Hope College Athletics
Student-Athlete Handbook
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MISSION STATEMENT
The mission of Hope College Athletics is to promote and provide programs defined by competitive excellence and transformational experiences for student-athletes. This mission is carried out by administrators, coaches and staff who are committed to developing students for lives of leadership and service. Athletics is an integrated component of the College that contributes to the vitality of the campus by developing student-athlete talents and skills, promoting institutional pride and generating visibility and connections with alumni, fans and the broader community.

VALUES
People – Focus on student-athlete welfare, equity, inclusion, and program camaraderie and support is fundamental.
Achievement - Athletic and academic excellence is expected.
Integration – Christian faith is woven throughout our programs and so full participation in campus activities is supported and encouraged.
Service – Sharing our time and talents in the campus and community is faithful to our calling and essential to our development of compassion and understanding.

VISION: Hope Athletics will excel in competition, in the classroom and in the community.

Hope College will be a national leader in intercollegiate athletics with all teams regularly competing for conference championships. We will be positioned as the premier athletics program in the MIAA. Each sport program will earn recognition for academic excellence with high retention and graduation rates and through regional and national academic honors. Athletics will provide exceptional value and benefit to the College and broader community through accessible fan and family friendly events along with community service and outreach. The members of the athletics program are committed to the utmost integrity in competition, the engagement in Christian faith formation, and are dedicated to excelling in sports, academics and life.
## STAFF DIRECTORY

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STUDENT-ATHLETE BEHAVIORAL EXPECTATIONS AND CONDUCT POLICY

Student-athletes are representatives of Hope College and should conduct themselves accordingly. Student-athletes should:

- Understand the mission and values of the athletic program;
- Realize it is a privilege and not a right to represent the college through athletics;
- Have medical clearance to participate;
- Be in good academic standing;
- Exhibit good sportsmanship in all practice and competition through positive actions and communications and remain in control physically and emotionally;
- Treat visiting teams and officials with respect;
- Be responsible for communicating the team schedule with all of his/her professors and be willing to do what the professors suggest for making up missed work and tests. A student-athlete is expected to attend class regularly and is excused from class only through the professor’s agreement. The only classes to be missed, if excused, are on contest days when the student-athlete is scheduled to leave early. A class is never to be missed because of practice.
- Be responsible to complete on time all tasks requested of him/her as an athlete, (i.e. filling out forms, turning in and picking up uniforms from the equipment room, keeping training room, health clinic, and other appointments);
- Be responsible for all equipment, supplies and uniforms issued. If these items are not returned, the student-athlete will not be allowed to register for the next semester or be eligible to graduate until the bill has been settled with the cashier and the registrar’s office for the article which is missing, just like any other outstanding debt;
- Follow all team specific rules and willingly accept all responsibilities given to him/her as a student-athlete

In accordance with these expectations, student-athletes are subject to the Hope College Student Handbook policies, the college’s Equal Opportunity, Harassment and Nondiscrimination policy, local, state and federal laws, and all policies set forth in this Student-Athlete Handbook. Any student-athlete conduct violation must be reported immediately to a Director of Athletics, who is responsible for enforcing sanctions for conduct violations.

Conduct violations of the College’s Student Handbook are reported to the Dean of Students, while violations of the Equal Opportunity, Harassment and Nondiscrimination policy will be reported to the Title IX Compliance Officer. If a student-athlete is found to be in violation of college policy, the penalty imposed depends upon the nature and severity of the offense and may include temporary suspension or permanent dismissal from a team.
When a student-athlete allegedly violates a local, state or federal law and/or the Hope College Equal Opportunity, Harassment and Nondiscrimination policy and the misconduct involves a violent action, drugs and/or a felony charge, the student-athlete may be suspended from participation in intercollegiate athletics until the charges have been addressed and resolved by the appropriate body.

If such action is taken, the student-athlete is given written notification of the suspension, signed by the respective Head Coach and Director of Athletics. The student-athlete may thereafter request, in writing, a meeting with the Director of Athletics. Based on all available information and in consultation with the Dean of Students and/or other judicial officers on campus, the Director of Athletics may lift or modify the suspension, or leave it in place until the case has been decided. Factors to be considered by the Director of Athletics include, but are not limited to:

- Nature of the charge
- Prior behavior
- Self disclosure of the violation
- Cooperation during the investigation
- Alcohol and/or drug use
- Consistency with regard to handling of other cases

A determination regarding further action by the Department and the College is made on a case-by-case basis once the charge has been resolved. While on suspension, the student-athlete may not practice or compete but the student-athlete's name will remain on the roster and he/she may utilize student-athlete support services, such as the weight room and athletic training room.

By suspending the student-athlete the Department and the College are in no way prejudging the situation; rather, such action is taken in order to protect both the student-athlete and the integrity of the intercollegiate athletics program. Moreover, it is also assumed the accused student-athlete will have neither the time nor the mental concentration required for effective sports participation until the matter has been resolved.
GENDER EQUITY AND TITLE IX POLICY

1.0 Athletics Gender Equity. Consistent with institutional policy, the athletic program prohibits discrimination in accordance with all state and federal laws. Hope College is committed to gender equity in the participation, treatment and benefits afforded male and female athletes.

2.0 Monitoring Title IX Athletics Compliance. The athletic program shall annually monitor compliance with federal Title IX athletics regulations and shall produce an annual report for review by the Hope College Title IX Compliance Coordinator.

2.1 Treatment and Benefits. The report shall include comparative data on the provision of the following benefits to male and female athletes overall:
   a. Provision of participation opportunities
   b. Accommodation of interests and abilities
   c. Levels of competition
   d. Locker room facilities
   e. Practice facilities
   f. Competition facilities
   g. Sports equipment, supplies and instructional aids
   h. Practice apparel and competition uniforms
   i. Medical, training and conditioning services
   j. Transportation, accommodations and meals
   k. Access to coaching
   l. Scheduling of games and practices
   m. Administrative, fundraising and other support services
   n. Publicity and promotional support
   o. Tutoring and academic support
   p. Recruitment of student-athletes

2.2 Participation. The athletic program is committed to providing equal opportunities for males and females to participate in the athletic program, offering athletic participation opportunities in response to demonstrated interest and ability while moving toward proportionality with regard to the numbers of males and females in the general undergraduate student population.

   a. If one sex is underrepresented to the extent that adding an additional team will remedy the underrepresentation, being responsive to meeting identified interest and abilities of the underrepresented sex shall receive priority attention with regard to adding new sports.

   b. No sport may be dropped if doing so will create a situation in which one gender becomes underrepresented or becomes increasingly underrepresented, unless there is significant loss of regional and conference competitive opportunities or other extreme circumstances.
c. Any member of the "underrepresented sex" (the sex that has the fewest opportunities overall-all sports considered) shall be provided an opportunity to try out for and be selected on the same skill and ability basis as a team that is offered for members of the overrepresented sex (even if the team involves a contact sport) and that player is not provided with a team consisting of participants of the player's own sex.

3.0 Roster Accounting. The Co-Athletic Directors shall be responsible for monitoring roster sizes to assess men's and women's teams participation in the athletic program as well as the percentage of males and females in the general student population.

3.1 Counting Rules. Generally, the team’s sport eligibility form should be used for participant counts. Any athlete cleared to participate and who actually participates in practices, whether or not the athlete actually competes, should be counted.

3.1.1 Date of Counting. All athletes who are listed on a team's squad or eligibility list and are on the team as of the team's first competitive event (excluding scrimmages and alumni games) in the traditional season are counted as participants.

a. Courts have held that institutions cannot cheat by purposefully designing a situation where male athletes are told not to attend practice until after the first date of competition for the purpose of not counting them when from that point on they practice and play for the rest of the season. Such a practice would artificially reduce the male participant count. Similarly, an institution that purposely keeps every female who tries out for a team through the first day of competition and then drops one or more female athletes from the squad after that day in order to artificially inflate the female participant count would not be permissible.

b. If the school sponsors cross country and track, independent participant counts must be made in each season. A school cannot automatically count an athlete in multiple sports (i.e., cross country or track) unless they actually practice in each of the countable seasons.

c. Count all competition participants. The first day of a season is a measure of convenience and form rather than substance. Athletes who participate in any competition during the academic year while representing the school, or who otherwise participate sufficiently to be charged with a year of eligibility, should be counted as participants whether or not they were on the squad list on the day of the first competition.
3.1.2 **Definition of Participant.** Participants are those athletes:

a. Who are receiving the institutionally-sponsored support normally provided to athletes competing at the institution involved (e.g., coaching, equipment, medical and training room services) on a regular basis during a sport’s traditional season; and

b. Who are participating in organized practice sessions and other team meetings and activities on a regular basis during a sport’s traditional season; and

c. Who are listed on the NCAA eligibility or squad lists maintained for each sport.

3.3.3 **Cheerleaders, Managers and Male Practice Players.** Sideline cheerleaders and team managers do not count. Male practice players on women’s teams who receive all the benefits of athletics program except eligibility to compete, do not count as females but count as male athlete participants.

4.0 **Monitoring Interest of Underrepresented Gender.** The athletic program shall monitor developing interests and abilities of the underrepresented gender by conducting periodic nondiscriminatory assessments as follows:

a. Annually review participation in the institution’s club sports and intramural sports programs

b. Conduct Hope College student interest surveys on at least a once-every-four-years basis

c. If applicable, examine the feasibility of adding sports in which conference championships are offered but Hope College is not currently sponsoring

d. Periodically review the sports programs in colleges within the normal geographical playing area of Hope College

e. Review open amateur clubs within the normal recruiting area of Hope College

f. Annually review petitions or letters requesting the addition of varsity sports

g. Review high school sport participation in Hope College’s normal recruiting area.

5.0 **Process for Adding Teams**

5.1 **Assessing Viability of New Sport Programs.** Neither a poor competitive record of a club team nor the inability of currently interested Hope College students or admitted students to play at the same level of competition engaged in by the
institution’s current varsity teams shall be considered evidence of lack of ability. Rather, the athletic program shall determine whether recruiting interested students not currently enrolled at Hope College have the potential to sustain an intercollegiate team. All of the following factors shall be examined in determining priorities among sports considered:

a. Impact on Title IX athletics compliance, such analysis to be reviewed and approved by the Hope College Title IX Compliance Coordinator

b. Number of participants expected to participate in the new sport program in relation to the participation gap of the underrepresented gender

c. Cost of adding the sport program including salaries for coaches and additional support personnel, equipment, travel, and other operating expenses, noting that lack of financial resources is not an acceptable reason for providing unequal opportunities to members of the underrepresented gender

d. Quality of existing facilities or facilities that would have to be improved or added to accommodate the sport

e. Location of available competition, compared to the geographical location of regular season competition of current Hope College varsity and junior varsity teams

f. Availability of postseason intercollegiate or open amateur sport championship opportunities

5.2 Authority. Approval of the Hope College President is required for the adding or dropping of sports programs. The co-athletic directors shall be responsible for developing recommendations and justification consistent with the requirements of Title IX.

5.3 Due Diligence. The co-athletic directors shall be responsible for performing due diligence as described in section 5.1 above and shall present their recommendations to the President for consideration. Such recommendations shall include a four-year projected budget, a timetable for adding the team, and an analysis of the effect of such an addition on compliance with Title IX.

6.0 Process for Dropping Teams. The co-athletic directors shall be responsible for submitting a report to the President that contains all of the following information on the team proposed to be dropped from the intercollegiate athletic program:

a. Complete history of the program and rationale for dropping the team

b. Proposed timeline for the process
c. Description of the effect on current student-athletes and staff

d. Evaluation of how dropping the sport will effect Title IX compliance, which shall require the review and approval of the Hope College Title IX Compliance Coordinator

e. Analysis of budgetary ramifications of dropping the sport and a plan for reallocation of money saved

g. Anticipated effect on alumni involvement

h. Any other predicted ramifications

7.0 Notification to Coaches, Student-Athletes and Other Athletic Program Employees. The Co-Athletic Directors shall annually inform coaches, other employees and student-athletes of the institution’s athletics gender equity commitment, their right to contact the Title IX Compliance Coordinator to express concerns about any gender equity issue and the institution’s non-retaliation policy with regard to such complaints. This policy shall also be published in the athletic program policy manual distributed to all coaches and any student-athlete manual distributed to all student-athletes.
ACADEMIC STANDARDS

To become and remain eligible to participate in intercollegiate athletics at Hope College, a student-athlete must:

1. Be registered as a full-time student (12 credits or more);
2. Be in good academic standing (see below for GPA standards); and
3. Maintain satisfactory progress toward a bachelor’s degree (successful completion of 24 credits during the 12-month period of September to August).

Failure to meet one or all of these requirements at any time during a student-athlete’s athletic career at Hope will cause academic ineligibility. Academic eligibility for Hope College student-athletes follows the same grade point average (GPA) standards as those prescribed for the general student body. They are as follows:

A 2.0 GPA is required to earn a Hope College degree. A student whose cumulative GPA falls below this requirement is placed on academic probation according to the following schedule:

   a. 0-24 credits attempted – below 1.7 cumulative GPA
   b. 25-57 credits attempted – below 1.9 cumulative GPA
   c. 58-89 credits attempted – below 1.95 cumulative GPA
   d. 90+ credits attempted – below 2.0 cumulative GPA

Students may be placed on academic probation for successive semesters if there is evidence that they are making progress toward the cumulative GPA degree requirement. Failure to make substantial progress toward the 2.0 cumulative GPA requirement may result in academic dismissal.

Any student whose semester GPA falls below 1.3 will be placed on academic probation immediately and will be required to meet with the Registrar or the Director of Academic Advising to discuss his/her academic performance for that semester.
SUBSTANCE ABUSE POLICY

INTRODUCTION
The Hope College Kinesiology Department is committed to the college’s mission of preparing students for lives of leadership and service. In that effort, the Kinesiology Department prioritizes the health and safety of student-athletes and emphasizes the principles of honesty and fair play.

The NCAA requires each institution to have a written policy on alcohol, tobacco and other drug use; this document should also include a written policy regarding drug testing, discipline and treatment and counseling options. We also value education and candid discussion of alcohol and other drug use. Therefore, our policy is two-pronged in structure including educational programming and intervention for policy violation.

PURPOSE
This policy strives to educate the student-athlete regarding the numerous health, safety, and social problems associated with the illegal use or abuse of drugs and alcohol as well as deter students from making poor choices regarding alcohol and other drug use that may negatively impact lives. It aims to provide the opportunity for counseling of student-athletes with substance abuse problems, to equip students to provide peer mentoring in alcohol and other drug abuse prevention, and to encourage open discussion and monitoring. It is intended to provide the resources for our student-athletes to make conscious and informed choices regarding the casual use of alcohol and other drugs by offsetting the influence of peer pressure and social norms with educational information, open and honest discussion, and an emphasis on the personal sacrifices required to be part of a highly successful athletic team. The policy also upholds fair competition in the athletics arena. This policy is consistent with the behavioral expectations for all Hope College students and emphasizes expectations of Hope student-athletes.

SCOPE
The policy applies to all student-athletes at Hope College. Student-athletes must understand that initial and continued enrollment and participation in Hope College athletics is contingent upon their willingness to comply with this policy and conduct themselves accordingly. Furthermore, student-athletes are expected to comply with the behavioral expectations as set forth in the Hope College Student Handbook.
CONFIDENTIALITY
Every effort will be made to maintain confidentiality within the program. While all related information and records will be protected from public access to the fullest extent allowed by law, it is understood that the law requires disclosure of such records in a health or safety emergency, and/or in response to a lawfully issued subpoena.

POLICY STATEMENT
On an annual and ongoing basis, student-athletes will be provided educational programming regarding alcohol and other drug use. This programming may be in collaboration with other campus offices as well as national experts and be based on published evidence-based and best practice recommendations.

The Hope College Kinesiology Department will also provide for an ongoing substance abuse program along with post-incident care. Consistent with college health and counseling recommendations, the department shall also provide counseling for referral and assessment of drug and alcohol problems. This policy addresses three categories of substances and is in effect during the student’s traditional season. Additionally, violations outside of the traditional season that are considered to be serious may result in sanctions from the college and Kinesiology Department affecting a student’s participation in athletics.

1. Alcohol and marijuana. In-season possession or consumption of alcohol or marijuana by student-athletes of any age is prohibited.
2. Tobacco. In-season possession or use of tobacco products is prohibited.
3. Controlled or illegal drugs. The illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs while a member of any Hope College athletics team is prohibited. This includes tobacco use by underage persons. This includes alcohol, marijuana, and tobacco use by underage persons.
4. National Collegiate Athletic Association banned drugs. Student-athletes are not permitted to use any of the banned drugs as identified by the NCAA. The list of banned substances can be found on www.ncaa.org. This includes the use of tobacco in all forms, which is prohibited during practice and competition by student-athletes and game personnel and may result in ejection from a competition.

Individual athletic programs may elect to extend this policy beyond the traditional playing season. This will be communicated in writing each year to the student-athletes and athletic directors.
POLICY IMPLEMENTATION
Upon entering any athletics program at Hope College, each student-athlete will be required to sign two personal consent forms. One consent form indicates the understanding of the Hope College Kinesiology Substance Abuse Policy and is an agreement by the student to conduct themselves accordingly and to be tested for impermissible substances designated by the NCAA for cause, post-incident, and periodic monitoring or aftercare. The Hope College Kinesiology Department shall also provide counseling for referral and assessment of drug and alcohol problems. The second consent form indicates the understanding of the NCAA drug-testing policies and is also an agreement by the student to be screened for illegal substances designated by the NCAA. Participation in athletics at Hope College will be contingent upon adherence to the substance abuse policy and the signing of the drug testing consent forms.

Sanctions for violations of this policy consist of the guidelines below. Actual sanctions may vary depending upon the severity of the incident and the previous record of the student. Sanctions may also include referral to counseling, community service and drug testing as deemed appropriate for the violation. All sanctions will be decided upon by agreement between both Athletic Directors and the Head Coach.

- **Level one violation**, characterized by a first time and/or minor offense: loss of up to 10% of a competitive season. An example of a level one violation would be a first time impermissible use of alcohol.
- **Level two violation**, discovery of repeated and/or serious violations: loss of at least 10% of a competitive season and up to permanent termination of athletics participation. An example of a level two violation is possession/use of an illegal drug, or a second level one violation.
- **Level three violation**, determined to be severe or repetitive: permanent cancellation of the student-athlete’s eligibility for participation in Hope College athletics. Examples of level three violations include a third level one violation, or possession of drugs with intent to sell or distribute.

SAFE HARBOR PROGRAM
Through the Safe Harbor Program, a student-athlete may refer himself/herself once for voluntary evaluation and counseling. This self-referral shall be made in person to any member of the athletics department, the student development staff, or the health and counseling center staff. An athletic director must then be notified. A student-athlete is not eligible for safe harbor after he or she has been informed of an
impending institutional sanction, an NCAA drug test, or after s/he has received notification of a possible violation of this policy.

The institution will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential banned substance testing. If the student-athlete tests positive for banned substances upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless the student-athlete tests positive in a subsequent retest or the student-athlete fails to comply with the prescribed treatment plan. The director of athletics or his/her designee may still temporarily suspend the student-athlete from play or practice if the health or safety of any student-athlete is at risk. A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. A student-athlete will not be permitted to enter the Safe Harbor Program less than thirty (30) days prior to NCAA or conference post-season competition. If a student-athlete fails to comply with the Safe Harbor treatment plan, s/he will be removed from the Safe Harbor Program, and any violations or positive tests will be treated at least as an in-season violation.

The director of athletics and the student-athlete’s head coach will be informed of the student athlete’s participation in the Safe Harbor Program. The assistant coach(es) may be notified at the discretion of the head coach or his/her designee. Other university employees may be informed only to the extent necessary for the implementation of this policy.

ADMINISTRATION OF SANCTIONS FOR SUBSTANCE ABUSE POLICY VIOLATIONS
The Hope College Athletics Department reserves the right to administer sanctions in addition to those applied by Hope College Student Development as well as to administer sanctions for off campus violations of the substance abuse policy.

- Notification of any suspected or confirmed violation will be given immediately upon discovery to a director of athletics. If the violation occurred on campus, the dean of students or his/her designee will also be notified. Any person may make this notification. A director of athletics will then notify the other director and head coach and discuss possible sanctions.
- The student-athlete and an athletic director will meet to outline the program of care and required follow-up, as well as disciplinary sanctions as indicated below. Other athletics department personnel, such as the head coach or an athletic trainer, may be present in this meeting as necessary or appropriate. This
meeting will typically take place within five business days of violation discovery and notification.

- Upon confirmation of a violation, any sanctions and suspensions imposed will begin immediately following the meeting outlined above. Participation in activities such as practices, team events and the like will be at the discretion of the head coach and athletic director and will be determined by considerations such as the health and safety of the student-athlete and the effect of the athlete’s participation on the team and the Kinesiology Department.

- Should a regular season end prior to a suspension being completed, the student athlete’s suspension will carry over to post-season competition, if any, and, if necessary, to the next season. Competition during a non-traditional season may or may not be part of the sanctions. When determining a percentage of a season, typically, any fraction resulting from the computation of the number of competitions shall be rounded to the nearest whole number. Non-traditional season competition will not be included in the percentage calculation. In the case of a sport with 10 or less contests, suspensions may consist of a portion of a contest.

- An athletic director or college medical staff may also refer the student-athlete for participation in designated counseling. Once referred, the student-athlete has two business days to set up an appointment for counseling. The student-athlete will proceed with counseling sessions as prescribed by the personnel involved in counseling. The athletic director or designee will be notified of any missed appointments and of the completion of counseling. The student-athlete must receive prior approval from the counseling agent and/or the substance abuse program coordinator in order to be excused from counseling or s/he must show proof of emergency to excuse a missed appointment. If the student-athlete fails to comply with the terms of scheduled counseling, s/he will advance to the next violation level.

- The student-athlete may undergo follow-up testing during and at the conclusion of the required counseling sessions and/or intervention program or at such times or intervals as an athletic director or designee shall direct. To avoid immediately proceeding to the next level of violation status, the results of any follow-up test must indicate no further use of banned or controlled/illegal substances. Follow-up testing may continue for one calendar year from the date of re-testing, as long as the student-athlete is enrolled at Hope College and a member of a team. Any positive test result thereafter will be considered a further violation.
PARENT NOTIFICATION
After each confirmed violation of this policy, the student-athlete’s parents may be notified.

EXTRAORDINARY CIRCUMSTANCES
In extraordinary circumstances, as determined at the sole discretion of the director of athletics or his/her designee, any violation may result in one or more of the following additional actions:
- Temporary, indefinite, or permanent suspension from further participation in all Hope College athletic programs.
- Extended counseling and rehabilitation to provide and implement an appropriate plan of intervention for the student-athlete.
- Referral of the matter to the dean of students or his/her designee and the academic dean for appropriate college action.

APPEALS
If a student-athlete desires consideration of mitigating circumstances in the case of his/her violation of this policy, s/he may file a written request of appeal to the Chair of the Kinesiology Department, or in the case of permanent or indefinite suspension from a team, to the Student Standing Appeals Committee. This request must be made by 5 p.m. on the fifth business day following notification of policy violation.

NCAA DRUG SCREENING
All student-athletes are subject to NCAA random testing at NCAA championships. This information is available through the Resources Exchange Center and on the NCAA website.

DEFINITIONS
Student-athlete – Any student who has signed both the NCAA and the Hope College substance abuse testing consent forms and is on an athletics team’s roster.

NCAA Banned Drug Classes
The NCAA list of banned-drug classes is available on the NCAA website and is subject to change by the NCAA Executive Committee. Please see the link below. 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 does not strictly regulate the supplement industry; therefore, purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s risk. Student-athletes can request additional information regarding supplements from the athletic training staff.

**Controlled or Illegal Drug** – includes narcotics, hallucinogens, depressants, stimulants, lookalike drugs, or other substances which can affect or hamper the senses, emotions, reflexes, judgment, or other physical or mental activities. Included are controlled medications or substances not prescribed for current personal treatment by a licensed health practitioner in a medical setting to address a specific physical, emotional or mental condition.

Hope College prohibits the use, possession, sale, manufacture, possession, administration, dispensing, and prescribing of any illegal drug (by civil, state, and/or federal law), or the misuse of prescribed drugs. As an institution that receives federal funds, Hope has a responsibility to comply with federal law. Note that even though legal in the State of Michigan, marijuana is not to be used or possessed on the Hope College campus because it remains illegal under federal law.

**Alcohol Possession and Use** – The Hope College Kinesiology Department desires that all student-athletes refrain from possessing or consuming alcohol during their traditional sport season(s). Being in the presence of alcohol, such as in a dorm room or at a restaurant, is not prohibited by this policy. Should a student-athlete not be in possession of or consuming alcohol in a situation where this policy or college policy is allegedly violated, they should do the following to avoid sanctions from the Department of Kinesiology:

1. Inform the college official at the scene that you are a student-athlete and that you have not been consuming alcohol.
2. Report to the Hope College Department of Campus Safety for an alcohol breath test within 30 minutes of the violation.

**Legally Prescribed Medication** – This includes drugs prescribed by a licensed practitioner and over-the-counter drugs which have been legally obtained and are
being used in the appropriate amount solely by the individual and for the purpose for which the medication was prescribed or manufactured.

**Positive Drug Test** – Testing positive for a specific drug at a specific level. A drug test may be performed on urine, blood or hair.

Completion of the quizzes administered online regarding this document constitutes your signature indicating:

A copy of the Hope College Kinesiology Department Substance Abuse Policy has been distributed and explained to me. I agree to conduct myself according to this policy at all times as a condition of being a student-athlete at Hope College.
PUBLIC MEDIA AND SOCIAL NETWORKING POLICY FOR STUDENT-ATHLETES

PUBLIC MEDIA: Public media refers to technologies used to communicate messages and whose mission is to serve or engage a public. Public media domains include print outlets, traditional broadcasts, and digital. When utilizing any public media outlets, student-athletes are expected to conduct themselves responsibly as members of their respective team, Hope College Athletics, the college and the community.

SOCIAL NETWORK: Social network sites such as Facebook, Twitter, Pinterest, LinkedIn, Instagram, and other new digital platforms and distribution mechanisms facilitate students communicating with other students. Participation in such networks has both positive appeal and potentially negative consequences. It is important that Hope College student-athletes be aware of these consequences and exercise appropriate caution if they choose to participate.

Student-athletes are not restricted from using any on-line social network sites and digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also comply with federal government, state of Michigan, Hope College, Michigan Intercollegiate Athletic Association (MIAA), and National Collegiate Athletic Association (NCAA) rules and regulations.

Facebook and similar directories are hosted outside the Hope College server. Violations of university policies (e.g. harassing language, college alcohol or drug violations, improper representations of Hope, blatant poor sportsmanship) or evidence of such violations in the content of on-line social networks or digital platforms are subject to investigation and sanction under the Hope College team and department rules, and other policies. They are also subject to the authority of law enforcement agencies. Coaches and athletic administrators can and do monitor these web sites. It is incumbent upon student-athletes to be aware of college regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.
GUIDELINES FOR STUDENT-ATHLETES
The following guidelines are intended to provide the framework for student-athletes to conduct themselves safely and responsibly in an on-line environment. As a student-athlete at Hope College, you should:

1. Be careful how much and what kind of identifying information you post on social network sites. Virtually anyone can access your page. It is unwise to make available information such as full date of birth, social security number, address, residence hall room number, phone number, cell phone number, class schedules, bank account information, or details about your daily routine. All can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages: use these settings to protect private information. However, once posted, the information becomes the property of the website.

2. Be aware that potential current and future employers often access information you place on on-line social network sites. You should think about any information you post on Facebook or similar sites potentially providing an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.

4. Do not have a false sense of security about your right to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions.

Participation in intercollegiate athletics at Hope College is a privilege, not a right. The Hope College Athletics Department believes that student-athletes should conduct themselves with honesty and are expected to demonstrate good sportsmanship. Student-athletes behavior at all times should reflect the high standards of honor and dignity that characterize participation in intercollegiate sports at Hope College.

PROHIBITED CONDUCT: Student-Athletes are highly visible representatives of the college and are expected to uphold the values and responsibilities of the college while meeting all requirements set forth by the NCAA, the MIAA, and its intercollegiate athletics program. The Hope College Athletic Department prohibits conduct by its student-athletes that reflects negatively upon our athletics program and the college. This includes malicious and reckless behavior when utilizing public media outlets and
social networks. It is important that student-athletes recognize the power of these outlets and the potentially negative image that they can portray about student athletes, coaches, the athletics program and the college.

SANCTIONS: Any inappropriate activity in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by Hope College and/or the Athletics Department, as well as civil authorities. Sanctions imposed by the Directors of Athletics with input from the Head Coaches may include, but are not limited to, the following:

- Written or verbal notification from the Head Coach or Directors of Athletics or assignee to the student athlete outlining the policy and requiring that the unacceptable content be removed or the social network account is deactivated.
- Temporary suspension from the team until prescribed conditions are met.
- Suspension from the team for a prescribed period.
- Indefinite suspension from the team.
- Dismissal from the team.
GAMBLING POLICY

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

- Provide information to individuals involved in organized gambling activities concerning intercollegiate, amateur or professional athletics competition.
- Solicit a bet with respect to any intercollegiate team.
- Accept a bet with respect to any team representing the institution.
- Participate in any gambling activity, the subject of which involves intercollegiate, amateur or professional athletics through a bookmaker, a parlay card or any other method. All violations of this policy will result in disciplinary action by the College.
- Fantasy sports are also considered gambling if there is any cost to join the league and if any cash winnings are distributed from the league.

GAMBLING SANCTIONS

The following are sanctions for violations of this policy:

- A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (“point shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.
- A student-athlete who participates in any sports wagering activity, through the Internet, a bookmaker or a parlay card, shall be ineligible for all regular-season and postseason competition for a minimum period of one year from the date of the institution’s determination that a violation has occurred and shall be charged with a loss of a minimum of one season of eligibility. If the student-athlete is later determined to have been involved in a later violation of any portion of the gambling policy, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.
UNIFORMS AND EQUIPMENT

Equipment and uniforms will be issued to team members who have been cleared to participate on an intercollegiate team. Lost or stolen items are the responsibility of the Student-Athlete. Any equipment not returned will be billed to the student at the replacement cost. Students not returning equipment will not be permitted to participate on other teams until they have returned or paid for equipment.

A student-athlete may retain athletic apparel items (if available or as an award) at the end of the individual's collegiate participation. Used equipment may be purchased (if available) by the Student-Athlete on the same cost basis as by any other individual interested in purchasing such equipment.

SPORTS INFORMATION

The Sports Information Director (SID) oversees publicity for all 22 intercollegiate teams at Hope College. They are responsible for maintaining team and individual statistics, capturing photos and video, and nominating student-athletes and coaches for awards.

The SID also manages all content posted on the Athletics Website, http://athletics.hope.edu and the Hope College Athletics social media accounts (Facebook, Twitter, Instagram, and YouTube).

It is the role of the SID to coordinate all interview requests for student-athletes, coaches, and staff. Any personal or individual media requests must be forwarded to the SID for clearance.
MEDICAL INSURANCE POLICY

1. Hope College and the Athletics Program requires all students to provide documentation of proof for major medical insurance which would serve as a “first layer” of coverage for athletic accidents. It is required that the policy holder consults with the insurance carrier to make sure that the dependent participating in intercollegiate athletics is covered by the policy.

2. Hope College offers major medical insurance coverage with additional coverage for athletic accidents for those individuals whose primary insurance is not adequate or for individuals who want to use a local provider. This policy is available through the Business Services Department at: http://www.hope.edu/admin/business/student/insurance.htm.

3. When an athletically-related injury occurs and generates a medical bill for services, the medical claim must be filed for payment first with the student’s primary insurance company.

4. If a balance remains after the personal insurance company has paid its maximum, that balance will be submitted to the Athletic Program insurance company (First Agency) for “second layer” coverage. If covered, First Agency will pay the balance of the eligible medical fees not covered by the personal insurance company up to the maximum of the policy.

ATHLETIC POLICY LIMITATIONS

1. This policy covers only new accidents that are sustained during competition or supervised official collegiate sport practice.

2. Accidents must be documented by a member of the Hope College Athletic Training Staff, therefore any injury which is to be covered by this policy must be brought to the attention of the athletic training staff.

3. Any bills received by parents or students that are related to injuries, which fall into the above category, should be mailed to the Kinesiology Department of Hope College.

4. Pre-existing injuries and routine medical attention are NOT COVERED. For example, injuries sustained in off-season strength & conditioning, activity classes, intramurals, and club sports.

5. Medical bills that are incurred due to a student-athlete’s decision to receive medical treatment that is not coordinated by a member of the Hope College Athletic Training Staff also may not be covered by the athletics secondary medical insurance policy.
MEDICAL CLEARANCE

All student-athletes must complete and pass a pre-participation medical exam prior to any type of physical practice or competition, including tryouts.
  o The athletic training staff will assign dates and times for each team when the team physician will be present to provide pre-participation athletic physicals.
  o If a student-athlete has had a physical exam by the team physician within the calendar year, s/he simply needs to fill out a health history update. The update should be completed during the pre-participation athletic physicals provided by the team physician.
  o If a student-athlete does not attend the team scheduled physical exam, s/he must make arrangements for a pre-participation athletic physical at the physician’s office and pay the office fee for that service.

Additional paperwork that needs to be completed each year at the time of physicals includes:
  o Insurance Information, Release and Hold Harmless, and HIPAA Consent. Student-athletes should bring their insurance information, which includes phone numbers, policy numbers, and the cardholder’s date of birth, to their physical exam.

Other required information includes:
  o Primary physician contact information, date of last tetanus booster, sickle cell trait status, and if prescribed ADHD medications, a copy of the prescription from the ordering physician.

PRE-PARTICIPATION PHYSICAL EXAMS

1. Student-athletes must complete a pre-participation physical examination or update prior to his/her first practice each year. Hope College’s team physician or appointed delegate must complete this examination. Details of all scheduled exams will be communicated in late July/early August.

2. Additional information will be requested by the Hope College medical staff in order to better understand the condition of each student-athlete. This information may include medications, results of diagnostic testing, notes regarding significant injuries, illnesses, or conditions, sickle cell trait information, sensory anomalies, and organ conditions. If additional information is needed to complete the physical exam, student-athletes may not be allowed to participate until it is received and reviewed by the team physician.
Therefore, obtaining these reports from outside medical providers prior to the pre-participation exam will expedite the process and allow student-athlete the opportunity to participate as soon as possible.

3. The NCAA requires that student-athletes that are on prescribed medication for Attention Deficit Hyperactivity Disorder (ADHD) need to have a copy of that prescription on file in the athletic training room. That documentation can be mailed, faxed or brought in person to the physical exams.

   Hope College Athletic Training
   222 Fairbanks Ave.,
   Holland, MI 49423
   Fax: 616-395-7087

CONCUSSION TESTING
Student-athletes participating in the following sports are required to complete baseline concussion test along with their first physical examination.

   o Football, Men’s Soccer, Women’s Soccer, Volleyball, Cheerleading, Men’s Basketball, Women’s Basketball, Diving, Softball, Baseball, Men’s Lacrosse, Women’s Lacrosse, Track and Field (pole vaulting only).

The baseline concussion test consists of two components:

   1. ImPACT Test: a computerized, neurocognitive assessment test
   2. Balance Test
EARLY ARRIVAL AND LATE DEPARTURE OF ATHLETES

FALL: If a team practice starts prior to the beginning of the fall academic semester, coaches will coordinate lodging and meal arrangements for the team with Residence Life.

SPRING: Team sports and individual sport athletes (tennis, golf, track & field) who have qualified for or remain in consideration for NCAA championships will receive lodging and meals through the final day of NCAA competition.

RECRUITING GUIDELINES

All student-athletes who assist in recruiting prospective student-athletes to Hope College should represent their team and the college in a positive and honorable fashion.

- Ensure that the recruit is not taken to locations where there is indecent behavior or places where drugs and/or alcohol are present.
- Be concerned about the safety and welfare of the recruit. This includes your personal interactions as well as making sure they are comfortable situationally and with regard to meals and sleeping areas as applicable.
- Be creative in planning a fun and comfortable atmosphere.
- Discuss and plan activities with your head coach prior to all recruit visits.
- Call your head coach immediately if a problem arises with a recruit. For example: The prospect insists on going off campus with friends not associated with your team; or an emergency arises with the prospect or with the student host.
- All overnight hosts must complete training from the admissions office.
STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the total Student-Athlete experience by promoting opportunity, protecting Student-Athlete welfare and fostering a positive Student-Athlete image.

Purpose

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

Hope College’s Student-Athlete Advisory Committee shall consist of representatives from each team and will meet once a month with the SAAC Advisor. Prior to these meetings, team representatives should identify and discuss with team members matters that should be brought up in the meeting. Coaches are expected to encourage their Student-Athletes to be effective representatives.
NCAA POLICIES GOVERNING ELIGIBILITY

Before you are eligible to represent Hope College as a Student-Athlete, you will be required to sign a number of documents affirming that, to the best of your knowledge, you are eligible by NCAA regulation to engage in intercollegiate competition. The following is a brief synopsis of those documents.

In order to compete, you must affirm that:

- You are a full-time student registered for, and carrying, at least 12 semester hours of College work.
- You are in good academic standing according to the standards of your institution.
- You are an amateur athlete in the sport in which you are participating:
  - You have never taken pay or the promise of pay to compete in your sport;
  - You have not played on a professional athletics team in your sport;
  - You have not used your athletic skills for pay in any form in your sport.
- You have not received financial aid other than that administered through the Financial Aid Office.
- You have not tested positive for the use of substances listed on the NCAA’s list of banned drugs.
- You have not been illegally recruited;
- Neither you, your relatives or friends have been offered financial aid or benefits other than those allowed by NCAA legislation;
- You were not contacted, in person, by a coach or representative of the Hope College athletic department prior to the completion of your junior year of high school (unless that contact took place while you were visiting our campus and you, rather than the coach, initiated contact).
- You have not been involved in any illegal gambling activities.
- You will compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play.

OUTSIDE COMPETITION
(NCAA Sponsored Sports Only)

A Student-Athlete becomes ineligible for intercollegiate competition in that sport if after enrollment in college and during any year the Student-Athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate season in the sport unless the competition meets one of the following exceptions:
The competition occurs between playing segments of the sport. (i.e. fall and spring practice)

- The competition is a High School Alumni Game.
- The competition is qualifying for final Olympic tryouts, final Olympic tryouts, or official Olympic Games.
- The competition is Official Pan American Game’s tryouts and competition.
- The competition is official tryouts and or competition involving national teams sponsored by the appropriate national governing bodies.
- The competition is Official World Championships, World University Games, World Youth Championships, and World Cup Tryouts and Competitions.

*A Student-Athlete who competes as a member of a squad in any college all-star contest shall be denied further intercollegiate eligibility in that sport.*

**ATHLETICALLY RELATED ACTIVITIES**
(NCAA Sponsored Sports Only)

According to NCAA Bylaw 17.02.1.1, the following are considered athletically related activities:

1. Practice, which is defined as any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more Student-Athletes at the direction of, or supervised by, any member or members of an institution’s coaching staff. Practice is considered to have occurred if one or more coaches and one or more Student-Athletes engage in any of the following activities:
   a. Field, floor or on-court activity.
   b. Setting up offensive or defensive alignment.
   c. Chalk talk.
   d. Lecture on or discussion of strategy related to the sport.
   e. Activities using equipment related to the sport.
   f. Discussions or review of game films, motion pictures or videotapes related to the sport.
   g. Any other athletically related activity.
2. Competition.
3. Required weight-training and conditioning activities held at the direction of or supervised by institutional staff.
4. Participation in a physical-fitness class (including a summer class) conducted by a member of the athletics staff not listed in the institution's catalog and not open to all students. Such a class may not include practice activities conducted under the guise of physical education class work.

5. Required participation in camps, clinics or workshops.

6. Individual workouts required or supervised by a member of the coaching staff. A coach may design a voluntary general individual-workout program for a Student-Athlete (as opposed to a specific workout program for specific days) but cannot conduct the individual's workout.

7. On-court or on-field activities called by any member(s) of a team and confined primarily to members of that team that are considered requisite for participation in that sport (e.g., captain's practices).

8. Visiting the competition site in cross country, golf and skiing.

9. Reservation or use of an institution's athletics facilities when such activities are supervised by or held at the direction of any member of an institution's coaching staff.

10. Involvement of an institution's strength and conditioning staff with enrolled Student-Athletes in required conditioning programs.

11. Observation by an institution's coaching staff member of enrolled Student-Athletes in non-organized sport-specific activities (e.g., "pick-up games") in the coaching staff member's sport, except as permitted in Bylaw 17.02.1.1.1

VOLUNTARY ATHLETICALLY RELATED ACTIVITIES
(NCAA Sponsored Sports Only)

According to NCAA Bylaw 17.02.14, in order for any athletically related activity to be considered "voluntary," all of the following conditions must be met:

- The student-athlete must not be required to report back to any of his or her sport-specific coaches any information related to the activity. In addition, no athletics department staff member who observes, monitors or conducts the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity;

- The activity must be initiated solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time

- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes
The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.