Dear Kalamazoo College Student-Athlete:

As a member of a Kalamazoo College intercollegiate athletic team you join a long and rich tradition of Hornet sports, dating back to 1892 when Kalamazoo first played Albion College in baseball. In 1896, the sport of tennis brought us our first competition for women and also began our membership in the Michigan Intercollegiate Athletic Association, the nation’s oldest continuous intercollegiate athletic conference. As we begin the 2014 – 2015 seasons, the 122nd that Kalamazoo has competed in intercollegiate athletics, I encourage you to learn more about this amazing history and the history of your sport at the College.

The College believes that participation on an intercollegiate athletic team is a privilege and provides an opportunity to enhance your overall educational experience. Once you take advantage of this opportunity you become an ambassador for your team and the College on and off the playing venues. Whether in practice, on a team trip, in a contest or on campus you represent the Kalamazoo College student-athlete. Please keep this in mind and always conduct yourself in a way that will bring deserving positive credit to you, your team, your coach and Kalamazoo College. This handbook has been prepared to help you become acquainted with athletic department policies, procedures and expectations. I urge you to take time to review the handbook and if you have questions about the information contained within, please address your questions to your coach or a member of the athletic department administration.

You have an incredible opportunity to pursue your passions academically and athletically. I encourage you to take full advantage of these opportunities. Be your BEST in 2014 – 2015.

Balance Excellence Success Teamwork

Kristen Smith
Director of Athletics
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**Kalamazoo College Mission Statement**

The mission of Kalamazoo College is to prepare its graduates to better understand, live successfully within, and provide enlightened leadership to a richly diverse and increasingly complex world.

**Kalamazoo Athletic Philosophy**

The Department of Athletics at Kalamazoo College enhances the greater College mission by providing challenging opportunities for our student-athletes to use BEST principles toward building a healthy balance of outstanding scholarship and winning athletic achievement as a means of realizing their full human potential. In serving this mission, all involved with the Department become champions in the classroom, in competition and in life.

Guiding Principles

- **BALANCE**
- **EXCELLENCE**
- **SUCCESS**
- **TEAMWORK**

In following these guiding principles and as we pursue our mission, the Department of Athletics seeks to:

- Ensure ethnic and gender diversity among our coaches, staff, and student athletes, consistent with the College’s educational mission.
- Promote character development, leadership qualities, sportsmanship, and academic excellence in our student athletes.
- Promote and nurture a sense of community within athletics and the College community.
- Contribute to the enhancement of institutional morale and pride throughout the College among students, faculty, staff, alumni and patrons.
- Create the expectation of high achievement both in the classroom and in the playing venues.
- Provide opportunities for student growth and development within a positive learning environment.
- Provide a foundation for life-long learning and achievement.
- Achieve success at the highest level of NCAA Division III athletics.
MIAA Mission Statement

The Michigan Intercollegiate Athletic Conference (MIAA), founded in 1888, is the nation's oldest collegiate athletic conference. Nine members strong – Adrian College, Albion College, Alma College, Calvin College, Hope College, Kalamazoo College, Olivet College, St Mary's College, and Trine University – the MIAA sponsors championships in 18 sports (9 for both men and women). The governance of intercollegiate athletics at member colleges and conference legislative responsibility rests with the College Presidents and their institutional delegates. Primary considerations in all conference decisions are: the welfare of every participating student-athlete; procedures that underscore the academic missions of member colleges; and fair play at all conference events.

NCAA Division III Philosophy

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

NCAA Division III

Follow your passions and discover your potential. The college experience is a time of learning and growth - a chance to follow passions and develop potential. For student-athletes in Division III, all of this happens most importantly in the classroom and through earning an academic degree. The Division III experience provides for passionate participation in a competitive athletic environment, where student-athletes push themselves to excellence and build upon their academic success with new challenges and life skills. And student-athletes are encouraged to pursue the full passions and find their potential through a comprehensive educational experience.

What We Stand For

Proportion: appropriate relation of academics with opportunities to pursue athletics & other passions

Comprehensive Learning: opportunity for broad-based education and success

Passion: playing for the love of the game, competition, fun and self-improvement

Responsibility: development of accountability through personal commitment and choices

Sportsmanship: fair and respectful conduct toward all participants and supporters

Citizenship: dedication to developing responsible leaders and citizens in our communities

What Does Division III Have to Offer?

Division III athletics offers student-athletes the opportunity to become well-rounded individuals who successfully integrate athletics and academics. Student-athletes are integrated into the student body, and they experience the full range of college life.
KALAMAZOO COLLEGE

Division III athletics departments place special importance on the impact of athletics on the participants rather than on the spectators. The student-athlete's experience is of paramount concern.

Division III athletics feature athletes who receive no financial aid related to their athletic skills and athletic departments that are staffed and funded like any other department in the university.

Division III athletics encourages the development of sportsmanship and positive social attitudes. Coaches and players treat each other with respect, and administrators work to foster a positive competitive environment.

Division III athletics is committed to providing equitable athletics opportunities for both genders and gives equal emphasis to men's and women's sports. Division III athletics encourages participation by maximizing the number and variety of athletics opportunities available to student-athletes, placing primary emphasis on regional in-season and conference competition.

Division III Philosophy Statement

Colleges and Universities in Division III place 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 in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.
# Athletic Department Directory

## Administrative Staff

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<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
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<tr>
<td>Athletic Director</td>
<td>Kristen Smith</td>
<td><a href="mailto:kristens@kzoo.edu">kristens@kzoo.edu</a></td>
<td>337-7090</td>
<td>AAC 310</td>
</tr>
<tr>
<td>Chair – Department of Physical Education</td>
<td>Jeanne Hess</td>
<td><a href="mailto:jhess@kzoo.edu">jhess@kzoo.edu</a></td>
<td>337-7086</td>
<td>AAC 312</td>
</tr>
<tr>
<td>Senior Woman Administrator</td>
<td>Kathy Milliken</td>
<td><a href="mailto:milliken@kzoo.edu">milliken@kzoo.edu</a></td>
<td>337-7091</td>
<td>AAC 311</td>
</tr>
<tr>
<td>Sports Information Director</td>
<td>Steve Wideen</td>
<td><a href="mailto:swideen@kzoo.edu">swideen@kzoo.edu</a></td>
<td>337-7287</td>
<td>AAC 314</td>
</tr>
<tr>
<td>Office Coordinator</td>
<td>Emily Wiegand</td>
<td><a href="mailto:eiegand@kzoo.edu">eiegand@kzoo.edu</a></td>
<td>337-7082</td>
<td>AAC 315</td>
</tr>
</tbody>
</table>

## Head Coaches

<table>
<thead>
<tr>
<th>Sport</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Mike Ott</td>
<td><a href="mailto:mott@kzoo.edu">mott@kzoo.edu</a></td>
<td>337-7347</td>
<td>AAC 119</td>
</tr>
<tr>
<td>Basketball (M)</td>
<td>Eric Dougal</td>
<td><a href="mailto:edougal@kzoo.edu">edougal@kzoo.edu</a></td>
<td>337-5804</td>
<td>AAC 313</td>
</tr>
<tr>
<td>Basketball (W)</td>
<td>Katie Miller</td>
<td><a href="mailto:kmiller@kzoo.edu">kmiller@kzoo.edu</a></td>
<td>337-5752</td>
<td>AAC 308</td>
</tr>
<tr>
<td>Cross Country (M/W)</td>
<td>Kris Koster</td>
<td><a href="mailto:kkoster@kzoo.edu">kkoster@kzoo.edu</a></td>
<td>337-7082</td>
<td>Off Campus</td>
</tr>
<tr>
<td>Football</td>
<td>Jamie Zorbo</td>
<td><a href="mailto:jzorbo@kzoo.edu">jzorbo@kzoo.edu</a></td>
<td>337-7078</td>
<td>AAC 309</td>
</tr>
<tr>
<td>Golf (M)</td>
<td>Mitch Wilson</td>
<td><a href="mailto:mwilson@kzoo.edu">mwilson@kzoo.edu</a></td>
<td>337-7082</td>
<td>Off Campus</td>
</tr>
<tr>
<td>Golf (W)</td>
<td>Dean Marks</td>
<td><a href="mailto:jabbergolf@aol.com">jabbergolf@aol.com</a></td>
<td>337-7082</td>
<td>Off Campus</td>
</tr>
<tr>
<td>Lacrosse (M)</td>
<td>Vince Redko</td>
<td><a href="mailto:vredko@kzoo.edu">vredko@kzoo.edu</a></td>
<td>337-7591</td>
<td>AAC 119</td>
</tr>
<tr>
<td>Lacrosse (W)</td>
<td>Emilia Ward</td>
<td><a href="mailto:eward@kzoo.edu">eward@kzoo.edu</a></td>
<td>337-5790</td>
<td>AAC 119</td>
</tr>
<tr>
<td>Soccer (M)</td>
<td>Lumumba Shabazz</td>
<td><a href="mailto:lshabazz@kzoo.edu">lshabazz@kzoo.edu</a></td>
<td>337-7454</td>
<td>AAC 317</td>
</tr>
<tr>
<td>Soccer (W)</td>
<td>Bryan Goyings</td>
<td><a href="mailto:bgoyings@kzoo.edu">bgoyings@kzoo.edu</a></td>
<td>337-5776</td>
<td>AAC 317</td>
</tr>
</tbody>
</table>
KALAMAZOO COLLEGE

Softball
Melanie Hamlin  mhamlin@kzoo.edu  337-5758  AAC 119

Swimming (M/W)
Kathy Milliken  milliken@kzoo.edu  337-7091  AAC 311

Tennis (M)
Mark Riley  mriley@kzoo.edu  337-7079  MRC Main

Tennis (W)
Mark Murphy  mmurphy@kzoo.edu  337-5973  MRC Main

Volleyball
Jeanne Hess  jhess@kzoo.edu  337-7086  AAC 312

Athletic Trainers

Head Athletic Trainer
Kira Olds  kolds@kzoo.edu  337-7093  AAC 118A

Assistant Athletic Trainer
Kathleen O'Farrell  Kathleen.o’farrell@kzoo.edu  337-7093  AAC 118A

Assistant Athletic Trainer
Laura Thomas  laura.thomas@kzoo.edu  337-7093  AAC 118A

Support Staff

Equipment Manager/ Intramural Director
Van Nickert  vnickert@kzoo.edu  337-7080  AAC 124

Asst. Equipment Manager
Greg Brown  gbrown@kzoo.edu  337-7094  AAC 123

Sports Information Director
Steve Wideen  swideen@kzoo.edu  337-7287  AAC 314

Faculty Athletic Representatives (FARs)

Liz Smith  esmith@kzoo.edu  337-5773  LIB112
Jeff Bartz  jeff.bartz@kzoo.edu  337-7021  DOW213
Faculty Athletic Representatives

Kalamazoo College has two Faculty Athletic Representatives (FAR) appointed by the Faculty Executive Committee. The FAR serves as the liaison between the faculty, student-athletes and the department of athletics. The FAR's have terms of service consistent with other faculty standing committees. Responsibilities of the FAR's include:

- Provide advice and/or oversight especially as they impact the academic areas of the student-athlete.
- Provide feedback, advice and insight to the President and Athletic Director regarding College, MIAA, and NCAA issues.
- Represent the College and its faculty at the MIAA and NCAA levels.
- Counsel and advise student athletes regarding academic/athletic issues and concerns.
- Monitor and verify student-athlete eligibility.

Athletic Leadership Council (ALC)

Mission
“The mission of the NCAA Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image”, as well as create connections between student-athletes and the greater college community. (Adapted from the mission statement of the National Student Athletic Advisory Committee).

Philosophy
Kalamazoo College strives towards the same ideals set forth by the Division III philosophy statement. We will seek to establish and maintain an environment of excellence in academics and athletics for the greater Kalamazoo College community. We believe that athletics serve as an integral part of the liberal arts education. We believe athletics provide a vehicle for the promotion of cultural diversity and gender equality for our campus.

Athletics provide opportunities for the student to bring together the building blocks of a liberal arts education: skill acquisition and practice, exploration of interests, and experiential work and service. Through athletics, students enhance and supplement their broad-based arts tradition of learning.

Purpose
The purpose shall be to carry out the philosophy of the ALC by encouraging support, involvement, and participation in athletic events. The ALC shall also assist communication between student-athletes and administration, faculty, staff, and fellow student-athletes, provide a forum for a dialogue amongst other student-athletes, and provide input on the rules, regulations, and policies that affect the lives of student-athletes. Further, the ALC will contribute to the greater Kalamazoo community in a manner consistent with our mission and philosophy.
Selection Process
Two representatives shall be selected from within each team to serve on the ALC. Each representative shall serve a term of one year, beginning at the first meeting of the quarter as defined by sports listed below.

- Baseball
- Men’s Basketball
- Women’s Basketball
- Men’s Cross Country
- Women’s Cross Country
- Football
- Men’s Golf
- Women’s Golf
- Men’s Lacrosse
- Women’s Lacrosse
- Men’s Soccer
- Women’s Soccer
- Softball
- Men’s Swimming
- Women’s Swimming
- Men’s Tennis
- Women’s Tennis

In the case that a representative is no longer able to fulfill his or her duties as a member of the ALC, that team may request replacement with majority approval by the ALC Executive Board. The replacement member shall complete the remainder of the one-year term as defined in the above table.

Removal Process
A two-thirds majority may remove a member from the ALC. In the case that a member is removed, the President shall notify the team and the team is then required to appoint a new representative.

To bring a vote to the floor to remove a member, the accuser must submit a letter of intent including cause for removal to the President at least one week before the next ALC general meeting. The President shall then forward the letter of intent to the accused within 24 hours.

Executive Board
The Executive Board shall serve for one entire academic year beginning and ending at the last meeting of the spring quarter. Elections shall be held during the spring quarter. At the meeting during tenth week of spring quarter the transfer of positions shall occur. The Executive Board shall be
elected by a general vote of the ALC. During the period between election and the transfer of positions, the newly elected Executive Council members should “shadow” the current members of the Executive Council.

The Executive Board shall consist of the President, Vice-President, Secretary, Financial Director/Public Relations, At-Large Member, and Underclassmen representative. The Executive Board is responsible for preparing and presiding over all ALC general meetings.

The Executive Board has the power to establish committees.

No single varsity team will hold a majority of the positions on the Executive Council.

President – Emily Lindsay  
Vice President – Alex Dietrich  
Secretary – Bronte Payne  
Financial Director – Beau Prey  
At-Large/Public Relations Member – Nolan Foust  
Underclassmen Representative – Grace Smith

Meetings
ALC general meetings shall be held during all even numbered weeks of each quarter. The Executive Council shall meet before the end of first week of fall quarter to decide when meetings shall be held for that year. The day and time of the meeting shall remain consistent throughout the entire academic year. In the case of extraordinary circumstance, the ALC may decide by a two-thirds majority to change the meeting time.

Proposed agenda items must be submitted to the Secretary at least 72 hours before each general meeting.

All general ALC meetings shall adhere to the most recent version of Parliamentary Procedure (Robert’s Rules of Order). A copy is available for reference from the Student Commission.

Quorum
A quorum shall consist of 50 percent plus one of the membership and must be present to conduct official business.

Attendance
There may be three unexcused absences per year and no more than one unexcused absence per quarter. All excused absences must be declared by the representative in writing to the President or Secretary at least 24 hours in advance. Excused absences are official athletic conflicts. In the case of an emergency, the President should be notified in advance. Emergencies are also excused absences. The Secretary or President may notify the coach and team of the offending representative after any unexcused absence. After all unexcused absences are exhausted, that representative shall be removed from the ALC and that team will lose their right to
that vote for the rest of the current one year term as defined in the table under Selection Process.

All members attending the ALC meeting should sign in and list the sport you are representing. Attendance will be recorded by the Secretary, including who attended and who did not attend. Excused absences should also be noted and documented.

Voting
Each representative shall hold one vote. Each team is entitled to and must exercise their right to both of these votes. In the case of absence, proxy voting is permitted on specific, pre-defined issues in writing to the President or Secretary at least 24 hours in advance. If a proxy is not provided, that vote is forfeited.

Service
All teams, individual athletes, and the ALC as a whole are encouraged to pursue service projects in the community that further the mission, philosophy, and purpose of the ALC.

Amendments
Any voting representative can submit amendments to the constitution in writing to the Executive Council. Amendments can be introduced and discussed at the conclusion of any general meeting and voting on the amendment shall occur at the following meeting. Amendments will be adopted with a two-thirds majority of the voting members and will take effect immediately upon adoption.

Athletic Department/ MIAA/ NCAA Awards

STUDENT ATHLETE AWARDS

Kalamazoo College Hornet Awards
Kalamazoo’s Department of Athletics sponsors a celebration at the end of the year to honor all student-athletes for their participation and accomplishments in varsity sports. This celebration is funded and organized by the department.

The Division of Physical Education Prize
This award is presented to those students who as first-year students best combined leadership and scholarship in promoting athletics, physical education, and recreation.

The Kalamazoo College Athletic Association Award
This is an award “presented to that graduating male senior who has most successfully combined high scholarship with athletic prowess during his four years in college.”

2013-14 Award Recipient: Michael Korn - Tennis
The Mary Long Burch Award
This award is presented to an outstanding female member of the senior class who has both “manifested interest in sports activities and excelled in scholarship.”

2013-14 Award Recipient: Holly Cooper - Lacrosse

The Opie Davis Award
This award is presented to the best male senior athlete based on athletics alone.

2013-14 Award Recipient: Mark Ghafari - Basketball

Outstanding Senior Athlete Award
This is presented to the best female senior athlete based on athletics alone.

2013-14 Award Recipient: Jenna Riehl - Tennis

The Cas Smith Award
The prize is awarded annually to a woman athlete in memory of Catherine Anne Smith. This award is presented to a woman athlete who in her participation gave her all, never quitting with good spirit, who supported others unselfishly, and whose example was inspirational.

2013-14 Award Recipient: Quinn McCormick

The George Acker Award
This prize is awarded annually to a male athlete who in his participation gave all, never quitting, and with good spirit; who supported others unselfishly, and whose example was inspirational.

2013-14 Award Recipient: Tyler McFarland - Swimming & Diving

CONFERENCE, REGIONAL, AND NATIONAL AWARDS
Kalamazoo College student-athletes earn a variety of conference, regional and national awards annually. The sports information director often makes nominations with input from the coaches for both academic and athletic awards. Kalamazoo College currently ranks first in the MIAA Conference with 20 NCAA Post-Graduate Scholarship winners. Some of the awards, scholarships and internships available are:

The National College Athlete Honor Society (National)
This membership is based on outstanding scholarship, earned varsity letter, and excellent character and citizenship. To be eligible, student-athletes must have at least junior academic standing, a cumulative GPA of 3.4 or higher, be endorsed by their head coach, and be of good moral character.

111 Kalamazoo student-athletes were inducted in 2013-14.

Sheila Wallace Kovalchik - Women Scholar Award (MIAA)
An award created in 2002-03 which recognizes a senior woman from an MIAA member college who has excelled in academics and athletics and displayed outstanding leadership qualities. The award is named in honor of Sheila Wallace Kovalchik who served as MIAA Commissioner from 1991-2002.
Albert L. Deal - Male Scholar Award (MIAA)

An award created in 2003-04 which recognizes a senior man from an MIAA member college who has excelled in academics and athletics and displayed outstanding leadership qualities. The award is named in honor of Albert L. Deal who served as MIAA Commissioner from 1971-1991.

2013-14 Award Recipient: Mark Ghafari – Basketball

NCAA Postgraduate Scholarship Program

The NCAA awards up to 174 postgraduate scholarships annually 87 for men and 87 for women. The scholarships are awarded to student-athletes who excel academically and athletically and who are in their final year of intercollegiate athletics competition. The one-time grants of $7,500 each are awarded for fall sports, winter sports and spring sports. Each sports season (fall, winter and spring), there are 29 scholarships available for men and 29 scholarships available for women. The scholarships are one-time, non-renewable grants.

Award Recipients

1965 Tom Nicolai Football/ Baseball Physics
1973 Jim VanSweden Basketball English
1978 Chris Bussert Tennis Biology
1979 David Dame Basketball Biology
1979 Daniel Slattery Swimming Pol Sci
1980 Donald Knoechel Swimming Chemistry
1982 Chris Burns Tennis Econ
1982 John Schelske Basketball Econ
1983 Peter Romano Swimming Biology
1984 Curt Crimmins Swimming Biology
1985 Lynn Achterberg Swimming Art
1993 Lewis Miller Tennis Econ
1994 Jackie Aurelia Tennis Health
1996 Jeremy Cole Basketball/ Baseball Business
1996 Sara Musser Basketball Health
1997 Rene “Kip” Adrian Soccer Health
2002 Evan Whitbeck Swimming Chemistry
2003 Kim Hartman Soccer Psych
2004 Scott Whitbeck Swimming Econ
2009 Robert Dekker Swimming Biology
2011 Craig Fleming Swimming Econ
2011 Brian Bazzell Swimming Biology

College Sports Information Directors of America (CoSIDA) Academic All-America

The student-athlete must be a starter or important reserve with at least a 3.30 cumulative grade point average (on a 4.0 scale) for his/her career. No student-athlete is eligible until he/she has completed one full calendar year at his/her current institution and has reached sophomore athletic eligibility.

2013-14 Award Recipients: Mark Ghafari – Basketball
Walter Byers Postgraduate Scholarship Program
The Walter Byers Postgraduate Scholarship Program is separate and distinct from the NCAA Postgraduate Scholarship Program, which provides numerous annual awards with smaller stipends. The stipend for each Byers Scholarship is $24,000 for an academic year. The scholarship amount will be reviewed every two years so that the purchasing power of the award will remain reasonably close to the award as initially conceived in 1988. The amount of the scholarship will be reviewed in 2008-09. If the graduate school where the Byers Scholar is enrolled provides evidence of satisfactory performance and progress, the grant may be renewed for a second year. Therefore, in any single year, $96,000 worth of scholarships are awarded ($48,000 to the current year's recipients and $48,000 to the previous year's awardees for their second year of graduate school).

Jim McKay Scholarship Program
In 2008, the National Collegiate Athletic Association established the Jim McKay Scholarship Program as a means of recognizing the immense contributions and legacy of pioneer sports journalist Jim McKay. Under this program, one male and one female student-athlete are annually awarded a $10,000 scholarship in recognition for outstanding academic achievement and potential to make a major contribution in the sports communication industry. McKay scholars will be recognized as having demonstrated a unique aptitude and commitment to the communications field and promises to be a future leader in the industry. McKay scholars also will demonstrate the highest level of professional integrity, including the principles of truthfulness, accuracy, objectivity, impartiality, fairness and public accountability, with the element of compassion that so infused McKay's long and storied career.

Arthur Ashe Jr. Sports Scholar Award
The Sports Scholar awards, inspired by tennis legend Arthur Ashe Jr., honor undergraduate students of color who have made a winning combination of outstanding academics, excellence in athletics, and community activism.

Ethnic Minority and Women's Enhancement Postgraduate Scholarship for Careers in Athletics
The Ethnic Minority and Women's Enhancement Postgraduate Scholarship for Careers in Athletics programs were developed by the NCAA Committee on Women's Athletics and the NCAA Minority Opportunities and Interests Committee.

The NCAA awards 13 scholarships to ethnic minorities and 13 scholarships to female college graduates who will be entering their initial year of postgraduate studies. The applicant must be seeking admission or have been accepted into a sports administration or other program that will help the applicant obtain a career in intercollegiate athletics, such as athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics.
KALAMAZOO COLLEGE

Athletic Training Policies and Procedures

Because the Anderson Athletic Center and the Kalamazoo College Athletic Field House Athletic Training Rooms are coeducational, used by a diverse population, and used as teaching sites for Western Michigan University Athletic Training students it is expected everyone will respect each other while utilizing these facilities.

Student-athlete's are expected to adhere to the following rules:

- All injuries are to be reported to the staff within 24 hours whether in person or by phone, regardless of the severity;
  - If an athlete is injured at practice or at a contest, every effort should be made to receive treatment onsite; contact information for the treating AT should be given to the athlete and a standing appointment should be made for the next available treatment time.
  - After notification of an injury, an AT will document the evaluation and treatment plan into the student athlete's file through a written note or the computerized documentation system.

- Student-athletes must be appropriately dressed for treatments;
  - Shorts for injuries involving the legs, ankles, or feet and short sleeve shirts for any injury involving the shoulders or upper body.
  - Tennis shoes MUST be worn for treatments. However, shoes will NOT be allowed on treatment tables
  - Hats are NOT to be worn

- Being in the training room is never an excuse for being late for class, practice or meetings. It is the student-athletes responsibility to plan ahead!
  - Rehabilitation must be performed during rehabilitation hours (11 am - 2 pm) - unless otherwise scheduled with the Sports Medicine staff!!

- Injured athletes must report to the athletic training room daily for treatment until they have been cleared to return to play by a physician and/or staff athletic trainer;
  - If an athlete has not been cleared they are not eligible to participate in practice or games!!

- Daily treatments are to be performed by a staff athletic trainer; however, WMU athletic training students may be allowed to assist within their educational limits under the supervision of a staff athletic trainer or graduate assistant athletic trainer.
  - Athletes must check in with a staff athletic trainer before beginning treatments
  - Athletes are NOT to set up modality treatments
  - Athletic Training Students must be supervised when setting up modality treatments.

- Over the counter medications will not be given without the direct approval of a staff athletic trainer (refer to Medication Policy for further criteria);
- Personal items such as book bags, jackets, and practice equipment are to be left in locker rooms.
• Cell phones, iPods, or any other electronic devices are allowed **ONLY** when an athlete is heating or icing. When speaking with a staff athletic trainer or during active rehabilitation they are to be turned off and put away!!

• In the event a student-athlete becomes ill or is injured at a time when the athletic training room is closed, the athlete should contact a staff member by cell phone. If an emergency occurs, dial 911 and wait for assistance. Contact a staff athletic trainer as soon as possible.

• At all times during the year, referrals for athletic injuries must be coordinated through members of the Sports Medicine Staff. Failure to do so will result in the injury not being covered by the Kalamazoo College Athletic Insurance Plan which serves as a secondary insurance plan provided through First Agency;

• **DO NOT** remove **ANYTHING** from the Athletic Training Room without permission from the Sports Medicine Staff;

• Use of loud or abusive language will not be tolerated, and may result in suspension of your athletic training room privileges;

• Student-athletes must be showered and appropriately dressed before coming for treatment;

• **NO FOOD OR DRINK IS ALLOWED IN THE ATHLETIC TRAINING ROOM AT ANYTIME UNLESS SPECIFIED BY A STAFF ATHLETIC TRAINER!!**

**Physical Exam Protocol**
All incoming freshman and transfer students are required to submit a pre-participation physical (completed within 6 months prior to the start of the athletic season) to the Office of Sports Medicine before beginning ANY team practice, conditioning, or weight training. All returning athletes must update their medical records with the Office of Sports Medicine prior to ANY team practice, conditioning, or weight training. ALL athletes must have current insurance information and concussion baseline testing – if applicable, on file. All immunization records and TB self screen will be kept on file with Student Health Services. All other medical forms and paperwork will be kept in the student athlete’s file in the Office of Sports Medicine. Forms must be on file **prior** to the athletes first day of practice.

• All athletes must complete pertinent medical forms; (Medical History Form, Pre-Participation Physical, Personal Insurance Form, Baseline Concussion Test if applicable to sport)
  - Upon review of the student-athlete’s physical, the sports medicine staff will determine if a student will undergo further evaluation with specialists prior to being cleared to participate in intercollegiate athletics.
  - If an additional exam is required, the sports medicine staff will notify the student athlete, head coach, and parents/guardians if necessary and the appropriate appointments will be scheduled.

• All paperwork must be completed and approved by the Office of Sports Medicine **PRIOR** to participation in a tryout, practice, or game;

• It is the responsibility of the coach to communicate with the Office of Sports Medicine to ensure that every athlete on his or her team has been cleared for athletic participation prior to the start of the athletic season.

• **NO PHYSICAL, NO PAPERWORK, NO PARTICIPATION!!**

**Medical Insurance/Athletic Injury Claims Process:**
Beginning in August 2012, all Kalamazoo College students will be required to have personal health insurance. If a student does not have personal primary insurance she/he may apply
for primary insurance through the Student Health Center with Gallagher-Koster Insurance. **Beginning with the 2012-2013 incoming class, transfer class, and international students will be required to either waive or accept Gallagher-Koster Insurance by August 1, 2012 or will be automatically charged the premium for the entire school year.** All student athletes will be required to provide proof of up to date personal insurance prior to the start of practices.

Kalamazoo College’s ATs will act as liaison between team physicians, on and off campus resources, and consultants in the care and treatment of medical conditions. All information will remain confidential unless written authorization is given by the student-athlete to share with specified individual(s). Team physicians will automatically be involved if the student-athlete is injured during an athletic related event or if his/her playing status is questioned.

The Athletic Department will only be responsible for bills approved by the Office of Sports Medicine, the Student Health Center or the College designee(s) prior to the services rendered for any injury or illness. If an athlete does not notify the Office of Sports Medicine of a pending physician appointment, we reserve the right to deny payment on the bill for that visit. The Kalamazoo College Intercollegiate Sports Insurance policy is always a secondary carrier after the athlete’s primary insurance has been exhausted.

Kalamazoo College Intercollegiate Sport Insurance is the secondary provider through First Agency for injuries/illness associated with official team activities. The NCAA does not allow the College to pay for non-athletically-related injuries or illness. Claim forms must be completed and filled out by the Office of Sports Medicine and filed by an AT within 30 days to activate secondary coverage. Specific Insurance information can be found under the Athletic Training website of www.hornets.kzoo.edu.

**Injury/Illness Policy and Procedures:**

1. All treatments of injuries/illnesses will follow standard guidelines according to the training and certification level of the AT, coach, or ATS.
   - If the athlete requires treatment beyond the training of the provider, immediate referral to an appropriate medical professional via the Kalamazoo College Emergency Action Plan should occur.

2. If an injury/illness requires immediate stabilization, treatment, or transportation to the nearest emergency medical facility, the Kalamazoo College Emergency Action Plan will be activated.
   - The person providing first aid will stay with the athlete and designate someone to meet and direct EMS personnel.
   - If an injury/illness occurs at an away contest, the host school Emergency Action Plan will be followed.
   - All documentation regarding an emergency situation whether home or away must be turned in to the Office of Sports Medicine – the Office of Sports Medicine reserves the right to hold an athlete out of practice or competition until proper follow up occurs if paperwork is not turned in.
**Athletic Department Emergency Plan**

**Emergency Personnel:** Certified Athletic Trainers will be on site, or within the National Athletic Trainer's Association (NATA) recommended 3 minute response time, for all in season home intercollegiate practices and competitions (except golf practices and competitions and cross country practices). 1 In the event that there is not an AT on site, all ATs will be available by cell phone.

**Emergency Communication:** Cellular phones will be used to contact athletic training staff for additional medical assistance. Walkie Talkies will also be utilized when practices and games are being held at multiple sites.

**Emergency Equipment:** Medical Kits with proper supplies for first aid care and taping will be on site with the Certified Athletic Trainer during all practices and games. For golf and cross country, first aid kits are available for coaches to take on site. Automated External Defibrillators (AED), Splint Bags, Crutches, Spine Board, and any other emergency equipment needed will be kept on the home team sideline during competition for easy access.

**Emergency Contact Information**

**Athletic Training Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Phone</th>
<th>Cell Phone</th>
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</thead>
<tbody>
<tr>
<td>Kira Olds, MS, AT, ATC, CSCS, NASM-PES</td>
<td>(O) 269-337-7093</td>
<td>(C) 231-590-1327</td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td></td>
<td></td>
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<tr>
<td>Kathleen O'Farrell MS, AT, ATC</td>
<td>(O) 269-337-7093</td>
<td>(C) 970-397-5664</td>
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<tr>
<td>Assistant Athletic Trainer</td>
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<tr>
<td>Scott Sell MS, AT, ATC</td>
<td>(O) 269-337-7093</td>
<td>(C) 812-240-5098</td>
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<tr>
<td>Assistant Athletic Trainer</td>
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<tr>
<td>Laura Thomas</td>
<td>(O) 269-337-7093</td>
<td>(C) 586-292-9949</td>
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<tr>
<td>Graduate Assistant Athletic Trainer</td>
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**Medical Staff**

<table>
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<tr>
<th>Name</th>
<th>Office Phone</th>
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<tbody>
<tr>
<td>Dr. Mark Veenstra</td>
<td>(O) 269-343-8170</td>
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<tr>
<td>Team Orthopedic Surgeon</td>
<td></td>
</tr>
<tr>
<td>Dr. James VanHuysen (Kelly)</td>
<td>(O) 269-488-7282</td>
</tr>
<tr>
<td>Team Physician</td>
<td></td>
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<tr>
<td>Dr. Jed Jensen</td>
<td>(P) 269-232-5101</td>
</tr>
<tr>
<td>Team Fellow</td>
<td></td>
</tr>
<tr>
<td>Dr. Bob Baker</td>
<td>(P) 269-232-5097</td>
</tr>
<tr>
<td>Supervisor of Fellowship Program</td>
<td></td>
</tr>
</tbody>
</table>
KALAMAZOO COLLEGE

Emergency Medical Services

Police/Fire/Ambulance          9-911 (from a campus phone)

Kalamazoo Department of Public Safety Dispatch    269 - 337-8120
Kalamazoo College Security      269 - 337-7321
Pride Care Ambulance     269 - 343-2222
Bronson Methodist Hospital Emergency Room   269 - 341-6386
Borgess Medical Center Emergency Room   269 - 226-4815
Poison Control Center 1-800-442-4112

Other Emergency Phone Numbers

Kalamazoo College Athletic Field House AT Room 269-552-5107
Kalamazoo College Health Center 269-337-7200
Kalamazoo College Counseling Center 269-337-7190
Counseling Center After Hours Line 269-548-6907
Gryphon Help Line 269-381-4351

Emergency Procedures

Role of Emergency Care Provider(s): The Emergency care providers (1st responders) are considered to be all coaches and administrative staffs trained in CPR/AED who may be asked to assist the Certified Athletic Trainer at the time of an emergency. The first responder should notify the certified athletic trainer if an emergency occurs and an ATC is not already present, and then proceed to call 911 if instructed to do so by ATC, if the ATC is unavailable or detained by another emergency, or if the situation warrants it.

1. Contact Certified Athletic Trainer (if not present)
2. Equipment Retrieval when instructed to do so
3. Activate EMS by calling 911 - Speak Calmly
   a. Provide name
   b. Provide address or location
   c. Provide phone number
   d. Provide number of individuals injured/ill
   e. Provide current care/1st aid being rendered
   f. Answer any questions the operator may have
4. Control Traffic/Observers to allow EMS to work
5. Keep other players clear of the area

Emergency Procedure at an Athletic Event:

1. Contact a certified athletic trainer if one is not already present.
2. AT will immediately begin to provide 1st Aid.
3. If instructed to do so the coach will initiate the K College EAP.
All EAP scripts can be found in the brightly colored folders throughout the Anderson Athletic Facility, the Kalamazoo College Athletic Field House, and the John Deere Gators while at games or at practice.

If the injured athlete needs to be transported to the hospital, either a parent or a representative of Kalamazoo College (i.e. a coach or assistant coach) will accompany the athlete. The athlete is NOT to be sent to the hospital alone, with a teammate, or another student.

At an away contest, the host EAP will be followed in the event of an emergency.

a. If an athlete is injured at an away contest, the coach must inform the Office of Sports Medicine as soon as possible for appropriate follow up and treatment.

Head/Neck Injury Procedures: Designate someone to call for help!

1. Certified Athletic Trainer will stabilize the head and spine - **DO NOT MOVE**

2. Talk to athlete and determine their level of consciousness

   a. If athlete is **Unconscious**:
      i. Check to establish airway - if no breathing provide 2 quick breaths
      ii. Check for bleeding, shock, or other signs of serious traumatic injury
      iii. Check for pulse - Begin CPR if no pulse

   b. If athlete is **Conscious**:
      i. Check dermatomes, myotomes, and neurological reflexes to rule out potential spinal cord involvement
      ii. Check for head injury (cranial nerve involvement)
      iii. Check pupils and pupillary response
      iv. Assess for heat related illness and/or shock
      v. Assess movement/musculoskeletal involvement

   Move the athlete ONLY if athlete is in respiratory distress and unable to establish an airway. Otherwise EMS will spineboard athlete for transport.

** In the event of a head injury (with no spinal cord involvement) requiring transport to the hospital, it is the paramedics discretion if the student athlete will be transported to Borgess Hospital or Bronson Methodist Hospital. The student athlete will also be spine boarded per the paramedic policy.

NCAA Guidelines to Use During A Serious On-Field Player Injury

These guidelines have been recommended for NFL officials and have been shared with NCAA Championship Staff. (NCAA Sports Medicine Handbook)

Do's and Don'ts

Do     Players and coaches should go to and remain in the bench area once medical assistance arrives. Adequate lines of vision between the
medical staffs and all available emergency personnel should be established and maintained.

Do

Players, parents, and non-authorized personnel should be kept a significant distance away from the seriously injured player(s).

Don't

Touch, move, or roll an injured player unless there is question of respiratory distress.

Don't

Try to assist an athlete who is lying on the field (i.e. removing the helmet/chin strap, or attempting to assist breathing by elevating the waist).

Don't

Try to pull an injured teammate or opponent from a pile-up.

Do

Allow the medical staff to work on an injured player and perform services without interruption or interference.

Don't

Dictate medical services to athletic trainers or team physicians, or take their time away from performing such activities.

Automated External Defibrillator Policy

1. In the event the emergency action plan is activated for a Sudden Cardiac Emergency, an AED unit can be found at four locations:
   a. Anderson Athletic Center Offices
   b. Natatorium Pool Office
   c. Markin Raquet Center Front Desk
   d. Kalamazoo College Athletic Field House – will float among fields and all ATs will be aware of AED location

2. If there is more than one game occurring at Kalamazoo College, AEDs will be centrally located and athletic trainers will communicate via walkie talkies to retrieve the unit.

3. If an AED is utilized during a contest at Kalamazoo College, the Kalamazoo College AED policy will be followed for reporting and execution.

Severe Weather Guidelines

In order to avoid serious injury/illness in the event of severe weather, the following precautions MUST BE FOLLOWED.

1. During practices, games and events the athletic trainer (AT) holds unchallengeable authority to make final decisions regarding the status of activity in the event of severe weather as he/she deems appropriate (NCAA Sports Medicine Handbook 2011-2012, 22nd Ed., July 2011. NCAA guideline 1c, #9). This is the standard for every severe weather circumstance.

Heat and Humidity

In order to avoid serious injury/illness in the event of severe heat and humidity, the following precautions MUST BE FOLLOWED.
1. Fluid breaks – must be scheduled and given to all athletes regularly, especially when hot and humid conditions increase.
2. Removal from participation - The supervising AT reserves the right to remove any athlete from practice/contest at any time if heat injury/illness is suspected, or is a concern.
3. Alter practice conditions - The supervising AT reserves the right to alter practice intensity, clothing, equipment, etc. at any point in time. 
   The following chart can be used as a reference to help make decision for altering practices/games.

**Lightning**
Because Michigan ranks 2nd in the nation for the number of injury and death from lightning, the following precautions MUST BE FOLLOWED.

1. During practices, games and events the athletic trainer (AT) holds unchallengeable authority to determine when shelter should be sought and when it is safe to return to activity by using the “flash-to-bang” method.

   **FLASH-TO-BANG METHOD**
   - When thunder is heard, begin counting (in seconds) until you see a flash of lightning then stop counting.
   - If the flash-to-bang ratio is LESS THAN 30 SECONDS (storm is less than 6 miles away), suspension of the current activity/practice/contest is warranted

2. If a contest is suspended due to lightning, the following message will be read over the public address system:
   “This contest has been suspended due to the current weather conditions. All spectators, athletes, and personnel should seek shelter as quickly as possible. Please go to the nearest building or vehicle. If you seek shelter in your vehicle, keep the windows rolled up. Do not take shelter under trees or other tall, lone objects. Do not remain on, under or near bleacher or fences. Do not use the telephone unless it is cellular and do not use to shower or plumbing facilities. You will be informed when it is safe to return to the playing field”
3. **In the absence of an administrator or AT**, the coach shall make a determination on when to suspend an athletic activity using the flash-to-bang method.

4. **At an away contest**, the Emergency Action Plan (EAP) for the host institution shall be followed. If at any time a coach feels they should seek shelter and the host institution/officials have not suspended the contest, they should remove their athletes from the field and seek shelter.

5. **When there is a threat of severe weather**, an athletic trainer/athletic training student/assistant coach shall look for signs of developing thunderstorms such as high wings, darkening clouds, and thunder/lightning (via the Flash-to-Bang method).

6. **When there is a potential for severe weather**, the AT will monitor local radar and weather channels during the day. In the absence of an AT, the administrator/coach shall monitor local weather.

When to seek shelter: **Severe weather watch** indicate that conditions are favorable for severe weather; a **Severe weather warning** indicates severe weather has been detected and all people in the vicinity should seek shelter IMMEDIATELY. In the absence of a **severe weather warning**, shelter should be sought at the first sign of lightning or thunder activity.

Where to seek shelter:

1. The primary location to seek shelter during a thunderstorm is any normally occupied or frequently occupied building available on the Kalamazoo College Campus. These **SAFE** locations include:
   - Kalamazoo College Athletic Field-house
   - Athletic Field Rest Rooms
   - Markin Racquet Center
   - Natatorium Lobby
   - Golf Course Clubhouse

2. The following structures are **UNSAFE** and should NOT BE USED for shelter during a thunderstorm:
   - Baseball and softball dugouts
   - Athletic Field Press Boxes
   - Natatorium pool deck
   - Trees

**Tornado Warnings**
The following should be followed when the Kalamazoo College “Severe Weather Emergency Notification” call list is activated. There are 2 types of weather alerts that will activate this call list: **CIVIL DEFENSE MONITOR or RADIO INFORMATION AND CIVIL DEFENSE SIREN ALERT**.

1. If you hear the civil defense siren, take cover immediately. If you in a building, go to the designated shelter area. If you are on the fields or courts, immediately go to the nearest shelter. The following are shelter areas for each athletic venue. **STAY AWAY FROM WINDOWS and LARGE ROOMS**
   a. Anderson Athletic Center    Indoor halls, locker areas and shower rooms
   b. Markin Racquet Center    Locker Rooms
Eligibility Policies and Regulations

NCAA and Kalamazoo College Eligibility

The varsity intercollegiate athletic experience at Kalamazoo College is governed by NCAA and Michigan Intercollegiate Athletic Association (MIAA) regulations and bylaws. The athletic department views the monitoring of eligibility status as a cooperative endeavor between the student athlete, coaches, and administration. Regulations and bylaws that govern eligibility status are many and can be difficult to interpret. It is important that any athletically related activity outside of the College sport receive prior approval before participation in that activity.

Eligibility Forms - Kalamazoo College and NCAA (NCAA Bylaw 14.1 - General Eligibility Requirements)

Annually, prior to the start of any athletic season all student-athletes must complete NCAA Eligibility Forms (Student-Athlete / International Student-Athlete Statement, Drug-Testing Consent Form, and Buckley Amendment Consent Form). A member of the athletic department’s administrative team (athletic director, assistant, or SWA) will administer these forms to each team before any intercollegiate competition each year. These forms indicate that a student-athlete meets all applicable NCAA and Division III eligibility requirements. Student athletes should read the NCAA Student Athlete Statement prior to completing the forms. Failure to complete and sign the Student-Athlete / International Student-Athlete and/or the Drug-Testing Consent Form shall result in the student-athlete’s ineligibility for participation in all intercollegiate competition.

Student-Athlete Statement / International Student-Athlete Form
http://web1.ncaa.org/web_files/AMA/compliance_forms/DIII/DIII%20Form%20XX-3c.pdf
To submit information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization and involvement in organized gambling activities related to intercollegiate and professional athletics competition under the Association’s governing legislation.

Drug Testing Consent Form
http://web1.ncaa.org/web_files/AMA/compliance_forms/DIII/DIII%20Form%20XX-3f.pdf
To consent to be tested for the use of drugs prohibited by NCAA legislation.

Buckley Amendment Consent Form on student-athlete health insurance and portability
To authorize/consent to the institution’s physicians, athletic trainers and health care personnel to disclose the student-athlete injury/illness and participation information associated with the student-athlete's training and participating in intercollegiate athletics to the NCAA for the purpose of conducting research into the reduction of athletics injuries.
The authorization by the student-athlete is voluntary and not required for the student-athlete to be eligible to participate.

Kalamazoo College Team Initiation/Hazing Policy
http://kzoo.edu/sports/info/initiation-policy.html
To establish guidelines for team sponsored events.

Outside Competition (see NCAA Bylaw 14.7)
During the collegiate academic year, NCAA regulations state the student-athlete may represent the college but not any other team or organization. Outside the academic year, the student-athlete can represent an amateur team for the period of the summer months. There is an exception for National team tryouts and Olympic team tryouts, provided an NCAA waiver has been granted for such events (NCAA Bylaw 14.1.8.1.6).

Playing and Practice Seasons (see NCAA Bylaw 17)
Each sport is assigned a playing and practice season by the NCAA. Traditional season practice and competition will occur around the primary competition schedule. The non-traditional practice schedule will occur in the term that regular competition does not occur. Fall sports have 18 weeks, winter sports have 19 weeks, and spring sports have 18 weeks. Non-traditional practice schedules are also governed by the NCAA and the MIAA for practice opportunities and dates of competition.

MIAA Non-Traditional Practice Seasons (MIAA policies A-OP-31-1)
The MIAA promotes a healthy balance between academics and athletics. It is the MIAA’s position that competition during the nontraditional season is counter to achieving this balance. The MIAA does, however, recognize the importance “… of student-athletes having meaningful and substantive advising and mentoring contact with coaches during the off-season. The conference recognizes and affirms the value of student-athletes maintaining and enhancing their skill and fitness levels during the non-competitive portion of the academic year.” (MIAA Manual Operations Policies pg. 66)

MIAA Policies on Off-Season Instructional Opportunities
Effective in 2011, the MIAA adopted nontraditional season limitations in accordance with NCAA bylaw 17.1.4.

The nontraditional segment shall be subject to the following limitations:

- All practice and competition shall be limited to a maximum of five weeks;
- A maximum of 16 days of athletically related activity with not more than four days of athletically related activity in any one week shall be permitted;
- Any athletically related activity by any member of the applicable team shall constitute the use of a day;
- One date of competition may occur and shall be counted as one of the 16 permissible days of athletically related activity; and
A maximum of eight hours of athletically related activity may occur on the one date of competition for all participants. Further, competition activity on the one date must be included in the eight-hour maximum.

For football, the following additional limitations are in place:

- Skill instruction during this period shall be limited to passing, catching and kicking-related drills.
- Such instruction may include offensive and defensive alignments, but may not involve contact.
- Except for footballs, the use of helmets, pads, blocking sleds or any other form of sport-related equipment is prohibited.

Captains Practices (MIAA policies A-AR-25-1):

In the MIAA, player-run practices are prohibited. While the MIAA does not wish to keep student-athletes from engaging in recreational opportunities, arranging pick-up games, or participating in individual skill and fitness enhancement opportunities, any group activities must be open to all students and must not inhibit intramural or other organized student use of college facilities.

NCAA/ KALAMAZOO COLLEGE ACADEMIC ELIGIBILITY

Kalamazoo Athletics works closely with other MIAA colleges to reduce missed class time. Although great effort is taken to reduce the amount of missed class time, due to the nature of various sports and necessary travel student athletes will occasionally miss class. Students are responsible for all work assigned in their classes, either by preparing early or making up after, as defined by each individual instructor. Early notification between student – faculty – coach is vital.

Criteria for Academic Eligibility

In order to be eligible for participation on an intercollegiate athletic team, a student must be considered full time (enrolled in 2.4 units or more), be considered in good academic standing and making satisfactory progress toward a degree as determined by Academic Standards and the Registrar. If a student is not in good academic standing he or she may still practice at the discretion of the coach. The student WILL NOT be allowed to participate in games and scrimmages.

General Principles

Drop/Add Course: A student-athlete no longer shall be considered enrolled in a minimum fulltime program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official.

Final Semester: A student-athlete may compete while enrolled in less than a minimum fulltime program of studies, provided the student is enrolled in the final semester or
KALAMAZOO COLLEGE

quarter of the baccalaureate or graduate program and the institution certifies that the student is carrying the courses necessary to complete degree requirements.

Seasons of Participation: A student-athlete shall not engage in more than four seasons of intercollegiate participation in any one sport and it must be completed within the first 10 semesters or 15 quarters in which the student is enrolled.

Criteria for Determining Season of Eligibility.

Minimum Amount of Participation: A season of intercollegiate participation shall be counted when a student-athlete participates (practice or competes) during or after the first contest.

Hardship Waiver: A student-athlete may be granted an additional year of participation by the conference for reasons of “hardship.” Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

a) The injury or illness occurs in one of the four seasons of intercollegiate participation.

b) Occurs before the completion of the first half of the traditional playing season in that sport.

c) Occurs when the student-athlete has not competed in more than three contests or dates of competition or one-third contests or dates of competition in his or her sport.

General Policies and Regulations

As a student-athlete at Kalamazoo College you are expected to follow the rules of the College, the Department of Athletics, and your team. The privilege of wearing the orange and black is one that is not to be taken lightly. Remember, as a member of a team, you are representing something larger than yourself. The Student Development Office reports all campus conduct issues to the Head Coaches and Director of Athletics. Likewise, the Athletic Department reports conduct issues to the Student Development Office. Failure to abide by Athletic Department and College policies may result in appropriate sanctions by the College and the Department of Athletics. For further information about College policies please refer to https://reason.kzoo.edu/studev/stuconduct/.

Alcohol Policy

Department of Physical Education and Athletics - Alcohol and Drug Statement

Kalamazoo College does not condone the illegal or otherwise irresponsible use of alcohol or other drugs. The Department, its personnel, athletic trainer, and administration strongly believe that the use of alcohol and illicit use of drugs can be detrimental to the physical and mental well being of Kalamazoo College student-athletes. The Department will not tolerate such abuse or use because it can seriously interfere with the performance of individuals as both students and athletes and can be extremely injurious to others, particularly while participating in athletic competition or practice.

It is the responsibility of every member of the college community to know the risks associated with alcohol and other drug use and abuse. This responsibility obligates students, faculty, and staff to know relevant college policies, federal, state, and local laws and to conduct themselves in accordance
with these policies and laws. Kalamazoo College has very explicit policies regarding the use of alcohol and other drugs on campus. The Department of Physical Education and Athletics supports these policies and expects the student-athletes and athletics staff to abide by them.

**Hazing Policy**

**Hazing/Team Initiations**

The Department of Athletics recognizes that participation on an intercollegiate athletic team plays a positive role in the overall collegiate experience. The athletic teams encourage and are responsible for providing an atmosphere of learning, social responsibility, and respect for human dignity and for providing a positive influence and constructive development for team members. As such, any form of hazing/team initiations is counterproductive and is not tolerated either on or off campus.

Hazing is illegal by city, state and federal laws and is defined as any action taken or situation created (the willingness of an individual to participate notwithstanding) upon which initiation, admission into, or affiliation with an organization is directly or indirectly conditioned and which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to, paddling in any form; infliction of excessive fatigue; exposure to the elements; forced consumption of any substance; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities.

Individuals or groups believed to be in violation of this policy will be subject to Kalamazoo College and Athletic Department disciplinary action. Individuals who are found to be responsible for hazing face sanctions up to and including suspension or dismissal from the athletic team and/or suspension or dismissal from the College. Teams found to be responsible for violations of this policy face sanctions up to and including suspension, cancelation of special trips and/or cancelation of the remainder of the competitive season. Prior to each competitive season, each team member will be asked to sign a Hazing/Team Initiation Policy Statement acknowledging their awareness and understanding of the Athletic Department's hazing policy.

**Team Travel (including training trips)**

Student-athletes should remember that they are representatives of Kalamazoo College whenever their team is traveling for competition. All Athletic Department and Student Development Code of Conduct policies apply while you are on a College-sponsored trip. The use, possession, or distribution of drugs and alcoholic beverages is absolutely prohibited. Violations of these policies will be met with appropriate Athletic Department and College sanctions. All trips begin when the team leaves campus and end upon return to campus.
Class Attendance and Course Work
Athletes will not receive preferential treatment with regard to class attendance. Absence from class because of athletic competition does not excuse an athlete from any course requirement. The student must clear any absence related to athletics with his or her professor well before the absence. Most faculty members are very supportive of students’ extracurricular or personal interests (particularly the balance K student-athletes have traditionally struck between academic excellence and their varsity sport participation) and are willing to work with you regarding accommodations. At the beginning of the quarter, students who are seeking some kind of accommodation due to athletics scheduling should:

- Introduce yourself to their professor (in person—not by email if at all possible), identify yourself as a varsity athlete, provide the professor with a schedule (and invite them to attend a game), explain the conflict and inquire if alternatives can be arranged.
- Make every effort to do this in person and at the very beginning of the quarter.
- Do not assume that your varsity sport participation automatically excuses you from any academic commitment.
- Always be prepared to put academic obligations before your team commitments. Your coach and teammates will understand and are prepared to work around these conflicts when they do arise.

Transportation
All athletes and coaches must travel with the team to and from all intercollegiate contests. Athletes must return to campus with their team unless permission has been granted by the coach. Team members may only leave the team with members of their immediate family. Unusual circumstances must be approved in advance by the Athletic Director. All drivers of College vehicles must be certified in accordance with the College Driver Policy - https://reason.kzoo.edu/facman/collegevehicles/driverpolicy/.

Dress Code
Athletes should be aware of their status as representatives of Kalamazoo College and dress accordingly. Coaches may also have specific dress codes for their teams.

Lodging
Charges for hotel rooms and tax are the responsibility of the College; incidental expenses such as telephone, room service and pay movies are to be paid by the room occupants. Hotels and coaches may prohibit telephone calls and pay movies from being charged to hotel rooms.

Recruiting Guidelines

Recruiting
Kalamazoo College student-athletes are permitted to assist with the recruitment of students to Kalamazoo. The student-athlete is permitted to make phone calls, write and communicate via email, and make contact via social networks.

**Overnight/ Host Responsibilities**

From time to time you may be asked by your coach to serve in the capacity as a host to a prospective student-athlete during his or her visit to campus. You must take this responsibility seriously and be sure to ask your coach about any concerns you may have about hosting a recruit for your team. The following information will be provided to your prospective student upon his or her arrival to campus. Please read this and understand that your recruit is obliged to comply with all MIAC, NCAA, and university regulations, and State of Michigan laws while on campus. In the hosting of prospective students, Kalamazoo team members are not to provide the recruit with alcoholic beverages or escort them to events where alcohol is being served. Kalamazoo students providing underage recruits with alcohol may be subjected to college disciplinary actions and the recruits that are involved in the underage consumption of alcohol may jeopardize their opportunity to attend Kalamazoo.

**Prepare**

**WHAT:**
Before your guest arrives, find out what activities are taking place on campus during your guest's stay. Examples: movies, dances, athletic events, theatre productions, residence hall activities, parties, club meetings, lectures, concerts, open practices of bands, choirs, bell ringers, etc.

**WHO:**
Find out his or her extracurricular and academic interests. If you are not interested in those areas or know little about them, try to introduce your prospective student to people that share his or her common interests.

**WHEN:**
After figuring out campus events and your guest's interests, create a plan of activities for you to entertain and educate your guest. Create a timeline from when you pick up your guest to when you drop them off at admissions.

**Act**

**BE A LEADER:**
Introduce your guest to as many people as you can. They usually are here so that they can meet people (students and possibly faculty) as well as see the campus. Remember to use his or her name when introducing them. Avoid referring to your guest as “my prospective” or “a recruit”.

**BE A COMMUNICATOR:**
Ask your guest if there is anything in particular that they would like to do while they are here. If not, make some suggestions. Even if there is something they want to do, present your ideas as something to do in addition to their ideas.
**BE RESPONSIBLE:**
Don't feel like you have to baby-sit. If you can't personally take them to an activity or event, ask a friend or let them go by themselves. Again, meeting a number of people on campus is advantageous.

**BE A TEAM PLAYER**
Should the prospective student need to make changes in the itinerary, ask the prospective to contact the Office of Admission and inform them of the change needed.

**Think GOOD DECISIONS:**
You need to be aware of where your guest is at all times. As they are guests of the College, we share the responsibility for their safety and well being. **DO NOT** take them to parties where you believe alcohol may be served and leave a party immediately if alcohol is present. We advise visitors that they should uphold standards of appropriate behavior as outlined in the Student Handbook during their overnight visit.

Liability concerns make it impossible for prospective students to stay overnight off campus including in college-owned housing, which is not considered in the residential system.

**The Ideal Host is...**

- **Respectful** - Is respectful of the fact that the prospect may be visiting for the first time and is in an unfamiliar place
- **Aware and Understanding** - Understand the importance a campus visit has on a student's decision where to attend college
- **Reliable** - Is responsible and reliable
- **Accommodating** - Enjoys entertaining guests on campus and will make every effort to be with their guest and make them comfortable during their visit
- **Open-Minded** - Is accepting of others ideas and opinions
- **Enthusiastic** - Is enthusiastic about being a part of Kalamazoo College
- **A Good Decision Maker** - Understands the policies of the college regarding alcohol, drugs, the Honor System, and has an open and positive attitude toward these policies

**Social Networking**
As a student-athlete participating in intercollegiate sports at Kalamazoo College, you represent the College and everything it stands for. While it may seem overwhelming, your actions and choices are more public than those students who do not choose a public lifestyle. Therefore, you need to immediately review any internet websites you may have posted on the internet to ensure the postings are consistent with College, Department and
team policies and that they present you in a way that you want to be portrayed. This includes Facebook, Twitter, and all other social networking sites. It is impermissible for student-athletes to post information, photos or other representations of sexual content, inappropriate behavior (e.g., drug or alcohol use), or items that could be interpreted as demeaning or derogatory when associated with Kalamazoo athletics. For your safety and privacy, you should refrain from posting and should promptly remove any personally identifiable information such as telephone number, address, class schedule and places frequented as well as any inappropriate photos you may have posted. Be aware that when you post your plans or whereabouts that stalkers or predators may take advantage of this information. Check your privacy settings.

Also be aware that potential employers, internship supervisors, graduate schools and coaches may monitor these sites. The Kalamazoo College Athletic Department does not plan to search social networking sites on a regular basis, but will investigate concerns brought to our attention. Student-athletes could face discipline or dismissal for violation of team, athletic department or NCAA policies.

Social networking sites can also be a time management issue, especially for athletes who must manage time wisely to be successful in both the classroom and in their sport. Monitor the amount of time you spend creating, posting and checking these websites because this can become a real addiction.

Lastly, please refrain from posting information about your team or any other team or competitor on any chat room or site such as MLive or any of the DIII websites: Hoops, Swimming, Football, Volleyball, Soccer, etc. Let's allow our excellence during competition to speak for us.

Sports Information and the Media

The sports information office handles the media relations for all of Kalamazoo's 16 Varsity sports. They publicize our sports and athletes to the news media and other interested groups. They produce all media guides, programs, printed schedules, news releases and feature stories. They also respond to news media inquiries and arrange all media reviews. Kalamazoo expects you to work with the sports information office to make yourself available to media requests when it can be worked around your class and athletic schedule. We can't control what the media prints or the stories they write but by being cooperative and honest we can help to make those positive. REMEMBER you always represent your team and the college so you must be careful what you do and say. You must always respond to requests from the media after contests, win or lose.

Tips for working with the Media

- Be on time for scheduled interviews. If you can't meet a request when asked call the sports information office at 7287 or email SID Steve Widen at Swiden@kzoo.edu.

- Dress appropriately.

- Think first, before you talk, anticipate what your comments will look like in print or sound like on the air. You do not have to answer every question. A proper response may be "I'd rather not discuss that subject," or "I don't want to get into that." The response "no comment" should be avoided.
If you feel you have been misrepresented or have concerns about a reporter or the tone of an interview please see the sports information department.

Be positive whenever talking about your teammates, coaches and team. Praise your teammates. Watch out for the rest of your team and be a united front. Also, never criticize officials or their calls.

Be yourself but don’t fidget. Look the interviewer in the eyes and speak slowly and clearly. Catch yourself and avoid the “you know,” “like I said before,” and “ums!”

There is no such thing as “off the record.” **Anything said to a reporter can appear in print.**

Treat a telephone interview the same as an in-person interview. Don’t say anything you wouldn’t say in a live interview.

Thank the reporter after an interview—be gracious for the opportunity to represent “K” and be in the “spotlight.”

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**Campus Resources**

Kalamazoo College is rich with resources for all students. As a student-athlete, you will need to be aware of them and use them to maintain health and achieve success in your time here. We find that those who are most successful are the ones who take full advantage of the free opportunities on campus:

**Center for Career and Professional Development**

[http://reason.kzoo.edu/ccd/aboutus/](http://reason.kzoo.edu/ccd/aboutus/)

The mission of the Center for Career and Professional Development is to create meaningful connections to the world of work, empowering Kalamazoo College students to explore, identify and pursue their diverse interests, values and passions, and to develop a framework of skills, networks and knowledge for successful lifelong career planning and professional development.

CCPD has many programs and services to offer K students. Their programs relate to field experience opportunities, such as the Discovery Externship Program. Their services include resume creation and revision, and cover letter composition. They are also here to help facilitate the career exploration process through appointments and drop-in career advising.

CCPD conducts workshops ranging from resume and cover letter creation to professional etiquette techniques. Recruiters also come to campus on a regular basis. To find the time and location of events, check out the Career Events Calendar in K-Connect.
Coaches know that the health of the individuals on their teams will determine their level of success for that season and that becoming a successful athlete means choosing whole health. While the training room will want to be aware of when you’re not feeling well, the Health Center is equipped to diagnose, treat or refer any acute illnesses. You can do a lot for your health and stay clear of the Health Center by adhering to the following basic practices in and out of season.

- Get adequate sleep (at least 7-8 hours per night)
- Remain hydrated for the weather and practice conditions
- Feed yourself well with a variety of foods
- Remain substance free
- Manage your time well so you can care for yourself

Another part of being a successful athlete is being mentally and emotionally stable. Coaches can be a great resource and can be your first source of help, but none are licensed therapists. The Counseling Center is confidential and qualified to help you with issues of anxiety, loss, stress, depression, relationships, communication, grief, abuse, learning disabilities, eating disorders and anything else that may hinder your success on the team or in the classroom.
Academic Advising
http://www.kzoo.edu/advising/Advising.php

Each student at K must have an academic advisor with whom they meet on a regular basis. And while the NCAA policy for eligibility requires you to be making satisfactory progress toward a degree, the athletic department encourages excellence in both the athletic and academic arenas. Your academic advisor will help you plan your schedules and classes and will clear you to register for the upcoming terms in addition to helping you discern your major, your other interests, your internships, your SIP, and will be an advocate for you and your K Plan.

If you should fall behind in a class because of poor attendance, missing work or poor performance on tests or papers, your professor will send your name to the Early Alert Committee, who meets on a weekly basis weeks 2-8. Both your coach and your advisor will be made aware of your difficulties. They will check in with you to see where you might be needing assistance. You may need to visit the Supplemental Instruction groups, the learning resource centers or simply check back in with your professor. Often, a check in with the professor is all that is necessary.