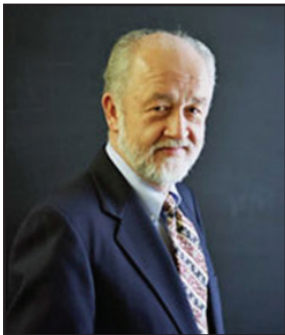




**WELLS COLLEGE**  
**DEPARTMENT OF ATHLETICS**  
**2013-14**  
**STUDENT-ATHLETE HANDBOOK**

The purpose of this handbook is to assist with the safe, efficient and productive operation of the Wells College Department of Athletics as well as to provide the student-athlete with information about expectations, policies and procedures. Information found in this document has been a collaborative effort between the Department of Athletics staff, the Department of Student Life and student-athletes. All policies defined in this handbook are in full accordance with the National Collegiate Athletic Association (NCAA), the North Eastern Athletic Conference (NEAC) and the Department of Athletics.

This document is only a guide - it is not an exhaustive resource of all applicable policies, expectations and procedures for Wells College student-athletes. Additional team rules, regulations and expectations may also be applied on a sport-by-sport basis. The student-athlete handbook is a working document and the Department of Athletics welcomes and encourages any discussion or comments on this handbook. Comments and feedback can be directed to the Director of Athletics, **Michael Borsz**, at [athletics@wells.edu](mailto:athletics@wells.edu).



**Dr. Thomas E. J. de Witt**  
Interim President



**Dr. Cindy Speaker**  
Provost



**Michael Borsz**  
Director of Athletics



**Jackie Schnurr**  
Faculty Athletics Representative





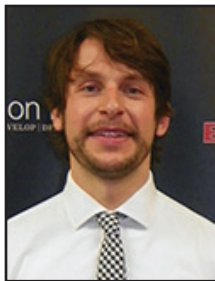
**Michael Borsz**  
 Director of Athletics  
 OFFICE: 315-364-3409  
 E-MAIL: [mborsz@wells.edu](mailto:mborsz@wells.edu)



**Kylie Hrehor**  
 Head Field Hockey Coach  
 Head Women's Lacrosse Coach  
 OFFICE: 315-364-3249  
 E-MAIL: [khrehor@wells.edu](mailto:khrehor@wells.edu)



**Joe Wojtylko**  
 Assistant Athletics Director for Recruiting  
 Head Men's Basketball Coach  
 OFFICE: 315-364-3479  
 E-MAIL: [jwojtylko@wells.edu](mailto:jwojtylko@wells.edu)



**Christopher Bily**  
 Head Men's Lacrosse Coach  
 OFFICE: 315-364-3219  
 E-MAIL: [cbily@wells.edu](mailto:cbily@wells.edu)



**Daniel Kane**  
 Assistant Athletics Director for Facilities  
 Head Men's Soccer Coach  
 OFFICE: 315-364-3310  
 E-MAIL: [dkane@wells.edu](mailto:dkane@wells.edu)



**Trish George**  
 Aquatics and Fitness Center Director  
 Head Swimming Coach  
 OFFICE: 315-364-3413  
 E-MAIL: [pgeorge@wells.edu](mailto:pgeorge@wells.edu)



**Griffin Spencer**  
 Assistant Athletics Director for Sports  
 Information and Game Day Operations  
 OFFICE: 315-364-3310  
 E-MAIL: [griffinspencer@wells.edu](mailto:griffinspencer@wells.edu)



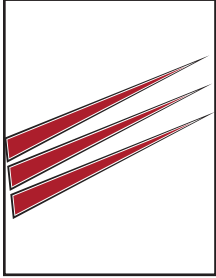
**Richard Gary**  
 Head Volleyball Coach  
 OFFICE: 315-364-3350  
 E-MAIL: [rgary@wells.edu](mailto:rgary@wells.edu)



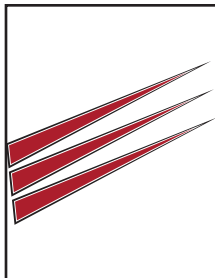
**Mike O'Brien**  
 Coordinator of Student-Athlete Development  
 Student-Athlete Advisory Committee Advisor  
 Head Women's Basketball Coach  
 OFFICE: 315-364-3421  
 E-MAIL: [mobrien@wells.edu](mailto:mobrien@wells.edu)



**Dr. Jack Daniels**  
 Head Cross Country Coach  
 OFFICE: 315-364-3369  
 E-MAIL: [jdaniels@wells.edu](mailto:jdaniels@wells.edu)



**Daisuke Sekine**  
 Head Athletic Trainer  
 OFFICE: 315-364-3411  
 E-MAIL: [dsekine@wells.edu](mailto:dsekine@wells.edu)



**Steve Gelsi**  
 Head Softball Coach  
 OFFICE: 315-364-3461  
 E-MAIL: [sgelsi@wells.edu](mailto:sgelsi@wells.edu)



**Elyse Putorti**  
 Athletic Trainer  
 OFFICE: 315-364-3349  
 E-MAIL: [eputorti@cayugamed.org](mailto:eputorti@cayugamed.org)



**Dan Sullivan**  
 Head Women's Tennis Coach  
 CELL: 315-283-1203  
 E-MAIL: [dsullivan@wells.edu](mailto:dsullivan@wells.edu)



## **Table of Contents**

|   |         |
|---|---------|
| <b>Wells College Department of Athletics Overview</b>                       | Page 5  |
| Wells College Mission Statement   |         |
| Wells College Intercollegiate Athletics - Mission and Philosophy Statements |         |
| NCAA Division III Positioning Statement and Attributes                      |         |
| About the North Eastern Athletic Conference                                 |         |
| NEAC Purpose  |         |
| NEAC Ethical Conduct Policy   |         |
| <b>Academics for Wells College Student-Athletes</b>                         | Page 7  |
| Satisfactory Progress Standards   |         |
| Academic Standing   |         |
| Academic Warning / Probations   |         |
| Minimum Credit Requirements for Student-Athletes                            |         |
| <b>Intercollegiate Athletics Code of Conduct</b>                            | Page 8  |
| <b>Wells College Student Conduct Code</b>                                   | Page 9  |
| Alcohol, Tobacco and Other Drugs  |         |
| Hazing Policy   |         |
| Harassment Policy   |         |
| <b>NCAA and NEAC Rules Compliance</b>                                       | Page 11 |
| Initial Eligibility / Summary of Regulations                                |         |
| Agents  |         |
| Awards  |         |
| Countable Athletic Activities   |         |
| Employment  |         |
| Gambling Activities   |         |
| Disciplinary Action   |         |
| Outside Competition   |         |
| Promotional Activities  |         |
| Minimum Credit Requirements for Student-Athletes                            |         |
| <b>Hosting Prospective Student-Athletes</b>                                 | Page 13 |
| <b>Sports Information</b>   | Page 14 |
| Functions of Sports Information and Game Day Operations                     |         |
| Interacting With The Media  |         |
| <b>Student-Athlete Policy on Social Networking Sites</b>                    | Page 15 |
| <b>Sports Medicine</b>  | Page 16 |
| Introduction  |         |
| Sports Medicine Staff   |         |
| Athletic Training Facilities  |         |
| Policy and Procedures for the Athletic Training Room (ATR)                  |         |
| Practice and Event Coverage Information (Practices / Games)                 |         |
| Emergency Situations and Protocols  |         |
| Rehabilitation / Treatment  |         |
| Weather Policy  |         |
| Concussions   |         |
| Sickle Cell Status  |         |
| Sports Insurance Information  |         |
| <b>Student-Athlete Advisory Committee</b>                                   | Page 20 |
| Awards (Team Awards / Special Awards)                                       |         |
| <b>Sports Teams / Community Service Projects</b>                            | Page 21 |
| <b>Athletic Facilities / Equipment Policies</b>                             | Page 21 |
| Locker Room   |         |
| Uniforms / Equipment  |         |
| Checking Out Equipment  |         |
| Turning In Equipment (End Of Season / Leaving Team)                         |         |
| Equipment Exchange  |         |
| Lost Equipment / Re-Issue   |         |
| <b>Travel</b>   | Page 22 |
| <b>Non-Traditional Season / Multiple Sport Athletes / Intramurals</b>       | Page 22 |
| <b>Seminars / Workshops</b>   | Page 22 |
| <b>Student-Athlete Evaluation of Programs and Coaches</b>                   | Page 22 |
| <b>APPENDIX A - Wells College Travel Release</b>                            | Page 23 |
| <b>APPENDIX B - Official Visit Student Host Agreement</b>                   | Page 24 |
| <b>APPENDIX C - Official Visit Form for Prospective Student-Athletes</b>    | Page 25 |

## **Wells College Department of Athletics Overview**

Wells College is a full member of the NCAA and the NEAC. The College currently sponsors 15 intercollegiate varsity sports. All of these NCAA Division III sports are sponsored by the NEAC with the exception of field hockey. Those 15 sports are:

- Men's Basketball
- Men's Cross Country
- Men's Lacrosse
- Men's Soccer
- Men's Swimming
- Men's Volleyball
- Women's Basketball
- Women's Cross Country
- Women's Lacrosse
- Women's Soccer
- Women's Swimming
- Women's Tennis
- Women's Volleyball
- Field Hockey
- Softball

All 15 sports are credit-bearing courses that are a part of the College's curriculum.

### ***Wells College Mission Statement***

The mission of Wells College is to educate students to think critically, reason wisely, and act humanely as they cultivate meaningful lives. Through Wells' academic program, residential atmosphere, and community activities, students learn and practice the ideals of the liberal arts. The Wells experience prepares students to appreciate complexity and difference, to embrace new ways of knowing, to be creative, and to respond ethically to the interdependent worlds to which they belong. Committed to excellence in all areas of its reach, Wells College equips students for lifelong learning and for sharing the privileges of education with others.

### ***Wells College Intercollegiate Athletics – Mission and Philosophy Statements***

The mission of the athletics program is to support the educational mission of Wells College. The Department of Athletics holds that participation in sport is an integral part of the culture in which we live and the values inherent in sport are parallel to those developed within the framework of a liberal arts education. We focus on providing an outstanding athletic experience that is designed to positively influence the life of every participant.

Wells College seeks to provide an equitable, diverse, and competitive intercollegiate athletic program that is properly administered, educationally sound, and a resource for enhancing community on campus. All members of the department of athletics and student athletes are expected to conduct themselves with the utmost integrity, ethical behavior and sportsmanship and comply with Wells College, NCAA and NEAC policies.

Wells College embraces the objectives and philosophy of NCAA Division III athletics.

- We support and encourage the concept of equal opportunity for all sports teams and subscribe to the basic tenet of fair and equitable treatment of female and male student-athletes
- We value diversity and promote an environment that is free of intimidation or harassment
- Admission, academic standing and academic progress of the student athlete shall be consistent with the policies and standards adopted by the institution for the general student body
- It is the responsibility of the members of the Department of Athletics and all sport participants to follow sound principles of health, social and emotional development
- Student-athletes shall be amateurs, motivated primarily by the physical, mental and social benefits to be derived by intercollegiate athletic participation.

## **NCAA Division III Positioning Statement and Attributes**

### ***NCAA Division III – Discover, Develop, Dedicate***

Follow your passion and discover your potential. The college experience is a time of learning and growth- a chance to follow your passions and develop potential. For student-athletes in Division III, this happens most importantly in the classroom and through earning an academic degree. The Division III experience provides for passionate participation in a competitive athletics environment, in which student-athletes push themselves to excellence and build upon their academic success with new challenges and life skills. And student-athletes are encouraged to pursue the full spectrum of opportunities available during their time in college. In this way, Division III provides an integrated environment for student-athletes to take responsibility for their own paths, follow their passions and find their potential through comprehensive educational experience.

### ***NCAA Division III Attributes***

***Proportion, Comprehensive Learning, Passions, Responsibility, Sportsmanship, Citizenship***

### **About the North Eastern Athletic Conference (NEAC)**

NEAC full-membership includes:

- Eight private and six public institutions
- Six members from New York, six members from Pennsylvania, one member from New Jersey and one member from Washington, D.C.
- NEAC diversity is a defining characteristic of which we are very proud

NCAA Automatic Qualifiers in the sports of:

- Men's: Baseball, Basketball, Golf, Lacrosse, Soccer, Tennis
- Women's: Basketball, Lacrosse, Soccer, Softball, Tennis, Volleyball

Other Sports Sponsored:

- Men's & Women's Cross Country, Men's & Women's Swimming, Men's Volleyball

### ***NEAC Purpose***

It shall be the general purpose of the NEAC to foster meaningful competition in as many sports as may be successfully provided by the member institutions within the limits of financial budget capabilities. A primary objective shall be the encouragement of widespread participation by student-athletes. The NEAC shall sponsor, promote, and organize intercollegiate athletics competition among member institutions for charitable and educational purposes. The NEAC encourages such competition to be equitable, fair, and amicable for all student-athletes.

### ***NEAC Ethical Conduct Policy***

Individuals associated with the NEAC are expected to deport themselves with honesty, integrity and fair play. Their behavior, at all times, shall reflect the highest standards of honor and dignity that characterize participation in competitive sports in the collegiate environment. Display of sportsmanlike behavior and mutual respect of competitors, officials, and athletics staff shall be considered an integral part of all athletics competition. Administrators, coaches, student-athletes, and officials shall abide by the rules governing the NEAC and the NCAA and fully cooperate with in any and all inquiries related to possible violations of those rules.

## **Academics for Wells College Student-Athletes**

A Wells College student-athlete is first and foremost a student who accepts the responsibilities to carry out all academic work with complete honesty. In order to fully benefit and experience from the opportunity to study at Wells, a student-athlete is expected to attend all laboratory periods, regularly scheduled classes, and other academic exercises. The challenge of being both a student and an athlete can be rewarding if approached in a conscientious and responsible manner.

Conflicts between classes and athletic events are inevitable. Classes may not be missed for practice. The student-athlete is responsible for discussing with his or her instructor at the beginning of the semester any conflicts between class time and intercollegiate contests. Conflicts with classes, exams and/or other academic requirements should be resolved between the student and the professor. A form letter was developed to help facilitate a productive conversation between student and Faculty. This letter will be updated by each Head Coach and distributed to team members prior to the start of classes.

The Faculty Athletic Representative may work with a student-athlete to help resolve any problems in a constructive and positive way that will allow the student-athlete to meet her/his academic commitments and minimize the amount of game time missed. A coach cannot require a student-athlete to make a choice that may jeopardize the student-athlete's academic standing. Repeated conflicts that would affect the ability of the student-athlete to meet minimum training expectations or would impede her/his ability to compete safely should be brought to the attention of the Director of Athletics.

Coaches are encouraged to limit the athletic participation of any student-athlete who appears to have or is having academic difficulty or missing classes for reasons other than illness, injury, or other extenuating circumstances. The coaches should bring such situations to the attention of the Director of Athletics.

Wells students receive academic credit for their participation in intercollegiate sports at the school. Please make sure to officially enroll in your sport/course for the semester in which your sport plays its championship (i.e. basketball student-athletes should enroll for their sport during the spring semester).

### ***Satisfactory Progress Standards - Wells College***

In order to practice or compete on any intercollegiate team at Wells College, a student-athlete must satisfy the eligibility requirements of Wells College, NCAA Division III, and the North Eastern Athletic Conference.

### ***Academic Standing***

The Academic Standing and Advising Committee reviews student records after each semester to determine whether satisfactory progress is being made toward completion of the degree. A student whose progress is deemed to be unsatisfactory is so notified.

### ***Academic Warning / Probations***

Should a student's cumulative grade-point average (GPA) fall below a 2.0, participation in intercollegiate athletics will begin to be limited. Following the first instance in which a student's cumulative GPA falls below a 2.0, they are placed on semester warning and the student is allowed to practice and compete fully if that is what is deemed best by the student, Head Coach and Director of Athletics.

Each subsequent time the student's cumulative GPA falls below a 2.0, the student-athlete will be placed on probation and will not be allowed to compete. If the student, Head Coach, Director of Athletics and academic officials agree, a student placed on probation may be allowed to continue practicing if this arrangement is believed to be in the best interest of the student.

All policies regarding satisfactory progress requirements and guidelines, semester warnings, academic probation, suspension and appeals can be found in the Wells College catalog. All students receive a copy of the Wells College catalog upon admission to Wells College and it is available online at [www.wells.edu](http://www.wells.edu).

Questions regarding academic policy can be directed to the Office of the Registrar ([registrar@wells.edu](mailto:registrar@wells.edu)) or the Provost and Dean of the College, **Dr. Cindy Speaker** ([cspeaker@wells.edu](mailto:cspeaker@wells.edu)).

### ***Minimum Credit Requirements for Student-Athletes***

All student-athletes must be enrolled full time (minimum of 12 credit hours) to participate in a varsity sport at Wells. It is recommended that students add a course before withdrawing to remain above the 12 credit hour minimum needed to practice and compete. During the first five days of the semester, students can practice with less than the minimum 12 credit hours, but cannot compete during these five days if not enrolled in 12 credits. There are exceptions to the 12 credit rule for summer preseason and during semester breaks. Please bring specific concerns regarding this policy to the Director of Athletics.

## **Intercollegiate Athletics Code of Conduct**

Student-athletes are expected to exhibit appropriate conduct at all times. Student-athletes of all athletic teams are bound by the Wells College Honor Code, NCAA and NEAC rules and regulations alongside the Intercollegiate Athletics Code of Conduct.

Wells College Department of Athletics staff members and student-athletes are partners in the intercollegiate athletic endeavor and are expected to work together to achieve individual, team and program goals.

Whether an individual is part of a winning or losing effort, he/she is expected to conduct herself/himself in a respectful, diligent, fair, and honest manner. Violations of the expectations below will be investigated. Possible sanctions of proven violations may be imposed by the Director of Athletics or respective Head Coaches and will be determined on a case-by-case basis.

A Wells College student-athlete is expected to:

- Demonstrate respect for teammates, coaches, opponents, officials, and fans
- Be honest in the manner in which the student-athlete participates, whether it is during a practice or a game/meet/match. The student-athlete is expected to follow the Wells Honor Code and has a responsibility to abide by all NCAA and sport governing rules
- Create an environment which allows everyone the opportunity to contribute - the student-athlete is expected to encourage an environment where team members can express feelings and ideas openly in the appropriate setting
- Support the efforts of teammates during the competitive experience and challenge teammates to do their best in practice and competition
- Grow in knowledge of his or her sport so that he/she may contribute to the ongoing development of the team
- Refrain from misconduct when representing Wells College at athletic events, especially in the area of the use of alcohol, tobacco, illegal substances, theft or vandalism of property and/or equipment, including hotels and other institutions



## **Wells College Student Conduct Code**

As a Wells College student-athlete, you are expected to be a fully integrated and involved member of the student community. All policies regarding Student Conduct Code can be found in the Wells College Community Handbook. All students receive a copy of the Wells College Community Handbook at the beginning of each academic year and it is available online at [www.wells.edu](http://www.wells.edu). Below are a few highlighted and expanded policies of the Student Conduct Code student-athletes should be especially aware of. Questions regarding Student Conduct Code violations, sanctions, appeals, and suspension can be directed to the Dean of Students, **Jennifer Michael** ([jmichael@wells.edu](mailto:jmichael@wells.edu)).

### ***Alcohol, Tobacco and Other Drugs***

The College does not support the illegal or irresponsible use of alcohol or other drugs. These substances can have detrimental effects on the physical and mental health of users and adversely affect athletic performance. Use of these substances is viewed as antithetical to the goals and principles of intercollegiate athletics.

Each student-athlete is mandated to sign a drug testing consent form provided by the NCAA. The NCAA reserves the right to test student-athletes at post-season championships. Failure to cooperate with the signing of this form will result in the forfeiture of the right to participate in NCAA competitions.

Student-athletes should be aware of those substances which are banned by the NCAA. A complete list of banned substances is available in the Sports Medicine office and on the NCAA web site.

Both the NCAA and the Wells College Department of Athletics prohibit coaches, Athletic Training staff, team support staff, and student-athletes from consuming alcoholic beverages or using tobacco products while representing Wells College at competitive events, while in transit to and from such events, and at official social events related to such competitions. The use of drugs, which enhance performance or modify mood or behavior, at any time during the season, is strictly prohibited, unless prescribed by a physician for medical reasons. Partaking of tobacco products will result in being banned from a practice and/or intercollegiate competition. Use of tobacco products during the competitive playing season is prohibited.

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

**Note:** You have chosen to be a student-athlete. Your peers as well as the larger community more closely scrutinize your actions. Understand your privileges and responsibilities.

### ***Hazing Policy***

Wells College, in accordance with Section 6450 of the New York State Education Law, prohibits hazing. Hazing is defined as any action or activity that recklessly endangers the physical or mental health of a person, or that violates the dignity of another person. Hazing is further defined as any activity that is expected of someone to join a group or team that humiliates, degrades, abuses or endangers them, regardless of intention or willingness to participate.

Alleged violations of the hazing policy should be reported to the Office of Campus Safety or the Dean of Students Office. The College enforcement of hazing will prevail regardless of whether it is conducted on or off the College campus. Individuals found responsible for violation of this policy will be held accountable for their actions. Hazing will not be tolerated.

Students are encouraged to develop positive team building activities that build trust, bring individuals together in common pursuit, encourage mentoring and teamwork, increase motivation to perform, improve individual's self-confidence, develop leadership abilities, enhance relationships and promote a positive attitude.

These regulations shall govern the conduct of students, faculty and staff as well as other visitors on campus. Violators may be subject to any applicable provision of the Penal Law in addition to any College sanctions.

### ***Harassment Policy***

Wells College seeks to maintain a healthy, supportive educational and work environment for all members of the community. Wells will not tolerate harassment of any form. The harassment prohibited by this policy includes harassment based on an individual's race, sex, sexual orientation, religion, age, disability, national origin, ethnic background, military status or marital status, veteran status as well as any other characteristic protected by law. Harassment is defined as unwelcome conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or the progress of the individual's education, or creating an intimidating, hostile, or offensive working or academic environment.

As a liberal arts college, Wells not only abides by anti-harassment laws but supports their intent and, by doing so, encourages standards of professional behavior for and between all members of the College community. The Wells College policy on harassment is comprehensive and applies to students, faculty and staff. Supervisors and administrators are responsible for attempting to correct any harassment situation of which they become aware.

Procedures for addressing harassment can be obtained in the Human Resources Office, Dean of Students Office and the Dean of the College's Office and is available on the Wells College Web site.

## **NCAA and NEAC Rules Compliance**

Compliance with NCAA and NEAC rules is an integral part of the Department of Athletics at Wells College. As a student-athlete, you have a vested interest in ensuring compliance with the guidelines outlined by the NCAA, NEAC, and Wells College. It is your responsibility to know and abide by the guidelines set forth. Failure to abide by these guidelines may result in your ineligibility to participate and/or your team's forfeiture of games, matches, or tournaments. Please contact the Director of Athletics for further information or clarification regarding rules compliance.

### ***Initial Eligibility / Summary of Regulations***

Before competition is permitted, each student-athlete must meet with the Director of Athletics or their designee to administer the NCAA initial eligibility paperwork which includes the Student-Athlete Statement and Drug-Testing Consent for Division III. Each student will be given time to review the NCAA Division III Summary of Regulations document which outlines the most relevant NCAA Division III rules that pertain to the student-athlete and individual teams. All questions regarding these regulations will be answered during that meeting. The Student-Athlete Statement has four parts, including the Statement Concerning Eligibility, Buckley Amendment Consent, Promotion of NCAA Championships, Events, Activities or Programs, and Results of Drug Test. Both the Student-Athlete Statement and Drug-Testing Consent forms must be submitted each year a student competes and must be kept on file for six years in the Director of Athletics' office.

### ***Agents***

An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletic ability or reputation in that sport.

### ***Awards***

You may never accept a cash award or a cash-equivalent award for athletics participation. Check with the Director of Athletics before accepting any award based on athletic ability (i.e. first place in summer tournaments, half-time contests, etc.). Please see the Director of Athletics with specific questions.

### ***Countable Athletic Activities***

Countable athletic activities are defined as:

1. Practice, including team conditioning/fitness activities, field, floor, or on-court activity, setting offensive or defensive alignments, chalk talk, lecture/discussion of strategy, activities using equipment relating to the sport, and review of game film
  2. Required weight-training and conditioning activities
  3. Videotape reviews of practices or contests required by institutional staff
  4. Required participation in camps, clinics, or workshops
  5. Individual workout required or supervised by a member of the coaching staff
  6. Visiting the competition site in the sport of cross country
- The activities listed can take place only during your sport's declared season. Your coach determines the duration of the season by following the length of playing season guidelines listed in the NCAA Division III Manual.
  - There must be one day off per week in which no countable athletic activity occurs. This day may be a travel day or a day of cancelled competition. The exception to this rule occurs prior to the first day of classes, between terms, and during participation in NCAA Championships.
  - The Student Athlete may not miss class time for practice activities except when a team is traveling to an away from home contest and the practice is in conjunction with the contest. No class time may be missed for a practice or competition in the non-traditional season as well.
  - Outside of the declared playing season, student-athletes and members of the coaching staff shall not engage in athletically related activities per bylaw 17.02.1.1.

### ***Employment***

All compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in Bylaw 15 of the NCAA Division III manual. Compensation may be paid to a student athlete:

- Only for work actually performed
- At a rate commensurate with the going rate in that locality for similar services

### ***Gambling Activities***

Staff members of the Department of Athletics and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition
- Solicit a bet on any intercollegiate or professional sports team of a sport sponsored by the NCAA
- Accept a bet on any team representing the institution
- Participate in any gambling activity that involves intercollegiate athletics and or professional sports that are sponsored by the NCAA through a bookmaker, a parlay card, or another method employed by organized gambling

### ***Disciplinary Action***

Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Eligibility Committee for restoration of eligibility. An institutional staff member found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

### ***Outside Competition***

A student-athlete who participates during the academic year in any outside competition becomes ineligible for intercollegiate competition in the sport for the remainder of that academic year and for the next academic year. In sports other than basketball, you may compete outside your team's declared playing season during an official vacation period recognized by the College. However, you **MUST** receive permission from the Compliance Coordinator *prior* to your participation.

### ***Promotional Activities***

Before participation in any institutional, charitable, educational, or nonprofit promotion, check with the Director of Athletics to see if the activity is permissible by the NCAA.

### ***Minimum Credit Requirements for Student-Athletes***

All student-athletes must be enrolled full time (minimum of 12 credit hours) to participate in a varsity sport at Wells.



## **Hosting Prospective Student-Athletes**

The role you play as a student host will significantly impact the impressions that a prospective student-athlete will have about Wells College.

As a student host, it is important to remember that appropriate conduct is required of you by Wells College and NCAA standards. Below are some of the expectations we have for you as a student host.

1. You or another designee from your team must be with your prospective student-athlete (PSA) at all times during the visit
2. Under no circumstances should you or another Wells student provide alcohol or illegal drugs to your PSA. Furthermore, you are not permitted to engage the PSA in activities that violate Wells' Student Conduct Code, NCAA rules and regulations, or civil or criminal laws. These include but are not limited to, consumption of alcoholic beverages, use of drugs or NCAA banned substances, participation in gambling or gaming activities, involvement in sexually related activities (i.e., attendance at strip clubs, gentlemen's clubs, etc.), and violating housing rules. If you elect to ignore these regulations, you can be charged with violating the Student Conduct Code and there could be legal ramifications against the College, the Department of Athletics, and you personally
3. You should notify your Resident Assistant that you will be hosting a PSA
4. In the event of an emergency, you should immediately contact Campus Security at 315-364-3229
5. NCAA rules prohibit you from taking the PSA more than 30 miles from campus
6. You cannot give cash to the PSA or provide the PSA with gifts of value (i.e. souvenirs or clothing)
7. You should not allow recruiting conversations to occur, on or off campus, between a PSA and a booster for the athletic program
8. Please try to be objective and tactful when you answer questions from a PSA. If you are unsure of how to answer a specific question, direct the PSA to your coach or appropriate college professional

Forms for hosting an overnight recruit may be obtained from the respective coach or Director of Athletics and should be completed prior to hosting a recruit. The recruit will also be asked to submit a form acknowledging the expectations and rules. All appropriate visit information will be shared with Security, Residence Life, Athletic and Admissions staff.

## **Sports Information**

The Sports Information Office at Wells College is responsible for the public relations duties across all of Wells' 15 NCAA Division III sports teams. The Assistant Athletics Director for Sports Information and Game Day Operations serves as a liaison between the Department of Athletics and local, regional and national news media.

### ***Functions of Sports Information and Game Day Operations***

Sports Information serves a variety of functions, all directed toward promoting and publicizing the Department of Athletics. The Sports Information Office is responsible for maintaining records and statistics, generating game day programs, disseminating post-game results to the media, coordinating student-athlete hometown publicity, promoting and nominating student-athletes for awards, maintenance of the College's athletic website, photography of athletic events, managing social media, game day operations at athletic events and serving as a historian for the department.

### ***Dealing With The Media***

Student-athletes should NOT respond to requests made for interviews by media outlets directly. All interviews should be arranged through the Sports Information Office. You should remember that anything you say, on or off the record, may be utilized by a journalist and therefore, you should carefully consider your words before answering questions. If you do not feel comfortable answering questions, you are not obligated to do so. Please contact **Griffin Spencer**, the Assistant Athletics Director for Sports Information and Game Day Operations, should any unauthorized members of the media attempt to solicit an interview without first obtaining clearance from the Wells College Department of Athletics.

## Student-Athlete Policy on Social Networking Sites

The Wells College Department of Athletics recognizes the popularity and usefulness of social networking web sites such as Facebook, Twitter, Instagram, YouTube, etc. that facilitate students communicating with others and supports their use by Wells student-athletes provided:

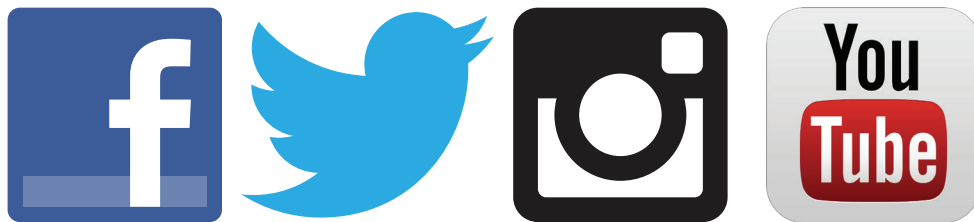
1. Any information placed on the web site(s) does not violate college, athletic department or student/athlete codes of conduct.
2. Photos and/or comments posted on these sites do not depict inappropriate team related or college identifiable activities (including wearing/using team uniforms or gear inappropriately, illegal use of Wells College branding, etc.).
3. Violations of college policy (e.g., harassing language, university alcohol or drug policy violations, codes of conduct etc.) or evidence of such violations in the content of online social web sites are subject to investigation and sanction under the Wells College Student Code of Conduct. Violations may also warrant team or Athletic Department sanctions. They are also subject to the authority of law enforcement agencies.

Playing and competing for the Wells College Express is a privilege. Student-athletes at Wells College are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your College and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team. Please keep the following guidelines in mind as you participate on social networking sites.

- Before participating in any online community, understand that anything posted online is available to anyone in the world, regardless of privacy settings
- You should not post any information, photos or other items online that could embarrass you, your family, your team, the Department of Athletics or Wells College. Here are some examples of embarrassing and/or inappropriate information:
  1. Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
  2. Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
  3. Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use)
- Coaches and Department of Athletics administrators may monitor these web sites
- Student-athletes could face discipline and even dismissal for violations of team, College and/or NCAA policies

Potential employers and internship supervisors may monitor these web sites as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen candidates. Wells College student-athletes should take great care when using online social networking sites and keep in mind that sanctions may be imposed, including the loss of your eligibility for the season, if these sites are used improperly or depict inappropriate, embarrassing, illegal or dangerous behaviors.

We strongly encourage that all student-athletes at Wells College follow and positively engage the official social media channels of the department.



Facebook (<http://www.facebook.com/WellsExpress>) | Twitter (<http://www.twitter.com/WellsExpress>)  
Instagram (<http://www.instagram.com/WellsExpress>) | YouTube (<http://www.youtube.com/WellsExpress>)

Any questions regarding social media policies at Wells College can be directed to **Griffin Spencer**, the Assistant Athletic Director for Sports Information, via e-mail ([griffinspencer@wells.edu](mailto:griffinspencer@wells.edu)) or by telephone (315-364-3410).

## **Sports Medicine**

It is an annual requirement that all student-athletes be medically cleared prior to participation in any athletic related activity (practice, competition, fitness training etc.) is allowed. New Wells students must complete the pre-participation physical packet and sign the appropriate statements and waivers associated with this process. Returning students must complete an updated medical history form as well as complete all additional waivers and acknowledgements prior to each season.

### **Introduction**

To define the role of Athletic Training services provided to the student-athletes at Wells College, the Sports Medicine staff has provided guidelines and information that will allow you to familiarize yourself with this department. The information and guidelines are written to provide information to the school's administration, Sports Medicine staff, Athletic Training staff, head and assistant coaches, first responders and student-athletes.

### **Sports Medicine Staff**

For all purposes of this document, the Athletic Trainer (ATC) will refer to the Wells College employees who meet the following qualifications: board certified by the National Athletic Trainers' Association Board of Certification, licensed by the State of New York Education Department and hold current CPR and AED for the professional rescuer certifications. Sports Medicine staff will include the Athletic Trainers, the team physician, and any additional workers, paid or volunteer, employed by the Sports Medicine Department.

|  |  |
|--|--|
| <b>Daisuke Sekine, MS, ATC, CKTP</b><br>Head Athletic Trainer<br>OFFICE: 315-364-3411<br>E-MAIL: dsekine@wells.edu<br>FAX: 315-364-3433                              | <b>Elyse Putorti, ATC</b><br>Athletic Trainer<br>OFFICE: 315-364-3349<br>E-MAIL: eputorti@cayugamed.org<br>FAX: 315-364-3433 |
| <b>Dr. Marshall Trabout</b><br><b>Dr. Heather MacAdam</b><br>Community Health Center (Wells Campus)<br>170 Main Street<br>Aurora, N.Y. 13026<br>OFFICE: 315-364-3388 |  |

### **Athletic Training Facilities**

The Athletic Training Room is located in the modular buildings behind the Schwartz Athletic Center. The office of each Athletic Trainer is located directly in the Athletic Training Room. Hours will generally be 8:30 a.m. - 11:30 a.m. (By Appointment Only), 1:30 p.m. – 7:30 p.m. or 30 minutes after the last event of the day but will vary depending on the schedule and the season. Please directly contact the Athletic Trainer(s) to set up an appointment or for any further questions.

### **Policy and Procedures for the Athletic Training Room (ATR)**

- No treatment will be given before an injury is evaluated - appropriate treatments will be determined by the Certified Athletic Trainer(s)
- Injuries should be reported immediately to the Athletic Trainers and coaching staff of the injured athlete
- The Sports Medicine staff has the right to withhold a student-athlete from practice(s) and/or contest(s) due to a physical injury or illness with the best interest of the student-athlete as the priority
- Appropriate clothing is required to enter the Athletic Training facilities
- No food, alcohol, drugs, and/or tobacco are allowed in the Athletic Training facilities
- Use of proper language and behavior is always required and expected
- Be respectful to the Sports Medicine staff and student employees
- No footwear is permitted on the treatment/taping tables and stools
- No athletic equipment and/or athletic cleats are permitted within the Athletic Training facilities
- No cell phone conversations are permitted during exams, rehabilitations, or treatments without permission from the Sports Medicine staff
- Headphones of any kind are not permitted during exams, rehabilitations or treatments without permission from the Sports Medicine staff
- Equipment is not to be removed from the Athletic Training facilities unless approved by the Athletic Training staff
- If an athlete is going to miss a treatment, the Athletic Training staff must be notified - otherwise, the athlete will not be allowed to participate in any activity that day
- Athletes must shower before post-practice/game treatment and/or evaluation unless Sports Medicine staff send athletes directly from practice/game to the Athletic Training facilities
- Tardiness and unexcused absences from a scheduled appointment will be reported to the coaching staff



## ***Practice and Event Coverage/Information***

### ***Practices***

The Sports Medicine staff will make every attempt to provide coverage at all in-season practices based on staffing and schedules. If you have an injury and the Athletic Trainer(s) are not present, notify your coach immediately. Coaches will then notify the Athletic Trainer(s), via the radio or the phone. The Sports Medicine Staff will provide water and ice to all teams during practices.

### ***Games***

All home events will be covered by a member of the Athletic Training staff, as either an on-site or on-call representative. A host staff member will be available two hours before the scheduled start time of the contest to provide Athletic Training services to both the home and visiting teams. The Athletic Training staff will also provide water and ice to both teams during contests.

### ***Emergency Situations***

In the event that an injury occurs in the absence of an Athletic Trainer, the injured athlete should be referred to the Sports Medicine staff for an immediate evaluation. If the injured athlete is incapacitated, every effort should be made to contact the Sports Medicine staff. If the coach perceives the situation as life-threatening emergency situation, he/she should call 911 and explain the situation. When it is practical to do so, the coach must notify the Sports Medicine staff of the situation.

#### **IN THE EVENT OF A LIFE-THREATENING EMERGENCY**

1. Locate a person to stay with the athlete
2. Call 911 (Emergency Medical Services)
3. Phones are located in the Wells College Golf Course and the Athletic Association House. (NOTE: YOU MUST DIAL 9-911 FROM THESE LOCATIONS)
4. Locate and bring AED to field (AED: Located in Wells College Security Office and Schwartz Athletic Center between Fitness Center and Pool entrances and in the Athletic Training modular units)
5. Provide care to the injured athlete, if you are trained in First Aid/CPR/AED
6. Call the Sports Medicine staff
7. Call Campus Security (315-364-3229)
8. Stay with the student-athlete until additional medical personnel arrives
9. Assign someone to travel via ambulance with the injured student-athlete - return transportation will be arranged after departure.

Injured athletes that need further medical attention will be taken by Emergency Medical Services to one of the following locations:

|   |  |
|---|--|
| <b>Cayuga Medical Center at Ithaca</b><br>101 Dates Drive<br>Ithaca, N.Y. 14850<br>Directory – 607-274-4011<br>Emergency Dept. – 607-274-4411 | <b>Auburn Community Hospital</b><br>17 Lansing Street<br>Auburn, N.Y. 13021<br>Main Phone – 315-255-7382 |
|---|--|

### ***Rehabilitation/Treatment***

Morning hours (8:30 a.m. - 11:30 a.m.) are for appointment-based rehabilitation for off-season athletes. Anybody who is evaluated and told to come to rehabilitation by Athletic Training staff needs to make an appointment. A sign-up sheet is located by the entrance door.

### ***Weather Policy***

The Wells College Sports Medicine staff will be responsible for the monitoring of weather conditions. Based on information gathered during this monitoring, decisions will be made on whether a team or individual athletes need to be removed from an athletic site or event due to dangerous or life-threatening weather conditions.

NCAA guidelines state that if lighting or thunder is observed or heard, all individuals should leave the athletic site and reach a safe structure or location before this time period occurs. In the event that a member of the Sports Medicine staff is unavailable at a specific site, it will become the responsibility of the coach to make any decisions based on the weather policy. During athletic contests, the in-game officials will be tasked with this responsibility.

In the event that the Sports Medicine staff or a coach decides that the fields need to be cleared, all athletes and spectators should be instructed to proceed to the nearest "safe structure or location". The following "safe structures or locations" are recommended for each venue:

- Cross Country, Field Hockey, Lacrosse, and Soccer – Athletic Association House
- Softball – Schwartz Athletic Center (Drive from field)
- Tennis – Schwartz Athletic Center

The athletic event may not proceed until at least 30 minutes have passed since the last alert on the Sports Medicine detector and/or the last signs of thunder and/or lightning.

### ***Concussions***

A concussion is a serious brain injury that is caused by a bump, blow, jolt to the head, or by a blow to another part of the body with force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications that possibly result in prolonged brain damage and death if not recognized and managed properly. A concussion is not plainly visible and most sports concussions occur without loss of consciousness.

Signs and symptoms of a concussion include, but are not limited to, the following: headaches, nausea, balance problems, sensitivity to light, drowsiness, amnesia, confusion, and concentration or memory problems. Signs and symptoms may appear right after the injury or can take hours and days to fully appear. If you suffer from any of these signs or symptoms, seek a member of the Wells Sports Medicine staff. As a student-athlete at Wells College, you are required and expected to report any and all injuries. Failure to do so can result in serious health risks to yourself and others.

Any student-athletes participating in a contact sport will be required by the Athletic Training staff to take a baseline ImPACT test. Information on how to access and take the test will be given to the student-athlete prior to the start of the season. Each student-athlete will be required to take the baseline test only once in their athletic career at Wells. All testing must be done prior to the first competition. Any athletes suffering from a concussion during their career at the College will then be required to take ImPACT tests until baseline levels are achieved. No student-athlete diagnosed with a concussion will be allowed to participate in practice or competition until cleared by a member of the Sports Medicine staff.

### ***Sickle Cell Status***

Wells College requires that all students show proof of sickle cell trait testing or have a signed release waiver submitted to the Athletic Training staff.

Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. People with sickle cell trait have abnormal hemoglobin, oxygen carrying cells, which change shape when the body experiences extreme exertion. These sickle, or quarter-moon, shaped cells can clog arteries and prevent vital oxygen from reaching working tissues. Although episodes of sickling and resultant death are very rare in athletes with sickle cell trait, the NCAA and Wells College requires that all athletes know their sickle cell trait status or waive out of this requirement.

### ***Sports Insurance Information***

All student-athletes at Wells College will be covered by a sports insurance policy. This policy will cover any athletic injury a student-athlete may receive while competing, practicing or traveling for your particular sport. The policy does contain a \$2,500 deductible that must be met by your personal insurance or the mandatory Wells College blanket insurance. In order to receive this coverage, a claim form must be filled out within 60 days of the injury. Claim forms can be found in the Athletic Training room. The Athletic Trainers will help you fill out the form, but it is your responsibility for having it completed. Failure to do so may result in a loss of coverage. Any outstanding medical bills will not be the responsibility of Wells College or its employees.

## **Student-Athlete Advisory Committee**

The Wells College Student-Athlete Advisory Committee (SAAC) serves as a voice for student-athletes and provides a mechanism for communication among student-athletes, the Department of Athletics and each intercollegiate team. The committee is composed of student-athletes from each of the 15 intercollegiate teams Wells sponsors. The Coordinator of Student-Athlete Development serves as the advisor to the committee.

SAAC is committed to enhancing and improving the Department of Athletics and the Wells College community by fostering open and honest discussion of issues, policies, and programs, which have an impact on all of the College's student-athletes. SAAC is also charged with organizing volunteer activities and community service projects for the department. Annual SAAC events include, but are not limited to: organizing and coordinating the Wells College Athletics Awards Ceremony, attending various NCAA student-athlete conferences, participating at North Eastern Athletic Conference SAAC events, coordinating the Wells College SAAC Exam Treat Program and implementing the Wells College Department of Athletics Incentive Points Competition.

### **Awards**

These annual awards are given to members of the Wells College Athletic Department during the end of year Athletics Awards Ceremony hosted by SAAC:

#### ***Team Awards***

Most Valuable Player/Runner/Swimmer: Awarded by the coach to the player who exhibits exceptional athletic ability and has made an outstanding contribution to the team.

Rookie of the Year Award: Awarded by the coach to a first-year player who demonstrates the skill and personal characteristics that are reflected in the philosophy of intercollegiate athletics.

Lesley Wead Zabriskie Express Award: Awarded by the coach to the player who embodies the true ideals of team commitment: leadership, discipline, dedication, and sportsmanship.

#### ***Special Awards***

Team Achievement Award: Competition among all Wells College Athletics teams. Awarded to the intercollegiate team that achieved the highest GPA for the previous two semesters

Male and Female Athlete of the Year: Awarded to the most outstanding male and female athlete during the past academic year at Wells College. Nominations are submitted by and voted on by the Athletics staff.

Kathryn S. Maloney Senior Scholar-Athlete Award: Awarded to the member of the senior class who has participated on a varsity team for a minimum of three seasons, and has exemplified academic excellence throughout his/her career at Wells College.

John D. Wilson-Ralph H. Poole Jr. Award: Awarded annually to a member of the senior class who, in the spirit of liberal arts education, has made a distinguished contribution during his/her four years to the Athletics program at Wells College.



## **Sports Teams / Community Service Projects**

It is the expectation that each intercollegiate varsity team will perform one community service project per academic year. Head Coaches have been charged with this task, but heavy student influence and direction are expected. Community service projects can range from volunteering time at local charities, to hosting sports clinics. Creative ideas on how to best get involved and give back are encouraged.

## **Athletic Facilities / Equipment Policies**

Wells College maintains several athletic facilities and spaces for your safe use as a dedicated NCAA Division III student-athlete. We ask that all facilities be treated with respect and used in the proper manner. Please place all trash and recyclable items in the appropriate receptacles while using a space. Any abuse of Wells College facilities should be reported to an institutional employee. Team use of facilities will take priority over informal, individual, club or other groups' use of the space. Use of space can be coordinated by contacting the Assistant Athletic Director for Facilities, **Daniel Kane**, at [dkane@wells.edu](mailto:dkane@wells.edu). Wells College athletic facilities include the Schwartz Athletic Center (two gyms, pool, fitness center, team room, equipment room, locker rooms, dance studio), North Athletic Field, South Athletic Field, Athletic Association Field, Cross Country trails, Softball Field, Tennis Courts, Visiting Team Modular Locker Room, Sports Medicine Office, and multiple practice fields.

### ***Locker Room***

The Schwartz Athletic Center has a men's and women's locker room for varsity student use. Both locker rooms are located on the third floor of the facility. In-season teams can use the larger lockers to store their athletic gear and apparel. The smaller lockers can be utilized by any Wells College student-athlete. Individual students are responsible for providing their own locks. At times, these spaces may be used to host visiting teams or reconfigured in some way that may prevent immediate access to the locker room. Please coordinate use of the locker rooms, and bring any questions regarding them, to each respective coach, or the Assistant Athletic Director for Facilities.

### ***Uniforms / Equipment***

Each student-athlete is provided with appropriate athletic uniforms and selected sporting equipment on a loan basis. All equipment is the property of the Wells College Department of Athletics. The equipment is to be used only for the purpose that it was intended. Student-athletes are responsible for the appropriate care of all items checked out in his/her name. The following rules and procedures have been agreed upon in order to insure that every athlete has proper equipment that is clean and well maintained. It is the responsibility of each student-athlete to know the rules and to follow these procedures.

### ***Checking Out Equipment***

1. All equipment will be recorded and checked out.
2. A member of the coaching staff should be present at the initial pre-season issuance and at the final equipment return to expedite the process and verify full return.

### ***Turning In Equipment (End Of Season / Leaving Team)***

The athlete must turn in his/her equipment immediately after the season is over or he/she will be billed for it without exception. Return dates will be coordinated with the head coach and will normally occur within one week of season completion.

1. Any items that are not returned to the College prior to sending a billing request will be considered permanently lost by that individual and must be paid for. The cost of replacing the item will be reflected in the billing. At that point, a billed item may not be returned.
2. If, for any reason, the equipment cannot be returned immediately, the head coach and the athlete are responsible for notifying the Director of Athletics to this effect.
3. Any student-athlete who quits a team or leaves school must turn in his/her equipment immediately after they have left the team. It is the student-athlete's responsibility, not the coach's, to clear the equipment record.

### ***Equipment Exchange***

All exchanges are strictly on a one for one basis without exception. Any item of clothing that is broken, torn, worn out, or no longer fits, may be exchanged. Do not throw the item away.

### ***Lost Equipment / Re-Issue***

1. Any lost or damaged equipment may result in fines, termination of future eligibility, and/or forfeiture of athletic awards.
2. If authorized, by the Athletic Director and/or head coach, replacement equipment will be issued in seven-day increments while the status of original issue is determined. All applicable rules and procedures of initial issue will apply.
3. Items of equipment or clothing should not be loaned.

## **Travel**

Participation in intercollegiate athletics requires substantial travel to athletic events. Transportation will be provided to teams traveling and will consist of chartered buses or use of Wells College vans driven by a certified van driver. Students are not permitted to drive Wells College vans.

For team travel, all team members are expected to have a clean and neat appearance when representing Wells College – both to and from the competition. At all times on away trips, the student should be dressed in appropriate clothing that does not consist of holes, half shirts, short shorts, low cut tops, pajamas, or have offensive writing on it. Apparel bearing Wells College may be worn, but you should not wear apparel bearing other college team names. Additional travel attire expectations may be given by each Head Coach on a team-by-team basis.

Athletes may leave the team travel group provided a waiver is signed, approved and on file in the Director of Athletics or Head Coach's office prior to team departure from campus. Team travel is preferred to and from all away contests. Please contact the Director of Athletics for a travel waiver, or view the attachment in Appendix A.

## **Non-Traditional Season / Multiple Sport Athletes / Intramurals**

Non-traditional season segments must be in compliance with NCAA rules and regulations. Coaches will inform student-athletes of the parameters of the non-traditional playing season (weeks and days of practice, dates of competition, if applicable).

Student-athletes who play more than one sport are only expected and allowed to devote their time and energy to one sport per active season. This policy will impact regular in-season sports whose schedules cross over, as well as non-traditional seasons that cross over and take place during other regular season schedules. Students can appeal this decision/policy if they choose to play more than one sport per active season by meeting with the Director of Athletics and presenting their rationale. These meetings will occur only between the student and the Director of Athletics.

Varsity team members whose teams are in-season must receive prior approval from their head coach in their sport if they wish to participate in an intramural activity (i.e. varsity basketball team members participating in an intramural tournament).

## **Seminars / Workshops**

All student-athletes are expected to attend seminars when offered by the Department of Athletics. These seminars are designed to provide information on various topics pertinent to athletics, the college experience, academics, and life values. The student-athlete will be notified of dates and times in advance.

## **Student-Athlete Evaluation of Programs and Coaches**

At the conclusion of every sport season (fall, winter, spring) the Director of Athletics will send an email with a link to an anonymous survey asking for student feedback on a wide range of Department of Athletics issues, including coach effectiveness and attributes, direction of team and department, facilities, support within the larger Wells community, transportation, sports medicine, and several other areas. Students will also have the opportunity to meet directly with the if they so choose. Feedback from these surveys will be used to help determine future policies and practices and guide other decisions across the department. Students are strongly encouraged to provide thoughtful and thorough responses.

## **Appendix A - Wells College Travel Release**

**NAME:**

|  |
|--|
|  |
|--|

**SPORT:**

|  |
|--|
|  |
|--|

**DATE:**

|  |
|--|
|  |
|--|

I understand that my signature below releases Wells College and/or any representative of the College from any liability for personal travel arrangements I have made to travel to/from team functions with my own personal means of transportation, or as a passenger in a privately owned, registered and insured vehicle.

**I ACKNOWLEDGE THAT I AM SIGNING THIS AGREEMENT FREELY AND VOLUNTARILY AND INTEND MY SIGNATURE TO BE A RELEASE OF LIABILITY AND TO SIGNIFY A COMPLETE ASSUMPTION OF THE INHERENT RISKS OF PERSONAL TRAVEL.**

**SIGNATURE:**

|  |
|--|
|  |
|--|

## **Appendix B - Official Visit Student Host Agreement**

Thank you for volunteering to be a student-athlete host. As you know, a visit to campus is one of the most influential factors in the college decision making process. The role you play as a student host will significantly impact the impressions that a prospective student-athlete will have about Wells College.

As a student host, it is important to remember that appropriate conduct is required of you by Wells College and NCAA standards. Please review the information below and sign at the bottom to confirm that you have read and understand your responsibilities and expectations as a host.

1. You or another designee from your team must be with your prospective student-athlete (PSA) at all times during the visit.
2. Under no circumstances should you or another Wells student provide alcohol or illegal drugs to your PSA. Furthermore, you are not permitted to engage the PSA in activities that violate Wells' Student Conduct Code, NCAA rules and regulations, or civil or criminal laws. These include but are not limited to, consumption of alcoholic beverages, use of drugs or NCAA banned substances, participation in gambling or gaming activities, involvement in sexually related activities (i.e., attendance at strip clubs, gentlemen's clubs, etc.), and violating housing rules. If you elect to ignore these regulations, you can be charged with violating the Student Conduct Code and there could be legal ramifications against the College, the athletic department, and you personally.
3. You should notify your RA that you will be hosting a PSA.
4. In the event of an emergency, you should immediately contact Campus Security at 315-364-3229.
5. NCAA rules prohibit you from taking the PSA more than 30 miles from campus.
6. You cannot give cash to the PSA or provide the PSA with gifts of value (i.e., souvenirs or clothing).
7. You should not allow recruiting conversations to occur, on or off campus, between a PSA and a booster for the athletic program.
8. Please try to be objective and tactful when you answer questions from a PSA. If you are unsure of how to answer a specific question, direct the PSA to your coach or appropriate college professional.

**I understand and agree to the responsibilities of serving as a student-athlete host.**

Student-Athlete Host Signature / Date

Name of Prospective Student-Athlete / Coach

Name of Emergency Contact / Phone Number for Contact



## **Appendix C - Official Visit Form for Prospective Student-Athletes**

Thank you for your interest in Wells College. We are delighted that you have decided to take an extended visit to our campus to learn more about the multitude of academic, athletic, and student-life opportunities that Wells has to offer. As a guest on our campus, it is imperative that you abide by all applicable rules and regulations at Wells. Please review the information below and sign at the bottom to confirm that you have read and understand the expectations for your visit.

I certify that I am aware of and agree to the following Wells and NCAA regulations as they pertain to my official visit to campus:

1. I must remain with my student host or his/her designee at all times during my visit and I will abide by the Student Conduct Code rules published on the Wells College on-line portal, The Globe, and available at:  
[https://global.wells.edu/ICS/Students/Student\\_Conduct\\_Code.jnz](https://global.wells.edu/ICS/Students/Student_Conduct_Code.jnz)
2. The use of alcohol, drugs, and gambling activities is strictly prohibited during my entire visit. I also agree not to violate any civil or criminal laws.
3. My visit to Wells cannot exceed 48 hours.
4. I cannot receive cash for entertainment purposes during my visit.
5. I cannot receive souvenirs (i.e., shirts or other institutional mementos) purchased by a student host or other individuals entertaining me.
6. I cannot have in-person contacts on or off campus with athletic boosters.
7. I cannot travel more than 30 miles outside of Wells' campus.
8. I can participate in physical workouts or other recreational activities that involve the sport for which I am being recruited, provided such activities are not: (A) organized or observed by members of the athletic department's coaching staff; and (B) designed to test my athletics abilities.
9. I understand that I should immediately contact the coach who is recruiting me via cell phone if I have any questions or concerns during my visit (phone number below). In the event of an emergency, I should immediately contact Campus Security at 315-364-3229. I can contact Campus Security or the coach at any time day or night during the visit.

**I will not hold responsible Wells College, its agents or employees for injury or damages arising from my stay on campus except to the extent due to the willful misconduct or negligence of the College, its agents or employees. I hereby give permission to receive medical treatment, if necessary, while staying on campus at Wells College.**

Prospective Student-Athlete's Name / Sport / Date

Prospective Student-Athlete's Signature

Parent / Guardian's Signature (if prospect is under 18 years old)

Coaches Name / Telephone Number

Host Student-Athlete's Name / Telephone Number