2018-2019
STUDENT-ATHLETE HANDBOOK
**Important Campus Phone Numbers**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Name/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>201-216-XXXX</td>
<td>Phone number format:</td>
</tr>
<tr>
<td>201-216-XXXX</td>
<td>Email address format:</td>
</tr>
<tr>
<td>5177</td>
<td>Student Counseling</td>
</tr>
<tr>
<td>5200</td>
<td>SC Williams Library</td>
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<tr>
<td>5678</td>
<td>Student Health Center</td>
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<tr>
<td>5113</td>
<td>Dining Services</td>
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<td>5368</td>
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<td>5166</td>
<td>Office of Career Development</td>
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<td>5128</td>
<td>Residence Life</td>
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<td>5491</td>
<td>Information Technology</td>
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<td>5687</td>
<td>Emergency Number</td>
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**Athletics Administration Staff Directory**

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Rogers, Director of Athletics</td>
<td>rrogers</td>
<td>5688</td>
</tr>
<tr>
<td>Michael Lippincott, Senior Associate Director of Athletics</td>
<td>mlippenc</td>
<td>8038</td>
</tr>
<tr>
<td>Megan Haughey, Associate Director of Athletics, SWA</td>
<td>mhaughey</td>
<td>8087</td>
</tr>
<tr>
<td>Charles O’Brien, Asst. Athletic Director for Comm. &amp; Events</td>
<td>cobrien2</td>
<td>8740</td>
</tr>
<tr>
<td>Emily Kaczmarek, Asst. Athletic Director for Administration</td>
<td>ekaczmar</td>
<td>5078</td>
</tr>
<tr>
<td>Tara Temple, Asst. Athletic Director for Sports Medicine &amp; Student-Athlete Wellness</td>
<td>temple</td>
<td>5695</td>
</tr>
<tr>
<td>Trey McNamee, Assistant Athletic Trainer</td>
<td>imcnamee</td>
<td>5695</td>
</tr>
<tr>
<td>Alexandra Griffin, Assistant Athletic Trainer</td>
<td>agriffin</td>
<td>5695</td>
</tr>
<tr>
<td>Heather White, Assistant Athletic Trainer</td>
<td>hwhite</td>
<td>5695</td>
</tr>
<tr>
<td>TBD, Asst. Director of Athletic Communications</td>
<td>TBD</td>
<td>8740</td>
</tr>
<tr>
<td>Keith Kinsella, Athletic Events Manager</td>
<td>kkinsell</td>
<td>8740</td>
</tr>
<tr>
<td>Brian Bertucci, Athletics Business Operations Coordinator</td>
<td>bbertuucc</td>
<td>8533</td>
</tr>
<tr>
<td>John Maurizi, Director of Campus Recreation</td>
<td>jmaurizi</td>
<td>8111</td>
</tr>
<tr>
<td>Brittany Carty, Assistant Director of Campus Recreation</td>
<td>bcarthy</td>
<td>8111</td>
</tr>
<tr>
<td>Nick Mykulak, Physical Education Coordinator</td>
<td>nmykulak</td>
<td>5689</td>
</tr>
<tr>
<td>Mary Martin, Office Manager</td>
<td>mmartin</td>
<td>5693</td>
</tr>
<tr>
<td>JoAnn Cicchine, Schaefer Center Receptionist</td>
<td>j cicchin</td>
<td>8040</td>
</tr>
</tbody>
</table>

**Head Coaching Staff Directory**

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristaps Aldins, Baseball</td>
<td>kaldins</td>
<td>8033</td>
</tr>
<tr>
<td>Jim Carpenter, Men's Fencing</td>
<td>jcarpen1</td>
<td>8041</td>
</tr>
<tr>
<td>Patrick Dorywalski, Men's Volleyball</td>
<td>pdorywai</td>
<td>5691</td>
</tr>
<tr>
<td>Joe Favia, Wrestling</td>
<td>jfavia</td>
<td>8090</td>
</tr>
<tr>
<td>Steve Gachko, Men's &amp; Women's Tennis</td>
<td>sgachko</td>
<td>5694</td>
</tr>
<tr>
<td>Megan Haughey, Women's Basketball</td>
<td>mhaughey</td>
<td>8087</td>
</tr>
<tr>
<td>Bobby Hurley, Men's Basketball</td>
<td>rhurley</td>
<td>5690</td>
</tr>
<tr>
<td>Dale Jordan, Men's Soccer</td>
<td>djordan</td>
<td>5244</td>
</tr>
<tr>
<td>Emily Kaczmarek, Softball</td>
<td>ekaczmar</td>
<td>8533</td>
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<tr>
<td>Anne McShea, Women's Volleyball</td>
<td>amschea</td>
<td>5685</td>
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<tr>
<td>Charles Papendick, Men's Golf</td>
<td>cpapendi</td>
<td>N/A</td>
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<tr>
<td>Jeff Parker, Women's Soccer</td>
<td>jparkers</td>
<td>5693</td>
</tr>
<tr>
<td>Gene Peluso, Men's Lacrosse</td>
<td>gpeluso</td>
<td>5692</td>
</tr>
<tr>
<td>Roger Power, Strength and Conditioning</td>
<td>rpower</td>
<td>5393</td>
</tr>
<tr>
<td>Karen Shaddoc, Women's Lacrosse</td>
<td>kshaddoc</td>
<td>8056</td>
</tr>
<tr>
<td>Meredith Spencer-Blaetz, Field Hockey</td>
<td>mspence3</td>
<td>8203</td>
</tr>
<tr>
<td>Linda Volkommer-Lynch, Women's Fencing</td>
<td>lvolkom</td>
<td>5693</td>
</tr>
<tr>
<td>Patti Zwaan, Equestrian</td>
<td>pzwaan</td>
<td>5324</td>
</tr>
<tr>
<td>TBD, Men's and Women's Swimming</td>
<td>TBD</td>
<td>8039</td>
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<tr>
<td>TBD, Cross Country/Track &amp; Field</td>
<td>TBD</td>
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</tr>
</tbody>
</table>

**2018-19 Stevens Student-Athlete Handbook**

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*Email address format: <name>@stevens.edu
**Phone number format: 201-216-XXXX
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 the hours required for eligibility. To remain in good academic standing, students must maintain the following cumulative GPA:
- Freshman to 23 credits earned: 1.70
- Sophomores, juniors and seniors with 23 or more earned credits: 2.00

Students in good standing, regardless of their GPA, who have failed or withdrew 9 credit-hours of course work in any semester are also placed on academic warning. For more details please visit: [https://my.stevens.edu/provost/academics/undergraduate/policy.html#AcademicStanding](https://my.stevens.edu/provost/academics/undergraduate/policy.html#AcademicStanding)

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: [https://web.stevens.edu/honor/](https://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. 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 the 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.

**TUTORING SERVICES:**
The Academic Support Center (ASC), located within Undergraduate Academics on 9th floor of the Wesley J. Howe Center, provides a variety of support programs and services to assist undergraduate students in achieving academic success. These services include: Academic Tutoring, Freshman Quiz Review Sessions, the Peer Leader Program and Academic Success Workshops.

Tutoring for technical courses is provided free of charge by skilled undergraduate students. The ASC offers individual assigned tutors and has a walk-in tutoring center located in the Library room 306 to assist undergraduate students with understanding course material.

Freshman Quiz Reviews for many first year technical courses are also provided through the ASC. The goal of a review session is to provide the student with additional insight into material previously presented in class. Please note, these review sessions are intended solely as a review, not as a substitute for attending class or preparing on one’s own. The Peer Leader program, a collaboration between Undergraduate Academics and Student Life, provides an opportunity for new first year students to connect with an undergraduate student who has completed at least one year at Stevens.

Peer Leaders assist new students in their academic and social transition from high school to college. The mentoring process intends to provide new students with the information, support and encouragement they need to be successful at Stevens.

Academic Success Workshops are facilitated by the ASC. Workshops cover a variety of topics aimed to assist students in their transition to college and success at Stevens. Topics include: Time Management, Getting Organized and Setting Goals and Preparing for Final Exams. For more information, please visit the ASC website at: [http://www.stevens.edu/directory/undergraduate-academics/academic-support-center](http://www.stevens.edu/directory/undergraduate-academics/academic-support-center)
STEVEN COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): CAPS provides individual and group counseling services as well as workshops and trainings to the students of Stevens Institute of Technology. Regular office hours are M-F, 9am to 5pm. Daily urgent care hours are from 2-4pm. These services are free and confidential for all enrolled students. **Phone:** 201-216-5177 **Website:** [www.stevens.edu/counseling](http://www.stevens.edu/counseling) **E-mail:** CAPS@stevens.edu **Location:** Howe Center, 7th floor (Relocating to the Pond House in Spring, 2019).

STEVEN CAREER CENTER: 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 between 10:30 AM - 4:30 PM.

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.

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](https://www.stevens.edu/directory/student-employment-office). All of the many jobs related to Athletics are listed there. The majority of 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 positions as they wish.

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

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/counseling](https://www.stevens.edu/counseling)

OFFICE OF DISABILITY SERVICES The Office of Disability Services exists to assist individuals with disabilities to 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 (Relocating to the Pond House in Spring, 2019) **Phone:** 201-216-3748
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.

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 regulated by the FDA and may cause positive drug test results. Any product containing a nutritional dietary supplement ingredient is taken at your own risk.

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

Please note that there is a dietician on campus. To schedule an individual session, please contact their office directly at dietician@stevens.edu.

NCAA BANNED DRUGS AND MEDICAL EXCEPTIONS:
The NCAA bans classes of drugs because they can harm student-athletes and create an unfair advantage in competition. Some legitimate medications contain NCAA banned substances, and student-athletes may need to use these medicines to support their academics and general health. The NCAA has a procedure to review and approve legitimate use of medications that contain NCAA banned substances through a Medical Exceptions Procedure. The diagnosis of adult ADD and ADHD remains clinically based utilizing clinical interviews, symptom-rating scales, and subjective reporting from patients and others. Stevens Institute of Technology and the NCAA follow the same guidelines to ensure adequate medical records are on file for student-athletes diagnosed with ADD and ADHD in order to request an exception in the event a student-athlete tests positive during NCAA Drug Testing.

All medications must be on file in the Sports Medicine Office prior to participation.

For ADD/ADHD medications: the form in the following link must be completed and submitted with all supporting documentation to the Sports Medicine Office, prior to participation:

A full list of banned substances can be found here:

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: www.stevens.edu/titleIX
EADA Report: https://ope.ed.gov/athletics/#/institution/search

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 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.

Basketball/Racquetball/Squash Courts:
Monday, Wednesday, Friday: 6 a.m. to 11 p.m.
Tuesday & Thursday: 8 a.m. to 11 p.m.
Saturday: 9:00 a.m. to 9 p.m.
Sunday: 12 p.m. to 11 p.m.

Holidays - Building is CLOSED
Thanksgiving, Christmas, Easter, Independence Day

*Please note building may close at other times throughout the year.*
TRAVEL POLICY:
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 when out of season. 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, Charles O’Brien. This is to ensure 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

Julie Eng, C.S.C.S.
Assistant Strength & Conditioning Coach
(201) 216-5393
julie.eng@stevens.edu

All Strength and Conditioning coaches are certified by the National Strength and Conditioning Association. They are all certified strength and conditioning specialists (C.S.C.S), while also holding certifications in CPR/AED and numerous specialized certifications.

III. HOURS OF OPERATION
Varsity Weight Room Hours (subject to change):
Monday - 6 a.m. - 9 p.m.
Tuesday - 6 a.m. - 9 p.m.
Wednesday - 8 a.m. -9 p.m.
Thursday - 6 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 advice 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 until the necessary forms are completed and the student-athlete is cleared. 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. To prevent tearing, bars, weights and shoes must be kept off the benches and vinyl at all times.
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 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 appropriate 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. Please 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 Assessments:
All varsity teams will have an opportunity to meet with their respective team administrator and complete a survey to describe their experience as a Stevens student-athlete in 2018-19. 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
1. All Stevens students must complete four physical education courses for non-academic credit.
2. The physical education requirement must be completed by the end of the sixth semester at Stevens.
3. Participation in varsity sports can be used to satisfy up to three credits of the physical education requirement.
4. You MUST also take one additional physical education course such as golf, tennis, squash, yoga, etc.
5. Students are encouraged to take additional physical education classes.
OFFICE OF SPORTS MEDICINE

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 Temple, Asst. Athletic Director for Sports Medicine & Student-Athlete Wellness
temple@stevens.edu
Office: (201) 216-5695

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

Allie Griffin, Assistant Athletic Trainer
agriffi1@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 its weekly schedule outside the office. An online version will also be made available. The office will be open a half-hour before and after scheduled practices on EMS according to our Emergency Action Plan. For competitions, the office will be open two hours prior and a half-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 prior to participation. Student-athletes will not be allowed to participate and athletic equipment will not be issued until the necessary documentation is completed. Please pay careful attention to the instructions you receive from the Office of Sports Medicine regarding which forms are to be completed.

Please visit the following location for this information:
http://www.stevensducks.com/ under the ‘Inside Athletics’ tab to find the link to 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, unless an emergency, 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 their insurance plan.

Stevens will provide excess insurance coverage for sports related injuries that are sustained during an in-season scheduled 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
appointment 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 then 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 if you do not have transportation.

A student-athlete with symptoms related to orthopedic, illness, concussion, etc. will be screened and scheduled for 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 Assistant Athletic Director for Sports Medicine & Student-Athlete Wellness.

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 primary 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 2018-2019 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 Stevens student health insurance plan are available under the Student Heath Center website (https://www.stevens.edu/directory/office-student-accounts/health-insurance-information). The deadline for waivers and open enrollment for the 2018-2019 academic year is August 31, 2018, for undergraduate students.

   d) Student-Athletes are 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, N.J. area. Should a student-athlete decide to waive the Stevens plan, they are advised to check with their private insurance company to ensure that they 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 Stevens health insurance plan if the student enrolls in the Stevens plan.

3. 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 workout 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 the Asst. Athletic Director for Sports Medicine & Student-Athlete Wellness.

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 [http://www.ncaa.org/about/resources/insurance/student-athlete-insurance-programs](http://www.ncaa.org/about/resources/insurance/student-athlete-insurance-programs).

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-Athletes are responsible for any payment which is not covered by their 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’s 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.
2017-18 ATHLETIC HIGHLIGHTS
17th in Learfield Directors’ Cup out of approximately 450 Division III schools
First-ever Empire 8 Conference Commissioner’s Cup
Two CoSIDA Academic All-Americans
10 CoSIDA Academic All-District recipients
13 different conference championships
National Top-Five finishes in: Men’s Volleyball (2nd) & Wrestling (4th)

IMPORTANT LINKS

Getting in the Game Video
https://www.youtube.com/watch?v=g0HhpoRTtW0

Concussion Information

Sickle Cell Information

NCAA Banned Substances ‘17-’18

NCAA Inclusion Information Handbook

NCAA Hazing Prevention

NCAA Summary of Regulations

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