



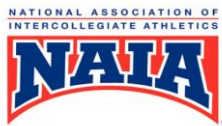
# MENLO COLLEGE

*DEPARTMENT OF ATHLETICS*

650-543-3852

2009-10 Student-Athlete Handbook

**ACADEMICS    ATHLETICS    CHARACTER**



## Notes/Questions

## STUDENT-ATHLETE HANDBOOK 2008-09

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## Section I: QUICK FACTS

**Founded:** .....1927  
**Address:** ..... 1000 El Camino Real  
..... Atherton, CA 94027-4301  
**Enrollment:** .....600  
**President:** .....Dr. Timothy Haight  
**Nickname:** ..... Oaks  
**Colors:** ..... Navy and white  
**Department of Athletics Phone / Fax:** ..... (650) 543-3852 / 543-4497  
**Athletic Web site / College Web site:** ..... athletics.menlo.edu / www.menlo.edu  
**Affiliations:** ..... NCAA Division III, NAIA, WCWA  
**Conferences:** ..... Northwest (NCAA), California Pacific (NAIA), Independent  
**Men's varsity programs (affiliation / conference):** ..... Baseball (NCAA III / Independent)  
..... Basketball (NAIA II / Cal Pac)  
..... Cross Country, (NAIA / Cal Pac)  
..... Football (NCAA III / Northwest)  
..... Golf (NAIA / Cal Pac)  
..... Soccer (NAIA / Cal Pac)  
..... Wrestling (NAIA / Independent)  
**Women's varsity programs:** ..... Basketball (NAIA II / Cal Pac)  
..... Cross Country (NAIA / Cal Pac)  
..... Soccer (NAIA / Cal Pac)  
..... Softball (NAIA / Cal Pac)  
..... Volleyball (NAIA / Cal Pac)  
..... Wrestling (WCWA)  
**Athletic Facilities:** ..... Cartan Field (baseball)  
..... Connor Athletic Field (football)  
..... Haynes-Prim Pavilion (basketball, wrestling, volleyball)  
..... Wunderlich Field (soccer, softball)

## Athletics Administration

**Director of Athletics:** ..... Keith Spataro  
..... 650-543-3853 / kspataro@menlo.edu  
**Senior Women's Administrator:** ..... Danielle Stines  
..... 650-543-3738 / dstines@menlo.edu  
**Administrative Manager of Athletics:** ..... Kathy Imwalle  
..... 650-543-3852 / kimwalle@menlo.edu  
**Media Relations and Game Events Manager:** ..... Trent Sillanpaa  
..... 650-543-3729 / tsillanpaa@menlo.edu  
**Head Athletic Trainer:** ..... Mark Fowler  
..... 650-543-3931 / mfowler@menlo.edu

## **Section II: GENERAL INFORMATION**

### **A. MENLO COLLEGE MISSION STATEMENT**

Menlo College's mission is to develop future leaders through a liberal arts-based business education that integrates academic study and fieldwork in a Silicon Valley environment unmatched in its potential for innovation.

#### **Core Values**

The Menlo College Mission Statement is based on the following core values:

1. Understanding different ideas and individuals
2. Treating all people with fairness and equity
3. Developing the full potential in each person
4. Supporting a range of teaching and learning styles
5. Considering one's responsibilities to others
6. Protecting the local and global environment
7. Continually improving the educational process

### **B. MENLO COLLEGE INTERCOLLEGIATE ATHLETICS**

#### **1. Program Facts**

The Menlo College Intercollegiate Department of Athletics consists of 13 varsity programs, which include football, baseball, softball, men's golf, women's volleyball and men's and women's programs in soccer, basketball, wrestling and cross country. The Department of Athletics maintains a dual membership with the NCAA Division III and the NAIA, participating in the NCAA's Northwest Conference (football only) and the NAIA's California Pacific Conference (women's softball and volleyball, men's golf and men's and women's basketball, soccer and cross country). Baseball participates as an NCAA Division III Independent and men's wrestling competes as an NAIA Independent. Women's wrestling is not affiliated with the NCAA or the NAIA (neither governing body sponsors the sport); however, it is a varsity sport at Menlo.

#### **2. Mission Statement**

The mission of the Department of Athletics is to sponsor a broad-based athletic program, using the avenue of competitive sport to compliment and enhance the educational and co-curricular experience of each student-athlete. The Department of Athletics is committed to the fair and equitable treatment of men and women and to maintaining and supporting diversity among its staff and student-athletes. The Department of Athletics is committed to the NCAA Division III philosophy of encouraging balance in the life of a student-athlete, allowing time for participation in competitive sport, supporting involvement in leadership activities on campus and striving for a high level of achievement in all academic endeavors.

### **3. Vision Statement**

The Department of Athletics strives to build quality athletic programs and maintain a talented and driven coaching staff that recruits student-athletes who display leadership skills, strong character, a commitment to academics and a high level of athletic skill. The Department of Athletics seeks to be a source of pride for the college and the surrounding community. In doing so, the Department of Athletics strives to successfully compete at the highest level of NCAA Division III and NAIA athletics.

### **4. Goals of Menlo College Intercollegiate Athletics**

- a. Ensure that all student-athletes are afforded opportunities and support to achieve their academic and athletic goals.
- b. Provide the best possible environment for each student-athlete to compete to the fullest extent of his or her capabilities.
- c. Establish support systems, which will enable student-athletes to develop into well-rounded, responsible and mature individuals.
- d. Encourage student-athletes to assume leadership roles on campus and in the community.
- e. Offer a broad based athletic program that provides opportunity based on socioeconomics, ethnicity and gender.

## **C. GOVERNING BODIES**

Menlo College belongs to the NCAA Division III, NAIA, National Association of Division III Independents, California Pacific Conference and Northwest Conference. Although Menlo College is a dual member of both the NCAA Division III and the NAIA, the intercollegiate athletic programs are governed by NCAA Division III rules and regulations.

### **1. NCAA Division III Philosophy (goals taken from the NCAA Manual)**

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

To achieve this end, Division III institutions:

- a. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;

- b. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- c. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- d. Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- e. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- f. Assure that athletics participants are not treated differently from other members of the student body;
- g. Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- h. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
- i. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
- j. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
- k. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- l. Support ethnic and gender diversity for all constituents;
- m. Give primary emphasis to regional in-season competition and conference championships; and
- n. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

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

## 2. NAIA Philosophy (goals taken from the NAIA Manual)

The purpose of the National Association of Intercollegiate Athletics is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and the principle that athletics serve as an integral part of an education.

The NAIA embraces the concept of the student-athlete and recognizes the importance of the individuality of each member institution, the value of the conference and regional structures and the benefits of membership in a national association.

The NAIA supports gender equity. Gender equity is an atmosphere and a reality where fair distribution of overall athletic opportunity and resources, proportionate to enrollment, are available to women and men, and where no student-athlete, coach or athletics administrator is discriminated against in any way in the athletics program. That is to say, an athletics program is gender-equitable when the men's sports program would be pleased to accept as its own the overall participation opportunities and resources currently allocated to the women's sports program and vice versa.

To achieve its purpose, the NAIA pursues the following goals for students.

- The student, as the central focus of intercollegiate athletics, shall: accept the responsibility to become an effective, contributing member of society, perform as a positive role model on the campus and in the wider community, fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree and maintain eligibility for participation in every athletic contest.

## 3. NAIA Champions of Character Mission Statement (taken from the NAIA Manual)

***Champions of Character*** is a nonprofit organization with the mission to change the culture of sports. We seek to replace the current cycle of cheating, trash talking, taunting and out of control behaviors found in today's sports culture with integrity, respect, responsibility, sportsmanship and servant leadership.

### Student-Athlete Pledge

- Each game and practice that I will participate in will provide me with an opportunity to be a Champion of Character. I pledge, as an NAIA student athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates and myself by:
  1. **Respecting** my opponent, the officials, my teammates, my coach, myself and the game;
  2. Taking **Responsibility** for my actions in all areas of my life;
  3. Having the **INTEGRITY** to stand by my word;
  4. Providing **SERVANT LEADERSHIP** where I serve others while striving to be a personal and team leader

5. Exemplifying **SPORTSMANSHIP** by holding myself to the highest standards of fair play

#### **D. SEASONS OF SPORT**

The Menlo College Department of Athletics recognizes three distinct seasons of sport that coincide with the two academic semesters. Fall sports include cross-country, soccer, volleyball and football and go through the fall term. Winter sports include basketball and wrestling and begin in the fall and go through the spring term. Spring sports include baseball and softball and compete in their traditional segment during the spring semester. Golf begins competition during the fall semester and finishes in the spring term.

#### **E. COMPETITIVE HISTORY**

Since the athletic program's inception in the 1920s, the Menlo College Department of Athletics has enjoyed numerous conference championships and individual awards. Menlo College, initially a men's junior college until it went coeducational in 1971, participated in the Coast Conference at the two-year level from 1980–86. It was not until 1986 that the college began competing at the four-year level and joined the NCAA as a DIII member. In 1997, the college joined the NAIA and the California Pacific Conference, thus beginning the "modern era" of Menlo College Intercollegiate Athletics and the dual membership between the NCAA Division III and the NAIA. Since 1997, the Menlo College Department of Athletics has enjoyed a myriad of highlights, most notably:

- The men's and women's basketball programs have each qualified for three NAIA Division II National Championship tournaments (Women's basketball added their 3<sup>rd</sup> trip to Nationals in 2007 and Men's Basketball added their 3<sup>rd</sup> trip in 2008).
- Men's wrestling won NAIA West Regional titles in 2004 and 2006 and finished second at the national championship meet in 2004. They have finished in the top 10 in 5 out of the last 7 years at the NAIA National Championships.
- Softball won the Cal Pac Conference titles in 1999 and 2001, which granted automatic berths to the NAIA Regional Tournament.
- Men's soccer earned the program's first NAIA Region II tournament berth in 2003, following it with another appearance in 2005.
- Women's soccer captured the Cal Pac Conference title in 2005 and 2007, and advanced to the NAIA Region II playoffs in 2005, 2006 and 2007.
- Volleyball won Cal Pac Championships in 2004, 2005, 2006 and 2008 and has earned three trips to the NAIA Regional Tournament and one to the first round of the NAIA National Tournament.
- Nate Jackson, a 2001 Menlo graduate and former football player played in his 5<sup>th</sup> year for the Denver Broncos in the 2008 – 2009 season.

In addition to team achievements, there have been numerous individual successes. On multiple occasions, Menlo athletes have earned All-American and all-conference accolades.

### **Section III: ACADEMICS**

The Menlo College Department of Athletics is committed to the NCAA Division III philosophy of creating a balance between athletics and academics. Although the department provides several avenues for the academic success of each student-athlete, it is ultimately the student-athlete's responsibility to seek help if struggling academically. It is the coach's responsibility to encourage this proactive approach. Listed below are several avenues of assistance to ensure academic success for every student-athlete.

#### **A. STS 999 COURSE – MENLO SUCCESS**

Menlo College offers a one-unit class, STS999 - Menlo Success, designed to help any student succeed academically. Student-athletes who are concerned about their academic progress are encouraged to enroll in a section of the STS999 class. If a student-athlete receives numerous deficiency notices he/she may be required to enroll in the course by the Director of Athletics.

The purpose of the course is two-fold. First, it helps students identify and honor their own unique learning styles and thereby improve their skills in the areas of test taking, note taking, time management and stress management. Secondly, the program serves as a forum for discussion about social coping skills to better connect the student-athlete to the Menlo community. Other topics of interest include alcohol and drug education, establishing a connection with a mentor and general information about Menlo campus life.

For more Information:

**Student Affairs Department**  
**650.543.3881**

#### **B. STUDENT-ATHLETE STUDY HALL**

The department does not require a certain number of hours for each student-athlete, but, rather, encourages the head coach to assign study hall hours as he or she sees fit. In addition, each athletic program may conduct a team study hall specifically for team members. Coaches frequently have study hall hours when on road trips as well. Athletic personnel work closely with the Academic Skills Center to supply specialized tutors for these study sessions, if needed.

#### **C. STUDENT-ATHLETE MENTORING**

The Department of Athletics encourages junior and senior student-athletes to act as mentors for younger athletes, especially with respect to academics. A mentor can aid a student with the matriculation process to include financial aid, student affairs, student registration, time management, successful completion of papers and study skills. Student mentors can also facilitate the transition to college life.

## D. BOWMAN LIBRARY

Bowman Library is located on the quad, directly across from the dining hall. Student-athletes must use their Menlo ID cards to check out library materials and to access online resources from off-campus locations.

### 1. Library Hours

The library is open every day of the academic year, approximately 85 hours per week, and is open late Sunday through Thursday evenings. Be sure to check the posted schedule for the current hours of operation. The schedule is also available at <http://library.menlo.edu/>. The library's online resources are accessible 24/7 from any location, on- or off-campus.

### 2. Print and Online Collections

- **Books:** The Library has more than 80,000 volumes selected to meet the instructional, study, and research needs of students and faculty.
- **Online resources:** The Library provides access to online collections, full-text databases, and reference materials covering all areas of the Menlo College curriculum. Over 30,000 journals and magazines are available through online subscriptions maintained by the Library.
- **DVDs/videos:** 1,000 DVDs and videos are available, including many of popular interest. Most can be borrowed overnight.
- **Print periodicals:** The Library maintains more than 100 print subscriptions, including several U.S. and international newspapers as well as popular magazines such as *Time*, *Newsweek*, *Sports Illustrated*, *Rolling Stone*, and *Psychology Today*.

Through the Library's web site at <http://library.menlo.edu/>, students have access to both online resources and print collections. Materials not immediately available can be readily obtained through Interlibrary Loan. The web site also includes a set of online research guides and course pages listing resources and strategies for using library resources effectively.

Laptop computers with Internet Explorer, Microsoft Office, and other software can be checked out for use within the Library, and the Library maintains wireless internet access for use with either personal or Library laptops. Study carrels, a group study room, a group video viewing room, and a multimedia classroom are also available.

The Bowman Library staff will be glad to assist you with your class assignments, research papers, and other work. The librarians can help you choose paper topics, develop research strategies, access information, and interpret it effectively. Getting acquainted with Bowman Library early in your career as a Menlo student will help you use your study time more effectively.

## **E. ACADEMIC SUCCESS CENTER**

The Academic Success Center (ASC) works closely with faculty and staff to help students acquire skills essential to achieving personal and academic success. It offers a wide range of services to all students, including advising, outreach for students who want to enhance their learning strategies, and help for students who have learning challenges. The ASC, located in the Success Center, offers a Tutor Lab, a Math Lab and a Writing Lab. The Tutor Lab is equipped with computers that feature helpful assistive technology as valuable tools for all students. Programs include Kurzweil 3000 (text to speech), Zoomtext (for low vision students), Dragon Naturally Speaking (voice recognition), and Inspiration (graphic organizer).

- **Academic Success Center Web site:** [www.menlo.edu/academics/asc](http://www.menlo.edu/academics/asc).

## **F. ATTENDANCE POLICY**

**It is the responsibility of all Menlo College student-athletes to attend their academic classes.**

Because student-athletes miss classes due to their intercollegiate competition obligations, it is essential that student-athletes maintain superior attendance records at all times.

If a student-athlete is suffering from an illness and is unable to attend class, he or she is expected to make an appointment with the head trainer to see the team doctor. Additionally, that particular student-athlete should contact all of his or her professors immediately to discuss any missed class work.

## **G. PROCEDURE FOR MISSED CLASSES DUE TO COMPETITION**

Menlo College has the following policies regarding missed classes due to athletic competitions:

“When representing Menlo College in intercollegiate competition (or other officially sanctioned Menlo College activities), students shall be excused from classes on the hours or days such competition takes them away from classes and shall not be penalized during the grading process for such missed classes. However, at least one week in advance such students are responsible for advising their professors regarding anticipated absences and for arranging to complete coursework for classes, including laboratories, homework, projects or examinations missed, in a timely fashion as approved by the professor (taken from Menlo College 2009-10 Catalog, page 33).”

“Absences that result from documented illness or emergency or required participation in official college business may be excused, but that does not remove the student’s responsibility to complete all course, laboratory, research or internship requirements (taken from Menlo College 2009-10 Catalog, page 46).”

With this procedure in mind, the Department of Athletics recommends that students take the following steps to ensure missed class time due to athletic competition does not reflect on a grade:

- Analyze each class syllabi during the first week of the semester. If there is any potential for missing classes due to competition (or any question about the possibility of losing points due to absence), speak directly with your instructor during the first week of the semester. Explain when you will miss class due to competition. Give each instructor a

copy of your team schedule (available from your head coach or in the Department of Athletics main office and on the Athletics website) and ask each instructor about procedures for turning work in early or taking quizzes and/or exams early.

- If your instructor requires additional written verification that you are a member of an intercollegiate team, make an appointment with Director of Athletics, Keith Spataro. A letter will then be presented to you that can be taken to your instructor(s).
- For teams that advance to postseason competition, the Director of Athletics will prepare a letter for that team. Copies of this letter will be given to your head coach to distribute to each member of the team.

## **H. ACADEMIC ACHIEVEMENT AWARDS**

Junior or senior student-athletes with a 3.5 GPA or above and who participate in NAIA-sponsored sports will qualify for Academic All-American awards. Each head coach will work closely with the SID to compile transcripts and statistics needed for the nomination process. Many sports' governing bodies have academic awards as well. Student-athletes with a GPA of 3.5 or above should discuss options for recognition with their head coach.

Student-athletes who earn a minimum of 12 semester units and a minimum grade point average of 3.25 are placed on the Menlo College Dean's List. Students with grades of "I" or NG within that semester are not eligible for inclusion on the Dean's List.

## **Section IV: STUDENT-ATHLETE ELIGIBILITY**

The Menlo College Department of Athletics is a dual member of the NCAA Division III and the NAIA. At times, this presents challenges with respect to rules and regulations. However, the Department of Athletics has set clear guidelines for governance, which are outlined in this section. The Department of Athletics expects that each student-athlete is both informed about the basic requirements of department eligibility and adheres to the requirements.

### **A. ATHLETIC PARTICIPATION**

No member of a Menlo College Intercollegiate Athletic team may participate in an official practice or competition, nor be issued equipment, shoes or apparel from their head coach without department verification of the following items:

- Current enrollment in 12 or more units (full-time status) and in good academic standing.
- Signed DRUG TESTING CONSENT form (NCAA Division III 14.1.4). This form will be distributed and collected by the Director of Athletics at each team's preseason meeting.
- Signed STUDENT-ATHLETE STATEMENT OF ELIGIBILITY (NCAA Division III 14.1.3.1). This form will also be distributed and collected by the Director of Athletics at each team's preseason meeting.
- Signed institutional drug testing consent forms.

- Proof of a current physical examination by a personal physician or a Menlo College approved physician (to be kept on file in the Head Athletic Trainer's office).
- Copy of primary health insurance card on file in Head Athletic Trainer's office.

## **B. FRESHMAN ELIGIBILITY**

In order to be eligible, an incoming freshman must meet two of three Menlo College Department of Athletics eligibility requirements:

- An 860 SAT (math and verbal sections only) or 18 ACT.
- A 2.0 GPA or above on a 4.0 scale.
- Ranked in the top half of the student's graduating class.

To continue spring eligibility, freshman must pass at least nine units of course work during the fall semester.

## **C. SECOND SEASON CONTINUING ELIGIBILITY**

To participate in a second season of eligibility, each student-athlete must have passed 24 units. In addition, a student playing in a second (continuing) season must currently be enrolled in 12.0 or more units.

## **D. TWO-YEAR TRANSFER ELIGIBILITY**

To become eligible as a transfer from a two-year institution the student-athlete must enter Menlo College under the following guidelines:

- If ONE year of eligibility was used, the individual must have accumulated 24 units to participate in a second season of a sport.
- If TWO years of eligibility were used, the individual must have accumulated 48 units to participate in a third season of a sport.

In addition, students must have attained a cumulative GPA of a 2.0 on a 4.0 scale. A tracer form will be sent to all prior institutions attended to verify seasons of competition. It is the student-athlete's responsibility to be honest and accurately provide notification of previous post-secondary institution(s) attended. Failure to do so can result in immediate dismissal from intercollegiate athletic participation at Menlo College.

## **E. FOUR-YEAR TRANSFER ELIGIBILITY**

To be eligible as a four-year transfer, the student-athlete must have either a written release from the Athletic Director at the former institution or not have participated in intercollegiate competition for one full academic year. If the aforementioned criteria are not met, the student-athlete transferring from a four-year institution must complete a 16-week residency period before competition.

In addition, student-athletes transferring from a four-year institution must meet the following requirements:

- If ONE year of eligibility was used, the individual must have accumulated 24 units to participate in a second season of a sport.
- If TWO years of eligibility were used, the individual must have accumulated 48 units to participate in a third season of a sport.
- If THREE years of eligibility were used, the individual must have accumulated 72 units to participate in a fourth season of a sport.

In addition, the student athlete must be within his or her 10 full-time semesters and still be an undergraduate student (see Section IV, Point I).

## **F. GENERAL ELIGIBILITY FOR CONTINUING AND TRANSFER STUDENTS**

When compiling eligibility reports each year, the Athletic Director will look at the Normal Progress of each student-athlete to ensure that he or she is making headway toward degree completion. Listed below is the Normal Progress Standard, by which each student-athlete can measure his or her academic progress. Students must have passed 24 units between their last two full-time semesters (WD counts towards full-time enrollment). Only 12 non-term units (summer, intersession or units earned from non, full-time enrolled semesters) can be applied toward this rule.

Students must meet normal progress rules as follows:

- Prior to second season, the student-athlete must have completed 24 applicable degree units.
- Prior to third season, the student-athlete must have completed 48 applicable degree units.
- Prior to fourth season, the student-athlete must have completed 72 applicable degree units.

**Note for transfer students:** Total units earned will be counted in the transfer's initial eligibility check, but after the completion of a student-athlete's first semester at Menlo, only units earned at Menlo and those transferred into Menlo will apply toward this rule.

## **G. NCAA DIVISION III TO NCAA DIVISION III SELF-RELEASE POLICY**

Student-athletes at NCAA Division III institutions can self-release to another NCAA DIII institution by going onto the NCAA Web site and filling out a form to send to the institution he or she is interested in transferring to. The institution **MUST** be another NCAA Division III institution; otherwise, the student-athlete must get a signed release from the Director of Athletics and is not to contact coaches at other institutions without written permission.

## **H. CALIFORNIA PACIFIC CONFERENCE RELEASE POLICY**

The Menlo College Department of Athletics has a **no-release** policy with respect to student-athletes transferring to another California Pacific Conference institution to play the same sport the next academic year. Please be advised that any student-athlete wishing to transfer to another Cal

Pac institution to participate in the same sport the following season (that which they have just completed at Menlo) will not be released and will have to sit out the minimum 16-week residency period before they are allowed to compete.

## **I. LENGTH OF ELIGIBILITY**

Under NCAA eligibility rules, a student-athlete has **10 full-time semesters or 15 quarters** to complete **four seasons** of eligibility.

## **J. SEASONS OF COMPETITION**

Playing in a scheduled game, meet or match shall be recorded as a full season of competition, even if the student competed in a non-scoring position (i.e. No. 6 golfer). Student-athletes competing on behalf of the college in any game, meet or match during a season shall be recorded as having participated in a season of competition. Additionally, a student-athlete will have used a year of eligibility if he/she continues to practice with the team after the first date of competition but does not compete (see Section IV, Point L for NCAA Division III redshirt policy). All student-athletes must be declared academically eligible prior to the team's first scrimmage.

## **K. ELIGIBILITY INFRACTION**

Should an ineligible student-athlete be discovered to have competed in a regular or postseason intercollegiate athletic contest, the institution shall put into effect an immediate and unconditional forfeiture of all competition (team and/or individual results) in which that student-athlete has participated.

It should be noted that such forfeiture(s) might result in the loss of conference place standings, potential postseason qualification(s) and/or championship opportunities for both the team and individual. The ineligible student-athlete will be immediately suspended from all activities.

## **L. NCAA DIVISION III REDSHIRT POLICY**

As of August 2004, the NCAA Division III does not allow student-athletes to redshirt. In the past, a student-athlete would practice but not compete and would not use a season of competition. As of August 2004, any student-athlete who participates in an organized practice session will use a season of competition/eligibility. Please be aware that there are absolutely no exceptions to this policy.

# **Section V: STUDENT-ATHLETE CONDUCT AND ETHICS**

## **A. GENERAL CONDUCT**

Essential and basic student-athlete conduct is as follows:

1. Understand and adhere to the code of conduct listed in the college's student handbook.
2. Obey all federal, state, local and campus laws.
3. Do not use drugs, alcohol or tobacco products.

## **B. STUDENT-ATHLETE RESPONSIBILITIES**

It is important that all student-athletes understand what their responsibilities are. It is a privilege to participate in an athletic program, not a right. Consequently, Menlo's athletic administration has set high expectations for student-athlete behavior, listed below:

- Understand the overall philosophy of the athletic program.
- Represent the team, coach, Department of Athletics and college in a positive manner.
- Embrace and embody the NAIA's Champions of Character Five Core Values: respect, responsibility, integrity, servant leadership, and sportsmanship.
- Have the necessary medical forms, insurance information and medical clearance to participate in a varsity sport. Closely read and follow the athletic training policy.
- Be familiar with the eligibility requirements set forth by Menlo, the NCAA and NAIA.
- Exhibit sportsmanship at all times – both on and off the field.
- Achieve and maintain optimal physical condition within accepted health standards.
- Take proper care of equipment and return it in good condition. All equipment must be accounted for and turned in upon completion of the season. If a student-athlete quits or is suspended, he or she will have 24 hours to return any team issued sports equipment or apparel. The cost of the equipment will be added to the college bill in the business office if a student-athlete fails to return any department-issued gear. It is an NCAA violation to keep college issued equipment (bats, balls, etc.) It is acceptable; however, to keep team issued practice gear, sweatsuits, bags, etc.
- Treat visiting teams and officials with respect.
- Help teammates, whenever possible, on and off the field and most importantly with their schoolwork and projects. The success of a team depends on how much each student-athlete puts in as an individual.
- Take academics very seriously. Strive as hard as you do on the fields, in the classroom.
- Be accountable and responsible for your behavior in the dorms, cafeteria, and other public campus areas.
- Be on time to practice, meetings, class and all Department of Athletics functions.
- Treat Department of Athletics and Menlo College faculty and staff with respect.

## **C. SPORTSMANSHIP**

Student-athletes at Menlo are expected to comport themselves with dignity at all times. Athletics is a source of pride for the college and the surrounding community. Student-athletes are expected to keep their behavior “in check” at all times. A competitive nature is encouraged; however, it is to be directed in a positive way toward opponents and teammates. For those competing in the California Pacific Conference, the following regulations will be applied with respect to sportsmanship.

### **1. Unsportsmanlike Conduct**

If a student-athlete is ejected from a game for unsportsmanlike conduct, he or she must serve a one-game suspension. For a second offense (ejection), the athlete will serve a two-game suspension. If a student-athlete receives a third ejection, he or she will be suspended by the league for the remainder of the season.

### **2. Fighting or Attempting to Fight**

A student-athlete who fights in a contest (defined by the California Pacific Conference as “striking or attempting to strike or otherwise physically abusing an official, opposing coach, student-athlete or spectator”) shall be subject to the following penalties. For the first offense, the conference will impose a three-game suspension (the team’s ensuing three games). For the second offense, the conference will impose a suspension for the remainder of the student-athlete’s season.

### **3. Inciting Participants or Spectators to Violent or Abusive Action**

A student-athlete will not intentionally or with careless disregard for one’s conduct, incite participants or spectators to violent or abusive action. For the first offense, the student-athlete will not be permitted to play in the next contest. For the second offense, the player will serve a two-game suspension. The third offense will result in a suspension for the remainder of the season.

## **D. DRESS CODE**

Head coaches may set specific dress code standards for their student-athletes when traveling as a team. Coaches may also specify what constitutes appropriate dress while representing the college, including all non-competitive department functions.

## **E. DRUG AND ALCOHOL POLICY**

It is the expectation that student-athletes at Menlo perform at the optimum standards, academically and athletically. Consistent with this fundamental expectation, participating student-athletes are prohibited from abusing anabolic steroids, cocaine, amphetamines, marijuana, crack-cocaine, heroin and/or any other controlled substance as proscribed by federal or state law. In addition, underage alcoholic consumption is also prohibited. Such abuse by any member of an intercollegiate team is expressly prohibited, whether occurring before, during or after the team’s season of sport.

Unauthorized use of drugs, underage consumption of alcohol and citations of drug and/or alcohol abuse such as (but not limited to) disorderly conduct in the dorms, or a DUI, all constitute an

abuse of the privilege of practicing for and representing the institution in intercollegiate athletic events.

Coaches, trainers, athletic staff and students are all charged with the responsibility of reporting student-athletes who are suspected of alcohol and/or drug abuse to the Director of Athletics. Cases involving known or suspected alcohol and/or drug abuse will undergo administrative fact-finding. A recommendation of disposition will be rendered to the student-athlete, the coach and any other appropriate authority of the institution.

Sanctions in drug and/or alcohol abuse cases may include the following disciplinary acts (all of or in any combination):

- Suspension from all team activities, including practice, competition and travel.
- Permanent dismissal from the intercollegiate athletic program.
- Referral to Atherton Police for prosecution.

#### **F. USE OF TOBACCO PRODUCTS (taken from NCAA Division III Manual Point 11.1.3):**

“The use of tobacco products is prohibited by all Department of Athletics personnel (coaches, trainers, managers, game officials and student-athletes) in all sports during practice and competition.”

#### **G. GAMBLING AND BRIBERY**

The NCAA opposes all forms of legal and illegal sports wagering. NCAA membership committees have adopted specific rules prohibiting athletics department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

Listed below are the responsibilities of the student-athlete with respect to gambling and bribery.

- Never accept money, gifts or favors in exchange for supplying team information or for attempting to alter the outcome of a contest.
- Never provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition.
- Never solicit a bet on any intercollegiate team.
- Never accept a bet on any team representing the institution.
- Never solicit or accept a bet on any intercollegiate competition for any item (e.g., money, clothing, dinner, etc.) that has tangible value.
- Never participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

## **H. HARRASSMENT**

Menlo College does not condone any form of harassment (verbal, physical, sexual or any combination thereof) directed toward any person or group. Student-athletes must refrain from actions that intimidate, humiliate or demean a person or groups of persons that may undermine their sense of security or self-esteem.

## **I. HAZING**

Although hazing is most commonly associated with induction into college fraternities and sororities, the practice can also occur in a number of other circumstances, notably athletic teams. Menlo College will not tolerate hazing of any kind. Hazing is unlawful, criminal and impedes the Department of Athletics' mission of providing student-athletes with educational and athletic opportunities. When it discovers allegations of hazing or other violations of student conduct regulations, the Department of Athletics and Menlo College will respond quickly and take the appropriate actions.

## **J. ACADEMIC INTEGRITY**

The Menlo College Department of Athletics supports and maintains the highest standards of academic integrity. Honesty and good moral judgment are valued principles. Academic fraud will not be tolerated. Engagement in academic fraud will have disciplinary consequences that may include suspension and/or dismissal from the intercollegiate program. Additional disciplinary measures may be taken that are consistent with the Menlo College Student Handbook.

## **K. CRIMINAL VIOLATION**

When a student-athlete is charged with violating a local, state or federal law and the misconduct involves a violent action, illegal drugs, gambling, weapon(s) and/or any felony charges, the student-athlete may be suspended from practice and/or competition in the intercollegiate athletics program until the charges have been addressed and/or adjudicated by the legal system.

## **L. DISCIPLINARY APPEALS PROCESS**

In the interest of due process, a student-athlete may request reconsideration of a decision to impose a disciplinary sanction or suspension with the Director of Athletics. Such a request must be in writing and submitted to the Director of Athletics within five days after receipt of the notice of suspension. Based on information available to the Director of Athletics, the sanctions and/or suspension may be reversed or modified.

## **M. OVERNIGHT GUESTS**

When a student-athlete invites an overnight guest onto the campus, said student-athlete is fully responsible for any illegal activity that may occur.

## **N. STUDENT-ATHLETE HOSTS**

Current student-athletes may be asked to serve as hosts for prospective student-athletes. As a host, a student-athlete is considered a representative of Menlo College. If selected to be a host, the student-athlete will receive emergency contact information to better serve the prospective student-athlete. Under some circumstances a host may be given money to entertain the prospect. This money is ONLY for entertaining the prospect and must not be given to the prospect as per NCAA rules. Receipts must be provided to the coach and/or Director of Athletics.

All hosts must complete training with the Department of Athletics, the Admissions Office, and the Housing Department and must sign the appropriate forms prior to hosting a prospective student-athlete. Hosts will be held accountable for their own behavior and that of their prospective student-athlete. Hosts must adhere to all Department of Athletics policies when entertaining a prospective student-athlete.

## **Section VI: SPORTS MEDICINE AND ATHLETIC TRAINING**

### **A. ATHLETIC TRAINING ROOM GENERAL INFORMATION**

#### **1. Hours**

- **Fall:** 10 a.m. - 9 p.m.
- **Winter:** 6 a.m. - 5 p.m.
- **Spring:** 7 a.m. - 5 p.m.
- **Game Days:** Two hours prior to scheduled contest start time.
- **Weekends:** Game and practice coverage (will vary depending on season).

#### **2. Location**

The Menlo College Athletic Training Room is located in Haynes-Prim Pavilion (room 29) at the west end of campus adjacent to the weight room.

#### **3. Staff**

- **Head Athletic Trainer:** Mark Fowler (650-543-3931)
- **Assistant Athletic Trainer:** Jonathan Surface (650-543-3739)
- **Graduate Assistants:** Jessie Starr; Sonja Askew

#### **4. Contact Information**

- **Athletic Training Room Phone:** (650) 543-3931
- **Athletic Training Room Fax:** (650) 543-3707
- **Mailing Address:** Menlo College Sports Medicine, 1000 El Camino Real, Atherton, CA 94027-4301

### **B. PRE-PARTICIPATION PHYSICAL**

To participate in athletics at Menlo College, each student-athlete is required to take and pass a pre-participation physical examination. The athlete is responsible for scheduling the pre-participation physical examination with his/her primary care physician. In addition, the physician must complete and sign a Medical History Questionnaire that is to be submitted to and placed on file with the Head Athletic Trainer.

### **C. PRIMARY INSURANCE COVERAGE**

All prospective Menlo College student-athletes are required to provide proof of health insurance coverage to the Head Athletic Trainer prior to or upon arrival on campus. All student-athletes are billed for primary medical insurance prior to the beginning of the academic school year. Student-

athletes should complete the Intercollegiate Athletic Insurance Form, included with the pre-participation physical packet, and submit a copy of their insurance card (front and back) in order to waive fees associated with participating in intercollegiate athletics. No student-athlete will be allowed to participate in intercollegiate athletic activities until they possess a primary insurance policy. Personal coverage through a family or individual insurance plan shall serve as the primary coverage base for all claims with direct relation to intercollegiate athletic activities. Those student-athletes with HMO-type insurance are bound to those terms. In this case, their insurance carrier must refer athletes to the proper treatment facility. Student-athletes must maintain primary insurance coverage for the academic year.

## **D. SECONDARY INSURANCE COVERAGE**

### **1. Terms of Coverage**

All medically qualified student-athletes (those who have passed a pre-participation physical exam) are also covered by a Menlo College health insurance policy. Be advised the insurance policy may only be considered as a secondary coverage with limited benefits. Provisions of this coverage include:

- The injury being a direct result of a Menlo-sponsored intercollegiate athletic activity (e.g., official contest or practice) that is under the supervision of a member of the institution's coaching staff.
- The injury is reported to the athletic training staff immediately.
- The injury did not occur during a tryout or practice for an all-star team, intramural or club sporting event.
- No coverage will be provided for:
  - a. Pre-existing or recurring injuries that are not a direct result of practice or competition for a Menlo-sponsored team or event.
  - b. Costs for services unapproved by the Menlo College certified athletic training staff and/or injuries incurred that are not directly related to an official Menlo College athletic practice or competition.

### **2. Benefits of Menlo College Policy**

- **Coverage:** \$10,000 for accidental death and dismemberment and \$75,000 maximum coverage for medical expenses in each single claim/injury.
- **Deductible:** \$500.00 for all sports during a 104-week payout period. The student-athlete is responsible for paying the deductible.

## **E. OPTIONS FOR STUDENT-ATHLETE HEALTH INSURANCE**

If a student-athlete does not have primary insurance, he or she must purchase insurance that covers intercollegiate athletics. Student-Athletes should contact Mark Fowler, Head Athletic Trainer, at 650-543-3931, for further information. Student-athletes that do not show proof of

primary insurance (copy of insurance card, front & back) will automatically be enrolled in a school plan and be billed through their student account.

## **F. ATHLETIC TRAINING ROOM RULES**

- Only Menlo College student-athletes will be treated. Student-athletes in season will be given priority. All other individuals will be referred to appropriate medical care elsewhere.
- All bags and equipment must be left outside the athletic training room.
- Remove cleats before entering athletic training room and shoes before using treatment tables.
- No personal electronic devices, including (but not limited to) cell phones, CD players, MP3 players and radios may be used in the athletic training room.
- Athletes must sign the daily treatment Log prior to all treatments.
- Athletes must shower before receiving treatment or using the whirlpools.
- Athletes are expected to clean up after themselves following treatment or cutting off tape.
- Athletes must obtain an athletic trainer's permission to use athletic training tools/supplies.
- Rehabilitation equipment and towels are not to leave the athletic training room.
- Swearing and other disrespectful conversation will not be tolerated, including negative comments about one's team and/or coach.
- No horseplay or "hanging out" is allowed in the athletic training room.
- No food or drink is allowed.
- No tobacco, drugs or alcohol are allowed.
- Athletes are not allowed in the athletic trainer's office.

## **G. ATHLETIC TRAINING PROCESS FOR STUDENT-ATHLETES**

### **1. Injuries**

Student-athletes must inform the athletic training staff of injuries as soon as they occur or soon thereafter. Athletes are required to inform the athletic training staff of injuries prior to receiving medical treatment except in emergency situations.

Injured student-athletes must receive treatment at least one hour prior to practice. In the case of football, athletes are required to receive treatment at least two hours prior to practice.

Appointments may be made if an athlete has a class requirement. No treatments or taping will be done 15 minutes prior to practice.

## **2. Responsibilities in the Athletic Training Room**

Student-athletes are required to clean up after themselves in the athletic training room. This includes:

- Empty ice bags in the whirlpool then throw the bag away.
- Discard plastic wrap in garbage.
- Re-rack hot pack covers to dry and put hot packs away.

## **H. PROCEDURES FOR INJURY MANAGEMENT**

The following is basic protocol that will begin following an injury.

- The athletic trainer on site will conduct an appropriate evaluation. Based on the physical findings of the evaluation, the student-athlete may either be referred to the team physician or started on a rehabilitation program.
- The athletic trainer will complete an Injury Report Form.
- A STUDENT INSURANCE ACCIDENT INJURY CLAIM form will be completed and remain in the student-athlete's file until needed during the insurance process.
- An appointment with the team physician will be arranged. The athletic trainer and team physician will discuss the extent of the injury and treatment options.
- In the event that surgery is needed, the athletic trainer and team physician will establish a pre-surgical rehabilitation program.
- Post surgery rehabilitation will begin and take place in the athletic training room and/or an outside physical therapy clinic as designated by the orthopedic surgeon.
- The athletic trainer and team physician will stay in constant communication regarding the rehab process.
- The team physician will determine the timeline for return to activity. Ultimate clearance is up to the orthopedic surgeon.

## **I. MENLO COLLEGE DRUG AND ALCOHOL EDUCATION AND TESTING POLICY**

- **Policy**

It is the expectation that student-athletes at Menlo College perform at the optimum standards, academically and athletically. Consistent with this fundamental expectation, participating student-athletes are prohibited from using performance enhancing drugs; prescription drugs unless prescribed by a licensed physician; any other controlled

substance as defined by federal or state law and/or listed in the NCAA banned substances list.

In addition, underage (under age 21) alcoholic consumption is prohibited. Such use by any member of an intercollegiate team is prohibited, whether occurring before, during or after the team's season of sport and regardless of the location of use.

**All student-athletes must read this Policy and are issued a copy. All must sign at the bottom to verify they have read the Policy and agreed to abide by its terms and consent to the actions stated in the Policy.**

- **Definitions**

For the purpose of this policy "student-athlete" is defined as:

1. All student-athletes who have been declared eligible for practice and/or competition by NCAA standards.

- **General Information**

Each student-athlete that enters the intercollegiate athletics program is provided with a copy of the Menlo College Student-Athlete Drug and Alcohol Education and Testing Policy. They are required to sign a department consent to participate in the program and a limited waiver of confidentiality, which stipulates that he/she has read and understands the College's policy on drug testing and agrees to participate in the administering of drug screening, as required. If the student-athlete is a minor, the form must also be signed by the student's parent(s) or legal guardian(s).

- **Types of Drug Testing**

1. **Random --Team:** A pre-determined number of student-athletes from each intercollegiate athletic team will be randomly selected to participate in the institutional drug testing program. Random testing will occur a minimum of once during each semester. Additional testing may occur if authorized by the Director of Athletics.
2. **Reasonable Suspicion:** Any student participating in the intercollegiate athletic program is subject to drug testing upon request of the College if there is reasonable cause for the College to believe that the student may be using banned substances. Circumstances which constitute reasonable cause include, but are not limited to, the following: Current or past involvement with the criminal justice system for drug related activities, notification from the Student Affairs Department of any report that includes the presence of drugs and/or drug paraphernalia, prior treatment for drug problems, admission of a current drug problem, prior positive test for any banned substances, physiological or physical signs of possible impairment from drugs, or a pattern of aberrant behavior.
3. **Re-entry Testing:** Any student-athlete testing positive for an illegal substance will be subject to testing prior to release from administrative sanctions. This test must be negative prior to release.

4. **Follow-up Testing:** Any athlete testing positive for an illegal substance will be subject to repeated random testing for one year from the time of the positive test.

- **Menlo College Drug and Alcohol Education and Testing Program**

Menlo College recognizes that use of certain drugs (other than under a physician's care) is not in the best interest of the student-athlete or the intercollegiate athletics program. Use of these drugs:

1. Can affect the physical and mental well-being of the student-athlete;
2. Can alter the athletic and academic performance of the student-athlete;
3. Can be dangerous to the student-athlete or to others, especially during any athletic activity; and
4. In most cases is illegal.

Accordingly, Menlo College provides a mandatory drug education and testing program. The Athletic Director is responsible for assuring the full cooperation of Athletic Department personnel and student-athletes with the policy. The purpose of the program is:

1. To educate student-athletes about the problems of drug abuse;
2. To prevent drug abuse by student-athletes;
3. To avoid the problems attendant upon such drug abuse; and
4. To provide a common mechanism for the detection, sanction and treatment of specific cases of drug abuse.

Participation in a general program of drug education is required of every student-athlete.

- **Screening and Testing for use of Illicit Drugs**

The testing program is under the control and supervision of the Sports Medicine staff and may or may not be announced in advance. The number, timing, and other procedures for testing are determined by the Athletic Director. A detailed account of the procedures which are followed to administer the tests is contained in the Menlo College Drug Testing Collection Procedures document.

The urinalysis may include procedures for detection of any one (1) or any combination of the following drugs:

1. All drugs or harmful substances prohibited as controlled dangerous substances.
2. All prescription drugs;
3. All harmful substances prohibited by NCAA legislation (a copy of which is maintained in the office of the Director of Athletics and included in the student-athlete handbook); and
4. All forms of steroids.

This testing of drugs includes, but is not specifically limited to, the commonly abused drugs:

Amphetamines  
Barbiturates  
Methaqualone (quaalude)  
Benzodiazepam (librium)

Phencyclidine (PCP)  
Cocaine  
Marijuana/THC

- **Supplement Policy Statement**

Menlo College does not condone or recommend the use of nutritional/dietary supplements in any form. The NCAA shares this view and has issued a position statement that reads as follows:

“Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) do not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.”

**Please check with a member of the Menlo College Sports Medicine staff before taking any type of nutritional/dietary supplement!**

- **Self-Referral Program**

1. Any student-athlete may refer himself/herself for evaluation or counseling by contacting their head coach, a member of the athletic training staff, or an athletics department administrator.
  - a. A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending drug test.
  - b. A student-athlete will no longer be permitted to enter the self referral program after a positive test.
  - c. There will be no team or administrative sanctions imposed upon the student-athlete for seeking professional help through self referral.
  - d. A treatment plan arranged by Menlo College will be put into place upon self-referral. In addition, random drug testing will occur frequently while in the self referral program.
  - e. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable sanctions. However, a positive test in a subsequent retest or failure to adhere to treatment program stipulations will result in the appropriate administrative sanctions consistent with a 2<sup>nd</sup> positive test.
  - f. Self referral does not exempt an athlete from NCAA sanctions in the event of NCAA year round or championship testing.

- **Notifications**

The Head Athletic Trainer shall notify the Athletic Director of any student-athlete's confirmed positive drug test. The Athletic Director in turn shall notify the Head Coach of that student-athlete's team. The Athletic Director may make a determination to notify others, including the student-athlete's parents or legal guardians. The Athletic Director may delegate the notification of the student-athlete's parents or legal guardians to the Head Coach.

- **Confidentiality**

It is Menlo College policy to maintain the confidentiality of all drug testing results, including confirmed positive drug tests. Confidentiality means test results shall be disclosed only to those whom the College has determined to have a legitimate need-to-know or to whom the student-athlete has consented. The Athletic Director or senior officer of the College shall have authority to determine which Athletic Department personnel have a legitimate need-to-know drug test results. College personnel who receive information about a student-athlete's test results shall not disclose that information to any other person or entity, except as specifically authorized by the Athletic Director or other College senior officer, or as permitted by law and Menlo College policy or as authorized by the student-athlete.

- **Sanctions**

The following are sanctions adopted by Menlo College for the imposition upon student-athletes testing positive for the abuse of drugs. Any attempt to adulterate or any actual adulteration of a urine sample will be treated as a positive test result. Failure to comply in the specified time to a notice to appear for testing will be subject to the same sanctions as those imposed for a first offense unless otherwise determined by the Athletic Director. Sanctions in addition to those listed below shall be imposed solely by the authority of the Athletic Director.

1. First Offense

After a confirmed positive test, the student-athlete is subject to mandatory counseling in a program approved by Menlo College. Failure to attend mandatory counseling sessions results in a second offense status for the student-athlete. In addition to attending counseling sessions, the student-athlete is required to undergo further drug testing, as determined by the Athletic Director. The athletic department/coaching staff may or may not discipline a student-athlete for a first drug offense.

2. Second Offense

The student-athlete who incurs a second offense is suspended from any mandatory team activities, including team practice, and scheduled team events for two (2) weeks. Continued counseling and drug testing, as determined by the Athletic Director or his/her designee, are required.

3. Third Offense

The student-athlete who incurs a third offense, at the minimum, will be suspended from the team and all athletic activities, including but not limited to competition, practice, strength training, and team meetings for a period of one (1) year from the date of the test and shall be prohibited from entering Athletic Department facilities, except for the purpose of using the services authorized by the Athletic Department's Sports Medicine and Athletic Training staff.

Following the imposition of the minimum sanction of a one (1) year suspension from the team, the student-athlete will be given notice and provided the opportunity to appeal the matter to the Appeals Committee and to present information of any mitigating or other relevant circumstances. The student-athlete must institute the appeal within seven (7) calendar days of receiving notification of the sanction.

Prior to the imposition of sanctions above the minimum, such as expulsion from the team, loss of athletic housing, or termination of financial aid, the student-athlete will be given notice and provided the opportunity to appeal the matter to the Appeals Committee and to present information of any mitigating or other relevant circumstances. The student-athlete must institute the appeal within seven (7) calendar days after receiving notification of the sanctions.

**A student-athlete who incurs an offense may be subject to additional investigation and sanctions through the campus judicial process, including but not limited to termination of housing and/or financial aid; sanctions by the office of academic affairs; sanctions by the student affairs office; and expulsion from the team, based on the recommendation from the Head Coach to the Director of Athletics.**

- **Appeals Process**

Student-athletes who test positive for a banned substance may, within 72 hours of being notified of the positive laboratory finding, contest the finding of the positive results. Any student-athlete requesting an appeal of the positive results is entitled to a hearing by the appeals committee. The request for appeal must be received in writing by the Director of Athletics within 48 hours of notification of a positive test finding. Other individuals may be needed to provide additional information at the appeals hearing. These individuals may include, but not be limited to the following:

- Drug testing laboratory representative
- Director of Athletics or designee
- Faculty Athletic Representative or designee
- Director of Sports Medicine or member of sports medicine staff
- Head Coach or coaches
- Team Physician

The student-athlete may have a representative of his/her choosing present at the appeals hearing. However, the student-athlete must be present at his/her own case. The meeting should take place within 72 hours after the written request is received. Sanctions resulting from the positive test will not apply until the appeals process is finalized. The appeals

process shall only be attended by those persons deemed necessary by the Appeals Committee.

The decision by a majority vote of the Appeals Committee regarding the test results or refusal/failure to take a required test shall be final. Sanctions for a positive test will be completed and the results are not subject to further appeal.

**All students must comply with any sanctions issued by the NCAA and/or issued pursuant to the policies of the NCAA.**

## **J. NCAA LIST OF BANNED SUBSTANCES**

Please see Appendix A of the Menlo College Student-Athlete Handbook for a list of substances banned by the NCAA. Regardless of affiliation, all sports at Menlo are governed by this policy.

## **Section VII: DEPARTMENT POLICY**

### **A. ATHLETIC EQUIPMENT POLICY**

In order to receive equipment, student-athletes must be cleared through the business office and the Head Athletic Trainer and be eligible according to the basic premises set forth in Section IV, Point A. The student-athlete is financially responsible for all equipment issued to him/her. If uniforms, practice gear, towels, locks, etc., are lost or stolen, the student-athlete must pay for the replacement of the equipment at the established catalog price. At the end of the season all equipment that has been issued, regardless of condition, must be returned within one week. If the missing equipment is not returned and/or paid for, the head coach will forward the replacement cost on to the business office for collection. Any student-athlete caught stealing team-issued equipment or apparel will be dismissed from the team.

### **B. TRAVEL REGULATIONS**

Team travel is a key component of the intercollegiate experience. Whenever the institution for an intercollegiate athletic competition or related activity provides transportation, the following regulations will be adhered to.

- Student-athletes will dress appropriately when representing the institution in accordance with team policy.
- Student-athletes understand that an athletic road trip is a business trip, not a vacation. Menlo College student-athletes will travel with one purpose in mind: to arrive at the site of competition prepared both physically and mentally to compete to the very best of their ability.
- Adhere to the official travel itinerary and directions of the head coach and/or coaching staff members throughout the travel period. Be ON TIME and prepared to travel with the proper personal items.
- At no time will any student-athlete be permitted to drive a Menlo College travel van OR rental vehicle.

- On intercollegiate road contests involving overnight lodging, participating student-athletes, student trainers and/or student team managers are **FORBIDDEN TO**:
  - a. Engage in the use of alcoholic beverages (regardless of age) or any illegal substance at any time for the duration of the road trip.
  - b. Allow entry into the student-athlete's room of lodging by any person that is not a member of the official team travel party.
  - c. Incur charges for **ANY** incidentals at the place of lodging that are not personally paid for (i.e. phone calls, room service, in-room movies, soft drinks and/or snacks). Such charges incurred on a team's official billing statement will result in the immediate suspension of the student-athlete(s) traced to the room. The student-athlete(s) will be held responsible for reimbursement in full. **ALL** movie rentals must be preapproved by the Head Coach.
  - d. Leave the sight of the competition or accommodations with a parent or friend without the approval of the Head Coach.
  - e. Travel to or from an event with anyone other than the team or their parents.
- Violation of the above travel policies may result in a participation suspension or dismissal from the intercollegiate athletic program.

### **C. TRYOUT POLICY**

Each coach may conduct a tryout to determine his or her final varsity roster. Due to limited budget funds and travel size maximums, coaches are limited as to the number of student-athletes they can keep on a squad in any given schedule year. Student-athletes are encouraged to set up a meeting with their coach during the first week of school to determine any tryout dates and times. In addition, at that point, the student-athlete will gain insight as to his or her realistic opportunity to make the varsity roster. Earning a spot on a team, whether a student-athlete prospect has been recruited actively by coaches or has merely expressed interest in trying out, is an honor and should be viewed as such by the student-athlete.

### **D. SELECTION AND DISMISSAL OF STUDENT-ATHLETES**

Participation in intercollegiate athletics at Menlo College is a privilege, not a right. Each coach has the authority to dismiss a student-athlete from the team if the student-athlete violates team rules, department rules and/or any other criteria that coaches have set forth for their program. In addition, the Director of Athletics may impose a suspension on a student-athlete or dismiss a student-athlete from a team.

### **E. MEDIA GUIDELINES**

The Menlo College Media Relations Office serves as a link between the college's athletes, coaches, administrators and the media. The Media Relations office attempts to provide timely and accurate coverage of Menlo athletics by coordinating interviews, servicing the informational

needs of reporters, running Menlo's athletic Web site, writing, editing and distributing news releases, media guides and other promotional items and compiling and maintaining statistics, photos and historical records. Each student-athlete is required to remember the following points when representing Menlo College Intercollegiate Athletics to the media or any other outside entity.

- Student-athletes will put a positive spin on themselves, the coach, team and department.
- Student-athletes will be on time and will dress appropriately (athletic uniform or pre-notified outfit only) for scheduled interviews.
- Unless a credible excuse is given and accepted by both the Media Relations Manager and head coach, student-athletes will refrain from speaking to representatives of the media.
- Student-athletes will participate only in interviews sanctioned by Department of Athletics staff. Aside from immediate post-game interviews, if approached by ANY member of the media outside the confines of Menlo College, please contact Media Relations Manager Trent Sillanpaa at (650) 543-3729 or [tsillanpaa@menlo.edu](mailto:tsillanpaa@menlo.edu).
- Student-athletes will not give out personal phone numbers or cell phone numbers unless cleared with Department of Athletics staff. Conversely, the Menlo College Media Relations Office will only distribute personal contact information to credible media sources. Athletes will be notified in advance of potential interviews. All scheduled interviews will be conducted on a call-back basis only by Menlo student-athletes.

## **Section VIII: LEADERSHIP**

### **A. STUDENT-ATHLETE LEADERSHIP COUNCIL**

#### **1. Mission**

The mission of the Student-Athlete Leadership Council is to act as a forum of discussion for issues related to the academic, athletic and personal success of all Menlo student-athletes. In addition, the SALC will strive to imbue the campus community with a sense of pride and spirit for Menlo Athletics. Voting members of SALC will also create programs that will work toward enhancing leadership, integrity and accountability of all student-athletes (SALC policies and guidelines as established by SALC group in 2003).

#### **2. Membership Policies**

- **Members:** 2-3 student-athletes per team, appointed by coaches.
- **Qualifications:** Full time student-athlete of a varsity team. The athlete will not be on probation for academic or disciplinary actions.
- **Advisors:** Senior Women Administrator and Administrative Manger of Athletics
- **Officers:** President, Vice President, Secretary and Treasurer.
- **Position Appointments:** Elected officers will be voted into place at the first meeting of the new academic year by a majority count.

#### **3. Meetings**

- Voting members will meet once per month on the first Wednesday of each month.
- Advisors and officers as needed through the academic year.

#### 4. Attendance

- Attendance recorded for student-athletes only.
- Two absences per semester will result in dismissal and replacement.

#### 5. Code of Ethics

Members and Advisors shall observe and obey all federal, state and local laws and the Menlo College Code of Conduct found in the Student Handbook and the Student-Athlete Handbook.

#### 6. Power Entitlement of Officers

- **President:** Presides over all meetings, oversees SALC progress, attends all meetings and home athletic events (if not in conflict with own participation in a varsity sport), meets with Athletic Department Staff Advisor regularly, works with all SALC officers to secure funding for the operating budget from the Student Advisory Board.
- **Vice President:** Replaces President in the event of his/her absence at meetings, plans events for SALC members and the college community and works with other officers to secure funding for the operating budget from the SAB.
- **Secretary:** Records minutes of meetings to be kept on file and distributed to all members prior to each meeting, sets and distributes the agenda of each meeting for the officers and advisors and works with other officers to secure funding for the operating budget from the SAB.
- **Treasurer:** Manages club finances, creates and maintains a ledger detailing finances manages finances involved in all events run by the SALC and works with all officers to secure funds for the operating budget from the SAB.

### B. VOLUNTEER OPPORTUNITIES

Student-athletes are encouraged to participate in community outreach programs with their teams and coaches. It is not only a positive reflection of Menlo College Athletics, but it helps fulfill the athletic mission and the NCAA Division III philosophy of creating balance in the life of a student-athlete. Through community outreach projects and services, the individual develops as a student, an athlete, a leader and a contributing member of the larger community.

#### 1. Service, Education and Resources for Volunteers (SERV)

To guide students in volunteer services Menlo College formed SERV. All students receiving a President or Dean Scholar are required to complete 30 hours of community/volunteer service during each academic year. If you are a senior or a spring transfer you are obligated to complete 15 hours of community service. However, we welcome all students to join the SERV program.

## 2. SERV Mission Statement

Menlo College's community service, and service learning program, Project S.E.R.V., is designed to help students gain the skills necessary to assume leadership roles. Students engage in community field experiences, leadership, individual and team projects that will channel their skills and energy toward positive, humane objectives and responsible citizenship both in the U.S. and the world.

## 3. SERV General Information

- To create opportunities for Menlo College students to address community needs both on and off campus
- To create opportunities for students to explore their role in meeting the needs of others and the environment.
- To create opportunities to apply curricular learning in the service of others and gain practical applications of a Menlo College education
- To create opportunities for students to explore individual/group efforts to address the needs of others and the environment.
- To create opportunities for students to lead and participate in a team effort to address the needs of others and the environment

### Acceptable SERV Activities:

- Participating in existing SERV programs
- Undertaking individual community service programs
- Organizing and/or participating in a new community service project
- Volunteering time with community service organizations
- Working with religious organizations that provide community service
- Health care organizations
- Self-help groups
- Donating blood
- Working with educational institutes
- Volunteering for social service organizations

### Programs must fit into the following categories:

- Literacy: For instance English proficiency, reading programs, and tutoring
- Mentorship: For example after school programs, sports activity
- Health: Such examples include blood drives, Cancer Walks, March of Dimes
- Social Justice: For instance the Martin Luther King Freedom Train, food drives
- Environment: Such as park restoration, recycling
- Community Service Organizations: For example the Rotary Club

### A reminder:

Students are encouraged to create and lead individual or group projects.

Here is one example of a process that might be used to create an individual or group project:

First ask yourself:

*“What are my skills and interest?”*  
*“What kind of difference would I like to make?”*

Possible answer:

Create a holiday food drive for people in need in my community.

1. Next Brainstorm with SERV to help you through the process
2. Outline a plan
3. Carry out a plan
4. Get others involved
5. Execute your idea

But before you participate on any other assignment outside SERV you need to get prior approval for individual/group projects:

With prior approval, students are encouraged to get involved and take on individual or group projects. All projects led by Menlo College students, faculty, or staff must submit a letter or email form of intention to the SERV office before projects can begin. Letter must include:

- Name of Organization
- Name of Supervisor with contact information
- Person(s) involved in activity
- Include a basic example of tasks
- Hours intended to work
- Category of service, such as environment or literacy

Students should check with the SERV Office to verify that a project will qualify for community service credit before taking part in that activity. Forms for such projects will need to be approved and returned to the SERV Office. Credit will only be given to authorized projects. The SERV Office will determine the appropriateness of hours to be credited. In general, the SERV Office will grant “hour for hour” credit. In some instances, credit may be increased for preparatory work needed to complete the service.

### **SERV Office Location**

The SERV Office is located in the Student Union. The Office is run by students who provide guidance, assistance, coordination, training, tracking of community service hours and referral services.

### **Program Supervisor**

Yasmin Lambie-Simpson

(650) 543-3976

[ylambie-simpson@menlo.edu](mailto:ylambie-simpson@menlo.edu)

### **Student Coordinator**

Kerilyn Yadao

(650) 543-3943

[kyadao@menlo.edu](mailto:kyadao@menlo.edu)

## **C. ACADEMIC AND ATHLETIC AWARDS**

The following awards, as selected by the Director of Athletics, staff and head coaches, are presented each academic year:

### **1. Glen E. Dorst Award**

Originated in 1957 and sponsored by alumnus Glen E. Dorst, who took an active interest in the development of youth in athletics, this award is presented each year to a Menlo College senior male or female student-athlete who most personifies the standards of sportsmanship in each phase of his/her life.

### **2. F. Philler Curtis Award**

Presented each year to a senior female student-athlete who by scholarship, leadership and athletic ability has made an outstanding contribution to campus life at Menlo College.

### **3. Don W. Baer Award**

Originated in 1954 in memory of Don W. Baer, a former manager for the football team. Awarded each year to either a senior male or female student-athlete who shows the greatest qualities of all-around leadership.

### **4. Collis Steele Award**

Originated by retired Palo Alto businessman Collis Steele and awarded each year to the senior male and female student-athletes with the highest cumulative grade point average.

### **5. Don Baike Male and Female Athlete of the Year**

Named in honor of a long-standing Menlo College Hall of Fame Director of Athletics, these awards are the most prestigious honor a Menlo athlete can earn. Awarded to the outstanding male and female athletes for an academic year, who by their accomplishments in their sport have brought notoriety and success to their teams and the intercollegiate athletic program.

### **6. Academic All-American, All-American, All-Region and All-Conference Awards**

NAIA Scholar-Athlete All-American awards are presented to athletes who have maintained at least a 3.5 grade point average. NCAA and NAIA All-American and any All-Region and All-Conference honors are awarded based purely upon athletic prowess of individual athletes. The head coach of each sport and the Sports Information Director will coordinate the nomination process for these awards.

## Appendix A

### NCAA Banned-Drug Classes 2009-10

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) do not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

For more information please visit: <http://www.drugfreesport.com/rec/>



## 2009-10 NCAA Banned Drugs

**The NCAA bans the following classes of drugs:**

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

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

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

**Drugs and Procedures Subject to Restrictions:**

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

**NCAA Nutritional/Dietary Supplements Warning:**

- **Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff!**
- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

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

## Some Examples of NCAA Banned Substances in each class

**NOTE: There is no complete list of banned drug examples!!**

Check with your athletics department staff to review the label of any product, medication or supplement before you consume it!

**Stimulants:**

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

*exceptions:* phenylephrine and pseudoephedrine are not banned.

**Anabolic Agents:**

boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

**Alcohol and Beta Blockers (banned for rifle only):**

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**Diuretics and Other Masking Agents:**

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (carmenone); triameterene; trichlormethiazide; etc.

**Street Drugs:**

heroin; marijuana; tetrahydrocannabinol (THC).

**Peptide Hormones and Analogues:**

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

**Anti-Estrogens :**

anastrozole; clomiphene; tamoxifen; formestane; etc.

**Beta-2 Agonists:**

bambuterol; formoterol; salbutamol; salmeterol; etc.

**Any substance that is chemically related to the class of banned drugs, unless otherwise noted, is also banned!**

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

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