



Earlham
College

Student-Athlete Handbook
2012-2013

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Our Mission in Athletics and Wellness

In its commitment to provide the highest quality undergraduate education in the liberal arts and sciences, Earlham expects all its students to develop their intellectual, spiritual and creative capabilities, and to deepen their understanding of the purposes to which these capabilities may be put in service. We also expect students to learn about their bodies and to develop habits of wellness. From this foundation, we encourage our students to experience the disciplines and joys of athletic striving and competition.

We understand wellness to have intertwined physical, intellectual, spiritual and community aspects. We provide coursework, facilities and opportunities for students to grow in wellness, to develop a deeper understanding of their bodies both through exercise and study, to learn how to focus their energies and live balanced lives, and to improve their understanding of the requirements of health from youth through the decades after graduation.

For all of our students we provide opportunities for athletic competition in a wide array of sports. These range from recreational sports, for those who wish to experience the fun of competition without the rigor of intense training and practice, through club sports, involving a higher level of skill and commitment, to intercollegiate athletics, which provide opportunities for those students who are good at them to pursue excellence.

The pursuit of excellence in athletics requires self-sacrifice, discipline, teamwork, and concentrated effort — qualities we wish to model for all our students. At Earlham, we expect our best musicians to give concerts, our best scientists to deliver papers at conferences, our best actors to perform in plays, our best artists to give showings, and our best athletes to work with one another and compete against students from other colleges.

Those Who Represent Us in Competition

Earlham seeks to attract students who love sports and scholarship in equal measure. The ideal Earlham athlete is as satisfied with a good paper as a good game, as thrilled by a successful experiment as a winning race, as comfortable acting in a play as in making a free throw.

We expect Earlham athletes to be fully involved in the intellectual, political and social life of the college. Because athletics are not the only thing in their lives, they have friends who are not athletes — friends whom they met in classrooms, in labs, on committees, in choirs. At Earlham, perhaps even more than at other small colleges, friends watch friends compete. Professors respect and appreciate the hard work of athletes in their courses and look forward to supporting those students in their athletic endeavors. Well-attended events are evidence that Earlham athletes are engaged in the larger campus community.

We aspire at Earlham to engage in athletics in a way that accords with our mission to improve human society. Successful athletic performance requires disciplined teamwork by people of different races, religions, ethnicities, nationalities, economic backgrounds, political persuasions and sexual orientations. Differences are both honored and transcended in the pursuit of team goals. We expect our athletes to collaborate effectively while maintaining high moral standards of personal conduct — and thereby model for all to see the possibility of a cooperative human society.

Earlham's aspirations commit us to offering a model of college athletics in which academics are fully complementary. We insist that our athletes be inclusive, tolerant and socially responsible community members. Earlham athletes are student athletes in the fullest sense. They receive the same care as non-athletes throughout the admissions process and in the classroom.

The Values We Bring to Athletic Competition

As a learning institution, we expect Earlham student athletes to improve from game to game and from season to season. We expect Earlham student athletes and Earlham athletic teams to strive for excellence. We expect them to play consistently with intelligence, intensity, teamwork and confidence. Our athletic teams are a profound and visible model of the learning communities we nurture across the college.

We expect Earlham student athletes and athletic teams to play to win. We celebrate the students who win graduate fellowships, the students who are admitted to medical schools, the students who perform many hours of volunteer service. These achievements are signs that Earlham is achieving the excellence it values. Athletic victories are no different; they are benchmarks of excellence.

Victory is sweet and defeat is bitter. We celebrate victories, all of us feeling lifted by these accomplishments. In addition, victories bring all members of the community (including the alumni) together in a spirit of joy and community pride. Perhaps best of all, victories bring feelings of deep satisfaction to the athletes themselves. Victories become life-long memories — but so do defeats. We experience with our athletes the frustrations and disappointments of defeat. For teams that have tried their best and treated each other with respect and affection, all memories become good ones.

Philosophy of Earlham College Athletics

As a Quaker institution of higher education, Earlham College values intercollegiate athletics as an integral part of a liberal arts education. A conscientiously designed varsity athletic program can offer practical expression of the belief in the individual's integrity, wholeness and potential for excellence and in the commitment of the individual to a community of persons with a common goal. The training, exercise, and enjoyment of the mind and body, and the discipline of cooperation and competition that athletic experience can promote are essential aspects of a liberal arts education. Varsity athletics offers that experience to individuals who wish to prepare seriously for competitive intercollegiate challenge. In combination with other competitive levels—activity classes, intramural and club sports—the total athletic program complements and enhances the academic and social experiences of a liberal arts education.

Earlham embraces intercollegiate athletic competition as a learning experience which requires each participant to strive to excel, and according to the sport, to cooperate with team members and other contestants in an event defined by established rules and expectations. The peak experiences for which athletes will be prepared and which we hope they will strive to experience is the union of the mind, body and spirit in the competitive moment or encounter. Within reasonable limits, Earlham will provide a variety of varsity sports to satisfy the variety of student interests and will assure that men and women have equal opportunity to develop excellence in sports of their choice.

Goals

In order to foster, promote and embrace an active and successful intercollegiate athletic program at Earlham College, the following represent program, institutional and community goals:

1. The intercollegiate athletic program should be seen as a complement to, enhancement of, and integral component in the academic and social community by all persons associated with Earlham.
2. The program should serve the current student body.

3. The program should promote the interest and involvement of Earlham alumni and the Richmond community.
4. The program should be considered an asset in promoting Earlham College as an educational institution with a diverse student body.
5. The program should strive for success and excellence within each sport and within the program as a whole.
6. The program should provide equal opportunity to students who try out for positions on varsity teams regardless of race or group affiliations, and comparable opportunities for men and women.
7. The program should be supported in its attempts to reach appropriately high levels of performance with quality equipment, facilities and staffing.
8. The program should adhere to the constraints imposed upon it by national and conference affiliations and by institutional expectations.

Objectives and Guidelines

To carry out the goals listed above in the spirit of the philosophy stated above, the following plan of action is offered:

1. Varsity athletics is a competitive enterprise and the principal objective is to win by the rules.
2. Earlham should maintain varsity athletic conference affiliations and schedule contests with institution which share our philosophy and goals, and with athletic teams that Earlham teams can compete.
3. Each varsity program is expected to recruit a suitable number of athletes able to compete at the level of the opposition. Coaches are expected to attract athletes who contribute academically and socially to the life of the campus.
4. Facilities and budgets should be developed with the interests of the on-campus constituency first in mind. Athletes at all levels of performance need suitable and safe facilities.
5. Varsity athletics offers the campus community a chance to come together in appreciation of a sport and the players. Opportunities to stimulate interest in varsity games through appropriate scheduling and promotions are encouraged.
6. Coaches should be recruited and retained on the basis of their coaching and teaching abilities as well as their ability to represent Earlham in recruiting, in their profession, and in their community relations. The ability to appreciate Earlham and to communicate well to on and off campus groups is essential.
7. In order that all facets of Earlham's athletic program be presented to the public in positive and coherent manner, coaches, administrators and the sports information director should cooperate in formulating plans and gathering and publishing information. The Publications Office and the Admissions Office should insure that the athletic opportunities for prospective student athletes are presented in an accurate and fair manner.

8. Performance enhancing drugs are forbidden by all national athletic organizations. At Earlham, our heritage provides further reason for avoiding the use of such drugs.

STATEMENT OF NCAA 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. 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 student;
- (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 athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
- (h) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (i) Support ethnic and gender diversity for all constituents; (*Adopted: 1/12/99*)
- (j) Give primary emphasis to regional in-season competition and conference championships; and
- (k) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

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

NCAA Sportsmanship Statement

NCAA Bylaw 2.4 The Principles of Sportsmanship and Ethical Conduct

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.

It is the responsibility of each institution to: (Revised: 1/9/96)

- (a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution and (Adopted: 1/9/96)
- (b) Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a). (Adopted: 1/9/96)

Heartland Collegiate Conference Sportsmanship Policy

The Heartland Collegiate Athletic Conference is committed to offering an educationally sound athletic program for the student-athletes of its member institutions. The purpose of this document is to establish the Heartland Conference's goals and expectations regarding sportsmanship. It is intended that the application of these aims and objectives will solidify and enhance the high standards and practices, which are already in existence at our member institutions.

Sportsmanship is a respectful, appreciative, hospitable, and positive attitude toward one's opponent by a student-athlete who enthusiastically participates according to the rules of competition and who accepts victory and defeat graciously. Each institution must assume responsibility for a program of instruction and training, which will perpetuate the highest levels of sportsmanship. Further they must place a strong emphasis on creating a positive and collegial environment for athletic competition for all that are involved in any form or manner of athletic competition.

Administrators

It is incumbent upon institutional administrators to create an environment, which stresses the value and importance of good sportsmanship. They must uphold these values as applicable to all that are a part of their athletic endeavors. Each institution must see that its athletes, coaching staffs, student body, and school community are properly educated in this important area.

Athletic Administrators

Each athletic director and senior women's administrator will have the responsibility of insuring that programs and activities necessary for the accomplishment of these aims and objectives are effectively in place at their school. To provide a cordial atmosphere for visiting teams, athletes, and fans athletic administrators should insure that those who are assigned to announce, supervise, or greet athletic visitors will act with the utmost courtesy, respect, and fairness. Security plans must guarantee that all athletes, officials, cheerleaders, and spectators are protected from abuse. Periodic evaluations of these programs should be conducted with the athletic department and representatives of student-athletes, spirit groups, the student body, and the school community to determine their effectiveness.

Coaches

Coaches have a tremendous influence over the young people in their programs and therefore also have a tremendous responsibility in teaching and role modeling the highest principles of sportsmanship. The HCAC has long benefited from coaches who hold the valued educational principles of athletics in high esteem. This dedication is best demonstrated when coaches respond in a positive corrective manner to an athlete who is engaging in unsportsmanlike behavior. Coaches are our critical first line in educating and combating the negative messages often sent from other levels of athletics. By addressing these issues on campus and by speaking out to other service, fraternal, school, athletic, and church groups coaches can aid us in promoting the true values of athletics.

Student-Athletes

Basic expectations for all student-athletes are respect for one's institution, sport, teammates and coaches, and opponents. Disrespect through taunting or baiting or by obscene language is never acceptable, especially toward opponents or officials. Even at the most intense moments of competition our student-athletes are expected to demonstrate self-control and discipline by walking away from difficulty. Regardless of the circumstances HCAC athletes will always conduct themselves with integrity and good sportsmanship.

As highly visible representatives of the Conference and their institution student-athletes must honor the responsibilities that accompany such a privilege by conducting themselves with dignity and class. They also must be mindful that their behavior is observed and emulated by many young people.

Spirit Groups and Student Supporters

These highly visible groups impact the public perception of our institutions and therefore must be held to high standards of conduct and behavior. Cheerleaders, bands, and other spirit groups should add to the excitement and enjoyment of an athletic event in a positive and supportive manner by focusing on encouraging their own teams, recognizing good play by opponents, and showing respect for the opposition and the officials.

Spectators

Fans attending any athletic event at an HCAC institution are expected to behave appropriately toward athletes and officials and should be reminded by the announcer and statements in the program of our sportsmanship expectations. The host school has the responsibility of supervising and regulating spectator conduct.

HCAC SPORTSMANSHIP AXIOMS

1. Treat opponents, officials, and game administrators as you would like to be treated.
2. Walk away from confrontations or combative situations.
3. How and what coaches say is important, but what they do speaks much more loudly.
4. How and what athletes say is important, but what they do speaks much more loudly.
5. Always accept full responsibility for the consequences of your actions, deeds, and speech.
6. Keep disagreements professional and avoid allowing them to become personal or emotional.
7. One's manner of competing defines not only their character, but also that of their team and school.
8. Use vocabularies, which are indicative of the quality of your education and good manners.
9. Compete according to the spirit of the rules and with high regard for your opponent(s).
10. Let your actions and deeds reflect the honor and respect you have for the privilege of competing.

Student Athlete Expectations and Sportsmanship Guidelines

It is considered a privilege, and not a right, to be a member of an intercollegiate athletic team at Earlham. Membership on an athletic team means accepting the responsibility of representing one's self, the team, and the college in a positive and appropriate manner.

Any behavior exhibiting racial, ethnic, religious, or sexual harassment is prohibited. Physical or verbal abuse of any member, guest, or host of the College (including officials, opposing teams, etc.); disruptive or disorderly conduct; or any offensive or anti-social behavior will not be tolerated and may result in disciplinary action.

The Earlham College Athletic Department is committed to fair play, ethical behavior, and integrity. All are important elements of good sportsmanship. Our goal is to provide athletes and officials with safe, healthy and enjoyable environment in which to compete.

Fundamentals of Sportsmanship

- Show respect for self and others at all times
- Encourage sportsmanship and ethical play in all situations
- Show respect for the officials. Have the willingness to accept and abide by the decisions of the officials
- Know, understand and appreciate the rules of the contest
- Maintain self-control at all times
- Recognize and appreciate skill in performance regardless of team affiliation
- Be humble in victory and gracious in defeat, congratulating the opponent after competition

Expectations for Student-Athletes

- Put forth a conscientious, positive effort in all athletic endeavors
- Treat teammates and opponents with respect
- Respect the judgment of contest officials
- Abide by all rules and do not display behavior that could incite fans
- Cooperate with official, coaches and fellow participants to conduct a fair contest
- Accept the responsibility and privilege of representing the school and community
- Display positive behavior at all times
- Live up to the high standards of sportsmanship established by the NCAA, Earlham College and your coaches
- Understand and abide by team, department and college rules and regulations
- Respect and give proper care to facilities, uniforms, and equipment
- Return all issued equipment on time
- Do not criticize team circumstances, coaches, or teammates publicly
- Recognize that you represent yourself, your team and your institution while competing and traveling.

Hazing

Many athletic/extra-curricular programs today are quick to promote and condone time-honored traditions. Many of these traditions are wholesome and a positive part of the total experience. Unfortunately, some traditions from the past are both dangerous and illegal. These dangerous traditions often center on initiations and rites of passage required of younger teammates by their older counterparts. Many times these initiations are nothing more than disguised forms of hazing. However, these events can sometimes get out of hand and the physical and emotional welfare of all involved is at great risk.

The goals and process of Earlham's Judicial Policies and Procedures attempt to reflect our highest aspirations for living in community. Included in the list of misconduct that will be subject to disciplinary sanctions is hazing. The Earlham Student Handbook says:

Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Is My Team Hazing?

Sometimes it may seem unclear whether an activity could constitute hazing. Below is a list of questions to help you evaluate whether an activity in which your team engages might be a form of hazing.

1. Does the activity have the potential to cause any kind of humiliation to participants?
2. Could the activity cause extreme mental stress, such as sleep deprivation or extended isolation?
3. Does the activity involve any kind of physical duress (e.g. forced calisthenics or exposure to extreme weather conditions without proper attire)?
4. Could the activity endanger the health or safety of your team's members or to any other person?
5. Would you have any reservations about describing the activity to your Athletic Director or the Dean of Student Development?
6. Are new members coerced or pressured into consuming alcohol or any other food, drug or other substance?
7. Would you be concerned if the activity were to appear on the front page of *The Earlham Word* or your hometown newspaper?
8. If you previously were asked to participate in a similar activity, did you have any reservations?
9. Are you asking others to do something that is illegal?

College Alcohol Policy

The problems associated with alcohol abuse on American college campuses have become startlingly acute and troubling. Binge drinking is notorious and widespread. Campus vandalism is, more often than not, linked to alcohol abuse. Sexual assault and other forms of physical and emotional violence usually involve alcohol or illegal drugs.

Quakers have offered a range of responses to issues connected with the use and abuse of alcohol. Some feel strongly that abstention from alcohol is a religious imperative and that alcohol mars one's body and defiles something granted by God. Other Friends have emphasized moderate drinking rather than total abstinence.

As a community, the College aspires to help those who are abusing alcohol and other substances. We try to be nonjudgmental listeners, offering information about sources of help, refusing to enable people to continue in harmful patterns, and working to create an environment free from addictive practices.

Against this background, the College has set the following policy with regard to alcohol:

The College prohibits the use of alcohol at all College-sponsored student events, and on campus grounds, defined as College-owned property and facilities, and including College-owned student housing, but excluding private residences.

The College does not seek to regulate the personal use of alcohol off campus by faculty, students of legal drinking age, and staff. However, the College does expect all community members to observe relevant laws under all circumstances, notably the proscription against serving alcohol to minors.

Leaders and participants of off-campus programs are encouraged to discuss carefully, as a group, the educational opportunities and challenges that arise when living in a culture whose prevailing attitudes, laws and expectations about alcohol use may be different from our own. Off-campus programs should develop group understandings of how best to balance the need to participate appropriately in a foreign culture, to respect the sensibilities of individual group members, and to best represent the Earlham community in other parts of the world.

Violations of the alcohol policy may result in judicial action by the College and/or criminal prosecution. Since this policy is new with this document, a more explicit rationale is in order:

Many who live and work at the College are 21 years of age or older and therefore legally permitted to make responsible choices about whether to drink and whether to serve alcohol to others. For this reason, some have argued that the campus alcohol policy ought to acknowledge that group's legal right to drink by permitting alcohol on campus.

There are several responses to this argument.

First, on educational grounds we feel that it is right to seek to provide an alcohol-free environment on campus for the entire community. Doing so gives students and other community members a clear opportunity to consciously consider or reconsider how important a role they wish to give alcohol in their lives.

Second, a policy that permits some students to drink but not others would effectively create or at least encourage a fundamental social schism between students that is not in keeping with the ideals of campus community life. Our campus should be a place where everyone feels fully enfranchised to enjoy all its benefits, both educational and social.

Third, there are always many more students who have not reached their legal age than students who have. A policy that would require our security staff to sort out minors from legal drinkers would be impracticable and unenforceable.

Drug Testing

Problems surrounding the use of banned substances can range from mood alteration to physical abuse. The use of drugs and banned substances has become a prominent and reoccurring issue among college student-athletes. Athletes seeking to get an edge physically in the sporting environment have resulted in the use of banned substances. In some cases student-athletes were not aware of the types of prohibited substances. Weight gainers, dietary substances and muscle builders may contain illegal substances. The NCAA has made resources and lists of banned substances available through their website and Drug Testing Program issued to NCAA member institutions. The NCAA and the member institutions have strived to provide education programming and appropriate testing procedures with the intention of decreasing substance abuse among athletes.

Earlham College student-athletes are required to sign a consent form demonstrating their understanding of the NCAA drug-testing program and their willingness to participate. This consent statement is mandatory before the student-athlete is allowed to participate in intercollegiate competition. Failure to complete and sign the statement annually shall result in the student-athletes ineligibility for participation in all intercollegiate competition. Any student-athlete refusing to properly complete the drug testing procedure will be treated as if they had tested positive. Following the loss of their athletic participation Earlham College will offer the appropriate and useful resources to provide the athlete with the education and support they need.

Financial Aid

Earlham College awards financial assistance each year through aid packages that include scholarships, grants, tuition waivers, loans and work-study. Eligibility for aid can only be determined after completing the FAFSA and Earlham's application for Financial Aid.

Earlham financial aid officers define a student's "need" as the difference between the school's cost of attendance and the student's "expected family contribution." Earlham College awards the maximum aid for which one is eligible in accordance with federal, state and Earlham guidelines. In the event a student withdraws from Earlham, they may not receive financial aid during the remainder of the term. Earlham does not consider athletic ability in the formulation of a financial aid package and Financial Aid procedures for student-athletes are identical to those of non student-athletes. The percentage of institutionally awarded grants must be closely equivalent to the percentage of student-athletes within the student body.

Eligibility

Earlham College requires a student-athlete to be enrolled in a minimum full-time program of studies leading to a baccalaureate degree as defined by Earlham to obtain eligibility to participate in organized practices.

A student may only participate in four seasons of intercollegiate competition in any one sport. A student shall complete his or her seasons of competition during the first 10 semesters in which the student is enrolled in a minimum full-time program of studies.

A student may be granted a hardship waiver; which is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition. Injury or illness occurs before the completion of the first half of the season in that sport. The injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition, or one-third of Earlham's completed contests or dates of competition in his or her sport.

Transfer Regulations

Using a form available by the NCAA national office, a student-athlete may issue on his or her own behalf, permission for another Division III institution to contact the student-athlete about a potential transfer. The student-athlete shall forward this form to the director of athletics at the institution of interest. Contact between the student-athlete and institution may occur during the 30 day period beginning with the date the permission to contact form is signed by the student-athlete. Any student transferring to a member institution that has ever participated in intercollegiate athletics must have been academically and athletically eligible had he or she remained at Earlham.

Multi-Sport Athletes

Earlham College encourages the participation of multiple sports in providing the fulfillment of a student's interests and abilities. Any student-athlete competing in more than one competition season must adhere to all team regulations and pre and post-season requirements as defined by the mutual agreement of team coaches. Coaches are required to inform prospective athlete of the possible ramifications and academic requirements when participating in more than one sport.

Summer Camps

Earlham student-athletes may work at an institutional camp and perform duties that are of general supervisory work. No more than half of the athlete's duties may be coaching or officiating. Student's working Earlham camps must receive the athletic director's approval prior to the camp.

Gambling

Any form of gambling involving intercollegiate, organized and or professional sports is strictly prohibited by the NCAA and Earlham College. Violations of this NCAA rule will be subject to disciplinary action including criminal charges and jail time. Gambling will also jeopardize any remaining athletics eligibility.

Financial Responsibilities of Student Athletes

Almost every expense to be a varsity athlete at Earlham College is covered by athletic budgets. Uniforms, equipment, transportation, meals and other expenses make up these budgets.

Extra Equipment Purchases

Occasionally, athletes will be able to purchase additional equipment, clothing or other items through their coach at a reduced team price. The student must pay for these items before they will be issued the article.

In recent years, the baseball team has used special transportation for its spring trip to Florida. The baseball budget provides some of the money for the trip. Team members are also responsible to pay some of the costs. Payment must be made before the team leaves for the spring trip.

Student accounts cannot be billed to pay for any of these expenses. A student's account can only be billed for college owned uniforms and/or equipment that has been issued to them that is not returned.

Equipment Billing Policy

One week after the season ends, a student-athlete will be contacted regarding missing uniform and equipment items by the athletic department.

The student will have seven days from that contact to return the missing items or she/he will be charged accordingly:

1. Custom items (uniforms, warm-ups, etc.)
Cost plus 50% of cost
2. Stock items (helmet, tights, balls, etc.)
Stock cost

Shoe Reimbursement Policy

Athletes are responsible for purchasing their own shoes for competition and/or practice. Earlham will reimburse \$50 of the cost of one pair of shoes per season. The athlete is responsible for turning in a receipt of the shoe purchase to her/his coach. Reimbursement will take place at the end of the season of competition and only to athletes that are on the roster at the completion of the season. Some coaches may purchase shoes as a team, in which the coach will handle the receipts and the same reimbursement policy will apply.

THE FACULTY ATHLETICS REPRESENTATIVES

Vince Punzo and Wendy Tori

The NCAA requires that each member institution appoint at least one Faculty Athletics Representative (FAR) who is not a member of the athletics department and who is a tenured faculty member to “involve a faculty viewpoint in the administration of intercollegiate athletics.” The Heartland Collegiate Athletic Conference (HCAC), of which Earlham is a member, expects each school to appoint a Faculty Athletic representative.

It is expected that the role of a Faculty Athletics Representative will begin with general acquaintance with student-athletes, coaches and others involved in athletics at the institution. Support for intercollegiate teams and for individuals is a natural consequence of these relationships. Additionally, an important part of this role is to be available to counsel with individual student-athletes and or coaches or to help mediate any situations of conflict regarding athletics. The FAR should be familiar with all aspects of the athletics program and should provide advice in the management of that program by institutional officials. Another responsibility is to promote a positive relationship between athletics and the rest of the campus – by helping to maintain integrity of the athletics program, communication of academic successes of student-athletes, and other ways. A key element in FAR activity is the aim of fostering a harmonious relationship of students’ academic and athletic lives (e.g. helping to arrange schedules of contests and practices to minimize loss of class time). In the governance of intercollegiate athletics, the FAR should participate at all levels – student-athlete advisory committee, college athletics committee, conference caucus and committees, the NCAA convention.

The responsibility of the FAR does include:

Providing advice and oversight for intercollegiate athletics programs by

- Serving as a liaison between the president, the faculty and the athletics program
- Working closely with the athletics director
- Being involved in the assurance of the academic integrity of the athletics program and in the maintenance of the welfare of the student-athlete
- Monitoring the academic performance of student-athletes and nominating student-athletes for NCAA postgraduate scholarships

Being knowledgeable about all aspects of the athletics program and actively engaged in the operation and administration of that program, including

- Maintaining familiarity with coaches, student-athletes and other personnel involved in athletics
- Regular attendance at athletic events
- Having awareness of various forms of institutional support of athletics, including budget, public relations, policies, etc.

Playing an advisory role with respect to athletics, including

- Regular communication with and providing advice to the President
- Regular communication with and providing advice to the Director of Athletics
- Participation as a member of the institutional athletics committee
- Reporting periodically to the faculty
- Serving as an institutional representative to the HCAC Sports Caucus
- Serving as an institutional delegate to the NCAA Convention

Oversight of personal welfare of student-athletes, including

- Awareness of the experiences of student-athletes with the programs and policies of the college
- Meeting with the Student-Athlete Advisory Committee
- Familiarity with the results of exit interviews with student-athletes who choose to depart from the athletics program

Oversight of institutional compliance with NCAA and HCAC regulations, including

- Compliance with rules and regulations
- Compliance with student-athlete eligibility rules
- Engagement in inquiries about and/or responses to possible rules violations

A Personal Note: I am a teaching faculty member who is fully committed to helping make students experiences of athletics, academics and college life in general as fulfilling and satisfying as possible. I try to be very engaged with Earlham's athletics program in all its aspects and am always willing to talk with any person who has questions or concerns related to athletics.

Please contact me at: Vince Punzo

Office Phone: ext. 1255

E-mail: punzovi@earlham.edu

Office: 301 Landrum Bolling Center

Our other faculty rep is Wendy Tori and her contact information is listed below:

Office phone: Ext 1204

Email: toriwe@earlham.edu

Office: 141 Stanley Hall

Athletic Training Room Policies and Procedures

1. Please report any new athletic injuries by 12:00 p.m. Coaches will need to be informed well in advance if you are injured and your practice status has changed for that day.
2. Respect the training room equipment and supplies. Items that are damaged or taken may not be replaceable until next year. Certain items like water bottles and medical kits have been assigned specifically to your team for use during the season. If these items are taken it is your team that will have to do without or with modifications.
3. The therapeutic modality equipment (electric muscle stim, ultrasound, etc.) is very expensive and can harm you if not used properly. Do not attempt to use any of these machines without proper training and permission from the athletic training staff.
4. Athletes will be cared for on a first come first served basis. The exception to this rule will be in the case of a competition. Athletes needing to leave for away contests will receive highest priority, but only if the athlete has made a genuine effort to arrive as early as possible.
5. The athletic training room will have posted morning hours throughout the year. Athletes may come and receive treatments during the mornings or early afternoons depending on their academic schedule and the staff's schedule. This can help save time during the hour prior to practice or give the injured athlete an opportunity to have more than one treatment session per day.
6. Athletic cleats will not be allowed in the athletic training room.
7. Athletes are welcomed to come and relax in the training room prior to practice or competition as long as there is sufficient space for the care and treatment of the injured athletes. While in the training room please respect your fellow athletes and the staff.

Athletic Training Room Hours

When the College is in session:

Monday – Friday

8:30 am – 7:30 pm

Saturday – Sunday

Will be arranged depending on contests and practices.

When the College is on break:

Will be arranged depending on contests and practices.

Coaches are encouraged to provide the athletic training staff with copies of practice and contest schedules as early as possible. This is especially important when the college is not in session and practice/contest times can vary throughout the day.

Contest and Practice Coverage

A certified athletic trainer will be present at all home contests. On days when multiple contests occur, every effort will be made to cover each event separately. But if staffing issues arise, contest coverage will be prioritized on potential for serious injury.

The Head Athletic Trainer shall travel to all away football contests. Travel with other sports is based on a need and availability of the head athletic trainer. In accordance with our contract with Reid Hospital the assistant athletic trainer does not have any travel responsibilities with our teams.

The Athletic Training Staff will attempt to be available during practice times. Due to staffing limits, not every practice can have an athletic trainer present at all times. Coverage of practices which take place out side of what would be considered normal practice times; Monday – Friday 4:00 – 6:00 p.m., will be judged on the risk of injury and availability of staff. In season practices will be given the highest priority. Care will be provided to athletes during their off season or non-traditional season, but coverage of practices can not take precedence over an in season sport.

Medical Clearance

The Athletic Training Staff has the authority to withhold an athlete from participation in practice or competition on the grounds of a medical condition. The staff will make every attempt to return an athlete as quickly and safely as possible. But there are some circumstances when it will be in the best interest of the athlete's health and wellbeing that they be removed from competition for a given time.

Should an athlete require medical care from a physician, the recommendations of that person will be adhered to by the coaching and athletic training staff.

Concussion Management Policy

The following is a mandate from the NCAA Executive Committee adopted (April 2010)

Institutions shall have a concussion management plan on file such that a student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by an athletics healthcare provider with experience in the evaluation and management of concussions. Student-athletes diagnosed with a concussion shall not return to activity for the remainder of that day. Medical clearance shall be determined by the team physician or his/her designee according to the concussion management plan.

In addition, student-athletes must sign a statement in which they accept the responsibility for reporting their injuries and illnesses to the institutions medical staff, including signs and symptoms of concussions. During the review and signing process, students-athletes should be presented with educational material on concussions.

Sickle Cell Trait

NCAA Bylaw 17.1.5 recommends athletics departments confirm sickle cell trait status in all student-athletes during the medical examination. Earlham College athletes are given information about the sickle cell trait and their status is determined through the medical history portion of the physical exam.

Hazardous Waste Policy

The following guidelines must be followed by all Athletic Department personnel that may come in contact with an athletes' blood or other bodily fluids.

1. Protective gloves should be worn by individuals exposed to bleeding wounds or other bodily fluids.
2. All contaminated materials (bandages, gauze, gloves, etc) shall be placed into a red hazardous waste bag.
3. Red hazardous waste bags are to be disposed by in the biohazard waste container located in the athletic training room. Earlham has a contract with Stericycle Inc. for the disposal of hazardous waste.
4. Sharp objects such as needles, lancers, scalpels and suture equipment must be placed in a designated sharps hazardous waste container.
5. According to Occupational Safety and Health Administration (OSHA) any of the athletic training staff wishing to be vaccinated for hepatitis B may do so at no charge to them through the on campus student health center.

Protective Equipment

Head coaches are responsible for providing their athletes with the protective equipment required for their sport. Athletic Training staff will assist coaching staff in monitoring the athletes for compliance to all NCAA equipment rules and regulations. If it becomes evident that an athlete's equipment is damaged or not sufficient for protection, that athlete shall be withdrawn from practice or competition until the matter is resolved. Should an athlete require additional equipment or special bracing because of an injury or preventative purposes, the athletic training staff will make recommendations and arrangements for the purchase of this equipment. The cost of this additional equipment will be divided between the budgets of the sport and athletic training.

Members of the Earlham College Faculty, Staff, and Student Body

Earlham College principles promote a spirit of community which cares for the wellbeing of its members. This aspect should be demonstrated in the operation of the athletic training room. Any college faculty, staff, or general student who has sustained an orthopedic injury is welcome to come to the athletic training room for care and possible treatment. Earlham College Health Services is open to refer students to the athletic training room who require rehabilitation or treatment for orthopedic injuries. There are two requirements for this open door policy use of athletic training services. 1) The time of 2:30 – 6:00 p.m. is reserved for Earlham intercollegiate athletes only. 2) Services can not be provided by Reid Hospital employees. The assistant athletic trainer is not officially an employee of Earlham College and can not assume the responsibility for the care of non-athletic members of the community.

Emergency Care

NCAA policy requires CPR, first aid, and prevention of disease transmission certification for all athletics personnel associated with practices, competition, skills instruction, and strength and conditioning.

Athletic training staff members carry cell phones to all practices and competition sites. If an athletic trainer is required at an athletic venue they can be contacted by their cell phones or through the office land lines.

Head athletic trainer office phone: 983-1312

Assistant athletic trainer office phone: 983-1741

Intercollegiate Sports Injury Insurance Plan

All Intercollegiate student athletes participating in Football, Baseball, Basketball, Field Hockey, Volleyball, Soccer, Tennis, Track & Field, and Cross Country are eligible and covered under the Intercollegiate Sports Policy. The Policy covers injuries that occur during the play or practice of a covered sport and when traveling as a member of a supervised group or on an authorized team trip.

The Intercollegiate Sports Injury Plan is an excess insurance plan. It is intended to cover those eligible costs after all other primary insurances (such as the group health plan of the athlete's parents) have paid on the medical claims. There is up to \$ 75,000 maximum benefit paid for each injury with a \$250 deductible for each injury. If the athlete is covered under the Earlham College Injury and Sickness Plan (BSA-00024) the \$250 deductible will be waived. There are limitations on covered benefits.

In the event of an injury the athlete will need to secure a Bollinger Insurance Company claim form from the Athletic Trainer or from the address listed below. This form needs to be signed by an Earlham College representative. This claim form along with all medical and hospital bills is to be mailed to Bollinger Inc./Att: College Claims at the address listed below. File the claim within 30 days of the injury. The company must receive bills within 90 days of service to be considered for payment.

Neither Earlham College nor its insurance pays the balance on any deductible charges or uncovered expenses. These are the responsibility of the athlete.

If you have questions or would like an information brochure on the Intercollegiate Sports Injury Insurance Plan or the regular Student Injury & Sickness Plan offered to all Earlham College students, please contact the Earlham College Business office at 983-1411, or Athletic Trainer Bill Kinsey at 983-1312.

The Plan is underwritten by: Companion Life Insurance Company

Submit all claims or inquires to: Summit America Insurance Services
7400 College Blvd. Suite 100
Overland Park, KS 66210
www.summitamerica-ins.com

EARLHAM SPORTS MEDICINE **EMERGENCY ACTION PLAN**

The purpose of this document is to provide instructions to members of the Earlham College Athletics Department in the event of a medical emergency regarding student-athletes. An emergency is any condition whereby the athlete's life may be in danger or risks permanent impairment. Emergency situations can occur at anytime during athletic participation and rapid action must be taken in order to provide the best possible treatment.

All members of the athletic department who work directly with athletes are required to familiarize themselves with this plan and should review the plan at the beginning of each academic year. There are

situations in which an athletic trainer or other medical professionals are not immediately available. In these situations the Earlham coaches must assume the role of first responders and provide basic first aid. In accordance with NCAA regulations all Earlham coaching staff will be certified in cardiopulmonary resuscitation and basic first aid.

Accidents and injuries are inherent with sports participation. Proper preparation on the part of the athletic staff will enable each emergency situation to be managed appropriately. Potential emergencies will be avoided by physical screening of athletes, the instruction of safe training and practice techniques, and properly maintained athletic facilities. It is the responsibility of every member of the Earlham College Athletics Department to provide the safest environment for our student-athletes to compete.

I. Emergency Personnel

The type and degree of sports medicine coverage for an athletic practice or contest may vary based on factors such as the type of sport or activity, the setting, and the type of training or competition. For a majority of athletic contests and practices, the first responder to an emergency situation is typically a Certified Athletic Trainer (ATC). In situations when the ATC is not present or is providing coverage for another sport or event, then the Head Coach assumes the role of first responder and is in charge of the emergency until advanced medical personnel arrive. A Team Physician will be present at some high-risk events. Emergency Medical Technicians and Paramedics will be available at all home football contests. These individuals comprise the “Emergency Team”.

Roles within the Emergency Team include:

- A. Immediate Care of the Athlete
- B. Emergency Equipment Retrieval
- C. Activation of the Emergency Medical Services
- D. Direction of the Emergency Site

A. Immediate Care of the Athlete

Acute care in an emergency situation should be provided by the most qualified individual on the scene. Appropriate medical care is to be provided to the injured athlete in order to maintain life support and prevent further injury until emergency medical personnel arrive at the scene. First aid care can include; control of heavy bleeding, sudden illness, head and neck injury, severe orthopedic injury (fractures/dislocations), cardiac emergency, breathing emergency, and heat illness.

B. Emergency Equipment Retrieval

Equipment retrieval can be done by anyone on the emergency team or other individuals who are familiar with the locations of the specific equipment required. These individuals could include assistant coaches and upper class members of the athletic team. Types of Emergency Medical Equipment:

- AED 2 available:- They are located in:
Main Lobby of Athletic and Wellness Center and Ice Machine Room of Athletic Training Room
- Epi-pen: available in Athletic Training Room (physician exam) and medical kits
- Splints available in Athletic Training Room (physician exam) and on site with ATC
- Medical Kit available at all practice and contest sites.
- Emergency Inhaler available in Athletic Training Room (physician exam) and on site with ATC.
All athletes with asthma are encouraged to have their inhaler on site at all times.
- Emergency Glucose available in the Athletic Training Room and on site with the ATC

C. Activation of Emergency Medical Services

The EMS should be done as soon as the situation is deemed an “emergency” or “life-threatening event”. Activating the EMS system may be done by anyone on the emergency team or an appointed bystander. The bystander will more than likely be an assistant coach or upper class member of the team. It is the responsibility

of the certified athletic trainer or the head coach (if an ATC is not present) to bring a cellular phone to all outdoor practices and events.

Steps for Activation of EMS

- 1) If EMS are already present at the event, then a signal should be given to summon them forward.
- 2) If EMS is not present on site, call **911**. If campus land lines are being used the proper steps are to dial **9-911**.
- 3) Provide the EMS dispatcher with the following information
 - a. Your name
 - b. Exact location on campus where the injury occurred
 - c. Which campus entrance the EMS should use
 - d. The number you are calling from
 - e. Number of injured athletes and their condition
 - f. Care being provided
 - g. Hang up only after the dispatcher has hung up
 - h.
- 4) Contact Campus Safety and Security to notify them that EMS has been activated. **983-1400**

D. Direction to the Emergency Site

After the EMS has been activated the emergency team member will select a bystander who is responsible for meeting the emergency medical personnel as they arrive at the site. This person will direct EMS to the emergency site. Ideally this person will be someone who has keys to any locked gates or doors that may hinder the arrival of medical personnel.

Venus Directions for EMS

- 1) Football, Soccer, and Field Hockey
Enter through the S.W. G street campus drive, the corner of S.W. G Street and College Ave.
Bystander should meet EMS at the intersection of campus drive and access road to football field and south end of field hockey and soccer field.
- 2) Athletic and Wellness Center Basketball and Volleyball
Enter through S.W. D street campus drive, the corner of S.W. D Street and College Ave. EMS should be told to turn left at T intersection.
Bystander should meet EMS in the parking lot on the north side of AWC.
S.W. G street and College Ave. can also be used as an entrance but bystander will be needed to open south side door to AWC as it is locked at all times.
- 3) Don McBride Stadium Baseball
201 N.W. 13th Richmond 983-1791
- 4) Tennis Courts
South Courts - Turn south at the corner of S.W. 5th street and S.W. G street
Turn west at the corner of S.W. 5th street and Earlham Dr.
North Courts - Enter through the S.W. G street and College Ave

EMERGENCY PHONE NUMBERS

Emergency Number	911 or 9-911 if using a campus land line
Campus Security	983-1400
Campus Health Center	983-1328

Reid Hospital	983-3000
Reid Orthopedics	935-8905
Athletic Training Staff	
Bill Kinsey	983-1312 office 993-0077 cell 939-6306 home
Ashley Moman	983-1741 office 937-478-6344 cell
Administrators	
Frank Carr	983-1483 office 977-1536 cell
Jill Butcher	983-1481 office 914-8212 cell

INCLEMENT WEATHER PROCEDURES

Any weather condition that can affect the safety of Earlham College student-athletes must be considered an emergency and the appropriate actions taken immediately. It is the responsibility of the certified athletic trainer on-site to determine when to evacuate athletic fields. If athletic trainer is not present then the responsibility is with the head coach to determine when to evacuate. In accordance with NCAA regulations regarding athletic competition; during an event it is the responsibility of the game official to determine when a contest is to be suspended and the field evacuated.

Inclement weather plan should include the following.

- 1) Monitoring of severe weather.
- 2) Evacuation procedure
- 3) Return to practice or competition guideline

1. Monitoring of severe weather

The Head Athletic Trainer is to receive text alerts on his/her cellular phone when a severe weather alert has been issued for our area. Head coaches are encouraged to sign up for these alerts as well. The two received by the ATC are from Wayne County Emergency Action, and The Weather Channel. Upon receiving an alert the ATC will notify coaching staff and monitor weather patterns.

2. Evacuation procedure

Should severe weather a rise and athletic teams are already outdoors for practice or competition. The ATC will use an air horn to alert teams of the danger and to signal what steps should be taken.

- 1) **One long blast on air horn** = Severe weather alert has been received, be on the look out for severe weather approaching our area. Evacuation is not presently required but teams should be prepared.
- 2) **Two long blasts on air horn** = Severe weather is approaching evacuation is required of all teams. The weather system has not arrived yet but will be here within 15 -20 minutes. Teams should stop practice, pick up equipment and move to locker rooms.
- 3) **Several Short Blasts on air horn** = Severe weather is rapidly approaching, **immediate evacuation is required.** Athletes do not have time to pick up equipment or return to locker room areas. **Shelter should be taken in the nearest campus building.**

3. Return to Practice or Competition

Athletic teams are permitted to return outside to practice or competition 30 minutes after the weather system has left our area. In accordance with NCAA procedures events can continue 30 minutes after the last lightening flash was observed or thunder heard.

Energy Center Policies

1. Exercise attire such as sweat pants, t-shirts, and shorts are required. Shirts and tank tops covering the torso must be worn.
2. No open-toed shoes. Athletic shoes required.
3. No cut off shorts or jeans with metal rivets.
4. Please wipe down equipment after each use with the provided available cleaning supplies.
5. No food or drinks except water bottles.
6. All bags/backpacks must be locked in a locker or stowed in a cubbyhole. Not on Energy Center floor.
7. You are responsible for all of your personal items and valuables.
8. Re-rack all weights to their appropriate racks.
9. Collars are required on all Olympic-size bars.
10. Spotters on squat racks and Olympic benches are strongly recommended.
11. Slamming or dropping free weights or weight stacks is prohibited.
12. No equipment shall leave the Energy Center at any time.
13. No jam boxes are allowed. Personal stereos with headphones are acceptable.
14. Televisions shall remain muted at all times.
15. Report any equipment malfunctions or personal injuries to Energy Center Supervisor.
16. Please ask the Energy Center Supervisor for assistance on the proper use of equipment.
17. Personal towels are strongly recommended.
18. An adult must accompany children under 16. Children under 12 are not permitted in the Energy Center.

Athletics and Wellness Center Code of Conduct

1. Smoking, chewing tobacco, and alcohol are not permitted in any area of the Athletics and Wellness Center.
2. Eating and drinking are not permitted in any activity area.
3. Appropriate, non-marking shoes are required for the Performance Gym, Trueblood Fieldhouse, Group Fitness Studio, and Racquetball Courts.
4. Bicycles, skateboards, roller blades, scooters, and animals (except service animals) are not allowed in the AWC.
5. The AWC is not responsible for lost or stolen items. Secure all personal items in a locked locker.
6. An adult must accompany children under 16 at all times while in the AWC. Children under 12 are not permitted in the Energy Center at any time.

Acceptable rules of conduct must be observed at all times. Any one violating these rules or other posted policies, engaging in any disorderly conduct or inappropriate behavior such as verbal or physical abuse, will be subject to immediate removal.

Hours:	Monday-Thursday 5:30 am-11:00 pm	Friday 5:30 am-9:00 pm
	Saturday 9:00 am-6:00 pm	Sunday 1:00 pm-11:00 pm

Earlham College Athletics and Wellness Center **Severe Thunderstorm Watch and Warning Guidelines**

A severe thunderstorm watch will be issued by the National Weather Service when conditions are favorable for the development of a severe thunderstorm.

All employees should be informed immediately that a severe thunderstorm watch is in effect. Phone calls should be made to the office area at 983-1414 or 983-1487 to alert the office complex.

The National Weather Service will issue a severe thunderstorm warning when a severe thunderstorm threatens the area. High winds, lightening, damaging hail, and heavy rain characterize severe thunderstorms.

The Welcome Desk Staff and Building Supervisors should be aware of weather conditions outside the facility. If the conditions look favorable for a storm, ask the Energy Center Attendant to turn the television to the weather channel, channel 25 or to channel 8 for regional weather, to monitor the situation.

The Energy Center will need to be closed if the possibility of high winds and dangerous lightening are present.

Employees should discourage patrons from leaving the facility until the threatening weather has passed.

Weber Pool Closure Policy Due To Severe Weather

The Building Supervisor and Welcome Desk Staff are responsible to close Weber Pool if severe weather is present. The staff may utilize the “flash-bang” method to estimate the distance to an electrical storm. When you see the lightening flash, count the number of seconds until you hear the thunder clap. Dividing the number of seconds by five will give you the approximate number of miles to the lightening.

If the lightening is 1 mile or less away, Weber Pool must be closed and all patrons evacuated from the area – including the shower area.

After an all clear, or time limit of 15 minutes, all activities within the pool area may resume.

Common Sense Lightening Safety Rules:

- *Keep safe distances from open doors and windows (windows can shatter in a storm)
- *Keep a safe distance from metal pipes, sinks and showers.
- *Don't use plug-in electrical equipment
- *Don't handle open containers of flammable materials (pool chemicals).
- *Don't hold metal objects such as vacuum poles, extension poles, shepherd's crooks, all of which can act as lightening rods.
- *Avoid wet ground.

Emergency Action Plan for Tornadoes

1. If a tornado warning is issued for the area, meaning a funnel cloud or tornado is threatening the area, the Welcome Desk staff must make several announcements over the PA system (push the “Urgent All Page” and the “Press to Talk” buttons completely and make sure both lights on the PA light up) informing the participants that “a tornado warning has been issued, please seek shelter immediately on the first floor in the three varsity locker rooms across from the Athletic Training Room and the Energy Center, the public restrooms and/or the pool locker room.”
2. When in the locker rooms and restrooms have the participants go to the rear of the locker room. Participants should not stand in the shower areas of the locker rooms. You will need to monitor the weather/warning via the radio. When the “all clear” warning is given over the radio or by a college official all activities may resume in the facility.

Earlham College Student Athlete Advisory Committee (SAAC)

Membership

The council is composed of sophomore, junior, and senior representatives from each sport. There will be two representatives from each team that will be appointed by their respective coach. The coach will also select an alternate, which will step in if one of the two members has to be dismissed for any reason. Each representative will be selected to serve a one-year term, but they will be able to be reelected.

Purpose and Role of EC SAAC:

1. To promote constant communication (i.e. suggestions, problems, wants, needs, etc.) between the student-athletes at EC and the athletic administration.
2. To represent the views and ideas of the Earlham student-athletes at HCAC and campus conversations.
3. To encourage student-athlete involvement on campus and in the community.
4. To design programs that will encourage academic success, social responsibility and awareness of the needs of the entire student body.

Athletic Committee

Charge: Advises the administration on athletic policies and reports or recommends changes to the faculty when appropriate.

Membership: Vice-President for Financial Affairs, Dean of Student Development or designate, Convener of Athletics, Wellness, and Physical Education, Directors of Men's Athletics and Women's Athletics, faculty athletic conference representatives, three faculty, and three students.

ATHLETIC AWARDS

Letter Awards

Each sport has its own criteria for lettering in that sport. At the end of each season, a list of letter winners is submitted to the Director of Athletics to be recorded. The following awards are issued to the athlete:

1 st Letter in the sport	1 st letter certificate
2 nd Letter in the sport	Letter jacket and 2 nd letter certificate
3 rd Letter in the sport	3 rd Year pin and 3 rd letter certificate
4 th Letter in the sport	Desk clock and 4 th letter certificate

These awards are presented by the coaches at the end of the season team banquet and are sponsored in part by the E-club, the athletic alumni association that supports Earlham athletics.

Earlham College Scholar Athlete Award

Athletes who achieve a minimum 3.2 GPA in the semester they are competing on a varsity team receive the Scholar Athlete Award. The Scholar Athlete t-shirt is sponsored by the E-club.

HCAC Academic Award-

Academic All-Conference Award selections will be made at the end of each sport season, Fall, Winter, and Spring.

To be eligible for Academic All-Conference selection a student-athlete must have a cumulative 3.5 GPA. Only varsity athletes are eligible for The Academic All-Conference selection.

The cumulative GPA used for Academic All-Conference selections shall be the GPA at the end of the semester preceding the end of each sport season.

Only student-athletes that have completed the equivalent of a full academic year, full time enrolled, at the institution are eligible for the Academic All-Conference award. (No freshmen are eligible)

Senior Awards

Kathryn Weber and Wendell Stanley Senior Scholar Athlete Awards – any female who has played a minimum of two years in a varsity sport (including the senior year) and has a 3.2 cumulative GPA at the end of the first semester of their senior year, receives the Kathryn Weber award. The Wendell Stanley award is given to any male athlete who meets the same criteria. Awards are presented at the Senior Awards Convocation and athlete's names will be placed on the permanent plaque in the Athletics and Wellness Center.

The Athletic Department selects recipients for the following senior awards:

George Van Dyke Award – Two athletes are selected by the coaches as the female and male member of the senior class who contributed the most to Earlham Athletics during their four years. The awards are presented at the Senior Awards Convocation.

Sports Information

The Sports Information Director reports to the Director of Athletics and the Public Affairs office and plays a critical role in presenting a positive and an accurate image of the Athletic Department. Through the use of creative and thoughtful presentation the Sports Information Director will provide current and precise information to the media, conference members, coaches, parents, and fans. The sports information director is solely responsible for all sports information delivery in a timely manner. The primary services offered from the sports information office are:

Media Relations – This includes but is not limited to, producing and disseminating general and hometown press releases; hosting newspaper and radio reporters at campus events; reporting event results to primary media outlets; and responding to media requests for information on EC's varsity teams.

Publications – Sports Information along with the Public Affairs writes, designs, and edits most athletic publications including game programs, recruiting brochures, and schedule cards.

Maintenance of Statistical Files – Sports Information maintains cumulative statistics on all sports. The department maintains in-game statistics at home events for those sports that have NCAA or HCAC statistics and require stat crews (football, basketball, and baseball). In-game stats for all other sports are maintained by designated athletic/team personnel and are reported to the sports information office. Student-athletes should report statistical discrepancies to their respective head coach.

Event Planning – The department also plays a role in the planning and implementation of various campus athletic related events and programs.

Location

The Earlham sports information office is a part of the Student Development Division and is located in the College's Athletics and Wellness Center in Room 2125. Sports Information can be reached by phone at (765) 983-1795 or email at tinchdo@earlham.edu.

Staff

Don Tincer is Earlham's Director of Sports Information and has been at the college since August 2004. The office staff also includes two office assistants (work study) and stat crews hired for individual seasons.

Networking

World Wide Web - The World Wide Web is the vehicle for fans around the world to get information on EC teams. The Sports Information Office maintains the athletics website. The Sports Scoreboard is updated daily with the most recent results and news. The website also features rosters, statistics, schedules and homepages for each sport. The sports scoreboard address is <http://www.goearlham.com>.

Newspapers and Radio - Earlham results are reported to local and regional media outlets. The Palladium-Item serves as its hometown paper and carries story and results on a regular basis. WHON Radio is the local source for Earlham sports located at 930 on the AM dial.

Media Contact Information - With the exception of post game interviews, all contact with the media must be conducted through the sports information office. If you are contacted by anyone without notification from the sports information director, please inform the office and an interview will be scheduled to accommodate all parties.

Academic Enrichment Center

Mission Statement

The Academic Enrichment Center (AEC) is guided by the mission of Earlham College to assist every student in discovering the "teacher within." AEC focuses its work on aiding and enhancing the broad range of academic skills necessary for all Earlham College students to be successful.

The programs of AEC utilize the collaborative nature of the College that partners students with students and students with faculty. The design of these partnerships inherently encourages the development of active, self-aware learners and often serves as the catalyst for students as they begin their transition into independent, life-long learners.

AEC is the disability services' office for students at the College. The director of AEC manages students' disability status, accommodation requests, and is the primary support person for adaptive technology

Peer Tutoring

Earlham's Peer Tutoring program works like this: students request a tutor for a particular class or classes and are matched with one of our tutors. Students and tutors work together to create a schedule that works for both of them - up to two hours per course. The tutors are paid by the Academic Enrichment Center (AEC), which means the *service is free to students*.

Need a tutor?

You may pick up a hard copy of the tutor request form from the door pocket located on the AEC administrative office door in the basement of Lilly Library. The staff from AEC will match you to a tutor and provide you with the information you need to schedule your first meeting.

Interested in Tutoring?

The Academic Enrichment Center is always looking to add tutors to its roster. Pick up an application from the AEC office. First priority is given to work-study students

Disability Services

The Academic Enrichment Center coordinates the delivery of accommodations for students with disabilities. Students need to submit Earlham's disability disclosure form and disability documentation to initiate the accommodation process.

HCAC Driving Directions

All directions begin from Earlham College

Anderson University- Take I-70 West to the Knightstown exit (SR 109) north straight into Anderson (about 5 miles) to 5th street. Turn left on 5th street and the athletic complex will be on your right.

Bluffton- Start out going east on US-40/W National Rd to I-70
Merge onto I-70 E toward Columbus
Merge onto I-75 N via EXIT 33B toward Toledo
Take the Bentley Rd exit, EXIT 140 , Turn left onto OH-103/S Bentley Rd.
Turn slight right onto S Main St/OH-103.

Defiance- Take Route 40 to I 70 East
I-75 North to Lima. Take the Bluelick Road Exit 130 and turn left. Follow Bluelick Road to SR 65 North and turn right. Follow
SR 65 North to SR 115 North (branches off to the left). Take SR 115 North through Kalida to SR 15 North to Defiance. Follow
SR 15/18 through town (left on East Second Street, right on Clinton Street). Turn right at the 4th traffic light on to Sessions Avenue.

Franklin- Take I 70 West to 465 South. Take 465 South to I-65 South. Take SR 44 to the west. Turn left on Forsythe Street (1st 4 way stop after stoplight) Turn Right at the 2nd 4 way stop. Athletics is on the left.

Hanover- Take I-70 West to Indianapolis. Take 465 South to 65 South. Merge on to Interstate 65 south to Highway 56, exit 29, in Scottsburg. Highway 56, east 19 miles to college entrance. College entrance is on the right side of the road.

Manchester- Start out going east on US-40/W National Rd to SW. 5th street
IN-38 W -Merge onto US-35 N
Take the US-35 N ramp toward Ft. Wayne
Merge onto I-69 N
From I-69, take U.S. 24 west to Indiana 114. Turn right/west onto Indiana 114 and drive to North Manchester. As you enter town (immediately after crossing the Eel River), turn right/north onto Wayne Street. When you reach College Avenue (approximately 10 blocks), you are at the southwest corner of campus. Cross College Avenue, and turn right into the first drive on the right, which is the parking lot directly behind Calvin Ulrey Hall where the Office of Human Resources is located. Temporary visitor parking is available there, and additional visitor parking is available next to the College Union and PERC athletic complex along East Street or across from the Administration Building on College Avenue

College of Mt. St. Joseph- US 40 to US-27 S/IN-227 S.
Stay straight to go onto IN-101
IN-101 becomes IN-1
Stay straight to go onto US-52
Merge onto I-74 E/US-52 E via the ramp on the left toward Cincinnati
Take I-74 east to I-275 (exit 5) south to Kilby Rd. (exit 21)
Turn right (south) on Kilby Rd. and go to U.S. 50/River Rd
Turn left (east) onto River Rd
Turn left (north) on Bender Rd. and go 2 miles to Delhi Rd
Turn left (east) on Delhi Rd. and proceed to campus on right

Rose Hulman- Take I 70- West to Terre Haute, IN. Take the State Highway 46 exit and proceed north on State Highway 46 to its termination at the intersection with US 40, about 4 miles. Turn east onto US 40. The main entrance to Rose-Hulman is on the left (north side of US 40) about 1/2 mile east of the intersection.

Transylvania- US-40/W to US-27 S/IN-227 S
Stay straight to go onto IN-101
IN-101 becomes IN-1
Stay straight to go onto US-52
Merge onto I-74 E/US-52 E via the ramp on the left toward Cincinnati
Merge onto I-275 S via EXIT 5 toward Kentucky
Merge onto I-75 S via EXIT 84 toward Lexington/Louisville
Take the KY-922/Newtown Pike exit, EXIT 113 (Transylvania University exit)
From the ramp, turn right on North Broadway. Follow North Broadway to Fourth Street. Transylvania's campus is between Fourth and Third streets.

NCAC Driving Directions

All of the following directions begin at Earlham College.

Allegheny College – Meadville, PA

Take I-70 East to 270 North around Columbus. Take I-71 North toward Cleveland. Take I-71 until I-76 East. Take I-76 until it turns into I-80 near Youngstown. Continue on I-80 until I-79 North toward Erie, PA. Get off at exit 36A (Meadville). Take a right off the exit ramp and follow until the Park Ave. exit. You should be on Park Ave. heading North and Allegheny College will be on your right.

Denison University – Granville, OH

Take I-70 East through Columbus. Take 37 North (exit 126). Go left off the exit ramp. Continue on 37 North into Granville. Turn right on the main street to first stop light (Granville Inn at this intersection). Turn left and follow to athletic center parking lot on the left.

Hiram College – Hiram, OH

Take I-70 East to 270 North around Columbus. Take I-71 North toward Cleveland. Merge onto I-271 North (exit 220). Merge onto I-77 (exit 10). Take Ohio 21 exit (exit 146) toward I-80 (Ohio turnpike). Merge onto I-80 East. Take Ohio 44 North exit (exit 193). Take Ohio 44 to Ohio 82. Turn right (east) onto 82 into Hiram.

Kenyon College – Gambier, OH

Take I-70 East to 270 North around Columbus. Take I-71 North toward Cleveland. Take I-71 to Route 36 (Delaware exit 131). Take a right onto Route 36 and follow 36 toward Mt. Vernon. Pay attention for small signs for Kenyon and Route 229. Take 229 East to Gambier (3-4 miles outside of Mt. Vernon). On the left hand side is the entrance to Kenyon College. Go past this entrance to the first left that will take you to the athletic fields.

Oberlin College – Oberlin, OH

Take I-70 East to 270 North around Columbus. Take I-71 North toward Cleveland. Go east on Ohio 250 (exit 186). Take a left onto Ohio 89 North. 89 North turns into 58 North into Oberlin. In Oberlin, take a left on W. Lorain. Next take a right on Woodland and the Fieldhouse will be on your left

Ohio Wesleyan University – Delaware, OH

Take I-70 East toward Columbus. Take Route 42 (exit 79) North toward Plain City. Stay on 42 to Delaware. Turn left on Route 36 (Williams Street). Turn left on Sandusky Street to athletic fields and gym.

Wabash College – Crawfordsville, IN

Take I-70 West towards Indianapolis. Take I-70 through Indianapolis. Take I-465 North to I-74. Take I-74 west to the Crawfordsville exit 34 (Indiana 231). Go South on 231 (Washington Street) to Wabash Avenue. Turn right on Wabash Avenue and continue three blocks to campus. The main entrance to campus will be on your left.

Wittenberg University – Springfield, OH

Take I-70 East toward Columbus. Exit onto Route 68 North (exit 52) toward Urbana. Exit onto State Route 41 and turn right. You will pass a Marriott Fairfield Inn hotel and a Meijer Superstore. When the road dead ends, turn right. Go straight through the first stoplight and you will see the Wittenberg football field on the right. At the first street past the field, turn right and take to Bill Edwards drive. Turn right and the gym will be at the top of the hill on the right.

College of Wooster – Wooster, OH

Take I-70 East to 270 North around Columbus. Take I-71 North toward Cleveland. Take I-71 North until Route 30 (Wooster exit 176). Take Route 30 approximately 25 miles to the 2nd Wooster exit (Madison Ave. Route 83). Take a right off the exit ramp onto Beaver Street. Follow Beaver Street to University Street. Go right on University and to Wooster campus.

ATHLETICS & WELLNESS CENTER
Information Guide– 2011/2012

<u>Room #</u>	<u>Name</u>	<u>Phone Ext.</u> (983)-prefix	<u>Title</u>
2040	Frank Carr	1483	Director of Athletics
2045	Jill Butcher	1481	Head Field Hockey Coach, Assoc. Dir. of Ath., SWA
2050	Adam Van Zee	1484	Head Men & Women's Tennis Coach
2055	Marcus Gill	1845	Head Men's Basketball Coach
2065	Melissa Johnson	1486	Head Women's Basketball Coach, Game Administrator
2060	Loni Clark	1794	Head Volleyball Coach & Asst. Track Coach
2070	Nick Johnson	1837	Co-Head M/W Track & Asst. Football Coach
2075		1482	Head Football Coach, Admissions Liaison
2080	Matt Macy	1233	Asst. Football Coach, Strength & Conditioning Coach
2130	Steve Sakosits	1833	Head Baseball Coach
2090	Jocelyn Keller	1447	Head Women's Soccer Coach & Asst. Dir. Rec. Sports
2095	Pat Thomas	1494	Head M/W Cross Country/Co-Head M/W Track Coach
2100	Roy Messer	1485	Head Men's Soccer Coach/AWPE Convenor
2105	Shanna Nolan	1731	Director of Wellness Operations
2110	Cathryn Dickman	1899	Asst. Director of Wellness Programs & Dir. Rec. Sports
2112	Kari Kinsey	1791	Wellness Administrative Assistant
2112	FAX #	1796	FAX - (Wellness Department)
2115	Rob Richardson	1477	Men's Soccer Assistant
2115	Rebecca O'Shurak	1492	Women's Soccer Intern
2120		1830	Football Video Room
2125	Don Tincher	1795	Sports Information Director
2125	FAX #	1694	Sports Information FAX
2085	Scott Elmendorf	1730	Baseball Coach Assistant
2145	Sarah Humphries	1839	Field Hockey Assistant
2145	Allison Streicher	1490	Volleyball Assistant
2140	Marcus Gibson	1835	Men's Basketball Assistant
2140	Mandi Leemaster	1740	Women's Basketball Assistant
2155	FAX #	1446	FAX - (Athletic Department)
2155	Karen Schroeder	1487	Recruiting Administrative Assistant
2180		973-2119	Events Room
2270		1954	Kitchen - (Observation Room)
Reception Area	Joan Mikesell	1414	Athletics Department Administrative Assistant
1130		1739	ENERGY CENTER
		1734	WELCOME DESK
1140			ATHLETIC TRAINING ROOM
1161	Bill Kinsey	1312	Head Athletic Trainer
1150	Ashley Moman	1741	Asst. Athletic Trainer (from Reid Rehab)
1300	Jayne Arnold	1732	Aquatic Coordinator
	Colleen Reister	1734	Housekeeper
	Amy Stebner	1734	Housekeeper
	Scott Stebner	1734	Housekeeper
		1780	Hall of Fame (when phone is plugged in)

How does your coach challenge you to improve as an athlete?

How did your coach show concern about you as a student and person?

Did your coach respect your time commitments toward your non-athletic commitments? Briefly explain.

How/why is your coach a good fit at Earlham?

What are/were your coach's greatest strengths or best qualities?

From a player's perspective, what was the biggest challenge(s) your team faced this season? Explain how your coach went about handling the situation(s).

Please add any comments or suggestions that might be helpful to your coach in the planning and conduct of the program for future seasons.

Please sign below. Students are expected to sign these forms, and should know that unsigned forms are unlikely to be taken seriously by evaluating committees.

(Your Signature)



For: Student-athletes.
Action: Sign and return to your director of athletics.
Due date: Before you first compete each year.
Required by: NCAA Constitution 3.2.4.5 and NCAA Bylaw 14.1.3.
Purpose: To assist in certifying eligibility.
Effective Date: This NCAA Division III Student-Athlete Statement/Drug-Testing Consent form shall be in effect from the date this document is signed and shall remain in effect until a subsequent Division III Student-Athlete Statement/Drug-Testing Consent form is executed.

Name of Student-Athlete (Please Print)

Name of Your Institution

This form has four parts: a statement concerning eligibility; a Buckley Amendment consent; a statement concerning the promotion of NCAA championships and other NCAA events; and results of drug tests. You must sign all four parts in order to participate in intercollegiate competition.

Before you sign this form, you should read the Summary of NCAA Regulations, or another outline or summary of NCAA legislation, provided by your director of athletics or read the bylaws of the NCAA Division III Manual that deal with your eligibility. You are responsible for knowing and understanding the application of all NCAA Division III bylaws related to your eligibility. If you have any questions, you should discuss them with your director of athletics.

The conditions that you must meet to be eligible and the requirement that you sign this form are indicated in the following articles and bylaws of the Division III Manual: Bylaws 10, 12, 13, 14, 15, 16, 18.4 and 31.2.3

If you have questions you may contact the NCAA at 317/917-6222.

Part I: Statement Concerning Eligibility.

- By signing this part of the form, you affirm that, to the best of your knowledge, you are eligible to compete in intercollegiate competition.
- You affirm that you have read the Summary of NCAA Regulations, or another outline or summary of NCAA legislation, or the relevant sections of the Division III Manual and that your director of athletics (or his or her designee) gave you the opportunity to ask questions about the regulations.
- You affirm that you have knowledge of and understand the application of Division III bylaws related to your eligibility.
- You affirm that you meet the NCAA regulations for student-athletes regarding eligibility, recruitment, financial aid, amateur status and involvement in organized gambling.
- You affirm that you are aware of the NCAA drug-testing program and that you have signed the 2011-12 Drug-Testing Consent (Form 11-3f).
- You affirm that you have reported to the director of athletics of your institution any violations of NCAA regulations involving you and your institution.
- You affirm that you understand that if you sign this statement falsely or erroneously, you violate NCAA legislation regarding ethical conduct, and you will further jeopardize your eligibility.

Name (Please Print)

Date of Birth

Age

Signature of Student-Athlete

Home Address (Street or P.O. Box)

Date

Home City, State, and Zip Code

Sport(s)

Part II: Buckley Amendment Consent.

- By signing this part of the form, you certify that you agree to disclose your education records.
- You understand that this entire form and the results of any NCAA-administered drug test you take are part of your education records. These records are protected by the Family Educational Rights and Privacy Act of 1974 and they may not be disclosed without your consent.
- You give your consent to disclose only to authorized representatives of this institution, its athletics conference (if any) and the NCAA, the following documents:
 - This form;
 - Results of NCAA drug tests and related information and correspondence;
 - Results of positive drug tests administered by a non-NCAA national and international sports governing body;
 - Any transcript from your high school, this institution, or any junior college or any other four-year institutions you have attended;
 - Pre-college test scores, appropriately related information and correspondence (e.g., testing sites and dates and letters of test-score certification or appeal), and where applicable, information relating to eligibility for or conduct of nonstandard testing;
 - Graduation status;
 - Your social security number;
 - Race and gender identification;
 - Diagnosis of any education-impacting disabilities;
 - Accommodations provided or approved and other information related to any education-impacting disabilities in all secondary and postsecondary schools;
 - Records concerning your financial aid; and
 - Any other papers or information pertaining to your NCAA eligibility.

You agree to disclose these records only to determine your eligibility for intercollegiate athletics, for evaluation of school and team success, for awards and recognition programs highlighting academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies and for activities related to NCAA compliance reviews. You will not be identified by name by the NCAA in any such published or distributed information.

Further, you authorize the NCAA to disclose personally identifiable information from your educational records (including information regarding any NCAA violations in which you may become involved while you are a student-athlete) to a third party (including, but not limited to, the media) as necessary to correct inaccurate statements reported by the media or related to a student-athlete reinstatement case, infractions case or waiver request or to recognize your selection for an academic award (e.g., Elite 88). You also agree that necessary case information (i.e., information from your student-athlete reinstatement case, infractions case or waiver request) may be published or distributed to third parties as required by NCAA bylaws, policies or procedures. You will not be identified by name by the NCAA in any such published or distributed information.

Name (Please Print)

Date

Signature of Student-Athlete

Part III: Promotion of NCAA Championships, Events, Activities or Programs.

You authorize the NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] to use your name or picture in accordance with NCAA Bylaw 12.5, including to promote NCAA championships or other NCAA events, activities or programs.

Name (Please Print)

Date

Signature of Student-Athlete

Part IV: Results of Drug Tests.

1. Future positive test – all student-athletes sign

Should I test positive for a substance banned by the NCAA and/or by a non-NCAA national or international sports governing body; violate their drug-testing protocol; or fail to show for their drug test, at any time after I sign this statement, I acknowledge I must report the results to my director of athletics.

Name (Please Print) Date Signature of Student-Athlete

2. Positive test by NCAA or other sports governing body – sign either A or B.

A. No positive drug test.

I affirm that I have never tested positive for a substance banned by the NCAA and/or by a non-NCAA national or international sports governing body; or violated their drug-testing protocol; or failed to show for their drug test.

Name (Please Print) Date Signature of Student-Athlete

B. Positive drug test.

I have tested positive for a substance banned by the NCAA and/or by a non-NCAA national or international sports governing body; or violated their drug-testing protocol; or failed to show for their drug test. Should I subsequently transfer, I am obligated to report this to the transferring institution.

Name (Please Print) Date Signature of Student-Athlete

Date of Test Organization Conducting Test Substance

Are you currently under such a drug-testing suspension? Yes _____ No _____

Form No. 11-3f

Drug-Testing Consent – Division III

Academic Year 2011-12



For: Student-athletes.
Action: Sign and return to your director of athletics.
Due date: Before your institution's first competition.
Required by: NCAA Constitution 3.2.4.6 and NCAA Bylaw 14.1.4.
Purpose: To assist in certifying eligibility.

Requirement to Sign Drug-Testing Consent Form.

Name of your institution: _____

You must sign this form prior to competition in intercollegiate athletics per NCAA Constitution 3.2.4.6 and Bylaw 14.1.4. If you have any questions, you should discuss them with your director of athletics.

Consent to Testing.

You agree to allow the NCAA to test you in relation to any participation by you in any NCAA championship or in any postseason football game certified by the NCAA for the banned drugs listed in Bylaw 31.2.3 (attached).

Consequences for a Positive Drug Test.

By signing this form, you affirm that you are aware of the NCAA drug-testing program, which provides:

1. A student-athlete who tests positive shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility;
2. A student-athlete who tests positive has an opportunity to appeal the positive drug test;
3. A student-athlete who tests positive a second time for the use of any drug other than a "street drug" shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (e.g., marijuana, THC or heroin), in whatever order, will result in the loss of an additional year of eligibility;
4. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug; and
5. If a student-athlete immediately transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period.

Signatures.

By signing below, I consent:

- a. To be tested by the NCAA in accordance with NCAA drug-testing policy, which provides among other things that:
 - (1) I will be notified of selection to be tested;
 - (2) I must appear for NCAA testing or be sanctioned for a positive drug test; and
 - (3) My urine sample collection will be observed by a person of my same gender;
- b. To accept the consequences of a positive drug test;
- c. To allow my drug-test sample to be used by the NCAA drug-testing laboratories for research purposes to improve drug-testing detection; and
- d. To allow disclosure of my drug-testing results only for purposes related to eligibility for participation in NCAA competition.

I understand that if I sign this statement falsely or erroneously, I violate NCAA legislation on ethical conduct and will jeopardize my eligibility.

Date Signature of Student-Athlete

Date Signature of Parent (if Student-Athlete is a Minor)

Name of Student-Athlete (Please Print) Date of Birth Age

Home Address (Street or P.O. Box) Home City, State, and Zip Code

Sport(s) _____

What to do with this form: Sign and return it to your director of athletics before you first compete. This form is to be kept in the director of athletics' office for six years.
Any questions regarding this form should be referred to your school's compliance office.

1. The NCAA bans the following classes of drugs.

- a. Stimulants;
- b. Anabolic Agents;
- c. Alcohol and Beta Blockers (banned for rifle only);
- d. Diuretics and Other Masking Agents;
- e. Street Drugs;
- f. Peptide Hormones and Analogues;
- g. Anti-estrogens; and
- h. Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

2. Drugs and Procedures Subject to Restrictions.

- a. Blood Doping;
- b. Local Anesthetics (under some conditions);
- c. Manipulation of Urine Samples;
- d. Beta-2 Agonists permitted only by prescription and inhalation;
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

3. NCAA Nutritional/Dietary Supplements Warning.

• **Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!**

- (1) Dietary supplements are not well regulated and may cause a positive drug test result.
- (2) Student-athletes have tested positive and lost their eligibility using dietary supplements.
- (3) Many dietary supplements are contaminated with banned drugs not listed on the label.
- (4) Any product containing a dietary supplement ingredient is taken at your own risk.

It is your responsibility to check with the appropriate athletics staff before using any substance.

Some Examples of NCAA Banned Substances in Each Drug Class

NOTE: There is no complete list of banned drug examples. Do NOT rely on this list to rule out any supplement ingredient.

Check with your athletics department staff before using any medication or supplement.

1. Stimulants.

e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine; etc.

Exceptions: phenylephrine and pseudoephedrine are not banned.

2. Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione).

e.g., boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

3. Alcohol and Beta Blockers (banned for rifle only).

e.g., alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

4. Diuretics and Other Masking Agents (water pills).

e.g., bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (carrenone); triameterene; trichlormethiazide; etc.

5. Street Drugs.

e.g., heroin; marijuana; tetrahydrocannabinol (THC); and synthetic cannabinoids (e.g., Spice, K2, JWH-018, JWH-073).

6. Peptide Hormones and Analogues.

e.g., growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

7. Anti-Estrogens.

e.g., anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene (ATD); etc.

8. Beta-2 Agonists:

e.g., bambuterol; formoterol; salbutamol; salmeterol; etc.

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

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, [877/202-0769](tel:8772020769) or www.drugfreesport.com/rec — password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate athletics staff before using any substance.

Transcript Release Form

I, _____ give my permission for my Varsity coach,
_____ to view my academic records (semester grades and transcript (s))
for the purpose of assisting me in the academic success at Earlham College.

Student Athlete

Date

Coach

Date

**Earlham College
Travel release Form**

To Whom it May Concern:

**This is to certify that the following Earlham College student, _____,
whose sport is _____, wishes to be released from travel status with the team on
the scheduled date of _____, and be permitted to travel with
_____. This releases Earlham College from any liability while away from the
team and pre-arranged travel plans.**

Student Athlete

Coach

Parent or Guardian

**Athletic Director or
Representative of Earlham College**