

# **Wilson College Athletic Department**



## **Handbook**

Implemented 2000  
Revised 2009

## **I. INTRODUCTION**

The purpose of this handbook is to familiarize student-athletes with the policies and procedures within the Athletic Department. Questions not answered in this manual should be directed to the Athletic Director.

## **II. MISSION STATEMENT**

Wilson College's athletic program is considered an integral part of our education environment. This experience offers students an opportunity to participate in a quality Division III program at a women's college that contributes to the development of strong leadership skills while emphasizing teamwork, fair play and personal development.

## **III. STATEMENT OF PHILOSOPHY**

Wilson College is a Division III member of the National Collegiate Athletic Association (NCAA). The following statement, distributed by the NCAA, describes the overall Division III philosophy:

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.

To achieve this end, Division III institutions:

- (a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (b) Award no athletically related financial aid to any students;
- (c) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- (d) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- (e) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- (f) Assure that athletics participants are not treated differently from other members of the student body;

- (g) Assure that athletic 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;
- (h) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
- (i) Assure that academic performance of student-athlete is, at a minimum, consistent with that of the general student body;
- (j) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
- (k) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (l) Support ethnic and gender diversity for all constituents;
- (m) Give primary emphasis to regional in-season competition and conference competition; and
- (n) 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.

#### **IV. ATHLETIC ORGANIZATIONS**

Wilson College sponsors seven intercollegiate sports: field hockey, soccer, basketball, gymnastics, lacrosse, tennis and softball. The entire athletic department functions under the Division III philosophy and governance of the NCAA. In addition to its NCAA affiliation, the athletic department also functions as a member of the North Eastern Athletic Conference (NEAC). The NEAC sponsors women's championships in soccer, basketball, cross country, tennis, volleyball, lacrosse and softball. The college is also a member of the Eastern College Athletic Conference (ECAC). Additionally, the gymnastics team under the National Collegiate Gymnastics Association (NCGA).

#### **V. ATHLETIC CODE**

The Athletic Code is necessary to allow the department to carry out its mission. Student-athletes are expected to sign this document to indicate their understanding and acceptance of it as an integral part of their athletic experience. Coaches are expected to uphold the athletic code and create a positive environment for the athletes.

## **VI. RESPONSIBILITIES OF COACHING STAFF**

Coaches represent the institution and therefore are expected to:

1. Place the highest emphasis on the safety and welfare of the student-athlete.
2. Encourage the highest possible level of academic achievement by all student-athletes.
3. Conduct their programs in accordance with rules and regulations of the NCAA, Wilson College, the NEAC and other sport-related affiliations and to self-report to the Athletic Director, any suspected violations.
4. Provide an atmosphere that promotes a sense of fairness, organization, commitment, responsibility, self-motivation and accomplishment.
5. Stay current of rule changes, training techniques and contest strategies in their respective sport program.
6. Bear the final responsibility for the behavior of the team during practices, contests and any other team-related activities.
7. Recruit and *retain* student-athletes.
8. Keep accurate records of student-athlete participation and program activities.
8. Carry out the policies and procedures listed in this Handbook.
10. Uphold the code of conduct appropriate to their sport.

## **VII. DISCIPLINE**

Control of the members of an athletic team during the season with respect to their membership on the squad, their participation or non-participation in any part of any contest or scrimmage, scheduled or otherwise, and with respect to any other matter usually associated with such an athletic activity, shall be entirely the responsibility of the person designated as head coach of the sport. The coach will be responsible for the atmosphere created on and off the practice/contest site and must set the example for team members to follow.

If it is determined that the conduct of any member of a team is detrimental to the college in any way, the Athletic Director shall have the authority to suspend the offending player from the team or the entire team from further play.

If the conduct of a team member is detrimental to the well being of the team, the coach shall have the authority to suspend the offending player. Should this occur, the Athletic Director should be notified in writing of the circumstances leading to this decision.

Any Wilson player or coach ejected from a contest is required to meet with the Athletic Director after the contest to review circumstances of the ejection. Depending on the results of the review, disciplinary action may range from warning to suspension. Should an athlete or coach receive a technical foul, the coach must report the incident to the Athletic Director.

## **VIII. ATHLETIC DEPARTMENT STUDENT-STAFF**

### **A. Captains**

Each team should be represented by at least one player designated as the team captain. The process of determining team captains is the responsibility of the coach.

### **B. Managers**

If a team manager is desired, the coach is responsible for recruiting a student to serve in this position. This person is considered a member of the team and must uphold the same standards as players. They will be recognized as team participants but will not earn a Wilson W or other player awards.

### **C. Scorekeepers**

Coaches are responsible for supplying a scorekeeper for all home events. The scorekeeper may or may not be a student but will be paid by the athletic department. Coaches are expected to train the scorekeeper in required scoring procedures and appropriate game conduct.

### **D. Student-Athlete Advisory Committee**

As per NCAA rules, Wilson College sponsors a Student-Athlete Advisory Committee (SAAC), which is comprised of two representatives from each team. The head coach must select two players to represent their team.

SAAC members serve a term of one year and may be re-selected. If a SAAC member does not participate on the team they were chosen to represent, another team member must replace them. SAAC will meet with the Director of Athletics monthly or as needed.

Issues concerning student-athletes will be SAAC's primary concern. Examples may include, but are not limited to, pending NCAA legislation, academic standards, facilities, ethics, and departmental policies, philosophy and procedures. Committee members will be asked to take an active role in submitting agenda items and an active role in communicating information with their respective teams.

Nominations for SAAC Chairperson will be solicited from SAAC Representatives at the beginning of each academic year. The candidate receiving the most votes will serve as chairperson and the runner-up will serve as vice-chair. The vice-chair will assume the responsibilities of chair should the chair be unavailable. If elected as chairperson, responsibilities include coordinating monthly SAAC meetings, recording minutes from the

meetings and serving as Wilson's SAAC representative to the AWCC. This includes attending AWCC SAAC meetings as scheduled.

The Mission of the Wilson College SAAC is to promote the highest levels of athletic competition and represent the needs of all student-athletes within the conference. The committee shall abide by all NCAA Division III and NEAC philosophies and legislation while promoting and fostering the ideals of:

- Sportsmanship
- Ethics
- Recognition
- Leadership
- Growth
- Development
- Success
- Pride
- Dedication
- Dignity
- Academic Excellence
- Student-Athlete Welfare
- The Student-Athlete Voice

Responsibilities of SAAC representatives include the following:

- i. Attend monthly SAAC meetings.
- ii. Report information from the meetings to their team and solicit feedback.
- iii. Alternate to attend monthly Athletic Department staff meetings.
- iv. Discuss the Alcohol and Other Drug Policy with their team.
- v. Uphold and promote the Athletic Code among their team.
- vi. Perform other duties as requested by SAAC or the Athletic Director.

#### **E. Work-Study Students**

The Athletic Department employs work-study students to perform a variety of jobs, which include score keeping, time keeping, event and equipment set-up, office assistance, athletic training duties, lifeguarding, and building management. Athletic Department work-study positions are broken into the following categories: intercollegiate athletics (office work and game staff), athletic recruiting, athletic training, fitness center staff and recreation (lifeguard/facility guard/game staff). All persons working at athletic events are expected to uphold the same standards of conduct as athletes (ie. the Athletic Code).

#### **F. Team Staff for Home Events**

Each team will receive a home event assignment for which head coaches are responsible for staffing. Coaches may utilize team members, staff or others to cover the necessary assignment. This will serve as a team fundraising activity and teams will be paid \$20 per person per event.

## **IX. ELIGIBILITY**

### **A. Academic Eligibility**

Student-athletes are expected to adhere to all guidelines related to academic eligibility as determined by the college and the NCAA. Students must be admitted as a full-time student seeking a baccalaureate degree through the College for Women, carrying a minimum of 4.0 credit hours per semester and be in good academic standing. The Registrar makes the determination of full-time or part-time status and of good academic standing. Part-time students are ineligible to participate. Per college policy, student-athletes on academic probation will not be allowed to participate in the intercollegiate athletic program during the semester of their probation. The Academic Procedures Committee may entertain requests for exceptions to this policy. Should a student-athlete wish to appeal to the Academic Procedures committee for an exception to this policy, they should consult with the director of athletics for the required procedures for the appeal process.

Academic Eligibility is determined as follows:

<u>Credits Attempted</u>	<u>Minimum Cumulative GPA Required</u>
4	1.60
7	1.70
16	1.85
26	2.00

The record of the last completed semester shall show an average GPA of at least 1.60.

The Athletics Director, in cooperation with the Registrar, will determine the academic eligibility of all student-athletes.

### **B. Academic Responsibilities**

The college has a strong commitment to our NCAA-affiliated athletic program. While academics must take precedence over athletics, we recognize the importance of athletics in the education of Wilson Students. Generally, an absence for scheduled athletic events shall be considered an excused absence, permitting the student to make up the work. However, for appropriate academic reasons, a faculty member may refuse to grant an excused absence. As mandated by the NCAA, the college must have a Faculty Athletics Representative whose duties are listed in this section under number 4.

1. Responsibilities of the Athletic Director and/or the *Assistant Athletic Director/Academic Support Staff in Athletics*:
  - Inform the faculty, the student-athlete and the Associate Dean of Academic Advising of the athletic schedules as soon as they are available so that scheduling conflicts may be addressed as soon as possible.
  - Provide the faculty with team rosters as soon as they are available.
  - Provide the Registrar, Faculty Athletics Representative, and the Associate Dean of Academic Advising with team rosters to confirm the academic standing of student-athletes.
  - *Monitor attendance of student-athletes during their season.*
  - *Monitor study hours of freshman athletes and athletes on academic probation.*
  - *Weekly meetings with athletes on academic probation and with any athlete appearing to have academic difficulties until no longer deemed necessary by the Athletic Director or Assistant Athletic Director.*
  
2. Responsibilities of the Faculty.
  - *Grant excused absences to student-athletes for dates of competition whenever possible.*
  - Inform the student of any dates where attendance is mandatory before the final withdrawal date for the course. Ideally these dates should appear on the course synopsis form or on the course syllabus.
  - Attempt to resolve any conflict without imposing an academic penalty on the student.
  - *Communicate student-athlete attendance concerns with the Athletic Director or the Assistant Athletic Director/Academic Support Staff in athletics.*
  
3. Responsibilities of the Student-Athlete.
  - *Attend all classes regularly and complete all assignments in a timely manner.*
  - *Provide faculty with the Academic Conflict Form to inform them of absences necessitated by scheduled athletic events as soon as possible to avert any conflicts.*
  - If conflicts exist, the student must resolve the differences with the faculty member.
  - Make-up all work due to athletics-related absences.
  - Recognize that academics take priority over athletics.
  
4. Description of the Faculty-Athletics Representative.

The Faculty Athletics Representative position is a requirement for membership in the NCAA. As stated by the NCAA, the primary duties of the Faculty Athletics Representative are:

  - Maintain the academic integrity of the athletic program.
  - Monitor performance of student-athletes in conjunction with the Registrar.
  - Monitor and facilitate the delivery of academic services to student-athletes.
  - Serve as an ombudsman in the resolution of conflicts relevant to the academic affairs of the student-athlete.

### **C. NCAA Eligibility**

Before the first scheduled contest in a given sport season, the Athletic Director will conduct a mandatory eligibility meeting for all team members.

The NCAA requires student-athletes to then complete an NCAA Student-Athlete Statement, which explains the rules and regulations for participation, as well as an NCAA Drug Testing Consent Form. These forms will be kept on file in the Athletic Director's office for seven years.

Multiple sport athletes need only complete these forms one time per academic year.

#### **D. Tobacco, Alcohol and Other Drug Policies**

Before the first contest each athlete must sign the Wilson College Department of Athletics Alcohol, Tobacco, and Other Drug Policy. The team's coach and SAAC representative will review the policy with the team and conduct a team discussion about the team's expectations regarding it. The coach must also sign this form. A copy will be kept on file in the Athletic Director's Office.

Furthermore, NCAA legislation prohibits the use of tobacco products. Wilson College also prohibits the use of tobacco products including cigarettes at any intercollegiate athletic team function. Failure to comply with this policy may result in referral to the AOD Council and may further result in removal from athletics.

**No member of a traveling party of Wilson College Athletics, including those of legal drinking age, may use or have in their possession alcohol, tobacco, or any illegal substance while traveling to or from, or participating in any event where they are representing Wilson College.**

#### **E. Attendance Policy for Student-Athletes**

Regular attendance in class is crucial in order for student-athletes to succeed. All student-athletes are required to attend class regularly. Time missed for competitions may make meeting attendance requirements difficult and could affect the professor's ability to evaluate class performance. Therefore, attendance will be monitored by the assistant athletic director who is responsible for academic support for student-athletes. The assistant athletic director will communicate with faculty via email throughout the semester to assure that all student-athletes are meeting the attendance policies set in place by their professors. The attendance form found in the appendices will be used.

#### **F. NEAC and Other Sport Conference Eligibility**

*Prior to the first contest in sports, the athletic director and registrar will complete required eligibility documentation. These documents may include student-athlete social security, seasons of eligibility, academic enrollment, GPA, and credits earned and more. This form must be signed by the athletic director, coach, registrar and faculty athletics representative.*

## **G. Study Table**

Freshman athletes and athletes on academic probation are required to attend at least five hours of study table each week. A week begins on Monday and ends on Sunday. Study table is located in the field house, library, Learning Resource Center, and/or fitness center. Additionally, students may receive academic support along with study table hours in the fitness center classroom during posted hours. Athletes must sign in and out on the sign-in sheet provided at each location. This time is to be spent on academic work only.

Any athlete who is in season and:

1. Falls 5 hours behind will receive a written warning.
2. Falls 10 hours behind or receives a second warning (2 warnings = 10 hours) must spend practice time studying until they are caught up on their hours (balance returns to zero).
3. Falls 15 hours behind or receives a third written warning is suspended from their next game/match.
  - a. Game suspensions will continue to accumulate until all study hours are made up/their balance is back to zero.

Any athlete who is out of season and:

1. Falls 5 hours behind will receive a written warning.
2. Falls 10 hours behind or receives a second warning is suspended from their first game/match when their season begins.
  - a. Game suspensions will continue to accumulate until all study hours are made up/their balance is back to zero.

Any athlete who:

1. Falls 15 hours behind or receives a third written warning and fails to make up their study hours (balance returns to zero) will **NOT** be eligible for **ANY** athletic awards.
2. Falls 15 hours behind or receives a third written warning and fails to make up their study hours (balance returns to zero) will be assessed a \$25.00 fine.

## **X. PRACTICES AND COMPETITIONS**

### **A. Practices**

Practices must be scheduled in accordance with NCAA rules. Student-athletes must be given, at minimum, one-day off per week, with a week being defined as Sunday through Saturday. During the required day off, no athletically related activities may be conducted. Athletic related activities include competition, practice, meetings, and activities. *Multiple sport athletes are required as per NCAA bylaws one calendar day off per week.*

When different teams share the same facility, the coaches involved and the Athletic Director will

determine fair and equitable facility usage.

Priority must be placed on the academic needs of student-athletes, and the food service hours, when planning practice schedules. No student-athlete may ever be allowed to miss a class due to practice. Practice schedules should be communicated to the Athletic Director, Athletic Trainer, and team members as far in advance as possible. It is imperative that the three constituencies be notified of any desired changes in the practice schedule. Availability of facilities and the Athletic Trainer must be assured before a practice may be rescheduled.

Student-athletes must be available to attend practice in order to be eligible to participate on an intercollegiate team. Rare exceptions to this policy may be addressed by the coach but generally, work (including work-study), religious obligations, self-scheduled exams, participation in club activities and poor time management (i.e. the need to study) are not reasons for excusal from practice. Personal issues and conflicts should be addressed individually between the athlete and the coaching staff.

### **B. Overlapping Seasons**

*NCAA assures 16 practice opportunities prior to the first competition in any sport. With that philosophy as a premise, Wilson College Athletic Department operates under the following guidelines for overlapping seasons in order to ensure that both the physical well-being and academic success of our student-athletes is the priority.*

- a. Fall athletes will not participate in practices with winter sports and winter athletes will not participate in practices with spring sports except:
  - i. 1 hour “team time” at most 2 times per week (chalk talk, team building, etc.)*
  - ii. 1 hour “individual” practice sessions at most 2 times per week (gymnastics 1.5 hours)*
  - iii. Full practice participation with both sports will be required within the 16 practice opportunities prior to the first official contest -- athletes may not practice with the new sport on game days and the day prior to games.**
- b. To participate in any season overlap, students must be in good academic standing. Additionally, any athlete who receives low mid-term grades will not be permitted to start or continue with a second season until the first season concludes.*
- c. The athletic director, in consultation with the coaches and athletes, may make exceptions to this policy to either allow more liberal practice opportunities or to limit practice opportunities on a case by case basis.*
- d. Athletes may not participate in non-traditional seasons during the 16 day overlap.*
- e. The athletic trainer will make decisions about athlete’s participating in overlapping seasons in all cases involving a medical injury/condition.*

- f. *Athletes participating on teams who have the potential for “conference” championships (ie final four, top four conference ranking) will be addressed on a case by case basis but generally, will be expected to place the practice priority on the current season until the conclusion of championships.*

### **C. Competition**

The Athletic Director is responsible for scheduling athletic contests, *except in the case of conference games which are scheduled by the conference.* Schedules are generally completed one year in advance. *It is the intent of the Athletic Department to schedule competitions in a fair and equitable manner for all sports teams.*

Tentative schedules for the following year will be available for distribution to team members before the end of the spring semester.

### **D. Out of Season Practice (Non-Traditional Season)**

For fall and spring sports, practice outside of the traditional sport season may be conducted on the understanding that any participation is strictly optional and voluntary by the student-athletes.

Participation in the non-traditional season will have no positive or negative bearing on the student-athlete's ability to participate during the regular season. Each coach or team may develop team policies prohibiting in-season players from participation in non-traditional practices. These policies must be communicated to the team and the Athletic Director.

All non-traditional season activities must be conducted in strict accordance with NCAA rules. Priority for facility use will be given to traditional season practices. The Athletic Director will schedule non-traditional practices in consultation with the Head Coach.

The Athletic Trainer must be notified of all non-traditional practices. The Athletic Trainer must provide medical clearance for an athlete to participate in non-traditional practices.

Student-athletes must be academically eligible to participate in non-traditional practice seasons.

### **E. Course Registration**

The Athletic Director will provide suggestions to returning athletes and academic advisors to assist in registering for classes in such a way as to minimize the academic conflicts due to participation in athletic events.

## **XI. TRANSPORTATION / TRAVEL**

## **A. Team Travel**

**Vans**--Only student-athletes and staff are permitted to travel with the team. Teams are not permitted to travel without a member of the college staff to accompany them. Student-athletes are required to travel with the team to contests and return with them back to the college unless they are being transported by their parents. **Exceptions to these travel rules must be obtained at least 48 hours in advance from the Athletic Director.**

**Mini Van and College Cars**--Coaches may allow children of student-athletes enrolled in the Women With Children Program to travel with the team; however, a baby sitter (not a team participant) is required to be present at the event and may travel, space permitting, with the team. Children are not permitted to ride in college vans. Should a women with children athlete need transportation with their child to an athletic event, the athletic director must make advance arrangements for the team to use a mini van or college car in addition to the team van.

**Airplane**--On occasions when air travel is required, the Athletic Director will arrange transportation in cooperation with the head coach. The college will provide transportation to and from the airport.

**Buses**--If it is deemed necessary for teams to travel via bus, the Athletic Director will make arrangements. Buses will pick up and drop off athletes at the Field House parking lot. With prior approval from the Athletic Director, guests may be transported on the bus with the team. A fee will be charged unless the trip is indicated as a college sponsored activity. In all cases of team travel, coaches and players, before the trip, should agree upon dress code.

*Team Travel--In all cases of team travel, players must wear issued team travel gear when traveling to the site of competition. This gear should not be worn for practice and only on campus on days of games when a team will be traveling.*

## **B. Overnight Trips**

Student-athletes should be assigned four to a room and Head and Assistant Coaches should share a room whenever feasible. Telephone numbers of hotels or motels, competition times, and arrival/departure times should be provided to the Athletic Director. It is suggested that a day-by-day trip agenda be given to all team participants so that they are aware of all the arrangements and can properly prepare for the trip.

## **C. Department Van Usage**

The college provides 15-passenger vans for team travel to contests. College cars and the College mini-van are also available as “overflow” vehicles and when transporting women with children student-athletes and their children. The Athletic Director will request the use of the vans for all away contests. Loading and drop off of student-athletes should occur *at the field house*.

Only coaches/staff and students who have been certified through van training may drive the vans. Student-athletes should not drive college vans to or from competition except in extenuating circumstances. Drivers and front seat passengers of the college vehicles must wear seatbelts. It is recommended that all passengers wear seatbelts. It is the coach's responsibility to return vehicles clean, on time, and with full tank of gasoline.

Van Training is required of all van drivers. To become an approved driver, a clean driving record and valid driver's license must be provided.

#### **D. Meals**

The Athletic Director will submit, to the dining hall, a request for packed meals for team members when only one meal is missed due to team travel. Coaches should check the meal request information located with the vehicle request for accuracy. The Athletic Director must also e-mail food services with food requests on business day prior to the date needed. Coaches will be copied on this e-mail and should 1) check for accuracy and 2) remind the Athletic Director if this request is not received. Packed meals should be picked up at the basement entrance of the kitchen and should be located on the table and in the walk in cooler. Teams will need to add ice from the snack bar ice machine. Coaches must submit, to the Athletic Director, a list of the team's food preferences for packed meals.

When more than one meal is missed due to traveling, money will be allotted: breakfast \$4.00, lunch \$6.00, dinner \$8.00. *Coaches will utilize a college credit card to provide these meals and must submit receipts to the athletic director following the event.*

**In the event that meals are missed due to home events, it is the responsibility of the student-athlete to notify the dining hall staff in advance to arrange a packed meal. These arrangements can be made through the dining hall staff. To request a "To-Go" call extension 3215 in advance of the meal.**

#### **E. Travel Squads**

Coaches may choose to limit the number of team members who travel to away competitions. The team and Athletic Director should be informed of the size of the travel squad and the general guidelines that will be utilized for selecting the travel squad.

## **XII. EQUIPMENT/UNIFORMS**

## **A. Uniforms /Equipment**

### *1. Uniform/Equipment Safety Guidelines*

The Wilson College Athletic Department follows the NCAA Guidelines for use of safety equipment during practices and competitions. Refer to the NCAA Sports Medicine Handbook and the Wilson College Student-Athlete Sports Medicine Handbook for sport specific guidelines.

### *2. Uniform/Equipment Inventory*

Only student-athletes cleared to participate both medically and academically may have equipment issued to them. Uniforms will be issued by the Athletic Department. Each athlete will be required to sign a Uniform Inventory Form when uniform is received and must return uniform to the athletic department at the designated time. The Uniform Inventory Form must be completed by the student-athlete indicating the return of the uniform. The student-athlete is responsible for all equipment issued to her and coaches are responsible for keeping accurate records of all equipment issued. All equipment must be returned within two weeks of the concluding contest of the season. If uniforms, practice gear or equipment is lost or stolen, the athlete must pay for the equipment at the cost of its replacement value. Coaches are responsible for collecting all equipment that has been issued, regardless of condition, and informing the Athletic Director of situations in which equipment was not turned in or was damaged. Student-athletes who fail to return equipment or pay for the loss of equipment may be blocked from registration, future participation, transcript release and/or graduation.

## **B. Team Apparel**

*It is the intent of the Athletic Department to purchase team apparel and equipment in a fair and equitable manner for all sports teams. Coaches and teams must receive approval from the athletic director to purchase team apparel and equipment. Failure to do so may lead to an athlete's ineligibility for awards and required submission of apparel to the athletic department.*

## **C. Wilson College Phoenix Guidelines**

**Approval by the athletic Director is required before the phoenix emblem may be used for team apparel and equipment.** Once approved for use, the following guidelines must be observed.

### **Introduction**

Wilson College has introduced a new emblem and with it has implemented guidelines that must be followed to maintain the integrity of the new emblem. Through the consistent application and usage of our emblem in all graphic applications, Wilson College will be able to build a strong and identifiable brand. This pamphlet contains the guidelines for the new emblem and it is up to those who execute materials to observe these guidelines.

## The Emblem

### Primary Emblem

Below is the primary emblem of Wilson College. Whenever possible, this mark should be used.

### Colors

The Wilson College  
blue and PMS 422



Emblem must be produced in reflex  
gray.

Whenever possible, the blue and gray version of the emblem should be used. The background on which the emblem is to be placed must be taken into consideration to avoid contrasting colors.

### Size

The size of the emblem should be as large as possible and still maintain the aesthetics of the display in which it is used.

The minimum width of the primary emblem should be no less than 1inch.

### Area of Isolation

Maximum effectiveness is obtained when the emblem is surrounded by as much clear space as possible. The minimum area around the emblem should be no less than height of the letters.

### Incorrect Use

Variations of the emblem are not permitted. These variations in the design will compromise the integrity and unifying function of Wilson College's identity.

The following are examples of incorrect usage of the emblem.

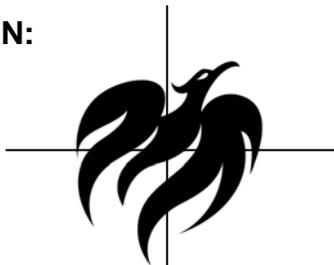
Do not condense or expand the emblem in anyway.



### Secondary Emblem

The secondary emblem is considered the bird without the words as seen below. The same restrictions apply. In addition, please do not alter the orientation of the bird.

**ORIENTATION:**



- Do not** reverse out the emblem from background.
- Do not** create an outline on the emblem.
- Do not** reproduce the emblem using screens of the approved colors.
- Do not** fill in the letters of the primary emblem with a color other than the background.
- Do not** add additional elements to the emblem such as rules and drop shadows.

**Additional Information**

This information is meant as a convenient guide for the usage of the department's emblem. The Athletic Department is aware that questions arise that is not covered in this publication. For further help, you may contact: Lori Frey at 717- 262-2012, (fax) 717-264-1578, (e-mail) [lfrey@wilson.edu](mailto:lfrey@wilson.edu) for additional information.

### **XIII. SPORTS INFORMATION**

Student-Athletes must complete a Photograph/Information Release Form giving the Sports Information Director (SID) permission to release information to the media. This document will also supply the names of hometown newspapers.

The Sports Information Director *and/or media relations coordinator* will handle on-campus promotion of home contests. This includes printing and distributing schedules and e-mail notices of each home event. Any additional advertising is the responsibility of the coach and/or team members. The *media relations coordinator, in collaboration with the SID* will prepare press releases as directed by the coaches. This may include pre-season reports, end-of-season reports, single game highlights, or record breaking performances.

*Coaches are responsible for providing website updates pertaining to their sport to the SID.*

#### **A. Reporting Contest Results**

Coaches are to report the outcome of each athletic contest to the Public Opinion by phone at

262-4749, and fax a box score if appropriate to the Public Opinion fax at 264-0377 the day of the contest or as soon afterward as possible. **Coaches should provide written results (box scores) including brief highlights to the Sports Information Director immediately following each contest.**

## **B. On-Campus Promotion**

The Sports Information Director will handle on-campus promotion of home contests. This includes printing and distributing schedules and e-mail notices of each home event. Any additional advertising is the responsibility of the coach and/or team members.

## **C. Statistics**

**Each coach is responsible for turning in a complete final statistical report and score reporting form to the Sports Information Director promptly following the season.** NCAA Score Reporting forms and Final Statistical Forms should be used for all NCAA sponsored sports.

Coaches are responsible for reporting statistics to the sports-related organizations, including coaches' organizations. The NEAC requires Stat crew software for conference statistics reporting. It is the responsibility of each coach to computerize their team's statistics by the deadlines established by the NEAC. The NCAA and other organizations require on-line submission of team data. All reporting is the responsibility of the coach. The sports information director will assist in this process.

All statistical reports should be given to the sports information director in duplicate of what has been reported.

## **D. Hometown News Release**

Prior to the first contest, coaches should report to the Sports Information Director, information about each athlete participating on their team. This could include position, prior statistics, quotes, etc. A mid-season report should also be completed for any athlete receiving statistical ranking within the conference or from appropriate sports-related organizations. Coaches should also report any news worthy single game performances. A final release should be prepared on any athlete participating including all season statistics. This information will be used by the Sports Information Director to prepare hometown news releases.

Student-Athletes must complete a Photograph/Information Release Form that each coach should then forward to the sports information director.

## **E. Website**

The revised website format requires daily updates of games as well as noteworthy performances. This is not possible without appropriate reporting from each coach. Therefore, coaches are required to inform the Sports Information Director of game results at the conclusion of each game. This report should be made by calling 717-264-4141 extension 3366 or by leaving a note on the Sports Information Director's desk.

## **XIV. EVENT MANAGEMENT**

### **A. Officials**

The Athletics Director is responsible for arranging officials for home games/meets. Coaches will be provided a list of officials and should confirm dates/times.

### **B. Contest Set-Up and Event Staff**

**The head coach is responsible for preparing facilities for home events.** However, student workers may be assigned to assist the coach in setting up facilities for home contests.

The Athletic Director is responsible for *paying* all contest personnel, including timers, line judges, statisticians, and other event staff at the request of coaches. *Each team will receive a home event assignment for which head coaches are responsible for staffing.* Coaches are responsible for securing a trained scorekeeper for each home event.

### **C. Programs**

Whenever possible, programs listing team line-ups and game previews will be prepared by the Sports Information Director and distributed at the game site. Special requests for inclusion in the program should be provided to the SID well in advance.

### **D. Game Management Policy**

*A. All athletic events must be staffed by a professional athletic department administrator. The responsibilities of this person are as follows:*

- 1. Make sure someone is available to greet the visiting team and show them to their locker room.*
- 2. Introduce themselves to officials and visiting coaches as the on-site administrator.*
- 3. Notify officials, visiting coaches, and security personnel where they can be found during a contest should problems arise.*
- 4. Assure safe passage of officials before, during, and after the contest. Both team and officials' dressing rooms should be private and secure.*
- 5. Maintain crowd control before, during, and after the contest.*
- 6. Enforce all Northeastern Athletic Conference and Wilson College rules of conduct and sportsmanship including enforcing crowd control.*
- 7. Report any problems to the respective athletic director*

*(host or visiting) and the conference office if necessary. If the incident warrants further attention, it will be reported to the Vice President of Wilson College.*

8. *Be knowledgeable of all procedures for contacting emergency personnel or security.*
- B. *The host institution must designate a full-time administrator for the following events: field hockey, soccer, lacrosse, basketball, gymnastics, tennis, and softball.*
- C. *An institution's athletic schedule may require an administrator to cover multiple events at once. When this occurs, the administrator must make sure they can be reached when moving from site to site.*
- D. *The host institution will inform Wilson College campus security of all contests. Security personnel will be on-call and will monitor events periodically throughout the contest. It is the responsibility of the administrator to be aware of procedures for contacting security if a problem should arise.*
  1. *Call Extension 3375 from a campus telephone.*
  2. *Call 372 – CALL (2255) from a cell phone.*
- E. *The following Sportsmanship Policy should be read before the start of all athletic contests as well as during the contest as needed. The host institution will enforce its contents and warn/remove violators of the policy. The statement is also included in game programs:*

***"The NCAA, the North Eastern Athletic Conference, and Wilson College promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed towards officials, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition. Consumption or possession of alcoholic beverages or tobacco products is prohibited. Unapproved artificial noisemakers, air horns, and electronic amplifiers are not permitted."***

#### **E. Facility Maintenance**

Indoor facilities are maintained on a daily basis by the housekeeping and maintenance staff. Outdoor facilities are maintained by the grounds keeping staff (mowing, lining, etc.). Special requests for facility maintenance should be made to the Athletic Director.

## **XV. AWARDS**

### **A. Eligibility**

*To be eligible to receive any athletic award, an athlete must be in good standing with the athletics department. Failure to complete study hours, participate in mandatory sessions/meetings, return athletic equipment, or participate in athletic events as required are a few examples which may warrant an athlete ineligible to receive athletic awards. Additionally, an athlete who violates department policy may become ineligible for athletic awards.*

### **B. Individual Awards**

At the end of the academic year, student-athletes will be honored at an athletic banquet. Student-athletes meeting the minimum participation requirements as established by the Athletic Association are eligible for the following athletic awards:

- 1<sup>st</sup> Year: Varsity Letter and Sport Pin
- 2<sup>nd</sup> Year: Gold Bar
- 3<sup>rd</sup> Year: Gold Bar
- 4<sup>th</sup> Year: Gold Bar

### **B. The Wilson “W”**

The following minimum participation requirements are established to determine varsity letter winners.

- Field Hockey: Participation in at least 3/4 of the total number of games in one year.
- Soccer: Participation in at least 3/4 of the total number of games in one year.
- Basketball: Participation in at least 3/4 of the total number of games in one year.
- Softball: Participation in at least 3/4 of the total number of games in one year.
- Gymnastics: Compete in at least 3/4 of the total number of meets in one year.
- Lacrosse: Participation in at least 3/4 of the total number of games in one year.
- Tennis: Participation in at least 3/4 of the total number of matches in one year.

### **C. Senior Awards**

All senior athletes will receive a plaque illustrating their athletic participation over their college career. Seniors who have lettered for four years will receive a special gift selected by the Athletic Association.

### **D. Pentathlon Honors**

The Pentathlon award is given to a senior(s) on the basis of her excellence in athletics throughout her college years; **it is the highest honor that can be achieved in Wilson College athletics.**

To gain Wilson College Pentathlon Honors, an athlete must comply with these five criteria:

1. She must have participated in two intercollegiate teams; one for 4 years and the second for at least 3 years and has achieved recognition in the form of a Wilson W in each.
2. She must have participated on one other intercollegiate team, 4 performing clubs, or 15 intramural activities.
3. She must have been an active member of the Athletic Association.
4. She must have demonstrated an exemplary attitude, a spirit of fair play, and sportsmanship.
5. She must have shown an active interest in other phases of college life.

This award recognizes not only excellence in athletics, but participation, marked willingness to cooperate, a spirit of fair play, and an enthusiastic attitude in every phase of her life here at Wilson.

The following list of priorities has been established to aid the Pentathlon Committee in the evaluation of candidates. Although performance in all of these areas will be taken into consideration, greater emphasis will be placed on the higher priorities.

1. Excellence in athletics (Athletic distinction beyond Wilson)
2. Recognition in the form of a Wilson W
3. President of Athletic Association
4. Captains of intercollegiate teams
5. Participation in performing clubs or intramural activities  
Participation in clubs
6. VP, Secretary, or Treasurer of Athletic Association  
Officer of performing club
7. Volunteer manager to an intercollegiate team
8. Completion of the Athletic Coaching Minor  
Participation in P.E. courses beyond the requirements of Wilson
9. Good academic standing  
Participation in other campus activities and events

The Pentathlon selection committee shall be chaired by the Secretary of the Athletic Association and shall consist of the Athletic Director, non-senior Athletic Association officers and the coach/coaches of the qualifying candidates. Recipients of this award will receive an engraved silver plate.

#### **E. Scholar-Athlete Awards**

The Atlantic Women's Colleges Conference acknowledges student-athletes with a certificate for outstanding achievements in academics. To receive this award students must have a 3.4 or higher cumulative grade point average at the conclusion of the fall semester of the current academic year, be in attendance at a full associate member institution at least three semesters, and have participated in the regular season or championship/invitational. In addition to these awards, Wilson College also awards certificates to any athlete in non-conference sports who meet the above criteria.

#### **F. Gwendolyn Jensen Athletic Hall of Fame**

The Athletic Director will entertain nominations for induction to the Athletic Hall of Fame. Nominees should have exhausted their intercollegiate eligibility, have achieved advanced level recognition for their athletic achievements and have contributed significantly to the overall athletic program. Nominations should be presented in writing and will be discussed by the athletic department staff. Generally, induction will occur at the athletic awards banquet. A photograph of inductees will be hung in the Gannett Field House.

#### **G. Rookie of the Year Award**

The Rookie of the Year Award is given to a first-year athlete who has made acknowledgeable contributions to her team during the current season. The recipient of this award must have excelled individually and contributed to the overall performance of her team. Nominees do not have to be letter winners.

The athletic director will accept nominations from the coaching staff and will solicit nominations from each team via SAAC. Each SAAC representative will discuss this award with their team and determine if they have a qualified nominee. First year athletes should not be involved in the team's nomination process.

A committee will be selected by the athletic director to determine the Rookie of the Year. The recipient's name will be displayed on a permanent plaque in the field house.

#### **H. Senior Athlete Award**

The Senior Athlete of the Year Award is given to a senior athlete you has made acknowledgeable contributions to her team during her entire athletic career. The recipient must have excelled individually during her career and contributed significantly to the performance of her team. Nominees do not have to be letter winners during their senior year.

The athletic director will accept nominations from the coaching staff and will solicit nominations from each team via SAAC. Each SAAC representative will discuss this award with their team and determine if they have a qualified nominee.

Senior athletes should not be involved in the team's nomination process.

A committee will be selected by the athletic director to determine the Senior Athlete of the Year. The recipient's name will be displayed on a permanent plaque in the field house.

### **I. Phoenix Award**

The phoenix is a bird that rises from the ashes to ignite a brightly burning fire. This award acknowledges an athlete that has ignited the fire for her team; an athlete that was the spark, the support, the motivation for her team; an athlete who encouraged them to continue seeking their burning desire for athletic excellence and enjoyment; an athlete who is the phoenix.

The athletic director will accept nominations from the coaching staff, SAAC, or any member of the Wilson College community. Nominees may be student-athletes or managers who have contributed significantly to the team or athletics in a way beyond athletic performance. Nominees may be in any class.

A committee will be selected by the athletic director to determine the winner of the Phoenix Award. The recipient will receive an engraved award and their name will be displayed on a permanent plaque in the field house.

## **XVI. RECRUITMENT**

Recruiting is a critical part of our coaching responsibilities. Emphasis should always be placed on the benefits and advantages of a Wilson education; under no circumstances should a coach resort to negative recruiting tactics, i.e., bad-mouthing another institution.

NCAA Division III rules must be strictly observed throughout the recruiting process. (Consult your NCAA recruiting handbook for detailed guidelines). Questions regarding rules interpretations should be directed to the Athletics Director for clarification by the NCAA. Coaches are expected to self-report to the Athletics Director if they realize they have committed a rules infraction. Coaches are also encouraged to report to the Athletics Director, alleged rules infractions committed by coaches from other NCAA institutions.

The Athletic Recruiting Coordinator (ARC) will work directly with all coaches to produce a timely mail flow and coordinated telephone contacts. The ARC will also assist coaches in scheduling off-campus visits. Coaches, in consultation with the athletics director and/or the ARC are expected to 1) set yearly goals for new student enrollment; 2) generate inquiries from athletic sources; 3) identify a Top 25 list of prospective student-athletes and turn it into the ARC monthly; 4) complete contact sheets and turn them in bimonthly. Deadlines will be established for submitting information intended to help achieve yearly goals (contact sheets, top 25 lists, etc.). Effectiveness in achieving sport-specific goals will be monitored.

## **B. Campus Tours/Overnight Stays**

Campus tours and overnight stays may be arranged through the Admissions Office or the ARC. Please note that prospective student-athletes may also be invited to observe contests and practices, but per NCAA rules, under no circumstances are they allowed to participate in games or practices. Informal or impromptu play among student-athletes may occur, provided this is unsupervised by a coach. Current student-athletes may be asked to host a prospective student-athlete during their visit to campus. See the student-athlete handout entitled Hosting Prospective Student-Athletes.

## **C. Student-Athlete Contacts**

Student-athletes may be asked to help in the recruiting process as indicated by the ARC or Admissions Department. The contact made to perspective student-athletes may include mail, email, or telephone.

1. Mail: Coaches are encouraged to solicit a letter from current athletes and alumnae to use for recruiting purposes. This letter is provided to the Athletic Recruiting Coordinator for editing and distribution.
2. Email: Student-athletes and coaches are asked to utilize their Wilson College email account when contacting prospective student-athletes. This provides PSA's with an appropriate representation of the integrity of our athletic program and college. If a Wilson College email account is unavailable, the personal email address must be submitted to the athletic department for approval prior to email contact.
3. Telephone: Phone contacts should be made from the admissions or athletic department phones and recorded on a contact form.

*Use of all social networking sites including Instant messaging and chat rooms are prohibited by the NCAA.*

## **XVII. MISCELLANEOUS OPERATIONS**

### **A . Fund-raising**

All fund-raising activities must be discussed in advance with the Athletic Director. Fund-raising may be undertaken only upon the agreement of a majority of the team members (i.e., coaches may not require their teams to fund-raise). All funds will be kept in the Wilson College student-athlete account maintained by the Associate Athletic Director.

### **B. VARSITY and CLUB SPORT CRITERIA**

#### **Criteria for Varsity Sports Status:**

- Must consistently maintain minimum squad size numbers

- Facilities and equipment needed to maintain adequate level of participation provided by the Athletic Department
- NCAA and/or NEAC sport sponsorship
- Funding provided by the Athletic Department
- All scheduling done through the Athletic Department
- Athletic Training services provided

**Criteria for Club Sports Status:**

- Must have bylaws with approval from the Wilson College Government Association (WCGA)
- Sufficient number of students to maintain an appropriate team size and field a full team on a consistent basis
- NCAA and/or NEAC sport sponsorship
- Impact on current facilities at a minimal and used on an as available basis
- Funding assumed by participants
- Scheduling done by participants
- No Athletic Training services provided

**Transition Steps to Move Club Sports to Varsity Sport Status:**

Club sports will be periodically evaluated for placement on the transition track to varsity status.

Criteria for placement include:

- NCAA and/or NEAC sport sponsorship
- Club sport must have been adequately maintained during previous year
- The need for and ability of the college to provide staff, facilities, budget, and athletic training services will be evaluated

Once placed on the transition track, the following benefits will be provided by the Athletic Department:

- Coaching
- Funding
- Athletic Training services
- Scheduling

**Transition Steps to Move Varsity Sports to Club Sport Status:**

Varsity sports will be periodically evaluated for placement on the transition track to club status.

Criteria for placement include:

- Failure to maintain minimum squad size numbers over the previous years

- Inadequate facilities and equipment to maintain a competitive level in the NCAA and/or NEAC
- Inadequate funding

Whenever there is an expressed desire or need to add or drop a sport program a recommendation may be initiated by the Athletic Department and passed on to the Cabinet for approval.

### C. **Hazing**

#### **Introduction**

Every year, NCAA schools experience hazing incidents that result in serious physical or emotional injury. Students seeking acceptance on their new team become victims. Each incident is guised in the inappropriate and misguided concept of a **traditional initiation**. Traditions that harm must be replaced with ones that build character and strengthen teams.

#### **Definition of Hazing**

Any act that is humiliating, intimidating or demeaning, or endangers the health and safety of a person committed against someone joining or maintaining membership in any organization. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent.

#### **The Hazing Test**

The following questions are intended to help captains of athletics teams and student leaders to think about issues of hazing when planning activities.

- Is this a team or group activity in which members are encouraged or expected to attend and in which minors are consuming alcohol?
- Will current members refuse to participate with the new members?
- Does the activity risk emotional or physical abuse?
- Is there a risk of injury or a question of safety?
- Would you have any reservations describing the activity to your parents, coach, professor or university official?
- Would you object to the activity being photographed for the school newspaper or local television news?

#### **Hazing vs. Team Building**

##### **Hazing**

humiliates and degrades

##### **Team Building**

promotes respect and dignity

tears down individuals  
creates division  
lifelong nightmares  
shame and secrecy  
is a power trip

supports and empowers  
creates real teamwork  
lifelong memories  
pride and integrity  
is a shared positive experience!

#### **D. Exit Interviews**

All athletes who withdraw from Wilson will be given an opportunity to complete an exit interview form to provide feedback about their athletic experience at Wilson College. Generally, this form will be distributed via email as soon as the athletic director is notified of the student's intent to leave Wilson. Additionally, the athletic director will distribute exit interviews to all graduating senior student-athletes via email. This survey is intended to collect insights and suggestions from students who have participated in intercollegiate athletics and serves as a form of evaluation of the overall program and staff. Both exit interview documents are included in the appendices.

#### **E. Comment Card**

A suggestion box is located outside the front door of the field house. Comments are encouraged.

#### **F. Anti-Harassment Policy**

Wilson College promotes an atmosphere of respect for and sensitivity to the dignity of every person. No person within the College for Women shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the Department of Intercollegiate Athletics on the basis of race, color, national origin, religion, sexual orientation or preference, age, veteran status, or disability. In addition, discrimination will not be tolerated from faculty, staff, students, and/or spectators before, during, or after any game or competition at Wilson College. Respect, understanding, and a basic generosity of spirit are expected.

#### **G. Campus Travel**

*Wilson College extends the privilege of possessing a car on campus to all students. Parking and speeding regulations must be strictly followed. Specifically, parking at the field house is only available in the gravel lot or non-numbered parking spaces in the paved lot. This includes staff and students. Also, when traveling to athletic fields located at Kris's Meadow, the speed limit is 15 mph.*

