Welcome to the College of Saint Benedict and the Athletic Program

I am confident this will be another exciting year for Blazer Athletics and a great season for you as a student-athlete. The athletic department is proud to finish consistently at the top of the Minnesota Intercollegiate Athletic Conference (MIAC) All-Sports Race and contend for National Collegiate Athletic Association (NCAA) postseason competition! Last year, we finished third in the MIAC All-Sports Race.

Intercollegiate athletics is a once in a lifetime experience. The challenges, joys, sweat, tears and friendships you make are memories you will carry with you for a lifetime. Enjoy and make the most of every minute because before you know it, you will have completed your collegiate career.

This handbook will help you, as a student-athlete had better understand our athletic department and the policies we follow. If you have special issues or concerns, please seek clarification through my contact information below.

Sincerely,
Glen Werner, CSB ’93
Athletic Director
O 320-363-5201
E gwerner@csbsju.edu
Learning Goals, Themes, & Core Values

- Lead with integrity and exhibit stewardship.
- Seek personal and spiritual growth along with physical well-being.
- Look outward, beyond our race, beyond our culture, beyond our geography.
- Seek connections, not divisions, between people.
- Think green.
- Develop risk-taking skills based on bold and creative ideas.
- Seek a socially just world.

CORE VALUES

Dignity and Respect
We value treating each individual with dignity and respect.

Integrity
We value doing the right thing, the right way, for the right reasons, and doing so with honesty in all our actions.

Success
We value winning and achievement in athletics, academics, and personal development.

Environment
We value the existence of an environment for all student-athletes and staff that is free from any form of harassment and intimidation.

Diversity
We value and respect the diversity and equality of all student-athletes and staff.

Communication and Teamwork
We value each member of our athletic family and understand the importance of teamwork, respect for confidentiality, and honesty in communication with each other.

Empowerment
We value accountability for the decisions that we make.

Personal Development
We value the ongoing professional development of our skills, knowledge, and ability to work in partnership.

I. Athletic Department Philosophy and Objectives

Athletic Department of the College of Saint Benedict Mission Statement

- Provide each woman with a competitive intercollegiate experience.
- Challenge her physical, intellectual, emotional, social and spiritual growth in a way that values community, self and holistic development.
- Empower her to achieve enhanced self-esteem and leadership skills so that she enjoys success both within and beyond her athletic experience.

College of Saint Benedict Athletic Department Vision

- To be “among the best” in athletic/recreation facilities in the MIAC and NCAA Division III that support excellence and opportunity.
- To be “among the best” in providing services that support the welfare of our student-athletes, with a commitment to transformational leadership and the development of the “whole” person.
- To increase the positive image, success and visibility of our college through a high level of performance in our athletic programs.
College of Saint Benedict Athletic Program Objectives

- Support and reflect the Mission Statement of the College of Saint Benedict and specifically the division of Student Development.
- Provide a quality program of women's intercollegiate athletics, complementing the liberal arts educational aims and objectives.
- Provide a competitive program of women's intercollegiate athletics based upon the needs, interests and capabilities of the students.
- Actively recruit student-athletes who have the commitment and ability to participate successfully in a liberal arts education and abide by principles of fair play and amateur athletics competition.
- Stay knowledgeable in current trends, techniques and information in each coach's area of expertise.
- Comply with NCAA Division III and MIAC philosophy and governing rules, supporting high standards of sportsmanship and ethical conduct.

Minnesota Intercollegiate Athletic Conference (MIAC)

Our college belongs to the Minnesota Intercollegiate Athletic Conference (since 1985-86) and is committed to this organization. The MIAC is led by its Executive Director and governed by two Executive Committees. The MIAC code is developed and administered through legislation submitted by coaches, athletic directors and faculty athletic representatives. The overall authority rests with the Presidents of each institution.

MIAC Mission Statement: The MIAC strives to guide, govern and support fair and equitable athletic competition and promote student-athlete well-being among its members. The Conference recognizes and celebrates the important contribution competitive athletics can make to the quality of an education experienced in a context in which the academic program is paramount.

MIAC Core Values: The MIAC’s four core values stand alongside the NCAA Division III athletics philosophy, reflect the conference’s mission, bylaws and legislative processes, and define how each member institution’s intercollegiate athletic program enhances and enriches the overall student-athlete experience.

- Quality Athletics - Maintain exceptional, competitive, broad-based athletic programs that allow student-athletes, coaches and administrators to pursue their passion at a high level
- Academics - Commit to exemplary academic standards, emphasizing the student-athlete’s pursuit of knowledge and of undergraduate degrees while promoting academic and intercollegiate athletic excellence
- Student-Athlete Well-Being - Ensure the well-being of MIAC student-athletes and assure that their collegiate experience is paramount in all endeavors
- Integrity - Govern the MIAC and its events to the highest degree of fairness; maintain a commitment to outstanding sportsmanship by fostering an atmosphere of enthusiastic, positive support for all participants, officials and spectators through the tenets of respect and civility; and promote these qualities within the conference

The MIAC is composed of the following 13 schools:

- Augsburg University
- Bethel University
- Carleton College
- College of Saint Benedict (women)
- Concordia College-Moorhead
- Gustavus Adolphus College
- Hamline University
- Macalester College
- St. Catherine University (women)
- Saint John’s University (men)
- Saint Mary’s University
- St. Olaf College
- University of St. Thomas

All-Sports Race: A traveling All-Sports Trophy is awarded to the college that accumulates the best all-sports record during the MIAC academic year. First-place points are determined by the number of teams participating in that sport. Second place, third place, etc., will receive points in a descending order, based on the first-place point total.

NCAA Division III Affiliation

NCAA Division III includes both private and state-funded colleges where student-athletes receive financial aid based on financial need and academic excellence, rather than athletic abilities. All together, there are almost 450 Division III schools in the nation.
The College of Saint Benedict supports the **philosophy** of the National Collegiate Athletic Association as stated:

- The purpose of the NCAA is to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body and, by doing so, retain a clear line of demarcation between intercollegiate athletics and professional sports.
- Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. They seek to establish and maintain an environment in which a student-athlete’s athletics activities are conducted as an integral part of the student-athlete’s educational experience, and an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

**NCAA Division III Identity**

*Follow your passions and discover your potential.*

*Discover…Develop…Dedicate*

Values of DIII include:

- Proportion – Appropriate relation of academics with opportunities to pursue athletics and other passions.
- Passion – Playing for the love of the game, competition, fun and self-improvement.
- Responsibility – Development of accountability through personal commitment and choices.
- Sportsmanship – Fair and respectful conduct toward all participants and supporters.
- Citizenship – Dedication to developing responsible leaders and citizens in our communities.

**II. Department Organization**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Basketball</td>
<td>Mike Durbin</td>
<td>Head Coach</td>
<td>HCC 19A</td>
<td>5073</td>
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<tr>
<td>Cross Country</td>
<td>Robin Balder-Lanoue</td>
<td>Head Coach</td>
<td>HCC 20A</td>
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<td>Golf</td>
<td>Daryl Schomer</td>
<td>Head Coach</td>
<td>HCC 20</td>
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<td>Ice Hockey</td>
<td>Jennifer Crary</td>
<td>Head Coach</td>
<td>HCC 19G</td>
<td>5870</td>
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<tr>
<td>Soccer</td>
<td>Steve Kimble</td>
<td>Head Coach</td>
<td>HCC 19D</td>
<td>5873</td>
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<tr>
<td>Softball</td>
<td>Rachael Click</td>
<td>Head Coach</td>
<td>HCC 19F</td>
<td>5724</td>
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<td>Swimming &amp; Diving</td>
<td>Dan Eckberg</td>
<td>Head Coach</td>
<td>HCC P18</td>
<td>5169</td>
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<td>Tennis</td>
<td>Michael Engdahl</td>
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<td>Track &amp; Field</td>
<td>Robin Balder-Lanoue</td>
<td>Head Coach</td>
<td>HCC 20A</td>
<td>5514</td>
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<tr>
<td>Volleyball</td>
<td>Nicole Hess</td>
<td>Head Coach</td>
<td>HCC 19C</td>
<td>5286</td>
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<tr>
<td>CC/TF</td>
<td>John Pollack</td>
<td>Assistant Coach</td>
<td>HCC 20C</td>
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<th>Position</th>
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<tr>
<td>Athletic Director</td>
<td>Glen Werner</td>
<td>HCC 19B</td>
<td>5201</td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Mike Eveslage</td>
<td>HCC 19E</td>
<td>5701</td>
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<tr>
<td>Assistant A. D. – Compliance Officer</td>
<td>Nicole Hess</td>
<td>HCC 19C</td>
<td>5286</td>
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<tr>
<td>Assistant A. D. - Events and Promotions</td>
<td>Steve Kimble</td>
<td>HCC 19D</td>
<td>5873</td>
</tr>
<tr>
<td>Head Certified Athletic Trainer</td>
<td>Julie Deyak</td>
<td>HCC 17A</td>
<td>5095</td>
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<tr>
<td>NCAA Student Athlete Affairs Coordinator</td>
<td>Julie Deyak</td>
<td>HCC 17A</td>
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<tr>
<td>Certified Athletic Trainer</td>
<td>Erin Ross</td>
<td>HCC 17A</td>
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<tr>
<td>Certified Athletic Trainer</td>
<td>Savannah Kuester</td>
<td>HCC 17A</td>
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<tr>
<td>Campus Recreation Director</td>
<td>Marcia Mahlum</td>
<td>HCC 12A</td>
<td>5992</td>
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<tr>
<td>Strength &amp; Conditioning Coach</td>
<td>Jen Crary</td>
<td>HCC 12B</td>
<td>5290</td>
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<tr>
<td>Assistant Campus Recreation Director</td>
<td>Amanda Anderson</td>
<td>HCC 12B</td>
<td>5290</td>
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<tr>
<td>Exercise Science and Sport Studies Chair</td>
<td>Don Fischer</td>
<td>HCC 22A</td>
<td>5581</td>
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<tr>
<td>Exercise Science and Sport Studies Professor</td>
<td>Janna LaFountaine</td>
<td>HCC22B</td>
<td>5567</td>
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<tr>
<td>Exercise Science and Sport Studies Professor</td>
<td>Mary Stenson</td>
<td>HCC 21</td>
<td>5228</td>
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<tr>
<td>Media Relations</td>
<td>Leah Rado</td>
<td>HCC 20B</td>
<td>5151</td>
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<tr>
<td>Faculty Athletics Representative</td>
<td>Dr. LuAnn Reif, Nursing</td>
<td>Main 442</td>
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CSB Sports - Our College offers eleven intercollegiate sports:

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<tr>
<th>FALL</th>
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<th>SPRING</th>
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<td>Cross Country</td>
<td>Basketball</td>
<td>Softball</td>
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<tr>
<td>Golf</td>
<td>Ice Hockey</td>
<td>Tennis</td>
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<tr>
<td>Soccer</td>
<td>Indoor Track &amp; Field</td>
<td>Outdoor Track &amp; Field</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Swimming &amp; Diving</td>
<td>Golf (non-traditional season)</td>
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<tr>
<td>Softball (non-traditional season)</td>
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<td>Soccer (non-traditional season)</td>
</tr>
<tr>
<td>Tennis (non-traditional season)</td>
<td></td>
<td>Volleyball (non-traditional season)</td>
</tr>
</tbody>
</table>

### III. NCAA and MIAC Compliance

The **NCAA, MIAC, and the college have eligibility rules that must be followed. Coaches and student-athletes need to be familiar with these rules, paying special attention to transfer students and academic eligibility.**

The NCAA requires student-athletes to be full-time students making normal progress. At CSB, a student must be passing a minimum of 12 credits/semester to meet this requirement. Additionally, the student-athlete must complete her seasons of participation during the first 10 semesters in which she is enrolled. Every student-athlete must complete the NCAA Student-Athlete Statement for each year of participation.

The **MIAC requires that a student-athlete must be making normal progress towards a recognized degree to be eligible for intercollegiate competition. The student-athlete must also satisfy the institutional eligibility requirements set forth by the official catalog of the institution. Minimum standards of normal progress include:**

a. Accumulation of 24 credits in the previous two semesters of attendance immediately before the semester of participation.

b. For the second semester of the first year, accumulation of 12 credits in the first semester of attendance.

c. Repeat Courses: A student-athlete may not receive credit to satisfy the MIAC 24-credit rule for completing the same academic course on more than one occasion. This rule is specific to courses that were taken AND passed during more than one semester or term. If a student takes a course and repeats it to improve his/her grade, they will only receive credit for the MIAC 24-credit rule on the first occasion the course was passed. This rule does not apply to courses such as music/instrumental lessons etc., as long as the normal operating procedure for the institution is to allow such courses to be taken on multiple occasions and still count toward graduation requirements.

d. For purposes of the MIAC 24-credit rule, use of correspondence, extension, and online courses shall be determined by the regulations of the institution that the student is transferring into. The term that the certifying institution assigns to the credit(s) will be the term that the credit(s) must be applied for the MIAC 24-credit rule - regardless of when the course/credit is actually earned/certified.

e. A student-athlete, having received a Baccalaureate degree, is no longer eligible for any intercollegiate athletic competition in the MIAC. The MIAC does allow for NCAA Bylaw 14.1.8.1.6.3.1 (NCAA Championship after Completion of Degree Requirements -- Practice or Competition), but does not observe NCAA Bylaw 14.1.8.1.6.3.2 (Graduation in Less than Four Years).

**CSB** – Any full-time student in good academic standing is eligible to compete. At CSB, good academic standing is defined as having a cumulative GPA of 1.8 at the end of the first semester and 2.0 thereafter.

If a student-athlete’s academic eligibility changes at the end of a quarter or semester, the student-athlete should become eligible or ineligible to compete on the date the appropriate institutional authority officially certifies his or her eligibility. In a case in which a student-athlete becomes ineligible, the ineligibility shall become effective not later than the first day of classes of the following semester or quarter.

i. In any case, if the student-athlete is academically eligible to compete at the time of the student-athletes or the institution’s first participation in an NCAA championship, he or she shall remain eligible for the remainder of the championship.

Complete rosters and eligibility worksheets must be turned into the Ass’t AD for Compliance and Athletic Trainer on the appropriate due dates (See Appendix 2). The Ass’t AD will send eligibility worksheets to the Registrar who will inform the Athletic Director and head coach regarding any student-athlete who is academically ineligible. Coaches should work closely with the Ass’t AD and Registrar on any special or difficult cases.

It is recommended that coaches monitor their student-athletes’ eligibility and academic progress. This can be done by keeping open communication with the student-athletes regarding their academic progress and reviewing grade reports, including the midterm reports for first-year students.
Each team member and coach must attend an orientation session held at the start of the academic year. At this meeting, the Athletic Director will review CSB, MIAC, and NCAA information regarding all athletic guidelines. Each team member and coach must attend the NCAA Rules meeting conducted (at the orientation session) by the compliance director. Additionally, each head coach, as well as all the assistant coaches that will assist in recruitment of prospective student-athletes, must complete/pass the NCAA DIII recruiting test.

A student-athlete considering a TRANSFER to or from the College of Saint Benedict would need to note specific rules that pertain to this situation and their ELIGIBILITY in athletics. The NCAA Self-Release, which can be found at [http://www.ncaa.org/databases/d3_s-a_self_release.rtf](http://www.ncaa.org/databases/d3_s-a_self_release.rtf), states:

1. A student-athlete can grant her own written permission to contact other Division III institutions about a potential transfer; this is Division III to Division III only.
2. A Student-athlete does not need to inform institutional staff and permission to contact is valid for 30 days.
3. The new institution shall not notify the current institution of the contact, unless a second self-release is issued by the student-athlete.

IV. Joint Policy on Co- and Extra-Curricular Activities and Academic Responsibilities

The College of Saint Benedict and Saint John's University recognizes that a wide range of experiences contribute to the liberal arts education of a student and encourages students to seek educational and experiential opportunities which are not available in traditional college courses. At the same time, the two institutions uphold the primacy of the academic program. There is no necessary conflict between these two objectives. In order to accommodate extra-curricular activities, the institutions encourage faculty members to avoid scheduling single sections of classes in the 4 to 6 PM period. In addition, faculty should refrain from rescheduling classes or laboratories without compelling academic reasons. This policy addresses the responsibilities and priorities when a conflict occurs between an academic course and an extra-curricular activity.

Examples of Extra-Curricular Activities Addressed by the Policy

1. Lectures and cultural programming events recommended to a student by a faculty or staff member.
2. Games, competitions, tournaments and events, which are an integral part of intercollegiate athletics.
3. Performance activities, which are part of coursework or programs.
4. Workshops or conferences recommended to a student by a faculty or staff member.

PROCEDURE 1: Activities with multiple dates

It is the responsibility of the coach to:

- Remind the students of the priority of their academic responsibilities.
- Develop an awareness of the critical dates of the college calendar and avoid scheduling activities during midterms, examination periods and other special events insofar as possible.
- Communicate and provide appropriate materials to the student participants within the first week of classes or within the first week of the activity. (The student’s responsibility is to notify in writing each of their instructors of the activity and of the dates of all scheduled events.)

It is the responsibility of the student to:

- Notify each of her instructors in writing within the first week of class or within the first week of the activity of her involvement in an activity.
- Give each instructor the official list of student participants and the list of dates of scheduled events.
- If an event conflicts with a class activity, make an appointment with the instructor to discuss the possibility of making up the missed class work. While faculty members are encouraged to be flexible, the decision on make-up work rests with the instructor.

PROCEDURE 2: Special or single time activities

It is the responsibility of the coach to:

- Remind the students of the priority of their academic responsibilities.
- Develop an awareness of the critical dates of the college calendar and avoid scheduling activities during midterms, examination periods and other special events insofar as possible.
- At the request of a student's instructor, provide a letter for the student participant to give to the instructor as soon as a date for the activity is known. While this is preferably done early, in special cases of competitions or awards, notification may be as short as three or four days. The letter should explain the purpose of the absence, and be signed by the adviser with a title which shows the participants responsibility to the college-related activity.
It is the responsibility of the student to:

- Give the letter provided by the coach to the instructor if requested.
- Make an appointment with the instructor to discuss the possibility of making up the missed work. While faculty members are encouraged to be flexible, the decision on make-up work rests with the instructor.

V. Roles & Responsibilities of a CSB Student-Athlete

Represent CSB athletics with exemplary behavior.

- Maintain proper eligibility both academically & medically.
- Attend NCAA eligibility meeting and complete NCAA forms.
- Participate in team meetings when called by the coach.
- Communicate with coach, trainers, and captains in situations of illness, emergency, or special concern.
- Follow team rules as set by the department, coach and team regarding smoking, drinking, professional conduct with others, attendance, curfew. CSB reserves the right to perform NCAA regulated drug testing on student-athletes who exhibit behavior or signs of possible illegal drug use or use of NCAA banned substances.
- Follow guidelines on injury prevention and care as directed by the athletic trainer.
- Refrain from hazing or “initiating” fellow student-athletes. This practice is strictly forbidden regardless of age or year in school. We should do all we can to welcome new student-athletes with respect and support.
- Participation in gambling activities that involve intercollegiate athletics or professional athletics is an NCAA violation. This applies to both student-athletes and department staff. Anyone found to be in violation of these provisions will be ineligible for further competition (NCAA Div. III Manual Article 10.3).
- Student-athletes are encouraged to recognize and uphold appropriate boundaries regarding relationships with athletic department staff (coaches, trainers, volunteers, student coaches, and graduate assistants, full and part time staff). This policy applies to same gender or opposite gender relationships. Student athletes are discouraged from engaging in romantic relationships, dating and attending events with athletic staff where alcohol is served or being consumed. If a student athlete initiates or participates in a romantic relationship with a staff member, no matter whether consensual, College policy requires the staff member to disclose the relationship to College Administration who will determine if steps must be taken to mitigate the real and/or apparent conflicts of interest or other issues. Such steps will be undertaken with the intent of minimizing or avoiding, to the extent reasonably possible, adverse effects on the educational opportunities of the student.
- Follow policies and procedures on conflicts between classes and competition.
- Participate in the athletic awards ceremony that is held the Sunday prior to CSB commencement.
- Assume responsibility for assigned uniform; lost items will be billed to the athlete.
- Participate in the evaluation process of your coach and program at both the middle and end of the season.

VI. Roles & Expectations of Team Leaders

- Be approachable. Be a good listener and always have an open ear for team members.
- Give feedback and support to coaches regarding team issues.
- Create opportunities to support your team chemistry by including all athletes and coordinating team activities
- Role model a positive attitude; during contests, help unify the team. Look for ways to build confidence.
- Be respectful of officials and communicate within the rules, reminding teammates to do the same.
- Coordinate and complete the evaluation process. (See Section XII Evaluations)

VII. Student-Athlete Advisory Committee (SAAC)

SAAC is a group of dynamic student-athlete team leaders who collaborate, trust each other, complement one another, and share common goals that produce extraordinary results. The women of SAAC strive to make a difference in the lives of others through motivation, inspiration and a commitment to achieve success through the pursuit of excellence. SAAC is comprised of four officers and two representatives from eleven teams. They are advised by Rachael Click, Erin Ross and Mary Stenson.

7.1 The purpose of SAAC is to enhance the total student-athlete experience.

Our main goals in achieving this include:

- Report for all SAAC meetings and represent needs or issues for your team.
- Foster communication between athletic administration, student-athletes and teams.
- Offer feedback and insight into athletic department issues.
- Generate a student-athlete voice in the formulation of athletic department policies.
- Build a sense of community within the athletics program involving all athletic teams.
- Encourage active involvement of student-athletes for community service projects.
• Promote a positive image of athletics on campus by celebrating and generating excitement for our unique community of high-achieving student-athletes.
• Provide personal growth opportunities for student-athletes through women’s leadership skill development.
• Create an open forum for safe dialogue among women.
VIII. Student-Athlete Behavior Policy

Participation in athletics is a privilege, not a right. Therefore, it is expected that all student-athletes at CSB behave in an exemplary manner. That is to say that their behavior would reflect a positive role model to others.

Should a student-athlete choose to behave in activities that violate team rules, college policy, federal and state laws, or cause harm to herself or others, the coach and athletic department may take disciplinary action that can affect practice, competition, and her membership on the team. See Appendix 4 for the Alcohol and Other Drug (AOD) policy.

Refer to the CSB/SJU Student Life Policies as appended below for procedures on hazing:

Hazing of any kind is strictly forbidden by the College of Saint Benedict and Saint John's University and subject to severe sanction. Hazing is defined as any action taken or situation created by an individual or group, intentionally or unintentionally, whether on or off college or university premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or in any way demean the dignity of another human being. Initiations, however explained, or activities that imply, encourage, condone, or allow students to misuse alcohol or other drugs, violate the law, or commit unethical, immoral, or inappropriate behavior are explicitly forbidden.

Incidents of hazing at the College of Saint Benedict can be reported to the human rights officer, dean of students, director of residence life, or the director of security. Incidents at Saint John's University can be reported to the human rights officer, dean of students, associate dean of students, or the director of life safety services. An incident report will be generated to document the report and the incident will be referred to the judicial processes at the college or university.

Individuals involved with hazing may be expelled from school, suspended from enrollment for a definite or indefinite period of time, and/or face additional sanctions which may include the college or university referring the case to outside law enforcement agencies. Recognized student organizations or athletic teams which may be involved with hazing may be sanctioned by withholding of college/university funds; suspension of the club status or charter for up to four years; disqualifying it for funds, space or activities; forfeiture of games/meets or agents; suspension from meeting or playing for the duration of the season; or disqualification from recognition and awards.

Please refer to Section I on Effective Communication and note the processes we ask that you use when in conflict. The Director of Athletics needs to be involved in this process where discipline or removal from the team is being considered.

IX. Effective Feedback Formula for Outstanding Communication

Our goal for CSB Athletics is to create a culture of quality communication skills, which include effective problem solving and constructive feedback. The Effective Feedback Formula is a process to help engage in a dialogue when feedback is needed, whether it is in situations of conflict or situations meriting positive reinforcement. A training session designed especially for athletes in leadership positions such as SAAC, captains, and seniors has been integrated with the Inspiring Leaders Certificate Program through Student Activities and Leadership Development in order to provide training in using this Effective Feedback Formula as a communicative tool.

Formula

When you are ready to give feedback, use the Effective Feedback Formula to start a discussion:

- Describe the situation using observable, objective behavior.
  Example: “You have arrived late for practice 3 times this week.”

Identify the impact of this behavior and why it is a concern. In order for this formula to be most effective, it is important to discuss the impact on 1) the person receiving the feedback, 2) the person giving the feedback, and 3) the team as a whole.

  “When teammates arrive late, it gives the impression that they aren’t interested in being here and working hard for the team. This can undermine the unity we have cultivated within the team.”

- Offer a method of preferred behavior (i.e. what they can do instead). At this point, the person giving the feedback should solicit ideas from the person receiving feedback as to how preferred behaviors could be implemented. That gives the person some ownership and accountability of the change in behavior.

  “Rather than just showing up 15 minutes late, please call the coach or a captain to let them know you will be late. Then, when possible, arrive early to demonstrate your commitment to the team and our training for success.”

Conflict Resolution

If you find yourself in a conflict with one of your coaches, this is the process to use:

- Organize your thoughts using the Effective Feedback Formula above and identify your concerns in writing.
- Schedule a meeting with your coach and share your concerns.
Ask the coach to listen and to ask for clarification; provide examples.
Allow time for the coach to either respond at that meeting or if most appropriate, schedule another meeting.
Ask for confirmation of the issue from the coach. The coach should offer a summary of your concern.
Proceed to discuss solutions.

You should document your interactions, describing actions taken and next steps for resolution of the issue. The coach will provide a summary of the meeting via email. Then, if you are still unable to resolve the issue, bring your concern to the Athletic Director who will act in the role of a facilitator between you and your coach. The goal is to find a solution to the issue or acceptance of the situation.
X. Alcohol and Other Drug Policy

Statement of Purpose
As part of our Benedictine heritage and in keeping with the College’s values, the Athletic Department at the College of Saint Benedict believes that the use of alcohol and other drugs is detrimental to a student-athlete’s academic and athletic performance. Personal choices involving the use of alcohol and other drugs have an impact on not only the student-athlete, but also on her team and the entire athletic community.

Our Student-Athlete Advisory Committee (SAAC) with advice from a sub-committee of student-athletes and staff who attended the NCAA APPLE conference created this policy in 2001. It was revised during the 2004-05 academic year and approved by SAAC and the coaching staff. During the 2010-11 academic year, SAAC and the coaching staff reviewed and updated the policy in accordance with the rotation cycle.

Policy Objectives
- Create a positive and healthy atmosphere for CSB student-athletes
- Educate CSB student-athletes of the detrimental effects of alcohol and drug use and provide preventative programs
- Inform and enforce NCAA and departmental AOD policies in a consistent manner
- Discourage alcohol abuse, underage drinking, and the use of illegal drugs by CSB student-athletes and identify those who may have chronic problems and assist in proper treatment

The CSB Athletic Department’s Alcohol and Other Drug Policy supports the joint mission of CSB/SJU and is written in accordance with Minnesota State Law. The AOD policy refers to alcohol use and includes but is not limited to person’s under the age of 21 purchasing, possessing, or consuming beer, wine, or distilled spirits and purchasing or providing beer, wine, or distilled spirits to person’s under the age of 21.

Refer to the CSB Student Handbook (the Bennie Book) for an explanation of the college’s alcohol policy.

Department Intervention
The Athletic Department believes that all student-athletes have the opportunity for growth and development. A student violation of the Alcohol and Other Drug Policy will allow for reflection, decision-making and additional personal responsibility. Continued policy violations will lead the athletic department community to confront the student-athlete with her impact on herself and the community and provide sanctions, evaluation and treatment options for her continued growth and development.

The jurisdiction of the athletic department regarding AOD offenses begins the first day of practice for a student-athlete and continues until the end of post-season play, when all practices and competition have concluded. Jurisdiction also includes any non-traditional training periods starting from the first day of practice until the last one. In the fall: softball and tennis; in the spring: volleyball and soccer. Violations of the AOD policy in the off-season will be handled by the appropriate college hearing board or Dean of Students in accordance with established CSB procedures. Both the Athletic and Residential Life departments communicate and work in partnership with violations and sanctions. During the off-season, Residential Life will be expected to only report multiple or serious AOD violations. This will only occur through communication with the Director of Residence Life who will contact the Athletic Director and may or may not result in consequences.

It is the role of captains, seniors and SAAC members to provide significant leadership in knowing policy and creating a team environment that complies with these goals. It is not the job of captains, seniors, SAAC representatives or teammates to report violations or discipline teammates. We do highly encourage a student-athlete in violation to report to her coach. Self-reporting will not eliminate a sanction but will be considered positively in the process.

A student-athlete will not be considered guilty by association. If a student-athlete is in a situation and needs to verify that they are not consuming, request CSB Security or SJU Life Safety for a breathalyzer test.

Offenses
The Alcohol and Other Drug Policy will assist student-athletes in making safe and legal choices concerning alcohol and other drugs. Violations of the Athletic Department’s AOD Policy include, but are not limited to, the following examples, and are subject to disciplinary action:

- A student-athlete is involved in an offense in the residence halls, community, or other location, that involves her illegal use of alcohol and other drugs (possession, consumption, etc.).
- A student-athlete, during practice or competition, clearly shows signs of intoxication from alcohol or other drugs.
- On a road trip, the coach or coaching staff finds a student-athlete consuming alcoholic beverages or other drugs or clearly exhibiting signs of intoxication. (Road trips are considered to be from the time of departure from campus to the time of return to the campus or as released by the head coach.)
- A student-athlete, under age 21, is involved in any incident involving her illegal use of alcohol.
- Use of alcohol or other drugs by a student-athlete 21 or older forty-eight (48) hours prior to competition.
- Teams involved in overseas travel shall review this policy and clarify expectations for their trip in writing with the Athletic Director.

**Sanctions**

Student-athletes are expected to keep particular standards of conduct and are responsible for their decisions accordingly. If a student-athlete is found to have committed an alcohol or other drug violation, the sanctions listed below will be in effect. A coach, with athletic director support, has the option of making any sanction more stringent, but not any less stringent. The seriousness and/or repetitive nature of violations will be taken into consideration when sanctions are given. A coach receiving notice of a violation should report this to the Athletic Director the same day. Any student-athlete who has been suspended for the rest of an academic year must complete sanctions for Third Offense and meet with the Athletic Director and coach prior to participating as an athlete on any CSB athletic team the following year. Any multi-sport athlete with a season ending violation in one sport will not be eligible for any subsequent sports for the remainder of the academic year. An incident report will be completed by the coach and be forwarded to the Athletic Director and Director of Residence Life.

**First Offense:**
- 1. Student-Athlete will meet with her coach and the Athletic Director.
- 2. Student-Athlete will address the team on the issue.
- 3. Student-Athlete will participate in an alcohol education activity.

**Second Offense:**
- 1. The Athletic Director notifies the coach, counselor, and trainer.
- 2. Student-Athlete will be suspended from practice and/or competition, to be determined by coach and AD (recommendation is 10% or more of the season).
- 3. In order for the athlete to return to practice/competition, she must complete an AOD assessment at her own expense, (on site or St. Cloud), and follow any recommendations for her continued support.

**Third Offense:**
- 1. Student-athlete will be officially suspended from all CSB athletics for the remainder of the academic year by letter from the Athletic Director. Prior to suspension, the student-athlete will have the opportunity to discuss the matter with the Athletic Director and to present evidence of any mitigating circumstances the student-athlete feels are important. This suspension is for the remainder of the academic year and is for all intercollegiate athletic teams in which the student is involved.
- 2. The student-athlete will be required to complete a mandatory drug evaluation session through CSB Counseling and Health Education Department or its designee. The student-athlete may be referred to off-campus services at the student-athlete’s own expense if appropriate. The counseling service will determine the length of time and manner of counseling best suited for the student-athlete.

These offenses are accumulative, that is they carry-over from sport to sport, year to year.

**Appeals Process**

All student-athletes have the right to appeal any disciplinary action. Appeals will be heard by the Dean of Students. The student-athlete must submit her appeal in writing to the Director of Residence Life and include the student’s name, offense, and sanction given. The appeal must be submitted within five working days of notification of the initial sanction.
XI. Social Networking Guidelines (Updated by Leah Rado 10/10/17)

These are recommendations for social networking websites such as Facebook, Twitter and Instagram, as well as blog sites. It is expected that CSB student-athletes will monitor and follow these approved guidelines.

11.1 Remember that all information appearing on your account (i.e. personal data, photos, text, etc.) will be published to the Internet, which can be accessed by anybody with a computer (even people who are not your intended target audience). Assume that all material will be seen by your coach or college president, because there is a chance it might be.

11.2 Do not publish personal contact information (i.e. phone numbers, physical address, dorm rooms, etc.). Update your privacy settings so that profiles and groups are not visible.

11.3 Always monitor your account photo gallery. Do not include photos with nudity, obscene gestures, and alcohol, if you are underage. Be aware that photos can be altered or tagged by others.

11.4 Monitor your account postings; do not include derogatory or obscene statements. You are responsible for all content appearing on your page(s).

11.5 Positively promote CSB Athletics on your account. Refrain from negatively referencing or discussing issues regarding your team, coaches, or the Athletic Department.

11.6 Display good sportsmanship: avoid trash talk or disrespectful comments aimed at opponents or game officials.

11.7 Report any problems or concerns to your captains, SAAC representatives, coaches or Athletic Department personnel.

11.8 Remember: IMAGE IS EVERYTHING

Posting to CSB Athletics accounts

You may be asked to ‘take over’ the CSB athletics Instagram account (csb_athletics) for a tournament or a day. Please adhere to the same guidelines listed above. In addition, when your weekend/takeover time is done, please sign out of the account and remove it from your phone to avoid an accidental posting.

- Be especially careful of training room or locker room photos. Please do not post photos of yourself/teammates in sports bras or partially clothed.

XII. Evaluations

12.1 Evaluations by the Student-Athlete

1. Mid-season Evaluations
   a. At the mid-point of each team’s season, coaching staff and team leaders should gather feedback regarding the performance of their coach, captains, SAAC representatives, practices, competitions and other items relating to the athletic department.
   b. This feedback is presented to the Athletic Director.

2. End of Season Coaches Evaluation
   a. Every athlete will be asked to complete an evaluation of her coaching staff. These evaluations are returned directly to the athletic director and will be kept confidential. During staff performance evaluations, the Athletic Director will review the evaluation summary with the coach.
   b. The Athletic Department also asks each head coach to conduct individual player meetings following closure of the sport season.

XIII. Athletic Training Policies and Procedures (Updated by Julie Deyak and Erin Ross, 8/15/14)

13.1 Certified Athletic Trainer’s Role and Function

Our athletic trainers are certified by the National Athletic Trainers Association (NATA) and registered by the MN Board of Medical Practice. Major functions include the prevention, recognition and evaluation of injuries, and the management, treatment, rehabilitation, organization, and administration, education and counseling of the athlete. Your cooperation with the certified athletic trainers is essential in accomplishing these goals so that you are able to compete to the best of your ability. The College of Saint Benedict employs two full-time certified athletic trainers:

Julie Deyak, Head Athletic Trainer Office: 320-363-5095; cell: 320-250-8364
Erin Ross, Assistant Athletic Trainer Office: 320-363-5095; cell: 320-492-1422
Savannah Horning, Assistant Athletic Trainer, Office: 320-363-5176; cell: 507-766-5847

13.2 Training Room

1. All athletes must attend their team pre-season training room orientation meeting.
2. The training room should be a place used only for the prevention and care of athletic injuries.
3. Rules, procedures, and policies are established by the head and assistant athletic trainers.
4. Training Room Hours: Monday-Thursday 11:30 a.m.-9 p.m.
   Friday 11:30 a.m.-7 p.m.
   ATC available for new evaluations until 6:30 p.m. Monday-Thursday; Friday until 6 p.m.
   **Other times by appointment only!**

13.3 Requirements for Competition

1. **Pre-Participation Physical and Medical History**
   a. **Pre-Participation Physical Examination:** All student-athletes that are first-years or are joining a team for the first time are required by the NCAA upon entrance into the institution’s intercollegiate athletics program to have completed a medical physical no more than **6 months prior to the start of their season.** All transfers that were previously a part of an intercollegiate team are not required to have a new physical, but those transfer students that were not a part of an intercollegiate team are required to have a new physical no more than **6 months prior to the start of their season.**
   b. **Medical History:** All athletes are required by the NCAA to complete a medical history questionnaire on ATS **every year** no more than 6 months prior to the start of their season.
   c. The NCAA requires that all Student-Athletes show proof of being tested for the Sickle Cell Anemia trait. Student-Athletes must provide one of the following:
      1. Show proof of a prior test with results. Most states require the test at birth.
      2. Have test to check for sickle cell trait by your own physician or the CSB Health Center and provide those results to the CSB Athletic Training Staff.
      3. Sign a testing waiver declining options 1 or 2. You will be required to review educational materials on the disease.

2. **Athlete Release Forms**
   a. **Every year** all athletes must have complete the required forms on Front Rush for the current academic year. An email will be sent to the student-athlete listing these forms at the beginning of August of each academic year.
   b. Athlete release form due dates are below. Please see below so that you are aware of when you need to have your forms in to the training room. If these forms have not reached the training room by the designated due date, you will not be allowed to participate.

   **Athlete Release Form Due Dates**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Sports (Cross Country, Soccer, Volleyball, Golf)</td>
<td>August 1</td>
</tr>
<tr>
<td>Fall Non-Traditional (Tennis, Softball)</td>
<td>August 1</td>
</tr>
<tr>
<td>Winter Sports (Basketball, Hockey, Swimming and Diving)</td>
<td>September 15</td>
</tr>
<tr>
<td>Track and Field (Indoor/Outdoor)</td>
<td>September 15</td>
</tr>
</tbody>
</table>

13.4 Care, Prevention, and Treatment of Athletic Injuries

1. Athletes should go directly to the certified athletic trainer for the care of athletic and non-athletic related injuries and illnesses. Injuries and illnesses must be reported to the certified athletic trainer on the day of occurrence or as soon as possible afterward.
   a. Athletes should inform their coaches when an injury or illness occurs.
   b. An athlete may not return to practice, competition, or any other physical activity following an injury until she has been released to do so by the CSB certified athletic trainers and a physician of the certified athletic trainers’ choice if necessary.
   c. Failure to comply with medical policies may result in inadequate treatment, prolonging time out of competition, unnecessary costs to the athlete, and any disciplinary actions necessary that will be established by the coaching staff and athletic training staff prior to the start of the season.

2. Physicians have absolute authority in determining the health status of an athlete who wishes to participate in the CSB athletic program.

3. Athletes are not allowed to go “doctor shopping” to get clearance for participation. Any clearance by a physician not referred by the certified athletic training staff may be considered void. Your certified athletic trainer and team physician have the final decision in your clearance for participation.

4. Any type of file or record is a legal document and it must be kept up to date and remain on file for the duration of the athlete’s participation period at CSB. All files are considered confidential.

5. If an injury occurs during the off-season, please see your certified athletic trainer right away. The athletic trainers will develop a rehabilitation program that will meet your needs.

6. **Treatment Procedures**
   a. Please allow us time for a new evaluation; do not wait until right before practice.
b. Treatment is from 11:30am – the start of your practice. If there are conflicts during this time with your class schedule, please talk to one of the athletic trainers to find what time will work for you.

7. Referrals
   a. The athletic trainers are able to refer CSB athletes to see a physician or physical therapist at St. Cloud Orthopedics and Associates, Ltd. If there is a non-injury related problem, the certified athletic trainers can refer an athlete to the CSB health Center, a nearby clinic, or hospital for treatment. Please talk to your athletic trainer when you do need an appointment.
   b. If you decide you want to see a sports medicine professional that is not referred to you by your CSB athletic trainer, you need to bring any information regarding your injury or illness that you received from the nonaffiliated medical professional back to your athletic trainer.
   c. CSB certified athletic trainers reserve the right to review any medical clearance issues with the CSB team physician prior to allowing any athlete to return to practice or competition.

13.5 Insurance
   1. All students involved in a CSB intercollegiate sports program must have primary coverage by their own personal provider. Evidence of such coverage must be in place before each season begins.
   2. If a student is hurt catastrophically (death or permanent disability) during a game or practice, a “Claimant’s Proof of Loss” is completed. (See the athletic trainer.) The NCAA provides catastrophic coverage for any medical expenses exceeding $90,000.

13.6 Preseason Participation
   1. Coaches should make sure student-athletes are protected from premature exposure to the full rigors of sport. Preseason conditioning should provide the student-athlete with optimal readiness by the first practice.

13.7 Equipment
   1. Coaches/Athletes should be aware of and use safety standards when purchasing equipment. Attention should be directed to maintaining proper repair and fitting of equipment at all times in all sports. Student-athletes should:
      a. Be informed what equipment is mandatory and what constitutes illegal equipment;
      b. Be provided the mandated equipment;
      c. Be instructed to wear and how to wear mandatory equipment during participation; and
      d. Be instructed to notify the coaching staff when equipment becomes unsafe or illegal.

13.8 Facilities
   1. Coaches/Athletes/Athletic Training Staff need to make sure that that facilities are adequate and conditions of the facilities used for particular intercollegiate athletics events should not be overlooked, and periodic examination of the facilities should be conducted. Inspection of the facilities should include not only the competitive area, but also warm-up and adjacent areas.

13.9 Athletic Training Room Expectations
   1. Report an injury or illness to your certified athletic trainers and coaches in a timely manner.
   2. Report to the training room early enough to be treated and taped before practice. Trainers will be available at least one hour prior to practices, competitions, and meetings. Do not treat or tape yourself!
   3. You are responsible for being on time to your scheduled appointment with a physician. If you cannot make your appointment, call the doctor’s office first, and then call the training room.
   4. Please sign-in to the ATS Kiosk upon entering the training room and record all treatments you will be receiving. If you have a new injury please see an ATC for an evaluation.
   5. Training room phones and computers are not for personal use. If you must use them, please ASK!
   6. Equipment:
      a. Do not bring equipment bags or clothing that you do not need during treatment into the training room. Leave all equipment and extra clothing in the locker room or hallway.
      b. Cleats and spikes are not to be worn in the training room.
      c. All special pads are to be kept in your locker. It is your responsibility not to lose them.
      d. Hockey: Mouth guards are required equipment, and will reduce dental injury if worn correctly.
   7. Do not dress or undress in the training room. Leave any clothing you do not need during the treatment or examination in your locker.
   8. Track and Field/Cross Country Running/ Swimming and Diving:
      a. When using the St. John’s University facilities, please dress appropriately by wearing shorts and a t-shirt while in the training room.
      b. After practice, you must shower before entering the SJU training room whirlpools. This is for your own safety against infectious diseases that are more easily carried in a training room with football and wrestling athletes.
c. All new injury evaluations must be done by one of the CSB certified athletic trainers. Treatments at SJU must be approved by CSB athletic trainers.

9. All equipment borrowed out from the training room must be returned to the training room at the end of the season, or when you are done using it. Return items to a member of the CSB/SJU Sports Medicine staff.

13.10 Non-therapeutic drugs and Ergogenic Aids

1. Non-therapeutic Drugs
   a. The patterns of drug use and the specific drugs change frequently, and it is incumbent upon NCAA member institutions to keep abreast of current trends. The NCAA conducts drug-use surveys of student-athletes in all sports and across all divisions. The results of these surveys are available to all member institutions and can be used to educate staff and plan educational and treatment programs for its student-athletes.
   b. All member institutions, their athletic staff and their student-athletes should be aware of current trends in drug use and abuse, as well as the current NCAA list of banned drug classes posted in the NCAA drug testing handbook. It is incumbent upon NCAA member institutions to act as a positive influence in order to combat the use of drugs in sport and society.

2. Nutritional Ergogenic Aids
   The value of hard work, setting and achieving goals, good nutrition and hydration, teamwork, and sportsmanship are the simple lessons of athletic participation. We can inadvertently pass the wrong message to athletes who do not have the genetic gift of speed, endurance, motor skill, or motor planning—that message being that doing your best is not enough.
   a. In general, a coach should not recommend a substance to a minor without consulting the parents and should never recommend using a substance above the package or industry dosage or amount. The coach’s decisions regarding the use of ergogenic aids will shape the future of their program and the future of their athletes. The issues will extend beyond improved performance and safety into the realm of ethics, informed consent, liability, and responsibility.
   b. Here is a checklist for nutrition and substance recommendations:
      i. The administration (AD) has been informed of the coach’s recommendation.
      ii. Scientific evidence to support the use of the substance or diet modification.
      iii. Safety profile established for the athletes at the age level you are working with.
      iv. Gender-specific risks are addressed.
      v. The assistant coaches are using the same guidelines.
      vi. Parents are informed before a minor athlete is presented the material.
      vii. Informed consent is documented and signed by parents and athlete if athlete is a minor.
   c. For the Coach’s Information:
      Many compounds obtained from specialty “nutrition” stores and from mail order businesses may not be subject to the strict regulations set by the United States Food and Drug Administration. Therefore, contents of many of these compounds are not represented accurately on the list of ingredients and may contain impurities or banned substances, which may cause a student-athlete to test positive to NCAA drug testing policies.

13.11 Concussion Evaluations and Expectations

1. A concussion is a brain injury that is caused by a blow to the head or body from contact with another player, hitting a hard surface or being hit by a piece of equipment. A concussion can change the way your brain normally works, can range from mind to severe, presents itself differently for each athlete, can occur during practice or competition in ANY sport, and can happen even if you do not lose consciousness.

2. How to prevent a concussion:
   a. Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
   b. Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
   c. Follow the athletic department’s rules for safety and the rules of the sport.
   d. Practice good sportsmanship at all times.
   e. Practice and perfect the skills of the sport.

3. Symptoms of a concussion:
   a. Amnesia, confusion, headache, loss of consciousness.
   b. Balance problems or dizziness, double or fuzzy vision, sensitivity to light or noise, nausea
   c. Feeling sluggish, foggy, or groggy; feeling unusually irritable
   d. Concentration or memory problems (forgetting game plays, facts, meeting times)
   e. Slowed reaction time

4. If you think you have a concussion:
   a. Don’t hide it. Tell your coach or the certified athletic trainer. Also report if you think one of your teammates may have a concussion.
   b. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you can return to play.
c. The certified athletic trainer will tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep, and classroom performance.
d. Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is healing, you are more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage and even death. Severe brain injury can change your life.

5. All student-athletes, coaches, sports medicine assistants, and certified athletic trainers must follow the concussion protocol that has been approved by the CSB team physician.

13.12 Sickle Cell Trait
1. Sickle Cell Trait is the inheritance of one gene for sickle hemoglobin. Sickle Cell Trait will not turn into the disease. It is a life-long condition that will not change over time.
2. People at high risk are those whose ancestors come from Africa, South or Central America, India, Saudi Arabia and Caribbean and Mediterranean countries.
3. Sickle Cell Trait occurs in about 8% of the U.S. African-American population and between one in 2,000 and one in 10,000 in the Caucasian population.
4. Most U.S. states treat at birth, but most athletes with sickle cell trait don’t know they have it.
5. The NCAA recommends that athletic departments confirm the sickle cell trait status in all student-athletes. Currently the CSB Athletic Department is not testing of student athletes but instead asking student athletes to confirm their Sickle Cell Trait status on their own and reporting the results to the CSB Sports Medicine Department.
6. Athletes should be aware of the signs and symptoms of the Sickle Cell Trait and inform the coaches and Sports Medicine Staff that they have the Sickle Cell Trait and need to follow the training guidelines outlined by the NCAA Sports Medicine Manual.

13.13 Counseling
The CSB Counseling and Health Promotions department has become a great asset to the athletic department and our student-athletes. Student-athletes may face various challenges such as anxiety, stress, depression, suicide, rape, eating disorders, time management, alcohol/drug addiction, obsessive exercising, sexual, verbal, or physical abuse, or difficulties relating with family, roommates, or a significant other. The counseling department (x5605) is a resource that will help facilitate you through your challenge. ALL INFORMATION IS CONFIDENTIAL.

Walk-in-Wednesdays: Mental health screenings for depression, anxiety, alcohol abuse, and eating disorders are offered to CSB/SJU students on Wednesdays from 1-3 p.m. Counselors at CSB/SJU Counseling and Health Promotions will provide free, confidential screenings to students of either campus on a walk-in basis. The screening process takes approximately 20 minutes. The Health Center entrance is located behind Lottie Hall.

At times, a challenge may arise that is threatening to the total well being of the student-athlete. If a situation occurs where we (athletic department and professionals involved) feel the athlete is at risk, a decision about participation will be made with the best interest of the student-athlete in mind.

XIV. Travel

14.1 Travel Conduct and Rules
1. Dress for travel on a CSB athletic trip should be appropriate according to policy set by the coach. When attending meetings as a representative of CSB athletics, please dress in a professional manner and project a positive image. Whenever possible, please wear CSB clothes and always avoid wearing clothes which promote other colleges.
2. Smoking – Smoking is NOT permitted while on any part of a college-sponsored trip.
3. Alcohol – Athletes are not to consume alcoholic beverages while representing the college in any capacity. Student-athletes of legal drinking age are included in this rule. Although coaches are not restricted from alcohol consumption, the department recommends minimum usage, if any.
4. Drugs – No drugs, except those for medical purposes, shall be taken at any time while on a CSB Athletics-sponsored trip.
5. Leaving the group (updated August 2014)
   a. In order for a student to have permission to travel to or from an event by means other than school-provided transportation, prior approval from the coach or Athletic Director is necessary. This is to ensure that safe travel policies are observed. No parent permission needed, even when at a site and they select to leave with a friend.
   b. As always, we ask the coach to use good judgment. The head coach may allow travel in non-school transportation provided the athlete has a legitimate and necessary need for alternate travel. At no time will a student-athlete be allowed to transport other teammates in a non-school provided vehicle.
   c. Permission to go out after arriving at a given destination may be granted by the coach, but generally is not recommended. The coach should be informed at all times with respect to where each student can be reached.
XVI. Athletic Media Relations (Updated by Leah Rado, 8/15/15)

16.1 Director’s Duties
1. To coordinate all athletic related media including publications, website, social media and special hometown releases.
2. To work closely with the MIAC office and the NCAA, submit all results and statistics.

16.2 Athlete of the Week
1. The purpose of this honor is to promote CSB teams and athletes on-campus and in your hometown.
2. Selection is made from each head coach’s nomination every Monday morning.

16.3 Interviews
1. Sound energetic and confident. Anticipate questions and think about answers in advance. Be specific. Spread the credit to your teammates – never discredit your opponent or officials.
2. If a question is asked that makes you uncomfortable, you don’t have to answer. Say…”I do not want to discuss that” rather than “No comment.”
3. Your comments are a direct reflection not only of you, but of your coach, team and the CSB campus. Please speak accordingly.

16.4 Miscellaneous
1. Positive action reflects upon you, your family, teammates, the athletic department and institution.
2. Stay informed about issues concerning your sport, the NCAA, CSB athletics and other campus activities.
3. We want story ideas!! Remember though, the coverage a newspaper might give us is not under our control. Story ideas do not have to focus solely on games or previews. If you know of a good story on your team involving something outside of athletics, someone who goes above and beyond on your team, or anything that gives a positive look into your team and CSB athletics, please share!

XVII. Athletic Awards Program (Updated by Steve Kimble, 8/15/15)

Each spring on the Sunday before graduation, the athletic department hosts the annual Athletic Awards Program. All coaches and athletes are expected to attend. Parents, administrative, faculty and staff from the College of Saint Benedict are also invited to attend. The Athletic Awards Program serves as a time for the department to recognize our athletes and teams for their accomplishments from the past year.

Procedures for Athlete of the Year, Rookie of the Year, Presidential, and Sportsmanship Awards: Each coach will submit nominations based on the criteria below. Final decisions will be made by a selection committee. Award winners will receive a special plaque and her name will be placed on the honor plaque.

17.1 Athletic Awards
1. Participation Awards:
   a. Blanket – to seniors; blankets will be given to all seniors if they competed in their senior season with a minimum of 2 years at CSB.
   b. The following rules apply to participation awards:
      i. A maximum of one blanket will be awarded to an athlete.
      ii. Years of eligibility used at other schools will not count toward awards for transfers.
      iii. All athletes (JV and Varsity) completing the majority of the season are eligible for awards.

17.2 Special Awards
1. Athlete of the Year
   a. The Athlete of the Year is based on athletic ability. The grade point average of the individual need only meet institutional eligibility standards.
   b. The Athlete of the Year must have sophomore standing or better. She may be either highly versatile or demonstrate excellence in one sport.
   c. The Athlete of the Year MUST be a steady consistent athlete; demonstrate outstanding athletic ability; be the best at what she does (position or event); display good sportsmanship; have high personal motivation and drive; and maintain an attitude that represents the ideals of the athletics program at the College of Saint Benedict.
   d. The Athlete of the Year may be a school, conference, region or national record holder; an individual competitor or team member who is a qualifier, top finisher, or champion in a prestigious tournament, conference, regional or national championship; or the recipient of special recognition awards, such as MVP All-Conference, etc.

2. Most Valuable Person
   Each team will select an MVP according to the selection process established by the coach. It is suggested that the team members vote for this award. The names of the MVPs may be shared with the team. This award will be presented at the
team’s season-ending gathering. Please provide the name of your team’s MVP to the Ass’t AD at least two weeks prior to your gathering.

3. **Most Improved Person**
   Each team will select an MIP according to the selection process established by the coach. For sports sponsoring a junior varsity team, separate varsity and junior varsity MIP winners may be selected. Again, it is suggested that team members vote for this award. The names of the MIPs may be shared with the team. This award will be presented at the team’s season-ending gathering. Please provide the name of your team’s MIP to the Ass’t AD at least two weeks prior to your gathering.

4. **Coach’s Award**
   Each coach is allowed to select one varsity athlete to receive the Coach’s Award. Coaches may select their own specific criteria for the award. This award will be presented at the team’s season-ending gathering. Please provide the name of your team's Coach’s Award to Ass’t AD at least two weeks prior to your gathering.

5. **Rookie of the Year**
   This award is presented to the top student-athlete who is in her first year of collegiate competition and is a steady, consistent athlete; demonstrates outstanding athletic ability; is the best at what she does (position or event); displays good sports behavior; has high personal motivation and drive; and maintains an attitude that well represents the ideals of our athletic program. This does not need to be a first-year student, but an athlete who for the first time competed in collegiate athletics this year.

6. **Presidential Award**
   This award is not necessarily awarded annually. It is given only when the athletic department feels we have a unique student-athlete deserving of such an honor. It is intended to recognize a **SENIOR** student-athlete who has excelled in athletic competition, in the classroom and in other college activities. It exemplifies leadership, dedication, values and a concern for others.

7. **Sportsmanship Award**
   This award is presented to the student-athlete at CSB that has demonstrated a particularly high level of sportsmanship. The team MIAC sportsmanship award winners are likely candidates and will be nominated if there are specific examples of sportsmanship displays that set them apart from other winners. This award winner is forwarded to the MIAC for consideration for the MIAC Sportsmanship Award.

8. **Scholar-Athlete Award**
   The Scholar Athlete Award is given to a junior or senior student-athlete with the highest GPA who meets these criteria: a minimum 3.2 GPA and completed two seasons of eligibility.

9. **Margy Hughes Inspirational Award**
   This is a special award presented to any person who has been an inspiration to our athletic program through outstanding efforts or overcoming difficulties. The members of SAAC select and present this award.

**XVIII. Sportsmanship**

18.1 **Promoting Positive Sportsmanship**
   The MIAC seeks to promote the core values of civility and respect for opponents, fairness in competition, and honesty and responsibility in individual conduct. By adhering to these values, the MIAC hopes to sustain an environment that is competitive but not hostile or offensive.

   To encourage these values, the MIAC asks students to remember the slogan “Be Loud, Be Proud, Be Positive.” Students are encouraged to cheer for their team, rather than against the opponent. They should avoid singling out individuals by name or number, or making disparaging remarks about players, coaches, or officials. Fans are also asked to remain at an appropriate distance from the playing area, and away from team benches. The MIAC does not allow profanity, vulgarity or racist or sexist comments. Alcohol is not tolerated at any athletic contest. **Sportsmanship is about demonstrating respect for opposing teams, coaches and fans, as well as officials.**