# 2018-19 Endicott College Student-Athlete Handbook

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Purpose

Through your hard work and talent, you have earned the privilege to wear an Endicott uniform. You join a tradition of excellence here at Endicott and we hope that you contribute to adding to that excellence. As a student-athlete, you have a unique opportunity to pursue the highest level of play in collegiate athletics. It is our hope that you experience mental, social, and emotional growth while competing in our program.

With all the opportunities that come to you as a student-athlete, you also have an increase in responsibility. Wherever you go, you are now a representative of Endicott and the athletic department. Whether you are on or off the field, your actions reflect upon the institution, your teammates, and the coaches. Endicott is committed to nurturing and developing student-athletes of high character, and we stress that being able to wear the EC uniform is a privilege, not a right.

This handbook is intended to give you important and helpful information to help you succeed as a student and athlete. The content of this handbook is intended to answer any questions you may have, as well as providing contextual guidelines for basic expectations.

In general, the student-athletes who participate in the 21 programs as well as competitive Club sports, are expected to compete under a model that emphasizes integrity and ethical conduct. Each program is an integral part of the overall department, and each student-athlete’s educational experience remains paramount.

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Endicott Mission Statement

Shaped by a bold entrepreneurial spirit, Endicott College offers students a vibrant academic environment that remains true to its founding principle of integrating professional and liberal arts with experiential learning including internship opportunities across disciplines. The College fosters a spirit of excellence by creating a challenging yet supportive environment in which students are encouraged to take intellectual risks, pursue scholarly and creative interests, contribute to the community, and explore diverse career paths. Endicott is committed to supporting the personal and professional development of its students, preparing them to assume meaningful roles within the greater community both domestically and internationally. Approved by the Endicott College Board of Trustees, May 3, 2014

NCAA Division III Philosophy
Colleges and universities in Division III place the highest priority on the overall quality of the educational experience. In doing so, they seek to strengthen the integration of objectives and programs in athletics with academic and developmental objectives, and to assure the integration of athletes with other students. To that end, Endicott places special importance on the impact of athletics on the participants and on spectators, and an emphasis on the internal and external constituency groups (students, alumni, faculty, and special friends) that add to an overall positive experience.

The athletic program is characterized by the following:

1. Participation is encouraged by maximizing the number and variety of athletic opportunities in varsity, club and intramural sports;

2. Participants receive the same treatment as other students. Similarly, student-athletes are not denied rights and opportunities that would be available to them as non-athletes;

3. The athletic program is controlled, financed and staffed through the same general procedures as other departments of the College;

4. Sports for men and women are given equal emphasis and the desired quality of competition is similar in all sports;

5. Students are supported in their efforts to reach high levels of performance by providing them with adequate facilities, competent coaching and appropriate competitive opportunities with students from similar institutions;

6. Primary emphasis is given to in-season competition. The purpose of the NCAA is to assist its members to develop this approach as the basis for consistent, equitable competition and to do so in ways that minimize infringement on the freedom of individual institutions to determine their own special objectives and programs.

**Athletic Department Mission**

The Department of Athletics and Recreation reinforces the mission of the College by providing experiential opportunities for student development outside of the classroom. Supported by our committed administrators, coaches, faculty, staff, and alumni, our students are challenged and encouraged to actively explore their personal and professional development. Participation in our comprehensive intercollegiate, club sport, intramural, and recreational offerings provide an environment for students to learn about and strive for physical, intellectual, and social excellence. While engaging in sport and highlighting ways to create a healthy lifestyle, the department fosters a spirit of leadership and service through its core standards; commitment, character, effective communication, and confidence provide a distinct framework for how we define success. Our collaborative culture cultivates and embraces the full spectrum of diversity, citizenship, and equity while instilling pride in our institution and community.

Updated summer, 2017

**Goals and Learning Outcomes**
The goals of the athletic department are to:

Develop useful life skills and characteristics in student-athletes that include:
- Self-discipline
- Critical thinking
- Leadership
- Humility
- Respect for self and others
- Perseverance
- Healthy Perspective (i.e. time management, balancing work, study and play)
- Pride
- Loyalty
- Sportsmanship
- Serve as a connecting point in the fabric of the Endicott Community.
- Develop an understanding and appreciation among student-athletes for gender, racial, and cultural differences among teammates, departmental peers, and society at large.

Student-athletes are expected to learn:
- How to place athletics appropriately in a well-balanced, active life of study, work and play.
- To set reasonable goals, design a plan to accomplish them, and appropriately measure their progress against them.
- How to effectively handle success or failure and praise or criticism.
- That respect for opponents and governing rules is the basis of sportsmanship.

**The Endicott College Student-Athlete**

The student-athlete at Endicott will be enrolled in a degree program that will enable them to obtain a four-year degree. Academic progress of the student-athletes must take precedence over matters related solely to intercollegiate athletics. The educational and personal development of the student-athlete is of foremost importance and athletic talent will not be exploited at the expense of the student. To this end, the College will provide the best available coaching, facilities, equipment, and program direction consistent with its fiscal resources.

**Athletics Code of Conduct**

As a member of the Endicott Community, each student-athlete must act in accordance with the Endicott College Student Code of Conduct, as published in the Student Handbook, as implemented by the Office of Student Affairs. Requirements, policies and processes of the Athletics Department for disciplinary matters relating to student-athletes are never applied in place of the Student Code of Conduct, which is applied equally and consistently to all students. When College policies are violated by student-athletes, subsequent athletic sanctions may be applied in addition to College sanctions. In addition, student-athletes are accountable to the following authorities:
Municipal ordinances, and State and Federal laws, both civil and criminal (laws);
National Collegiate Athletic Association (NCAA);
Endicott College (EC);
Department of Athletics;
Team Rules

The conduct of our student-athletes is observed and handled with extreme diligence. To this end, it is expected that all student-athletes conduct themselves with proper decorum. Therefore, there are certain requirements, which are a part of the student-athletes obligation to Endicott and athletics.

Student-athletes are expected to:

- Actively pursue an educational degree by attending classes and meeting the requirements of each class.
- Attend all practice sessions and contests unless otherwise excused by the head coach.
- Recognize their responsibility for proper conduct at all times. This includes but is not limited to campus activities, housing, tournaments, contests, trips or community events, which are sponsored by Endicott.
- All student-athletes must notify the athletic department before withdrawing from any course. Non-notification may end in suspension.
- Show proper consideration and respect for the rights and welfare of fellow students, professors, administrators, opponents, officials and spectators.
- Be accountable for property damage or loss of property.
- The use or possession of any alcohol or illegal drug at an NCAA event is strictly prohibited.
- Display a proper attitude and assist the team in achieving agreed upon goals.
- Wear game uniforms and practice attire as designated by the head coach and approved by the department.
- Wear practice attire that is appropriate for the sport and conditions as approved by the head coach.
- Wear appropriate dress attire during College athletic trips, meetings and events.

**Reporting Obligation:** Every student-athlete is obligated to report their violations of the Code of Conduct to their Head Coach within the parameters of team rules, or to the Director of Athletics at the start of business hours (9:00am) the following day.

**Athletic Discipline Categories**

In addition to any disciplinary action warranted under the Endicott Student Code of Conduct for any action of a student-athlete, the following forms of discipline may be used by the Athletic Department for warranted reasons:

**Team Rules**

Coaches and their assistants are granted the capacity to set team rules that provide common experiences for each team member within the parameters and scope of the
NCAA Division III philosophy and the mission of Endicott Athletics. Matters of minimal degree that affect only the team and its day-to-day operation are handled within the team structure most often. However, more serious or inappropriate actions by the student-athletes become more accountable and are handled in collaboration with the Director of Athletics and the Office of Student Affairs. Sanctions can include dismissal from team or prolonged suspension, and are recorded and tracked for consistency and appropriateness.

Student-Athlete

Once a student is accorded the status of a varsity or club student-athlete, they are expected to act in accordance with this Athletics Code of Conduct until eligibility is completed, including semester and summer breaks, or such time that they are no longer a student-athlete at Endicott. Students are bound by this Code at the point they have enrolled to the College and including any preseason activities, or travel outside of Endicott. The Athletic Department recognizes that college-aged students may on occasion make inappropriate decisions in their personal lives within our Community. Within the bounds of progressive discipline and educational learning, it is not the Athletic Department’s wish to punish student athletes twice for the same offense. However, the Department reserves the right to decide if an offense infringes on the Athletics mission and integrity, and if so, may hand out an appropriate sanction ranging from suspension to removal from a team.

Team Function

An athletic team function is defined as any gathering, whether on or off-campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team’s purpose, and organized, arranged or initiated by Athletic Department staff, or team members. If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action will be taken.

Alcohol

The use, possession and or sale of alcohol by persons under the age of 21 is illegal and punishable by the athletic department, under the Endicott Student Code of Conduct, by the city of Beverly, and by the Commonwealth of Massachusetts. While not illegal, use of alcohol by student athletes aged 21 and over present’s risks to the entire athletic department’s pursuit of excellence and each individual’s physical well-being. Research supports that for up to 36 hours after consumption of even small amounts of alcohol in the body can slow reaction time; distort balance, perception and hand-eye coordination; diminish strength and fine motor skills and speed up the onset of fatigue.

Obviously, the athletic department feels that the use of alcohol by student-athletes is counter-productive to its mission.
Unacceptable Behavior

1. Drinking and driving a motor vehicle.
2. The use of alcohol by student-athletes, managers, athletic trainers, coaches, or other athletic staff when they are engaged in activities relating to their athletic roles, practices, contests, team trips, team meetings, locker room activities, meals, and/or banquets.
3. Use of alcohol that interferes with academic success or athletic performance, or leads to legal problems.
4. Open containers of alcohol in any public area.
5. Irresponsible use of alcohol and/or intoxication in a public place either on campus or within the City of Beverly and beyond.
6. Drinking with or providing alcohol or drugs to recruits, including specifically the individual host(s) to whom the individual recruit is assigned.
7. Possession or use of alcohol or drugs under any circumstances in which such possession or use is unlawful.

*Violations occurring surrounding alcohol will be sanctioned accordingly by the coach and/or director of athletics depending on contextual circumstances.

Tobacco

The use of tobacco products is prohibited for all student-athletes in all sports during practice and competition. While not illegal, use of tobacco products by student athletes aged 18 and over present risks to the entire Athletic Department’s pursuit of excellence and each individual’s physical well-being.

Drugs

The use, possession, and/or sale of chemical substances by those persons not authorized to do so is forbidden by state and/or federal law and banned on College property by the Endicott College Student Code of Conduct. Additionally, the NCAA has determined that certain substances are a danger to student-athletes and are banned, regardless of whether a student-athlete possess a medical prescription(e.g. marijuana/THC). A student-athlete who has tested positive by the NCAA for a substance on the list of banned drugs shall be declared ineligible for further participation in postseason and regular-season competition during the time period ending one calendar year after the incident. The list of banned substances can be found at NCAA.org. Click on Education/Outreach, then on – Drug testing program.

Within the Code of Conduct of Endicott Athletics, if a student-athlete is found responsible for possession, use or sale of a banned drug; will forfeit a minimum of 50% of the competitive season. A second offense will result in a loss of the entire competitive season; while a third offense will result in forfeiting the ability to participate in college athletics in totality at Endicott.

The possession of any drug paraphernalia and or being in the presence of individuals using drugs will be handled and sanctioned at the discretion of the Director of Athletics, Head Coach, or Head Athletic Trainer.

Endicott College Department of Athletics Drug Testing Policy
Endicott is concerned with the health, safety, and welfare of the student-athletes who participate in its programs and represent the College in club varsity and intercollegiate athletics. Substance abuse is one of the most important issues facing college and university campuses and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, improper or illegal use of alcohol, and student-athlete use of tobacco, are in violation of the student-athlete code of conduct for Endicott and also in violation of NCAA regulations. For the purposes of this policy, “student-athlete” shall mean any student at Endicott who is an active, rostered member of a club varsity or intercollegiate athletic team.

Purpose of the Program

- To encourage student-athletes to avoid improper use of banned substances.
- To insure that student-athletes are properly educated and informed about drugs and substance abuse.
- To detect possible drug use of specific illegal drugs via random screenings throughout the academic year.
- To assist in the rehabilitation and education of student-athletes who have been found to be using or misusing banned substances.

Participation on an intercollegiate team at Endicott is a privilege, not a right. To become and remain a member of club varsity and intercollegiate athletic teams at Endicott, each student-athlete agrees to comply with the terms of the Endicott College Department of Athletics Drug Testing Policy.

As a proactive student-athlete, each of the requirements of the policy should be read and understood prior to signing the consent form. Permission to participate will be revoked upon non-compliance or unwillingness to sign or abide by said policy.

Policy

The Endicott Department of Athletics Drug Testing Policy is separate and distinct from the substance abuse testing and procedures outlined by the NCAA. The unauthorized use of any substance that is prohibited by state and or federal law as well as any substance listed on the NCAA list of banned substances is expressly prohibited by any student-athlete participating in club varsity or intercollegiate athletics at Endicott. See Appendix A for a list of NCAA banned drugs and substances. This policy encompasses the entire academic year. The policy and procedures will be distributed and explained to each student-athlete during their pre-season compliance meeting or at the time that a student-athlete is added to a roster. A student-athlete will be subject to testing throughout the calendar year for illegal and banned drugs, which will include but not be limited to the following categories:

- Amphetamines
- Opiates
- Cocaine
- THC
- Benzodiazepines

Non-Compliance
Non-compliance with the Endicott Drug Testing Policy or failure to report for a drug test will result in a positive test and will result in punishments and sanctions appropriate for a positive drug test as listed below.

**Voluntary Disclosure Program**

Endicott values proactive actions taken by students and student-athletes. A student-athlete, who uses drugs or has a drug problem, may voluntarily notify their coach, the head athletic trainer, or the director of athletics of the problem. The Voluntary Disclosure of a substance abuse or drug problem must take place prior to notification of being randomly tested in order to be eligible for this program.

The student-athlete will be removed from the athlete pool for drug testing for a period determined by a team including the director of athletics, head athletic trainer, and when available, a representative from student affairs (the “administrative team”). The student will undergo an initial assessment to determine the need for counseling at the time of disclosure. The administrative team will, in its discretion, develop a treatment plan specific to the student-athlete. At the discretion of the administrative team, the student may continue to participate with their respective team while forfeiting competitive activities. Should any on-campus drug use or paraphernalia be found in the possession of the student-athlete, or be found in the presence of other individuals using drugs during their disclosure time, they will be advanced to the next level of sanctions.

Upon completion of the treatment plan and after the student-athlete meets with the administrative team, the administrative team will determine if the student should remain with the team or be removed indefinitely until the student-athlete is fit to return. If allowed to remain with the team, the student athlete will be subject to a mandatory drug test within a period of time decided upon by the administrative team. If the results are positive, the student-athlete will be subject to the sanctions as outlined in the Endicott Drug Testing Policy.

Should any violations occur after reinstatement, as the student-athlete will be re-entered into the random drug testing pool, the student-athlete will be subject to the sanctions as outlined in the Endicott Drug Testing Policy.

Notwithstanding entry into the Voluntary Disclosure Program, a student-athlete remains subject to sanction by the NCAA or the conference if the student-athlete tests positive for a banned substance during an NCAA administered test.

Additionally, a student-athlete will not be permitted to enter the Voluntary Disclosure Program thirty (30) or fewer days prior to the conclusion of a season or before an NCAA championship event.

Nothing within this section will limit the College’s ability or responsibility to pursue disciplinary or legal action in situations which may warrant further action based on the circumstances surrounding or related to the disclosure.

**Reasonable Cause or Suspicion**
In addition to random screenings, Endicott reserves the right to screen a student-athlete based upon reasonable cause or suspicion. Reasonable cause or suspicion is defined as, information given in good faith, by a trusted source, to the coaching staff, athletic training staff, and/or athletic administrator regarding a student-athletes use of a banned substance. This can also include, but is not limited to, observations of irregular symptoms and or behaviors by member(s) of the Athletics Department and or members of the Endicott community that are consistent with drug abuse of a banned substance.

Procedure

All student-athletes will sign a drug testing consent form that must be completed prior to participation. Testing will be done in a random, unannounced manner, and will be conducted up to four-times within the academic year. Any student-athlete who is enrolled at Endicott and on an official roster may be selected for testing. Evidence of any banned substance will be determined from the athlete's provided urine specimen. The drug testing will be administered in a supervised manner to ensure the integrity of the specimen.

Selection and Notification of Student-Athletes

- Student-Athletes will be randomly chosen by a generated list for each drug testing session.
- Additional student-athletes may be added based upon reasonable cause or suspicion.
- The student-athlete will be notified the time, date, and location of testing by electronic mail, phone call, and/or face to face conversation. The student-athlete will be required to confirm receipt of said information via electronic mail reply, or signature confirmation and make themselves available for testing within 24 hrs. of notification. If in the opinion of the director of athletics circumstances exist that make reporting for the test within 24 hrs. impracticable, then arrangements shall be made for the student to be tested at the discretion of the administrative team. Failure to comply will result in a positive test.
- The director of athletics or their designee will notify the student-athlete of the time, date and location of the testing.
- The student-athlete will be required to bring a photo ID and a list of any current medications they are taking.
- It is the responsibility of the student-athlete to provide a valid phone number where they can be reached in case of a notification problem.

Specimen Collection

- Specimens will be collected and analyzed by the contracted drug testing firm.
- The student-athlete will report to the specified location at the specified time.
- A current photo ID must be presented at the testing site.
- The student-athlete will provide a list of any medication they are currently taking and compare that with what had been recorded to our athletic training staff.
- The student-athlete will choose a sealed collection container and labels and fill in any pertinent information on the labels.
- The student-athlete will then provide a specimen that will be observed by an official of the same sex in a manner that ensures the integrity of the specimen.
- The student-athlete will remain at the testing site until an adequate specimen is provided.
- Exceptions to this will be made if a student-athlete is unable to provide a reasonable
specimen within a significant amount of time and must attend class – they will be expected to return to the drug testing site immediately after class to attempt to provide an adequate specimen.

- If the specimen provided by the student-athlete yields a dilute result the student-athlete will be notified of the result. As one dilute reading cannot be conclusively identified as either a positive or negative result, the test can be repeated at the expense of the student-athlete. This testing must be completed within **48 hours of notification**. Two consecutive dilute tests will be deemed a positive test and all sanctions will be applicable.
- If the student-athlete refuses to submit for a repeat test, the test will be considered positive.
- Test results will be maintained within a secured and locked location at the contracted firm and will be destroyed after the student-athlete has graduated or their eligibility has been terminated or expired.
- The results of all drug tests will be reported to the director of athletics and head athletic trainer.
- Once results are reported, the student-athlete and the head coach will be notified of the results.
- If the student-athlete is under 18, the student-athlete’s parents will be notified of any positive drug test.
- The positive test will result in punitive actions as spelled out in the sanctions section below.
- A positive test is one which indicates the presence of 1 or more banned drugs in the student-athlete’s urine. The director of athletics and the head athletic trainer, with the support of the contracted firm, will have the final determination regarding a positive test.

**Positive Findings and Sanctions**

In the event of a positive test, the following actions will occur.

**1st offense:**

- A meeting will be set up with the student-athlete, coach, and appropriate administrator to establish the appropriate course of action.
- The student athlete will be suspended from competition for at least 50% of the scheduled contests in their traditional segment.
  - This percentage may carry over into the following season if less than 50% of the traditional season is remaining.
- The student-athlete will have to complete a mandatory on-campus substance abuse counseling assessment and complete all recommended follow-up treatment (up to and including off-campus counseling, at their own cost)
- The student-athlete will be required to pass another test before they may resume competition. The test is at the student-athletes’ expense and can be done either on campus during the next round of testing or at an approved off campus facility.
- If the re-test is positive, regardless of substance found, it will result in the punitive actions outlined for a 2nd positive test.

**2nd offense:**

- A meeting will be set up with the student-athlete, coach, and appropriate administrator to establish the appropriate course of action.
The student-athlete will be suspended from participation in all intercollegiate and club athletic activities, including practices, for a minimum time period of 365 days from the date of the positive test.

The student-athlete will have to complete a mandatory off-campus substance abuse counseling assessment and complete all recommended follow-up treatment (up to and including off-campus, at their own cost).

The student-athlete will be required to pass another test before they may resume competition. The test is at the student-athletes expense and can be done either on campus during the next round of testing or at an approved off campus facility.

The student-athlete will be required to be re-tested during the next round of testing if the re-test is positive, regardless of substance found, it will result in the punitive actions outlined for a 3rd positive test.

The student-athlete may be allowed to rejoin the team after they have completed the above steps and has re-tested negative for all banned substances.

3rd offense:

The student-athlete will no longer be able to represent Endicott Athletics in any intercollegiate or club athletic capacity for the remainder of their collegiate career at Endicott. Resources will be made available for the student-athlete to seek out counseling or substance abuse education assistance.

All suspensions will be explained as a “violation of department rules” unless made public by the student-athlete.

Appeals

Should a student athlete have a positive test that they feel was in error, that student-athlete has the option of appealing the test. The appeal process will include the student-athlete submitting in writing within 24 hours of the positive test notification viable reasoning as to why the test result may have been incorrect. If the written appeal is accepted for further evaluation, the student-athlete will be asked to complete another test that same day.

- If the test remains positive, the student athlete will incur the monetary charges of the re-test.
- If the re-test remains positive, the student-athlete will be subject to all of the punitive actions set forth above for a positive test.
- If the results of the re-test show a dilute sample, this will be deemed a positive test and the student-athlete will be subject to all of the punitive actions set forth above for a positive test.

NCAA Banned Drug Classes 2018-2019 (See Appendix A)

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 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. Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and
Drug Administration (FDA) does not strictly regulate the supplement industry; therefore, purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements are at the student-athlete's own risk. Student-athletes should consult Drug Free Sport, or contact their institution's team physician or athletic trainer for further information.

The following is a list of banned-drug classes according to the NCAA, with examples of substances under each class:

**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. Illicit 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. There is no complete list of banned substances.

**Drugs and Procedures Subject to Restrictions:**
- b. Local Anesthetics (permitted under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists (permitted only by prescription and inhalation).

**NCAA Nutritional/Dietary Supplements Warning**

Before consuming any nutritional/dietary supplement product, student athletes should review the product with the 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 the student-athlete's responsibility to check with the appropriate athletics staff before using any substance.

**There is no list of NCAA-approved supplement products.**

Some Examples of NCAA Banned Substances in Each Drug Class

**NOTE:** There is no complete list of banned drug examples. Student-athletes are responsible for anything they ingest. 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); methylhexaneamine, etc. Exceptions: phenylephrine and pseudoephedrine are not banned.

**Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenedione):** boldenone; clenbuterol; DHEA (7-Keto); 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); triamterene; trichlormethiazide; etc.

**Street Drugs:** heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g. spice, K2, JWH-018, JWH-073)

**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)

**Gambling Activities**

Student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

**Harassment, Sexual Misconduct, and Relationship Violence**
The College does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender expression, disability, age, marital status, national origin, ethnicity or veteran status, or on any other basis prohibited by federal or state law, in the employment or in the application, admission, operation, participation, access and treatment of employees and students in any of the College’s programs and activities.

The College’s Sexual Misconduct and Relationship Violence Policy applies to all members of the Endicott community and is set forth in its entirety below:

Endicott is committed to providing an environment in which members of its community can pursue their academic and professional activities of teaching, learning and research. This environment cannot thrive unless each member of the College Community is valued as an individual and treated respectfully. Sexual misconduct and sexual assault are anti-ethical to the standards and values of the College, violate College policy and in some instances state and federal law, and will not be tolerated.

Title IX of the Educational Amendments of 1972, 20 U.S.C. SS 1681 et seq., prohibits discrimination on the basis of sex in educational programs and activities operated by recipients of federal financial assistance. It is important to understand that sex discrimination includes sexual harassment, which encompasses sexual violence and other forms of sexual misconduct, as discussed below. The College complies with Title IX and does not discriminate on the basis of sex in its educational programs and activities, admissions or employment.

This Policy sets forth the options available to an individual making a report of sexual misconduct or relationship violence, including sexual assault, domestic violence and stalking, as well as the available resources. Reports alleging sexual misconduct or relationship violence committed by students or recognized student organizations will be resolved according to the process outlined in this Policy and the Endicott College Student Code of Conduct. Reports alleging sexual misconduct or relationship violence by faculty or staff members will be handled consistent with the procedures outlined in the College’s Faculty and Staff handbooks and policies. The College will investigate all reports of violations of this Policy in an impartial, prompt and equitable manner. The College will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others if appropriate.

Sexual harassment, including sexual violence, is a form of discrimination that is illegal under federal and state laws. These laws provide that unwelcome sexual advances, requests for sexual favors, and other physical and verbal conduct of a sexual nature constitute sexual harassment when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic advancement, participation in College programs or activities, or is used as a basis for education or employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s employment, academic performance or participation on College programs or activities.
- Such conduct has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment.

Depending upon the circumstances, examples of sexual harassment may include, but are not
limited to, conduct such as the following:

- Unwelcome physical contact, such as touching, hugging, kissing, patting or pinching.
- Unwelcome jokes, verbal abuse, comments, conducts, or innuendo of a sexual nature.
- Unwelcome sexual flirtations, advances, propositions or requests for sexual favors.
- Requests or demands for sexual favors accompanied by implicit or explicit promises rewards or threats concerning an individual’s employment status or educational status.
- Disseminating, accessing or downloading through College property, equipment or computers systems or network any sexually explicit material or information of any kind.
- Indecent exposure.
- Sexual misconduct, including sexual violence.

Sexual violence is a form of sex discrimination and is prohibited. It is generally defined as contact of a sexual nature that occurs without the effective consent of an individual involved. Effective consent cannot be given by minors, those who are incapacitated as a result of alcohol or other drug consumption, or those who are otherwise incapacitated or unconscious. Consent as a result of coercion, intimidation, threat of force or force is not effective consent. An individual may also be unable to give consent due to an intellectual or other disability. In the state of Massachusetts, consent can never be given by a minor under the age of 16. Examples of sexual violence include, but are not limited to, acts or rape (stranger and acquaintance); having sexual contact with someone who is incapacitated (e.g., from alcohol or drug usage) such that their decision making ability is compromised and they are unable to consent; continuing a sexual act after either party has made it clear, either verbally or by conduct, that they do not wish to continue physical contact, and other forms of coerced sexual activity, including unwanted touching, fondling or other forms of sexual conduct.

In addition to the above, specific examples of sexual misconduct constituting violations of this Policy include:

**Sexual Assault** - Penetration, no matter how slight, or a vagina or anus with a sex organ or object, or oral penetration by a sex organ of another person, without the consent of the victim, or non-consensual touching of a sexual nature of another person with or without force.

**Domestic Violence** - violent misdemeanor and felony offenses committed by a victim’s current or former spouse, current or former cohabitant, person with whom a victim shares a child or anyone else protected under domestic or family violence law.

**Dating Violence** - Violence by a person who has been in a social relationship or a romantic or intimate nature with the victim. The existence of such a relationship is determined by (a) its length, (b) its type, and (c) frequency of interaction of persons involved in the relationship.

**Stalking** – an intentional course of repeated conduct or behavior over a period of time directed at a specific person that would cause a reasonable person to (a) fear for their own or other’s safety, or (b) to suffer substantial emotional distress.

The College also prohibits other forms of sexual misconduct, including obscene or indecent behavior, such as the exposure of one’s sexual organs or the display of offensive sexual behavior, deliberate observation of others for sexual purposes without their consent, taking or posting of photographs, videos or images of a sexual nature without consent, and possession or distribution of illegal pornography.

In accordance with recommendations made by the NCAA in the Sexual Violence Prevention
publication, all Endicott student-athletes, coaches, and athletic staff members, will participate in annual, evidence-based educational programming tailored to directly influence decision making and behaviors of student-athletes.

Retaliation

Retaliating against any individual for making a complaint of conduct prohibited by this Policy, or for assisting in the investigation of such a complaint, is illegal under Title IX and is strictly prohibited by the College. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

Reporting and Confidentiality

Anyone who has been subject to any sexual misconduct is encouraged to report the incident to the Endicott College Campus Safety Department, the Title IX Coordinator, or Deputy Title IX Coordinators listed below. Students are also encouraged to report any incident to any Residence Director, Residence Advisor or other Student Affairs personnel. The College's Title IX Coordinator is responsible for overseeing all reports of Sexual Misconduct and Relationship Violence, and identifying and addressing any patterns or systemic problems that arise during review of such reports.

Endicott College Department of Public Safety (978)232-2222 Title IX Coordinator:

Sally Arnold, Director of Human Resources, (978)232-2014 or sarnold@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 09195

Deputy Title IX Coordinators:

Public Safety
Kerry Ramsdell, Assistant Director of Public Safety, (978)232-2225 or kramsdel@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 09195

Student Affairs
Brandi Johnson, VP of Student Affairs, (978)232-3096 or bjohnson@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 09195

Athletics
Sean Quirk, Associate Director of Athletics, 978-232-2010, squirk@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 09195

Undergraduate Academics
Aileen Torrance, Assistant Dean, School of Business, (978)232-2154 or atorrance@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 09195

Graduate Academics
Chrystal Porter, Associate VP of the Graduate School, (978)232-2443 or cporter@endicott.edu
Endicott College, 376 Hale Street, Beverly, MA 09195
Inclusion

In promoting best practices set forth by the NCAA Office of Inclusion, Endicott Athletics seeks to establish and foster an inclusive environment where we are committed to diversity, inclusion, and gender equity among student-athletes, coaches, administrators, spectators, and visitors. Endicott Athletics will promote the participation of all within the guidelines of the NCAA Bylaws.

Hazing

The Massachusetts State Hazing Law, M.G.L. Chapter 269 applies to all colleges in Massachusetts. The Athletic Department is required to inform you of the law and receive your signed understanding and agreement to comply with the law.

Applicable sections of the statute are as follows:

- State Definition: Whoever is a principal organizer or participant in the crime of hazing, shall be punished by a fine, or by imprisonment in a house of correction, or both.
- The term —hazing as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal or sexually inappropriate treatment or forced physical activity which is likely to adversely affect the physical and mental health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or extended isolation.
- Consent by any such student or other person shall not be available as a defense to any prosecution this action. (You have the responsibility to reasonably foresee the results of your actions.)
- Failure To Report Hazing: Whoever knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official (or Coach, Director of Athletics, Dean of Students, Director of Counseling or any College faculty or staff member) as soon as is reasonably possible. Whoever fails to report is punishable by the State.

Internet

Student athletes will not post photographs, video, narrative descriptions or other content depicting or describing themselves, teammates, or other people from any team gathering, event or social gathering or other event or circumstances that reflects negatively on Endicott, Endicott Athletics or the team. Because of our viewpoint on this issue, the Athletic Department at Endicott has instituted a policy on Social Networking Websites.

Policy on Social Networking Websites

The Department of Athletics and Recreation understands the popularity and usefulness of social networking sites and supports their use by student-athletes provided:

- No Offensive or inappropriate pictures are posted;
- No Offensive or inappropriate comments are posted;
● Any information placed on the website(s) does not violate College, athletics department or student athletes code of conduct;
● Photos and/or comments posted on these sites do not depict team-related or College-identifiable activities (including wearing/using team uniforms or gear inappropriately

Students-athletes must remember that they are representatives of Endicott and are in the public eye more so than other students. Please keep the following in mind as you participate on social networking websites:

● Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online—even if you limit access to your site.
● You should not post any information, photos or other items online that could embarrass you, your family, your team, the athletic department or Endicott. This includes information that may be posted by others on your page.
● Never post your home address, local address phone number(s), birth date or other personal information. You could be a target of predators.
● Coaches and athletic department administrators can and do monitor these websites regularly. Violations can include suspension and/or removal from an athletics team.
● Student-athletes could face discipline and even dismissal for violations of team, department, College and/or NCAA policies.

The Endicott Public Safety Department and other local law enforcement agencies monitor these websites regularly as do potential employers and internship supervisors as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen candidates. EC student-athletes should be very careful when using online social networking sites and keep in mind that sanctions may be imposed if these sites are used improperly or depict inappropriate, embarrassing or dangerous behaviors.

| Any postings that violate policy, misrepresent, or create a negative interpretation of you, the department, or the institution could carry penalties as severe as dismissal from the institution and/or loss of eligibility. |

Sportsmanship and Spectator Conduct

Good sportsmanship is an integral part of being a student-athlete at Endicott. One must conduct themselves in a respectful manner during competition at all times. The opponent and officials should always be respected and never shown up by attending spectators. Your behavior as an Endicott student-athlete reflects directly on yourself, your team, the Athletic Department and the institution. Endicott students and spectators are expected to abide by the following guidelines when attending Endicott athletic events on or off-campus. In addition, Endicott athletes are urged to remind their families, friends and others who attend Endicott athletic events of the following rules and regulations:

1. Cheer for your team in a positive manner and not against your opponents.
2. Do not use abusive remarks, obscene gestures, or profane language towards officials, participants or spectators.
3. All signs and banners should be of a positive nature.
4. Spectators (including parents) are not allowed in the playing area at any time during a scheduled contest.
5. Display good sportsmanship at all times.
6. Under NCAA rules, certain artificial noisemakers are prohibited from the athletics venue.

We encourage the support of our entire program by other student-athlete participants. Endicott supports the following NCAA guideline regarding spectator conduct:

“The NCAA promotes good sporting behavior by student-athletes, coaches and spectators. We request your cooperation by supporting participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal for the site of competition. Also, consumption or possession of alcoholic beverages or tobacco products is prohibited.”

Interpretation and Modification of the Code of Conduct

The Director of Athletics has complete and discretionary authority to interpret and construe the Athletic Code of Conduct for all student-athletes. The Athletic Code of Conduct may be modified and amended at any time. Student-athletes are responsible for keeping themselves informed of the requirements of the Athletic Code of Conduct and the Endicott Student Code of Conduct during their time at Endicott.

Team and Player Resources

Athletic Medicine / Athletic Training Room

The Athletic Training staff is responsible for the prevention, medical care, treatment and rehabilitation of injuries incurred by all student-athletes while participating in the intercollegiate athletics program. The philosophy of care is to assess, treat and return the student-athlete to participation as quickly as possible without jeopardizing the individual's health and welfare. It is the student-athlete's responsibility to maintain good health and training habits that minimize the risk of injury from strenuous physical activity.

Athletic Training Room Hours

Monday – Friday 10:00 a.m. – 6:00 p.m. Athletic time; Pre-practice, pre-game and post-game treatments Saturday and Sunday by appointment only

The Athletic Training Room policies and procedures are designed to serve all student-athletes in the best possible manner and to allow for the best available care. The use of the Athletic Training Room by a student-athlete is a privilege which may be revoked if a student-athlete fails to comply with policies and procedures.

Student-athletes must:
Pass an initial medical physical and yearly medical screening.
Maintain up-to-date insurance and information on file with Athletic Training staff. If medical coverage changes during the academic year, it is the responsibility of the student-athlete to provide the athletic training staff with the most current information as soon as it is available.
Report any injury or illness to the Athletic Training staff. The athletic training staff will make the decisions with regard to participation in practice or events.
Notify the Athletic Training staff of ANY medication they are taking and the reason for its use (this prevents over medication, allergic reactions and/or complications pertaining to NCAA Drug Testing Protocols).
Report on time for scheduled treatment or rehab sessions (student-athletes who miss an appointment may be held out of practice or games). The Athletic Trainer will determine whether a student-athlete will be allowed to participate regarding injury or illness, based on medical information.
Not adjust or modify equipment without permission from the equipment room or Athletic Training staff.
Allow for extra time for treatments and taping prior to practice and competitions.
Utilize the Athletic Training staff to contact and set up an appointment with the Team Physician as needed. If a student-athlete would like to see a different physician, please notify the Athletic Training staff beforehand in order to facilitate communication between the physician and the Athletic Training staff. Only visits approved by the Athletic Training staff will be considered for reimbursement. Exceptions to this statement will be those situations of an emergency nature only;
Leave all personal items in the cubbies located inside the Athletic Training facility (i.e., bags, books, jackets, shoes, etc.). Athletic Training staff are not responsible for lost or stolen items.
Not bring food or drinks into the Athletic Training Room without permission. No tobacco products allowed at any time.
Not wear cleats, spikes or turf shoes into the Athletic Training Room.
Please do not put shoes on tables
Please do not ask to use the phones, computers, printers, or other office equipment.
The use of cell phones is not allowed in the athletic training room
Dress and converse appropriately for a co-ed environment. No shouting, yelling, horseplay, profanity or irresponsible behavior will be tolerated.
Not enter offices, cabinets and other storage areas without permission.
The same regulation applies to the Athletic Training kits on the fields.

Insurance*

Every student-athlete must provide evidence of primary insurance. Primary insurance may be a policy issued to your parents and/or legal guardian or the Student Accident and Sickness Insurance (purchased through the College).
Endicott Athletics provides supplemental insurance that can be used when the primary policy has reached its limits. There is no premium to the student for this secondary policy; however, there is a $250 deductible payable at the time of claim.
The total coverage minimum for all student athletes regardless of how they are insured is $90,000.
Additionally, the NCAA provides catastrophic injury insurance that may be used in the
case of some serious injuries or when the $90,000 coverage has been exhausted.

*These paragraphs only generally summarize our insurance plan and are not meant for literal interpretation. Some restrictions apply and are not mentioned here. For actual policy information on Endicott’s supplemental policy and the NCAA’s catastrophic policy, please contact our Athletic Training staff or Director of Athletics.

No student athlete shall be allowed to practice or compete until he/she has read, understood, and completed the following 4 forms:

1. **Acknowledgement and Assumption of Risk:** means you understand that there is risk involved with playing your sport and assume the responsibility for that risk.
2. **Medical Insurance Questionnaire:** proof of your primary coverage
3. **Medical History Questionnaire**
4. **Medical Information Release:** (Freshmen Only) allows us to get your health form from Endicott’s Health Center.

**Captain’s Practice**

A captain’s practice is an event run exclusively by the captains or designee's of a particular team. These practices are voluntary in nature, and not mandatory for the members of the team. If a captain wishes to organize out of season activities such as a group workout or practice it should be actively and legitimately open to any student on campus. Please note if an organized captains practice is to take place the students are responsible for booking facility times and informing other students of the date and time. **At no time can a student athlete be forced to attend a captain’s practice.**

**Dress Code**

When traveling for competition, it is expected that all members of the travel party represent themselves and the College as professional members of the community. Coaches are to enforce a dress code which includes wearing either a team travel suit, professional attire for females, and a shirt and tie for males, or other professional and/or suitable attire. No shorts, flip flops, or hats are to be worn while traveling. IPod use should be limited to the bus and locker room only. Students should not be walking through facilities while wearing headphones or talking on cell phones.

**Lodging Policies on the Road**

- Stay with the team at all times and adhere to all curfews, check-in times and departure times.
- Guests may only meet with you in common or public areas of hotels. No guests of either gender in your room.
- Alcohol is strictly prohibited regardless if the student is of legal drinking age.
- All phone, entertainment or misc. charges are the responsibility of the student-athlete.
- Coaches have the right to inspect rooms at any time.
- Gross misconduct can result in a student-athlete being suspended from the remainder of the trip and/or sent home immediately at their own cost. Such actions,
despite occurring off campus, are still under the jurisdiction of Endicott and its officials; such as the Athletic Director and the Dean of Students.

**Overnight Hosting of Prospective Student-Athletes (see appendix B&C)**

All student-athletes who assist coaches with recruiting must follow the following guidelines:

- Coaches and student-athlete hosts and prospective student-athletes must meet face-to-face and agree on a written itinerary.
- The itinerary shall not include any location where drugs and alcohol are present.
- Student-athlete hosts should immediately call the coach if there are problems with the guest.
- No off campus activities or use of a private vehicle during the guest visit.

**Student Athlete Advisory Committee or LEAD (Leaders of Endicott Athletic Department)**

- The committee will advise the Director of Athletics, as well as become an integral part in the ongoing development of intercollegiate athletics, intramurals, recreation and wellness.
- Members recommended and selected by the head coach of each varsity team.
- Comprised of appointed SAAC liaisons, members of the student-athlete leadership group, the Director of Athletics and selected members of the Athletic Department.

**Mission and Goals:**

- As the Student Athletic Advisory Council for Endicott, it is our mission to assist in the creation of an environment where all student-athletes have the opportunity to maximize their academic, personal and social growth. It is our desire to help build a strong tradition in athletics and strive for success in and outside the lines. As select members of the LEAD program- SAAC, members will serve as a liaison between the committee and the respective teams to fulfill the mission where individuals influences a community to achieve a common goal.
- Core Standards for student athletes, Coaches and staff: Committed, Character, Effective Communication and Confidence
- The committee will advise the Director of Athletics, as well as become an integral part in the ongoing development of intercollegiate athletics and wellness.
- Members are Captains, Leaders and emerging leaders that are selected by the head coach of each varsity team.
- Comprised of appointed members of the student-athlete leadership group, the Director of Athletics and selected members of the Athletic Department.
- Serve as a liaison between the Commonwealth Coast Conference and the National Collegiate Athletic Association.

**Transportation**
Endicott has the responsibility to transport all student-athletes to and from all games. Student-athletes must travel with the team from portal-to-portal (Appendix E). To be released from this obligation, a Transportation Release Form must be on file with the head coach and Athletic Department and received 24 hours prior to the scheduled event. The party that releases you must be a parent or legal guardian. Transportation Release forms are available on the Endicott Athletics homepage.

If a student cannot make departure time, they will not attend that game. Private vehicles are not permitted for transporting students to games.

**Uniforms and Equipment**

- All uniforms and equipment issued to student athletes remain property of Endicott. Please treat the items with care so that the College is continually well represented.
- All game apparel is to be laundered by the Equipment Room and should be turned in after each game by each player whether or not you participated in the game.
- Practice gear should be laundered regularly by coordination with your head coach and the Equipment Room.
- The Athletic Department does not buy travel/warm up suits or shoes for teams. Each team, through its head coach, has the opportunity to fundraise for these types of items.
- The Athletic Department reserves the right to protect its image and the representation of its name. Therefore, color schemes and lettering must be approved by the Athletic Department regardless of the source of funding.

**Use of the Post Center**

- No players should be in the equipment rooms.
- All athletes for all practices or meetings must check-in to the Post Center by swiping your ID. (Have it with you at all times)
- Your varsity standing does not give you authority to remove scheduled participants from the courts, weight room or fields.
- Please report all damage to the front desk as soon as it occurs.
- Your team will be assigned a varsity locker room that is appropriate and available during your season. Outside that assigned time, please use the general student locker rooms.
- Always use the front doors or designated rear team doors for exiting the building. All other exits are alarmed. If you set one off, please report it to the front desk.
- REMOVE AND CLEAN CLEATS OUTSIDE

**Academic Policies**

**Eligibility**

- Endicott subscribes fully to the NCAA, Division III Philosophy Statement that places its highest priority on the pursuit of a baccalaureate degree. The athletic department personnel work with student-athletes and the faculty ensures that the integrity of academic responsibility is not compromised.
- According to Section 14.4.1 of the NCAA bylaws to be eligible to represent an
institution in intercollegiate athletics competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate or equivalent degree at Endicott as determined by the regulations of Endicott.

- In compliance with the NCAA and Endicott College officials, each student-athlete shall be currently enrolled in a minimum, full-time, baccalaureate course of study of not less than 12 credits per semester and maintain satisfactory academic progress. **Students who drop below 12 credits at any point during the semester are immediately ineligible for varsity sports.**

### Satisfactory Academic Progress

All full time students are required to maintain & pass a minimum course load of twelve credits each semester. In order to remain in good academic standing, a student must meet the qualitative and quantitative standards listed below.

#### 1) Qualitative Standards:

The student must maintain a satisfactory cumulative **grade point average** in relation to the number of credits attempted as follows:

<table>
<thead>
<tr>
<th>Credits Attempted*</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-32</td>
<td>1.8</td>
</tr>
<tr>
<td>33 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

* Please note that “Credits Attempted” includes all credits attempted at any institution.

First time, first year students whose cumulative grade point averages are between 1.0 and 1.8 at the end of their first semester of study at Endicott College will fall into the category of ‘academic deficiency’. Students with this status will be required to follow a prescribed academic plan of improvement. A student who fails to follow the recommended plan and/or whose cumulative grade point average falls below 1.8 at the conclusion of their second term, they will be placed on academic probation. It should be noted that whenever a student’s GPA falls below 1.0, they are subject to dismissal.

#### 2) Quantitative Standards:

A full-time student is expected to complete a Bachelor Degree within six academic years. The Athletic Department will evaluate student progress on the basis of the successful **completion of a minimum of 24 credits each year.**

If a student fails to maintain either the qualitative or quantitative standards listed above, they will be placed on Academic Probation or dismissed from the College.

For student athletes, anyone on Academic Probation and/or Academic Deficiency will be ruled ineligible for intercollegiate competition until they attain the GPA and credits necessary to remove the designation. All returning student athletes who are currently on probation must reach this new definition of Satisfactory Academic Progress to regain their athletic eligibility.

1. Endicott College Athletics reviews each student athlete’s progress at the conclusion
of each semester.
2. Student athletes in NCAA, Division III have 10 full-time semesters (regardless of whether or not they participated in athletics) to use their 4 seasons of eligibility.
3. Graduate students who have remaining seasons and semesters of eligibility may only compete at the institution from which they received their bachelor degree.
4. Students must be full time (12 credits for undergraduates, 9 for graduate students) in order to participate, except for their final semester immediately before graduation, during which they may be part-time.

Transfers

1. Transfer student-athletes must complete a year in residence before participating at Endicott. However, if the student never participated in athletics at their previous institution, and was eligible to return to their previous institution, they may invoke Division III Exception and participate immediately at Endicott. If the student participated in athletics and was not eligible to return and participate at their previous institution, then they must spend a year in residence before participating at Endicott.
2. Once enrolled at Endicott, transfer student athletes will be reviewed semester-by-semester in accordance with all credits he/she has attempted.

Transferring to another College or University

Students are encouraged to discuss any plans to leave the College with their coaches. The NCAA has established a procedure for students wishing to talk with coaches at other Division III institutions. Students may download a Permission to Contact: Self Release form from the NCAA website at NCAA.org. This form allows a 30-day window during which a student may have contact with another Division III institution about the opportunity to transfer. This form is also available through our Athletics site.

Students considering a transfer to a Division I or II institution must receive a release from the Director of Athletics prior to talking to members of the coaching staff at the DI or DII institution.

Restricted In-Season Activities

Sports other than basketball: Student-athletes may not compete in any non-collegiate, amateur competition during the institution’s intercollegiate season in the sport (e.g., tournament play, exhibition games or other activity). Doing so will result in ineligibility for intercollegiate competition for the remainder of the season in the respective sport. Exceptions to this restriction include participation in high school alumni games, the official Olympic Games, the official Pan American Games, U.S. National Teams, the official World Championships and World Cup competition and officially recognized state and national multi-sport events.

Basketball: A student-athlete who participates in any organized basketball competition except while representing the institution in intercollegiate competition in accordance with the permissible playing season becomes ineligible for any further intercollegiate competition in the sport of basketball. In Division III there are no restrictions on the participation of student-athletes in outside basketball competition during the summer. An organized
competition consists of one of the following conditions: teams are regularly formed or team rosters are predetermined; competition is scheduled and publicized in advance; official score is kept; individual or team standings are maintained; official timer or game officials are used; team uniforms are used; admission is charged; a team is privately or commercially sponsored; or the competition is either directly or indirectly sponsored, promoted or administered by an individual, organization or any other agency.

Any questions you have regarding your participation in competition outside the College or about any other NCAA rules and regulations should be referred to your coach, Coordinator of Compliance, or the Athletic Director.

Class Attendance

The policy of the Athletic Department is that all athletes are expected to attend all classes and examinations. It is understood that not all students can attend all classes. Absences fall into three main categories:

1. absences because of other class activities;
2. absences because of official College functions; and
3. absences because of personal reasons.

The policy is that, regardless of the reason for the absence, the responsibility is upon the student to contact their faculty member before the absence so that a mutual agreement can be reached regarding the work to be completed and how the course will be graded in light of the absence.

Individual faculty members may establish attendance standards in their course syllabi, which become criteria for assessment and evaluation. A student who accumulates absences risks failure in the course. In extreme cases, a student may be dismissed from a course which could render them ineligible for athletic competition and, ultimately, from the College.

Academic / Athletic Conflicts

Student-Athlete procedures seeking to be excused from classes due to athletic conflicts

1. No classes are to be missed for practices.
2. Upon receiving athletic travel schedules from their coaches, the student-athlete must determine if any conflicts exist within their academic (classes, projects, trips, etc.) schedule.
3. The student-athlete must make an appointment to talk face to face with any faculty members teaching classes where the conflict exists as soon as possible after receiving their travel schedules. During this meeting a Notification of Class Conflict form must be presented to the faculty for signature.
4. Upon notification of any non-scheduled contest (make-up games, tournaments, etc.), the student-athlete must seek out any faculty members whose classes are in conflict and make an appointment to talk with the faculty members immediately to complete a Class Conflict form.
5. After the student-athlete has made a good faith effort to contact the faculty member and has not been able to, the student athlete must contact the faculty athletic representative
and their respective coach, and inform them of the steps they have taken.

6. The faculty athletic representative (FAR) will try to contact the faculty member on the student-athlete’s behalf.

7. An agreement will be made between the faculty member and the student-athlete to resolve the conflicts to the mutual benefit of everyone concerned with recognition that academics has priority over athletic competition. (i.e. some games may have to be missed for academic conflicts.)

8. If the FAR is unable to contact the faculty member, he will then contact the Vice President for Academic Affairs to determine what action is in the best interest of the College.

9. The Athletic Department and the Faculty Athletic Representative will assist students with making arrangements for exam conflicts during post season play. However, student-athletes must keep their faculty members informed throughout the semester that post season play is eminent.

Academic Honesty and Integrity

All Endicott students are subject to the College’s Academic Integrity Policy, which is set forth in the College’s Academic Catalog:

The value of an Endicott degree is directly affected by the academic integrity of students. Violations of academic integrity are serious and degrade the value of an Endicott education. Incidences of plagiarism, cheating on exams, or other violations of academic integrity in any learning environment will not be tolerated. The procedures to be followed in cases of suspected violations of the Academic Integrity Policy are described below.

1. If the faculty member suspects that a student has violated the Endicott Academic Integrity Policy, they will meet privately with the student within five business days of the alleged violation. During the meeting, the faculty member will discuss the violation and possible sanctions with the student and present the evidence if applicable. Within 48 hours of the initial meeting, the student may seek advice from an individual within the academic community before meeting a second time with the faculty to resolve the issue.

One of several outcomes may result:

a. Both parties agree that the alleged violation did not occur. No further action is taken.

b. The student admits to the integrity violation, and both parties agree on an appropriate sanction in keeping with the severity of the incident. The faculty member and the student complete the Academic Integrity Incident Report Form (available on the Intranet), which is sent to the Vice President and Dean of the Undergraduate College, who forwards a copy to the student’s school dean and Provost of the College. If the Vice President believes the incident is a potential repeated offense, they will submit the case to the Academic Integrity Committee for review.

c. The student does not agree that a violation has occurred or disagrees with the sanction and decides to appeal. The faculty member and the student complete the Academic Integrity Incident Report Form, with the faculty submits to the Vice President and Dean of the Undergraduate College, who then forwards it to the Academic Integrity Committee for review. The Chair of the Committee contacts the faculty member and the student in writing to set up separate meeting times for each party and requests that the student
submit a written appeal to the Committee Chair prior to the meeting.

2. If the student fails to respond to the faculty member within the 48 hour deadline, the faculty’s sanction will be imposed, and the student will forfeit their right to appeal.

3. In the case of an appeal, the Committee makes a recommendation to reject or uphold the student’s appeal and forwards its decision in writing, along with sanction recommendations in the case of rejection, to the Vice President and Dean of the Undergraduate College. The Vice President takes the Committee’s recommendations under advisement and makes the final decision regarding the students appeal. If the Vice President upholds the appeal, no sanctions are imposed. In the case of a rejected appeal, the Vice President makes a final decision regarding sanctions in consultation with the faculty member. In the case of a repeated offense, the Vice President’s recommended sanctions may include dismissal from the College. In the case of a potential dismissal, the final decision rests with the Vice President in consultation with the President of the College. A completed copy of the Academic Integrity Incident Report is sent to the student’s dean and to the dean of the school in which the violation occurred.

4. Should the student-athlete be held responsible for a violation of academic integrity or plagiarism, athletic sanctions administered by the coach and director of athletics could include a warning, suspension and up to removal from the program.

Academic Resources

Each student-athletes academic progress is monitored by the Athletic Department.

1. Students who need assistance have the following resources available to them:
2. Faculty Athletic Representative: Dr. Sergio Inestrosa; ext. 2335, sinestro@endicott.edu Dr. Inestrosa is appointed by the Director of Athletics to be a resource for students as they balance academics and athletics.
3. Center for Teaching and Learning: The Center for Teaching and Learning provides a variety of services to all students, including athletes. The services are Supplemental Instruction Program, Peer Study Groups, Peer Learning Program, College Learning Program, Student Support Program (extra fee), and Computer Lab instruction. The Center for Teaching and Learning is located on the second floor of the Halle Library. Students may drop in at any time or be referred by a coach or faculty member.
4. Upper class teammates are a great source of knowledge to help you prioritize your conflicts.
5. Coaches and athletic administrators are each very concerned about each student’s progress. They may be a great source for directions and referrals regarding your academic questions and concerns.

Grievance Procedure

Coaches are expected to maintain high levels of professionalism at all times. The following procedure allows students to express concerns about a relationship with a coach without negative repercussions for exercising their rights. Any conduct by a coach or other employee that may constitute a violation of the College’s Sexual Misconduct and Relationship Violence Policy (see above) will be handled in accordance with that Policy and procedure. For any other concerns, the following procedure is available to all student-athletes:
1. The student-athlete will notify the Director of Athletics, Associate Director of Athletics or Assistant Director of Athletics in writing of a grievance against the coach. The AD and/or Associate/Assistant AD will initially attempt to mediate.

2. If a satisfactory result cannot be reached, either party may request a hearing from the AD/Associate/Assistant AD.

3. If progress or resolution is still not found, a hearing committee will be assembled by the Director of Athletics and will consist of the Faculty Athletic Representative, two coaches and may include up to two student-athletes from other sports depending on the context of the allegation.

4. The Director of Athletics will determine an appropriate meeting date and time for the hearing committee.

The grievance and results of any mediation or hearing are confidential for all parties involved.
The following is a list of banned-drug classes according to the NCAA, with examples of substances under each class:

**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, student athletes should review the product with the 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 the student-athlete's 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); methylhexaneamine, 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 (7-Keto); 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); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

**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)
Endicott College Department of Athletics Drug Testing and Substance Abuse Policy

Student-Athlete Consent Form

I, __________________________, hereby acknowledge that I have read and been given the opportunity to ask questions regarding the Drug Testing and Substance Abuse Policy implemented for the Department of Intercollegiate Athletics at Endicott. I understand the policies, procedures and my responsibilities as described in this policy. As a condition to my participation in intercollegiate athletics at Endicott, I consent to participate in the Drug Testing and Substance Abuse program. I understand that my participation in this program includes the collection and testing of my urine at various times during the academic year for drugs, alcohol, and/or other banned substance. I further consent to the release of the results of any drug test to the Director of Athletics or their designee, Associate Director of Athletics, my Head Coach, the Head Athletic Trainer and/or Assistant Athletic Trainers, Team Physician, Appeals Committee and/or my parent(s) or guardian(s). I acknowledge and understand that a copy of this consent form may be sent to my parent(s) or guardian(s) along with a copy of the Drug Testing and Substance Abuse Policy. To the extent set forth in this document, I waive any privilege I may have in connection with such information.

I fully understand that the Endicott Department of Athletics Drug Testing and Substance Abuse Policy is separate and distinct from the NCAA drug-testing program and its sanctions; however, I also understand that sanctions may be imposed by Endicott College under its Department of Athletics Drug Testing and Substance Abuse Policy upon a positive result under the NCAA drug-testing program.

Endicott College, its officers, employees, and agents are hereby released from legal responsibility and/or liability for the release of any information and/or record as authorized by this consent form. I fully and forever release and discharge the aforementioned parties from any claims, demands, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from my participation in Endicott College’s Department of Athletics Drug Testing and Substance Abuse program including those claims, demands, rights of action, or causes of action arising out of any positive result under such Drug Testing and Substance Abuse program.

Student-Athlete Signature: __________________________
Date: __________________________
Printed Name of Student-Athlete: __________________________
Student ID Number: __________________________
Sport(s): __________________________

Parent/ Guardian Signature (if a minor): __________________________
Date: __________________________
Printed Name of Parent/ Guardian: __________________________
Endicott College Department of Athletics Drug Testing and Substance Abuse Reasonable Suspicion Reporting Form

I, ______________________________ (name of staff member) under the reasonable suspicion clause that is outlined in the Endicott Drug Testing Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant ______________________________ (name of student-athlete) be referred to the Director of Athletics or their designee for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past _____ hours and/or ______ days.

Please check below all that apply:

The Student-Athlete has shown:

<table>
<thead>
<tr>
<th>Irritability</th>
<th>Weight loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of temper</td>
<td>Weight gain</td>
</tr>
<tr>
<td>Poor motivation</td>
<td>Failure to follow directions</td>
</tr>
<tr>
<td>Verbal outburst (e.g. to faculty, staff, teammates)</td>
<td>Emotional outburst (e.g. crying)</td>
</tr>
<tr>
<td>Physical outburst (e.g. throwing equipment)</td>
<td></td>
</tr>
<tr>
<td>Sloppy hygiene and/or appearance</td>
<td></td>
</tr>
</tbody>
</table>

The Student-Athlete has been:

<table>
<thead>
<tr>
<th>Late for practice</th>
<th>Missing/skipping meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late for class</td>
<td>Missing appointments</td>
</tr>
<tr>
<td>Not attending class</td>
<td>Staying up too late</td>
</tr>
<tr>
<td>Receiving poor grades</td>
<td></td>
</tr>
</tbody>
</table>

The student-Athlete has demonstrated the following:

<table>
<thead>
<tr>
<th>Dilated pupils</th>
<th>Over stimulated or “hyper”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constricted pupils</td>
<td>Periods of memory loss</td>
</tr>
<tr>
<td>Red eyes</td>
<td>Smell of marijuana</td>
</tr>
<tr>
<td>Smell of alcohol on the breath</td>
<td>Excessive talking</td>
</tr>
<tr>
<td>Constantly running and/or red nose</td>
<td>Staggering or difficulty walking</td>
</tr>
<tr>
<td>Withdrawn and/or less communicative</td>
<td>Slurred speech</td>
</tr>
<tr>
<td>Recurrent bouts with a cold or the flu (give dates)</td>
<td></td>
</tr>
<tr>
<td>Recurrent motor vehicle accidents and/or violations (give dates)</td>
<td></td>
</tr>
<tr>
<td>Recurrent violations of Endicott College Student Code of Conduct</td>
<td></td>
</tr>
</tbody>
</table>

Other specific objective findings include:

| Other specific objective findings | |
|-----------------------------------||
|-----------------------------------||
|-----------------------------------||
|-----------------------------------||

34
Signatures

Signature of Staff Member

Date

Reviewed By:

Counselor Consulted:

Signature of Athletic Director/Designee

director/Desigee

Date

Signature of Counselor Consulted

Consulted

Date

Review Decision:

Reasonable suspicion finding upheld

denied

Reasonable suspicion finding

Signature of Pres of Student Affairs/Dean of Students

Date

Printed Name of Staff Member

Printed Name of Athletic

Printed Name of Counselor

Printed Name
Overnight Athletic Host Contract 2018-2019

I, _______________________________ (student-athlete host name), agree to comply with all expectations set forth in this contract related to hosting guests/prospective students.

1. I will provide a positive experience for my guest(s);
2. I will not engage in any activity that goes against any Endicott College policies or codes of student conduct.
3. I will abstain from the use of all mood-altering substances (including alcohol, even if of legal age) while hosting;
4. I will not attend with my guest social events at which alcohol or mood-altering substances are available;
5. I will not take my guest to any bars;
6. I will act in a manor becoming of Endicott College student;
7. I will do my best to ensure that the student I am hosting is comfortable, safe, and welcome during the duration of the Student Overnight visit;
8. I will try to ensure that my guest remains with me. (If an emergency should arise and you are unable to fulfill your responsibilities, contact admissions/coach or campus security.
9. If your guest is not complying and is not making you able to comply please contact admissions/coach or campus security as well.

Failure to meet the above minimum expectations will result in termination as a host, and may result in disciplinary actions. I understand that the Endicott College guest policy applies to my role as a student host, and that I am therefore responsible for my guest. Your role as a student host in very important in the recruiting process of our athletic teams. You have the responsibility to understand and abide by NCAA, and institutional regulations. Please carefully review the following rules:

1. Only one student-athlete per day from our institution can serve as an official host for each prospect. Other student may assist with hosting the prospect, but shall pay for their own entertainment and meals.
2. No cash may be given to the visiting prospect or to anyone accompanying the prospect.
3. You may not use vehicles provided or arranged for by any coach, institutional staff member or booster of the college. Never allow the prospect to use or drive your car.
4. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.

By signing this form, it is important that you agree to the conditions above:

Host Signature ________________________ Printed Name of Host ________________________

Head Coach Signature ________________________ Printed Name of Head Coach ________________________

Date ________________________
Endicott Athletic Department 2018-19 Policies and Procedure

Endicott College

Welcome to Endicott! We are excited about your upcoming stay and believe that campus visits provide a unique opportunity to experience firsthand life as a member of the Endicott Community. We value this residential community tremendously, and have high standards for the behavior of all of its members – including students, members of the faculty and staff of the College, residents of Beverly, and all visitors to our campus.

The Student Handbook outlines Standards of Conduct we use to help guide students as they navigate their time as members of the Endicott Community. In order to help you understand our expectations of you and to help ensure that your visit to Endicott is safe, productive, and enjoyable, there are several of these Standards of Conduct which we feel are particularly relevant to your visit and which we would like to highlight here:

1. Students are responsible for their individual actions.
2. Students must respect the rights of others, their persons and their possessions, and must refrain from any disturbance to the peace of the College and Community.
3. The College does not give students protection from the consequences of violations of federal, state, and local laws, including those pertaining to alcohol and drug use. Endicott prohibits the abuse of alcohol and drugs and expects members of the Community to abide by federal, state, and local regulations.

While a host is provided to help coordinate your stay, your host will not be supervising your behavior at all times and you will ultimately be held responsible for your actions.

You will be subject to these Standards of Conduct throughout your visit and any violation may jeopardize your admission decision.

We ask that you and your parents complete and sign the attached form and return it immediately upon your arrival to the coach who is helping to coordinate your visit. Your signature shows that you understand our Standards of Conduct and agree to adhere to them throughout your stay at Endicott. We also ask that you provide us with contact information in case of an emergency. Best wishes and have a wonderful visit!
ENDICOTT COLLEGE ATHLETICS PROSPECTIVE STUDENT STANDARD OF CONDUCT FORM

Please complete the form and bring it with you to campus. It is required of every overnight prospective student and you will not be allowed to stay overnight without its completion.

Name of Prospective Student: __________________________ Date of Birth: __________________________
Home Address: __________________________ Home Phone: __________________________
High School: __________________________

Student Statement:

I have read and fully understand the applicable Endicott Standards of Conduct outlined on the first page and agree to hold myself responsible to these Standards throughout my stay as a prospective student. I recognize that my failure to adhere to these Standards may jeopardize my admission decision. I hereby release, indemnify, and hold harmless Endicott, its trustees, officers, agents, and employees from any and all liability, damage, claim of any nature whosoever arising out of or in any way related to my participation in this visit.

__________________________ __________________________ __________________________
Signature of Student Cell Phone Date

Parent/Guardian Statement:

I give permission for my child to visit Endicott. I have read and fully understand the Standards of Conduct outlined on the first page and agree that my child will be held responsible to these Standards throughout their stay as a prospective student. I hereby release, indemnify, and hold harmless Endicott College, its trustees, officers, agents, and employees from any and all liability, damage, claim of any nature whosoever which I may now or hereafter have as the parent or legal guardian of said child, and also all claims or rights of action for damages which said child has or hereafter may acquire, either before or after said child has reached majority, arising out of or in any way related to my child’s participation in this visit.

__________________________ __________________________ __________________________
Signature of Parent/Guardian Cell Phone Date

__________________________ __________________________ __________________________
Signature of Host (Upon Arrival) Cell Phone Date

__________________________ __________________________ __________________________
Signature of Coach Cell Phone Date
Endicott Athletic Department 2018-19 Policies and Procedures

Transportation Release Form

This form must be completed and received 24 hours prior to the scheduled event. Failure to submit this 24 hours prior to the event, will automatically void authorization of departure. The form will be on file with the Athletic Director and a copy will be given to the student-athlete’s coach prior to the team’s departure from campus.

This form must be submitted by the student-athlete and received electronically by the Department of Athletics within 24 hours of the proposed departure time leaving the Endicott campus.

I, _______________________, hereby release the Endicott College Athletic Department from its Portal-to-portal responsibility for the above-named student during the away contest at _______________________. (Location of event) (Date)

Endicott College will not be liable or culpable for any injuries, accidents, or other harm that may occur when the student is released to another party for transportation. By signing this form, the above-named student will only be released to the following responsible person(s) below:

__________________________  ____________________________
(Parent/Guardian name)     (Relation to student-athlete)

__________________________  ____________________________
(Signature of student-athlete) (Date signed)

__________________________
(Sport) (Head Coach Signature & Date)

__________________________  ____________________________
APPROVAL:                      
Administrator Signature        Date
Dear Professors,

I would like to introduce myself as a student-athlete and member of the team. I understand that academics are my top priority while at Endicott, and appreciate your support and understanding that participation in a Division III intercollegiate athletic program serves as an extension of the learning environment beyond the classroom. Conflicts between class attendance and my scheduled athletic competitions are inevitable due to the nature of the athletic program and the amount of travel required to complete a competitive schedule. As a student-athlete I realize that I am responsible for any work missed and I must follow the instructions set forth in the course syllabus. I have attached my complete game schedule so that you can both review the dates as well as see which games you could possibly attend. Although there may be changes or additions due to weather or advancement in post-season play, I have listed the dates where I foresee a potential conflict with my course. If you have any questions regarding this, or if you have any concerns regarding my academic standing, I am more than willing to discuss them with you. I have included the contact information of my Coach as well as our Department’s Faculty Athletic Representative if you would like to contact them as well. Thank you in advance for your support of me and my team!

Sincerely,

Head Coach

Faculty Athletic Representative – Dr. Sergio Inestrosa

Phone Number

Phone Number – 978-232-2335

Email

Email – sinestro@endicott.edu

<table>
<thead>
<tr>
<th>Student Schedule</th>
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<tbody>
<tr>
<td>Course &amp; Section (please include entire schedule)</td>
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Checking this Indicates that I have no athletic conflicts this semester

<table>
<thead>
<tr>
<th>Athletic Schedule Conflicts</th>
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<tbody>
<tr>
<td>Date</td>
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<tr>
<td></td>
</tr>
<tr>
<td>NAME</td>
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<tr>
<td>--------------------</td>
</tr>
<tr>
<td>Bettencourt, Katie</td>
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<tr>
<td>Bettencourt, Kevin</td>
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<tr>
<td>Byram, Tim</td>
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<tr>
<td>Cahill, Abbey</td>
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<td>Calabrese, Joe</td>
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<td>Casey, Jarrod</td>
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<tr>
<td>Chapell, George</td>
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<td>Cipolla, Jodi</td>
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<td>Concannon, Jenn</td>
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<td>Daley, James</td>
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<td>Dustin, Jack</td>
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<td>Fibbe, Chris</td>
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<td>Holcomb, Nicolle</td>
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<td>Hook, Joe</td>
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<tr>
<td>Howard, Jeremy</td>
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<tr>
<td>Hutchinson, Brit</td>
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<tr>
<td>Jones, Bethany</td>
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<tr>
<td>Kenkel, David</td>
</tr>
<tr>
<td>Kenyon, Jodi</td>
</tr>
<tr>
<td>Kulakowski, Mark</td>
</tr>
<tr>
<td>Lange, Spencer</td>
</tr>
<tr>
<td>Le, David</td>
</tr>
<tr>
<td>Lilly, Jay</td>
</tr>
</tbody>
</table>

41
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Office/Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mason, Colin</td>
<td>Grad Asst, S&amp;C Coach PC 257 &amp; Arena 7741</td>
<td>Rink 131</td>
<td>7741</td>
<td>cmason</td>
</tr>
<tr>
<td>Matey, Rob</td>
<td>Assistant Football Coach, Contest Management</td>
<td>206B</td>
<td>2498</td>
<td>rmatey</td>
</tr>
<tr>
<td>McGonagle, Paul</td>
<td>Football Coach, Contest Management</td>
<td>206R</td>
<td>2288</td>
<td>pmcgonag</td>
</tr>
<tr>
<td>McKenelley, Ashley</td>
<td>Assistant Director, Athletic Giving (College Hall &amp; PC)</td>
<td>411/257</td>
<td>2019</td>
<td>amckenel</td>
</tr>
<tr>
<td>McPhee, Andy</td>
<td>Ice Hockey Coach (W), Community Service &amp; Outreach</td>
<td>Rink 116</td>
<td>5207</td>
<td>amcphee</td>
</tr>
<tr>
<td>Medeiros, Shawn</td>
<td>Sports Information Director</td>
<td>235</td>
<td>8043</td>
<td>smedeiro</td>
</tr>
<tr>
<td>Mickey, Jake</td>
<td>Athletic Trainer</td>
<td>117C</td>
<td>2309</td>
<td>jmickey</td>
</tr>
<tr>
<td>Oringer, Harry</td>
<td>Assistant Baseball Coach</td>
<td>201</td>
<td>5238</td>
<td>horinger</td>
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<tr>
<td>Owens, Nick</td>
<td>Graduate Asst, Arena &amp; Equipment Services Arena &amp; PC</td>
<td>103</td>
<td>5244</td>
<td>nowens</td>
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**USEFUL PHONE EXT.**

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