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www.gomacsports.com	General Information
www.achahockey.org	General Information
www.drugfreesport.com/rec	Banned substances



Commonwealth • Freedom • Middle Atlantic Conferences

2011 LVC Department of Intercollegiate Athletics
www.godutchmen.com

Lebanon Valley College Student-Athlete Handbook



2011-2012

Athletic Mission Statement

Lebanon Valley College offers intercollegiate athletic experiences that enable students to compete while learning life through sport. The athletic department is committed to fostering the spirit of pride and fellowship athletic endeavor can develop while achieving the mission of Lebanon Valley College and upholding the principles of Division III athletics.

Guiding Principles for LVC Athletics

1. We recognize that our student-athletes are students, first and foremost. While athletics is an important co-curricular experience, we recognize that each student must be successful in the classroom to be successful as an athlete.
2. We seek to provide a quality athletic experience for our student-athletes. We strive to give each team the resources needed to be competitive, but we evaluate programs on much more than the win/loss record.
3. The health and safety of student-athletes is paramount. We put a high priority on making sure that our students are physically ready for athletic contests, and well-cared-for when/if injured. Our coaches put health and safety concerns ahead of all other interests.
4. We recognize that a quality athletic experience is an important factor in the retention of student-athletes. Each coach is expected to be mindful of each student's academic progress, and aware of other major personal concerns.
5. We believe that participation in intercollegiate athletics provides an important educational experience that serves students well for life. In all of our programs we go beyond simply teaching and coaching a sport. We teach the importance of civic engagement through team community service activities, and create intentional leadership development opportunities for each student-athlete.
6. We recognize that the attitudes and behavior of our student-athletes and the athletics staff can have an impact on the College's reputation. Each student-athlete and coach is expected to be an ambassador for LVC at all times.
7. The athletics department and programs are data-driven. All staff and coaches prepare annual plans, and are evaluated on qualitative and quantitative criteria. We use data to make sound decisions.
8. We recognize that athletic participation is an important decision point for prospective students. Each team has an annual recruitment and enrollment plan, and nearly all athletics staff members play a role in identifying, recruiting and enrolling new students.
9. We are active participants in the Middle Atlantic conference, and stay involved and abreast of conference decisions that could have a major impact on the College.
10. We understand that shared athletic experiences create a strong bond among members of our community, as well as the college community and alumni.

Equipment Room Policies and Procedures

Issuance of Equipment

The head coach will schedule a date and time with the equipment manager to issue equipment to the team. All team members must be in attendance to be issued equipment. **Equipment will only be issued to the athlete.**

1. The Student Athlete should not have any outstanding bills for equipment of the previous season or other sports played.
2. All equipment will be signed out either on the athlete's respective team issue sheet, or on the daily issue sheet. **No signature...No equipment. NO EXCEPTIONS.**
3. Issued items are the property of Lebanon Valley College and should be used only for practices and games. They should not be lent to anyone. If you show up to practice or a game and you left your equipment back in your room or in off campus housing, you will not be issued another item for the game or practice. When items become torn, worn, or no longer fit properly, a replacement will be made on a one-for-one exchange basis.
4. As the weather grows colder, you may sign out a sweatshirt and a pair of sweat-pants at the equipment room issue window.

Return of Issued Equipment

At the conclusion of the season, the head coach and the Athletic Equipment Manager will set an appointed date and time for the team to return issued equipment. All team members must turning their equipment at this time. **Equipment can only be returned by the athlete to whom it was issued.**

1. If you leave the team before the conclusion of the season for any reason, you will have 48 hours to return all issued items to the Athletic Equipment Room.
2. No equipment will be used for another sport until the current issued items are either returned or paid for.

Home Contests

On the day of the home contest, each player will find the following at his/her locker: white game shorts, white game jersey, and white socks. After the contest you will have 45 minutes to turn in those three items along with the laundry loop. Please make certain that everything is turned right side out. **Anything not turned in after the 45 minute mark will not be washed.**

Away Contests

On the day of an away contest, each player will find the following at his/her locker: blue game jersey, blue game shorts, blue game socks and the laundry loop. The head coach will be given a laundry bag. After the contest, all of those items should be put into the laundry bag. Upon returning to campus, the bag should be given to an equipment staff member. If there is not one, the bag should be placed in your team's locker room. **Anything not turned in with the bag will not be washed later.**

ALL UNIFORMS MUST BE WASHED BY THE EQUIPMENT ROOM STAFF.

required, for you to put your concerns in writing, along with suggested solution(s) to the concern.

Step # 3: If you do not believe that the initial conference with the coach has resolved the conflict, a request may be made for a meeting with the Director of Athletics and/or Senior Woman Administrator. You will be expected to present your concerns in writing to the Director of Athletics and/or Senior Woman Administrator and the written statement and comments will be taken under advisement. If appropriate, the Director of Athletics and/or Senior Woman Administrator will inform the student-athlete in writing of any outcome of this process. Personnel issues will not and legally cannot be discussed with student-athletes. Therefore, resolutions or answers to certain questions may not be provided.

Athletic Training

Pre-Participation Examination (PPE) Process

For All Student-Athletes:

Before you are allowed to participate in any team activities (i.e. practices, competitions, conditioning and/or weight training) you must be medically cleared and have on file in the athletic training room all necessary paperwork. Being medically cleared involves a three step process:

1. you must have an annual physical completed by your family physician
2. you must have an athletic screening conducted by LVC athletic trainers
3. you must take a baseline ImPACT concussion test, also conducted by LVC athletic trainers

All of the necessary paperwork that must be on file including the form to be signed at the time of your physical can be found by going to www.godutchmen.com and click on the athletic training tab.

Important Note: in regards to your physical, the NCAA requires that all first time student-athletes must have a PPE completed no more than 6 months prior to their first participation (practice, competition, or out-of season conditioning activities (17.1.5 p 124-125 in the NCAA D-III Manual)

Injury Policies

1. Any athletic related injuries or illnesses must be reported to the athletic training staff in a timely fashion
2. The head athletic trainer will make all physician referrals when they pertain to athletic related injuries.
3. All athletes with any disabilities such as limited vision, hearing, or other physical disabilities shall report the disability to the head athletic trainer prior to entering the athletic program.
4. The Team Physician of Lebanon Valley College will have the final decision as to if and when an athlete may return to activity following an injury.

If you need to utilize LVC's secondary insurance, use the following information:

Intercollegiate Athletic Accident Insurance Timetable

-A member of the LVC athletic training staff must be notified of the injury within 24 hours of the injury occurrence

-Initial medical treatment must take place within 90 days from the date of injury.

-A claim must be filed within 180 days from the first date of treatment.

-Bills and explanations of benefits must be submitted within 12 months from the date of service.

Team Affiliations



Commonwealth Conference

**Women's Soccer, Men's Soccer, Softball, Baseball, Golf, Men's Tennis,
Women's Tennis, Men's Basketball,
Women's Basketball, Field Hockey, Volleyball**

Members include:

Albright College	Lycoming College
Alvernia University	Messiah College
Arcadia University	Widener University
Elizabethtown College	

Mid-Atlantic Conference

**Football, Men's Cross Country, Women's Cross Country,
Men's Lacrosse, Women's Lacrosse, Women's Swimming
Men's Swimming, Outdoor Track, Indoor Track**

Members include:

Albright College	Delaware Valley: Football only
Alvernia University	FDU-Florham: Football only
Arcadia University	Kings College: Football only
Elizabethtown College:	Wilkes College: Football only
Lycoming College	
Messiah College	
Widener University	

American Collegiate Hockey Association

ECHA Members

Ice Hockey

Members include:

Drexel University	University of Scranton
Lehigh University	Stony Brook University
Naval Academy	Townson University
Penn State Berks	Villanova University

Athletic Department Directory (717) 867-XXXX

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>	<u>Email Address</u>
Administration			
Rick Beard '90, M'92	Athletic Director	6363	rbeard@lvc.edu
Lauren Frankford	Asst Athletic Director	6470	frankfor@lvc.edu
Stacey Hollinger	Asst. Athletic Director	6891	sholling@lvc.edu
Pam Hillegas	Athletic Support	6260	hillegas@lvc.edu
Tim Flynn '05	Sports Info Director	6033	flynn@lvc.edu
Jay Sorrentino	Equipment Manager	6270	j_sorren@lvc.edu
Erin Kolacek	Interim Head ATC	6269	kolacek@lvc.edu
Baseball			
Keith Evans	Head Coach	6271	kevans@lvc.edu
Men's Basketball			
Brad McAlester	Head Coach	6263	mcaleste@lvc.edu
Women's Basketball			
Todd Goclowski	Head Coach	6272	goclowsk@lvc.edu
Cross Country			
James O'Brien '07	Head Coach	6364	obrien@lvc.edu
Field Hockey			
Carol Miller	Head Coach	6268	cmiller@lvc.edu
Football			
Jim Monos	Head Coach	6264	monos@lvc.edu
Golf			
Mike Swisher	Head Coach	6991	swisher@lvc.edu
Ice Hockey			
Don Parsons	Head Coach	6258	parsons@lvc.edu
Men's Lacrosse			
John Haus	Head Coach	6368	haus@lvc.edu
Women's Lacrosse			
Brianne Tierney	Head Coach	6876	btierney@lvc.edu
Men's Soccer			
Charlie Grimes	Head Coach	6267	grimes@lvc.edu
Women's Soccer			
Lauren Frankford	Head Coach	6470	frankfor@lvc.edu
Softball			
Stacey Hollinger	Head Coach	6891	sholling@lvc.edu
Men's and Women's Swimming			
Mary Gardner	Head Coach	6367	gardner@lvc.edu
Men's Tennis			
Dave Remsburg	Head Coach		remsburg@lvc.edu
Women's Tennis			
Joy Graeff	Head Coach		jgraeff@hershey.k12.pa.us
Men's and Women's Track and Field			
Melissa Weidler	Head Coach	6261	weidler@lvc.edu
Volleyball			
Wayne Perry '78	Head Coach	6273	perry@lvc.edu

Full Directory at GoDutchmen.com

Over Night Hosting Policy

Purpose and Goal

To provide a positive on-campus, overnight experience for prospective student-athletes. Goal: To assist coaches in their recruiting and to protect the College with liability issues related to overnight guests.

General Guidelines for an Effective Overnight Recruitment Visit

-Hosts must be resident (on campus) students and oriented in overnight/host guidelines and College policies.

-The number of prospective students per trained host is limited to one (1) with exceptions up to two (2) made on a case-by-case basis.

-The number of prospective students per date per sport is limited to twenty-five (25) recruits.

-To make the most effective use of coaches and staff time, prospective students should have, at least, a preliminary evaluation of their academic record by the Admission Office prior to making arrangements for the overnight visit.

-The recruiting visit is limited to one overnight (i.e. no full weekend/extended stays) during periods in which classes are in session. Exceptions may be considered for recruits traveling great distances. Approval for this is needed by the Athletic Director with notification to the Admission and Student Affairs staffs.

Pre-Visit

-Each team desiring overnight visits must identify current student-athletes willing to host recruits.

-A standard agenda for the visit should include the following activities: attend a class, meet a faculty member, schedule an admission interview, meet the coaching staff, meet a variety of team members, and eat a meal in the college dining hall.

-Written notification of the recruits' names, their assigned hosts and the dates of the visit should be given to Admission Office (include both liaison and receptionist), Student Affairs Office and the Director of Athletics two (2) days prior to visit.

During Visit

Host(s) must stay with the recruits throughout the visit, unless other supervision has been arranged (i.e. accompanied by another trained host, attend class, meet professor, coach).

Resolving Student-Athlete/Coach Conflict

The purpose of this procedure is to provide you with a means for resolving conflict with a coaching staff member. Student-athletes who wish to become involved in conflict resolution are required to use the following procedures.

Concerns should stay focused on specific individual situations. Areas of concern that are **NOT** appropriate to discuss with coaches are: *playing time, team strategy, play calling and other student-athletes.*

Step #1: If you are experiencing any concern or difficulty associated with your activities as a student-athlete, you should discuss your concern with a team captain or a team leader. If you are not comfortable for any reason in talking about your concern with a team captain or a team leader, you may go to the second step.

Step #2: If you are not satisfied after discussion with a team captain or a team leader, or if you decided not to raise your concerns with a team captain or a team leader, the next step should be take your concern to your coach. It would be helpful, although not

Class Excusal

All Student-Athletes should discuss any potential conflicts between athletic competitions and classroom responsibilities, and if appropriate, request a class excusal. Athletic practices do not warrant a request for class excusal. The student-athlete is responsible for all class work missed due to the excusal. Class excusal forms are available through your coach.

Preseason and Semester Breaks

Student athletes are able to stay on campus during preseason and appropriate breaks. Misconduct during these times could result in the removal from campus.

Fundraising

Teams have the option to raise funds for special trips (spring break, foreign travel, etc). All monies raised by team members will be deposited into the team booster/trip accounts. If a player chooses to leave the team at any time during the season, that money will stay in the team's account and is not refunded to the player. Any monies raised prior to the selection of the team will also remain in the team's account and not be refunded. Cash payments made to cover costs of a special trip can be refunded up to 3 months prior to departure providing there is no financial penalty assessed to the team. If a penalty is assessed the refund will be adjusted accordingly. Refunds after the 3 month deadline will be determined by the fees and special costs assessed to the team.

Anti-Hazing Policy

In accordance with the 1987 Commonwealth of Pennsylvania House Bill #749, LVC is unequivocally opposed to any activity which does not contribute to the positive development and welfare of its students. Activities detrimental to the physical, emotional, educational or moral welfare of students cannot be tolerated. Therefore, hazing is strictly prohibited. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. Refer to the Student handbook for further explanation.

Facebook / MySpace

As the popularity of social media increases, so do the dangers to student-athletes. Pictures of student-athletes partying or participating in illegal activities are cropping up on the internet on a daily basis. Not only does this increase the exposure risk to you personally, but also to your program and the College as a whole. While it is permissible to maintain your personal information on these sites we recommend that you be extremely careful with the information you post. Don't let the idea that "privatizing" your information means that it won't end up in the wrong hands. There is nothing private about the internet. We recommend that the safest way to avoid problems is to stay away from these sites and recommend you keep your private photos off of the internet. As we know, there will be more sites like this that will become available. Please know that this recommendation applies to any sites on the internet. In addition, as an LVC student-athlete, you are expected to represent LVC athletics in a positive manner at all times. This includes the material content that you post on these sites.

LVC Eligibility

NCAA Definition

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree

Definition of Full-time Status

Full-time status is defined as 12 credits - if a student athlete falls below 12 credits, they will immediately become ineligible to practice and compete in intercollegiate athletics.

***EXCEPTION** - A student-athlete may compete while enrolled in less than 12 credits, provided the student is enrolled in the final semester of the baccalaureate program and LVC certifies that the student is carrying the courses necessary to graduate.

Requirements for Practice & Competition

In order for an LVC student-athlete to be eligible to practice and compete, they must be medically cleared by the athletic training staff, be academically eligible (see below) AND have completed all necessary NCAA paperwork - i.e., transfer forms, eligibility forms, drug testing consent, international student-athlete forms, etc.

Maintaining Good Academic Standing

To maintain themselves in good academic standing at the College, students must achieve minimum cumulative grade point averages appropriate to their progress toward their degree, and they must complete coursework at a regular and sustained pace. Minimum cumulative GPAs are as follows:

<u>Semester Credit Hours</u>	<u>Required Cumulative GPA</u>
1-27 credit hours	1.60 GPA
28-55 credit hours	1.70 GPA
56-83 credit hours	1.80 GPA
84 or ore credit hours	1.90 GPA

At the conclusion of each semester, the College examines students' academic records. Students who have not achieved the above minimum grade point averages will be given an **Academic Warning**, placed on **Probation**, or **Academically Suspended** from the College.

Academic Warning. The first time a student falls below the required cumulative GPA as listed above, they will be given Academic Warning. Academic Warning constitutes a formal notification that a student's academic performance is weak and that he/she needs to devote increased attention to academic work. Students receiving Academic Warning are cautioned that unless they achieve an acceptable cumulative grade point average, they will be placed on Probation and thereby lose the privilege of participating in extracurricular activities (including such activities as intercollegiate sports, student government, campus media, student clubs, and Greek and service organizations).

Final Probation. Students who fall below the required cumulative GPA a third time (whether in consecutive or non-consecutive semesters) will be placed on Final Probation. A student on Final Probation will not be permitted to take part in extracurricular activities, and the student will be informed that unless the student restores himself/herself to good academic standing and maintains that status, the student will be suspended from the College.

Academic Suspension. Students will be academically suspended from the College when (1) they fall below the required cumulative GPA a fourth time (whether in consecutive or non-consecutive semesters); (2) they fail to achieve a cumulative grade point average of at least 0.75 at the conclusion of any semester; (3) they have not earned a total of at least 6 credit hours of coursework for each semester completed by the conclusion of their second or subsequent semesters. Students suspended will not be permitted to return for at least the full subsequent semester (fall or spring). To request reinstatement, students must submit a written petition to the Associate Dean for Academic Affairs. A suspended student who returns to the College and who is suspended again for academic reasons will be regarded as permanently separated from the College.

Upon reinstatement to the College, a student will have two semesters to bring up his/her cumulative GPA to the minimum required for good academic standing at the College. Reinstated students may participate in extracurricular activities. The student's grades will be monitored at mid-semester and again at the end of the semester to ensure academic progress. If a student's midterm or final grades fall below a semester average of 2.0, the student will be removed from all extracurricular activities immediately. The student will not be allowed to rejoin extracurricular activities until the student has reached the minimum cumulative GPA required for good academic standing.

ACHA Academic Requirements

1. Student athletes shall be limited to four years of eligibility, however, in the event a Men's Division 2 team moves to Men's Division 1, those players whose four years of eligibility expired the previous season while competing at the Men's Division 2 level shall be granted one additional year of eligibility for the team's first season at the Men's Division 1 level. Should a former Men's Division 1 team move back to Men's Division 1 this eligibility extension shall not apply.
2. Student athletes shall be enrolled in a program of study leading to a baccalaureate degree or equivalent degree as determined by the regulations of the university. Men's Division 1 student athletes may be enrolled in a second baccalaureate degree or graduate program providing the student is enrolled at the same Institution he/she attended as an undergraduate and the student has eligibility remaining as specified in paragraph 1 of this section.
3. Student athletes must enroll in a minimum of 12 credit hours and drop to no lower than 9 credit hours during each semester of competition. A player who drops below 9 credit hours during a semester becomes immediately ineligible to continue competition. An equivalent standard shall be applied to institutions utilizing a quarter system.
4. Student athletes must successfully complete (take and pass) a minimum of 9 credits each semester to be eligible for play in the following semester. This applies to the fall semester only. [2003]

5. Each Men's Division 1 student athlete participating in consecutive semesters of competition after the first academic year must have successfully completed (taken and passed) 24 semester hours or equivalent in the previous 12 months or in the previous academic year. [2003]
6. No student athlete may participate in more than four national tournaments (including regional tournaments).
7. A senior in the last semester or quarter prior to graduation is not required to meet the 12 credit or equivalent hour minimum, provided the Commissioner is notified in writing by an official Team Representative.
8. If a student athlete has participated in 20% of all his team's scheduled games (preseason, exhibition, etc.), that student athlete shall have used a full year of eligibility. A student athlete may be granted an additional year of eligibility if he/she participated in less than 20% of regularly scheduled games in any one season. Red-shirted student athlete's names must be submitted at the beginning of the season along with the team's registration form.
9. Student athletes who transfer are not subject to residence status requirements but each year played in intercollegiate competition shall be counted as a year of eligibility.
10. Student athletes, who transfer, in order to be eligible to play for their new team, must have been eligible to play for their previous team at the time they transferred. If they were not so eligible, they cannot play for their new team until they satisfy all eligibility requirements as if they had previously played for their new team.

Lebanon Valley College Academic Success Program

If you are seeking ways to become more successful in the classroom, contact your coach or Coach Pantalone (*6259) for more information on programs and services that are available to you through the athletic department. You do not have to be performing poorly to want to improve your academic performance! Even great players still have to practice!

Team Selection

All candidates will be given a fair opportunity to make the team through an open try-out period as determined by the head coach. Final roster decisions are based on how the coaching staff has evaluated each candidate's skill and all around attributes. The final candidates selected to the varsity squad are those who the staff believes give the team the best possible opportunity for success. Roster size is determined by the coaching staff and athletic administration. All candidates, including returning players, must earn a spot on the roster. Performance and behavior are the two metrics used in the final selection.

Travel Policy

Student athletes are required to travel to and from away contest with their teams in the mode of transportation provided by the college. Exceptions to this policy must have prior approval by the Head Coach and Director of Athletics. Student athletes traveling with their team to an away contest and returning to campus in another fashion must have approval from the Head Coach and Director of Athletics, as well as parent consent (which needs to be acknowledged by the coach and/or AD). In each case, a release form must be signed and given to the Head Coach.