



# **Student-Athlete Handbook 2011-2012**

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# **WELCOME...**

On behalf of the entire Athletic Department, it is my pleasure to welcome back our returning student-athletes, and to wish a welcome arrival to the newest members of the Trinity athletic family. We are proud of the many accomplishments of our student-athletes and we look forward to the legacy that you will continue to bring to Trinity.

This Student-Athlete Handbook has been developed to assist you in better understanding the goals and objectives of the Athletic Department. It will also provide useful information to help you navigate campus life in general, and, more specifically, in your role as a student-athlete. We encourage you to seek advice and input from your coach and any personnel in the athletic department as well as upper class student-athletes. These people are additional resources that can help you to get the most out of your academic and athletic experience.

We are proud to have you as a member and wish you all the best for continuing success in both academics and athletics. The year ahead is filled with many opportunities and challenges and we look forward to enhancing your journey here at Trinity.

Sincerely,

Tracy Renken  
Director of Athletics

## **ATHLETIC DEPARTMENT PHILOSOPHY**

The Athletic Department at Trinity seeks to support the goal of providing an empowering environment for all students by integrating the college resources that enrich all aspects of living and learning. The overall goals of the department are compatible with the values of a liberal arts education which asserts that the college experience should include development in all areas: mental, physical, social, emotional, and spiritual. Trinity provides the student-athlete with the opportunity and encouragement to progress toward a degree of her own choice together with the opportunity to develop athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, leadership, and loyalty. The student-athlete at Trinity is a devoted student pursuing a degree program.

The athletic department strives to produce the following outcomes for participants of the athletic program:

- To demonstrate a more advanced knowledge of and skill ability in sport
- To cultivate leadership skills as well as the skill of cooperation necessary for effective team play
- To develop time management skills necessary for meeting the demands of academic and athletic pursuits
- To improve the overall health of the student-athlete
- To foster a desire for lifetime fitness through athletic participation
- To provide an avenue for advancement through competition within the NCAA
- To ensure academic growth and staying on task for graduation

### Athletic Objectives:

- To have the University represented by women whose conduct reflects credit upon the school and who are bona fide students making normal progress in degree programs with appropriate academic counseling, advisement, and support;
- To field disciplined and competitive amateur student-athletes and teams who are recruited, coached and supported by highly qualified individuals dedicated to the spirit and intent of Trinity and the NCAA rules.

## **ATHLETIC DEPARTMENT MISSION STATEMENT**

The Department of Athletics at Trinity is committed to the principles of integrity, ethics, and equality. In doing so, we strive to bring pride, admiration, and loyalty to the students, alumni, faculty, and staff of the college.

The evolution of the Department to its present structure represents a dedication to parity among women student-athletes and accomplishment in the academic arena. The main objective of the department within the framework of an educational community is the development of student-athletes to their highest potential in an atmosphere committed to winning and in the spirit of sportsmanship. The Department of Athletics requires a high degree of dedication and commitment to excellence, and strives to work together to achieve its stated goals and objectives.

## **NCAA DIVISION III PHILOSOPHY STATEMENT**

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

To achieve this end, Division III institutions:

- (a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (b) Award no athletically related financial aid to any student;
- (c) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- (d) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- (e) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- (f) Assure that athletics participants are not treated differently from other members of the student body;
- (g) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
- (h) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admissions process; (Adopted: 1/12/04 effective 8/1/04)

- (i) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (j) Support ethnic and gender diversity for all constituents; (Adopted: 1/12/99)
- (k) Give primary emphasis to regional in-season competition and conference championships; and
- (l) 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 conference.

## **TRINITY STUDENT-ATHLETE STATEMENT**

*I am a Trinity student athlete.*

*I am the best athlete I can be and my actions reflect upon my college, my fellow students, and me.*

*Through practice and commitment, I seek to equal and exceed my athletic standards. I compete to win, but I can be a champion without winning. My efforts to be the best athlete and teammate are not limited to competitive moments, but encompass all occasions, which bear upon my own as well as my team's performance.*

*I am a team member and wear my uniform with pride. My support of teammates and fellow athletes is as important as my own performance. The team goals are my goals, and I am responsible for helping to achieve them.*

*I am part of an athletic community, which champions my endeavors and honors my commitment and achievements. My community supports me and in turn I support my community.*

*I am a Trinity athlete. I am trained for success, not just for today, but into the future.*

# ATHLETIC DEPARTMENT CODE OF CONDUCT

As a student-athlete representing Trinity, one is viewed as a role model both on campus and within the community. The actions of a student-athlete may directly influence how people perceive her team and the athletic department, as well as the University. A student-athlete is expected to conduct herself in a way that brings credit to herself, her teammates, her team, and Trinity. This is true whether she is representing Trinity at a competition or she is involved in an activity having no relation to Trinity athletics. Any action that may bring negative attention to her team, Trinity Athletics or the University as a whole must be avoided. A student-athlete is expected to lead by example and encourage others to set high ethical standards for themselves. Members of the athletic programs are bound by the rules of the NCAA and the Trinity Code of Conduct, and this code of conduct. A student-athlete at Trinity will be treated as an adult and will be held directly responsible for her actions.

## **Specifically the Athletic Department will not tolerate:**

- **Physical contact with a coach, teammate, opponent, or official;**
- **verbal abuse of the same, including arguing, unnecessary comments, or degrading remarks about race, religion, or physical appearance;**
- **Foul language or gestures whether directed at an individual or not;**
- **Misconduct involving alcohol, tobacco, or drugs, or any other act punishable by law;**
- **Any act considered to be hazing by regional law enforcement officials;**
- **Academic and/or athletic dishonesty**

Should any of the above behaviors be demonstrated or represented through a public venue, disciplinary action may be taken. A student-athlete is expected to conduct herself in such a manner to represent the highest level of honor and observe the tenets of good sportsmanship, honesty, fairness, dignity, civility, and respect. Trinity will not condone unsportsmanlike conduct on the part of the student-athlete, coach, administrator, spectator or any individual associated with a member institution. Behavior that is consistent with the values and morals of Trinity is an admirable and attainable goal

## **Good Sportsmanship includes:**

- Observing and supporting the rules of sport
- Promoting the spirit as well as the letter of the rules
- Placing fairness first as a goal in all competition
- Taking a personal responsibility for high standards of play
- Showing civility toward competitors, coaches, and officials
- Commending good effort by teammates, opponents, and officials
- Playing cleanly while playing hard
- Showing maturity and integrity in conduct on and off the field of play
- Being a gracious winner and accepting defeat gracefully

Should a violation of any part of the Athletic Department Code of Conduct occur, penalties will include the following grade of sanctions:

1. First offense: Verbal warning by any member of the athletic department staff with an individual behavior contract put into place following a meeting with the head coach and the Director of Athletics. The Athletic Director reserves the right to request the student-athlete meet with the Dean of Students. All verbal warnings should be documented with date and reason and filed with the Director of Athletics.

2. Second offense: Suspension from the team, including practice and games, for a specific time as determined by the Director of Athletics in consultation with the appropriate personnel. Removal from captainship and/or SAAC will result if the student-athlete holds either or both positions. The student-athlete will still be allowed to use the academic and medical services provided by the Athletic Department. The student-athlete will also be referred to the Judicial Association.
3. Third offense: Removal from team and Automatic Failure of Class

Procedures for filing an appeal for any removal of captainship, removal from SAAC, suspension or expulsion are as follows (these must be followed in order):

- Provide a written summary of the reasons for the appeal and submit them to the Director of Athletics and the Dean of Students. You must then make an appointment to talk with the Dean of Students
- Provide a written summary of the reasons for the appeal and a summary of the meeting with the Dean of Students and then submit such to the President of the University, and then make an appointment to talk to the President. The President shall hold final judgment on any appeal.

With direct approval from the Office of the President, the Office of the Dean of Students, and the Director of Athletics, the Athletic Department reserves the right to immediately suspend or expel a student-athlete from a University Intercollegiate Athletic Program, should the behavior warrant such.

## ***ATHLETIC PROGRAM EXPECTATIONS***

In addition to the Code of Conduct outlined above, a student-athlete should make every attempt to meet the following Program Expectations or she could be subject to the same grading of sanctions as outlined in the Code of Conduct.

### **Athletic Team Commitment:**

- Once a student-athlete has committed to a team after one week of practice or games she is required to fulfill her obligation for the entire season in order to receive academic credit (one credit).
- If, for some reason, a student-athlete stops participating on a team or a student-athlete is removed from the team then she will not be permitted to join or participate in any other sport for the duration of that season.
- Failure to fulfill commitment to the team will result in a loss of athletic credit (1) for the term.

### **NCAA Bylaw 17.1.6 Missed Class Time-Practice**

No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

- Each student-athlete is responsible for informing her professors, friends, family and employers of her practice and game schedules upon receipt of such.

- It is the responsibility of each student-athlete to coordinate assignments and tests with her professors at least two weeks prior to an absence from a class due to competition. Each student-athlete is responsible for the academic requirements of each professor and to complete assignments within the allotted time set forth by her professors.
- Attendance at all practice sessions and competitions as scheduled and outline by the head coach is required. If a student-athlete is not able to attend a practice or game, she must notify her head coach as soon as possible with a valid reason. Arrangements may be able to be made with the head coach to complete a scheduled workout at a different time with a member of the athletic department staff. No second person notification is permitted. Failure to attend practice or competition without a valid reason can certainly affect your participation in the next scheduled competition. Valid reasons for not participating in a practice or competition MAY include one of the following: an academic review session as conducted by a member of the faculty, illness as determined by the University Nurse or Head Athletic Trainer, some types of family obligations, work obligations that are unavoidable. Every attempt will be made by the coaching staff to understand personal situations as long as the student-athlete communicates responsibly.
- An injured student-athlete, as a general rule, should expect to attend all practices and competitions so that she may still be and feel a part of the team. It can be determined by the Head Athletic Trainer and the University Nurse that the injury warrants an absence from practice, competition, or the remainder of the season. If a student-athlete is injured, she is responsible to report to the Head Athletic Trainer for evaluation and treatment during the day as advised by the Head Athletic Trainer. Every attempt should be made to visit the Head Athletic Trainer from 10am-3:30pm, especially if you will not be participating actively in that days practice or competition.
- Cell phones are to be turned off during practice and one hour prior to competitions.
- When traveling, the head coach will pre-determine the traveling attire for each trip. The team travel attire will either be the team warm-up or dress clothes (khakis, dress pants, or dresses). At no time should the student-athlete wear jeans.
- When traveling and/or staying overnight (away), no student-athlete is permitted to travel in their own vehicle or in an independent vehicle. The team is required to travel together in the University contracted vehicle. Prior approval for exceptions to this rule can be sought from the Director of Athletics at least one week in advance. Exceptions are made for only extremely mitigating circumstances. If a student-athlete is granted permission to travel by another method, she must sign a liability waiver releasing the University from any responsibility.
- When traveling, room assignments are usually determined by the head coach and not to be changed. Only team members are permitted in rooms and no team member is permitted to sleep in an unassigned room or with non-team members.
- Uniforms are to be turned in within one half hour of all home competitions for washing. A student-athlete should never launder or wash her uniform herself. This is done by the head coach or whoever, he/she appoints, to insure all items are available for each competition and to ensure the integrity of the uniform through the washing process. Each student-athlete will be asked to sign in and sign-out her uniform before competitions.

# ALCOHOL, TOBACCO OR OTHER DRUGS

Each student-athlete is required to sign the NCAA Drug Testing Consent Form and is, therefore, subject to random drug testing by the NCAA and subject to required drug testing at all NCAA Championships. Prescription drugs must be recorded with the Sports Medicine Department to insure that the information is on-hand for a NCAA institutional check. Performance supplements and vitamin/mineral supplements should also be recorded with the Sports Medicine Department to ensure that they are not listed on the NCAA list of banned substances. For information on updates to the NCAA List of Banned Substances please see the Sports Medicine Department and/or the NCAA website.

[http://www1.ncaa.org/membership/ed\\_outreach/health-safety/drug\\_testing/banned\\_drug\\_classes.pdf](http://www1.ncaa.org/membership/ed_outreach/health-safety/drug_testing/banned_drug_classes.pdf)

## **Alcohol, Tobacco or Other Drugs POLICY**

In accordance with the District of Columbia Law, the Athletic Department prohibits the consumption of alcohol by persons under 21 years of age as well as the possession, distribution, sale or use of illicit drugs by any person. In addition, the use of alcohol and other drugs may be in violation of the campus alcohol and drug policy and may result in additional disciplinary actions.

Scientific research has clearly established that the use of alcoholic beverages and tobacco is counterproductive to athletic performance. Consequently, the use of alcohol and tobacco by student-athletes is restricted during both championship and non-championship seasons. The policy on the consumption of alcohol by student-athletes who are of age maintains:

- No alcohol shall be present at team events or activities (practice, game, coach attended event, and training trips).
- No alcohol shall be consumed 24 hours prior to a scheduled team practice.
- No alcohol shall be consumed 48 hours prior to a scheduled team competition.

The policy in the case of tobacco is:

- No tobacco shall be used during a student-athlete's championship season as defined by the NCAA.

The Athletic Department does not condone the use of illegal drugs or underage drinking at any time, regardless of whether or not the student-athlete is in or out of season. Any violation of this policy will follow the sanctions outlined in the Athletic Department Code of Conduct. If a violation of this policy or DC law occurs out of the championship or non-championship season, the Director of Athletics will turn the student-athlete over to the Office of the Dean of Students and/or the Judicial Association.

**Student-athletes who would like to seek help for alcohol or drug-related problems or for smoking cessation are encouraged to do so. No punitive action will be taken for seeking assistance voluntarily. A student-athlete may contact Health Services in Main Hall 463 at x9615 or any member of the Athletic Department Staff for confidential assistance.**

It is expected that coaches and student-athletes will enforce this policy and act in accordance with the Trinity Honor Code.

# STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The purpose of SAAC is to act as a student voice in Trinity athletic administration and to ensure open communication amongst student-athletes, coaches and administrators. Their mission is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete well-being and fostering a positive student-athlete image to the campus and community. SAAC representatives provide feedback to the athletic administration, express the concerns and interests of the student-athlete population, generate support for the sport teams, are provided with opportunities for leadership development and serve the local and global community. The SAAC supports and upholds the core values of Trinity: excellence, integrity, community, respect, compassion and justice. A SAAC Constitution was designed as guidelines for the Committee to follow and grow upon.

The makeup of SAAC consists of two representatives, preferably one upperclassman and one underclassman, from each team designated through a team vote and approved by the head coach. In turn an Executive Board will be designated via SAAC Committee vote to establish a President, Vice President, Secretary and Treasurer. Board members will serve a two-year, non-renewable term. SAAC meetings are held bi-weekly and are mandatory for all SAAC representatives. The Associate Athletic Director sits as a non-voting Advisor to the SAAC.

## ELIGIBILITY (for practice and competition)

Each student-athlete must comply with all NCAA regulations and standards regarding eligibility. For more information regarding NCAA eligibility issues for practice and competition please see the Summary of NCAA Regulations which is given to each student-athlete during their eligibility meeting and can be found at [http://www1.ncaa.org/membership/membership\\_svcs/compliance\\_forms/d3\\_index.html](http://www1.ncaa.org/membership/membership_svcs/compliance_forms/d3_index.html). Please also see the NCAA Division III Manual at [http://www.ncaa.org/library/membership/division\\_iii\\_manual/2007-08/2007-08\\_d3\\_manual.pdf](http://www.ncaa.org/library/membership/division_iii_manual/2007-08/2007-08_d3_manual.pdf).

### ATHLETIC DEPARTMENT, DEPARTMENT OF STUDENT SERVICES, AND NCAA REQUIREMENTS FOR PRACTICE AND COMPETITION

#### A student-athlete must :

- have been admitted as a regularly enrolled, degree seeking student according to the published entrance requirements of Trinity;
- have a cumulative GPA of 2.0
- be enrolled as a full-time student, minimum of twelve (12) credit hours
- Be in good academic standing according to the standards of Trinity; and
- Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12 semester or quarter hours) and maintain satisfactory progress towards that degree, be enrolled in a full-time graduate or professional degree program (not less than eight semester or quarter hours) or be enrolled and seeking a second baccalaureate degree at your institution. [Bylaws 14.01.2, 14.1.6.1, 14.1.7.2 and 14.1.7.2.1.4]

If a student-athlete is enrolled in less than a full-time program, she is eligible to practice/compete only if she is enrolled in the last term of her degree program and are carrying credits necessary to finish her degree. [Bylaw 14.1.7.2.1.1]

A student-athlete is eligible to compete between terms if she is continuing enrollment, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if she is either continuing enrollment or beginning enrollment, provided she has been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition [Bylaw 14.1.7.2.1.2]

### **NCAA REQUIREMENTS FOR COMPETITION,**

#### **A student-athlete must:**

- Have read and understood the Summary of NCAA Regulations For Division III
- Have all the necessary paperwork completed including the NCAA student-athlete statement and the NCAA Drug Consent Form

In addition, the Athletic Department requires that the student-athlete complete the Class Schedule Form and Emergency Contact Information Form prior to competition.

### **SPORTS MEDICINE REQUIREMENTS FOR COMPETITION,**

#### **A student-athlete must:**

- Have a completed physical done by a physician or nurse practitioner and provide documentation of such to the Sports Medicine Department on an annual basis.
- Have completed a Medical History Form on an annual basis.
- Have completed a Medical Insurance Form and provided the Sports Medicine Department with a copy of your current medical insurance card on an annual basis.

### **ELIGIBILITY DEFINITIONS:**

You may or may not be familiar with some of the common terms used when discussing eligibility. Some of these terms are defined below.

- *Athletically-Related activities* - The NCAA has established time limitations on your athletics participation. Your participation in countable athletically-related activities is limited to a maximum of four hours per day and 20 hours per week, with one day off (which may include a travel day). These activities may include:
  - ✓ Practice and competition
  - ✓ Required weight training and conditioning
  - ✓ Participation in a physical fitness class or individual workouts conducted by an athletic staff member
  - ✓ Review of athletic practice or contest films or videotapes
  - ✓ Athletically related meetings
- *Practice* - A practice is any meeting, activity, or instruction involving sports-related information and having an athletic purpose which is held at the direction of, or supervised by, any member of the coaching staff. A team meeting to discuss the drug testing program, academics, etc., and a team study hall should not be considered.

## ACADEMICS

It is the responsibility of each student-athlete to provide each of her professors with her practice and competition schedule during the first week of classes, or as soon as possible. Conflicts that are anticipated should be worked out between the professor and the student-athlete and communicated to the Head Coach by the student-athlete. Any difficulties that arise should be presented to the Associate Athletic Director of Academics so that she may assist in working towards a resolution.

- The student-athlete is individually responsible for getting information that is presented in class on the date of an absence. All work is to be made up for missed classes and, assignments should be turned in preceding the absence.
- Student-athletes may enroll in varsity sports to receive credit for that particular sports season. A maximum of three (3) credits can be earned for varsity sport participation. Registration should be made at the beginning of the semester. Winter sports should register during spring registration. Course grades are based on attendance at all practices and game contests.

## STUDY HALL

All individuals are able to access the resources of T.A.P.S (Trinity Academic and Personal Success Program). Various programs are offered that will enhance the personal goals of Trinity students. Most notably, T.A.P.S provides study hall sessions throughout the year in the library. It is highly encouraged that all student-athletes make use of the programming offered by T.A.P.S. Any student-athlete with a cumulative grade point average at or below 2.0 must speak with the Associate Athletic Director of Academics. If the Associate Athletic Director of Academics deems it appropriate, a student-athlete could be mandated to attend T.A.P.S. programming. For more information either contact the Associate Athletic Director of Academics or go to <http://www.trinitydc.edu/taps/>

## ACADEMIC SERVICE CENTER

The Academic Service Center, located on the main floor of the library, is a FREE academic support service designed to provide students with assistance with coursework. Staffed by peer tutors and professionals in the academic learning field, the Academic Service Center provides assistance in the fields of: **History, Mathematics, Theology, Spanish, Psychology, Art history, and Science.** For more information go to <http://www.trinitydc.edu/current/ascs/>

# SPORTS MEDICINE

The Sports Medicine Department is staffed by a certified Athletic Trainer. The main goal of the department is to provide high quality care to the student-athletes of Trinity and to assist them in their quest to participate in athletics in top physical form. The domains of Sports Medicine include prevention, evaluation, treatment and rehabilitation of athletic injuries; organization and administration of the athletic training program; and education and counseling to the student-athlete. Sports Medicine Staff work closely with a variety of medical professionals and specialists to ensure the highest quality care for Trinity student-athletes.

## TRAINING ROOM HOURS:

When teams are in season, the athletic training room is open Monday through Friday, from 10 am - 6:30 pm, or until the end of practice or competition. Saturday and Sunday is dependant on practice and competition schedules. The athletic training room will be open no less than one hour before practice, and no less than two hours prior to competition, and will remain open until athletic activities are completed. When sports are not in season, hours may vary.

## POLICY AND PROCEDURE:

- ALL student-athletes must complete a physical examination prior to participation in intercollegiate athletics. A copy of the physical examination, medical history form, insurance form and copy of the insurance card, and must be on file in the training room. If a student-athlete has her physical done through Trinity Health Services, a copy of all the information must be on file with the Sports Medicine Department before participation. Therefore the student-athlete should make sure she informs the Head Athletic Trainer that she completed her exam on campus.
- ALL injuries/illnesses must be reported to the Head Athletic Trainer immediately. The determination of whether a student-athlete is capable of practice or game participation is the sole responsibility of the Head Athletic Trainer and Student Health Services. However, if a student-athlete sees Student Health Services for an illness, she must then inform the Head Athletic Trainer immediately. If not, an absence or tardiness from practice may cause her to be ineligible for the next team competition.
- Medical referrals will be made by the Head Athletic Trainer. In order for any referral appointment to be covered under the athletic insurance policy, **prior** approval **must** be given for each appointment by the Head Athletic Trainer.
- For a second medical opinion to be covered through athletic insurance, **prior** approval **must** be given by the Head Athletic Trainer.
- The Athletic Department has an “excess” insurance policy for athletic injury only. All bills must first be filed with the students’/parents’ primary insurance company. The student or parent(s) then forward the bill(s) and the explanation of benefits (EOB) form from their insurance company to:

Trinity (Washington) University  
Athletics Department  
Sports Medicine Department  
125 Michigan Ave, NE  
Washington, DC 20017

This will then be filed with the department’s insurance carrier. If you have any questions about our “excess” policy, please do not hesitate to ask.

### **PHYSICAL EXAMINATION:**

Prior to participation in any practice or competition activity, each student-athlete must have passed a medical physical examination conducted by a physician or nurse practitioner within six (6) months prior to the beginning of your season.

### **HEALTH INSURANCE INFORMATION SHEET:**

As part of the physical examination process and a requirement of all student-athletes, an insurance information sheet must be on file with the Sports Medicine Department. This sheet calls for personal medical insurance policy information that is used by the department to determine insurance benefits available in the event of an athletic injury or illness. The student-athlete is not permitted to participate in any team activities or practices until the insurance form is submitted to the Sports Medicine Department. You must maintain current medical insurance. If a student-athlete's insurance lapses, she will become ineligible, and be required to pay any and all medical costs incurred due to injury or illness from participating in Trinity Athletics.

## **TRAVEL**

The Athletic Department provides safe and efficient transportation to all away competitions and practice sites. Students must travel with the team, unless prior approval is sought from the Director of Athletics at least one week in advance. Exceptions are made for only extremely mitigating circumstances. If a student-athlete is granted permission to travel by another method, she must sign a liability waiver releasing the University from any responsibility. Only student-athletes, student managers, faculty and staff of Trinity are permitted to travel with the team to or from an away competition or practice.

While traveling as a member of Trinity Athletics, student-athletes are responsible for the Athletic Department Code of Conduct and the Alcohol, Tobacco or Other Drugs Policy. .

It is recommended that all meals while traveling be set up by a member of the athletic staff, prior to departure. It is also recommended that only water be had as a beverage due to the dehydrating nature of other beverages. Each student-athlete will choose her meal to maximize excellent nutritional value. If a student-athlete has specific dietary requirements, such as food allergies, vegetarian needs, or religious needs, she should inform her Head Coach and the Sports Medicine Department at the beginning of the season so that her needs can be taken into consideration.

## **TRINITY TRADITIONS AND ATHLETICS SCHEDULING**

Since its founding in 1897, Trinity traditions and celebrations have grown to become an integral part of the Trinity experience. The Athletic Department is sensitive to the participation of its student-athletes in Trinity Traditions. This is why the Athletic Department and the Department of Student Services are constantly working together to ensure that minimal conflict exists between athletic competitions and any Trinity Traditions event. However, from time to time despite the best of scheduling efforts Trinity athletic teams may have scheduled practices or even competitions on the same date as a Trinity Tradition. In these circumstances, members of Trinity's coaching staff will allow a student-athlete to choose to miss the scheduled practice or competition to participate in the Trinity

Tradition and will encourage the student-athlete to participate in the Trinity Tradition, AS LONG AS the student-athlete communicates appropriately with the coaching staff. Keep in mind that scheduled practices or even competitions can be scheduled as such to allow student-athletes enough time to possibly participate in the both events.

## **UNIFORMS AND EQUIPMENT**

Each student-athlete is issued some of the necessary equipment for participation in specific sports, including team room locker keys. This equipment is on a loan basis and is the responsibility of the student-athlete signing it out. It is to be returned to the Head Coach of the team at the conclusion of each season. The cost for lost or damaged equipment will be assessed, charges will be tagged to the student-athlete's student account and the student-athlete's ability to register and possibly graduate may be affected if the charge is not paid

## **STUDENT-ATHLETE AWARDS**

The Athletic Department and Office of the President sponsors an annual recognition program during the fall semester to recognize the achievements of varsity teams and student-athletes from the previous year. During this program, student-athletes are recognized for their outstanding athletic and academic achievements as well as their commitment to sportsmanship, fair play, academic excellence, and integrity. The Director of Athletics, with permission from the appropriate University staff, reserves the right to create, establish criteria, and name awards should a situation arise to do such. Special recognition is given by each team to honor their outstanding players.



# CONCLUSION

The policies and procedures outlined in this handbook are an attempt to provide basic information for the student-athlete at Trinity. The Athletic Department staff always welcomes specific questions regarding any aspect of athletic life. It is our hope that through open communication, the experience of intercollegiate athletic participation will be enjoyable for all student-athletes.

# STUDENT-ATHLETE AGREEMENT

## Code of Conduct:

- All student athletes shall wear their issued Trinity apparel for all home and away games, including travel.
  - No hats or scarves
  - No visible undergarments (in regards to travel gear or uniforms)
- All uniforms must be turned in immediately after contest (home or away)
  - All uniforms will be laundered by Trinity athletic staff only
  - If the uniform assigned is lost or damaged the student-athlete will be held responsible
- Inappropriate language directed at players, coaches and staff will not be tolerated.
- Underage drinking and drug use will not be tolerated and are grounds for immediate dismissal.
- It is the responsibility of all student-athletes to communicate with professors if they will be missing a class/assignment due to a game.

## Athletic Team Commitment:

- Once a student-athlete has committed to a team after one week of practice or games she is required to fulfill her obligation for the entire season in order to receive academic credit (one credit).
- If, for some reason, a student-athlete stops participating on a team or a student-athlete is removed from the team then she will not be permitted to join or participate in any other sport for the duration of that season. It is also up to the student-athlete to request a withdrawal from that class, failure to do so will result in an F.

## Should a violation of any part of the Athletic Department Code of Conduct occur, penalties will include the following grade of sanctions:

1. First offense: Verbal warning by any member of the athletic department staff with an individual behavior contract put into place following a meeting with the head coach and the Director of Athletics. The Athletic Director reserves the right to request the student-athlete meet with the Dean of Students. All verbal warnings should be documented with date and reason and filed with the Director of Athletics.
2. Second offense: Suspension from the team, including practice and games, for a specific time as determined by the Director of Athletics in consultation with the appropriate personnel. Removal from captainship and/or SAAC will result if the student-athlete holds either or both positions. The student-athlete will still be allowed to use the academic and medical services provided by the Athletic Department. The student-athlete will also be referred to the Judicial Association.
3. Third offense: Removal from team and Automatic Failure of Class

By my signature below, I acknowledge that I have read and understand this Student-Athlete Handbook. I also understand that it is my responsibility to review additional departmental policies, team rules, and University wide policies and procedures. By my signature below I agree to accept any risks that may be associated with Trinity intercollegiate activities or related activities. I also authorize the Sports Medicine Department, my coaching staff, the Director of Athletics, or qualified medical personnel to take whatever first aid action is deemed necessary, in their sole judgment, to protect my health and/or safety in the event of any accident or emergency. Additionally, I recognize that my student information is accurate and to date.

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Student-Athlete Printed Name

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Date

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Student-Athlete Signature

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Date