ALMA COLLEGE ATHLETICS
STUDENT-ATHLETE HANDBOOK

All Athletic staff members and student-athletes are expected to represent the college in a positive manner, consistent with our Mission Statement and Core Values. This handbook is designed to help you understand the expectations and responsibilities of being an Alma College Scot.

Mission Statement

The Alma College Athletic Department will advance the mission of the college by providing athletic experiences that lead student-athletes to graduate as informed and responsible citizens of the world. We provide an equitable, diverse, competitive intercollegiate athletic program that complements academic achievement by enabling students to understand the principles of fairness, responsibility and leadership. In our pursuit of competitive excellence, we will demonstrate sportsmanship, unity, passion and determination.

Core Values

Unity
Passion
Determination
Competitive Excellence
Academic Excellence
Integrity
Student-Athlete Expectations And Responsibilities

- Absolutely NO TOBACCO while representing Alma College, including smoking, chewing, vaping.
- The use of appropriate music and language at events, practices, strength and conditioning, camps and clinics or any other time that you are representing Alma College athletics is expected.
- Alma College student-athletes must ride the designated transportation to and from away events, unless an alternative way is approved and the documentation is signed prior to the event by the coach. Coaches will provide appropriate documentation, but must be given notice in advance.
- Always be aware of what you post on your social media accounts (Facebook, Twitter, Instagram, Snap Chat, etc.) Inappropriate photos or posts may lead to disciplinary actions. All language directed towards Alma College and Alma College Athletics must remain positive. If you have had a negative experience or something you wish to address, reach out to the appropriate athletic department resource.
- Any student-athlete that leaves a team, after a non-refundable fee has been paid on their behalf, will be responsible for reimbursing the program or athletic department for those fees. If a team member leaves a program, they are expected to return all team gear that was provided to them, unless previously authorized by the sport coach. If they fail to return all items they will be billed for each item.
- All student-athletes are at Alma College as students first and athletes second. Academics will take priority! All athletes are expected to attend their scheduled class times, including laboratories or mandatory placements, clinicals, etc. The only exception to this is if you are to miss class for a competition. In these instances, you must first communicate with your professor and ask permission to miss, you cannot assume that your professor knows your schedule. Inform your professors at the beginning of the semester and remind them again as the departure gets closer for any class that you will be missing for competition. You are still responsible for completing all class assignments, quizzes, and tests that you missed during your absence. If asked in advance some professors will allow coaches to proctor exams or quizzes during travel. Professors are not required to excuse your absence, so the more you can communicate and be proactive, the better.
- Student-athletes that do not abide by the policies, expectations and procedures in this handbook and the student handbook below are subject to consequences, which may include, but are not limited to: a verbal warning, written reprimand, suspension, or expulsion from athletics.

Links To Additional On-Line Resources

- Alma College Campus Emergency Guidelines
- Alma College Student Handbook
- Athletics Staff Directory
Eligibility Guidelines

Eligibility
Eligibility for participation in intercollegiate athletic competition is governed by the rules and policies established by the National Collegiate Athletic Association (NCAA), the Michigan Intercollegiate Athletic Association (MIAA), and Alma College. Alma College highly values education and the completion of each student’s program of study. It is the responsibility of the student-athlete to meet the academic requirements for intercollegiate athletics eligibility. Academic requirements are outlined in this pamphlet with additional information available through the Alma College Athletic Department and Registrar’s Office.

Full-Time Status
At Alma College, full-time enrollment for a student athlete is 13-credits. Student-athletes must be enrolled full-time during all terms of participation in athletics. If the student-athlete drops below 13 credits during a term, he/she will be ineligible to practice or compete effective immediately. In accordance with NCAA guidelines, seniors may participate while enrolled below full-time if the student is enrolled in final degree requirements (as approved by the student’s faculty and major department per the Registrar).

Terms of Attendance
Terms of attendance are based on fall and winter terms at Alma. Spring and summer sessions are not counted as semesters of attendance. Credits earned during spring and summer sessions will counted toward total credits earned. Terms of attendance taken as a dual-enrolled high school student do not count. However, all attempted terms of full-time work at a transfer student’s previous institutions will.

The NCAA allows a maximum of four seasons of participation in any one sport. The seasons of participation must be completed within (and including) the first 10 semesters of enrollment.

Satisfactory Progress - GPA
In order to practice or compete in intercollegiate athletics, a student-athlete may not be on academic jeopardy or dismissal. The minimum grade-point average for good academic standing is based on the cumulative GPA relative to the number of terms enrolled at Alma College. Students will not qualify to practice or compete in athletics when either the GPA equals or falls below, or the grade point deficiency equals or exceeds the posted criteria. See table 1. To be eligible to practice or compete in a given sport for more than one season at Alma, the student-athlete must successfully complete a certain number of credit hours before the next season of competition.
Eligibility guidelines – p.2

Table 1
Satisfactory Progress – Probation Guidelines

<table>
<thead>
<tr>
<th># of Terms</th>
<th>Good Standing</th>
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<th>Jeopardy</th>
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<td>&lt;2.00</td>
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</table>

*Students that fall below these minimum guidelines students will be subject to Jeopardy or Dismissal. Please view full policy in the Alma College Academic Catalog online at: https://www.alma.edu/offices/registrar/academic-catalogs/

Satisfactory Progress – Credits Earned

Only students who are making unsatisfactory progress will be subject to restrictions on athletic eligibility, extracurricular activities and/or financial aid eligibility. Unsatisfactory progress is a student being placed on Academic Jeopardy or Dismissal. Academic Jeopardy represents “unsatisfactory progress toward the degree” for determining eligibility for intercollegiate athletics both by cumulative gpa and credits earned. Unsatisfactory progress also results from failure to complete credits according to this schedule, Table 2.

Table 2

<table>
<thead>
<tr>
<th>Years of Attendance</th>
<th>Earned Credit Requirement</th>
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<tr>
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<tr>
<td>Fourth</td>
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Transfer Students

A transfer student who has not participated in any intercollegiate sport will be eligible for athletic competition during the first semester of attendance at Alma College. A transfer student who has participated in an intercollegiate sport must be both academically and athletically eligible at the previous institution to be eligible during the first semester of attendance at Alma College. Transfer students must also provide final and official transcripts from all previously attended colleges (even if no credit was earned) prior to practice or competition at Alma College.
Eligibility guidelines – p.3

A transfer student also is subject to all requirements in this pamphlet, as well as article 14.5 of the NCAA bylaws.

Incoming Freshmen Requirements
Entering freshmen who have not attended college after graduation from high school are eligible for athletic competition for the first-term of enrollment at Alma College. Students must provide a final and official high school transcript with high school graduation date to practice or compete.

Student-Athlete Advisory Committee

Student-athletes have a voice in the NCAA through advisory committees at the campus, conference, and national level. Each committee is made up of student-athletes assembled to provide insight on the student-athlete experience and offer input on the rules, regulations and policies that affect student-athletes’ lives on campus. Communication among campus and national SAACs offers student-athletes the opportunity to shape the landscape of intercollegiate athletics.

Functions of Alma College SAAC:

- Promote communication between athletics administration and student-athletes.
- Disseminate information.
- Provide feedback and insight into athletics department issues.
- Generate a student-athlete voice within the campus athletics department, including formulation of policies.
- Build a sense of community within the athletics program involving all athletics teams.
- Solicit student-athlete responses to proposed conference and NCAA legislation.
- Organize community service efforts through the use of Helper Helper.
- Create a vehicle for student-athlete representation on campus-wide committees (e.g., student government, Colleges Against Cancer, Service Learning, etc.).
- Promote a positive student-athlete image on campus.

Members of campus SAAC have the opportunity to address issues affecting student-athletes at Alma College; furthermore, members have the opportunity to offer input on issues which may be national in scope. All athletic teams are required to have 2 representatives in SAAC. These representatives will be required to attend meetings, assist with SAAC events, and communicate what has been discussed and upcoming events with coaches and teammates.

NCAA Sportsmanship- RESPECT

- Alma College is committed to establishing a positive competitive environment for our athletes and fans. It's our responsibility to be fully accountable at every level as we support student success.
- As representatives of Alma College, we expect our athletes, coaches and staff to maintain our commitment to sportsmanship by creating an atmosphere of respect, honesty, positive
social behaviors, passion, determination and integrity. Unsportsmanlike behavior will not be tolerated.

- Racial, sexist, derogatory or profane actions or language directed toward players, coaches, team representatives, officials, event management or other spectators will not be accepted. Event management personnel reserves the right to remove attendees from the competition site.

- There will be awards given out by the conference and some by the NCAA for acts of good sportsmanship for that’s sports season, both individually and for the team. There will also be consequences for bad behavior, including suspensions and or being removed from the team.

**Student-Athlete Alcohol Policy**

The following policy will serve as a consistent minimum for all athletic teams at Alma College. The consequences outlined in this policy apply to student-athlete violations identified through the Alma College student conduct process or through legal intervention throughout the entire academic school year, not just the athletic season. Legal intervention will automatically default to a second offense. Student-athletes that are over the age of 21 are legally allowed to consume alcohol and not subject to this policy, unless they receive legal action or conduct documentation due to alcohol consumption or supplying alcohol to minors.

**First Offense**
A first offense will constitute 5 hours of community service, which must be completed within 14 days of the student conduct documentation. The offender must write an apology to all associated parties. The offender must also meet with the Athletic Director.

**Second Offense**
A second offense will result in a minimum of 10% game suspension, which can carry over into the following season. The offender will also have to complete 10 hours of community service within 14 days of the student conduct documentation or legal intervention. The offender must write an apology to all associated parties. The offender must also meet with the Athletic Director.

**Third Offense**
A third offense will result in a minimum of 25% game suspension, which can carry over into the following season. The offender will also have to complete 15 hours of community service within 14 days of the student conduct documentation or legal intervention. The offender must write an apology to all associated parties. The offender must also meet with the Athletic Director.

**Fourth Offense**
A fourth offence will result in removal from the team.

The offenses will carry over from year to year. However, good behavior and learning from mistakes will be rewarded. One offense will be removed from the student athlete’s record for every year gone without an alcohol or drug related incident.
Alma College Athletic Department
Drug Testing Policy

Policy Statement
Alma College, 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” (Bylaw 31.2.3.1, Banned Drugs). The misuse of prescription drugs or any other controlled or illegal substances is also prohibited.

“Student-athlete” shall mean any Alma College student who participates in any Alma College Department of Athletics sanctioned sporting event and/or practice.

It is the sole responsibility of the student-athlete to assure that he/she is in compliance with this policy. Student-athletes are required to report and have on file with the athletic training staff and team physician at Alma College any medication(s) and supplements taken while a student-athlete.

Consent to Participate
Participation in intercollegiate athletics at Alma College is a privilege. In order to participate, each student-athlete must sign a consent form agreeing to undergo drug testing and authorize release of test results in accordance with this policy and in compliance with NCAA regulations. Student-athletes will be given an opportunity to ask any questions regarding the information contained in the policy, the testing program, or other related issues prior to signing the drug-testing consent form.

Failure to comply with the requirements of this policy may result in consequences including, but not limited to, suspension from practice and/or competition or termination of eligibility to participate in intercollegiate athletics at Alma College. Each student-athlete will be provided with a copy of this policy and required to participate in an educational session describing the impact of alcohol, tobacco, and other drugs and the college’s drug-testing policies.

Student-athletes must sign the required consent form before any equipment is issued and before the athlete becomes involved in any practice. The consent forms are to be kept with the student-athlete’s NCAA eligibility forms in the Athletic Department office. The Director of Athletics and Head Coach will be notified of any students who, by not signing the consent form, indicate non-participation.

Selected Types of Drug Testing at Alma College
Unannounced Random Testing
All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random testing, which occurs at different times during the academic year. Student-athletes will be selected for testing from the official institutional squad list by using a computerized random number program. Student-athletes may be selected for testing in or out of season.

Students listed on the NCAA or institutional squad list that have exhausted their eligibility or who have career-ending injuries will not be selected.
Drug Testing Policy – p.2

Reasonable Suspicion Screening
A student-athlete may be subject to testing at any time when, in the collective judgment of the Vice President of Student Affairs, the Director of Athletics, Senior Woman Administrator and the Faculty Athletic Representatives (FARs), there is a reasonable suspicion that the student-athlete is using or has used a prohibited substance. Such reasonable suspicion may be based on information presented to the Vice President of Student Affairs, Director of Athletics, SWA or FARs.

Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis.

NCAA Qualifier Screening
Alma College may drug test any student-athlete or team likely to qualify for NCAA championship competition. If a student-athlete tests positive, he/she will not be allowed to participate in the NCAA event until the athlete subsequently has produced a negative test prior to departure for the event.

Re-entry Testing
A student-athlete who has had his/her eligibility to participate in intercollegiate sports suspended by Alma College will be required to undergo a re-entry drug test, prior to regaining eligibility. The student-athlete will remain ineligible until a negative test is confirmed from subsequent testing.

Voluntary Disclosure
A student-athlete with a drug or alcohol problem may voluntarily notify the director of athletics, athletic trainer, or head coach if they are under the influence of a banned or illegal substance. If a student-athlete voluntarily discloses information of using drugs or alcohol they will comply with the first offense sanctions including a negative re-entry test. There will be no additional or lesser sanctions for voluntary disclosure.

Notification and Reporting for Collections
The student-athlete will be notified of and scheduled for testing by the institution. A designated member of the athletic department staff will contact the student-athlete by either face-to-face interaction or telephone at which time they will be given the time, date, and location of which to report for testing. The drug test will occur within 24 hours from the time of notification. The student-athlete will then report to the designated testing site. Testing site shall be the gender appropriate athletic department staff locker room. Once at the testing site the student-athlete will read and sign the Student-Athlete Drug Testing Notification form.

The student-athlete shall provide picture identification when entering the drug-testing site. A designated athletic department staff member must remain in the testing site until all student-athletes have completed the testing process.

Note: At no time will the student-athlete be left alone during the time they are at the testing station until a specimen is collected.
Drug Testing Policy – p.3

**Specimen Collection Procedures**
These guidelines, based on NCAA procedures, will be followed when providing a specimen:

1) The student-athlete must present a photo ID at the testing site.
2) The student-athlete will provide information regarding any current prescription or over-the-counter medications and supplements being taken.
3) The student-athlete will then follow all instructions for the collection procedures.
4) A sealed testing cup will then be selected and the student-athlete will write their initials on the lid or attach a unique bar code to the cup.
5) The designated athletic department staff (referred to as the collector for remainder of the document) will monitor the furnishing of the specimen in order to assure the integrity of the specimen until the adequate amount is provided.
6) The student-athlete must urinate in full view of the collector. The collector will be the same gender as the student-athlete providing the specimen.
7) Student-athlete may not carry any item other than his/her testing cup into the restroom when providing a specimen. Any problem or concern must be documented.
8) Once the specimen is provided, the student-athlete is responsible for keep the testing cup closed and controlled.
9) If the specimen is incomplete, the student-athlete must remain in the test site until the sample is completed. During this period, the student-athlete is responsible for keeping the test cup closed and controlled. The student-athlete will receive a non-tampered beverage to assist in providing a specimen.
10) If the specimen is incomplete and the student-athlete must leave the test site for reason approved by the collector, the specimen must be discarded.
11) Upon return to the test site, the student-athlete will begin the testing procedure again.
12) Once an adequate volume of specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated.
13) Alma College will follow the manufacturer procedures as outlined in testing kits.

If the student-athlete does not comply with the collection process, the collector will notify the Director of Athletics. Noncompliance with the collection procedures will be considered a positive drug test and the appropriate actions will be taken.
**Reporting Results**
The results of the drug testing will be reported directly to the Director of Athletics, Senior Women Administrator and Head Athletic Trainer. If the screening is positive the Director of Athletics, Senior Woman Administrator and Head Athletic Trainer will notify the student-athlete immediately in a manner that is confidential.

A test may be deemed inconclusive dependent on the creatinine level of the urine sample. In such a case the student-athlete may be asked to provide a follow-up urine sample or to provide a hair follicle sample. The range that will be considered an inconclusive test will be any sample provided that is below 40mg/dL for the creatinine.

All documentation will be kept in the student athlete’s respective medical file and remain confidential.

**Sanctions**
Alma College will make every effort to support the student-athlete through education and counseling. However, sanctions such as, but not limited to, suspension from participation for a specified time period or barring from further competition will be imposed against the student-athlete if any of the following occur:

1. Finding that the student-athlete has failed to comply with this policy.
2. Failure to comply with the mandatory assessment or to participate in a counseling/rehabilitation program, if required, including the signing of a release necessary to assure compliance with the conditions of the program.
3. Violation of any portion of Alma College’s student code, or any local, state, or federal laws.

Refusal to participate in drug testing prohibits a student-athlete from participating in any intercollegiate sport at Alma College for one year. In order to participate at the end of this one-year period, the student-athlete will be required to submit to a drug test at the student-athlete’s expense. If the student-athlete once again refuses to participate in the drug test, he/she will be permanently dismissed from the athletic program at Alma College.

Test results are cumulative during the entire time that an individual is a student-athlete at Alma College. *Alma College expects full disclosure regarding drug related sanctions or penalties from all incoming student-athletes.*

Any student-athlete who tests positive for a banned substance as described in this policy shall be subject to the following sanctions:

**First Offense**
The student-athlete shall be declared ineligible for further participation in all sports or any team functions, which include, but are not limited to practices, team meetings, off-season training session, non-traditional season, regular season, and post-season competition for the next 10 percent of allowed contact days as determined by the NCAA manual. The student-athlete will also serve a one game suspension for the next immediate regular or post-season contest. The student-athlete will also be suspended for any non-traditional season contest or scrimmage scheduled leading up to a regular season contests. An NCAA positive drug test will count as an Alma College drug test.
Drug Testing Policy – p.5

Failing to comply with the group’s recommended strategies for treatment will result in continued ineligibility for participation until compliance is reached and a negative re-entry test is obtained. A pattern of non-compliance may result in loss of all remaining regular and post-season eligibility in all sports at Alma College.

Second Offense
If a student-athlete tests positive a second time for the use of any banned substance, he/she shall be ineligible for all intercollegiate sports for one entire sport regular and post-season and, if applicable, any non-traditional season leading up to the regular season in which the suspension will be held. This includes any team function, which include, but are not limited to practices, team meetings, off-season training sessions, regular season, and post-season competition. Multiple sport athletes will serve the suspension according to the following guidelines:

If the student-athlete is not in season when the second offense occurs, the suspension will be held through the entirety of the next full regular and post-season of competition. This includes all activities, for any sport leading up to that regular season. Example: Basketball/baseball player has second offense in the fall. The student-athlete will be ineligible for all basketball and baseball activities (including non-traditional baseball practice in the fall) through the entire basketball season (regular and post-season) and upon a negative re-entry test being obtained. The student-athlete cannot attend a baseball practice until basketball has officially ended.

If he/she is in season when the second offense occurs, the suspension will be effective immediately and held through the entirety of the next sport regular and post-season competition. Example: basketball/soccer player incurs second offense during traditional basketball season. Suspension would begin immediately and be held through the entirety of the following regular and post-season soccer season (including spring non-traditional practice) and upon a negative re-entry test being obtained.

Students will not be permitted to serve a suspension through the inclusion of a sport season for which they had not previously competed in 2/3 of the scheduled intercollegiate contests for (exceptions for Alma College Athletic Training or Medical personnel documentation of a season-ending injury).

The student-athlete will be required to attend a confidential meeting with the Director of Athletics or his/her designee. Based on the circumstance of the case and appropriate professional consultations, the group will recommend assessment, intervention and rehabilitation strategies for the student-athlete. The student-athlete will not be permitted to return to participation in intercollegiate sports until he or she has complied with the recommended strategies AND a negative re-entry test is obtained. Treatment and rehabilitation costs are the responsibility of the student-athlete.

Third Offense
Student-athletes who tests positive a third time for the use of any banned substance shall lose all remaining regular and post-season eligibility in all sports at Alma College without reinstatement, effectively immediately.

APPEALS PROCESS
Student-athletes who test positive under the terms of Alma College Athletic Department Drug Testing Policy will be entitled to a review or hearing before an Alma College Vice President other than the Vice President of Student Affairs. The Vice President shall be selected by the President.
Drug Testing Policy – p.6

Requests for such a hearing must be in writing and received by the Director of Athletics within 48 hours of notification of a positive test result. If the 48 hours would end on a weekend, the request must be made by noon the next business day. All sanctions are in effect until the appeal process is complete.

The grounds for appeal may include: procedural violations, unwarranted sanctions, new information or any other matter which may have unfairly skewed the results or sanctions.

The review or hearing should take place no more than 72 hours after the written request is received. The student-athlete or other parties involved may request an extension of this time to the designated Vice President, who will consider whether to grant the extension upon a showing of good cause. The student-athlete must present his/her own case but may have any coach, faculty or staff present if the student so desires. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Vice President regarding the sanction to impose will be final.

Effective date: March 25, 2019

Sexual Harassment

Sexual harassment of any member of the College community by another member of the College community is inconsistent with the principles and mission of Alma College. The Alma College Civil Rights Policy can be found online HERE.

All Alma College athletic staff are mandated reporters and must comply with all aspects of the policy. They must notify the Title IX Coordinator of any complaints. To the extent permitted by law, confidentiality will be maintained during the informal resolution process. The NCAA mandates that all Alma College student-athletes and athletics staff members are Title IX trained annually.
Hazing Policy

Recognizing that the physical and psychological well-being of members of the Alma College community need to be safeguarded and that interference with any person’s academic pursuits needs to be avoided, Alma College prohibits any hazing of an individual in any activities pursued by any College organization, athletic team, campus group or individual. Hazing is defined as any action taken or situation created, whether on or off College premises, that produces mental, emotional or physical discomfort, harassment or ridicule, or which prohibits persons from meeting academic or other personal obligations to the best of their abilities.

The definition of hazing applies whether or not the participants or others perceive the behavior as “voluntary.” The implied or expressed consent of any person toward whom an act of hazing is directed is not a defense. Assertions that the conduct or activity was not part of an official organizational event or was not officially sanctioned or approved by the organization are also not a defense. This definition applies to behavior on or off College property or organization premises.

Accomplice Responsibility
No student, employee, volunteer, student organization, athletic team or other College-recognized group or association should participate in, solicit, direct, aid, conduct or participate as a witness in hazing.

Group Accountability
Organizations have an obligation to uphold the policies found in the Student Handbook, including the Policy on Hazing. Organizations that engage in hazing can expect to be held accountable as an organization or team for that activity, along with possible sanctions for individuals that take part in the hazing incident.

Additional sanctions may apply to an organization, group or team which fails or refuses to identify individual members involved in hazing and/or retaliates against anyone who acts to stop or report hazing activity.

Hazing Reports
Allegations of hazing, including anonymous allegations, may be reported 24 hours a day to the Alma Police by calling 911, or to Public Safety by calling (989) 463-7777.
Alma College students are required to notify appropriate College officials of any perceived instance of hazing, as defined by College policy and/or Michigan law. Reports may be made directly to Public Safety or local law enforcement, or to coaches, advisors, vice presidents or other College officials who have responsibilities for student organizations. Students can also submit a formal or anonymous complaint using Alma College’s on-line reporting form.

Alma College employees receiving such reports must share them with the Student Affairs Office and Public Safety. Under state law, Alma College is obligated to report hazing to law enforcement.

Any Alma College student identified as a potential witness must cooperate fully in the course of the investigation. Cooperation may include meeting or communicating with Student Affairs Office, Public Safety, or other College officials as requested. Failure to cooperate fully with the investigation may result in disciplinary action.

**Individual Student Reporting and Immunity**
A student who reports activity that may fall within the definition of hazing and who cooperates fully as a witness in the investigation and disciplinary process will not be subject to College disciplinary sanctions if his or her own conduct violated the hazing policy, unless the conduct the student engaged in contributed to causing harm. Students should know that they may be liable for criminal and civil penalties that are beyond Alma College’s control.

**Fresh Start Organizational Amnesty Policy**
Members of an organization, group or team who are concerned that some of the organization’s activities do not comply with Alma College’s Policy on Hazing may consult their supervising department head (e.g. Athletics, Student Affairs Office) confidentially for guidance. Under the Fresh Start program, an organization that fully discloses past or recent behavior in violation of the Policy on Hazing will receive assistance as the group develops a new plan to replace the activities in question. The organization will not face College disciplinary action for the activities disclosed, unless the conduct contributed to causing harm. Organizations, groups or teams should know that they may be liable for criminal and civil penalties that are beyond Alma College’s control.

**Hazing Outcomes and Accountability**
Students and organizations may be subject to criminal prosecution for violation of the Michigan law prohibiting hazing. Conduct or events that may constitute hazing and that could result in disciplinary sanctions will be referred to the Vice President for Student Affairs or the Campus Judicial Committee for possible adjudication.

Any violations of this policy will follow standard disciplinary procedures set forth in the *Student Handbook*. 
Individual students found responsible for violations of this policy should be prepared for significant sanctions, up to and including suspension or permanent separation from the College.

Student organizations, groups or teams found responsible for violations of this policy should be prepared for sanctions including any of the following:

- Multiple terms of social probation, during which the organization will be prohibited from hosting any social events or events with alcohol and will be required to comply with educational and other conditions specific to the case, and/or
- Loss of new member recruitment privileges for a period of a minimum of one year, and/or
- Loss of competition, travel, programmatic and other privileges associated with acting in the name of the College or representing the College in competitions, events or other activities for a specified period appropriate to the facts and circumstances of the case, and/or
- Alumni board/advisor/national affiliate notification.

The most serious violations of this policy are likely to result in suspension or revocation of organizational recognition.

**Outcome Reporting**
As a further means of holding an organization or team that hazes accountable for its actions, the details of hazing violations, and the consequences to the organization or team, will be reported publicly on a termly basis, provided that a public report would not cause additional harm to the students who have been hazed. Reports will be available on the Student Affairs Office website.
Athletic Training

Alma College Athletic Training Homepage:
http://www.almascots.com/information/athtraining/mission_new

Mission Statement: Athletic Training
The Sports Medicine program at Alma College is deeply concerned with both the short-term and long-term effects of intercollegiate competition on the physical and mental well-being of our student-athlete. The program exists to provide student-athletes with an opportunity to participate in intercollegiate athletics in a healthy and safe environment. Our goals are prevention, first aid, evaluation and treatment of athletic-related injuries, follow-up and rehabilitation, and counseling on available treatment options. It is a priority to work with coaches, physicians, and the rest of the medical community to ensure that student-athletes are physically and mentally prepared for practice and competition. We will help provide the medical resources necessary to allow student-athletes to return to play as soon and as safe as possible, to a level equal or above that of their pre-injury status. No athlete will return to play until his or her highest post-injury level of function has been achieved. Lastly, the concern from the physical well-being of the student-athlete includes the opposition of the use of all illegal and NCAA-banned chemical substances by student-athletes. It is the responsibility of the sports medicine staff to provide athletes with information on the ill effects of drug use and to provide deterrents through periodic, random drug testing by the institution and the NCAA.

Athletic Training Room Rules
The use of the Athletic Training Facilities is restricted to intercollegiate athletes. This is a privilege NOT an automatic right. Any athlete in the Athletic Training Room should be there for treatment, evaluation, or rehabilitation purposes only.

1. All athletes must schedule an appointment with their staff athletic trainer unless seeking practice preparation treatments or post-practice recovery treatments.
2. Athletes must shower before all post-practice treatments.
3. All uniforms, equipment, excessive clothing, backpacks, etc. are to be placed in the cubbies when entering the Athletic Training room.
4. A shirt must be worn when entering the athletic training room.
5. No cleats or spikes allowed in the athletic training room.
6. No use of cell phones for pictures and/or video is prohibited in the athletic training room.
7. No use of profane language.
8. No horseplay.
10. No food allowed in the treatment areas.
11. No shoes on the treatment tables.
12. No athlete may do treatments on him or herself.
13. No open wounds in Grimm Tub.
14. No one is to be in the Grimm Tub unless a staff athletic trainer or coach is present.
15. Any athlete utilizing the Grimm Tub must be showered prior to use, be wearing a shirt and bring their own towel for use.
16. All equipment in the athletic training room is to remain in the athletic training room unless given permission by a staff athletic trainer (example: coolers, water-bottles, etc.)
17. Any borrowed equipment is to be returned in condition found.
18. No one is allowed in the offices unless a staff athletic trainer is present. This includes the use of landline telephones or computer within the offices, unless given permission by the staff athletic trainer.
19. All ice from ice bags should be dumped in the sink prior to disposal.
20. Abusive or offensive behavior and/or language towards another individual will not be tolerated. The athlete will be asked to leave the athletic training room and such behavior will be reported to the head coach.

**Hours of Operation**
Monday – Friday
9am-12:00pm Reserved for injury evaluation, treatment and rehabilitation by appointment.
12pm-1:30pm Closed for Lunch
1:30pm – 6:30pm Open to injury evaluation, treatment, rehabilitation by appointment, as well as walk-in traffic for practice preparation and post-practice recovery.
*Sat/Sun by appointment only*

**Athletic Training- Topics of Discussion:**

**Student-Athlete Athlete Athletic Training Information:**

**Privacy Policy**
Your coaches will be provided pertinent medical information regarding injuries and the care of student athletes. In accordance with HIPPA they are not allowed to release medical information pertaining to individuals to unauthorized parties. Authorized parties include the medical staff, assistant coaches and the involved student-athlete. They are NOT allowed to discuss medical information with other colleagues, parents, alumni, donors, media etc. unless the student-athlete has given permission. Posting any information regarding an injury or illness on social media is also prohibited.

**Team Physician**
Alma College does have a team physician as a member of the Alma College medical team.

**Medical Documentation**
Sportware Online (SWOL) is the system that Alma College Athletic Training uses to collect all medical and insurance paperwork and any other necessary documents, this includes important injury/illness documentation. Any student-athlete without these materials completed and turned in will not be allowed to participate in any team activity until they are finished. No exceptions.

It is essential that all information provided on the SWOL database is accurate and complete to the best of your knowledge. Should you have any issues or questions while inputting your information, please contact a member of the athletic training staff. **All information and documents must be completed and turned in by August 1st.** Any delay in receiving the
student athlete information will cause a delay in your participation upon your arrival to Alma College, the penalty will be as follows:

- One practice suspension: Paperwork is not completed by August 1st
- Two practice suspension: Paperwork is not completed by August 4th
- Three practice suspension AND one competitive season game suspension: Paperwork is not completed by August 7th

Any athlete who has had a surgery or has been seen by a physician for any other orthopedic/medical related injury in the past year must provide all pertinent medical documentation to the athletic training staff. **This information includes but is not limited to, physician visit notes, diagnostic testing reports, surgical notes, clearance letter from physician, etc.** If you have any questions on what information you may need to provide, please ask one of the athletic training staff members. This must be completed prior being cleared to participate in athletics or utilize the athletic training room for rehabilitation services.

If a student-athlete decides to join a sports team after the school year starts, they will have a maximum of two weeks to complete the proper medical documentation. When the two-week period is up, they will have the same penalties in the same timeline as previously listed.

**Mental Health**
Mental Health is an important and often overlooked dimension of overall student-athlete health and optimal functioning. Mental health exists on a continuum, with resilience and thriving on one end of the spectrum and mental health disorders that disrupt a student-athlete’s functioning and performance at the other. Approximately one in five adults’ experiences mental illness in a given year, and this rate tends to be highest among young adults, many of whom are college students. Prevalence estimates of mental illness among college athletes are relatively similar to their non-athlete peers. Even in the absence of a clinically diagnosable mental health disorder, student-athletes may have impaired overall well-being as a result of sub clinical symptoms of mental health disorders such as anxiety, depression and insomnia or the misuse of substances such as alcohol or prescription drugs. If you feel as though you might struggle from any of these disorders, please reach out to your assigned athletic trainer or the campus counseling center.

https://www.alma.edu/offices/counseling-center/

**Nutrition**
Nutrition is a key factor in being a successful athlete especially when it comes to recovery and progressing your abilities through training. It is important to understand that nutritional needs vary throughout a year depending on what phase of the year you as in an athlete are in. Having a well-balanced diet is key with quality and quantity of food being a major component in maintaining proper nutrition. As every sport and athlete differ the NCAA has put together nutrition guidelines and resources which can be viewed in the link below:
http://www.ncaa.org/sport-science-institute/nutrition
Fitness and Conditioning
Maintaining proper fitness and conditioning is a crucial aspect and expectation for collegiate student-athletes when it comes to injury prevention and increasing performance. Anytime a student-athlete is returning or starting a conditioning program there should be a gradual progression with their new conditioning activities to avoid any potential problems. Athletes have ample resources for help in maintaining or progressing their fitness. Please don’t hesitate to contact your assigned athletic trainer, coach, or strength and conditioning coach for fitness plans.

NCAA Meeting
All student-athletes will be required to attend a mandatory NCAA meeting that occurs in the fall and the winter. These meetings are mandatory and take precedence over any practice times. These meetings educate the student-athletes about NCAA rules, including but not limited to concussions, drug testing, and supplement use.

Treating Non-Athletes
Former athletes, who are now general students WILL NOT, be treated for any injuries not related to their participation in intercollegiate athletics. General students are to utilize the Wilcox Medical Center for any medical needs. Athletic Training services are reserved for all programs sponsored by the Athletics Department.

Inclement Weather
For the health and safety of Alma College student-athletes, coaches, and staff, Alma College Athletic Training reserves the right to cancel practices and/or home events when extraordinary circumstances warrant, due to weather.

- Alma College Safe Shelter Locations in the case of Lightening:
  - Bahlke Field (Football/ Lacrosse/ Track & Field): Hogan Physical Education Center, opponent’s bus, and/or vehicle
  - Scots Park (Softball)- Hogan Physical Education Center, opponent’s bus, and/or vehicle
  - Iowa Field (Soccer): Hogan Physical Education Center, opponent’s bus, and/or vehicle
  - Scotland Yard/ Klenk Park (Soccer/Baseball)- Skinner Room, opponent’s bus and/or vehicle
  - Tennis Courts- Wright Hall or nearest building, opponent’s bus, and/or vehicle
  - Cross-Country/Golf- Closest available building and/or vehicle

NCAA Athletic Training Links:
Concussions: http://www.ncaa.org/health-and-safety/medical-conditions/concussion
Drug Education: http://www.ncaa.org/health-and-safety/policy
Mental Health: https://www.youtube.com/watch?v=1vPhn4FZhxg
SAAC Education: https://www.youtube.com/watch?v=1QcORiHFTI4
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Alma College Insurance Policy Coverage:
All student-athletes at Alma College are required to have some form of primary coverage prior to participating in intercollegiate athletics. Alma College provides secondary athletic accident coverage for all student-athletes participating in intercollegiate athletics. An accident is defined as an unexpected, sudden, and definable event, which is the direct cause of bodily injury independent of any illness, prior injury, or congenital disposition. Coverage is NOT provided for medical expenses resulting from illness, disease, or conditions unrelated to accidental bodily injury. Pre-existing conditions, out-of-season injuries, injuries that occur in-season that are not directly related to competition or supervised practice (intramurals, conditioning class, etc.) or routine medical care (illness, dental or eye care, etc.) are not covered.

MIAA Medical Hardship:
The Athletic Training staff will work in conjunction with the coaching staff and the Faculty Athletic Representative to complete the required paperwork for MIAA Medical Hardship.

Center For Student Opportunity
The CSO provides connections, opportunities and resources that empower all students to explore their own pathways to academic, personal and professional success.

https://www.alma.edu/academics/support/center-for-student-opportunity/

Academic Support and Disability Services
Whether it's overcoming a challenging course, maximizing study time, or finding a new approach to test taking, we can help by providing tutoring, individual appointments, or a strategic learning course. If a student has a disability we offer support services and resources, including classroom accommodations and assistive technology so they can get the most out of their experience at Alma.

Director of Student Career Coaching and Director of Employer Outreach
As student’s progress from summer jobs to internships to a career, we provide assistance with résumés, guidance on networking, and suggestions for finding job and internship opportunities.

Leadership Development and Service/Volunteer Opportunities
The Responsible Leadership Institute staff will guide leadership development and help students become agents for positive change. We provide leadership experiences through Alternative Break service opportunities, leadership workshops, conferences, and international travel. Alma students serve others through Academic Service-Learning courses as well as volunteer experiences on campus and throughout the local community. Come by to discuss the best ways you and your students can use your talents to serve generously.

Venture Program and Off-Campus Study Planning
We are here to help students plan their Alma Ventures, including internships, research, clinical and travel experiences. Students should start planning early to make the most of the Venture
Program, which provides up to $2,500 to support an applied experience that furthers students’ personal, professional or academic goals. We also support off-campus study programs to enable students to earn credit toward their Alma degree at our partner programs abroad or in major U.S cities.

Diversity and Inclusion Initiatives and First-Generation Student Support
All college students are trying to find their place and meet others like them. In particular, we connect LGBTQ, minority and out-of-state students with various campus organizations that provide support and positive affiliation. Students who are the first in their family to go to college might find themselves wishing for a little extra guidance. Thanks to a King-Chavez-Parks (KCP) grant, we offer mentoring and additional support for the many “first gens” at Alma.

Financial Counseling
Through one-on-one counseling, small groups and workshops, we cover everything from identifying financial resources and spending wisely to paying for college and budgeting.

Weight Room Policy

Mission Statement
We are a professionally respected Strength and Conditioning program that provides for the needs of the Alma College student-athletes and greater campus community. That operates on an ever-evolving platform of scientific research with a commitment of ethical implementation of training. Our program will support the ideal conditioned student-athlete, physically, and psychologically, with confidence to perform their best when in their athletic endeavor.

Why train using the Alma College Strength and Conditioning Program?
To increase athletic performance, prevent injuries, and give student-athletes a platform for continued health and fitness.

Exercise Technique and Machine Usage
All student-athletes will be instructed in proper technique of all the exercises they will see in their four years of participation in the Alma College S&C Program.
Student-Athletes will be instructed on a variety of squatting, pressing, pulling, and plyometric movements. Progressions will be put into place to ensure that each student-athlete is prepared for advanced gymnastics and Olympic weight lifting exercises.
The machines are primarily for assistance exercises to the compound movements mentioned above. Machines, sleds, and cardio equipment are simply another training tool to increase overall performance.

Programming for Athletes
The Alma College S&C Programs will follow progressions that allow for teams and individuals to obtain high levels of strength and cardiovascular conditioning. Progress can be tracked through each phase (4 week) of the 28 Week Cycle. Typically, the first week and last week of the semesters will allow for pre and post testing.
**Injured or Recovery Stage**
Report any injury immediately. The strength and conditioning staff works closely with our Athletic Training staff to ensure that athletes get the best treatment when recovering from any injury. Our facility and variety of equipment allows for individuals to train when injured. It is our goal to bring all athletes to a level of mobility and fitness to be able to safely and effectively perform all programmed movements.

**Why train at the Sherman Strength and Conditioning Facility?**
Strength and conditioning in and out of season is now needed to be competitive in college athletics. The Sherman Strength and Conditioning Center is an excellent facility for all your strength and conditioning needs. The 6,000 square foot facility contains 6 double-sided power racks, a variety of training barbells, dumbbells, kettlebells, medicine balls, sandbags, plyometric-boxes, ropes, rings, pull-up bars, machines, cardio equipment and even a 100-foot strip of indoor turf for a variety of uses. Our facility is one of a kind for NCAA Division III.

**Expectations**
By choosing to be an Alma College Student-Athlete you have chosen to be different. Therefore, there are different expectations you will need to meet to be successful. You are expected to study, eat, sleep, and train in a manner that is going to allow you to perform both in the classroom and on game day. If you are struggling with managing these responsibilities do not hesitate to ask for help, our staff wants you to succeed.

**Coaches Using the Facility**
Full-time coaches have access to the Sherman Strength and Conditioning Facility. If you allow the part-time coaches on your staff to use your key or you open the facility for them, you are responsible for them and the facility. You need to make sure that it is locked up after their use. Coaches that are not in season or not considered a weight room supervisor or strength coach cannot allow student-athletes to be in the weight room unless authorized personnel are also in the facility.

Athletic Administrative Assistant is not authorized to open up the facility for part-time coaches.

Never access the Sherman Strength and Conditioning facility through Cappaert and/or the Hatcher Wrestling Room, with the exception of Wrestling.
**Acknowledgement of Student-Athlete Handbook**

This handbook is a minimum standard. Many coaches and teams will have additional expectations and standards they will discuss with their teams and produce in a sport specific handbook.

**Student Affirmation**

I have read the above philosophy, rules, and expectations that set forth the requirements of membership for Alma College Athletics. By signing this, I recognize that it is my responsibility to familiarize myself with the information and guidelines contained within this document. I understand that being a part of Alma College Athletics is a privilege, not a right. I hereby acknowledge my desire to be a part of this department.

If I have any questions, I will contact the appropriate athletic department resource.

I also understand that this document contains policies and practices effective the date of publication, but are subject to be evaluated, amended, modified, or terminated at any time.

___________________________________  __________________
Signature                           Date

___________________________________
Name (Please Print)