

GENEVA COLLEGE

2021-2022 STUDENT ATHLETE HANDBOOK



GOLDEN TORNADOES



Table of Contents

Philosophy.....	3
Athletic Committees.....	5
Staff Directory.....	6
Student-Athletes Policies.....	7
Student-Athlete Welfare Information.....	34
Athletic Training Information.....	43
NCAA Policies.....	53
Presidents' Athletic Conference Information.....	62

Disclaimer

The content of this handbook does not create nor constitute a contract of any kind. This handbook is simply a statement of standards and expectations. It is informational and a part of Geneva College's ongoing operations. The college reserves the right to vary from it and to modify it at any time without prior consent or notice even during the academic year, although it will endeavor to publish changes or updated versions as it may deem appropriate in its sole discretion.

Welcome

A Geneva College student-athlete is held to the highest of standards when it comes to their athletic and academic success. We approach athletics as a privilege and as a component that goes hand in hand with their academic experience. Our coaches are intentional about maintaining a true focus on academic achievement while at the same time challenging our student-athletes to be their very best in the athletic arena. We want to develop our student-athletes in all aspects of their lives while using their athletic abilities as tools to represent Geneva College in its purpose and mission. A Geneva College student-athlete is special, and we want to walk alongside those young men and women throughout their athletic, academic and spiritual growth while competing for the Golden Tornadoes.

Van Zanic
Director of Athletics

Welcome

I am honored to be your Faculty Athletics Representative (FAR.) An FAR is a full-time member of the faculty, a liaison between athletics and the academic side of the college, and an official representative of the college to both the President's Athletic Conference and to the NCAA. The FAR is a position whose mission is to embody a faculty voice in NCAA and conference level DIII legislation and to ensure balance between academics and athletics for the benefit of the student-athletes and their well-being.

Along with me, the NCAA, the Presidents' Athletic Conference and Geneva College are all equally committed to helping student-athletes maintain a balance between athletics and academics. These three organizations have made it possible for me to be a mentor and a cheerleader for you today so that I might recognize you for your outstanding work both on and off the field, the court, or the track.

As Geneva's FAR, I would like to invite any student-athlete who might want to discuss either their athletics or their academics to come find me in the Department of Business, Accounting and Management in Northwood Hall where I serve as a faculty member. Thank you all for your hard work, focus and dedication to not only your athletics, but also your academics.

I am very proud of you.

Dr. Denise Murphy Gerber
Faculty Athletic Representative

I. PHILOSOPHY

Geneva College Mission Statement

Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.

Vision Statement

Geneva College will inspire students to integrate faith in Christ into all aspects of life in the real world and to serve faithfully within their callings for Christ and Country.

Core Values

With Christ as King and under scripture, we:

1. Serve with grace
2. Pursue godly wisdom
3. Foster academic strength
4. Engage culture faithfully
5. Inspire vibrant hospitality
6. Honor one another

Geneva College Athletic Mission Statement

The Geneva College Athletic Department is to educate and minister to a diverse body of student-athletes. The Department of Athletics will provide an environment that enhances the development of the whole person, spiritually, academically, and physically. In order to fulfill its mission statement, the department will strive to:

1. Honor Jesus Christ in and out of the athletic arena (Col. 3:23)
2. Recognize the valued purpose of each individual within the body (Cor. 12:12-27)
3. Encourage a teachable spirit aimed at an attitude of servant leadership (Rom. 12:1-2)

Athletics

Geneva College encourages students to participate in intercollegiate athletics. Faculty and staff together believe that athletics challenge men and women to grow as whole people. It is also everyone's hope that athletics lead students down the path of Jesus Christ. Athletics is an important part of the academic experience at Geneva as it promotes leadership, discipline, responsibility and teamwork.

All 18 varsity sports at Geneva are governed by the NCAA, Presidents' Athletic Conference, the NCCAA, and the college's administration. The NCAA DIII currently has 451 member institutions. Within that membership, the Presidents' Athletic Conference has 10 full-time institutions and two institutions that are considered associated members as they only participate in football and one associate member for the sport of lacrosse.

Presidents' Athletic Conference:

Bethany College (Bethany, WV), Chatham University (Pittsburgh, PA), Franciscan University of Steubenville (Steubenville, OH), **Geneva College (Beaver Falls, PA)**, Grove City College (Grove City, PA), Saint Vincent

College (Latrobe, PA), Thiel College (Greenville, PA), Washington and Jefferson College (Washington, PA), Waynesburg University (Waynesburg, PA) and Westminster College (New Wilmington, PA)

Associate Members: (Football Only)

Carnegie Mellon University (Pittsburgh, PA) and Case Western Reserve University (Cleveland, OH)

NCAA Division III Philosophy Statement

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

II. ATHLETIC COMMITTEES

Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) serves the student-athletes of the college and provides a forum for student-athletes to discuss issues and concerns with the athletic program. The SAAC reports directly to the Council on Athletics through the SAAC Advisor, who chairs the Committee. The Committee is responsible for voicing student-athlete concerns relative to athletic department policies, PAC guidelines and play, and NCAA legislation and guidelines. One member of the SAAC will also represent the college on the PAC SAAC Committee. SAAC is a committee made up of student-athletes, assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses. Presently, there are separate national SAACs for NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

Our current SAAC advisor is Coach Mandeef Craft, Head Men and Women's Tennis Coach.

Mandeef Craft: mjcraft@geneva.edu or 724.847.5325

Faculty Athletics Representative

The Faculty Athletics Representative (FAR) is responsible for communicating with the faculty on athletic issues related to the administration of the program, PAC policy and guidelines, and NCAA legislation. The FAR provides a communication link for the faculty and the athletic department and serves in an advisory role to the President on athletic concerns. One of the FAR's main goals is to support and strengthen the manner in which the athletic experience of student-athletes on campus reinforces the overall mission of the college and the complete development of the student-athletes as members of the Geneva community. In addition to meeting with each team annually as part of each program's evaluation process, the FAR meets with individual student-athletes as needed particularly when a student-athlete has questions about effectively meeting the academic and athletic demands he/she faces. This could range from recurring class-schedule conflicts with practice and competition dates to more general issues regarding maintaining balance between academic and athletic goals. The FAR also oversees the application process for NCAA Post-Graduate scholarships, made available by the NCAA annually to all divisions for exceptional student-athletes seeking to continue their education at the graduate or professional school levels.

Our current Faculty Athletics Representative is Dr. Denise Murphy Gerber, a Professor in The Tannehill Department of Business, Accounting and Sport Management.

Denise Murphy Gerber (724.847.5557) dcmurphy@geneva.edu

III. ATHLETIC DEPARTMENT DIRECTORY

Our most current staff directory can be found at: <https://athletics.geneva.edu/staff-directory>

<i>NAME</i>	<i>TITLE</i>	<i>EMAIL ADDRESS</i>	<i>PHONE</i>
<u>Van Zanic</u>	Director of Athletics	<u>vgzanic@geneva.edu</u>	724-847-6886
<u>Becky Dittmar</u>	Assistant Director of Athletics	<u>rdittmar@geneva.edu</u>	724-847-6650
<u>Andrew Fee</u>	Assistant Director of Athletics	<u>ajfee1@geneva.edu</u>	724-847-6105
SPORTS INFORMATION			
<u>Chris Mathews</u>	Director of Sports Information	<u>ckmathew@geneva.edu</u>	724-847-6885
ATHLETIC TRAINING			
<u>Brian Nelson</u>	Head Athletic Trainer	<u>bdnelson@geneva.edu</u>	724-847-5003
<u>Charity Longstreth</u>	Athletic Trainer	<u>cmlongst@geneva.edu</u>	724-847-5008
BASEBALL			
<u>Alan Sumner</u>	Head Baseball Coach	<u>awsumner@geneva.edu</u>	724-847-6647
CROSS COUNTRY			
<u>Phil Thompson</u>	Head Cross Country Coach	<u>prthomps@geneva.edu</u>	724-847-6761
FOOTBALL			
<u>Geno DeMarco</u>	Head Football Coach	<u>gdemarco@geneva.edu</u>	724-847-6650
MEN'S BASKETBALL			
<u>Jeff Santarsiero</u>	Head Men's Basketball Coach	<u>jsantars@geneva.edu</u>	724-847-6653
MEN'S SOCCER			
<u>Gary Dunda</u>	Head Men's Soccer Coach	<u>gtdunda@geneva.edu</u>	724-847-5226
SOFTBALL			
<u>Van Zanic</u>	Head Softball Coach	<u>vgzanic@geneva.edu</u>	724-847-6886
WOMEN'S & MEN'S TENNIS			
<u>Mandee Craft</u>	Head Tennis Coach	<u>mjcraft@geneva.edu</u>	724-847-6650
TRACK & FIELD			
<u>Phil Thompson</u>	Head Track and Field Coach	<u>prthomps@geneva.edu</u>	724-847-6761
MEN'S VOLLEYBALL			
<u>Curt Conser</u>	Head Men's Volleyball Coach	<u>cpconser@geneva.edu</u>	724-847-6607
WOMEN'S VOLLEYBALL			
<u>Wendy Smith</u>	Head Women's Volleyball Coach	<u>wbsmith@geneva.edu</u>	724-847-6104
WOMEN'S BASKETBALL			

Michael Grinder

Head Women's Basketball Coach

msgrinde@geneva.edu

724-847-6651

MENS'S & WOMEN'S GOLF

Andrew Fee

Head Golf Coach

ajfee1@geneva.edu

724-847-6105

WOMEN'S SOCCER

TBA

Head Women's Soccer Coach

TBA

TBA

IV. ATHLETIC DEPARTMENT POLICIES

Academics

Each coach, in coordination with the registrar and faculty athletic representative, will inform faculty and faculty advisors of those student-athletes participating in their sport.

1. Coaches will work with the student-athletes to minimize class conflict during the traditional playing season due to class scheduling whenever possible.
2. The student-athlete is responsible for informing faculty of their participation in a sport.
3. The student-athlete is responsible for informing faculty at least two days in advance of a class absence resulting from athletic participation.
4. At the beginning of each semester, professors will inform the student-athlete of their class absence policies and policies for making up missed work.
5. The student-athlete is responsible for knowing his/her professors' absence policies and policies for making up missed work due to athletic participation.
6. The student-athlete is not to be excused from class for practice sessions or any non-traditional practice or game.
7. All head coaches will provide student-athletes with academic guidelines to be followed while participating in their program.
8. Student-athletes with a cumulative grade point average (GPA) less than 2.0 (at semesters end) will be placed on academic probation. The Provost will evaluate the ability to advance in athletic competition or not. There is a formal appeal process through the Academics Affairs office.
9. The student-athlete must be a full-time enrolled student to participate in the athletic programs. (Full-time = 12 hours minimum a semester) *Note: It is recommended that the student-athlete take 15 hours a semester to better assure their academic eligibility.*
10. The student-athlete must be in "good academic standing" in order to participate in the athletic programs.

NCAA Manual (Bylaw, Article 14 – Eligibility: Academics)

Academic Status

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 (12 credits at Geneva College) be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree.

Good Academic Standing

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be in good academic standing as determined by the academic authorities who determine the meaning of such

phrases for all students of the institution subject to controlling legislation of the conference(s) or similar association of which the institution is a member.

PAC Policies

The Presidents' Athletic Conference follows the NCAA Guidelines as mentioned above. Currently, academic guidelines for participation are determined institutionally.

Geneva College Athletic Eligibility Policies

Every student who is permitted to enroll at Geneva College is expected to make continuous progress toward his or her educational objective. At the end of each semester a careful evaluation of the achievement of each student is made, and a student whose quality of performance is below the minimum GPA requirement will either be placed on academic probation or academic suspension.

The following guidelines are used and interpreted by the Provost. Student-Athletes must meet these guidelines **to be eligible to participate in intercollegiate competition**.

Initial athletic **eligibility for transfer student-athletes** will be determined by the number of full-time semesters in another college or university and the total credits earned at any previous institution to meet the academic progress standard. Student-athletes that do not meet the eligibility standards may not practice or compete in their sport until they have sat a year in residence.

Team Expectations and Grievance Policy

Team Expectations/Policies

Each head coach has been advised to develop written team expectations and policies and to provide it to their student-athletes at their first organizational meeting. These policies should cover academics, substance use and abuse, travel, practice, competition, image and sportsmanship. These policies are designed to provide discipline, structure and fairness in addressing these specific areas.

Grievance Policy

Anytime a student-athlete has a concern or feels they have been unjustly treated in their sports program, they may arrange a meeting with the Director of Athletics. If unsatisfied with the decision made at this level, the student-athlete may then appeal to the Dean of Student Development.

Student Conduct Policies:

"Love the Lord your God with all your heart, and with all your soul, and with all your mind . . . and love your neighbor as yourself." (Matthew 22:37-39).

The term "community" refers to a group of people who work interdependently toward a common purpose. The purpose of the Geneva College community is to glorify Christ in our commitment to learning, respect for each other and submission to His lordship in all areas of life. It is our desire to:

- Be a community where individuals are committed to learning both inside and outside the classroom in an effort to discover how to be life-long learners;
- Create an environment in which theory and experience come together;
- Create an environment where unity, reconciliation, understanding and awareness are actively pursued;

- Intimately know the fullness of Christ individually and corporately and see His influence in all that we do.

In all communities, individuals are asked to sacrifice a degree of personal freedom for the good of the whole. Likewise, each member of the Geneva community is asked to make a commitment to abide by a set of standards designed to protect both the individual and the community. By virtue of enrollment at Geneva College, it is expected that each student will accept the responsibilities of community membership and will respect the leadership and regulations that govern it.

Introduction of Community Standards

**This is an excerpt taken from the student handbook. The most up to date information can be found on the Geneva College website (www.geneva.edu)*

The Geneva College Community Standards are based on Biblical principles, prudential policies, preferred operational procedures and the laws of the Commonwealth of Pennsylvania. They are intended to promote both a healthy community and the personal character development of community members. Students are therefore expected to be aware of and abide by the Geneva College Community Standards.

Each member of the Geneva College community also has a responsibility to hold himself/herself and other members of the community accountable to these standards. In some situations, this will require that students confront one another in love. At other times, it will require that a Student Development staff member is made aware of the situation. While discipline is not the primary role of the Student Development staff, the personal character of our students and the health of the Geneva College community are central to the Student Development team.

The type of response to misconduct will depend upon the circumstances of each situation, including, but not limited to, the seriousness of the alleged offense, the student's willingness to take responsibility for his or her actions and the student's conduct history. The college will seek to explore opportunities to contribute to the student's personal growth and success while seeking to maintain a healthy living and learning environment.

Biblical Principles

Morally unacceptable practices according to biblical teaching are not acceptable for members of the Geneva College community. Specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of harassment, all forms of dishonesty, involvement in or depiction of occult or satanic activity, sexual sins (i.e. premarital sex, cohabitation with a member of the opposite sex, rape, adultery, homosexual behavior) and the use or display of obscene and/or pornographic materials will not be tolerated. (See Romans 1:18-32, Galatians 5:19-21, Ephesians 4:28; 5:18, Colossians 3:5-9, I Thessalonians 4:3-5, Hebrews 13:4-5.)

In addition, scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful discrimination and prejudice that are based on race, religion, sex or socioeconomic status. While these attitudes may be difficult to detect, they are as subject to the judgment of God as outward forms of disobedience to Him.

The college community is obliged to challenge these attitudes when evidenced and assist the offender in seeking God's forgiveness and help in order that she/he might grow in grace and righteousness.

Principles for Community Standards

While the scriptures do not provide specific teachings regarding all social practices, the college recognizes that they do advocate self-restraint from activities and behaviors which are potentially harmful or offensive to others. The college has, therefore, chosen to adopt certain prudential policies that will contribute to creating an environment consistent with the aims and goals of the college as stated in the College Catalog and this handbook. Students are expected to practice discretion and restraint and honor the standards of the college.

Expectations of Student Leaders (Geneva Student-Athletes are student leaders on campus.)

Students in leadership positions are expected to maintain a 2.5 GPA (does not apply directly to student-athletes), abide by college policy, evidence personal integrity and show respect for God and the college community. Student leaders are expected to have a respect for the diversity of the Geneva College community and to make good moral decisions in both their public and private lives.

Students are encouraged to consider the Community Standards outlined below before stepping into leadership. Those in student leadership positions who are unable to live within the outlined standards may be asked to step down from their positions. While we always desire to come alongside our students, we realize that there will be times when a leader must step down for the sake of those who are served, the college and/or the leader's own personal growth.

Clubs or Student Organizations

A student club or organization and its officers and membership may be held collectively and individually responsible when violations of this handbook by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers;
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

Community Standards

The following standards outline expectations of the Geneva College student body and have been adopted for the well-being of both the individual and community at large. While it is our hope that members of the student body will see the value of living by these standards, we understand that some students will periodically choose to behave contrary to community expectations. With this in mind, the college reserves the right to take disciplinary action against any student or student organization that violates the Geneva College Community Standards.

We expect our students to be:

1. **BIBLICALLY PRINCIPLED - Members of the student body are to abide by the wisdom of scripture and are expected to avoid behavior that is in conflict with its teaching.** Behavior which constitutes a violation of this community standard includes, but is not limited to:
 - Satanic or occult behaviors and/or the possession of satanic or occult material.
 - Gambling - exchange of monies or possessions through betting and chance - on campus, at a college-sponsored event or online through the college network.
 - Use of profanity.
2. **HONEST - All members of the student body are expected to demonstrate a commitment to truth and to personal integrity. Failure to be truthful and/or to act with integrity is considered a violation of the Geneva College Community Standards.** Behavior which constitutes a violation of this Community Standard includes, but is not limited to:
 - Academic dishonesty including but not limited to plagiarism, cheating and/or interfering with the academic progress of another.
 - Knowingly making a false statement, either orally or in writing, to any college employee or agent on a college related matter, including but not limited to lying, forgery, giving a false report and/or falsely claiming not to have knowledge of a specific incident.
 - Initiation or circulation of a report or warning of an impending bombing, fire or other crime, emergency or catastrophe that is known to be false.
 - Knowingly being in the presence of a violation of the Geneva College Community Standards (can include failing to confront the offender or to leave).
 - Fleeing the scene of a policy violation after having been, or while being, confronted.
 - Violation of the college's off-campus housing policy and/or off-campus housing privilege agreement.
3. **RESPECTFUL OF OTHERS - Members of the student body are expected to treat each other as God's image bearers. Students should refrain from behavior that may, or in fact does, cause physical or emotional harm to another person or cause reasonable apprehension of such harm. Such behavior may be intentional (a conscious decision to engage in the conduct) and/or reckless (conduct which could reasonably be expected to create a substantial risk of harm to another person).** Behavior which constitutes a violation of this community standard includes, but is not limited to:
 - Gestures or implied or explicit comments, threats or actions, which place a person in reasonable fear of unwelcome physical contact or harm or psychological discomfort.
 - Attempts to cause or actually causing bodily injury to another person (intentionally or unintentionally).
 - Striking, shoving, kicking or otherwise subjecting another person to unwelcome physical contact or attempting or threatening to do so.
 - Communicating by voice, graphic means, electronically or by telephone (whether or not a conversation takes place) or using any other information resource that has the effect of harassing and/or alarming another person (intentionally or unintentionally).
 - Engaging in sexual contact or behavior with another person (sexual intercourse, touching the sexual or other intimate parts of another person, inappropriate disrobing, or any other physical contact or touching of a sexual nature) without the consent of that person or by compulsion through physical force or fear. More information can be found in the Sexual Misconduct Policy.
 - Abuse (verbal, psychological and/or physical) of a resident assistant, resident director, or other college official during the fulfillment of his/her job responsibilities and/or in retaliation for fulfilling those responsibilities.
4. **COMMITTED TO COMMUNITY - Members of the student body are expected to value one another to the point of sacrificing some personal freedom for the sake of others. Specifically, students are**

expected to abide by prudential policies intended to limit behavior that may, or in fact does, cause disunity within the Geneva community. Behavior which constitutes a violation of this community standard includes, but is not limited to:

- On-campus dances.
- Use of organizational funds for the sponsorship of a dance (on or off campus).
- Failure to abide by the residence hall visitation hours.
- Violation of the residence hall visitation procedures.
- Wearing or displaying clothing that depicts alcohol or tobacco products and/or is deemed by the Student Development staff to be lewd, obscene, pornographic, sexually suggestive, racially or sexually degrading, satanic or representative of the occult.
- Use of any tobacco products or smoking devices on campus.
- Unapproved solicitation (fundraising) by an organization or individual is not permitted on campus property.
- Pranks that are disruptive to the community.

5. RESPECTFUL OF OTHERS' POSSESSIONS - Members of the student body are expected to show respect for the property of others and should refrain from the theft and/or destruction of property belonging to others. Behavior which constitutes a violation of this community standard includes, but is not limited to:

- Unauthorized taking or possession of another's property or services (including the college).
- Using another person's College I.D. card or allowing another to use one's College I.D. card for entrance to residential facilities, to obtain chapel credit or for any other unauthorized purpose.
- The unauthorized possession of a temporary ID card.
- Failure to abide by Technology Services policies.
- Intentional, unintentional or reckless behavior which may, or in fact does, deface or cause damage to college property or the property of others.

6. SEXUALLY PURE - All members of the student body are expected to respect the gift of sexuality that God has given and to make wise decisions regarding sexual purity. Students are expected to refrain from involvement in sexual relationships until marriage and to refrain from the use of pornography. Behavior which constitutes a violation of this community standard includes, but is not limited to:

- Involvement in sexual sins, including but not limited to: sex outside of a marriage covenant between a man and a woman, sleeping in the same bed as another student, same-sex sex, same-sex intimacy, and/or inappropriate displays of affection.
- Possession, sale, distribution or use of pornographic material including but not limited to magazines, posters, videos, DVDs, photographs and/or computer-generated images.

7. SUBSTANCE-FREE - Geneva is a drug and alcohol-free campus. The use of illegal drugs is prohibited, and students are expected to abide by state laws requiring a person to be 21 years of age before consuming alcohol. In addition, all students are expected to adhere to Geneva's prudential policy requiring students not to have alcohol in their possession and/or in their system while on campus.

Behavior which constitutes a violation of this community standard includes, but is not limited to:

- Possession, storage, consumption, or providing of alcohol; or having alcohol in one's system; while under the jurisdiction of the College (i.e. on College property, at a College-sponsored event, or on a College-sponsored trip).
- Possession or consumption of alcohol while under the age of 21 years of age.
- Providing or selling alcohol to persons under 21 years of age.
- Use of organizational funds for the purchase of alcoholic beverages by any officially recognized student organization.
- Possession or use of illegal drugs or drug paraphernalia.

- Distribution or sale of illegal drugs or drug paraphernalia.
 - Possession or use of unsubscribed designer (legal) drugs.
 - Distribution or sale of designer (legal) drugs.
 - The inappropriate use, sale or distribution of prescription and/or over-the-counter drugs.
8. **SAFETY-MINDED - Members of the student body are expected to aid in the establishment of a safe and secure campus environment. As a result, students are expected to refrain from behavior that may pose a risk to others and/or self.** Behavior which constitutes a violation of this community standard includes, but is not limited to:
- Tampering with fire safety equipment (including removing batteries from or disabling smoke detectors), setting off a false alarm and/or failing to evacuate a facility during a fire drill.
 - Possession, sale or use of fireworks or any other explosive or combustible material on College property or in the surrounding community.
 - Use or possession of a firearm, ammunition or another dangerous weapon on campus. See Weapons Policy.
 - The use of Airsoft, paintball and/or any other recreational projectile device on campus. Airsoft and paintball guns are not permitted in college facilities and can be stored in vehicles.
 - Violations of the residential policies outlined in the Student Handbook (see “Room Alterations/Room Inspections” for complete lists).
 - Unauthorized possession, duplication or use of keys, codes or I.D. cards to facilitate the unauthorized entry to or use of college facilities.
 - Unauthorized scaling/climbing of a college building and/or presence on the roof of a college facility.
 - Unauthorized access to a college facility (including the Challenge Course property).
 - Disorderly conduct and/or inappropriate behavior (i.e., behavior that disrupts/obstructs peace and orderliness, and/or is deemed inappropriate for a member of the Geneva College community).
 - Reckless driving, which may, or in fact does endanger individuals or damage property.
 - Use, possession and/or storage of hover boards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited on college property—this includes all college buildings, roadways, walkways and housing.
9. **RESPECTFUL OF AUTHORITY - Members of the student body should show respect for those whom God has placed in positions of authority. It is expected that students will respond to the verbal and/or written request of a college official during the lawful performance of his/her duties.** Behavior which constitutes a violation of this community standard includes, but is not limited to:
- Intentionally obstructing or failing to comply with the request of a college official or employee in the lawful performance of his/her duties.
 - Disregard for the college parking policy as demonstrated by the receipt of three or more parking tickets during a single semester, five tickets during an academic year, or repeated abuse of parking policies from one academic year to another.
 - Unacceptable interference with standard college activities and functions. Examples of such activities/functions include, but are not limited to studying, teaching, public speaking, research, administration of the College or emergency (security, fire or police) operations.
 - Failure to appear in a timely fashion before a college official for a Student Conduct hearing when charged with a violation of the Community Standards and when duly notified of the hearing.

- Failure to abide by any disciplinary sanction imposed as a result of a Student Conduct hearing (e.g., failure to honor a monetary fine, serve community service hours, satisfy terms of probation, etc.) within the specified timeframe.

10. GOOD CITIZENS - Members of the student body are to be good neighbors in the community at large.

Therefore students are expected to abide by all local, state, and/or federal laws, and to be considerate of members of the Geneva College and Beaver Falls communities. Behavior which constitutes a violation of this community standard includes, but is not limited to:

- Violation of local, state or federal laws including but not limited to underage drinking, disorderly conduct, trespassing and public disturbances. (No criminal conviction is necessary for conduct to be subject to disciplinary action by the college, and disciplinary actions may proceed even though the same conduct is also the subject of a pending criminal charge.) It should be noted that the CSX rail lines (bordering our campus) are private property and thus one's presence on that property is a violation of trespassing ordinances.
- Behavior that may reflect poorly on the mission of Geneva College, including but not limited to littering, off-campus cohabitation, loitering and/or parking in front of the homes of College Hill residents for an extended period of time.

College Procedures

The college reserves the right to confiscate and/or search the contents of a student's cell phone or any other electronic communication or information storage device if a college official suspects that it was used in a violation of college policy. Examples include, but are not limited to, cases of academic dishonesty, harassment or where there is a concern for the safety of the student and/or others.

Student Conduct sanctions may be doubled for any violation of college policy that takes place on campus during a time when the college is closed for academic breaks. In addition, those involved may be refused permission to stay on campus during future breaks.

College Policy Violations

Realizing that the Geneva College community is made up of a diverse population of students, faculty and staff, it is necessary to define the standards that govern our community as a whole. In an effort to protect and maintain harmony, infractions of these defined standards may necessitate a disciplinary response.

If the conduct of any member of the Geneva community is found to be detrimental either to his/her personal development or to that of others, staff will seek to confront the offending community member and restore him/her to the college community. A serious concern in administering discipline is the well-being of the entire campus community, as well as the effect upon the community at large. Discipline should therefore be administered in such a way that all involved are influenced towards good and away from evil. Disciplinary action will be in accordance with the seriousness and nature of the offense.

Because all members of a community are responsible for maintaining community standards, any member of the Geneva College community has the right to bring charges against another member of the community. Students who choose not to live up to the community standards and/or who violate college policy will be subject to disciplinary action. If the offending member shows a serious or continued violation of community standards, the college holds the right to permanently dismiss the student.

Reporting

Any student, faculty or staff member wanting to file a report of a college policy violation should do so as soon as possible after the event takes place (preferably within 24 hours). Reports of alleged violations should be made to the Residence Life Office and should include the names of the students, faculty or staff member(s), and/or student organization(s) accused, along with the specific details of the violation. These reports can be made with any Student Development staff person.

Anti-Retaliation

Students have the right to be free from retaliation. Geneva College does not allow threats or other forms of intimidation or retribution against a student:

- who files a complaint or grievance;
- who participates in an investigation;
- who appears as a witness at an administrative hearing;
- who opposes an unlawful act, discriminatory practice or policy.

Anyone who threatens, intimidates or retaliates against another student is subject to the Student Conduct Process.

Retaliation is a suspendable violation at Geneva College. Being found responsible for retaliation of any form, by itself and separate from any other student conduct violations, may result in a student being suspended from Geneva College.

Redemptive Discipline

The College's use of redemptive discipline is intended to cause a change in the offender's behavior and to restore the individual to a right relationship with the community.

Although the need for discipline is a consistent theme throughout scripture, much of the college's philosophy on discipline is founded on the book of Hebrews, chapter 12. The following four goals have been established to guide Student Development in its oversight of the judicial process:

- To diligently use the disciplinary process as an opportunity to witness and minister to an offending student in hopes that the student will be reconciled to God.
- To educate students about the need for community standards and their responsibility to abide by these standards.
- To cause a change in the student's behavior in order to help the student develop character.
- To intentionally work with an offending student and the offended community to bring about reconciliation and restored acceptance.

Student Conduct Related Procedures

Normally, the accused student/organization:

- May present witnesses on his/her behalf. Please note that these witnesses must be approved in advance by the appropriate Student Conduct Officer.

- May select a silent advocate of his or her choice who is not involved in the case. The silent advocate may be present with the student throughout the hearing but has neither voice nor vote.
- Will be given decisions made by the Hearing Officer (Director of Residence Life, a Residence Director or any other designee of the Director of Residence Life) in writing in a timely fashion.
- May request an appeal of a decision. See “Appeal Request Procedures.”

Oversight

The Dean of Student Development is responsible for the overall function of the Student Conduct process. However, day-to-day operations are overseen by the college’s Chief Judicial Officer, the Director of Residence Life. The term Dean of Student Development used throughout the remainder of this section thus refers to the Dean of Student Development and/or his designees (Director of Residence Life, a Residence Director or any other designee of the Dean of Student Development).

The Hearing Officer may hear cases of individual students or recognized student organizations. He/she will determine if the alleged violation(s) of the Community Standards occurred and will determine disciplinary sanctions if necessary. The jurisdiction of the Hearing Officer extends only to violations of the Community Standards assigned through the Dean of Student Development.

In cases where a college club or organization is charged with the violation of college policy, it will be the responsibility of the organization’s president and faculty or staff advisor to attend the hearing. The Hearing Officer may also require some of the organization members to attend. The notification of the hearing date and the judicial decision will be given to the organization’s president and faculty or staff advisor.

Responsibilities of the Hearing Officer

The Hearing Officer is responsible for investigating violations that are reported to him/her, to gather additional information and witnesses (if necessary and appropriate), and to determine whether or not there are grounds to charge a student with a violation of College policy. For the purposes of accountability and to ensure that the Student Conduct policies are followed correctly, the Hearing Officer may appoint a second witness to be present for all aspects of the Student Conduct Process, including but not limited to the pre-hearing, the administrative hearing and any appeal. The second witness’ primary responsibility is to be silent and ensure the process is fair for any student who enters the Student Conduct Process. Anyone who serves as a second witness for any aspect of the Student Conduct Process will be appropriately trained about the Student Conduct Process and properly educated about student confidentiality before they are allowed to participate in the process.

Notice Procedures

The Hearing Officer will generally adhere to the following notice procedures:

1. The Hearing Officer will initiate the student conduct process by giving notice to the student who has been accused of violating the Community Standards. The notice may be sent by campus mail to the student’s address on campus, emailed to the student’s Geneva email address or may be delivered personally to the student. The notice may be mailed to the student’s home address if it is known that the student is no longer on campus. The notice will require the student to schedule an appointment with the Hearing Officer, by a specified deadline, to discuss the alleged violations in a pre-hearing conference.

2. The notice will inform the student of the following:
 - The alleged offense(s) the student committed;
 - The date, time and location of the alleged offense and other such relevant circumstances as the Hearing Officer may determine as necessary to include in the notice so that the student is notified of the nature of the alleged offense(s);
 - The section(s) and/or subsection(s) of the Community Standards upon which the charge(s) is/are based;
 - Reference to the student procedures outlined in the Student Handbook.
3. If the student fails to appear for the conference by a specified date, the Hearing Officer may:
 - Reschedule the conference.
 - Make a decision in his/her absence and impose further disciplinary sanctions as described in this handbook.

Pre-Hearing

The Hearing Officer conducts a pre-hearing conference with the accused student(s) following the receipt of a report of an alleged violation(s). The purpose of the conference is to explain the student conduct process to the student, to provide the student with an opportunity to hear the allegations against him/her, to review the facts as stated in the report(s) and to allow the student to discuss the case with the Hearing Officer in an informal context. During the pre-hearing conference, the Hearing Officer will assume responsibility for informing the student of the following:

1. The offense(s) the student was alleged to have committed as stated in the written notice.
2. The date, time and location of the alleged commission(s) and other relevant circumstances as the Hearing Officer may determine are appropriate to discuss.
3. The section of the Community Standards upon which the charges are based.
4. The student procedures outlined in the Student Handbook.
5. The sanctions which may possibly be imposed.

Alternate Hearing Officer

Following the initial pre-hearing conference the student charged with a violation of the Community Standards may request to have his/her case heard by an alternate Hearing Officer. Only one change of Hearing Officer will be granted per case, and the Director of Residence Life will assign the alternate Hearing Officer. Each student involved in the case will be required to meet with the alternate Hearing Officer in order to give him/her the opportunity to gather a complete understanding of the case. It should also be noted that a Hearing Officer has the right to refer a case to an alternate Hearing Officer or refer a case to the next highest level of hearing at any point prior to making a decision if he/she deems it necessary or wise to do so.

Administrative Hearing

If during the pre-hearing conference with the Hearing Officer, the accused student admits responsibility or indicates that he/she has no desire to request an alternate Hearing Officer, an administrative hearing may be convened at that time.

Guidelines for Decision Making

1. Students may normally bring one silent advocate (of his/her choice) to the hearing, although that silent advocate will have neither voice nor vote.
2. The student will have the opportunity to read the incident report(s) in which he/she is implicated and/or provide witnesses who can substantiate his/her version of the story.
3. Only the Hearing Officer, a second witness, the accused student(s), his/her silent advocate, and his/her witnesses (only while testifying) if called, will attend.
4. The student may request the right to appeal the decision of the Hearing Officer within three (3) business days of the date the decision letter is received.
5. The Hearing Officer will impose sanctions if it is determined that it is more likely than not that the student(s) violated the Community Standards.
6. Failure to appear at a hearing may result in the Hearing Officer assigning additional charges and/or sanctions.

After discussion and/or subsequent investigation, the Hearing Officer has the authority to determine whether the student was in violation of the Community Standards. If the student is determined to have been in violation of college policy, the Hearing Officer will notify the student in writing of his/her decision and will communicate the sanction by means of a written notice. The notice will be sent within seven (7) calendar days of the conclusion of all hearings related to the specific case.

If, after discussion and further investigation, it is determined that the alleged violation is not supported by the evidence, the Hearing Officer will dismiss the charge and notify the student within seven (7) calendar days of the conclusion of all the hearings related to the case.

Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or nonforcible sex offense, the college will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the college concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the college determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or nonforcible sex offense, the college may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and nonnegligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offences

10. Non-forcible sex offences

Disciplinary Sanctions

A copy of all student conduct action taken will be placed in a student's file in the Residence Life Office.

One or more of the following sanctions may be given in response to a violation of the Community Standards of Geneva College:

Active Avoidance - Geneva reserves the right to issue an "active avoidance" order between two or more students in response to alleged disruptive, violent, aggressive, threatening, harassing and/or discriminatory contact and/or in response to a violation of the Student Handbook. An "active avoidance" order may be issued for an interim period of time or until a student graduates from the college. An "active avoidance" order typically includes, but is not limited to: 1) initiating any contact in person in any location on or off campus; 2) initiating any electronic contact (e.g., e-mails, phone calls, text messages, social networking site messages, blog comments, etc.); 3) initiating any indirect contact (e.g., leaving a note); and/or 4) others acting on behalf of the students who were issued the "no contact" order to initiate contact in person, indirectly and/or electronically. Violating an "active avoidance" order, as well as any type of retaliation, intimidation, manipulation or other conduct that is inconsistent with college policy, will result in a conduct investigation being initiated and may result in disciplinary action.

Club Sanctions - Sanctions that may be imposed upon student organizations found guilty of violating college policies include warnings and probation. Fines, restitution and restrictions may also be imposed independently of or in combination with warnings or probation. Finally, the Dean of Student Development or a college judicial entity may determine that an organization found to have violated the Community Standards will lose its recognition as an official college organization and the privileges associated with that recognition. If a student organization loses its recognition from the college, the period of time during which it will not be recognized must be specified by the Dean of Student Development.

Confiscation of Prohibited Property - Items whose presence is in violation of college policy will be confiscated and will become the property of the college. Prohibited items may be returned to the owner at the discretion of the Director of Residence Life and/or Campus Security.

Developmental/Educational Assignments - Examples include, but are not limited to: developing and presenting residence hall programs on behavioral or health-related issues; writing a paper on topical concerns such as drug and alcohol abuse, alcohol legislation, etc; interviewing members of support groups such as Alcoholics Anonymous or Alanon and submitting a written report on one's findings; reporting on the status of fire extinguishers in the residence halls; and/or attending college lectures/seminars on issues relevant to one's disciplinary case.

Disciplinary Dismissal - The involuntary departure of the student from the College with resultant loss of all student rights and privileges. Separation is permanent and no provision is made for the student to re-enroll at Geneva College at any time in the future. Upon receiving a disciplinary dismissal, a student is not to attend college functions, participate in college-sponsored events and/or be on college property.

Disciplinary Suspension - Temporary loss of student status for a specified period of time, with resultant loss of all student rights and privileges. During the entire duration of a disciplinary suspension, the student is not to attend class, to attend college functions and/or to be on college property. Re-enrollment is contingent upon

completion of suspension, the fulfillment of its terms and approval by the Dean of Student Development. A copy of the letter outlining these terms is placed in the student's file in the Residence Life Office.

Fines - Monetary fines are expected to be paid in the Residence Life Office on or before the date specified in a student's judicial finding letter. No fines may be paid with coins.

College Housing Reassignment - Reassignment to another college housing facility. Residence Life personnel will decide on the reassignment details.

Mentoring - The requirement to find and meet with or meet with an already assigned faculty or staff member for a predetermined length of time.

Parental Notification - The college reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Probation -The student is permitted to remain enrolled in the college only upon condition that he/she complies with all college rules or regulations and/or with other standards of conduct which the student is directed to observe for the duration of the period of the probation. Failure to do so will result in the student being suspended from the college community. Probation may not exceed two academic terms in duration for any given misconduct, except that violation of probationary conditions will be cause for an extension of the probation for more than two additional academic terms or for suspension or dismissal.

Referral for Counseling -The Dean of Student Development or Hearing Officer may require a student to establish a counseling relationship with a member of the college counseling staff, a designated faculty/staff member or a professional off-campus counselor at the student's expense, and may require that the student sign a waiver giving the counselor permission to acknowledge that the student has reported for counseling as required.

Restitution - Payment equal to replacement or repair costs, including labor, for damages or stolen property, or for reimbursement of other losses, such as medical bills or investigative labor. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed or stolen.

Restrictions and Conditions of Student Behavior - Examples include, but are not limited to: denial of visitation privileges to residence halls, termination or denial of residence in College housing, denial of the use of specific College facilities and services, and restrictions on participation in co-curricular activities.

Service to the Community - Students may be required to serve the Geneva or local community for a specified number of hours. Students will be expected to complete all hours by the date specified in their judicial findings letter and return their community service tally sheet to the Residence Life Office upon completion.

Social Probation - Removal of the privilege of participating in co-curricular activities for a specified period of time. This includes, but is not limited to study and/or travel abroad, spring break trips, athletics, music groups, theater, student leadership, clubs and campus organizations.

Temporary Suspension - The College reserves the right to temporarily suspend a student who is awaiting final action on the charges filed against him/her, if, in the judgment of the Dean of Student Development, the student's continued presence on campus would constitute potential harm to college property, the student him/herself or to the safety of any member of the College community. During the entire duration of a temporary suspension, a student is not to attend class or College functions, participate in College-sponsored events and/or be on college property.

Warning - Verbal notice given to a student, to be followed in writing, that continuation of the behavior in question could result in disciplinary action.

Other Sanctions - Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Residence Life or designee.

Suspension from the College

Students who are suspended from the College forfeit their rights and privileges as a student, are no longer permitted to use college facilities, and must leave the campus (including during any period when he or she is appealing the suspension). College administrators will indicate a time by which the student should depart from the residence halls if the student is a resident. A student who returns to the campus (including campus-leased, campus-operated or college-sponsored events) after being suspended without written permission is subject to additional disciplinary action, and/or criminal charges. Tuition refunds for students who are suspended will be handled according to the Student Financial Services refund schedule, room charges will not be refunded and board charges will be pro-rated based on the date of suspension according to the refund schedule. Students who have previously been suspended from Geneva and wish to return may be required to meet with College officials to determine whether the student should be allowed to re-apply.

The Student Financial Services Office is required by federal statute to recalculate federal financial aid eligibility for students who are suspended prior to completing 60% of a payment period or term. Federal, state and Geneva aid must be recalculated in these situations, and private scholarships are also impacted. Students who have been suspended will receive an email notifying them of how their financial aid has been affected and if they have borrowed student loans, exit counseling and repayment information will be emailed, as well. If an outstanding balance is due after adjustments are made to charges and financial aid, a notice will be mailed to the student's legal permanent address on file.

Appeal Request Procedures

A student whose disciplinary case has been heard by a Hearing Officer may request the right to appeal the results of his/her case to the Dean of Student Development. The student must file a written notice, requesting the right to appeal to the Dean of Student Development within three (3) business days of the date on which the original decision was received. The request must include the basis of the appeal and the appealing student's signature.

Appeals must be based upon at least one of the following:

- Facts showing that the violation of proper procedures occurred in the original hearing which, had they been followed, would have made a significant difference in the outcome of the hearing;
- Evidence that the sanctions imposed are unjust, and/or;

- The submission of additional evidence, not available at the time of the original hearing, that would support the student's claim that he/she did not violate the Community Standards, and that would have made a significant difference in the outcome of the hearing.

The Dean of Student Development will review the request and determine if grounds for appeal have been sufficiently established. Students who fail to establish sufficient grounds for appeal will receive notification of this fact within five (5) business days of the Dean's receipt of the appeal and all student conduct sanctions/deadlines will remain in effect. If the appeal request is accepted, the Dean may interview involved parties. Within fifteen (15) work days, the Dean will make a decision on the appeal. If the Dean of Student Development denies the appeal, there is no further appeal.

College Illegal Substance Policies

Alcohol Policy

When supervisory personnel reasonably suspect any student of consuming or possessing any alcoholic beverage, the student may be required to take a Breathalyzer or an alternative method test which estimates blood alcohol concentration to demonstrate whether or not there is alcohol in the student's system. The use of the Breathalyzer is designed to offer the student an opportunity to demonstrate his/her innocence. Only personnel who have been trained in the use of the testing device and procedures will conduct the test. If a student registers any percentage of blood alcohol content, he/she will be subject to disciplinary action. Refusal to take the test may be considered an admission of guilt and may result in disciplinary action. If an underage student is found to have alcohol in their system the Beaver Falls Police Department will be called and the student will be cited for underage drinking.

Since there are some alcohol-based medications sold over the counter that could give a measurable blood alcohol concentration, the student should understand that unless a physician has prescribed the medication in question, the college reserves the right to reject medication as the proposed cause of a positive test reading. Non-alcoholic beer should be avoided, as it contains a percentage of alcohol and may register as blood alcohol on the Breathalyzer device.

In some situations, the Breathalyzer may not be administered due to circumstances. This does not preclude the college from taking action or working with the police department to cite the student for underage drinking.

When a student is found responsible for violating the alcohol policy, the following sanctions will be recommended:

1. First and Second Offenses: Potential sanctions could include but are not limited to any or all of the following:
 1. Required to attend a local alcohol education class at the student's own expense;
 2. Notification of the student's parents;
 3. Placed on Probation for up to one calendar year;
 4. \$150 Fine added to the student's account for the first offense;
 5. \$500 Fine added to the student's account for the second offense;
 6. Community service;
 7. Required to find a faculty or staff mentor;
 8. Referred to alcohol counseling at the student's own expense.
2. Third Offense: It will be recommended that the student is suspended indefinitely from Geneva College.

Illegal Drug Policy

When supervisory personnel reasonably suspect any student of possessing or using an illegal drug, the student may be asked to submit to the use of a drug detection device and/or police or medical assessment. The use of the drug test is designed to offer the student an opportunity to demonstrate his/her innocence. Refusal to take the test may be considered an admission of guilt. Should drug use be confirmed by any of the above means, the student will be responsible for payment of all incurred costs as well as possible disciplinary fines. In some situations, the use of a drug detection device may not be administered due to circumstances. This does not preclude the college from taking judicial action.

When a student is found responsible for violating the illegal drug policy, the following sanctions could include but are not limited to any or all of the following:

1. First Offense: Potential sanctions could include but are not limited to any or all of the following:
 1. Placed on Probation for one calendar year;
 2. Required to undergo professional assessment, at the student's expense;
 3. Required to undergo random drug testing for up to one year after the offense;
 4. Required to find a faculty or staff mentor;
 5. Fine added to the student's account;
 6. Community service;
 7. Suspension from Geneva College.
2. Second Offense: It will be recommended that the student is suspended indefinitely from Geneva College.

Athletic Illegal Drug Use Policy

I. Mission Statement:

Geneva College understands that it is a privilege for a student to represent Geneva College on or off the field and the responsibility of such representation is a matter of both character and integrity. Geneva College, along with the NCAA, seeks to uphold this responsibility by providing programs to insure a fair, safe, healthy and honorable field of play.

The *Drug Testing Program* has been established to:

1. Promote the health, safety and welfare of all student-athletes and staff.
2. Inform all student-athletes and staff about NCAA and Geneva College policies insuring compliance with NCAA standards concerning drugs.
3. Maintain an environment that encourages student-athletes to avoid the use and/or abuse of banned substances.
4. Provide preventative and educational programs to communicate information regarding professional counseling and drug treatment programs as well as referral to these therapeutic based programs.
5. Identify and assist those who use or abuse drugs and who would benefit from counseling, education or treatment.
6. Maintain the integrity of the Geneva College athletic program and the Geneva College community at the highest levels.
7. Ensure student-athlete preparedness for the current NCAA policy of drug testing at all levels of

Division III championships.

The Department of Athletics and Sports Medicine is taking a proactive approach to these issues by instituting a program of education, testing and support.

II Policy:

The Geneva College Department of Athletics *Drug Testing Program* is separate and distinct from NCAA testing and reserves the right to test at different cutoff levels and different substances. The unauthorized use of any substance prohibited by Federal or State law and/or the NCAA by any member of an intercollegiate team at Geneva College is expressly prohibited. The consequences for violating the policy are herein defined. The policy and procedures will be distributed and explained to all student-athletes at the department or team's organizational meeting at the beginning of each academic year, at the beginning of a new athletic season or at the time an athlete is added to the roster.

The Geneva College Department of Athletics reserves the right to amend the Drug Testing Program at any time.

III. Overview of Program:

The athletic training staff along with the Director of Athletics, in conjunction with the Director of Health and Wellness manages the Geneva College Department of Athletics *Drug Testing Program*. The Drug Testing and Education Program Committee serves as an advisory body. The Athletic Department is responsible for the oversight and implementation of drug testing and shall assist in obtaining personal counseling services and referrals for student-athletes. The Health and Wellness Center assist in the drug testing program to provide support to the Athletic Department. The specific duties and responsibilities of all parties related to the Geneva College Department of Athletics *Drug Testing Program* are as follows:

1. Program Administrators (Athletic Department)

The Program Administrator reports to the Director of Athletics and provides service to student-athletes, Geneva College Department of Athletics Drug Testing Program staff, and other members of the Geneva College community. The specific duties of the Program Administrator are:

- a. Coordinate and supervise the drug-testing program and sit on the Drug Testing and Education Program Committee.
- b. Serve as the chief liaison between Geneva College Department of Athletics, student-athletes, and the testing laboratory.

- c. Serve as a resource person in consultation with the College Mental Health Professional for referral to counseling-based programs for student-athletes.
 - d. Coordinate education programs and services for student-athletes, coaches and staff.
2. Drug Testing and Education Program Committee

The role of the Committee will be to review the overall operation of the Geneva College Department of Athletics Drug Testing Program and make recommendations concerning the program to the Director of Athletics and Director of Health and Wellness . The committee will meet once per semester, and as needed. An additional role of the committee members will be to maintain an open dialogue between the committee and the Geneva College community.

The committee shall consist of the following members:

- a. Two (2) head coaches selected by the coaching staff.
- b. Dean of Student Development
- c. Head Athletic Trainer
- d. Director of Athletics
- e. Director of Health and Wellness
- f. Director of Campus Security
- g. Director of Residence Life

IV. Education

Geneva College Department of Athletics *Drug Testing Program* will include the following educational activities:

- 1. The Athletics Administrators will report any changes in the current drug testing policy and/or testing procedures to the athletic staff.
- 2. At the beginning of each year during the mandatory meeting for all student- athletes, there will be a review of the NCAA and Geneva College's drug testing programs and regulations, as well as any changes in the testing procedures from the previous year.
- 3. Each team and coaching staff may request additional meetings with the College Mental Health Professional and other college or community resources to discuss the dangers of substance abuse.
- 4. Topics that may be included in educational activities are as follows:
 - a. Information on the medical, emotional, and physical effects of drug use and abuse.
 - b. The Geneva College Department of Athletics *Drug Testing Program* Protocol and NCAA rules, regulations, and policies concerning drugs.
 - c. Information regarding treatment alternatives and resources.
 - d. Information regarding the NCAA and Geneva College Athletic and
 - e. Judicial sanctions for Drug Policy violations.

V. Prohibited Drugs/Substances

The drug screening process may include, but is not limited to, analysis of the NCAA list of banned drug classes. This banned drug list can be obtained from the Program Administrators. An updated list of banned substances can be found at the NCAA website at www.ncaa.org. Geneva College requests that all student-athletes keep the sports medicine staff aware of any prescribed drugs and dietary supplements that he or she may be taking. Geneva College Department of Athletics *Drug Testing Program* personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. A dietary supplement is a product that contains one or more of the following dietary ingredients: vitamins, mineral, amino acids, herbs or other botanical, and other metabolites. Many dietary supplements or ergogenic aids contain banned substances.

Often the labels of dietary supplements are not accurate and are misleading. Terms used such as 'healthy' and 'all natural' do not ensure that supplements do not contain banned substances. *Using dietary supplements may cause positive drug tests*. Student-athletes who take or intend to take any dietary supplements should review the product with the Program Administrators.

Student-athletes are required to keep all prescription drugs or dietary supplements on file with the Athletic training staff to keep on file in case a random test needs to be performed.

VI. Selection Methods for Drug Testing:

A student-athlete with a drug or alcohol problem may voluntarily notify the Director of Athletics, Director of Health and Wellness, Program Administrators or team Athletic Trainer of the problem.. **However, some time away from practice or game situations may be designated by the Director of Athletics and Director of Health and Wellness to enable the student to begin recovery, treatment, and produce a negative future test.** He/she will be referred for mandatory evaluation by the College Mental Health Professional, and subject to follow up drug screening at the discretion of the Director of Athletics and Head Athletic Trainer with evaluation. The voluntary notification must be done prior to the Department of Athletics' drug testing. This is a *onetime offering* for voluntary disclosure for student-athletes during their varsity intercollegiate tenure. Student-athletes are not eligible for voluntary disclosure without sanction after being notified of selection for drug testing or after a previous positive test. ***Voluntary disclosure will automatically apply consent for flow of information on the progress of the student between the Director of Athletics, Director of Health and Wellness, Program Director and Athletic Trainer and Head Coach.***

1. Random Testing

Student-athletes may be selected for random testing throughout the entire calendar year. Student-athletes on the institutional squad list will be eligible for testing using random generation prepared by outside contractor. Additionally, we may choose to test entire teams or choose to select a random list of 5% of the student-athletes in all sports during the school year. No more than 48-hour notice will be given for a random drug test.

2. Reasonable Suspicion Screening

A student-athlete may be subject to testing at any time when the Director of Athletics or Program Administrators determines there is individualized reasonable suspicion to believe the participant is using, or has used, a prohibited drug. Such reasonable suspicion shall be based on objective information as determined by the Assistant Directors of Athletics, Senior Women's Administrator,

Program Administrators, Head Coach of the student-athlete in question, a member of the Sports Medicine staff, Director of Health and Wellness, Dean of Student Development or Director of Residence Life. Any member of the Department of Athletics can provide reliable information leading to reasonable suspicion. The Assistant Directors of Athletics, Senior Women's Administrator, Head Athletic Trainer, and Head coach will present the reasonable suspicion analysis to the Director of Athletics, Program Administrators and Director of Health and Wellness for final approval to test.

Reasonable suspicion may be, but is not limited to:

- i. Observed possession, observed use, or reports of concern related to substances appearing to be prohibited drugs
- ii. Arrest or conviction for an offense related to the use, possession, or transfer of prohibited drugs or substances on or off campus.
- iii. Observed abnormal appearance, conduct, or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating student-athlete's abnormal appearance, conduct or performance are: decrease in class attendance, significant GPA changes, decrease in athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes and illegal involvement.

Upon predetermination by the Director of Athletics that reasonable suspicion exists, the Program Administrators will set in motion a Drug test. If the Director of Athletics certifies reasonable suspicion, the Head coach or Program Administrators will notify the student - athlete and the student-athlete must report to produce a specimen within twenty-four (24) hours.

Note: When an individual is found to be in possession and/or using illegal substances, he/she will be subject to the same procedures that would be followed in the case of a positive drug test.

3. NCAA Post-Season Participation

During the academic year all teams or individuals with post-season NCAA play opportunities may be tested at least once prior to the departure date for such play.

4. Re-Entry or Follow-Up Testing

A student-athlete, who has had his or her eligibility to participate in athletics suspended as a result of drug violation, may be required to undergo drug testing prior to regaining eligibility. A student-athlete who has earned the privilege to return to participation in athletics following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics in consultation with the Head Athletic trainer and Director of Health and Wellness

5. Non-compliance

Non-compliance with the Geneva College Department of *Drug Testing Program* or failure to appear for the scheduled testing time **will be considered a positive test result** (see section VII-A-4).

VII. Drug Testing Procedures:

All teams and student-athletes will be subject to testing from the opening day of practice in the autumn until the close of the academic year including those teams who will begin practice prior to the first day of class for the fall semester.

1. Notification of Student-Athletes and Coaches

In order to ensure the authenticity of all specimens collected and to protect the privacy of student-athletes, student-athletes will receive no more than forty-eight (48) hour notice of the time when specimen collection will occur. The specific procedures that shall be followed in determining the scheduling of specimen collection and in notifying the selected student-athletes are:

- a. The Director of Athletics will determine and coordinate the collection times.
- b. The head coach may be consulted to help determine the availability of the student-athlete.
- c. The Director of Athletics will notify the head coach(es) and the student-athlete via text message of the time and place where the student-athletes will be tested.
- d. The head coach of each sport is responsible for having team members or specific student-athletes present for collection. Student-athlete identification will be verified with a picture ID.
- e. **Failure to comply or show for the designated exam times will be considered a positive test unless a suitable excuse is documented prior to testing time.**

2. Student-Athlete Consent Forms

On or immediately prior of the ***first day of participation*** for each team, the Assistant Director of Athletics will distribute the NCAA and Geneva College Department of Athletics *Drug Testing Program* Student-Athlete Consent Forms to all team members. Student-athletes will be ineligible for participation in all intercollegiate practice and competition until both statements are completed, signed and returned to the Department of Athletics. Parental consent (signature) must be obtained for any student-athlete who is a minor (under 18 year of age). The completed NCAA forms will be kept on file by the Director of Athletics; the Geneva College Department of Athletics Drug Testing Program acknowledgment forms will be kept on file by the athletic training staff.

3. Procedures for Specimen Collection. Quest Diagnostics will perform the specimen collection in accordance with established guidelines.

Objectives

- a. To collect the urine specimens in a professional manner in order to obtain accurate results.
- b. To maintain confidentiality of all information.
- c. To protect the urine specimens from any possible tampering and maintain accountability for the specimens at all times.
- d. To provide a consistent and fair method of collection.

4. Collection Site Protocol

- a. Upon entering the collection station, the athlete will provide photo identification and/or a

client representative/site coordinator will identify the athlete and the athlete will officially enter the station.

- b. The athlete will select a sealed collection cup from a supply of such and will record his/her initials on the collection beaker's lid.
- c. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of at least 50 mL is provided (100 mL if testing for anabolic steroids).
- d. Athletes may not carry any item other than his/her collection cup into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the collection crew chief or client representation for documentation.
- e. Once a specimen is provided, the athlete is responsible for keeping the collection cup closed and controlled.
- f. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances. Water is the preferable choice.
- g. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection cup closed and controlled.
- h. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.
- i. Upon return to the collection station, the athlete will begin the collection procedure again.
- j. Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the athlete.
- k. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.
- l. If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.
- m. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed.
- n. The laboratory will make final determination of specimen adequacy.
- o. If the laboratory determines that an athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
- p. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.
- q. A collector will record the specific gravity and pH values.

- r. The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).
- s. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.
- t. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
- u. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
- v. The specimens become the property of the client.
- w. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug testing program.

VIII. Consequences of Positive Test Results:

A positive test is indicated in the case of confirmed drug screening indicating a banned substance, declining a test after selection, or failure to show for drug testing. The Program Administrator will verify a positive drug screen result after reviewing the final lab report.

1. Positive Test Result

In the event a positive test occurs, the Program Administrators will notify the student-athlete and the Director of Athletics. Those who have a positive test via laboratory exam, declining to take a test, or failing to show for drug testing, will be placed into the drug education and counseling program and must provide a clean drug screen before return to competition will be permitted. The Program Administrators and Director of Athletics will discuss the test results and the subsequent course of action with the student-athlete. The final results of any positive testing will be kept confidential. The Program Administrators will release these results to the Director of Athletics, NCAA Compliance Officer, College Mental Health Professional and the student-athlete's Head Coach only.

2. Penalties of Violation of the Drug Testing and Education Program

In the event of a positive test the following minimal actions will occur:

- A. **FIRST OFFENSE:** Any student-athlete found to be in violation of the college drug policy, including the use of illegal drugs, whether by testing or incidental discovery will be ineligible to participate in the next 10% of that team's regular season or post- season competition (for reinstatement, see section X, Reinstatement procedure).
 - a. Register with the college Mental Health Professional for a required program of education and counseling to be fully completed.
 - b. Submit to testing as needed by the College Mental Health Professional.
 - c. The college Mental Health Professional, at the completion of the counseling and education, may make a referral to the Director of Athletics to restore NCAA eligibility.
- B. **SECOND OFFENSE:** Any student-athlete found to have a second violation of the college drug policy will be ineligible to participate in Geneva College athletics for one calendar year and must also fulfill the requirements listed under the First Offense to be reinstated. Offender will

also be subject to penalties based on the Geneva College Community Standards.

- C. **THIRD OFFENSE:** Permanent ineligibility to participate in Geneva College athletics. Offender will also be subject to penalties based on the Geneva College Community Standards.
- D. Any student-athlete who refuses to take a drug test or quits the team in an effort to evade a drug test will be immediately subject to a **SECOND OFFENSE** penalty.
- E. Any student-athlete found to be using illegal drugs by incidental discovery will be subject to college judicial procedures as well as athletic suspension (for reinstatement, see section X, Reinstatement procedure).
- F. Any student-athlete found guilty of any criminal violation through any involvement with illegal drugs will be permanently ineligible for Geneva athletics participation upon conviction. Such athletes will also be suspended from Geneva athletics participation from the time of arrest until legal procedures result in acquittal or guilt.
- G. A student-athlete, who has had his or her eligibility to participate in athletics suspended as a result of drug violation, may be required to undergo drug testing prior to regaining eligibility. A student-athlete who has earned the privilege to return to participation in athletics following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced, at the expense of the individual, and will be required at a frequency determined by the Director of Athletics in consultation with the Head Athletic trainer and Director of Health and Wellness.

IX. Appeals Process:

A student-athlete who tests positive for a banned substance may, within forty-eight (48) hours following notification of the laboratory findings, contest the finding of the positive results in writing to the Director of Athletics. A student-athlete who tests positive, or who dispute that they refused or failed to take a required test under the terms of the Geneva College Department of Athletics *Drug Testing Program*, and who receives a sanction via the penalties of violation can appeal the sanction to the Director of Athletics. The Director of Athletics has the authority to uphold, rescind or amend any decision to include increasing or decreasing a punishment. A student-athlete may not appeal a decision more than once (a student-athlete will have only one appeal per decision). During the appeal, a student-athlete may have a representative present if he/she so desires, however to be eligible to be present the representative should be a person of the Geneva College community. This representative can be anyone not directly related to the drug- testing program (i.e. Director of Athletics, Program Administrators, Head Coach). If the student -athlete is a minor he/she may have parents or legal guardians present. The student-athlete must present his or her own case in appeal. **The student- athlete in question will not be eligible for athletic practice or competition during the appeal process.** The meeting should take place no more than forty-eight (48) hours after the written request is received. Either the student -athlete or the other parties involved may request an extension of time to the Director of Athletics who will consider whether to grant the extension upon a

showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence as well as to review the results of the drug testing. If a second test is warranted it will be at the student -athletes own personal expense. The Geneva College Department of Athletics *Drug Testing Program* appeals process can refer to the Geneva College's judicial procedures when applicable (see Geneva College Student Handbook).

X. Reinstatement Procedure:

Upon completion of the period of ineligibility, during which education and treatment will take place, the Program Administrator will declare the eligibility of a student -athlete to be restored. Final determination for return to participation will be made the Head Coach in accordance with team policies.

Multiple Sport Athletes

The college and athletic department encourage student-athletes to participate in multiple sports when their talent level and schedule allows. A multiple sport athlete must be dedicated and committed academically as well as athletically in order to meet the time demands of multiple sport participation.

Multiple sport athletes must give first priority to their in season sport's traditional season. Coaches are to be supportive of the student-athletes in their efforts to represent the college in two or more sports. Coaches are expected to work with the student-athlete as is reasonable for participation in their desired sport(s).

*The student-athlete is responsible for communicating to both coaches with all necessary information.

Recruiting (Hosting a Prospective Student-Athlete)

One of the most important tools a coach has in the recruiting process is the use of current players to help prospective student-athletes learn more about the program and develop a clear impression and understanding of the team's culture. With this in mind, coaches may ask you to host a prospective student-athlete on campus and possibly overnight. This section will provide guidelines for hosting recruits and also present entertainment ideas so that you can best represent the college and your team.

NCAA and Geneva College Rules and Guidelines for Hosting a Recruit on Campus:

Entertainment and Hosting Best Practices:

- Take the prospect with you to a class on campus. Remember to alert the professor ahead of time that there will be a guest in the classroom.
- Introduce the prospect to faculty and/or staff within the program of their choice. Encourage the prospect to ask questions about the program.
- Take the prospect on a tour of campus. Be sure to include the places that student-athletes spend most of their time, so they can get a feel for what their daily life will be like should they choose Geneva.
- Set aside time for the prospect to meet other members of the team.
- Introduce the prospect to athletic administrators

- Attend a campus athletic event with your teammates
- Have a team dinner
- Game night with teammates
- Be sure to be honest when it comes to your team, Geneva and what they are really like.

Remember, being chosen to host a recruit is both a privilege and honor, and a responsibility. In preparing to host, remember your own college search and the highs and lows of any campus visits you may have taken. You want the best person for your team, and there is a best team for each person! It is up to you to be responsible, truthful and considerate of their overall wellbeing when making any decision while they are in your care. Always remember that you are representing not only yourself, but the college, the team and your coach to the prospect and his/her family.

If anything happens during an on campus visit with a recruit that would be deemed inappropriate by Geneva College's standards and guidelines, it is imperative that your coach is notified immediately. This will not only help them with the recruiting process but it will also allow Geneva to protect its liability.

Weight Room Policies and Procedures

The weight room is for the use of athletic staff members and varsity student-athletes only. Please report any misconduct or misuse to your coach or the Director of Athletics immediately.

- Weight room hours are as follows:
 1. Monday through Saturday: 6 a.m. – 11:45 pm.
 2. Anytime you are lifting after 5 p.m., you are required to sign in with Campus Safety and with one partner. No one shall ever lift alone.
 - Conditioning hours for teams will be scheduled through the facilities coordinator.
1. Guidelines and policies for the use of the weight room are posted in the weight room. An example of a few are:
- Use a spotter when lifting weights
 - Replace weights on racks when finished
 - Place weights on proper weight storage trees
 - Do not move weight equipment from its location
 - Proper attire must be worn when lifting, including shirt, pants and shoes
 - Music volume must be set at a moderate level.
 - No horseplay is permitted

V. STUDENT-ATHLETE WELFARE

Academic Services

The following services are available to all students at Geneva College:

Student Success Center

The Student Success Center is Geneva's academic support office. The SSC strives to promote academic success of all Geneva College students. Our office supports Geneva's mission to "provide a comprehensive education to equip students for faithful and fruitful service to God and neighbor."

The SSC provides four main services:

- Peer Tutoring (students are eligible for up to seven hours of free tutoring per class, per semester)
- The Writing Center (meets in their office three nights per week for help with writing essays; from beginning ideas to final edits and grammar checks)
- Disability Services (we provide appropriate accommodations for students with documented disabilities)

Along with all of these services, the SSC also has provides an academic coach specifically for student-athletes. This staff member meets individually with students to help them navigate the difficulties of maintaining academic work alongside a busy athletics schedule. Student-athletes can get help in preparing for exams, how to schedule their week to find ample time to study, learn study skills, and receive accountability to help make sure all work is getting done on time.

For questions about Academic Support or Disability Services, contact:

Tom Pyle

P: 724.847.5566 | tcpyle@geneva.edu

Health Services

The Geneva College Health Services Department is a subdivision of the Student Development Department. We believe that maintaining good health is important to helping students become more successful in their academic goals. We attempt to make your visits an informational and educational experience.

Operational Information

- Telephone Numbers Nave Infirmary 724- 847-6666
- Life-threatening Emergency 9-9-1-1 (from a campus phone)
- Then call security at 724- 846-9632
-

Location

The Nave Infirmary is located in the lower level of McKee Hall.

Business Hours:

Health Services is open daily Monday - Friday from 7:30 a.m. - 12 p.m. and 1 p.m. - 3 p.m. for walk in visits. The Health Services Department is closed for chapel on Wednesdays from 10:10 a.m. - 11:30 a.m.

The Health Services Department is not open on college holidays, days when classes are not scheduled and weekends.

Medical Services Staff

- Partners in Health Care with you...

Beth Carlson MPAS, PA-C blcarlso@geneva.edu

724.847.6666

Services

General Geneva College Health Services is deeply committed to:

- servicing the health needs of the Geneva College students
- providing professional staff members to help you in the event of an illness or other health related concern
- maintaining confidentiality
- advocating a healthy, Christian lifestyle

To accommodate students' schedules and care for unexpected illnesses, we have found that a walk-in format best serves the students' needs. Students may want to visit the Health Services Department for health assessment and treatment, health education and counseling, referrals, minor injury care and follow-up, allergy injections, and other health-related needs. There is no charge for routine services rendered in the Nave Infirmary.

Medical Emergencies

For true, life-threatening emergencies occurring on campus, dial 9-9-1-1 to dispatch the local Emergency Response Team. Please remember to notify the dispatcher of the Geneva College extension from which you are calling. Also please call security at 724 846 9632

Confidentiality

The relationship between you as a patient and any of the Health Services Department staff is strictly confidential. You are entitled to privacy and confidentiality, and to informed consent to the extent provided by the law. Information can be released only with your verbal or written consent.

Counseling Services

The Health and Wellness Center-Counseling Services welcomes all students to make an initial appointment to meet with one of our counselors and discuss their concerns. Because of the unique skills and knowledge of the Counseling Services staff, we are able to recommend services within the Counseling Services or the community to assist students in obtaining the appropriate services to meet their needs. We encourage all students to take advantage of this valuable service.

When appropriate, students may be referred to services offered within Counseling Services. In most cases, Counseling Services utilizes a short-term model of therapy to assist students in addressing multiple issues common in a college setting. Some of the issues that are commonly addressed in the short-term model at Counseling Services are:

1. Personal issues

Anxiety, depression, anger, loneliness, guilt, low self-esteem, grief

2. Stress

Feeling emotionally overwhelmed, headaches, tension, fatigue, insomnia, digestive problems

3. Relationship Issues

Marital issues, pre-marital counseling, boyfriend/girlfriend difficulties, sexual concerns, roommate problems

4. Developmental/ Family Issues

Family crisis, divorce, identity concerns, concerns from childhood and/or adolescence

5. Academic Concerns

Performance anxiety, perfectionism, under-achievement, low motivation

6. Other Issues

Crisis intervention, sexual assault, spiritual concerns, sexual addictions, unplanned pregnancy, body image, food preoccupation, healthy lifestyle choices, unwanted same sex attraction, gender dysphoria

At times, the initial assessment may require more than one visit in order to determine the appropriateness of time-limited treatment, the center's resources, and

our expertise to address your particular treatment needs. If your needs cannot adequately and ethically be met by the center's resources, our staff will work with you to secure an appropriate referral when necessary. Some of the issues that are commonly addressed through referral to services outside of Counseling Services include:

1. A need for intensive treatment that will likely exceed the short-term counseling model, as indicated by:
 - a. Need, or request, to be seen more than once a week
 - b. Desire for uninterrupted long-term therapy
 - c. Prior history of hospitalizations
 - d. Prior history of long-term treatment
 - e. Chronic suicidality and/or self-injury behaviors
 - f. Indication that short-term therapy may be detrimental or non-beneficial
 - g. High likelihood that student may develop need for longer-term treatment
 - h. History of long-standing maladaptive interpersonal patterns that create difficulty in relationships

2. Students who need specialized services, not available through Counseling Services, as indicated by:
 - a. Psychiatric evaluation to assess for the need of psychiatric medication
 - b. Psychiatric medication monitoring
 - c. Presence of significant drug and/or alcohol problems, for example, substance dependence, primary substance abuse and/or past failed treatments
 - d. Presence of significant eating disorders
 - e. Request for psychological evaluations for the purpose of requesting an on campus emotional support animal and/or service animal
 - f. Request for psychological testing
 - g. Need, or request, for treatment modality not provided by Counseling Services staff

Hazing**Anti-Hazing**

Geneva College considers hazing in any form a serious offense and does not differentiate in terms of degree. The college reserves the right to determine the violation of College anti-hazing regulations in terms of the college's definition of the anti-hazing law, civil prosecution notwithstanding.

Anti-hazing Law (Title 24; 5352)

In 1986, Pennsylvania adopted the Anti-hazing Law, Title 24; §5375. The law defines hazing as follows: *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.*

Bullying & Cyber-bullying

Geneva College affirms the dignity and worth of every student and employee. There is no place within our community for bullying or cyber-bullying (including, but not limited to: cell phone calls and text messages, websites, social networks, instant messages and emails).

Bullying has been defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. causing a substantially detrimental effect on the student's or students' physical or mental health;
3. substantially interfering with the student's or students' academic performance; or
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by a school.

Examples of bullying behavior may include, but is not limited to: direct or indirect relational aggressive behavior such as rumor-spreading, name-calling or belittling; ignoring, isolating or segregating a person; physical acts of aggression; damage to another's property.

Bullying should be reported to the Director of Residence Life. Reported complaints of bullying or cyber-bullying will be investigated and resolved promptly. Where the accused is a student, any potential disciplinary proceeding will be resolved using the college's Student Conduct Process.

Sexual Misconduct:**Applicable Scope**

Geneva College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All sexual misconduct policy violations are subject to resolution using the college's Sexual Misconduct Equity Resolution Process (SMERP), as detailed in the full policy document. When the responding party is a member of the college community, the SMERP is applicable regardless of the status of the reporting party who may be a member or non-member of the campus community, including students, student organizations, faculty, administrators, staff, guests, visitors, campers, etc. Geneva College reserves the right to act on incidents occurring on-campus or off-campus when the conduct could have an on-campus impact or impact on the educational mission of the college.

Title IX Coordinator

The Dean of Student Development serves as the Title IX Coordinator and oversees implementation of the College's policy on sex harassment and sex discrimination. The Title IX Coordinator heads the Title IX Team and acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator in relation to the SMERP, contact the College President at 724-847-6610. To raise concerns regarding a potential conflict of interest with any other administrator involved in the SMERP, please contact the Title IX Coordinator.

Inquiries about and reports regarding this policy and procedure may be made internally to:

Ms. Jamie Swank, Dean of Student Development & Title IX Coordinator
Office of Student Development
Student Center, 3200 College Avenue, Beaver Falls, Pennsylvania 15010
(724) 847-6641

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172

OCR@ed.gov

<http://www.ed.gov/ocr>

Reporting at Geneva College

Reports of discrimination, harassment and/or retaliation may be made using any of the following options. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to the college's jurisdiction, the ability to investigate and respond may be more limited:

1. Report directly to the Title IX Coordinator (see contact information above);
2. Report online, using the reporting form posted at www.geneva.edu/about-geneva/titleix/report; and/or
3. Report directly to any responsible employee of the college.

All reports are acted upon promptly and every effort is made by the college to preserve the privacy of reports. Such reports may also be anonymous through the website listed above. To the extent possible, anonymous reports will be investigated to determine if remedies can be provided. Additionally, all responsible employees of the college are designated as mandated reporters and will share a report with the Title IX Coordinator promptly. Confidentiality and mandated reporting is addressed more specifically below. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the College President at 724-847-6610.

Jurisdiction

The policy applies to behaviors that take place on the campus, at college-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial college interest. A substantial college interest is defined to include any violation of the Title IX policy that also:

1. Constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
2. Where it appears that the responding party may present a danger or threat to the health or safety of self or others;
3. Impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder;
and/or
4. Is detrimental to the educational interests of the college.

Notice

Geneva College will act on any formal or informal allegation or notice of violation of this policy that is received by the Title IX Coordinator or a member of the administration, faculty, or other responsible employee. College procedures apply to all allegations of sexual misconduct involving students, staff or faculty members. These procedures may also be used to address collateral misconduct occurring in conjunction with sexual conduct (e.g.: vandalism, physical abuse of another, etc.). All other allegations of misconduct unrelated to incidents covered by the policy will be addressed through the procedures elaborated in the respective student, faculty and employee handbooks.

Upon notice to the Title IX Coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the policy has been violated. If so, the college will initiate an investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determines whether the policy has been violated. If so, the college will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

Social Networking

The National Student-Athlete Advisory Committee (SAAC) has developed the following guidelines to help prevent problems that might emerge with improper use of social networking websites.

As a student-athlete, I realize that because I am an ambassador to my institution, I am subject to a higher code of conduct than my student counterparts. Therefore, in order to preserve my electronic presence¹, I will:

1. Post only appropriate personal information to my profile
 - a. I will omit my phone number or address in my profile
 - b. I will only list appropriate e-mail addresses and nicknames
 - c. I will not include my schedule, spring break plans or any other information that will allow potential stalkers to know my whereabouts
2. Monitor electronic photo albums
 - a. I will not take photos that would be considered inappropriate²

¹ Electronic presence refers to a student-athlete's involvement in an electronic community.

² Inappropriate content is anything that is illegal, or that your institution and or athletic department may deem as inappropriate. This list may include but is not limited to: partial or total nudity, underage consumption of alcohol, hazing activities, tobacco use, obscene gestures, derogatory statements or vulgar language.

- b. If an inappropriate photo is taken, I will ask the photographer to refrain from posting the picture on the internet or, at the very least, to exclude me when tagging pictured individuals.
 - c. I will frequently check my tagged photos. If I find an inappropriate photo tagged to my name, then I will un-tag it and ask the photographer to delete the picture from their album.
 - d. I will set all personal photo albums to “visible to friends only.” This will help protect me from potential stalkers and will limit the exposure of any inappropriate photos that I may have unintentionally included in the posting process
3. Monitor postings
- a. I will ensure that the postings on my “wall” are appropriate
 - b. I will not post any message that is considered inappropriate
4. Allow only friends and acquaintances to join my group of friends
5. Set parameters so that only people I accept as friends may view my profile
6. Monitor social network usage among my teammates
- a. I realize that a team is only as successful as its weakest link and therefore I am committed to ensuring that my team does not make choices that could result in team-affecting consequences, due to improper social networking website usage
 - b. If I do not feel comfortable with confrontation, then I will discuss the issue with my coach or another teammate and have him or her resolve the issue
7. Join only appropriate groups
- a. After joining an appropriate group, I will continually monitor it to ensure that the group name or focus does not become inappropriate
 - b. I will not create a group that is inappropriate
8. Use social networking sites in a way that is non-malicious
- a. I will not use social networking sites in a way that will harm others, especially coaches or teammates
 - b. I will not use social networking sites to disrespect my opponents or game officials.
9. Stay up-to-date on new website features and make a consistent effort to ensure that these new evolutions do not compromise me or my institution
10. Represent myself in a professional manner while using social networking sites
- a. As a student-athlete, I realize that I am an ambassador to my institution, and because of this great responsibility, I must conduct myself in a proper manner while on these websites

- b. I realize that potential employers, graduate school program administrators and others outside of my peer group may view my profile, and that what I post may have an effect on my future employment or professional reputation

The intent of the commitment is not to restrict the civil liberties of student-athletes. It is intended to preserve the use of social networking sites for student-athletes so that they may continue to utilize their communication and networking possibilities.

ATHLETIC TRAINING POLICIES AND GUIDELINES

Participation Requirements

The Head Athletic Training and the college's Health Services personnel will have possession of completed Health Records and Assumption of Risk Form PRIOR to any formal athletic participation (event or practice). In addition, the Head Athletic Training or designee will have possession of completed Geneva Drug Testing Consent Form and NCAA Drug Testing Consent Form PRIOR to the first practice. A student-athlete's failure to submit all completed forms will result in the student-athlete being withheld from practice or competition until satisfactory completion.

Supplies

If during your participation as an athlete you require medical devices (e.g., crutches, braces), the athletic training staff may issue those items to you. You will be held responsible for those devices and required to sign a form stating that fact. This form must again be signed once returning the devices to the athletic training staff. Upon returning the supplies (in good working order) to the certified athletic trainer assigned to your sport, your responsibility will cease. Neglecting to return non-expendable supplies to the athletic training room will result in your student account being charged for those items.

Injury Care

If an athlete is injured while participating in intercollegiate athletics, the certified athletic trainer charged for that sport will provide assistance within the limits of his/her capability. All appropriate steps will be taken to assure preservation of health (e.g., emergency room visit or doctor's appointment). All athletes have the right to seek individual medical attention from whichever healthcare provider they prefer.

Asthma Notice

If you live with asthma, please identify that to the certified athletic training staff. This information should be included in the *Health Record*. You will not be allowed to participate unless you provide an emergency inhaler (e.g., Albuterol) to be included with the medical supplies for your respective team. Before arriving for pre-season ensure that your physician has given you a prescription for an additional inhaler and that inhaler is given to the certified athletic trainer for your team.

Concussions

Athletes experiencing signs of a concussion (mild traumatic brain injury) will be held from competition until symptoms have resolved. Symptoms include but are not limited to:

- Loss of consciousness
- Memory loss and/or dysfunction
- Headache
- Dizziness
- Light-headedness
- Balance disturbances
- Vertigo
- Tinnitus
- Visual disturbances
- Nausea and/or vomiting
- Disorientation
- Confusion
- Evidence of difficulty concentrating
- Easy fatigability
- Malaise
- Physical sluggishness
- Irritability and/or hyperexcitability
- Slowness in responding to questions
- Slowness to respond mentally or physically at rest or with provocation (supine with legs elevated) or with exercise
- Anxiety and/or depression
- Changes in personality
- Sleep disturbances
- Eating disorders

Because of the chance of having a significant and life-threatening condition called Second Impact Syndrome, it is critical that all athletes accurately report signs and symptoms of a concussion to the athletic training staff for further evaluation. See the NCAA Concussion Fact Sheet (Page 33) for further information.

Sickle Cell Trait Information

The NCAA has requested that its member institutions verify Sickle Cell Trait status on all athletes. Sickle cell trait is not a disease, but rather a genetic predisposition to a sickle shaping of the oxygen-carrying red blood cells. Although there are no requirements that limit participation in sports by student-athletes who have the sickle cell trait, the NCAA recommends athletic departments identify each athlete's status. People at high risk for having sickle cell trait are those whose ancestors come from Africa, South or Central America, Caribbean and Mediterranean countries, India, and Saudi Arabia. All student-athletes at Geneva College will be required to provide documentation demonstrating the presence or absence of sickle cell trait. Typically, this test is performed on all newborns in the United States; however, those records may be difficult to access. Please have your healthcare provider complete this form by either doing a sickle cell trait test or documenting the test you had performed at an earlier time. You will be unable to compete as an athlete until this form and all other medical forms are completed and turned into the athletic training staff. See the NCAA Fact Sheet on Sickle Cell Trait (Page 34) for more information.

Advocates of Healthcare

The certified athletic training staff can assist you when scheduling healthcare appointments. The team medical providers often hold daily appointment slots for our athletes. Missing academic responsibilities (e.g.,

classes) should only occur in emergency situations. If you have a medical emergency after normal business hours, please call 911 to seek immediate medical attention.

Athletic Training Room Hours of Operation

Every effort is made to assist the team physician and other treating medical professionals in ensuring athletes participate safely. The athletic training room is open:
10 a.m. – 2 p.m. for rehabilitation and evaluation of new injuries

*Athletic Training Room will be closed during all Chapel services.

Pre-Practice Preparation

One hour before the beginning of practice or games and remain open 30 minutes after the conclusion of these events.

Athletic Training Room Behavior

All student-athletes are expected to treat the athletic training staff (including the athletic training students) with respect. Foul or profane language, inappropriate remarks or physical contact will not be tolerated. The athletic training room and first aid stations are designed to assist you. Additional rules are posted within the facility. Please review those rules and abide by them. The athletic training room is a co-ed facility and all student-athletes are expected to be wearing appropriate clothing of shirt and shorts when entering.

Health Record Privacy/Confidentiality

All members of the athletic training staff are expected to respect an injured or ill athlete's right to privacy. Specific information about these situations may be shared with the head coach or designee of your team but only regarding participation status. It is expected that all members of the athletic training staff (including students) will conduct themselves in an ethical and professional manner.

If you choose to have your health information shared with another facility or individual, you will be asked to sign a *Medical Release Form* (this includes information provided to the media on your behalf related to your medical status). This form will enable the athletic training staff to discuss your specific injury or illness with someone you designate as important to your recovery.

Medications

All Geneva College Athletic Training over-the-counter medications will be stored in a locked compartment within the athletic training room. Only members of the athletic training staff and team physicians will be permitted access to the medication supply. Prescription medications are not kept by the athletic training staff in the athletic training facilities with the exception of emergency inhalers or Epi-pens required for immediate preservation of life.

Taping Policy

Athletes requiring protective taping will adhere to the policy of attending rehabilitation and treatments as deemed appropriate by the staff certified athletic trainer. Generally, athletes will not receive protective taping without attendance at two to three rehab treatments per week.

Return to Play Policy

The Geneva College team physician or his/her designee, in consultation with the staff certified athletic trainer, has the final authority in deciding playing status. In the event that a physician is not on-site for an

event or practice, the certified athletic trainer assigned to the sport may make a decision on participation status.

Assessing Dehydration Potential

Each athlete who is participating in two or more practices per day will have their weight assessed both before and after practice to determine the amount of fluid weight that was lost during that particular practice session. The following recommendations for rehydration will be provided to the athlete after they have weighed-out post-practice:

- One – two pound weight loss (classified as being Yellow Status): drink at least 60 oz. of water or Powerade/Gatorade in order to replenish your hydration level; eat a suitable meal; regain the weight that was lost due to sweating; and remember to drink often both before, during, and after practice (if you wait until you are thirsty, it is too late).
- Two pounds or more weight loss (classified as being Red Status): drink at least 100 oz. of water or PowerAde/Gatorade in order to replenish your hydration level; eat a suitable meal; regain the weight that was lost due to sweating; and remember to drink often both before, during, and after practice (if you wait until you are thirsty, it is too late).

The following guidelines for participation will be followed when the athlete has returned to weigh-in prior to their next practice:

- If the athlete has gained back the weight they lost during the previous practice, then the athlete may participate without limitations.
- If the athlete is one pound short of gaining back the weight lost during the previous practice, the athlete may participate with close monitoring by the athletic training staff.
- If the athlete is two pounds or more short of gaining back the weight lost during the previous practice, then their hydration level is assessed by measuring their urine specific gravity (USG). If the athlete's USG is at or below 1.015, then they may participate with close monitoring by the athletic training staff, and with the potential of some activity limitations. If the athlete's USG is above 1.015, then they will be held from participation in that practice.
- If at any time the athlete's pre-practice weight drops at or below 3% of their baseline/check-in weight, the athlete will be held from participation until they are under that 3% loss.

Student-athletes are encouraged to drink liquids (water or sports drinks) as frequently as comfort allows. All practice and competition sites have fluid replacement stations readily available. Heat cramps, exhaustion or even strokes are very PREVENTABLE problems. By monitoring practice and assessing body

weight fluctuations the athletic training staff is committed to your health. Show that same commitment by reporting any of the following symptoms:

1. Heat Cramps
 - a. Cause: rapid salt depletion from sweating
 - b. Signs/Symptoms: cramps occurring in the legs and stomach when the muscles fatigue

2. Heat Exhaustion
 - a. Cause: excessive loss of salt and/or water that occurs over an extended period of time
 - b. Signs/Symptoms:
 - i. moist, pale, cool skin (shock-like)
 - ii. sweating
 - iii. normal/sub-normal temperature
 - iv. weak rapid pulse
 - v. shallow respiration
 - vi. hyperventilation
 - vii. dizziness
 - viii. pupils dilated

4. Heat Stroke

Cause: failure of sweat mechanism in the hypothalamus gland

Signs/Symptoms:

- i. dry skin
- ii. flushed red appearance of skin
- iii. high body temperature (105 – 110 degrees)
- iv. pupils constricted
- v. strong rapid pulse
- vi. labored breathing
- vii. possible convulsions
- viii. can lead to comas and/or possible death

Substances that have a diuretic (causing frequent urination) effect or act as stimulants (increasing heart rate) may increase the risk of heat illness. These substances may be found in some prescription and over-the-counter drugs, nutritional supplements and foods.

Drinking Enough Water

The amount of water any athlete should consume depends on their particular sport and body weight. In general, all athletes should intake through drinking and food sources roughly ½ ounce of water per pound of body weight. In addition, drinking another 8 ounces of water for every 15 minutes of vigorous exercise is appropriate. Drinking sodas, alcoholic beverages and using tobacco products can further dehydrate an athlete. Curb or discontinue their use during the season to enhance your performance.

Nutritional Supplements: Getting the Edge

The best method to obtaining an edge on another player is good “old fashioned” hard work and eating a healthy, well-rounded diet. What you do to your body on and off the field will play a big role in how your body responds on the field. Your coaches design intricate weight-lifting protocols and practices to bring out the best in each athlete. Outside of practice, there are methods to increase speed and strength. When lifting, focus on the eccentric phase or negative portion of the lift. This produces a more powerful contraction within the muscle and therefore will allow greater strength gains. For speed, focus on powerful and quick lifts of the

hamstrings and plyometric work. Your coaches and athletic trainers can help you plan these workouts and set them up to your preference.

Advertisements are everywhere regarding nutritional supplements. Please talk to your certified athletic trainer about these substances. There are **no FDA regulations** on these items therefore you may not be taking what the labels tell you. All nutritional/dietary supplements carry some risk of containing NCAA banned substances because they are not well regulated and may be contaminated. Failure to check out a supplement with your sports medicine staff prior to use may result in a failed appeal for a positive drug test. Ultimately, student-athletes are responsible for anything they ingest. In some cases these substances may help your performance but they may also lead to injury, illness, suspension from athletics or even death. **USE CARE AND GET THE FACTS!!!!**

Safely Losing Weight

The safest method in weight loss is diet and exercise. You should understand that as an athlete it is not advised to participate in a strict diet that limits total caloric intake or use diet/weight loss pills. Limiting caloric intake can predispose you to injury; therefore, you should let the increase in exercise trim off those extra pounds. Weight loss is most effective during the off-season when your body does not have the need for excess calories and nutrients. The athletic training staff and college dietician could help to set up a safe and effective plan for weight loss. To schedule a meeting with one of these professionals contact your team's certified athletic trainer.

Intercollegiate Insurance

In keeping with the voluntary nature of NCAA Division III programs, the primary source for the payment of costs associated with the treatment of the injuries incurred by student-athletes while participating in an intercollegiate sport is the student-athlete or his or her family. However, **the NCAA does require that all institutions certify the existence of insurance coverage for medical expenses resulting from athletically related injuries sustained by a student-athlete** during NCAA-sanctioned competition or supervised practice.

After total costs reach \$89,500, whether paid by the insurance of the student-athlete or his or her family, the NCAA provides a catastrophic health insurance plan for injuries resulting in costs greater than \$90,000.

CONCUSSION

A FACT SHEET FOR STUDENT-ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
 - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

HOW CAN I PREVENT A CONCUSSION?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Don't hide it. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

Report it. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.



IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT.

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion.



Reference to any commercial entity or product or service on this page should not be construed as an endorsement by the Government of the company or its products or services.



SICKLE CELL TRAIT



WHAT IS SICKLE CELL TRAIT?

Sickle cell trait is not a disease. Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. Sickle cell trait will not turn into the disease. Sickle cell trait is a life-long condition that will not change over time.

- ▶ During intense exercise, red blood cells containing the sickle hemoglobin can change shape from round to quarter-moon, or "sickle."
- ▶ Sickled red cells may accumulate in the bloodstream during intense exercise, blocking normal blood flow to the tissues and muscles.
- ▶ During intense exercise, athletes with sickle cell trait have experienced significant physical distress, collapse and even died.
- ▶ Heat, dehydration, altitude and asthma can increase the risk for and worsen complications associated with sickle cell trait, even when exercise is not intense.
- ▶ Athletes with sickle cell trait should not be excluded from participation as precautions can be put into place.

DO YOU KNOW IF YOU HAVE SICKLE CELL TRAIT?

People at high risk for having sickle cell trait are those whose ancestors come from Africa, South or Central America, India, Saudi Arabia and Caribbean and Mediterranean countries.

- ▶ Sickle cell trait occurs in about 8 percent of the U.S. African-American population, and between one in 2,000 to one in 10,000 in the Caucasian population.
- ▶ Most U.S. states test at birth, but most athletes with sickle cell trait don't know they have it.
- ▶ The NCAA recommends that athletics departments confirm the sickle cell trait status in all student-athletes.
- ▶ Knowledge of sickle cell trait status can be a gateway to education and simple precautions that may prevent collapse among athletes with sickle cell trait, allowing you to thrive in your sport.

HOW CAN I PREVENT A COLLAPSE?

- ▶ Know your sickle cell trait status.
- ▶ Engage in a slow and gradual preseason conditioning regimen.
- ▶ Build up your intensity slowly while training.
- ▶ Set your own pace. Use adequate rest and recovery between repetitions, especially during "gassers" and intense station or "mat" drills.
- ▶ Avoid pushing with all-out exertion longer than two to three minutes without a rest interval or a breather.
- ▶ If you experience symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness, stop the activity immediately and notify your athletic trainer and/or coach.
- ▶ Stay well hydrated at all times, especially in hot and humid conditions.
- ▶ Avoid using high-caffeine energy drinks or supplements, or other stimulants, as they may contribute to dehydration.



- ▶ Maintain proper asthma management.
- ▶ Refrain from extreme exercise during acute illness, if feeling ill, or while experiencing a fever.
- ▶ Beware when adjusting to a change in altitude, e.g., a rise in altitude of as little as 2,000 feet. Modify your training and request that supplemental oxygen be available to you.
- ▶ Seek prompt medical care when experiencing unusual physical distress.

For more information and resources, visit www.NCAA.org/health-safety

IX. NCAA POLICIES

NCAA Bylaws for Division III intercollegiate athletic programs have been established by the National Collegiate Athletic Association (NCAA). These bylaws are published and updated each year in the NCAA Division III Manual. This manual is available for review in the offices of the Director of Athletics, Assistant Director of Athletics and NCAA Compliance Coordinator. The manual may also be accessed at the NCAA web site – <http://www.ncaapublications.com/productdownloads/D315AUG.pdf>. The following material provides general information on policies applicable to student-athletes. Further clarification can be received through the NCAA Compliance Coordinator, Director of Athletics, or Assistant Director of Athletics. The Presidents' Athletic Conference (PAC) Commissioner can provide additional clarification of NCAA guidelines upon referral from the Director of Athletics or NCAA Compliance Coordinator.

Eligibility

Nonpermissible Activities

12.1.5.2 Nonpermissible Activities—After Initial, Full-Time Collegiate Enrollment. After initial, full-time collegiate enrollment, an individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual engages in any of the following activities:

- (a) Use of Athletics Skill for Pay. Uses his or her athletics skill (directly or indirectly) for pay (see Bylaw 12.1.7) in any form in that sport including actual and necessary expenses;
- (b) Accepts a Promise of Pay. Accepts a promise of pay (see Bylaw 12.1.7) even if such pay is to be received after completion of intercollegiate athletics participation;
- (c) Signs a Contract. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- (d) Receipt of any Funds from a Professional Team. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation;
- (e) Competes on a Professional Team. Competes on a professional team (as defined in Bylaw 12.02.4);
- (f) Enters into a Professional Draft More than Once. Enters into a professional draft more than one time (see Bylaw 12.2.4.2);
- (g) Agreement with an Agent. Enters into an agreement with an agent (see Bylaw 12.3);
- (h) Receipt of Cash Award for Participation. Receives cash, or the equivalent thereof (e.g., trust fund), as an award for participation in competition at any time, even if such an award is permitted under the rules governing an amateur, noncollegiate event in which the individual is participating. An award or a cash prize that an individual could not receive under NCAA legislation may not be forwarded in the individual's name to a different individual or agency;
- (i) Expenses or Awards not Permitted by Amateurism Rules Governing Events. Receives reimbursement for expenses incurred or receives awards that are prohibited by the rules governing an amateur, noncollegiate event in which the individual participates;

(j) Expenses above Actual and Necessary from Outside Amateur Sports Team or Organization. Receives more than actual and necessary expenses from an outside amateur sports team or organization. Actual and necessary expenses may cover the cost of travel, room and board expenses, and apparel and equipment (for individual and team use only from teams or organizations not affiliated with member institutions, including clubs teams as set forth in Bylaw 13.11.3.4) for competition and practice held in preparation for such competition;

(k) Expenses from Nonpermissible Entities. Receives any expenses, including actual and necessary expenses or any other form of compensation, to participate in athletics competition (while not representing an educational institution) from a sponsor other than an individual on whom the athlete is naturally or legally dependent or the nonprofessional organization that is sponsoring the competition;

(l) Payment Based on Place Finish-Team Sports. Receives any payment, including actual and necessary expenses, conditioned on the individual's or team's place finish or performance or given on an incentive basis, or receipt of expenses in excess of the same reasonable amount for permissible expenses given to all individuals or team members involved in the competition;

(m) Payment Based on Place Finish-Individual Sports-During the Playing Season or During the Academic Year. Receives any payment, including actual and necessary expenses, conditioned on the individual's or team's place finish or performance or given on an incentive basis, or receipt of expenses in excess of the same reasonable amount for permissible expenses given to all individuals or team members involved in the competition;

(n) Payment Based on Place Finish-Individual Sports-Outside the Playing Season During the Institution's official Summer Vacation Period. Receives any payment other than actual and necessary expenses from the sponsor of an open athletics event (an event that is not invitation only). The calculation of actual and necessary expenses shall not include the expenses or fees of anyone other than the student-athlete (e.g., coach's fees or expenses, parent's expenses); and

(o) Other Activities. Receives any expenses, awards or benefits not listed as permissible in Bylaw 12.1.5.1

Competition

1. To be eligible to compete, the student-athlete must:
 - Have been admitted as a regular student seeking a baccalaureate degree according to the published entrance requirements of the institution;
 - Be in good academic standing according to the standards of the institution; and
 - Be enrolled in at least a minimum full-time program (not less than 12 semester or quarter hours) and maintain satisfactory progress toward a baccalaureate degree at the institution. [Bylaws 14.01.2]
2. A student-athlete may compete while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate or graduate

program and the institution certifies that the student is carrying (for credit) the courses necessary to complete degree requirements. [Bylaw 14.1.8.6.3]

Practice

1. The student-athlete is eligible to practice if he is enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution. [Bylaw 14.1.8.1]
2. A student-athlete may practice during the official vacation period immediately before initial enrollment, provided the student has been accepted by the institution for enrollment in a regular, full-time program of studies at the time of the individual's initial participation; is no longer enrolled in the previous educational institution; and is eligible under all institutional and NCAA requirements [Bylaw 14.1.8.1.6.1]
3. A student-athlete no longer shall be considered enrolled in a minimum full-time program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official in accordance with procedures determined by the institution for all students. [Bylaw 14.1.8.1.1]
4. A student-athlete with athletics eligibility remaining may participate in organized practice sessions while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. [Bylaw 14.1.8.1.6.3]

Seasons

1. The student-athlete is not eligible to participate in more than four seasons of intercollegiate competition, except for extensions that have been approved in accordance with NCAA legislation. [Bylaws 14.2]
2. The student-athlete is not eligible after the first 10 semesters or 15 quarters in which he was enrolled at a collegiate institution in at least a minimum full-time program of studies as determined by the college. [Bylaw 14.2.2]
3. Graduate Student/Post baccalaureate Participation: A student-athlete who is enrolled in a graduate or professional school of the institution he or she previously attended as an undergraduate (regardless of whether the individual has received a United States baccalaureate degree or its equivalent), a student-athlete who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution, or a student-athlete who has graduated and is continuing as a full-time student at the same institution while taking course work that would lead to the equivalent of another major or degree as defined and documented by the institution, may participate in intercollegiate athletics, provided the student has eligibility remaining and such participation occurs within the applicable 10-semester/15quarter period set forth in Bylaw 14.2. [Bylaw 14.1.9]

Transfers

1. **14.5.5.1 General Rule.** A transfer student from a four-year institution shall not be eligible for intercollegiate competition until the student has fulfilled an academic year of residence (see Bylaw

14.02.10) at the certifying institution unless the student qualifies for one of the transfer exceptions set forth in Bylaws 14.5.5.1.1, 14.5.5.1.2 or 14.5.5.1.3. A transfer student (other than one under disciplinary suspension per Bylaw 14.5.1.2) may qualify for an exception to the academic year of residence requirement provided he or she does not have an unfulfilled residence requirement at the institution from which he or she is transferring.

14.5.5.1.1 Exception. A student who transfers to the certifying institution shall be immediately eligible if:

(a) The student has never practiced or competed in intercollegiate athletics:

(b) The student transfers from a four-year collegiate institution and would have been academically and athletically eligible, at the time of transfer to the certifying institution (see Bylaw 14.5.2), had he or she remained at the previous institution: or

(c) The student transfers from a four-year collegiate institution that did not sponsor the student-athlete's sport and, while at that institution, the student-athlete:

(1) Successfully completed at least 24-semester or 36-quarter hours of transferable-degree credit; and

(2) Completed at least two full-time semesters or three full-time quarters.

2. Head Coaches must have a written release from a prospective transfer's previous institution before communicating about a transfer or a self-release form from the student-athlete. The *Transfer Release Form* is available in the Athletic Department office and can be sent to the prospective transfer's institution to obtain permission to speak with prospective student-athlete about a transfer. The *Self Release Form* is located on the NCAA Division III homepage as well as the PAC homepage.
3. Once a transfer becomes a student-athlete at Geneva College, the *Transfer Eligibility Tracer Form* must be sent to the transfer's previous institution to verify the eligibility status of the student-athlete. This form is available in the Athletic Office.

Criteria for Determining Season of Eligibility – 14.2.4

14.2.4.1 Minimum Amount of Participation. A season of intercollegiate participation shall be counted when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student-athlete's initial participation of that academic year at that institution or when the student-athlete engages in intercollegiate competition during the nontraditional segment. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level.

14.2.4.1.1 Exception. A season of participation shall not be counted:

- (a) During the traditional segment when a student-athlete participates in a preseason Exhibition conducted prior to the first contest following the student-athlete's initial participation of that academic year at that institution;

- (b) During the traditional segment when a student-athlete participates in an alumni contest conducted before the first regular-season contest following the student-athlete's initial participation of the academic year at the institution; and
- (c) In baseball, soccer, softball, and women's volleyball, when a student-athlete participates (practices or competes) in the one date of competition during the nontraditional segment.

Hardship Waiver

1. Bylaw 14.2.5 of the NCAA Manual provides information regarding the hardship waiver (Calculations on page 41). The PAC requires the institution requesting a hardship waiver to submit the completed *Hardship Petition* available from the Director of Athletics. The following documentation must be attached to the waiver when sending the petition. Statement from attending physician stating:
 - Date of injury or onset of illness
 - Diagnosis
 - Treatment prescribed
 - Medical reasons for withholding the student-athlete from further competition.
2. Final individual performance season statistics completed by the sports information department.
3. Official team results with contest-by-contest breakdown and dates of competition.
4. The Director of Athletics must sign the form to confirm that the information is correct.

Drug Policy

1. If the NCAA tests the student-athlete for the banned drugs listed in Bylaw 31.2.3.4 and he/she tests positive (consistent with NCAA drug-testing protocol), he/she will be ineligible to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after the positive drug test, and he/she will be charged with the loss of a minimum of one season of competition in all sports.
2. If the student-athlete tests positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.4, he/she will lose all remaining regular-season and postseason eligibility in all sports.
3. If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he/she will be charged with the loss of one additional season of competition in all sports and will also remain ineligible for regular-season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5.1.2]
4. A list of NCAA Banned-Drug Classes is provided on page 32.

NCAA Required Forms

The student-athlete is required by the NCAA to complete the *Student-Athlete Statement* and the *Drug-Testing Consent* prior to the institution's first scheduled intercollegiate competition.

Playing and Practice Season

Athletic Related Activities

Athletic related activities are activities that can only be performed during the Traditional and Non-Traditional playing season. The activities include, but are not limited to, practice, offensive or defensive alignment, field or floor activities, review of game film, competition, required weight training or workouts, and observed activities by the institution's or your sports coaching staff.

Exceptions

Although these activities must be done during the playing season, there are a few exceptions to the by-law. Such activities include, but are not limited to, meetings that are non-athletic in nature, fundraising and community service not involving athletic ability, voluntary individual workouts, and voluntary strength and conditioning workouts, and observed activities by a staff member who has documented monitoring responsibilities.

Voluntary Athletic Related Activities

Voluntary Athletic Related Activities are activities that are voluntary in nature, are initiated by the student-athlete, and information regarding any aspect of the activity cannot be documented or reported back to a coaching staff member. These activities are cannot be subject to evaluation or penalty. For a comprehensive list of all Athletic Related Activities, Exceptions, and Voluntary Athletic Related Activities, please refer to bylaw 17.02 located on pages 95-99 in the Division III NCAA Manual

Practice (Day Off)

The Head Coach is required to file the *Practice Documentation Form* listing the "day off" per week of practice. The day may or may not be consistent from week to week. At Geneva the day can be considered Sunday. Refer to Bylaw 17.1.4.1, which states:

- During the playing season (see Bylaw 17.1.1), all athletically related activities shall be prohibited during one calendar day per week, except during the following:
 - Participation during NCAA championships;
 - Participation between academic terms when classes are not in session or during the institution's preseason practice that occurs prior to the first day of classes; or
 - Participation during an institution's official vacation period when classes are not in session.
- Multisport Student-Athlete: All athletically related activities shall be prohibited during one calendar day per week for every student-athlete, regardless of the number of sports in which a student-athlete participates.

- Because of Geneva's NCAA Sunday exemption, coaches are not required to file the required day off form. Along those lines, coaches are never allowed to make any event mandatory on a Sunday unless it is directly related to a church activity in some way.

Transfer Release Process:

NCAA Permission to Contact: Self Release Form, Division III

13.1.1.2.1 Self Release. Using a form made available by the NCAA national office, a student-athlete who attends a Division III institution 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. An additional form must be issued for contact to occur or continue beyond the initial 30-day period.

1.3.1.1.2.1.1 Privacy and Disclosure Requirements. During the 30-day period, the institution in receipt of the form shall not notify the student-athlete's current institution of the contact. At the completion of the initial 30-day period, if the student-athlete decides to transfer to the institution in receipt of the form, the institution in receipt of the form shall notify the student-athlete's current institution within a seven-day period of the form's expiration date that the self-release was issued. At the completion of the initial 30-day period, if the student-athlete decides not to pursue the transfer, the institution in receipt of the form shall not notify the student-athlete's current institution of the contact at any time. If the student-athlete is undecided at the end of the 30-day period, the initial contact must remain private unless and until the student-athlete issues a second permission to contact form. Upon receipt of the second permission to contact form, the institution in receipt of the form shall notify the student-athlete's current institution within seven days that a second release was issued.

This form is available online at:

http://fs.ncaa.org/Docs/AMA/compliance_forms/DIII/DIII%20Permission%20to%20Contact.pdf

FIGURE 14-1**Hardship Waiver Calculations — Standard Denominators Based on Bylaw 17 Maximums**

Sport	Standard Denominator*	First Half of Playing Season	One-third of Contests or Dates of Competition
Baseball	41	Before the start of the 21st contest	14
Men's Basketball	26	Before the completion of the 13th contest	9
Women's Basketball	26	Before the completion of the 13th contest	9
Beach Volleyball	17	Before the start of the 9th date of competition	6
Women's Bowling	33	Before the start of the 17th date of competition	11
Men's Cross Country	11#	Before the start of the sixth date of competition	4
Women's Cross Country	11#	Before the start of the sixth date of competition	4
Men's Fencing	12	Before the completion of the sixth date of competition	4
Women's Fencing	12	Before the completion of the sixth date of competition	4
Field Hockey	21	Before the start of the 11th contest	7
Football	11	Before the start of the sixth contest	4
Men's Golf	21	Before the start of the 11th date of competition	7
Women's Golf	21	Before the start of the 11th date of competition	7
Men's Gymnastics	14	Before the completion of the seventh date of competition	5
Women's Gymnastics	14	Before the completion of the seventh date of competition	5
Men's Ice Hockey	26	Before the completion of the 13th contest	9
Women's Ice Hockey	26	Before the completion of the 13th contest	9
Men's Lacrosse	18	Before the completion of the ninth date of competition	6
Women's Lacrosse	18	Before the completion of the ninth date of competition	6
Men's Rifle	14	Before the completion of the seventh date of competition	5
Women's Rifle	14	Before the completion of the seventh date of competition	5

* = Maximum number of contests or dates of competition plus one pursuant to Bylaw 14.2.5-(a)-(b).

= Maximum of nine dates of competition (Bylaw 17) plus two dates of competition pursuant to Bylaw 14.2.5.2.5.1.

** = See Bylaw 14.2.5.2.5.1.

Sport	Standard Denominator*	First Half of Playing Season	One-third of Contests or Dates of Competition
Women's Rowing	21	Before the start of the 11th date of competition	7
Women's Rugby	16	Before the completion of the eighth date of competition	6
Men's Skiing	17	Before the start of the ninth date of competition	6
Women's Skiing	17	Before the start of the ninth date of competition	6
Men's Soccer	21	Before the start of the 11th contest	7
Women's Soccer	21	Before the start of the 11th contest	7
Softball	41	Before the start of the 21st contest	14
Men's Swimming and Diving	17	Before the start of the ninth date of competition	6
Women's Swimming and Diving	17	Before the start of the ninth date of competition	6
Men's Tennis	21	Before the start of the 11th date of competition	7
Women's Tennis	21	Before the start of the 11th date of competition	7
Men's Track and Field (Indoor)	9**	Before the start of the fifth date of competition	3
Men's Track and Field (Outdoor)	9**	Before the start of the fifth date of competition	3
Women's Track and Field (Indoor)	9**	Before the start of the fifth date of competition	3
Women's Track and Field (Outdoor)	9**	Before the start of the fifth date of competition	3
Women's Triathlon	7	Before the start of the fourth date of competition	3
Men's Volleyball	23	Before the start of the 12th date of competition	8
Women's Volleyball	23	Before the start of the 12th date of competition	8
Water Polo	22	Before the completion of the 11th date of competition	8
Wrestling	17	Before the start of the ninth date of competition	6

* = Maximum number of contests or dates of competition plus one pursuant to Bylaw 14.2.5-(a)-(b).

= Maximum of nine dates of competition (Bylaw 17) plus two dates of competition pursuant to Bylaw 14.2.5.2.5.1.

** = See Bylaw 14.2.5.2.5.1.

XI. PAC

The Presidents' Athletic Conference (PAC), built on the basic belief that an athletic program is an integral part of college life, but not an entity in itself, looks back on sixty years of growth and ahead to years of continued academic and athletic excellence.

The league's name clearly reflects its founding principle that operational control of all aspects of intercollegiate athletics is ultimately the responsibility of the presidents of each member institution, and thus active presidential leadership and oversight is paramount in conference administration.

The Presidents' Athletic Conference holds a meeting of the Presidents' Council biannually, which consists of the Conference Commissioner, Assistant Commissioner and President's from each institution. The President's Council evaluates and determines policy for operation of the sponsored sports programs. These sport guidelines are updated annually and are available to the Directors of Athletics in September. Each Director of Athletics is encouraged to make the new guidelines and policies available to their athletic department staff. The complete PAC Policy Manual is available in the Director of Athletics' office and on the PAC website for review.

PAC Directory

PAC Commissioner – **Joe Onderko**

Deputy Commissioner, Director of Communications – **Kevin Fenstermacher**

Mailing Address – **PO Box 183, New Wilmington, PA 16142**

Conference SAAC

The PAC SAAC members meet twice a year, typically in late October/early November and late March. The PAC currently has a member serving on the Division III national SAAC. They hold that position for two years every other two-year period.



GOLDEN TORNADOES

2021-2022