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Dear Tartans,
Welcome to Carnegie Mellon! Today, as are all days, is a great day to be a Tartan.

As student-athletes at our university, you have the opportunity and privilege to represent one of the world’s beacons of higher education through your love of sport and competition. At Carnegie Mellon, we aspire to be world-class in our classrooms, laboratories and research. The same is true of our intercollegiate athletics program – we aspire for excellence and greatness.

Over the years, Carnegie Mellon student-athletes have developed a reputation for being among the university’s best students and ambassadors. While traversing the country to compete in the sports you love, you have managed to do incredible things academically. You are leaders for our community – in the way that you model nutrition, demonstrate overall wellness, and of course, your academic and athletic excellence.

At a university, and within an athletics department, there are a lot of moving parts. This handbook is designed to be a guide for your time as an intercollegiate student-athlete at Carnegie Mellon. We are hopeful that you will make yourselves familiar with the procedures, policies and perspectives included within.

In our department, we are clear about our mission. We believe our programs have the potential to provide a transformative experience for you throughout your educational journey. I look forward to our time together, and I am grateful for the way you will represent our world-class institution.

Go Tartans!

Josh Centor, Ph.D.
Associate Vice President and Director of Athletics
<table>
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<tr>
<th>Staff Directory</th>
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<tr>
<td><strong>Coaching Staff</strong></td>
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<tr>
<td><strong>Basketball (M)</strong></td>
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<tr>
<td>Tony Wingen, Head Coach</td>
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<tr>
<td>David Sloan, Asst. Coach</td>
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<td><strong>Basketball (W)</strong></td>
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<tr>
<td>Jacquie Hullah, Head Coach</td>
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<tr>
<td>Samantha Crough, Asst. Coach</td>
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<td><strong>Cross Country (M/W)</strong></td>
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<tr>
<td>Tim Connelly, Head Coach</td>
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<tr>
<td>Adam Colorito, Asst. Coach</td>
</tr>
<tr>
<td><strong>Football</strong></td>
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<tr>
<td>Rich Lackner, Head Coach</td>
</tr>
<tr>
<td>Terry Bodnar, Defensive Coord.</td>
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<tr>
<td>Andy Helms, Offensive Coord.</td>
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<td>Jeff Simmons, Special Teams</td>
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<tr>
<td><strong>Golf (M/W)</strong></td>
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<tr>
<td>Dan Rodgers, Head Coach</td>
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<td><strong>Softball</strong></td>
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<tr>
<td>Monica Harrison, Head Coach</td>
</tr>
<tr>
<td>Beth Krysiak, Asst. Coach</td>
</tr>
<tr>
<td><strong>Soccer (M)</strong></td>
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<tr>
<td>Brandon Bowman, Head Coach</td>
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<td>Danny Brandt, Asst. Coach</td>
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<td><strong>Soccer (W)</strong></td>
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<tr>
<td>Yon Struble, Head Coach</td>
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<td>Chris Moraga, Asst. Coach</td>
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<tr>
<td><strong>Swimming and Diving (M/W)</strong></td>
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<tr>
<td>Matt Kinney, Head Coach</td>
</tr>
<tr>
<td>Alicia Gorman, Diving Coach</td>
</tr>
<tr>
<td>Brendan Heller, Asst. Coach</td>
</tr>
</tbody>
</table>
Tennis (M)  
Mike Belmonte, Head Coach  412-268-4924  mgbelmon@andrew.cmu.edu  
Andrew Girard, Operations Mgr.  412-268-5179  agirard@andrew.cmu.edu  

Tennis (W)  
Andrew Girard, Head Coach  412-268-5179  agirard@andrew.cmu.edu  

Track & Field (M/W)  
Gary Aldrich, Head Coach  412-268-2345  galdrich@andrew.cmu.edu  
Tim Connelly, Asst. Coach  412-268-2220  tconnell@andrew.cmu.edu  

Volleyball  
Anne Bock, Head Coach  412-268-7531  annebock@andrew.cmu.edu  
Natalie Cohen, Asst. Coach  412-268-4931  ncohen2@andrew.cmu.edu  

Athletic Administration  
Josh Centor, PhD  jcentor@andrew.cmu.edu  
Associate Vice President of Student Affairs/Director of Athletics  
Sara Gauntner  sarap@andrew.cmu.edu  
Associate Director of Athletics, Recreational Programs  
Kim Kelly  kakelly@andrew.cmu.edu  
Associate Director of Athletics/SWA/Compliance Officer  
Jason Mlodzianowski  jmlodzia@andrew.cmu.edu  
Associate Director of Athletics, Events, Facilities and Operations  
Mary Martin  memartin@andrew.cmu.edu  
Executive Assistant to the AVP and Director of Athletics  
Stefanie Santo  ssanto@andrew.cmu.edu  
Senior Financial Administrator  

Sports Information  
Mark Fisher  mwfisher@andrew.cmu.edu  
Sports Information Director  
Andrea James  awesp@andrew.cmu.edu  
Assoc. Sports Information Director
Sports Medicine
Adam Hindes  ahindes@andrew.cmu.edu
Head Athletic Trainer/Coordinator of Sports Medicine
Rosie Cheng  rmcheng@andrew.cmu.edu
Coordinator of Student-Athlete Wellness/Athletic Trainer
Adam May  mayal@upmc.edu
Sal Vallejo  svallejo@andrew.cmu.edu
Athletic Trainer
Strength & Conditioning
Alan DeGennaro  adegenna@andrew.cmu.edu
Ben Swogger  bswogger@andrew.cmu.edu
Director of Strength and Conditioning
Strength and Conditioning Assistant
Support Staff
Jason Mlodzianowski  jmlodzia@andrew.cmu.edu
Associate Director of Athletics, Events, Facilities and Operations
Lynne Clark  lc227@cmu.edu
Bill Francis  sierra@andrew.cmu.edu
Financial Assistant
Equipment Manager
Recreation Programs
Sara Gauntner  sarap@andrew.cmu.edu
Associate Director of Athletics, Recreational Programs
Patty Stragar  pls@andrew.cmu.edu
Alicia Gorman  aliciag@andrew.cmu.edu
Fitness Operations Manager
Aquatics Director and Facility Mgr.
Christine Scalise  cscalise@andrew.cmu.edu
Tepper Facility Manager
Jessica Wingen  jpwingen@andrew.cmu.edu
Coordinator of Fitness Facilities and Marketing
Department of Athletics Vision Statement
The Carnegie Mellon University Department of Athletics, Physical Education and Recreation will have a transformative impact through diverse programs that inspire leadership, teamwork, wellness and resilience, and offer students, staff and faculty opportunities to develop the intellect, ethics and character needed to lead meaningful lives while impacting society in profound ways.

Department of Athletics Mission Statement
To develop leaders, mentor students and teach values that will inspire lives of vigor, balance and greatness.

To provide programs that complement the education that takes place in Carnegie Mellon’s classrooms by cultivating learning through competition, recreation and physical activity.

To offer robust and diverse opportunities that build character, teach motivation and foster collaboration, while preparing our students to succeed in all facets of their lives.

Department of Athletics Core Values
With academic and athletic excellence as guiding principles, the following values are ingrained in the philosophical approach of the Carnegie Mellon Department of Athletics, Physical Education and Recreation:

Integrity, reflected as a core component of everything we do.

Wellness, reflected in the way we educate the whole being, encourage a balanced experience and teach lifelong habits.

Competitiveness, reflected in the development of world-class programs and opportunities for students to reach their full potential.

Leadership, reflected in our mentoring of the next generation of parents, educators, professionals and leaders while fostering and empowering a diverse community of learners.

Community, reflected in the emphasis placed on learning that takes place outside of the classroom to inspire, support and strengthen the campus, local, national and global populations.
UAA Philosophy Statement

The following statement of philosophy outlined the conceptual framework of the University Athletic Association at the time of its formation in June of 1986 and remains the cornerstone of its mission today.

"For some time, there has been a growing concern among many college administrators over the direction of college athletics. There is a need for a collective public statement as to what college athletics can be - indeed, what college athletics is in the majority of colleges and universities today.

The institutions of the University Athletic Association (UAA) believe the time has come to make the strongest possible statement that intercollegiate athletics have a proper role in our colleges and universities, that this role must subsume the athletic enterprise to the academic missions of institutions of higher education and that standards of moral and ethical behavior in the conduct of intercollegiate athletics must be unequivocally articulated and followed. By their association, the institutions of the UAA are committed to act in concert to reaffirm these beliefs.

The founding members of the UAA are Brandeis University · Boston; Carnegie Mellon University · Pittsburgh; Case Western Reserve University · Cleveland; Emory University · Atlanta; Johns Hopkins University · Baltimore; New York University; the University of Chicago; the University of Rochester; and Washington University in St. Louis.

The participants in this association are private, research institutions in major metropolitan areas, who are committed to the NCAA Division III philosophy. They are similar institutions in many ways. They are research universities with several undergraduate programs and divisions as well as graduate and professional programs. Their academic programs are among the best in the country. Their undergraduate populations are also similar.

Although these institutions do not share a common history or saga, they do share a somewhat similar pattern in their historical development. In their beginnings, they rose from unique educational missions peculiar in many ways to the needs of their local metropolitan areas and founding constituencies. During their early years, they developed reputations in their regions as respected institutions, and more recently, they have gained greater national prominence.

Over the last few years, these schools have also shown a greater commitment to raising the quality of undergraduate life on the campuses to a level comparable to the quality of the academic experiences available to their students.

UAA members also share the belief that academic excellence and athletic excellence are not mutually exclusive. Implicit in this belief are several sets of assumptions. The first is that the academic enterprise is the primary element. Student-athletes are just that - students first and athletes second. In practice, this means that institutions will not admit athletes with standards
separate from the standards for the aggregate pool of applicants. Similarly, institutional policies regarding financial aid, academic progress, student services and the like for athletes will be reflective of policies for all students.

The second set of assumptions has to do with athletic excellence. Athletic excellence is not to be confused with a win-at-all-costs attitude, but properly relates to the caliber of experience offered to students who participate in intercollegiate athletics. Athletic teams should have the benefit of qualified coaching - capable individuals chosen for professional competence and commitment to putting the welfare of the student first. They should play and practice in first-rate facilities at reasonable times. Their equipment should be safe, of high quality, and conducive to the best performance possible. A consistent and challenging level of athletic competition should be provided for both men and women.

The final assumptions concern what might be termed a proper athletic emphasis. Athletic programs are not considered income centers, nor are they public entertainment. They are extracurricular activities for students and should be given consideration similar to other such institutionally sponsored activities. Their quality should complement the academic experience. Their quality should reflect the quality of the academic environment within which they exist. Division III is an approach to athletics - not a synonym for third-rate.

The members of the University Athletic Association believe that the UAA can become a focal point for improving morale and a sense of community among students, faculty, staff, alumni and others. The support directed to the student-athletes in their endeavors, while central to this effort, can benefit all students, particularly if one of its driving forces is the desire to improve the quality of student life in all its aspects.

The University Athletic Association is a statement of what college athletics can and should be. The provision of a quality college athletic experience is worth the expense required of an institution. It is worthwhile first because it benefits the student-athletes, but also because it benefits the entire campus community and, in turn, the institution itself. Further, the success of college athletics is wholly dependent upon institutional integrity and the ability of institutions to complete the full integration athletics into the academic fabric of higher education."
**UAA Statement on Sportsmanship**

“As NCAA Division III student-athletes we commit ourselves to sportsmanship by demonstrating respect toward ourselves and others. This includes demonstrating fair play, taking responsibility for our actions and representing the spirit of Division III intercollegiate athletics. We encourage our teammates, opponents, fans, coaches and referees to help us in promoting this philosophy.”

— **UAA Student-Athlete Advisory Committee**

The University Athletic Association is committed to excellence as manifested in an atmosphere of sportsmanship and fair play.

- Sportsmanship is about demonstrating respect for opposing teams, coaches and fans, as well as officials.
- Competition and sportsmanship are not mutually exclusive...they are compatible and complementary goals.
- Sportsmanship is everyone’s responsibility.

In a unified effort to promote respect for student-athletes, coaches, and officials in intercollegiate athletics, the Division III Commissioners Association in partnership with the Division III Student-Athlete Advisory Committee encourages all institutions and conferences as well as all student-athletes, coaches, and fans to pledge their commitment to our campaign to build positive spirit in the stands throughout Division III. The more who join, the stronger our impact will be.
**NCAA Division III Philosophy Statement**

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

a. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;

b. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;

c. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;

d. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;

e. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;

f. Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;

g. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;

h. Assure that athletics participants are not treated differently from other members of the student body;

i. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;

j. Assure that athletics programs support the institution’s educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution’s athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;

k. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;

l. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;

m. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;

n. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
o. Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;
p. Support ethnic and gender diversity for all constituents;
q. Give primary emphasis to regional in-season competition and conference championships; and
r. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

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

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

As members of the NCAA and the Carnegie Mellon University community we believe that all people should be treated equally. We look to establish and maintain an inclusive culture that fosters equitable participation for student-athletes, coaches and administrators from diverse backgrounds. We believe that diversity and inclusion improves the learning environment for all student-athletes, and enhances excellence within that learning environment.

Carnegie Mellon University and the NCAA understand that LGBTQ student-athletes, coaches, and administrators too often endure social stigma and emotional trauma on the court, in the classroom, and in the workplace, which serves as a bar to fair and equitable competitive and learning environments. We celebrate the courage and fortitude of student-athletes, coaches and administrators who have bravely revealed their sexual identities to teammates, colleagues, and their entire communities. Furthermore, at Carnegie Mellon and within our athletics department, we take tremendous pride in the support of all lesbian, gay, bisexual, transgender and questioning (LGBTQ) individuals.

Any such violation of this statement should be reported to the Director of Athletics and/or the Office of the Dean.
Campus Resources:

**Campus Police** (Imminent danger or harm) 412-268-2323
www.cmu.edu/police/

**University Health Services** (Medical or health issues) 412-268-2157
www.cmu.edu/health-services/

**Counseling & Psychological Services (CaPS)** (Psychological or emotional difficulties) 412-268-2922
www.cmu.edu/counseling/

**Campus Resources** (Trouble adjusting to university life) 412-268-2142
https://www.cmu.edu/student-affairs/resources.html

**The Center** (Diversity and inclusion initiatives) 412-268-8704
https://www.cmu.edu/student-diversity/

https://www.cmu.edu/student-affairs/lgbtq/index.html

**Office of Title IX Initiatives** 412-268-7125
https://www.cmu.edu/title-ix/
Code of Conduct

Participation in intercollegiate athletics is a privileged opportunity. We have high expectations of students and coaches to exhibit exemplary conduct on and off the competitive venue throughout the academic year. As highly visible members of the campus community, Carnegie Mellon student-athletes and coaches bear exceptional responsibility for a standard of behavior which places themselves and the university in the best possible light. This includes academic integrity, excellent citizenship and good sportsmanship. We expect you to be leaders in our community.

Incidents that compromise the department and university’s standard of excellence will be addressed by the Director of Athletics and members of the administrative and coaching staffs. The Department of Athletics strictly adheres to university policies regarding community standards as published in The Word.

Alcohol, Tobacco and Other Drugs

Carnegie Mellon University’s Department of Athletics views the abuse of alcohol and other drugs as incongruent with the goals and principles of intercollegiate athletics. All student-athletes are expected to abide by the following rules regarding the use of alcohol, tobacco and other drugs.

At minimum, all student-athletes must comply with the University’s Alcohol and Drug Policy, available at https://www.cmu.edu/policies/administrative-and-governance/alcohol-and-drug-policy.html.

Alcohol

The drinking age in the State of Pennsylvania is 21. No student under the age of 21 shall be provided with or consume any alcoholic beverages.

In addition, all student-athletes, regardless of age, are prohibited from consuming alcohol during any team function and prohibited from participating in any team function under the influence of alcohol.

Drugs

The use of illicit drugs and/or controlled substances by student-athletes is prohibited at all times.

Tobacco

The use of tobacco products by student-athletes is prohibited at all times, including during the season and during the off-season.
Safe Harbor Program
The Athletic Department participates in the Safe Harbor Program. The Safe Harbor Program is designed for individuals seeking help for a substance abuse problem. A student-athlete may self-refer to the Carnegie Mellon University “Safe Harbor Program” for voluntary evaluation and counseling if they feel they are in need of help with an addiction. If a student-athlete is in the Safe Harbor Program they may still be selected for drug testing by the NCAA and must adhere to penalties outlined by the NCAA for positive tests.

A student-athlete may not enter the program after notification of an impending drug test or after receiving notice of a positive drug test. The student-athlete may be subject to conduct penalties if not in the program, but will still receive support consistent with all students. The student-athlete must have self-referred before being notified of any impending drug test. If you have questions or would like more information on the Safe Harbor Program, please contact the Coordinator of Student-Athlete Wellness, Rosie Cheng at 412-268-8972 or rmcheng@andrew.cmu.edu

Carnegie Mellon Student-Athlete Drug Testing Policy
The Carnegie Mellon Department of Athletics, Physical Education and Recreation (Department of Athletics) prioritizes the health and well-being of its student-athletes. Use and abuse of substances such as alcohol, tobacco and other drugs threatens the well-being and performance of our student-athletes. We recognize that student-athletes are no more or less likely than other students to participate in the use or abuse of alcohol, tobacco and other drugs. The special importance of physical and mental fitness to athletic success should provide a strong incentive to student-athletes to avoid use of these substances. We are cognizant, however, that some student-athletes will have experimented with such substances prior to arriving on campus or may elect to do so during their collegiate years. In light of the above considerations, serious attention is given to drug usage and related problems in intercollegiate athletic circles throughout the country, including Carnegie Mellon University. The Student-Athlete Drug Testing Policy can be reviewed in its entirety in Appendix A.

NCAA Drug Policy
Any student-athlete who has been tested by the NCAA and is found to have utilized a substance on the list of banned drugs will be ineligible for one calendar year after the positive drug test, and will lose a minimum of one season of competition in all sports. The student-athlete will remain ineligible until the student-athlete tests negative and eligibility is restored by the Eligibility Subcommittee. If the student tests positive a second time for the use of any drug other than a “street drug” as defined by the NCAA, he or she shall lose all remaining regular season and post-season eligibility in all sports. If the student-athlete tests positive for the use of a “street drug” after being restored to eligibility, he or she shall lose a minimum of one additional season of competition in all sports and also shall remain ineligible for regular season and post-season competition at least through the next calendar year.
For more information about banned substances, visit http://athletics.cmu.edu/athletics/forms/NCAAbannedsubstances.pdf

**Hazing**
From The Word: Hazing is strictly prohibited. The University defines hazing as any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment or ridicule.

Students or groups of students who are accused of hazing are subject to disciplinary review, which may result in suspension or expulsion from the University.

Further, the term “hazing” is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing also includes willfully destroying or removing public or personal property for the purpose of initiation or admission into, or as a condition for continued membership in, any organization recognized by or sanctioned by an institution of higher education. The forced or coerced ingestion of alcohol or other drugs as part of a group’s activities is prohibited.

The Carnegie Mellon University Department of Athletics is opposed to any form of hazing. Hazing clearly violates state law and university policies. Student-athletes should be aware that any team activity, whether conducted on or off campus, which involves hazing or hazing-type behavior, will result in serious consequences for those responsible. Teams should plan and conduct activities which reflect respect for and are in the best interest of every team member.

**Gambling and Sports Wagering**
The NCAA strictly forbids sports wagering activities by any student-athlete, coach or athletics staff member within the NCAA system. A “wager” is any agreement in which an individual agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value. If you have to put something of value at risk to make the wager, it counts as gambling to the NCAA.

Understand that it is not only wagering on Carnegie Mellon University contests that are improper, the prohibition against gambling activities is applicable to all intercollegiate athletics contests as well as professional sports events in which the NCAA conducts championship competition in that sport (e.g. NFL, NBA, MLB, NHL, Olympics, World Cup).

It does not constitute sports wagering to sign up for free online contests, even if a prize can be won for the results (e.g. free fantasy leagues, free March Madness bracket contests).
Social Media Policy
As a student-athlete you have the responsibility to be a leader in all aspects of your life on campus, including social media pages. You represent your teammates, your coaches, your team, the Department of Athletics and Carnegie Mellon University; those entities will suffer from your misguided endeavors on social media. It is imperative that you take your activity online seriously.

Social Media Reminders:
1. Set all privacy settings on all social media accounts
2. For your own safety, do not talk to or “friend” people you have not met in person.
3. What you share – pictures, articles, song lyrics, quotes, inside jokes, videos, etc. – represent you regardless of whether you were the original creator of the content.
4. Your social media outlets are presenting you as a brand to the world. What do you want that brand to be? Would you want your future employer to see what you post?
5. No photos with alcohol or Solo Cups. Everyone knows what is in a Solo Cup.
6. Do not wear team-issued apparel when “out”
7. Remember that you only have control over your own page – you cannot stop others from posting photos of you in compromising situations.
8. Do not bully or haze others through your negativity or passive aggressive remarks.
9. Be positive. Be positive about your school, your teammates and your team.
10. Think before you post.

Sexual Misconduct Policy
Carnegie Mellon is dedicated to the free exchange of ideas and the intellectual development of all members of its community. For this exchange and development to take place freely, the institution fosters a positive learning, working, and living environment that promotes the confidence to work, study, innovate and perform without fear of sexual harassment or sexual assault.

Sexual harassment and sexual assault are specifically prohibited by Carnegie Mellon University, as is retaliation for having brought forward a concern or allegation.

Under federal, state, and local legislation (including but not limited to Title IX of the Education Amendments of 1972), the University has an affirmative duty to devise and adopt appropriate policies and procedures prohibiting sexual harassment and sexual assault, including prevention and education programs; to investigate claims of sexual harassment and sexual assault; and to take prompt remedial action to stop the harassment and prevent its recurrence. Any faculty member, student, staff employee, vendor or visitor found to have violated this policy by engaging in conduct constituting sexual harassment or sexual assault will be subject to appropriate disciplinary or corrective action, which may include but not be limited
to dismissal, expulsion, termination of employment, termination of contract, removal from campus, or other revocation of privileges on campus.

Title IX Initiatives
Title IX establishes that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Sexual harassment includes "Sexual Assault" and any other forms of sexual violence, including any physical sexual act perpetrated against a person’s will, where that person does not give clear and voluntary consent, or where that person is incapable of giving consent due to drug or alcohol use, or due to intellectual or other disability. Sexual assault includes but is not limited to rape, sexual battery, sexual coercion (the act of using pressure or force to have sexual contact with someone who has already refused), dating violence, domestic violence and any other act of sexual violence. It is a form of sex discrimination and therefore a violation of Title IX. There are several resources for more information on our campus at: https://www.cmu.edu/title-ix/.

In addition you may contact our department’s Deputy Title IX Coordinator, Kim Kelly, as a confidential resource. Kim is an Associate Director of Athletics and Senior Woman Administrator. Her email is kakelly@andrew.cmu.edu and her phone number is 412-268-2193.

Conflict Resolution
We consider student-athletes to be adults and responsible for themselves. Advocating for oneself is an important skill to develop. A student-athlete who has concerns related to his or her athletic participation has several options available to resolve these issues, including:

1. Scheduling an individual appointment with the head coach
2. Seeking guidance from Student-Athlete Advisory Council representatives or team captains
3. Scheduling an individual appointment with the Director of Athletics
4. Seeking council from an appropriate person outside the department of athletics (academic advisor, associate dean, counseling center staff)

Hosting Prospective Student-Athletes
There will be times in which your coach will ask you to host prospective student-athletes when visiting campus. Remember you are, not only, a representative of your team and the Athletics Department but you represent the institution as well. Due to the importance of the safety of our overnight guests, this is what is expected of our Overnight Ambassadors (hosts):

1. Provide a safe environment for a prospective student to sleep overnight.
2. Represent the university in a positive way.
4. Consider the overall well-being of the prospective student, keeping in mind that the prospective student may be a minor. Per University policy, hosts are required to have their Act 153 Clearance completed before hosting.

Responsibilities of Prospective Student-Athletes
1. A member of the coaching staff will review the university responsibilities and procedures with you and your host.
2. Adhere to policies and regulations of Carnegie Mellon University and the NCAA.
3. No underage use of alcohol is permitted during the visit.
4. No gambling activities are permitted during the visit.

Consequences
A student-athlete who violates the athletics department code of conduct can minimally expect to be reprimanded on the first offense, suspended from practices and/or competition on subsequent offenses, and may forfeit the privilege of participation in intercollegiate athletics for Carnegie Mellon University. Director of Athletics Josh Centor and a panel of coaches will conduct a review that may be implemented for severe violations of the code of conduct.

This policy will be executed simultaneously with any university judicial process.
A Letter from the FAR

Dear Student-Athletes,

It is a great pleasure for me to serve as Carnegie Mellon’s Faculty Athletic Representative, and you are the reason! You are talented students who have chosen to attend a world-renowned university. Your academic interests bridge the broad range of our University’s colleges and departments. Many of you engage in meaningful co-curricular activities on campus, in the community, and abroad. And yes, you are avid and gifted athletes! Alas, in my family, my sister inherited all the jock genes. She is a great tennis player and golfer, and our family still makes fun of me for pulling a hamstring playing video bowling! Still, I am dedicated to keeping fit, understand the importance of diet, exercise, and adequate sleep (especially at Carnegie Mellon!), the crucial significance of positive personal relationships, and the great benefits of cross-training.

As a faculty member in Hispanic Studies and Head of the Department of Modern Languages, I also understand cross-training in terms of developing strong intellectual muscle, appreciation of diverse cultures, and stretching one’s horizons. No doubt you understand cross-training in terms of sports. My message to you is to pursue and continue the best cross-training possible to keep yourselves in great shape as scholar-athletes. Your time at Carnegie Mellon will invite exciting opportunities, juggling multiple responsibilities, hard work, and great expectations. As you uphold Carnegie Mellon’s motto, “My heart is in the work,” strive for an energizing and rewarding balance in your lives as scholar-athletes. I hope to meet many of you, see you in action, and promote your success!

Go Tartans!

With best wishes,
Susan Polansky
FAR
**Academic Integrity**
Student-athletes are expected to attend all scheduled academic classes with the exception for participation in a competitive contest. The athletics department makes every attempt to minimize missed class time in the scheduling of athletic contests. Student-athletes are expected to communicate with faculty regarding their schedule and to make arrangements for making up missed work.

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible. A deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

**Per NCAA Division III rules:**
To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution. For purposes of this bylaw and its subsections, to be eligible for competition, a student-athlete shall be enrolled in not less than 12-semester or quarter hours, regardless of the institution’s definition of minimum full-time program of studies. For practice only, a violation of this bylaw shall be considered an institutional violation per Constitution 2.8.1; however, it shall not affect the student-athlete’s eligibility.

**Dropping and Adding Courses:** A student-athlete no longer shall be considered enrolled in a minimum full-time program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official in accordance with procedures determined by the institution for all students. A student-athlete who is adding a course to reach full-time status shall become eligible for practice and competition once the course has been approved by the appropriate department head (or designated representative) and submitted to the registrar.

**Final Semester/Quarter – Practice or Competition.** A student-athlete may practice or compete while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate or graduate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete degree requirements. For a student-athlete who competes while eligible pursuant to this exception, the student-athlete shall forfeit eligibility in all sports, unless the student completes all degree requirements during that semester or quarter and is eligible to receive the baccalaureate or graduate diploma on the institution's next degree-granting date.
A student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport. A Division III student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student is enrolled as a full-time student in a collegiate institution.

**Academic Campus Resources:**

- **College Liaisons (Academic concerns)**
  - 412-268-2075

- **Academic Development**
  - [http://www.cmu.edu/academy/](http://www.cmu.edu/academy/)
Sports Information Statement
There will be times in which you will be asked to do interviews and to represent the institution in some fashion. Whether it be on social media, in print or on camera, think before you speak.

If you are asked to speak to a media outlet, please contact the Sports Information Department before speaking to those outlets. Let them help you set up those interviews. They will want to be present during that time.

Also, there will be times that you will be contacted via e-mail by Mark Fisher, Sports Information Director or Andrea James, Associate Sports Information Director. When you get those emails, please contact them within 24 hours with responses. They have deadlines to adhere to and they would like to showcase our athletes as best and meaningful as possible.

We will ask you to fill out a form for us to use throughout your participation in that academic year. Please fill it out with as much clarity and information you can share about yourself. We want to tell a story...your story.

The form can be found here:
https://forms.gle/DbH81BhfXBksMiCR7
**Sports Performance Team**

The Sports Performance Team consists of the Sports Medicine Staff, Strength and Conditioning Staff and team physicians who work collaboratively together to ensure that the student-athletes are living, training and working in a healthy environment. So that they can perform at an optimal competitive level. The staff consists of:

- **Adam Hindes**  
  Head Athletic Trainer and Coordinator of Sports Medicine

- **Rosie Cheng**  
  Athletic Trainer and Coordinator of Student-Athlete Wellness

- **Adam May**  
  Athletic Trainer

- **Sal Vallejo**  
  Athletic Trainer

- **Dr. Bryson Lesniak**  
  Team Physician

- **Dr. Kelley Anderson**  
  Team Physician

- **Alan DeGennaro**  
  Director of Strength & Conditioning

- **Ben Swogger**  
  Strength & Conditioning Assistant
**Sports Medicine:**
In keeping with the Carnegie Mellon University Intercollegiate Athletics Department Mission, the Sports Medicine staff is dedicated to assisting our student-athletes in achieving academic, athletic and personal success. Support for student-athletes is provided by a team of clinicians, including certified athletic trainers, team physicians, a strength and conditioning specialist, university health services personnel and other allied health care professionals. Our clinicians are the primary health care providers responsible for the prevention, evaluation, immediate care, treatment, and rehabilitation of all intercollegiate athletic injuries. The Sports Medicine Department operates two fully equipped facilities with emergency, therapeutic modality, exercise and rehabilitation equipment. Due to our association and proximity to the world renowned University of Pittsburgh Medical Center (UPMC) our athletes also have access to the most qualified specialists and state-of-the-art hospital facilities.

**Insurance Policy:**

**Primary Insurance Requirement**
- University policy requires that all students have medical accident insurance that provides coverage for a student-athlete’s participation in NCAA Division III sports. A student may not participate in a varsity sport without his/her own medical health insurance policy or coverage provided under their parents’ medical health insurance policy.

- Carnegie Mellon University contracts with UPMC Sports Medicine for the care of our student-athletes. Student-athletes who will be treated by the UPMC Sports Medicine professionals are responsible for contacting their insurance carrier(s) prior to enrollment to ensure that they will cover emergency and non-emergency services in the event that the student-athlete is injured while participating in athletics.

- Carnegie Mellon University does offer an affordable student health insurance plan. We strongly recommend that you consider supplementing your own coverage with the university’s student plan (Aetna).

- Online enrollment and waiver information, downloadable forms, and plan details can be found on: [www.cmu.edu/health-services/student-insurance/index.html](http://www.cmu.edu/health-services/student-insurance/index.html). If you have questions about the student insurance plan, email: shinsure@andrew.cmu.edu.
Carnegie Mellon University Athletic Department’s Secondary/Excess Insurance

- Carnegie Mellon University maintains “secondary” or “excess” insurance for athletically-related injuries that result during sanctioned practices and competitions. This secondary insurance is intended to reimburse medical providers for covered medical expenses after the student’s “primary” health insurance provider or providers have paid their maximum benefits.

- The University’s secondary insurance applies only to injuries sustained during supervised sport practices and sanctioned varsity competitions.

- Pre-existing conditions, injuries sustained during Individual workouts, unsupervised group or team sessions, or other unscheduled practices are not covered.

- Self-referrals to outside physicians without authorization from our sports medicine staff are not covered by Carnegie Mellon University.

- Failure to report injuries to CMU Sports Medicine Staff, attend scheduled physician appointments and/or falsifying injury information or incorrect or invalid primary insurance information may void University responsibility.
Pursuing Secondary Insurance benefits (Getting the bills paid):
Upon sustaining a sport-related injury and after receiving initial medical treatment for the injury, the student-athlete will receive an initial contact letter regarding our insurance coverage policy. The student-athlete and/or their parents will need to respond to this letter and:

- Confirm that a sport accident claim has been filed with the parent’s health insurance provider(s) or athlete’s health insurance provider(s) for all incurred medical expenses related to the sport injury. Your medical health insurance is the primary insurance.

- Submit a request for reimbursement/payment of any remaining medical provider bills within 45 days of the services by submitting copies of all itemized medical bills along with the respective health insurance provider’s explanation of benefits (EOB) for each unpaid medical invoice. (Explanation of benefit (EOB) is simply a statement detailing your medical provider benefits account activity. For example, complete information about medical services provided and charges paid by your health insurance provider).

- PLEASE DO NOT PAY ANY BILLS DIRECTLY TO THESE MEDICAL PROVIDERS.

- Please note: This process can take a significant period of time because the bill has to be processed by two insurance companies. You can help speed this process by promptly forwarding the insurance paperwork and bills to us.

- Anyone with insurance-related questions can contact Adam Hindes, Head Athletic Trainer at ahindes@andrew.cmu.edu or 412-268-2222 or Rosie Cheng at rmcheng@andrew.cmu.edu or 412-268-8972.
Policy Changes
If at any time during the school year there are any changes in insurance coverage, the student-athlete must notify the Athletic Training staff immediately. The policy holder must complete and sign a new insurance information form.

Athletic Training Room Schedule
- Posted weekly on the Athletic Training Room doors
- Injury clinic will be held weekly in the Athletic Training Room

Pre-participation Physicals/ Sports Medicine Forms
All new and returning student-athletes are required to complete the necessary sports medicine forms, found in our Healtheathlete portal or if under the age of 18 on our sports medicine website at https://athletics.cmu.edu/athletics/sportsmed/forms, prior to participation each year.

- New incoming athletes must have an athletic physical prior to coming to campus and before beginning his/her sport season. It is important to note that, **physicals for new athletes are not to be performed prior to June 1st of their incoming year**.

- Medical forms must be completed using the Healtheathlete portal or by hand (if under 18). Forms completed by hand must be signed and uploaded into the athletes Healtheathlete portal account.

- The NCAA now requires all NCAA student-athletes to show proof of sickle cell trait testing with a positive or negative diagnosis. Both new and returning athletes must provide this at medical clearance.

Notifying Athletic Training Staff of an Injury/Illness
Student-athletes must report an injury as soon as possible to the corresponding staff athletic trainer for an initial evaluation.

- Student-athletes are responsible for reporting directly to the Licensed Athletic Trainer (ATC) regarding all medical matters. The ATC will then facilitate communication between the coaching staff and any additional medical staff as needed. Parents and student-athletes should not directly contact team physicians.

- The athletic trainer’s evaluation of the injury may result in any or all of the following actions:
  - Referral to a physician
  - Treatment of the injury
  - Rehabilitation of the injury

- The Athletic Trainer will then inform the coaches of the initial evaluation and/or physician referral.
• The progress of the athlete is monitored by the athletic trainer, who will then update coaches of the athlete’s progress.

• All referrals to outside medical personnel must be made or approved by a member of the Carnegie Mellon University Sports Medicine Staff.

• Failure to follow this protocol will result in forfeiture of the secondary insurance coverage provided by the Carnegie Mellon University Athletics Department.

Physician Clearance
• The team physician has the final responsibility in determining whether a student-athlete is removed, withheld or restricted from participation due to an injury.

• The University reserves the right to exclude a student-athlete from competition if there is any doubt concerning the student-athlete’s physical condition or ability to safely compete in intercollegiate athletics.

Return-to-Play Guidelines
• The team physician and staff athletic trainer will discuss the return to full athletic activity guidelines, which may include:
  ▪ Limiting Participation
  ▪ Restricting Activity
  ▪ Removing the athlete from any or all activity

Seeking out Medical Advice
• If a member of the athletic training staff is unavailable and the situation is emergent and needs immediate attention, the athlete should seek medical attention at the closest facility. Athletes are required to notify the athletic training staff as soon as possible of the emergency room, urgent care and/or health services visit. This will help avoid improper billing of services.
Sports Medicine Assessment of Risk Tendencies (SMART) Program:
At Carnegie Mellon University, we believe our individual and collective well-being is rooted in healthy connections, to each other and to campus resources. How we care for ourselves and others is important to our success. There are a wide variety of resources, opportunities and people that want to help you thrive inside and outside of the classroom. Student-athletes should be aware of how their choices regarding wellness and health affect not only themselves but those around them. The following aspects of wellness are considered to be part of a comprehensive approach to performing at a high level academically and athletically: stress/time management, nutrition, physical and psychological conditioning, positive behavior skills, tolerance and maturity.

The Sports Medicine Assessment of Risk Tendencies (SMART) Program is a proactive, cutting-edge approach to providing student-athletes with education and services they need to live a healthy lifestyle.

The mission of the SMART Program is that the sports medicine team is committed to treating our student-athletes with a holistic approach. We believe that we must treat the whole person; this is achieved by addressing mental and social factors, in addition to treating the physical symptoms of injuries.

The SMART program’s goal is to prevent, recognize, refer and respond to potential risk tendencies that student-athletes may experience in a collegiate setting. Topics included, but not limited to, disordered eating, substance abuse, mental wellness, sexual assault and dating violence prevention.

The Sports Medicine staff collaborates with members of University Health Services, Counseling and Psychological Services (CaPS) and The Office of Title IX Initiatives to provide a comprehensive and multi-disciplinary educational program for Carnegie Mellon University’s student-athlete population. The educational sessions are made up of four topics: Nutrition, Alcohol and Substance Abuse, Mental Health, and Sexual Assault Prevention. Speakers provide information about each topic and have open discussions to better engage the student-athletes.

The SMART program provides information and tools for the student-athletes to make educated decisions when it comes to these areas.
**Strength and Conditioning:**

**Philosophy Statement**
In general, achieving sport mastery is a long process that involves four key areas: physical preparation, technical proficiency, tactical understanding, and psychological hardiness.

This approach recognizes that the most critical aspect to sport enhancement is playing the sport itself. Strength, speed, agility, fitness, and mobility development (physical preparation) complement and augment the other components. One is not more important than another.

Within the physical preparation aspect, our goal is to achieve maximum results with least effort. We begin by identifying key individual physical constraints and matching those up with important specific-sport requirements.

**Environment**
The Cost Varsity Weight Room recognizes the most important goal is the student-athlete experience; therefore, the values of the Athletic Department apply to the Varsity Weight Room as well.

All student-athletes are expected to show respect for their fellow student-athletes and coaches, the process of training, and Carnegie Mellon University. This respect will be demonstrated by an acceptance of individuality, cohesiveness and the building of relationships.

Each student-athlete is expected to be fully committed, focused and aware during every workout. A lack of focus and awareness not only decreases performance but also leaves any athlete susceptible to injury.

**Policy and Procedures**
**Prior to usage of the varsity weight room student-athletes:**
- Must pass the pre-participation medical exam
- Must receive an orientation from the strength and conditioning staff on safety rules, usage policies, proper technique with each exercise and proper adjustment for each piece of equipment.

**Equipment and Attire**
- Proper footwear must be worn. During the winter, boots and footwear worn outdoors must be removed prior to entering the facility.
- Shirts must be worn; Carnegie Mellon, UAA, or NCAA apparel is required.
- Clamps and collars at the end of the bars are to be used at all times.
- Bumper plates are required on the platforms. **Absolutely no metal plates on platforms!**
- Plates are to be moved from the rack to the bar and properly re-racked. **Plates should not be placed on the floor or leaned against the wall.**
- Dumbbells are to be returned to the rack immediately after use and placed in proper order.
• Dumbbells may only be used on the black flooring.
• Squat exercises are to be performed only in the squat racks.
• Spotters are to be used for structural exercises (squats, bench presses, etc.).
• Dropping weights should be kept to a minimum.
• Work with a coach or spotters.
• Medicine balls should only be used on the red pillars, NOT gray or white walls.

Conduct
• Strength training requires concentration. Horseplay and loud or offensive language are prohibited.
• Closed Plastic containers with water are allowed in the facility. Tobacco products, food, chewing gum, beverages other than water and cups are not allowed in the facility.
• For the safety of users, jewelry such as loose necklaces, hanging earrings, bracelets and watches should not be worn during workouts.
• The phone at the monitor’s desk is only for official calls by staff.

Security
• The Department of Athletics is not responsible for users’ personal belongings.
• Day use lockers are available in the general locker room. Personal locks must be used.
• No training equipment is to be removed from the facility.

Hours of Operation
Generally, the hours of operation will be:

Assistant Coach or Certified Strength Coach Supervised Hours
Monday – Thursday: 11:00 am – 4:00 pm
Friday: 10:00 am – 3:00 pm

Student Monitor Supervised Hours
Monday – Thursday: 7:00 pm – 9:00 pm
Sunday: 12:30 pm – 2:30 pm

These hours are subject to change.
Equipment Room Policy and Procedures

Athlete will be responsible for all Athletic Department items issued to their care including practice and game gear.

Unless otherwise specified Athletic Department Equipment is property of Carnegie Mellon University. Do not lend/trade/alter equipment.

Athletes are responsible for closing laundry loop properly. The equipment staff is not responsible for any clothes falling off while being laundered. Any loose clothing will be placed in the lost and found area in your respective equipment room.

When returning soiled practice equipment, please use appropriately marked laundry drop-offs. To ensure laundering to be done on time, please hand in laundry immediately following practice.

All clothing on loops must be property of Carnegie Mellon University turned right side out. No personal laundry on loops.

If you drop or are cut from a sport hand in all equipment that day. If not you will be charged accordingly.

At the end of the sport season, ALL Carnegie Mellon University equipment must be turned in BY YOU to the equipment room within 48 hours of last contest.

*You will be charged for items not turned in.

There will be a $25.00 non-refundable handling charge for any shortage notices that have to be written out. Meaning, after the 48 hours has expired, and you return all items, you will still be charged the handling charge.

Failure to return issued equipment will result in a charge for the equipment to be replaced. The student-athlete will be charged double the replacement cost of the item. This charge will appear on the student-athlete’s account.

Uniforms must be turned in after each contest, home and away, and if you are traveling separate from the team, you must give the uniform to a teammate.

Keep lockers locked at all times. Throw all your trash away.
**Tartan Athletic Club (TAC) Board**

In August 2012, the Carnegie Mellon Department of Athletics, Physical Education and Recreation launched the Tartan Athletics Club. The Tartan Athletics Club strives to support, grow and develop the athletics program by engagement of alumni, students, friends and leadership of Carnegie Mellon University. The Club supports the goals and mission of the athletics department, within the context of the University’s goals and mission. The Tartans Athletic Club’s roster is as follows:

**Board of Directors**

**Officers**

- **President** - Mark Weinsten
- **President-Elect** - Christina Isaly de Liceaga
- **Past-President** - Evan Gelacek

<table>
<thead>
<tr>
<th>Name</th>
<th>Class Year</th>
<th>Major</th>
<th>Sport</th>
<th>Term of Service</th>
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<tr>
<td>Scott Barnyak</td>
<td>GSIA 1991</td>
<td>Industrial Management</td>
<td>Football</td>
<td>2021</td>
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<tr>
<td>Courtney Akemi Chin</td>
<td>H&amp;SS 2012</td>
<td>Humanities &amp; Social Sciences</td>
<td>W. Tennis</td>
<td>2023</td>
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<tr>
<td>Lisa Seacat DeLuca</td>
<td>CS 2005</td>
<td>Computer Science</td>
<td>W. Bball/Vball</td>
<td>2021</td>
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<tr>
<td>Joanna Downer</td>
<td>S 1993</td>
<td>Chemistry</td>
<td>Volleyball</td>
<td>2020</td>
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<tr>
<td>Evan A. Gelacek</td>
<td>H&amp;SS 2005</td>
<td>Social &amp; Cultural History</td>
<td>M. Basketball</td>
<td>2020</td>
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<tr>
<td>Jonathan Hall</td>
<td>TPR 2010</td>
<td>Business Administration</td>
<td>M. Soccer</td>
<td>2020</td>
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<td>Paul Hamerly</td>
<td>TPR 1977, 1979</td>
<td>Management Science/Math and Industrial Administration</td>
<td>M. Basketball</td>
<td>2023</td>
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<tr>
<td>Tod Hunt</td>
<td>Trustee</td>
<td></td>
<td></td>
<td>2018</td>
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<tr>
<td>Christina Isaly de Liceaga</td>
<td>BHA 1995</td>
<td>Humanities &amp; Arts</td>
<td>WSc./WBball</td>
<td>2019</td>
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<td>Ron Low</td>
<td>P:DC 2015</td>
<td></td>
<td>Golf</td>
<td>2019</td>
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<td>Bob Patterson</td>
<td>E 1989</td>
<td>Mechanical Engineering</td>
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<td>Maria Russell</td>
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<td>Business Administration</td>
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<td>H&amp;SS 1985</td>
<td>Managerial Economics</td>
<td>Baseball/Fball</td>
<td>2022</td>
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For more information on the Tartans Athletic Club go to: [http://athletics.cmu.edu/tartanclub/tartanclub](http://athletics.cmu.edu/tartanclub/tartanclub)
Mentoring Program
The Carnegie Mellon Student-Athlete Alumni Mentoring Program was created as a platform to foster relationships between past and present student-athletes to provide guidance, wisdom and opportunities to the current generation of Tartans.

The mentoring program connects our world-class students and alumni in professional-based mentoring relationships. With a mentoring-specific software platform to guide the connections and communication, the mentoring program is designed to help current student-athletes develop an advantage as they prepare for careers, and to provide student-athlete alumni with the opportunity to stay connected with the Tartan community in a meaningful way.

To get more information go to this link: https://tartanmentoring.xinspire.com/

Carnegie Mellon Student-Athlete Leadership Development Program
Carnegie Mellon Athletics is focused on developing leaders. Our ambition is for our student-athletes to take the skills and abilities developed as members of our intercollegiate athletics program into the broader world to lead meaningful lives while impacting society in profound ways.

The Carnegie Mellon Student-Athlete Leadership Development Program (CMSALDP) is designed to serve as a complement to the student-athlete’s education at Carnegie Mellon University, marrying the technical and practical skills they attain in the classroom with strong interpersonal, communication, and leadership skills. While at Carnegie Mellon, these skills will embolden student-athletes to lead and excel on the court, in the pool, on the track, on the field of play, as well as in the classroom. It is the mission of the athletic department to develop leaders, mentor students and teach values that will inspire lives of vigor, balance and greatness. It is the intent of the department to offer robust and diverse opportunities to our athletes that build character, teach motivation and foster collaboration, while preparing them to succeed in all facets of their lives. After four years in the Leadership Development program, these skills will propel a graduate from the program into the workplace and beyond.

For more information on how to be involved with this program, please visit: http://athletics.cmu.edu/leadershipdevelopmentprogram
Recognition and Awards
Throughout your four years of participation in intercollegiate athletics, you will have the opportunity to earn certain awards. The Athletic Department values stewardship, sportsmanship and civic engagement. We value your involvement in our community here at Carnegie Mellon. Awards that can be earned are:

Michael C. Murphy Citizenship Award
The Michael C. Murphy Citizenship Award is presented by Michael Murphy, the former Vice President for Campus Affairs. The award is given to a senior student-athlete that has demonstrated character, sportsmanship, service and impact for the University during his or her time at Carnegie Mellon.

Dr. William Brown Academic Athletic Achievement Award
The Dr. William Brown Academic Athletic Achievement Awards, formally known as the 6A award, is given to the male and female student-athletes who are four-year participants and earned the highest grade-point average while participating in intercollegiate athletics. The recognition was named in honor of the Tartans’ first-ever NCAA Faculty Athletics Representative, William Brown, following his passing in 2007.

Team Tartan Awards
Tartan Awards are presented based on program-specific criteria developed by each head coach.

Recognition Awards
The department believes that every student-athlete that puts in time and energy in their sport should be recognized with an award at the end of each academic year.

1st Year Award: T-shirt
2nd Year Award: Blanket
3rd Year Award: Fleece Jacket
4th Year Award: Desk Clock
Appendix A

Carnegie Mellon Student-Athlete Drug Testing Policy

The Carnegie Mellon Department of Athletics, Physical Education and Recreation (Department of Athletics) prioritizes the health and well-being of its student-athletes. Use and abuse of substances such as alcohol, tobacco and other drugs threatens the well-being and performance of our student-athletes. We recognize that student-athletes are no more or less likely than other students to participate in the use or abuse of alcohol, tobacco and other drugs. The special importance of physical and mental fitness to athletic success should provide a strong incentive to student-athletes to avoid use of these substances. We are cognizant, however, that some student-athletes will have experimented with such substances prior to arriving on campus or may elect to do so during their collegiate years. In light of the above considerations, serious attention is given to drug usage and related problems in intercollegiate athletic circles throughout the country, including Carnegie Mellon University.

The Department of Athletics has adopted the following protocol for drug testing of student-athletes. This drug testing protocol is in addition to any drug testing mandated by the NCAA.

I. Expectations for Student-Athletes

All student-athletes at Carnegie Mellon University are expected to comply with the Student-Athlete Handbook (Handbook) available at [http://athletics.cmu.edu/athletics/forms/studentathletehandbook.pdf](http://athletics.cmu.edu/athletics/forms/studentathletehandbook.pdf). The Handbook details the policies, procedures, and standards for student-athletes at Carnegie Mellon, including but not limited to, academic expectations, a code of conduct, behavioral expectations, and standards regarding the use of alcohol, tobacco, and other drugs.

As detailed in the Handbook, the Department of Athletics views the abuse of alcohol and other drugs as incongruent with the goals and principles of intercollegiate athletics. As such:

- No student-athlete under the age of 21 shall be provided with or consume any alcoholic beverages;
- All student-athletes, regardless of age, are prohibited from consuming alcohol during any team function and are prohibited from participating in any team function while under the influence of alcohol;
- The use of illicit drugs and controlled substances by student-athletes is prohibited at all times;
- The use of tobacco products by student-athletes is prohibited at all times. Tobacco products include but are not limited to, cigarettes, smokeless tobacco, e-cigarettes, vaping, JUUL, etc.
II. Random Drug Testing
Drug testing is required of all eligible Carnegie Mellon University varsity student-athletes (student-athletes appearing on the team’s NCAA squad list) on a random per team basis. The purpose of this program is to protect the health of students and to promote a drug-free athletic environment, through prevention and education programs, drug testing, and appropriate treatment and response.

At the beginning of each academic year or at other times as determined by the Athletics Department, a presentation will be made to all intercollegiate student-athletes to review and explain the Athletics Department’s drug testing policy and procedures. Consent forms will be signed at that time and available in each student-athlete’s file.

Student-athletes will be selected for testing during each semester using a random system from the rosters of all athletic teams. Testing can occur at any time during the academic year. The randomly selected student-athletes will be required to provide a urine sample under the strict supervision of personnel selected by the Associate Vice President of Student Affairs/Director of Athletics, Physical Education and Recreation

III. Just Cause or Reasonable Suspicion Testing
In addition to the random drug testing program, student-athletes may be tested if there is just cause or reasonable basis to suspect the use or abuse of alcohol, drugs, or any banned substance.

The head athletic trainer, staff athletic trainer, head coach, assistant coach, athletics director, or associate athletic director may refer a student-athlete for testing under this section if he or she is aware of, becomes aware of, or sees signs, symptoms, or changes in known behavior and appearance that may cause him or her to suspect the use of illicit drugs, controlled substances, alcohol or tobacco.

In addition, testing positive from a previous drug test is considered just cause or reasonable suspicion for further testing.
IV. Testing Procedures
Student-athletes selected for testing per Section II or Section III above will be required to provide a urine sample under the strict supervision of personnel selected by the Associate Vice President of Student Affairs/Director of Athletics, Physical Education and Recreation. The student-athlete may elect to have a witness accompany him/her to the testing to certify identification and to monitor the proceedings. Each specimen will be sealed under the observation of the student-athlete and witness.

The sample will be analyzed for the presence of banned substances (at or below the levels banned by the National Collegiate Athletic Association) and may include; but are not limited to:

a. Psychomotor and central nervous system stimulants
b. Anabolic steroids, anabolic agents, and pre-cursors
c. Alcohol, tobacco, and beta blockers
d. Diuretics and other masking agents
e. Illicit drugs
f. Other drugs at the discretion of the Department of Athletics

REFUSAL to participate in the drug testing procedures will result in removal from the intercollegiate program, unless there are verified extenuating circumstances.

MISSING a drug testing appointment, without verified extenuating circumstances, will result in sanctions equivalent to a “positive” Level 2 drug test, per Section VII below, and may also result in additional drug testing.
Process for Administering Drug Test
The Carnegie Mellon University Department of Athletics has contracted with Drug Free Sport for the purpose of testing for drug use of our student-athletes. Drug Free Sport will randomly select student-athletes from rosters supplied by the Drug Testing Coordinator. Once the student-athletes have been randomly selected, the following process is in place:

1. Drug Free Sport will run computerized random selections and provide the institution with a list of student-athletes selected for random drug testing via fax or email.
2. The Drug Testing Coordinator will contact the head coach and student-athlete no more than 24 hours prior to the testing time via email, text message, person to person or direct phone conversation.
3. After the student athlete is notified he/she will be required to see the Drug Testing Coordinator to sign a notification form.
4. The student-athlete will report to the Athletic Training Room located in West Wing and be administered the test by Drug Free Sport’s collection contractor(s).
5. Drug Free Sport and their collection contractor(s) will handle all specimens, test for drug use, and report all results to the Drug Testing Coordinator and the Coordinator of Student-Athlete Wellness.
6. Positive test results will be communicated as detailed in Section VII.

Appeals Process
A student-athlete may appeal the finding of a positive result, violation of this policy, or the sanction imposed for either a positive test or violation of this policy. To appeal, the student-athlete must provide written evidence of a material procedural error, evidence that refutes the positive finding or violation, or evidence that the sanction is unreasonable. The student-athlete must submit the written appeal to the Associate Vice President of Student Affairs/Director of Athletics within seventy-two (72) hours after the student is notified of the decision to be appealed. If the student-athlete does not appeal within 72 hours, the result, finding, or sanction will not later be reviewed. The Associate Vice President of Student Affairs/Director of Athletics will review the evidence, determine whether the Student-Athlete Code of Conduct has been violated, and render a decision on the appeal. This decision will be final.

Team Physician Discretion
Nothing in this policy shall limit the ability of team physicians to determine whether a student-athlete is medically able to participate in an athletics event. The decision of the team physician to suspend a student from play or practice on medical grounds is not a sanction (and cannot be appealed) under this policy.

V. Resources
NCAA Banned Substances
Contact Drug Free Sport AXIS at 877-202-0769 or www.dfsaxis.com (password ncaa3)

Carnegie Mellon University Athletic Student-Handbook
http://athletics.cmu.edu/athletics/forms/StudentAthleteHandbook.pdf
VI. Safe Harbor Program
The Athletics Department participates in the Safe Harbor Program. The Safe Harbor Program is designed for individuals seeking help for a substance abuse problem. A student-athlete may self-refer to the Carnegie Mellon University Safe Harbor Program for voluntary evaluation and counseling if they feel they are in need of help with an addiction. If a student-athlete is in the Safe Harbor Program they may still be selected for drug testing by the NCAA and must adhere to penalties outlined by the NCAA for positive tests.

A student-athlete may not enter the Safe Harbor Program after notification of an impending drug test or after receiving notice of a positive drug test. The student-athlete may be subject to conduct penalties if not in the program, but will still receive support consistent with our ethic of care for all students. If you have questions or would like more information on the Safe Harbor Program, please contact the Coordinator of Student-Athlete Wellness, Rosie Cheng, at 412-268-8972 or rmcheng@andrew.cmu.edu

VII. Positive Tests and Sanctions
This section summarizes the action that will be taken by the Department of Athletics following a positive drug test by a student-athlete.
There are three categories of positive tests, depending on the nature substance:

1. Level 1 Drug Class (marijuana)
2. Level 2 Drug Class (other illicit drugs and/or controlled substances)
3. Alcohol & Tobacco Violation

All positive tests will be immediately reported to the Associate Vice President of Student Affairs/Director of Athletics, Associate Director of Athletics/Senior Woman Administrator, Drug Testing Coordinator, Coordinator of Student-Athlete Wellness and team physician, who will in turn contact the student-athlete for a meeting. The Associate Director of Athletics/Senior Woman Administrator or Coordinator of Student-Athlete Wellness will determine sanctions based on the guidelines in this section, and will meet with the student to provide written notice of the positive test and sanctions. While the below information serves as a guideline, the Associate Vice President of Student Affairs/Director of Athletics and athletics administration have discretion on all student conduct and participation decisions.

Positive drug tests are cumulative over the career of a student-athlete.

* Any team policies will be honored and nothing in this document prohibits a coach from implementing more stringent requirements for continued participation on a team.

Level 1 Drug Class
Level 1 Drug Class may include but is not limited to:
   a) Marijuana

A student-athlete that tests positive may be subject to the following:
1. **First Positive**
   a. 10-day suspension from team for practices and games; must miss a minimum of one contest during the 10-day suspension period (additional suspension is up to the discretion of the head coach)
      i. Suspension begins immediately upon notification of a failed drug test.
      ii. If no contests are scheduled during the 10-day suspension period, student-athlete will be suspended for first game after 10-day suspension expires.
      iii. If failed drug test occurs during non-traditional season, suspension will begin on first practice of following season.
   b. Student-athlete will be placed into the SMART program
      i. Educational session with a Health Promotion Specialist and/or CaPS.
   c. Requirement to pass a second drug test, either (1) 30 days from the completion of suspension or (2) 30 days after notification of a positive test.

2. **Second Positive**
   a. Half-season suspension from team for practices and games
      i. 50 percent of team’s total games
      ii. Suspension begins immediately upon notification of a failed drug test
      iii. If failed drug test occurs during non-traditional season, suspension will begin on first practice of following season
   b. Student-athlete will be placed into the SMART program for additional education and counseling
   c. Student-athlete will have to meet with the Compliance Coordinator to discuss the Student-Athlete Handbook and Code of Conduct
   d. Requirement to pass a third drug test, either (1) 30 days from the completion of suspension or (2) 30 days after notification of a positive test.

3. **Third Positive**
   a. Immediate dismissal from athletics upon notification of a failed drug test
   b. The Coordinator of Student-Athlete Wellness will notify University Health Services and/or CaPS within one business day to ensure there is an appropriate transfer of knowledge.

**Level 2 Drug Class**

Level 2 Drug Class may include but is not limited to:
   a) Amphetamine/Methamphetamine
   b) MDMA (Ecstasy, Molly, etc.)
   c) Cocaine
   d) Opiates
   e) Oxycodeone (incl. OxyContin)
   f) Methylphenidate (incl. Ritalin)

A student-athlete that tests positive may be subject to the following:
1. First Positive  
   a. 30-day suspension from team for practices and games. 
      i. If no contests are scheduled during the 30-day suspension period, the 
         student-athlete will be suspended for the first 2 contests after the 30-day 
         suspension expires. 
   b. Suspension will begin upon notification of a failed drug test. 
   c. If a failed drug test occurs in the non-traditional playing season, the suspension 
      will begin the first day of the traditional playing season. 
   d. Student-athlete will be placed into the SMART program. 
   e. Requirement to pass a second drug test, either (1) 30 days from the completion 
      of suspension or (2) 30 days after notification of a positive test. 

4. Second Positive  
   a. Suspended for six (6) months of a calendar year. 
   b. Suspension will begin upon notification of a failed drug test. 
   c. If a failed drug test occurs in the non-traditional season, the suspension will 
      begin the first day of the traditional playing season. 
   d. Any student-athlete who fails to complete rehabilitation, counseling/education, 
      advising, retesting or any other appointment related thereto at the time and 
      date specified by the Athletic Training Staff, Team Physician, Head Coach or 
      Director of Athletics will be indefinitely suspended until reinstated by the 
      Director of Athletics. 
   e. Requirement to pass a third drug test, either (1) 30 days from the completion 
      of suspension or (2) 30 days after notification of a positive test. 

5. Third positive  
   a. Immediate dismissal from athletics upon notification of a failed drug test. 
   b. The Coordinator of Student-Athlete Wellness will notify University Health 
      Services and/or CaPS within one business day to ensure there is an appropriate 
      transfer of knowledge. 

Alcohol & Tobacco Violation  
A student-athlete who tests positive for alcohol or tobacco use or who is cited for underage 
alcohol consumption and/or tobacco products use, which may include but is not limited to 
cigarettes, smokeless tobacco, e-cigarettes, vaporing, JUUL, etc., may be subject to the 
following:  
   1. First Violation: required educational session  
   2. Second Violation: additional educational and counseling with a suspension 
   3. Third Violation: dismissal from athletics 

A student-athlete who is 21 or older will be not be in violation if testing for alcohol is not 
related to a specific team policy or event. 

VIII. Supplement Use  
Before consuming any nutritional/dietary supplement product, review the product with 
Athletics Department staff. Dietary supplements are not well regulated and may cause a
positive drug test result. Any product containing a dietary supplement ingredient is taken at your own risk.

IX. Referral to Office of Community Standards and Integrity
In addition to sanctions imposed by the Department of Athletics under Section VII above, any student-athlete who tests positive under this protocol may be referred to the Office of Community Standards and Integrity for review under the Community Standards section of The Word.

X. Student Privacy and FERPA
Records relating to student-athlete drug tests are considered student education records and protected under the Family Educational Rights and Privacy Act (FERPA) and the University’s Policy on Student Privacy Rights (https://www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html). As such, records relating to drug tests may only be shared as permitted by FERPA and University Policy.

Records relating to drug tests may be shared with other school officials with a legitimate educational interest in the record. School officials with a legitimate educational interest in student athlete drug tests may include, but is not limited to, staff in the Department of Athletics, Office of the Dean of Students, Office of Community Standards and Integrity, Counseling and Psychological Services and University Health Services.

In addition, information regarding student-athlete drug tests may be disclosed in connection with a health and safety emergency.

If a student-athlete is suspended due to a positive drug test, the Department of Athletics may communicate that the student-athlete is not eligible to participate due to a violation of program rules.