Keene State College Student Athlete Handbook

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Dear Keene State College Student-Athletes:

We are proud to have you as members of the Keene State College Athletic Program. As the athletic director at KSC, I feel a great sense of responsibility to provide you with the best environment we possibly can so that you can reach your full potential as a student and an athlete. We will work hard and do our very best to help you achieve success.

The philosophy of the Intercollegiate Athletic Department at KSC is that all success begins with student-athletes. First, it means recruiting the best student-athletes possible, and second, once you are here, it means providing you with the best environment possible for you/us to achieve success. In athletics there are certain fundamentals to master to be successful. In the Keene State College Intercollegiate Athletic Department, we believe there are three fundamentals. They are:

1. **CREATE** a positive learning environment. The primary reason you are here is to get a college education. On rare occasions, we have an athlete who goes on to professional athletics. We are very proud of those who do, but almost all of you will not. SO, GET YOUR DEGREE. A Keene State College degree will be a treasured accomplishment and will vault you into the “real world.” In addition, you will receive a great education in your sport. You will experience ups and downs, success and failure, great times and adversity. This will possibly be the best preparation you will get for adult life and its many responsibilities.

2. **CHALLENGE** our teams to competitive greatness. We call what we do “intercollegiate competition,” because that’s what we do – compete against another school to see who gets the most points, the fastest times, the longest jumps, the lowest scores, etc. With that in mind, we will strive to be the best in our conference and in national competition in Division III. We will also strive for competitive greatness within the budget we have available to us. Operating an intercollegiate athletic program is very expensive and we have a finite amount of money to work with. We will control our expenses and work hard to generate revenue so that we may have the resources needed to achieve success.

3. **COMMIT** the energy necessary for success. Nothing good comes easy. It will take hard work and commitment from everyone: administrators, support staff, coaches, and, most importantly, YOU, the student-athlete. Please review all of the items in this handbook. Take advantage of the support systems Keene State College provides. Ask questions if you do not understand something. Work hard, be positive, and do the best you can. I am confident you will have a great experience with KSC Athletics – GO OWLS!

Best Wishes for Success,

Dr. Denisha Hendricks
Interim Athletic Director and Recreation
MISSION STATEMENT
Keene State College athletic programs strive to consistently achieve national excellence. Our student-athletes endeavor to excel academically and athletically, while valuing and enhancing leadership, diversity, sportsmanship, and integrity with a sense of pride and tradition in the College and surrounding community.

GUIDING PRINCIPLES
The Keene State athletic/recreation department strives to maintain professionalism by adhering to the following list of principles:

- Honesty is the underlying theme on which all interaction is based and is the foundation of our professional behavior.
- Our commitment is to provide educational experiences and opportunities to enhance the quality of life and to perform our job well.
- Enthusiasm and dedication shown throughout our work transforms the experiences of our students from ordinary events to lifetime memories.
- Mutual support and understanding are necessary for successful programs and services. Every individual will be treated with respect.

PHILOSOPHY
It is the philosophy of KSC athletics that intercollegiate sports must be secondary to a program of academic excellence. The athletic program at KSC serves three basic purposes:

- To provide student-athletes with an opportunity to earn a degree and become productive members of society, in accordance with the mission of the College;
- To provide student-athletes with opportunities to demonstrate athletic excellence in an environment that promotes sportsmanship, ethical behavior, fair play, and amateur competition, and abides by Title IX regulations. The institution places a premium on the health and welfare of the student-athlete;
- To bring to KSC recognition and community support, which are so vital to the development of a strong college.

NCAA Division III Mission Statement
As a member of the NCAA and Division III, Keene State College adheres to the Division III Philosophy Statement:

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

- Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference, and national governance levels;
- Place special importance on the impact of athletics on the participants rather than on the spectators, and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
- Encourage the development of sportsmanship and positive social attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- Encourage participation by maximizing the number and variety of sports offerings for their students through broad-based athletics programs;
- Assure that the actions of coaches and administrators exhibit fairness, openness, and honesty in their relationships with student-athletes;
- Assure that athletics participants are not treated differently from other members of the student body;
- Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
- Assure that athletics programs support the institution’s education mission by financing, staffing, and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution’s athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
- Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
- Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;
- Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student-body;
- Assure the admission policies for student-athletes comply with policies and procedures applicable to the general student body;
- Support ethnic and gender diversity for all constituents;
- Give primary emphasis to regional in-season competition and conference championships;
- Support student-athletes in their efforts to reach high levels of athletics performance, which may include competent coaching and appropriate competitive opportunities.
Note: Throughout this handbook, the term ‘student-athlete’ is used. In this context the term ‘student-athlete’ applies to all athletes, managers, trainers or other students who are a part of any varsity team and, therefore, are expected to adhere to the policies as outlined in this handbook.

The Student-Athlete at Keene State College

As a Keene State College student-athlete, the primary emphasis is on being a student. You will receive no exceptional treatment in any aspect of the academic program – Admission, Curriculum, schedule, class attendance, examinations, grades, and degree requirements. Each faculty member stands ready to counsel you at any time about any aspect of your courses, but you will not be singled out for preferential treatment. As an athlete, however, you will receive more scrutiny than do most other students. This means that, in many ways, you will be expected by faculty, staff, and fellow students to meet a higher standard of conduct. It may not seem fair, but it is a fact of life. If you cut classes, neglect your assignments, are inattentive in class, do poorly on examinations, are repeatedly late, or become conspicuous because of the way you talk or dress, you will receive special notice – because you are an athlete. If you break the rules, are disciplined, or commit a crime, you will be the object of public adversity – because you are an athlete. In all of these ways, you can reflect discredit upon Keene State College and your fellow athletes, so you have a very special kind of responsibility. The student-athlete at Keene State College, by demonstrating that character, intelligence, and athletic ability can be combined, has established a tradition that is one of this college’s greatest strengths. You are a vital part of this.

Statement on Sportsmanship

You are expected to show a high degree of sportsmanlike conduct and obey the rules and regulations as set forth by your coach and this department. You are responsible for being neat, courteous, and showing respect for others. Any harassing behavior that exhibits racial, ethnic, religious, or sexual animosity is prohibited. The physical or verbal abuse of any member, guest, or host of the college (including officials, opposing teams, etc.), disruptive or disorderly conduct, and offensive or anti-social behavior will not be tolerated. As a student-athlete at Keene State College, you are representing the College, the Athletic Department, and your athletic peers. Your behavior should reflect a mature and responsible manner at all times on and off the field, as a competitor and as a spectator, win or lose. Any conduct deemed inappropriate and not representing the College in its best interest will result in disciplinary measures and may result in temporary or permanent suspension from the team.
The Keene State College Code of Conduct

Student-athletes are required to know and follow the rules and regulations of their respective sports as well as the overall Keene State College Student Code of Conduct. Keene State College regards its students as adults and expects them to accept responsibility for their actions. Students and student organizations are encouraged to be considerate of the rights and privileges of others and conduct themselves in a manner that promotes intellectual inquiry and is consistent with the ethical and moral values embraced by the College. These tenets are reflected throughout the College’s various policies, contracts, rules, regulations, and procedures. Students whose behaviors are contrary to these expectations may be in violation of the Student Code of Conduct and subject to disciplinary action through the College judicial system. Keene State College is a vital member of the greater Keene community and an integral part of New Hampshire’s Monadnock region. In addition to following the Student Code of Conduct, students and student organizations are expected to observe federal and state laws and to comply with local ordinances. A detailed review of the types of behaviors that would be considered in violation of the Student Code of Conduct as well as complete discussion of the College judicial system, including the rights of victims and accused students, are in the Student Handbook. Hazing is an issue that has received much national attention. Hazing is a violation of New Hampshire State Law as well as College policy. Any student-athlete found to be involved in hazing could be removed permanently from the team and/or removed from the institution.

- Hazing shall include, but not be limited to, the following examples
- Physical hazing – that which is physically harmful or humiliating to the individual
- Paddling, hitting, or physical abuse toward a member
- Nudity
- The eating of spoiled/repulsive foods and/or non-food substances, as well as anything the individual refuses to eat
- Exposure to outside elements without proper dress
  Exercise beyond physical limits of the individual, such as running over long distances, calisthenics, etc.
- Forced consumption of alcohol or drugs
- Branding
- Bondage that prevents use of limbs
- Requests to perform any illegal acts (those contrary to local, state, or federal laws and ordinances), such as defacing public or private property, stealing, etc.
- Excessive yelling or screaming
- Permitting less than six hours of continuous sleep
- Participating in any activity that the full members will not do
- Involuntary servitude or personal errands
- Psychological hazing that compromises the dignity of an individual causing personal embarrassment or shame; causing the individual to be the object of malicious amusement or ridicule; causing an individual psychological harm or emotional strain
• Wearing humiliating, unnatural, or binding attire on the outside or underneath a member’s clothing
• Verbal comments that would degrade and/or embarrass members
  Derogatory references/remarks to a member regarding family and/or friends’ health or well-being
• Derogatory remarks about a member’s race, religion, or national heritage
• Any requirement that compels a member to participate in any activity that is illegal, or that is known to be contrary to an individual’s moral or religious beliefs, or that is contrary to the rules and/or regulations of the College shall be considered hazing.
• Student hazing means: any act directed toward a student, or any coercion or intimidation of a student, to act, to participate in, or submit to any act, when:
  ○ Such an act is likely, or would be perceived by a reasonable person as likely, to cause physical or psychological injury to any person; and
  ○ Such an act is a condition of initiation into, or admission into, a team.

Consult the KSC Student Handbook for further information on hazing. Student-athletes should be especially aware that disciplinary action taken against them could result in the temporary, or permanent, loss of their privilege to participate in College athletic events of any kind. Such action could place a student’s academic and athletic career at risk. As such, coaches and other appropriate College officials may be notified of pending or final College judicial action involving student-athletes.

General Information

Keene State conducts a program of 18 sports; eight for men and 10 for women.

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<th>Women</th>
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<td>Basketball</td>
<td>Softball</td>
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<td>Baseball</td>
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<td>Cross Country</td>
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<td>Indoor/Outdoor Track</td>
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<td>Field Hockey</td>
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Department Structure

The Athletic Director is responsible for the administration of the department, which is under the jurisdiction of the Vice President for Student Affairs and Enrollment Management.

The Athletic Director makes the day-to-day decisions regarding the budget, personnel, program, and policy interpretation in consultation with the Vice President for Student Affairs and Enrollment Management and with the approval of the President.

The Senior Woman Administrator is a member of the Senior Athletic Management Team and is integral in formulating athletic department policy.

The Faculty Athletic Advisory Council, a College-wide committee appointed by the President, functions in an advisory capacity to the President and the Athletic Director.

The coaching staff members are responsible for conducting their specific sport program and for the welfare of the student-athlete. As a general rule, the student-athlete should communicate all issues, concerns and problems to the coach. If the coach cannot provide the information requested or solve the problem, it should be directed to the Athletic Director. The next step in problem solving or appeal is to the Vice President of Student Affairs and Enrollment Management.

The support staff is very important to the Athletic Program. Their skills are of a very specialized nature, and they handle a large part of the workload of each coach related to managing home events, caring for injured or ill student-athletes, working with the press, and handling the many clerical and public responsibilities.

Student-Athlete Advisory Committee (SAAC)

The mission of the Keene State College Student Athlete Advisory Committee (KSC SAAC) is to enhance the total student-athlete experience by promoting athletic, academic, and social opportunities for all student-athletes; protecting student-athlete welfare; fostering a positive student-athlete image; providing a forum for student-athletes throughout the campus, conference, and NCAA; encouraging the spirit of camaraderie and sportsmanship, while maintaining the tenants of the NCAA Division III philosophy: DISCOVER, DEVELOP, DEDICATE.

SAAC is led by student-athletes; the executive board includes the President, Vice President, Secretary, Treasurer, as well as representatives to the Little East Conference SAAC group. There are also smaller, specific work groups for specific projects such as Special Olympics, NCAA DIII Week, Community Service, Social Media, and "It's On Us" Prevention Programming.
Athletic Governing Associations

1. National Collegiate Athletic Association (NCAA)
   1.1. Keene State College is one of the approximately 1,000 member institutions in the NCAA. The NCAA has three competitive Divisions (I, II, III); Keene State College is a member of Division III. The two primary purposes of the NCAA are: (1) to sponsor national championship competition and (2) to promote and enforce rules and regulations governing the academic and athletic eligibility of Student-Athletes and the conduct of athletic programs.

2. Eastern Collegiate Athletic Conference (ECAC)
   2.1. The ECAC is a voluntary association of 301 colleges and universities throughout New England, the Middle Atlantic states, Virginia, the District of Columbia, and North Carolina. It is a conference within the NCAA and abides by all of the NCAA rules. The ECAC manages numerous regional championships and tournaments for its member colleges. It assigns officials for regular season and championship events. It also establishes, interprets, and enforces the NCAA standard of eligibility for student-athletes and member institutions.

3. Little East Conference (LEC)
   3.1. The Little East Conference is an organization of institutions with similar philosophies of achievement in academic and physical pursuits. The Conference organizes and supervises intercollegiate athletes within its scope

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<th>Keene State College</th>
<th>University of Southern Maine</th>
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<td>Castleton University</td>
<td>UMass Boston</td>
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<td>Eastern Connecticut State University</td>
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<td>Western Connecticut State University</td>
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General Policies and Procedures for the Behavior of Student-Athletes

Code of Responsible Conduct and Sportsmanship

The Keene State Intercollegiate Athletic program seeks to provide ways in which each student-athlete may grow emotionally, socially, and intellectually. The participant has the opportunity to travel, to represent the school, and to learn to contribute by being a team member. All this gain is not without sacrifice, for the player must accept the policies of the program when they become a member of the team. The athletic program has established a fine tradition of
excellence. In pursuit of this excellence, each student-athlete has a responsibility to abide by the Code of Responsible Conduct. The underlying premise of the Code of Responsible Conduct is sportsmanship and ethical conduct. At all times you are to exhibit the highest levels of sportsmanship and ethical conduct. Any inappropriate behavior related to sportsmanship and ethical conduct will be reviewed by the Athletic Director, VP for Student Affairs and Enrollment Management, and Faculty Athletic Representative. As a student-athlete, you are expected to display the highest level of sportsmanship and ethical conduct and to strive for excellence by following these principles.

- Maintain personal habits that enhance healthful living.
- Objectively acknowledge one’s strengths and weaknesses. Recognize that each person has his/her own weaknesses. Praise strengths and help strengthen integrity.
- Value one’s personal integrity.
- Respect differing points of view.
- Strive for the highest degree of excellence.
- Willingly abide by the spirit of the rules as well as the letter of the rules throughout all games and practices.
- Treat all players, officials, and coaches with respect and courtesy.
- Accept the results of competition with grace and dignity. “Be gracious in victory and dignified in defeat.”
- Be receptive to constructive criticism.
- Respect and accept the decisions of the coach. When ethical decisions are questionable, the participant should direct his/her questions to the coach in private and follow appropriate channels to voice his/her concern.
- Be willing to train in order to achieve one’s full potential.
- Understand and respect the achievements of the opponents and one’s teammates.
- Be grateful for the opportunity afforded by the intercollegiate program and be willing to assist in program tasks as evidence of this.
- Assist in promoting positive relations among all participants who are striving to achieve athletic excellence.
- Exhibit dignity in manner and dress when representing one’s school both on and off the court or playing field.
- Keep personal disagreements away from practices and contests.
- Keep the importance of winning in perspective with regard to other objectives.
- Contribute and exert maximum effort to make each practice and game a success.
- Place primary responsibility to team rather than to self.
- Participate in department-wide fundraising and other functions.

**Team Rules/Coaches Jurisdiction/Discipline**

Due to the high public visibility of the student-athlete, your behavior is held to a higher standard than the general student body. Any personal/academic conduct or alleged personal/academic conduct that is harmful to the college or the athletic department will be dealt with in an appropriate fashion. This includes violation of the Keene State Code of Conduct or any state or federal laws. In the event an individual is arrested, the student may be suspended from the team until all criminal charges are resolved. Sanctions could include any or all of the following:
probationary status, temporary suspension from the team, suspension for a specific number of contests, or permanent suspension from the team.

Felony Charge – Any student-athlete arrested and charged with a felony, shall be suspended automatically from practice and playing privileges until the charges are dropped, dismissed or otherwise resolved. The student-athlete may appeal this decision pursuant to the Appeals Procedure found in this Handbook.

Felony Conviction – Any student-athlete convicted of or pleading guilty or no contest to a felony charge shall be permanently dismissed from the team. The student-athlete may appeal this decision pursuant to the Appeals Procedure found in this Handbook.

Misdemeanor Charge and/or Conviction – Any student-athlete who is arrested, charged and/or convicted of a misdemeanor charge (other than minor traffic infractions) will be subject to a review process. The Athletic Director will review the charges and all of the surrounding circumstances, and may then impose sanctions. The factors that the Athletic Director will consider include, but are not limited to:

● Nature of charge (violent or non-violent)
● Prior behavior
● Self disclosure of the violation
● Cooperation during the investigation
● Alcohol and/or drug use
● Consistency with regard to handling of other cases. Keene State Judicial Code:

At the discretion of the Athletic Director, the process in this Handbook that is followed for a misdemeanor charge and/or conviction may be used in the event that a student-athlete is found guilty of a violation of the College Judicial Code contained in the KSC Student Handbook. Any suspension of a student-athlete from a team will be reviewed by the Athletic Director. Permanent suspension may be appealed to the Associate Dean for Student Affairs. The decision of the Athletic Director and/or the Associate Dean is final.

Suspension may occur immediately after the incident under review. If time and circumstances permit, the student-athlete will be given the opportunity to address the situation with the Athletic Director and the Coach prior to the decision on suspension. If this cannot be accomplished prior to the suspension, a meeting will be held as soon after the suspension as can reasonably be arranged.

In the event a team function violates the Keene State College Code of Conduct, or any state or federal laws, sanctions could include any, or all, of the following: team placed on probationary status, suspension of specific players for a specific number of games, removal of specific players from the team, or cancellation of the remainder of the season for the team.
Individuals, individuals on teams, or entire teams that are currently on probationary status are subject to harsher sanctions should they be involved in subsequent violations of the Keene State Code of Conduct or any state or federal laws.

The coach is responsible for the total conduct of his or her sport program within the limits of authority defined:

- Philosophy and goals of the Department
- College and Department policies and procedures
- Rules and regulations of the NCAA, the ECAC, the LEC, and other appropriate sport governing bodies.

In the case where the College determines that there is a team responsibility for misconduct, there could be disciplinary action taken against the team. This administrative action will occur through the Office of Student Affairs. Sanctions could include, but not be limited to: cancellation of a season or a remainder of the current season, cancellation of a set number of contests, placing the entire team on probationary status for up to one year, or a combination of these sanctions. In the case where a team currently on probationary status violates the Keene State Code of Conduct or Athletic Department rules and regulations, sanctions could include, but not be limited to: cancellation of a season or a remainder of the current season, cancellation of a set number of contests, or a combination of these sanctions.

If it is determined that individuals on the team were accountable for the team behavior, these individuals could face individual sanctions through the College judicial system.

All policies established by coaches are in the best interest of the student-athletes and shall be enforced impartially. All training rules and conduct rules established by the coach shall be given to each member in writing prior to the beginning of the season.

**Social Networking Policy**

As it pertains to social media websites and networking websites, Keene State College’s Department of Athletics has adopted the following as its Social Media Policy. It is the responsibility of all administrators, coaches and student-athletes to adhere to this policy and any violation may result in punishment. KSC has included in its policy the social media guidelines set forth by the NCAA. While the NCAA does not regulate the interaction between coaches and fans, communication between the two groups should comply with legislation prohibiting the discussion of recruits.

**NCAA Policy on Social Media and Recruiting**

Electronic transmissions. It is permissible for an enrolled student-athlete to send electronic
correspondence (e.g., electronic mail, Instant Messenger, private communication through social networking site, text messages or facsimiles) to a prospective student-athlete for the purpose of recruitment, provided the correspondence is sent directly to the prospective student-athlete (or his or her parents or legal guardians) and is private between only the sender and recipient (e.g., no use of public chat rooms, message boards, public communication through a social networking site).

A coach may only mention a prospective student-athlete by their “handle” on social media provided both the criterion have been met:

A. It is May 1 or later.
B. The prospective student-athlete has deposited to Keene State.

KSC Athletics Day-to-Day Conduct for all Athletics Personnel and Student-athletes

All persons involved with KSC Athletics must be mindful of any actions that may cause the Department and/or the College to be viewed negatively. Each of us represents the Department and the College; therefore, we must remain attentive to the fact that we are ALWAYS in public. Social media has changed the way we communicate, and though fascinating, this avenue can be dangerous if not used responsibly. While the Department supports use of the various communication and networking tools, it is imperative that we consider our colleagues, teammates, family, friends and others while engaging in social media networking/blogging.

Each administrator, coach and student-athlete must adhere to the following guidelines set forth by the Department. If you have questions, please contact your sport administrator or the sports information director.

- The College Code of Conduct must be followed
- Before signing up for and participating in social media blogging and/or networking, be mindful that anything you post online can be viewed by anyone, anywhere in the world.
- Do not post anything that will shed a negative light on you, your friends, family, the Department or the College. Any topics and/or posts that may be degrading and/or offensive should be avoided
- Do not post personal information about yourself or others (i.e. phone number, address, vehicle). This includes, but is not limited to, the location of your team while on the road (hotel name, room number, etc.)
- Do not post information given by the Department and/or College that is not public information.
- Do not share information copyrighted to the Department and/or College (logos, photographs, forms) without prior consent
- Do not set up a false personal page – it is important to be honest; do not mislead the public by falsifying who you are
- Do not use these communication tools as a means to cause controversy, such as cyber-bullying
- Respect! Do not post negative comments regarding your colleagues, teammates, the Department or College, or persons affiliated with other institutions. Remember, everything is public!
- As a general guideline, do not post anything you’re unwilling to share with your coach, teammates, family, even future employers.
- Do not download images of or logos for opponents to engage in online taunting.

**Sanctions**

Students who violate the above policies regarding social networking website are subject to disciplinary action from a minimum of a reprimand and warning to a maximum of permanent dismissal from the Athletic Department, as decided on by their coach(es)and or administration. Students may also be subject to sanctions from the College.

**Sexual Misconduct; Discriminatory Harassment; And Amorous Relationship Policy**

Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an environment free of all forms of harassment, exploitation, violence, and intimidation. Keene State College’s Code of Conduct expressly prohibits, rape, sexual harassment, sexual assault, and sexual conduct that occurs without the consent of the individual and/or when the individual is unable to give consent.

The following areas are covered in more detail in the KSC Student Handbook or by following this link: [http://www.keene.edu/handbook/sexual-misconduct-policy/](http://www.keene.edu/handbook/sexual-misconduct-policy/)

- Sexual Misconduct Policy Definitions
- Resources for Support
- Reporting a Sexual Offense
- KSC Sexual Assault Survivor Services
- How to Help as a Friend or Bystander
- College Conduct Process
- Sexual Assault FAQ’s

Discriminatory Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, age, disability, or because of retaliation for engaging in protected activity, and that:
● Has the purpose or effect of creating an intimidating, hostile, or offensive learning or working environment; or
● Has the purpose or effect of unreasonably interfering with an individual’s learning or work performance; or
● Otherwise adversely affects an individual’s employment opportunities or ability to be successful academically. Harassing conduct includes, but is not limited to the following: Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile acts that relate to a person’s race, color, religion, gender, national origin, age, or disability.
● Written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, gender identity, national origin, age or disability and is posted on walls, bulletin boards, email or elsewhere on the campus.
● Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual’s employment or grades.

**Amorous Relationship Policy**

Amorous Relationships Between Coaches and Athletes ARE Prohibited

This policy strictly prohibits amorous relationships between any coach or athletic staff member and any student-athlete. Every coach has an ethical obligation to maintain a professional relationship with student-athletes and to place the wellbeing of student-athletes ahead of the coach’s personal interests. This responsibility includes the duty to provide a safe and healthy environment for student-athletes to flourish, and to serve as a role model within the confines of a professional relationship. As a result, no amorous relationships between a coach and a student-athlete – regardless of the perception of consent by one or both participants – can exist without jeopardizing the professionalism of the coach-athlete relationship and creating a significant conflict of interest. The respect and trust the student-athlete places in a coach, and the vulnerability of the student-athlete in that relationship, make “consent” unreliable in this setting. Conflicts of interest are endemic to amorous relationships between coaches and student-athletes, and the costs to the athlete, the team, the athletics program, and the College necessitate a strict prohibition on amorous relationships between coaches and student-athletes. Even when the coach has no direct professional responsibility for that student-athlete, other student-athletes may perceive that the student-athlete who has a sexual relationship with a coach may receive preferential treatment from the coach or the coach’s colleagues. Such relationships are incompatible with the ethical obligations of the coach and the integrity of the athletics program. Accordingly, the prohibition applies to relationships between all coaches and all student-athletes in the intercollegiate athletics program. Undergraduate assistant coaches are precluded from amorous relationships only with student-athletes on the same team they are coaching.

**Reporting Possible Violations and the Silent Witness Program**
Contacts for Reporting and Assistance
Individuals who have a concern about incidents or behaviors that may constitute harassment or discrimination should contact any of the Intake Officers listed below for information about the College’s discrimination and harassment policies, available support services, procedures for making a complaint, and/or assistance in resolving the situation informally or formally.

Intake Officers
- Chief Officer for Diversity and Multiculturalism
- Title IX Discrimination and Harassment Coordinator
- Director of Human Resources

Confidentiality
Keene State College will maintain confidentiality where, and to the extent, legally and reasonably appropriate, with the facts made available only to those with a compelling need to know for purposes of investigation or resolution of complaints. Confidentiality cannot be unconditionally guaranteed under any circumstances. The College has a responsibility to act where it knows of a policy violation. All parties including intake officers, responsible administrative officers, investigators, aggrieved parties, accused parties, and witnesses are required to maintain confidentiality.

The Silent Witness Program is for reporting suspected policy violations and/or crimes/incidents that may affect the health, safety, or welfare of the Keene State College Community. Silent Witness submissions are reviewed during College business hours, Monday through Friday, 8 a.m. to 4:30 p.m. If you know of an incident or other matter of concern that has occurred or is about to occur, please follow the link below and complete the form. The information you submit is confidential; however, if you would like us to contact you, please complete the “Contact Information” section. http://www.keene.edu/campussafety/silentwitnessform.cfm

If you have concerns please come talk to us. We'll help you think about those concerns and determine what follow-up may be necessary to protect your interest and those of all student-athletes.

Non–Retaliation
Retaliation against anyone reporting a harassment issue is strictly prohibited. Reprisals or retaliation against any person reporting discrimination and harassment or bringing a complaint of discrimination and harassment will not be tolerated, whether or not the complaint is ultimately judged to be consistent with the criteria determining harassment. Keene State College reserves the right to discipline individuals who engage in any activity determined to be retaliatory.

Conduct/Alcohol, Drug, & Tobacco Policies
- Player conduct and dress policies applicable to team travel (See J., Team Travel) and home events shall be established by the coach and shall insure that players conduct themselves in a manner that reflects positively on the reputation of Keene State College.
- There may be times when you will be asked to host a prospective student-athlete. All recruits are required to abide by NH state laws and the Keene State College Code of Conduct that governs all students enrolled at Keene State College. NH law prohibits the use of illegal drugs and prohibits the drinking of alcoholic beverages by persons under 21 years of age.
- Student-athletes shall refrain from partaking of alcoholic beverages while representing Keene State College at competitive events or official social events related to any such competition.
- Any student-athlete charged with underage possession of alcohol during the playing season for their sport will be suspended for two games or 10% of regular season games, whichever is less.
- Keene State athletics does not condone the use of tobacco in any form (smoking, smokeless, “spit,” etc.) Tobacco use often results in a physical dependency in the form of nicotine addiction. The negative effects of tobacco use are well documented by the high incidents of oral, lung, and other forms of cancer in those who use tobacco. Even casual users may become addicted and suffer health consequences. Keene State athletics encourages all student-athletes to abstain from tobacco use in their lives.
- NCAA Bylaw 17.1.6.4 prohibits the use of tobacco products during practice and competition. A student athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition. Numerous violations of Residential Life policy may lead to athletic sanctions.

**Drug Education & Screening Policy**

Keene State College student-athletes are expected to conduct themselves in a positive manner in the academic, athletic, and public communities. This policy implements Keene State College’s goals of protecting the health and welfare of the student-athlete, promoting the integrity of intercollegiate competition, and affirming compliance with laws, rules, and regulations concerning drug use.

Drug and alcohol misuse can create serious social and health problems for the student-athlete. It is vital that student-athletes learn how the abuse of drugs or alcohol can be a severe detriment to their general health as well as athletic performance. Evidence of use of banned substances as specified by the National Collegiate Athletic Association (NCAA), including performance enhancing drugs, may result in a student-athlete’s eligibility being negatively affected by the NCAA. This not only penalizes the student-athlete and their team, but also reflects negatively on the Keene State College community.
Drug Free Sport offers a free website tool that will let you search prescription and over-the-counter drugs as well as dietary supplements for NCAA banned substances. The web site is: www.drugfreesport.com/rec/. Select NCAA Division III and enter ncaa3 as the password. You can then enter the drug or supplement name and receive a response back on whether or not it contains any NCAA banned substances.

Keene State College promotes a healthy lifestyle and competitive environment by creating an opportunity to learn about the effects of certain drugs and to participate in a drug-free environment. The implementation of drug education, drug-screening, and drug counseling programs serve the College’s goal of educating and protecting the health and well being of each student-athlete.

POLICY STATEMENT

Keene State College, as a member of the National Collegiate Athletic Association (NCAA), prohibits student-athletes from the non-prescribed use of substances described by the NCAA as “Banned Drug Classes” (See NCAA Bylaw 31.2.3.4, Banned Drugs). The misuse of prescription drugs, alcohol, or any other controlled or illegal substances are also prohibited.

A student-athlete at Keene State College is defined as an individual who is enrolled as a full-time student and who is listed as a current participant on an NCAA Squad List. This includes ineligible students who are eligible to practice but not compete.

The Keene State College Athletics Department will make every effort to support the student-athlete through education and counseling in connection with this policy. However, sanctions will be imposed against the student-athlete if he or she:
  ● Fails to sign the “Consent to Participate in Drug Testing and Authorization for Release of Information Form”;
  ● Fails to comply with any component of this policy; or
  ● Fails to comply with the mandatory assessment or to participate in a counseling/rehabilitation program.

It is the responsibility of the student-athlete to ensure that he/she is in compliance with this policy. Student-athletes are cautioned that dietary or nutritional supplements may contain banned substances. Once selected for drug screening, student-athletes are required to report and have on file with the athletic training staff at Keene State College any prescription and non-prescription medication(s) being taken.

The Director of Athletics shall designate a Drug Testing Coordinator. The Drug Testing Coordinator will work with the Director of Athletics, a member of the Athletic Training staff, and a member of the counseling center to implement all aspects of this policy.
EDUCATION COMPONENT
The Athletic Director and Drug Testing Coordinator will implement an educational program for student-athletes that:

- Explains this policy and the NCAA drug-testing policy.
- Explains how legal and illegal substances affect the human body and alter athletic performance.
- Teaches coping skills needed to be a substance-free student-athlete.
- Creates an education program for administration, coaches, and staff to identify student-athletes using controlled or illegal substances and to effectively intervene with the student-athlete who is not compliant with this policy.

The Athletic Director or the Drug Testing Coordinator (or designee) will present this policy at a preseason meeting with student-athletes and will inform the student-athletes of the consequences of not adhering to this policy. Each student-athlete will be required to sign and return the “Consent to Participate in Drug Testing and Authorization for Release of Information Form” prior to the student-athlete participating in a practice or game. If the student-athlete is under the age of 18, the form must also be signed by the parents(s) or guardian(s). Failure of the student-athlete to sign and return the “Consent to Participate in Drug Testing and Authorization for Release of Information Form” will result in the student-athlete being ineligible to practice or compete until the form is signed and received by the Athletic Department.

DRUG TESTING COMPONENT
Systematic drug testing will be used by Keene State College to identify student-athletes who may be using substances banned by this policy. This component will include individual, random, and suspicion-based testing of student-athletes at Keene State College. If there is reasonable cause to suspect a student-athlete is engaged in the use of prohibited drugs, the student-athlete may be subject to suspicion-based testing as authorized by this policy.

The Athletic Director, a member of the Athletic Training staff, and the Drug Testing Coordinator shall collectively determine (by majority vote) if sufficient objective information exists to conduct suspicion-based testing on a specific individual or individuals. Circumstances that suggest suspicion-based testing would be appropriate may include (but are not limited to):

- Observed changes in performance, behavior, physical and/or emotional states through reliable reports that provide a reasonable suspicion of drug usage;
- Arrest on charges related to use and/or trafficking in banned substances; or
- Reliable reports of possession and/or use of banned substances.
DRUG TESTING PROGRAMS

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

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

An updated list of substances banned by the NCAA is available on-line at www.ncaa.org.

The Keene State College Drug Education and Screening Policy and Program is a College program, which is separate and distinct from the NCAA testing program. All student-athletes are subject to testing by the College and/or the NCAA.

PROCEDURES

Random drug-testing will be performed periodically throughout the academic year. Student-athletes are eligible to be selected throughout the academic year. The dates for testing will be determined on a random basis by the Director of Athletics and the Drug Testing Coordinator.

- Keene State College student-athletes will be chosen based on a random selection process for each testing.
  - All student-athletes’ names will be put in a computer program and selected randomly by The National Center for Drug Free Sport.
  - Each student-athlete will be notified by the Drug Testing Coordinator, his/her coach, or the Athletic Director if their name is selected.

- Student-athletes selected for testing will be notified in person or live by telephone by the Drug Testing Coordinator or his/her designee and then tested within 48 hours. Once at the testing site, the student-athlete will remain there until an adequate urine sample is collected. (See Appendix B, “Collection Protocol.”)
• Failure to report to the site, failure to give a urine sample, or manipulation of a sample will be treated as a second positive test. Failure to report to the site on any subsequent testing date will result in permanent dismissal from the team.
• The student-athlete may have a witness of his/her choice present at the time of testing.
• A representative from The National Center for Drug Free Sport will collect the specimen, and it will remain in their custody until the sample is processed by the laboratory.

• If a student-athlete is suspected of manipulating specimens (e.g., via dilution) or the specific gravity is below 1.005, the student-athlete will be subject to frequent drug testing.

• Effect of Positive results (presence of prohibited substance[s]).
  • If the test is found positive, the Director of Athletics (and/or designee) will notify the student-athlete and coach. The student-athlete’s parent or guardian may be notified.
  • The Athletic Director or designee will meet with the student-athlete and inform him/her of sanctions and appeal rights.
  • If the test is found positive, the student athlete will be required to reimburse Keene State College for the cost of the drug test and any additional costs associated with disciplinary action. The Director of Athletics shall have the discretion to waive these costs if the student-athlete can demonstrate, through documentation that extraordinary financial circumstances exist.
  • All results will be held confidential. Only the student-athlete, athletic director, head coach, athletic training staff, and the counseling center will be notified in the case of a positive result.

1. **APPEAL PROCESS**
   The student-athlete’s decision to appeal must be made in writing within five business days from receipt of written notification that the test was positive, and be sent to the Faculty Athletic Representative (FAR) at Keene State College.

2. A student-athlete may appeal only errors in procedures or a clearly erroneous finding in this process.

3. The appeal board (or designees) shall make every attempt to convene within three business days of receipt of appeal. The appeal board shall consist of the Faculty Athletic Representative (Chair), the Dean of Students, and the Drug Testing Coordinator. The College shall provide one appeal opportunity, and this opportunity can be an in-person hearing or a telephone conference call (choice of the chair), which shall include the appeal board, the student-athlete, and an advisor for the student-athlete (if they so desire). Individuals have the right to have an advisor of their own choosing present and retained at their own expense. Advisors are not permitted to speak or participate directly in the hearing. The Athletic Director can also participate in the appeal hearing but will
serve in an ex-officio capacity only. In the event the appeal board is unable to convene within three business days, the appeal board will convene as soon as possible to avoid unnecessarily withholding the student-athlete from competition, and the student will be notified in writing of the new appeal date.

4. After reviewing the materials, hearing from the student-athlete, and asking any questions of the participants, the appeal board will determine if there is a reasonable basis for granting the student-athlete’s appeal (e.g., evidence of a false/positive test and/or error in procedure or process of administering the drug test). The decision of the appeal board shall be final, and no other College representative or body shall have the authority to override the board’s decision.

5. The Chair of the Appeal Board will communicate the decision in writing to the student-athlete and the Athletic Director.

If there is a final finding of the Appeal Board of a valid positive drug test, the Director of Athletics shall convene the Substance Abuse Team, which shall be comprised of the Director of Athletics (or designee), a substance abuse counselor, and the Drug Testing Coordinator. The Substance Abuse Team shall meet to review the available information, develop a strategy for a counseling referral and short-term disposition, and serve in an advisory capacity to the Director of Athletics. Minimum sanctions for a confirmed positive drug test under this Policy are described below. Additional sanctions may be imposed at the discretion of the Director of Athletics. The student-athlete may be subject to potential discipline from the Office of Student Affairs under the general student body rules applicable to all students at Keene State College.

**FIRST VIOLATION – For street drugs (See “Drug Testing Program”)**

1. The student-athlete will be required to meet with the Director of Athletics or his/ her designee. The Director of Athletics will inform the student-athlete of any sanctions. A record of those sanctions will be filed with the Vice President for Student Affairs as a record of incident.

2. The student-athlete will be required to complete a mandatory individualized education and counseling program at Keene State College. If the student-athlete fails to comply, this may result in further sanctions and/or his/her removal from all intercollegiate teams at Keene State.

3. The student-athlete will be required to complete a physical assessment with a provider in the Center for Health & Wellness.

4. The student-athlete will be subject to suspicion-based drug testing for the remainder of his/her athletic eligibility.

5. The student-athlete will be suspended from four contests or 25% of season, whichever is less (as defined by NCAA rules) at Keene State College from the date the student-athlete was officially notified of the positive test. This suspension would carry over to the next academic year if the suspension is not fulfilled in the current year. The student-athlete may be retested (at the next testing date) and shall be subject to
additional sanctions if he/she tests positive a second time.

SECOND VIOLATION For street drugs (First violation for any “performance-enhancing drugs” and nutritional supplements – see “Drug Testing Program”)
The student-athlete will be required to meet with the Director of Athletics or his/her designee. The Director of Athletics will inform the student-athlete of any or all sanctions. A record of those sanctions will be filed with the Vice President for Student Affairs as a record of incident.

1. The student-athlete will be required to complete additional mandatory individualized education and counseling program at Keene State; if the student-athlete fails to comply, this may result in further sanctions and/or his/her removal from all intercollegiate teams at Keene State College.
2. The student-athlete will be required to complete an additional physical assessment with a provider in the Center for Health & Wellness.
3. The student-athlete will be subject to suspicion-based drug testing for the remainder of his/her athletic eligibility.
4. The student-athlete will be suspended for eight contests or 50% of season, whichever is less, at Keene State from the date the student-athlete tested positive. This suspension would carry over to the next academic year if the suspension is not fulfilled in the current year. The student-athlete may be retested (at the next testing date), and shall be subject to additional sanctions if he/she tests positive a third time.

THIRD VIOLATION For street drugs (Second violation for any “performance enhancing drugs” and nutritional supplements)
1. Immediate and permanent dismissal from all Keene State College athletic teams.

The student athlete will be encouraged to utilize the resources available to all Keene State College students through the Center for Health & Wellness and counseling.

COUNSELING COMPONENT
The counseling component provides assessment and counseling for the student-athlete as a result of mandatory sanctions or self-referral. The counselor will (i) evaluate the student-athlete’s needs, (ii) develop a rehabilitation plan including recommendation for services, behavioral guidelines, and other appropriate conditions as needed, and (iii) make referrals as needed. If the student-athlete wishes to continue participation in Keene State College athletics, the student-athlete must sign an Authorization for Release of Information Form, which will enable the counseling staff to communicate with the Drug Testing Coordinator and/or the Director of Athletics when assessment has been completed.

Keene State College counselors will provide initial consult for counseling and rehabilitation services. If counseling, rehabilitation, or treatment must be referred off campus, Keene State
College will not be responsible for funding of these services.

SAFE HARBOR PROGRAM
A student-athlete eligible for KSC’s Safe Harbor Program may refer himself or herself to the program for voluntary evaluation, testing, and counseling. A student-athlete is not eligible for the program after he or she has been informed of an impending drug test or after having received a positive Keene State College or NCAA drug test. This program allows a student-athlete to self-report a substance problem prior to a positive test and without the initial negative ramifications of a positive test.

The Drug Testing Coordinator will work with the student-athlete to prepare a treatment plan, which shall include confidential drug testing. This plan will include, but is not limited to, an assessment with the alcohol and other drugs counselor and a medical assessment with a provider in the Center for Health & Wellness. This appointment needs to occur within one week of entering the Safe Harbor program. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program. This baseline testing is for medical purposes to determine what the individual is taking and to determine what type of program can be designed to best assist this individual. This test, if positive, is for evaluation purposes and is not considered a first, second or third violation of this Policy. The student athlete may be suspended from play or practice if medically indicated. A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, in most cases not to exceed thirty (30) days, as determined by the treatment plan. A treatment plan may be designed to accommodate a period of time longer than thirty (30) days if a student-athlete has a substance in his/her system that takes longer than thirty (30) days to process. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition. A student-athlete will be permitted to enter the Safe Harbor Program only one time during his/her athletics eligibility at Keene State College.

A student-athlete will be removed from the Safe Harbor Program if the student-athlete is determined to have new substance use while enrolled in the program (subsequent to the individual’s baseline test), or fails to comply with the requirements of the treatment plan. This subsequent positive test, while enrolled in the program, will subject the individual to the penalty structure of this policy (i.e., first violation penalties, second violation penalties or third violation penalties). Once removed from the program, the student-athlete would be subject to all elements of Keene State College drug testing policies and appropriate sanctions will be applied.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random testing by Keene State College. However, student-athletes in the Safe Harbor Program may be selected for drug testing by the NCAA. The Director of Athletics, a member of the Athletic Training staff, The Drug Testing Coordinator, and the head coach will be informed of the student’s participation in the Safe Harbor Program.
The Department of Athletics reserves the right to amend this policy as appropriate. This policy is not to be construed as a contract between the College and the student-athlete.

APPENDIX A

The link below contains the most up-to-date list of banned substances, as defined by the NCAA. These are the banned substances on which Keene State College’s drug testing program is based, and if you test positive for any of these substances, all penalties and sanctions outlined in this policy will be imposed. This online list of banned substances will always be the most up-to-date list, and is the list for which each student-athlete will be responsible.

NCAA Banned Drug List

APPENDIX B: “Collection Protocol”

1. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete; the athlete will officially enter 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.

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 at least 50 mL is provided (100 mL if testing for anabolic steroids).

4. Validators who are of the same gender as the athlete must observe the voiding process and should be members of the official drug-testing crew. 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 ruling out any attempt to manipulate or substitute a sample.

5. 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 collection crew chief or client representation for documentation. Athletes will rinse and dry hands, with water only, prior to urination, and wash with soap and water following urination.

6. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.

7. 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.

8. 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. 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. A collector will check the specific gravity and if in range measure the pH of the urine in the athlete’s presence.

12. 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.

13. 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.

14. 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.

15. The laboratory will make final determination of specimen adequacy.

16. If the laboratory determines that an athlete’s specimen is inadequate for analysis, at the client’s discretion, another specimen may be collected.

17. 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.

18. 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 from a supply of such.

19. A collector will record the specific gravity and pH values.

20. The collector will pour approximately 35 mL of the specimen into the “A vial” and the remaining amount (approximately 15 mL) into the “B vial” (another A=35 mL, B=15 mL in a second split sample kit for anabolic steroid testing, which will be shipped to a WADA accredited laboratory) in the presence of the athlete. Therefore, two split sample kits will be used when testing for both “drugs of abuse” and anabolic steroids. The vials will be packaged identically, but shipped to two different laboratories.

21. 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).

22. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.

23. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.

24. 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.
25. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
26. The specimens become the property of the client.
27. 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.

**NCAA Bylaw 31.2.3.1 – Banned Drugs**

Partaking of illegal drugs or drugs of any kind that may enhance performance or modify mood and behavior, unless prescribed by a physician for medical reasons, is strictly forbidden. The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example. A positive drug test could result in a one year suspension from athletic activity.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the US Food and Drug Administration purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

**The NCAA bans the following classes of drugs:**

- a) Stimulants
- b) Anabolic Agents
- c) Alcohol and Beta Blockers (banned for rifle only)
- d) Diuretics and Other Masking Agents
- e) Street Drugs
- f) Peptide Hormones and Analogues
- g) Anti-estrogens
- h) Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

**Drugs and Procedures Subject to Restrictions:**

- b. Local anesthetics (under some conditions).
- c. Manipulation of urine samples.
- d. Beta-2 agonists permitted only by prescription and inhalation.
e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:
- Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!
- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.

Any product containing a dietary supplement ingredient is taken at your own risk. It is your responsibility to check with the appropriate athletics staff before using any substance.

Some Examples of NCAA Banned Substances in Each Drug Class

NOTE: There is no complete list of banned drug examples!!

Check with your athletics department staff before you consume any medication or supplement.

Stimulants:
amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.
Exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):
boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):
alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:
bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:
heroin; marijuana; tetrahydrocannabinol (THC) – no other substances are classified as NCAA street drugs.

Peptide Hormones and Analogues:
growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens:
anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.
Beta-2 Agonists:
bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs is also banned (unless otherwise noted!)

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec/ (password ncaa3).

It is your responsibility to check with the appropriate athletics staff before using any substance.

The coach and trainer must be notified of any drugs that have been prescribed that may enhance performance, mood, or behavior. The use of alcohol or drugs as previously described can lead to suspension from the athletic program and the institution. Student-athletes must notify the trainers of any medication being taken.

Keene State College Policy on Alcohol and Other Drugs (from Keene State Student Handbook)

1) The Keene State College community believes that the overall health of its members is dependent on their ability to set standards for alcohol and other drug use, and to live by them in all their affairs. With respect to the use of alcohol and other drugs, it is the position of the Keene State College community that:

2) The use of alcohol or other drugs has many clearly identified risks and consequences. Everyone should seek to understand when the use of alcohol or other drugs puts them and others at increased risk for health or impairment problems. Examples include but are not limited to:

   a) When full cognitive function is needed – school work, class attendance, or employment responsibilities;
   b) When there is a history of alcohol or other drug addiction in the family;
   c) While engaged in athletics or other physical activities as well as when training for such endeavors;
   d) While operating complex and/or dangerous equipment – laboratory equipment, motor vehicles, power tools, etc.;
   e) While taking certain medications for a wide variety of illnesses or disorders;
   f) While responsible for the supervision, safety, and well-being of others
   g) While pregnant;
   h) While recovering from chemical dependency
3) Keene State College both supports and complies with the Drug-Free Workplace Act of 1988 (P.L. 100-600) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

4) Although the legal use of alcohol and other drugs is a personal choice, the illegal use is a violation of the Keene State College Alcohol and Other Drug Policy. Moreover, ignorance of local, state, and federal laws or campus regulations does not provide protection from these laws or regulations if they are violated. (See Addendum 2 and Addendum 5)

5) No one should be pressured to use alcohol or other drugs.

6) Drunkenness is neither healthy nor socially acceptable and is considered irresponsible behavior. Drunkenness should not be laughed at or taken lightly. Moreover, it should be understood that repeated drunkenness may be a symptom of personal problems and/or serious illness.

7) Alcohol or other drugs are not essential for the enjoyment of social events, family gatherings, or celebrations. Furthermore, drinking alcoholic beverages should not be an activity for its own sake. When alcoholic beverages are present at social occasions, including receptions, they should be adjunct to other activities, rather than the primary purpose of attending the function. Food and alternate beverages must be served.

8) Person(s) or organizations arranging events at which alcoholic beverages will be consumed are encouraged to plan, so that the consumption of alcohol remains within the spirit of the Declaration of Honorable Conduct for the Keene State College Community and this policy statement.

Academic Eligibility
Student-athletes must meet all the eligibility requirements of the NCAA, LEC, and Keene State and be in good academic standing to participate in intercollegiate athletics. At the beginning of each semester of competition, each participating student-athlete’s academic record is reviewed by the Registrar, the Director of Athletics, and the NCAA Faculty Representative. Eligibility must be certified before a student-athlete competes; direct questions to the NCAA for clarification.

Participation:
- Only student-athletes, including cheerleading, who have the minimum cumulative grade point average of 2.0 are permitted to participate in athletics.
- Students with cumulative GPA’s of less than 2.0 may practice, but may not compete/participate against outside competition. A student-athlete who is not making satisfactory progress toward his/her degree may also practice but not compete or participate against outside competition. Consistent with NCAA rules, a student-athlete who practices after the first game of the traditional season will have used a year of eligibility.
- Transfer students (four-year and junior college) have additional criteria for eligibility.
- Transfer students must check with their coach and compliance director to review eligibility requirements.
● Students in two-year or Continuing Education programs are not eligible to participate.

Full-Time Matriculated Student Requirements:
● Each student-athlete must be matriculated in a minimum of 12 credit hours each semester unless he or she is a graduating senior and needs fewer than 12 credits to graduate at the end of that semester.
● If the student-athlete falls below the 12 credit hour minimum load, he/she will become immediately ineligible to participate in practice, competition, and to receive financial aid.
● Student-athletes will not drop or change a course prior to consulting with their academic advisor and coach.

Initial Eligibility and Continuing Eligibility
Two ways to establish eligibility at the beginning of the academic year are:

A. Satisfactory completion prior to each fall term of a cumulative total of academic semester hours equivalent to an average of at least 12 semester hours during each of the previous academic terms in which the student-athlete has been enrolled as a full-time student at Keene State, or
B. Satisfactory completion of 24 semester hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution’s preceding regular two semesters.

Repeat courses in which a D or better was earned originally cannot be utilized in establishing eligibility. All classes taken at another institution must have prior approval from the Academic Advising Center. (Note: GPA will not transfer.)

Class Attendance Policy
This policy emphasizes the correlation between attendance and academic achievement. As stated in the catalogue, the Keene State College Attendance Policy is as follows: A student is expected to attend all class meetings of courses in which he or she is enrolled. Any form of attendance used by an individual professor as a criterion for evaluation must be specified in the course syllabus and presented to students during the first week of classes. A student who misses in excess of three weeks of classes prior to the 11th week of the semester (for any reason whatsoever) must withdraw from the course. The student must follow the regular withdrawal procedure. The faculty member may waive this policy at his/her discretion, but if the faculty member wishes to enforce the policy, he/she will inform the student in writing, who then must initiate the withdrawal. A student so notified who fails to withdraw from the course will be given an F for the course. A student expecting to be absent from a class meeting that is a scheduled date for tests, projects, papers, or similar assignments must contact the instructor before the absence (if possible) to arrange for making up work that will be missed.

Make-up procedures apply only to excused absences, including those arising from an emergency. Excused absences include: adverse weather conditions, illness, accident, death in
the family, occurrences deemed proper by the instructor, and approved activities. Approved activities include: field trips, scheduled athletic events, off-campus use of academic resources, and authorized special projects.

Make-up procedures for excused absences are determined with the individual instructor; they carry no penalty to the student unless he/she fails to comply with the arrangements agreed upon. Instructors are not obliged to provide make-ups for unexcused absences. Any student who feels that an instructor has incorrectly handled a request for an excused absence has the right to appeal that decision to the appropriate divisional dean. The decision of the dean is final.

At the beginning of each semester, all student-athletes that will be in season that semester will need to provide their professors with a Student-Athlete Acknowledgment Letter and a Student-Athlete Conflict Form.

The acknowledgement letter states that student-athletes are role models to kids in the community, as well as representatives of the college, Keene State College athletic events are excused absences, and student-athletes are responsible for any lectures, coursework, and exams that will be missed. Additionally, student-athletes must make prior arrangements with their professors for any missed work.

The conflict form is attached to the Student-Athlete Acknowledgement Letter. If student-athletes have to miss class, they fill out the form accordingly and attach their season schedule to the form and return to their professor.

NCAA Bylaw 17.1.4.2 states that a student athlete shall not miss class for the following:
1. Practice activities in any segment of the season; and
2. Competition in the nontraditional segment.

**Athletic Eligibility**

Keene State College is a member National Collegiate Athletic Association, Eastern Collegiate Athletic Conference, and the Little East Conference, which are athletics governance organizations that must be adhered to by student-athletes and all members of the Athletic Department. Once the student-athlete becomes an “enrolled student-athlete,” there are a number of things he or she cannot do. If the student-athlete engages in any of the following types of conduct, the student-athlete will become ineligible for athletic participation, subject to procedures and guidelines established by the NCAA:

**The student-athlete cannot:**

a. Accept cash prizes, non-personalized merchandise awards, gift certificates, travel/per diem expenses, or a salary for his or her participation in outside competition in his or her sport;

b. Place or accept a bet on any intercollegiate team;
c. Accept a bet on any team representing the institution;
d. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling;
e. Agree to be represented by an “agent” for the purpose of marketing his or her sport skills;
f. Agree to, or accept, remuneration for the use of his or her name or photograph to promote the sale, or use of, a commercial product;
g. Accept any gifts, loans, use of car, or anything of value from anyone employed by KSC, an alumnus, or any friend or supporter of KSC’s athletic program.
h. Institutional staff members or representatives of the institution may provide occasional meals at any location in the locale of the institution.
i. Accept free equipment from sporting goods companies or sports equipment manufacturing firms, including rackets, shoes, articles of clothing, etc.; (Note: the company may donate such items to KSC and the coach may issue such equipment to the student-athlete as team equipment)
j. Receive non-athletic institutional aid or outside aid UNLESS PRIOR APPROVAL IS RECEIVED by the Financial Aid Director, who has the responsibility to check NCAA rules to ensure such aid is legal;
k. Participate on any outside team in any non-collegiate, amateur competition in your sport during your sport season; and/or
l. Accept travel or per diem expenses from an outside organization sponsoring a competition if such reimbursement is dependent on place finish.

Please contact your coach immediately before accepting any benefit or award, or participating in any outside competition, so KSC can be sure you are not violating any rules.

The NCAA stipulates that each student-athlete is responsible for his or her violation of NCAA regulations. That condition applies to the period of recruitment as well as to participation in college. Each student-athlete is also required to reveal whatever knowledge he or she has about possible violations by others.

**Participation and Eligibility**

Under NCAA rules, a student-athlete has four years of eligibility for athletic competition at the collegiate level, and 10 semesters in which to complete four years of competition. A season of competition is construed to mean participation in one or more intercollegiate contests or scrimmages whether as a freshman, junior varsity, or varsity participant. Also, if you practice with the team after the first scheduled contest, you will use a season of eligibility. No student shall participate in more than four seasons of competition and shall not compete in an athletic contest until official eligibility certificates have been completed. It may be possible to process a waiver request that would permit the student-athlete to regain a year if the athlete misses a year of eligibility due to injury. A waiver request must come from the Athletic Director based on
recommendations from the trainer and team physician.

**Transfers and Self-Release**
While we hope you will have a rewarding experience as a student/athlete at KSC, we realize there are situations that may arise that will warrant your interest in transferring to another institution. If this occurs, please be aware that the institution you are considering transferring to must receive permission to speak with you prior to transfer. If you are considering a transfer to another Division III institution, you may complete a self-release, which you can find under the “Recruit Me” tab at keeneowls.com. A transfer to any other institution requires permission from the KSC Athletic Director prior to discussion with another coach or institution.

**Financial Aid**
The composition of the financial aid package offered to a student-athlete shall be consistent with the established policy of the institution’s financial aid office for all students and shall meet all the following criteria:

a. A member institution shall not consider athletics ability as a criterion in the formulation of the financial aid package;
b. The financial aid procedures used for a student-athlete are the same as the existing official financial aid policies of the institution;
c. The financial aid package for a particular student-athlete cannot be clearly distinguishable from the general pattern of all financial aid for all recipients at the institution; and
d. The percentage of the total dollar value of institutionally administered grants awarded to student-athletes shall be closely equivalent to the percentage of student-athletes within the student body. A differential is defensible if it can be demonstrated that the average need of the student-athletes at the institution is equivalently greater than the average need of other students.

**Team Travel**
**Team Travel Policy**
The same code of ethics applies to all games that are played at institutions other than Keene State College and at which you are a representative of this Athletic Department. All of the ethical considerations outlined in Section III A apply to away games as well as the following additional considerations.

1. Appropriate dress is expected at all times.
2. You must remember at all times that you are a representative of Keene State College and your behavior should reflect the professional image we strive to uphold.
3. Each coach may have specific regulations that he or she expects from student-athletes while on the road. Please check with your coach.
4. Keene State College Alcohol Policies also apply to away trips. At no time should you be in possession of alcohol – regardless of your age – nor should you be in
any position (i.e. at a bar or a party where alcohol is present) that can be perceived as inappropriate behavior. Any abuse will result in serious repercussions.

5. If you find yourself with free time, refrain from participating in any activity that could be considered inappropriate.

**Team Travel Requirements:**

1. You should be prepared to leave on time.
2. You should inform your professor of any missed classes due to an away game.
3. You will need to present an Excused Absence Form to your professor, preferably at the beginning of the season. Professors have the right to remove you from class if you miss more than three weeks of class.
4. You must travel with the team. Independent means of transportation are normally not permitted. If a special situation arises and you must use your own means of transportation, you must complete the Travel Release Form found on the athletic web site under “Athlete Resources” →“Student/Athlete Forms”→“Travel Request.”
5. Each student-athlete is responsible for their own uniform and equipment on away trips.

**Meals**

1. Keene State College will provide meals, whether boxed meals from the dining commons or meal allowance money for dining out.
2. All teams receive the same meal allowance.

**Equipment and Apparel**

Equipment and apparel provided for you are the property of the Keene State College Athletics Department. Student-athletes may be issued apparel for practice and competition. All incoming student-athletes and walk-ons must be academically and medically certified before receiving equipment or apparel.

Any equipment items not returned or paid for will be billed to the individual student-athlete. This will be considered indebtedness to the College and it will place a hold on your student account. All equipment and athletic apparel issued to a student-athlete must be returned to the athletics department at the end of the sports season or upon dismissal from the team.

**Playing and Practice Restrictions - In and Out of Season**

*In Season*

All sports are required to give student-athletes on their teams one day off in seven days.
Exceptions – no day off is required when:
- School is not in session
- Participation in NCAA Championships
- Any portion where the institution is on an official vacation period, providing that no classes were held at any portion of that week.

For all sports except swimming and diving and track and field, the day off must be the same for all members of the team. The required one calendar day off per defined week may apply individually to each student-athlete in the sports of swimming and diving & track and field.

Out of Season

Organized team activities are prohibited outside of the declared season. Student-athletes may work with a certified strength and conditioning coach for an unlimited time outside of the declared season.

Amateur Status

Per NCAA Bylaw 2.9, Student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and student-athletes should be protected from exploitation by professional and commercial enterprises.

Outside Competition

Per NCAA bylaw 14.7.1, during any portion of the declared season (non-traditional and traditional seasons) participation in outside competition is not allowed. A student-athlete is only allowed to represent Keene State College. For purposes of outside competition, volleyball and beach volleyball are considered the same sport.

Agents

Per NCAA Bylaw 12.3.1, An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport. This includes representation for future agreements and benefits from prospective agents.
Extra Benefits

Most student-athletes think of illegal benefits in terms of accepting gifts or money. While certainly that is one form of an illegal extra benefit, you also cannot:

- Receive more than the allotted number of complimentary admissions;
- Sell complimentary admissions at any price;
- Receive materials benefits that are not available to the general student body; or
- Use Athletics offices phones for personal use.
- Receive payment for unspecified, un-itemized, or improper expenses
- Receive the loan of money by any member of the athletic staff

The following are examples of benefits that ARE permitted by the NCAA.

- Tutoring expenses
- On-Campus student development and career counseling
- Future professional sports career counseling from a panel appointed by the institution’s president.
- Actual and necessary expenses to attend proceedings conducted by the institution, its athletic conference
- Cost of a field trip, provided the field trip is required of all the students in the course
- Organized day planners that are non-electronic.
- Required course-related supplies (books, goggles, etc)

Ticket Policy

Currently, Keene State College only tickets for men’s and women’s soccer and men’s and women’s basketball Each student-athlete receives four complimentary tickets per game. The complimentary tickets are in two forms; a KSC issued VIP pass, or a daily game pass list. A student-athlete is afforded his or her choice of combination of these options.

Please note; VIP passes are non-transferrable and are only good for the user to be let in to the game. A photo ID will be required. Names on the pass list may change from game to game. All other sports are free of charge, with the exception of any NCAA tournament contests.

Current ticket prices are:
Adults: $5
High School Students with ID: $3
Senior Citizens: $2
Children Under 12: Free
Student-Athlete Advisory Committee (SAAC)

The mission of the Keene State College Student Athlete Advisory Committee (KSC SAAC) is to **enhance the total student-athlete experience** by **promoting** athletic, academic, and social opportunities for all student-athletes; **protecting** student-athlete welfare; **fostering** a positive student-athlete image; **providing** a forum for student-athletes throughout the campus, conference, and NCAA; **encouraging** the spirit of camaraderie and sportsmanship, while **maintaining** the tenants of the NCAA Division III philosophy: **DISCOVER, DEVELOP, DEDICATE.**

SAAC is led by student-athletes; the executive board includes the President, Vice President, Secretary, Treasurer, as well as representatives to the Little East Conference SAAC group. There are also smaller, specific work groups for specific projects such as Special Olympics, NCAA DIII Week, Community Service, Social Media, and "It's On Us" Prevention Programming.

**Employment**

All students enrolled full time at KSC are eligible to work on campus, either under the Federal Work Study Program or under KSC’s Student Hourly Program. The Federal Work Study Program is financed by both federal and institutional funds. Please visit [https://www.keene.edu/admissions/aid/employment/](https://www.keene.edu/admissions/aid/employment/) for a list of open positions.

**Faculty Athletic Representative**

A faculty athletics representative is a member of an institution’s faculty or administrative staff who is designated by the institution’s president or chancellor or other appropriate entity to represent the institution and its faculty in the institution’s relationships with the NCAA and its conference(s).

**Sports Information**

Keene State College’s intercollegiate teams generate a high level of public interest and local media attention. The Department of Athletics is aware that its image affects the reputation of the entire College and urges you to exercise care when making statements to the media and your actions on and off playing fields and courts.

The primary function of the Sports Information Office is to serve as a liaison between the Department of Athletics and the media whenever possible. The Sports Information Director coordinates player and coach interviews, sets up press conferences (when necessary), provides information to the media, authorizes press credentials and organizes press box duties at home games. You have a responsibility to the College, your coaches and teammates to cooperate with the media whenever possible.
College fans, hometown fans and fans across the country are interested in the Keene State College athletics program.

Residential Life Policies

Occasionally, it is necessary for a team to require interim housing assignments during summer or winter break due to pre- or post-season training or games. Since you have been given special consideration to stay on campus over break, aspects of this privilege will be expected of you:

1. You will be responsible for returning keys issued to you during the interim. Failure to return keys will result in a charge (approximately $25) being posted to your accounts receivable bill held by the KSC Bursar’s office.
2. There are no visitation or party privileges during break. Alcohol is not permitted at all. Only those students assigned to a hall will be permitted in the facility. Security procedures as outlined by Residential Life should be followed at all times.
3. Be sure the room door is always locked when you leave the facility. Each of you will be responsible for the general security of the hall. Should there be any damages that cannot be associated with an individual, all athletes staying in the hall will be billed accordingly.
4. If you need assistance or should have any problems, please contact your coach. Anyone violating these expectations or College policies will be removed immediately from the residence hall by the Residential Life office, and appropriate disciplinary action will follow.

Academic Assistance

The Aspire program is an academic support program located on the first floor of Elliot Hall. The academic counselors in Aspire can assist you in developing strategies for improving skills in the areas of time management, organization, note-taking, textbook reading, and more.

1. If it appears that you would benefit from receiving tutoring in a particular course, you and the counselor will complete a tutor request.
2. Peer tutoring is available in most 100- and 200-level courses.
3. All KSC students are eligible to receive tutoring through the Aspire program at no cost.
4. Tutoring is subject to availability. If you feel you need a tutor, you are advised to contact the Aspire program early in the semester. Do not wait too long!
5. Tutoring through the Aspire Program is individualized. You and your tutor will decide on a time you will meet on a regular, weekly basis. (Aspire avoids the ‘Band-Aid’ approach, which means only meeting with the tutor the day or night before an exam.) Aspire believes in a pro-active approach: meeting weekly and keeping up on information as you go along.
6. Aspire also coordinates the Supplemental Instruction (SI) Program. You may have an SI in one or more of your classes. If so, please make every attempt to attend at least one of the study group sessions per week. It has been proven that students who attend SI sessions improve their grades. If you are not sure whether you have an SI in any of your courses, please see the staff in the Aspire program and they will let you know and provide you with all the information you need to get involved.

7. If you have academic needs to which the Aspire program cannot respond, Aspire will refer you to the right area.

REMEMBER: If you need academic assistance, it is up to you to call the Aspire program at 358-2325 as soon as possible.

ASPIRE FAQs

The program brings together an individual student – or a small group of students – with a trained tutor to improve the skills essential for the course, address questions about the course content, organize a study plan, and build confidence. Tutoring is open to all students on campus, subject to the availability of tutors.

How do I request a tutor?
All students requesting a tutor must meet with an Aspire Educational Counselor to complete the necessary paperwork. The tutor request form will ask you the specifics of your class (title, instructor, course number) as well as more detailed information such as your challenges in the class, how you think a tutor may support you, and your preferred way of learning.

Who are our tutors?
Tutors are current Keene State students who may be eligible for work study or student hourly pay. Tutors must receive an A or B in the course or courses they wish to tutor and have an overall GPA of at least a 2.75 (3.0 preferred) and maintain that GPA. Tutors must communicate well and be willing to work with individuals or small groups, have a sincere desire to help, and have a high level of patience.

How do I Become a Tutor?
If you are interested in becoming a tutor, please stop by the Aspire office to pick up an application and faculty recommendation form. Interview appointments may be made with Jeanne Hearn, Tutor Coordinator, after the application and recommendation forms are complete and your transcript is reviewed.

For more information about the Tutor Program, contact Jeanne Hearn at 603-358-2357 or jhearn@keene.edu or Katie Robinson at 603-358-2431 or katie.robinson@keene.edu.
The Office of Disability Services (ODS)

If you have a disability, it is important that a copy of your documentation be submitted to the Office of Disability Services soon after your decision to come to KSC. If you are unsure of what information needs to be sent, documentation guidelines are located on the KSC web site at http://www.keene.edu/office/disabilitysvs/. ODS will not disclose or inform anyone at KSC about your disability or needs. This is confidential information that only you can disclose. ODS counselors will work with you on developing self-advocacy skills and disclosing your needs to faculty and staff. If you are eligible for academic accommodations such as Note Takers, Extended Time Testing, and Text in Alternative Format, you will need to meet each semester with an ODS counselor to set up these accommodations. Stop by the office in Elliot Hall or call for an appointment at 358-2353. The staff looks forward to meeting and working with you to support your access needs.

Some Suggestions For Academic Success

Most students want to do well in their academic endeavors, but only a few make outstanding records. That is because most students do not develop a systematic approach to studying and learning. The student-athlete has a special concern in this matter because his or her sport requires so much time and work. If you can develop a routine, and make the best use of your time, you can achieve top academic honors. The following are suggestions that can help assure you that kind of success:

1. **Budget your time:** Try making a chart of all your time for a typical week: day-by-day and hour-by-hour. Specify the times for classes, meals, team practice and games, study, sleep, and recreation. You will be surprised to see how much time you have for study. The secret is to use that time. Try to schedule your time conscientiously for a week or two, and make necessary revisions as you go along.

2. **Rules for effective studying:** These are common-sense suggestions, but observing them requires self-discipline:
   a. Get enough sleep, but not too much.
   b. Eat properly.
   c. Find the best place for study – which may not be your residence hall room or the library.
   d. Use your free hours between classes and other times for study.
e. Try to study each assignment three times (not counting reviews for tests): the day or night before the class, just before the class, and just after class.

f. Set times for regular reviews.

g. Plan time for your term papers and do them early.

h. Do not miss any class that you can attend and be on time.

i. Don’t abandon your social life, but don’t let it take precedence over your studies.

3. **Taking lecture notes:** You probably will need to take notes in each class, but the kind of notes will be dictated by the nature of the course. The following are some procedures that may make your notes more useful:

   a. Have a good notebook – probably loose-leaf, plenty of paper, and a pen.

   b. Be in your seat, ready to take notes, when class begins.

   c. Annotate your notes with the date each day.

   d. Don’t try to copy the instructor’s every word. Listen for main points; use phrases, be brief, get the key facts, and use your own words.

   e. Space your notes, leaving room for additions.

   f. Review your notes soon after class, before they get cold. Mark the most important points.

   g. Review your notes frequently during the term, especially before an exam.

   h. Compare your notes with those of other students in the class.

   i. Remember that studying before the class makes note-taking easier.

   j. Don’t slack off during the term.

### Taking Examinations

1. **Preparation:**

   The following are some suggestions for preparing to take an exam:

   a. Review regularly throughout the term.

   b. Try to learn what type of exam it will be.

   c. Begin your intense review about two weeks before the exam. Block out time for review in your schedule.

   d. Review your text and notes.

   e. Construct sample questions and decide on your answers.

   f. Confer with the instructor about any gaps you think you have in the subject matter.

   g. Try (discretely) to get the instructor to comment on what you should review.

   h. Get a good night’s sleep before the exam.

2. **Taking the exam:**

   a. Look over all the questions before you begin to write. Read all the questions carefully.

   b. Do what is directed. Carefully observe words like outline, illustrate, define, name, list, explain, etc.

   c. Have the preferred kind of paper. Use ink if possible.
d. If you have a choice of questions to answer, make your choice quickly and begin working on that question.

e. Allot the appropriate time for each question.

f. Organize your answers (on paper or in your head) before you begin.

g. Be accurate. Write short, concise sentences, or use phrases if appropriate. Don’t ‘shoot the bull.’ (But if you are not sure, write something; you probably will get some credit.)

h. Write legibly, correctly, and neatly.

i. Save a little time to review your answers and to make sure that you did not omit anything.

**Academic Honesty, Academic Offenses**

Keene State College strongly values the principles of academic honesty. Maintaining academic honesty includes:

- Creating and expressing your own ideas and work
- Properly citing and referencing other people’s ideas and work, giving appropriate credit
- Seeking appropriate, approved assistance from outside sources or persons (e.g. tutors)
- Acknowledging collaboration
- Performing with honesty during examinations, avoiding collusion, collaboration and/or the use of unauthorized resources

Keene State College will not tolerate instances of academic dishonesty and will provide appropriate educational and punitive sanctions for violations of this policy. Sanctions may range from educational programs up to suspension and expulsion. Academic dishonesty may include any cheating on academic work, plagiarism (either intentionally or unintentionally failing to properly document ideas or quotes from sources), and any dishonesty in regard to academic work.

**Procedures for Handling Academic Honesty Violations**

- A Violation of the Academic Honesty Policy is Identified and recorded
- The Faculty Member and the Student Meet
- The Assistant or Associate Dean and Faculty Member Meet
- The Assistant or Associate Dean and the Student Meet

**Appeals**

- Grounds for Appeal
- Changes to Sanction(s)
- In appeals of suspension or expulsion, the Provost or his/her designee will be solely responsible for the appeal process.
Violation Definitions & Examples

Level-One Violations:
These violations affect only the individual student. Some may be due to ignorance or misinformation. These violations have minimal impact on the outcome of the course and can be addressed through education and/or some form of reparation. Some issues that arise in this category are due to discipline-specific demands that require specialized instruction.

- Missing or misleading citation (not meeting MLA, APA, etc. guidelines). In cases where there seems to be minor editorial errors and not a pattern of missing or misleading citation, this may be handled informally at the discretion of the faculty/library staff.
- Not giving proper credit to the ideas or words of others resulting in plagiarism.
- Giving inappropriate aid in quizzes or tests, in the writing of papers, or in the preparation of lab reports or other homework assignments (without specific permission to do so or apart from the College sanctioned tutoring services).
- Seeking and receiving unauthorized aid in quizzes or tests, in the writing of papers, or in the preparation of lab reports or other homework assignments.
- Two students in two different sections or classes sharing research for a paper or in-class presentation (without specific permission to do so).

Level-Two Violations:
These include subsequent confirmed Level One Violations. Initial level two violations are blatant and have a serious effect on the student’s college career. They may also have a direct or indirect negative effect on other students in the class. Level-two violations require a more severe sanction than level-one offenses.

- Subsequent confirmed violations of items listed above.
- Cheating on an exam.
- Submitting falsified evidence or data for an assignment.
- Submitting an assignment, completed for one class, in any other class without explicit permission from the faculty.
- Blatantly plagiarizing, either in written format or orally, the work of others, including unacknowledged information from the internet or other electronic databases.
- Stealing, buying and/or selling an academic assignment.
- Misrepresenting one’s identity in an academic context.
- Sabotaging someone else’s academic work.
- Altering or forging college academic documents.
Mandatory Study Hours

Mandatory study hours are a great tool to help first year student-athletes get acclimated with College life by balancing academics and athletics. For many students with this being their first time away from home and distractions of college, demand requirements for classes can be a challenge.

All study hours will be logged through the GreekStudy App.

- Freshman and first year transfer students are required to complete 4 hours a week of study hours.
- Study hour weeks begin on Sunday and end on Saturday.
- Hours can only be recorded in the Library and in the Spaulding Gym (in the conference room only)
- Study hours will begin the second week of classes.
- Hours students do not complete that week will get rolled over into the next week.
  - (i.e. if John Smith only completes 2 hours, he will owe 6 hours the next week).
- Student-athletes may not practice/compete until the rolled over hours are made up.
- If a student-athlete meets with a tutor and gets it signed off and handed into the academic services coordinator, that time will count towards study hours.
- If a freshman student-athlete receives a 2.75 GPA or higher & if a first year transfer student-athlete receives a 2.5 GPA or higher; they can choose to opt out after the first semester. If they do not reach that GPA, they will still be required to do their hours second semester.
- Although a freshman opts out they may be assigned study hall hours at the discretion of their coach.
- A coach may require an upperclassman to participate in mandatory study hours if they feel that student-athlete isn’t performing well in the classroom.

Academic Progress Monitoring (Progress Reports)

All student-athletes whether they are in season or not, will present to their professors a progress report 3 times each semester. These reports are an effort for us to monitor the academic progress of student-athletes. Our goal is to maintain a strong academic standing for our student-athletes.

The report evaluates:

- Current grade/standing
- Attendance on a regular basis
- Tardy/poor attendance
Participation
Performance on tests/quizzes
Comments/concerns/missed assignments

**Athletic Training Room**

The Athletic Training Facility usage is for the prevention, assessment, management, treatment and rehabilitation of sports related injuries or illnesses suffered by varsity student-athletes. The Athletic Training staff, team physician and Center for Health and Wellness work cooperatively and are committed to provide appropriate medical care for student-athletes. Certified Athletic Trainers (ATC), licensed in the state of New Hampshire, provide student-athletes with athletic injury related health care needs and referrals to physician and other allied health care professionals when indicated.

The term “athletic injury” applies only to those ailments that are caused by the participation in a supervised practice, game or strength & conditioning session. The athletic department cannot be held responsible for injuries that take place prior to participation at Keene State College, non-university sanctioned practices or recreational activity. The Athletic Department cannot be held responsible for medical care of non-athletic related illness and/or surgery (Illnesses, injuries or Conditions that are not directly caused by participation in athletics).

The student-athlete should understand that intercollegiate athletics produce a high risk for injury and possible catastrophic injury including permanent disability, brain injury or death. The athlete is responsible:

- to take all measures necessary to prevent and minimize the risk of such injuries.
- for informing the Athletic Training staff of any athletically related injury or illness, or any non-athletically related injury or illness that could have any effect on athletic participation, including concussion.
- to inform the Athletic Training staff of any increase in signs and/or symptoms, medication change, or abnormal response to treatment and/or rehabilitation.
- to attend and communicate about all treatment and rehabilitation sessions, physician visits, etc. in order to improve their condition and prepare for athletic competition.
- to pay attention to; safety factors, appropriate conditioning practice and programs, proper use of equipment, learning correct skills/technique to perform an activity, nutritional considerations, sleep habits, and general good overall personal health behaviors.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Sport Coverage</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Wood, Head ATC</td>
<td>VB, FH, BSB</td>
<td>603-358-2827</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Deborah.Wood@keene.edu">Deborah.Wood@keene.edu</a></td>
</tr>
<tr>
<td>Jennifer Hammett</td>
<td>VB, FH, MLX</td>
<td>603-358-2459</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:jhammett@keene.edu">jhammett@keene.edu</a></td>
</tr>
</tbody>
</table>
It is important for each student-athlete to be aware that Intercollegiate Athletic participation is not without certain risks. There is always the risk of injury and possible catastrophic injury, including death and mild-to-severe brain injury. As an athlete, you assume a certain amount of responsibility for your own health and safety during participation at practices and games. To help yourself, please pay attention to:

- Safety factors
- Appropriate conditioning practices and programs
- Proper use of equipment
- Learning correct skills and technique to perform an activity
- Nutritional considerations
- Obtaining health physicals within six months prior to the first year of participation with yearly health updates with the Athletic Training staff.
- Report all injuries to the Athletic Training staff, including any head injury or concussion, no matter how mild it may appear.

The goal of the Clinical Service component of the Athletic Training Program at Keene State is to prevent injuries, recognize, initiate treatment, and help the athlete recover and safely return to practice and competition after injury. The following policies have been formulated to provide the best practices of care in the treatment of all athletic injuries based on current evidenced-based medicine so that the athlete has access to the best possible care and supervision from the Athletic Training staff, the team physicians, the team coaches, the Keene State Health Service, and the consulting physicians. The Athletic Training staff is available to all athletes in or out of season in the athletic training facility by making appointments with individual staff members with flexible hour schedule.

The Team Physician is the final authority in recommending appropriate treatment protocols and in determining when the student athlete may begin or return to sport activity.

STUDENT-ATHLETE PRE-PARTICIPATION PHYSICAL EXAMS: It is the policy of Keene State College (KSC) and the Athletic Department that all incoming freshmen, first-year student-athletes, and transfer students have a completed health physical form on file in the Athletic Training Department and with the KSC Student Health Services. **NCAA policy requires** that these health physical exams be current, dated within **six months** of the student athlete’s entrance to KSC. Please make sure you have a properly dated physical in time for the start of your season. Each student athlete must upload the original KSC Comprehensive Health and
Disability packet and physical to KSC Student Health Services AND to the KSC Athletic Training Department’s Electronic Medical Records System. **Each athlete must create a personal account on [www.swol123.net](http://www.swol123.net)** with the KSC Athletics Training Department. Student-athletes will not be allowed to participate in any practices or games unless current physicals, immunization records, and insurance information have been uploaded into your account.

**NCAA Drug Testing Rules REQUIRE** documentation from your physician for any ADHD medications you may be prescribed. You must provide the following information in addition to the KSC Comprehensive Health and Disability packet. **Failure to provide this information may affect your ability to participate in any NCAA post-season competition:**

1. A record of the medical evaluation for ADHD
2. Statement of the diagnosis, including when it was confirmed
3. History of ADHD treatment (previous/ongoing)
4. A copy of the most recent prescription (as documented by the prescribing physician)

**Health Insurance: An Important Note To All:**
Health Insurance is very important for the student-athlete to have in the event of illness or injury with the need to be treated or have diagnostic tests at a hospital or clinic. Please check with your insurance organization to make sure that you are covered under your insurance plan for any athletic-related injuries. Keene State College and the Athletic Department require that student-athletes have some form of health insurance, either under your parent(s), guardian(s), or your own personal coverage. The student-athlete is required to maintain coverage while a student-athlete at KSC. The KSC Athletic Department carries secondary insurance exclusively for athletic-related injuries or illness for student-athletes. This insurance provides secondary coverage only after your primary insurance has been billed. KSC Athletics’ Secondary Insurance will cover charges that your primary insurance does not cover up to a maximum of $90,000, after which the NCAA catastrophic insurance takes over.

**ANNUAL UPDATE:**
- Student athletes must upload a copy of their insurance card, front and back to your account with the Athletic Training Department’s electronic record-keeping system for NCAA verification of insurance.
- Student athletes will not be allowed to participate in any practices or games unless this verification is on file with the Athletic Training department each year.

**Athletic Trainer Travel Policy**
- The host institution provides medical coverage to all of our varsity teams with the exception of men’s lacrosse. For post-season contests or conference tournaments, an ATC is available when requested by the head coach (home events must be covered first). Coverage and care obtained by the host school’s Athletic Training staff, is
prearranged and called “reciprocal coverage”. When a team travels without an ATC, contact will be made by the Athletic Training staff with the host institution for any pre-game treatments or instructions. Whenever possible, all treatments should be done prior to departure. Each coach will be responsible to pick up a KSC medical kit from Athletic Training and to provide the kit to the host teams’ Athletic Training staff when requesting services. The host team’s ATC has jurisdiction over all injuries at away contests.

Pregnancy Policy

- A pregnancy is not an athletic related injury or illness and is not covered by the Keene State College athletic insurance plan. It is the responsibility of the pregnant student-athlete to notify the Athletic Training staff of their condition. The Athletic Training staff will help to refer the student-athlete for any desired counseling and medical supervision. The pregnant student-athlete must be under the care of a physician. The American College of Sports Medicine discourages any activities requiring heavy lifting or training. Medical experts recommend that women' should avoid contact sports after the first trimester (NCAA Sports Medicine Handbook). Written permission to participate, deciding when to stop participating, and permission to return to participation are determined by the supervising physician in consultation with the team physician and Athletic Training staff. The Athletic Training staff assumes no responsibility for complications that could result from participation in athletics. Per NCAA by-law 14.2.2.3, Keene State College may approve an extension of the 10-semester rule for reasons of pregnancy.

Sickle Cell Policy

Sickle Cell Trait (SCT) is a genetically inherited condition that affects red blood cells during intense exercise.
- It is not a disease, nor is it a barrier for exercise or participation in sports.
- Sickle Cell Trait is a life-long condition.
- During intense exercise, athletes with Sickle Cell Trait have experienced significant physical distress, collapsed and even died.
- Heat, dehydration, altitude and asthma can increase the risk for and worsen complications associated with sickle cell trait, even when exercise is not intense.
- People at high risk for having sickle cell trait are those whose ancestors come from Africa, South or Central America, the Caribbean, Mediterranean countries, India and Saudi Arabia (NCAA Sports Medicine Handbook).
- NCAA by-law 17.1.6.4.1 requires all new student-athletes to complete a sickle cell solubility test, to show results from a prior test, or to sign a written release declining the test. Sickle Cell testing is generally performed at birth in the USA, thus all you may need to do is request a copy of the test results.
○ 17.1.6.4.1 Confirmation of Sickle Cell Trait Status. An institution shall confirm the sickle cell trait status of student-athletes, before participation in intercollegiate athletics in one of the following manners: (Adopted: 1/19/13 effective 8/1/13 for all incoming [first year and transfers] student-athletes; 8/1/14 for all student-athletes.)
  ■ (a) Documentation. The student-athlete may provide documented results of a sickle cell solubility test administered prior to participation;
  ■ (b) Pending Documentation. A student-athlete who has taken a sickle cell solubility test but whose results are not yet confirmed, may participate provided the student-athlete engages in mandatory education as set forth in Bylaw 17.1.6.4.1.1 and receives appropriate precautions as set forth by the institution; or
  ■ (c) Waiver. The student-athlete may sign a waiver declining confirmation of sickle cell trait status if:
    ● (1) Prior to signing a waiver, the institution provides the student-athlete education regarding the implications of exercising the waiver option; and
    (2) Prior to athletics participation, a student-athlete who signs a waiver under this provision engages in mandatory education as set forth in Bylaw 17.1.6.4.1.1.

Student-athletes who have the Sickle Cell Trait will be educated on SCT and precautions to help enable the student-athlete to thrive in his/her sport. Corresponding coaching staff will also be informed and educated.

KSC Student Athlete; Pre-Participation Checklist
The following checklist is to ensure that you have completed required information for athletic participation at KSC. Clearance for athletes is to be performed according to scheduled times and dates. If there is a time conflict, athletes must reschedule with supervising athletic trainer (and is at the discretion of the supervising athletic trainer). Please take the time to properly complete all requested information.

Returning Student Athletes

- Contact Insurance Company to ensure coverage for athletic related injuries.
- **Access your account information at** [www.SWOL123.net](http://www.SWOL123.net). **If you forget your password, create a new one, then complete the yearly forms and update any information that needs to be changed. Please upload into your SWOL files a copy of your physical, current immunizations, and a current copy of your insurance or verification of insurance coverage on Insurance Company letterhead.**
- If you have had any significant injury over the past year please bring documentation from your physician clearing you for participation.
- **NCAA REQUIREMENT!** Please provide documentation for any **ADHD medications** taken on a regularly prescribed basis for a particular reason with supporting evidence and diagnosis from a medical practitioner as to the purpose of medication, for NCAA
Drug Testing Therapeutic Use Exemptions.

Upon arrival on Campus for pre-season, there will be a set time to meet the Athletic Training staff and:

- Complete and sign the Athletic Training Department and NCAA required annual sports participation forms and consent to treat.
- All third-year athletes will repeat Baseline Concussion screening.
- Any athletes with current or previous injury that may need an orthopedic or medical evaluation will be seen.
- For injuries that occurred in the previous two years: please bring all medical documentation for any injury or illness for the athletic trainer to review.
- If not already complete, complete the web-based Athletic Training information and yearly Health Questionnaire update.

First-Year Student Athletes (freshmen and transfers) Checklist

Contact Insurance Company to ensure coverage for athletic related injuries.

- Access your account information at www.SWOL123.net. If you forget your password, create a new one, then complete the yearly forms and update any information that needs to be changed. Please upload into your SWOL files a copy of your physical, current immunizations, and a current copy of your insurance or verification of insurance coverage on Insurance Company letterhead.
- If you have had any significant injury over the past year please bring documentation from your physician clearing you for participation.
- NCAA REQUIREMENT! Please provide documentation for any ADHD medications taken on a regularly prescribed basis for a particular reason with supporting evidence and diagnosis from a medical practitioner as to the purpose of medication, for NCAA Drug Testing Therapeutic Use Exemptions.

NCAA Requirement for Sickle Cell Trait: Confirmation of Sickle Cell Trait through personal health care provider documentation, pending documentation or completion of KSC waiver form.

Upon arrival on Campus for pre-season there will be a set time to meet the Athletic Training staff and:

- Complete and sign Athletic Training Dept. and NCAA required sports participation forms. If not already complete, complete the web-based Athletic Training information and Yearly Health Questionnaire update.
- All 1st year athletes (freshmen and transfers) will complete a Baseline Concussion screening.
- Any athletes with current or previous injury that may need an orthopedic or medical evaluation will be seen.
• For injuries that occurred in the previous two years: please bring all medical documentation for any injury or illness for the athletic trainer to review.

When an on-field injury occurs, and it is the opinion of the Athletic Training staff that further activity may jeopardize the well-being of the student-athlete, the Athletic Training staff will have the final authority in the decision to hold the athlete from activity and/or when to return the student-athlete to competition. A member of the Athletic Training staff must be notified at the earliest possible time whenever an athlete is injured or being held out of practice or competition due to some other physical condition. Please report all injuries and illness. The very least of this chain of communication is to leave voice mail or email messages.

ATHLETIC TRAINING CLINIC POLICIES

• All student athletes must shower before receiving treatment in the Athletic Training room. Whirlpool temperatures in hydrotherapy room are to be managed by Athletic Training staff only.
• All personal belongings & sports equipment (coats, shoes, boots, backpacks, bats, sticks, etc.) should be left in the locker room or in the cubby storage at the entrance of the Athletic Training room during the visit.
• The Athletic Training clinic is coed. Appropriate dress is required at all times.
• Student-athletes should not use any equipment in the Athletic Training clinic without supervision by a member of the Athletic Training staff.
• Please refrain from using inappropriate language or creating excessive noise while in the Athletic Training room.
• Absolutely no food or glass drink bottles are allowed in the Athletic Training clinic at any time.

Important Numbers

<table>
<thead>
<tr>
<th>Interim Director of Athletics and Recreation</th>
<th>Dr. Denisha Hendricks</th>
<th>603-358-2813</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Athletic Director - Sports Information</td>
<td>Abe Osheyack</td>
<td>603-358-2630</td>
</tr>
<tr>
<td>Compliance</td>
<td>Operations</td>
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</tr>
<tr>
<td>Assistant Athletic Director - Business Operations</td>
<td>Karen Whittemore</td>
<td>603-358-2812</td>
</tr>
<tr>
<td>Senior Woman Administrator</td>
<td>Denise Lyons</td>
<td>603-358-2852</td>
</tr>
<tr>
<td>Faculty Athletic Representative</td>
<td>Dr. Jeff Timmer</td>
<td>603-358-2807</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>------------</td>
<td>603-358-2437</td>
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</tbody>
</table>
SUCCESS SKILLS

Resume Writing Tips

A resume is your opportunity to show a prospective employer about your background and skills. Taking a little time to learn how to write a resume could help you create a resume that brings out your best attributes.

1.) Include all your contact information at the top
   - Include your full name, mailing address, 10-digit phone number, and email address.
   - Be sure your voicemail greeting is business-like and appropriate for a potential employer to hear.
   - Set up an email account with a professional-looking address. If possible, use your “firstname.lastname” in the address. Do not use unprofessional-sounding addresses like “cutegirl1991” or “djrocks1998.”

2. Write an objective that shows your knowledge of the field
   - Your objective statement should show how you want your skills to be of benefit to the employer.
   - Rather than saying, “I want to be a medical biller at your office,” you could say, “Objective: to use my skills in medical billing and coding to help the billing department at [potential employer] run smoothly and efficiently.”

3. Highlight your skills and certifications
   - List your skills including clinical skills, administrative skills, computer skills, and any other workplace skills.
   - Modify your skills list for the job ad’s keywords. Look at the job posting, and try to re-word your skill list so that you are using the same terminology as the job ad. This way, if a computer is scanning resumes for keywords, your resume may get noticed. This means you may need to change your resume slightly for every job you apply for.

4. Include past employment
   - Include the name of the employer, city and state, as well as the years you worked there.
   - If you completed a job-related internship or externship, you can include it in this section or in the “education” section.
   - For each job, include your title, plus one or two brief lines about what you did in that job, using action words and quantifiable results. Instead of saying, “Was responsible for customer service,” you could say, “Helped customers choose products,
responded to customer complaints, and handled customer returns; served approximately 100 customers per day.”

5. Include your education and certifications
   - List the names of schools you attended, their city and state, and the year of your graduation.
   - If you have obtained any diplomas or certifications that are relevant to the job, include the name of the certificate and when you earned it.

6. Have solid references ready
   - Many people choose to write “references available on request” rather than list names on the resume. That is okay.
   - If you do need to provide names with the resume, include the name, job title, phone number, and email address for 2 to 3 solid references.
   - If you have any contacts in your new career field, such as an externship supervisor or classroom instructor, these contacts will be stronger, since they have knowledge of the career field.

7. Be careful how you format your resume
   - Keep your resume to one-two pages.
   - Ask someone to read your resume to look for mistakes or parts that are unclear.
   - You should make two versions of your resume: (1) A visually-appealing version that can be printed as a hard copy or sent as a PDF, (2) a minimally-formatted version that can be used for online submissions where a computer will be scanning it.
   - In order to make a visually-appealing printed resume, you can use a resume template from your word processing software, or create your own design. Try to keep your design simple and dignified. You can use this version of your resume if you are printing the resume on paper, or if you are submitting it as a PDF to a specific person. Do not use this version if you think a computer will be reading your resume.
   - If you are submitting your resume online or believe that your resume will be scanned by a computer, then it is safer to remove all the formatting. You can use asterisks (*) or hyphens (-) instead of bullet points, and a line of equal signs (====) or tildes (~~~~) to separate sections of your resume. Use a very common font such as Times New Roman or Arial.

Interview Skills

Interview Guide
The purpose of an interview is to build a favorable impression and clearly communicate to an employer the value you will bring to the company. It is an exchange of information: namely yours (your education, experience, related skills) and theirs (job details, corporate culture). Successful interviewing is a skill that is developed through preparation and practice.

This is most likely the “make or break” part of the job search process. It can be intensive, and you will be asked a lot of questions so the interviewer can get to know you. Do your homework and be prepared.
Preparation

Know What To Say
- Review your résumé and know what you want to say about your experiences, skills, education, and other qualifications.
- Connect your skills and knowledge to the job requirements while aligning yourself with the company or organization.

Research the Company/Organization
- Mission Statement and Vision
- History and culture of company or organization
- Current initiatives or special projects/accomplishments
- News stories

Preparing for Questions
- Search online for typical interview questions based on job, industry, or company.
- Talk to faculty, colleagues and alumni in the field, and ACA staff.
- Come with 5-8 prepared questions to ask the employer

Reminders
- Know the location of the interview and how long it will take you to get there. Be early.
- Print extra copies of your résumé to bring to the interview.
- The initial interview may be conducted by phone. The general preparation for a phone interview is the same as an in-person interview.

Practice

Responses
- Answer questions out loud through practice with yourself or a friend.
- Conduct mock interviews with ACA staff, your advisor or someone in the field.
- Be careful of your speech by avoiding fillers such as “like” and “um”.

Presence
- Firm handshake.
- Good posture and eye contact.
- Upbeat and positive attitude which includes smiling!
- Friendly demeanor.

Interview Tips
- Be yourself, be prepared.
- Respond truthfully in a confident manner.
- Never speak negatively about former employees.
- Turn your cell phone off and put it away!
- Don’t use your cell phone as a watch, just wear one.

Dress for Success
- You only get one chance to make a first impression - give it your best!
- Cleanliness and neatness count
- Err on the side of conservative
- Understand the culture of the employer - is it business? Business casual? Artistic? Etc.?
Questions to Consider

- To what extent do you want to expose piercings/gauges/tattoos?
- Hair - how to wear it? Pull it back or keep it down?

Thank You Notes

Basic Rules

1. Thank You notes should be sent to each person who interviews you. If you have met several people, you can either write each person (if you have names, titles, etc.) or write the search committee chair.
2. Be certain to have the correct name and address for the recipient. Remember that spelling and grammar count. If you did not get a business card from the interviewer, call the organization (or check the website) to get the proper spelling and title.
3. Thank you notes should be sent within a day or two of the interview.
4. A thank you note can be sent by email or mail. Most effective is to send both. Note paper can be purchased at most stationary stores. Use “Thank You Notes” that have Thank You printed on the front flap or those that are blank. Do not use note paper that has flowers or animals, etc. printed on the front flap. Remember, the person who you are writing to is not your friend but is an employer.
5. Thank the person for their time and interest in interviewing you for the position. Mention something very specific that came up in your meeting so that the Interviewer knows that you paid attention and will more easily remember your conversation. Then be certain to thank them again for their time and interest.
6. Keep it short. A thank you note should be just a few well-written sentences.
7. Emails should be sent that evening or the following day.
8. Do a basic Google search for Sample Thank You letters.

Sample Interview Questions

Direction/Career Planning

- What are your short-term and long-term goals?
- How did you establish these goals and how are you planning to achieve them?
- How has your college experience prepared you for your career? What skills and knowledge have you gained?
- What led you to choose your field of study?
- How would you describe your ideal job for you after graduation?

Problem-Solving Ability

- Name a problem you have encountered and how did you resolve it?
- What have you learned from your mistakes?
- How do you work under stress?

Skills/Personal Qualities
• What do you consider your greatest strengths and weaknesses?
• How would you describe yourself?
• How do you think a friend or professor would describe you?
• What qualifications do you think will make you successful?
• If you were hiring a graduate for this position, what qualities would you look for?

Values/Interests
• What are the most important rewards you expect in your career?
• How do you determine or evaluate success?
• Describe your most rewarding college experiences.
• What motivates you?
• What two or three things are most important to you in your job?

Flexibility/Specifics
• Do you have a geographic preference?
• Are you willing to relocate? Travel?
• Are you seeking employment in a company of a certain size? Why?
• Are you willing to spend at least six months as a trainee?

AWARDS
Each May, the Athletic Department hosts its annual Senior Sports Awards Banquet in honor of the senior student-athletes and their accomplishments as individuals and as teams. The Keene State College Athletic Department determines and presents the following awards:

• Senior Athlete of the Year (Male and Female)
• Senior Scholar Athlete of the Year (senior student-athlete with the highest GPA)
• Don Carle Academic Team of the Year (presented annually to the male and female team with the highest cumulative team GPA after the completion of the fall semester)
• Award certificates are presented to the All-Academic Team, which is composed of all athletes with a cumulative GPA of 3.3 or better. The type of award is subject to change.
• First, Second, Third and Fourth Year: Team Picture
• Fourth Year: KSC Owls Blanket

Alma Mater

*Lift Voices High*
Katherine Day Bourne ’60, Patricia Piper Bushey ’59, and Judith Palmer Marshall ’59

On lilac paths we’ve strolled, past halls in ivy twined,
‘Neath Mount Monadnock rising bold,
Our college stands enshrined.
A toast to Keene, to days gone by,
For days to come, lift voices high and sing.
For Keene State College stands, throughout the mist of time,
Yet strong she spreads her knowledge grand, eternally benign.
A toast to Keene, to days gone by,
For days to come, lift voices high and sing.