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Administration & Coaching Staff

All numbers are (845)-257-

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Ext. 6956

Senior Woman Administrator:
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Once a student is accorded the status of a student-athlete, he/she/they will complete the online process of reading and signing the Student-Athlete Code of Conduct. In addition, each Head Coach will review in detail the Code of Conduct with his/her/their respective program. These actions will be done at a Compliance meeting, which will take place before pre-season begins. Please note, no student-athlete will be allowed to practice or compete until the Code of Conduct has been officially reviewed and signed. The tenets of the Code of conduct remain in effect throughout the calendar year of eligibility and not just during the traditional season of competition. This code of conduct is important to your life as a student-athlete.

The Intercollegiate Athletic program at New Paltz facilitates the personal growth and the education of students through their participation in a comprehensive program of NCAA Division III sports. As an integral part of the University, the Department of Athletics, Wellness and Recreation program actively promotes fair competition, fosters the pursuit of academic and athletic excellence, supports core institutional values of equity and diversity, and provides community enrichment.

The University is proud of the high caliber of its student-athletes. The Department of Athletics, Wellness and Recreation program is committed to the guiding principles of honesty, integrity, respect, ethical conduct, teamwork, and hard work in support of student-athletes in their roles as scholars, athletes, campus leaders, and community members.

The University expects its student-athletes to train and strive for their highest degree of athletic excellence and sportsmanship; to demonstrate academic integrity and accomplishment; and to conduct themselves responsibly as members of the campus and larger community.

I. Standards of Conduct

It is a privilege, not a right, to be a student-athlete and every student-athlete is expected to conduct himself/herself/themself in a manner that exhibits honor and respect to the team, coaching staff, department, University and surrounding community for the duration of his/her/their tenure as a student-athlete. As a member of the student body at New Paltz, each student-athlete must act in accordance with the Campus Regulations and Judicial Procedures, as published by the institution. In addition, student-athletes are accountable to the following authorities (hereafter referenced as “governing authorities”):

- Municipal ordinances, and State and federal laws, both civil and criminal (“laws”);
- National Collegiate Athletic Association (NCAA);
- The State University of New York Athletic Conference (SUNYAC);
- United Volleyball Conference (UVC);
- Eastern Collegiate Athletic Conference (ECAC);
- New Paltz (NP);
- Department of Athletics, Wellness and Recreation
- Team Expectations
For clarification of the governing authorities, student-athletes should consult with a member of the coaching staff or administration. Violation of any of the standards of conduct encompassed in these authorities may result in discipline as described in Section IV below, as well as civil and/or criminal liability. All documented violations of this Code of Conduct will be reported to department’s Ethical Review Board and may result in further disciplinary action (or the Dean of Students’ office for more serious matters).

(Initial Section I) _____

II. Definitions

A. Student-Athlete: Once a student is accorded the status of a varsity athlete, he/she/they is expected to act in accordance with this Code of Conduct until the completion of eligibility, including semester and summer breaks, or such time that he/she/they is no longer a student-athlete at New Paltz. Students are bound by this Code at the point at which there is intent to enroll at the University, including but not limited to their execution of an admissions acceptance letter and/or attendance at Summer Orientation prior to initial enrollment.

B. Team Function: An athletic team function is defined as any gathering, whether on or off-campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team’s purpose, and organized, arranged or initiated by Athletic Department staff, or team members.

C. Hazing: Hazing is any act whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a team member that compel another member to participate in any activity which is against University policy or law will be defined as hazing.

D. Sportsmanship: Sportsmanship shall be defined in accordance with the standards of the NCAA, SUNYAC, UVC, ECAC, and the University Athletic Department. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the University, their families, and their communities, with the highest level of sportsmanship.

(Initial Section II) _____

III. Prohibited Conduct.

Prohibited conduct includes violation of any of the standards established by the governing authorities previously identified. By way of illustration, and without limitation of those prohibitions, student-athletes must not violate any of the policies described below (which are described in more detail in the New Paltz Campus Regulations and Judicial Procedures and/or the National Collegiate Athletic Association Manual).

If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action taken.
Reporting Obligation.

Every student-athlete is obligated to report his/her/their or her violations of this Code of Conduct to his/her/their Head Coach or to the Director of Athletics, Wellness and Recreation within 24 hours of such violation. This obligation is in effect year-round including semester and summer breaks. While it can be argued that violations off campus or on vacation breaks could go unreported, if the department learns of the violation after the fact, action may be taken by the department as there is no statute of limitation.

A. Social Media: The Department of Athletics, Wellness and Recreation understands the use and the right of students to use social networking websites and technology and its increasing role in society. Please be aware that activities that would violate the Student Athlete Code of Conduct offline are also considered violations online. A student-athlete may be sanctioned by the Department if the use of social media violates this Code of Conduct.

Never compromise your personal reputation and integrity or that of the University, Department of Athletics, Wellness and Recreation and your team through the use of social media technologies.

Violation of any of the standards of the Code of Conduct in the social media world may result in discipline as described in Section IV of the Code of Conduct.

B. Dishonesty. The Athletic Department expects student-athletes to engage in all academic pursuits in a manner beyond reproach. Offenses against academic honesty are any acts that would have the effect of unfairly promoting or enhancing one's academic standing, including cheating, plagiarism, and knowingly permitting or assisting any person in the commission of an offense of academic dishonesty.

It should also be noted that any form of dishonesty (e.g. lack of being forthright with involvement of judicial infractions, giving false testimony, misrepresenting oneself) may result in sanctioning by the department.

C. Alcohol. Prohibited acts include but are not limited to (1) Possessing or consuming alcohol if under the age of 21, (2) Operating a motor vehicle while under the influence of alcohol, (3) Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol, (4) Purchasing, furnishing, or serving alcohol to or for an underage person, (5) Being dangerously intoxicated to the point where State law mandates being taken into custody, (6) Other prohibited acts as outlined in the New Paltz Campus Regulations and Judicial Procedures, (7) Consumption of alcohol during team travel or at team functions, including meals with family members, regardless of age and/or (8) Possession or consumption of alcohol while representing the institution in any capacity, regardless of age.

D. Other Drugs. Prohibited acts include (1) Possessing or using illegal substances, as defined by law, (2) Possessing or using controlled substances as defined by law (provided that controlled substances may be taken pursuant to a properly issued prescription in the amount prescribed), (3) Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law, (4) The use of tobacco products by a student-athlete during practice, competition, or other team functions, (5) Other prohibited acts as described in the New Paltz Campus Regulations and Judicial Procedures.
Student-athletes who are prescribed drugs by a licensed physician should consult with the Disability Resource Center or Health Services so that such drugs are noted and communicated to relevant campus personnel including the Athletic Training Office.

E. **Nutritional or Dietary Supplements.** Many nutritional/dietary supplements contain substances banned by the NCAA. In addition, the U.S. Food and Drug Administration does not strictly regulate the supplement industry; therefore, the purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test and thus affect the eligibility of student-athletes. To avoid violation of this standard, as questions arise student-athletes should contact the athletic trainers and/or consult the list of banned drugs as described in NCAA Division Bylaws.

Please note that many “Energy” giving products that can be purchased may contain ingredients that are banned by the NCAA. Student Athletes are encouraged to refer to the NCAA Banned Substance List as the use of these listed banned substances would affect eligibility status if taken.

F. **Hazing.** Hazing in connection with membership or participation in University athletic teams or team activities is strictly prohibited. See definition of “hazing” above.

G. **Violence.** New Paltz is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. New Paltz’ violence prevention policies, and response procedures for violent incidents, are intended to protect the health and safety of the campus and the community and ultimately to advance the educational mission of the University. Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by University policy and/or law.

H. **Disrespect.** At all times, student-athletes are required to compose themselves in a manner respectful of themselves, their team, the coaching staff, the University and its Athletic Department, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening or obscene expression; or deliberate damage to equipment or other property. Disrespectful conduct will be reviewed by the Director of Athletics, Wellness and Recreation and may result in disciplinary action.

I. **Poor Sportsmanship.** Student-athletes at New Paltz are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator. “Unsportsmanlike” conduct, as defined by the NCAA, SUNYAC, UVC, ECAC, or New Paltz, will be reviewed by the Director of Athletics, Wellness and Recreation and will result in disciplinary action if it is determined that a violation did occur.

J. **Gambling and Bribery.** Student-athletes shall not knowingly (1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, (2) Solicit a bet on any intercollegiate team, (3) Accept a bet on any team representing the institution, (4) Solicit or accept a bet on any intercollegiate competition for any item that has tangible value (e.g. cash, clothing or equipment, meals), and/or (5) Participate
in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

K. Unexcused Class Absences and Poor Academic Performance. Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations will affect eligibility to participate as well as academic standing. Student-athletes on academic probation will see their participation in athletics restricted and verified through a contract with the department.

L. Failure to Meet Team Obligations. Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. The Head Coach must excuse absences in advance unless an unforeseeable emergency arises.

M. Conduct Unbecoming a New Paltz Student-Athlete. At all times New Paltz student-athletes are expected to conduct themselves responsibly within the Athletic Department, campus, and larger community. Behavior that reflects negatively on themselves, their team, the Athletic Department, or the University may be grounds for disciplinary action.

(Initial Section III) _____

IV. Disciplinary Process and Sanctions
The Department of Athletics disciplinary process is independent of, and supplements, the University judicial process. Sanctions levied by Athletics may occur over and above those levied by the Dean of Students’ office. Sanctions will vary depending on the type and circumstances of the violation, but may without limitation include loss of athletics program eligibility.

When the Department of Athletics becomes aware of an alleged violation of this Code of Conduct, the Director of Athletics, Wellness and Recreation will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of non-University persons having knowledge of relevant facts; examination of documents; and other steps necessary for the AD to determine the merits of the report. A meeting with the student-athlete will ordinarily occur before any discipline is imposed; however, in extenuating circumstances, the AD may suspend the student-athlete before the meeting. Determination of responsibility will be based on a preponderance of evidence and information available.

A first-time offense may be serious enough to warrant any of the possible sanctions listed in IV.F below.

A student-athlete’s refusal to participate and cooperate in an Athletic Department or NCAA investigation of a possible violation of this Code of Conduct may itself constitute a basis for disciplinary action.

A. Violations of Team Expectations. Head Coaches will establish team expectations consistent with this Code of Conduct. These expectations shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season,
whichever comes first. The Head Coach has the authority to impose sanctions for the violation of team expectations that can include but not be limited to: practice suspension, game suspension, season suspension or removal from the team. The Head Coach shall not impose the sanction of suspension or expulsion from the team without the approval of the Director of Athletics, Wellness and Recreation.

B. **Violation of Rules or Policies other than Team Expectations.** For violations of rules and policies other than team expectations (e.g., violations of NCAA rules, the Student Code of Conduct, etc.) the Athletic Director shall review the matter.

C. **Violation of Criminal Law.** When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation the Head Coach must report the information to the Director of Athletics, Wellness and Recreation. Student-athletes arrested for, or charged with, violating the criminal law will be placed on immediate suspension from involvement in team activity pending further investigation. If a violation would constitute a misdemeanor, the Director of Athletics, Wellness and Recreation (or his designee) may in the exercise of his/her/their reasonable discretion and lift the administrative suspension after consulting with the Vice President for Student Affairs. If a violation of law would constitute a felony, the administrative suspension may be lifted only upon authorization of the Director of Athletics, Wellness and Recreation after clearance from the Vice President for Student Affairs. In all cases in which a student-athlete is arrested for or charged with illegal use of drugs, illegal gambling, or sexual misconduct or violence, the student-athlete will be immediately suspended, and the suspension may be lifted only by the Director of Athletics, Wellness and Recreation after consultation from the Vice President for Student Affairs.

D. **Multi-Sport Athletes.** Multi-sport athletes will not be relieved of any sanctions previously imposed in connection with rules violation while participating in another team sport when changing sports.

E. **Underage Alcohol Violation.** An underage alcohol violation will minimally be sanctioned with probation, the terms of which will be determined by the Director of Athletics, Wellness and Recreation.

F. **Possible sanctions for violations of the Code of Conduct include, but are not limited to:**
   a. **Administrative Suspension** - Suspension from athletics participation pending the disclosure of the facts and/or outcome of the case.
   b. **Warning.** The issuance of a written warning.
   c. **Probation.** Special status with conditions imposed for a limited time.
   d. **Restitution.** Payment for damaged property.
   e. **Temporary Suspension.** Removal of a student-athlete from all Athletic Department activities, including athletic participation in team events, for a limited period of time.
   f. **Suspension.** Removal of a student-athlete from all Athletic Department activities, including athletic participation in team events, for a specified period of no less than one season.
g. **Expulsion.** Permanent removal from a team and/or Athletic Department activities.

(Initial Section IV) _____

V. **Appeals**

A student-athlete who is subject to season-long suspension or expulsion from athletics team participation may request for appeal from these sanctions. The appeal must be made, in writing, to the Director of Athletics, Wellness and Recreation’s office within 3 business days of the student-athlete’s receipt of the notice of sanctions. The appeal letter must explain the grounds for the appeal (e.g. new information, due process, abuse of discretion). Such appeals will be heard by an Appeals Board consisting of the following voting members:

**Appeals Board:**
- Two student-athletes, not from appellant’s sport.
- NCAA Faculty Athletics Representative Chair
- One member of the Athletics, Wellness and Recreation staff
- One staff member from the Student Affairs Division

Upon receipt of the request for appeal, the Appeals Board will assemble as soon as is reasonably possible. The Board will conduct its investigation by hearing details of the case from the Director of Athletics, Wellness and Recreation and the appellant. The student-athlete will be given the opportunity to make an oral and written statement about the circumstances and why he/she feels reinstatement is warranted. A personal adviser may accompany the student-athlete. This advisor must be a member of the University community (e.g. student, faculty, or staff), and may play no other role in the hearing (e.g. as witness), and cannot speak during the hearing. The hearing shall be tape recorded. The appellant can request a transcript of the hearing if s/he pays for it. The appellant cannot receive a copy of the tape. The Appeals Board will have the opportunity to review other relevant information, including information from public authorities, court records, law enforcement officers, University officers and agencies, and other persons. Having gathered information about the case, the Appeals Board will meet privately to discuss the case. In reviewing the case for reinstatement, the Appeals Board may consider all the circumstances, including the nature of the offense, any aggravating or mitigating circumstances, any previous violations of the *Campus Regulations and Judicial Procedures* and/or the student-athlete handbook, the extent of the student’s cooperation and acceptance of responsibility, and the conduct of the student since the offense. Once the Appeals Board meets, a written decision shall be forwarded to the student within 10 business days of the appeal. Based on a majority of votes taken, the appeals board may uphold or provide relief of the sanctions imposed by the Director of Athletics, Wellness and Recreation. Violations of Criminal Law are not appealable through this process. Determination of reinstatement lies with the Director of Athletics, Wellness and Recreation in consultation with the Vice President for Student Affairs.

(Initial Section V) _____

VI. **Referral to Counseling**

Students who, in the judgment of their Team Coach or the Athletic Director, evidence a need for professional assistance will be referred to appropriate counseling resources. It is the student-athlete's responsibility to follow up on this referral and to adhere to professional recommendations.
VII. Records Privacy.
Federal and State law, and related University policy, governing the access to student records applies to the administration of this Code of Conduct.

VIII. Drug Testing.
Student-athletes are required to consent in writing to drug testing under the terms of NCAA policy on drug testing, as a condition of the privilege of participating in intercollegiate sports. Failure to provide such consent shall result in immediate suspension and possible permanent expulsion from the team.

IX. Student-Athlete Agreement Concerning Hazing
The Department of Athletics at New Paltz supports only those activities, which are constructive, educational, and inspirational and that contribute to the intellectual and personal development of students. New Paltz Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

The New Paltz interprets hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member which compels another member to participate in any activity which is against university policy or state/federal law will be defined as hazing.

Actions and activities, which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them regardless of the person’s willingness to participate.
- Forcing, requiring or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring or pressuring an individual to shave any part of the body, including hair on the head.
- Any requirement or pressure put on an individual to participate in any activity, which is illegal, perverse, publicly indecent, contrary to genuine morals and/or beliefs, e.g., public profanity, indecent or lewd conduct or sexual gestures in public.
- Required eating of anything an individual would refuse to eat otherwise.
- Any activity or action that creates a risk to the health, safety or property of the University or any member of its community.
- Forcing or requiring calisthenics, such as push-ups, sit-ups and runs.
- Assigning or endorsing pranks such as stealing or harassment of another organization.
- Awakening or disturbing individuals during normal sleeping hours.
• Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
• Physical abuse of any kind.
• Forcing, encouraging or pressuring someone to wear in public apparel, which is conspicuous and not within the norm of what is considered to be in good taste.
• Engaging in public stunts and buffoonery.
• Nudity at any time or forced reading of pornographic material.
• Paddling, beating or otherwise permitting a member to hit other members.
• Having substances such as eggs, mud, paint and honey thrown at, poured on or otherwise applied to the body of a member.
• Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
• Subjecting a member to cruel and unusual psychological conditions.

I have read the policy about hazing and understand the following:

(Initial) ___________ The policy and regulations of the Department of Athletics pertaining to hazing.

(Initial) ___________ I agree and promise not to participate in any activity deemed to be hazing. I have read the above examples of hazing as described in the New Paltz Hazing Policy.

(Initial) ___________ I understand that if I am in violation of this policy I will be subject to discipline that may include, but is not limited to, departmental or University probation, suspension from the team and/or the University and expulsion from the team and/or the University. In addition, I am aware that the team may be subject to group discipline that can include, but is not limited to, team probation, cancellation of individual contests and/or cancellation of the entire season.
X. Agreement/Waiver

I understand and agree that I am required to know, understand and follow the standards contained in the New Paltz Department of Athletics, Wellness and Recreation Student-Athlete Code of Conduct. In addition, I understand and agree that I am responsible for knowing, understanding, and following the rules, policies, and procedures contained in the complete New Paltz Campus Regulations and Judicial Procedures.

(Initial Section X) ______

Date: _____________________

__________________________
Signature of Student-Athlete

__________________________
Printed Name

__________________________
Sport(s)

__________________________
Signature of Parent/Guardian
(If under 18)  Date

__________________________
Printed Name
Illegal Drugs

No Second Chance Policy

This policy states that the minimum sanction generally imposed for violations of the policy on controlled substances is Expulsion (permanent separation) from New Paltz, and, where possible, the imposition of criminal charges.

- No person shall use, possess, or have under his/her/their control a narcotic or dangerous drug, not prescribed by a licensed physician, including but not limited to, cocaine, heroin, opiates, barbiturates, amphetamines, organic or synthetic depressants, stimulants and hallucinogens, or any other substance prohibited or controlled by Federal or State law, including, by specific reference, marijuana and its derivatives.

**Penalties:** for possession of marijuana, first offense; no less than Disciplinary Probation and educational and/or clinical intervention. Possession of marijuana 2nd offense; no less than Expulsion. Possession of all other controlled substances; not less than Expulsion.

- No person shall sell, offer for sale, give away or otherwise attempt to distribute any narcotic or dangerous drug, as described above.

**Penalty:** not less than Expulsion, and where possible the imposition of criminal charges.

- Any person found in possession of drug paraphernalia (water pipes, bongs, hypodermic needles, etc.) shall have such item(s) confiscated and may be subject to disciplinary action and where possible, the imposition of criminal charges.

**Penalty:** not less than Disciplinary Warning, not more than Suspension.

Beverage and Alcohol policy

- No person shall possess, sell or give away alcoholic beverages without proper authorization in any building or on any property owned or controlled by New Paltz. Beverage alcohol is permitted in student rooms within the residence halls, provided that no person under the age of 21 possesses alcoholic beverages with the intent to consume such beverage. Open containers may not be possessed anywhere on campus outside of individual residence hall rooms unless so authorized in accordance with New Paltz regulations, local ordinances, and State laws. Kegs and beer balls are not permitted in the residence halls and will be confiscated. New Paltz holds persons responsible for their conduct at all times, including behaviors which occur while under the influence of alcohol and persons violating these policies will be subject to disciplinary action.

Federal and State Penalties for Drug Possession and Sale

Types of drugs

- Schedule I: Heroin, LSD, Mescaline, Psilocybin, Other Hallucinogens, PCP, Quaalude, and MDA.
• Schedule II: Morphine, Demerol, Codeine, Percodan, Fentanyl, Dilaudid, Seconal, Nembutal, Cocaine, Amphetamines and other opium and opium extracts and narcotics.
• Schedule III: Certain barbiturates such as amobarbital and codeine containing medicines such as Fiorinal #3, Doriden, and codeine-based cough suppressants and all anabolic steroids. • Schedule IV: Barbiturates, narcotics and stimulants including Valium, Talwin, Librium, Equanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets).
• Schedule V: Compounds that contain very limited amounts of codeine, dihydro-codeine, ethylmorphine, opium, and atromine (RobitussinAC). • Schedule VI: Marijuana, Hashish, Hash Oil, Tetrahydrocannabinol.

Federal

The Federal Controlled Substances Act provides penalties up to 15-year imprisonment and fines up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to one year of imprisonment and fines of up to $5,000. Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Federal trafficking penalties for Schedule I&II drugs range from a minimum of 5 years to a maximum of life in prison. Penalties for trafficking Schedule III&IV drugs range from 3 to 5 years in prison and a fine of $25,000. Federal penalties for trafficking marijuana range from 5 to 10 years of imprisonment and up to a $5 million dollar fine.

New York State

The State of New York has established severe sanctions for the possession, use, and sale of controlled substances which are consistent with Federal penalties established for such. The specific criminal sanctions are delineated in the New York State Penal Law. The severity of the offense depends on the type and quantity of the illegal substance, as well as the holder’s intent (personal use, distribution or sale). For example, in New York State, the criminal possession of four or more ounces of cocaine is a class A-1 felony, punishable by a minimum of 15-25 years and a maximum of life in prison. Unlawful possession of marijuana (section 221.05 NYS Penal Law) is a violation, resulting in a fine of not more than $200 for the first offense. Additional violations result in larger fines and the imposition of misdemeanor criminal charges, which include the establishment of a permanent criminal record.

New York State laws regarding alcohol violations (not inclusive)

Violation/Penalty

- Driving While Ability Impaired (BAC of .05 to .09)
  - Penalty: $300 minimum fine, $500 maximum fine, up to 15 days in jail and 90-day revocation of license for first offense.
- Driving While Intoxicated (DWI) (BAC of .10 or more)
  - Penalty: $500 minimum fine, $1000 maximum fine, up to one year in jail and min. 6-month license revocation
- Felony Driving While Intoxicated (second DWI conviction in 10 years)
  - Penalty: $1000 minimum fine, $5000 maximum fine, up to 4 years in jail and min. of one-year license revocation
- Furnishing Alcohol to persons under the age of 21
  - Penalty: $1000 fine, 1 year in jail and/or 3 years probation.
- Possession by persons under the age of 21
  - Penalty: $50 fine per offense
- Use of false ID for alcohol purchase
  - Penalty: $200 fine, 5 days in jail, or both, revocation of false N.Y.S. driver's license for 90 days.

**Student-Athlete Infractions Review Board:**

**Mission Statement:**

The mission of the Student-Athlete Infractions Review Board is to review on appeal the disciplinary action taken by the Director of Athletics, Wellness and Recreation when student-athletes are in violation of legal policies or when questionable ethical conduct occurs. Student-Athlete participation is a privilege, not a right, and Department of Athletics at New Paltz holds student-athletes accountable for actions that violate the legal and ethical codes established by Federal & State laws, the College and the department.

**Purpose:**

The Student-Athlete Infractions Review Board (SAIRB) shall serve as the Department of Athletics’ investigative body as it pertains to situations that involve student-athletes and violations of federal, state, college and departmental rules and regulations as it relates to student-athlete participation in the athletic department.

The SAIRB will convene as necessary to review and to discuss a written appeal of the Director of Athletics, Wellness and Recreation’s decision regarding student-athlete behavior. The SAIRB will be responsible for reviewing the details of the case as well as meet with the Director of Athletics and the student-athlete. Appeals can be heard for situations of new evidence offered or concerns about process. Appeals solely on the degree of punishment are not permitted.

**Members:**

The committee shall consist of five members of the college community including the NCAA Faculty Representative, who shall serve as Chair. In addition to the Chair, the committee shall include one member from the department staff, two student-athletes from the SAAC program and one staff member from the Student Affairs division.

There will be no limit to the time served upon this committee, but the members will be reviewed annually. The Director of Athletics will conduct the annual review. It is the discretion of the Director to make changes as necessary.

**Appeals:**
1. A student-athlete who is subject to season-long suspension or expulsion from athletics team participation may request for appeal from these sanctions if the student-athlete believes that vital information was omitted from the original decision, or there are concerns about the process. The appeal must be made in writing to the Director of Athletics’ office within 3 business days of the student-athlete’s receipt of the notice of sanctions. The appeal letter must explain the grounds for the appeal (e.g. new information, due process, abuse of discretion). Such appeals will be heard by an Appeals Board consisting of the following voting members:
   a. Two student-athletes, not from appellant’s sport.
   b. Faculty Athletics Representative, who shall serve as Chair.
   c. One member of the Athletics Staff.
   d. One professional staff member from the Student Affairs Division.

2. Upon Receipt of the request for appeal, the Appeals Board will assemble as soon as is reasonably possible. The Board will conduct its investigation by hearing details of the case from the Director of Athletics and the appellant. The student-athlete will be given the opportunity to make an oral and written statement about the circumstances and why he/she/they feel reinstatement is warranted. A personal adviser may accompany the student-athlete. This advisor must be a member of the University community (e.g. student, faculty, or staff), and may play no other role in the hearing (e.g. as witness), and cannot speak during the hearing. The hearing shall be tape recorded. The appellant can request a transcript of the hearing if s/he pays for it. The appellant cannot receive a copy of the tape. The Appeals Board will have the opportunity to review other relevant information, including information from public authorities, court records, law enforcement officials, University officers and agencies, and other persons. The Board will not meet with personal lawyers. If the student-athlete wishes a lawyer to be present, then the matter will be referred to University Counsel. Having gathered the information about the case, the Appeals Board will meet privately to discuss the case. In reviewing the case for reinstatement, the Appeals Board may consider all the circumstances, including the nature of the offense, any aggravating or mitigating circumstances, any previous violations of the Campus Regulations and Judicial Procedures and/or the student-athlete handbook, the extent of the student’s cooperation and acceptance of responsibility, and the conduct of the student since the offense. Once the Appeals Board meets, a written decision shall be forwarded to the student within 10 business days of the appeal. Based on a majority vote taken, the Appeals Board may uphold or provide relief of the sanctions imposed by the Director of Athletics, Wellness and Recreation.

3. All suspensions will remain in effect until the appeal process is complete.

**Reinstatement:**

1. If reinstatement is possible, the Committee will provide the Director with a written report as it pertains to compliance or non-compliance by the student-athlete.

2. The student-athlete will receive written acknowledgement of restoration of eligibility upon full reinstatement.

**Athletic Eligibility**
If a student-athlete is declared athletically ineligible by the athletics department, the student-athlete is considered athletically ineligible in any sport at the institution for transfer and eligibility purposes (e.g., qualifying for transfer exception) only if the athletics department decision on the student-athlete’s athletics eligibility is considered an institutional decision as determined by the institutional entity that oversees athletic department-wide decisions (e.g., dean of student services, athletics board, student appellate committee). Please refer to the following references: Bylaws 14.5.1, 14.5.1.3, 14.5.5.1 and 14.5.5.1.1.

**SUNY New Paltz Drug and Alcohol Policies**

Congress has passed and the President has signed the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act of 1989. The following is the Drug and Alcohol Policy for employees and students at the State University of New York at New Paltz.

**Academic Standards**

One of the roles of the department is to provide academic support for our student-athletes. Working along-side the variety of support services provided by the College and the faculty, the Department of Athletics recognizes its role in helping students to meet their academic responsibilities. Student-athletes should always be encouraged to discuss academic matters with their assigned faculty advisor. For students who need more guidance, the Head Coach of each program will monitor progress with the student, meet with students to strategize academic success, and refer students to support services as needed.

**Academic Eligibility**

**General Expectations of All Student-Athletes**

1. Student-Athletes must be enrolled in a minimum of 12 credits for each semester in order to maintain athletic eligibility. Enrollment is confirmed by the Office of Records & Registration and through the college Banner System. If at any time a student-athlete falls below the 12-credit mark, they must immediately inform their coach or the compliance officer. The student-athlete will be withheld from all athletically related activity until full time enrollment is confirmed through the Banner System.

2. Student-Athletes must pass 24 academic credits each year to remain athletically eligible. A student-athlete may take classes at New Paltz, a Community College or another four-year institution over the summer to fulfill the obligation. All grades for summer work must be shown by Labor Day in order to maintain eligibility.

In the event that a student-athlete is short 4 credits going into a fall semester, if a 4-credit class is not available in either of the summer sessions, then a 3-credit class must be taken and passed. This 3-credit class will be accepted by the department as intent to fulfill the requirement for eligibility even though the student-athlete will be 1 credit short of 24.

3. If a student-athlete has a cumulative GPA below 2.00, there is ABSOLUTELY no travel for that student-athlete, and the student-athlete may not miss any class for any home contest. IN
regards to participation in team practices, the student-athlete may be allowed to participate pending a discussion with the Assistant Director of Athletics, the NCAA Faculty Representative and the student-athletes academic advisor. They will make a recommendation to the Director of Athletics, Wellness and recreation who in turn will inform the student-athlete and the head coach.

4. Extenuating circumstances, that have prevented a student-athlete from fulfilling these requirements, will be reviewed on a case-by-case basis by the department’s administration.

5. At the discretion of the head coach, in conjunction with the Director, team rules may hold their student-athletes to higher standards than those listed above.

**Athletes Together Info**

Over the last few years the NCAA, our department and campus have been discussing ways that we can assist and educate students about mental health. All of us have become increasingly aware of the stresses and the challenges that can and have affected teammates, friends and even ourselves. Yet, perhaps the most challenging aspect of this issue is that we do not have the skills to help or an awareness of the resources available here at New Paltz. As a result, our department has partnered with the Psychological Counseling Center and the Disability Resource Center to launch an initiative called “Athletes Together.” Based upon a program started at the University of Michigan, we are working to establish a program that helps to make every student-athlete and staff member aware of the resources available at New Paltz to assist students who might be struggling with issues like eating disorders, depression, anxiety and more.

Athletes Together is a collaborative, multi-faceted program to increase awareness of mental health issues, reduce stigma and promote coping skills among student-athletes. The program features three key elements:

- Brief, engaging videos to reduce stigma, encourage help seeking and promote coping skills
- Informational presentations for all coaches and student-athletes
- Awareness of campus resources available to student-athletes on campus.

There is an advisory committee that meets periodically throughout the year with the Director of Athletics, Wellness and Recreation and the Director of the Psychological Counseling Center. Interested students wanting to be a part of the group should contact the Director of Athletics, Wellness and Recreation at (845) 257-3910.

**Student-Athlete Leadership Academy**

The New Paltz Leadership Academy seeks to develop, challenge and support student-athletes, coaches and staff in their continual quest to become world-class leaders in athletics, academics and life.

**Student-Athlete Advisory Committee (SAAC)**

Mission Statement:
The State University of New York at New Paltz Student-Athlete Advisory Committee seeks to enhance the total student-athlete experience by promoting opportunity, protecting the welfare of the student-athlete, and fostering a positive image to the campus and the community. New Paltz is dedicated to the athletic and academic advancement of all student-athletes.

**Purpose:**
Student Athletic Advisory Committee (SAAC) is a group comprised of up to two student-athletes from each of the department's 15 intercollegiate teams. A primary focus of SAAC is to promote community (campus and external) engagement through a series of activities and events. Such activities include Special Olympics, a community leaf rake, Yards for Yeardley and Midnight Madness. In addition, SAAC also serves as an advisory committee to the department's administration regarding NCAA legislation and other matters that affect student-athletes on a conference (SUNYAC and UVC) level as well as a national level (NCAA).

**Program Objectives:**
- Promote opportunity, protect student-athlete well-being and promote a positive student-athlete image.
- Foster a positive and mutually beneficial relationship between student-athletes and athletic faculty, academic faculty, and wellness and recreation.
- Be guided by the principles of ethics, integrity, fairness and a respect for diversity.
- Increase on-campus and community involvement and encourage local volunteerism.
- Promote camaraderie among student-athletes.
- Provide valuable insight on legislation that governs our sports on the conference and national levels.

**New Paltz SAAC Mission and Principles:**
- Promote opportunity, protect student-athlete well-being and foster a positive student-athlete image.
- Be guided by the principles of ethics, integrity, fairness and a respect for diversity.
- Increase on-campus and community involvement and encourage local volunteering.
- Promote camaraderie among student-athletes.
- Provide valuable insight on legislation that governs our sports on the conference and national levels.

**Health and Safety Policies and Procedures**

**A. Athletic Training**

**Location:**
The Athletic Training Room is located on the first floor of Elting Gym in Room 103.

**Hours:**
Athletic Training Room (ATR) hours are subject to change due to practice and competition times. The ATR will be open one hour prior to practices (two hours prior to competitions) and 30 minutes following. Any student-athlete requiring athletic training services is advised to schedule an appointment by emailing hawksat@newpaltz.edu or calling/texting (201) 429-5728.

**Services:**

SUNY New Paltz provides athletic training services to approximately 300 student-athletes participating in the University’s intercollegiate athletics program. Our staff is comprised of two full-time athletic trainers and one part-time athletic trainer, all of whom are NATA/BOC certified and licensed in New York. Our sports medicine team is further comprised of a variety of medical specialists whose sports medicine expertise is well known. A certified athletic trainer will be present during all home intercollegiate events. Water, ice, emergency supplies (AED, splints, etc.), and a portable radio will be provided during an athletic event.

**Athletic Training Students:**

SUNY New Paltz is an approved clinical site for the Marist College Athletic Training Education Program (ATEP). Students in the ATEP may be assigned to a staff athletic trainer at any point throughout the academic year. It is expected that they be shown respect and given ample opportunity to gain clinical experience in a didactic setting.

**What We Do:**

Athletic trainers are health care professionals who collaborate with physicians to optimize patient activity and participation in athletics, work and life. The practice of athletic training encompasses the prevention, examination and diagnosis, treatment, and rehabilitation of emergent, acute, subacute, and chronic neuromusculoskeletal conditions and certain medical conditions in order to minimize subsequent impairments, functional limitations, disability, and societal limitations.

**Athletic Training Room Rules:**

All Student-Athletes must:

1. Sign in at computer before receiving any treatment
2. Shower before receiving any treatment
3. Leave all equipment outside on the shelves or on the side in order to leave a clear walking path
4. Take off dirty shoes and leave outside
5. Not bring food or drink, with the exception of water
6. Not use profanity
7. Notify the athletic training staff of any injury immediately
8. Return all equipment (e.g. carts, coolers, tape cutters, wraps, etc.) as soon as done using
9. Set specific appointments to be seen by the athletic training staff
10. Clean up after themselves

**Contacts Athletic Training:**

Head Athletic Trainer 845-257-3913
Associate Athletic Trainer 845-257-3928
Assistant Athletic Trainer 845-257-3928
Team Orthopedic: 845-896-4178

Advanced Orthopedics of Westchester Medical Center Advanced Physician Services

**Local Hospitals:**

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MidHudson Regional Hospital</td>
<td>Poughkeepsie, NY</td>
<td>845-483-5000</td>
</tr>
<tr>
<td>Vassar Brothers</td>
<td>Poughkeepsie, NY</td>
<td>845-454-8500</td>
</tr>
<tr>
<td>Kingston Hospital</td>
<td>Kingston, NY</td>
<td>845-331-3131</td>
</tr>
<tr>
<td>Benedictine Hospital (No ER)</td>
<td>Kingston, NY</td>
<td>845-338-2500</td>
</tr>
<tr>
<td>Northern Dutchess Hospital</td>
<td>Rhinebeck, NY</td>
<td>845-876-3001</td>
</tr>
<tr>
<td>St. Luke’s Cornwall Hospital</td>
<td>Newburgh, NY</td>
<td>845-561-4400</td>
</tr>
</tbody>
</table>

**Priority of Coverage:**

1. Post-Season Contests a.
   a. NCAA
   b. Conference
2. Home Contests
3. Home Practices
4. Off Campus Practices

Due to limited staffing, an athletic trainer may not be present at every practice. Coverage will be further determined by the level of risk associated with each sport. Portable radios will be provided at each practice and should be used to communicate with the athletic training staff in the event of an emergency.

If a practice during the traditional season is off campus, an athletic trainer will provide coverage off campus with the team, if staffing allows. On campus takes priority over off campus. Coaches are required to be CPR/AED and first aid certified, and the medical kits with team travel forms provided at the beginning of the season should be brought to all practices. Coaches should retain all team travel forms through the duration of the non-traditional season as it applies. It is the Head Coach’s responsibility to bring in the medical kit to get it restocked when supplies are low. Non-traditional contests and practices, team conditioning sessions, “walkthroughs,” and alumni events will not be covered by a staff athletic trainer. However, ice and water may be provided based on need.

**Access to Athletic Training Services (Student-Athletes)**

**In-Season:**

In-season student-athletes will have full access to all athletic training services (including non-traditional).
**Out-of-Season:**

Should a student-athlete sustain an injury while participating in intramurals, open recreation, or any other out-of-season activity, he/she/they must act as a member of the general student population and follow the procedures instituted by the Department of Athletics, Wellness and Recreation. All student-athletes may be seen by appointment with the athletic training staff provided:

1. The injury occurs during a team-sanctioned non-traditional season
2. He/She/They is already being treated for an injury sustained while in-season OR
3. He/She/They has provided documentation from a health care professional regarding the injury should it occur during a non-team-sanctioned event*
   AND
4. He/She/They is listed on an official team roster as a member of the team**

* It is the responsibility of the student-athlete to seek appropriate care prior to meeting with a staff athletic trainer should the injury occur during a non-team-sanctioned activity. The athletic training staff will work with a student-athlete on any rehabilitation that needs to be done as a result of the injury after the initial treatment has been completed by a health care professional. Student-athletes seeking to work with the athletic training staff on rehabilitation need to schedule an appointment to meet with them to set up an appropriate schedule for treatment. If the student-athlete sees a health care professional, s/he must bring any documentation regarding findings and treatment plans to the athletic training office before any athletic trainer led rehab can take place.

** Walk-ons/tryouts/freshman will be considered a part of the general student population until listed on an official roster. Students who are candidates (on an official preseason roster) for an intercollegiate team will be provided service 30 days prior to the official start of the competitive season.

Out-of-season student-athletes may have access to ice; however, must adhere to the aforementioned procedures should he/she/they incur an injury.

**Access to Athletic Training Services (General Students, Clubs, Intramurals)**

**Reporting an Injury:**

If a student is injured while participating in the Athletic & Wellness Center (AWC) or Elting Gym (EG), they must follow the department protocol for reporting the injury. This means that s/he must report the injury to the front desk attendant, who will communicate with the Building Supervisor. The injured student must complete the necessary paperwork documenting the injury. This form should be signed by witnesses to the injury. First response in these situations is not the athletic training room.

The front desk should not send an injured student to the athletic training room when he/she/they is injured during one of the activities noted above. All students must fill out the necessary injury report form period.

**Access to Ice:**
All students participating in activities in the AWC or EG will have access to ice at the front desk of the AWC. If needed, students should see the front desk for assistance, and not referred to the athletic training room.

**Staff and Faculty:**

Staff and faculty may be seen for first aid, initial consult, and/or evaluation of an injury at the discretion of the athletic training staff. It is recommended that an appointment be made, as services granted will be based on the availability of the athletic training staff.

**Concussion Policy:**

As mandated by the NCAA, new student-athletes in selected sports (men’s & women’s volleyball, men’s & women’s soccer, men’s & women’s basketball, baseball, softball, field hockey, and women’s lacrosse) will be required to undergo a concussion screening administered before the start of the season by the athletic training staff including a paper-based Standard Assessment of Concussion (SAC) test and computer-based Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT). Student-athletes are responsible for completing the ImPACT test on their own time prior to the deadline provided by the athletic training staff. Directions to complete this test can be found in Appendix.

If the athletic training staff is not available when a head injury occurs, the coach is responsible for immediately removing the athlete from play and contacting the athletic training staff for further instruction. Only a medical professional (Athletic Trainer or Physician) may be responsible for return to play decisions. All concussions sustained will adhere to University protocol. All concussions incurred within one year prior to a student-athletes start with New Paltz athletics will necessitate physician clearance prior to the start of the season. For further description of this protocol, please refer to the athletic training department (Appendix).

**Pre-Participation Examination/Health Screening:**

**Student Health Services:**

Prior to participation in athletics at the State University of New York at New Paltz, all new student-athletes who will be competing in intercollegiate athletics are required to have a physical exam completed by their own physician or qualified health care provider within 6 months prior to participation in New Paltz athletics. The Health Report (HR) will be mailed to all student-athletes and needs to be completed by the individual’s health care provider and returned to Student Health Services 30 days prior to the fall semester (Appendix). Transfer student-athletes must include the Health History Form (Appendix) of the HR when submitting documentation. Once a student-athlete’s physical is received, it is reviewed for completeness and accuracy. The athletic training staff will be notified as to whether or not the student-athlete has been cleared, cleared with provisions or not cleared.

**Athletic Training:**

Prior to participation in athletics at the State University of New York at New Paltz, all student-athletes who will be competing in intercollegiate athletics are required to have a health screening conducted by the athletic training staff (e.g. height, weight, blood pressure, review of health history).
Each student-athlete is required to complete the online forms listed in the following section prior to his/her/their scheduled health screening. Forms must be completed and kept on file with the athletic training department before a student-athlete can practice with his/her/their. All student-athletes should come to the health screening prepared with the following information: 1. Health Insurance: A copy of the FRONT and BACK of a current health insurance card(s) to the athletic training staff each year is required, regardless of any changes in insurance. A copy can be faxed to the athletic training office at 845-257-3921 or brought to the athletic training staff on the day of the screening. 2. Past Medical History: If currently undergoing rehabilitation/treatment for an injury, or have within the past year, documentation that summarizes the condition, the treatment and a clear statement as to whether the student-athlete may participate in athletics with or without restriction is required. Documentation may be provided to the athletic training staff upon arrival in August, or it can be faxed to the athletic training room at 845-257-3921. It is at the discretion of the athletic training staff, team physician, and Student Health Services as to whether additional documentation/testing are warranted. Full athletic clearance may only be given once all parties have agreed that the presented documentation is sufficient. Student-athletes will be designated a time slot based on his/her/their year and varsity sport to complete the required health screening prior to the start of the season. Those who show up with inadequate information, documentation, or incomplete forms will be turned away. It will be at the discretion of the athletic training staff to schedule a “make-up” day for all student-athletes unable to complete their screenings. A loss of practice time may result should the “make-up” day be missed.

Completing Online Forms

All Student-Athletes

The online forms must be completed by all student-athletes by the last week in July, NO EXCEPTIONS! The instructions to complete these forms can be found by going to: http://nphawks.com/hawksat/medical_forms

Insurance information must be confirmed with a parent/guardian over the summer and input into the system by the last week of July.

If under 18, student-athletes are still required to complete the same information as everyone else but the parents/guardians will have to complete one additional form.

For Student Health Services:

Freshman:

1. Health Report (HR)
   a. This form needs to be completed in full by the student-athlete and his/her/their primary care physician.
   b. For a religious exemption from vaccinations, student-athletes should contact Student Health Services to find out exactly what documentation will need to be provided.
      i. This form, with the original signature from your physician, must be submitted to Student Health Services by the 3rd week in July.
ii. A fax of the HR to Student Health Services at 845-257-3415 is also acceptable. DO NOT SEND TO THE ATHLETIC DEPARTMENT/COACH.

iii. A photocopy should be obtained before sent, in case the original is misplaced or lost in the mail.

c. If unable to complete before the 1st week in August, the head coach should be notified. A physical should be scheduled ASAP, as this will result in delayed clearance for participation.

d. A copy of the HR can be found online at: www.newpaltz.edu/healthcenter/forms.html (Appendix)

Transfers:

Please provide a copy of your pre-enrollment data, including immunization records, from your previous institution. Copies should be mailed or faxed to:

Student Health Services
SUNY New Paltz, 1 Hawk Drive
New Paltz, NY 12561-2443

*Student-athletes should note the varsity sport(s) he/she/they participates in on the front page of the Health Report (HR)*

If unable to get a copy, please follow the same steps as freshman listed above for the Health Report (HR).

Walk-Ons/Additions/Removal Procedures:

For further detail, refer to “Coaching Requirements.”

Trying Out:

If a student is permitted to try out with a team, he/she/they must complete a “TryOut Waiver” form, which can be obtained from the athletic training office. A parent/guardian signature is required if under the age of 18. A signed waiver will grant the student 1 official practice with a team before a decision is made to add him/her/Them (Appendix).

Additions:

If the decision is made to add a student to an official roster, a “Roster Addition Form” must first be completed (Appendix).

Removals:

If a decision to remove a student-athlete from an official roster is made, a “Student-Athlete Drop Form” must be completed by the head coach immediately. The student will officially be removed from the roster once the Athletic Director has reviewed and signed this form (Appendix).

Banned substances:
In the event that the student-athlete and the physician (in coordination with sports-medicine staff at the student-athlete’s institution) agree that no appropriate alternative medication to the use of the banned substance is available, the decision may be made to continue the use of the medication. However, the use of an anabolic agent or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications.

The athletic training staff and/or student health services will identify student-athletes under prescription of a banned substance during pre-participation health screenings. Those identified will be informed of the proper procedures to address the clearance of utilizing such substances. All individuals with knowledge of such a situation are to notify the athletic training staff ASAP, as all NCAA student-athletes are susceptible to random drug testing, and failure to comply promptly with the aforementioned policy may result in athletic ineligibility.

Should a student-athlete be under the prescription of a banned substance, it is his/her/their responsibility to provide the following documentation, at minimum, to the Director of the Disability Resource Center:

1. Description of the evaluation process which identifies the assessment tools and procedures
2. Statement of the diagnosis, including when it was confirmed
3. History of treatment for the condition (previous/ongoing)
4. Statement that a non-banned alternative medication for the condition has been considered if a stimulant is currently prescribed
5. Statement regarding follow-up and monitoring visits
6. Copy of most current prescription

Should a positive test be found, the student-athlete must take the appropriate steps to gain reinstatement. A complete description of eligibility reinstatement may be found at: www2.sfasu.edu/athletictraining/Forms/ ADHDPacket.pdf A complete list of banned substances may be found at: www.grfx.cstv.com/ photos/schools/domi/genrel/auto_pdf/ncaa-banned-substance-list.pdf

**Team Medical Staff:**

Our student-athletes benefit from a close relationship, both professionally and geographically, with Advanced Orthopedics and Student Health Services. The team orthopedist works in nearby Fishkill, NY.

All return-to-play or restriction decisions will ultimately be made by our team orthopedist and the Director of Student Health Services, unless under the care of another physician. Student-athletes may not see another physician to “go around” the team medical staff once under their care.

SUNY New Paltz is not responsible for expenses incurred from the physician consultations for the purpose of a second opinion unless referred by the Team Medical Staff.

SUNY New Paltz is not responsible for expenses incurred from physician consultations for the purpose of a second opinion when requested by the student-athlete and/or parents, guardian, and/or spouse.
All orthopedic referrals will be made to Advanced Orthopedics unless other care is desired. Appointments will be made by the athletic training staff. Student-athletes will be given directions to the facility, health forms to complete prior, and instructed to sign an authorization for release of medical records to be sent to the athletic training department. Student-athletes should return to the athletic training staff with a physician’s note after each appointment as well.

**Doctor Appointments:**

It is expected that any student-athlete who sees a physician, including Student Health Services, be prepared to sign an authorization to release medical information to the athletic training department and provide documentation including the following:

1. Diagnosis
2. Treatment
3. Restrictions
4. Level of Clearance
5. Diagnostic Reports

**Primary Insurance Requirement:**

All student-athletes are required to have proof of insurance prior to participating in intercollegiate athletics at SUNY New Paltz. Most are covered by their parents’ insurance or have their own personal health insurance. If a SA does not have insurance, it may be purchased through the school. Health Insurance is billed automatically to all students who are enrolled for at least 12 credits. This is a conditional fee, which can only be waived upon submission of proof that the student has his/her/their own health insurance coverage, or is covered under someone else’s policy. For more information on the school’s Student Injury and Sickness Insurance Plan, visit the Student Accounts web site at: [http://www.newpaltz.edu/student_accounts/](http://www.newpaltz.edu/student_accounts/).

**Directions for Waiving Health Insurance:**

1. Health insurance waivers may be completed online at my.newpaltz.edu under the my.studentaccount link up to the point that financial responsibility has been accepted. After accepting financial responsibility, waivers cannot be completed online, and a paper waiver must be submitted to the Office of Student Accounts to have the health insurance charge waived.
2. If submitting a paper Health Insurance Waiver Form, it must be completed, signed, and returned with the student’s name, banner ID number, name of the insurance company, and the policy number included to the Office of Student Accounts.
3. Health Insurance Waiver Forms must be received by the Office of Student Accounts no later than the end of the second week of the semester.

***Waivers received after the deadline will not be accepted. ***

**Secondary Insurance Policy:**

The SUNY New Paltz Athletics Department provides a secondary insurance policy under Bob McCloskey Insurance (BMI) for all student-athletes. This policy is separate from the University’s
Health Insurance Plan, which may act as the student athlete’s primary coverage. Injury benefits for student-athletes are provided on an excess basis. This means the student-athlete’s own personal insurance or that of the athlete’s spouse or parents must be billed first, and that benefits are available from the secondary policy only when the student-athletes are exhausted. Currently, our secondary insurance has a zero-dollar deductible. Our secondary insurance provides coverage to student-athletes who have had an accident or injury in which:

1. The injury was sustained during a supervised, officially sanctioned NCAA practice and/or scheduled contest, or travel to/from one of these
2. The injury is orthopedic in nature (Non-orthopedic illnesses or medical conditions and their associated treatment plans are the sole responsibility of the student athlete and are NOT covered by the secondary insurance)
3. The injury was not pre-existing
4. The injury was reported to the athletic training staff within two days of occurrence
5. The athletic training staff was notified prior to the student athlete seeking outside evaluation or treatment unless the injury occurred during team travel and was referred by the visiting team’s athletic training staff
6. The incurred costs from the injury are deemed medically necessary by the providing physician

If the student athlete’s injury meets the above criteria, he/she/they will be given this document along with the secondary insurance information which MUST be given to each treating medical professional/facility at the first appointment in order to assure claims are handled efficiently.

If there is a balance due on any bill from an injury after the student-athlete’s insurance company has made payment to the maximum allowable limit, the student and/or parents must provide the athletic training staff with copies of all original itemized bills, copies of all insurance company Explanation of Benefits Statements (EOBs) within 90 days of treatment, and copies of receipts from any costs paid by the student-athlete upon transaction; failure to do so may affect whether a bill is paid by the Athletics Department. The EOBs should indicate original charges, amount paid by the insurance company, and remaining balance.

It is the responsibility of the student-athlete to make copies of all documentation for their personal records. All relevant documents should ONLY be sent to the Athletic Training Department. Please fax, mail, or personally deliver all itemized bills, EOBs, and receipts upon arrival and/or direct any questions to:

SUNY New Paltz Athletic Training
Elting Gym 103 1 Hawk Drive
New Paltz, New York 12561
Phone: (845) 257-3928
Fax: (845) 257-3921

Failure to follow the directions could result in the loss of benefits and your claims being sent to collection agencies.

If there are any changes in insurance coverage at any time during the school year, the student-athlete must notify the athletic training staff immediately. Updates to the Insurance Tab on the ATS online
system and a new front and back picture of the insurance card must also be submitted to the athletic training staff.

The SUNY New Paltz Athletics Department participates in the “NCAA Catastrophic Athletic Injury Insurance Program.” This program provides lifetime medical benefits to student-athletes who are catastrophically injured during competition, and/or practice, related to intercollegiate athletic participation. The NCAA Catastrophic Athletic Injury Insurance Program has a $75,000 deductible. For more information on this program, look online at: www.ncaa.org.

**Health insurance Portability and Accountability Act (HIPPA):**

All injuries regarding the health of our athletes must be kept in the strictest of confidence. Therefore, we do not divulge any information concerning their conditions to anyone, including parents, without the student’s consent. If you need to notify an athlete’s parents, obtain permission from the student first, or when possible, allow the Athletic Training staff to talk to parents.

Athletic Venues North Turf Field (Field Hockey, Lacrosse)
Elting Pool (Swimming)
Alumni Field (Soccer)
Hawk Center (Basketball, Volleyball)
Soccer Practice Field (Next to Alumni Field)
Mary Gray Deane Field (Softball)
Recreation East (Rugby Field)
Loren Campbell Field (Baseball)
Recreation West
Outdoor Track (Down Elting Service Road)
North Tennis Courts (Next to Elting)
Practice Field (Next to Softball Field)
South Turf Field (Behind Lenape Hall)

**Miscellaneous Situations:**

In the event that the ATR is closed and an athlete needs ice, please have them procure ice from other places available on campus such as the dining hall. However, if it is more serious, have them go to an emergency room and then notify the athletic training staff as soon as possible.
If there is an emergency involving an athlete and the athletic training staff is not present, please react as necessary. Refer the athlete to Health Services, the closest local hospital, or call an ambulance if necessary.

When talking on the portable radio, coaches and athletic trainers should never use a student-athlete’s name for privacy reasons. The individual making the call should identify the incident as an “Emergency” or “Non-Emergency,” with a brief description of what happened.

**Responsibilities for Injury Situations Emergency and Non-Emergency:**

1. **General Responsibilities**
   a. All Coaches must be certified in adult CPR/AED and First Aid
   b. Coaches should have emergency phone numbers, student-athletes’ insurance information and any medical alerts with them at practices and home and away contests.
   c. Each coach must learn the location of the nearest accessible telephone s/he can use in an emergency.
   d. Each coach should have a pre-arranged emergency plan, both in writing and reviewed verbally:
      i. Who will administer simple first aid?
      ii. Who will go for assistance: assistant coach, captain, senior?
      iii. The person getting assistance must be aware of the proper procedures to be followed.
         1. Call emergency assistance and athletic trainer.
         2. Explain the exact injury.
         3. Describe the location of the injured athlete.
         4. Explain the extent of urgency involved (e.g. “emergency” or “non-emergency”)
         5. Return to the injured player as soon as possible.
   iv. Have the emergency phone numbers easily accessible.
      1. Call university police to meet the responding medical personnel as they arrive.
      2. Assign someone to await ambulance arrival at the facility entrance, to assist getting paramedics to the injured student-athlete should university police not be present.
   e. When not accompanied by an athletic trainer, take a medical kit on road trips, which will be prepared and provided by the athletic training room staff.
   f. On road trips, when not accompanied by an athletic trainer, determine from the host personnel the availability of 911 or other emergency assistance.

2. **Emergency protocol without Athletic Trainer present: On-Campus**

For a LIFE-THREATENING Situation: Radio access only…
1. Radio the Sports Medicine Staff in the Athletic Training Room (Channel 1) for assistance.
2. Person calling should state their name, nature of injury, sport, phone number and exact location.
3. Coach should remain with athlete and provide appropriate first aid until help arrives.

For a LIFE-THREATENING Situation: Phone access only...

1. Call 2222 (campus phone), or (845) 257-2222 to contact campus security.
2. Person making the call should state their name, nature of injury, sport, phone number and exact location. Do not hang up the phone until told to do so.
3. Contact athletic training staff at (201) 429-5728. This number will call both the athletic training staffs’ office and cell phone numbers simultaneously.
4. Coach should remain with athlete and provide appropriate first aid until help arrives.

For a LIFE-THREATENING Situation: Access to phone & radio...

1. Call 2222 (campus phone), or (845) 257-2222 to contact campus security.
2. Person making the call should state their name, nature of injury, sport, phone number and exact location. Do not hang up the phone until told to do so.
3. Radio the athletic training staff (Channel 1) for assistance.
4. Contact athletic training staff at (201) 429-5728.
5. Coach should remain with athlete and provide appropriate first aid until help arrives.

For a NON-LIFE-THREATENING Situation: on-campus...

1. Radio the athletic training staff (Channel 1) for assistance.
2. Contact athletic training staff at (201) 429-5728.
3. The athlete should go into the ATR if capable of doing so. If the athlete is unable to walk, the coach should remain with athlete and provide appropriate first aid until help arrives.

For a NON-LIFE-THREATENING Situation: on-campus...

If outside Athletic Training Room hours

1. If necessary, contact an athletic trainer for assistance. Cell phone numbers are located on the backs of all portable radios.
2. If necessary, call 2222 (campus phone), or (845) 257-2222 to contact campus security.
3. If necessary, call the Health Center, 3400 (campus phone) or (845) 257-3400.
4. Coach should remain with athlete and provide appropriate first aid until help arrives.

3. Emergency protocol without Athletic Trainer present: off campus

For a LIFE-THREATENING Situation: off campus...

1. Call 911. If necessary, utilize the hospital emergency room when appropriate.
2. Person making the call should state their name, nature of injury, sport, phone number and exact location. Do not hang up the phone until told to do so.
3. Coach should remain with athlete and provide appropriate first aid until help arrives.
4. Seek the assistance of the host’s medical care.
5. Call a staff athletic trainer, when the situation is under control.

For a NON-LIFE-THREATENING Situation: off-campus…

1. Coach should remain with athlete and provide appropriate first aid.
2. If available, seek assistance from the host institution’s medical personnel.
3. If necessary, contact an athletic trainer in New Paltz for assistance.
4. Return the athlete to the ATR as soon as possible. If necessary, use a local hospital emergency room. Be sure to get all records, including any tests performed, regarding the injury. Return all information to the athletic training staff upon arrival.

Emergency protocol with Athletic Trainer present:

1. Offer assistance to the accompanying athletic trainer.
2. Follow directions of the athletic trainer.

***Blue lights may be used in case of an emergency. They will immediately connect to University Police who will active the EMS. University Police will automatically know your location via the blue light***

B. Supporting Resources

Student Health Services:

Student Health Services (SHS) is open Monday-Friday 8:30am-5:00pm and Saturday 12:00pm-4:00pm and can be reached at (845) 257-3400. Student Health will work in conjunction with the Athletic Training Department to provide the highest level of medical care to the student-athletes of the State University of New York at New Paltz. SHS will play a primary role in the management, treatment, and referral of general medical conditions (e.g. cardiac, gastrointestinal, genitourinary, and hematologic, etc.). Furthermore, SHS will function to assist the Athletic Training Department in providing athletic clearance for all student-athletes.

Making an Appointment (SHS):

1. Student-athlete will call x3400 to schedule an appointment per referral from the athletic training staff.
2. Each student-athlete will identify him/herself as an athlete and provide a Banner ID#.
3. The athletic training staff should be notified of all appointments.
4. Each student-athlete is to return a post-appointment form (including a diagnosis, treatment, and plan) to the referring athletic trainer following all appointments.

Forms of Clearance (SHS):

1. Cleared: All items have been submitted and accepted. The student-athlete may participate in unrestricted athletic activity provided there are no orthopedic concerns pending.
2. **Provisionally Cleared**: One or more items are still missing. The student-athlete may be allowed to participate in athletic activity; however, has 30 days from the original due date to submit all missing items to SHS. Should this item(s) not be received, athletic clearance will be removed.

Provisional clearance may be given if no documentation of a tetanus/diphtheria immunization or booster is provided, if appropriate. Although recommended by the NCAA, clearance shall not be affected by a lack of other immunization records (e.g. Hepatitis B, TB, Varicella, etc.). For questions regarding clearance, please contact the Athletic Training Department or respective nurse at Student Health Services.

3. **Not Cleared** A medical concern prohibiting participation in athletics has been identified or the allotted time to provide documentation of a necessary item has elapsed. The student-athlete may not participate in any team sanctioned activities. Clearance may be restored pending further documentation as deemed necessary by Student Health Services.

**Obtaining Clearance (SHS):**

**Orthopedic:**

Any orthopedic injury sustained within 1 calendar year will require clearance from the Athletic Training Department.

Acceptable methods of obtaining athletic clearance may include any one, or combination of the following:

1. Athletic training evaluation
2. Team physician evaluation
3. Written documentation (clinic notes, diagnostic testing, operative reports, etc.)

**General Medical:**

Student-athletes will require clearance in writing for any general medical condition in which Student Health Services is treating prior to returning to full athletic activity. All referrals for general medical issues are at the discretion of Student Health Services.

**Cardiac**

A cardiovascular screening is strongly recommended by the NCAA as part of all student-athletes’ physical exams prior to participation in University athletics. Any student-athlete with a family history of a cardiac abnormality may require a complete evaluation by Student Health Services or cardiologist if deemed necessary. Should any significant changes occur in the student-athlete’s annual history, blood pressure, or pulse, that individual will be referred to Student Health Services for further evaluation and/or referral. Any cardiac abnormality will require additional documentation from the treating cardiologist (no exceptions unless new testing is obtained) for clearance.

Acceptable documentation will be determined on a case-by-case basis, and may include any one or combination of the following:
Timeline of Events:

**First week in May:** Health Reports (HR) will be mailed to all student-athletes by Student Health Services.

**Second week in May:** All head coaches submit an official preseason roster to the Director of Athletics.

**Third week in May:** Copies of official pre-season rosters will be sent to the Athletic Training staff. The athletic clearance spreadsheet will be updated by the Athletic Training staff to notify Student Health Services (SHS). First year students will be identified for Student Health Services.

**Last week in May:** Letter from the Athletic Training staff will be sent to all student-athletes and head coaches describing the procedures to complete all online forms.

**Third week in July:** To ensure clearance for fall sports, we strongly encourage that online forms and the Health Report be submitted to Student Health Services no later than the third week in July.

**Last week in July:** To ensure clearance for winter and spring sports, we strongly encourage that online forms and the Health Report be submitted to Student Health Services no later than the first week in August.

**Last week in July:** Student Health Services updates varsity athletic spreadsheet for all fall rosters with varsity athletic clearance (VAC) clearly indicated.

**First week in August:** All online forms and health reports due from all student-athletes.

**Second week in August:** Athletic Training Department opens

**Second week in August:** Student Health Services updates the varsity athletic spreadsheet for all remaining rosters with varsity athletic clearance (VAC) clearly indicated.

**Second week in August:** Fall sports screenings take place with athletic training staff. Coaches’ attendance is mandatory.

**Second/Third week in August:** Fall preseason practices begin (M/W Cross Country, M/W Soccer, Field Hockey, Tennis, W Volleyball)

**Last week in August:** All student-athletes for winter and spring sports report to the athletic training room for health screenings. Coaches’ attendance is mandatory.

**First week in September:** Fall non-traditional season begins (Baseball, Softball, Lacrosse)

**Last week in September:** Men’s/Women’s Swimming begins

Health and Safety Policies and Procedures
Timeline of Events Cont.

Third week in October: Men’s/Women’s Basketball begins

Third week in November: Men’s Volleyball begins

First week in December: All head coaches with transfers for the spring semester must submit information to Director of Athletics’ office.

Second week in December: Spring semester additions are forwarded to Student Health Services. First week in January: VAC of second semester additions is forwarded to Athletic Training staff.

First week in January: Winter sports return for intercession (M/W Basketball, M Volleyball).

Second week in February: All official non-traditional rosters and schedules due to the Director of Athletics’ office.

Second week in February: Spring sports begin (Baseball, Softball, Lacrosse, Tennis)

Second week in March: Spring non-traditional season begins (M/W Cross Country, M/W Soccer, Field Hockey, W Volleyball)

First week in June: Athletic Training Department closes

First week in June: Athletics Staff Retreat

Disability Resource Center:

Located in the Student Union Building, Room 210, the Disability Resource Center (DRC) at SUNY New Paltz is open Monday-Friday 8:30am-5:00pm and can be reached at (845) 257-3020. The DRC provides services and accommodations to qualified students with disabilities. Students are encouraged to voluntarily submit documentation on their disability and meet with the DRC as close to the beginning of their first semester at New Paltz as possible. Should a student sustain an injury, leaving him/her with a temporary disability, that student is expected to get in contact with the DRC following the onset of injury. The documentation submitted to the DRC will be used to assign reasonable accommodations and will be kept confidential. Guidelines for documenting specific disabilities are available by contacting the Director of the Disability Resource Center.

Psychological Counseling Center (PCC):

Located in the Student Health and Counseling Building, the Psychological Counseling Center (PCC) is open Monday-Friday 8:30am-5:00pm and can be reached at (845) 257-2920. The PCC is intended to promote retention through interventions specific to the diverse college community, to facilitate intellectual, social, emotional, and moral learning processes which constitute academic success and student well-being, and to contribute to academic programs in related disciplines, campus life, and the educational/cultural life of the region.

Making an Appointment (PCC):

Call or walk into the center. Individual therapy sessions are generally available to within a week, whereas emergency appointments are determined conjointly with the therapist and student. Twenty-
four-hour emergency crisis consultation and assessment is provided to the campus community by the Center staff through liaison with the Residence Halls and University Police. Currently registered New Paltz students are eligible for services when clinically appropriate or available.

***In the case of an emergency situation (e.g. suicide threat) please contact University Police at 845-257-2222, who will then contact the on-call staff member that will call you back for help***

**University Police:**

University Police is located in the Service Building, Room 100. For emergent situations, campus police may be reached at (845) 257-2222. For more information, the university police information line can be reached at (845) 257-4636.

**Environmental Health and Safety:**

The State University of New York at New Paltz Office of Environmental Health and Safety can be reached at (845) 257-3310. It is a resource organization dedicated to providing the expertise, advice, guidelines and current standards of professional practice, to ensure the safety and well-being of our employees, students and visitors.

**C. Equipment Updates**

**AED Locations:**

- Font Desk of AWC
- Hallway of AWC – outside Hawk center
- Hawk Center – near emergency exits
- Aquatics Center – at pool deck entrance
- East/West Fitness Curve of AWC
- Old Weight Room
- Hallway – Elting gym
- Turf Shed (In-Season)
- Tennis Shed (In-Season)
- Soccer Shed (In-Season)
- Baseball Shed (In-Season)
- Softball Dugout Storage (In-Season)

The safety specialist through Environmental Health and Safety services all AED’s monthly. If a problem or malfunction is found, please contact the Safety Specialist at 845-257-3310 immediately.

**D. Medical Hardship**

Should a student-athlete incur an injury that results in the inability to continue participation in the season, a medical hardship may be obtained. Should the head coach or student-athlete desire a medical hardship, all parties involved should first discuss the situation with the athletic training staff. Should the decision to seek hardship be made, all participation in team-sanctioned activities must be stopped. Once agreed upon, the staff athletic trainer will review the case with the Associate Athletic Director. The Associate Athletic Director will then review the numerical portion of the hardship
before any paperwork is completed. Should permission to apply for medical hardship be granted, the coach, student-athlete, athletic trainer, and treating physician must complete the “State University of New York Athletic Conference Medical Hardship – Waiver Request Form” (Appendix). The Director of Athletics’ will give final approval for review by the Conference Office. For further detail, refer to the NCAA Division III Manual Bylaw 14.2.5.

A student-athlete may be granted an additional year of participation (per Bylaw 14.2.4) by the conference or the Committee on Student-Athlete Reinstatement for reasons of “hardship.” Hardship is defined as an incapacity resulting from a season-ending injury or illness that has occurred under all of the following conditions:

1. The student-athlete may not have participated in more than one-third of the team’s completed contests/dates of competition.
2. The injury or illness must occur prior to the completion of the first half of the season.
3. The injury or illness does not have to occur during practice/competition, but it must be incapacitating.
4. Appropriate medical documentation from a physician who administered care at the time of the injury or illness that establishes the student-athlete’s inability to compete for the remainder of the traditional playing season as a result of that injury or illness must exist and be provided.

**E. CPR Certifications**

The head athletic trainer will conduct all First Aid and CPR/AED re-certifications for Athletic Department staff members over the course of several dates designated by the Director of Athletics prior to the start of the fall season. Study materials will be provided prior to the review. All staff members are expected to maintain current first aid and CPR certification and participate in annual review.

The head athletic trainer may also provide first aid and CPR/AED re-certifications for student-athletes at a cost. This will be at the discretion of the head athletic trainer and dependent on the certification needed.

The Director of Athletics’, or an external source, will conduct all new CPR certifications.

**Department Awards**

The following awards are presented at the department’s year-end ceremony in May. Each coach will have the opportunity to nominate his/her/their student-athletes for the awards.

**The Athletic Director’s Award:**

Awarded to a person or persons who, in the estimation of the Director, has provided dedicated service to the department.
The Donald Bishko Award:
Awarded to the male and female athlete who has the highest combined grade point average at the conclusion of the spring and fall semesters of the year leading to the award.

The New Paltz Prize:
Awarded to the men’s and women’s team that has the highest team grade point average at the conclusion of each semester. To be considered for the team prize, a team must have a minimum of ten members.

The Carol Eckman Award:
Awarded to the outstanding female athlete of the year. (Accomplishments for the current academic year are to be used when nominating for this award.)

The Floyd Patterson Award:
Awarded to the outstanding male athlete of the year. (Accomplishments for the current academic year are to be used when nominating for this award.)

Heinz Ahlmeyer Award:
Awarded to a junior or senior athlete with two or more years of varsity participation whose dedication, perseverance and service beyond self throughout his/her/their athletic career at New Paltz has been an inspiration to both his/her/their teammates and fellow students.

The department also has the opportunity to nominate student-athletes for national, regional, and conference awards. These awards are as follows:

- The Sam Molnar and Delores Bogard Scholar-Athlete Award (SUNYAC)
- The Chancellor’s Award for Student Excellence (SUNY)
- The NCAA Foundation Leadership Conference
- The Chancellor’s Scholar-Athlete Award
- The Arthur Ashe Scholar-Athlete Award
- Academic All-American Awards

SUNYAC Commissioner’s Academic Honor Roll

Criteria for Award Consideration:

- Any student-athlete who has been involved in a disciplinary review or campus judicial in the current academic year is not eligible for an award.
- Any staff member may nominate a student-athlete for consideration.
- A student-athlete may win more than one award.

Notes