

Student-Athlete Handbook



2020-2021



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



There are many areas within the department (shown in red) that we have had to temporarily adjust policies and procedures for due to the requirements and guidelines related to COVID-19. If you have any specific questions please reach out to an Athletics staff member for assistance!

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1. ATHLETIC DEPARTMENT

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, golf, volleyball, basketball, baseball, softball and women's lacrosse compete in the MASCAC. Our tennis and men's lacrosse 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.



1.4 NCAA DIVISION III PHILOSOPHY STATEMENT

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

1. 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;
2. 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;

3. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
4. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
5. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
6. Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;
7. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
8. Assure that athletics participants are not treated differently from other members of the student body;
9. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
10. 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;
11. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
12. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
13. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
14. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
15. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
16. Support ethnic and gender diversity for all constituents;
17. Give primary emphasis to regional in-season competition and conference championships; and
18. 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

ADMINISTRATION				
Director of Athletics	Laura Mooney	413-662-5411	laura.mooney@mcla.edu	Campus Center 101C
Associate AD Administration: Compliance/Academics /SWA	Dot Houston	413-662-5437	d.houston@mcla.edu	Campus Center 101A

Assistant AD Development & Communications	Jeff Puleri	413-662-5403	j.puleri@mcla.edu	Campus Center 106
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SUPPORT STAFF				
Athletic Administrative Assistant	Dawn Lesure	413-662-5411	dawn.lesure@mcla.edu	Campus Center 101B
Head Athletic Trainer	Matt Boillat	413-662-5414	matthew.boillat@mcla.edu	Ground Floor G2J Campus Center
Assistant Athletic Trainer		413-662-5414		Ground Floor G2J Campus Center
Assistant Communications	Derek Shell	413-662-5352	derek.shell@mcla.edu	Campus Center 109
Coordinator of Student-Athlete Development & SAAC	Adriane Baird	413-662-5351	adriane.baird@mcla.edu	Campus Center 105E
Fitness Center & Strength & Conditioning Coordinator	Deb Raber	416-662-5355	deborah.raber@mcla.edu	Campus Center G2A
Assistant Strength & Conditioning	Allyson Baribault	413-662-5156	allyson.baribault@mcla.edu	Campus Center 105H
Intramurals & Recruiting Coordinator/ Assistant Academics & Sports Info	Adam Hildabrand	413-662-5007	a.hildabrand@mcla.edu	Campus Center 105L
Fundraising & Assistant Intramurals	Kevin Pezanowski	413-662-5008	kevin.pezanowski@mcla.edu	Campus Center 108
Diversity, Equity & Inclusion Coordinator & Assistant Academics	Amanda Beckwith	413-662-5061	A.beckwith@mcla.edu	Campus Center 105D
Facilities & Equipment Coordinator	Mike Gladu	413-662-5457	michael.gladu@mcla.edu	Campus Center 105J
Faculty Athletics Representative	Ann Billetz	413-662-5345	a.billetz@mcla.edu	CSI 208D

COACHING STAFF				
Deb Raber	W Soccer	413-662-5355	deborah.raber@mcla.edu	Campus Center G2A
Adam Hildabrand	M Soccer	413-662-5007	a.hildabrand@mcla.edu	Campus Center 105L
Amanda Beckwith	W Volleyball	413-662-5061	wvolleyball@mcla.edu	Campus Center 105D
Derek Shell	M & W Tennis	413-662-5352	derek.shell@mcla.edu	Campus Center 109
	M & W Cross Country	413-662-5354		
	W Basketball	413-662-5130		
Derek Shell	M Basketball	413-662-5352	derek.shell@mcla.edu	Campus Center 109
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Kevin Pezanowski	M Lacrosse	413-662-5008	kevin.pezanowski@mcla.edu	Campus Center 108
Allyson Baribault	W Lacrosse	413-662-5156	allyson.baribault@mcla.edu	Campus Center 105H

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 forth 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.

If a student is **SUSPENDED BY THE COLLEGE**, regardless of credit status, the suspension committee reserves the right to also **SUSPEND** the SA regardless of whether or not a "freebie" has been used, assuming the student has appealed the MCLA suspension and it's overturned. The appeal is for student-athletes who believe they have extenuating circumstances (the loss of an immediate family member; a prolonged illness; a recently diagnosed learning disability, etc.), which impacted their academic success. The appeal will be reviewed and the student-athlete will receive a response in a timely fashion.

Student-athletes may appeal their athletic suspension **ONE** time throughout their academic career. The appeal should be sent to the Athletic Academic Support staff and should outline the student-athlete's challenges and submit a plan for specific academic success in the future. The student-athlete should also attach any additional documentation that may be helpful for the committee to review.

- 1) If a student-athlete wins an appeal, the committee may impose certain guidelines in order to **REMAIN** eligible (i.e.: Attend mandatory sessions with CSSE, a math tutor or assistance in the writing center, continue to achieve satisfactory academic progress, and/or no mid-term warnings)

Any student-athlete UNDER or at a 2.5 Cumulative GPA or considered "At Risk" by the Athletic Academic Support staff will be mandated to choose an academic resource(s) that best fits their needs (i.e.: Career Coach session, tutor, math drop in, etc.) Athletic Academic Support staff the only individuals who can excuse a

student-athlete from attending one or more of these resources. Failure of the student-athlete to communicate and follow through may result in the following:

- 1) Meeting with Athletic Academic Support staff, and student-athlete to discuss circumstance
- 2) Follow up meeting with Athletic Academic Support staff, student and Head Coach
- 3) Student must now initiate future correspondences

Eligibility Notices

The Athletic Department will issue an eligibility notice to the student-athlete at the following stages:

- 1) When a student-athlete is placed on their first academic probation and invokes their one “free” semester.
- 2) When a student-athlete is placed on academic probation a second time, the student will be immediately ineligible to practice or compete with the team until they become academically eligible again, which may not be decided until the conclusion of the current semester.

Earned credits*	ACADEMIC GOOD STANDING (MCLA cumulative GPA)	ACADEMIC PROBATION (MCLA cumulative GPA)	ACADEMIC SUSPENSION (MCLA cumulative GPA)
0-30	2.000 or above	1.500 - 1.999	under 1.500
31-75	2.000 or above	1.750 - 1.999	under 1.750
76 & above	2.000 or above	No Probation	under 2.000

*Earned credits include transfer credits and MCLA credits (at the 100-level and higher) in which a passing grade was earned.

Academic Warning - A student with a semester GPA less than 2.0 but a cumulative GPA of 2.0 or greater will be issued an Academic Warning. A letter of Academic Warning will be sent to the student and copied to the student’s advisor explaining the potential consequences of poor academic performance (including successive semesters of Academic Warning or future Academic Probation or Academic Suspension). For each semester in which an Academic Warning is received, the student must meet with their academic advisor and complete an Academic Success Plan, which will be submitted to the Center for Student Success and Engagement (CSSE) for review and appropriate referrals. Academic

Probation - A student who fails to achieve a 2.0 cumulative GPA, while achieving a GPA higher than the Academic Suspension cutoff, will be placed on Academic Probation. A student on Academic Probation or Academic Probation following an Appeal must adhere to certain conditions designed to promote academic success. These conditions may

include: (1) course load of not more than 15 credits; (2) academic schedule changes to allow repeat courses; (3) meetings with an academic advisor, learning services, and/or advising services to complete an Academic Success Plan that will monitor student progress; (4) attendance at academic success workshops (e.g. study skills, time management, etc.); and (5) restrictions on certain extracurricular activities as determined by the Office of Academic Affairs or its designate (for the first semester on Academic Probation, a student will remain eligible for participation in extracurricular activities unless individual department or activities have higher standards).

2.2 NCAA HARDSHIP WAIVER

In certain instances when a season-ending injury or illness occurs, a student-athlete may apply for a hardship injury 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.

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 video related to the sport; or (*Revised: 10/17/06*)
 - (7) Any other athletically related activity. (*Revised: 10/18/04*)
- (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; (*Adopted: 1/10/95, Revised: 10/17/06*)
- (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; (*Adopted: 1/10/91 effective 8/1/91, Revised: 1/12/04, 1/17/09*)
- (g) On-court or on-field activities called by any member(s) of a team that are considered requisite for participation in that sport (e.g., captain's practices); (*Revised: 1/23/19*)
- (h) Visiting the competition site in cross country, golf and skiing; (*Adopted: 1/16/93*)
- (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; (*Revised: 1/10/92, 1/16/93*)
- (j) Involvement of an institution's strength and conditioning staff with enrolled student-athletes in required conditioning programs; and (*Revised: 1/10/92, 10/17/06*)
- (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 [17.02.1.1.1.3](#) - (c).
(*Adopted: 1/10/05, Revised: 10/17/06, 1/16/10, 7/20/10, 1/31/18*)

17.02.1.1.1 Exceptions. The following activities shall not be considered athletically related activities: *(Revised: 10/17/06, 5/9/17)*

17.02.1.1.1.1 Meetings as follows: *(Adopted: 5/9/17)*

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(a) Administrative and academic activities that are nonathletic in nature (e.g., academic meetings and compliance meetings); *(Adopted: 5/9/17)*

(b) One team meeting conducted for an athletics purpose outside the declared playing and practice season (may be mandatory); and *(Adopted: 5/9/17)*

(c) One individual meeting per student-athlete conducted for an athletics purpose outside the declared playing and practice season (may be mandatory). *(Adopted: 5/9/17)*

17.02.1.1.1.2 Fundraising activities as follows: *(Adopted: 5/9/17)*

(a) 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). *(Adopted: 5/9/17)*

(b) 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). *(Adopted: 5/9/17)*

17.02.1.1.1.3 Observation of the following: *(Adopted: 5/9/17)*

(a) 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. *(Adopted: 5/9/17)*

(b) Enrolled student-athletes in organized competition (e.g., summer league), provided institutional athletics personnel do not direct or supervise the organized activity and the opportunity to observe the activity is open to all. *(Adopted: 5/9/17, Revised: 7/23/18)*

(c) Observation of enrolled student-athletes in nonorganized sport-specific activities, provided: *(Adopted: 5/9/17)*

(1) The documented job responsibilities for the coaching staff member include monitoring of an institutional facility for purposes of safety and facility security; *(Adopted: 5/9/17)*

(2) The observation occurs while the coaching staff member performs this monitoring responsibility; and *(Adopted: 5/9/17)*

(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.

(Adopted: 5/9/17)

17.02.1.1.1.4 Strength and Conditioning Activities as follows: *(Adopted: 5/9/17)*

(a) Voluntary workouts conducted by a certified strength and conditioning coach provided: *(Adopted: 5/9/17)*

(1) The coach has received a strength and conditioning certification from a nationally recognized certification program (see Bylaw 11.1.6 for additional certifications); *(Adopted: 5/9/17)*

(2) The coach conducts voluntary workouts for all student-athletes if the coach is also a staff member for one of the institution's intercollegiate teams; and *(Adopted: 5/9/17)*

(3) The workout occurs during the institution's regular academic year. *(Adopted: 5/9/17)*

(b) Voluntary individual workouts monitored for safety purposes by a strength and conditioning coach (certified or noncertified). If the coach is also a staff member for one of the institutions intercollegiate teams the monitoring may occur only if the coach performs monitoring duties for all student-athletes using the facility at that time. *(Adopted: 5/9/17)*

17.02.1.1.1.4.1 Strength and Conditioning Facilities. *(Adopted: 5/9/17)*

- (a) Student-athletes may use student-athlete-only facilities for voluntary workouts at any time. *(Adopted: 5/9/17)*
- (b) A certified strength and conditioning coach may conduct voluntary workouts in a student-athlete only facility during the academic year. *(Adopted: 5/9/17)*
- (c) A certified strength and conditioning coach may only reserve an athletic facility for voluntary workouts that he or she will conduct. *(Adopted: 5/9/17)*
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17.02.1.1.1.5 Leadership Programming Involving Athletics-Related Information. *(Adopted: 1/27/20 effective 8/1/20, Revised: 6/22/20 effective 8/2/20)*

- (a) Student-athletes serving in a team leadership capacity may voluntarily participate in leadership programming involving athletics-related, general information outside of the declared playing season with any member of an institution's coaching staff.
(Adopted: 6/22/20 effective 8/2/20)
- (b) All programming must occur during the institution's regular academic year and must be completed not later than five week days before the first day of any of the institution's final regular examination period (see Bylaw [17.1.2](#) – (c) and 17.1.2 – (d) regarding holiday, vacation and final examination periods).
(Adopted: 6/22/20 effective 8/2/20)
- (c) All leadership programming involving athletics-related, general information is limited to one meeting per week, with each meeting lasting no more than 90 minutes, and may not occur more than ten times outside of the declared playing season.
(Adopted: 6/22/20 effective 8/2/20)
- (d) The leadership-programming plan and materials must be in writing in the office of the institution's director of athletics and compliance officer (if separate individuals hold such positions). *(Adopted: 6/22/20 effective 8/2/20)*

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 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.

NAC Sportsmanship & Code of Ethics

The North Atlantic Conference (NAC) is committed to promoting good sportsmanship and developing and maintaining a safe and healthy environment for competition. We believe the opportunity to represent a NAC institution is a privilege, which is accompanied by the responsibility to act with dignity, integrity and respect at all times.

Individuals associated with a NAC member institution are expected to conduct themselves in such a manner that represents the highest level of honor, and to observe the tenets of good sportsmanship, honesty, fairness, dignity, civility and respect.

Integration of athletics, academics and accomplishment provide each of our institutions and its athletics participants a rewarding experience. The Conference expects the values of good sportsmanship on the part of student-athletes, coaches, administrators, spectators or any individuals associated with a member institution. The Code of Ethics is designed to foster an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals.

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.

Recruit is Under 18 Years of Age:

No later than five business days prior to arrival...

- Obtain signed Parental Consent Form from the PSA. (This is an Athletic Department form available as a Dynamic Form or as a .pdf on the share drive in the “Coaches Recruiting” folder.) Please make sure that all required signatures, dates and the PSA’s team are on the form.
- Have the MCLA host complete an Overnight Guest Pass.
- Submit both of these documents at the same time to the Athletic Recruiting Coordinator. They will submit both of these documents to the RPS office no later than five business days in advance.

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On the day the recruit arrives...

- The MCLA host and PSA need to go to the front desk of the host’s residence area to complete the Overnight Guest Pass process. The PSA will receive the yellow copy of the Overnight Guest Pass.

Notes...

- Housing will manage the RPS portion of this process.
- Parental Consent Forms have a shelf life of 21 days. RPS cannot take forms that are older than that for underage PSAs.
- Overnight Guest Passes require the signature of a roommate (if applicable). The MCLA host needs to start this process in advance of the seven business day deadline in order to obtain this signature.
- Once Dianne signs the Overnight Guest Pass, she will send it to the main desk in the residence area where the MCLA host lives. The MCLA host must go to the main desk with the PSA to complete the Pass. The PSA will receive the yellow copy of the Overnight Guest Pass. They must carry this with them at all times.
- We do not have parking available for weekday overnight guests. On Fridays and Saturdays, we do have overnight guest parking. The PSA must bring the yellow copy of the Overnight Guest Pass to Public Safety to get a temporary parking pass.
- The main desks in Berkshire Towers and Hoosac Hall are open 24/7. In the Townhouses, the RPS Central Office in Townhouse #89 serves as the main desk for the Townhouses from 8:30 am – 4:30 pm, Monday - Friday. From 8:00 - 11:30 pm every day of the week, the Townhouse RA office in Townhouse #90 serves as the main desk.

Recruit is 18 Years of Age or Older:

There are no special RPS rules for MCLA resident students hosting guests who are 18 years of age or older. You should, however, assure that the MCLA host submits a guest pass **in advance** of the PSA’s day of arrival AND that they bring the recruit to the main desk in the host’s residence area to complete the Overnight Guest Pass process and get the yellow copy of the Pass. Last, you will need to provide the MCLA host with the PSA’s information (name, address, etc.).

3.4 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.

4.0 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, and 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. More information on the PRIDE Program can be found [here](#).

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. More information about SAAC can be found [here](#).

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

- https://www.naspa.org/images/uploads/events/Mind_Body_and_Sport.pdf
- <http://www.mcla.edu/Assets/MCLA-Files/Registrar/Wellness/CounselingServices/Identifying%20and%20Responding%20to%20Students%20Of%20Concern.pdf>

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 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 cumulative grade point average.

1. New student-athletes (EFR and TR) and returning SA's with a cume gpa of 2.5 or below will attend a mandatory team session to discuss academic goals during preseason or the first three weeks of classes.
2. Consecutive mandatory team meetings will be held in Oct., Nov. and Dec.
3. Small group and/or 1on 1 mandatory meetings will be arranged by the Athletic Academic Support staff
4. Ongoing mandatory meetings will be held throughout the semester
5. Each head coach and the Athletic Academic Support staff will be monitoring the CANVAS drop-out detective

First Year, Transfer, and "At Risk" Student-Athletes:

During the first semester at MCLA these student-athletes are required to have meetings with the Athletic Academic Support Staff. After the first semester is completed their status will be re-evaluated (see table below).

Upper Class Students:

The cumulative GPA will dictate what column the student-athlete falls into.

2.51-4.0 GPA	2.5 & Below GPA
<ul style="list-style-type: none">• Not required to seek academic resources	<ul style="list-style-type: none">• Meet with the Athletic Academic Support team regularly 1 on 1 or with teammates below 2.5• Required attendance at resource chosen by student

5.3 MISSED CLASS LETTER & CLASS ATTENDANCE

It is an expectation that student-athletes attend classes regularly. The Athletic Academic Support staff or designee will provide each head coach with a missed class letter at the beginning of each season, and the head coach will then distribute the letter to the student-athletes. A best practice is for student-athletes to hand deliver these letters to professors at the beginning of the season, in order for the professor to connect a name with a face.

Departure times for away games, as well as, reporting times for home games will be 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 in the athletic training room. The team physician can be seen at health services as well. Please contact the ATSM staff for days/hours.

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
- 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
- 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
 - o 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

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 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
 - 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.
 - 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:
 - 2 doses of measles, mumps and rubella (MMR)
 - 2 doses of varicella vaccine
 - 1 dose of Tetanus, diphtheria, pertussis (Tdap) within 10 years
 - doses of Hepatitis B vaccine
 - 1 dose of meningitis vaccine (within 5 years)
 - 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:
 - the student presents laboratory evidence of immunity
 - the student is born in the US prior to 1957
- Student may be considered immune to varicella if:
 - the student presents laboratory evidence of immunity

- the student presents a statement signed by a Health Care Provider stating that the student has a reliable history of chickenpox disease.
- 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.

2019-20 NCAA Banned Substances

Download: [*2019-20 NCAA Banned Substances* \(pdf\)](#)

It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following drug classes.

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers (banned for rifle only).
4. Diuretics and masking agents.
5. Narcotics.
6. Cannabinoids.
7. Peptide hormones, growth factors, related substances and mimetics.
8. Hormone and metabolic modulators (anti-estrogens).
9. Beta-2 agonists.

Note: Any substance chemically/pharmacologically related to all classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-

clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of substances under each class can be found at www.ncaa.org/drugtesting. There is no complete list of banned substances.

Substances and Methods Subject to Restrictions:

- Blood and gene doping.
- Local anesthetics (permitted under some conditions).
- Manipulation of urine samples.
- Beta-2 agonists (permitted only by inhalation with prescription).
- Tampering of urine samples.

NCAA Nutritional/Dietary Supplements:

Warning: *Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff!*

- Nutritional/Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
- Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
- Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
- Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.

Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by qualified staff members before consuming. The NCAA subscribes only to Drug Free Sport AXISTM for authoritative review of label ingredients in medications and nutritional/dietary supplements. Contact the Drug Free Sport AXIS at 877-202-0769 or www.dfsaxis.com (password ncaa1, ncaa2 or ncaa3).

Some Examples of NCAA Banned Substances in Each Drug Class

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; methylphenidate (Ritalin); synephrine (bitter orange); dimethylamylamine (DMAA, methylhexanamine); “bath salts” (mephedrone); Octopamine; hordenine; dimethylbutylamine (DMBA, AMP, 4-amino methylpentane citrate); phenethylamines (PEAs); dimethylhexylamine (DMHA, Octodrine); heptaminol etc. *exceptions: phenylephrine and pseudoephedrine are not banned.*
2. **Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):** Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; testosterone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033, S-23, RAD140)); DHCMT (oral turanibol) etc.
3. **Alcohol and Beta Blockers (banned for rifle only):** alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
4. **Diuretics and Masking Agents:** bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc. *exceptions: finasteride is not banned*
5. **Narcotics:** Buprenorphine; dextromoramide; diamorphine (heroin); fentanyl, and its derivatives; hydrocodone; hydromorphone; methadone; morphine; nicomorphine; oxycodone; oxymorphone; pentazocine; pethidine

6. **Cannabinoids:** marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)
7. **Peptide Hormones, growth factors, related substances and mimetics:** growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1 (colostrum, deer antler velvet); etc. *exceptions: insulin, Synthroid are not banned*
8. **Hormone and metabolic modulators (anti-estrogens):** anastrozole; tamoxifen; formestane; ATD; SERMS (clomiphene, nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3,5-dien-7,17-dione), letrozole; etc.
9. **Beta-2 Agonists:** bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Any substance that is chemically related to one of the above classes, 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 Drug Free Sport AXIS, 877-202-0769 or www.dfsaxis.com password ncaa1, ncaa2 or ncaa3.**

It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance.

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. MCLA reserves the right to drug test the student-athletes within the program as necessary.

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 can be found on the Sports Medicine tab on the MCLA Athletic webpage.

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 raucous 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 can be made by the Sports Medicine staff.

7. THE FITNESS CENTER (TFC)

The TFC is located in the Amsler Campus Center on the ground floor. The TFC provides MCLA staff, faculty and students the opportunity to work on all components of fitness. Hours will be posted on the Trailblazer Fitness Center webpage. During operational hours, the TFC will be staffed and under video surveillance. All users must complete a fitness center waiver in person or through Dynamic Forms. More information about the fitness center can be found [here](#).

7.1 TFC RULES

- All users must scan in using their MCLA ID card
- 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 athletic shoes are required at all times
- 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
 - 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, or equipment.
- 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.
- 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. More information about the fitness center can be found [here](#).

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. More information about the fitness center can be found [here](#).

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, 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.
- Head Coaches will assist with collecting all issued gear at the end of the season.

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 TRAVEL WAIVER (USE OF PERSONAL VEHICLE FORM)

Student -athletes requesting an exemption to the transportation policy must sign the Travel Waiver 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 Travel Waiver (Use of Personal Vehicle Form) is available on the MCLA Athletic webpage.

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. Participation in intramural programs will prove beneficial to you personally, and to the success of your college career.

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. Student-athletes cannot play on a team with their coach or assistants/volunteers.

Publicity

Information about intramural sports & events can be found in a variety of places on campus. The bulletin boards by Venable Gym list the current month's schedule of events. Some events may be advertised by the intramural office. Publicity will be posted for various events in high traffic areas on campus, or notices will be sent through the campus e-mail. For information on intramural sports and events, contact the Office of Intramurals.

Awards: Championship T-Shirts are provided to the winning teams of each sport (special events, elite leagues, and tournament teams potentially may not be eligible for intramural t-shirts).

Randall Warren “Unsung” Hero Award: Given annually to the intramural participant who best exemplifies determination, dedication and competitiveness in a manner which encourages the underlying spirit of the entire MCLA Intramural Program.

James T. Amsler Service Award: Presented annually to a senior who has worked throughout their college years for the betterment of the MCLA Intramural Program.

Raymond C. Sullivan Intramural Team Sportsmanship Award: Given annually to the intramural team that has demonstrated leadership on the field of play through their sportsmanlike attitude. The team receiving this award must have played together as a unit through all four intramural sessions.

Sportsmanship: The Office of Intramurals stresses that participants in every sport display proper sportsmanship at all times. The department will not tolerate physical or verbal abuse of opponents or officials, unsportsmanlike conduct, or any other inappropriate behavior at any time.

Officials

The Intramural Staff intends to provide a safe environment for all participants in intramural events. Officiating is done by students who do their best to use sound, unbiased judgment in making decisions. Participants must refrain from making derogatory comments regarding their judgment.

Intramural Sports (sports vary year to year)

Basketball (3 on 3, 4 on 4, & 5 on 5)	Ping Pong	Badminton
Dodgeball	Flag Football	Floor Hockey
Indoor Soccer	Mat Ball	Kickball
Arena Football	Volleyball	Wiffleball
Cornhole	Kan Jam	Capture the Flag
Team Handball	Water Pong	Spike Ball
Esports		

On-Going Activities

Venable Gymnasium – Open Gym Time

open recreation hours vary, and are posted at the gym

Pick up volleyball - Monday night's 6-8pm in Venable Gym

Ping Pong Table outside Venable Gym – sign out paddles, net and balls at the IM Office

How to Enter IM Events

Download the IMLeagues app

Policies and Procedures

Forfeits

If a team or individual is not ready to play within the time allotted on the rules, the team will forfeit. A team will be dropped from further competition after two forfeits.

Scheduling

The schedules for intramural sports are created in advance to assure ample delivery time. Should a postponement due to weather or other conflict become necessary, team captains will be notified as soon as possible. Captains are then responsible for contacting team members. Postponements of individual games may be allowed under certain circumstances with mutual consent of the opposing team and approval from the Intramural Director.

Eligibility Rules

Intramurals is open to students, faculty, and staff regardless of age, sex, handicap, skill level, or past experience.

Intercollegiate Team Members

A varsity squad member is any individual participating in intercollegiate contests, attending regular practice, whose name appears on the official squad list, or who has won a letter or certificate of participation at MCLA. Members of intercollegiate teams are ineligible to participate on an intramural team during their playing season. Outside of the playing season rosters are limited to varsity members for a particular sport, if the event offered is similar to their varsity sport.

IM Council

Purpose

The MCLA Intramural Council is a student organization responsible for making decisions regarding intramural and recreation programs offered at MCLA. Specifically, the Intramural Council is responsible for:

- Establishing various intramural and recreation events and their seasons.
- Creating and developing new recreational events based on campus needs.
- Improving existing events through creative marketing and/or changes in the event itself.
- Promoting all intramural and recreational events.
- Establishing participant eligibility rules.
- Serving in an advisory capacity regarding matters presented to the council by members of the MCLA campus community.

Meetings

Intramural Council meetings are held once a week in the Intramural Office.

Student Intramural Supervisor(s)

Responsibilities for supervisors include the organization and administration of all facets for a successful intramural program, scheduling sports & events, tracking staff hours, supervising sports & events, and promotion of sports & events. Plus any other duties that are assigned by the Intramural Director.

The supervisor position requires experience working in the intramural department. The student must be in good standing with the college and must have the ability to work with a diverse population.

Assumption of Risk

Participation in intramural activities is voluntary. There are risks inherent to participation in sports and recreation. MCLA does not assume responsibility for personal injuries. Injuries and their resulting costs are the responsibility of the participant. The intramural staff reserves the right to limit or refuse participation if they feel a participant is at risk of harming oneself or others.

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Accidents and Injuries

All injuries must be reported to the game officials, statisticians, or supervisors. All injuries must be logged with the supervisor on duty and an incident report must be filled out. All major injuries or emergencies will be handled by contacting MCLA Campus Police.

Whenever an intramural participant suffers a wound or a laceration where bleeding or oozing of bodily fluids appears; the competition will be stopped immediately and campus police will be notified. The participant will not be allowed to commence participation until the wound was properly evaluated by Campus Police and appropriate measures have been administered.

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 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

14.2 CONDUCT POLICY

It is expected that all student-athletes are positive members to the MCLA community as well as the Athletic Department. To that end, it is expected that all student-athletes abide by all campus policies and promote an atmosphere of respect, responsibility and accountability. The [MCLA Student Handbook](#) contains the College policies that student-athletes are expected to follow and well as student rights and responsibilities. If you should have any questions, please speak with your Coach, an Athletic Department staff, or the Dean of Students.

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. Student-athletes 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:

If found responsible of an alcohol violation the following may occur in addition to the College conduct sanctions.

- *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:

If found responsible of a College conduct drug violation it 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.*

Student-Athlete Handbook, MCLA Student Handbook Violations (other than alcohol and drug):

- Coach and Athletic Administration review. Sanctions will be determined by severity of incident.
- *May result in possible suspension from practice, competition or the department.*

Misdemeanor and Felony Arrests:

- Coach and Athletic Administration review. Sanctions will be determined by severity of incident.
- *Possible immediate department suspension until final determination has been made.*

In the case of Title IX allegations:

- *Possible immediate department suspension until final determination has been made*

Removal from Team:

A student-athlete may be removed from a team for a multitude of reasons including but not limited to: breaking team rules, alcohol/drug violations, and violations of the student handbook.

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

Team		1/9	2/9	3/9
Baseball	40	4	9	13
Softball	40	4	9	13
Basketball	25	3	6	8
Volleyball	22	2	5	7
Soccer	20	2	4	7
Tennis	20	2	4	7
Golf	20	2	4	7
Lacrosse	17	2	4	6
Cross Country	9	1	2	3

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 Conduct Review Process or legal processes are completed.

The Dean of Students Office will process the incident(s) through the Conduct Review Process, see [Student Handbook](#) for further information related to the Student Conduct Program. If the matter is a criminal matter, the police and the courts will proceed.

As soon as an outcome decision is made, the Dean of Students will inform the Director of Athletics of the decision. The Director of Athletics will then 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 and Good Samaritan 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.




14.3 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.

FOLLOW THE OFFICIAL ATHLETIC DEPARTMENT SOCIAL MEDIA ACCOUNTS			
			
MCLA Athletics	@MCLAAthletics	X	mclaathletics
Director of Athletics: Laura Mooney	@MCLA_AD		mcla_ad
Trailblazer Fitness Center		X	trailblazerstrength
SAAC			mcla_saac
Intramurals	@MCLAIntramurals	X	mcla_ims
Baseball	@MCLABaseball	X	mclabaseball
Men’s Basketball	@Trailblazer_MBB	X	mclamensbasketball

Women's Basketball	@MCLAWbasketball	X	mclawbb
Men's Cross Country		X	
Women's Cross Country		X	mclawomensxc
Golf	@mclagolf		
Men's Lacrosse	@MCLAMensLax	X	mclamenslax
Women's Lacrosse		X	mclawlax
Men's Soccer	@MCLAmenssoccer	X	mclamenssoccer
Women's Soccer		X	mclawomenssoccer
Softball		X	mclasoftball
Men's Tennis	@MCLATennis		
Women's Tennis	@MCLATennis		
Volleyball	@MCLAVolleyball	X	mclavolleyball

14.4 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.

14.5 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.

14.6 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](#).

14.7 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 Tobacco Free MCLA Policy can be found at the following link:

<http://www.mcla.edu/Assets/MCLAFiles/AdministrativeOffices/HR/MCLA%20SMOKE%20TOBACCO%20FREE%20Policy%20%20Approved%20and%20Effective%20on%2008012018.pdf>

14.8 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.

14.9 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 [Student-Handbook](#).

If you would like to report harassment please contact

Nicole Comstock, Director of Equal Opportunity and Title IX, Venable 309C Nicole.Comstock@mcla.edu, 413-662-5571.

14.10 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 action. 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.

14.11 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, Venable 309C Nicole.Comstock@mcla.edu, 413-662-5571.

14.12 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.

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.

14.13 FREE SPEECH & ASSEMBLY

MCLA embraces a student's right to free speech and assembly and recognizes an exercise of ones freedom of expression can contribute to individual and community learning. Peaceful protests are welcomed at MCLA Athletic events. You can view the full College policy [here](#).