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Revised: 9/22/2017
If you have any questions regarding the information and/or policies set forth in the Student-Athlete Handbook, please contact the Athletic Office (413) 748-3332 or Michelle Lee Scecina, Assistant
**ATHLETIC DEPARTMENT STAFF DIRECTORY**

*Please call for an appointment. Hours are typically Monday – Friday, 8:30 a.m. – 4:30 p.m.*

**Athletic Office (413) 748-3332**  
*All extensions below are preceded by 413-748-*

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>Director of Athletics</td>
<td>Dr. Craig Poisson</td>
<td>x3333</td>
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<tr>
<td>Assistant Athletic Director for Compliance, Recruiting and Retention</td>
<td>Erica Hollot</td>
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<td>Associate Director of Athletics</td>
<td>Kevin Wood</td>
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<td>Faculty Athletic Representative (FAR)</td>
<td>Bob Accorsi</td>
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<td>Barclay Dugger</td>
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<td>Director of Operations</td>
<td>Janiece Holder</td>
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<td>Brian Magoffin</td>
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<td>Jon Santer</td>
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<td>Diane Johnson</td>
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**Head Coaches’ Contact Information**

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**ADDITIONAL CONTACT INFORMATION**

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Revised: 9/22/2017
MISSION STATEMENT

The mission of the Springfield College Department of Athletics is to provide a competitive varsity athletics program through offering a variety of opportunities with equal emphasis given to all sports. The Department of Athletics is dedicated to offering an educational experience that promotes development guided by the values of tradition, integrity, and commitment to excellence, respect, and relationship building. These values are consistent with the College’s humanics philosophy, which allows the Department of Athletics to offer a co-curricular experience that emphasizes the development of the whole person in spirit, mind, and body. This approach enables student-athletes to pursue excellence in the classroom, on the playing surfaces, and in the communities.

PROGRAM OVERVIEW

Springfield College has established, and supports, a broad-based athletics program. The athletics program maximizes participation by offering a variety of athletics opportunities including twenty-six (26) varsity sports. Equal emphasis is given to men's and women's sports; and the quality of competition is similar for all. The College supports student-athletes in their efforts to attain high levels of competitive performance and excellence by providing them with competent coaching, quality facilities, proper and safe protective equipment and appropriate competitive opportunities with student-athletes from similar institutions. While the College places a primary emphasis on in-season or traditional competition, it encourages exceptional teams and individuals to compete in post-season championships.

- School colors: Maroon and White
- School nickname: Pride
- Symbol: “S”
- Mascot: Pride

ACADEMIC EXPECTATIONS

Eligibility

To be eligible to represent the institution in intercollegiate athletics competition, a student-athlete must meet all Springfield College academic policies/regulations, along with the following criteria:

1) **Full-time status** - At the time of competition, a student-athlete shall be enrolled in no less than 12 semester hours. Should a student-athlete fall below 12 semester hours, he/she will become immediately ineligible for practice and competition. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the
baccalaureate program provided the courses he/she is enrolled in will result in graduation at the completion of the semester. **PEAI courses do not count toward full-time status or satisfactory academic progress.** A student-athlete that drops or withdraws from a class must notify his/her coach and the compliance officer immediately.

**Graduate student-athletes need to be enrolled for a minimum of 9 credits to be eligible.**

2) **Good academic standing** – All students must achieve the following minimum GPA’s after attempting the completion of credits

<table>
<thead>
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<th>GPA</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>1.80</td>
<td>0 - 30</td>
</tr>
<tr>
<td>1.90</td>
<td>30.5 – 59.5</td>
</tr>
<tr>
<td>2.00</td>
<td>60.5 +</td>
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</table>

*A student placed on academic probation will be ineligible to practice or compete with the team. In addition, ineligible student-athletes are not permitted to serve as team manager.*

3) **Satisfactory academic progress** - At the conclusion of an academic year, a review will be conducted to determine whether the student-athlete has met satisfactory academic progress standards. A student is making Satisfactory Academic Progress when he/she passes at least 24 semester hours during the academic year (September through August) and meets or exceeds the cumulative GPA established for his/her graduation class designation. This may include intersession and summer school. **PEAI courses do not count toward full-time status or satisfactory academic progress.** If a student-athlete is repeating a course, he/she may not count the credit toward his/her 24 credits if he/she has already received credit for the course.

**NCAA Eligibility**

The College encourages student-athletes to graduate within a traditional four-year period. However, a student may represent the institution while enrolled as a graduate student or while enrolled and seeking a second baccalaureate degree at the same institution. Student-athletes may use the NCAA **10-semester rule** to complete their four seasons of eligibility.

According to NCAA rules, a student-athlete has used a **season of eligibility** if he/she is on the team roster on the first date of competition or at the first opportunity to compete, regardless if the student-athlete competes in that contest.

A student-athlete may apply for a **medical hardship waiver**, and, if approved, thereby be granted an additional year of eligibility, if the student-athlete had an injury or illness in the **first half of the traditional season and competed in less than one third of the team's schedule.** If the student-athlete returns to competition after the first half of the traditional season, and is re-injured in the second half of
the traditional season, the student-athlete is not eligible for a medical hardship waiver. To apply for a medical hardship waiver, the student must see the Compliance Officer in the Athletic Department.

**Reading and Exam Days**

The following is the policy regarding competition during exam and reading days:

1) Any Conference, ECAC, New England or NCAA Championship event which may interfere with final exam or reading day periods must be approved by the Director of Athletics.

2) All student-athletes should be given the opportunity to decide whether or not they can ACADEMICALLY AFFORD to miss a reading or final exam day and then sign a statement indicating such. They must also make the necessary arrangements ahead of time with all professors prior to departing or competing.

3) The coach may not mandate that any student-athlete participate in championship competition.

**Credit for Athletic Participation (PEAI)**

To receive academic credit (.5 semester hour toward graduation) for athletics involvement he/she must have participated on a varsity team for an entire season. Credit can be earned once per sport by non-Physical Education Teacher Preparation students toward satisfaction of the 4 credit hour requirement in Physical Education. Physical Education Preparation students may use PEAI skills credit for only one sport, one time as elective credit. This credit does not count toward meeting the academic requirements of full-time status or satisfactory academic progress.

**Student Teaching/Practicum**

Participation on an athletic team while student teaching, engaging in an internship or practicum is not prohibited. However, the student must be aware that conflicts between practicum and participation on an athletic team often arises, and that practicum responsibilities must take precedence. At the start of the practicum, students should inform their college supervisors of any outside responsibilities that could impact their practicum (including participating on an athletics team).

**ATHLETIC HEALTH CARE & ATHLETIC TRAINING SERVICES**

Research and experience confirm that participation in intercollegiate athletics places participants at risk of injury. Athletes competing at Springfield College are no different and are likely to be injured while participating. Springfield College employs an athletic training staff that works closely with the Student
Health Center staff. **Responsibilities of the athletic training staff include implementing an athletic health care program with the objectives of:**

1) Minimizing athletics injuries.
2) Evaluating and managing athletics injuries.
3) Rehabilitating injured athletes and establishing readiness to return to participation.

Quality athletic health care requires the cooperation and communication between the athletes, coaches, physicians and athletic training staff. The following is an overview of the Athletic Health Care/Athletic Training Services at Springfield College:

**Athletic Training Facilities**

The athletic training room provides student-athletes access to athletic health care at the highest level. The weekday hours of operation are 2:30 p.m. – 10:00 p.m. or as needed. Weekend hours are based on practice and contest schedules. The athletic training room is located in the Athletic Training/Exercise Science Complex. All athletic health care is provided in the athletic training room.

**Athletic Training Staff**

Springfield College has full-time National Athletic Trainers’ Association (NATA) Certified and Massachusetts Licensed Athletic Trainers on the faculty. In addition, they are assisted by NATA Certified and Massachusetts Licensed Graduate Teaching Fellows. These athletic health care professionals implement the athletic training objectives and services. The athletic training staff also supervises the athletic training students in the Springfield College Athletic Training Education Program.

**Team Physicians**

Springfield College has an orthopedic group, a general medical group, and a chiropractic physician to help serve the student-athletes. There are clinics in the athletic training room and at the Student Health Center where student-athletes can see these physicians weekly by appointment only. Physicians also cover home football games and other events as indicated.

**Athletic Training Coverage**

Certified athletic trainers are assigned to all risk activities including coverage of practices and home contests. All teams have an athletic trainer assigned to them from which student-athletes can receive care. Certified athletic trainers travel with the football and men’s lacrosse programs. Athletic trainers may travel with team sports to post-season play. When a Springfield College team travels without an athletic trainer the hosting college athletic training staff will assist the team.
Rehabilitation of Injured Athletes

The rehabilitation of injured athletes takes place in the Athletic Training Room during posted hours. All treatments require an appointment. Treatment cannot be initiated without a physician prescription. The physician can be one of the college physicians or the athlete's own physician.

Pre - Participation Medical Clearance Procedure:

Step 1:
All student-athletes must have Medical Clearance from the Student Health Center to begin their medical eligibility to participate. Medical Clearance is obtained after the student-athlete completes the Health Center pre-season clearance process.

Step 2:
The athletic training screening process begins by completing numerous medical forms prior to arriving on campus. Forms can be found on the Springfield College website and should be completed and sent to your team's head coach. To access forms on the school’s website go to Student Life, Health Center, Forms, and then can be found under the title “Student-athlete Forms”. It is vital that the student-athlete complete the health questions and history accurately. Any incomplete or missing form will delay the student-athlete’s participation.

In addition to incoming student forms, all student-athletes must complete:
1) Pre-Participation Form
2) Athletic Training Services Insurance Form
3) Cardiovascular Screening Form
4) Helmet Form (if applicable to sport)
5) Sickle Cell Trait Status Verification form OR Sickle Cell Testing Waiver*

*If the sickle-cell trait testing form is used it must be completed by the student-athlete’s physician. Student-athletes have the option to waive testing and complete the sickle cell trait waiver form.

Step 3:
Have the health screening performed by the athletic training staff. These screenings are typically done on a scheduled day and time with each team. Once all these steps are completed the student-athlete is then medically cleared.

Clearance for Participation (Following Restriction for Injury/Illness)

An athlete who has been restricted by a physician from participation because of injury or illness must be cleared in writing by a physician before returning to participation. The clearance can be provided by the
original physician or one of the school physicians. The athletic training staff reserves the right to restrict an athlete's participation even with medical clearance, if in their professional opinion, the athlete remains at risk of further injury. A coach may not clear an athlete to play.

**Insurance**

The Commonwealth of Massachusetts requires that health insurance coverage be provided to all students attending Massachusetts Colleges and Universities who are registered for 75% of full time curriculum. All student-athletes will be automatically enrolled in the Springfield College Health Insurance Plan unless they are eligible to waive the coverage and have completed the Springfield College Health Insurance waiver form by September 15. To be eligible to waive insurance, you must currently have comparable coverage that is issued by a U.S. based insurance carrier.

Springfield College maintains a limited accident insurance for all student-athletes. The benefits provided under the terms of the policy are payable in excess of any other valid and collectible insurance that may be in place as to the insured student. Any charges in excess of the limits of other insurance are covered subject to the limitations contained in the plan. Because of the limited nature of the Accident Insurance, students are expected to maintain their own insurance.

In addition, the College provides a Catastrophic Injury Insurance Program for all student-athletes. The benefits are comprehensive and a current benefit summary is available in the Athletics Office.

**Accident Insurance: Claims Procedures**

For any cost not covered by your insurance, please follow the procedure below:

1) Obtain a claim form from the Department of Athletics (see the Administrative Assistant in the Athletic Department)
2) Complete the Student Statement Section of the form and return to the Department of Athletics (see Administrative Assistant in the Athletic Department)
   a) Include any bills and/or explanation of benefits.
   b) The bill must have a balance not paid by the primary insurance carrier.
   c) If primary insurance denied payment, enclose a copy of the denial letter with the claim form.
3) The Administrative Assistant will notify Head Athletic Trainer for verification of the injury claim.

If you are insured by another company, you must first submit all bills to that company. At this time, just the claim form should be submitted to the address indicated. When you (or your parents) receive Explanation of Benefits (E.O.B.’s) from your insurance company, mail them to the address indicated on the form.

Revised: 9/22/2017
Catastrophic Injury Insurance Program

When a catastrophic injury occurs, a College representative must contact the Catastrophic Injury Help Line as soon as possible. The actual reporting procedure is available in both the Athletics Office and the Purchasing Office (x3681).

THE STUDENT-ATHLETE

Expectations

Student-athletes attend Springfield College for the primary purpose of education. Nothing should interfere with this purpose. Athletics are a part of education, requiring from the student-athlete self-discipline in organizing a study schedule and work habits that will contribute to educational success.

A student's grades should not suffer because of athletics; this can occur, however, because of the student's inability to organize properly to balance both disciplines. At times, this organization requires a great deal of personal commitment. Consequently, the College expects student-athletes to balance and organize academic, athletic and other commitments.

A student-athlete accepts the full responsibility of being a student. In order to have a smoothly functioning athletics program, strict adherence to the following is important:

1) Attendance at all academic and skills classes is expected. Failure to attend classes reflects poorly on the team and its purposes. Away and home contests can, at times, result in a loss of classroom time. Consequently, unnecessary skipping of class is unacceptable.

2) At times, because of other commitments, your academic progress may suffer. Whenever this occurs, you should inform your coaches. You are expected to accept the responsibility for seeking extra individual attention from your professors or the academic success center.

3) The Department of Athletics expects you to accept responsibility for notifying your professors, in writing, the dates of expected absences due to competition. This should be conducted during the first week of classes. A follow up reminder should be sent so that contests do not interfere with the professors organized schedule of instruction. This responsibility also includes the making up of any scheduled exams. As soon as you are notified of an exam, you should immediately report any conflicts to your professor, so that proper procedure can be taken to rectify the matter. For away games, the student-athlete is excused from class no more than 30-minutes prior to departure time. In the past, professors have been extremely cooperative. However, this cooperation
depends upon your acceptance of the responsibilities of a student-athlete. See College Attendance Policy in the student handbook.

4) Departure for southern trips during Spring break should not interfere with the completion of the academic calendar. Do not skip the last day of class before spring break.

5) Participation in any postseason, Conference, ECAC, New England and NCAA Championships, which may interfere with reading days or exams, must have the approval of the Director of Athletics. If the approval is granted, the student-athlete will be allowed to make a voluntary decision in reference to his/her participation in this event (signed waiver). See reading and exam day policy-waiver.

6) When establishing an academic schedule the student-athlete should consider his/her involvement in athletics, but should never avoid scheduling a course of importance or interest simply to avoid conflicts with athletics participation (typically practices begin at 4:00pm).

**Captain's Practice**

Captains' practices are not allowed at Springfield College per NCAA Bylaws. Students may reserve a designated athletic/recreational facility from time to time but the reservation may never be held for only members of a varsity team. The open recreation space reservation must be made through the Recreation Department. The reservation must always be open to all members of Springfield College.

**Multi-Sport Athlete Policy**

The Department of Athletics at Springfield College allows student-athletes to participate in more than one sport in a single season. With this philosophy it is necessary for coaches to work out a written arrangement which would enable student-athletes to participate in both sports. No athlete will be required to stop participation in one sport in order to start competition or practice in a subsequent sport unless agreed upon by both coaches. A student-athlete may be allowed to participate in a traditional and non-traditional season at the same time while adhering to NCAA Bylaw 17.1.2, whereas athletically related activities are prohibited during one calendar day per week. There may be situations where a student-athlete is permitted to participate in two traditional seasons simultaneously, but again the two coaches and student-athlete must work out a written arrangement ahead of time.

The “Multi-Sport Student-Athlete Contract” must be completed in its entirety and submitted to the Department of Athletics. (Appendix A)
Exit Interview

Student-athletes who leave the team during the season will be invited to do an exit interview with an administrator in the department of athletics. Seniors from each team will be invited for exit interviews as well. These interviews will be conducted to gain valuable information to improve the student-athlete experience.

Locker Rooms

A number of athletic teams have the privilege of using a locker room during the season. It should be made clear that this is indeed a privilege and behavior in the locker room should reflect this. Student-athletes should never be in their locker room when the facility is closed except for a scheduled practice or contest nor should any non-team member ever be allowed in the locker room. Locker room decorations and paraphernalia should always be in good taste and must be completely removed when the locker room is vacated after the season. The locker rooms should also be kept in good condition at all times because they are shared by visiting teams throughout the year. Any damages to the facility will be assessed to the team's fundraising account or the individual(s) responsible for the damage. Please note that abuse of any of these policies can result in expulsion of individual team members or an entire squad from a locker room.

Strength and Conditioning

Athletes must follow the prescribed training program with their assigned group and be medically cleared to participate. All Off-Season training programs are voluntary, but 100% commitment is expected if you choose to participate. (Appendix B)

One Day Off Per Week

NCAA regulations mandate one day off per week from practice, competition or any team activity (this includes weightlifting, film study, meetings, conditioning, and practice).

EQUIPMENT ROOM POLICIES

Student-athletes must be cleared for participation by the athletic training staff and compliance office to be issued gear. The Equipment Room is open 8:30 a.m. to 9 p.m. Monday – Friday. Weekend hours are based on contest schedules. Student-athletes checking out gear for their team's season must complete a contract with an equipment room staff member. All gear issued to the student-athlete will be recorded on the contract. Once recorded, this gear becomes the responsibility of the student-athlete until all of the items are checked in on the contract by an equipment room staff member. All equipment must be turned
in within one week of the season's end. Failure to return issued equipment will lead to a charge on the student-athlete’s account. The student-athlete could be charged up to double the cost of the item depending on current cost for replacement.

**LEADERSHIP**

**Captains/Team Leaders**

If utilized, the captain or co-captains of a team shall be selected by team members and/or the coaching staff and are responsible for the leadership of that team on and off the field. Captain(s) may be removed for just cause by the head coach with the approval of the Director of Athletics.

**Student-Athlete Leadership Team (SALT)**

The Student-Athlete Leadership Team (SALT) shall have the responsibility of communicating, reviewing and advising the department of athletics on any concern, which directly or indirectly affects the welfare of their academic or athletics involvement. The team shall meet at least once a month however any team member can call for a special meeting. The designated Athletic Administrator may schedule additional meetings at their discretion.

**FACULTY ATHLETICS REPRESENTATIVE**

The Faculty Athletics Representative (FAR) is a member of an institution’s faculty who is designated by the institution’s president to represent the institution and its faculty in the institution’s relations with the NCAA and Conference. This person must hold a faculty rank and shall not hold an administrative or coaching position in the department of athletics.

**RECRUITING GUIDELINES**

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 student-athlete host and the recruit will be asked to sign a document indicating their understanding of the respective expectations and responsibilities. All student-athletes who assist in recruiting must strictly adhere to the following:

1) Conduct oneself in a responsible manner at all times.
2) Be a representative of the College and the athletics program.

3) **Ensure that the prospect is not taken any place where there are drugs or alcohol, on or off campus.**

4) Be concerned about the safety and welfare of the recruit. This includes comfort, food, sleeping quarters and staying with the prospect.

5) Take the prospect to academic classes and talk with professors and fellow College students.

6) In conjunction with your coach, plan a fun, comfortable atmosphere. (i.e., Athletic or student affairs events, Wellness Center, East Campus, Richard B. Flynn Student Union and/or Athletic Facilities)

7) To discuss and plan activities with the head coach prior to all recruit visitations. The coach should be available for suggestions.

8) To call the head coach immediately if a problem arises with a prospect. For example: The prospect insists on going off campus with friends not associated with your team; or an emergency arises with the prospect or with the student host. The issue of liability is a major concern. Please note, you may be personally liable for the welfare of any recruit brought onto the campus.

**SPORTSMANSHIP**

The athletics program at Springfield College is committed to good sportsmanship and developing healthy environments for competition. We believe the opportunity to represent Springfield College is a privilege, which is accompanied by the responsibility to behave with dignity and class on and off the field. Student-athletes representing Springfield College 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.

Springfield College does not condone unsportsmanlike conduct on the part of a student-athlete, coach, administrator, or any individual associated with the College.

**Good Sportsmanship:**
- Observing and supporting the rules of sport
- Promoting the spirit, as well as the letter of the rules
- Placing fairness as a goal in all competition
● Taking personal responsibility for high standards of play
● Showing civility toward competitors, coaches, officials and spectators
● Commending good effort by teammates, opponents, and officials
● Playing cleanly while playing hard
● Showing maturity and integrity in conduct on and off the field of play
● Being a gracious winner and accepting defeat gracefully

Unsportsmanlike Behavior:
● Fighting
● Ejection
● Spitting
● Use of obscene gestures, profanity, or provocative language
  (Including racist, sexual, or homophobic and bigoted remarks)
● Taunting and/or baiting opponents or spectators
● Threats or other intimidating actions
● Inappropriate celebrations with the intent to demean opponents
● Intentional incitement of others toward abusive or violent action
● Disrespectful attitude toward opponents

SPECTATOR CONDUCT

The spectators attending Springfield College athletics events are expected to provide an environment of respect, dignity and civility for the College's guests. In essence, the College believes in providing a positive, meaningful, educational atmosphere for the conduct of its athletics events and behavior contrary to this intent will not be condoned. The College does not accept the use of profane and vulgar language or any form of disrespectful treatment of our guests (visiting teams, officials, etc.).

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. Only signage properly located and pre-approved by the Athletics Office will be permitted at the site of an event. Bands or any component thereof shall not play while the game is in progress. The event manager shall be responsible for enforcing these provisions.

Alcoholic beverages shall not be sold or otherwise made available for public consumption at any athletics event sponsored by or administered by the College, nor shall any such beverages be brought to the site during such an event (i.e., during the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition).
The sale or distribution of newspapers, handbills, candy, food, raffles, flyers, memorabilia or promotional materials at the site of a Springfield College athletics event without the advance written approval of the Athletics Office is prohibited.

TEAM TRAVEL POLICY

Attire and Appearance

All Springfield College athletes and members of the travel party are expected to dress in a manner that represents the College in a positive way. Coaches may have specific dress requirements for their team members. Student athletes are highly visible representatives of the College, and as such, are responsible for exercising good judgment in overall appearance.

The following is the policy concerning dress and appearance:

1) The competitive uniform issued by the College must be worn without exception. All visible garments worn under the uniform must conform to the sport specific NCAA rule governing undergarments. Cap and visors not issued by the College are permissible in tennis, golf, and track, (running events). However, they must be the same color as the competitive uniform.

2) The warm-ups issued by the College must be worn without exception by all players on the team. Any other visible garment must be the same color as the warm-up.

3) The competitive issuance (uniform, warm-ups, and travel bag) is to be used for competition only.

Portal Policy

Springfield College adheres to a portal to portal policy whereby student-athletes, coaches and staff, will be transported as a team to and from all scheduled intercollegiate events. Exceptions should be kept to a minimum.

All student-athletes, member of the coaching staff, team manager or trainer traveling in private automobiles must sign the Automobile Waiver of Liability, Covenant Not to Sue, Release, Indemnity and Hold Harmless Agreement which can be obtained from the Department of Athletics or head coach. (Appendix D)
a) Student-athlete, member of the coaching staff, team manager, or trainer who is under 21 years of age must sign the above waiver which shall include the signature of a parent or legal guardian.

b) A student-athlete, member of the coaching staff, team manager, or trainer who is 21 years or older must secure and sign the above waiver but does not need a parent or legal guardian's signature.

Note: If after an event a student-athlete, member of the coaching staff, team manager, or trainer wishes to travel home with parents/legal guardian, they must submit and execute the Portal to Portal release form. The Release form must be from a parent or legal guardian and given to the coach in charge of the sport prior to return to the College.

DEPARTMENTAL POLICIES

Alcohol and Drug Policy

The Department of Athletics at Springfield College does not condone the use of alcohol, tobacco or other drugs by any student-athlete. Student-athletes are expected to abide by the following policies:

1) Consumption of alcohol or other drugs by student-athletes is prohibited in connection with any team function. An official team function, for purposes of this policy, is defined as any activity, which is held at the direction of, or under the supervision of the team's coaching staff or the College's Department of Athletics.

2) Student-athletes, regardless of age, are NOT permitted to drink or use other drugs while traveling in an official capacity for Springfield College. This includes, but is not limited to:
   a) Away trips or at competitions
   b) Semester break or spring break trips
   c) Attendance at banquets or functions while representing Springfield College (i.e., NEWMAC championships, NCAA functions, the All Sport Recognition Night, etc.)

3) Student-athletes should consult with their coaches concerning additional team policies. Each program may have its own, more restrictive, rules related to alcohol that its student-athletes must abide.

4) Student-athletes will participate in the Substance Abuse Education and Testing Program as a condition of participating in intercollegiate athletics at Springfield College. (Exhibit A)

5) It is illegal and impermissible for any student-athletes under the age of 21 to drink alcohol at any time.

6) It is illegal and impermissible for any student-athlete to use drugs at any time.
Sanctions
A student-athlete who consumes alcohol or other drugs will be held accountable for any alcohol or other drug related incident in which he/she is involved. In such cases, the student-athlete is subject to College, Department of Athletics and/or team disciplinary actions for violations of Team Expectations.

Regardless of legal implications, if a student-athlete is involved in an alcohol or other drug related incident where there is a violation of Springfield College policy, a notice of violation will be forwarded to the Office of the Vice President of Student Affairs and the Director of Athletics. In addition to College disciplinary action which may be imposed by the Office of the Vice President of Student Affairs, the head coach of that team and the Director of Athletics supervising that program will determine if the circumstances warrant suspension of the student-athlete from practice and/or game competition. It is possible that the student-athlete will be suspended from practice and competition until he/she has initiated involvement in, and shown satisfactory progress in, an alcohol or other drug use/abuse program at the discretion of the coach and Director of Athletics and/or the Office of the Vice President of Student Affairs. In order to rejoin or continue with the team, the student-athlete may be required to provide evidence of this counseling to the Director of Athletics. The parent(s) or legal guardian(s) may be advised of the nature of the incidents in accordance with the Family Educational Rights and Privacy Act (FERPA).

The following is a list of guidelines, which will generally be followed by the Department of Athletics with respect to the alcohol:

The first offense will be reviewed by an Athletics Administrator, and a follow up letter will be sent to the student-athlete. A copy of the letter will remain on file in the Athletics Office.

The second offense will result in immediate suspension from practice and competition until the incident is reviewed by the coach and the Director of Athletics or designee. The head coach of the team and the Director of Athletics or designee will determine if the circumstances warrant continued suspension of the student-athlete from practice and/or game competition.

The third offense may require that the student-athlete be suspended from practice and competition until he/she has initiated involvement in, and shown satisfactory progress in, an alcohol or other drug use/abuse program. In order to rejoin or continue with the team, the student-athlete must provide written documentation of this counseling to the Director of Athletics or designee.

The following is a list of guidelines, which will generally be followed by the Department of Athletics with respect to the use of drugs:
The first offense will result in immediate suspension from practice and competition until the incident is reviewed by the coach and the Director of Athletics or designee. The head coach of the team and the Director of Athletics or designee will determine if the circumstances warrant continued suspension of the student-athlete from practice and/or game competition and/or other sanctions.

The second offense may require that the student-athlete be suspended from practice and competition until he/she has initiated involvement in, and shown satisfactory progress in, an alcohol or other drug use/abuse program. In order to rejoin or continue with the team, the student-athlete must provide written documentation of this counseling to the Director of Athletics or designee.

The third offense may result in dismissal from the team.

2017-18 NCAA Banned Substance List:
Available @ https://www.ncaa.org/2017-18-ncaa-banned-drugs-list

Please view Exhibit A for a copy of the 2017-18 Springfield College Department of Athletics Substance Abuse Education & Testing Program.

Gambling Policy

Springfield College is committed to providing a safe environment for all students to learn and flourish. Springfield College cannot and will not condone any form of illegal gambling activity. Springfield College wants students to know that gambling is not a “risk free” activity. Services are available on campus to assist students that may be experiencing a gambling problem or gambling related difficulties.

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

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a bet with respect to any intercollegiate team.
- Accept a bet with respect to any team representing the institution.
- Participate in any gambling activity, the subject of which involves intercollegiate or professional athletics through a bookmaker, a parlay card or any other method.
- Participate in Fantasy Leagues of any kind.
Examples of unacceptable gambling activity include: betting on the Super Bowl, betting on Final Four Basketball and participating in Fantasy Football. *All violations of this policy will result in disciplinary action by the Department of Athletics and NCAA.*

**Harassment Policy**

The following is a synopsis of Springfield College's Harassment Policy. Students and staff are expected to review the student handbook in detail, as harassment will not be tolerated.

**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, Gender Identity or Expression, Veteran status, National or Ethnic Origin, Religion, Sex, 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.

Any type of harassment that hinders access to employment or educational services, opportunities, or programs is covered by this policy. Positive steps will be taken to eliminate harassment when such practices or acts are discovered. Persons found in violation of this policy will be subject to disciplinary action up to and including dismissal.

Details of the Harassment/Discrimination Policy or information about filing a grievance can be obtained from the Human Resources (second floor, Administration Building) or by going to the follow link: https://pridenet.springfield.edu/ICS/icsfs/HarassmentPolicy.pdf?target=67427579-f072-40dd-86a6-33b16daf42c4. Examples of harassment may include comments which are made with the intent or which have the result of inflicting emotional distress upon another person. Statements or actions about race, gender, religion, disability, or sexual preference which are directed specifically toward another person with the purpose of creating or resulting in a hostile environment will be dealt with under this policy.

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. **Please view Exhibit B for additional definitions and procedures regarding harassment.**

Revised: 9/22/2017
**Hazing Policy**

Springfield College is first and foremost an educational institution. Its hazing prevention polices, and response procedures for hazing incidents, must grow from, and embody the institution’s mission. Education about hazing will be available through the Athletic Department and Student Activities.

Membership in clubs, organizations, and other College-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual and spiritual opportunities; and otherwise contribute positively to personal and social development of our students. Where membership is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised and safety of students is endangered. Hazing is therefore prohibited by College policy.

Hazing is prohibited under Massachusetts General Laws (MGL 269, SS 17-19). “Hazing” is 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.

Hazing is any act committed by a person, whether individually or in concert with others, against a student(s) in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating, or demeaning the student(s) or endangering the mental or physical health of a student(s). Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus.

Please view Exhibit C for more information on Massachusetts legislation on hazing.

“Hazing” does not include any activity or conduct that furthers legitimate, curricular or co-curricular, program goals, provided that (1) the goals are approved by the College; and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the College. For examples of non-hazing activities please contact the Department of Athletics, at x3333 or Student Affairs at x3100.

**TO REPORT A HAZING INCIDENT, IMMEDIATELY CONTACT CAMPUS POLICE, THE ATHLETIC DEPARTMENT OR STUDENT AFFAIRS.**
Social Media

The Springfield College Department of Athletics recognizes freedom of speech and expression, and does not prohibit student-athlete involvement with Internet based social media. However, participation in intercollegiate athletics is a privilege, not a right and currently enrolled student-athletes have the responsibility to portray themselves, their team, and Springfield College in a positive manner at all times. Student-athlete’s behavior should reflect the high standards of dignity, honor, and integrity at all times including when social networking. The Department of Athletics reserves the right to take action against any currently enrolled student-athlete whose behavior or online postings violates College, Department, Conference, NCAA, or team rules. This action may include:

1) Removal of online content
2) Education
3) Counseling
4) Suspension
5) Termination

Student-athletes who participate in social media should consider the following guidelines:

1) Everything you post is public information. Even if you limit access and adjust settings.

2) Information may be accessible even after you have removed it. Don’t post anything you may wish to take down. Any text or photo placed online is completely out of your control the moment it is placed online—even if you limit access to your site.

3) What you post can harm others. It is important that you respect the privacy and rights of others. Posting things about others can place both you and your subject in a contentious and liable situation.

4) Do not post information, photos, or other items online that could embarrass you, your team, or Springfield College. This includes information, photos, and items that may be posted by others to your page.

5) Use caution when accepting and adding friends or followers.

6) Do not post personal information. Read any site’s privacy policy before creating a profile. Posting phone numbers, class schedules, birth dates, or other personal information could result in stalking or identity theft.

7) What you post may affect your future. Many employers utilize Google and social networks to gather information about potential candidates. The online persona you create today may be
available when you begin your internship or full-time job search or when you apply to professional or graduate school—even if you think you deleted it. Carefully consider how you want people to perceive you before you give them the chance to misinterpret your profile and pictures.

8) Always review content before posting. Review to ensure consistency with the way you want to be portrayed as well as College, Department, Conference, NCAA and team rules.

**Transgender Policy**

The Springfield College Athletic Department prohibits discrimination on the basis of sexual identity or expression and provides equal-opportunity for transgender student-athletes to participate in varsity athletics. “Transgender” is a term used to describe an individual whose gender identity does not match their birth-assigned sex. A female-to-male (FTM) transgender is someone born with a female body, who identifies as male. A male-to-female (MTF) transgender is someone born with a male body, who identifies as female.

**Participation by Transgender Student-Athletes – NOT undergoing hormone treatment**

- Any transgender student-athlete not undergoing hormone treatment may participate on the team that aligns with his or her assigned birth gender.
- A FTM student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.
- A MTF student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

**Participation by Transgender Student-Athlete – Undergoing hormone treatment**

- A FTM student-athlete who is taking medically-prescribed testosterone related to gender transition may not participate on a women’s team after beginning hormone treatment.
- A FTM student-athlete who is taking medically-prescribed testosterone related to gender transition may request a medical exception (since testosterone is a banned substance) from the NCAA and, if the waiver is granted, subsequently participate on a men’s team.
- A MTF student-athlete may continue to participate on a men’s team if taking medically prescribed hormone treatment related to gender transition.
- A MTF student-athlete being treated with testosterone suppression medication for gender identity disorder, gender dysphoria and/or transsexualism, for the purposes of NCAA competition, may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.
It is the student’s responsibility to notify the Director of Athletics in writing, if the student-athlete has completed, plans to initiate or is in the process of taking hormones as part of the gender transition. The letter should include information from the student’s physician documenting the intention to transition or the transition status if the process has started.

**Facilities Access**

Every student-athlete has access to locker room, bathroom and shower facilities in a safe, comfortable and convenient environment. Transgender student-athletes may use the locker room, bathrooms and showers in accordance with their gender identity. If requested by the transgender student-athlete, a separate private changing, showering and toilet facility is available with locker accommodations.

If a transgender student-athlete chooses to use a separate locker room space – designated as gender-neutral – coaches and team members are strongly encouraged not to use the common locker room as a team meeting space or the only location that important team information is shared. Instead coaches and team members are strongly encouraged to identify other spaces to conduct team meetings.

When traveling, the Springfield College athletic staff will work to identify safe spaces for transgender student-athletes to have their needs met with regard to changing spaces and restroom accommodations without compromising the student’s privacy and confidentiality.

**STUDENT-ATHLETE CONDUCT STATEMENT**

In addition to the behavioral standards expected of all Springfield College students, and in consonance with the College's humanics philosophy: Student-athletes are further monitored by the coach for their respective athletic team's expectations, rules and regulations (collectively the "Team Expectations"), which will be distributed by the coach of each team. The student-athlete will be required to sign a statement indicating that he/she has received and read the Team Expectations and agrees to abide by them.

Student-athletes are expected to strictly adhere to Team Expectations and further to refrain from misconduct, which includes those violations expressed in the student handbook, college policies and/or municipal, state or federal laws. Further, misconduct also includes game ejections, fighting, taunting, "trash-talking," profane and vulgar language, inappropriate "celebrations," hazing and disrespectful attitudes towards coaches, opponents, teammates, spectators and/or officials.

Violation of the above may be handled at the discretion of the respective coach, which may include suspension from participation in athletics (including practice and competition), and a report to the Director of Athletics and/or to the Office of the Vice President for Student Affairs.
Misconduct, on or off campus, leading to suspension from athletics (including practice and competition) by the coach must be immediately reported by the coach to the Director of Athletics. However, misconduct occurring during Spring Break or trips that consist of extended time periods away from campus can lead to immediate suspension by the coach. In such cases, the head coach must notify the Director of Athletics regarding the suspension and immediately upon return to campus will report, in writing, the incident leading to the suspension.

Notwithstanding further disciplinary action which may be taken by the Office of the Vice President for Student Affairs, if a coach recommends to the Director of Athletics that a student-athlete be suspended from athletics, then the student shall be provided a right to a hearing before the "Grievance Committee" (as hereinafter defined), if the issue cannot be resolved with the coach.

**Student-Athlete Dismissal/Suspension Grievance Procedure**

Purpose: Provide a grievance procedure for a student-athlete/coach disagreement regarding dismissal and/or suspension from the team. This grievance procedure does not apply for decisions made pertaining to the team selection process, playing time or drug testing.

**Step One**

a) Once dismissal or suspension has been announced to the student-athlete by the coach, the student-athlete has two business days to request a meeting with the Faculty Athletic Representative (FAR) and the head coach. The FAR will facilitate the meeting to determine if a resolution can be reached that is acceptable to both parties.

b) If a resolution is not reached at the meeting, Step Two will be initiated.

**Step Two**

a) The student-athlete appeals to his/her coach and the FAR in writing within two business days. The written appeal must include reasons why dismissal is unwarranted

b) The coach responds to the student-athlete and FAR in writing within two business days of receiving the written appeal form with reason(s) for dismissal/suspension.

c) The FAR reviews both reports within two business days.

d) After the review is complete, the FAR will schedule a meeting with the coach and the student-athlete (independently or together) to be held within three business days. If a resolution is not reached, Step Three will be initiated.
Step Three

The grievance will be brought to the Grievance Committee* by the FAR.

a) Both the coach and student-athlete will make presentations, independently, to the Grievance Committee. The Grievance Committee will then deliberate and make a recommendation to the Director of Athletics (AD) within two business days after the hearing.

b) After reviewing the recommendation from the Grievance Committee, the AD will then make a complete review of the appeal which may include meeting with the coach and/or student-athlete together or independently.

c) A final decision will be made by the AD within two business days and communicated in writing to the coach, student-athlete and FAR.

*The FAR and the AD will meet to select four individuals from a list of faculty members who have agreed to serve in this capacity that can be chosen for the Grievance Committee. Faculty Coaches, Athletic Training Staff and Strength and Conditioning Staff will be excluded from serving on the Committee. The AD will notify the student-athlete and coach of those selected for the Grievance Committee before Step 3A. If any constituent member has a conflict of interest, then a member may be replaced at the discretion of the AD. The Grievance Committee will be comprised of two faculty members and the FAR, as Chair.

Notwithstanding the foregoing, the Office of the Vice President for Student Affairs may take independent action against a student if it believes that a violation of the Springfield College Student Code of Conduct occurred.
Exhibit A
SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS
Substance Abuse Education and Testing Program 2017-2018

Introduction

To further support the Springfield College alcohol and drug policy (Policy), the Athletics Substance Abuse Education and Testing Program (Program) has been adopted (instituted in 2006) and shall be administered by the Springfield College Athletic Department (Springfield College). Springfield College reserves the right to make changes to the Policy and Program as needed and the Program should not be construed to create a contract between student-athletes and Springfield College. Please note, this Program is separate and distinct from the NCAA drug-testing program (including all sanction phases). Information regarding the NCAA drug-testing program is available at http://www.ncaa.org/health-and-safety/policy/drug-testing.

Springfield College is concerned with the health, safety and welfare of the student-athletes who participate in its programs and represents the College in competitive athletics. Substance 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, inappropriate use of alcohol and inappropriate use of tobacco are inconsistent with the standards expected of student-athletes at Springfield College. Substance use and abuse in sport can pose risks to a student-athlete’s health/safety and negatively affect his/her academic and athletic performance. Substance use and abuse in sport may also compromise the integrity of athletic competition and ideals of Springfield College.

For the purpose of this Program, “student-athlete” shall mean any student at Springfield College who currently can be found on a Department of Athletics roster on file in the compliance office.

Purpose

The intent of the Program is to prevent substance use and abuse by student-athletes through education, testing, and professional guidance.

- **Education** – providing student-athletes and athletic staff with accurate information about the problems associated with substance use in sport and promoting health and safety in sport;
- **Testing** – analyzing biological specimens to detect prohibited substances student-athletes may introduce to their bodies and associated sanctions resulting from use detailed in this Program; and
- **Professional Guidance** – facilitating appropriate treatment and rehabilitation of student-athletes.
The Athletic Department believes that random drug testing and testing based on reasonable suspicion are appropriate for the following reasons: (a) to ensure the health, safety and welfare of our student-athletes; (b), to promote fair competition in intercollegiate athletics; (c), to affirm compliance with applicable rules and regulations on drug abuse; and (d), 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.

**Alcohol, Tobacco and Other Drug Education**

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. Springfield College will conduct a drug and alcohol education program for student-athletes at least once a year. These educational programs will be designed to review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs. Appropriate educational materials will be made available to participants including this Program and a list of banned substances. All student-athletes and athletic staff members are required to attend. Make-up sessions are available for participants who must miss a scheduled education session for an approved reason. In addition to educating student-athletes and athletics staff about the various policies, a review of the institutional drug-testing program will be conducted. Dietary supplements and their inherent risks will be discussed. Time will be allowed for questions from participants. In addition, special educational programs may be arranged to provide participants the opportunity to learn more about the dangers of specific substances.

**Consent to Participate**

As a condition of participation in intercollegiate athletics at Springfield College, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and authorizing release of test results in accordance with this Program (Appendix C). Failure to consent to or to comply with the requirements of this Program may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at Springfield College. Each student-athlete annually will be provided a copy of the institutional program and will be required to participate in an informative session describing alcohol, tobacco, and other drug education and testing policies. Additionally, student-athletes will be given an opportunity to ask any questions regarding the information contained in the Program, the testing program, or other related issues prior to signing the drug-testing consent form.

**Tobacco Policy**

The use of tobacco products is prohibited by all game personnel (e.g. coaches, student-athletes, athletic trainers, managers, and game officials) in all sports during practice and competition and while representing the institution. A student-athlete who violates this tobacco policy will be sanctioned for a
“first offense” as outlined in the penalty section of this Program. The Director of Athletics or his/her
designee will sanction other game personnel who violate this tobacco policy on a case-by-case basis.

**Dietary Supplements**

Springfield College Department of Athletics personnel will not distribute or encourage the use of any
dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain banned
substances. Oftentimes the labeling of dietary supplements is not accurate and is misleading. Terms
such as “healthy” or “all natural” do not mean dietary supplements do not contain a banned substance or
are safe to take. Using dietary supplements may cause positive drug tests. Student-athletes who are
currently taking dietary supplements or intend to take any are recommended to review the product with
the Director of Medical Services.

Student-athletes are solely responsible for any substances that they ingest. All student-athletes are
encouraged to use the Drug Free Sports AXIS to obtain current and accurate information on dietary
supplements or ergogenic aids. All inquiries to AXIS are confidential. AXIS may be accessed at

**Prohibited Drugs/Substances**

The drug screening process may include analysis of, but is not limited to, the NCAA list of banned-drug
classes (See Appendix D). For an ongoing updated listing of the banned-drug list view the NCAA’s web
site at www.ncaa.org. Prohibited substances that Springfield College may screen for include, without
limitation, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, cocaine, flunitrazepam
(Rohypnol) and anabolic steroids. Springfield College requires that all student-athletes keep the athletic
training staff and/or team physicians aware of any prescribed drugs and dietary supplements that he or
she may be taking. Springfield College reserves the right to test for substances not contained on the
NCAA banned-drug list and may test at cut off levels that differ from the NCAA program.

**2017 – 2018 NCAA Banned-Drug Classes**

Available at: https://www.ncaa.org/2017-18-ncaa-banned-drugs-list
For an ongoing updated listing of the banned-drug list view the NCAA’s web site at www.ncaa.org.

**Specimen Analysis**

The drug screening process may include, but is not limited to, the following biological specimen
collection methods: Urine Testing. The collection process and protocol can be found in Appendix E. In
addition, drug screening may be conducted by on-site testing devices including, without limitation, saliva
testing, and/or on-site urinalysis kits.
Selected Types of Drug Testing

- **Unannounced Random Testing** – All student-athletes who have signed the institutional drug-testing consent form and are on the institutional roster are subject to unannounced random testing. Students listed on the roster who have exhausted their eligibility or who have had a career-ending injury will not be selected for testing. The retained drug testing vendor will select student-athletes from the official institutional roster by using a computerized random number program.

- **Reasonable Suspicion Screening** – A student-athlete is subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug (see Appendix F). Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head coach, Director of Strength and Conditioning, Assistant Coach, Head Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation:
  1) Observed possession or use of substances appearing to be prohibited drugs;
  2) Arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances; or
  3) Observed abnormal change in appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances.

Among the indicators which may be used in evaluating a student-athlete’s abnormal change in appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, and mood changes. If suspected, the Director of Athletics or his/her designee will notify the student-athlete (Appendix G) and the student-athlete will stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis.

- **Postseason/Championship Screening** – Any participant or team likely to advance to postseason championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will
not be allowed to compete at the post-season event and will be subject to the sanctions herein.

- **Re-entry Testing** – A student-athlete, who has had his/her eligibility to participate in intercollegiate sports suspended as a result of a drug violation, may be required to undergo re-entry drug testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry after the counselor or specialist involved in the student-athlete’s case indicates that re-entry into the intercollegiate sports program is appropriate.

- **Follow-up Testing** – A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this Program may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee in consultation with the counselor or specialist involved in the student-athlete’s case.

- **Watch List** – A student who has been sanctioned by Student Affairs for drug use, possession, or possession of drug paraphilia will be put on a watch list for future random drug tests. Individuals on the watch list will be selected at a higher rate than those with no violations.

**Notification and Reporting for Collection**

The student-athlete will be notified of and scheduled for testing by the institution. Notification of testing shall follow the procedure below:

1) The designee will notify the student-athlete and coach via email that they have been selected for testing.
2) The student-athlete will come to the Department of Athletics to sign the notification form.
3) The student-athlete will be given time, date, and location of the test.
4) The coach will be notified if the student-athlete has not come in to sign the form (by 3p that day.)
5) The designee will give all signed forms to the athletic trainer who will help monitor the testing with the retained drug testing vendor.
6) It is the responsibility of the student-athlete to be on-time (or early) for the test.

The Director of Athletics or his/her designee will be in the testing station to certify the identity of the student-athletes selected. Student-athletes shall provide picture identification when entering the drug-testing station. The Director of Athletics or his/her designee must remain in the collection station until all student-athletes complete the collection process.
ALL COLLECTIONS AND/OR TESTING UNDER THIS PROGRAM SHALL BE OBSERVED COLLECTIONS.

Laboratory Analysis/Reporting Results

Urine samples will be collected and sent to an independent SAMHSA and/or World Anti-Doping Agency approved laboratory for analysis. Springfield College hereby certifies that any laboratory it engages for the testing of performance enhancing drugs/agents will abide by the World Anti-Doping Agency code of ethics as it relates to the testing of samples. Furthermore, Springfield College hereby certifies that no sample will be sent to a laboratory for the sole purpose of monitoring an athlete for the detection of performance enhancing substances in order to circumvent a positive drug test. Each sample will be tested in accordance with this Program to determine if banned drugs or substances are present and the appropriate sanctions will apply for positive results.

Sanctions

Refusal to sign a consent form prohibits a student-athlete from participating in any intercollegiate sport at Springfield College. Any student-athlete who tests positive for a banned substance, who refuses to submit to a required drug test, and/or who violates the terms of the safe harbor program as described in this Program shall be subject to the sanctions below. Notwithstanding anything herein to the contrary, a team physician, in her/her sole discretion, reserves the right to withhold a student-athlete from practice and/or competition if such practice and/or competition would pose a threat to the health and safety of the student-athlete or his/her competitors. However, any decision to restrict a student-athlete from practice and/or competition for health and safety concerns must be based on credible evidence. Only the team physician may release a student-athlete to resume competition and/or practice in this instance. All violations of this Program are cumulative. If the student-athlete fails to abide by the requirements of any sanction phase, they will be deemed to have violated the Program and be subject to the next subsequent sanction phase.

- **First Offense** – Student-athlete will be suspended for 10% of the games (in consecutive order immediately following the positive test) that are scheduled for the season (not including pre-season scrimmages or exhibitions and post-season competition). Suspended student-athletes may not dress in uniform but may travel with the team. He or She may be in the bench area for contests. Games missed due to event cancellation and/or injuries do not count toward the suspension. If the suspension occurs after the competitive season has ended, or if the competition season ends prior to the completion of the suspension, the suspension shall wrap-around to the next competitive season. The student-athlete will be required to attend all practices during the suspension period. The student-athlete will be subject to follow-up drug testing at the discretion of the Department of Athletics.
Those who have refused to submit to required drug testing, are subject to the same sanctions detailed in the first offense, but must additionally take a certified drug test with the retained drug testing vendor prior to returning to any competition. The cost of the certified test is the sole responsibility of the student-athlete.

- **Second Offense** – Student-athlete will be suspended for 25% of the games (in consecutive order immediately following the positive test) that are scheduled for the season (not including pre-season scrimmages or exhibitions and post-season competition). Suspended student-athletes may not dress in uniform but may travel with the team. He or She may be in the bench area for contests. Games missed due to event cancellation and/or injuries do not count toward the suspension. If the suspension occurs after the competitive season has ended, or if the competition season ends prior to the completion of the suspension, the suspension shall wrap-around to the next competitive season. The student-athlete will be required to attend all practices during the suspension period. The student-athlete will be subject to follow-up drug testing at the discretion of the Department of Athletics.

  - Those who have refused to submit to required drug testing, are subject to the same sanctions detailed in the first offense, but must additionally take a certified drug test with the retained drug testing vendor prior to returning to any competition. The cost of the certified test is the sole responsibility of the student-athlete.

- **Third Offense** – The student-athlete will be permanently suspended from all athletic participation at Springfield College.

**Voluntary Disclosure/Safe Harbor**

The Safe Harbor Program applies to student-athletes who have sought assistance from athletic training staff and/or the Department of Athletics prior to being notified of a test. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference post-season competition.

If the student-athlete is eligible for the Safe Harbor Program, the violation will not be deemed an offense for purposes of determining sanctions under this Program; however, the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation. The student-athlete entering the Safe Harbor Program will be required to take a certified drug test immediately to establish a baseline for follow-up testing.
The student-athlete will be required to undergo an evaluation by a counselor from the Springfield College Counseling Center. The Springfield College counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The counselor will provide a summary of his or her findings and recommendations to the Director of Athletics.

The student-athlete will not be permitted to return to participation in intercollegiate sports until the counselor has interviewed the student-athlete following the conclusion of the recommended treatment (or stage of treatment, as applicable) and has determined that reentry into intercollegiate sports is appropriate. If the counselor deems it necessary, the student-athlete will be required to undergo a certified drug test as part of the reentry evaluation. The cost and scheduling of the certified test is the sole responsibility of the student-athlete.

Failing to complete the treatment recommended by the counselor, or having a positive test for any banned substance that indicates new use after entering the Safe Harbor Program will be deemed the next subsequent offense under this policy.

If the student-athlete regains his or her eligibility to participate in intercollegiate sports, he or she may be required to undergo unannounced follow-up tests at the discretion of the Director of Athletics in consultation with the counselor.

Appeal

Student-Athletes who test positive under the terms of this Program will be entitled to appeal to the Director of Athletics and his/her designee prior to the imposition of any sanction. Requests for such hearing must be made within twenty-four (24) hours of notification of a positive test result. If the twenty-four hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing or email and made to the Director of Athletics and the Associate Director of Athletics in charge of drug testing.

The appeal process will require the student-athlete to retest with the retained drug testing vendor within 36 hours of receipt of the appeal. This test will be set up by the Associate Director of Athletics in charge of drug testing with the retained drug testing vendor. The entire cost of the test is the responsibility of the student-athlete. Results of this second test will be used to determine sanctions if any.

Exhibit B

SPRINGFIELD COLLEGE

Discrimination/Harassment Policy

Introduction:
Since its founding in 1885, Springfield College has been dedicated to its unique philosophy of

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Humanics, which is the basis of the institution's mission--education of the whole person in spirit, mind, and body for leadership in service to humanity. In alignment with Springfield College’s values and beliefs, the institution strives to provide an educational and working environment that is free from all forms of discrimination/harassment. Discrimination/harassment in any form undermines this concept and will not be tolerated. Springfield College is committed to providing an environment that is diverse and emphasizes the dignity and worth of every individual.

Discrimination/harassment can be defined as any behavior that creates an intimidating, hostile, or offensive environment for any individual or group and can be in the forms of sexual, physical, or verbal conduct. It is important to note that discrimination/harassment on any demographic basis including race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, disability, veteran status, or any other legally protected basis in admission and access to, and employment and treatment in, its programs and activities.

This policy applies to all members of the Springfield College community while they are on College property or participating in a college-related activity off campus, as well as visitors, parents, independent contractors, vendors and their representatives and others transacting business with the College. All aspects of these procedures described below apply to situations in which both complainants and respondents are employed at Springfield College. All members of the College community should assume the responsibility to see that the College is free from all forms of harassment and that any harassment is properly reported.

**Prohibited Conduct:**

**Harassment**

Acts or communications causing emotional stress addressed to individuals or groups because of religion, gender, sexual orientation, age, disability, marital status or veteran’s status is similarly prohibited by this policy.

Examples of impermissible harassment, including racial harassment, include the following:

- The use of physical force or violence to restrict the freedom or movement of another person or to endanger the health and safety of another person based on that person’s race, color, etc.;
- Physical or verbal behavior that involves an expressed or implied threat to interfere or has as its purpose or has the reasonably foreseeable effect of interfering with an individual’s personal safety, academic efforts, employment, and participation in college sponsored extracurricular activities because of that individual’s race, color, etc., and which causes that individual to have a reasonable apprehension that harm is about to occur;
Any type of conduct that has the effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or learning environment;

Epithets, slurs or derogatory comments based on a person’s race, color, etc.

**Sexual Harassment:**
The courts have recognized two different types of actionable harassment:

*Hostile environment* harassment is unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to limit a person’s ability to work or participate in a program or activity.

*Quid pro quo* harassment occurs when a person with authority uses submission to or rejection of unwelcome sexual conduct as the basis for making academic or employment decisions affecting a subordinate or a student. This kind of harassment usually involves explicit or implicit threats of retaliation for refusing to submit to sexual advances.

Examples of harassment include the following:

- The use of physical force or violence to restrict the freedom or movement of another person or to endanger the health or safety of another person based on the person’s race, color, etc.;
- Any type of conduct that has the effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or learning environment;
- Epithets (byname), slurs or derogatory comments based on a person’s race, color, etc.;
- Unwelcome sexual propositions, invitations, solicitations, and flirtations; leering;
- Unwelcome and inappropriate touching, patting, fondling, pinching, or obscene gestures;
- Sexually suggestive objects, pictures, videotapes, audio recording or literature, or computerized transmissions placed in a viewable area that may embarrass or offend individuals;
- In the case of coworkers or individuals in positions of authority, conduct of nature set forth above when the effect unreasonably interferes with the ability of persons to perform his or her employment or academic responsibility, or when the effect is to create an offensive, intimidating and; or hostile working or learning environment for that person.
- Such unwelcome behavior has the potential to severely alter the condition of the victim’s employment or academic surroundings and results in a work or educational environment that a reasonable person would find abusive or offensive.
- It should be emphasized, however, that isolated instances (e.g., a single comment or joke) ordinarily will not constitute harassment unless it is repeated or egregious. Harassment may not be present if the conduct is welcomed or encouraged. The College will take appropriate remedial action to address any inappropriate conduct, even if it does not meet the legal definition of harassment.
Discrimination:
Springfield College is committed to protecting the rights and dignity of individuals and supports the educational and professional enhancement of all the employees and students. Each member of the Springfield College community is expected to work diligently to eliminate all forms of discriminatory conduct, including institutional and personal patterns that directly or indirectly feed the destructive forces of discrimination.

Examples of discrimination include but are not limited to the following situations:
- Potential discrimination when requesting disability leave, maternity leave, or retirement options;
- Discriminating based on a physical or mental impairment that substantially limits one or more of your major life activities;
- Termination of employment on the basis of age.

Procedures:
Any member of the College community who believes he or she has been a victim of discrimination/harassment as defined in this policy is urged to bring the matter to the attention of the Office of Human Resources, or other appropriate individuals listed within this policy. Any member of the community has a right to file a complaint with the College.

If you have experienced any form of harassment please do the following:

Respond immediately: Sometimes, telling the discriminator and/or harasser that his/her behavior is unwelcome will stop the conduct. State an emphatic “NO” in the case of harassment at the time. Be direct and firm. Clearly express disapproval of any behavior that causes discomfort. Communicate that it is unwelcome and that you want the behavior to stop. Ignoring or avoiding a discriminator and/or a harasser usually does not work. If you are unable to confront the discriminator and/or harasser in person, try writing a letter. In the letter, include a detailed account of the conduct you find offensive, including dates. State the impact the conduct has had on you and that you will take further action if the behavior does not stop. Keep a copy of the letter.

Keep records: Document all incidents and conversations that might constitute discrimination and/or harassment, including dates, times, places, witnesses, and an accurate description of specific incidents. Write down quotes so that you can recall at a later date the exact language used.

Talk to someone: If the discrimination/harassment does not stop, or you are reluctant or unable to confront the person verbally or in writing, talk to someone. Talk to a supervisor or someone of authority at the College whom you trust. You may also consult one of the individuals listed within this policy. The College also encourages individuals who have witnessed, or who have knowledge of,
discrimination/harassment directed at any member of the College community, to report such conduct immediately to the individuals listed within this policy.

**Informal resolution**

Many claims of discrimination/harassment may be resolved informally. The goal of an informal resolution is to end the offensive or unwelcome behavior. The dean of the respective school, the director of human resources, or the vice president of the respective division will work with the complainant and the respondent to reach an informal resolution.

Examples of informally reached outcomes might include:

- Mediation, informal conversation between the complainant and respondent;
- Attending educational programs;
- Adjusting residential or academic placement of either the complainant or respondent.
- Resorting to formal hearings will be avoided whenever possible. The purpose of informal adjudication is to arrange an appropriate solution acceptable to all parties concerned. At the conclusion of the informal process, the only document that will be maintained is a memorandum of understanding, signed by both parties, and maintained by the Office of Human Resources. Informal proceedings must be exhausted before formal proceedings will commence.

**Formal resolution**

If informal efforts to resolve a problem are not successful, or if informal resolution is inappropriate or inadequate based on the severity of a case, or if the respondent is a known prior offender, then a formal resolution may be necessary. Formal written complaints must be filed with the Office of Human Resources.

A representative from the Office of Human Resources will monitor the implementation of these formal grievance procedures, and either party may request a formal hearing. The human resources representative will schedule all committee meetings, oversee the process and procedures, and attend hearings, if necessary, as a nonparticipating, nonvoting member. The representative will NOT contribute to the writing of the Hearing Committee’s findings. The decision of the committee is presented to the director of human resources. The director of human resources, in consultation with the president or designated representative, will render a written decision to the complainant. This decision is final.

**Confidentiality**

Springfield College acknowledges that all stages of any proceeding will be maintained with the utmost confidentiality as is appropriate under the circumstances, as determined by the College.

A breach of confidentiality compromises the ability of Springfield College to investigate and resolve claims of harassment. Springfield College will attempt to protect the confidentiality of the proceedings and circumstances giving rise to the dispute. Until resolution has been achieved, participants are requested to discuss the matter only with those persons on a “need to know” basis such as:

- When the College is required by law to disclose information (such as responses to legal process);
When confidentiality concerns are outweighed by the College’s interest in protecting the safety and rights of others.

If you think you are experiencing harassment, witnessed harassment, or received a report of harassment, you are urged to contact one of the individuals listed below. If you have been accused of harassment, you should seek the advice of one of these individuals as well.

**Who to contact for assistance with harassment claims:**

**Internal resources for filing a complaint:**
- Office of Human Resources, ext. 3118
- Title IX Representative, ext. 3031
- Public Safety, ext. 5555
- Counseling Center, ext. 3345
- Health Center, ext. 3175
- Vice President for Student Affairs/Dean of Students, ext. 3100
- Dean, School of Social Work, ext. 3057
- Dean, School of Human Services, ext. 3982
- Vice President for Academic Affairs, ext. 3196

**External resources for filing a complaint:**
The Massachusetts Commission Against Discrimination (MCAD)
MCAD Boston Office
One Ashburton Place-Room 601
Boston, MA 02108
(617) 994-6000
TTY (617) 994-6196
mass.gov/mcad/

The United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government center
Boston, MA 02203
(800) 669-4000
www.eeoc.gov/

Massachusetts Commission Against Discrimination (MCAD) Springfield Office

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Exhibit C
SPRINGFIELD COLLEGE
Massachusetts Legislation on 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, 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 of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Failure to Report Hazing

Whoever knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably feasible. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.
**Distribution of Hazing Laws and Report**

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.
Appendix A
SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS
Multi-Sport Student-Athlete Contract

This contract will be used for student-athletes who wish to participate in more than one sport in the same season, in accordance with the Multi-Sport Policy governed by Springfield College and the Department of Athletics. This contract must be completed, approved with all signatures, and returned to the Department of Athletics prior to participation in an additional sport.

Name of Student-Athlete: _______________________________ Class: ____________

Traditional Sport: ___________________ Non Traditional Sport: ___________________

In order for a student-athlete to participate in more than one sport concurrently, **ALL parties involved must agree** to the following conditions:

A. We have discussed the feasibility of participating in more than one sport at a time, with regard to academic priorities and demands, and have agreed that there are no concerns.

B. The student-athlete may not participate in more than one sport on the same day.

C. The student-athlete is required to have one full day off every seven days, as per NCAA Compliance Rules.

D. The student-athlete must be cleared by the Health Center and Head Athletic Trainer prior to participation, as per College and NCAA Rules.

We understand that within each sport, there may be special considerations. We have discussed and agreed to the conditions as described below:

A. Season/Sport that takes precedence: ______________________________________________________

B. Contest conflict on same day: ____________________________________________________________

C. Daily schedule (specify which team on each day of week, including day off):

   Monday ____________________ Tuesday ____________________ Wednesday ____________
   Thursday ________________ Friday ________________ Saturday ________________ Sunday ______

D. Lifting Program: ____________________________________________________________

E. Any other considerations (team activities, study hall, fundraising, HIA Day, etc.): ______________

We have discussed and understand the elements of the multi-sport contract for student-athletes. We acknowledge that these conditions cannot be amended unless all parties agree to the changes.

____________________________________________________________________________

Signature of Student-Athlete ___________________________ Date __________________

____________________________________________________________________________

Signature of Head Coach (Traditional Season) _______________ Date __________________

____________________________________________________________________________

Signature of Head Coach (Non-Traditional Season) _______________ Date __________________

____________________________________________________________________________

Signature of Compliance Officer ___________________________ Date __________________

____________________________________________________________________________

Signature of Head Athletic Trainer ___________________________ Date __________________
Appendix B

SPRINGFIELD COLLEGE STRENGTH AND CONDITIONING

Student-Athlete Contract

Athletes must follow the prescribed training program with their assigned group and be medically cleared to participate. All Off-Season training programs are voluntary, but 100% commitment is expected if you choose to participate.

I. Attendance

- Be ready to begin training at your assigned time. Late arrivals will count as an absence. Contact a S&C staff member ahead of time if you have a conflict and are going to be absent or late. (x3644, x3638)
- **Absence Policy:** Only 2 absences are permitted over the course of the semester. Missed training sessions (including agility sessions) must be made up within ONE WEEK. More than 2 absences will result in dismissal from the S&C Program.
- Complete the training at your designated time, unless arrangements have been made beforehand. Open make-up lifts are held in the S&C facility from 12:00 – 1:00pm on Tuesdays and Thursdays.

II. Behavior

- Spitting anywhere but in a trashcan will result in immediate loss of WR privileges.
- Return everything you use to its proper place. Replace dumbbells between sets.
- DO not touch the stereo, if you do you will be asked to leave.
- Follow directions of the S&C staff at all times.
- Foul or demeaning language will not be tolerated.
- Do not destroy or deface S&C facility property.
- Do not go into the storage closet at any time.
- Horseplay and the defacing of property will not be tolerated.
- Clean all equipment at the end of your lifting session.

III. Personal & Safety

- **Appropriate attire:** Full length t-shirt with sleeves athletic shorts or warm-up pants only.
- **School Colors Only:** Maroon, White or Grey
- **Athletic footwear is to be worn at all times. Shoes must be tied at all times.**
- **Jewelry can't be worn during training sessions**
- Gum, food, shakes, headphones, cell phones, and hats are not permitted in the facility.

IV. Safety

- Only the person performing a lift is to be on the platform.
- Collars are to be used on every set, including warm-ups.
- Thumbs must be wrapped around the bar when lifting.

V. Commitment

- **ALL OR NOTHING COMMITMENT:** 100% effort is expected at all times
- Training Sessions are to be valued. Hard work beats talent when talent doesn’t work hard!

I hereby understand and agree to follow the above stated rules:

Name: __________________________             Date: ____________

Research:
An important part of the strength and conditioning program is the ability to be able to use data collected as part of our strength program for research purposes. We are requesting that you allow the use of all testing and training data collected as part of your participation in this program for research purposes. All data collected will be used by the staff in a confidential manner.

_____ I agree to have my data used          _____ I do not agree to have my data used

Name: __________________________             Date: ____________

Revised: 9/22/2017
Appendix C
SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS
Substance Abuse Testing Program Consent Form

I understand that my participation in the Program for Substance Abuse Education and Testing described herein is a condition for my participation in intercollegiate sports at Springfield College.

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

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

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

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

Signature ____________________________ Date____________________

Name (printed)______________________________ Sport ________________

Signature of Witness __________________________ Date __________________

Minor: Yes_______ No_______

Signature of Parent/Guardian of Minor ________________ Date __________________
Appendix D
SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS
Transportation Waiver

WAIVER OF LIABILITY, COVENANT NOT TO SUE RELEASE, INDEMNITY AND HOLD HARMLESS AGREEMENT FOR USE OF PERSONAL VEHICLES

In consideration of receiving permission not to be transported in a motor vehicle owned by Springfield College or its agents and in furtherance of my request to use transportation of my own choice, I hereby RELEASE, WAIVE, DISCHARGE and COVENANT NOT TO SUE, Springfield College, its officers, trustees, servants, agents and employees (hereinafter referred to as the “Release’s”) from any and all liability, injury, including death, or other personal injury, that may be sustained by me, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise, whole being transported to or from an athletic event in a motor vehicle not owned by, or under the control of, Springfield College.

I am fully aware of the risks and hazards connected with the activity, including the possibility of automobile accidents and the like, and I hereby elect to voluntarily be transported in such motor vehicle not owned by, or under the control of Springfield College, I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING BY NOT LIMITED TO, DEATH.

I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES, from any loss, liability, damage or costs, including court costs and/or attorney’s fees that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES OR OTHERWISE.

It is my express intent that this Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE THE ABOVE NAMED RELEASEES. I hereby further agree that this Agreement shall be construed in accordance with the laws of the Commonwealth of Massachusetts.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT, I have read the foregoing Agreement, understand it, and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements apart from the foregoing written agreement, have been made; I am at least years of age and fully competent; and I execute this Agreement with full, adequate and complete consideration, fully intending to be bound by same.

IN WITNESS WHEREOF, I hereunto set my hand and seal this the _____ day of ______________ 20 __.

THIS IS A GENERAL RELEASE; READ IT BEFORE SIGNING!

Date of Event ___________________________ Participant ___________________________

Sport ___________________________ Signature of participant or parent/guardian ___________________________

If student-athlete under 21 ___________________________

Location of event ___________________________
Appendix E
2017-18 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated Athletics staff before using any substance.

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

Note: Any substance chemically related to these classes 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.

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

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.
1) Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2) Student-athletes have tested positive and lost their eligibility from using dietary supplements.
3) Many dietary supplements are contaminated with banned drugs not listed on the label.

Any product containing a dietary supplement ingredient is taken at your own risk.

Check with your athletics department staff prior to using a supplement.

Examples of NCAA Banned Substances in Each Drug Class
Note to Student-Athletes: There is NO complete list of banned substances.

Do not rely on this list to rule out any label ingredient.

1) **Stimulants**: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine (DMAA); methylphenidate (Ritalin); synephrine (bitter orange); methylhexaneamine, "bath salts" (mephedrone); octopamine; DMBA; phenethylamines (PEAs); 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; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.

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

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

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

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

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

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

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting Drug Free Sport at 877-202-0769 or [https://www.dfsaxis.com/users/] login password: ncaa3.

It is your responsibility to check with the appropriate or designated Athletics Staff before using any substance.
Appendix F
SPRINGFIELD COLLEGE
Urine Specimen Collection Procedures

1) Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will be officially signed into the station.

2) The athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker’s lid or attach a unique barcode to the beaker.

3) A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of approximately 85 mL is provided (volume may vary and is dependent upon client protocol and drugs being tested).

4) Only members of the drug-testing crew should serve as validators. Validators who are of the same gender as the athlete must observe the voiding process. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the athlete raise his/her shirt high enough to observe the midsection area completely to rule out any attempt to manipulate or substitute a sample.

5) Validators and other collectors must never handle the athlete’s beaker or specimen until after the specimen is enclosed in the appropriate vials.

6) Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the crew chief for documentation.

7) Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.

8) Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances.

9) If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.

10) If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.

11) Upon return to the collection station, the athlete will begin the collection procedure again.
12) Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the student athlete.

13) If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.

14) If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.

15) If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.

16) The laboratory will make final determination of specimen adequacy.

17) If the laboratory determines that an athlete’s specimen is inadequate for analysis, at the client’s discretion, another specimen may be collected.

18) If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.

19) Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form or set of Specimen Bar Code Seals from a supply of such.

20) A collector will record the specific gravity and pH values.

21) The collector will pour approximately 60 mL of the specimen into the “A vial” and the remaining amount (approximately 25 mL) into the “B vial” (required volume is determined by client and/or laboratory) in the presence of the athlete.

22) The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).

23) Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.

24) All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.

25) The athlete, collector and witness (if present) will sign certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.

26) After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

27) The specimens become the property of the client.
28) If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug-testing program.

29) On occasion, a client may choose to test using a single specimen kit. The collector will follow the split specimen procedures up to the point where the athlete selects a sealed kit. With a single specimen kit, the collector beaker may serve as the secured vial for transporting the specimen to the laboratory. The collector will instruct the athlete to provide at least 35 mL of urine allowing for a 5 mL pour-off to measure specific gravity and pH on site. A single vial will be processed and transported to the laboratory for analysis.
Appendix G
SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS
Drug Testing Reasonable Suspicion Reporting Form

I, _________________________________, under the reasonable suspicion clause that is outlined in the Springfield College Athletics Dept. Staff Member Springfield College Substance Abuse Education and Testing Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant _______________________________ be referred to the Director of Athletics or his/her designee for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past _____ hours and/or ______ days.

Please check below all that apply:

The Student-Athlete has shown:

_____ irritability
_____ loss of temper
_____ poor motivation
_____ failure to follow directions
_____ verbal outburst (e.g. to faculty, staff, teammates)
_____ physical outburst (e.g. throwing equipment)
_____ emotional outburst (e.g. crying)
_____ weight gain
_____ weight loss
_____ sloppy hygiene and/or appearance

The Student-Athlete has been:

_____ late for practice
_____ late for class
_____ not attending class
_____ receiving poor grades
_____ staying up too late
_____ missing appointments
_____ missing/skipping meals

Other specific objective findings include:
_________________________________________________________________________________________________________________________________

Signatures:

_________________________ _________________________ _______________________
Print Name of Athletic Dept. Staff Signature of Athletic Dept. Staff Date

Reviewed By: __________________________________________
Director of Athletics/Designee Date

Springfield College Counselor Consulted: __________________________ Name of Counselor Consulted Date Consulted

_____ Reasonable suspicion finding upheld
_____ Reasonable suspicion finding denied
Appendix H
SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS
Student-Athlete Drug Testing Notification Form

Student-Athlete: ________________________________  Sport: ________________________________

Date of Notification: _________________________  Time of Notification: ______________________ a.m./p.m.

I, ________________________________, the undersigned:

(NAME)

I acknowledge being notified to appear for institutional drug and alcohol testing and have been notified to report to the drug and alcohol testing station at:

________________________ , on __________________ on or before __________________ a.m./p.m.

(location) (date) (time)

I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing. It is my responsibility to notify and provide current prescriptions to the drug-testing site which may appear on drug-testing results.

I understand that I may have a witness accompany me to the drug and alcohol-testing site.

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Institutional Drug and Alcohol Testing Consent and will result in a penalty. By signing below, I acknowledge being notified of my participation in institutional drug and alcohol testing, and I am aware of what is required of me in preparation for this drug and alcohol-testing event.

Student-Athlete’s Signature: ________________________________  Date: _______________________

I can be reached at the following telephone number on test day: ________________________________

(Institutional Representative retain top portion of completed forms)

Springfield College Drug and Alcohol Testing Program

Student-Athlete: ________________________________  Location of test: ________________________________

Date of test: ________________________________  Time to report: ________________________________

Report to the test site with picture identification

Student-Athlete: ________________________________  Location of test: ________________________________

Date of test: ________________________________  Time to report: ________________________________