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Dear Lebanon Valley College Student-Athlete,

Welcome to the 2017/18 academic year. I am excited to have you represent our institution and I am looking forward to the coming year. At times this commitment may be very challenging, but it is our hope that your commitment will be an essential part of what makes your entire experience at Lebanon Valley College exciting and memorable.

This student-athlete handbook is designed to assist you and the College in defining your relationship to the institution as a student-athlete. Please be aware that each department on campus may have established policies that set forth expectations for your conduct. While the information, guidelines, and policies set forth in this handbook outline the expectations of the athletic program, you are also accountable for academic and non-academic policies established by Lebanon Valley College, guidelines set forth by the NCAA and the conference in which your team competes, as well as all applicable federal, state, and local laws. For more information on Lebanon Valley College academic and non-academic policies, please refer to the Student Handbook.

Information provided to the institution by the NCAA or athletic conferences is maintained in the athletic office; more information may also be accessed at ncaa.org. Please be aware that this handbook may be amended at the discretion of the Department of Athletics without notice. I recommend you speak with your coach or an Athletic Department Administrator if you have questions regarding any rule or regulation that may impact you.

At the end of your athletic season you will be asked to complete a program evaluation. Your participation in this evaluation will allow us to receive important feedback about significant areas that impact your experience as an LVC student-athlete.

Thank you for your attention to this handbook. I wish you luck in the upcoming year both academically and athletically. My hope is that all student-athletes will continue our tradition of superior performance in the classroom and in competition.

Sincerely,

Rick Beard

Rick Beard
Director of Athletics
Notice of Non-Discrimination and Equal Opportunity

Lebanon Valley College does not discriminate on the basis of race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, marital/familial status, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and/or College policies. Lebanon Valley College prohibits discriminatory harassment and sexual harassment, including sexual violence and any type of sexual misconduct.

Lebanon Valley College is committed to a policy of equal employment opportunity for all its employees and applicants. The College accepts the intent of the legislation referred to above to provide equitable treatment of all employees, and prohibits any form of discrimination that is in violation of any applicable federal, state, or local laws or ordinances and/or College policies.

Identity of Title IX Coordinator and Deputies and OCR Information

The following person has been designated as the College’s Title IX Coordinator:

**Ann C. Hayes**, Director of Human Resources, Humanities 108-C, Lebanon Valley College, 101 N. College Avenue, Annville, PA 17003-1400, 717-867-6416, hayes@lvc.edu.

The following individuals have been designated as Deputy Title IX Coordinators:

**Robert L. Mikus**, Associate Dean of Student Affairs, Center for Student Engagement, Mund College Center, Lebanon Valley College, 101 N. College Avenue, Annville, PA 17003-1400, 717-867-6863, mikus@lvc.edu

**Stacey Hollinger**, Associate Director of Athletics, Lebanon Valley College Athletics Arnold Sports Center, 101 N. College Avenue, Annville, PA 17003-1400, 717-867-6891, sholling@lvc.edu

**Marc Harris**, Associate Dean of Academic Affairs, Humanities 201-A, Lebanon Valley College, 101 N. College Avenue, Annville, PA 17003-1400, 717-867-6078, damiano@lvc.edu

Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinator or Deputy Coordinators identified above or to the Office for Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit [http://wdcrobcolp01.ed.gov/CFAPPSC/OCR/contactus.cfm](http://wdcrobcolp01.ed.gov/CFAPPSC/OCR/contactus.cfm) for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.
**Athletic Mission Statement**

The Lebanon Valley College Intercollegiate Athletic and Recreation Program collaborates with the College community to educate, motivate, and empower student athletes to achieve a success greater than their own academic, athletic, and personal aspirations. Through programming and leadership development, we strive to promote integrity, equity, inclusive excellence and compliance, while fostering a spirit of pride in the College. We provide opportunity for the development of our student athletes and programs by allocating appropriate resources that enable our student athletes to compete successfully for conference championships and national recognition; while achieving the mission of Lebanon Valley College and upholding the principles of Division III athletics.

**LVC Student-Athlete Code of Conduct**

As a LVC student-athlete, you are expected to represent LVC in a positive manner at all times. Each head coach is required to develop and submit for approval, by the athletic director, a team code of conduct specific to their program. The coach will provide, in writing, the code of conduct to their respective student-athletes, prior to or on the first date of practice in the fall. Student-athletes are expected to abide by that code as well as College policies and local, state, and federal laws. Should a violation of the code/policies/law occur, the student-athlete is expected to report that violation to their head coach within 24 hours of the incident.

**The Department of Athletics and Recreation Commitment Statements**

**Team Affiliations**

1.) Academic Excellence
   - To support the academic progress of the student-athlete toward intellectual development and graduation

2.) Athletic Excellence
   - To build philosophical foundations for the development of the athletic programs that are broad-based, equitable and dedicated to the well-being of the student athlete

3.) Personal Development
   - To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth and decision making skills

4.) Career Development
   - To encourage the student-athlete to develop and pursue career and life goals

5.) Community Service
   - To engage the student-athlete in service to his/her campus and surrounding community
MAC Commonwealth Conference
Women’s Soccer, Men’s Soccer, Softball, Baseball, Men’s Golf,
Women’s Golf, Men’s Tennis, Women’s Tennis,
Men’s Basketball, Women’s Basketball,
Men’s Lacrosse, Women’s Lacrosse, Field Hockey, Volleyball

Members include:
Albright College       Hood College       Stevenson College
Alvernia University   Lycoming College  Widener University
Arcadia University    Messiah College

Middle Atlantic Conference
Football, Men’s Cross Country, Women’s Cross Country,
Women’s Swimming, Men’s Swimming, Outdoor Track, Indoor Track

Members include:
Albright College       FDU-Florham         Messiah College
Alvernia University    Hood College       Misericordia University
Arcadia University     King’s College      Stevenson University
Delaware Valley College Lycoming College  Widener University
DeSales University      Manhattanville College Wilkes College
Eastern University

UCHC
Men’s and Women’s Ice Hockey

Members include:
Chatham University    Elmira College      Hobart College (M)
King’s College         Manhattanville College Nazareth College (M)
Neumann University     Stevenson University Utica College
Wilkes University      William Smith College (W)

For complete information on MAC Sports go to:
http://gomacsports.com
Middle Atlantic Conference
Sportsmanship & Fan Behavior Statement

Participation in a Middle Atlantic Conference (MAC) athletic event is a privilege that is accompanied by the responsibility to have with dignity, honesty, fairness, civility, and respect. As hosts, we are responsible for providing the visitors with an environment that would meet our expectations if the roles were reversed. This is our home; please treat it as you would your own.

Sportsmanlike conduct is required of all officials, spectators, student-athletes, coaches and any other individual associated with competition. We expect conduct before, during, and after competition that exemplifies the best traditions of intercollegiate athletics.

Coaches and student-athletes abide by the spirit and letter of the sport playing rules and are gracious in both victory and defeat.

Competition is conducted in a nondiscriminatory manner that encourages enthusiastic, positive support of the participants and teams by all spectators. Profanity; sexist, ethnic, or racial comments; or, other intimidating actions will not be tolerated and are grounds for removal from the site of competition.

Consumption or possession of alcoholic beverages and the use of artificial noisemakers is prohibited.

Although the host is charged with enforcing this code of conduct, sportsmanship is everyone’s responsibility—do your part to keep the MAC a leader in the development and display of character.
LVC Eligibility

NCAA Definition
To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree.

Definition of Full-time Status
Full-time status is defined as 12 credits. Student athletes who fall below 12 credits, will immediately become ineligible to practice and compete in intercollegiate athletics.

*EXCEPTION - A student-athlete may compete while enrolled in less than 12 credits, provided the student is enrolled in the final semester of the baccalaureate program and LVC certifies that the student is carrying the courses necessary to graduate.

Requirements for Practice & Competition
In order to be eligible to practice and compete, LVC student athletes must be medically cleared by the athletic training staff, be academically eligible (see below) have completed all necessary NCAA paperwork - i.e., transfer forms, eligibility forms, drug testing consent, international student-athlete forms, etc.

Maintaining Good Academic Standing
A student athlete must maintain good academic standing in order to participate in LVC athletics. A student athlete’s academic standing can have implications for eligibility to participate. LVC policy on maintaining good academic standing can be referenced at:

http://www.lvc.edu/catalog/acad-reg-procedures.aspx

Transfer Students
All incoming transfer students must make their status known to their coach. A transfer student-athlete’s eligibility status will be determined by the NCAA compliance coordinator. A transfer student must be in good academic standing as defined by LVC.
Lebanon Valley College Academic Success Program

Student-athletes are encouraged to use the following standards in regard to academic success:

First Years student-athletes are provided mandatory study halls during their initial semester of attendance to help promote time management and study skills. Tutors are provided during these study hall times.

Meet with professors. The professors at LVC are excellent about one on one meetings. Professors will address questions and areas of concern. Seek the professor’s help!

Use the student run Writing Center in the Lebergen Learning Commons, located in the lower level of the Mund College center, for help with assigned papers and other writing assignments. Tutors will also be found there, as well as Disability Services.

Coaches are also available to help, guide and send the student-athlete in the right direction. Student-athletes are encouraged to bring their academic concerns to their coaches.

You do not have to be performing poorly to want to improve your academic performance! Even great players still have to practice! Contact your coach or Coach Pantalone (x6259) for more information on programs and services that are available to you through the athletic department.

Class Registration

We are committed to academic excellence, therefore; in order to minimize missed class time, the student-athlete is encouraged to obtain their upcoming seasons practice/playing schedule from their respective coach, prior to registering for classes.

Class Excusal

All student-athletes should discuss with their professors during their office hours any potential conflicts between athletic competitions and classroom responsibilities. If appropriate, request a class excusal. Athletic practices do not warrant a request for class excusal. The student-athlete is responsible for all class work missed due to the excusal. Class excusal forms are available through your coach.

Preseason and Semester Breaks

Student-athletes are able to stay on campus during preseason and appropriate breaks. Misconduct during these times could result in the removal from campus.

Travel Policy

Student-athletes are required to travel to and from away contest with their teams in the mode of transportation provided by the college. Exceptions to this policy must have prior approval by the head coach and director of athletics. Student-athletes traveling with their team to an away contest and returning to campus in another fashion must have approval from the head coach and director of athletics, as well as parent consent (which needs to be acknowledged by the coach and/or AD). In each case, a release form must be signed and given to the head coach.
Training Meals/Bag Lunches/Meal Exchange Policy

All training meals and bag lunches that replace a “traditional” meal will count as a meal swipe against the student-athletes meal plan. Athletics will pay for all “traditional” meals not replaced by a training meal or bag lunch. *Student-athletes have the option to opt-out of training meals or receiving a bag lunch in order to not lose a swipe.*

Fundraising

Teams have the option to raise funds for special trips (spring break, foreign travel, etc.). All monies raised by team members will be deposited into the team booster/trip accounts. If a player chooses to leave the team at any time during the season, the money will stay in the team’s account, and is not refunded to the player. Any monies raised prior to the selection of the team will also remain in the team’s account and not be refunded. Cash payments made to cover costs of a special trip can be refunded up to 3 months prior to departure providing there is no financial penalty assessed to the team. If a penalty is assessed the refund will be adjusted accordingly. Refunds after the 3 month deadline will be determined by the fees and special costs assessed to the team.

NCAA Rules

Use of Tobacco Products – 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.

Sports Wagering Activities – Student-athletes shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.

Drug-Testing Consent Form – Student-athletes must sign an NCAA Student-Athlete Statement and a Drug Testing Consent form. The NCAA bans the following classes of drugs: stimulants, anabolic agents, alcohol and beta blockers, diuretics and other masking agents, street drugs, peptide hormones and analogues, anti-estrogens, and beta-2 agonists. (Note: Any substance chemically related to these classes is also banned.)

Dietary supplements are not well regulated and may cause a positive drug test result. Student-athletes have tested positive and lost their eligibility using dietary supplements. Many dietary supplements are contaminated with banned drugs not listed on the label. Any product containing a dietary supplement ingredient is taken at your own risk.

Information can be found through:
- LVC Athletic Training Staff
- National Center for Drug Free Sport (www.drugfreesport.com/rec password ncaa1, ncaa2, or ncaa3)
- Dietary Supplement Resource Exchange Center (1-877-202-0768)
- US Anti-Doping Agency (1-866-601-2632)
- USADA Drug Reference Line (1-800-233-0390)
It is your responsibility to check with the appropriate athletics staff before using any substance.

**NCAA Rules Questions** – Contact Director of Athletics, Rick Beard, or the Associate Director of Athletics, Stacey Hollinger with any questions you may have regarding NCAA rules. When in doubt…..ASK!!!

**NCAA Violations** – Should you think an NCAA rule violation has occurred, it is your responsibility to report it to Rick Beard or Stacey Hollinger.

### Team Selection

All candidates will be given a fair opportunity to make the team through an open try-out period as determined by the head coach. Final roster decisions are based on how the coaching staff has evaluated each candidate’s skill and all around attributes. The final candidates selected to the varsity squad are those who the staff believes give the team the best possible opportunity for success. Roster size is determined by the coaching staff and athletic administration. All candidates, including returning players, must earn a spot on the roster. Performance and behavior are the two metrics used in the final selection.

### Multi-Sport Athletes

Student athletes can choose to participate in multiple sports at LVC. The student athlete’s potential for success in each sport will be based upon each coach’s evaluation of performance and behavior. It is imperative student-athletes collaborate with each coach to balance academics, athletics participation and other activities. Student athletes are expected to have open communication with both coaches throughout the academic year (this includes traditional, non-traditional, and off season). Student athletes are also expected to have knowledge of each team’s expectations.
Transgender Policy

NCAA Policy on Transgender Student-Athlete Participation

The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

1. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing that team status to a mixed team.

2. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.
- A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

The student’s responsibilities

1. In order to avoid challenges to a transgender student’s participation during a sport season, a student-athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition should submit the request to participate on a sports team in writing to the director of athletics upon matriculation or when the decision to undergo hormonal treatment is made.

2. The request should include a letter from the student’s physician documenting the student-athlete’s intention to transition or the student’s transition status if the process has already been initiated. This letter should identify the prescribed hormonal treatment for the student’s gender transition and documentation of the student’s testosterone levels, if relevant.

The school’s responsibilities

1. The director of athletics should meet with the student to review eligibility requirements and procedure for approval of transgender participation.

2. If hormone treatment is involved in the student-athlete’s transition, the director of athletics should notify the NCAA of the student’s request to participate with a medical exception request.

3. To assist in educating and in development of institutional policy and practice, a Transgender Participation Committee should be established. Members of the committee should represent a cross section of the institutional staff with student well-being interests, and include representation from the following departments: office of general counsel, health and counseling, faculty/academic affairs, and athletics.

4. All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student-athlete makes a specific request otherwise. All information about an individual student’s transgender identity and medical information, including physician’s information provided pursuant to this policy, shall be maintained confidentially.
Anti-Hazing Policy

In accordance with the 1987 Commonwealth of Pennsylvania House Bill #749, LVC is unequivocally opposed to any activity which does not contribute to the positive development and welfare of its students. Activities detrimental to the physical, emotional, educational or moral welfare of students cannot be tolerated. Therefore, hazing is strictly prohibited. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. Refer to the Student Handbook for further explanation.

Overnight Hosting Policy

Purpose and Goal
To provide a positive on-campus, overnight experience for prospective student-athletes. Goal: To assist coaches in their recruiting and to protect the College with liability issues related to overnight guests.

General Guidelines for an Effective Overnight Recruitment Visit

Hosts must be resident (on campus) students and oriented in overnight/host guidelines and College policies. Hosts and prospective students will be expected to sign a contract, agreeing to uphold the stated guidelines.

The number of prospective students per trained host is limited to one (1) with exceptions up to two (2) made on a case-by-case basis.

The number of prospective students per date per sport is limited to twenty-five (25) recruits.

To make the most effective use of coaches and staff time, prospective students should have, at least, a preliminary evaluation of their academic record by the Admission Office prior to making arrangements for the overnight visit.

The recruiting visit is limited to one overnight (i.e. no full weekend/extended stays) during periods in which classes are in session. Exceptions may be considered for recruits traveling great distances. The Head Coach must seek approval from the athletic director for every overnight visit. Upon AD’s approval the Coach will notify Admissions and Student Affairs staffs with the details of the visit.

Pre-Visit
Each team desiring overnight visits must identify current student-athletes willing to host recruits.

A standard agenda for the visit should include the following activities: attend a class, meet a faculty member, schedule an admission interview, meet the coaching staff, meet a variety of team members, and eat a meal in the college dining hall.

Written notification of the recruits’ names, their assigned hosts and the dates of the visit should be given to Admission Office (include both liaison and receptionist), Student Affairs Office and the Director of Athletics two (2) days prior to visit.
During Visit

Host(s) must stay with the recruits throughout the visit, unless other supervision has been arranged (i.e. accompanied by another trained host, attend class, meet professor, coach).

Social Media Policy

Playing and competing for Lebanon Valley College is a privilege and with any privilege comes responsibility. LVC student-athletes are held in high regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your College and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter, Instagram and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at LVC in one form or another.

Student-athletes should be aware that third parties - Lebanon Valley Officials, media, faculty, future employers and NCAA officials - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the College and can also be detrimental to a student-athletes’ future employment options.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.

Photos, videos, and comments that are of a sexual nature. This includes links to websites of inappropriate material.

Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.

Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

Content online that would constitute a violation of Lebanon Valley College, the Middle Atlantic Conference or NCAA rules (examples: commenting publicly about a prospective student-athlete, providing information related to sports wagering activities; soliciting impermissible extra benefits).

Information that is sensitive or personal in nature or is proprietary to the LVC Athletic Department or the college, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).
If a student-athlete’s profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to penalties as determined by the athletic department, including but not limited to a warning, a possible suspension, or removal from his/her athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

Set your security settings so that only your friends can view your profile.

You should not post your email, home address, local address, telephone number, or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.

Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.

Consider how the above behaviors can be reflected in all Social Media applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it positively reflects your own values and ethics as well as the ethics and standards of Lebanon Valley College and the LVC Athletic Department. Remember, always present a positive image and avoid activity that may embarrass yourself, the team, your family or the college.

**Athletic Training**


**Pre-Participation Examination (PPE) Process**

**For All Student-Athletes**

Before you are allowed to participate in any team activities (i.e. practices, competitions, conditioning and/or weight training) you must be medically cleared and have on file in the athletic training room all necessary paperwork. Being medically cleared involves a seven step process:

1) All incoming student-athletes will undergo a pre-participation physical examination under the direction of the LVC sports medicine team in order to be eligible for participation in intercollegiate sports and cheerleading.

2) Student-athletes will meet with LVC sports medicine staff to complete ATR screening, turn in any additional paperwork including the athletic clearance medical history form, and have paperwork reviewed.

3) Student-athletes will take the ImPACT concussion test, scheduled by sport, with a member of the LVC athletic training staff.

4) All student-athletes must have their physician confirm their sickle cell trait status prior to participation in any intercollegiate athletic activity.

5) All students are required to have a health record completed by their family physician as a requirement to be officially registered for classes and to participate in intercollegiate athletics. For health services forms, visit lvc.edu.

6) All student-athletes who have had an injury or illness, since his/her last playing season, that has required medical care in a facility outside of LVC, must bring in all applicable medical documentation for our review. Please
bring any copies of x-rays and/or MRIs on a CD, copies of doctor or specialist notes, return to play notes or restrictions, radiology reports, etc.

7) All student-athletes are required to carry and maintain health insurance at all times to be eligible to participate in athletics. Proof of insurance coverage must be provided to the athletic training staff.

All of the necessary paperwork that must be on file including the form to be signed at the time of your physical can be found by going to GoDutchmen.com and clicking on the athletic training link.

Important Note: in regard to your physical, the NCAA requires that all first time student-athletes must have a PPE completed no more than 6 months prior to their first participation (practice, competition, or out-of-season conditioning activities (17.1.6.4 p 104-105 in the NCAA D-III Manual)

Strength & Conditioning

The Strength and Conditioning department is designed to provide the latest methods of strength, power, movement mechanics, speed, etc. Additionally, careful attention to individualized programming is taken in the area of injury prevention.

Lifting Expectations: All varsity athletes are expected to show up on time for team scheduled lifts. Prior arrangements should be made with your acting strength and conditioning coach if you have a class conflict, injury, or any other incident that prevents you from making a scheduled team lift time. You should also inform your head sport coach of any anticipated missed lifts. All unexcused absences will be handled by the head sport coach.

Cleaning/Weight Room Management: All equipment used is to be replaced in the appropriate location at the end of each lifting session. All upholstery, foam pads, Swiss balls, foam rollers and any other area that was exposed to sweat must be sprayed with disinfectant and wiped dry at the conclusion of every lifting session.

Nutrition: Nutrition guidelines will be provided for you and the team with recommendations on how to properly fuel yourself for your sport. Education in the area of nutrition will be the main form of nutrition guidance. Highly personalized diet plans will not be provided unless deemed necessary for medical reasons.

Attire: Athletes should be dressed in appropriate weight room attire and footwear. All athletes are encouraged to show their Flying Dutchmen pride by wearing Lebanon Valley College colors.

Safety Concerns: Jewelry is allowed, however removal of jewelry due to safety concerns is at the discretion of the acting strength and conditioning coach. For safety reasons, headphones are not allowed to be worn during scheduled team lifting times.

Please bring a positive attitude in the door to the weight room. The space is shared by many other athletes, student, faculty, staff and community members who are trying to achieve their desired goals too. Any additional concerns should be expressed to the acting strength and conditioning coach.
**Injury Policies**

Any athletic related injuries or illnesses must be reported to the athletic training staff in a timely fashion.

The head athletic trainer will make all physician referrals when they pertain to athletic related injuries.

All athletes with any disabilities such as limited vision, hearing, or other physical disabilities shall report the disability to the head athletic trainer prior to entering the athletic program.

The team physician of Lebanon Valley College will have the final decision as to if and when an athlete may return to activity following an injury.

If you need to utilize LVC's secondary insurance, use the following information:

**Intercollegiate Athletic Accident Insurance Timetable**

A member of the LVC athletic training staff must be notified of the injury within 24 hours of the injury occurrence.

Initial medical treatment must take place within 90 days from the date of injury.

A claim must be filed within 180 days from the first date of treatment.

Bills and explanations of benefits must be submitted within 12 months from the date of service.

It is up to the student athlete to follow up and make sure all bills are paid.

**Concussion Return-to-Learn Policy**

The College currently offers “provisional or temporary” accommodations for individuals who have impairments that are short-term in nature – generally six months or less (such as a broken arm or concussion). Such accommodations are accessed by the Center for Disability Resources in collaboration with medical professionals (i.e. Athletic Trainers, Physical Therapists, and Physicians) and are based upon supporting documentation and recommendations.

The College’s Attendance policy holds that regular attendance at all courses is essential to academic success, and it is the student’s responsibility to attend class and to be accountable for all work missed in the event of being absent from class. Specific class attendance policies are determined by individual faculty members.

When deemed necessary, adjustments and accommodations are outlined in a letter from the Center for Disability Resources as “Temporary Academic Accommodations” and students are responsible to communicate the necessary accommodations to individual professors. Temporary accommodations may be provided for both physical and cognitive rest. The student is responsible for any work missed and arrangements for make-up work must be in cooperation with course professors. During this process, students are encouraged to speak with each professor to determine course specific requirements that may be postponed or excused (i.e. postponed exams, extra time for project/assignment completion, reduced reading assignments). Students are also responsible for meeting with the Director of Disability Resources on a weekly basis during the usage of temporary accommodations.
When the concussed student experiences prolonged cognitive difficulties and symptoms beyond the 2nd week post-injury, the student should consider implications that may hinder the successful completion of coursework. Students are encouraged to meet with his or her academic advisor and the Assistant Dean of Academic Success to consider options if coursework missed becomes too onerous to make up.

**Disability Accommodations**

LVC Athletics values access inclusion and works to ensure full participation. If you have questions about accessibility, or to request disability related accommodations, please contact any of the following staff members:

Rick Beard - Director of Athletics (x6363), Stacey Hollinger – Associate Director of Athletics (x6891), Chuck Yasinski – Head Athletic Trainer (x6269), Melissa Byler – Director of the LVC Sports Center (x6261), or Dawn Showers – Director of Disability Resources (x6071)

**Mental Health Accommodations**

LVC Athletics in collaboration with Counseling Services at Lebanon Valley College, are making the step forward to offer the help to any student-athlete who may experience any mental health issue, mild or serious. At LVC counseling services are easily accessible to student-athletes. If you have any questions or would like to request confidential mental health related accommodations, please contact:

Stephanie A. Faulk, Licensed Psychologist - Director of Counseling, Shroyer Health Center, Lebanon Valley College, 101 N. College Avenue, Annville, PA 17003-1400, 717-867-6696, falk@lvc.edu

**Equipment Room Policies and Procedures**

**Issuance of Equipment**

The head coach will schedule a date and time with the equipment manager to issue equipment to the team. All team members must be in attendance to be issued equipment. **Equipment will only be issued to the athlete.**

The student-athlete should not have any outstanding bills for equipment of the previous season or other sports played.

All equipment will be signed out either on the athlete’s respective team issue sheet, or on the daily issue sheet. **No signature...No equipment. NO EXCEPTIONS.**

Issued items are the property of Lebanon Valley College and should be used only for practices and games. They should not be lent to anyone. If you show up to practice or a game and you left your equipment back in your room or in off campus housing, you will not be issued another item for the game or practice. When items become torn, worn, or no longer fit properly, a replacement will be made on a one-for-one exchange basis.

As the weather grows colder, you may sign out a sweatshirt and a pair of sweatpants at the equipment room issue window.

Lebanon Valley College is not responsible for any lost personal items that an athlete attaches to their loop.
Return of Issued Equipment

At the conclusion of the season, the head coach and the athletic equipment manager will set an appointed date and time for the team to return issued equipment. All team members must turn in their equipment at this time. **Equipment can only be returned by the athlete to whom it was issued.**

If you leave the team before the conclusion of the season for any reason, you will have 48 hours to return all issued items to the athletic equipment room. If you fail to return the issued items, a bill will be placed on your student account. This bill must be either paid in full or the items must be returned, otherwise you will not be able to get semester grades or receive your degree.

No equipment will be used for another sport until the current issued items are either returned or paid for.

**Home Contests** On the day of the home contest, each player will find the following at his/her locker: home game uniform, socks and laundry loop. After the contest you will have 45 minutes to turn in those items along with the laundry loop. Please make certain that everything is turned right side out. **Anything not turned in after the 45 minute mark will not be washed.**

**Away Contests** On the day of an away contest, each player will find the following at his/her locker: away game uniform, socks and the laundry loop. All items issued for the away contest must be turned in upon arrival back at campus for washing. **Anything not turned in at that time will not be washed later.**

**ALL UNIFORMS MUST BE WASHED BY THE EQUIPMENT ROOM STAFF.**

College Logo

The Lebanon Valley College **wordmark** and interlocking **LVC logo** are the fundamental visual representations of our brand. The Lebanon Valley College wordmark spells out our name in a distinctive manner and forms our primary mark.

Students, college organizations, outside organizations, and all commercial entities must receive written permission from the Office of Marketing and Communications before using our logos and/or word marks.

Logo Guidelines must be abided for all issued game and practice gear. Student-athletes must seek their Head Coach’s approval for items purchased with College logos for team wear.

For complete college logo guidelines:

[http://www.lvc.edu/marketing communications/visual-guide.aspx](http://www.lvc.edu/marketing communications/visual-guide.aspx)
**Student Athlete Advisory Committee**

The Student-Athlete Advisory Committee (SAAC) at Lebanon Valley College is a dynamic group of student-athlete team leaders who, by working together, develop and strengthen a sense of personal responsibility and wellness among student-athletes, the administration and the community. More specifically the SAAC members will serve as student athlete mentors for their team in regard to student athlete affairs which include: academic excellence, athletic excellence, personal development, career development and community service. We are dedicated to representing the interests of our fellow student-athletes for the betterment of athletics at LVC. SAAC is the vehicle to promote communication between coaches, athletic administration and student-athletes.

The role of the SAAC is to enhance the total student-athlete experience by:

- Providing a student-athlete voice within the department, discussing issues and concerns, and providing feedback as necessary.
- Building a sense of community within the athletics program involving all athletic teams.
- Encouraging active involvement of student-athletes for community service projects.
- Emphasizing the need of support from faculty and staff for all athletic programs.
- Promoting a positive image of athletics on campus by celebrating and generating excitement for our unique community.
- Fostering achievement of academic and athletic goals.
- Receiving valuable leadership training.
- Using educational and professional resources to support our efforts.

**Resolving Student-Athlete/Coach Conflict**

The purpose of this procedure is to provide you with a means for resolving conflict with a coaching staff member. Student-athletes who wish to become involved in conflict resolution are required to use the following procedures. Concerns should stay focused on specific individual situations. Areas of concern that are NOT appropriate to discuss with coaches are: playing time, team strategy, play calling, and other student-athletes.

**Step #1:** If you are experiencing any concern or difficulty associated with your activities as a student-athlete, you should discuss your concern with a team captain or a team leader. If you are not comfortable for any reason in talking about your concern with a team captain or a team leader, you may go to the second step.

**Step #2:** If you are not satisfied after discussion with a team captain or a team leader, or if you decided not to raise your concerns with a team captain or a team leader, the next step should be take your concern to your coach. It would be helpful, although not required, for you to put your concerns in writing, along with suggested solution(s) to the concern.

**Step #3:** If you do not believe that the initial conference with the coach has resolved the conflict, a request may be made for a meeting with the director of athletics and/or senior woman administrator. You will be expected to present your concerns in writing to the director of athletics and/or senior woman administrator and the written statement and comments will be taken under advisement. If appropriate, the director of athletics and/or senior woman administrator will inform the student-athlete in writing of any outcome of this process. Personnel issues will not and legally cannot be discussed with student-athletes. Therefore, resolutions or answers to certain questions may not be provided.
Policy Prohibiting Employee/Student Relationships

Lebanon Valley College employees (faculty, administrators, and staff) are prohibited from having a romantic, intimate, or sexual relationship with students. At the College, the roles of employees are multifaceted, including serving as intellectual guides, teachers, counselors, mentors and advisors; the employee's influence and authority extend far beyond the classroom or workplace. Consequently, the College believes that a romantic, intimate, or sexual relationship between an employee and a student, even where consensual and whether or not the student would otherwise be subject to supervision or evaluation by the faculty or staff member, is inconsistent with the proper role of the employee, and is therefore, prohibited. Entering into a romantic, intimate, or sexual relationship with any student is outside the bounds of an employee’s assigned duties, and he/she may not be eligible for the College’s liability insurance protection should the College and/or he/she incur civil or criminal liability as a result of his/her actions.

LVC Step Up Program

Step UP! Is a prosocial behavior and bystander intervention program that educates students to be proactive in helping others. LVC student-athletes will be required to attend Step UP! Training in the fall. Teaching people about the determinants of prosocial behavior makes them more aware of why they sometimes don’t help. As a result they are more likely to help in the future.

As facilitators we will assist our student-athletes to become more aware of helping behaviors, increase their motivation to help, and develop the skills and confidence for responding to problems or concerns.

Specific goals of the Step UP! program are to increase our student-athletes’ abilities to:

1. **Notice the Event**
2. **Interpret the Event as a problem/Emergency**
3. **Assume Personal Responsibility**
4. **Know How to Help**
5. **Implement the Help—Step UP!**

*Be A Leader—Make A Difference*
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
<tr>
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<td>Administration</td>
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Full Directory at [GoDutchmen.com](http://GoDutchmen.com)
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