YORK COLLEGE OF PENNSYLVANIA

STUDENT-ATHLETE HANDBOOK

08.17
ASSISTANT DEAN'S MESSAGE

York College student-athletes are privileged to have the opportunity to represent our institution, to compete at a very high level, to be coached in skills of sport and life, and to enjoy the camaraderie inherent with being part of a team.

It should be understood that with these benefits come responsibilities. This manual is intended to provide our student-athletes with pertinent information and a framework of guidance for compliance, conduct, and support, as they pursue their academic and athletic endeavors at York College. All student-athletes are expected to understand the full content of this handbook and are encouraged to communicate with their coaches and our athletic administration for further counsel.

B.E.S.T.

Paul Saikia
Assistant Dean for Athletics and Recreation
MISSION STATEMENT FOR YORK COLLEGE ATHLETICS

It is the mission of intercollegiate sports at York College of Pennsylvania to advance learning, enliven campus life, develop leadership skills, and foster the personal growth and health of the student-athlete through offering a high quality athletics program. The Department of Athletics and Recreation works to provide equitable programs for men and women that develop meaningful standards of scholarship, athletic performance, leadership, community service, and sportsmanlike conduct. Through sports, we shall seek to contribute to York College’s sense of collegiate identity and positive perception in the community. As a department, we shall strive for excellence in the competitive environment in accord with the philosophy, rules, and regulations of NCAA Division III.

VISION STATEMENT FOR FITNESS, SPORTS, AND PHYSICAL EDUCATION

Thomas Jefferson taught that “health must not be sacrificed to learning ... a strong body makes the mind strong.” With Jefferson, we at York College believe that education at its best is a holistic process of human development. We envision York College as a place where students grow in academic knowledge while building good character, effective people skills, and established patterns of engagement in physical fitness, health, and wellness activities. At York, competitive sports enliven campus life and build a strong feeling of collegiate spirit among students, alumni, staff, and friends, while reinforcing a positive public identity for the institution. Intramural sports provide the vast majority of students with vehicles for practicing teamwork, having fun, and strengthening student organizations. Fitness and personal wellness activities help students build a life-long foundation for health and vigor. In the academic fields of physical education and related curricula, students prepare to engage in and understand fitness, sports, and recreation, including their roles in society. York College embraces as its vision for fitness, sports, and physical education the Jeffersonian ideal of cultivating students’ physical vigor in support of academic excellence and a full, productive life.

NCAA DIII PHILOSOPHY STATEMENT

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. They seek to establish and maintain an environment in which a student-athlete’s athletics activities are conducted as an integral part of the student-athlete’s educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

a. To achieve this end, Division III institutions:

b. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference, and national governance levels;

c. Place special importance on the impact of athletics on the participants rather than on the spectators, and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;

d. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation, or performance;

e. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
f. Encourage participation by maximizing the number and variety of athletics opportunities for their students;
g. Assure that the actions of coaches and administrators exhibit fairness, openness, and honesty in their relationships with student-athletes;
h. Assure that athletics participants are not treated differently from other members of the student body;
i. Assure that athletics programs support the institution’s educational mission by financing, staffing, and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution’s athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
j. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
k. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
l. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
m. Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;
n. Support ethnic and gender diversity for all constituents;
o. Give primary emphasis to regional in-season competition and conference championships;
p. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching, and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division, and for planning and implementation of programs by institutions and conferences.

**CAPITAL ATHLETIC CONFERENCE CODE OF CONDUCT**

The following are the responsibilities of the respective constituencies represented at CAC sporting events.

**Student-Athletes**
All student-athletes participating at member CAC institutions must display sportsmanlike behavior toward opponents, game officials, spectators, and opposing coaches. Student-athletes are expected to compete without the use of offensive language or verbal abuse, racist or sexual comments, threats, or other intimidating actions.

**Spectators**
This statement is to be read at all CAC contests and is to be printed in each game or match program: “Spectators at CAC events are expected to support participants and officials without the use of offensive language, racist or sexual comments, threats, or other intimidating actions. Spectators may not direct any verbal abuse toward opponents, coaches, or officials. Consumption of alcohol or drugs is prohibited.
and is cause for expulsion from an event. Those persons violating these guidelines will be asked to leave the premises. Thank you for supporting Capital Athletic Conference Athletics.”

**Capital Athletic Conference Schools**

- Christopher Newport University
- Frostburg State University
- Marymount University
- New Jersey City University (Golf Only)
- Penn State University – Harrisburg
- Salisbury University
- Southern Virginia University
- St. Mary’s College of Maryland
- University of Mary Washington
- Wesley College
- York College of Pennsylvania

**YORK COLLEGE STUDENT-ATHLETE CODE OF CONDUCT**

Student-athletes at York College of Pennsylvania are held in high regard. They are therefore expected to exhibit conduct of the highest standard while on campus, within the local community, and beyond. This code of conduct emphasizes the fundamental ethics to which all York College student-athletes are expected to adhere. As representatives of their team and the College, our student-athletes agree to act in accordance with the principles of healthful living, good citizenship, academic integrity, responsible team membership, good sportsmanship, and commitment to all scholastic endeavors.

Student-athletes who fail to abide by this code of conduct are subject to the disciplinary action of their coach and/or the athletic administration— including possible termination of athletic eligibility. The College acknowledges that misconduct severity can vary and that sanctions for such actions may also vary. Coaches must uphold the ideals and standards of this code of conduct and provide their student-athletes with a clear understanding of the expectation for their behavior, both in and out of competition.

Particular procedures will be followed for any violation of the Student-Athlete Code of Conduct; this process is to be separate and distinct from the College’s judicial process.

**Student-athletes must, at all times, represent their respective team, the Athletic Department, and the College, with responsibility and maturity.** Individuals found to have exhibited inappropriate behavior (relative to the York College Student Code of Conduct or Department of Athletics & Recreation policy) while a member of an intercollegiate team, shall face consequences.

Violations include, but are not limited to: Possession and/or use of illegal drugs; physical violence or threat of violence; DWI/DUI; on or off campus alcohol/civic violations; destruction of property; and misrepresenting your intercollegiate team in a public forum (including online activity).

**Note** - Depending on the timing of an offense—sanctions may carry through post-season competition and/or the beginning of a subsequent season of competition (in the event there was not enough time remaining in the season of violation to serve out the sanction).

**Hearing**

Prior to any determination of sanctions, a student-athlete will have the opportunity to meet with his/her coach, the Assistant Dean for Athletics & Recreation, and SWA (if appropriate), to provide details surrounding the incident. If an infraction(s) warrants the attention of the York College judicial process,
all subsequent actions will be in accordance to the College’s policies and by-lines as set forth by the Dean of Student Affairs and the Assistant Director of Residence Life for Judicial Affairs.

Responsibility
For this code of conduct to work in a manner that is fair for all student-athletes, it is essential that violations be brought to the attention of the appropriate coach, the Assistant Dean for Athletics & Recreation, or the SWA (if appropriate). It is expected that offenders cooperatively SELF-REPORT infractions and face their subsequent consequences with integrity. Offender student-athletes who do not acknowledge violations of this code of conduct risk sanctions at a level greater than the respective offense.

Hazing
York College Athletics has ZERO tolerance for any form of hazing. Any student-athlete involved in perpetrating hazing may be suspended indefinitely from participation in intercollegiate athletics at York College of Pennsylvania. Below is the College’s policy on hazing, as stated in the Student Code of Conduct.

Hazing is prohibited and will result in administrative disciplinary action. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which requires, encourages, or permits violation of any federal, state, or local statute or College policy, for the purpose of initiation or membership into, or affiliation with, or membership in, any organizations recognized by, or affiliated with, York College of Pennsylvania. This is true regardless of the individual’s willingness to participate. For specific information, consult with the offices of Student Activities and Orientation, and Student Affairs. Each organization is responsible for informing members (new members, associate members, affiliates or guests) of the hazing policy. Violations of the hazing policy at York College of Pennsylvania will result in disciplinary action and/or legal action. Student(s) and/or organizations will be held responsible for group activity in the event this policy is violated. Violators can be given sanctions of probation up to and including suspension from the College.

Sportsmanship
Good sportsmanship is expected of all York College of Pennsylvania student-athletes; failure to comply with such standards, whether while participating as a player or as a fan, shall be subject to sanctions deemed appropriate by the athletic administration. Student-athletes are also subject to sanctions in accordance with conference rules and those of national governing organizations.

Alcohol, Tobacco & Substance Use
All York College students are required to comply with Pennsylvania State law, the College’s Student Code of Conduct (which prohibits under-aged drinking and negative behavior as a result of drug or alcohol consumption/possession), and all NCAA bylaws. In addition, student-athletes (regardless of age) must also consider the negative effects of drug, tobacco, and alcohol use as it pertains to their performance, their image, and that of their team, the Department of Athletics & Recreation, and York College. Alcohol may not be consumed at any time by York College student-athletes while on a road trip. Violations of the law or college/department/team policy WILL result in disciplinary action. Infractions involving illegal drugs warrant a mandatory suspension from all athletic-related activity.

In-Season versus Out-of-Season
The York College Student-Athlete Code of Conduct is NOT specific to athletes who are in season. York College student-athletes must ALWAYS be sensitive to their visibility and the potential reflection of their actions on their team, the Athletic Department, and the College.
Online Activity
York College student-athletes are considered public figures. As such, they are responsible for upholding a positive image of themselves and the College within the public spectrum. The posting or provision of derogatory, offensive, incriminating, or otherwise inappropriate information and/or images over the internet, through social media, or by any other means, is strictly prohibited.

Academic Integrity
The primary responsibility of every enrolled York College student-athlete is to strive for academic excellence. All York College students are expected to uphold the highest levels of integrity when tending to their course work. Plagiarism, inappropriate classroom behavior, or cheating (of any kind) will not be tolerated.

YORK COLLEGE STUDENT CONDUCT AND PROCEDURAL STANDARDS
In addition to sanctions issued by a coach or the athletic administration, student-athletes charged with violations of the Student Code of Conduct will also be subject to the judicial process of the College. Familiarity and adherence to the expectations and standards of the York College of Pennsylvania community is each student’s responsibility. York College Student Conduct and Procedural Standards are published in the College catalog:

http://catalog.ycp.edu/content.php?catoid=16&navoid=540

YORK COLLEGE STUDENT-ATHLETE ELIGIBILITY CODE
1. To be eligible to represent York College in intercollegiate athletics competition, a student-athlete shall be in compliance with all applicable provisions of the constitution and bylaws of NCAA Division III and the College’s affiliated conferences. Inclusive of the following areas:
   - Amateurism
   - Awards, Benefits, and Expenses
   - Ethical Conduct
   - Financial Aid
   - Recruitment

2. To be eligible for intercollegiate athletics participation (practice or competition), a student-athlete must be enrolled as a full-time student (minimum of 12 credits for undergraduate students/minimum of 9 credits for graduate students). If, for any reason, a student-athlete falls below their minimum required credits, he/she will become immediately ineligible. Exceptions may only be granted to students who are in their final semester (with certification from the registrar that the student-athlete is carrying the courses necessary to complete degree requirements).

3. To be eligible to represent York College in intercollegiate athletics competition, a student-athlete must maintain specified academic standing and demonstrate satisfactory progress toward a baccalaureate or equivalent degree per the following standards:
   A. Academic standing will be certified prior to the start of each semester. At that time, a student-athlete must have a cumulative grade point average of at least 2.0.
   B. Satisfactory progress will be certified at the beginning of each academic year. At that time, a student-athlete must have earned an average of at least 12 credits per full-time
semester he/she has completed at York College. Satisfactory progress may also be certified at the beginning of any semester by earning 24 credits over the previous two semesters and inclusive break periods.

C. For first-semester student-athletes:
   i. A first-semester freshmen student-athlete is immediately eligible for intercollegiate athletics competition.
   ii. A first-semester transfer student-athlete is immediately eligible for intercollegiate athletics competition provided he/she meets at least one of the following requirements:
       a. The student-athlete has not previously participated in intercollegiate athletics.
       b. The student-athlete participated in intercollegiate athletics, and would have been academically and athletically eligible had he/she remained at the previous institution.

D. For changes in academic eligibility status:
   i. Within the permissible guidelines of NCAA Division III, restoration of a student-athlete’s academic eligibility will be certified on the day the student-athlete’s official York College transcript verifies all requirements have been met.
   ii. Loss of a student-athlete’s academic eligibility will be certified on the first day of classes the following semester. For the purpose of demonstrating satisfactory progress:
       a. Repeating and passing a previously-passed course will not constitute additional earned credit; however, attaining a higher grade will alter a student-athlete’s cumulative grade point average.
       b. Credits earned at other institutions are only applicable if the course is taken while the student-athlete is enrolled full-time at York College. Such courses may contribute to the student-athlete’s total credits earned; however, they cannot alter a student-athlete’s cumulative grade point average. PRIOR to taking a course at another institution, all York College students MUST submit a “Request for Off-Campus Study Approval” form.

**MISSED CLASS TIME POLICY**

York College student-athletes are considered representatives of the institution; as such, it is the responsibility of each student-athlete to assure that participation in practice and competition is done so without the sacrifice of academic achievement.

The following NCAA bylaws apply to all York College student-athletes:

**17.1.4.2 Missed Class Time.** A student-athlete shall not miss class for the following:
   a. Practice activities in any segment; and
   b. Competition in the nontraditional segment.

**17.1.4.2.1 Exceptions.** A student-athlete may miss class for practice activities in the following circumstances:
   a. When a team is traveling to an away-from-home contest and the practice is in conjunction with the contest; and
b. Student-athletes representing the host institution shall be permitted to miss class time for practice activities scheduled in conjunction with an NCAA championship.

Student-athletes are expected to communicate with their professors in a clear and timely manner when requesting excused absences for the purpose of representing the College in intercollegiate athletic competition.

Professors should regard such absences as legitimate requisites for participation in intercollegiate athletics which are necessary, at times, for support of the student-athlete’s co-curricular experience and the College’s endeavors in NCAA Division III athletics. Allowance without penalty and the opportunity to fulfill all academic obligations should be considered, providing the student-athlete has displayed an appropriate level of academic performance and responsibility (which includes diligence in avoiding all other absences).

**TRAVEL**

York College student-athletes are representatives of York College at all times and must therefore conduct themselves in an appropriate manner when traveling with their teams. Consideration for the general public as well as the employees and the property of the companies serving us (charter buses, hotels, restaurants), should be of the highest standard, particularly with regard to dress, hygiene, language, and basic courtesy.

**FACILITIES**

York College student-athletes are expected to use and care for our facilities with respect and pride. This includes, but is not limited to, all areas of the Grumbacher Sport & Fitness Center, and our outdoor playing/practice fields. In addition, the same consideration should always be exercised when visiting the facilities of other institutions. Athletes will be held responsible for violations of this policy.

**Locker Rooms**

Varsity teams will be provided with a designated team locker room during their traditional season. Student-athletes are responsible for maintaining a respectful level of care for their team’s room. ALL items must be stored IN lockers or ON shelves; floors and benches must be cleared of all clothing, personal property, and team equipment for nightly housekeeping purposes—items not contained in lockers or on shelves are subject to disposal. Athletes will be issued a lock—personal locks (non-GSFC issued) are prohibited and will be destroyed and removed. The only adhesive that may be used for decorating team locker rooms is that which is provided by the GSFC—all other tape, glue, and stickers are prohibited. Negligence with regard to locker room care will NOT be tolerated. Teams with repeated infractions will lose locker room privileges.

**ID Cards/Swipe Access**

Student-athletes will have their ID cards programmed to enable access to team locker rooms and the athletic training room. THIS PRIVILEGE IS FOR ATHLETES ONLY and should not be used to allow passage for non-team members. Beyond that, student-athletes must follow the same GSFC policies regarding access and proper ID use that apply to all York College students. Each team will be issued a team card to allow access of team members to locker rooms, the field house, and the athletic training room during practices. These cards are only to be utilized for official team purposes and should remain in the head coach’s possession when not in use.
EQUIPMENT & UNIFORMS

Issued Items
York College makes every attempt to provide its student-athletes with first-class equipment and uniforms; issued property is expected to be used and cared for with respect and pride. At the end of each season, student-athletes must turn in all college-issued items. Violators will be held financially responsible for any equipment or uniform parts not returned (or returned in a damaged state as a result of improper use/care)—incurring a hold on their York College account, which will prevent them from registering for classes, obtaining grades, diplomas, etc., until payment is received.

Laundry
Laundry service is available for college-issued uniforms and practice gear ONLY. Personal clothing should NOT be included with team laundry.

NATIONAL ANTHEM
The playing of the National Anthem is an exercise in respect for the fortune we have to be living our lives in the greatest country in the world. York College student-athletes should take time to acknowledge that they have been blessed with the opportunity to be educated and to play sports. They should recognize that this is a privilege and display their honor by facing the American flag in an appropriate manner and remaining focused until the song ends. The game does not begin until AFTER the anthem is over.

PLAYER/COACH COMMUNICATION STATEMENT
York College student-athletes and their coaches are expected to interact directly as their first and primary course of communication. Our athletic administration provides support to all Spartan personnel, but should not be expected to intervene in player/coach matters unless the attempt of direct communication does not provide resolution. Self-reliance is considered a vital component of student-athlete development and should always supersede parental intervention.

OVERNIGHT HOSTING RESPONSIBILITIES
Athletes may be asked to host potential student-athletes during an overnight recruiting visit. As a very important part of the recruiting process, this comes with a high level of responsibility. The following policies apply to both the host and the prospective student-athlete(s):

a. Overnight guests must be hosted by an on-campus resident student-athlete of the same gender.
b. Overnight Guest Registration forms must be signed by ALL roommates and submitted to the head coach at least 48 business hours in advance of athletic recruit’s arrival. For Sunday visits, registration forms must be submitted by Thursday at 5pm.
c. The Area Coordinator/Resident Director of each complex oversees the York College guest policy. Guest requests may be denied.
d. Overnight guests are not permitted during official College vacation/break periods, final exam periods, or reading days.
e. Guests must abide by all York College policies and procedures (an abbreviated list is below). A complete listing of policies can be found in the York College Student Handbook. Guests found
violating campus policies may be asked to leave or be permanently banned from campus. Guest who are asked to leave campus are responsible for securing transportation home.

1. Failure to comply with the official and proper order of a designated College official acting within the scope of his/her employment responsibilities (including, but not limited to an uncooperative response to College faculty/staff, Residence Life staff, and all Campus Safety officers) is prohibited.

2. Disruptive conduct is prohibited. This behavior includes, but is not limited to, verbal abuse, obscenities, annoyance or alarm, engaging in fighting, threatening, or violent behavior; assisting or attempting to assist others in the violation or attempted violation of College policy; making unreasonable noise; creating a hazardous, lewd, or offensive condition by any act, which serves no legitimate purpose.

3. The illegal possession, use, and/or distribution of alcohol, is prohibited on and off campus. Students are prohibited from the illegal use, possession and/or sale of alcohol as prohibited under the PA Law and/or the Controlled Substance, Drug, Device and Cosmetic Act, on and off campus. Students over the age of 21 are prohibited from the possession and/or use of alcohol on campus, except in designated Independent Living Areas (Country Club Manor Apartments). Empty alcohol containers, shot glasses, beer bongs, and other alcohol-related paraphernalia are prohibited in campus housing, except in designated Independent Living Areas (Country Club Manor Apartments). Students should not be found in the presence of others violating the alcohol policy on and off campus. Negative behavior as a result of alcohol consumption/possession, including disruptive public behavior (e.g., excessive public noise, public drunkenness, screaming/cursing in public, other forms of public disruptive conduct), are prohibited on and off campus. Any activity or game that promotes or encourages binge consumption of alcohol is prohibited. This includes, but is not limited to, such activities as beer pong, quarters, and flip cup.

4. Smoking in all College buildings or facilities is prohibited. Smoking is also prohibited within 25 ft. of all College buildings.

f. Guests must have a valid, government-issued photo ID (driver’s license, state ID, passport…) and GUEST PASS in possession at all times.

g. Hosts are responsible for their guests and must escort them in their residence hall and on campus at all times.

h. Guests must be in their host’s room per the head coach’s set curfew (no later than 1:00 a.m. Monday–Thursday and 2:00 a.m. Friday–Sunday).

i. Rooms may not host more than two (2) guests at any time.

j. Parents are not permitted as on-campus overnight guests.

k. Visitor parking permits are issued by the head coach. It is the host’s responsibility to ensure that their guests obey all traffic and parking regulations while on campus. Hosts and/or their guests will be held responsible for all citations.

l. For the duration of the visit, athletic recruits and their hosts are prohibited from consuming or being in the presence of alcohol.

m. For the duration of the visit, athletic recruits and their hosts are prohibited from taking part or willingly being in the presence of inappropriate or illegal activity.

n. As overnight guests, athletic recruits are prohibited from traveling outside the immediate York area.

o. Athletic recruits are limited to one (1) overnight visit per academic year. That visit is limited to one (1) night.

Coaches may have additional policies that apply during overnight visits.
ATHLETIC TRAINING ROOM

Hours
Throughout the academic year, the athletic training room (ATR) opens daily between 9:00 and 10:00 a.m. The ATR closes at 12:00 p.m., and re-opens at 1:00 p.m. for in-season, pre-practice treatments and taping. It will remain open through treatments from the day’s last practice or competition.

Rules/Policies
a. The following are NOT permitted in the ATR:
   1. Horseplay or foul language
   2. Electronic devices (cell phones, iPods, iPads, laptops, gaming devices, etc...)
   3. Food or drink
   4. Cleats/spikes, bags, coats, or athletic equipment (leave in locker room or in the hallway)
b. Shoes must be removed before utilizing tables.
c. All weights, tape remover, scissors, ice bags, towels, etc., must be returned neatly to their proper place.
d. ATR supplies may not be taken without permission of an athletic trainer.
e. ATR machines may only be operated by athletic trainers.
f. The ATR is only open to student-athletes with official ATR business—it is NOT a lounge.
g. Student-athletes must report all injuries, illnesses, and prescribed medications to an athletic trainer.
h. After practices and competition, student-athletes must take a cleansing shower with soap and water prior to receiving treatment and/or evaluation.
i. Whirlpool treatments:
   1. Users coming from practice or competition must take a cleansing shower with soap and water prior to entering the whirlpool.
   2. Users must wear a t-shirt and shorts while in the whirlpool.
   3. Users with cuts or abrasions must be granted permission from an athletic trainer before entering the whirlpool.
   4. Users may NOT add ice to the whirlpool without permission from an athletic trainer.
   5. The last user to exit the whirlpool must turn the air turbine switch to the off position.
j. NO knocking on the GSFC West Lobby ATR door.

Rehabilitation
Student-athletes who sustain an injury that requires treatment (including an exercise program), must sign up for an appointment. The hour prior to any team practice is reserved for taping and first-aid care ONLY. Student-athletes who require extensive hands-on treatment from an athletic trainer and those who are out of season must sign up for an appointment. Those with schedule conflicts must speak to an athletic trainer to set up an appropriate time. Student-athletes MUST BE ON TIME for appointments! Failure to do so may result in shortened or cancelled treatment. Head coaches will be notified of repeat offenders.

Orthopedic Clinic & Insurance
Our team orthopedic physician visits the ATR once a week. If a student-athlete requires an examination off campus, the athletic training staff will set up the appointment. Off-campus appointments will be billed first to the student-athlete’s personal insurance. Charges not covered by personal insurance will be considered for payment by York College’s insurance carrier. ONLY INJURIES INCURRED DURING A YORK COLLEGE SPONSORED VARSITY ATHLETIC PRACTICE OR GAME WILL BE CONSIDERED FOR
PAYMENT BY YORK COLLEGE’S INSURANCE CARRIER. A copy of the front and back of every student-athlete’s personal/primary insurance card must be provided each year.

Equipment
The ATR has a limited amount of equipment (crutches, braces, etc.) for borrow. These items are issued to student-athletes at the discretion of our athletic trainers. Items that are signed out must be returned within an appropriate amount of time, or a charge will be incurred for the cost of the item. It is also possible for student-athletes to purchase equipment through the ATR.

Prescribed Medications
The NCAA’s list of banned-drug classes includes some prescription drugs used by doctors in the treatment of various conditions. The athletic training staff must have documentation on file from each student-athlete’s treating physician with indication of all prescription medications he/she is currently taking, the diagnosis, and the dosage of those medications. The NCAA Banned-Drug Classes list can be accessed at: [http://www.ncaa.org/2017-18-ncaa-banned-drugs-list](http://www.ncaa.org/2017-18-ncaa-banned-drugs-list). Student-athletes should see an athletic trainer to discuss the necessary steps to comply with the NCAA.

Student-athletes who use an inhaler for the treatment of asthma must have their name clearly printed on the inhaler. The inhaler must be placed on the top of the water cooler during practices and games—this allows the athletic trainer easy access in the event of a breathing emergency.

Physicals
Before participation in any practice, competition, or out-of-season conditioning activities, student-athletes who are beginning their initial season of eligibility and students who are trying out for a team are required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation must be administered within six months before participation in any practice, competition, or out-of-season conditioning activities. Freshmen and transfer students may use the physical required to enter York College to comply, providing it includes all necessary information.

In each of the following years of intercollegiate athletics participation, an updated history of each student-athlete’s medical condition is administered and filed through the Sportware online program. Each of three forms should be read carefully, thoroughly completed, and signed before submitting.

a. The History Form—used to determine if additional examinations (e.g., physical, cardiovascular, neurological) are required.

b. The Authorization to Release Protected Health Information Form—states how the ATR will handle your accumulated medical information from your time at York College.

c. The Assumption of Risk Form—informs you of the risks inherent in your sport.

IMPACT
IMPACT is a computerized concussion management program designed to help the athletic training staff make a more thorough assessment/decision regarding return to play if a student-athlete sustains a head injury. The program measures aspects of brain function affected by head injuries such as memory, processing speed, and reaction time. A baseline test is required for most sports. If a head injury occurs, the test is administered as needed.

Sickle Cell Trait Policy
Before participation in intercollegiate athletics, the NCAA requires all York College student-athletes to confirm their sickle cell trait status by providing the athletic training staff documented results of a sickle
cell solubility test. Most students who were born in the United States were tested for sickle cell trait at birth. If the confirmation of trait status is not included on the student-athlete’s physical (for entrance to York College), it can likely be found within the student-athlete’s birth records. If there is no record of trait status, the athletic training staff will assist in locating testing options for the student-athlete.

Student-athletes who test positive for sickle cell trait will be:

a. Directed to the College doctor for further consultation.
b. Provided education in the following by the athletic training staff:
   1. General information about sickle cell trait.
   2. Information about signs/symptoms.
   3. Information about precautions and emergency assistance.

For more information visit http://www.ncaa.org/health-safety.

SPARTAN AWARDS

At the end of each academic year, the Athletic Department hosts its annual Athletic Awards Ceremony to honor all York College student-athletes. During this ceremony the following special recognition awards will be presented:

- **Dr. William Demeester Scholar-Athlete Award** honors the male senior athlete and the female senior athlete with highest cumulative grade point average.
- **Georgia Heathcote Stallman Award** honors the top senior female athlete.
- **Daniel Klinedist Award** honors the top senior male athlete.
- **Jack Jaquet “Fighting Heart” Award** honors the senior athlete who has distinguished him/herself by going above and beyond requirements or expectations, by displaying uncommon devotion, or by persevering through extraordinary circumstances. Be of this exemplary, unselfish, or perhaps unrewarded behavior, this Spartan stands out beyond all of his/her peers.
- **Team GPA Award** honors the male and female teams with the highest grade point average.

Senior athletes will also receive a Spartan Award based on the following criteria:

- Gold – 4 years of varsity participation
- Silver – less than 4 years of varsity participation

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

**What is SAAC?**
The NCAA Division III Student-Athlete Advisory Committee (SAAC) is a group of student-athletes assembled to enhance the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete well-being; and fostering a positive student-athlete image, while maintaining the tenants of the Division III philosophy. There is a SAAC at every NCAA institution, within every NCAA conference, and at the national level.

The purpose of a SAAC may vary across conferences and institutions; however, the following four purposes should serve as basic guidelines when developing a SAAC and its strategic plan:

a. Generate a student-athlete voice within the institution
b. Generate a student-athlete voice within the conference
c. Review and respond to proposed NCAA legislation

d. Support the campus and conference community through community outreach efforts, with a primary focus on the NCAA Division III SAAC and Special Olympics partnership

At York College, SAAC is composed of members of all 22 varsity teams and meets once every month.

Current York College SAAC Officers:
President – Ashley Werner
Advisor – Coach David Boslough

ATHLETIC COMMUNICATIONS

The Athletic Communications office works to ensure maximum exposure for Spartan athletics through various forms of media, including the College’s intercollegiate athletics website (ycpspartans.com). Athletic Communications strives to give all student-athletes the best possible coverage.

Each year, every York College student-athlete is responsible for completing and submitting a preseason information sheet. This form, which provides important biographical information, must be filled out neatly and accurately.

STUDENT SUPPORT SERVICES

Support from the following offices is available to all York College students. Although coaches can play a significant role in guidance, it is incumbent upon each student-athlete to utilize available resources and to seek appropriate help when needed.

<table>
<thead>
<tr>
<th>Academic Advising Center</th>
<th>717-815-1531</th>
<th><a href="mailto:academicadvising@ycp.edu">academicadvising@ycp.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accessibility Services</td>
<td>717-815-6632</td>
<td><a href="mailto:lmille18@ycp.edu">lmille18@ycp.edu</a></td>
</tr>
<tr>
<td>Career Development Center</td>
<td>717-815-1452</td>
<td><a href="mailto:careerdevelopment@ycp.edu">careerdevelopment@ycp.edu</a></td>
</tr>
<tr>
<td>Leadership Development Center</td>
<td>717-815-1534</td>
<td><a href="mailto:leadership@ycp.edu">leadership@ycp.edu</a></td>
</tr>
<tr>
<td>Campus Safety</td>
<td>717-815-1403</td>
<td><a href="mailto:campussafety@ycp.edu">campussafety@ycp.edu</a></td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>717-815-1296</td>
<td><a href="mailto:bzmolek@ycp.edu">bzmolek@ycp.edu</a></td>
</tr>
<tr>
<td>Counseling Services</td>
<td>717-815-6437</td>
<td><a href="mailto:aamspac3@ycp.edu">aamspac3@ycp.edu</a> (Admin Asst.)</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>717-849-1682</td>
<td><a href="mailto:financialaid@ycp.edu">financialaid@ycp.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>717-815-1273</td>
<td><a href="mailto:registrar@ycp.edu">registrar@ycp.edu</a></td>
</tr>
<tr>
<td>Residence Life</td>
<td>717-815-1281</td>
<td><a href="mailto:residencelife@ycp.edu">residencelife@ycp.edu</a></td>
</tr>
</tbody>
</table>

YORK COLLEGE ATHLETICS STAFF DIRECTORY

<table>
<thead>
<tr>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Saikia</td>
</tr>
<tr>
<td>Matt Day</td>
</tr>
<tr>
<td>Jen Muston</td>
</tr>
<tr>
<td>Kirstin Brown</td>
</tr>
<tr>
<td>Libby Glock</td>
</tr>
<tr>
<td>Maureen Brenner</td>
</tr>
<tr>
<td>Coaching Staff</td>
</tr>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Mike Scappa</td>
</tr>
<tr>
<td>Matt Hunter</td>
</tr>
<tr>
<td>Betsy Witman</td>
</tr>
<tr>
<td>Kelly Viscount</td>
</tr>
<tr>
<td>Stephen LoBianco</td>
</tr>
<tr>
<td>Dave Boslough</td>
</tr>
<tr>
<td>Brandon Childs</td>
</tr>
<tr>
<td>Jen Muston</td>
</tr>
<tr>
<td>Evan Scheffey</td>
</tr>
<tr>
<td>Vicki Sterner</td>
</tr>
<tr>
<td>Jen Petteys</td>
</tr>
<tr>
<td>Greg Doyle</td>
</tr>
<tr>
<td>Ryan Weber</td>
</tr>
<tr>
<td>Dan Mickle</td>
</tr>
<tr>
<td>Duane Bastress</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Athletic Communications</td>
</tr>
<tr>
<td>Scott Guise</td>
</tr>
<tr>
<td>Cody Manmiller</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Athletic Training</td>
</tr>
<tr>
<td>Nate Cooke</td>
</tr>
<tr>
<td>Jenn Robertson</td>
</tr>
<tr>
<td>Jason Dubs</td>
</tr>
<tr>
<td>Molly Parsons</td>
</tr>
</tbody>
</table>