Student-Athlete Handbook
Trailblazers!

Welcome to the Massachusetts College of Liberal Arts Athletic Department. It takes a great deal of commitment to be a Division III student-athlete and we are excited to have you join our team! Being a student-athlete at MCLA is a privilege and requires dedication to your academic and athletic success as well as your personal development. Our student-athletes positively represent the Department and College and embody a #ONETEAM philosophy. Our staff is here to support you in any way that we can and to provide you with the best possible experience during your time as a student-athlete. This is a very exciting time for the growth at the College and specifically within the Athletic Department.

This handbook was designed to help you navigate your team experience by providing you important information about the Athletic Department. If you have questions, feel free to ask your Coach or a member of the Athletic Administration for more information.

Best of luck for a successful year and GO TRAILBLAZERS!

Laura Mooney
Director of Athletics
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1. **INTRODUCTION**

The MCLA Athletic Department sponsors fourteen varsity sport programs. MCLA belongs to the National Collegiate Athletic Association (NCAA) at the Division III level. MCLA is a member of the Massachusetts State Collegiate Athletic Conference (MASCAC) and the North Atlantic Conference (NAC). The following sports: soccer, cross country, volleyball, basketball, baseball, softball and lacrosse compete in the MASCAC. Our tennis, and golf teams compete in the NAC.

1.1 **MISSION**

The department of athletics strives to inspire an atmosphere of excellence in both the athletic and the academic settings, provides opportunities to compete at the intercollegiate level, and fosters a setting that promotes leadership in the College's community.

1.2 **VISION**

MCLA Athletics has embraced the 3-2-1 vision.

- All student-athletes reaching and maintaining a **3.0 GPA**
- All teams competing in the **top 2** of their conference
- All student-athletes and staff working together as **1 team**

1.3 **VALUES**

The Athletic Department operates under the below values.

**MCLA ATHLETICS CORE VALUES**

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<tr>
<th>EXCELLENCE</th>
<th>PRIDE</th>
<th>RESPECT</th>
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<td>Academics</td>
<td>Dedication</td>
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<td>Competitiveness</td>
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<td>College</td>
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<td>Community</td>
<td>Accountability</td>
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<td>Alumni</td>
<td>Resilience</td>
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1.4 **NCAA DIVISION III PHILOSOPHY**

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.

1.5 STAFF DIRECTORY

<table>
<thead>
<tr>
<th>ADMINISTRATION</th>
<th>Laura Mooney</th>
<th>413-662-5411</th>
<th><a href="mailto:laura.mooney@mcla.edu">laura.mooney@mcla.edu</a></th>
<th>V 106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics</td>
<td>Dot Houston</td>
<td>413-662-5437</td>
<td><a href="mailto:d.houston@mcla.edu">d.houston@mcla.edu</a></td>
<td>1st floor CC</td>
</tr>
<tr>
<td>Associate AD Administration &amp; Compliance/SWA</td>
<td>Jeff Puleri</td>
<td>413-662-5403</td>
<td><a href="mailto:j.puleri@mcla.edu">j.puleri@mcla.edu</a></td>
<td>1st floor CC</td>
</tr>
</tbody>
</table>

SUPPORT STAFF
<table>
<thead>
<tr>
<th>Administrative Assistant</th>
<th>Dawn Lesure</th>
<th>413-662-5411</th>
<th><a href="mailto:dawn.lesure@mcla.edu">dawn.lesure@mcla.edu</a></th>
<th>1st floor CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Athletic Trainer</td>
<td>Matt Boillat</td>
<td>413-662-5414</td>
<td><a href="mailto:matthew.boillat@mcla.edu">matthew.boillat@mcla.edu</a></td>
<td>Ground Floor CC</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Hailey Katcher</td>
<td>413-662-5414</td>
<td><a href="mailto:hailey.katcher@mcla.edu">hailey.katcher@mcla.edu</a></td>
<td>Ground Floor CC</td>
</tr>
<tr>
<td>Assistant Communications</td>
<td>Derek Shell</td>
<td>413-662-5352</td>
<td><a href="mailto:derek.shell@mcla.edu">derek.shell@mcla.edu</a></td>
<td>Ground Floor CC</td>
</tr>
<tr>
<td>Coordinator of Student-Athlete Development &amp; SAAC</td>
<td>Loren Stock</td>
<td>413-662-5130</td>
<td><a href="mailto:loren.stock@mcla.edu">loren.stock@mcla.edu</a></td>
<td>Ground Floor CC</td>
</tr>
<tr>
<td>Coordinator of Academic Success</td>
<td>Erica Li</td>
<td>413-662-5351</td>
<td><a href="mailto:erica.li@mcla.edu">erica.li@mcla.edu</a></td>
<td>3rd floor CC</td>
</tr>
<tr>
<td>Fitness Center &amp; Strength &amp; Conditioning Coordinator</td>
<td>Deb Raber</td>
<td>416-662-5355</td>
<td><a href="mailto:deborah.raber@mcla.edu">deborah.raber@mcla.edu</a></td>
<td>1st floor VBL</td>
</tr>
<tr>
<td>Intramurals &amp; Recruiting Coordinator</td>
<td>Adam Hildabrand</td>
<td>413-662-5007</td>
<td><a href="mailto:a.hildabrand@mcla.edu">a.hildabrand@mcla.edu</a></td>
<td>1st floor VBL</td>
</tr>
<tr>
<td>Facilities &amp; Equipment Coordinator</td>
<td>Mike Gladu</td>
<td>413-662-5457</td>
<td><a href="mailto:Michael.gladu@mcla.edu">Michael.gladu@mcla.edu</a></td>
<td>1st floor VBL</td>
</tr>
<tr>
<td>Faculty Athletics Representative</td>
<td>Ann Billetz</td>
<td>413-662-5345</td>
<td><a href="mailto:Ann.billetz@mcla.edu">Ann.billetz@mcla.edu</a></td>
<td>CSI 208D</td>
</tr>
</tbody>
</table>

### COACHING STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Sport</th>
<th>Phone</th>
<th>Email</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deb Raber</td>
<td>Women’s Soccer</td>
<td>413-662-5355</td>
<td><a href="mailto:deborah.raber@mcla.edu">deborah.raber@mcla.edu</a></td>
<td>1st floor VBL</td>
</tr>
<tr>
<td>Adam Hildabrand</td>
<td>Men’s Soccer</td>
<td>413-662-5007</td>
<td><a href="mailto:a.hildabrand@mcla.edu">a.hildabrand@mcla.edu</a></td>
<td>1st floor VBL</td>
</tr>
<tr>
<td>Amanda Beckwith</td>
<td>Women’s Volleyball</td>
<td>413-662-5061</td>
<td><a href="mailto:wvolleyball@mcla.edu">wvolleyball@mcla.edu</a></td>
<td>3rd floor CC</td>
</tr>
<tr>
<td></td>
<td>Men’s &amp; Women’s Tennis</td>
<td>413-662-5370</td>
<td>@mcla.edu</td>
<td></td>
</tr>
<tr>
<td>Abigail Wright</td>
<td>Men’s &amp; Women’s Cross Country</td>
<td>413-662-5354</td>
<td><a href="mailto:Abigail.wright@mcla.edu">Abigail.wright@mcla.edu</a></td>
<td></td>
</tr>
<tr>
<td>Loren Stock</td>
<td>Women’s Basketball</td>
<td>413-662-5130</td>
<td><a href="mailto:loren.stock@mcla.edu">loren.stock@mcla.edu</a></td>
<td>Ground Floor CC</td>
</tr>
<tr>
<td>Derek Shell</td>
<td>Men’s Basketball</td>
<td>413-662-5352</td>
<td><a href="mailto:derek.shell@mcla.edu">derek.shell@mcla.edu</a></td>
<td>Ground Floor CC</td>
</tr>
<tr>
<td>Peter Egazarian</td>
<td>Men’s Golf</td>
<td>413-662-5366</td>
<td><a href="mailto:Peter.egazarian@mcla.edu">Peter.egazarian@mcla.edu</a></td>
<td>1st floor VBL</td>
</tr>
<tr>
<td>Michael Gladu</td>
<td>Baseball</td>
<td>413-662-5457</td>
<td><a href="mailto:michael.gladu@mcla.edu">michael.gladu@mcla.edu</a></td>
<td>1st floor VBL</td>
</tr>
<tr>
<td>Erica Li</td>
<td>Softball</td>
<td>413-662-5532</td>
<td><a href="mailto:Erica.li@mcla.edu">Erica.li@mcla.edu</a></td>
<td>3rd floor CC</td>
</tr>
<tr>
<td>Kaitlin Feeney</td>
<td>Women’s Lacrosse</td>
<td>413-662-5156</td>
<td><a href="mailto:Kaitlin.feeney@mcla.edu">Kaitlin.feeney@mcla.edu</a></td>
<td>1st floor CC</td>
</tr>
<tr>
<td>Kevin Pezanowski</td>
<td>Men’s Lacrosse</td>
<td>413-662-5008</td>
<td><a href="mailto:Kevin.pezanowski@mcla.edu">Kevin.pezanowski@mcla.edu</a></td>
<td>1st floor CC</td>
</tr>
</tbody>
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### OFFICE LOCATIONS

CC - Campus Center, VBL – Venable, CSI – Center for Science and Innovation

### 2. COMPLIANCE

MCLA student-athletes must satisfy all of the following requirements to be eligible for athletics competition. While every student-athlete has the right to try-out for a team, selection to a team is a privilege and not guaranteed, even if recruited. The Head Coach is responsible for selecting team members and establishing rosters.

#### 2.1 ELIGIBILITY FOR COMPETITION
2.1.1 FULL TIME STATUS
A student-athlete shall be enrolled in at least a minimum full-time program of studies, (12 credits) and maintain satisfactory progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. The senior student-athlete must meet with the Compliance Officer to discuss options for part time enrollment. Also, a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution. Should a student-athlete fall below 12 credit hours, they will become immediately ineligible for practice and competition.

2.1.2 24 CREDITS - MASCAC REQUIREMENT
Returning student-athletes must pass a total of 24 credit hours in each academic year from September 1 to August 31 in which a student was enrolled as a matriculated student. Credit hours earned in summer school may be utilized to satisfy this academic requirement for the immediately preceding academic year. At the conclusion of an academic year, a review will be conducted to determine whether the student-athlete has met satisfactory academic progress standards (24 credits).

2.1.3 SEASONS OF ELIGIBILITY
The student-athlete may not participate in more than four seasons of athletics competition in any one sport during the first ten semesters in which a student is enrolled in a collegiate institution in a full-time program of studies. In accordance with NCAA rules and regulations if a student-athlete competes against outside competition during the traditional season (exception: pre-season scrimmages), or practices after the first opportunity to compete in the traditional season, they will have used a year of eligibility.

Student-athletes are required to complete all NCAA online compliance forms, be cleared by the Sports Medicine staff and attend a compliance session prior to attending their first practice.

2.1.4 ATHLETIC ACADEMIC REQUIREMENTS
Academic standing is evaluated at the end of the fall and spring semesters and will be based on a student-athlete’s cumulative GPA. A student-athlete may only be placed on probation once throughout their career and remain eligible to practice and compete. Once placed on probation, the student-athlete must fulfill all of the requirements set by the Center of Student Success and Engagement (CSSE). If a student-athlete is on probation for a second time they will be ineligible to practice or compete with the team until they become academically eligible again. Student-athletes are permitted to submit an appeal to the Director of Athletics within 10 days of final grades being posted. The appeal is for student-athletes who believe they have extenuating circumstances (the loss of an immediate family member; prolonged illness; recently diagnosed learning disability, etc.), which impacted their academic success. The appeal will be reviewed and the student-athlete will receive a response within five business days.

Eligibility Notices
The Athletic Department will issue an eligibility notice to the student-athlete at the following three stages:
1) When a student-athlete is placed on their first academic probation, subsequently using their one “freebee” opportunity
2) When a student has re-established eligibility after their first semester on academic probation
3) When a student-athlete is placed on academic probation a second time, the student will be ineligible to practice or compete with the team until they become academically eligible again, which will be decided at the conclusion of the semester.

| Earned Credits | Good Standing | Probation | Suspension |
2.2 NCAA HARDSHIP WAIVER

In certain instances when a season-ending injury or illness occurs, a student-athlete may apply for a hardship waiver to regain eligibility. In order to be considered for a hardship injury waiver the student-athlete must submit a request in writing to the Compliance Office. The request should outline the circumstance of their particular case (i.e. injury, date of injury, doctor’s appointments, etc.). This document will be submitted as one of the supporting documents to the appropriate Conference office. There are strict medical and competition guidelines for each case. The Compliance Office with the assistance of the Sports Medicine staff will present the hardship request to the Commissioner of the MASCAC or NAC for approval. Three things have to occur in order to be considered for a hardship waiver (refer to the NCAA Division III Manual, Bylaw 14.2.5):

1) The season-ending injury or illness had to occur in the first half of the traditional playing season,
2) The student-athlete did not compete in 3 contests or 1/3 of the regular season scheduled contest, whichever is greater.
3) Medical documentation from a physician (i.e., orthopedic doctor) must be submitted certifying the student-athlete’s inability to compete for the remainder of the season. In the case of a mental illness, documentation would need to be submitted from an individual licensed (e.g., psychiatrist, psychologist) to diagnose and treat that illness.

2.3 NCAA ATHLETICALLY RELATED ACTIVITIES

A member institution shall limit its organized practice activities, the length of its playing seasons and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in noncollegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes.

Support services and other programming involving sports-related information and having an athletics purpose (e.g., team motivational speakers, leadership-related programming with an athletics nexus) (see Bylaw 17.02.1.1) may be offered exclusively for student-athletes, provided the activity occurs during the declared playing season.

NCAA Bylaw 17.02.1.1 Athletically Related Activities: The following are considered athletically related activities:

(a) 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:

(1) Field, floor or on-court activity;
(2) Setting up offensive or defensive alignment;
(3) Chalk talk;
(4) Lecture on or discussion of strategy related to the sport;
(5) Activities using equipment related to the sport;
(6) Discussions or review of game films, motion pictures or videotapes related to the sport; or
(7) Any other athletically related activity.

(b) Competition;
(c) Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member;
(d) 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;
(e) Required participation in camps, clinics or workshops;
(f) Individual workouts required or supervised by a member of the coaching staff. An institutional staff member may design a voluntary (see Bylaw 17.02.14) individual-workout program for a student-athlete, but cannot conduct the individual’s workout outside the declared playing season;
(g) 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);
(h) Visiting the competition site in cross country, golf and skiing;
(i) 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;
(j) Involvement of an institution’s strength and conditioning staff with enrolled student-athletes in required conditioning programs; and
(k) Observation by an institution’s coaching staff member of enrolled student-athletes in nonorganized sport-specific activities (e.g., “pick-up games”) in the coaching staff member’s sport, except as permitted in Bylaw 17.02.1.1-(k).

17.02.1.1 Exceptions. The following activities shall not be considered athletically related:
(a) Administrative and academic activities that are nonathletics in nature (e.g., academic meetings and compliance meetings);
(b) One team meeting conducted for an athletics purpose outside the declared playing and practice season (may be mandatory);
(c) One individual meeting per student-athlete conducted for an athletics purpose outside the declared playing and practice season (may be mandatory);
(d) Voluntary fundraising and community service activities not involving the use of athletics ability by student-athletes to obtain funds provided the activities receive approval from the institution’s chancellor or president (or his or her designee) before the activity (see Bylaw 12.5.1.1 for restrictions on promotional activities);
(e) Voluntary out-of-season fundraising events involving the use of athletics ability by student-athletes (either to obtain funds or to participate in the activity), provided participation in the event is open to any and all entrants and student-athletes receive prior approval from the institution’s chancellor or president (or his or her designee) before participating in the activity (see Bylaw 12.5.1.1 for restrictions on promotional activities);
(f) Observation of an officiating clinic related to playing rules that is conducted by video conference and does not require student-athletes to miss any class time to observe the clinic;
(g) Observation of enrolled student-athletes in organized competition (e.g., summer league), provided institutional athletics personnel do not direct or supervise the organized activity;
(h) Voluntary individual workouts monitored for safety purposes by strength and conditioning personnel. If the strength and conditioning coach is also a coaching staff member for one of the institution’s intercollegiate teams, the monitoring may occur only if that staff member performs monitoring duties for all student-athletes using the facility at that time;
(i) Voluntary workouts by students-athletes in a strength and conditioning facility designated exclusively for use by student-athletes, provided the activity is not held at the direction of, or supervised by, any member of an institution’s coaching staff;
(j) Voluntary individual strength and conditioning activities conducted by strength and conditioning personnel who have received strength and conditioning certification from a nationally recognized certification program only during the institution’s regular academic year (see Bylaw 11.1.6 for additional certification requirements), even if an institutional facility is reserved for such activities; and
(k) Observation of enrolled student-athletes in nonorganized sport-specific activities, provided:
The documented job responsibilities for the coaching staff member include monitoring of an institutional facility for purposes of safety and facility security; (2) The observation occurs while the coaching staff member performs this monitoring responsibility; and (3) The observation occurs while the facility is open to all students. This exception does not permit a coaching staff member to direct, supervise or provide instruction to student-athletes, but permits a coaching staff member to stop any activity that is dangerous to a student-athlete or other students.

3. **STUDENT-ATHLETE EXPECTATIONS**

Participation on an MCLA athletic team is a privilege. As highly visible representatives of the College, student-athletes should conduct themselves in an exemplary manner.

- Demonstrate and support the Athletic Department mission and vision
- Strive for excellence in the classroom
- Strive to be a competitive athlete
- Lead by example
- Respect peers, coaches and support staff
- Adhere to NCAA, College, Department, and team policies, rules and regulations
- Make appropriate personal and social choices
- Demonstrate inclusion and celebrate diversity
- Service to the community
- Positively represent your team, the department and the College

The Student-Athlete Handbook will also be available online under the student-athlete login on the MCLA Athletic website. All student-athletes are required to sign indicating they have received and understand their responsibilities to the contents and implications within the handbook. The athletic administration and coaches may establish additional rules or policies.

3.1 **SPORTSMANSHIP**

**RESPECT – IT'S THE NAME OF THE GAME**

The athletics program at MCLA is committed to promoting good sportsmanship and developing a healthy environment for competition. Student-athletes, coaches and staff are expected to conduct themselves in such a manner to represent the highest level of honor and observe the tenets of good sportsmanship, honesty, fairness, dignity, civility, and respect. MCLA does not condone unsporting conduct on the part of a student-athlete, coach, staff or any individual associated with the College.

The Massachusetts State College Athletic Conference (MASCAC) promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition.

3.2 **RECRUITING**

To further the success and growth of the MCLA athletic teams, current student-athletes may be asked to assist the coaching staff in the recruitment of potential student-athletes. In order to provide a positive experience there are mandated expectations for the student-athlete host and visiting prospective student-athletes.

3.2.1 **HOST EXPECTATIONS**

- Discuss and plan activities prior to all recruit visits.
- Adhere to all College residence area and Athletic Department policies related to overnight guests,
• Conduct oneself in a responsible manner at all times
• Positively represent MCLA and the Athletic Department.
• The recruit is not to be taken to any activities where drugs or alcohol are present.
• Ensure the safety and welfare of the recruit and provide a fun and comfortable atmosphere.
• Student-athlete accompanies the recruit at all times. They should never be in a campus building, especially a residence area, unescorted
• Expose recruits to academic classes, faculty, staff and students.
• If a problem arises with a recruit, call the Head Coach immediately.
• If a personal vehicle is used for off campus activities, be advised the owner’s insurance is responsible for all coverage. In this regard, student hosts hereby agree to defend, indemnify and hold the College harmless from any and all claims, damages or other actions related to any type of automobile accident, including personal injury, property damage or death.

3.3 MINORS ON CAMPUS
MCLA is committed to the safety and well-being of all members of its community, including minors. There are many benefits for everyone when there are opportunities to engage minors in a college setting. MCLA Minors on Campus Behavioral Standards are designed to protect the safety of minors on campus and/or property owned or leased by the College, and to establish procedures for reporting known or suspected abuse or neglect of, or injury to, minors, regardless of the reason for their presence on campus. Employees working or interacting with minors in the context of their employment or as a volunteer must observe the behavioral standards.

A minor is any person under the age of 18 who is not enrolled as a student at MCLA. All staff and student-athletes are required to acknowledge by signature and abide by the MCLA Minors on Campus Behavioral Standards, available on the Administrative Login web page and in Appendix G.

3.4 COACHING EVALUATIONS
To ensure a quality athletic experience, at the conclusion of each season all student-athletes are required to complete evaluations related to their experience in their program and the department. In addition, all student-athletes are encouraged to meet with the Director of Athletics by appointment at any time. An athletic administrator will meet with each coach and review anonymous student-athlete evaluations.

4. STUDENT-ATHLETE DEVELOPMENT
Student-Athlete Development strives to provide the optimal experience for student-athletes by providing educational programming and support that address personal growth, career development, leadership and community service. The focus is on the total development of student-athletes and recognizes the changing needs particularly in regards to transitions to and from college. Programming is designed to promote a respect for diversity and inclusion, to assist student-athletes in identifying and applying transferable skills, to encourage student-athletes to effectively access campus resources and to develop character and integrity. The Coordinator of Student-Athlete Development will guide, assist and mentor MCLA student-athletes with the help of College resources.

4.1 PRIDE PROGRAM
The foundation of the student-athlete development PRIDE program is based on character and leadership. Through informal mentoring, seminars, speakers, educational and awareness events, the PRIDE program will address personal growth, career development, and leadership.
The focus is on the total development of our student-athletes and recognizes their changing needs in regard to transition to and from college. The program will assist in the development of sportsmanship and respect, life preparedness, personal and collective accountability, transferable life skills, accessing campus resources, character and integrity.
After completing the PRIDE program, Trailblazer student-athletes will be:

- P-rofessional - make an impact
- R-esponsible - make informed decisions and be accountable
- I-nclusive - be respectful and engaging
- D-etermined - act positively and overcome adversity
- E-xcel - on and off the playing surfaces

4.2 STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee has the responsibility of communicating, reviewing and advising the Athletics Department on any concern, which directly or indirectly affects the welfare of their academic or athletics involvement. The Committee meets regularly throughout the academic year. Two or more representatives from each team must attend meetings; however any student-athlete may attend and contribute. The SAAC Executive Board encourages student-athletes to speak to a board member for more information. Meeting minutes are posted on the SAAC web page. The SAAC Executive Board positions include: Co-Presidents, Vice President, Treasurer, Secretary, and Social Media Representative.

Mission:
The mission of the MCLA Student-Athlete Advisory Committee is to create a positive athletic experience for all student-athletes, promote a positive student-athlete image on campus, and create a sense of unity within the college and athletic department.

Article I -- Executive Board:
Roles and Responsibilities

A. Co-Presidents (1 male identified team representative & 1 female identified team representative)
   1. Preside over all meetings while being sure to keep the SAAC constitution in mind while directing the committee
   2. Serve as liaison between athletic administration and student-athletes

B. Vice President
   1. Second in command, hold responsibilities of the president when the presidents are not present
   2. Oversee subcommittees
   3. Exercise the role of the presidents if they are not present

C. Treasurer
   1. Maintains the budget and records expenses throughout the academic year
   2. Submit budget requests to the Student Government Association if applicable
   3. Record all meeting notes, votes and confirm votes are eligible before the final reading of election outcomes.

D. Secretary
   1. Distribute meeting minutes to SAAC body, executive board, SAAC advisor(s), and Director of Athletics
   2. Issues voting procedures, maintains ballots for nominations

E. Social Media Representative
   1. Create posts that promote a positive image for MCLA athletics on SAAC social media outlets

F. Advisor
   1. Serves as liaison between the committee and athletic administration, oversee the general operation of SAAC
   2. Enforce the attendance policy for all team representatives
   3. Mediate when issues arise

Article 2 – Nominations and Election of Executive Board Members
Nomination of Board Members
A. Any SAAC representative in good standing shall be able to nominate and vote during executive board elections, including nominating oneself for vacant positions.
B. An executive board member who will vacate their position due to graduation may recommend, thus nominating, a replacement to fill their previously held title.
C. Representation of two-thirds of SAAC members must be present to nominate a representative for an open executive board position.
   1. Nomination by Proxy
      i. Representatives that are unable to attend, due to an excused absence only, shall be able to nominate a representative.
      ii. Any nomination must be made in writing and submitted to a member of the executive board or adviser prior to a nomination meeting.

Article 3 – Terms of Office
A. Elected executive board members serve for an unlimited time.
B. Exiting board members maintain their responsibilities until the end of the academic year.
C. It is the responsibility of the existing board member to ensure that their successor is competent and informed of all duties bestowed upon them.
D. An incumbent officer can be re-elected to the executive board in any position. There is no term limit for any board position.

Article 4 – Voting, Movements and Methods of Overrule and Amendments
Section 1 -- General Voting
A. At least two-thirds of the representative body must be in attendance for a vote on any legislation or election to be counted, and enacted.
B. Each representative shall receive one vote, with only 2 votes from each team.

Section 2 – Ratification of Constitution
A. All proposed amendments must be made in writing and addressed to the executive board, to be read to the representative body for a motion to be ratified.
B. Any member can motion to amend constitution, and must be supported by at least one member for motion to be considered open for a vote by the president.

Article 5 – Representative Eligibility
Section 1 – Eligibility
A. Any student-athlete is eligible to serve as a SAAC representative.
Section 2 – Ineligible Representative or Team, and Reinstatement
A. Any member of SAAC shall be removed from their position as a representative if any of the following are true-
   1. Representative has been removed from the team, voluntarily or otherwise
   2. Have had three consecutive unexcused absences
   3. Executive board determines the representative has displayed poor personal judgment that could reflect poorly on the institution, SAAC or student-athlete population

Article 6 – Meeting Requirements and Absences
Section 1 – Meetings
A. All representatives are expected to attend and fully participate in all planned meetings.
B. Representatives should be open-minded and respectful of others contributions, regardless of whether they personally agree or disagree.
C. Decisions made should be seen as in the best interest of the student-athlete body.
D. Arrive in timely manner, and notify an executive board member or adviser if you expect to be late for any reason.
Section 2 – Absences
A. Excused absences are those that are due to-
   1. Required meeting for class or speaker
   2. Varsity event takes place on or off campus during scheduled meeting time
   3. Family emergency
   4. Prior approval by executive board member or advisor
      a. SAAC members may send a designated representative in their place if the primary representative cannot attend
B. Unexcused absences will be addressed as follows -
   1. An email warning from the president to the student-athlete
   2. Written warning to the student-athlete, coach and advisor, with imposed action
   3. Disciplinary action taken by president, and notification sent in writing to student-athlete, coach, advisor and Director of Athletics.

4.3 SAFE ZONE TRAINING
Safe Zone training is offered on campus to develop, enhance and maintain environments in workplaces and schools that are culturally competent and supportive to LGBTQ+ individuals, as well as to straight, cisgender people who care about diversity, equality and inclusions. This program was created by the Gay Alliance and more information can be found on their website. The Athletic Department fully supports the LGBTQ+ community and encourages Athletic Department staff and student-athletes to attend Safe Zone training.

4.4 COUNSELING SERVICES
Counseling Services offer a range of services including individual and couples counseling, crisis intervention, outreach workshops and educational programing, psychiatric treatment, alcohol and other drug education, consultation to faculty, staff, parents, and students, and off-campus referral. Counseling services are confidential and free to all enrolled MCLA students. Location and hours can be found on the Counseling Services website.

If a student-athlete poses a threat to their safety or the safety of another:
- During business hours, contact Counseling Services at 413-662-5331 to arrange for the student-athlete to be assessed in its office. The student-athlete should be escorted to Counseling Services for the assessment.
- After business hours, contact the Brien Center Crisis Team at 413-499-0412 to arrange for the student-athlete to be assessed. Then, leave a message for Counseling Services and one of the counselors will follow up with the student.
- If the student-athlete has taken action which requires immediate medical treatment, call Campus Police at 413-662-5100.

Helpful Resources

5. ACADEMICS

5.1 FACULTY ATHLETICS REPRESENTATIVE (FAR)
Each NCAA member appoints a Faculty Athletics Representative. Their primary role is to be involved in the assurance of the academic integrity of the athletics program and of the student-athletes’ welfare. The FAR acts as a liaison between the Athletic Department and the faculty. Student-athletes should communicate with faculty
whenever academic challenges arise, but are also encouraged to contact the FAR for assistance in resolving conflicts.

5.2 TRAILBLAZER SUCCESS PROGRAM (TSP)
The department has created a new position to academically support our student-athletes, the Coordinator of Academic Success (CAS). The Trailblazer Success Program was created to support the 3-2-1 vision of the Athletic Department in assisting all student-athletes to reach and maintain a 3.0 or higher GPA.

First Year, Transfer, and New Student-Athletes:
During the first semester at MCLA these student-athletes are required to complete 4 hours of study hall a week and have meetings with the CAS. After the first semester is completed they will be evaluated by that semester’s GPA (see table below).

Upper Class Students:
The previous semester’s GPA will dictate what column the student-athlete falls into.

<table>
<thead>
<tr>
<th>3.0-4.0</th>
<th>2.5-2.99</th>
<th>2.49 &amp; Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>● No required Study Hall</td>
<td>● Meet with CAS on a biweekly basis</td>
<td>● Meet with CAS on a weekly or biweekly basis</td>
</tr>
<tr>
<td>● No professor check-ins</td>
<td>● Study Hall required- 2 hours a week</td>
<td>● Study Hall required- 4 hours a week</td>
</tr>
<tr>
<td></td>
<td>● Professor check-ins</td>
<td>● Professor check-ins</td>
</tr>
</tbody>
</table>

5.3 MISSED CLASS LETTER & CLASS ATTENDANCE
It is an expectation that student-athletes attend classes regularly. The Coordinator of Academic Success will provide each team with a missed class letter at the beginning of each season. Student-athletes should hand deliver these letters to professors at the beginning of the season. If the student-athlete fails to deliver this letter they will not be permitted to leave class.

Departure times for away games as well as reporting times for home games are included in the letter. Student-athletes must stay in class until those reported times, which intend to keep the student-athletes in their classes for as long as possible. Student-athletes are not permitted to miss class for practices.

This policy is intended to ensure student-athletes are not penalized for being absent from class while representing the College. It is not intended to excuse students from the responsibility to meet course requirements. They will need to notify faculty of their imminent absence and to make arrangements to make up any missed work.

5.4 READING AND EXAM DAYS
Coaches will not mandate that student-athletes participate in championship competition. Student-athletes have the opportunity to decide whether or not they can academically afford to miss a reading or final exam day. They must also make the necessary arrangements ahead of time with faculty.

6. SPORTS MEDICINE

6.1 MEDICAL SERVICES
**Team Physician:** Student-athletes wishing to see the team physician must first see the Sports Medicine staff. Walk-ins will be screened by the Sports Medicine staff and appropriate referrals will be made. The Sports Medicine staff will make appointments for the student-athlete to be seen by the team physician.

**Referrals:** Referrals from outside physicians and other medical staff will be accepted by the Sports Medicine staff. Written details of a preliminary exam (including all relevant material) must be sent with the student-athlete. In order to avoid duplication of services, proper notification to the Sports Medicine staff of previously rendered services and referral are essential. This guideline will also be maintained when referrals are made from the Sports Medicine staff to the other areas. If the student-athlete is seen by a private health care professional, the team physician must clear the student-athlete for participation before any return to play.

**Treatment Policy:** Part of the rehabilitation phase after an injury is a sequence of treatments including, but not limited to: exercises, manual therapy, modified workouts, and use of therapeutic modalities. These modalities can be used in the training room, under the direct supervision of the Sports Medicine staff. The importance of treatments is linked with their regular use. Once a routine has been established, the student-athlete is expected to continue with directed therapy until released by the attending physician or Sports Medicine staff.

### 6.2 REQUIREMENTS FOR PRE-PARTICIPATION

In order to be cleared to participate on an athletic team, student-athletes must comply with the following sports medicine requirements. Sports Medicine staff uses electronic injury tracking software called SportsWare to collect paperwork and track injuries. Pre-participation paperwork is accessed online and documents are uploaded to SportsWare.

#### 6.2.1 SPORTSWARE

**Incoming/New Student-Athlete:**

How to create a user profile:

- Go to [www.swol123.net](http://www.swol123.net)
- Click the “Join SportsWare” button
- The School ID is “MCLA”
- Complete all fields, using your mcla.edu email address
- Your request to join will be approved by the Sports Medicine staff.

Once you are approved, you must complete your profile information:

- Once logged on to SportsWare, click the ‘My Info’ tab in the upper left hand corner.
- You will see 5 tabs at the top of your screen. You will need to fill out all fields in all tabs to the best of your ability.
- Under the ‘Medical’ tab, there is a section for ‘Alerts’. This is a section for allergies etc. If your specific allergy is not in the drop-down menu, please type it in!
- You are not required to add a profile picture.
- You are allowed (and encouraged) to add two emergency contacts if available.
- Please fill out all fields completely.

**Returning Student-Athlete:**

How to create a user profile:

- Go to [www.swol123.net](http://www.swol123.net)
- Type in your school email where it says “Email”
- Do NOT type in a password; instead click the “Reset Password” button.
- Log in to your school email, and open the email from ‘admin’ at SportsWare
- Click on the link under your name
- Fill out the required fields using your school email
Select a password you will remember that fulfills the password requirements, and click save
You can now log on to SportsWare

Checking and completing your profile information:
Once logged on to SportsWare click the ‘My Info’ tab in the upper left hand corner, from here please make sure all of your information is correct (name, address etc.). Also, please make sure that you add you’re A# if it is not already entered
When you are done, click ‘Save’, do not click the back button

All Student-Athlete:
How to upload your insurance card:
Take a picture of the front and back of your insurance card
*this picture must be legible. If you cannot read it, neither can the Sports Medicine staff
Put both of these photos in separate Word document (or similar), or save as a .jpg, or .pdf
Save this file as LASTNAME,FIRSTNAME_(this year)_ins
  • example: ATHLETE, JOHNNY_2015_ins
Log in to SportsWare
Click the ‘my info’ tab
Click the ‘insurance’ tab
Scroll down the bottom of the page under the heading ‘Insurance Card’
Click the ‘Browse’ button, and search for your insurance card file [LASTNAME, FIRSTNAME_(this year)_ins]
Click ‘Add’
If you have two different insurance providers, you may repeat this step on the right hand side of the page for a secondary insurance company.

Completing your pre-participation paperwork:
Identify whether you are a First Year Student-Athlete or Returning Student-Athlete
Once logged in to your SportsWare account, click on the ‘Forms’ tab.
Select the appropriate questionnaire and click ‘Open’
Fill out all fields
Electronically sign and submit your form
I’m being treated for: This is if you have an injury sports med staff already knows about
I have a new injury: This is where to report a new injury
I don’t have a specific injury and am just getting treated: This is for things like ice, heat, foam rolling, etc.

These are the same options no matter which bubble you click.
6.2.2 REQUIRED HEALTH RECORDS/FORMS

- Student-athletes must complete the appropriate information and forms on SportsWare,
- Proof of valid health insurance.
- Completion of baseline ImPACT testing (excluding; Tennis, Golf, Cross Country) as per the department's concussion protocol.
- General medical and orthopedic screening executed by the Sports Medicine staff.
- Student Health Form
- Clarification on form: The front portion of the Health Form is to be completed by the student-athletes, and must include all information requested. The back portion of the Health Form includes record of physical exam and immunizations. This must be completed, signed and dated by a Health Care Provider.
- Health Information Use and Disclosure Form
- TB Risk Assessment Form

o The Commonwealth of Massachusetts General Laws (Ch 76 s 15) state that every undergraduate or graduate student must comply with the above regulations before attending classes.
- Students seeking exemptions must provide the appropriate written documentation that they meet the standards for medical or religious exemptions set forth in MGL c 76 s 15C and 15D before attending classes. Students who previously discontinued enrollment and are being re-admitted must contact Health Services. Student who have previously discontinued enrollment and are being re-admitted must contact Health Services.
  o Pre-participation physical examination done within 6 months prior to the start date of their individual sport (see Sport Medicine handbook) per NCAA.

The following immunization record must be on file:
- Vaccine Verification - Documentation of immunization with appropriate dates:
  o 2 doses of measles, mumps and rubella (MMR)
  o 2 doses of varicella vaccine
  o 1 dose of Tetanus, diphtheria, pertussis (Tdap) within 10 years
  o 3 doses of Hepatitis B vaccine
  o 1 dose of meningitis vaccine (within 5 years)
  o 2 TST (Tuberculin skin test) or 1 IGRA test (required for international students only)

Criteria for immunity for College students:
- Students may be considered immune to MMR if:
  o the student presents laboratory evidence of immunity
  o the student is born in the US prior to 1957
- Student may be considered immune to varicella if:
  o the student presents laboratory evidence of immunity
  o the student presents a statement signed by a Health Care Provider stating that the student has a reliable history of chickenpox disease.
  o the student is born in the US prior to 1980
- Students may be considered immune to Hepatitis B if the student provides laboratory evidence of immunity.

The Law provides exemption for meningococcal vaccine only for students signing a waiver that can be reviewed and downloaded from the Health Services web page. The MCLA Health Services web page should be reviewed for appropriate timing of vaccination schedules.

6.2.3 SICKLE CELL
Sickle Cell testing or waiving your right to provide this information is an NCAA requirement for all student-athletes. For more information about Sickle Cell Trait visit the athletic website at the following link http://athletics.mcla.edu/information/training/index.

Research and experience confirm that participation in intercollegiate athletics places participants at risk of injury or injuries. Student-athletes competing at MCLA are no different and may be injured while participating. MCLA has full-time National Athletic Trainers BOC Association (NATA) Certified and Massachusetts Licensed Athletic Trainers on faculty. The Sports Medicine staff implements the athletic training objectives and services. Responsibilities of the Sports Medicine staff include implementing an athletic health care program with the objectives of:

- Minimizing athletic injuries
- Evaluating and managing athletic injuries
- Rehabilitating injured student-athletes and establishing readiness to return to participation

Quality athletic health care requires the cooperation and communication among the student-athletes, coaches, physicians and Sports Medicine staff. The Sports Medicine staff complies with the regulations of the federal privacy practices (e.g. HIPAA).

6.3 BANNED SUBSTANCES

It is your responsibility to check with the appropriate or designated Athletic Department staff before using any substance. The institution and the student-athlete are accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

The NCAA Bans the Following Classes of Drugs:
1. Stimulants;
2. Anabolic Agents;
3. Alcohol and Beta Blockers (banned for rifle only);
4. Diuretics and Other Masking Agents;
5. Street Drugs;
6. Peptide Hormones and Analogues;
7. Anti-estrogens; and

Note: Any substance chemically related to these classes is also banned.

Drugs and Procedures Subject to Restrictions:
1. Blood doping;
2. Gene doping;
3. Local anesthetics (under some conditions);
4. Manipulation of urine samples; and
5. Beta-2 Agonists permitted only by prescription and inhalation.

NCAA Nutritional/Dietary Supplements Warning:
Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.
1. Dietary supplements, including vitamins and minerals are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility from using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. Any product containing a dietary supplement ingredient is taken at your own risk.
Examples of NCAA Banned Substances in Each Drug Class

Note to student-athletes: There is NO complete list of banned substances. Do not rely on this list to rule out any label ingredient.

1. **Stimulants**: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine (DMAA); methylphenidate (Ritalin); synephrine (bitter orange); methylhexaneamine, "bath salts" (methedrine); octopamine; DMBA; phenylethylamines (PEAs); etc. Exceptions: phenylephrine and pseudoephedrine are not banned.

2. **Anabolic Agents (sometimes listed as a chemical formula, such as 3, 6, 17-androstenedione)**: Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.

3. **Alcohol and Beta Blockers (banned for rifle only)**: Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

4. **Diuretics (water pills) and Other Masking Agents**: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

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

6. **Peptide Hormones and Analogues**: Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.

7. **Anti-Estrogens**: Anastrozole; tamoxifen; forrnestane; ATD; clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3, 5-dien-7, 17-dione), etc.

8. **Beta-2 Agonists**: Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaureine; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). Any substance that is chemically related to the class, even if it is not listed as an example, is also banned.

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at 877-202-0769 or www.drugfreesport.com/rec password: ncaa1, ncaa2 or ncaa3.

### 6.4 DRUG TESTING

MCLA is concerned with the health, safety and welfare of the student-athletes who participate in its programs and represent the college in competitive athletics. Substance use and abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, use of tobacco, and inappropriate use of alcohol are inconsistent with the standards expected of student-athletes at MCLA. Substance use and abuse in sport can pose risks to a student-athlete’s health/safety and negatively affect their academic and athletic performance. Substance use and abuse in sport may also compromise the integrity of athletic competition and the ideals of MCLA.

The Athletic Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug abuse, to identify student-athletes who are improperly using drugs and to assist them before they harm themselves or others. Furthermore, the Athletic Department recognizes its responsibility to provide educational programming that will support a positive decision-making process. The Drug Testing Policy will be provided to student-athletes annually. The Drug Testing Policy is available on the Administrative Login web page and can be found in Appendix LL.

### 6.5 CONCUSSIONS
A concussion is a serious injury, so proper reporting, diagnosis and treatment are crucial. Student-athlete well-being is a priority for the NCAA and has been for more than 100 years. The NCAA is a leader in evaluating the impact of concussions in sport and has produced research and best practices to mitigate the potential effects of head injuries.

The Sports Medicine staff utilizes the SCAT3 and ImPACT testing to identify a concussion. All contact sport student-athletes are required to complete ImPACT testing. The complete information regarding concussion management/homecare and the return to play protocol and progression can be found here.

6.6 SPORTS MEDICINE ROOM (SMR) RULES

- Student-athletes must sign-in utilizing the computer upon entering
- All tobacco products (smokeless or otherwise) are strictly prohibited
- Profanity, loud disruptions, racial/sexist/religious or other derogatory language will not be tolerated
- Headphones and personal music should not interrupt with treatments
- Personal bags should be kept in individual lockers, or on the storage rack outside
- Athletic attire should be worn to all treatment sessions
- Wet, muddy, or otherwise dirty footwear should be left outside
- Student-athletes must shower before using immersion whirlpools
- Shoes/cleats are not allowed on the treatment tables
- Modalities are to be used exclusively by Sports Medicine staff
- Horseplay and other rauous behavior will not be tolerated
- Towels are not personal towels
- Cell phone usage is not permitted during rehabilitation
- Student-athletes are seen on a first come first served basis, however exceptions to this rule can be made by the Sports Medicine staff.

7. THE FITNESS CENTER (TFC)

The TFC is located in the Amsler Campus Center on the second floor. The TFC provides MCLA staff and students the opportunity to work on all components of fitness. Hours will be posted on the Trailblazer Fitness Center Facebook page. During operational hours, the TFC will be staffed and under video surveillance.

7.1 TFC RULES

- All users must sign into the computer using their A#
- All users must produce a current and validated MCLA ID card to use the equipment behind the counter.
- Alcoholic beverages and food are strictly prohibited.
- Liquids must be in a closed, non-glass, no leak container.
- The use of cameras and camcorders are strictly prohibited.
- All users must behave in an orderly and respectful manner.
  - This includes refraining from verbal abuse, use of profanity or other abusive language, intimidation, staring at or following another person within the facility, sexual harassment or harassment on the account of race, religion, ethnic background, gender or sexual orientation.
- All users will refrain from vandalizing or defacing property including equipment, walls or mirrors
- All equipment must remain in the facility unless special authorization is granted from the TFC Director.
- All users will refrain from verbal or physical harassment of other TFC users and staff.
- The TFC users have diverse musical and television tastes. We recommend bringing a personal music playing device with headphones to listen to during your workout.
- Use of an outside Personal Trainer is not permitted.
SAFETY & HYGIENE:
● Users are encouraged to ask fitness staff for help adjusting equipment, for a spot or for general questions.
● Machines and mats must be wiped down after use.
  ○ Cleaning supplies are available and must be returned to bins after use.
● Closed-toe athletics shoes are required.
● Pants and shorts must be worn at the waistline.
● T-shirts or tank tops must be worn at all times.
● Bare midriffs are not acceptable.
● Users are expected to maintain an acceptable personal level of hygiene and cleanliness. If the user does not maintain this level, they will be asked to leave the facility.
● Personal belongings are not allowed on the floor.
  ○ Please use the cubbies and coat rack.
  ○ Do not leave cell phones or wallets out in the open.
  ○ The TFC and its staff are not responsible for lost or stolen items

*The TFC staff reserves the right to request users to change clothing if a complaint is received*

USAGE & STORAGE:
● To avoid congestion and waiting, users should allow others to “work in” while using weight equipment.
● Please use courtesy and consideration for others when using weight equipment and cardio machines.
● Spotters are strongly recommended when lifting most free weights (bars and dumbbells)
● Weights are not to be stood or leaned against walls, pillars, equipment or mirrors.
● Do not lean crash bars on the walls; use crash bars during all exercise performed in the racks.
● Do not drop weights (barbells or dumbbells).
● All forms of deadlifting should be done with bumper plates only.
● The use of safety stop clips is strongly encouraged while using treadmills.
● Users should use extreme caution when lifting weights to avoid potential injury to themselves or others.
● Spring collars should be used with all bars.
● Block chalk is allowed and must be used in an appropriate manner.
  ○ Please wipe down plates and bars after use.
● Use jump boxes for step-ups and not the benches.
● Users are required to re-rack weights, plates, and dumbbells on appropriate racks.

Violations of any of the above policies will result in either a verbal warning or outright ejection from the TFC. Such violations may result in loss of facility privileges. Failure to comply with the policy after being notified by a staff member may result in the involvement of MCLA Campus Police and prosecution in accordance with the law. Any damage to the facility due to the result of user negligence or misconduct will be the responsibility of the patron to cover monetarily. Access to the facility will be revoked until damages are paid in full and or adjudication through MCLA Code of Conduct.

7.2 STRENGTH & CONDITIONING
The mission of Trailblazer Strength and Conditioning is to facilitate the development through thoughtfully designed sport-specific programming for student-athletes to enhance quality of movement, enhance performance, and minimize injuries. Strength & Conditioning staff utilizes the best practices and functional training and work in collaboration with the Sports Medicine staff. Student-athletes will work alongside each other in a professional, positive, and safe environment. MCLA Trailblazers aim to maintain and exceed professional standards.
The strength & conditioning staff’s goal is to provide all student-athletes a safe, purposefully designed training program that is grounded on science-based physiological principles in order to achieve two core goals: reducing susceptibility to injury and improving sport performance through the enhancement of movement and athletic qualities. Create a mentally and physically challenging environment that teaches and reinforces a winner’s mindset; that achieving excellence in all areas of their lives, especially sport, can be attained through a devoted, focused, and consistent effort in sports performance training.

The strength & conditioning coach develops programs for student-athletes and monitors progress throughout the year. Student-athletes can access the programs via the student-athlete login page.

8. **EQUIPMENT ROOM**

All visible game day attire, excluding footwear, must be Under Armour. The MCLA uniform items are the only items to be worn on game day. All visible garments worn under the uniform must conform to the same color of the competitive uniform, in accordance with NCAA rules and regulations. The Equipment Coordinator issues department uniform and practice gear and also oversees the equipment room. They are in charge of the distribution, laundering, and intake of all items issued by the department.

8.1 **POLICIES**

- Game uniforms and practice gear will be issued by the Equipment Coordinator. All items issued are numbered and an inventory is kept.
- Student-athletes should check issued gear and sign the Equipment Room Contract found in Appendix MM, approving what they have received. Coaches will assist in handing out contracts, collecting them and returning them to the Equipment Coordinator.
- Head Coaches will receive a copy of the locker list and locker combinations for their teams.
- Issuance lists will also be posted in each locker room.
- Student-athletes will be responsible for all gear assigned to them including any lost, stolen, or damaged items.
- It is the responsibility of the student-athlete to return their issued gear to the Equipment Coordinator at the conclusion of the season as scheduled.
  - Any issued gear not returned will be billed directly to the student-athlete through the Student Accounts Office.
  - There will be a hold put on the account and the student-athlete will not be able to register for classes or receive gear for another sport until the equipment from the previous season is returned or the bill is paid in full.

8.2 **SCHEDULE**

- Laundry is done Monday through Friday at 8:00 a.m. and one hour following the last practice of the evening.
- Laundry will be done on the weekends according to practice and game schedules.
- Laundry must be handed in within one hour following practice or returning from competition.
- **ANY LAUNDRY HANDED IN AFTER THE ONE HOUR MARK FOLLOWING PRACTICE OR COMPETITION IS NOT GUARANTEED TO BE WASHED FOR THE NEXT DAY**
- When classes are not in session (preseason, winter break, and spring break) coaches should work with the Equipment Coordinator to ensure coverage
- Gear is not distributed during a non-traditional season and laundry services are not done
- For non-traditional games, jerseys will be handed out before competition and must be returned immediately following return from the competition.

8.3 **LOOPS & LAUNDERING**
The equipment room uses a loop system.
Laundry loops must be placed in the bin in the locker room.
Laundry loops will be laundered according to the above schedule. Any gear handed in after that time will be washed in the next scheduled wash time.
After loops are washed, they will be put in the team locker room.
Do not put uniform top or jersey on the laundry loops. Place socks halfway through the sock snare, and pull up hard on the plastic knob.
Acceptable equipment to be laundered are any MCLA issued gear (ex. practice shirt and practice shorts/pants)
Baseball and softball – DO NOT PUT BELTS ON LOOPS
The equipment room does not launder personal items (ex. sport bras, compression shorts, underwear, personal clothing) The first time that a personal item come in, the loop will be returned unwashed. The second time a personal item come in, the person will no longer be allowed to use the loop service; only their uniform will be laundered.
BLOOD Policy: The equipment room will not launder any item with blood on it unless it has been treated by the athletic trainers (ex. Blood on uniform from a game). If you hand in an item with blood on it, it will be thrown away and you are responsible for the cost of the item. (peroxide helps to get blood out of clothing)

8.4 UNIFORMS
- Each student-athlete will be issued a uniform at the start of the competition season.
- Each student-athlete will be responsible for each item they are issued.
- Uniforms must be handed in after every competition
- The switching of uniforms is prohibited.
- Uniforms will be put in lockers in time for the next competition.
- Uniforms should be returned to the laundry chute immediately after each contest or arrival back to campus.
- Student-athletes SHOULD NOT wash their own uniforms. If something is ruined, the student-athlete will be responsible for replacement.

8.5 LOCKERS & LOCKS
- Each student-athlete will be issued a lock and a locker.
- The locker combination should be removed from the back of the lock once the student-athlete starts using the locker.
- Lockers should remain locked at all times.
- If a student-athlete loses their combination they must first ask their coach. If the coach is unavailable, contact the Equipment Coordinator and provide the small code engraved on the back of the lock.

8.6 TRAVEL BAGS
- Student-athletes will be issued a travel bag.

8.7 MISCELLANEOUS
- Equipment, including uniforms, bags, etc. are strictly prohibited from being used for any purpose other than varsity athletics events without the express written permission of the Director of Athletics.
- Faulty equipment is to be brought to the Equipment Coordinator’s attention for immediate repair or replacement.
- Coaches should work with the Equipment Coordinator to make special arrangements such as back-to-back games.
9. TRAVEL

9.1 TRANSPORTATION POLICY
MCLA transports student-athletes and Athletic Department staff as a group to and from all scheduled athletic events. Only team members, managers and authorized Athletic Department personnel are permitted to travel with the team via state vehicle or contracted bus.

9.2 USE OF PERSONAL VEHICLE FORM (PORTAL FORM)
Student-athletes requesting an exemption to the transportation policy must sign the Portal Form 24 hours prior to the scheduled departure. The Head Coach’s signature is required and the coach submits the form to the Athletic Administrative Assistant. Those who are younger than 18 years of age must have a parent/guardian co-sign the form. The Use of Personal Vehicle Form is available on the Administrative Login web page and can be found in Appendix CC.

All student-athletes using private automobiles must execute the Automobile Waiver of Liability, Covenant Not to Sue, Release, Indemnity and Hold Harmless agreement, which can be obtained from the Athletic Department.

9.3 APPROPRIATE DRESS/CONDUCT
Student-athletes are expected to dress appropriately when traveling to an away event. Student-athletes should always remember that they are representing MCLA and the highest standard of behavior and respect must be demonstrated at all times. Behavior, which may jeopardize the reputation and well being of MCLA teams or any individual team member, will not be tolerated. The individual(s) involved in any inappropriate behavior may be referred to the Director of Athletics.

10. ATHLETIC COMMUNICATIONS
The Athletics Communications staff is responsible for disseminating information regarding the athletic programs to the public (fans, alumni, etc.), the media (both local and national), the various affiliated athletic conferences, and the NCAA. Included in this information are general press releases, previews and recaps of athletic events, as well as the team's' statistics, schedule, and roster. These can be found on the MCLA Athletics website (http://athletics.mcla.edu) and emailed to the media list on file.

The office will be responsible for all aspects of game management, statistical reporting, all outlets for print/social media, and website content. The Assistant AD for Development & Communications will be responsible for collating data from the student-athletes for use on all platforms and will be in charge of all marketing for the department.

Each student-athlete will complete a biography form for the Athletic Communications Office. This form, which includes past experience and achievements in athletics as well as personal information, such as intended major, will be used exclusively by the Athletic Department. The Athletic Communications Office will post on the MCLA Athletics website as well as social media outlets. Student-athletes are responsible for the accuracy on each form.

11. INTRAMURALS
The Intramurals Program at MCLA is one of the most popular programs on campus. With many sports and events available, students participating in intramurals enjoy taking a break from academic work, making new friends, and competing in a friendly atmosphere. The programs grant participants opportunities to develop lifetime qualities of leadership, cooperation, self-reliance, fitness, and a sense of fair play. The intramurals programs are organized so that people of all abilities can compete in the multitude of activities offered. MCLA students, faculty, and staff of all genders are eligible to participate.

**Varsity Team Members**
A varsity team member is any individual whose name appears on the official athletic roster at MCLA. Members of varsity teams are ineligible to participate on an intramurals team during their playing season.

**12. MULTI-SPORT ATHLETES**
The Athletic Department permits student-athletes to participate in more than one sport. The student-athlete is responsible for communicating their participation intentions to both coaches. In season coaches will allow all student-athletes to have a fair tryout period for each team. Student-athletes who join a team late due to seasonal overlap must be aware that their team role may be different at the start of the season.

At the conclusion of the first sport season student-athletes wishing to participate as a consecutive season multi-sport athlete must meet with sports medicine, the Associate AD for Compliance and the Coordinator of Academic Success. Based on the evaluation of the student-athlete’s physical wellbeing as well as academic progress, the specific date of joining the subsequent sport team will be determined. Any student-athlete who starts a sport but does not complete the season may not begin the second sport until the initial season has ended. Any adjustments to this rule are to be reviewed by the Director of Athletics.

**13. TRANSGENDER POLICY**
The language below is based on current NCAA policy. The policy is related to transgender student-athlete participation and medical expectations based on banned drugs. The policies below clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

- A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone, for purposes of the NCAA and MASCAC competition may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing the team status to a mixed team
- A trans female (MTF) student-athlete being treated with testosterone suppression medication, for the purposes of NCAA and MASCAC competition may continue to compete on a men’s team but may not compete on a women’s team without changing the team status to a mixed team status until completing one calendar year of testosterone suppression treatment.
- Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.
- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men or women’s team
- A trans female (MTF) student athlete who is not taking hormones treatments related to gender transition may not compete on a women’s team.

The use of an anabolic agent or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications. The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: anabolic agents*, stimulants, beta blockers, diuretics, anti-estrogens, beta-2 agonists and peptide hormone*.
In the event that the student-athlete and the physician (in coordination with sports-medicine staff at the student-athlete's institution) agree that no appropriate alternative medication to the use of the banned substance is available, the decision may be made to continue the use of the medication. However, the use of an anabolic agent or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications. The institution, through its director of athletics, may request (to the NCAA) an exception for use of an anabolic agent or peptide hormone by submitting to the NCAA medical documentation from the prescribing physician supporting the diagnosis and treatment.

14. POLICIES RELATED TO STUDENT-ATHLETE CONDUCT

14.1 CONDUCT POLICY

It is expected that all student-athletes are positive members to the greater MCLA community as well as the Athletic Department. To that end, it is expected that all student-athletes abide by all campus policies. The Student Code of Conduct located in the Student Handbook and the Resident Student Handbook contain policies that student-athletes are expected to follow. If you should have any questions about these policies, please speak with your Coach, Athletic Department staff, the Coordinator of Student Conduct and Community Standards, or a member of Residential Programs and Services staff.

Coaches may also distribute further team expectations, rules and regulations. It is expected that student-athletes follow these rules, which will be enforced, by the respective Coach. The student-athlete may be required to sign a statement indicating that they have received, read and agreed to abide by them.

Student-athletes are expected to strictly adhere to NCAA Division III Manual, Athletic Department, College policies and/or municipal, state or federal laws. Further, misconduct also includes game ejections, fighting, taunting, and unsporting behavior, profane and vulgar language, inappropriate excessive celebrations, and hazing and disrespectful attitudes towards coaches, opponents, teammates, spectators and/or officials. In addition, with the popularity of social networking sites the department expects student-athletes to take seriously their role as public figures and expect all student-athletes to adhere to the department's social networking policy.

Below outlines the sanctions that the Athletic Department would bestow upon a student-athlete who violates the above mentioned campus policies.

**Alcohol Violations**
The College alcohol policy is outlined in the Student Handbook.
- **1st Offense** - Coach and Athletic Administration review.
- **2nd Offense** - 1/9th season & Coach and Athletic Administration review.
- **3rd Offense** - 2/9th season & Coach and Athletic Administration review.

**Drug Violations**
The College drug policy is outlined in the Student Handbook. Any violations of the College drug policy will be considered a positive drug test. In accordance with NCAA policy the following sanctions will take place as a result of a positive drug test.
- **Self-Report** - Coach and Athletic Administration review. Sanctions will be determined by severity of incident.
- **1st Offense** - Withholding from competition for 50% of the season & Coach and Athletic Administration review.
- **2nd Offense** - Loss of a year of eligibility as an MCLA student-athlete and withholding from participation for 365 days from the test & Coach and Athletic Administration review.
- 3rd Offense - Loss of any remaining MCLA athletic eligibility & Coach and Athletic Administration review.

Minor Violations of the Resident Student Handbook
The Resident Student Handbook outlines a variety of policies such as the guest policy, pet policy, noise policy, cleanliness or sports in the residence hall policy. Please refer to that document for more guidance.
  - 1st Offense - Coach and Athletic Administration review.
  - 2nd Offense - Coach and Athletic Administration review & sanctions will be determined by severity of incident.
  - 3rd Offense - 1/9th season & Coach and Athletic Administration review.

Student-Athlete Handbook, MCLA Student Handbook Violations (other than alcohol and drug), or violations of the Resident Student Handbook (other than minor violations)
Coach and Athletic Administration review. Sanctions will be determined by severity of incident.
  - No practice or competition until incident is reviewed.

Misdemeanor and Felony Arrests
Coach and Athletic Administration review. Sanctions will be determined by severity of incident.
  - Immediate department suspension until final determination has been made.

Calculations are based on maximum number of allowable NCAA contests in a season:

<table>
<thead>
<tr>
<th>Team</th>
<th>1/9</th>
<th>2/9</th>
<th>3/9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>40</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Softball</td>
<td>40</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Basketball</td>
<td>25</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Volleyball</td>
<td>22</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Soccer</td>
<td>20</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Tennis</td>
<td>20</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Golf</td>
<td>20</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>17</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Cross Country</td>
<td>9</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Process
An incident occurs. The student-athlete should inform the Coach immediately. Following that notification, the Coach will contact the Director of Athletics. Depending on the severity of the situation, the above sanctions may happen before the College conduct or legal processes are completed.
In general, the Conduct Office, RPS, or police will investigate the incident and there will be a formal hearing through the Conduct Office or RPS. If the matter is a criminal matter, the police and the courts will proceed.
As soon as a formal decision is made, the Conduct Office or RPS would inform the Director of Athletics of a decision. Then the Director of Athletics will inform the Coach and the student-athlete of the relevant athletic sanction via in person and written notice.
NOTES:
1. The Director of Athletics may convene the appeals committee to address any and all issues related to student-athlete welfare.  
2. Suspensions are for NCAA contests where official statistics are kept and not scrimmages or alumni games.  
3. Suspensions are served on the next NCAA event.  
4. The Director of Athletics is the only person who can reinstate student-athletes after any department suspension.

**Amnesty Policy**

Student health and safety are primary concerns of the MCLA community. Students may be reluctant to seek help in incidents of crisis or medical emergency because of potential student conduct consequences for themselves, the person in need of assistance or the organization hosting the event where the situation occurs. Since these emergencies are crisis related and/or potentially life threatening, MCLA seeks to reduce barriers to seeking assistance. MCLA students are expected to care for themselves and for others in the MCLA community by getting help from appropriate officials even when violations of the Community Standards have occurred. To this end, the **Amnesty and Good Samaritan Policy** was developed. In crisis situations involving alcohol, drugs, and/or sexual assault, the College strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. This means no formal disciplinary action will be assigned to the reporting student(s) or student in need of assistance for alcohol or drug possession violations relating to the incident. The incident will be documented. Additionally, educational and/or health interventions will be required as a condition of deferring disciplinary sanction.

**Appeal Process**

A student-athlete may request an appeal via email to the Director of Athletics within 48 hours of final sanction notification. A request for an appeal must be based on mitigating circumstances. Failure of the student-athlete to request an appeal on this basis in writing within 48 hours following notification will be considered a waiver of the appeal.

The appeals committee is comprised of Athletics Department Administration and the FAR will convene to review the appeal within three (3) business days. The Director of Athletics will then immediately inform the student-athlete of the decision.

14.2 **SOCIAL MEDIA POLICY**

Student-athletes represent the Athletic Department and the College. Student-athletes and Athletic Department staff should not “friend or follow” each other’s personal accounts. Student-athletes and Athletic Department staff are permitted to follow the official social media accounts listed below.

Refrain from posting the following on social networking sites (Facebook, Twitter, Snapchat, Instagram, LinkedIn, etc.):

- Posts that are offensive, negative, inappropriate or use explicit language
- Posts that include alcohol consumption or drug use
- Posts that violate College, Athletic Department or student-athlete codes of conduct
- Posts that depict negative team-related or college-identifiable activities (including wearing/using team uniforms or gear inappropriately).
- Posts that could embarrass yourself, the team, the Athletic Department or MCLA. This includes information that may be posted by others on your page.

Coaches, Athletic Department and College administrators will monitor these sites regularly. Sanctions will be determined by severity of incident.
### 14.3 COACH/STAFF GRIEVANCE PROCEDURE

Student-athletes will notify the Director of Athletics of a grievance about a coach. The Director of Athletics will initially try and mediate the grievance and will investigate if applicable. If satisfactory results cannot be obtained, either party may request the Director of Athletics convene a hearing. The hearing committee shall consist of the faculty athletic representative (FAR), two coaches and two student-athletes (the "Grievance Committee"). The student-athlete will select one coach and one student-athlete. The FAR will select the other coach and the other student-athlete. The student-athlete and the FAR will notify the Director of Athletics as to their selections. If any constituent member has a conflict of interest, that member will be replaced. Once the FAR receives the information from the Director of Athletics, and the hearing committee is appropriately in place, they will convene a hearing and mediate the dispute. After the above procedure is complete and there is still no agreement, and if the student-athlete still feels further appeal is warranted, they may appeal to the Vice President for Student Affairs. The Vice President shall review the case and notify the Athletic Department and the student-athlete of the final action and the reasons for the action.

Coaches will maintain levels of professionalism, and students are free to use this grievance procedure to express concerns about a relationship with a coach, without negative repercussions for exercising one's rights.

### 14.4 PHYSICAL ALTERCATIONS

Any student-athlete or coach that is disqualified for fighting will be disciplined as described for each sport's NCAA rules and regulations. The coach and/or Director of Athletics may impose additional penalties. If a staff member is involved it may include the disciplinary process under the APA CBA.

### 14.5 ALCOHOL & DRUG POLICY
The Athletic Department, as a subset of the College community, acknowledges and supports the position taken by the College regarding alcohol and other drug involvement. The College’s policy can be found in the Student Handbook.

14.6 TOBACCO POLICY
The Department of Athletics complies with the NCAA bylaw prohibiting tobacco use. NCAA bylaw 11.1.5 states: the use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. The Department of Athletics bans the use of tobacco products by student-athletes from all practices and competitions, as well as within its buildings, playing facilities and college vehicles. Any violation of this policy will be subject to disciplinary action ranging from game suspensions to dismissal from the department.

As of 8/1/2018 the MCLA campus is tobacco free. The Tabaco Free MCLA Policy can be found at the following link:
http://www.mcla.edu/Assets/MCLAFiles/AdministrativeOffices/HR/MCLA%20SMoke%20Tobacco%20FREE%20Policy%2020%20Approved%2008012018.pdf

14.7 SPORTS WAGERING (GAMBLING)
The Athletic Department complies with the NCAA bylaw in regard to gambling activities. The NCAA Division III Manual, Article 10.3: Sports Wagering Activities states:

The Following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

- Athletic Department staff
- Non-athletics department staff members who have responsibilities within or over the Athletics Department (President, FAR, Vice President for Student Affairs)
- Student-Athletes

Sanctions (10.3.2): The following sanctions for violations of Bylaw 10.3 shall apply:
(a) A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margin (e.g., “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.
(b) 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 of a 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 determined to have been involved in a subsequent violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

14.8 HARASSMENT POLICY
The Athletic Department will not tolerate any forms of harassment. In addition, students are expected to review the student handbook policy in detail, with regard to sexual harassment. The following is a synopsis of Harassment and Sexual Harassment:
Harassment is defined as verbal or physical conduct interfering with an individual's performance or creating an intimidating, hostile or offensive work, education or living environment. Harassment includes, but is not limited to, slurs, verbal or physical conduct. The College prohibits harassment of any kind based on, but not limited to, Race, Color, Gender, Sexual Orientation, National Origin, Religion, Age, or Disability. Sexual Harassment is defined as sexual advances, requests for sexual favors or other verbal or physical conduct of sexual nature when (1) submission to such conduct is made either explicitly or implicitly a condition of the individual's employment or academic work, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working, academic, athletic, or living environment.

All types of harassment which hinder access to employment or educational services, opportunities, or programs are covered by this policy. Students found in violation of this policy will be subject to disciplinary action. More information on definitions and how to report are located in the MCLA student-handbook. If you would like to report harassment please contact Nicole Comstock, Director of Equal Opportunity and Title IX, Nicole.Comstock@mcla.edu

14.9 HAZING

MASSACHUSETTS LEGISLATION PROHIBITS HAZING

As required by Chapter 536 of the Acts of 1985, "An Act Prohibiting the Practice of Hazing," the Board of Regents has promulgated hazing reporting regulations for all colleges in Massachusetts. Each college is required to issue a copy to the Massachusetts General Laws, Chapter 269, Sections 17, 18, 19 to every team or organization under its authority and to every member, plebe, pledge, or applicant for membership. Every college must also obtain an acknowledgment of receipt from a captain of every team or organization under its authority stating that all members in the organization have received a copy of the above. Each team or organization will be responsible for ensuring compliance of their group and assumes responsibility for the group's actions.

HAZING DEFINED

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical 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 rest or extended isolation. Notwithstanding any other provisions, consent shall not be available as a defense to any campus disciplinary action under this section. Principal organizers and/or participants are considered to be responsible for hazing. Further, whoever knows that another person is the victim of hazing and is at the scene of such activity shall, to the extent that such person can do so without danger or peril to himself or herself or others, report such crime to an appropriate enforcement official as soon as reasonably practicable. Hazing should be reported immediately to your Coach and/or the Athletic Administration.

14.10 TITLE IX
Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities receiving federal funding. Title IX protects against all forms of sex discrimination including but not limited to sexual harassment, sexual violence, discrimination based on gender identity, pregnancy and parental status. For complete information on sexual violence information and prevention, including policy, resources, reporting options and bystander intervention, can be found here.

SEX/GENDER DISCRIMINATION, SEXUAL HARASSMENT/ASSAULT incidents must be reported to the Title IX Coordinator:
Under federal law and the State University EO Plan, which includes the Sexual Violence Policy, MCLA is required to prevent and address discrimination on the basis of sex including sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation. The Title IX Coordinator is responsible for supervising investigations of potential sex discrimination, gender discrimination, sexual harassment, and sexual assault. As a responsible employee, you are required to report any information reported to you that may fall under this policy. Nicole Comstock, Director of Equal Opportunity and Title IX, Nicole.Comstock@mcla.edu

14.11 CONSENSUAL RELATIONSHIPS
As stated in the EO Policy, consensual romantic and/or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical and create a risk for real or perceived coercion. The Universities do not intrude upon private choices regarding personal relationships when these relationships do not violate the Universities’ policies, or cause harm or increase the risk of harm to the safety and wellbeing of members of the campus community.

1. Faculty/Administrator/Staff Member Relationships with Students
No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a University program or activity. A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged.

2. Relationships between Supervisors and Subordinates or Between Co-Workers
A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of discrimination, sexual violence, sexual harassment, and gender-based harassment, domestic violence, dating violence, stalking and retaliation. Therefore, such workplace relationships are strongly discouraged.
MCLA Department of Athletics Drug Testing Policy

1. Introduction
The following policy has been adopted and shall be administered by the MCLA Department of Athletics. MCLA reserves the right to make changes to this Policy as needed, and this should not be construed to create a contract between student-athlete and MCLA. Please note this Policy represents the MCLA Department of Athletics Drug Testing Policy, which is separate and distinct from the NCAA drug-testing program. For the purposes of this document, student-athlete will refer to all varsity student-athletes who are either in their traditional competition season, or their declared non-traditional season as outlined by the NCAA.

MCLA is concerned with the health, safety and welfare of their student-athletes. The use of illegal drugs, dietary supplements, performance-enhancing substances, misuse of legal drugs, alcohol, and tobacco are inconsistent with the standards expected of student-athletes at MCLA. For the purposes of this Policy, “student-athlete” shall mean a participant in a varsity sport sponsored by MCLA.

Confidentiality will be maintained by institutional personnel regarding all aspects of the MCLA Drug and Alcohol Education and Testing Program. The occasion may arise when MCLA is required, or asked, to cooperate with law enforcement agencies. Under appropriate circumstances these requests will be honored.

2. Drug Education
All student-athletes are required to attend an annual pre-participation presentation by the MCLA Sport Medicine staff which outlines & details the Drug Testing Policy & Procedures as well as reviews banned substances. Student-athletes will be educated regarding the processes and procedures of the Drug Testing Policy, and will be given the opportunity to answer any questions regarding the Policy.

Additionally, all student-athletes are required to attend student-athlete development programs designed for the education of drug and alcohol best practices and the negative effects of those substances.

3. Consent to Participate
As a condition of participation in intercollegiate athletics at MCLA, each student-athlete is required to sign a consent form (Appendix A) agreeing to undergo drug testing, and authorizes the release of test results in accordance with this Policy. Failure to consent or to comply with the requirements of this Policy may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at MCLA.

4. Controlled and Banned Substances
Alcohol Policy

Student-athletes are required to conduct themselves in accordance with institutional policies, federal, state, and local laws. See MCLA’s Alcohol and Drug Policy.

Tobacco Policy

The use of tobacco products is prohibited by the NCAA, which includes all game personnel in all sports during practice and competition. A student-athlete who violates this Tobacco Policy will be sanctioned as outlined by the NCAA. Any violations of this Policy will be referred to the Athletics Compliance Officer.

Dietary Supplements

Many dietary supplements contain banned substances. The labeling of dietary supplements is frequently incorrect and misleading. Using dietary supplements may yield a positive drug test. Student-athletes who are currently, or intending to take any dietary supplement are encouraged to review the product with a member of the Sport Medicine Staff. Student-athletes are solely responsible for any substance that they ingest. All student-athletes are encouraged to use the Drug Free Sport AXIS to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries to AXIS are confidential. This information may be accessed at www.drugfreesport.com/axis, password ncaa3.

Prohibited Drugs/Substances

The Drug screening process may include but is not limited to the NCAA list of banned substances. For an ongoing updated listing of the NCAA banned drug list please refer to the NCAA Banned Drug List located at www.ncaa.org. Prohibited substances that MCLA may screen for include, but are not limited to marijuana, phencyclidine, opiates, amphetamines, methamphetamines, cocaine and anabolic steroids. Student-athletes are required to make the Sports Medicine Department aware of all prescribed drugs that they are taking. MCLA reserves the right to test at cut-off levels, which may differ from the NCAA.

Cut-off levels for each substance or metabolite may test at a threshold, which extends to, but may exceed, three months outside of use. Example: THC Metabolite (THC COOH) may test above a cutoff level for up to three months past the consumption date.

Medical exceptions

MCLA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, exceptions will be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. If a student-athlete is in possession of a medical marijuana card and prescription, they will be required to fill out further medical paperwork prior to clearance to compete. It is mandatory that the Sports Medicine Staff is made aware of all banned class drugs, which a student-athlete is currently prescribed. Note that use of a prescription drug, which was prescribed to an individual other than that student-athlete, is misuse of a prescription drug, which is additionally a federal offense.

5. Procedures

Timing of Testing

Student-athletes are subject to testing during their traditional and non-traditional playing seasons. Student-athletes will be notified in a procedure outlined below at any time prior to their first competition.

Unannounced Random Testing
All student-athletes listed on the official roster are subject to unannounced random drug testing during any NCAA declared season. At minimum ten percent of each roster will be eligible for random selection. If a given team’s roster does not meet 80% of the maximum allowed institutional roster, at minimum ten percent of the maximum roster will be eligible for random selection.

Reasonable Suspicion Screening
A student-athlete may be subject to drug testing at any time if reasonable suspicion is present. Such reasonable suspicion may be based on objective information as determined by any faculty or staff member, and deemed reliable by a committee that includes the Director of Athletics, Athletic Trainer, and Faculty Athletics Representative.

If reasonable suspicion findings are upheld, a drug test will be scheduled by the Sports Medicine Department at a time of their choosing. Up to 24 hours notice will be given to the student-athlete.

Re-Entry and Follow Up Testing
A student-athlete who has had their eligibility to participate in intercollegiate athletics suspended as a result of a drug violation may be required to undergo re-entry drug testing prior to participating in the subsequent athletics season. A student-athlete who has returned to participation in intercollegiate athletics following a positive drug test under this Policy may be subject to follow up testing. Testing will be unannounced and at a frequency determined by The Director of Athletics.

Selection, Notification and Reporting Procedures
MCLA contracts with Drug Free Sport to facilitate drug testing within the Athletics Department. All student-athletes who are listed on the current and official roster are eligible for random selection to be drug tested. Official rosters are submitted to Drug Free Sport in their approved format and style for selection. Drug Free Sport selects the appropriate number of student-athletes as provided by MCLA, as well as alternates for each roster. The Sports Medicine Department reserves the right to utilize an alternate selection in the event that a primary selection is inappropriate for reasons which shall include but are not limited to injury, illness, removal from the roster, or lacking medical clearance. Once selected, Drug Free Sport submits these names to the Sports Medicine Department.

Upon acquisition, the Sports Medicine Department notifies the randomly selected student-athletes by use of Appendix C. Notification will be given to a selected student-athlete no more than 24 hours prior to the drug testing date and time

Example: If drug testing is at 6:00 a.m. on the 10th, a student-athlete will be notified no earlier than 6:00 a.m. on the 9th.

Student-athletes will be notified in person and required to sign the approved Drug Free Sport form. These forms will be retained by the Sports Medicine Department until the exact date and time of drug testing. All student-athletes will be required to provide a legible, valid & current cell phone number and signature in acknowledgement of receipt of all information.

Student-athletes will adhere to the following guidelines when reporting for drug testing:

• No food or drink past midnight of the night before drug testing
• Do not void your bladder the morning of drug testing
• Bring a photo identification card to the drug testing site
• Athletic attire should be worn to the drug testing site- hats and jackets are not allowed in the testing facility

Student-athletes are required to report at or before the time that is listed on their reporting form. Failure to report to the appropriate drug testing station at the appropriate time will be counted as a positive drug test.

Testing Procedures

Student-athletes will provide an adequate specimen in accordance with the parameters defined by Drug Free Sport. A collector, serving as validator, will monitor the furnishing of a urine specimen by observation in order to assure the integrity of the specimen until a minimum volume of 35 mL is provided. If the specimen provided is incomplete, the athlete must remain in the collection station until the sample is completed.

A member of the Sports Medicine Staff will be in the testing station to certify the identity of all student-athletes. The Sports Medicine Staff will remain in the collection station until all student-athletes have satisfactorily completed the collection process.

The sample furnished by each student-athlete will be divided by the testing lab into two separate samples labeled ‘A’ and ‘B’.

6. Results

Notification to Sports Medicine Department
Upon completion of specimen testing, Drug Free Sport will supply the Sports Medicine Department with access to all test results. These results may come in all together or at separate times. Access to test results will be in electronic copy on a secure login website.

Negative Tests
If a student-athlete has not tested positive for any banned substance, they will not receive further official communication regarding their drug test. All levels of drug presence or solubility that test below the threshold will not be reported numerically. Instead, all results below the given threshold will be reported as ‘Negative’.

Positive Tests
In the even that specimen ‘A’ provided by a student-athlete is positive, Drug Free Sport will automatically test specimen ‘B’. In the event that this specimen also tests positive, Drug Free Sport will inform the Sports Medicine Department by way of a secure login website the following information:

• Result/ status of positive substance test
• Substance which was tested positive for
• Cutoff value for positive substance

Example, if a student-athlete tests positive for THC at a level of 300 ng/mL, that level will be reported because it is over the 15 ng/mL threshold.
If a student-athlete provides a sample which tests at 14 mg/Dl for THC, that level will not be reported because it is below the 15 ng/mL threshold.

Upon receipt of a positive test result, the Sports Medicine Department will notify the Director of Athletics. The student-athlete will then be served an official notice by the Director of Athletics. (See appendix D). At this point, Positive Test Proceedings will commence. All positive drug test results are final.

If a student-athlete fails to appear for their randomly selected drug test, this will be construed as a positive result. If a student-athlete is sanctioned either on campus, or by an officer of the law for a banned substance this will count as a positive drug test.

7. Positive Test Proceedings

Notification

In the event that a positive drug test occurs a student-athlete will be notified by the Director of Athletics. This notification will take place in the office of the Director of Athletics within 24 business hours of the positive test notification to the Sports Medicine Department. A student-athlete will be notified utilizing Appendix D. A notification will be considered final unless a student-athlete submits a reasonable appeal (see Appendix D) consistent with language below, and will be sanctioned accordingly (See “Appeal”, and “Sanctions”). If a student-athlete does not have grounds, or choose to pursue an Appeal, Specimen B results will be final.

All notifications of positive drug tests will be served in verbal and written copy. Both parties, MCLA Athletics Department and the student-athlete, may retain a copy of this notification.

Appeal

Student-athletes who test positive for a banned substance may, within 24 hours of a positive test notification (see Appendix D), contest the results by filing an appeal. Formal request for an appeal must be made via email, and should be sent to the Director of Athletics. If the 24 hour window ends on a weekend, the request must be made by noon of the following Monday. Appeals of a positive drug test will only be considered on the following grounds:

- Lack of due process
- New information to be presented at the time of the hearing

Example: If a student-athlete has been prescribed oxycodone for a recent surgery, that student-athlete will have viable grounds to appeal the findings of a positive test for oxycodone.

Student-athletes will not be eligible to appeal a positive drug test if the reason for their positive test is absence from their randomly selected drug test.

Hearing

A student-athlete may have an advisor or other representative present at their hearing. However, student-athletes must present their own case. The Appeals and Hearings committee will consist of the following individuals.
• The Director of Athletics
• One Sports Medicine Staff member
• Faculty Athletics Representative (or designee of the Director of Athletics)

These proceedings shall include an opportunity for the student-athlete to present evidence in the categories listed above. They will also be able to review the results of their drug test. A decision by the Appeals and Hearings Committee regarding the sanctions to be imposed shall be final. Appeals notifications will be rendered via email by the Director of Athletics. Information included in this email will be:

• If an appeal has been granted, and on what grounds, or
• If an appeal has not been granted
• Duration and details of suspension

8. Sanctions
Any violations of the College’s drug across campus will be considered a positive drug test. As a result of a positive drug test, a student-athlete will incur no less than what is listed below as a penalty as it correlates to their level of offense. The offenses are as follows:

<table>
<thead>
<tr>
<th>Offense Degree</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary Disclosure</td>
<td>Penalty upon review by appeals committee</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>50% of the competitive season, not to exceed the current academic year</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Loss of one year of eligibility as an MCLA student-athlete and withholding from participation in all practices and contests for 365 days from the sanction date</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Offense</td>
<td>Loss of any remaining MCLA athletic eligibility</td>
</tr>
</tbody>
</table>

All penalties will be reviewed by the Appeals and Hearings Committee prior to the official imposition of sanctions, regardless of the presence of an appeal. 1<sup>st</sup> offense suspensions will be served in one academic year. All positive drug tests, or reports from approved on-campus entities will count against a student-athlete to progress to the next tier offense.

All student-athletes serving a 1<sup>st</sup> offense will be eligible for practice, travel, and all team activities. Their penalty will be served exclusively in the suspension of competition. Such student-athletes will remain on the respective teams’ roster.

Example: If a women’s soccer player is sanctioned by Residential Programs and Services for the possession and use of marijuana, they will be sanctioned as a 1<sup>st</sup> Offense within the Department of Athletics

Dual Sport Athletes
Dual sport athletes will be sanctioned in accordance with the above chart with their suspension to be served in full, but not outside of a given academic year. All 1<sup>st</sup> offense penalties will be considered served in full at
the end of a given Spring Semester. The following equation will be utilized to determine the remaining suspension to be served in a given second sport’s season.

*Example: If a men’s basketball and baseball player commits a 1st offense, they will serve their suspension to the extent possible during basketball season, and the remainder during baseball season.*

To determine the remaining penalty of a dual-sport student-athlete the following equation will be utilized.

\[
\frac{\text{(Sport 1 servable contests)}}{\text{(Sport 1 total contests)}} = \% \text{ of sport 1 served contests} \\
50\% - \% \text{ of sport 1 served contests} = \% \text{ contests needed to be served for Sport 2} \\
(\text{Total contests for Sport 2}) \times (\% \text{ contests needed to be served for sport 2}) = \text{Sport 2 suspension}
\]

*Example:*

3 servable Men’s Basketball games / 24 total Men’s Basketball games = 13%  
50% - 13% = 37%  
32 Baseball games * 37%  
= 12 games

9. Voluntary Disclosure

A student-athlete who has engaged in prohibited drug use is encouraged to seek assistance from any personnel in the MCLA Athletics Department, or MCLA Counseling Services. By voluntarily disclosing their use of a prohibited substance prior to the announcement of a random drug test, a student-athlete may enter the Safe Harbor program. Upon voluntary disclosure by a student-athlete, the hearing committee will meet to discuss the appropriate course of action. Results of voluntary disclosure may include, but are not limited to:

- Online educational modules
- Eligibility for non-random drug testing
- Suspension not to exceed the first offense penalty

Appendix A

Consent for Participation in Drug Education and Testing Program

I understand that my participation in the Program for Drug Education and Testing described herein as a condition for my participation in intercollegiate sports at MCLA.

I agree to participate in said Program and to be subjected to its terms. I accept designated
College staff overseeing my participation in the Program, the obtaining of urine specimens from me, the testing and analysis of such specimens, the keeping of confidential records and results of such tests and related activities as set forth in said Program. I agree to provide my urine specimens as requested.

I further agree and consent to the disclosure of my records and results to persons specified and under conditions described in the Program.

I understand that I may revoke this consent form at any time, so far as any participation in subsequent tests is concerned. However, if I revoke this Consent Form or refuse to participate in the Program, I understand that I surrender the privilege to participate in intercollegiate athletics at MCLA.

I will continue to be subject to the Policy so long as I am a member of an intercollegiate athletics team at MCLA.

Sport: _________________________________

__________________________________________

Signature of athlete or parent/guardian if under 18 Date

Appendix B
Reasonable Suspicion Reporting Form

Department Member _______________________________ Date __________

Student-Athlete in question _______________________________ Sport ________
The aforementioned student-athlete is being reported for the following objective sign(s), symptom(s) or behavior(s) as outlined by the MCLA Department of Athletics Drug Testing Policy and as a result is being referred to the Director of Athletics.

I have personally observed one or more of the following sign(s), symptom(s) or behavior(s) over the past ___ hours ___ days ___ weeks

Please check below all that apply

<table>
<thead>
<tr>
<th>The student-athlete has shown or been</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Irritability</td>
<td>Late for practice</td>
</tr>
<tr>
<td>Poor motivation</td>
<td>Late for class</td>
</tr>
<tr>
<td>Weight loss</td>
<td>Not attending class</td>
</tr>
<tr>
<td>Sloppy hygiene</td>
<td>Receiving poor grades</td>
</tr>
<tr>
<td>Verbal outburst</td>
<td>Missing appointments</td>
</tr>
<tr>
<td>Emotional outburst</td>
<td>Skipping meals</td>
</tr>
<tr>
<td>Loss of temper</td>
<td>Weight gain</td>
</tr>
<tr>
<td>Failure to follow direction</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The student-athlete has demonstrated the following</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dilated pupils</td>
<td>Over stimulated or ‘hyper’</td>
</tr>
<tr>
<td>Constricted pupils</td>
<td>Excessive talking</td>
</tr>
<tr>
<td>Red eyes</td>
<td>Withdrawn or uncommunicative</td>
</tr>
<tr>
<td>Smell of alcohol on breath</td>
<td>Bouts of memory loss</td>
</tr>
<tr>
<td>Smell of marijuana</td>
<td>Slurred speech</td>
</tr>
<tr>
<td>Staggering or difficulty walking</td>
<td>Recurrent motor vehicle violations</td>
</tr>
<tr>
<td>Constantly running or red nose</td>
<td>Recurrent violations of student code of conduct</td>
</tr>
<tr>
<td>Recurrent bouts of cold or flu</td>
<td></td>
</tr>
</tbody>
</table>

Please attach an account of all other objective findings to be submitted with this form

_________________________________________  ____________________________________________________________________________________________  __________
Referring Faculty/ Staff Member                      Signature                                                                 date

_________________________________________  ____________________________________________________________________________________________  __________
Director of Athletics                                Signature                                                                 date

_________________________________________  ____________________________________________________________________________________________  __________
Athletic Trainer                                      Signature                                                                 date

<table>
<thead>
<tr>
<th>Reasonable suspicion finding upheld</th>
<th>Reasonable suspicion finding denied</th>
</tr>
</thead>
</table>

Appendix C

Student-Athlete Notification Form

[After student-athlete signs, institution may provide the student-athlete with a copy of this form.]
Appendix D
Notification of Failed Drug Test

Student-Athlete ______________________________________ Sport _______________

Date and Time of Notification ________________________________________________

This document is to serve as official notice by the Department of Athletics at Massachusetts College of Liberal Arts that the aforementioned student-athlete has provided a urine specimen on ______________ which has tested positive for:

☐ Amphetamines ☐ Oxycodone ☐ Opiates ☐ MDMA ☐ Cocaine ☐ THC
By signing this form, I acknowledge service of this notice. Furthermore, I understand that in accordance with the MCLA Department of Athletics Drug Testing Policy that there are potential repercussions for this outcome.

Title of Notifying Party

Name of Notifying Party

Signature of Notifying Party

Signature of Student-Athlete

date

You have the right to refuse further comment on this matter. You may have the right to an appeal if your case meets the criterion mentioned in this Policy. If you desire to appeal this finding based on lack of due process, excessive punishment based on findings, or new information to be present at the time of a hearing, said appeal must be made in electronic copy to the Director of Athletics within 24 hours. All communications within this meeting shall be confidential. If you choose not to, or do not have basis for an appeal, these results will be considered final and a suspension will be served via electronic copy.