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I. WELCOME TO PINE MANOR COLLEGE ATHLETICS!

As a Pine Manor College Student-Athlete, you are responsible for knowing, understanding, and following the rules, policies and procedures outlined in the Pine Manor College Athletic Department Student-Athlete Handbook. *Participation on our athletic teams is a privilege, and with this privilege comes responsibility.*

This handbook provides you with important information to help ensure your success as a Pine Manor College student-athlete. The handbook should serve as a reference throughout the year, helping you and your teammates to efficiently and effectively reach your goals.

Your handbook explains the academic and social standards that you must fulfill to remain eligible for participation in varsity athletics. Showing respect, exhibiting pride and being a responsible member of the college community are expectations of all Pine Manor College student-athletes. As a student-athlete you are an ambassador for the college. We want you to represent the college, your team, your family and yourself with respect and dignity.

Your academic performance is your, and our, first priority as a student-athlete. You are expected to attend and participate in all of your classes. You will have the assistance of our faculty, staff and coaches to help you achieve your highest level of academic success.

In addition, the issues of sportsmanship and the ethical conduct are among the most important issues of intercollegiate athletics. Student-athletes who participate in the varsity athletic programs at Pine Manor College are expected to compete in intercollegiate athletics under a model that emphasizes integrity, ethical conduct, and fair play. According to the National Collegiate Athletic Association’s (NCAA) official statement on sportsmanship and ethical conduct:

*For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education, and to promote civility in society; student-athletes, coaches*
and all others associated with these athletic programs and events should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility. These values should manifest not only on athletics participation but also in the broad spectrum of activities affecting the athletics program.

As a member of Division III of the (NCAA); we subscribe and adhere to all academic and athletic requirements of the NCAA as well as the policies established by Pine Manor College.

Our coaches and staff will provide you with opportunities to compete at your highest level. We encourage you to accept the challenge to work hard, achieve your goals, fulfill your dreams and most importantly enjoy your intercollegiate athletic experience. This is your journey, make every day count.

II. MISSION AND GOALS

The primary purpose of Athletics at Pine Manor College is to enhance the overall educational experience of the students that choose to represent the College in the arena of intercollegiate sports. Administrators, coaches, athletic trainers and student-athletes come together in an atmosphere of respect for all people to live, learn and train together; to develop individual sport-specific skills; to collectively engage in the process of inclusive leadership in working towards achieving the goals of their respective teams; to exemplify an awareness of and respect for the common good and the expressed values of Pine Manor College and Division III of the of the National Collegiate Athletic Association (NCAA).

Pine Manor College considers physical, intellectual and emotional fitness an integral part of the educational process. The variety of educational opportunities designed to meet the interests and needs of our campus community are available in our comprehensive intercollegiate athletics. As members of the NCAA our student-athletes have the opportunity to compete
against the country’s best academic and athletic programs. While the college’s NCAA Division III status requires that no athletic scholarships be given to any students, Pine Manor College offers an overall financial aid program for those families who qualify. In our efforts to strive for excellence in all our undertakings we set the following objectives:

- To support and provide educational and athletic services for student-athletes
- To provide athletic experiences which facilitate personal, social, cultural, intellectual and future professional development
- To offer athletic programs which prepare students for careers and the continuation of higher education
- To encourage and support the pursuit of lifelong physical growth and development
- To provide equal opportunities for women and men to compete on intercollegiate athletic teams

III. ATHLETIC PARTICIPATION REQUIREMENTS

ACADEMIC POLICIES
To participate in athletics, student-athletes must meet NCAA eligibility guidelines for Division III collegiate athletics. The NCAA bylaws state to be eligible to represent an institution in intercollegiate athletics competition, a student-athlete:

1. Shall maintain satisfactory progress toward a baccalaureate or equivalent degree at Pine Manor College as determined by the regulations of Pine Manor College.
2. Must be registered as a full time student (not less than 12 credits per semester) and maintain satisfactory academic progress leading to a baccalaureate degree and meet all academic requirements as stated in the Pine Manor College academic catalog.
3. Must maintain satisfactory progress towards a degree.
In addition, Pine Manor College mandates that student-athlete must maintain a GPA of 2.0 or better to remain to participate in athletics. Individuals who do not meet these standards are placed on academic probation (first semester, first-year students who do not meet these standards are placed on academic warning). A student-athlete who is placed on academic probation is not eligible to participate in athletic competition. However, student-athletes are given the right to appeal their academic standing with the Dean of the College. The Dean of Student Affairs, the Dean of the College, and Director of Athletics will resolve any issues regarding eligibility.

MEDICAL CLEARANCE

All students are required to have a completed health form on file with the Athletic Trainer before being allowed to participate in team practices or games. All athletes must have had a medical examination within six months of August to be medically cleared to participate in a sport. All athletes are also required to complete the athletic health forms each year in order to participate. **ALL STUDENT ATHLETES MUST BE CLEARED MEDICALLY TO PARTICIPATE EACH YEAR.**

INSURANCE

All student-athletes must have medical insurance to participate in any intercollegiate activity. **NO STUDENT-ATHLETE WILL BE ALLOWED TO PARTICIPATE IN ANY ATHLETIC ACTIVITY UNTIL PROOF OF INSURANCE HAS BEEN SUBMITTED.** Pine Manor College does not supply health insurance for students participating on a collegiate team and is not responsible for any medical expenses. It is the responsibility of the student to retain adequate health insurance to meet all contingencies. If a student-athlete needs to use the secondary insurance policy there is a $7,500 deductible and the student-athlete is responsible for any deductible payment. Health insurance information must be submitted to the athletic trainer before the start of the season of an individual’s sport. Students can purchase health insurance from Pine Manor College. If a health insurance policy has been changed it is the responsibility of the student to notify the athletic trainer of any such changes in their health insurance coverage.

NCAA CLEARANCE

All student-athletes must complete in full all documentation that is required by the NCAA before the start of their season. The director of athletics will hold a mandatory meeting for all student-athletes and coaches to attend before the start of their season. At this meeting critical information concerning eligibility, academic requirements, regulations and policies governing the upcoming sport season will be provided. Student-athletes must complete and sign the following forms to be eligible to compete:

- NCAA Eligibility Form
• NCAA Drug Testing Consent Form 93-3F
• Insurance Documentation
• Sportsmanship Standards and Handbook Agreement

Before completing and signing these forms, the AD will explain in detail the Student Athletic Handbook and provide all student-athletes in attendance with an opportunity to ask questions concerning policies. After these forms have been completed and signed, they are placed on file in the AD’s office for documentation and proof of eligibility.

IV. ATHLETIC DEPARTMENT POLICIES

ATHLETIC TRAINING ROOM RULES

The athletic training room is located off of the basketball court in the gymnasium. The hours of the athletic training room will vary depending on the season. For specifics, please speak with an athletic trainer. Generally, the early afternoon hours are reserved for walk-in and scheduled appointments. If the available hours do not correspond with your schedule, please speak with an athletic trainer. The hour preceding practice is reserved for previously arranged treatment only. Two hours are reserved for competitions. The athletic trainer will also be available for 30 minutes following each event or practice for treatment. All student-athletes are expected to adhere to the following rules:

1. Treat everyone with respect. No foul language.
2. All injuries must be reported in a timely manner.
3. If you schedule an appointment with an athletic trainer, KEEP IT. If you cannot make it, please call or email the athletic trainer to let them know in a timely manner.
4. The athletic training room is NOT a locker room. Changing and leaving personal items in the athletic training room during practice is not permitted.
5. No food in the athletic training room.
6. No cell phones in the athletic training room.
7. **If receiving treatment or participating in rehab**, place all person items in the cubbies.
8. No cleats or muddy shoes allowed in the athletic training room.
9. Remove shoes if you are on a treatment table.
10. If you use a treatment table, it is your responsibility to clean it.
11. Water for practice and events will be provided and prepared by athletic training services. However, it is each team’s responsibility to bring it to the location of the event. No practice/event will be allowed to begin if water is not present.
12. All coolers and water bottles must be returned immediately following the practice or event.

**CODE OF CONDUCT**

As a member of the student body at Pine Manor College, each student-athlete must act in accordance with the Pine Manor College Student Handbook, as published by the Office of Student Affairs. In addition student athletes must follow state and federal laws, National Collegiate Athletic Association (NCAA) bylaws, and Pine Manor College athletic department and team rules.

**ALCOHOL AND DRUG POLICY**

The Pine Manor College Athletic Department does not condone the use of drugs or alcohol. Student athletes at Pine Manor College must abide by NCAA, Pine Manor College and team policy regarding alcohol and drugs. In keeping with the mission of the Athletic Department, the use of alcohol or drugs by student athletes diminishes the effectiveness and overall reputation of the program and institution. Sanctions for policy violations will be determined by Athletic Department, in conjunction with the athletic staff and the Dean of Student Affairs when necessary.

**HAZING**

Acts of hazing are prohibited in any circumstance, whether in the context of a structured organization, or an informal group, or by an individual. The Athletic Department defines hazing as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; morally degrading or humiliating games and activities; and any other activities that are not consistent with the regulation and policies of Pine Manor College.

***Hazing acts include: WHIPPING, BEATING, BRANDING, FORCED CALISTHENICS, EXPOSURE TO WEATHER, FORCED CONSUMPTION OF ANY FOOD, LIQUOR, BEVERAGE, DRUG OR OTHER ACTIVITY WHICH IS LIKELY TO ADVERSELY AFFECT THE PHYSICAL AND MENTAL HEALTH OR SAFETY OF ANY SUCH STUDENT OR OTHER PERSON, OR WHICH SUBJECTS SUCH STUDENT OR OTHER PERSON TO EXTREME MENTAL STRESS, INCLUDING EXTENDED DEPRIVATION OF SLEEP OR EXTENDED ISOLATION.***
PUBLIC MEDIA AND SOCIAL NETWORKING

Social networking sites including but not limited to: Facebook, Twitter, and Instagram, are digital platforms and distribution mechanisms that facilitate student communication with other students. Participation in such networks has both positive appeal and potentially negative consequences. It is important that the institution’s student-athletes be aware of these consequences and exercise appropriate caution if they choose to participate.

Facebook and similar directories are hosted outside the institution’s server. Violations of college policy (e.g., harassing language, university alcohol or drug policy violations, etc.) regarding involvement or evidence of such violations in the content of on-line social networks or digital platforms are subject to investigation and sanction under the Student Code of Conduct and other College policies. They are also subject to the authority of law enforcement agencies.

It is incumbent upon student-athletes to be aware of the college regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray about student-athletes, coaches, the athletic program, and the institution.

PUBLIC MEDIA AND SOCIAL NETWORKING GUIDELINES

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 Pine Manor you should:

1. Be careful with how much and what kind of identifying information you post to on-line social network sites. Virtually anyone with an .edu e-mail address 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 numbers, class schedules, bank account information, or details about your daily routine. Access to this information 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 web site.

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 directories 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 rights to freedom of speech. Understand the 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 repercussion.

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 and the Pine Manor College Department of Athletics. The Department of Athletics prohibits malicious and reckless behavior when utilizing public media outlets. Any inappropriate activity or language in violation of the above prohibitions, including first-time offenses, is subject to investigation and possible sanction by Pine Manor and/or the Department of Athletics, as well as civil authorities. The athletic department will take immediate action to address inappropriate conduct.

SPORTS INFORMATION

The office of sports information is responsible for corresponding with and disseminating information to print and online media outlets, the NCAA, and sports information officials at opposing institutions; as well as publishing information promoting the institution’s athletic program. **Personal information collected by the Sports Information Office will only be used for Sports Information purposes.**

In addition, student-athletes participating in varsity athletics should be aware of the following sports information policies:

1. INTERVIEW REQUESTS: Members of the media are NOT TO CONTACT student-athletes without contacting the Sports Information Director ahead of time. If you are contacted by a member of the media without prior notification from the Sports Information Director, please notify the Sports Information Director immediately.

2. PHOTOGRAPHY: Athletic contests will be photographed from time to time. As an ambassador for the college your likeness may be used in print and online media. If you prefer to not have your likeness used please schedule a meeting with the Sports Information Director.

SPORTSMANSHIP

All Pine Manor College student athletes are required to sign the Sportsmanship and Ethical Conduct form, which indicates your commitment towards this issue. Taunting, vulgarity, fighting, and obscene gestures are examples of non-tolerated behavior. Physical abuse against team members and coaches (including opposing coaches, players, fans and officials) on or off the field will result in disciplinary action. Additionally, hazing and team initiations are strictly prohibited. Penalties will be imposed by the Pine Manor Athletic Department administration on any team and/or individual that violates these polices. Students may also be subject to disciplinary or legal action.
SOCIAL

Expectations for student-athlete behavior are based on the philosophy that participating in NCAA Division III athletics is a privilege for some rather than a right for all. ABUSE of any privilege may result in removal from the intercollegiate team.

All participants in the Pine Manor College Athletic program must adhere to all rules and regulations as established by Pine Manor College in the Student Handbook. These rules and regulations apply to both resident and commuter student-athletes alike. The athletic department and residential life staff will work closely regarding behavioral issues. Any athlete who violates the rules and regulations of the college will be subject to college disciplinary action, in addition to jeopardizing their athletic eligibility. All student athletes should familiarize themselves with the rules and regulations of the college and recognize and respect the fact that Pine Manor College will maintain the degree of social order necessary to protect individual freedom and promote the common good of the Pine Manor College community.

Athletes are to conduct themselves with dignity and integrity at all events, home and away. When participating in an athletic program, athletes are to respect the rights and property of others. Any destruction or misuse of property of others, or disregard for the rights and safety of others, will result in disciplinary action.

TEAM RULES

Coaches and their assistants are granted the capacity to set team rules that provide common experiences for each team member within the parameters and scope of NCAA, Division III philosophy, and the mission of Pine Manor College Athletics. Matters that affect only the team and its day to day operation are handled within the team structure. However, severe disciplinary actions, such as dismissal from team or prolonged suspension, will be reviewed by the Director of Athletics.

TEAM FUNCTIONS

An athletic team function is defined as any gathering, whether on or off campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team’s purpose, and organized, arranged or initiated by Athletic Department staff, or team members.

If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action will be taken.

PENALTY GUIDELINES FOR POLICY VIOLATIONS

Any violation of the athletic department policies will result in disciplinary action by the Athletic Department. These actions may include, but are not limited to:

1. Suspension from team activities.
2. Suspension from athletic contests.
3. Termination of participation in that sport for the remainder of the season.
4. Community service.
5. Loss of athletic eligibility in all sports for one calendar year.

Students found to be in violation of the policies of the Pine Manor College Student Handbook or state and federal law may face further disciplinary action for their conduct.

RIGHTS OF APPEAL

Athletes are expected to follow their coach’s instructions regarding practice, discipline and team matters. Coaches may levy sanctions for an athlete’s failure to comply with any of these stipulations. Disciplined athletes retain the right to appeal decisions they perceive as unfavorable to the director of athletics. The final level of appeal is the Dean of Student Affairs or her designee.

V. STUDENT-ATHLETE RESPONSIBILITIES

CLASS ATTENDANCE

Athletes are expected to attend their classes. In the event that they need to miss a class due to an athletic event, they are responsible for discussing the situation with their instructors and making arrangements to make up any and all work missed. The final decision as to whether or not a class can be missed rests entirely with the instructor. It is the athlete’s responsibility to communicate conflicts to the head coach in a reasonable length of time, before the date in question. Athletes must use the “College Sponsored Activity Absences” form, to be presented
to the instructor one class period before the expected absence. This form is to be returned to the head coach prior to the trip.

**DRESS CODE**

All students will be required by the coaching staff to dress appropriately for games away from campus. The Department of Athletics and team coaches will establish the guidelines for appropriate dress.

**EQUIPMENT**

Equipment and uniforms are loaned to athletic program participants for their use and safety. While responsible for the equipment and uniforms, participants should keep it in the best condition possible. Any equipment or uniform lost or abused will be paid for by the individual to whom it was issued. The participant will be responsible for the actual replacement cost of the item in question. Any student-athlete who has established a pattern of losing, abusing, or failing to return equipment or uniforms within the specified time limits will be required to make a security deposit prior to the future issuance of equipment and uniforms. All equipment and uniforms should be returned to the head coach at the close of the season. If the above requirements regarding equipment and uniforms are not honored, no future participation will be permitted, no athletic awards will be presented, and the student will be billed for the cost of the uniforms or equipment. Any student with an outstanding bill is not allowed to receive grades or official transcripts from the college.

**INJURY**

If an injury occurs, an accident form must be filed-out with the athletic trainer. Prior to returning to practice or participation in a game after an injury or illness, an athlete must provide medical documentation from their doctor that states the athlete is medically cleared to practice and/or compete. NO ATHLETE WILL BE ALLOWED TO RETURN WITHOUT THIS CLEARANCE.

**MEAL POLICY**

When any team is away for an athletic contest and misses a regular scheduled meal the athletic department will arrange for a bag lunch to be provided. Aramark, the PMC’s food service provider, will prepare the bag lunch. Coaches and team members will be able to request the type of sandwiches, drinks, and snacks to be included in the bag lunch. The athletic director will work closely with the food service director to ensure that student-athlete meals are being properly serviced.

When student-athletes return to campus during vacation breaks, the athletic department will provide meals in a variety of means. The college food service will be used when they are in operation. When the food service is not available, food will be purchased for student-athletes by the athletic department. The student-athletes will determine in a reasonable request the
kind of food they would like for meals. The opportunity for teams to dine at local eating establishments or have food catered will be provided when appropriate.

When teams qualify for tournament play, special arrangements will be made for all the meals that are missed.

**SCHOOL SPONSORED EVENTS**

All student-athletes participating on a PMC athletic team need to attend and participate in all athletic contests and practices. However, this does not excuse the student-athlete from their academic responsibilities. The athletic department along with the college administration will make a reasonable effort to minimize the possibility of conflicts with other college-sponsored events. Should conflicts occur, however, an athlete’s responsibility to his/her team must take precedence over other social/recreational events.

**STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**

The Pine Manor College Student-Athlete Advisory Committee (SAAC) is made up of PMC student-athletes assembled to provide insight about the student-athlete experience. SAAC activities are socially responsible ways of strengthening the bond between student-athletes and the entire Pine Manor College community. In accordance with the NCAA and SAACs nationwide, the committee strives "to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image."

The mission of the organization is to provide information concerning the student-athletes related to the operations of the athletic department to the athletic director, staff and coaches.

SAAC will also be involved with campus and community services programs.

Each team will participate in one community service project per year. This project will be set up by each Coaching Staff and the team with the approval of the Athletic Director.

**TRANSPORTATION**

Pine Manor College will provide transportation for all scheduled road events. Athletes must travel with the team to and from these contests unless cleared by the athletic director. An athletic departure permission slip must be submitted to the head coach before departure if there is a change in transportation plans. This form can be obtained from the athletic director.

**VI. CONTACT NUMBERS**

**Campus Safety**

*IN CASE OF EMERGENCY DIAL 617-731-7777*

Campus Safety Operations Office | 617-731-7647
Campus Nurse
Jessica Seeto | jseeto@pmc.edu | 617-731-7171

Athletic Department Administrative Staff
Director of Athletics John Griffith | jgriffith@pmc.edu | 617-731-7160
Assistant AD/Sports Information Director Miles Roberts | mroberts@pmc.edu | 617-731-7676
Head Athletic Trainer/SWA Michelle Goodrich | mgoodrich@pmc.edu | 617-731-7057
Faculty Athletics Representative Bill Stargard | bstargard@pmc.edu | 617-731-7070

Student Life
Interim Dean of Student Services Craig L. Hutchinson | chutchinson@pmc.edu | 617-731-7195
Director of Student Activities Latoya Johnson | ljohnson@pmc.edu | 617-731-7029
Housing/Operations Manager Jeanne Rintell | jrintell@pmc.edu | 617-731-7108
Director of Residence Life Lisa Rodrigues ’06 | RodriguesLisa@pmc.edu | 617-731-7136

Student Services
Career Development Director Ieshia Karasik | ikarasik@pmc.edu | 617-731-7658
Bursar (Financial Services) Gail D’Ovidio | dovidiog@pmc.edu | 617-731-7119
Learning Resource Center: To Schedule an Appointment, call 617-731-7179
Library Circulation Desk 617-731-7081 | Reference Desk 617-731-7088
I, ______________________ agree that there is no place in or around intercollegiate athletics for any acts that may be deemed unsportsmanlike. I acknowledge that all unsportsmanlike actions including taunting, profanity, fighting, cheating and vulgar gestures will not be tolerated and could result in disciplinary actions including, but not limited to: suspensions from contests, suspensions from practice and loss of player or team eligibility for post-season play.

Furthermore, I acknowledge that I am responsible for knowing, understanding, and following the rules, policies, and procedures contained in the Pine Manor College Department of Athletics Student-Athlete Handbook. I have received a copy of the Pine Manor College Student-Athlete Handbook from the Athletic Department and I verify that I have read, understood, and had the opportunity to ask questions about the policies and expectations outlined in the Pine Manor College Student-Athlete Handbook.

__________________________________________
SIGN NAME

__________________________________________
DATE