2017-2018
STUDENT-ATHLETE HANDBOOK
ATHLETICS ADMINISTRATION STAFF DIRECTORY

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IMPORTANT CAMPUS PHONE NUMBERS

Emergency Number - 3911
Academic Support Center - 8248
Campus Police - 5105
Office of Career Development - 5166
Cooperative Education - 5368
Dining Services - 5113
Student Health Center - 5678
Information Technology - 5491
Residence Life - 5128
SC Williams Library - 5200
Student Counseling - 5177

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DEPARTMENT MISSION STATEMENT:

The overall mission of the Stevens Institute of Technology Department of Physical Education, Athletics and Recreation is to enhance the healthy lifestyles of all members of the Stevens community through providing programs, facilities and training that promote physical fitness, competition and life-skill development.

Accordingly, the department has identified three core goals:

1. To serve as a focal point on campus in bringing the wide array of Institute constituents together through common interests in healthy living; fierce, but friendly competition; and a sense of pride and school spirit.
2. To provide intercollegiate, recreational and physical education programs of the highest quality to ensure that the growth and development of our students is impacted in the most positive manner.
3. To contribute to the Institute’s national profile and reputation through the recruitment and retention of impact scholar athletes who excel both in the classroom and on the playing field.

To this end, the department has also identified five strategic goals:

1. To develop an ever increasing level of support for Stevens’ athletic programs from a wide-ranging group of alumni and within the metro area community.
2. To involve 75 percent of the total student population within at least one component of campus recreation on a regular basis through fitness, intramurals, club sports, or outdoor adventure.
3. To achieve and maintain a top-25 finish in the NACDA Directors’ Cup standings on an annual basis.
4. To maintain a total intercollegiate team GPA of all 26 teams that is higher than the overall student body, and all teams shall have an average GPA of 3.0 or higher.
5. To assist the positioning of the Institute as a national leader by cultivating external relationships through community involvement.

THE STEVENS STUDENT-ATHLETE EXPERIENCE:

The NCAA and Stevens Institute of Technology strives to maintain intercollegiate athletics as an integral part of the campus education program and the student-athlete as an integral part of the student body. There are five important pillars of the program (Academic Excellence, Athletic Excellence, Career Development, Personal Development and Service), and the Stevens Athletic Department has developed policy and programs and continues to partner with offices on campus to further the development of our student-athletes. If you have an issue or complaint concerning your personal rights as a participant in intercollegiate athletics as impacted by team or Athletic Department rules, or if your concerns involve the mission of the Institute and the Department of Athletics, these options are available to you:

1. Discuss the matter with your team captain or your team’s SAAC representative.
2. Discuss the matter with a member of the coaching staff.
3. Bring the matter to the attention of the Director of Athletics.

**Your level of comfort or a specific team policy should dictate the approach you take. If you feel these procedures may be inappropriate for resolving a specific concern, contact Director of Athletics Russell Rogers at (201) 216-5688 or rrogers@stevens.edu for more information on how to proceed.
**ACADEMIC POLICY:**
Under NCAA rules, all student-athletes must make satisfactory progress toward a baccalaureate degree and maintain a minimum grade-point average in order to be eligible to participate in intercollegiate athletics. While there is no specific earned credit hour requirement for good academic standing, certain categories of students (e.g., those on financial aid and those playing intercollegiate athletics) will be expected to maintain whatever hours are required for eligibility. To see what cumulative GPA is required, please visit this link: https://my.stevens.edu/provost/academics/undergraduate/policy.html

Student-athletes who are placed on academic warning or academic probation for their prior semester’s academic performance are declared academically ineligible for athletic participation in the proceeding semester. Those students who are designated to be on academic watch are evaluated on a case by case basis to determine athletic eligibility for the next semester. Student-athletes may not take any quizzes, tests or exams while travelling. They must communicate with their professor ahead-of-time for make-up options.

All Stevens students are also obligated to commit to the Stevens Honor System. To learn more about it, visit this link: http://web.stevens.edu/honor/

**MISSED CLASS POLICY:**
A student-athlete who is a member of a Stevens varsity athletic team is normally excused from class for scheduled athletic contests. This, “excused from class” status also includes team travel (or individual when applicable) to and from the competition site. The athletic department will use its best efforts to notify professors and/or classroom instructors of such absences on an individual basis. However, it remains the responsibility of the student-athlete to work proactively to inform his or her instructor of any such absence and to arrange for any make-up work as deemed necessary.

**SPORTSMANSHIP/CROWD POLICY:**
Good sportsmanship and respectful conduct is an integral part of being a student-athlete at Stevens before, during and after every competition. All Stevens students and personnel are expected to stand during the playing of the national anthem. Caps and helmets should always be removed. The opponent and officials should always be respected and never shown up. All remarks, signs and banners are expected to be of a positive nature. Your behavior as a Stevens student-athlete reflects directly on yourself, your team, the Athletic Department and the institution. We ask as representatives of the institution that you kindly remind any friends, family and others in attendance to also conduct themselves in a positive nature.

**STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC):**
The mission of the Student-Athlete Advisory Committee (SAAC) at Stevens Institute of Technology is to act as a liaison between student-athletes and athletic administration, as well as the campus community. This group of student-athletes aims to promote positive sportsmanship and leadership through community service, civic involvement, and academic excellence. Each varsity sport has two representatives that will attend meetings and participate on one working group. This group is vital to the athletic community as it organizes Duckling Program and various other events on campus that benefit all students. Meetings take place once a month and are open to all student-athletes to attend. If you would like to be involved with SAAC, please email Megan Haughey at mhaughey@stevens.edu

**COMMUNITY SERVICE:**
Community involvement is a major part of the Athletic Department’s mission. All teams are encouraged to perform at least one community service project per year. The Stevens Duckling Program has been a huge success and teams are strongly encouraged to participate with local elementary schools.

**TUTORING SERVICES:**
The Academic Support Center (ASC), located in Edwin A. Stevens Building Room 119, assists undergraduate students in reaching their academic goals and becoming more effective learners. Peer tutoring is available to enhance students’ classroom experience and is provided free of charge. One-on-one tutoring is provided by skilled upperclassmen and graduate students for undergraduate technical courses only. Tutor requests must be submitted via the ASC website, www.stevens.edu/asc. The ASC WalkIn Tutoring Center located in Library Room 306 offers tutoring on a walkin basis. No appointments necessary. The schedule for the semester can be found on the ASC webpage. Students are encouraged to take advantage of the teaching assistant (TA) and professors’ office hours for more insight into a specific subject. ASC also offers review sessions for quizzes and exams for select freshman-level technical courses. The ASC also coordinates the Peer Mentor Program. Upper-class peer mentors are made available to all incoming students. The peer mentors are there to assist the new students with their transition and academic goals through their first year at Stevens. The ASC also helps students learn more effective methods for approaching their studies with scheduled workshops and individual meetings. Workshop topics include improving study skills, time management, overcoming procrastination and test preparation strategies.

Please visit the ASC web page www.stevens.edu/asc for detailed information regarding all above mentioned programs & services.
STEVENS COUNSELING:
SCPDS provides individual and group counseling services to the students of Stevens Institute of Technology. This office also coordinates disability accommodations and services. These services are free and confidential for all students.
Phone: 201-216-5177
Website: www.stevens.edu/counseling
E-mail: Stevenscounseling@stevens.edu
Location: Howe Center, 7th floor

OFFICE OF CAREER DEVELOPMENT:
The Stevens Career Center is dedicated to empowering Stevens students to succeed in obtaining employment appropriate to their career objectives and personal goals through career exploration programs, experiential education opportunities, and interaction with corporate representatives.

Student-athletes are encouraged to visit the Career Center, located on the 6th Floor of the Howe Center, for information on the cooperative education program, internship opportunities, career fairs and networking, resume writing assistance, and to receive individualized career advising from a career advisor. The Career Center is open 9:00 AM – 5:00 PM, Monday through Friday, and no appointment is necessary.

JOB OPPORTUNITIES:
Any student that is interested in working for the Department of Athletics should visit the Stevens Student Employment Office website at https://www.stevens.edu/directory/student-employment-office. All of the many jobs related to Athletics are listed there. Some jobs require federal work-study (FWS) eligibility, while a very limited amount of other jobs are open to students without FWS. Regardless, all jobs will be posted on this site. Students can create a profile and apply to jobs as they wish.

Contact Keith Kinsella (kkinsell@stevens.edu) with any questions about on-campus employment.

COOPERATIVE EDUCATION PROGRAM:
The Cooperative Education Program is an academically-based program which provides students with progressive industry-based experiential learning opportunities. The process allows for the integration of curriculum-based engineering and scientific principles with industry applications to accelerate and inspire intellectual, personal and professional development. Co-op students are required to follow a five-year, alternating academic schedule which includes one summer of study. Student-athletes should meet with a Career Advisor regarding their Work/Study schedules.

ALCOHOL AND DRUG POLICY:
The Department of Athletics expects all student-athletes to make responsible and educated decisions regarding the use of alcohol and drugs. The department has a zero tolerance policy in dealing with any student-athlete who becomes involved with the use of an illegal drug. The individual stands to be dismissed from his/her team immediately in addition to dealing with all legal implications that come with this offense. Underage drinking is against the law and student-athletes who choose to break this law will face significant disciplinary action. Those students aged 21 years or older involved in an alcohol-related incident that is reported to the department will be held accountable for their actions. Each situation is handled on an individual basis and an appropriate course of action in dealing with the problem is the responsibility of the student-athlete’s coach and the Director of Athletics.

Stevens does not condone the consumption of alcohol and promotes an environment in which choosing not to drink is preferred. The athletic department firmly believes that the use of drugs (excluding those prescribed by a doctor for specified medical conditions) and alcohol can be detrimental to the mental and physical wellbeing of its student-athletes. The use of these substances can seriously interfere with the performance of individuals as students and as athletes and can be dangerous. The Department of Athletics expects all student-athletes to share in its goal of every individual and team doing all that they can to reach their ultimate potential. Understanding the harmful effects of alcohol and drugs on one’s athletic performance and well-being is each person’s responsibility.

Any student-athlete who has questions or needs guidance in this area is strongly encouraged to speak with his/her coach or another athletic department staff member. All student-athletes are expected to follow the guidelines outlined in this section and need to understand that each coach also has the authority to develop additional individual team policies related to the area of alcohol and drugs.

Stevens Counseling Services:
https://www.stevens.edu/directory/counseling-and-psychological-services

OFFICE OF DISABILITY SERVICES
The Office of Disability Services exists to assist individuals with disabilities have opportunity for full participation and equal access to campus programs and services, in alignment with federal standards and state regulations.

Services are available to any individuals with documented disabilities—students, faculty, staff, and visitors to our campus.

Howe Center, 7th Floor
Phone: 201-216-3748
**Nutritional & Dietary Supplement Product Policy:**
Before consuming any nutritional / dietary supplement product, student-athletes are required to review the product and its label with members of the Sports Medicine staff. Dietary supplements are not well regulated and may cause positive drug test results. Any product containing a dietary supplement ingredient is taken at your own risk. The following drug classes are banned by the NCAA:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Masking Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

You can also check your level of risk of all supplements at Drug Free Sport Axis in the link below:
https://dfsaxis.com/users/login
Password: ncaa3

**Gambling:**
Illegal gambling is a crime. It is a federal offense to influence in any way a sporting contest by bribery. Further, it is a federal offense to use interstate facilities, including the telephone, internet, or mail to place illegal bets. **NCAA Bylaw 10.3 states:**
Staff members of a member conference, staff members of the athletic department of a member institution, and student-athletes shall not knowingly:
1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competitions.
2. Solicit a bet on any intercollegiate teams
3. Accept a bet on any team representing the institution.
4. Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value.
5. Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, parlay card, or any other method employed by organized gambling. This also includes "March Madness" pools, fantasy leagues, etc.

**Social Media and Social Networking:**
The athletic department has introduced clear standards and expectations regarding the usage of social media groups and group chat groups. Student-athletes are expected to exercise good judgment in their use of social media websites, and to conduct these activities in a responsible and respectful manner.

All social media groups or group chat groups, which includes but are not limited to Facebook, GroupMe, WeChat, and Snapchat, that are managed by students shall not use "names or titles" that implicate Stevens Institute of Technology or any Stevens Institute of Technology references in their name or in their profile. Examples include, but are not limited to, Stevens, Stevens Lacrosse, Stevens Ducks, Ducks, Castle Point Soccer, etc.

In addition, regardless to the name of the group, the following expectations must be adhered to:
1. Language and content should be professional in nature and positive.
2. Content must never be unsportsmanlike, derogatory, demeaning or threatening toward any individual or any group.
3. Student-athletes may not post information, photos, videos or other representation of content that is sexual in nature, inappropriate in behavior (e.g., alcohol or drug use), or could be interpreted as demeaning, discriminatory or inflammatory. Also, any person posting photos or videos should have permission of the students in the photos or videos before posting. Student-athletes and/or teams who are found in violation of these expectations may have disciplinary and/or athletics-related sanctions imposed.
SEXUAL HARASSMENT POLICY, TITLE IX, & MORE:
Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Sex discrimination under Title IX includes but is not limited to sexual harassment, sexual assault and sexual violence by employees, students or third parties. In support of the safety and well-being of members of the Stevens community and in compliance with Title IX, the following Title IX Coordinator has been designated to respond to inquiries concerning sex discrimination including sexual harassment, sexual assault and sexual violence:
Dr. Kristie Damell
Associate Dean of Students
10th Floor Howe Center
Phone: 201.216.5679
E-mail: kdamell@stevens.edu
Full statement here: www.stevens.edu/titleIX
NCAA Statement on Inclusion: "As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators," NCAA Director of Inclusion Karen Morrison wrote in a memo to the NCAA membership. "Since participation in athletics provides student-athletes a unique and positively powerful experience, the goals of these policies are to create opportunity for transgender student-athletes to participate in accordance with their gender identity while maintaining the relative balance of competitive equity within sports teams."
NCAA Transgender Policies:
Stevens Rights as of Transgender Members of Stevens Community
https://www.stevens.edu/campus-life/diversity-and-inclusion/title-ix
https://www.stevens.edu/campus-life/diversity-and-inclusion/lgbtq-resources-and-support
HAZING AND INITIATIONS:
Hazing and initiations are absolutely prohibited by Stevens and by the Department of Physical Education, Athletics and Recreation. Further, hazing is against the law in New Jersey. These acts are defined as any behavior that is physically, emotionally or psychologically abusive to an individual or selected group of individuals for the purpose of gaining entrance or acceptance into an established group. An individual’s consent to hazing or initiation is not a defense for the behavior.
Any team, group or individual that engages in this behavior will be subject to serious sanctions by the university and the Department of Athletics. These sanctions range from university probation and suspension from athletic contests to expulsion from the team and/or the university.
NCAA Hazing Information:

RECRUITMENT HOST POLICIES:
Student-athletes who serve as recruitment hosts are responsible for the health and well-being of all recruits for the duration of their visit to campus. All hosts and high school athletes visiting the campus are required to sign a contract that serves as a commitment to follow this policy. The student-athletes’ coach will distribute and insure that the contract is completed each time.

INTRAMURAL POLICY:
Any individual who was listed on a varsity team roster or practiced with the team as of the first regular-season contest shall not be eligible to participate in intramural play in the same sport during the same academic year. In addition, student-athletes who are practicing with the team but not competing are ineligible to participate in intramurals in that same sport.

FACILITY HOURS (SUBJECT TO CHANGE):
Schaefer Center:
Monday, Wednesday, Friday: 6 a.m. to 11 p.m.
Tuesday & Thursday: 8 a.m. to 11 p.m.
Saturday: 9 a.m. to 9 p.m.
Sunday: 12 p.m. to 11 p.m.
Fitness Center:
Monday, Wednesday & Friday: 6 a.m. to 10:30 p.m.
Tuesday & Thursday: 8 a.m. to 10:30 p.m.
Saturday: 9 a.m. to 8:30 p.m.
Sunday: 12 p.m. to 10:30 p.m.
Basketball/Racquetball/Squash Courts:
Monday, Wednesday, Friday: 6 a.m. to 10:45 p.m.
Tuesday & Thursday: 8 a.m. - 10:45 p.m.
Saturday: 9:00 a.m. to 8:45 p.m.
Sunday: 12 p.m. to 10:45 p.m.
Holidays - Building is CLOSED
Thanksgiving, Christmas, Easter, Independence Day
*Please note building may close at other times throughout the year.
TRAVEL POLICY:
Family members or friends are not allowed to travel with the team without special permission from the athletic director. Student-athletes are expected to travel to and from an away athletic contest with their team. A special transportation waiver, (http://stevensducks.com/documents/2016/8/18/travel.pdf) must be signed by the student-athlete for any exceptions. This exception will be made for student-athletes traveling with family members only!

CAPTAINS PRACTICE:
Captains’ practices are not recognized at Stevens. Varsity athletes may reserve a designated athletic/recreational facility from time to time but the reservation can never be held for only members of a varsity team. The reservation must always be open to all members of the Stevens community.

MEDIA REQUESTS:
Any and all media requests must be handled through Assistant Athletic Director for Communications and Events, Jon McCue. This is to make sure the request is in the best interest of the student-athlete, team and University.

EQUIPMENT:
All equipment/gear/apparel issued to a Stevens student-athlete is the property of Stevens Institute of Technology. Each student-athlete is responsible for returning all individually issued items at the end of the season. Student-athletes are financially responsible for any lost or misplaced items and their student account will be charged for all missing items at the end of the next billing cycle.

LAUNDRY SERVICE:
Laundry loops will be issued to each head coach and should be distributed to each student-athlete. Only athletic gear worn during practices and games should be looped or placed in bags. Personal items will not be washed. Practice gear should be submitted every day even if minimal. Do not overload loops or bags in order to ensure the load washes and dries sufficiently.

STRENGTH AND CONDITIONING
I. MISSION STATEMENT
The primary goal of the Stevens Institute of Technology Strength and Conditioning coaches is to produce highly skilled athletes through the design and implementation of science based training programs, and maintain a highly efficient safe and healthy training environment. The Strength and Conditioning Coaches create, supervise and conduct structured programs using innovative methods which improve each athlete’s potential for optimal sports performance and reduce the occurrence of athletic injuries. Each program is designed for every student athlete to achieve their full athletic potential.

II. STRENGTH AND CONDITIONING COACHES
Roger Power, C.S.C.S-USATF LI
Head Strength & Conditioning Coach
(201) 216-5393 c. (201)213-8072
rpower@stevens.edu
Dillon Wu, C.S.C.S.
Assistant Strength & Conditioning Coach
Head Ice Hockey Coach
(201) 216-5393
dwu1@stevens.edu
Samora Sidibe, USAWL – USATF LI
Assistant Strength & Conditioning Coach
(201) 216-5393
ssidibe@stevens.edu

III. HOURS OF OPERATION
Varsity Weight Room Hours (subject to change)
Monday - 8 a.m. - 9 p.m.
Tuesday - 6 a.m. - 9 p.m.
Wednesday - 8 a.m. -9 p.m.
Thursday - 8 a.m. - 9 p.m.
Friday - 6 a.m. - 8 p.m.
Saturday - Noon - 5 p.m.
Sunday - Closed
All team lifts conducted during non-operational hours including holidays, must be supervised by a coach and/or facility supervisors.
IV. GENERAL POLICY AND RULES
Student-athletes are expected to adhere to the appropriate program designed specifically for them during their training in the varsity weight room. If there is any concern or request to modify the training program, the SA is welcome to discuss it with any of the strength and conditioning coaches. Head coach Roger Power and the strength staff enjoy sitting down with SA and team leaders creating specific programs for each and every individual who wants additional advise and direction.

Rules & Regulations
1. All medical forms must be completed and returned to the Office of Sports Medicine before using the varsity weight room and before any practice begins. Student-athletes will not be allowed to participate in team lifts. The necessary forms must be completed. These forms depend on your year on the team so please make sure you follow the directions for your year. SEE: Sports Medicine policy
2. Prior to participation, all athletes/teams must attend an orientation on common risks involved with strength training/ weightlifting and the possible consequences if proper technique is not employed.
3. Athletes are to record all workout contents on the Train Heroic app.
4. Spotters are required for all near max lifts.
5. All athletes must use collars on every set.
6. Weights are to be moved from the racks to the bar only. They are never to be set on the floor.
7. All bars should be stripped immediately after use.
8. Bars, weights, and shoes must be kept off the benches and vinyl at all times to prevent tearing.
9. Cell phone use for the Train Heroic app is allowed. NO gum, tobacco, HATS, toothpicks, and cleats are not permitted in the weight room.
10. Coaches and staff will not be responsible for holding any personal items.
11. All mats, straps, boxes, collars, bars, dumbbells and balls should be put away immediately after use.
12. Direction given by any coach and staff must be followed.
13. No sexist, racist or offensive language is permitted. This includes music played on the sound system.
14. The staff office and telephone are off limits to athletes unless permission to use them is given.
15. No individual is allowed in the weight room without a coach or staff supervisor present.
16. Minimize excess chalk and powder on the floor.
17. Apparel changes should be restricted to locker room facilities.
18. Horseplay is not permitted.
19. Clean training attire must be worn at all times. No cut-up tank tops. No cut off T-shirts. No spirit wear from other Universities.
20. Respect for equipment, facilities and other athletes must be demonstrated at all times.
21. All guests and visitors training in the facility must sign the waiver form and have permission to use the facility from the Head Strength & Conditioning Coach or Athletic Director 24 hours in advance.
22. The on-duty supervisors have the authority over all facility conduct and use of equipment and may expel an athlete from the facility for failure to follow instructions.
23. Ask before using the sound system; the volume should be at a reasonable level so that it does not interfere with technique instructions and spotting communications.

Dress Code
FOOTWEAR: Open-toe shoes, flip-flops, sandals and deck shoes are only permitted with medical instructions. Shoelaces must be tied at all times to prevent tripping. No walking around in socks or bare feet.
LOWER BODY WEAR: Athletes are required to wear either athletic shorts or athletic sweatpants. Jeans, pants, fatigues, cut-off and non-athletic shorts are not permitted.
UPPER BODY WEAR: T-shirts, sweatshirts or unaltered tank tops are required. Dress shirts, any shirts with offensive language or graphics and cut-up tank tops are not allowed.
HATS: No hats.

V. POWER AWARD
This award is given to the student-athlete that demonstrates a commitment to sports performance and excellence through dedication, leadership, focus, intensity and attitude on a consistent basis every day in the varsity weight room.

The Power Award winners chosen must have demonstrated superior strength, power and Olympic lifts during their training. These athletes may also pursue improvements in speed, quickness and agility and perform specialized conditioning programs. The Power athlete has also achieved individual sport honors and contributed greatly to their team’s championship play.
LOCKER ROOMS:
A number of Stevens’ athletic teams have the privilege of using a locker room during the season. It should be made clear that this is indeed a privilege and behavior in the locker room should reflect this. Student-athletes should never be in their locker room when the facility is closed except for a scheduled practice or contest nor should any non-team member ever be allowed in the locker room. Locker room decorations and paraphernalia should always be in good taste and must be completely removed when the locker room is vacated after the season. The locker rooms should also be kept in good condition at all times because they are shared by visiting teams throughout the year. Any damages to the facility will be assessed to the team’s fundraising account or the individual(s) responsible for the damage. Please note that abuse of any of these policies can result in expulsion of individual team members or an entire squad from a locker room.

TEAM ASSESMNTS:
All varsity teams will have an opportunity to meet with their respective team administrators and complete a survey to describe their experience as a Stevens student-athlete in 2017-18. The primary goal of the Department of Athletics is to ensure that all student-athletes develop a wide range of skills that will prepare them well for life after college. Your feedback is critical in this process!!

PHYSICAL EDUCATION REQUIREMENTS
• All incoming Steven’s students must complete a four PE requirement for non-academic credit.
• The PE requirement must be completed by the end of the sixth semester at Stevens.
• Students are encouraged to take additional PE classes beyond the requirement.
• Students may not repeat a PE activity class they already received credit for.
• Participation in varsity sports can be used to satisfy up to three credits of the PE requirement.
• Participation in competitive club sports can be used to satisfy up to two credits of the PE requirement with approval from the PE Coordinator.

The program aims to help students develop new skill experiences as well as enhancing existing skills, thereby broadening lifelong activity opportunities. Each student will register for the PE200 course of their choice. Classes are offered in either six or twelve week sessions. There are over 65 different PE offerings each semester.
I. MISSION STATEMENT
The primary objective of the Sports Medicine staff at Stevens Institute of Technology is to provide the highest quality protection of the health and welfare of our student-athlete population. This is accomplished first through risk management and prevention of athletic injury, and second through the recognition, evaluation, first aid, emergency care, management and rehabilitation of injuries. In addition, the Sports Medicine staff strives to ensure that our student-athletes will be provided with the proper direction and counseling in all areas of physical and mental well-being.

II. SPORTS MEDICINE PERSONNEL
The Office of Sports Medicine consists of our team physicians and certified athletic trainers.

Tara Donofrio, Head Athletic Trainer
tara.donofrio@stevens.edu
Office: (201) 216-5695

Trey McNamee, Assistant Athletic Trainer
lmcnamee@stevens.edu
Office: (201) 216-5695

Allie Griffin, Assistant Athletic Trainer
agriffin1@stevens.edu
Office: (201) 216-5695

Heather White, Assistant Athletic Trainer
hwhite@stevens.edu
Office: (201) 216-5695

Dr. Oscar Vazquez, Head Team Physician
Dr. Melissa Mascaro, Primary Care Team Physician

Weekly Clinic Hours

All staff athletic trainers are board certified by the National Athletic Trainers’ Association Board of Certification, licensed by the State of New Jersey Board of Medical Examiners, and hold current adult CPR and AED certifications.

III. HOURS OF OPERATION
The Office of Sports Medicine will post their weekly schedule outside the office. An online version will also be made available. They will be open half an hour before and after all practices. Competitions they will be open two hours prior and a half an hour post. The Office of Sports Medicine will be locked in the absence of a Sports Medicine staff member. Only ice may be used in the absence of a Sports Medicine staff member. At no time should any person other than a certified athletic trainer use any other treatment modality.

IV. MEDICAL ELIGIBILITY
All medical forms must be completed and returned to the Office of Sports Medicine before practice begins. Student-athletes will not be allowed to participate and athletic equipment will not be issued until the necessary forms are completed. These forms depend on your year on the team so please make sure you follow the directions for you year.

Please visit the following website for this information:

V. GENERAL POLICY: INJURY/ILLNESS
Medical care and facilities are available to all student-athletes who are on an active roster. To ensure proper and immediate medical care, all injuries must be reported to the Office of Sports Medicine by 11 a.m. the next day. The Sports Medicine Staff has the unchallengeable authority with all medical decisions, and return to play of our student-athletes. All injuries and illness of the student-athletes must be reported to the Sports Medicine Office right away or the next shift of an ATC. Student-athletes who do not report will be in violation of the compliance forms they sign. These situations will be handled on a case by case situation and could result in suspension.

The Office of Sports Medicine should be the primary outlet for medical care for student-athletes on campus. If a student-athlete decides to go through another doctor this should be discussed prior and we will require further documentation before you will be cleared to return to sport.

Once a referral to a physician is deemed necessary, the student-athlete must follow the policy of his/her insurance plan.

The Stevens Department of Athletics will provide secondary insurance coverage for sports related injuries that are sustained during a in season schedule practice or competition. Please consult Section VIII for complete details about the insurance policies.

VI. AUTHORIZATION FOR SERVICES
A certified athletic trainer (ATC) will evaluate and document all athletic injuries. Based on the evaluation, the ATC will determine the appropriate treatment and rehabilitation programs for all athletic injuries, including referral to appropriate medical professionals.

An appointment with the team physician, an internal medicine specialist, or other specialist, may be made at the discretion of the Sports Medicine staff. The Sports Medicine staff has a written directory of medical specialists and facilities. Student-athletes may also choose to make an appoint-
ment with their family physician provided that a member of the Sports Medicine staff is informed prior, however, student-athletes are highly encouraged to be seen by the team physician. A student-athlete may not make an appointment with a doctor or get a prescription without the knowledge or preapproval of the Sports Medicine staff. The student-athlete will be financially responsible for any appointments, procedures, tests, treatments or prescriptions, which are not first approved by the Sports Medicine staff.

The student-athlete is required to obtain a written clearance from their treating physician prior to returning to athletics. Once this is obtained you will also need to be cleared through the Sports Medicine Office.

The Sports Medicine staff will make every effort to arrange transportation for sports related injuries to appointments for student-athletes.

A student-athlete with symptoms related to orthopedic, illness, concussion, etc. will be screened and scheduled an appointment with one of our two team physicians. They each will have a weekly clinic in the Sports Medicine office. Student-athletes that go to the Student Health Center will be responsible to inform the Sports Medicine staff of the visit and any restrictions related to athletic participation. The Student Health Center will also have direct contact with our office too.

Any student-athlete who has been evaluated at an emergency room must have a follow-up appointment with the team physician (or other medical specialist) before returning to participation if deemed necessary by the Head Athletic Trainer.

In accordance with federal guidelines, parents, the Director of Athletics and coaches will be notified as soon as possible if any student-athlete is admitted to a hospital and/or if surgery is necessary. Every attempt will be made to follow the student-athlete’s primary insurance policy, but never at the expense of the care that the student-athlete should receive.

VII. TREATMENT & REHABILITATION

After an injury has been evaluated, the student-athlete will receive a treatment/rehabilitation program. Both programs work on an appointment schedule. It is the responsibility of the student-athlete to schedule treatment/rehabilitation time around his/her class and practice schedule and to keep the appointment. Failure to show up for treatment/rehabilitation appointments can result in a delay in recovery and return to play. Rehabilitation will only be conducted during practice time if approved by the coach and ATC. The student-athlete is required to continue his/her treatment/rehabilitation until a member of the Sports Medicine staff approves completion of the program.

VIII. INSURANCE POLICY

1. Stevens Institute of Technology (“Stevens”) requires all full-time Stevens’ students to have health insurance coverage.
   a) Stevens has selected University Health Plans (UHP)/Magna Care to provide a student health insurance plan for its students for the 2017-2018 academic year. Students are automatically charged for this plan unless proof of comparable insurance coverage is furnished.
   b) Students who can prove that they have comparable insurance coverage are eligible to waive the student plan.
   c) The instructions for enrolling in or waiving the Steven's student health insurance plan are available under the office of student affairs website. The deadline for waivers and open enrollment for the 2017-2018 academic year is August 31st, 2017 for undergraduate students.
   d) Student-Athlete is strongly encouraged to enroll in the Stevens student health insurance option offered by University Health Plans. The Stevens health insurance plan gives students significant access to physicians and emergency health care in the Hoboken, NJ area. The plan has a reasonable annual premium and has recently been improved to comply with the Affordable Care Act, which includes increased maximums on a wide array of benefits and decreased out-of-pocket expenses. Should Student-Athlete decide to waive the Stevens plan, s/he is advised to check with his/her private insurance company to ensure that s/he will have access to local hospitals and specialists while in Hoboken.

2. Primary coverage for injuries or illnesses sustained by a student-athlete is through the student-athlete’s family/private insurance plan or through the Steven’s health insurance plan if the student enrolls in the Stevens’ plan.

3. The Stevens’ Athletics Department provides excess athletic accident coverage for eligible NCAA varsity student-athletes who are injured during in-season scheduled sponsored athletic practices, training or
(VIII. continued)
work-out sessions, competitions, exhibition games, tryouts, team meetings, or other covered sports activity. All coverage terms, limitations, and exclusions are defined by the terms of the insurance policy between Stevens and its insurer. The current policy has a deductible of $2,000 for each covered loss. For more information on the excess athletic accident policy, please contact Stevens Head Athletic Trainer.

4. The NCAA has a Catastrophic Injury Insurance Program that covers a student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. The program is activated after a student-athlete’s medical bills exceed $90,000. For more information, please visit NCAA.org.

5. The NCAA does not permit a college or university to provide insurance coverage or pay medical expenses for injuries or illnesses that are not a direct result of covered sponsored athletic activities such as practices, competitions, or conditioning sessions.

6. Student-Athlete is responsible for any payment which is not covered by his/her own insurance policy or the Stevens excess athletic accident policy.

IX. GENERAL POLICY: INJURY/ILLNESS
2. Proper attire by all is expected since it is a co-ed facility.
3. Food is not permitted.
4. Personal bags/equipment is to be kept outside the sports medicine office.
5. All rehabilitation is to be scheduled in advance if possible.
6. Injuries sustained during practice must be reported right away, for away events by 11am the next day, or the next shift of an ATC.
7. Foul language or inappropriate behavior or conversation will not be tolerated and may be cause for dismissal from sports medicine office at the staff discretion.
8. All athletes must be clean and showered after practice/games prior to receiving treatments.
9. Any athlete requiring treatment in the sports medicine office must be supervised by a certified athletic trainer, not a coach or other staff member.
10. Water and supplies must be returned to the sports medicine office in a timely manner following practices and put away in the appropriate area.
2016-17 ATHLETIC HIGHLIGHTS:

Every team that plays in the Empire 8 finished in the top half of the conference and played in the Empire 8 Tournament.

One National Championship: Amy Regan - Cross Country

15 All-Americans across all sports

Eight teams won conference titles

Finished 32nd in NCAA Director’s Cup

Important Links:

Getting in the Game Video
https://www.youtube.com/watch?v=g0HhoRTiW0

Concussion Information

Sickle Cell Information

NCAA Banned Substances ‘17-'18

NCAA Inclusion Information Handbook

NCAA Hazing Prevention

Stevens Title IX Information
https://www.stevens.edu/campus-life/diversity-and-inclusion/title-ix

NCAA Self Release Form
http://www.ncaa.org/student-athletes/current/permission-contact

Department of Education Office for Civil Rights
http://www2.ed.gov/about/offices/list/ocr/index.html

Stevens Student-Athlete Resources
http://stevensducks.com/sports/2016/12/20/student-athlete-resources.aspx