) To be concerned about the safety and welfare of the recruit. This includes comfort, food, sleeping quarters and staying with the prospect.
- 5) To take the prospect to academic classes, talk with professors and fellow College students.
- 6) In conjunction with your coach, plan a fun, comfortable atmosphere, i.e., (Athletic or student affairs events, Wellness Center/FH, East Campus, Richard B. Flynn Student Union and/or Racquetball Courts.
- 7) To discuss and plan activities with the head coach prior to all recruit visitations. The coach should be available for suggestions.

- 8) To call the head coach immediately if a problem arises with a prospect. For example: The prospect insists on going off campus with friends not associated with your team; or an emergency arises with the prospect or with the student host. The issue of liability is a major concern. Please note, you may be personally liable for the welfare of any recruit brought onto the campus.

SPORTSMANSHIP

The athletics program at Springfield College is committed to good sportsmanship and developing healthy environments for competition. We believe the opportunity to represent Springfield College is a privilege, which is accompanied by the responsibility to behave with dignity and class on and off the field. Student-athletes representing Springfield College 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.

Springfield College does not condone unsportsmanlike conduct on the part of a student-athlete, coach, administrator, or any individual associated with the College.

Good Sportsmanship:

- 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 personal responsibility for high standards of play
- Showing civility toward competitors, coaches, officials and spectators
- Commending good effort by teammates, opponents, 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 and bigoted remarks)
- Taunting and/or baiting opponents or spectators
- Threats or other intimidating actions
- Inappropriate celebrations with the intent to demean opponents
- Intentional incitement of others toward abusive or violent action
- Disrespectful attitude toward opponents

TEAM TRAVEL POLICY

Attire and Appearance

All Springfield College athletes and members of the travel party are expected to dress in a manner that represents the College in a positive way. Coaches may have specific dress requirements for their team members. Student athletes are highly visible representatives of the College, and as such, are responsible for exercising good judgment in overall appearance.

The following is the policy concerning dress and appearance:

- 1) The competitive uniform issued by the College must be worn without exception. All visible garments worn under the uniform must conform to the sport specific NCAA rule governing under garments. Cap and visors not issued by the College are permissible in tennis, golf, and track, (running events). However, they must be the same color as the competitive uniform.
- 2) The warm-ups issued by the College must be worn without exception by all players on the team. Any other visible garment must be the same color as the warm-up.
- 3) **The competitive issuance (uniform, warm-ups, travel bag) is to be used for competition only.**

Portal Policy

Springfield College adheres to a portal to portal policy whereby student-athletes, coaches and staff, will be transported as a team to and from all scheduled intercollegiate events. The following procedure will be used when an exception to the policy is sought:

All student-athletes, member of the coaching staff, team manager or trainer traveling in private automobiles must execute the Automobile Waiver of Liability, Covenant Not to Sue, Release, Indemnity and Hold Harmless Agreement which can be obtained from the Athletics Department or head coach.

- a. Student-athlete, member of the coaching staff, team manager, or trainer who is under 21 years of age must sign the above waiver which shall include the signature of a parent or legal guardian.
- b. A student-athlete, member of the coaching staff, team manager, or trainer who is 21 years or older must secure and sign the above waiver but does not need a parent or legal guardians signature.

DEPARTMENTAL POLICIES

Affirmative Action

Affirmative action at Springfield College refers to objective, measurable steps taken to ensure equal opportunity. Any positive, aggressive measures taken to assure equal access to opportunity and aimed at eliminating discrimination or which is intended to remedy past effects of discrimination is affirmative action.

Any students who are unable, because of religious beliefs, to attend classes or to participate in any examination, study, work requirements, or athletics contest on a particular day shall be excused from any such commitments. No adverse or prejudicial effects shall result.

Alcohol and Drug Policy

The Athletics Department at Springfield College does not condone the use of alcohol, tobacco or other drugs by any student-athlete. Consumption of alcohol or other drugs by student-athletes is prohibited in connection with any team function. An official team function, for purposes of this policy, is defined as any activity, which is held at the direction of, or under the supervision of the team's coaching staff or the College's Athletics Department.

Student-athletes, regardless of age, are NOT permitted to drink while traveling in an official capacity for Springfield College. This includes, but is not limited to:

- Away trips or at competitions
- Semester break or spring break trips
- Attendance at banquets or functions while representing Springfield College (i.e., NEWMAC championships, NCAA functions, the All Sport Recognition Night, etc.)

In addition, each program may have its own, more restrictive, rules related to alcohol that its student-athletes must abide by. Student-athletes should consult with their coaches concerning additional team policies.

Finally, it is illegal and impermissible for any student-athletes under the age of 21 to drink alcohol at any time.

The Athletics Department prohibits the purchase of alcohol or other drugs to be used by any prospective student-athletes or their hosts while they are visiting the College. Regardless of whether the student host has reached the legal drinking age, the purchase of alcohol for consumption by a person under the legal drinking age is a violation of state law and College policy.

A student-athlete who consumes alcohol or other drugs will be held accountable for any alcohol or other drug related incident in which he/she is involved. In such cases, the student-athlete is subject to College, Athletics Department and/or team disciplinary actions for violations of Team Expectations in accordance with the following schedule:

Regardless of legal implications, if a student-athlete is involved in an alcohol or other drug related incident where there is a violation of Springfield College policy, a notice of violation will be forwarded to the Office of the Vice President of Student Affairs and Dean of Students and the Athletics Director. In addition to College disciplinary action which may be imposed by the Office of the Vice President of Student Affairs and Dean of Students, the head coach of that team and the Athletics Director supervising that program will determine if the circumstances warrant suspension of the student-athlete from practice and/or game competition. It is possible that the student-athlete will be suspended from practice and competition until he/she has initiated involvement in, and shown satisfactory progress in, an alcohol or other drug use/abuse program at the discretion of the coach and Athletics Director and/or the Office of the Vice President of Student Affairs and Dean of Students. In order to rejoin or continue with the team, the

student-athlete may be required to provide evidence of this counseling to the Athletics Director. The parent(s) or legal guardian(s) may be advised of the nature of the incidents in accordance with the Family Educational Rights and Privacy Act (FERPA).

In addition to the foregoing, the following is a list of guidelines, which will generally be followed by the Athletics Department with respect to the alcohol and other drug policy.

- 1) The first offense will be reviewed by the coach with a written report submitted to the Athletics Director.
- 2) The second offense will result in immediate suspension from practice and competition until the incident is reviewed, and a decision is rendered, by the coach and the Athletics Director. The head coach of the team and the Athletics Director supervising that program will determine if the circumstances warrant suspension of the student-athlete from practice and/or game competition.
- 3) The third offense may require that the student-athlete be suspended from practice and competition until he/she has initiated involvement in, and shown satisfactory progress in, an alcohol or other drug use/abuse program. In order to rejoin or continue with the team, the student-athlete must provide written documentation of this counseling to the Athletics Director.

2010-11 NCAA Banned Substance List:

Available @

<http://www.ncaa.org/wps/wcm/connect/public/ncaa/student-athlete+experience/ncaa+banned+drugs+list>

Please view Exhibit “B” for a copy of the 2010-11 Springfield College Department of Athletics Drug Education & Testing Program.

Gambling Policy

The Athletics Department does not condone the participation of any student-athlete in organized gambling. In accordance with NCAA regulations, student-athletes, staff members of a member conference, and staff members of the athletics department shall not knowingly:

- 1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- 2) Solicit a bet with respect to any intercollegiate team.
- 3) Accept a bet with respect to any team representing the institution.
- 4) Participate in any gambling activity, the subject of which involves intercollegiate or professional athletics through a bookmaker, a parlay card, internet gambling, fantasy league, or any other method.

All violations of this policy will result in disciplinary action by the College.

Harassment Policy

The following is a synopsis of Springfield College's Harassment Policy, which is contained in the Student Handbook. Students are expected to review the Student Handbook in detail, as harassment will not be tolerated.

Harassment is defined as verbal or physical conduct interfering with an individual's performance or creating an intimidating, hostile or offensive work, education or living environment. Harassment includes, but is not limited to, slurs, verbal or physical conduct. The College prohibits harassment of any kind based on, but not limited to, Race, Color, Gender, Sexual Orientation, National Origin, Religion, Age, or Disability.

Sexual harassment is defined as sexual advances, requests for sexual favors or other verbal or physical conduct of sexual nature when (1) submission to such conduct is made either explicitly or implicitly a condition of the individual's employment or academic work, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working, academic, athletic, or living environment.

All types of harassment which hinder access to employment or educational services, opportunities, or programs are covered by this policy. Students found in violation of this policy will be subject to disciplinary action. See Exhibit "C" for additional definitions and procedures regarding harassment.

Hazing Policy and Rationale

Springfield College is first and foremost an educational institution. Its hazing prevention policies, and response procedures for hazing incidents, must grow from and embody the institution's mission. Education on hazing will be available through the Athletic Department.

Membership in clubs, organizations, and other College-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual and spiritual opportunities; and otherwise contribute positively to personal and social development of our students. Where membership is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised and safety of students is endangered. Hazing is therefore prohibited by College policy. Please view Exhibit "D" for more information.

Policy Statement and Definition

Hazing is prohibited under Massachusetts General Laws (MGL 269, SS 17-19). "Hazing" means any act committed by a person, whether individually or in concert with others, against a student(s) in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended, or should reasonably be expected to have the effect of humiliating, intimidating or demeaning the student(s) or endangering the mental or physical health of a student(s). Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus.

"Hazing" does not include any activity or conduct that furthers legitimate, curricular or co-curricular, program goals, provided that (1) the goals are approved by the College; and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the College. For examples of non-hazing activities please contact the Athletic Department, at extension 3333 or Student Affairs at extension 3100.

Hazing Penalties

Those who organize, participate in, or fail to report a hazing incident are subject to punishment according to Massachusetts General Laws (MGL 269, SS 17-18), and will face College disciplinary actions for violating College policy.

TO REPORT A HAZING INCIDENT, IMMEDIATELY CONTACT CAMPUS POLICE, THE ATHLETIC DEPARTMENT OR STUDENT AFFAIRS.

Social Networking

Participation in intercollegiate athletics at Springfield College is a privilege, not a right. Springfield College student-athletes' behavior shall reflect the high standards of honor and dignity that characterize participation in competitive sports at Springfield College. While the athletic department does not prohibit student-athlete involvement with Internet based social networking communities, this high standard of honor and dignity encompasses comments and postings made to Internet sites. The athletic department reserves the right to take action against any currently enrolled student-athlete engaged in behavior that violates College, department, or team rules, including such behavior that occurs in postings on the Internet. This action may include education, counseling, team suspension and termination from the varsity team.

Springfield College takes free expression seriously and goes to great lengths to protect that right. Social networks such as Facebook and sites such as Twitter have expanded your opportunities to express yourself, connect with friends, and to build your network. Still, there are several responsibilities to consider when you create your persona and post messages online.

- 1) **What you post is public information.** You have a much larger audience than you might be aware.
- 2) **What you post is going to be around for a while.** Because caching and other forms of technology can capture your postings, information is accessible even after you've removed it. Anything that you post online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online-even if you limit access to your site.
- 3) **What you post can harm others.** You are free to express yourself on social networks in ways that you feel are appropriate for you. However, it is important that you respect the privacy and rights of others. Posting things about others can place both you and your subject in a contentious and liable situation. For your safety, do not post information, photos, or other items online that could embarrass you, your team, or Springfield College. This includes information, photos, and items that may be posted by others to your page.
- 4) **What you post can jeopardize your safety.** Read any site's privacy policy before creating a profile. Remember, people you do not know may be reading your information. Posting phone numbers, class schedules, birth dates, or other personal information could result in stalking or identity theft.

- 5) **What you post may affect your future.** There is a growing trend for employers to check Google and social networks to gather information about potential candidates. The online persona you create today may be available when you begin your internship or full-time job search or when you apply to professional or graduate school—even if you think you deleted it. Carefully consider how you want people to perceive you before you give them the chance to misinterpret your profile and pictures.

Many students are unaware of how much time they spend on social networking sites and the impact this may have on their academics and other activities. The athletic department recommends that you immediately review any postings you may have made on the Internet to ensure that the postings are consistent with College, Department, and team rules. Make sure the postings present you in a way you want to be portrayed.

STUDENT-ATHLETE CONDUCT STATEMENT

In addition to the behavioral standards expected of all Springfield College students, and in consonance with the college's humanics philosophy, student-athletes are further monitored by the coach for their respective athletic team's expectations, rules and regulations (collectively the "Team Expectations"), which will be distributed by the coach of each team. The student-athlete will be required to sign a statement indicating that he/she has received and read the Team Expectations and agrees to abide by them.

Student-athletes are expected to strictly adhere to Team Expectations and further to refrain from misconduct, which includes those violations expressed in the student handbook, college policies and/or municipal, state or federal laws. Further, misconduct also includes game ejections, fighting, taunting, "trash-talking," profane and vulgar language, inappropriate "celebrations," hazing and disrespectful attitudes towards coaches, opponents, teammates, spectators and/or officials.

Violation of the above may be handled at the discretion of the respective coach, which may include suspension from athletics (including practice and competition), and a report to the Director of Athletics and/or to the Office of the Vice President for Student Affairs and Dean of Students.

Misconduct, on or off campus, leading to suspension from athletics (including practice and competition) by the coach must be immediately reported in writing by the coach to the Director of Athletics. However, misconduct occurring during southern trips, Spring Break or extended time periods away from campus can lead to immediate suspension by the coach. In such cases, the head coach must notify, by telephone, the Director of Athletics regarding the suspension and immediately upon return to campus will report, in writing, the incident leading to the suspension.

Notwithstanding further disciplinary action which may be taken by the Office of the Vice President for Student Affairs and Dean of Students, if a coach recommends to the Director of Athletics that a student-athlete be suspended from athletics, then the student shall be provided a right to a hearing before the "Grievance Committee" (as hereinafter defined), if the issue cannot be resolved with the Coach. The hearing shall be convened by the Faculty Athletic Representative ("FAR") upon receipt of a written request for a hearing, delivered by the student-athlete to the FAR within forty eight (48) hours of the student's receipt of written correspondence from the coach.

Further, in connection with the NCAA Bylaws, Section 23.2.4.3, the college has made a commitment for the fair treatment of student-athletes. In this regard, the College has established a grievance procedure for all student-athletes, which will include the following:

Student Grievance Procedure

Purpose: To provide a method of grievance for a student-athlete disagreement with a coach about his/her dismissal/suspension from the team.*

Procedure:

- 1) Student athlete appeals to his/her coach in writing within 48 hours of dismissal/suspension
- 2) Coach responds to student-athlete in writing within 48 hours of receiving written appeal. Coach and student-athlete attempt to resolve dispute.
- 3) If no resolution is reached with the Coach, the student-athlete may submit a written appeal to the National Collegiate Athletic Association (NCAA) Faculty Athletic Representative (FAR) within 48 hours of receiving written notice from the coach. The FAR will notify the membership of the appeal and convene a meeting as soon as possible.
- 4) The hearing committee shall consist of the FAR, two coaches and two student-athletes (the "Grievance Committee"). The student-athlete will select one coach and one student-athlete. The NCAA Faculty Athletic Representative will select the other coach and the other student-athlete. The student-athlete will notify the FAR as to their selections. If any constituent member has a conflict of interest, that member will be replaced. Once the FAR receives this information and the hearing committee is appropriately in place, he/she will convene a hearing.
- 5) Both coach and student-athlete may make oral presentations to the Grievance Committee. They will appear independently before the committee to make their presentations. After deliberation, the Grievance Committee will make a recommendation to the Director of Athletics.
- 6) After receiving the recommendation from the Grievance Committee and meeting with both parties the Director of Athletics will make a complete review of the appeal and make a final decision.

* This appeal does not apply during the team selection process.

Notwithstanding the foregoing, the Office of the Vice President for Student Affairs and Dean of Students may take independent action against a student if it believes that a violation of the Springfield College Code of Conduct has occurred.

CONCLUSION

A copy of these Athletics Department guidelines will be kept on file with the Athletics Department. Moreover, students have access to these guidelines online at:

<http://www.spfldcol.edu/homepage/athletics.nsf/compliance> and are responsible for adhering to them. Please direct questions to Kiki Jacobs, Assistant Director of Athletics (413) 748-3334 or kjacobs@spfldcol.edu.

EXHIBIT "A"

ON BECOMING A SCHOLAR

By George Jenkins, Kent State University, Kent, Ohio

Can I make the grades to stay in college? This is the question every student asks himself/herself. What is your answer? If your answer is, "Yes, if I apply myself in the proper manner", it sounds simple. But is it?

Studying in the proper manner does not come naturally. It is a well thought out system which has been altered through experience. Studying is an individual process and every student must find his/her own system. Certain methods of studying have been used effectively by many students. This study guide is designed to enumerate several effective methods. It should not serve as a set of rules, but merely as an aid, designed to make your adjustment to college studying easier and more profitable.

The most important facet of studying is your own attitude. If you regard studying as a necessary evil, it will be just that. On the other hand, if you consider it to be a period of personal growth, your studying will result in a feeling of accomplishment; grades will become secondary in importance, but not secondary in results.

In college you will find yourself hard pressed for time. A planned schedule is a necessity. After making this schedule, try to follow it as closely as possible. There may be occasions when you must alter it, but do so rarely, and only on special occasions. Studying should occupy the foremost position on your schedule, but there must also be time to relax. Generally, those students who are the most interested and active in college life receive the best grades. The motto to adopt is "When you study, really study, but when you play, play hard. Don't try to do both at once; they don't mix."

Your schedule should be designed with these points in mind. First, since afternoon is the most difficult time to study, it is a good time for your busy work. Examples are typing themes, looking up words, drawing maps, and doing math and accounting problems. Evening is the best time for your concentrated study, which should be carefully planned in order to be effective. You should warm up with some easy lesson material, and then proceed toward your harder lessons. Do your difficult studying after warming up, while your mind is alert and still rested. Then during the later hours you should again turn to something easy, or do some reviewing. Your most effective reviewing time is just before bed.

An important aspect of your studying routine is the occasional study "break". Every student must determine for himself/herself how long he/she can study effectively. These time intervals will vary not only from person to person, but from day to day. When you find your comprehension waning, it is time for a "break". These "breaks" must be varied and relaxing. Not everyone relaxes in the same way, hence you should find the way most effective for you. Some suggestions are: listening to the radio, discussion with roommates, or going to the lounge for a coke. The important thing is to unwind for a few minutes so you return relaxed and refreshed. A ten minute "break" after an hour of study is a good average.

Next is the choice of a place to study. It is imperative that you find a quiet place where you can be alone! Adopt this as your study nook and always study there, a place without distractions and diversion. After you have become accustomed to studying, you can study in different places with others present. But at first try to study in the same place all the time.

Your studying spot should fill these requirements. It should be well lighted but without glare. It should be comfortable, but not so comfortable that it arouses sleepiness. It should have all the materials necessary for study at hand. It should be devoid of all distractions, even pictures of friends and bulletin boards.

Now for the studying itself. You should study regularly; this promotes better retention and forms proper habits. There should be no cramming at test time, but rather a concentrated review of material previously learned.

You must study differently for different types of courses and tests. Your methods of seeking different types of information will vary. You can't hope to study math and history the same way. Math must be studied for understanding; upon gaining this understanding you must be able to apply it. History calls for a knowledge of the facts, and then a search for the significance of these facts. Studying for essay and objective tests cannot be accomplished equally well by the same methods. An understanding of the material is a pre-requisite in both cases, but what follows varies. In studying for essay tests, you should search for a cause and effect relationship, always aware that you must be able to give definitions of assigned material in your own words. An effective method of accomplishing this is to read first the material and note the significant cause and effect relationships. Then re-read for a better understanding as a whole, and finally study these cause and effect relationships individually and collectively. To accomplish this you may study the book's topic divisions or, even better, outline the material yourself.

Studying for objective tests starts with a thorough reading, underlining or note taking of the significant facts. Underlining may limit your comprehension and a second reading may be necessary. This is followed by memorization of the underlined facts and self quiz of possible questions. Gear this quiz to fit the type of test, whether it be true-false, completion, or multiple choice.

You should study the instructor as well as the course. No two instructors lecture or test in the same way; there is usually a personal pattern. You may be able to find where the professor places his/her course emphasis from his/her lectures or from the first test. Try to determine the type of material and questions you feel he/she will ask. Then study all the material well and give extra time to studying what you feel he/she will give you. Good clues for finding the instructor's favorite areas are noting the subject on which he/she lectured longest and most enthusiastically; determining whether he/she seemed more concerned with your understanding the material or a memorization of facts; and observing what type of questions he/she asks in class.

The lectures offer the best opportunity for studying the instructor, but this is secondary to your careful attention to his/her lectures. The most important thing is to go to the lectures prepared. Go with the purpose of consolidating material already learned. Don't go with hope of learning everything needed for test time. Lectures should be for eliminating your questions and adding additional information. You cannot understand or profit from these lectures if they cover material heard by you for the first time. Make it a cardinal rule to ask all questions. Be the leader if necessary, and others will follow with their questions.

Taking good notes is a must if you are to get maximum results from lectures. You must adopt your own system of note taking. It will consist of abbreviations and sentence fragments. These are necessary if you are to get the important things noted. But if you are to understand your notes, they must be completed

following the lectures. If possible, complete notes after class and review them before class for good transition from one lecture to the next, and for adequate preparation for quizzes.

Preparation for test calls for a thorough review on the weekend and or several days before the test. This may consist of re-reading the entire material or studying your underlines or outline and reading what you consider important. This should be short and nothing new or unfamiliar should be studied. The night before a test it is best to relax by going to a movie or watching television with a short review before bed time. Get a good night sleep and be rested for the test.

Make sure you arrive at the test spot early and without hurrying. Relax by talking to classmates or reading something light. Avoid any hurried review of material. Don't panic when the tests are passed out. If the material seems difficult, pick the easy questions and do them first. After that the difficult questions will seem easier and you will be on your way to a successful test grade. Always answer all questions unless there is a penalty for wrong answers.

Don't place all of your emphasis on grades. Remember, you studied for personal enlargement and not for grades; therefore, you have accomplished what you set out to do, regardless of the test grade. Studying done in this manner is not designed specifically for good grades, but for good retention and understanding. The grades will come if your understanding and retention are good.

There are many ways of studying effectively. This study guide contains a few suggestions, but there are many more. Some of these will be effective for you and others will not. Actually, there is just one way to find the most effective methods for you - by trial and error - therefore, the important thing is to STUDY, STUDY, STUDY. When you do, most everything will fall into place.

It is recommended that you re-read this guide periodically until you establish a successful study program. Review also the following condensed outline from time to time.

STUDY TIPS

1. Proper attitude
2. Proper place to study
3. Proper time to study
4. Proper order in which to study material
5. Vary the method with the material
6. Proper preparation for tests
7. Avoid panic in test situations

Exhibit “B”
Springfield College Department of Athletics
Drug Education and Testing Program
2010-2011

Introduction

The following policy statement (instituted in 2006) has been adopted and shall be administered by the Springfield College (Springfield College) Athletic Department. Springfield College reserves the right to make changes to this policy as needed, and this Policy should not be construed to create a contract between student-athletes and Springfield College. Please note, this policy represents the Springfield College substance abuse/testing policy, which is separate and distinct from the NCAA drug-testing program (including all sanction phases). Information regarding the NCAA drug-testing program is available at www.ncaa.org.

Springfield College is concerned with the health, safety and welfare of the student-athletes who participate in its programs and represents the college in competitive athletics. Substance abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, inappropriate use of alcohol and inappropriate use of tobacco are inconsistent with the standards expected of student-athletes at Springfield College. Substance use and abuse in sport can pose risks to a student-athlete’s health/safety and negatively affect his/her academic and athletic performance. Substance use and abuse in sport may also compromise the integrity of athletic competition and ideals of Springfield College.

For the purpose of this policy, “student-athlete” shall mean any student at Springfield College who participates in any Department of Athletics sponsored sporting event and/or practice.

Purpose

The Athletic Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug abuse, to identify student-athletes who are improperly using drugs and to assist them before they harm themselves or others. Furthermore, the Athletic Department recognizes its responsibility to provide educational programming that will support a positive decision-making process.

The intent of these policies is to prevent substance use and abuse by student-athletes through education, testing, and professional guidance.

- Education – providing student-athletes and athletic staff with accurate information about the problems associated with substance use in sport, promoting health and safety in sport;
- Testing – analyzing biological specimens to detect prohibited substances student-athletes may introduce to their bodies and associated sanctions resulting from use detailed in this policy; and
- Profession Referral – facilitating appropriate treatment and rehabilitation of student-athletes.

Alcohol, Tobacco and Other Drug Education

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. Springfield College will conduct a drug and alcohol education program for student-athletes at least once a year. These educational programs will be designed to review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs. Appropriate educational materials will be made available to participants including this Policy and a list of banned substances. All student-athletes and athletic staff members are required to attend. Make-up sessions are available for participants who must miss a scheduled education session for an approved reason. In addition to education student-athletes and athletics staff about the various policies, a review of the institutional drug-testing program will be conducted. Dietary supplements and their inherent risks will be discussed. Time will be allowed for questions from participants. In addition, special educational programs may be arranged to provide participants the opportunity to learn more about the dangers of specific substances.

Consent to Participate

As a condition of participation in intercollegiate athletics at Springfield College, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and authorizing release of test results in accordance with this policy (see Appendix A). Failure to consent to or to comply with the requirements of this policy may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at Springfield College. Each student-athlete annually will be provided a copy of the institutional policy and will be required to participate in an informative session describing alcohol, tobacco, and other drug education and testing policies. Additionally, student-athletes will be given an opportunity to ask any questions regarding the information contained in the policy, the testing program, or other related issues prior to signing the drug-testing consent form.

Tobacco Policy

The use of tobacco products is prohibited by all game personnel (e/g/ coaches, student-athletes, athletic trainers, managers, and game officials) in all sports during practice and competition and while representing the institution. A student-athlete who violates this tobacco policy will be sanctioned for a “first offense” as outlined in the penalty section of this policy. The Director of Athletics or his/her designee will sanction other game personnel who violate this tobacco policy on a case-by-case basis.

Dietary Supplements

Springfield College Department of Athletics personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain banned substances. Oftentimes the labeling of dietary supplements is not accurate and is misleading. Terms such as “healthy” or “all natural” do not mean dietary supplements do not contain a banned substance or are safe to take. Using dietary supplements may cause positive drug tests. Student-athletes who are currently taking dietary supplements or intend to take any are recommended to review the product with the Director of Medical Services.

Student-athletes are solely responsible for any substances that they ingest. All student-athletes are encouraged to use the drug Free Sports Resource Exchange Center (REC) to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries to the REC are confidential. The Resource Exchange Center may be accessed at www.drugfreesport.com/REC/.

Prohibited Drugs/Substances

The drug screening process may include analysis of, but is not limited to, the NCAA list of banned-drug classes (See Appendix B). For an ongoing updated listing of the banned-drug list view the NCAA's web site at www.ncaa.org. Prohibited substances that Springfield College may screen for include, without limitation, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, cocaine, flunitrazepam (Rohypnol) and anabolic steroids. Springfield College requires that all student-athletes keep the athletic training staff and/or team physicians aware of any prescribed drugs and dietary supplements that he or she may be taking. Springfield College reserves the right to test for substances not contained on the NCAA banned-drug list and may test at cut off levels that differ from the NCAA program.

Specimen Analysis

The drug screening process may include, but are not limited to, the following biological specimen collection methods: Urine Testing. The collection process and protocol can be found in Appendix C. In addition, drug screening may be conducted by on-site testing devices including, without limitation, saliva testing, and/or on-site urinalysis kits.

Selected Types of Drug Testing

- **Unannounced Random Testing** – All student-athletes who have signed the institutional drug-testing consent form and are on the institutional squad list are subject to unannounced random testing. Students listed on the squad list that have exhausted their eligibility or who have had a career-ending injury will not be selected for testing. The Director of Athletics or his/her designee will select student-athletes from the official institutional squad lists by using a computerized random number program.
- **Reasonable Suspicion Screening** – A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head coach, Director of Strength and Conditioning, Assistant Coach, Head Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. A review committee, appointed by the Director of Athletics, will review the information and determine the need for testing. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal change in appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete's abnormal change in appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical

appearance changes, academic/athletic motivational level, emotional condition, mood changes and legal involvement. If suspected, the Director of athletics or his/her designee will notify the student-athlete (see Appendix D) and the student-athlete will stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis.

- **Postseason/Championship Screening** – Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.
- **Re-entry Testing** – A student-athlete, who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug violation, may be required to undergo re-entry drug testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.
- **Follow-up Testing** – A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

Notification and Reporting for Collection

The student-athlete will be notified of and scheduled for testing by the institution. Notification of testing shall consist of a face-to-face meeting with the student-athlete, a phone conversation with the student-athlete, and/or an electronic mail notification that has been confirmed by the student-athlete. The Director of Athletics or his/her designee will notify the student-athlete of the date and time to report to the testing station and will have the student-athlete read and sign the Student-Athlete Notification Form (see Appendix E).

The Director of Athletics or his/her designee will be in the testing station to certify the identity of the student-athletes selected. Student-athletes shall provide picture identification when entering the drug-testing station. The Director of Athletics or his/her designee must remain in the collection station until all student-athletes complete the collection process.

ALL COLLECTIONS AND/OR TESTING UNDER THIS POLICY SHALL BE OBSERVED COLLECTIONS.

Laboratory Analysis/Reporting Results

Urine samples will be collected and sent to an independent SAMHSA and/or World Anti-Doping Agency approved laboratory for analysis. Springfield College hereby certifies that any laboratory it engages for the testing of performance enhancing drugs/agents will abide by the World Anti-Doping Agency code of ethics as it relates to the testing of samples. Furthermore, Springfield College hereby certifies that no sample will be sent to a laboratory for the sole purpose of monitoring an athlete for the detection of performance enhancing substances in order to circumvent a positive drug test. Each sample will be tested in accordance with this policy to determine if banned drugs or substances are present and the appropriate sanctions will apply for positive results.

Sanctions

Refusal to sign a consent form prohibits a student-athlete from participating in any intercollegiate sport at Springfield College. Any student-athlete who tests positive for a banned substance or who refuse to submit to a required drug test, and/or who violates the terms of the safe harbor program as described in this policy shall be subject to the sanctions below. Notwithstanding anything herein to the contrary, a team physician, in her/her sole discretion, reserves the right to withhold a student-athlete from practice and/or competition if such practice and/or competition would pose a threat to the health and safety of the student-athlete or his/her competitors. However, any decision to restrict a student-athlete from practice and/or competition for health and safety concerns must be based on credible evidence. Only the team physician may release a student-athlete to resume competition and/or practice. All violations of this policy are cumulative. If the student-athlete fails to abide by the requirements of any sanction phase, they will be deemed to have violated the Policy and be subject to the next subsequent sanction phase.

- **First Offense** – Student-athlete will be suspended for 25% of the games that are scheduled for the season including pre-season and post-season competition (games missed due to event cancellation and/or injury do not count toward the suspension). If the suspension occurs after the competitive season has ended, the suspension shall wrap-around to the next competitive season. The student-athlete will be required to attend all practices during the suspension period. The student-athlete will be required to attend a minimum of three counseling and assessment sessions with a Springfield College counselor, or a counselor approved by the Director of Athletics. The cost of all counseling sessions and retest will be the sole responsibility of the student-athlete. The student-athlete must follow all recommendations of the medical staff or counselor. The student-athlete will be subject to follow-up drug testing.
- **Second Offense** – The student-athlete will be suspended from all Springfield College athletic competition for one calendar year from the date of the positive drug test. The student-athlete will be required to attend a minimum of three counseling sessions with a Springfield College counselor, or a counselor approved by the Director of Athletics. The cost of all counseling sessions will be the sole responsibility of the student-athlete. The student-athlete must follow all recommendations of the medical staff or counselor. The student-athlete will be subject to follow-up testing.
- **Third Offense** – The student-athlete will be permanently suspended from all athletic participation at Springfield College.

Missing a Counseling Session

It is the responsibility of the student-athlete who makes an appointment with a counselor to keep that appointment. If the student-athlete is not able to keep the appointment he or she is expected to cancel the

appointment by telephone, preferably 24 hours in advance but at least by 8:30 a.m. on the day of the appointment. Prior to the appointment, the student-athlete will read and sign an informed consent for evaluation and treatment, which includes an agreement to follow the appointment policies.

Failure to keep or cancel an appointment as stated above may result in suspension from practice and/or competition as determined by the Director of Athletics or his/her designee.

Voluntary Disclosure/Safe Harbor

A student-athlete who has engaged in prohibited drug use is encouraged to seek assistance from the athletic training staff by voluntarily disclosing his or her use prior to an announced drug test. The athletic trainer will direct the student-athlete to medical services.

If the student-athlete seeks assistance *prior* to being identified as having violated this policy or being notified that he or she must undergo screening, the impermissible use will not be deemed an offense for purposes of determining sanctions under this policy; however, the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation. The student-athlete entering the Safe Harbor Program will be required to take a drug test immediately to establish a baseline for follow-up testing. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference post-season competition.

The student-athlete will be required to undergo an evaluation by the Springfield college counselor. The Springfield College counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The counselor will provide a summary of his or her findings and recommendations to the Director of Athletics.

The student-athlete will be permitted to remain the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. However, the student-athlete will not be permitted to return to participation in intercollegiate sports until the counselor has interviewed the student-athlete following the conclusion of the recommended treatment (or stage of treatment, as applicable) and has determined that reentry into intercollegiate sports is appropriate. If the counselor deems it necessary, the student-athlete will be required to undergo drug testing as part of the reentry evaluation.

Failing to complete the treatment recommended by the counselor, or having a positive test for any banned substance that indicates new use after entering the Safe Harbor Program will be deemed the next subsequent offense under this policy.

If the student-athlete regains his or her eligibility to participate in intercollegiate sports, he or she may be required to undergo unannounced follow-up tests at the discretion of the Director of Athletics in consultation with the counselor.

Appeal

Student-Athletes who test positive under the terms of the Springfield College Intercollegiate Athletics Drug Education and Testing Policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such hearing must be made within forty-

eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.

Final draft 08/15/05

Revised August, 2010

Appendix A

SPRINGFIELD COLLEGE

Policy and Program for Drug Education and Testing in Intercollegiate Athletics

CONSENT FORM

I understand that my participation in the Program for Drug Education and Testing described herein as a condition for my participation in intercollegiate sports at Springfield College.

I agree to participate in said Program and to be subjected to its terms. I accept designated College staff overseeing my participation in the Program, the obtaining of urine specimens from me, the testing and analysis of such specimens, the keeping of confidential records and results of such tests and related activities as set forth in said Program. I agree to provide my urine specimens as requested.

I further agree and consent to the disclosure of my records and results to persons specified and under conditions described in the Program.

I understand that I may revoke this consent form at any time, so far as any participation in subsequent tests is concerned. However, if I revoke this Consent Form or refuse to participate in the Program, I understand that I surrender the privilege to participate in intercollegiate athletics at Springfield College.

I will continue to be subject to the policy so long as I am a member of an intercollegiate athletics team at Springfield College.

Signature _____ Date _____

Name (printed) _____ Sport _____

Signature of Witness _____ Date _____

Minor: Yes _____ No _____

Signature of Parent/Guardian of Minor _____ Date _____

Appendix B

2010 – 2011 NCAA Banned-Drug Classes

Available at

<http://www.ncaa.org/wps/wcm/connect/public/ncaa/student-athlete+experience/ncaa+banned+drugs+list>

Posters are posted in the locker rooms.

Appendix C

Urine Specimen Collection Procedures

1. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will be officially signed into the station.
2. The athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker's lid or attach a unique bar code to the beaker.
3. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of approximately 85 mL is provided (volume may vary and is dependent upon client protocol and drugs being tested).
4. Only members of the drug-testing crew should serve as validators. Validators who are of the same gender as the athlete must observe the voiding process. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the athlete raise his/her shirt high enough to observe the midsection area completely to rule out any attempt to manipulate or substitute a sample.
5. Validators and other collectors must never handle the athlete's beaker or specimen until after the specimen is enclosed in the appropriate vials.
6. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the crew chief for documentation.
7. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.
8. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances.
9. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.

10. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.
11. Upon return to the collection station, the athlete will begin the collection procedure again.
12. Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the student athlete.
13. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.
14. If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.
15. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.
16. The laboratory will make final determination of specimen adequacy.
17. If the laboratory determines that an athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
18. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.
19. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form or set of Specimen Bar Code Seals from a supply of such.
20. A collector will record the specific gravity and pH values.

21. The collector will pour approximately 60 mL of the specimen into the “A vial” and the remaining amount (approximately 25 mL) into the “B vial” (required volume is determined by client and/or laboratory) in the presence of the athlete
22. The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).
23. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.
24. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
25. The athlete, collector and witness (if present) will sign certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.
26. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
27. The specimens become the property of the client.
28. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug-testing program.
29. On occasion, a client may choose to test using a single specimen kit. The collector will follow the split specimen procedures up to the point where the athlete selects a sealed kit. With a single specimen kit, the collector beaker may serve as the secured vial for transporting the specimen to the laboratory. The collector will instruct the athlete to provide at least 35 mL of urine allowing for a 5 mL pour-off to measure specific gravity and pH on site. A single vial will be processed and transported to the laboratory for analysis.

Appendix D

SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS Drug Testing Reasonable Suspicion Reporting Form

I, _____, under the reasonable suspicion clause that is outlined
Springfield College Athletics Dept. Staff Member

in the Springfield College Drug Education and Drug Testing Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant _____
Name of Student-Athlete

be referred to the Director of Athletics or his/her designee for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past _____ hours and/or _____ days.

Please check below all that apply:

The Student-Athlete has shown:

- _____ irritability
- _____ loss of temper
- _____ poor motivation
- _____ failure to follow directions
- _____ verbal outburst (e.g. to faculty, staff, teammates)
- _____ physical outburst (e.g. throwing equipment)
- _____ emotional outburst (e.g. crying)
- _____ weight gain
- _____ weight loss
- _____ sloppy hygiene and/or appearance

The Student-Athlete has been:

- _____ late for practice
- _____ late for class
- _____ not attending class
- _____ receiving poor grades
- _____ staying up too late
- _____ missing appointments

_____ missing/skipping meals

The Student-Athlete has demonstrated the following:

- _____ dilated pupils
- _____ constricted pupils
- _____ red eyes
- _____ smell of alcohol on the breath
- _____ smell of marijuana
- _____ staggering or difficulty walking
- _____ constantly running and/or red nose
- _____ recurrent bouts with a cold or the flu (give dates _____)
- _____ over stimulated or "hyper"
- _____ excessive talking
- _____ withdrawn and/or less communicative
- _____ periods of memory loss
- _____ slurred speech
- _____ recurrent motor vehicle accidents and/or violations (give dates _____)
- _____ recurrent violations of Student Code of Conduct

Other specific objective findings include:

Student-Athlete Notification Form

Student-Athlete: _____ **Sport:** _____

Date of Notification: _____ Time of Notification: _____ a.m./p.m.

I, _____, the undersigned:
(NAME)

Acknowledge being notified to appear for institutional drug and alcohol testing and have been notified to report to the drug and alcohol testing station at:

_____, on _____ on or before _____ a.m./p.m.
(location) (date) (time)

I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing.

I understand that I may have a witness accompany me to the drug and alcohol-testing site.

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Institutional Drug and Alcohol Testing Consent and will result in a penalty. **By signing below, I acknowledge being notified of my participation in institutional drug and alcohol testing, and I am aware of what is required of me in preparation for this drug and alcohol-testing event.**

Student-Athlete's Signature: _____ **Date:** _____

I can be reached at the following telephone number on test day: _____

(Institutional Representative retain top portion of completed forms)

Springfield College Drug and Alcohol Testing Program

Student-Athlete: _____ Location of test: _____

Date of test: _____ Time to report: _____

Report to the test site with picture identification



Location of test: _____ Date of test: _____

Time to report: _____

Exhibit “C”

HARASSMENT POLICY

Harassment is defined as verbal or physical conduct interfering with an individual's performance or creating an intimidating, hostile or offensive work, education or living environment. Springfield College **PROHIBITS** harassment of any kind based on, but not limited to, Race, Color, Sex, Gender, Sexual Orientation, National Origin, Religion, Age, or Disability.

Harassment includes slurs and verbal or physical conduct related to a person's Race, Color, Age, Gender, Sexual Orientation, Disability, Religion, or National Origin.

Sexual harassment is defined as sexual advances, requests for sexual favors or other verbal or physical conduct of sexual nature when (1) submission to such conduct is made either explicitly or implicitly a condition of the individual's employment or academic work, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working, academic, athletic, or living environment.

Any type of harassment that hinders access to either employment or educational services, opportunities, or programs is covered by this policy. Positive steps will be taken to eliminate harassment when such practices or acts are discovered. Persons found in violation of this policy will subject themselves to disciplinary action, up to and including dismissal.

Sexual Harassment - What is it?

There is only limited agreement on what constitutes sexual harassment, since allegations are often dismissed as harmless flirtations with no direct threat or promise, or as minor gender stereotyping and egotism. To deter sexual harassment of employees and students, it is imperative that one is able to identify the behaviors which constitute sexual harassment.

Hostile Work or Learning Environment

Hostile environment for work or learning includes four levels. The first level is Sex Role Stereotyping which includes gender discriminatory assignment of roles, functions or duties of a demeaning nature.

Level two is Generalized Gender Harassment and includes intentional behavior that is directed at a specific gender, which may be visual or verbal. Example: sexual comments, jokes, suggestions or gestures about sex, gender, nudity, or pornography.

Individualized Targeted Harassment is level three and includes intentional behavior predicted on gender which is targeted at an individual or specific group adversely affecting the work or learning environment. Negative or offensive comments, jokes, suggestions, or gestures directed at an individual or group's gender or sex; or unwanted physical touching of a non-criminal nature are examples of the third level of harassment.

Level four, Criminal Touching, is a behavior of a criminal sexual nature. Examples include forcible sexual abuse; intentional touching of buttocks, thighs, genitals, or breasts, or taking indecent liberties with another.

Note: Activities in level four, "criminal touching", are considered "Battery" under United States law. Springfield College will encourage individuals to report such incidents to appropriate law enforcement agencies.

What To Do If You Think You are Experiencing Harassment?

Remember, you have the right to pursue your education or perform your job in an environment free from harassment of any kind. Any member of the college community who believes that he or she has been a victim of harassment as defined in this policy may bring the matter the attention of the individual(s) designated to handle complaints of discrimination (such as the Affirmative Action Officer or other officers of the college you feel are sensitive to the issue involved).

The complainant is encouraged to present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date, another consequence is that it may encourage the continuing destructive behavior.

Prompt, Impartial Investigation

When any member of the college community reports incidents of harassment, the college, through the Affirmative Action Office and /or Equal Opportunity Committee, will promptly investigate all allegations fairly and objectively. Evidence in harassment cases usually consists of interviews with the victim, the alleged offender, and other who may have witnessed the incident. When a witness corroborates the victims allegations, the grievance officer will ask the witness to sign a statement describing what occurred including the "who, what, where, when, and how".

Procedure for Filing Harassment Compliant

The person who files a complaint, informs the Affirmative Action Officer as soon as possible after the alleged harassment of discrimination. Every effort is made by the college, particularly through the Affirmative Action Officer, to resolve the grievance informally and promptly in the best interest of the grievant, the respondent and the college.

If informal settlement cannot be reached, the next three steps will be followed to insure prompt and fair resolution of the complaint.

Step 1:

The Affirmative Action Officer will take a written statement from the grievant in which the pertinent facts of the alleged discrimination are detailed. The Affirmative Action Officer will confer with the grievant, attempt to clarify the issues, and explain the grievant's right to select an advocate who can be any individual of the grievance's choice to assist in the preparation and presentation of the grievant's case. In addition, the Affirmative Action Officer will explain the grievant's right to file a formal compliant with the appropriate State or Federal Office. A current listing of these offices is on file in the Affirmative Action Office.

Step 2:

The Affirmative Action Officer will serve as a mediator in an attempt to clarify misunderstanding, foster open and direct communication between the grievant and respondent with regard to the alleged discrimination, and attempt settlement.

Step 3:

Should the grievance remain unresolved, the grievant may request the Affirmative Action Officer to convene the Equal Opportunity Committee. The grievant then files a written complaint setting forth the nature of the alleged discrimination or harassment, pertinent facts supporting the allegation, and requests that the grievance be heard by the Equal Opportunity Committee.

For more information, please review Springfield College's harassment policy.

EXHIBIT "D"

MASSACHUSETTS LEGISLATION PROHIBITS HAZING

As required by Chapter 536 of the Acts of 1985, "An Act Prohibiting the Practice of Hazing," the Board of Regents has promulgated hazing reporting regulations for all colleges in Massachusetts. Each college is required to issue a copy to the Massachusetts General Laws, Chapter 269, Sections 17, 18, 19 to every team or organization under its authority and to every member, plebe, pledge, or applicant for membership.

Every college must also obtain an acknowledgment of receipt from a captain of every team or organization under its authority stating that all members in the organization have received a copy of the above. Each team or organization will be responsible for ensuring compliance of their group and assumes responsibility for the group's actions.

Hazing Defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Failure to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Distribution of Hazing Laws and Report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's

compliance with this sections requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.