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Westfield State University
Athletics Program Philosophy

University Mission
The mission of the athletics department complements the primary mission of Westfield State, which is to assist its students to develop intellectually and to use their knowledge and skills to improve the social and economic conditions in their communities.

Community involvement is a cornerstone of the department's link to the University mission. Through team participation and Student-Athlete Affairs programming, all student-athletes are provided the opportunity to assume leadership roles in their communities and become involved in meaningful community activities.

The University mission statement, in its entirety, can be found in the Westfield State University Bulletin.

Athletic Department Mission
Intercollegiate athletics are a vital component of the total educational process. The responsibility of the athletics department is to provide the opportunity for all student-athletes to succeed both academically and athletically, with the goal of academic success and graduation.

The athletics department is committed to initiating, stimulating, and improving intercollegiate athletics by promoting physical fitness and sports participation. Leadership development and teaching social responsibility and citizenship are also priorities.

The athletics department is committed to providing the support necessary for its student-athletes to achieve high levels of performance within the Massachusetts State Collegiate Athletic Conference, the Eastern Collegiate Athletic Conference, the Little East Conference, and the National Collegiate Athletic Association.

NCAA Division III
Discover | Develop | Dedicate
Westfield State University supports the mission of NCAA Division III to govern in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

Athletic Environment
The athletic environment is ultimately one that encourages and teaches social responsibility and citizenship.

Student-athletes are encouraged to follow their passions and discover their potential through participation in all aspects of the University experience and be integral members of the student body.

As a member in good standing of the NCAA, the athletics department promotes the principles of fair play, equitable treatment of men and women, and the recruitment of athletes that reflect our multi-cultural society. The athletics department strongly encourages participation by maximizing the number and variety of opportunities for students in varsity, intramural, and club sports.

The athletics department is committed to providing a safe environment for competition. The health and welfare of student-athletes is of primary concern. The athletics department fosters sportsmanship, positive attitudes, and ethical conduct. Student-athletes, fans, and staff members are all expected to represent the University in a positive manner. The athletics department promotes open communication between athletes, coaches, and administrative staff, and supports the tenant that athletic participants are not treated differently from other members of the student body.

Gender Equity
Westfield State University is committed to complying with Title IX of the Education Amendments of 1972, which provides that: “No person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Students, faculty/staff and third parties (if there is an impact on access to education programs/activities) are covered by Title IX. Areas of coverage include, but are not limited to, university services, programs and activities (on or off campus) such as admissions, financial aid, academic advising, housing, athletics, recreational services, extracurricular opportunities, classroom assignments, grading, discipline, and co-curricular offerings. Title IX has been defined to apply to intercollegiate athletics in three specific areas: Participation, Scholarships (does not apply to Division III) and Treatment of Existing Athletes and Programs.

Westfield State University is committed to an environment that is free of all forms of sexually abusive, harassing or coercive conduct and will not tolerate sexual misconduct or retaliation in any form. Members of the University community who believe that Title IX has been violated should discuss their concerns and/or file a complaint with the University’s Title IX Coordinator: Rafael A. Bones, Assistant Vice President, Human Resources & Affirmative Action, The Horace Mann Center, Room 202, 333 Western Avenue, Westfield, MA 01086; Phone: (413)572-8106; Email: rbones@westfield.ma.edu.

Under the Equity in Athletics Disclosure Act (EADA) of
1994, institutions must provide annual reports on issues relating to gender equity and the operating expenses of every varsity athletics team. The reports, compiled by the Westfield State University Athletics Department on an annual basis, are available to the public. For questions about the EADA please contact Nancy Bals, Associate Athletics Director/Senior Women's Administrator, 413-572-5515, Woodward Center, Room 246, Westfield State University.

ORGANIZATIONAL LISTING

Dr. Elizabeth Preston
Interim President

Dr. Carlton Pickron
Vice President, Student Affairs

Richard Lenfest
Director of Athletics

<table>
<thead>
<tr>
<th>Title</th>
<th>Name (413-572-xxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Athletics Director/Sports Information Director...............</td>
<td>Mickey Curtis (x5433)</td>
</tr>
<tr>
<td>Associate Athletics Director for Business &amp; Operations/Senior Women’s Administrator</td>
<td>Nancy Bals (x5515)</td>
</tr>
<tr>
<td>Asst. Athletic Director for Compliance, Eligibility &amp; Recruiting/Head Women’s Basketball Coach .................</td>
<td>Andrea Bertini (x8105)</td>
</tr>
<tr>
<td>Assistant Athletics Director/Head Men’s Basketball Coach................</td>
<td>Richard Sutter (x5509)</td>
</tr>
<tr>
<td>Assistant Sports Information Director/Head Baseball Coach................</td>
<td>Nathan Bashaw (x1015)</td>
</tr>
<tr>
<td>Head Athletic Trainer......................................................................</td>
<td>Cheryl Lee (x5418)</td>
</tr>
<tr>
<td>Assistant Athletic Trainer ................................................................</td>
<td>Katie Sylvain (x8270)</td>
</tr>
<tr>
<td>Assistant Athletic Trainer ................................................................</td>
<td>Lauren Jimison (x8220)</td>
</tr>
<tr>
<td>Recreation &amp; Intramural Coordinator ..........................................</td>
<td>Lou Ann Simchak (x5417)</td>
</tr>
<tr>
<td>Head Ice Hockey Coach/Athletic Facilities Manager .........................</td>
<td>Bob Miele (x8221)</td>
</tr>
<tr>
<td>Athletic Facilities Night and Weekend Manager/Associate Head Ice Hockey Coach ........</td>
<td>Mike D. Young (x8252)</td>
</tr>
<tr>
<td>Faculty Athletics Representative ..................................................</td>
<td>Dr. Jennifer A. Hanselman (x5776)</td>
</tr>
<tr>
<td>Administrative Assistant I............................................................</td>
<td>Michelle Storozuk (x5405)</td>
</tr>
<tr>
<td>Accountant II .................................................................................</td>
<td>Terry Hamel (x5512)</td>
</tr>
<tr>
<td>Equipment Manager ..........................................................................</td>
<td>Kathy Saltis (x5419)</td>
</tr>
<tr>
<td>Equipment Assistant/Launderer ....................................................</td>
<td>Lou Kanavaros (x5419)</td>
</tr>
<tr>
<td>Head Women’s Soccer Coach/Club Sports .........................................</td>
<td>Todd Ditmar (x8828)</td>
</tr>
<tr>
<td>Recreation &amp; Intramural Coordinator ..........................................</td>
<td>Lou Ann Simchak (x5417)</td>
</tr>
<tr>
<td>Assistant to the Athletic Director/Assistant Football &amp; Track &amp; Field Coach</td>
<td>Vijay Saxena</td>
</tr>
<tr>
<td>Graduate Assistant for Student-Athlete Affairs/Study Hall ..................</td>
<td>Erica Griffo</td>
</tr>
</tbody>
</table>
Coaching Staff

Baseball ...................................................................................................................... Nathan Bashaw
Basketball, Men ........................................................................................................... Richard Sutter
Basketball, Women ..................................................................................................... Andrea Bertini
Cheering, Coed ............................................................................................................ Danielle Oldread
Cross Country, Men & Women .................................................................................. Bill Devine
Field Hockey ............................................................................................................... Jessica Bergen
Football .................................................................................................................... Pete Kowalski
Golf, Men’s ................................................................................................................. Richard Sutter
Golf, Women’s ............................................................................................................. Jim Blascak
Ice Hockey, Men’s ...................................................................................................... Bob Miele
Lacrosse, Women ........................................................................................................ Jeff Pachulis
Soccer, Men ................................................................................................................ John Evans
Soccer, Women ............................................................................................................ Todd Ditmar
Softball ...................................................................................................................... Lindsay Sawyer
Swimming and Diving, Women’s ................................................................................. David Laing
Track and Field, Men & Women ................................................................................. Sean O’Brien
Volleyball, Women ..................................................................................................... Fred Glanville

ATHLETICS DEPARTMENT PROCEDURES & GUIDELINES

Requirements for Participation in Varsity Athletics

Clearance by Department of Athletics
The student-athlete must be cleared for athletics participation through the athletics department’s eligibility "Clearance Procedure" for each sport.

The "Clearance Procedure" is as follows:

1. The name of each student-athlete must be submitted by a coach to the compliance officer for academic clearance and to the athletic trainers for medical clearance prior to participating in a practice or a try-out. See page 9 for Medical Clearance requirements.
2. A recent physical (within 6 months of the first day of practice) must be on file in the health services department AND in the Athletics Department.
3. Student-athletes must be instructed on all rules and regulations of the institution, the athletics department, and the NCAA prior to competing.
4. Before participation in intercollegiate competition each academic year, each student-athlete shall sign the NCAA Student-Athlete Statement in which each student-athlete submits information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests and involvement in organized gambling activities related to sports.
5. Each student must be insured through a personal insurance plan or purchase the University medical insurance plan. An Assumption of Risk and Injury Waiver Form must be on file with the athletic training staff prior to participating.

6. All procedures and guidelines in this handbook, including the Student-Athlete Code of Conduct and team requirements, must be followed.

**Academic Eligibility Requirements**

1. The student-athlete must be enrolled as a matriculated full-time, fee-paying student carrying a minimum of 12 credit hours throughout the semester in order to practice or compete.

Exceptions to the 12-hour rule may be granted to students enrolled in a full-time graduate program as defined by Westfield State University, or in their final undergraduate semester.

A student-athlete who is enrolled in a graduate or professional school of Westfield State University (University previously attended as an undergraduate), a student-athlete who is enrolled and seeking a second baccalaureate or equivalent degree at Westfield State University, or a student-athlete who has graduated and is continuing as a full time student at Westfield State University while taking course work that would lead to the equivalent of another major or degree as defined and documented by Westfield State University, may participate in intercollegiate athletics, provided the student has eligibility remaining (see Clearance Procedure above).

A full-time continuing education student, who is matriculated, can be eligible for athletics. Approval must be received from the Dean of Graduate and Continuing Education, as well as from the Director of Athletics. The annual athletics fees must be paid if a student is not a full-time day student or an undergraduate.

Students enrolled in non-matriculated programs are not allowed to practice or compete in varsity sports per NCAA bylaws and the MASCAC policies. This includes the following:

a. Students who have not met the entrance requirements but have been admitted by Admissions as "special pre-matriculated" students.

b. Students approved by continuing education to take a full load of classes but who have not met the entrance requirements.

2. Academic standing for all undergraduate degree and non-degree students is based on a student’s number of overall attempted hours and institutional GPA according to the chart below. Academic Standing is evaluated at the end of the fall and spring semesters, however, because of differences in the pattern toward the completion of degree requirement, part-time continuing education students will not be evaluated until they have attempted at least twelve credits.

**Table of Academic Standing Levels**

<table>
<thead>
<tr>
<th>Attempted Credits*</th>
<th>Satisfactory GPA</th>
<th>Probation GPA</th>
<th>Dismissal GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-23</td>
<td>1.75</td>
<td>1.25 - 1.749</td>
<td>Under 1.25</td>
</tr>
<tr>
<td>24-47</td>
<td>2.00</td>
<td>1.50 - 1.999</td>
<td>Under 1.50</td>
</tr>
<tr>
<td>48 +</td>
<td>2.00</td>
<td>1.75 - 1.999</td>
<td>Under 1.75</td>
</tr>
</tbody>
</table>

The grade point average is based on quality points received only from Westfield State University while the number of attempted credits is the combination of Westfield State University credits and all transfer credits that have been awarded.
Regardless of GPA, students who are making satisfactory progress and receive 3 or more F Grades in a given semester will be placed on academic probation. The same standards apply to part-time continuing education students who receive 3 or more F grades in the span of attempting twelve credits.

Starting September 1, 2012 transfer courses will no longer be used to replace/repeat low WSU grades and will no longer be applied to the institutional GPA. (See entire repeat and transfer policies in the Westfield State University Bulletin).

**If a student-athlete is not on probation but needs credits to meet the 24 hour credit rule, it is still permissible to transfer in credit only from another institution provided the classes meet all institutional transfer policies set forth by the registrar’s office.**

**Academic Probation**

Refer to the Westfield State University Bulletin for “Academic Retention and Probation Policy.”

Students on academic probation are prohibited from participating in all co-curricular activities, including intercollegiate athletics, intramural sports, clubs and social organizations.

3. **The student-athlete must have passed at least 24 hours of credit during each academic year.** Any student who fails to do so shall be ineligible during the following semester until he or she has passed 24 hours of credits during two consecutive academic semesters.

4. **All transfer student-athletes** must be cleared by the Athletics Department Compliance Coordinator.

5. If a student-athlete does not maintain satisfactory academic progress or incurs any health or disciplinary problems, the Athletic Director can declare that student-athlete ineligible.

6. The student-athlete must complete his/her eight (8) semesters (four years) of participation within a maximum of the ten (10) semesters of full-time enrollment at any and all institutions.

7. If a student-athlete is ineligible to participate in athletics at Westfield State for academic or athletic reasons, that student-athlete is not eligible to participate at another 4-year institution the immediate academic year.

**NCAA Requirements**

1. **Hazing** is prohibited by athletes and is a crime punishable by law. Hazing includes any conduct or method of initiation.

2. **Gambling** is prohibited. Staff members of a member conference, staff members of the athletics department, and student-athletes shall not knowingly:
   
   a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
   
   b. Solicit a bet on any intercollegiate team;
   
   c. Accept a bet on any team representing the institution;
   
   d. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value;
   
   e. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.
3. **Banned Substances.** A student-athlete who is found to have utilized a substance on the list of banned drugs, as set forth in NCAA Bylaw 31.2.3.1, shall be declared ineligible for further participation in postseason and regular-season competition. See [www.ncaa.org](http://www.ncaa.org), the athletic trainers, or your datebook for the list of banned-drug classes.

4. **Tobacco.** No player, coach or game official may use any form of tobacco while in the athletic facilities, during a practice, game, meeting, or while attending or traveling to or from an athletic event. In addition, Westfield State University is tobacco free.

5. **Missed Class.** No class time shall be missed for practice activities except when a team is traveling to an away contest and the practice is in conjunction with the contest. No class time shall be missed for competition during the nontraditional segment.

**Student-Athlete Code of Conduct**
Participation in intercollegiate athletics is a privilege and such, those who participate agree to abide by the rules and regulations set forth by the NCAA, MASCAC, and Westfield State University. These rules are comprehensive and anticipate that those who participate in athletics will demonstrate a serious commitment to their teams.

1. Student-athletes will exhibit **unequivocal respect and ethical conduct** on and off the field for all people in and out of the University community. This includes but is not limited to teammates, opponents, officials, fans, coaches and self.

2. Student-athletes are requested to support participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, opponents, teammates, or coaches will not be tolerated.

3. Student-athletes will adhere to and respect all state, University and department rules and regulations. **Any infraction or violation of rules and regulations require student-athletes to self-report to their coach.**

4. **Fighting** will result in an immediate indefinite suspension.

5. Student-athletes will exhibit **pure sportsmanship** when competing. These behaviors include respect, civility, fairness, honesty and responsibility.

6. **Ethical Conduct** will be the guiding principle with which each person honors the letter of the rules and the spirit of the rules. Such conduct reflects a **higher standard than the law** because it includes, among other things, the fundamental values that define sportsmanship.

7. Any student-athlete ejected from a contest for **fighting** will serve an immediate minimum one game suspension. Coaches must make every effort to prevent any such actions from occurring. Sportsmanship and leadership should be demonstrated at all times.

8. **Alcohol & Substance Abuse.** There is **NO consumption of alcoholic beverages** of any kind by a student-athlete while he/she is representing the University in conjunction with an athletic event, regardless of age of the student-athlete. Each coach will indicate to his/her individual team the training rules regarding the use of alcohol both in and out of season. The athletic department’s policy concerning the use of alcohol by student-athletes will be consistent with the law and University policy for all students.

   a. If a student-athlete is suspected of substance abuse, he/she will be referred to the Substance Abuse Counselor on campus. The extent of counseling or treatment will be determined by the coach and the counselor, and shall be mandatory for continued participation on a team.

   b. Any athlete apprehended by campus or local authorities for substance abuse related incidents is subject to campus disciplinary procedures. Any student-athlete failing to complete their disciplinary obligations may be declared ineligible.

   c. As students of Westfield State University, all student-athletes are expected to abide by federal,
state and local laws, including those laws regulating the possession, use, or distribution of alcoholic beverages and prohibiting the possession, use, or distribution of illicit drugs. As such, any violation of Student Conduct Code which is also a violation of federal, state or local laws will subject the offender to both the University disciplinary process and to criminal prosecution in court. In accordance with the Drug Free and Communities Act Amendments of 1989 (Public Law 101-226) (20 U.S.C. sec. 1145g), these regulations and laws pertaining to alcoholic beverages and illicit drugs shall be strictly and consistently enforced.

d. Student-athletes must report any infraction of rules to their coach immediately.

**Zero Tolerance for:**
1. Use of non-prescribed and/or illegal drugs
2. Improper use of alcohol
3. Use of profanity and exhibiting disrespect
4. Breaking department, University, state laws and rules

Discipline measures will be taken for offenses with possible suspension and/or expulsion for individuals especially if occurrences are repeated.

**Training Rules**
1. Each student-athlete is subject to the training rules pertaining to his/her particular sport(s), as established by the head coach and the athletics department.
2. Each head coach will inform the student-athletes involved on his/her squad of the expectations relating to the rules. These rules will be posted and/or given to each student-athlete.
3. Training rules, other regulations and possible penalties shall not be detailed to the extent that there is no room for considering the circumstances under which infractions occur. Reasonable flexibility must exist so that the student-athletes and the coach can resolve a problem without either being put in a position too rigid for resolution.

**Rights & Responsibilities of Student-Athletes**
Every student who participates in intercollegiate athletics becomes thereby, a member of a team. By accepting this privilege of team membership, the student-athlete is responsible for conducting him/herself so as to bring credit to his/her teammates, the University, the Department of Athletics, and him/herself. The student-athlete must also meet the requirements of academic eligibility, rules of conduct (adhering to all specific team and training rules, Athletics Department, Westfield State University, the city of Westfield and the Commonwealth of Massachusetts rules, regulations, and laws) and the rules and regulations of the athletic bodies of which the University is a member (NCAA, ECAC, Little East, MASCAC).

**Infractions of Athletics Department Rules**
1. If a coach or the athletics director alleges an infraction of the requirements of academic eligibility, rules of conduct, training rules, and/or rules and regulations of Athletic bodies of which Westfield State University is a member, he/she may suspend the student-athlete from the team.
2. Any suspension by a coach must be reported to the athletics director/office within twenty-four (24) hours. The report must include the following: the reason and the duration of the suspension, and the effect of the suspension on the student-athlete's behavior.

**Procedure for Appealing Suspension**
1. Academic Suspension - If the student-athlete alleges a violation of student rights in an academic matter, he/she may seek redress under the procedures set forth in the general University policy for student academic appeals.
2. Athletics Suspension
   a. The first recourse is to appeal to the head coach of the sport in question.
b. If no agreement is reached between the coach and the student-athlete, the student-athlete can request a meeting with the director of athletics.

c. If no agreement is reached after the student-athlete has appealed to the athletic director, the student-athlete can take the appeal to an Athletics Policy Advisory Committee. If such an appeal is made, an Ad Hoc Committee will be formed at that time. The composition of this committee shall be:
   i. One member of the Athletics Administration.
   ii. One member of the coaching staff - other than an involved Coach.
   iii. One member of the Student-Athlete Advisory Council (SAAC).

Medical Information

Athletic Training Room (ATR)

1. The Athletic Training Room (ATR) in the Woodward Center (Room 114) is maintained for the use of varsity student-athletes seeking treatment of athletic related injuries and for the clinical education of students in the Athletic Training Education Program. All others should consult Health Services.

2. The ATR hours will be dictated by practice and game schedules. Generally, for weekday practices and games, the ATR will be open from 12 p.m. until 9 p.m. Weekend and holiday hours of operation will be determined by scheduled practices and competitions.

3. There is no fee for service.

4. Staff athletic trainers may be reached in the ATR at 572-5418 (Cheryl Lee), 572-8220 (Lauren Jimison), 572-8270 (Katie Sylvain).

5. No student-athlete is to use the athletic training facilities unless under the supervision of the athletic training staff or the athletic training students.

6. Student-athletes are expected to follow instructions from the athletic training staff regarding limits on practice and competition. The decision to resume partial or full activity will be made by a physician and/or the athletic training staff. Westfield State medical staff will make all final decisions on returning to play. If student-athletes decide to seek medical attention outside the ATR, a return to play clearance note from a physician MUST be provided to the ATR staff prior to continued participation.

7. This is a co-ed facility; appropriate clothing must be worn.

8. No cleats or equipment bags are allowed in the ATR.

9. No foul, abusive, degrading, offensive, or suggestive language will be tolerated in the ATR.

10. There is to be no loitering in the ATR.

11. No horseplay is allowed in the ATR.

12. Please place your tape in the garbage after you cut it off. DO NOT throw it on the floor.

13. During peak times in the fall, no pre-practice treatments will be given from 3 p.m. to 4 p.m. This time is reserved for pre-practice taping only.

14. Please expect that athletic training students from the undergraduate curriculum program use the ATR as a learning facility. They will be learning from actual student-athlete injuries or situations. The student-athlete is expected to make the staff athletic trainers aware if they are uncomfortable with the athletic training students and/or chose not to work with an athletic training student.

15. Injuries sustained in recreational, club or intramural sports will not be treated by the athletic training staff.

16. Injuries sustained outside the realm of varsity athletics will not be treated by the athletic training staff.

17. No injury sustained in a motor vehicle accident will be treated by the athletic training staff.

18. Medications such as Tylenol, Advil, and Aspirin are not given out by the training room.

19. The ATR staff can assist you in purchasing braces and protective devices.

20. Do not handle any of the modality machines.

21. No supplies should be removed from the ATR without a staff athletic trainer’s permission.
22. Student-Athlete must shower before using the whirlpools or Hydro Track.
23. Failure to abide by the ATR rules may result in immediate dismissal from the ATR.

**Student-Athlete Responsibilities**

1. Student-athletes must meet the requirements for Medical Clearance (see next section) each year.
2. When entering the ATR, student-athletes must sign in prior to receiving any assistance.
3. Student-athletes must show respect to athletic training staff and students.
4. Each student-athlete is obligated to inform the athletic training staff of any medical problems (injuries and illnesses) encountered, whether athletically related or not.
5. Student-athletes must inform the athletic training staff of medication changes.
6. Student-athletes must inform the athletic training staff of insurance changes.
7. Any items or equipment borrowed from the training room **MUST** be returned.
8. Student-athletes are expected to inform coaches regarding their injury status.
9. Student-athletes should be patient when waiting for treatment or evaluation of an injury. Students will be helped as soon as the staff is available, with emergency situations taking priority.
10. Students should schedule appointments during off-peak times with the athletic training staff or students to lessen waiting time.
11. It is the student-athletes responsibility to leave enough time to get to practice on time. Lateness should not be blamed on the athletic training staff. Treatments and taping are done on a first-come, first-serve basis.
12. In the case of a season-ending injury, the student-athlete must complete their medical hardship waiver with the WSU compliance coordinator before May 1st of the year of the injury.

**Medical Clearance for Participation**

All incoming students must have a University entrance physical and immunization records on file at Westfield State University Health Services before participation.

All student-athletes must complete and submit the following requirements to the ATR every year by the following deadlines:

- **July 25th** – Cross Country, Field Hockey, Football, Men’s and Women’s Soccer, Volleyball
- **September 1st** – Men’s & Women’s Golf, Baseball, Lacrosse, Softball, Swimming & Diving
- **October 1st** – Men’s and Women’s Basketball, Ice Hockey
- **November 1st** – Track & Field
- **December 1st** – New Additions to Spring Sports

1. **A physical exam performed by a licensed physician within six months of the first scheduled team activity each academic year.** For new Westfield State Students, the physical form must be on file in the Health Services Department AND mailed to Athletic (DO NOT FAX). Returning students need only to mail the completed form to Athletics.
2. The NCAA is now requiring all member institutions to confirm each student athlete's sickle cell trait status (SCTS). All student-athletes must provide documented proof of their SCTS prior to participating (this includes practices, contests and conditioning) as of August 2014. This WILL impact your medical clearance status.
3. **One of the following options must be chosen to meet the SCTS confirmation requirement:**
   1. Provide a copy of your newborn sickle cell test results. Contact your Hospital of birth and/or your pediatrician’s office and request your SCTS results from birth. **Most states, after March 6, 1990, require newborns to be tested for SCT.**
2. Provide a copy of a recent Sickle Cell Solubility test indicating your SCTS. (This requires a written request from a physician, a blood draw from physician’s office or lab and a lab test).

3. Sign a waiver declining options 1 and 2.

While the waiver is the quickest and easiest option it is not recommended. The best option for your health and safety is to confirm your SCTS.

4. Student athletes who are positive for Sickle Cell Trait will be allowed to participate in intercollegiate athletics; this does NOT prohibit the student athlete from participating. Knowing your SCTS will help the athletics department staff (Athletic Trainers, physicians and coaches) make adjustments to your training program, monitor your health during participation and provide proper care if you become ill.

5. A photocopy of the front and back of the student-athlete’s health insurance card.

6. Completion of the medical history forms through the online link http://www.atsusers.com.

7. Completion of Assumption of Risk and Injury Waiver Form.

8. An on-campus musculoskeletal examination by the ATR staff and overseen by a certified athletic trainer.

9. The athletic training staff may require additional documentation to assure safe participation. This will be requested on an individual basis. Any surgery performed in the past 2 years will require a medical clearance note from a physician prior to participation in addition to an updated physical.

Medications
The student-athlete is responsible for disclosing all over-the-counter and prescription medications taken. Some common medications contain substances banned by the NCAA. If a student-athlete is taking such medications, the athletic trainers will request a letter from a doctor to be kept on file in the Athletic Training Center. The letter should include: Diagnosis, medical history of the condition, and drug dosage information. Documented history of treatment may also be requested in the case of drug testing. Some of the examples of medications requiring a letter are: Asthma medication, Ritalin and other stimulants, heart medication. This letter will be kept in the student’s file and will NOT be released to anyone, other than the Athletic Trainer, without written permission from the athlete. The letter’s potential use is limited to the event of a positive NCAA drug test. The Athletic Trainers will likely seek this information while clearing individual student-athletes before sport participation.

ADHD (Attention Deficit Hyperactivity Disorder) NCAA Policy
If a student-athlete is being treated for ADHD by a doctor/mental health professional, he/she must provide the following information to the Athletic Trainers:

1) Description of the evaluation process which identifies the assessment tools and procedures.
2) Statement of the Diagnosis, including when it was confirmed.
3) History of ADHD treatment (previous AND ongoing).
4) Statement that a non-banned ADHD alternative has been considered if the stimulant is currently prescribed.
5) Statement regarding follow-up and monitoring visits.

Please see the athletic trainers if you or your physician needs more clarification on what materials need to be provided. This information will be provided to the NCAA in the event of a positive drug-test.

Insurance
1. Westfield State University requires all students to have their own personal medical insurance or carry
the student insurance offered through the University. This required policy will be considered the student-athlete’s primary insurance. To purchase student insurance through the University, please contact Student Administrative Services.

2. Some health insurance plans may not offer full coverage for varsity athletics, including football. All student-athletes should check their health insurance coverage to determine if athletics are included or excluded in their policy.

3. Students are advised to inquire on the expiration of their insurance through the carrier itself. Some health insurance plans end when the student reaches his/her 19th or 21st birthday. As a student, additional or full coverage may be extended but arrangements must be made before a claim is filed. The Athletics Department recommends that you maintain coverage as long as the policy permits for full-time student dependents.

4. It is the student's responsibility to be familiar with and follow through on the injury reporting process for their insurance carrier. The athletic training staff is willing to assist with this process, but it remains the responsibility of the student and/or the students’ parents.

5. The Athletics Department carries excess or “gap” medical insurance for student-athletes, student-trainers, and cheerleaders for injuries directly related to varsity athletics. This coverage has a $35,000 deductible and a $55,000 maximum medical benefit. This insurance policy is a secondary provider. Coverage is initiated after the primary insurance is utilized.

6. Westfield State University participates in the Catastrophic Injury Insurance Program sponsored by the NCAA. This is an insurance program that covers the student-athlete who is catastrophically injured while participating in a covered, recognized intercollegiate (NCAA), varsity athletic activity. The policy has a $90,000 deductible and a medical maximum of 20 million. The policy provides benefits in excess of all other available benefit plans. This policy does not cover varsity (competitive) cheerleading.

7. Westfield State University participates in a Catastrophic Injury Insurance Program for cheerleaders. The insurance program covers members of the varsity cheering squad while participating (practicing, competing, traveling) in competitive cheerleading. This policy has a $250 deductible and a medical maximum of $500,000. Additionally, Westfield State University cheerleading participants have additional coverage at Varsity sponsored events.

8. Injuries sustained in recreational, club or intramural sports will not be treated by the athletic training staff. Students join and participate in recreational and intramural sports at their own risk. Students are advised to investigate coverage of such injuries by their own health insurance carrier before participating.

Concussions
Should you sustain a head injury at any time, the following signs and symptoms warrant a visit to a physician: headache, nausea, vomiting, dizziness, poor balance, sensitivity to light, sensitivity to noise, ringing in the ears, blurred vision, double vision, poor concentration, memory difficulty or problems, difficulty sleeping, excessive sleeping, undo fatigue, sadness/depression, irritability, neck pain. If you do not have access to the athletic training staff, do not wait to seek advice. See a physician immediately. If these symptoms are present do not take anti-inflammatory or pain medications without the recommendation of a physician. Several over the counter medications can interfere with concussions. You must report any head injury to the athletic training staff as soon as possible.

Emergency and After-Hours Care

In an emergency, always call 911. Public Safety can be reached at 572-5262.

Westfield State Health Services is located in Scanlon Hall and can be reached at 572-5415. Hours of operation are Monday-Friday 8:30am- 5:00pm.

Emergency rooms can be located in the following local hospitals:
Noble Hospital - 115 West Silver Street, Westfield. Located 1.5 miles south of the University on Western Avenue.
Baystate Hospital - 759 Chestnut St, Springfield
Mercy Medical Center - 271 Carew Street, Springfield
Cooley Dickinson Hospital - 30 Locust St, Northampton

*If a student-athlete visits an emergency room, the athletic training room will request documentation clearly stating that the student-athlete is allowed to resume participation in varsity athletics.

General Information

Athletic Equipment
Equipment Policies
1. Varsity team equipment can only be released to a student-athlete if they are cleared academically and medically (See Clearance Procedure pg. 3).
2. All equipment and uniforms issued to a student-athlete become the sole responsibility of the student-athlete. At the conclusion of the season (last game) all equipment will be collected. Replacement charges, including shipping and handling, will be billed to student-athletes who fail to return issued equipment on the announced date. Student-athletes who have items missing (lost or stolen) will be billed immediately, and the athlete may not be allowed to participate in the next season until equipment is returned or paid for in full. Students are billed through their student account, an immediate “hold” is placed on the account which in turn affects registration, transcript requests, and grades being released.
3. All in-season student-athletes will be required to purchase sport specific practice clothing to be washed daily on a loop issued by the equipment room.
4. No equipment, including uniforms, bags, etc. is to be used for any purpose other than varsity athletics events without the express written permission from the athletics director.
5. Faulty equipment is to be brought to the equipment manager's attention for immediate repair.
6. Purchasing or acquiring any clothing/equipment with or in the name of Westfield State University or Athletics by coaches or players must be approved and obtained by the equipment manager.
7. All student-athletes must pay for a practice roll ($25 for football & cross country, $20 for all other sports).
8. Team apparel purchases must through the on-line team store or through the equipment room manager adhering to the departmental and university policies and procedures.

Laundry
Laundry policies vary from sport to sport. Normally, arrangements for the cleaning and laundering of gear are made by the Equipment Manager. Student-athletes are provided a clean set of workout gear for each practice, as well as clean uniforms for each game. Student-athletes are responsible for picking up gear before practice, and for delivering it to the designated laundry drop-off area after practice. The Department uses the “loop system.” Personal laundry cannot be washed through the Equipment Room Facilities.

Facilities
Use of the athletic facilities (Alumni Field, Woodward Center field house, classrooms, and the Fitness Center) is considered a privilege. Acceptable conduct must be displayed at all times. The following policies are emphasized:
1. Student-Athletes must pay the Wellness Center fee to use the Woodward Center Fitness Center.
2. The use of obscenity, insulting or abusive language, swearing or profanity is strictly prohibited.
3. Food, beverages and chewing gum are not allowed on Alumni Field, in the Field House, the Fitness Center or in the classrooms.
4. The use of the facilities must be pre approved and booked through EMS by the Athletic Dept.
5. Student-athletes may only use the fitness center or field house during posted hours unless under the direct supervision of a coach or staff member.
6. Please wear appropriate attire and clean footwear in all of the facilities. Remove cleats before entering the Woodward Center.

7. Do not take bags or backpacks into the fitness center or the field house.

8. Loud music/sound is not allowed at or near Alumni Field except for varsity games and special events. The Public Address system cannot be used without permission. Music players (boom boxes, etc.) may be allowed on the field with speakers pointed towards the new press box. Music cannot be played loud. Head coaches are responsible to uphold this policy. Student-athletes and coaches should check with an athletics administrator prior to playing any music.

Locker Rooms
1. Most teams will have team locker rooms assigned to them while in-season. Lockers are only assigned for the duration of each season.

2. Locks will be issued by the equipment room only. No personal locks are allowed and will be removed.

3. Individual team members must keep their equipment and personal belongings locked inside their locker. It is recommended not to keep valuables in the locker rooms.

4. Individuals must keep their lockers locked as the team rooms will not always be locked.

5. Teams must keep their locker room neat and orderly.

6. Decorations are allowed if kept to a minimum.

7. No scotch tape is allowed on the lockers or on any of the stainless steel areas.

Parking
1. All staff and student-athletes must have a University parking decal if they are using their vehicles on campus. They will also follow all rules and regulations including posted signs and areas.

2. **Student-Athletes may not park at the Woodward Center while attending home or away games** on days when there are events at Alumni Field or the Woodward Center. The parking lot must be kept completely clear for these events.

Team Travel
Westfield State University adheres to a portal-to-portal transportation policy. Student-athletes, coaches, and staff will travel as a team to and from all scheduled intercollegiate events. In RARE instances, due to extenuating circumstances, students (athletes, managers, athletic training students) may request permission to travel in a personal automobile. The following procedure will be used when making a request:

a. The student must first request, and be granted, permission from the head coach to travel in a personal automobile.

b. The student must execute an Automobile Waiver of Liability ([www.westfieldstateowls.com](http://www.westfieldstateowls.com) go to “Student-Athlete Info”). A parent or legal guardian will be required to sign the agreement.

c. If after an event a student wishes to travel home with a parent or legal guardian, the waiver does NOT need to be signed. However, the parents or legal guardians must speak directly with the coach in charge and inform him or her of their plans to transport their son or daughter from the contest.

Head Coaches will set their own dress code when teams and student athletes are away from the campus representing Westfield State University. As a student-athlete team member, you represent the University and will dress (and act) appropriately.

Student-Athlete Affairs
Student-Athlete Affairs refers to Athletic Department programs that provide student-athletes with information that enhances their growth while at Westfield State University, in order to be prepared for life after the University. The program provides each student-athlete the opportunity to achieve success by focusing academic excellence, athletics excellence, community service, personal development and career development.
The Athletics Department is committed to assisting student-athletes in their academic endeavors by promoting the development of personal study habits and achievement.

1. **Study Hall**
   All freshmen are required to attend a monitored study hall in Ely Library for seven weeks. Attendance at Study Hall is one of the criteria for playing on a varsity team, and non-attendance can lead to a student-athlete’s being ineligible for participation. Study hall will be monitored and student-athletes must sign in and sign out with the monitor. Some students will be required to attend study hall the entire school year at the discretion of the athletics department.
   
   **STUDY HALL HOURS**
   - Sundays 5:00 p.m. – 9 p.m.
   - Mondays 7:30 p.m. - 10 p.m.
   - Wednesdays 7:30 p.m. - 10 p.m.

2. **The Starfish Enterprise Success Platform™**
   Students’ success in the classroom will be monitored by Athletics Staff and Coaches through the Starfish Early Alert™ system.

3. **Tutors**
   Westfield State University offers a robust peer-tutoring program that is available for all students. However, we cannot guarantee the availability of tutors for all courses. Tutors are outstanding upper-level students who have been recommended by faculty. The University compensates tutors at the rate of $10.00 per hour.
   
   The Tutoring Center is located in The Banacos Academic Center, Parenzo 162. The Center is open on Sundays 1 p.m. -10 p.m., Monday-Thursday 8 a.m.-11 p.m. and from 8 a.m.-5 p.m. on Fridays.

4. **Reading and Writing Center**
   The Reading and Writing Center is located in Parenzo Hall Room 218. The center helps students read, write, and learn more effectively. Text 413-459-1151 to schedule an appointment. It is recommended that the need for help be anticipated and an appointment made in advance.

5. **Missing Class**
   Student-athletes are expected to attend class. Student-athletes are not automatically excused from class for athletic competitions. It is the student’s responsibility to gain permission from their professor prior to the missed class to be excused and to make up work. Forms can be obtained from an Athletics Administrator to assist with this process. In some cases, students may need to miss a competition in order to attend class. Students can obtain schedules from their coaches in order to plan ahead.

**Fundraising**
Teams often decide to fundraise for various reasons and to further support their team. All fundraising carried out by and for Westfield State University and/or the Athletics Department and teams is also under the jurisdiction of the Office of University Development and will adhere to all rules, regulations and policies of Westfield State University, the Department of Athletics, the NCAA and the State of Massachusetts. All fundraising and proceeds become the property of the University/state and are non-refundable. Before any fundraiser is held, head coaches must seek approval via a series of forms obtained from Athletics. Student-athletes may not raise funds or purchase clothing or equipment to be bought with fundraising money without proper approval.

**Intramural Participation**
Student-athletes cannot, at any time during the year of their intercollegiate athletic participation, take part in intramurals activity in the varsity sport(s) in which they participate. (Refer to the current Intramural Handbook).

**Psychological Services**
The Westfield State University Counseling Center facilitates self-discovery, personal growth, and self-
empowerment for Westfield State University students. The Center is located in Lammers Hall Annex A and it is open M-F 8:30 a.m. to 5 p.m. After hours, help is obtained by contacting Public Safety at 413-572-5262.

Social Networking Websites
The Department of Athletics understands the popularity and usefulness of social networking sites and supports their use by student-athletes provided:

- No offensive or inappropriate pictures are posted.
- No offensive or inappropriate comments are posted.
- Any information placed on the website(s) does not violate University, athletics department or student-athlete codes of conduct.
- Photos and/or comments posted on these sites do not depict team-related or University-identifiable activities (including wearing/using team uniforms or gear inappropriately).

Student-athletes must remember that they are representatives of Westfield State University and are in the public eye more so than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online – even if you limit access to your site.
- Student-athletes should not post any information, photos or other items online that could embarrass you, your family, your team, the athletics department or Westfield State University. This includes information that may be posted by others on your page.
- No photos, comments, or information posted may include derogatory, disparaging, or threatening remarks towards any other student, staff, WSU community members, opponent, coaches, officials and the general community.
- Any content posted by student-athletes that includes any photos or statements that depict hazing, sexual harassment, underage drinking, drug use, or threats to any third party is prohibited.
- Never post your home address, local address, phone number(s), birth date, or other personal information. You could be a target of predators.
- Coaches and athletics department administrators can and do monitor these websites regularly.
- Student-athletes could face discipline and even dismissal for violations of team, department, University and/or NCAA policies.

Westfield State University, Public Safety, the MASCAC, and other local law enforcement agencies monitor these websites regularly as do potential employers and internship supervisors as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen candidates. Westfield State University student-athletes should be very careful when using online social networking sites and keep in mind that sanctions may be imposed if these sites are used improperly or depict inappropriate, embarrassing, or dangerous behaviors.

Sports Information
The Sports Information office is on the second floor of the Woodward Center in the athletics department. The sports information director (SID) is responsible for media coverage, team photos, schedules, the Athletics Web site, social media outlets, as well as all team and individual statistical information.

Staying In Bounds
Romantic and/or sexual relationships between coaches and student-athletes are considered unprofessional and unacceptable and are prohibited. These relationships often represent an abuse of professional status and power. In these relationships there exists the potential for sexual harassment, conflict of interests, and the
abuse of authority, with the adverse effects on athletes and the overall environment of a team. A new policy, Staying in Bounds, is in Appendix A. The entire NCAA Model Policy Staying In Bounds, can be found in the Athletic Director’s office.

**Student-Athlete Advisory Council (SAAC)**
SAAC is made up of representatives from all twenty-one varsity teams as well as athletic training students. The overall purpose of SAAC is to enhance the student-athlete experience. SAAC members have a crucial voice in the department and are encouraged to participate in decisions regarding team equity, spirit, opportunities for athletes, awards programs, and student-athlete image. Questions about SAAC should be directed to Nancy Bals, 572-5515 or nbals@westfield.ma.edu. The officers for 2014-15 are:

- President – Kelsey Carpenter, Field Hockey & Softball
- Vice President – Kat Robinson, Softball
- Treasurer – Carmelo Solivan, Track & Field
- Secretary – Meghan McNamara, Track & Field

**Substance Abuse Education & Counseling**
The University has substance abuse education and counseling services available in Lammers Hall. The substance abuse specialist on campus provides confidential individual and group counseling, training and workshops for student groups, and directs a peer education group.

### Useful Phone Numbers, Office Locations & Email Addresses

**Westfield State University webpage: www.westfield.ma.edu**

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<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Academic Achievement/Academic Advising Center</td>
<td>Parenthood</td>
<td>413-572-8191</td>
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<tr>
<td><a href="mailto:advising@westfield.ma.edu">advising@westfield.ma.edu</a></td>
<td></td>
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<tr>
<td>Banacos Academic Center</td>
<td>Parenthood</td>
<td>413-572-5561</td>
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<tr>
<td>Including Disability Services, Learning Disabilities Program, and Tutoring Program</td>
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<tr>
<td>Career Center</td>
<td>Lammers Hall</td>
<td>413-572-5206</td>
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<tr>
<td><a href="mailto:careers@westfield.ma.edu">careers@westfield.ma.edu</a></td>
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<tr>
<td>Commuter Services &amp; Student Activities</td>
<td></td>
<td>413-572-5443</td>
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<tr>
<td>Counseling Center (including Substance Abuse)</td>
<td></td>
<td>413-572-5790</td>
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<tr>
<td>Dean of Students</td>
<td>Ely Hall</td>
<td>413-572-5421</td>
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<tr>
<td>First Year Hotline (<a href="mailto:firstyear@westfield.ma.edu">firstyear@westfield.ma.edu</a>)</td>
<td></td>
<td>413-572-8402</td>
</tr>
<tr>
<td>Health Services</td>
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<td>413-572-5415</td>
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Information Technology 413-572-8529
Office of International Programs
ipo@westfield.ma.edu 413-572-8819
Public Safety 413-572-5262
Registrar’s Office
registrar@westfield.ma.edu Parenzo Hall 413-572-5218
Residential Life 413-572-5402
Student Administrative Services
Admissions & Financial Aid The Horace Mann Center 413-572-5218
Student Accounts & Bursar’s Office The Horace Mann Center 413-572-8538
Student Conduct & Student Life 413-572-5403
Veteran & Military Services 413-572-8370
Wellness Center 413-572-5500

All of us at Westfield State University are interested in your questions. Please feel free to call or email us!
Appendix A

Staying In Bounds

A WSU policy to prevent inappropriate relationships between Student-Athletes and Athletics Department Personnel

Sexual relationships between coaches and student-athletes, when they occur, are a serious problem. Westfield State University prohibits such relationships with the intention that sport programs offer a safe and empowering experience for all student-athletes. This policy addresses sexual or romantic (also termed “amorous”) relationships between a student-athlete and a coach, or other athletics staff with supervisory responsibility over the student-athletes. These kinds of relationships constitute sexual abuse in sport even where both participants in the relationship claim to consent to the relationship. This policy is not designed to address sexual harassment in sport, although some relationships may involve both sexual harassment and sexual abuse. Sexual harassment can be summarized as unwanted, severe, or pervasive sexual advances that create a hostile or abusive educational or employment environment. By contrast, the definition of sexual abuse does not depend on any showing that a sexual relationship was unwelcome; it may include, but is not limited to, conduct that is sexual harassment (as where the athlete did not welcome a sexual relationship with the coach). Sexual abuse includes amorous or sexual relationships between a coach or other supervisory staff and student-athletes, even when these relationships are perceived by both parties to be consensual. Amorous or sexual relationship can be defined as any relationship that includes sexual touching, talking, or flirting; engaging in any form of sex; or otherwise developing a private, personal relationship that goes beyond the context of a staff and student professional relationship. Whereas a student-athlete is less powerful than a coach or staff member, it is this power differential that makes such relationship inherently unequal and when relationships are unequal, the concept of “mutual consent” becomes problematic. Because of this power differential, any amorous or sexual relationship between coaches and student-athletes constitutes sexual abuse.

Enforcement:

REPORTING A VIOLATION: Any person may allege a violation of this policy by contacting the athletic director, associate athletics directors, Assistant Athletic Director for Compliance, or, if the person does not feel comfortable making the report to a person within the athletics department, to the director of the university affirmative action/equal opportunity office. Any person receiving such a report must immediately notify the Athletics Director.
INVESTIGATION: Upon receiving such a report of information, the Athletics Director shall immediately notify the director of the university affirmative action/equal opportunity office.