

Le Moyne College Department of Athletics:

2008 - 2009
Student-Athlete Handbook



LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. *JESUIT.*

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A MESSAGE FROM THE DIRECTOR OF ATHLETICS:

To all our student-athletes:

Welcome back to all our returning student-athletes and a special welcome to the new members of our Le Moyne Dolphin athletic family. We have very elevated expectations for each of you in the classroom and on the fields of competition. We have even greater expectation of you as a person. We expect that our student-athletes will conduct themselves with dignity, pride, and a sense of what it means to be a Dolphin.

We are committed to allow you the very best experience in every facet of your life while enrolled here at Le Moyne. We don't simply speak about the student-athlete experience here at Le Moyne - we strive to live it along the side of each of you. Please be assured that we are here to assist you in any and every way. We are here to help you achieve your dreams as a scholar, an athlete and as a person. Do not hesitate to ask us for help, whenever the fork in the road becomes unclear to you. Our highest priority for you must also be your highest priority of us - achieving a meaningful college degree from Le Moyne.

Some of you will be experiencing for the first time what it means to be a NCAA college student-athlete. For those of you who have already been challenged by this lifestyle, we expect that you will reach out and assist in the transition of our new people. I am confident that each of you, working in harmony, will quickly advance the rich and storied tradition of Le Moyne College athletics.

Best wishes for a very successful year and I am sure you will recognize how very special it is to be a member of the Le Moyne Dolphin athletic family!

Sincerely,



Matt Bassett
Director of Athletics

About the College

Le Moyne is a comprehensive, co-educational, liberal arts college in the Roman Catholic and Jesuit tradition. Accredited by the State of New York and the Middle States Association, Le Moyne welcomes students and faculty members of all racial, ethnic, and religious backgrounds. Le Moyne helps students confront the challenges of a changing world by emphasizing academic excellence, career preparation, close attention to ethical issues, and service to the community.

Le Moyne College Mission Statement

Le Moyne College is a diverse learning community that strives for academic excellence in the Catholic and Jesuit tradition through its comprehensive programs rooted in the liberal arts and sciences. Its emphasis is on education of the whole person and on the search for meaning and value as integral parts of the intellectual life. Le Moyne College seeks to prepare its members for leadership and service in their personal and professional lives to promote a more just society.

Le Moyne Intercollegiate Athletics Mission Statement & Philosophy

The Department for Intercollegiate Athletics serves to enhance and support the mission statement of the College by providing all student-athletes an opportunity to achieve excellence in their academic, athletic, leadership and service pursuits. In these pursuits for excellence, the Department supports equitable opportunity for all student-athletes and staff. It embraces the NCAA principles of sportsmanship, ethical conduct, amateurism, and compliance. While we pride ourselves in the athletic successes and academic achievements of our programs, leadership and service to our campus and community brings meaning and sense of purpose.

Our student-athletes and staff of the Department embrace certain core values important to its mission.

Department Values

➤ Sportsmanship:

RESPECT - acknowledging good efforts by opponents, officials, and teammates.

COURAGE - having the heart to do the right thing.

CIVILITY - being gracious in victory.

FAIRNESS - observing the spirit and letter of the rules.

RESPONSIBILITY – taking charge of your actions and words.

- The creation and maintenance of an environment for all student-athletes and staff that is free from any form of harassment or intimidation.
- The diversity and equality of all student-athletes and staff which provides an intercollegiate athletics program that is representative of the needs and interest of Le Moyne College.
- The importance of leadership, service, teamwork, respect for confidentiality and integrity in communication with others.
- Accountability for decisions that our staff and student-athletes make.
- Providing student-athletes with the opportunity to achieve their highest level of excellence in the areas of academics, athletics, leadership and service.
- Servicing as a vehicle for the development of school spirit and pride in Le Moyne College.
- Aiding in the promotion and publicizing of Le Moyne College at the state, regional, and national levels.
- Providing a program which all members of Le Moyne College and the community may enjoy.

Intercollegiate Athletic Programs

MEN	WOMEN
Baseball	Basketball
Basketball	Cross Country
Cross Country	*Lacrosse*
Golf	Soccer
Lacrosse	Softball
Soccer	**Swimming and Diving**
Swimming and Diving	Tennis
Tennis	Volleyball

Conference Affiliations

[Northeast-10 Conference](#): Member schools include:

- American International College, Springfield, MA
- Assumption College, Worcester, MA
- Bentley College, Waltham, MA
- Franklin Pierce College, Rindge, NH
- University of Massachusetts-Lowell, Lowell, MA
- Merrimack College, North Andover, MA
- University of New Haven, New Haven, CT
- Pace University, Pleasantville, NY
- Saint Anselm College, Manchester, NH
- Saint Michael's College, Colchester, VT
- College of Saint Rose, Albany, NY
- Southern Connecticut State University, New Haven, CT
- Southern New Hampshire University, Manchester, NH
- Stonehill College, Easton, MA

*NCAA Division I Independents in the sports of Baseball and Women's Lacrosse

**Upper New York State Collegiate Swimming Association
ECAC

The logo for Le Moyne Dolphins features a stylized dolphin leaping out of the water. Below the dolphin, the words "LE MOYNE" are written in a large, bold, serif font, and "DOLPHINS" is written in a smaller, bold, sans-serif font below it. The entire logo is rendered in a light teal or green color.

Le Moyne College Department of Athletics Directory

Emergency

Public Safety - Emergency	911
Security Office	x4444
Center for Personal Growth & Counseling	x4195

General Information

Athletic Center	General Information	x4760
Recreation Center	General Information	x4411
Equipment Room	Doc Joiner	x4418

Administration

Athletic Director	Matt Bassett bassettmd@lemoyne.edu	x4414
Associate Athletic Director- NCAA Compliance and Student-Athlete Success	Tim Fenton fentontl@lemoyne.edu	x5478
Assistant Athletic Director - Facilities	Steve Owens owenssc@lemoyne.edu	x4415
Sports Information Director	Kevin McNeill mcneilkj@lemoyne.edu	x4412
Director of Campus Recreation	Ken King kingk@lemoyne.edu	x44420

Assistant to the Athletic Director	Debbie Teske teskeda@lemoyne.edu	x4760
Senior Woman Administrator	Jeanne Murphy dupreejc@lemoyne.edu	x4413
Assistant Athletic Director- External Events	Dan Sheehan sheehadj@lemoyne.edu	x4463
Faculty Athletic Rep	Bill Miller miller@lemoyne.edu	x4374

Head Coaches

Baseball	Steve Owens owenssc@lemoyne.edu	x4415
Basketball (Men's)	Steve Evans evanssw@lemoyne.edu	x4416
Basketball (Women's)	Jeanne Murphy dupreejc@lemoyne.edu	x4413
Cross Country (Men's/Women's)	Gerry Mahon mahongp@lemoyne.edu	x6083
Golf	Joe Tesori jtesori@drumlins.com	x6084
Lacrosse (Men's)	Dan Sheehan sheehadj@lemoyne.edu	x4463
Lacrosse (Women's)	Lauren O'Connor oconnme@stu.lemoyne.edu	x4634

Soccer (Men's)	Tom Bonus bonustp@lemoyne.edu	x4713
Soccer (Women's)	James Rivero riversja@lemoyne.edu	x4421
Softball	Ed Mahar (Interim) maharet@lemoyne.edu	x4420
Swimming (Men's/Women's)	Joe Hannah hannahjm@lemoyne.edu	x4452
Tennis (Men's)	Steve Underwood underwsn@lemoyne.edu	x6085
Tennis (Women's)		
Volleyball	Ken King kingk@lemoyne.edu	x4420

Athletic Training

Head Athletic Trainer	Scott Peterson peterssm@lemoyne.edu	x4417
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Athletic Trainer	Michael Wilson wilsonmh@lemoyne.edu	x4417
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Conduct

Le Moyne College student-athletes are expected to be responsible members of the team, contributing his/her energy and skill to the best of his/her ability and conforming to the self-discipline which membership implies. Unethical conduct by student-athletes shall be subject to disciplinary action as set forth in the NCAA manual, College catalog, and [College student handbook](#). Student-athletes found in violation may be ineligible for further intercollegiate competition. A student-athlete who is determined to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. As stated in the NCAA manual and below, unethical conduct consists of, but is not limited to:

- Fraudulence in connection with entrance or placement examinations;
- Failure to provide complete and accurate information to the NCAA or admissions office regarding your academic record;
- Failure to provide complete and accurate information to the NCAA, the Eligibility Center or Le Moyne College regarding your amateur status;
- Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
- Refusal to furnish information relevant to an investigation of a possible NCAA violation;
- Knowingly furnish the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters pertaining to a violation of NCAA regulations.

Orientation Meeting Summary

Game Conduct:

All student-athletes are expected to display the utmost respect to game officials, coaches, and their opponents. Sportsmanship is an essential ingredient to the successful image of Le Moyne College Athletics.

Scheduling:

All scheduling of competition and practice is done at the discretion of the coach and the department administrators. We recognize the sensitivity necessary in scheduling when it comes to class times and personal issues such as religious holidays. All scheduling considerations are made with sensitivity to these and other issues; however, some conflicts may arise. Please make coaches and professors aware of any potential conflicts as soon as possible.

Missed Class Policy:

Each student-athlete who will be missing class because of a competition must notify her/his instructor at the beginning of the semester and is responsible for all tests, papers, homework, and materials that are covered while he/she is absent. Student-athletes are not permitted to miss class due to practice times or team meetings. This is considered an NCAA violation. Each program will provide their student-athletes with a missed class letter at the beginning of each semester. It is critical to make arrangements and open lines of communication with your professors well in advance of any required absence.

Physicals and Insurance:

All student-athletes are required to be cleared physically for practice or competition through our Athletic Training Program. Any test or consultations needed to gain approval for participation are the responsibility of the student-athlete. All injuries and subsequent insurance issues must be coordinated through Athletic Training and proceed under the guidance of the Head Athletic Trainer.

SAAC:

This student-athlete group serves as Le Moyne College's Student-Athlete Advisory Committee and as our student-athlete welfare program. The committee is comprised of members from all varsity teams. Its purpose is to communicate openly with administrators about issues and concerns of student-athletes at Le Moyne College.

Promotions and Marketing:

The marketing and promotion of your team begins with you. Please be sure to encourage friends, family, faculty, and campus groups to come to your events. Also, if you would like others to attend your contests, it is helpful for you to make an effort to attend the contests of other sports.

Media and Sports Information:

Our goals are to effectively communicate to the media and public (including the campus community) information about our teams and programs. Please contact the Sports Information Office any time that you have been contacted/approached by the media prior to commenting or conducting an interview. All interviews will be set up through the Sports Information Office.

Special Events:

Each year the department will sponsor three events which all student-athletes are required to attend. The department takes great care in scheduling these events to ensure that there will be no conflicts.

Orientation- Individually scheduled by team

Student-Athlete Wellness Program – TBA

Athletic Awards Ceremony - TBA

Alcohol, Tobacco, and Other Drug Policy and Education Program (ATOD):

All student-athletes are responsible for the materials provided in the student-athlete handbook relating to substance abuse. The ATOD program is based on the understanding that alcohol, tobacco, and other drug use is detrimental to the student and can be a violation of department rules. Specifically: ALCOHOL consumption by a student-athlete under 21 years of age is illegal. The use of DRUGS (recreational or performance enhancing) is illegal. The use of any tobacco products at an NCAA sponsored event is a violation and will affect eligibility. Any of these violations will warrant disciplinary action from the department.

Harassment and Hazing:

You are a part of a community that supports individual integrity and celebrates its diversity. Le Moyne College does not condone harassment directed toward any individual. Behaviors that denigrate a person(s) because of race, religion, sexual orientation, gender, age, or physical/mental disability will be dealt with quickly and severely. HAZING is against the law and will not be tolerated.

Disciplinary Action:

Disciplinary action applied to any student-athlete may come from various sources based upon the significance of the violation of policy. All head coaches have the support of the department when it comes to administering a team discipline program with the understanding that programs may differ from team to team. There are, however, violations of the department policies that will also require departmental intervention. If any student-athlete is arrested on or off campus or is involved in a hazing incident, he/she is immediately suspended from any athletic activities. The Department of Athletics will also follow the lead of Le Moyne College's Community Standards and Judicial Procedures.

Team Travel Policies:

Student-athletes are not permitted to travel to or from events and/or competitions independent of the travel party. Exceptions are strongly discouraged, but may be made for extenuating circumstances, at the discretion of the Director of Athletics and/or Head Coach. Under no circumstances will student-athletes be allowed to travel on team trips with anyone other than college staff members, and/or their parent/legal guardian.

Other Items Covered:

- Parental Meetings/Conferences
- Team Room Security/Responsibility for Valuables
- Administrative Support

Policy Statements

Statement on Intolerance

Le Moyne College is committed to creating an educational environment, which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. Actions motivated by intolerance violate the principles upon which American society is built, do unjust harm to those who experience this kind of discrimination, and threaten the reputation of the College. Intolerance refers to an attitude, feeling or belief wherein an individual shows contempt for other individuals or groups based on characteristics such as race, color, national origin, gender, sexual orientation or political or religious belief. Sanctions will be imposed for any violation of Le Moyne College policy, rule, or regulation.

Statement on Sexual Assault and Abuse

Le Moyne College will not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual activity. These acts degrade both victims and the campus community. Violations of this policy will result in disciplinary actions, which may include separation from the College. Sexual assault and abuse is nonconsensual physical contact of a sexual nature. Sexual assault and abuse can occur between acquaintances or parties unknown to each other.

Alcohol Policy

It is well known that alcohol consumption by student-athletes can have profoundly negative effect on athletic performance, and on the overall health and safety of the individual, as well as the individuals or institutions with which that individual might be associated. The Athletics Department strives to maintain the health and safety of its student-athletes and has developed specific guidelines governing alcohol use/abuse by its student-athletes. The guidelines for the Department's alcohol policy are as follows:

1. All student-athletes are required to abide by campus, local, state, and federal alcohol regulations at all times during the academic year.
2. Alcohol consumption is strictly prohibited for all student-athletes and Athletics Department personnel while on a team vehicle and during any athletic-related function;
3. Any student-athlete who is suspected by a coach, or other Athletics Department personnel, of being under the influence of alcohol in violation of campus policy will be subject to policy sanctions;
4. The department strongly discourages the consumption of alcohol by any student-athlete, including those 21 years of age or older during the student-athlete's championship and non-championship season.

The student-athlete's confidentiality will be respected and maintained, consistent with the terms of any waiver signed by the student-athlete, within the Department of Athletics, the incident review board, the Student Health Office, and the Center for Personal Growth and Counseling.

Drug Policy

The Athletic Department, in order to ensure the health and safety of the student-athlete and to uphold the [NCAA guidelines on substance abuse](#), has developed this comprehensive drug policy to include drug use/abuse regulations and drug education. Student-athletes are required to comply with campus, local, state, and federal regulations governing the use of illegal drugs, and will be subject to disciplinary actions consistent with campus, local, state, or federal laws. The department's drug policy will not supersede campus, local, state, or federal laws. Illegal drugs in this policy will include, but are not necessarily limited to, cannabinoids, narcotics, amphetamines, barbiturates, benzodiazepine, cocaine, opiates, phencyclidine, designer drugs, inhalants, and anabolic steroids. All classes and types of drugs as banned by the NCAA will be considered under this policy (please refer to the list of NCAA banned substances).

Use of illegal drugs under this policy is defined as knowingly and purposefully ingesting, injecting, or inhaling any quantity of the above named substances.

The guidelines for the drug policy are as follows:

- Student-athletes are required to abide by campus, local, state, and federal drug regulations;
- A "zero tolerance" policy for drug use has been adopted by the department;
- Use of illegal drugs is strictly prohibited at all times by the student-athletes during the academic year. This will include prohibition of use during ALL Athletics Department and campus related events, NCAA and NE-10 sponsored events, including post-season championship events.

The department recognizes that drug use/abuse can become an addiction and cause a variety of physiological and psychological disease states. Every effort will be made in conjunction with the Student Health Office and the Center for Personal Growth and Counseling to obtain the necessary medical and counseling services and/or referrals.

Tobacco Policy

Le Moyne College does not condone the use of tobacco. Tobacco use often results in a physical dependency in the form of nicotine addiction. The negative effects of tobacco use are well documented in the high instance of oral, lung and other forms of cancer. Even casual users may become addicted. Smokeless tobacco is included in this policy. The use of tobacco is prohibited in connection with any intercollegiate team function. A team function is defined as any activity, which is held as a team whether it is meetings, practices, games, or informal workouts on and off the grounds of the College.

NCAA Bylaw 17.1.12 states: “the use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

NCAA Bylaw 17.1.7 states: “the use of tobacco products is prohibited by all game personnel (e.g. coaches, trainers, managers, and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

NCAA Banned Drug Classes: The NCAA list of banned drug classes is subject to change by the NCAA Executive Committee. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example. Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) do not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information. For further information please utilize the following hyperlinks:

www.ncaa.org/health-safety
[Dietary Supplement Resource Exchange Center.](#)

Academic Integrity

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this College. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitation acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. The Athletics Department will not condone any form of academic dishonesty. Student-athletes will be subject to Le Moyne College rules and regulations pertaining to potential academic infractions and appeals.

Class attendance/excused absences

All student-athletes must remember that they are students first and athletes second. Student-athletes are expected to attend all classes. In the case of a missed class due to a contest or travel, it is the student-athletes responsibility to notify the instructors in all affected classes prior to the class to be missed. These excused absences may be counted for the allowable misses in a particular course, but may not be held against the student-athlete. A team travel notification letter will be utilized to assist all student-athletes in communicating potential athletics/class conflicts to the faculty. The faculty is very cooperative when presented with this information in a timely fashion.

It is the responsibility of the student-athlete to get all work missed.

Hazing Policy

The definition of hazing is any activity undertaken or situation created, whether on or off campus, by an individual, group of individuals or organization, in which individuals are voluntarily or involuntarily subject to activities which have the potential to harass, intimidate, impart pain, humiliate, invite ridicule of, or cause undue mental or physical fatigue or distress, or to cause mutilation, laceration or bodily injury. Such activities include, but are not limited to, paddling in any form, physical or psychological shocks, late work sessions which interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have foreseeable potential for resulting in personal injury, or any activity

which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment.

Spending a considerable amount of time questioning whether or not a particular activity violates the hazing policy is usually a good indication that the activity is indeed hazing.

CONSENT MAY NOT BE USED AS A REASONABLE DEFENSE. Peer pressure is a significant part of most hazing incidents, and while a person may verbally give consent, circumstances surrounding the situation typically do not provide an opportunity for the person to choose freely. Each student-athlete will sign a contract at the beginning of each season that indicates their understanding of the meaning of and rules against hazing, their commitment from participating in hazing, and their willingness to bring information regarding occurrences of hazing to the attention of the appropriate authority. A copy of this contract is provided in Appendix 4 at the end of this handbook.

Reminders

Department of Athletics Requirements

All student-athletes are expected to abide by the policies of Le Moyne College and the Department of Athletics as follows:

- Abide by the team rules set forth by your head coach.
 - Attend class regularly. Course failure caused by excessive, unexcused absences, missed assignments or exams will result in disciplinary action by the head coach.
 - In accordance with NCAA bylaw 17.1.6.6.1, there will be no missed class time for practice.
 - In accordance with NCAA bylaw 17.1.6.6.2, there will be no class time missed for competition in non-championship segment– team sports.
 - Attend study hall as required by your head coach.
- Meet with **your advisor and/or the Office of NCAA Compliance** for approval **before** dropping a course. Remember, you must be enrolled in twelve (12) credit hours to be classified as a full-time student and remain eligible to participate in intercollegiate athletics.
- Meet with and obtain approval from your regular academic advisor before declaring and/or changing a major after consulting with the Office of NCAA Compliance.

LE MOYNE
D O L P H I N S

NCAA Compliance

General Compliance

Student-athletes are responsible for their conduct both on and off of the playing field, court, track or pool. Their responsibilities include adherence to all NCAA, Northeast 10 Conference and institutional rules and regulations. Le Moyne College's Department of Athletics is committed to strict adherence with these rules and regulations.

The NCAA rules that govern student-athlete conduct may, at times, seem complicated and overwhelming. Le Moyne College is committed to educating student-athletes of their responsibilities in accordance with these rules and regulations. This information can be found in either this handbook or in the Summary of NCAA Regulations. Le Moyne College's Office of NCAA Compliance also maintains an NCAA "Athletics Compliance" link on the athletic department's web site in order to provide our student-athletes with additional compliance related information. It is imperative that our student-athletes understand these rules and regulation, because failing to do so, may jeopardize one's eligibility.

Questions concerning any NCAA, Northeast 10 Conference or Le Moyne College rule or regulation, should be directed to the Office of NCAA Compliance (x5478). Most importantly, student-athletes must always remember to **"Ask Before They Act."**

Gambling Activities

NCAA rules prohibit staff members, coaches, and student-athletes from knowingly:

- providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- soliciting bets on any intercollegiate team;
- accepting bets on any team representing the institution;
- soliciting or accepting bets on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value; or
- participating in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

In clear, simple language, here's what the rule means:

- You may not place any bet of any sort on any college or professional sports event.
- You may not give information to anyone who does place bets on college or professional sports.

That means...

- NO wagers for any item (e.g. cash, shirt, dinner) on ANY professional or college sports event, even those that don't involve Le Moyne.
- NO sports "pools," even those run by your friends in the residence halls.
- NO internet gambling on sports events.
- NO fantasy leagues that award a prize and require a fee to participate.
- NO sports wagering using "800" numbers.
- NO exchange of information about your team with ANYONE who gambles.

Consequences

NCAA rules are clear. The minute you are discovered to have made a bet of any kind on any college or professional sport, or to have given information to someone who does gamble, **you are immediately declared ineligible to compete in college sports.**

If you accept or place a bet on any college or professional team other than your own, you will automatically be suspended for a minimum of one year and be charged with a season of competition.

If you accept or place a bet on any team at your school, you will be permanently ineligible.

You risk losing your sports scholarship, being expelled from the school altogether, and/or being banned from other college and professional sports.

Amateurism

Only an amateur student-athlete is eligible for intercollegiate athletics participation. A student-athlete loses their amateur status if he/she:

- Is paid (in any form) or accepts the promise of pay for participation in an athletic contest,
- Signs a contract with, verbally commits to or accepts benefits or money from an agent or professional sports organization
- Requests that his/her name be placed on a draft list or otherwise negotiates with a professional sports organization (There is an exception for student-athletes in basketball, but it must be done without an agent),
- Uses his/her athletic skill for pay in any form,
- Plays on a professional sports team (a professional sports team is any team which provides any of its players more than actual and necessary expenses for participation on the team or declares itself to be professional), and
- Allows his/her picture, name or likeness to be used to advertise, recommend or promote the sale or use of any commercial product or service or endorses any such product or service.

Agents

Use of Agents:

An individual shall be ineligible for participation in an intercollegiate sport:

- If an individual has ever agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletic ability or reputation in that sport,
- If an individual enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility, and
- If an individual (or his or her relative or friend) accepts transportation or other benefits from any person who wishes to represent the individual in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based upon athletics skill and is an extra benefit not available to the student body in general.

Contact by Agents:

The student-athlete and their family members should not have any interaction with agents until the student-athlete has exhausted his or her eligibility. If the student-athlete or their parents or relatives are contacted by agents or their representatives (runners), advise them of the following:

- Lemoyne College's Department of Intercollegiate Athletics instructs student-athletes and their families not to interact with any agent (financial advisor, insurance agents) until the student-athlete has exhausted their eligibility, and
- Advise the agent to call Le Moyne College's Office of NCAA Compliance at (315) 445-5478, to inform him of the student-athletes(s) that he/she would like to represent.

Outside Competition

Sports Other than Basketball:

A student-athlete becomes ineligible for intercollegiate competition in his or her sport if, after full-time enrollment in college and during any year in which the student-athlete is a member of an intercollegiate team, he or she competes as a member of any outside team during the institutions intercollegiate season in the sport. Student-athletes may participate on an outside amateur team during the summer, but there are limitations in some sports on the number of student-athletes who may participate on the same team.

Basketball:

A student-athlete in basketball may not participate in any organized outside basketball competition during the academic year. Student-athletes may participate on an outside amateur team during the summer, but there are limitations in some sports on the number of student-athletes who may participate on the same team.

Student-athletes should always check with the Office of NCAA Compliance and/or their coaching staff prior to participating in any outside competition at any time.

Extra Benefits

An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests (booster) to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by the NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability.

If a benefit, gift or service is offered to you, please check with your coach or the Office of NCAA Compliance before accepting it. Remember, any violation of this rule could result in a loss of your eligibility.

Recruiting

Student-athletes may be asked to be involved with the recruitment of prospective student-athletes to Le Moyne College. The NCAA has prescribed a very limited role that student-athletes can have in the recruitment of any prospective student-athlete (PSA). Although the student-athlete's role may be limited it is still very important and should be taken very seriously.

Impermissible Recruitment Activities for Enrolled Student-Athletes:

Off-Campus Contacts: Enrolled student-athletes shall **not** participate in off-campus recruiting contacts (face-to-face) at the direction of any Lemoyne staff member, coach or booster.

Telephone Calls: Enrolled student-athletes shall **not** make or participate in telephone calls to prospects at the direction of any Lemoyne staff member, coach or booster.

Written Correspondence: Enrolled student-athletes shall **not** engage in written correspondence at the direction of any Lemoyne staff member, coach or booster and/or at the expense of the institution (This includes signing cards, notes or letters being mailed to a recruit by your coach).

Official Visit/Unofficial Visit Policies:

Le Moyne College is committed to the strict adherence of the established NCAA rules and regulations regarding the recruitment of prospective student-athletes. As part of the recruitment process, many prospective student-athletes (and frequently parents) will visit our campus. Le Moyne College fundamentally believes these visits are designed to be a mutual exploration by the prospective student-athlete and college officials (especially athletic department staff members) of whether Le Moyne College and the prospective student-athlete are a good fit for each other. Le Moyne College believes a campus visit experience should serve both the academic and athletic missions of the college. The primary purpose of these visits is to help prospective student-athletes make an informed decision about where to pursue their athletic and academic endeavors.

With that in mind, it is the responsibility of the Athletics Department to ensure that prospective student-athletes are provided with an accurate portrait of Le Moyne College, which includes athletic, academic and social aspects. The Athletics Department has established policies which provide a meaningful framework for a prospective student-athlete and Le Moyne College to make an informed decision about attendance at Le Moyne College and participation in our athletics program. In addition, these policies minimize the focus of the "sense of entitlement" and "celebrity" atmosphere. Le Moyne College's Athletics Department has adopted the "**Common Sense**" approach concerning campus visits.

During any campus visit, the use of any of the following activities will not be tolerated and will result in disciplinary action:

- The use of alcohol and drugs are prohibited.
- The use of sex, strippers or gentlemen's clubs or the equivalent as a recruiting device, or form of entertainment, is prohibited.
- Any activity that violates criminal law is prohibited.
- Gambling/gaming activities are prohibited.

It is the responsibility of our head coaches to ensure the integrity of every visit. Each head coach must conduct visits within the framework established by NCAA rules and Le Moyne College's philosophies, policies and procedures. Each head coach must communicate these policies, standards and expectations

to their coaching staff, the prospect, the prospect's parents, the student host and any other individuals involved with the visit. This includes providing the prospect and their parents, if applicable, a copy of the visit policies prior to the start of an official visit.

During any campus visit, all forms of entertainment, both on and off campus, will be geared toward what "normal" student life at Le Moyne College is like and will be administered in accordance with NCAA legislation. Excessive entertainment which gives the prospect a "sense of entitlement or celebrity" is strictly prohibited. Every head coach is encouraged to utilize both on and off campus establishments for meals, lodging and entertainment. It is important for prospects to get a sense of both campus life and what the local community has to offer. Every head coach has the discretion to determine the use of a curfew and unstructured time.

When any visit involves the use of a student host, it is the responsibility of each head coach to communicate all expectation and responsibilities associated with this role to the hosting student. While serving as host, the student-athlete is responsible for ensuring that all NCAA rules and college policies are strictly adhered to. Failure to adhere to the rules and policies will not be tolerated. Any student host who violates these rules and policies will face disciplinary action, which may include institutional sanctions. These rules, policies and expectations will be communicated both verbally and in writing through both the student-athlete handbook and the "Student Host" form.

Le Moyne College and its Athletics Department are committed to the strict adherence of all NCAA rules and College Policies regarding official/unofficial visits. Failure to abide by these rules and/or policies will not be tolerated. Any individual (coach, staff member, or student-athlete) who violates these rules and/or policies will face disciplinary action, which could result in institutional sanctions. In addition, all incidents of non-compliance will be reported to the Northeast 10 Conference Office in accordance with their reporting procedures.

Student Host Regulations:

One of the most important roles a student-athlete may play in the recruitment of prospective student-athletes will be acting as a student-host during the visit of a prospect to our campus. While hosting a student-athlete the NCAA and our institution have established certain rules, which must be abided by.

If at any time a student-athlete feels his/her coach, athletics staff member or booster asks him/her to assist in the recruitment of a prospect and he/she believes it is contrary to any NCAA or institutional regulation, the student-athlete should report this to the Office of NCAA Compliance.

Reporting NCAA Violations

A student-athlete is responsible and accountable for reporting any violation of NCAA regulations in which he or she may be involved and is responsible for reporting any such actions(s) to the Office of NCAA Compliance. A student-athlete is required to furnish complete and accurate information relevant to any investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or Le Moyne College.

Transfer Issues

Student-athletes at NCAA member institutions are not permitted to be contacted by other NCAA institutions about transferring without first obtaining the written permission of the athletic director at their current institution. Without such permission, another institution may not contact the student-athlete nor encourage a transfer. Furthermore, without the permission to contact other schools, the student-athlete may not receive any type of institutional financial aid during their first academic year at the new institution if they do, in fact, transfer.

If a student-athlete chooses to transfer from Le Moyne College, he/she should follow this list of steps, before he/she begins contacting other institutions:

- Contact your head coach and inform him/her that you would like to transfer and will be seeking a release,
- Contact the Office of NCAA Compliance to complete the necessary paperwork to request a release. Please be prepared to advise the Office of NCAA Compliance at this time as to which school you would like to receive a copy of a release, if granted, and
- If your request for a release is denied, you will be advised in writing by the Office of NCAA Compliance and be given the opportunity to request a hearing to appeal the decision. It is the

philosophy of the Athletic Department to assist student-athletes in obtaining an optimal educational setting. As such, most requests for release are approved in the best interest of the student-athlete.

Continuing Eligibility in a Nutshell

The following is a short review of selected topics that each student-athlete needs to be familiar with in order to maintain his or her eligibility. Keep in mind that this information is only an outline of selected topics and not complete review of the NCAA regulations relating to student-athlete eligibility. Should any questions arise in any area of the NCAA Compliance and Eligibility, the student-athlete should contact their head coach or the Office of NCAA Compliance in advance of any actions so that his/her eligibility is not jeopardized.

Seasons of Eligibility:

A student-athlete is generally permitted to compete in his/her sport for four college seasons. A season is considered used by competing in any college contest (game, match, scrimmage), which occurs during all or part of an academic year.

5-Year Rule (Division I), 10 Semester Rule (Division II):

A Division I student-athlete is limited to five calendar years in which to participate in intercollegiate athletics. The five-year clock begins on the first day of initial, full-time enrollment in college.

A Division II student-athlete is limited to 10 full time semesters in which to participate in intercollegiate athletics.

Major Declaration:

A student-athlete must designate a program of study (a major) leading toward a specific baccalaureate degree by the beginning of their third year of full-time enrollment (fifth full time semester) and, thereafter, make progress toward that specific degree.

Progress Toward Degree Requirements for Continuing Eligibility:

Summary of the Division I Continuing Eligibility Requirements

Entering Second Year of Collegiate Enrollment	Entering Third Year of Collegiate Enrollment	Entering Fourth Year of Collegiate Enrollment	Entering Fifth Year of Collegiate Enrollment
24 semester credits	40% of degree requirements	60% of degree requirements	80% of degree requirements
18 credits earned during academic yr	18 credits earned during academic yr	18 credits earned during academic yr	18 credits earned during academic yr
90% of GPA for graduation	95% of GPA for graduation	100% of GPA for graduation	100% of GPA for graduation
Six credits per term	Six credits per term	Six credits per term	Six credits per term

Summary of the Division II Continuing Eligibility Requirements

- 12/24 Rule – Pass an average of 12 credits for every full time semester and 24 credits per academic year.
- 75/25 Rule – 75% of credits earned need to be from the Fall and Spring Semester (18 Fall, 8 Spring and 6 Summer)
- 6 Credit Rule – Must pass at least 6 credits each term
- Declaration of Major – Major must be declared prior to the third year of full time enrollment.

Please note, in addition, every student-athlete also needs to be in Good Academic Standing as defined by Le Moyne College's academic authority.

Good Academic Standing

In order to be eligible for intercollegiate competition, a student-athlete must be in good academic standing as defined by Le Moyne's academic authority. Student-athletes are evaluated and have to meet the following Good Academic Standing requirements each semester:

- First semester, first year students – cumulative GPA of 1.75
- Second semester, first year students and all other students – cumulative GPA of 2.0

Continuing Eligibility:

Transfers:

A mid year transfer is subject to the above requirements and is able to use any degree credits to satisfy the requirements.

A transfer student-athlete (foreign or domestic) who initially enrolls as a full-time student in any collegiate institution's regular academic term on or after August 1, 2008, will be subject to the academic requirements set forth above.

Part-Time Enrollment:

A student-athlete is only eligible to participate in intercollegiate athletics if they are enrolled as a **full time matriculated** student. A student-athlete is responsible to earn 18 credit hours in any academic year in which the student-athlete was full time during one or more terms. Part-time hours may be used to fulfill this requirement.

- Exception: A student-athlete who enrolls in his or her first full-time term of collegiate enrollment following the fall term will not be responsible for earning 18 credit hours until he or she has spent a full academic year at the institution.

Summer Credit Hours:

Division I: Summer credit hours may be used to satisfy the 24-credit-hour requirement when certifying a student-athlete entering his or her second year of collegiate enrollment. Summer hours may also be used to meet the 40/60/80-percent-of-degree requirements.

Division II: 75/25 rule, please refer to Summary of Division II Continuing Eligibility Requirements

Please note, all summer courses taken at an institution other than Le Moyne must be approved prior to enrollment by Le Moyne College.

Remedial, Tutorial or Noncredit Courses:

A student-athlete may use remedial, tutorial or noncredit courses earned during his or her first year of collegiate enrollment and when certifying a student-athlete entering his or her second year of collegiate enrollment. These courses may be used to meet the 24-semester credit-hour requirement, but may not exceed 6 semester credit hours.

Six Credit Hours:

All student-athletes, including those currently enrolled, must successfully complete at least six (6) semester or quarter hours in the previous regular academic term of full-time enrollment to be eligible to participate in the next regular academic term (pursuant to the adoption of Proposal Nos. 2002-66 and 2002-70).

Time Limits for Athletically Related Activities

The NCAA has established certain restrictions relative to how much time a student-athlete can be required to participate in athletically related activities during the academic year. Athletically related activities are defined as any activity that has an athletics purpose. Please remember that these limits have been established to protect the student-athlete. If a student-athlete feels that these limits are being exceeded please contact the Office of NCAA Compliance. It is the policy of Le Moyne College to have each student-athlete sign a form listing their countable athletic hours each week. If this form does not accurately reflect the hours a student-athlete participated for that week, he/she should not sign the form and bring the situation to the attention of the Office of NCAA Compliance. These activities include, but are not limited to:

Countable* Athletically Related Activities	Non-Countable* Athletically Related Activities
Practices	Compliance Meetings
Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings)	Meetings with a coach initiated by the student-athlete (as long as no countable activities occur).
Competition (and associated activities regardless of their length, count as 3 hours) Note: no countable athletically related activities may occur after the competition.	Drug/alcohol education meetings.
Field, floor or on-court activity.	Study hall, tutoring or academic meetings.
Required weight-training and conditioning activities.	Traveling to/from the site of competition (as long as no countable activities occur).
Required participation in camp/clinics.	Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations.
Visiting the competition site in the sports of cross country and golf.	Recruiting activities (e.g., host student).
Discussion or review of game films.	Attending banquets (e.g., awards or post-season banquets)
Participation in physical activity class for student-athletes only and taught by a member of the athletics staff (e.g., a coach)	Fundraising activities or public relation/promotional activities and community service projects.
On-court or on-field activities called by any member of the team and confined primarily to members of that team	Voluntary sport-related activities (e.g., initiated by the student-athlete, no attendance taken, no coach present).
Setting up offensive and defensive alignment.	Student-athlete advisory committee meetings.

During the Playing Season

- Time between the team's first officially recognized practice session and the last practice session or competition, whichever occurs later.
- Sports other than basketball may have their season separated into two distinct segments: a championship segment and a non-championship segment.
- The maximum amount of time during the academic year student-athletes are permitted to spend on the above activities is **4 hours per day**. During the declared playing/practice season the student-athlete is limited to **20 hours per week**. The day of a competition counts as **3 hours**.
- The daily and weekly hour limitations **DO NOT** apply to the following time periods:
 - During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
 - During an institution's official vacation periods (e.g., Thanksgiving, Spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session.
 - Also, during the academic year, student-athletes shall not engage in any countable athletically related activities on one day per week during the playing season. The required day(s) off may occur on any day of the week and may change from week to week. A "week" is defined as seven consecutive days, determined at the institution's discretion.

Outside of Playing Season

The remaining days during the academic year not included in the championship segment or non-championship segment. Outside the playing season (during the academic year), student-athletes are limited to no more than eight (8) hours per week of certain countable athletically related activities.

Those activities are shown below:

Permissible Countable Athletically Related Activities During the Out-Of-Season Period	Non-Permissible Activities During the Out-Of-Season Period
Required weight training and conditioning activities supervised by an athletics department staff member.	Conditioning drills may not simulate offensive or defensive alignments.
In all sports, participation in up to two (2) hours per week of individual/team skill-related instruction.	No equipment related to the sport may be used during conditioning activities.
Any voluntary athletically related activity in which the student-athlete chooses to participate (does not count in the 8 hours) (e.g., initiated by student-athlete, no attendance taken, no coach present.)	No required participation in any countable athletically related activities during any institutional vacation period (e.g., Christmas break, summer) that occur outside the declared playing and practice season (e.g., in-season).
Participation in a physical fitness class conducted by a member of the athletics department staff.	

Note: Student-athletes may be involved in any non-countable athletically related activity during the off-season period (e.g., workouts using the safety exception, voluntary workouts, other non-countable activities permitted during the in-season period).

- A voluntary activity is defined as one in which a student-athlete is not required to report back to a coach or any other athletics staff member. Further, the activity must be initiated solely by the student-athlete, with no provocation by any athletics staff member. No attendance will be taken, nor will sanctions be given for nonparticipation.
- The safety exception exists when a coach is present during voluntary individual workouts in the institution's regular practice facility (without the workouts being considered as countable athletically related activities) when the student-athlete uses equipment in that sport. The coach may provide safety or skill instruction but may not conduct the individual's workouts.
- The safety exception is applicable to the following sports at Le Moyne: Swimming and Diving.



Financial Aid and Student Employment

Le Moyne College considers it essential to provide assistance to students whose personal and family resources are inadequate to meet the full cost of education. The College has developed a program of scholarships, grants, loans, and employment to supplement resources of needy full-time students. Although some academic and athletic scholarship funds are not based on need, most are awarded based on demonstrated need. To obtain maximum consideration for [financial aid](#), students must study the information available, follow instructions provided on application forms and other materials, and pay careful attention to deadline dates. Timely submission of application forms and other required documents enable the staff to process requests.

Applying for Financial Aid:

To apply and be eligible for all types of financial aid one must complete the Free Application for Federal Student Aid (FAFSA) in ONE of the following ways:

- Complete and mail a paper FAFSA to the federal processor;
- Complete an electronic FAFSA on the Internet at www.fafsa.ed.gov ;
- Complete a Renewal FAFSA and mail it to the federal processor or file it electronically on the Internet at <http://www.fafsa.ed.gov>

Be sure to list Le Moyne College's federal school code =002748

To ensure that one is given maximum consideration for financial aid programs, he/she MUST mail or electronically file the FAFSA by February 1 EACH YEAR. Upon filing the FAFSA, New York State residents attending New York State schools will receive a preprinted Electronic TAP Application (ETA) from Higher Education Services Corporation (HESC). This form must be reviewed, completed, signed and returned to HESC.

Be sure to list Le Moyne College's state code =0375

NCAA Regulations that Affect Financial Aid (and possibly your athletic eligibility and athletic grant):

Financial Aid - NCAA regulations restrict the total amount of financial aid a student-athlete can receive. If a student-athlete receives a federal grant or some other scholarship or financial aid, he/she must notify the Office of Financial Aid. In addition, for student-athletes receiving athletic grants, these funds may replace a portion of the athletic grant to meet NCAA and conference regulations.

Outside Scholarships, Financial Aid and Awards - NCAA regulations require student-athletes to report any and all scholarships or monetary awards received to the Office of Financial Aid. These scholarships and monetary awards typically include scholarships from a private source such as the local Lions Club or high school booster club. The student-athlete is required to complete and sign an Outside Financial Aid Form in addition to providing necessary documentation. Questions about reporting guidelines should be directed to the Office of Financial Aid.

Employment - NCAA regulations require Le Moyne College to track student-athlete employment history both during the summer and academic year. Therefore, student-athletes must report any employment to the Office of NCAA Compliance, and must provide this information on the Le Moyne Student-Athlete Clearance and Eligibility Form.

- All compensation received must be consistent with NCAA legislation,
- Compensation may be paid only for 1) work actually performed, and 2) at a rate commensurate with the going rate for similar services in that locality, and
- Compensation may not include any remuneration for value or utility that a student-athlete may have for the employer because of publicity, reputation, or personal following that he/she has obtained because of athletics ability.

Violations of the above Regulations may lead to loss of your athletic eligibility and athletic grant money.

DO NOT JEOPARDIZE YOUR FUTURE IN COLLEGIATE ATHLETICS.

Athletics Grants-in-Aid:

Term of Award - Athletic aid cannot be offered or awarded for a period of more than one academic year. However, it can be renewed in subsequent years.

Cancellation/Reduction/Non-renewal of Athletics Scholarship - The NCAA permits an institution to reduce or cancel an athletics scholarship during the term of the award if student-athletes:

- Intentionally provide fraudulent information on their letter of intent, admission applications and financial aid agreements,
- Render themselves ineligible for intercollegiate competition,
- Engage in serious misconduct,
- Voluntarily withdraw from the sport,

Student-athletes whose athletics aid is reduced or canceled for any of the reasons listed above will be notified in writing of the cancellation and of their right to a prompt appeals hearing before the institution's regular financial aid authority. Athletics aid must be reduced if a student-athlete exceeds the limits established by NCAA regulations. Athletics aid must be canceled if student-athletes are either under contract to a professional sports organization or being paid by a professional sports organization, and Athletics aid cannot be increased, reduced or canceled during the period of the award because of the student-athlete's illness, injury, athletics performance, ability or any other athletics reason. An institution may not set forth an athletically related condition (e.g., financial aid contingent upon specified performance or playing a specific position) that would permit the institution to reduce or cancel the student-athlete's financial aid during the period of award if the conditions are not satisfied.

Non-Renewal of Athletics Scholarship in Subsequent Years - The NCAA requires all institutions to notify any student-athlete who received an athletics scholarship during the academic year and has eligibility remaining in that sport to be notified as to whether their athletics scholarship will be renewed, canceled or reduced by July 1. If athletics financial aid is to be reduced or is not to be renewed, the student-athlete is entitled to a prompt appeals hearing before the institution's regular financial aid authority.

Appeals Process - Student-athletes have the right to a prompt hearing whenever their athletic grant is reduced, canceled or not renewed. Le Moyne College will notify the student-athlete in writing of the opportunity to request an appeals hearing. Student-athletes have the following obligations during the appeal process:

- The student-athlete must request the appeal hearing by the date specified in the notification letter, and
- Upon receiving the request the student-athlete will receive instructions from the Office of Financial Aid and a hearing date will be set.

Post-eligibility Athletic Aid -The following NCAA regulations apply to Post-eligibility athletic funding:

- The aid must be awarded within six years after initial enrollment in a collegiate institution and may not have received such aid for more than five years during that period;
- The student-athlete receiving post-eligibility athletic financial aid is not a counter in his/her particular sport in the subsequent academic years following completion of eligibility as long as he/she is otherwise eligible for the aid and is not taking part in organized, institutional practice sessions in that sport unless the individual has eligibility remaining under the five-year rule.

Student Athlete Success Services

The adjustment to college life can present many challenges. Le Moyne offers a variety of services to the student-athlete that can help to ease the transition and assist in dealing with any problems that may arise during your college experience.

Le Moyne College's ABCD's of Student-Athlete Success:

"Advancing to graduation, Bridging the Community, Developing leadership through service"

Philosophy: Le Moyne College's Department of Athletics has a role and responsibility through joint efforts with the other campus constituents to achieve the Ignation ideal of educating the whole person. A commitment to focus on and enhance the "Overall Student-Athlete Experience" has been made, providing our student-athletes with opportunities and experiences which will allow them to achieve academically, athletically and prepare for future successes as career endeavors are pursued.

Programs: Academic Support, Career/Personal Development, L.E.A.P., S.A.A.C.

Academic Support

The Office of NCAA Compliance and Student-Athlete Success will serve both as a resource and conduit for academic support services.

[Academic Support Center](#)

Location: Noreen Reale Falcone Library

Extension: 4118

Director: Ms. Stacy M. Gonzales Lavoie

Tutorial Services

Student-athletes are first encouraged to seek assistance from the course instructor(s). If these resources are available at inconvenient times and/or not sufficient to adequately aid students in achieving their academic best, a request for a tutor may be submitted by student-athletes and their academic/athletic counselors. Also, in some instances, student-athletes may find that their prior educational experiences have not adequately prepared them to meet the demands of particular courses. Regardless of the reason for requesting tutorial assistance, student-athletes sign an agreement that they will meet with their tutor(s) at least once a week.

Although tutorial assistance may be necessary to provide additional understanding of material missed due to travel, student-athletes are responsible for obtaining material from missed classes.

Career/Personal Development

The Office of NCAA Compliance and Student-Athlete Success will serve both as a resource and conduit for career/personal development, along with coordinating programs in this area.

[Center for Personal Growth and Counseling](#)

Location: Romero Hall

Extension: 4195

Director: Ms. Anne Kearney

Counseling Center

Student-athletes share a variety of personal, social, and academic concern. The staff of the Counseling Center is available for consultation in response to these concerns. If the staff feels that a situation requires more than consultation, that student-athlete may be referred to a psychologist and professional counselor, and will conduct counseling on a one-on-one basis. Group programs dealing with personal development, wellnesses, as well as various other support groups are available. All sessions, either group or individual, are held in strict confidence. Services are provided in personal counseling and psychotherapy, career development, educational counseling, alcohol and substance abuse consultation.

Career Services

Location: Reilly Hall 334
Extension: 4185
Director: Ms. Linda McGraw

Career Services

Career Services maintains hours from 8 a.m. to 5 p.m., Monday through Friday.

This office functions as an intermediary agency where students and alumni may receive assistance in defining and implementing their career goals. The office additionally provides student development services (workshops). Topics include interview skills, resume building, and setting up an internship.

Campus Ministry

Location: Panasci Family Chapel
Extension: 4110
Director: Louis Sogliuzzo, S.J.

Campus Ministry is another resource for personal guidance and counseling. In addition, there are several program offerings designed to broaden your college experience through community service. These include, but are not limited to:

- **Alternative Breaks** – working on community projects outside of the Le Moyne community in both rural and urban areas
- **Retreats** – spending a weekend of fellowship and reflection with other students on College property near Cazenovia Lake or Alverna Heights
- **Issues of Social Justice** – a program designed to increase awareness of major issues such as homelessness, hunger, poverty, and the environment. Students frequently spend a day working with Habitat for Humanity.

Leadership Enhancement and Awareness Program (L.E.A.P.)

"Nurturing leadership skills for a life-long commitment to service and career successes."

Location: Office of NCAA Compliance and Student Athlete Success (Athletic Center)
Extension: 5478
Advisor: Tim Fenton, Associate Director of NCAA Compliance and Student-Athlete Success

Le Moyne College's Department of Athletics has developed this program to support and assist our student-athletes who desire to have opportunities and experiences beyond the traditional academic and athletic arenas. By providing substantive programming, participation in the L.E.A.P. will allow individuals to develop and prepare for the future career, leadership and service endeavors and successes.

Purpose: To nurture leadership skills for a life-long commitment to service and success.

Program Stages:

1. Leadership Awareness
2. Leadership Enhancement
3. Leadership Engagement

Student-Athlete Advisory Committee (S.A.A.C.)

Location: Office of NCAA Compliance and Student Athlete Success (Athletic Center)
Extension: 5478
Advisor: Tim Fenton, Associate Director of NCAA Compliance and Student-Athlete Success

Purpose: To facilitate constructive communication between student-athletes and the Athletics Department; to build community and sense of openness within the Le Moyne College athletic family involving all athletics teams; to support the community engagement initiative by promoting athletics on campus and in the local community; and to support the College mission statement that encourages leadership and service. It also

provides a forum for student-athlete communication and opinions relevant to any Le Moyne position on issues and proposals by the NE-10 Conference, regional (ECAC) and/or National (NCAA) governing bodies.

Structure: Executive Board and four subcommittees

1. Career Development
2. Campus Outreach
3. Community Outreach
4. Student-Athlete Experience

Representation and Membership:

The committee reports to the Director of Athletics and is comprised of two selected representatives from each varsity team offered by the Department of Athletics. The Director of Athletics and Faculty Athletics representative serve as ex-officio members of the committee. A representative's term shall be one (1) academic year. There is no limit to the number of terms a student-athlete may serve in this capacity. The SAAC gives individual athletes and varsity teams access to athletic and academic administrative philosophies and decisions. The director will call the first committee meeting of each year; additional meeting times are agreed upon at that session. Guest speakers are often invited to address issues of relevance to the athletes. Finally, the Office of Student Development (ext. 4525) maintains an extensive list of programs, activities, and student organizations. The office is located in the Campus Center.

Programs:

- Distribution of NCAA Internship/Post Graduate Awards/Opportunities
- Career Services Programs (What a Student-Athlete Brings to the Table, Resume Writing)
- Game of the Week
- Student-Athlete of the Month
- "Phinatic About Reading"
- Scholar-Athlete/Faculty Recognition Breakfast
- Evaluation of Le Moyne's Student-Athlete "Exit Interview" Tool
- Student-Athlete Experience Initiatives and Educational Programs
- "Thank-A-Thon" Initiative
- Make-A-Wish Fundraising Dance



Student Athlete Support Services

Athletic Training Services and Medical Coverage

Sports Medicine Staff

Head Athletic Trainer	Scott M. Peterson, MS, ATC, AEMT-I peterssm@lemoyne.edu	x4417	(c) 430-4404
Asst Athletic Trainer	Michael H. Wilson, ATC wilsonmh@lemoyne.edu	x4417	(c) 436-6311
Medical Director	Armond J. Cincotta, MD		(o) 445-4440
Admin Head Nurse	Elaine Taylor, RN Student Health Office		(o) 445-4440
Orthopedic Consultants	Daniel G. DiChristina, MD		(o) 251-0401
	John Fatti, MD		(o) 251-3100
	Micheal Wiese, MD		(o) 251-0401
	Daniel Wnorowski, MD		(o) 426-0190

Athletic Training Room Hours

Hours for the Athletic Training room will be dictated by the in-season sports practice and game schedule. In general, hours will be as follows.

- 8:00 a.m. to 11:30 a.m. By appointment only for new injury evaluations and therapy
- 11:30 a.m. to 1:30 p.m. Closed for lunch
- 1:00 p.m. to 6:00 p.m. Practice/game coverage and new injury evaluations
- 6:00 p.m. to TBA As necessary and determined by game/practice schedule

Hours will be determined by game and practice schedules.

- The Athletic Training room will usually open one hour prior to all practices and two hours prior to all games.
- The Athletic Training room will close 30 minutes after a practice or game unless it is necessary to remain open longer (i.e., injured athlete).
- Please note that the Athletic Training room will open earlier or close later if necessary to accommodate an athlete's class/ practice schedule, especially if they are in rehab. This must be pre-arranged with the individual athlete.

Athletic Training Room Rules

- Athletes and coaches must conduct themselves in an appropriate manner while in the Athletic Training room at all times. Profanity, horseplay, racial, sexual, or harassing comments towards staff, fellow student athletes, or visiting teams will not be tolerated.
- The Athletic Training room is a co-ed facility. All athletes must be properly dressed.
- NO tobacco or alcohol products are permitted in the Athletic Training room.
- All injuries are to be reported to the Athletic Training staff immediately.
- Student-athletes and coaches are not allowed to administer medical treatments. (e.g., hot packs, whirlpools, ultrasound, muscle stimulation, etc.)
- No equipment is to be removed from Athletic Training room without checking with a member of the Athletic Training staff (e.g., coolers, water bottles, taping supplies, crutches, etc.)
- Cleats are not to be worn into the Athletic Training room.
- The Athletic Training room is to be kept as neat and as clean as possible. Athletes may be asked to remove footwear that is covered with mud or grass. Athletes may also be asked to shower before any treatments.
- Food and beverages are not permitted in the treatment areas per New York State Health Department regulations.
- Athletes are not permitted in the Athletic Training room office and may not use the computers unless a staff member is present. This rule is intended to respect confidentiality of medical records and documents.

Injury Reporting and Rehabilitation

It is the responsibility of the student-athlete to report ALL injuries to a member of the Athletic Training staff in a timely manner. This is to ensure that the proper steps will be taken to provide the best medical care possible and will enable the Athletic Training staff to keep the coaching staff informed of the individual athlete's ability to participate.

Notification of coaching staff will be consistent with the Le Moyne College Athletic Training privacy practices.

Following an injury which requires rehabilitation, it is the student-athlete's responsibility to maintain the rehabilitation schedule set by the Athletic Training staff. The student-athlete will be expected to show up for all scheduled appointments on time and dress appropriately for therapy. Missed appointments will be reported to the head coach of the respective sport.

The Athletic Training staff will make every attempt to accommodate the schedule of the student-athlete.

Returning to Play Following Injury

The certified athletic trainers may, at their discretion and after consultation with the attending physician(s), return an athlete to full activity after a full physical assessment and history is completed and documented.

- If the physician exam is normal and there is no contraindication to participation as determined by the certified athletic trainer and physician, the athlete will be cleared for participation.
- Any athlete under the care of a physician, other than a Le Moyne College team physician, will not be permitted to return to activity unless cleared in writing by that outside physician and appropriate team physician.

Medical Clearance Procedures

All intercollegiate athletes are to be cleared by the Student Health Office and Athletic Training staff prior to any participation in an organized practice/game or conditioning season.

First-Year Athletes

1. All incoming freshmen will receive a green medical form (physical exam and immunizations) from the Student Health Office during the summer prior to enrollment.
2. This form must be filled out by their private physicians, along with a complete physical examination, updated immunizations, and meningitis vaccination response form. This form must be returned to the Student Health Office prior to arrival on campus.
3. A gold medical history form must be filled out by the student athlete prior to any intercollegiate activity. This form will be given to the student-athlete by a member of the Athletic Training staff.
4. A completed insurance information form along with a photo copy of insurance card.
5. The athlete is allowed to participate once the gold and green forms are complete and no contraindications to participation are found. NO athlete may participate in any activity until the head coach is notified by the Athletic Training staff that the athlete is medically cleared.

Returning Students – Sophomores and Seniors

1. All sophomores and seniors are required to fill out a gold medical history form and insurance information form along with a photo copy of insurance card.
2. A full athletic physical is performed by a Student Health Office physician or mid-level care provider (PA, NP) prior to any participation.
3. If no contraindication to activity is determined, they will be cleared to participate.

Returning Students – Juniors

1. All juniors are required to fill out a gold medical history form and insurance information form along with a photo copy of insurance card.
2. A preliminary examination (not a full physical) by the Student Health Office staff is required.
3. If no contraindication to activity is determined, they will be cleared to participate.

Transfer Students

1. All transfer students must have their previous institution forward all physical examination, medical history and immunization records to the Athletic Training staff or Student Health Office. It is strongly recommended that the transfer student pick up all necessary records in person at the previous institution prior to leaving.

- i. • Please note that the physical examination performed on the transfer student at the previous institution must have been done within one year from the date of enrollment at Le Moyne. If the physical examination has not been completed within that time frame they will need to have a complete physical examination performed by their private physician or other independent physician at their own expense. The Athletic Training staff or Student Health Office will assist the transfer student in locating a physician to perform the physical exam if necessary.
 - ii. • Immunizations are not provided by the Student Health Office. The athlete's private physician, or an independent physician of their choice, will provide immunizations if necessary at the athlete's expense. The Athletic Training staff or Student Health Office will assist in locating a physician to perform the immunizations if necessary.
2. A gold medical history form must be completed by the transfer student and a preliminary examination must be performed by the Student Health Office staff.
 3. A completed insurance information form and photo copy of insurance card.
 4. If no contraindication to activity is determined, the athlete will be cleared to participate.

Walk-On

All athletes invited for a tryout must follow the same procedures as any of the other returning or recruited athletes. A gold form (pre-participation medical history) must be filled out, reviewed, and on file in the Athletic Training office prior to any participation in athletic activity. If the walk-on becomes a member of the team, medical clearance procedures will be based on that individual's class year.

In addition to the medical clearance by the Athletic Training staff and Student Health Office, the athlete must also provide the following:

- 1) A completed insurance information form. This form includes the student-athlete's demographic information, insurance coverage information, and emergency contact information.
- 2) A copy of their insurance card (front and back).
 - a) All gold forms, parent information forms, and copies of insurance cards MUST be on file in the Athletic Training room prior to an athlete's participation in any athletic activity.
 - b) Coaches will receive a list of athletes who are either eligible or ineligible to participate in athletics prior to the start of their season from the Athletic Training room.
 - c) Only those athletes marked as eligible are allowed to participate.
 - d) Ineligible athletes should speak with a member of the Athletic Training staff as soon as possible to determine what is needed for full clearance.

Athletic Insurance Claim Procedure

Every student-athlete participating in intercollegiate sports at Le Moyne College is covered by the Department of Athletics accident insurance policy. This coverage is provided free of cost to the student-athlete. This policy is a SECONDARY INSURANCE POLICY, which takes effect only when the primary insurance coverage for an injured student-athlete is denied or exhausted. This policy will pay only for athletic related injuries that occurred while participating in intercollegiate athletics at Le Moyne College. All Le Moyne College student-athletes are required to have primary 9 medical coverage not supplied by the Department of Athletics upon entering the school. The Head Athletic Trainer is responsible for processing all athletic injury and related claims. In order to make the claims process as smooth as possible, please follow these simple steps.

1. The Athletic Training staff must be notified of all injuries sustained during practice or competition that require further diagnostic testing and/or surgery prior to that designated treatment. Bills will not be covered without proper pre-visit notification. The student-athlete may use the "Le Moyne College Network" of physicians or is free to see their own physician as long as the sports medicine staff receives prior notification.

2. Follow all PRIMARY INSURANCE PROCEDURES, including securing referrals and pre-certifications for certain diagnostic tests. The Head Athletic Trainer will assist the student-athlete with these procedures if necessary.
3. Upon receiving a bill showing remaining balance for services rendered, send a copy of the bill to the Head Athletic Trainer.
4. The student-athletes' primary insurance company will generate an Explanation of Benefits (E.O.B.), which will explain what the primary insurance company will or will not pay for and the reasoning. Copy the E.O.B and send to the Head Athletic Trainer for processing. **BILLS CANNOT BE PROCESSED WITHOUT THE E.O.B.**
5. The bill and E.O.B will be sent by the Head Athletic Trainer to the Le Moyne College athletic insurance carrier for processing, once the student-athlete has signed the accident claim form. Payment will be made directly to the provider. All bills must be processed in a timely fashion.

The Athletics Department will not process any claim(s) after one year past the date of services.

Student Health Center

Location: Seton Hall

Extension: 4440

Director: Ms. Elaine Taylor, R.N.

College Health Center

[College Health Services](#) include care of individual injuries and illness, as well as advice on ways to remain healthy. The service is staffed with registered nurses who are very experienced in college health. Either a physician, nurse practitioner, or physician assistant is on site daily to allow for diagnosis and prescription of medication/labs/testing if needed. The center maintains a listing of referral physicians, dentists, physical therapists, and other professionals in the community and will help facilitate getting an appointment.

College Health Services include (but are not limited to):

- Personal advice on ways to remain healthy
- Diet history and "eating for athletic success"
- Assessment and treatment of illness with referral if needed
- Alcohol and other drug education, counseling, and referral if needed
- Information about a variety of dietary supplements advertised to athletes
- Flu shots
- Assistance with monitoring of certain medical conditions such as diabetes, asthma, etc.
- Interactive team programs on eating for success, anger management, date rape, eating disorders, etc.

ATHLETIC FACILITIES

Recreation Center

Location: Recreation Center
Hours: TBD

The following protocol is used when scheduling activities:

- Scheduled NCAA games or matches
- Scheduled intramural/recreational activities
- General recreation use
- Varsity athletics practices
- Club sport use
- Nontraditional season practices

Additional Athletic Facilities

The following fields and buildings are considered athletic facilities; Henninger Athletic Center, The Vincent B. Ryan, S.J. Pool and all outdoor fields. These areas use the following protocol when scheduling events:

- Scheduled NCAA games or matches
- Scheduled campus events
- Scheduled varsity athletics team practices (in-season)
- Scheduled intramural/recreational activities
- Club sport use
- Nontraditional season practice
- General recreation

Fitness/Weight Room

Location: Recreation Center
Hours: TBD

The fitness facility is a recreational area used for all students and staff. The Recreation Office provides proctors for the fitness center during regular hours.

Teams

- Any teams wishing to schedule time for team strength training must avoid hours of peak usage.

Weight Room Rules

- Be aware of your safety and the safety of others. If you are unfamiliar with a machine, exercise or have questions, please see your coach, athletic trainer, or athletic staff member.
- Spotters are required for all free weight exercises. If you are working out alone, please see a proctor for assistance.
- All barbells, dumbbells, and weight plates must be returned to the proper racks when finished.
- Proper attire including shirts, shorts, or sweats and closed toe shoes (no sandals) must be worn at all times.
- Le Moyne College is not responsible for lost or stolen items,
- Please refrain from gum chewing, eating, or drinking (out of cans or glass bottles). Water bottles are permitted,
- All open sores, fungal growth, rashes, etc. must be properly covered,
- Cell phones are prohibited in the weight room,
- Student-athletes will show respect towards all others using the facility.
- Individuals who use equipment incorrectly or in a damaging manner may lose their privilege to use the facility.

The use of the Weight Room is a privilege, not a right.

Violation of any of the aforementioned rules may result in the loss of that privilege.

Equipment Room Services

Location: Henninger Athletic Center
Hours: Monday – Friday normal business hours
Saturday – Sunday as assigned

Issue/Return of Equipment and Uniforms

- At the start of the season, student-athletes will complete a form, which acknowledges the receipt of any athletics apparel and equipment, as well as the policy on returns.
- All athletics apparel and equipment that is assigned is the responsibility of the student-athlete.
- It is expected that at the conclusion of the season (or separation from the team) that the team items will be returned.
- Students will be billed for the replacement cost of the equipment.
- Once billed, the equipment manager does not have to accept back any athletic items.

Laundry Procedures

- For all home and away contests, all uniforms must be brought back to the team locker room immediately following the contest unless other arrangements have been made.
- Student-athletes should never take their uniforms home with them following home or away contests.
- Student-athletes should never wash their own uniforms.
- Any uniforms with blood on them must be placed in a red plastic bag supplied by the training room, and sealed, before they are returned to be laundered.
- Athletic laundry facilities are not for personal use under any circumstances.

Laundered Uniforms for Contests

- For all athletics contests, home and away, laundered athletics apparel and equipment will be available from the team locker room the day of the contest.
- Remember that game uniforms are for game use only and that all other issued equipment is for team use only.

Sports Information Department/Media Relations

Location: Henninger Athletic Center

The Sports Information staff coordinates media relations, publications, statistics and the web page for the College's intercollegiate athletic program. The staff is responsible for promoting the positive achievements of student-athletes, coaches and teams as well as marketing/branding Le Moyne's athletics image. In this regard, a member of the sports information staff may put you in contact with various members of the print and electronic media during the year.

Syracuse area fans, as well as your hometown communities are interested in you, and during your athletic career you may be called upon to interact with the media. This is an opportunity to develop and refine your communication skills that can be beneficial in the classroom, with your fellow student-athletes, and in future business and professional careers. You have a responsibility to the College, your coaches, and your teammates to have a positive relationship with the media. Since this is a learning experience for most of you, the following hints may provide some guidance in developing a successful relationship:

1. Should a member of the media want an official interview with you, members of the Sports Information Office, or your coaching staff will always check with you concerning day, time, and location of an interview (personal or via telephone) before it is scheduled. Some reporters may contact you directly; this is not out of the ordinary, especially for campus newspapers. If you have a problem with this, inform the Sports Information Office, or your coaching staff.
2. Be on time for scheduled interviews. If you have a problem with a scheduled appointment, again, notify the Sports Information Office or your coaching staff so appropriate action can be taken.
3. Be courteous with the media. They are professional journalists who have been assigned to cover Lemoyne College athletics. They should also treat you with professional courtesy.
4. During an interview, avoid criticism of any type.
5. Do not respond to a question if you do not wish to respond. Simply say, "I'd rather not discuss the subject." Remember, if you don't want to read, see, or hear it in the media, don't say it.
6. If you feel uncomfortable with the questions, answers, or general tone of the interview, politely end the interview and consult with the Sports Information Office.

APPENDIX 1

[Summary of NCAA Regulations](#)

APPENDIX 2

[NCAA Student-Athlete Statement](#)

APPENDIX 3

[NCAA Drug Testing Consent Form](#)

APPENDIX 4

[List of NCAA Banned Substances](#)

