Hilbert College

Hawks

2009-2010

Student Athlete Handbook
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Greetings

Welcome to the excitement of NCAA Division III athletics and Hilbert College. Our staff, starting with myself, is dedicated to providing all our student-athletes with the most quality experience possible, both in the classroom and on the athletic field of competition. We are proud to have you part of the growth and renaissance of Hilbert College athletics, and invite you to enjoy the journey as we build a competitive, fun and entertaining intercollegiate athletic program everyone in the school and community can be proud of.

Although the college’s administration, faculty and staff have dedicated their efforts in helping build our program, we are all aware that the lifeblood of the program is vested in you, the student-athlete. To this end we have put together this policy manual, designed not only to inform you, but to also serve as a guide to your academic and athletic success.

There are many dedicated and highly motivated staff persons serving the department and they are ready and willing to assist you during your college experience. Do not deny yourself of their wisdom, commitment to improvement, assistance and experience. We want you to be both academically and athletically challenged and fulfilled during your four years with us. If you follow the rules and give your best effort, we are sure you will enjoy your career here at Hilbert.

Let me emphasize that I have an open door policy at all times. That not only extends to you, but your teammates, family, friends or whomever would like to discuss what’s happening in our department. If you stop by and I’m not immediately available, you have my word I will get back to you as quickly as I can, so leave a message. I am fond of telling our staff members that they don’t work for me, they work with me. I have the same attitude about our student athletes, you don’t work for our coaches or me, you work with us to make it a better program for all.

Please remember, as a student-athlete you occupy a unique position among our students. Play hard, play fair, and always make sure it’s fun. Good luck!

Sincerely,

Richard Walsh
Director of Athletics
At a Glance

HILBERT COLLEGE

FOUNDED: 1957
LOCATION: 5200 South Park Avenue
Hamburg, N.Y. 14075

PRESIDENT: Dr. Cynthia Zane
ATHLETICS DIRECTOR: Richard Walsh
FACULTY ATHLETIC REPRESENTATIVE: Jim Sturm
ATHLETIC CONFERENCE:
Allegheny Mountain Collegiate Conf.
North East Collegiate Volleyball Assoc.
Eastern College Athletic Conference
NCAA Division III

COLORS: Royal Blue, White and Silver
NICKNAME: Hawks

Athletic Department Directory
Phone: 716-926-8805 ~~~ Fax 716-649-6429

Full - Time Staff

Athletics Director ................................................. Richard Walsh .............................716-926-8800 or x 233
Compliance Director, day to day operations rwalsh@hilbert.edu
Assistant Athletics Director/SWA ..................... Kara Rehbaum ........................................716-926-8805 or x 333
Game scheduling, Sports Information Director, SAAC advisor krehbaum@hilbert.edu
Assistant Athletics Director .......................... Rob DeGrandpre ..............................716-926-8803 or x 248
Athletic Facilities, Travel and Work Study Coordinator rdegrandpre@hilbert.edu

Part -Time Coaches

Men's Teams

Baseball ....................................................... Rob Gladwell (716-926-8798) .... rgladwell@hilbert.edu
Jay Musialowski

Basketball ...................................................... Rob deGrandpre (716-926-8803) .... rdegrandpre@hilbert.edu
Jeremy Zalacca
Mick Kuberka

Cross Country ............................................... Jerry Mangan (716-926-8805) ...... gmangen@hilbert.edu
Susan Devlin

Golf ............................................................... Richard Walsh (716-926-8800) .... rwalsh@hilbert.edu

Soccer .......................................................... Tim Kronenwetter (716-926-8796) timkronenwetter@yahoo.com
Mike Gabor

Volleyball ...................................................... Andrew Walker (716-926-8802) .... awalker@hilbert.edu
Kevin Murphy
**Part-Time Coaches**

**Women's Teams**

**Basketball**
- Matt Phifer (716-926-8805)
- Bridget Hodges
- Beata Fijalkowski

**Cross Country**
- Jerry Mangan (716-926-8805)
- Susan Devlin

**Soccer**
- James Ruggiero (716-926-8797)
- Beata Fijalkowski
- Cristina DiSano
- Katrina Galofaro

**Softball**
- OPEN (716-926-8805)

**Volleyball**
- Amanda Logue (716-926-8802)
- Erika Felicetta

**Graduate Assistant**
- Katy Ryan (716-926-8794)

**Medical Care**

**Athletic Trainer**
- Jim Bartkowski (ext. 344) J Bartkowski@e1b.org
  - Monday/Wednesday/Friday's available hours: after 3 pm
- Curt Campbell (ext. 344) ccampbell@hilbert.edu
  - Tuesday/Thursday/Saturday's available hours: around 2 pm weekdays

**Physicals, Rehabilitation & Referrals**
- Buffalo Spine & Sports Institute (716-626-0093)

**Health and Wellness Center**
- Located in lobby of St. Joseph Hall
  - Monday - Friday, 9am to 2 pm
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 students.
(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) Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;
(i) Support ethnic gender diversity for all constituents;
(j) Give primary emphasis to regional in-season competition and conference championships; and

(k) 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 commitment to Division and implementation of programs by institution and conferences.
A. Statement on Athletics

Hilbert College believes that intercollegiate athletics are an important, integral and wholesome adjunct to the principal and identified mission of the College ... "offering opportunities to develop socially, culturally, intellectually and spiritually. The Hilbert College community stimulates the development of critical thinking, sound value judgments, effective verbal and written communication and an appreciation of the richness of different opinions, new ideas and diverse perspectives."

Hilbert also believes that athletics builds on the six core values of: hospitality; service; respect for self, for others, and the world in which we live; integrity; an ethical approach to problems in life; and excellence in the teaching-learning process.

The intercollegiate athletic program is necessarily limited to students with special skills and aptitudes. Participants must be, first and foremost, students whose fundamental aim is to obtain a sound education.

In all facets, a major mission of Hilbert College is to achieve an increasing level of excellence in the quality of its programs. Students who participate in intercollegiate athletics are directly involved in the achievement of this mission of excellence, and by such participation provide a unifying means of community and College visibility.

As such, students must always remember that it is a privilege to be a student-athlete at Hilbert College. We believe that a well-balanced program in intercollegiate athletics is important so long as it remains in proper focus with the real purposes of the College, so long as it remains under academic control, so long as the players are bona fide students, and so long as its coaches and athletic staff strike to instill qualities of honor, sportsmanship and clean play.

The relationship of athletics to the educational experience at Hilbert is one of mutual support. Selective resource support based solely on the gender of the participating athlete is contrary to the philosophy and purpose of Hilbert College. The College is committed to achieving and maintaining equality of opportunity in intercollegiate athletics without regard to sex, race or background.

Hilbert College insists that intercollegiate athletics must be directed and controlled in the same manner as all other academic and extracurricular activities. In matters of administration and finance, the Director of Athletics is directly responsible to the Vice-President of Student Life, the President and ultimately the College Board of Trustees.

Any member of the College's athletic department who knowingly or implicitly encourages, suggests, or violates any NCAA, AMCC, ECAC or College regulations is subject to immediate suspension and/or dismissal. Our intercollegiate program should enhance the educational opportunities of the students who participate in them. College athletic department personnel should share these institutional views and dedicate themselves to conducting the athletic program for which they are responsible in harmony with that philosophy.
B. Policy on Athletics:

The athletic policy at Hilbert is formulated so as to be consistent with the broad educational objectives of the College as outlined in the college catalogue and the governing bodies with which we affiliate. The basic program aims resulting from this philosophy include the following objectives, which serve as guiding principles in the conduct of our program:

1. To complement and supplement the objectives of the department and the College.

2. To place the welfare of the participants above any other consideration.

3. To foster the development of physical fitness and advanced sport skills.

4. To foster the concept of self-awareness through participation.

5. To provide qualified persons who, by training and experience, are specialists in their area of athletics and who meet the same standards of competence as other members of the faculty.

6. To provide facilities and equipment for the program that conform to all aspects of the official rules of the game, promote optimum health and safety standards, and are sufficient in number and kinds to service our sport offerings.

7. To foster emotional control -- along with good sportsmanship, school spirit and team and college loyalty -- for players, coaches and spectators as important factors in the execution of Hilbert's entire intercollegiate program.

8. To develop intercollegiate sport schedules so that individual athletes and teams are able to compete against opponents having a similar competitive emphasis, and having geographical locations within a reasonable travel distance.

9. To encourage student-athlete participation in the decision making process on issues relative to the operation of the intercollegiate athletic program when practical and relevant.

Academic progress of the student-athlete must take precedence over matters related purely to intercollegiate athletics. Athletic talent will not be exploited at the expense of the educational and personal development of the student-athlete. The College will make every reasonable effort to provide the best available coaching leadership, facilities, and equipment consistent with its fiscal resources. Student-athletes shall accept the responsibility to become effective, contributing members of the College community and serve as positive influences on campus.

Men and women who participate in intercollegiate athletics at Hilbert shall be expected to maintain the academic standards required of all students at the College and adhere to all applicable NCAA, AMCC, and ECAC regulations. The College realizes the publicity that an athletic program attracts is positive and intends to recruit student-athletes who reflect an image consistent with the institutional aims of learning and higher education.
CONDUCT CODES

Student-athletes shall deport themselves with honesty and good sportsmanship. Their behavior shall AT ALL TIMES reflect the high standards of honor and dignity that characterize participation in competitive sports at Hilbert College. The purpose of intercollegiate athletics is to provide an opportunity for the participant to develop their potential as a skilled performer in an educational setting. Educational activities such as intercollegiate athletics provide opportunities for students to grow emotionally, socially and intellectually. In addition, the athlete is given the chance to travel, represent their school in the public arena, and learn the art of being a team member. Hilbert College embraces the following points as a Code of Ethics and Competition for its student-athletes:

Ethical:

1. Develop personal habits which enhance healthy living.
2. Acknowledge one's own strengths and weaknesses. Recognize that each person has their own strength and weaknesses, praise the strengths and help to eliminate the weaknesses.
3. Respect different points of view.
4. Strive for the highest degree of excellence.
5. Seek to know and understand one's teammates.
6. Respect and accept the decisions of coaches. When decisions are questioned, the athlete should direct their questions to the coach in private and follow appropriate channels to voice concerns.
7. Refrain from partaking of drugs, in addition to the NCAA banned list posted, which would enhance performance or modify mood or behavior at any time during a season unless prescribed by a physician.
8. Refrain from using alcohol while representing the College at competitive events or official social events related to such competition.

Competition:

1. All team members will wear issued equipment/uniforms so that the team is dressed in a unified way. All equipment issued should be returned promptly after competition or trip. The final responsibility for all uniforms, equipment, etc. shall lie with the head coach.
2. Refrain from all types of behavior that would result in an unsportsmanlike conduct infraction.
3. Be respectful of officials. No arguing or name calling of officials will be permitted. Do not taunt the crowd. Take care of the business at hand. You are a role model, be respectful of those around you.
4. Display sportsmanship at all time; congratulate opponents, regardless of outcome, per the AMCC guidelines.
5. Treat all facilities (home and away) with respect.
6. Make sure your team area is cleaned up after competition - both home and away contests.
7. Help support and promote other Hilbert athletic programs.
8. When wearing Hilbert apparel, you are promoting yourself and the College. Act accordingly.
9. Media requests must be first approved by Sports Information Director and/or AD.
INITIAL ELIGIBILITY PAPERWORK - NCAA AND HILBERT COLLEGE

Before any athlete may participate in his/her first practice session, he/she must complete NCAA forms and be certified eligible to compete for Hilbert College. This procedure occurs for ALL athletes each sports season. All head coaches will assist in the process and will submit the paperwork to the assistant Athletic Director. The head coach will be provided an update on the status of his/her team and must follow up with missing forms from his/her athletes.

1. NCAA - form 09-3c: Student-Athlete Statement
2. NCAA - form 09-3f: Drug-Testing Consent
3. Hilbert - Academic Policy
4. Hilbert - Drug and Alcohol Policy
5. Hilbert - Injury Statement
6. Hilbert - Insurance Information
7. Hilbert - Student-Athlete Profile Sheet (SID)

Physicats
Also prior to the first practice session, each athlete must show proof of being physically fit to compete in a Division III athletics program with an evaluation date of March 09 OR LATER. Each athlete is required to have documentation from either 1) their primary physician (use the physical release form #6 posted below) if they are a first year athlete at Hilbert College or 2) a re-check of their vitals by our medical staff on campus for returning athletes or 3) an evaluation from Buffalo Spine and Sports Institute, PC, for first year and returning athletes. Buffalo Spine and Sports will be on campus August 19th, 2009 from 9 am to 11 am - this is a FREE physical for all athletes. This change in policy is due to the new NCAA standard of care for all student-athletes. Athletes may not participate in any practice or contest until they show proof that they are in satisfactory condition. The head coach is responsible for making sure that the athletes are eligible to participate, and for providing the assistant Athletic Director with the necessary documentation to prove the athlete’s ability to participate. The assistant Athletics Director is responsible for keeping records and documentation of the athlete’s eligibility.

All necessary forms can be found in the very back of this booklet. These forms need to be returned to the head coach who will provide his/her team's information to the assistant Athletics Director.

In addition to the forms mentioned above, each student-athlete will be evaluated for their academic progress to meet specific standards in order to be eligible for competition.
Student-Athlete Advisory Committee (S.A.A.C.):

The Student-Athlete Advisory Committee is a select group of student-athletes representing each one of Hilbert’s intercollegiate athletic teams. Student-athletes who comprise the committee will meet 2x a month, with the club advisor (assistant athletics director) to discuss topics concerning intercollegiate athletics, and to participate in various community projects. All student-athletes are eligible to participate. SAAC members usually are athletes who WANT to be involved, who WANT to give back to the community and who WANT to take a lead with projects. Coaches are asked to recommend athletes who are self-starters, who are leaders and are athletes who really want to make a difference while they are here at Hilbert College.

The Student Government Association funds the SAAC and encourages all student-athletes to develop their leadership skills by participating in club activities. Meetings are schedule around class times, team practices and games as to minimize conflicts.

Academic Policy

A. Class Attendance

A student-athlete at Hilbert College is expected to attend all meetings of a class for which he/she is registered. In the event that the student is repeatedly absent from classes, the head coach and AD are responsible for enforcing the class attendance policy. Student-athlete class absenteeism can result in disciplinary action by the head coach beginning with holding the athlete out of practices, to having the athlete sit out of games and end with the athlete being dismissed from the team. It is not permissible to miss class for an on-campus practice. If class is missed due to an approved contest, the student-athlete is responsible for advising the class instructor in advance of the missed class and for making up any missed assignments.

B. Academic Integrity

Students are responsible for their academic work. Plagiarism and other forms of cheating or dishonesty may result in a failing test, course grade or suspension. All student-athletes are subject to the same academic policies and procedures that are applied on a College wide basis.
C. AMCC Academic Standards

All student-athletes must have a 2.0 Cumulative GPA by the beginning of their sophomore year (24 credit hours) in College in order to be eligible to compete in the AMCC. This conference-wide standard was approved by the Presidents of each AMCC institution at their ‘06 summer meeting. If a student-athlete’s GPA does not meet the standard, there is a waiver opportunity available if, after two full-time semesters, their cumulative GPA falls between 1.75-1.99.

D. Institutional Eligibility

Hilbert College has developed its academic eligibility requirements, in conjunction with all NCAA requirements that are applicable at this level.

1. All athletes must be enrolled as full-time students (minimum of 12 credit hours).
2. Full-time students must have accrued a minimum number of credits to comply with what Hilbert defines as satisfactory progress.

The following chart should be used in determining academic probation or dismissal:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Academic Dismissal</th>
<th>Academic Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-30</td>
<td>Below 1.30</td>
<td>1.30-1.50</td>
</tr>
<tr>
<td>31-60</td>
<td>Below 1.50</td>
<td>1.50-1.70</td>
</tr>
<tr>
<td>61-90</td>
<td>Below 1.70</td>
<td>1.70-1.90</td>
</tr>
<tr>
<td>91-120</td>
<td>Below 1.90</td>
<td>1.90-1.99</td>
</tr>
</tbody>
</table>

No differences between Associates and Bachelors

E. Academic Honors/Awards

Hilbert College and the AMCC recognizes academic achievement of our student-athletes by publicizing an AMCC Academic All-Conference team. To qualify, a student-athlete must maintain an overall GPA of 3.2. The AMCC All-Conference team is announced in the spring semester after students return from the winter semester break. All athletes receiving honors will be awarded a certificate from the Conference Office.

Hilbert College student-athletes are also eligible for consideration into the Chi Sigma Alpha national Student-Athlete Honor Society. Our student-athletes must post a minimum GPA of 3.4 and more importantly demonstrate good moral character. This award is given to juniors and seniors and will be announced in the spring semester and awards are distributed at the Athletic Sports Banquet.
E. Academic Services:

The Academic Services Center is located in Room 107 of Bogel Hall. The Center provides a wide variety of services to aid the student-athlete in their academic success including:

**Tutoring**

Currently the Center offers both peer and faculty tutoring in Accounting, Writing, Statistics, and Math. The sessions are on a ‘drop-in’ basis and the hours are posted outside the Center at the beginning of each semester. Tutorials are available in both hard copy and computer software covering a wider variety of arenas such as Psychology, Math, Accounting, Criminal Justice, Spanish and Writing. Tutorials are also available on the computer to help students preparing for the Graduate Record Exam.

**Testing**

The staff in Academic Services administers placement tests and make-up test. The Office of Admissions, after reviewing academic transcripts, determines which placement test, if any, are necessary for incoming students. Also, current students can make arrangements for make up testing with course instructors. Once an instructor has agreed to allow the student to make up a test, the student picks up a testing request form in the Center while scheduling an appointment; the student then gives that form to the instructor who will provide the Center with the make up test copy. All tests must be scheduled at least 24 hours in advance.

**Study Skills**

Students are encouraged to use the Center for assignments, as a place to study or to review class notes. Study groups are welcome. Individual help is available to brush up on study skills, time management techniques, note-taking styles and /or organizational skills. Ten computers are dedicated to student use only, for writing papers, internet research, accessing the on-line catalog and electronic databases of McGrath Library and utilizing the on-campus e-mail system.

**Special Needs Accommodations**

The Center works with students who have special learning needs, to set up document supported accommodations, academic adjustments and auxiliary aids. Examples of accommodations offered are: alternate testing location, extended time for testing, testing on computer, textbooks on tape, and use of a note taker. Students requesting services are encourage to contact the Center Director as early as possible to provide documentation and to discuss their needs.

**Resident Students**

Since student-athletes sometimes have different study habits due to practice and game schedules, there is tutoring available in the Resident Hall: Sunday - Thursday from 9 pm until 12 midnight. Drop-ins are welcome, but, please be respectful of your ‘drop-in’ hours - this service is not available 24 hours a day.
**PRACTICES:**

**Schedules**
Coaches are required to submit 4 copies of their activities including practices, scrimmages and team functions to the following people: Athletics Director, assistant Athletics Director, Athletic Trainer, & Facilities Coordinator. A master schedule for the entire Athletic program will be compiled and distributed by the Facilities Coordinator on the 1st of each month to all coaches, Maintenance, Campus Safety and other selected personnel. It is expected that if a practice is cancelled or two teams are switching times, the Facilities Coordinator and athletic trainer are both notified in writing. If a coach is cancelling practice all together, it is expected that the AD, Facilities Coordinator and athletic trainer be advised of the change as soon as humanly possible. Amendments to schedule must be submitted via e-mail no later than 6 hours prior to change.

**Varsity Locker Rooms:**
The varsity locker rooms are designated to the teams that are “in season”. There are no locks available for the storage bins in each locker. If an athlete wants to lock up their equipment with their own lock, the head coach shall obtain a copy of the combination or key for the lock. Any locks not removed in a timely fashion at the completion of their season are subject to being cut off.

**Team Priority in Facilities:**

**Fall (August - November 1)**
- Varsity Locker rooms: Soccer & Volleyball teams
- Soccer Fields: Men’s and Women’s Soccer teams
  - Immaculata Girl’s Soccer team
- Gym: Women’s Volleyball team
- Baseball Field: *Baseball Team, non-traditional season*, Immaculata JV soccer team
- Softball Field: *Softball Team, non-traditional season*

**Winter (November 1- March 1)**
- Varsity Locker rooms: Basketball & Men’s Volleyball teams
- Soccer Fields: Vacant
- Gym: Basketball, Men’s Volleyball team, *baseball, softball*
- Baseball Field: Vacant
- Softball Field: Vacant

**Spring (March 1 - May 15)**
- Varsity Locker rooms: Baseball, or Softball teams
- Soccer Field: *Men’s and Women’s soccer, non-traditional season*
- Gym: Baseball and Softball teams
- Baseball Field: Baseball team
- Softball Field: Softball team and Immaculata Academy Softball team
Recreation Center work space:

Coaches Office:
All head coaches have a cubical in the Varsity Coaches Office (Room 102) in the Recreation Center equipped with a phone and a computer. It is necessary that only work-related activities take place on the College’s computers. Coaches will use the room for recruitment, captains meetings, file storage, organizing before and after contests.

It will be expected that only coaches and captains be allowed in the office area. Please be respectful of your associates and their work areas. **At no time will student-athletes be allowed to use the computers in the coaches office.** There are many computer labs on campus where student-athletes can perform their class work or retrieve e-mails. Please be sensitive to your fellow head coaches privileged information which is accessible on their computers.

Training Room (also see Sports Medicine):
The training room is available before and after games and practices and is staffed by an athletic trainer. It includes an ice machine, ice cups, whirlpool, hot packs and first aid supplies. The taping cart will be stocked with minimal supplies. Any athlete who needs to be taped or who requires treatment must wait until the athletic trainer arrives on campus. There is NO self-treatment occurring without the direction of the athletic trainer. This room will be kept locked during the day. Each head coach will be provided a training kit full of necessary supplies for their team’s road games.

Storage Room/Equipment Lockers:
The storage room should be kept in an organized manner. All equipment will be kept in your team’s designated equipment cage unless the equipment is too large to store. Each cage is equipped with a combination lock and the only person who has the combinations for all cage locks is the Facilities Coordinator.

All sports-related equipment purchased by Hilbert College from your team’s annual budget-line or Even Exchange budget-line is the property of Hilbert College and MUST be kept in the sports cage even when not in season (year-round). Your team purchases will be tracked to monitor the security of all equipment and clothing. To remove athletic-issued equipment from campus, you MUST first get approval from the Athletics Director AND Facilities Coordinator.

Laundry Room:
The laundry room is available, with the coaches supervision, to wash team uniforms and accessories. It includes a washer, dryer, and clothes rack full of hangers. It is highly recommended that ALL uniforms are to be washed and hung to dry in the laundry room. Uniforms should not be taken off campus unless the team is competing in an away game. Once the team returns to campus or finishes the home game, all uniforms can be collected in the black rolling basket provided for each locker room and the team is responsible for the care of the game equipment.

PLEASE ADVISE THE ATHLETIC FACILITIES COORDINATOR when the laundry detergent is low. Complete the laundry soap request form and slip it under her door.
ATHLETIC FACILITIES: Hafner Recreation Center and outdoor athletic fields

All persons who plan on using any of the buildings facilities, including but not limited to the center's basketball floor, Fitness Center, training room, locker facilities, and outdoor fields must have a Hilbert I.D. card and/or be cleared through the Athletic Department. The center is open to all students, staff, faculty and invited guests. Hilbert students, faculty and staff always have first priority for use of facilities if no event or practice has been scheduled. Reserving space for use in the recreation center and outdoor fields can be done through the Athletic Facilities Coordinator. Those who use the facility assume all risks inherent in the use of the recreation center, outdoor fields. Users who violate any of the facility’s rules, including excessive rowdiness or offensive language or behavior, will be asked to leave the facility. Open Gym time will be from 9:30 to 11:00 p.m. each evening.

*** Open gym time is subject to change according to the Athletic Departments discretion.

Rules and Regulations regarding Guests and Visitors - Gym and outdoor fields:
Monday - Thursday: one guest per approved user. The Athletics Department will make special considerations for families. All guests are required to be at least 18 years old and in good physical health.
Friday - Sunday: No limit to the number of guests provided all overnight guests are registered with Student Life and have copies of proper paperwork. All guests are required to be at least 18 years old and in good physical health.

RECREATION CENTER HOURS OF OPERATION:

ACADEMIC SESSIONS:
Sun. - Thurs. 8:00 am – 11:00 pm
Fri. – Sat. 10:00 am – 6:00 pm

SUMMER HOURS
Mon. - Fri. 8:00 am - 6:00 pm

RULES
1. Users must have a valid Hilbert I.D. card in order to use the facilities, unless they are authorized by the Hilbert Athletic Department.
2. Users must use the general locker room areas; they will not be allowed to use the Varsity locker rooms.
3. Unauthorized persons are not allowed in the equipment room, the laundry room, the coaches office or the training room.
4. No eating or drinking on gym floor
5. No smoking ANYWHERE in the Recreation Center
6. No dark soled or dress shoes on the Gym floor

OUTDOOR FIELDS:
Currently, the College maintains 4 sports fields on/or next to the Hilbert College campus: 1 game soccer field - directly behind apartments and Trinity Hall; 1 ‘old’ soccer field - directly behind the rec center; 1 softball field, and 1 baseball field. The use of these fields is also managed through the athletic facilities coordinator’s office. Hilbert College athletic team practices and games take precedent over Immaculata Academy’s scheduled events, although we attempt to maintain a good relationship and will be flexible with rescheduled events. Hilbert College’s club teams may use the fields with the proper notification to the AFC. Lastly, outside rentals do use the fields and must have documentation of their approved status. Campus safety must be notified so that the renters are not removed by mistake.
FITNESS CENTER  

Yearly Membership fees:

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students, Faculty and Staff</td>
<td>$0.00</td>
</tr>
<tr>
<td>Alumni and Adult Faculty family</td>
<td>$100.00</td>
</tr>
<tr>
<td>Adult family of Alumni</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Membership fee check made out to “Hilbert College” and given to Rob deGrandpre in the Athletic Administration office. The new member must take their receipt and a proof of payment form to the Student Life Office. A Fitness Center I.D. Card will be provided at this time unless the new members has a College ID. This card is required to be scanned every time you use the Fitness Center.

The Fitness Center IS NOT open to the general public

HOURS OF OPERATION:

ACADEMIC SESSIONS:

- Sunday: 6 pm - 11 pm
- Monday - Thursday: 8 am - 11 pm
- Friday: 10 am - 7 pm
- Saturday: 1 pm - 5 pm

SUMMER HOURS

- Mon. - Fri. 8 am - 6 pm
- Sat. & Sun. closed on weekends

RULES

1. ALL USERS AND GUESTS MUST be 18 years of age.
2. Users must have a valid Hilbert I.D. in order to use the facilities, unless you are authorized by the Hilbert Athletic Department.
3. All weight room users must have a spotter when using free weights.
4. Unauthorized persons are not allowed in the equipment room, coaches office, the laundry room or training room.
5. No eating or drinking in the Fitness Center.
7. Athletic footwear only used in the Fitness Center. Work-out clothing only, no jeans, baggy clothes - for safety reasons.

HOUSING:

The Hilbert residence halls and 4 apartment buildings are under the direction of the Director of Residence Life. Permission from the Director of Residence Life and/or the Vice-President of Student Life must be obtained through the Director of Athletics for student-athletes who have a need to use the facility other than at times it is normally open. Requests for such housing should be made a minimum of 45 days in advance of the required stay, and must be submitted in writing to the Director of Athletics. Examples of these times are: holiday vacation periods during the academic year (Presidents Day, Thanksgiving, Christmas break, Easter break) as well as training camp in August before classes begin.
INSURANCE

This is an area of particular interest and concern, given the nature of athletic participation and the risk of subsequent injury. Coaches and athletes are asked to use discretion and common sense when dealing with athletic injuries. **ALL ATHLETES MUST HAVE MEDICAL INSURANCE COVERAGE IN ORDER TO PARTICIPATE.**

INJURY REPORT FORMS

In addition, it is very important that steps outlined in the section are followed in a timely fashion, to insure proper payment and insurance coverage.

Any injury sustained requiring insurance payments will first be submitted through the student-athletes policy, whether it be through their parent’s policy or the student-athlete’s own personal policy. If there are any additional amounts which are not covered by the student-athlete’s insurance, Hilbert College’s policy will kick in **AS LONG AS THERE IS AN INJURY REPORT ON FILE WITHIN THE FIRST 48 HOURS AFTER THE INJURY.** Please be aware that there may be some deductible or co-pay which is not covered by either policy.

In the case of a life-threatening emergency (head injury, spinal, neck injury), students will be transported, via ambulance, for immediate medical attention. Students must make arrangements through their primary insurance carrier for such medical treatment, usually within 24 or 48 hours of such emergency treatment. All related costs should be submitted first to the primary insurance provider and additional amounts may then be submitted to Hilbert College for payment. Students/coaches will be responsible for filling out the appropriate accident form and filing it with the Office of Student Life no later than 48 hours after the incident.

In the case of non life-threatening injuries (sprains, pulls etc.), a student must first be referred to seek additional medical attention by Hilbert's athletic trainer, or by coach or representative of the athletic department. **Any student who seeks outside medical attention for such injuries without prior approval from an athletic department representative will not be covered by any Hilbert policy.** It is preferable that the referral be made by Hilbert's athletic trainer. Coaches should use discretion in referring student-athletes for further treatment or examination. Students are responsible to file appropriate paperwork in the Office of Student Life (copy given to the assistant athletic director’s office) within 48 hours of the incident. Failure to do so will place Hilbert's ability to cover an injury's expenses in jeopardy. Coaches should follow up with student-athletes to make sure that appropriate paperwork has been filled out.

TEAM RULES:

The Head Coach is responsible for the total conduct of his or her sport program within the limits of authority defined by school and NCAA policies, rules and regulations. All policies established by coaches are in the best interest of student-athletes and shall be enforced without prejudice. All training rules and rules of curfew or conduct shall be established by the head coach. All rules shall be clearly stated, and circumstances which result in the removal of the student-athlete from the program should be specifically defined. These rules shall be submitted in writing to, and are filed by, the Director of Intercollegiate Athletics.
COMPETITIONS:

Meals:

The Head Coach is responsible for providing meals to the players when meals are missed due to travel for away games or the café is not open due to scheduling conflicts. A cash request for the meals should be made out at least 3 days ahead of time. The general allotment for meals are as follows: $4 breakfast, $6 lunch, $8 dinner = $18/player/day. When the cafeteria is not open due to holiday breaks and the team’s practice schedule requires players to be on campus, the Head Coach is also responsible for providing the players with meals. Examples are: Fall Preseason Training, October long weekend, Christmas break and Easter break.

Game Scheduling:

The Director of Athletics and Assistant Director of Athletics, in close consultation with Head Coaches, will create a competitive schedule with the appropriate number of contests for each program. Game scheduling should always be balanced during the weekdays ~ being sensitive to our class schedules so that our student-athletes and their class attendance is not compromised.

Equipment:

All practice gear provided to every student-athlete is the property of Hilbert College and your sports program. If there becomes a point in the season where you are separated from the team due to injury, or quitting or removed due to infractions, all the equipment and gear provided to you MUST be returned to your head coach within 48 hours of final separation. If any equipment or gear is not returned to your head coach, steps will be taken in the Student Records Office and a ‘hold’ will be placed on your account. This will result in a freeze on your account until equipment is returned or until a payment is made by you for the replacement of the equipment or gear.

At the completion of the season, your head coach will collect all uniforms, balls, travel bags, practice gear, etc. which is normally returned post season. If your coach allows you to keep certain items, you will be advised of these decisions in advance - otherwise - return everything!

The Athletics Department has decided to have all athletes wear one uniformed style of warm-up suit. This will project an image of togetherness and team. The suit will not be altered, and the pants will not be rolled up. Each athlete will look professional and represent the College in a positive manor. Each team will be expected to wear only the Boathouse suit when traveling and representing the College.

The Boathouse suit is a valuable piece of equipment for which each athlete individually will be held accountable for if it is lost, stolen or damage beyond repair. Once the athletes eligibility has been exhausted, or the athlete graduates, the Boathouse warm up suit will be given to the student at the competition of his/her final season.

The suit will be distributed in the fall and collected in the spring, each year. Each suit will be evaluated for damage and to determine if any repairs need to be done over the summer months. If any part of the warm up has to be replace, the athlete will be held responsible to pay for the purchase of a brand new Boathouse suit.
Travel:

Student athletes, coaches, and any representative of the College and/or athletic department are expected to follow certain minimum standards when representing themselves, their teammates, and the school, during competitions with other institutions. All Head Coaches are responsible for the behavior of their student-athletes, who are to adhere to the Hilbert College Athletic Travel Conduct Code, regardless if your team is on the College premises or when they are involved with off-campus activities representing the College. Because of the high visibility of student-athletes, this expectation is further extended to the public arena. The Department of Athletics will review violations of misconduct, and may apply further sanctions as they relate to participation in athletics.

Inclement Weather:

In the case of bad weather the coach should contact the opposing school before they leave to get a weather report and give the athletic cell phone number to them in case the weather changes. If the driving conditions become unbearable, pull over and wait at the closest available spot, or if the weather is not going to let up and it is late try to find a local hotel to stay in. Use your best judgment. We would rather pay the extra money to put you up in a hotel rather than have someone get hurt.

Hotels:

The Assistant Athletics Director is responsible for finding lodging on away trips. The Assistant Athletics Director will reserve the rooms, set-up payment through the Athletic Department’s credit card, send rooming list (prepared by head coach) and confirm all arrangements prior to the overnight trip. The credit card will not travel with the team. All receipts must be returned to the Assistant Athletics Director to ensure proper payment.

Transportation:

Each Head Coach must decide on the type of ground transportation they would like to use...always keeping in mind the overall budget. Some teams will travel together (men and women) on the same bus - 56 passenger. The two programs will split the cost of the bus (and the driver’s hotel room, if an over night trip). Hilbert College owns one 12-passenger van (‘05) and it is priority-based for athletic teams. The Key to the van is available in the travel log binder in the Athletic Administrative Office. In case of an emergency, there are contact numbers located in the binder for reference. NO student is permitted to drive the team van. The van should be kept clean, and returned with a full tank of gas. A Kwik-fill gas card is kept in the van. Receipts must be kept for each time the gas card is used, and turned into the Assistant Athletics Director. If more than one vehicle is required, Budget Rent-a-Car is available in Orchard Park. When ever possible, a 5 passenger College car will be considered for local trips. ALL OCCUPANTS ARE EXPECTED TO WEAR SEAT BELTS / SAFETY HARNESSES AT ALL TIMES. All drivers must drive the local speed limit and should always take caution with poor or limited driving conditions.

For trips that require a second 12 passenger van or a 7 passenger van, the Assistant Athletics Director will secure the reservation with Budget. The coach should notify the Assistant Athletics Director with departure and arrival times.
Travel Conduct Codes

1. Dress appropriately when representing the College. Do not wear apparel with alcohol or cigarette advertisements or offensive language.

2. In public you should be respectful and mature. Horseplay and using profanity is not acceptable behavior. Maintain an overall businesslike manner.

3. Vandalism and theft of any kind in hotels, restaurants, sites of competition and all other places will not be tolerated. Take proper care of hotel rooms and be respectful of other hotel guests.

4. Always clean up the locker room after your team’s use when you travel.

5. When traveling overnight with team and staying in a hotel: there should be a curfew with a room check.

6. When staying at hotel with team, NO ONE regardless of age should enter bar or lounge area.

7. Make sure your coach knows where you are at all times.

SPORTS INFORMATION: score and stats reporting

The Director of Athletics coordinates all publicity and promotion of student-athletes and each program through the position of the Sports Information Director. Any information distributed through the media and various College publications regarding student-athletes will be released through the office of the Athletic Director. The SID position is in place to assist the student-athletes, coaches and athletic personnel in achieving positive publicity and recognition for their efforts in the name of Hilbert College. Information regarding special accomplishments not readily available or known to the Athletic Department should be remitted to this office. Out of season and summer achievements, academic and nonacademic recognition and community service should be submitted in a timely fashion.

Student requirement:

Each student-athlete will be asked to complete a student-athlete sports information profile to be used as an aid in helping with the publicity effort. Student-athletes assume a role as representatives of Hilbert College. Therefore, they inherit a responsibility to Hilbert, their teammates, coaches, and fans to interact cooperatively with the media. The SID office will assist student-athletes in fostering and developing a positive approach to the media. Student-athletes should realize that the opportunity to deal with the media is a learning experience in developing communication skills that will be helpful in their professional and business careers. All interviews for student athletes must be cleared with the athletic director and/or SID. If student athletes encounter any problems with the media, they should contact the athletic office immediately.
Coach requirement:
All Head Coaches are required to submit a pre-season preview as well as assemble a brief biography or update their personal information yearly with the SID. The College’s web site and any other team-specific information conference-wide will need to be updated as well. A new head shot of Coaches and team members along with team photo is scheduled with the SID office. The Head coach will also provide the SID office with updated roster information and advise of any changes immediately. Post-game quotes must be provided to the SID within 45 minutes of game completion. This aids the written documentation which appears on the college’s website and local weekly news papers.

SPORTS MEDICINE:

Athletic Trainer
Hilbert College provides a certified athletic trainer for all home athletic contests and most practice dates, offering the following services to the Hilbert athletic department and visiting student-athletes: athletic first aid and emergency care; evaluation and diagnostic services; preventive programs for athletics; non-surgical treatments; rehabilitation.

Medical Emergencies
Medical emergencies during an athletic contests are to be conducted in the following manner:

1. All emergencies will be evaluated by the trainer at the site, whether practice or game situation. In the case there is no trainer present, the situation will be evaluated by a Head Coach.

2. The need for an ambulance to transport an athlete will be determined by the trainer, or in the case no trainer is present, the Head Coach. Campus Safety will be contacted when needing off-campus assistance. Coaches should follow Hilbert policy regarding contacting emergency personnel, and are responsible for all follow-up including reports to the Director of Athletics.

3. The coach will be informed of the athlete’s condition by medical personnel from the medical facility and/or the trainer, and the coach will contact Hilbert’s Athletics Director with all information that same night.

4. The Head Coach must provide the Athletics Director with a completed Injury Report Form within 24 hours of the injury. SEE FORMS.

The coaching staff will be advised by a physician or trainer as to the injured athlete’s status and level of participation. A coach disregarding advice for non-participation will be liable for further injuries the athlete may receive due to the first injury, and will be subject to sever disciplinary action. A final decision of participation lies solely with the physician treating the athlete or the athletic trainer, depending on the severity of the injury. A written note of clearance is required to return to activity.
GRIEVANCE POLICY

The Hilbert College Athletic Department is committed to prompt and fair resolution of all complaints or grievances in the most equitable way possible for all persons concerned. In all instances, the principles of fair play and due process, consistent with the student's rights and responsibilities, will determine departmental action. The department expects that attempts will be made to resolve any complaints or grievances through the procedures outlined below. If satisfactory resolution of the problem proves impossible through the informal mechanism, formal grievance procedures may be employed.

Any student with a complaint or grievance involving an athletic team coach, department official, or policy should discuss and attempt to resolve the complaint or grievance with the person(s) responsible. All persons involved in the process should make every attempt to resolve problems as promptly as possible. If satisfactory resolution cannot be reached by the parties involved, the following actions may be taken by the grievant:

1. The grievant may consult informally and confidentially with the Athletics Director. With the aid of that person, the grievant may attempt to identify other approaches to resolving the problem. After consultation, the grievant should make an additional attempt to resolve the problem with the person(s) involved.

2. If no satisfactory resolution of the complaint or grievance can be achieved, the grievant may request that the Athletics Director call together the persons involved in an attempt to facilitate an informal resolution.

3. If a meeting among those involved is not feasible or if the parties are unable to resolve the complaint or grievance to their satisfaction, the grievant may request the involvement of the Faculty Athletics Representative.

4. At the point when the Faculty Athletics Representative becomes involved, the grievant should outline in writing the complaints, the persons involved, and other pertinent information.

5. The Faculty Athletics Representative, the Athletics Director and all parties involved will reach a decision within 72 hours and notify the grievant in writing.

EXIT INTERVIEWS

The Athletic Department will conduct confidential interviews of selected student-athletes at the conclusion of each academic year. Student-athletes will be randomly selected to discuss and provide input on a range of athletic issues to better assess individual athletic programs and the policies of the Athletic Department. Information will be provide to the Director of Athletics to aid in program evaluation. The identity of selected student-athletes will not be revealed.
Internet Social Networking Community Sites. Internet sites such as Facebook.com, MySpace.com, Xanga.com, Friendster.com and others provide individuals with an opportunity to interact with an extraordinarily expansive universe of new people and connect with current friends. Postings on personal profiles, groups and chat rooms are in the public domain and easily accessible by anyone including reporters, parents, coaches, groupies, predators, employers, and graduate school admissions officials. Once information is posted, it can be retrieved by computer savvy individuals even after it has been deleted.

Athletic Department Policy. Participation in intercollegiate athletics at the Hilbert College is a privilege, not a right. Athletic Department conduct policy currently states, “Student-athletes shall deport themselves with honesty and good sportsmanship. Their behavior shall AT ALL TIMES reflect the high standards of honor and dignity that characterize participation in competitive sports at Hilbert College.” While the Athletic Department does not prohibit student-athlete involvement with internet based social networking communities, this high standard of honor and dignity encompasses comments and postings made to internet sites. The Athletic Department along with the College reserves the right to take action against any currently enrolled student-athlete engaged in behavior that violates College, Department, or team rules, including such behavior that occurs in postings on the internet. This action may include education, counseling, team suspension, termination from the varsity team.

Recommendations. Immediately review any internet websites you may have posted on the internet to ensure that the postings are consistent with College, Department, and team rules and that they present you in a way you want to be portrayed. For your safety and privacy, you should refrain from posting and should promptly remove any personally identifiable information such as telephone number, address, class schedule and places frequented as well as any photos you may have posted. Alert the Information Services department of any sites that falsely appear to be yours as this constitutes identity theft, and the College will assist your efforts to have the offensive site removed. Be cautious about which chat groups you join to be sure you want to be publicly associated with that group. Once you become a member, you are linked to the discussion that takes place within that group. Only the group’s administrator is able to delete your group membership or postings made to a group site.
ATHLETIC AWARDS DINNER

Near the completion of the academic year, a banquet honoring all Hilbert athletes and their respective programs will be held. A number of awards will be handed out, both departmentally and by program. Each program will make the following awards, with criteria for each award determined by the coaching staff in that program:

1. Most Valuable Player
2. Coaches Award
3. Most Improved Play

Criteria for these awards should include dedication to the sport, sportsmanship and fair play and other intangibles not specifically tied to athletic ability. Each award will be of the same style and composition for both male and female athletes. The initial recommendation for award consideration must be made by the head coach of the sport in which the student has engaged. Final approval for all awards will be made through the Director of Athletics. The requirements for earning an award shall be at the discretion of the head coach of each sport. However, there shall be the following stipulations:

1. An award is a special accomplishment for participation. The determining factor for earning an award is participation as a team member for the entire season.
2. Non-athletes (such as team managers, etc.) are eligible for awards.
3. A coach may recommend an award be granted to an athlete whose potential for outstanding performance and commitment has been interrupted for reasons of injury or illness. Such a recommendation will be considered by the Director of Athletics in consultation with appropriate staff members.
4. Each head coach shall turn in a list of award winners

Other awards include the McGrath Awards, going to the graduating male and female student-athlete with the highest grade point average; Senior Athlete Awards, going to all student athletes who are graduating or have satisfied their final season of eligibility.

Hilbert also is proud to sponsor a Sports Hall of Fame. Members of the Hall of Fame selection committee serve at the request of the Athletic Director. Every attempt will be made to have representation from the school, past athletes at Hilbert, and the community to vote on induction into the Hall, the purpose of which is to honor and recognize the men and women who have exhibited excellence to the athletic programs at Hilbert. Criteria for student-athletes shall include:

1. Be a graduate of Hilbert College for at least five years.
2. Participated in at least one intercollegiate athletic program.
3. Some level of regional or national recognition.
4. To have been an outstanding representative of Hilbert and the community.

To qualify as a Hall of Fame Coach, the nominee must have exemplified the philosophies of Hilbert College by upholding its ideals and having served in the best interests of the Hilbert Athletic Department. The Hall of Fame Award honors an individual whose positive impact has enriched the lives of his/her student-athletes, fellow coaches, and the Hilbert community. Nominees for the Hall of Fame will no longer necessarily be in the employ of Hilbert, but will have served sufficiently long enough to impact the growth of the program.

To qualify as a Hall of Famer in the category of meritorious service, the nominee must have, over a period of years, exhibited unparalleled dedication, loyalty and commitment to Hilbert and the Hilbert Community. Individuals are selected to the Hall of Fame by the Hall of Fame selection committee. Waiver of criteria will be considered by the committee only.
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 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) does 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.

Bylaw 31.2.3. Banned Drugs
The following is a list of banned-drug classes, with some examples of substances under each class. No substance belonging to the banned drug class may be used, regardless of whether it is specifically listed as an example.

(a) Stimulants:
- amphetamine
- betamethasone
- benzphetamine
- caffeine
- chlorpheniramine
- cocaine
- crosetamide
- diethylpropion
- doxapram
- ephedrine
- ethamivan
- ethylamphetamine
- fencamfamine
- moclodinone
- methamphetamine
- The following stimulants are not banned:
  - phenylephrine

(b) Anabolic Agents:
- anabolic steroids
  - anastrozole
  - clomiphene
  - tamoxifen

(c) Substances Banned for Specific Sports:
  - Rifle:
    - alcohol
    - pindolol
    - atenolol
    - propranolol
    - metoprolol
    - timolol
    - nadolol

(d) Diuretics and other urine manipulators:
- acetazolamide
- bendroflumethiazide
- benztiazide
- brometionide
- chlorothiazide
- clonidine
- diuretics

(e) Street Drugs:
- heroin
- marijuana
- tetrahydrocannabinol (THC)

(f) Peptide Hormones and Analogues:
- corticotrophin (ACTH)
- growth hormone (hGH, somatotrophin)
- human chorionic gonadotrophin (hCG)
- insulin like growth factor (IGF-1)
- leutenizing hormone (LH)
  - (all the respective releasing factors of the above-mentioned substances also are banned.)
- erythropoietin (EPO)
- sermorelin
- darbopoetin

(g) Anti-Estrogens
- anastrozole
- clomiphene
- tamoxifen

(h) Definitions of positive depends on the following:
  - 1for caffeine—if the concentration in urine exceeds 15 micrograms/ml.
  - 2for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of androstenedione in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
  - 3for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.
31.2.3.4.1 Drugs and Procedures
Subject to Restrictions.
The use of the following drugs and/or procedures is subject
to certain restrictions and may or may not be permissible,
depending on limitations expressed in these guidelines
and/or quantities of these substances used:
(Revised: 8/15/89)

(a) Blood Doping. The practice of blood doping (the
intravenous injection of whole blood, packed red
blood cells or blood substitutes) is prohibited, and any evidence
confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)

(b) Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:
(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)
(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and
(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

(c) Manipulation of Urine Samples. The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epistosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)

(d) Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)

(e) Additional Analysis. Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised:
SUBSTANCE ABUSE

Due to your participation in intercollegiate athletics at Hilbert College, you are immediately recognized as a leader who is expected to make responsible decisions. The following policy regarding Drug and Alcohol use is a College wide policy that the Athletics Department will observe. Please remember your actions impact more than just yourself – you are a member of a team and you represent the entire athletics department and College as a whole.

A. College Drug and Alcohol Policy

As part of its mission and objectives, Hilbert College is committed to providing all students, faculty, and staff with a safe, healthful and pleasant environment in which to study and work. Part of this commitment is that the College will be completely free from the presence and adverse effects of illegal drugs and unauthorized use of alcohol.

This Program was developed to accomplish the above objective and to comply with the College’s legal obligation. The Higher Education Amendment of the Drug-Free Schools and Communities Act of 1989 require that all institutions of higher education prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Similarly, the Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants to maintain a drug-free environment. The above laws require that Hilbert College adopt and implement certain mandatory rules of conduct, and strictly enforce these rules by disciplinary measures.

Each student, faculty, and staff member is personally responsible to ensure his or her compliance with all rules, procedures and other requirements that are mandated by the College. The Rules of Conduct and the Student Alcohol and Drug Policy contained in this program are no different in this regard. If any student, faculty, or staff member has a problem with drug or alcohol dependency which could lead to a violation of the Rules of Conduct and result in disciplinary action, he or she must do what is necessary to see that a violation does not occur. If professional treatment or other outside assistance is needed to help resolve the dependency problem, it is the responsibility of the student, faculty, or staff member to obtain such assistance and work toward a successful resolution of the problem. The Counseling Office is available to provide information and confidential, professional referrals to students who conscientiously request such assistance. The Employee Assistance Program is available to members of the faculty and staff who require assistance. If assistance is desired or questions arise concerning any drug or alcohol related matter, contact should be made with the Director of Counseling. Inquiries will be kept confidential.
B. Rules of Conduct and Discipline for Alcohol & Drugs - Students

The following Rules of Conduct constitute conditions of enrollment with the College. All students agree to abide by these rules, and any violations of these rules will be dealt with by whatever disciplinary measures the College deems appropriate, as described below.

1. The unlawful manufacture, distribution, selling, intending to sell, dispensing, possession or use of a controlled substance or illegal drug on College property or as part of any College activity is prohibited.

2. Possession or consumption of beer, wine, liquor or any other form of alcohol on College property unless in accordance with policies pertaining to parties, campus wide events, and residence facilities as stated below. (The rule applies to all students and includes any bottle, can, mug, or any other container used to transport alcohol).

3. Unlawful possession or use of controlled substance or illegal drug.

4. Providing a controlled substance or illegal drug to another person.

5. Possession of paraphernalia for illegal drug production or use.

6. The unlawful or unauthorized consumption of alcoholic beverages on College property or as part of any College activity is prohibited.

7. Public intoxication or drunk and disorderly conduct are prohibited.

8. Giving or selling alcoholic beverages to anyone under the age of 21.

9. Giving or selling alcoholic beverages to anyone who is intoxicated.

10. Driving under the influence of any substance while on campus.

11. Violation of federal, state, and local ordinances with respect to possession, purchase, transport, and use of alcohol, controlled substances or illegal drugs.

12. Regulations specifically concerning consumption of alcoholic beverages in residence facilities:

   a. The consumption of alcohol in residence facilities will be subject to all state and federal laws governing the consumption of alcohol as well as any and all regulations mandated by Hilbert College regarding the use of alcohol.

   b. No student or guest under the age of 21 should have full or empty beer, wine, or any other alcohol bottles or cans in his/her possession. Residents of legal drinking age will be permitted to consume alcohol ONLY in 21+ student bedrooms or apartments. Alcohol is not permitted to be served while underage people are present in 21+ rooms or apartments. It is considered a violation of our policy if alcohol is consumed by any student or guest, no matter their age, outside of these designated 21+ areas unless at a sanctioned event compliant with the Policy Regarding Alcohol at Campus Events.

   c. Alcohol will not be permitted in any common area including lobbies, lounges, laundry rooms, or hallways.

   d. The amount of alcohol allowed for residents 21 years of age or older for personal consumption in a 24-hour period should not exceed 12 cans of beer, 1 liter of wine, 4 wine coolers or malt beverages or other commercially marketed beverages of similar nature per within a 24 hour period. Apartments units with residents 21 years of age or older should not exceed 24 cans of beer, 2 liters of wine, 8 wine coolers or malt beverages or other commercially marketed beverages of similar nature within a 24 hour period. Empty containers must be properly disposed of daily.
e. No hard alcohol, beer kegs, and/or beer balls are allowed in any of the residence facilities. Liquor bottles, full or empty, are not allowed in residence facilities. Open containers are not allowed outside student rooms.

f. Resident students are permitted to have a maximum of 6 people in a room or 10 in an apartment at any given time, including themselves.

g. Resident students are responsible for the behavior of their guests and the rules and regulations of the Alcohol and Drug Policy. Resident students are responsible for any damage caused by their guests to their rooms and/or residence facilities. Such guests must follow the rules and regulations of the Alcohol and Drug Policy.

h. Students assume responsibility for their behavior regarding use of alcohol in residence facilities. Students, who are in an intoxicated state and if it is deemed necessary to have an ambulance called, will be responsible to pay the full cost associated with the EMS services provided.

13. Proximal Complicity If a student enters an area where a violation of policy is occurring, or a violation is initiated in an area that he or she is in, the student should immediately leave. Otherwise, by choosing to remain, the student assumes responsibility for all behavior and items in that room, regardless of his/her participation, unless it can be clearly demonstrated that the student had no knowledge of the incident.

**All students in a residence hall room, apartment or area may be held responsible for any violation of the Student Code of Conduct, Residence Life policies, or other Hilbert College policies in that room, apartment or area, even if they are not active participants in the activity or in direct possession of any prohibited items.

The foregoing rules are not exclusive and the College will enforce any other common sense rule or practice that is consistent with the policy expressed in this program.

C. Disciplinary Sanctions and Legal Penalties for Alcohol & Drugs

Hilbert College will impose disciplinary sanctions on students for violations of the Rules of Conduct established by this Program. The College, in its sole discretion, will determine whether a violation has occurred and what the appropriate disciplinary measure will be. Disciplinary sanctions will include, among others, the following:

1. Mandated alcohol and/or drug education workshop
2. Mandated appointment with the college counselor for alcohol assessment/participation in substance abuse group which may be held on or off campus*
3. Suspension from participating in college activities or functions
4. Suspension from classes
5. Community service
6. College probation, suspension, or dismissal
7. Monetary fines
8. Referral to the proper legal authorities for possible prosecution
9. The college reserves the right of family notification in cases where it is deemed appropriate and beneficial to the student.
10. Suspension of on-campus vehicle privileges.

*Students may be held responsible for any fees, charges and transportation associated with these programs.
For students, you may receive some or all of the sanctions listed for an alcohol offense:

A. **First offense** – disciplinary probation for one year, parental notification, mandated alcohol education program (see description below), suspension from participating in activities or functions, a monetary fine, and/or community service.

B. **Second offense** – deferred suspension from the residences and/or the college for one week up to one year, substance abuse counseling, parental notification, suspension from participating in activities or functions, a monetary fine, and/or community service.

C. **Third offense** – suspension from the residences and/or college for one year or longer and parental notification. The student will be held responsible for the full cost of the residence hall for the remainder of the semester.

* The Alcohol education program is called “We Care” and lasts for 2-3 hours and is generally held on a Saturday. If the violator fails to attend this mandated program, further sanctions can be incurred. Fines collected for alcohol/drug violations will be used for counseling and alcohol/drug education programs.

In addition to the disciplinary sanctions that the College will impose on violators of its Rules of Conduct, students should also be aware of the applicable legal sanctions under state and federal law for the unlawful sale or possession or use of illicit drugs and alcohol.
AMCC Mission Statement

A. The conference upholds the principle that in each institution the President shall control all phases of the administration of intercollegiate athletics.

B. The intercollegiate athletics program must be in harmony and consistent with the essential educational mission of the institution.

C. The conference shall provide equitable intercollegiate athletics opportunities for males and females and equally emphasize men and women's sports.

D. The conference shall provide equitable competitive opportunities across sports. The regular season emphasis shall be on participation opportunity and the post-season championships and season-ending tournaments shall emphasize higher achievement during the regular season.

E. The AMCC intercollegiate athletics program should promote mutual confidence and cooperation among the member institutions for the purpose of assuring maximum educational benefit from athletics.

F. The practice and promotion of good sportsmanship and ethical conduct by all members of the AMCC community (i.e., staff, student-athletes, coaches, and spectators) shall be of paramount importance.

G. NCAA Division III philosophy and rules are applicable in all circumstances.
ALLEGHANY MOUNTAIN COLLEGIATE CONFERENCE

A. MEMBERS:

D’Youville College............................................ Buffalo, NY
Franciscan University .................................... Steubenville, OH
Frostburg State University ................................. Frostburg, MD
Hilbert College .............................................. Hamburg, NY
La Roche College ............................................ Pittsburgh, PA
Medaille College ............................................ Buffalo, NY
Mount Aloysius College .................................. Cresson, PA
Penn State Altoona ......................................... Altoona, PA
Penn State Behrend ......................................... Erie, PA
University of Pittsburgh at Bradford ................. Bradford, PA
University of Pittsburgh at Greensburg ............. Greensburg, PA

B. SPONSORED SPORTS:

Baseball
Basketball, Men and Women
Cross Country, Men and Women
Golf, Co-ed
Softball
Soccer, Men and Women
Volleyball, Women

C. GAME SCHEDULING

Fall Sports, Spring Sports
(Soccer, women's Volleyball, Golf, Cross Country, Baseball, Softball)
9 Conference games - games are scheduled as either a HOME or an AWAY contest.

Winter Sports
(Basketball)
18 Conference games - games are scheduled as BOTH home and away contests.

D. PLAY-OFFS, CHAMPIONSHIP TOURNAMENT

At the conclusion of each sports season, the AMCC hosts a conference championship tournament with the winner of the tournament receiving an automatic bid to the NCAA post season play.
North East Collegiate Volleyball Association

A. MEMBERS:

There are 37 members in the NECVA. This League is broken down into 4 divisions with Hilbert College participating in the Western Division. The Western Division is further divided into 2 divisions: North West and South West.

North West Division members are:

Hilbert College
D’Youville College
Medaille College
Nazareth College
SUNYIT

Hamburg, NY
Buffalo, NY
Buffalo, NY
Rochester, NY
Utica, NY

South West Division members are:

Eastern Mennonite University
Lancaster Bible College
Philadelphia Biblical Institute
Stevenson University

Harrisonsburg, VA
Lancaster, PA
Langhorne, PA
Stevenson, MD

B. GAME SCHEDULING

All teams in the North West Division will play each opponent both home and away and they will cross over and play each team in the South West Division only once per year, either a home or away contest.

C. PLAY-OFFS, CHAMPSIONSHIP TOURNAMENT

Because there is no NCAA national Division III Volleyball tournament, the NECVA hosts a post season tournament and results can be found on their website:

http://www.necva.org/
Academic Year 2009-2010

Summary of NCAA Regulations – Division III

For: Student-athletes.

Action: Read and then sign Form 09-3c.

Purpose: To summarize NCAA regulations regarding eligibility of student-athletes to compete.

TO: STUDENT-ATHLETE

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics. Carefully read the sections that apply to you, and then sign the Student-Athlete Statement (Form 09-3c). This summary has two parts:

· Part I is for all student-athletes.
· Part II is for new student-athletes only (those signing the Student-Athlete Statement for the first time).

If you have questions, ask your director of athletics (or his or her official designee) or refer to the 2009-2010 NCAA Division III Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division III Manual.

Part I: For All Student-Athletes.

This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards and other regulations concerning your eligibility for intercollegiate competition.

Ethical Conduct – All Sports:

You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]

You are not eligible to compete if you knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, solicit a bet on any intercollegiate team, accept a bet on any team representing the school or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]

You are not eligible to compete if you knowingly participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]
You are **not eligible** to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaw 14.01.3.3]

**Amateurism - All Sports:**

You are **not eligible** for participation in a sport if after full-time collegiate enrollment you have ever:

- Taken pay, or the promise of pay, for competing in that sport;
- Agreed (orally or in writing) to compete in professional athletics in that sport;
- Played on any professional athletics team (as defined by the NCAA) in that sport; or
- Used your athletics skill for pay in any form in that sport. (Prior to collegiate enrollment an individual may accept prize money based only on his or her place finish or performance from the sponsor of an open athletics event, the United States Olympic Committee or the appropriate national governing body and actual and necessary expenses associated with the individual's practice and competition on a professional team). [Bylaw 12.1.1]

You are **not eligible** in a sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3.1]

You are **not eligible** in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allow your name or picture to be used for promoting a commercial product or service, unless:

- The individual became involved in such activities for reasons independent of athletics ability;
- No reference is made in these activities to the individuals involvement in intercollegiate athletics; and
- The individual’s remuneration under such circumstances is at a rate commensurate with the individual’s skill and experience as a model or performer and is not based in any way on the individual’s athletics ability or reputation. [Bylaw 12.5.1.3]

You are **not eligible** in any sport if, because of your athletics ability, you were paid for work you did not perform, or were paid at a rate higher than the going rate. [Bylaw 12.4.1]

**Delayed Collegiate Enrollment.**

The following rules are applicable to all Division III student-athletes first entering a collegiate institution on or after August 1, 2002:

If you did not enroll in college as a full-time student at your first opportunity following the graduation of your high-school class or if you discontinued full-time high-school enrollment and you participated in any of the activities listed below, you have used a season of intercollegiate competition for each calendar year or sport season in which you participated in such activities. [Bylaw 14.2.4.3]

**Activities Constituting Use of a Season:**

- Any team competition or training in which pay in any form is provided to any of the participants above actual and necessary expenses;
- Any individual competition or training in which the individual accepts pay in any form based on his or her place finish or any competition or training in which the individual accepts pay in any form above actual and necessary expenses;
- Any competition pursuant to the signing of a contract for athletics participation or entering a professional draft; or
- Any competition funded by a representative of an institution's athletics interest that is not open to all participants. [Bylaw 14.2.4.3.2]
If you have used a season(s) of competition according to the regulations above, you must also fulfill an academic year in residence prior to being eligible to represent your school in intercollegiate competition. [Bylaw 14.2.4.3.1]

**Competition Exceptions (for delayed collegiate enrollment):**

If you participated in organized competition while enrolled in a post-graduate college preparatory school during the initial year of enrollment, you did not use a season of competition. In addition, a maximum one-time one-year exception is applicable for participation in the Olympic Games tryouts and competition, and other specified national and international competition. [Bylaw 14.2.4.3.2.1]

**Seasons of Participation – All Sports:**

A student-athlete must count a season of participation when he or she practices or competes during or after the first contest following the student-athlete's initial participation at that school. [Bylaw 14.2.4.1]

A season of participation shall not be counted when a student-athlete participates in a preseason scrimmage or pre-season exhibition conducted prior to the first contest in the traditional segment following the student-athlete's initial participation at that school. [Bylaw 14.2.4.1]

A season of participation shall not be counted when a student-athlete practices, but does not compete, in the non-traditional sports segment (e.g., spring football, spring soccer, fall baseball). [Bylaw 14.2.4.1]

**Financial aid - All Sports:**

You are **not eligible** if you receive financial aid other than the nonathletic financial aid that your school distributes. However, it is permissible to receive:

- Money from anyone on whom you are naturally or legally dependent; [Bylaw 15.2.3.3]
- Financial aid that has been awarded to you on a basis other than athletics ability; or [Bylaw 15.2.3.4]
- Financial aid from an entity outside your school that meets the requirements specified in the Division III Manual. [Bylaw 15.2.3.2]

You must report to your school any financial aid that you receive from a source other than your school. However, you do not need to report financial aid received from anyone on whom you are naturally or legally dependent. [Bylaw 15.2.3.1]

**Academic Standards - All Sports:**

**Eligibility for Practice.**

You are **eligible to practice** if you are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of your school. [Bylaw 14.1.8.1]

You are **eligible to practice** during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled at your previous school, and you are eligible under all school and NCAA requirements. [Bylaw 14.1.8.1.1]

You also are **eligible to practice** while enrolled in less than a minimum full-time program of studies if you are enrolled in the final semester or quarter of a baccalaureate program and your school certifies that you are carrying (for credit) the courses necessary to complete your degree requirements. [Bylaw 14.1.8.1.3]
Eligibility for Competition.

To be eligible to compete, you must:

Have been admitted as a regularly enrolled, degree seeking student according to the published entrance requirements of your school;

Be in good academic standing according to the standards of your school; and

Be enrolled in at least a minimum full-time program of studies leading to baccalaureate or the equivalent (not less than 12 semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (as defined by the school for all graduate students) or be enrolled and seeking a second baccalaureate degree at your school. [Bylaws 14.01.2, 14.01.2.1, 14.1.8.2 and 14.1.8.2.1.4]

If you are enrolled in less than a full-time program, you are eligible to compete only if you are enrolled in the last term of your baccalaureate or graduate degree program and are carrying credits necessary to finish your degree requirements. [Bylaw 14.1.8.2.1.3]

You are eligible to compete during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies and at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.2.1.1]

If you are a returning student, you are eligible to compete between terms, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately before the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.8.2.1.2]

Other Rules Concerning Eligibility - All Sports:

You are not eligible to participate in more than four years of intercollegiate competition. [Bylaw 14.2]

You are not eligible after 10 semesters or 15 quarters in which you were enrolled at a collegiate institution in at least a minimum full-time program of studies as determined by the school, except for any extensions that have been approved in accordance with NCAA legislation. [Bylaws 14.2.2 and 30.6.1]

You are eligible if you are seeking a second baccalaureate or equivalent degree or you are enrolled in a graduate or professional school provided you received your undergraduate degree from the same school, you have seasons of participation remaining and your participation occurs within the applicable 10 semesters or 15 quarters. You are also eligible for championships that occur within 60 days of the date you complete the requirements for your degree. [Bylaws 14.1.9 and 14.1.9.2]

You are not eligible in your sport for the rest of your season if, after enrollment in college and during any year in which you were a member of an intercollegiate team, you competed as a member of any outside team in any non-collegiate, amateur competition in the sport during your college team’s playing season. Competing in the Olympic Games, tryouts and competition and other specified national and international competition is permitted. [Bylaws 14.7.1 and 14.7.3.1]
Transfer Students Only:

You are considered a transfer student if:

The registrar or admissions officer from your former school certified that you officially were registered and enrolled at that school in any term in a minimum full-time load and attended class; or

The director of athletics from your former school certified that you reported for the regular squad practice that any staff member of the athletics department of your former school announced, even if that practice occurred before the beginning of the academic term. [Bylaws 14.5.2]

If you are a transfer student from a four-year school, you are not eligible during your first academic year in residence unless you meet the provisions of one of the exceptions specified in Bylaw 14.5.5.1.1, 14.5.5.1.2 or 14.5.5.1.3 or one of the waivers specified in Bylaw 14.8.1.2.

If you are a transfer student from a two-year institution, you are not eligible during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4.1 or the exception specified in Bylaw 14.5.4.1.2.

If you wish to correspond with another NCAA institution about your opportunity to transfer, the institution must have permission to contact you before any correspondence may occur.

To contact another Division III school, you may seek permission from your director of athletics, or you can grant other Division III institutions permission to contact you. To grant another Division III school permission to contact you about a potential transfer (or for you to be able to contact the school), complete the Permission to Contact-Self Release form that is provided by the NCAA national office. The form and instructions are available on the student-athlete home page of the NCAA Web site at ncaa.org.

To contact Division I or Division II schools, you must seek permission from your director of athletics.

Drugs - All Sports:

If the NCAA tests you for the banned drug classes listed in Bylaw 31.2.3.4 and you test positive (consistent with NCAA drug-testing protocol), you will be ineligible to participate in regular-season and postseason competition for one calendar year (365 days) after your positive drug test and you will be charged with the loss of a minimum of one season of participation in all sports.

If you test positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.2, it will result in the loss of lifetime eligibility, while a combination of two positive tests involving street drugs (e.g. marijuana, heroin) in whatever order, will result in the loss of an additional year of eligibility. [Bylaw 18.4.1.5.1.2]

If you test positive for the use of a "street drug" after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular--season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5.1.2]

A policy adopted by the NCAA Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug. You will remain ineligible until you retest negative and your eligibility has been restored by the NCAA Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1]
Non-NCAA Athletics Organization Positive Drug Test - All Sports (Bylaw 31.2.3.4.2):

If you are under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency (WADA) code, you will not be eligible for NCAA intercollegiate competition for the duration of the suspension.

The director of athletics must notify the vice president of NCAA education services in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.

If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365 day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365 day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the Committee on Student-Athlete Reinstatement.

The list of banned drugs classes is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA Web site (www.ncaa.org) or may be obtained from the NCAA health and safety staff in the Education Services department at the NCAA national office.

Part II: For New Student-Athletes Only.

This part of the summary contains information about your recruitment, which is governed by Bylaw 13 of the Division III Manual.

Recruitment

Offers - All Sports:

You are not eligible if, before you enrolled at your school, any staff member of your institution or any other representative of your school's athletics interests offered to you, your relatives or your friends any financial aid or other benefits that NCAA rules do not permit.

During your recruitment, it was permissible for you to be employed in any department outside of intercollegiate athletics provided the employment is arranged through normal institutional employment policies and procedures. [Bylaws 13.2.1 and 13.2.4.1]

Contacts - All Sports:

For purposes of this section, contact means “any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardian(s) and an institutional athletics department staff member or athletics representative during which any dialogue (in excess of an exchange of a greeting) occurs. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high-school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.” [Bylaw 13.02.2]

You are not eligible if any athletics staff member of your school or any other representative of your school’s athletics interests contacted you (as defined above), your relatives or your legal guardians in person off your high school’s campus before you completed your junior year in high school (except for students at military academies). [Bylaw 13.1.1.1]

You are not eligible if, while you were being recruited, any athletics staff member of your school or any other representative of your school's athletics interests contacted you (as defined above) during the day or days of competition at the site of any athletics competition in which you were competing. It was permissible for such contact to occur (during the permissible period) after the competition if the appropriate high school authority released you prior to the contact. [Bylaw 13.1.4.2]
Source of Funds - All Sports:

You are eligible for intercollegiate competition if prior to initial full-time collegiate enrollment, you received normal and reasonable living expenses from an individual with whom you had an established relationship (e.g., high school coach, nonscholastic athletics team coach, family of a teammate), even if the relationship developed as a result of athletics participation, provided:

The individual is not an agent;

The individual is not an athletics representative of a particular school involved in recruiting the prospect; and

Such living expenses are consistent with the types of expenses provided by the individual as a part of normal living arrangements (e.g., housing, meals, occasional spending money, use of the family car). [Bylaw 12.1.1.1.6.1]

Tryouts - All Sports:

You are not eligible if, after starting classes for the ninth grade, you displayed your abilities in any phase of any sport in a tryout conducted by or for your college. [Bylaw l3.11]

AAU Basketball Only:

You are not eligible if a member of your school's coaching staff participated in competition or in coaching activities involving an AAU basketball team of which you were a member. [Bylaw 13.11.1.4]

Sports Camps:

You are not eligible if, before you enrolled at your school, the school, members of its athletics staff or a representative of its athletics interests gave you free or reduced admission privileges to attend its sports camp or clinic after you had started classes for the ninth grade. [Bylaw 13.12.1.4]

Visits, Transportation and Entertainment - All Sports:

You are not eligible under Bylaws 13.5, 13.6 or 13.7 if, before you enrolled at your school, any of the following happened to you:

Your school paid for you to visit its campus more than once;

Your one expense-paid visit to the campus lasted longer than 48 hours;

Your school paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit;

Your school entertained you, your parents (or guardians) or your spouse outside a 30 mile radius of the campus during your expense-paid visit; or

Your school entertained you, your parents (or guardians) or your spouse excessively during your expense-paid visit or entertained your friends or other relatives at any site.

You are not eligible if your school paid for you to visit its campus before the first day of classes of your senior year in high school. [Bylaw 13.6.1.1.1]

You are not eligible if, when you were being recruited, staff members of your school or any representatives of its athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere other than the one paid visit. [Bylaw 13.5.2.8]

You are not eligible if any person, (other than your parents or legal guardians) at his or her own expense, paid for you to visit your school once and did not accompany you on the visit or paid for you to visit more than once. [Bylaw 13.6.1.1]
You are **not eligible** if, at any time that you were visiting your school's campus at your own expense, your school paid for anything more than the following:

Three free passes for you and those individuals who came with you to an athletics event on campus in which your school's team competed. [Bylaw 13.6.5.2]

Transportation, when accompanied by a staff member, to see off-campus practice and competition sites and other facilities. [Bylaw 13.5.1]

A meal at the dining hall of your school or a meal at an off-campus site if all institutional dining halls were closed and the school normally provides similar meals to all visiting prospective students. [Bylaw 13.7.2.1.1]

Housing at your school that is generally available to all visiting prospective students. [Bylaw 13.7.2.1.2]

You are **not eligible** if, when you were being recruited, a staff member of your school’s athletics department spent money, other than what was necessary, for the staff member's (or representative's) personal expenses during an off-campus visit with you. [Bylaw 13.14.2]

**Precollege or Postgraduate Expenses - All Sports:**

You are **not eligible** if your school, or any representative of its athletics interests, offered you money, directly or indirectly, to pay for any part of your educational expenses or other expenses during any period of time before you enrolled at your school. This applies to your postgraduate education as well. [Bylaw 13.15.1]
RISK OF INJURY STATEMENT

HILBERT COLLEGE ATHLETICS

I, __________________________, understand the risk of injury while participating in intercollegiate athletics at Hilbert College. I understand that I could sustain a serious injury which my result in permanent or temporary paralysis or even death. I understand that paralysis and its effects could last my entire lifetime. I do not hold Hilbert College responsible for any injury sustained due to my participation in intercollegiate athletics.

I understand my responsibility to adhere to all playing and training rules and regulations as presented by the coaching and medical staff of my chosen sport(s). I will not make any modification of protective equipment or uniforms that are issued to me.

I understand that I am to report all injuries to the sports medicine staff and that I am responsible for the follow up care and treatment of such injuries as prescribed by the sports medicine staff under their supervision.

Signed:

Student-Athlete Signature

Date: ____________  Age: ____________  Grad. Year: ____________

Sport(s): ____________

I, ___________________________________, understand the risk of injury while participating in intercollegiate athletics at Hilbert College. I understand that I could sustain a serious injury which my result in permanent or temporary paralysis or even death. I understand that paralysis and its effects could last my entire lifetime. I do not hold Hilbert College responsible for any injury sustained due to my participation in intercollegiate athletics.

I understand my responsibility to adhere to all playing and training rules and regulations as presented by the coaching and medical staff of my chosen sport(s). I will not make any modification of protective equipment or uniforms that are issued to me.

I understand that I am to report all injuries to the sports medicine staff and that I am responsible for the follow up care and treatment of such injuries as prescribed by the sports medicine staff under their supervision.

Signature: _____________________________

Hilbert College Academic Department Academic Policy

In order to compete during the 2009-2010 academic year on one of our 11 NCAA teams you must meet the following academic requirements:

- Be in good academic standing
- Progressing satisfactorily towards a degree
- Be a full time student (12 credit hours per semester)
- ALL AMCC athletes must have a minimum of a 2.0 overall GPA at the completion of 24 credit hours (beginning of your sophomore year) to be eligible to compete.

If during the season you drop below 12 credit hours you are automatically ineligible and your team’s success to that point will be forfeited. The NCAA guidelines are absolute minimum requirements.

To reward academic achievement and acknowledge great work in the classroom, the AMCC will select an Academic All-Conference team. To qualify, you must maintain an overall GPA of 3.2. The Academic All-Conference team is announced in early January, based on over-all grade point averages earned to that point. A freshman can be named to the All-Conference team based on their first semester grades.

The college catalog outlines Hilbert College’s academic requirements. Please make sure you are aware of those requirements so that you maintain eligibility and retain your academic scholarship aid. Your Student-Athlete Handbook also outlines the college catalog requirements.

**Be aware that your financial aid is dependent on maintaining satisfactory academic standing.**

I have read, understand and will adhere to the Hilbert College Academic Policy.

I, ___________________________________, understand the risk of injury while participating in intercollegiate athletics at Hilbert College. I understand that I could sustain a serious injury which my result in permanent or temporary paralysis or even death. I understand that paralysis and its effects could last my entire lifetime. I do not hold Hilbert College responsible for any injury sustained due to my participation in intercollegiate athletics.

I understand my responsibility to adhere to all playing and training rules and regulations as presented by the coaching and medical staff of my chosen sport(s). I will not make any modification of protective equipment or uniforms that are issued to me.

I understand that I am to report all injuries to the sports medicine staff and that I am responsible for the follow up care and treatment of such injuries as prescribed by the sports medicine staff under their supervision.

Signature: _____________________________

In an effort to provide student-athletes the best possible coverage in case of accident, please fill out the following information. A copy of this form will be kept on file by both the coach and the athletic office in case of a medical emergency.

STUDENT-ATHLETE: _____________________________

Age: ____________

SPORT: ____________  Hilbert graduation Year: ____________

Academic Major ______________________  Graduation Year ______________

Minor ______________________

This Drug and Alcohol Policy can be found in the Student Handbook, in the Student Athlete Handbook and also the Campus Living Guide for Resident Students. I have read, understand and I will adhere to the Hilbert College Drug and Alcohol Policy.

Name printed: _____________________________________

Signature: ________________________________________

In order to compete during the 2009-2010 academic year on one of our 11 NCAA teams you must meet the following academic requirements:

- Be in good academic standing
- Progressing satisfactorily towards a degree
- Be a full time student (12 credit hours per semester)
- ALL AMCC athletes must have a minimum of a 2.0 overall GPA at the completion of 24 credit hours (beginning of your sophomore year) to be eligible to compete.

If during the season you drop below 12 credit hours you are automatically ineligible and your team’s success to that point will be forfeited. The NCAA guidelines are absolute minimum requirements.

To reward academic achievement and acknowledge great work in the classroom, the AMCC will select an Academic All-Conference team. To qualify, you must maintain an overall GPA of 3.2. The Academic All-Conference team is announced in early January, based on over-all grade point averages earned to that point. A freshman can be named to the All-Conference team based on their first semester grades.

The college catalog outlines Hilbert College’s academic requirements. Please make sure you are aware of those requirements so that you maintain eligibility and retain your academic scholarship aid. Your Student-Athlete Handbook also outlines the college catalog requirements.

**Be aware that your financial aid is dependent on maintaining satisfactory academic standing.**

I have read, understand and will adhere to the Hilbert College Academic Policy.

Name_________________________ Date___________

Graduation Year ______________  Age ____________

Academic Major ______________________  Minor ______________________
Form No. 09-3c Student-Athlete Statement

Name of Student-Athlete (Please Print)
Name of Your Institution

This form has four parts: a statement concerning eligibility, a Buckley Amendment consent, a statement concerning the promotion of NCAA championships and other NCAA events, and results of drug tests. You must sign all four parts to participate in intercollegiate competition.

Before you sign this form, you should read the Summary of NCAA Regulations provided by your director of athletics or read the bylaws of the NCAA Division III Manual that deal with your eligibility. If you have any questions, you should discuss them with your director of athletics.

The conditions that you must meet to be eligible and the requirement that you sign this form are indicated in the following articles of the NCAA Division III Manual: Articles 10, 12, 13, 14, 15 and 16 and Bylaws 14.1.3.1, 18.4 and 31.2.3. If you have any questions you may contact the NCAA at 317/917-6222.

Part I: Statement Concerning Eligibility

Part II: Buckley Amendment Consent

Part III: Promotion of NCAA Championships, Events

Part IV: Results of Drug Tests
   A. No positive drug test.
   B. Positive drug test.
   C. Subsequent Positive Test.

Form No. 09-3d Drug-Testing Consent

You must sign this form to participate (i.e., practice or compete) in intercollegiate athletics. Per NCAA Bylaw 30.5-(b), the director of athletics or the director of athletics’ designee shall disseminate a list of banned drug classes to all student-athletes and educate them about products that might contain banned drugs. Please note that the list may change during the academic year, that updates may be found on the NCAA Web site (i.e., www.ncaa.org) and you will be informed of the procedures your athletic department will use to disseminate updates to the list.

The requirement that you sign this form is indicated in the following articles of the NCAA Division III Manual: Constitution 3.2.4.6 and Bylaws 14.1.4 and 30.5. If you have any questions, you should discuss them with your director of athletics.

Drug-Testing Consent

This form is to be kept in the director of athletics' office for six years.

Any questions regarding this form should be referred to your compliance office.

OFFICE OF SPORTS INFORMATION: Student-Athlete Profile Sheet 2009-2010 year

I hereby certify that all the information contained in this form is true and accurate. By signing this form, I give the Sports Information office permission to release pertinent positive information about my athletic and academic accomplishment, including my grade point average, as well as photographic, in press releases, recruiting brochures, game programs, etc.

Signature: ___________________________________________ Date: ______________
Name (print): _______________________________________
E-mail: ____________________________________________
Home phone: ________________________________ Cell phone: ____________________
Address: __________________________________________
City/State/Zip: ________________________________
Name(s) of coaches: ________________________________
High school: ______________________________________
Sports played: ____________________________________
Sports played and honors awarded: ________________________________

Hometown newspaper: ______________
Birth date: __________________

While at Hilbert College:
Address: __________________________________________
(during school year - dorm room #; apartment name/#; local apartment address or home address)
Athletic and Academic honors: _________________________________________________________________

Home information:
Address: __________________________________________
Summer Address: ________________________________
City/State/Zip: ________________________________
Parent’s name(s): ________________________________
Graduation year: ________________________________
Phone number: ________________________________
City/state: ________________________________
Cell phone: ________________________________

College attended other than Hilbert:
School: __________________________________________
Years attended: ________________________________
Sports played: ____________________________________
Sports played and honors awarded: ________________________________

Student-Athlete Boathouse Sweat Suits

Policy:
When each team travels representing Hilbert College at an away contest, the group should be well behaved and courteous. We feel the sweat suits from Boathouse will be clean looking suit and will present our College in a favorable fashion. No one should be allowed to roll pant legs or arms of the suit up. The Boathouse Suit has been ordered size-specific for each athlete; there should not be an athlete wearing a suit which is dramatically too big or too small.

Procedure:
Each coach will distribute a sweat suit to a student-athlete who has made the team. It is that coach’s responsibility to retrieve each suit from all athletes post season or at a point where athlete separates from the team. If the student-athlete does not return the Boathouse suit, then the student will be charged full value for the suit. All suits will be stored by the athletics department over the summer months. Each athlete will be given the same suit on a yearly basis until they graduate and then they will be permitted to retain their suit.

If a suit has to be replaced, the amount charged to a student-athlete is:

Jacket: $85
Pant: $60

By signing this document, I understand the full concept of responsibility and the need to take care of my athletics equipment. If my Boathouse suit is returned with damaged beyond repair and Boathouse recommends that a replacement suit be purchased, it will be my responsibility to pay for the new suit.
I will make full payment to Hilbert College Athletics.

Athlete Statement

- I have read Boiler Room, a statement concerning the promotion of NCAA championships and other NCAA events.
- I have read the Buckley Amendment consent.
- I have read the results of drug tests.

Athlete (Please Print) __________________________
Name of Student Athlete

ATHLETE’S SWEAT SUIT

Sweat suit: ________________________________
Boathouse recommends that a replacement suit be purchased, it should not be allowed to roll pant legs or arms of the suit up.

When each team travels representing Hilbert College at an away contest, the group should be well behaved and courteous. We feel the sweat suits from Boathouse will be clean looking suit.

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