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SECTION 1: INTRODUCTION

WELCOME FROM THE DIRECTOR OF ATHLETICS

Dear Westminster student-athlete,

The Student-Athlete Handbook is a guide to your participation in athletics at Westminster College. This guide includes information about the college, academic and eligibility requirements, rules and procedures, financial aid, medical information, and much more.

As athletics director, I ask you to take full advantage of the many challenges, opportunities, and services available at Westminster College. Being a Westminster student-athlete is not an easy task; it takes commitment, dedication, engagement, organization, time-management, communication, teamwork, and the ability to perform in and out of the classroom. So hopefully, once you reach your day of graduation, you will take a look back upon your years at Westminster and know that you made the best of your experiences and developed lifelong friendships with teammates, roommates, classmates and professors.

The Westminster College Intercollegiate Athletics program is an integral part of campus life, serving more than 300 student-athletes and 19 sport teams annually. The athletic program has experienced both regional and national success over the years, with national championships, national tournament appearances, conference titles, All-Conference, and All-American academic and athletic honors. The athletic program has a rich tradition, storied history, and many athletic alums dating back to 1928.

The 2018–19 academic year will be an exciting year for Westminster College and the athletics program. We are proud to announce that the college was advanced to active NCAA Division II membership this summer and will also have full membership status in the Rocky Mountain Athletic Conference (RMAC). As active members we will be eligible to compete in conference and NCAA postseason play as well as receive other membership benefits.

Westminster College was previously a member of the RMAC from 1967 to 1979. The Rocky Mountain Athletic Conference is a premier NCAA Division II conference located in the states of Colorado, Nebraska, New Mexico, South Dakota, and now Utah. The RMAC currently competes in 23 NCAA Division II sports and has earned 52 NCAA Division II national championships and 44 national runner-ups since 1992. Founded in 1909, the RMAC is the most historic athletic conference headquartered in the western United States and also in Division II.

The RMAC serves as the primary athletic conference for the following men's and women's sports: basketball, cross-country, golf, lacrosse, soccer, track, and volleyball, which are now all NCAA II Championship Sports. Men's and women's skiing compete as members of the Rocky Mountain Intercollegiate Ski Association (RMISA), while our snowboard teams remain as a competitive club sport program and members of the United States Collegiate Ski and Snowboard Association (USCSA). Our Spirit Team performs at home athletic events as well as at occasional outside competitions. Men's club soccer and our new cycling club complete our current roster of sports.
NCAA Division II's academic philosophy calls for a comprehensive program of learning and development in a personal setting. Division II provides growth opportunities through academic achievement, learning in high-level athletics competition, and development of societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes with a path to graduation while also cultivating a variety of skills and knowledge for life ahead.

Westminster College found this philosophy to be consistent with its academic philosophy, which states that one of our historical strengths—and a source of great institutional pride—is the college's strong dedication to students and their learning. Over the past decade, Westminster sought to build on this strength by focusing more deliberately on three key elements: First, to identify what students should learn in order to succeed in a rapidly changing world. Second, to reaffirm the college's accountability for student learning by sharpening our practices of assessment. And third, by building on our historical strength of utilizing innovative approaches to teaching and learning by creating new educational designs that promote active, experiential, collaborative, and cross-disciplinary learning. The college has placed special attention on opportunities for student learning in the co-curriculum, especially intercollegiate athletics, which has developed and assessed specific student outcomes related to college-wide learning goals.

Westminster has upgraded its competitive positioning, campus educational resources, and status in many dimensions of its operation and will continue to do so. Belonging to NCAA DII and the RMAC creates institutional opportunities for visibility, recruitment, and alumni activities in well-populated metro areas. It enhances your student-athlete experience by providing quality competition, aligning with conference and scheduling formats, which reduce missed class time, improving conference opportunities, and providing one national and conference affiliation home for all varsity sports.

And finally, always keep in mind you represent the Westminster athletic program. Please be a great ambassador for yourself, your family, and the Griffins. Best wishes during your career at Westminster.

Go Griffins!

Shay Wyatt
Director of Athletics
NCAA Division II Strategic Positioning Platform

In anticipation of the move to NCAA Division II, Westminster College fully supports the following NCAA Division II Strategic Positioning Platform.

**NCAA Mission**

To govern competition in a fair, safe, equitable, and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

**NCAA DII Positioning Statement**

**Life in the Balance.** Higher education has lasting importance on an individual’s future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition, and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

**NCAA Division II Attributes**

- Learning – Multiple opportunities to broaden knowledge and skills.
- Balance – Emphasis on collective knowledge and the integration of skills.
- Resourcefulness – Versatile skill set drawn from broad range of expenditures.
- Sportmanship – Respect for fairness, courtesy, and ethical conduct toward others.
- Passion – Enthusiastic dedication and desire in effort.
- Service – Positive societal attitude through contributions to community

**Online Resources:**

- [Westminster College Athletics Homepage](#)
- [United State Collegiate Ski and Snowboard Association (USCSA)](#)
- [Rocky Mountain Intercollegiate Ski Association (RMISA)](#)
- [Rocky Mountain Athletic Conference](#)
- [National Collegiate Athletic Association](#)

**Purpose of the Handbook**

The Student-Athlete Handbook is a guide to your participation in athletics at Westminster College. This guide includes information on the college, academic and eligibility requirements, student-athlete code of conduct, rules and procedures, financial aid, medical information, and more. It is important that you review this handbook, as there are many policies and procedures that must be followed by various entities in order to maintain your academic and athletic eligibility. Please take the time to review the following information and, if you need further explanation, please feel free to contact your coach or the director of athletics for assistance.
Student-athletes have an obligation to report any NCAA rules violation to the assistant athletic director for compliance. If you suspect that there has been—or even may be—a violation, contact the assistant athletic director for compliance.

Please note that NCAA rules are subject to revision every year based on legislation proposed at the NCAA Convention, which is held annually in January. We will monitor and make you aware of changes in national and conference rules that could impact you.

**College Mission Statement**

Westminster College is a private, independent college dedicated to student learning. We are a community of learners with a long and honored tradition of caring deeply about students and their education. We offer liberal arts and professional education in courses of study for undergraduate, selected graduate, and other innovative degree and non-degree programs. Students are challenged to experiment with ideas, raise questions, critically examine alternatives, and make informed decisions. We encourage students to accept responsibility for their learning, to discover and pursue their passions, and to promote more equitable and sustainable communities.

Our purposes are to prepare students to lead lives of learning, accomplishment, and service and to help them develop skills and attributes critical for success in a diverse and interdependent world. We promote distinctive approaches to engaged learning that emphasize theory and practice in our academic and co-curricular programs. Grounded in a culture of creativity and innovation, we work to pursue excellence while promoting inclusiveness and respect for differences.

**Athletics Department Mission Statement**

The mission of the Department of Intercollegiate Athletics is to support the mission of Westminster College. The athletic programs offered at Westminster College are developed for the purpose of supporting the college's commitment to student learning. Through athletics, Griffin student-athletes have the opportunity to learn lifelong skills such as leadership, self-discipline, healthy lifestyle, teamwork, and competitive experiences, which provide all student-athletes an opportunity to achieve excellence in their academic, athletic, and personal pursuits. In this pursuit of excellence, the department supports equitable opportunities for all student-athletes and staff and adheres to the National Association of Intercollegiate Athletics' principles of amateurism, sportsmanship, fair play, ethical conduct, institutional control, and the health and welfare of our student-athletes.

**Athletics Department Philosophy Statement**

The Westminster Department of Athletics is committed to the following guiding principles:

1. **We support the educational mission of Westminster College by:**
   - focusing on the student-learning experience
   - prioritizing academics and emphasizing paths to graduation
   - integrating the college-wide learning goals into the athletics department learning outcomes

2. **We support student-athletes in their pursuit of academic and athletic excellence while encouraging their holistic development and well-being.**
3. We value equity and diversity and work to create an inclusive community in which all members are respected and feel a sense of belonging.

4. We develop leaders with a strong sense of social responsibility.

5. We support and engage with our local community.

6. We maintain high standards of fairness, sportsmanship and ethical conduct in all endeavors.

7. We play a role in enriching campus life and increasing school pride.

8. We contribute to the recruitment and retention of qualified students to the college.

9. We serve as ambassadors for the college and enhance its reputation through the development of successful student-athletes and teams.

Westminster College is committed to the Principles of Conduct of Intercollegiate Athletics as outlined in Constitution 2 of the NCAA Division II Manual, the NCAA Division II Philosophy Statement and the “Life in the Balance” NCAA Strategic Positioning Statement.

**Athletic Department Diversity Statement**

The Westminster College Athletic Department is committed to developing and sustaining an inclusive culture that welcomes and supports all members of our community. We foster a diverse and equitable environment where all student-athletes, coaches, and athletic staff are treated with respect and understanding. Through our educational and community engagement activities we promote social responsibility and ethical awareness. We partner with other campus departments in supporting the Commitment to an Inclusive Westminster, and we continually work to achieve inclusive excellence through implementation of our departmental diversity and inclusion plan.

*We use the definitions found on page 2 of the Westminster College Diversity Statement.*

**College-Wide Learning Goals for the Athletics Department**

Graduates of Westminster College will achieve the following college-wide learning goals:

1. Critical thinking
2. Creativity
3. Collaboration
4. Communication
5. Global responsibility

**Critical, Analytical, and Integrative Thinking**

*Problem-solving skills:* the ability to analyze a problem and find a resolution. Student-athletes learn problem solving skills through practice, competition, and teaching from their coaches. They learn how to analyze and solve issues among teammates, through collaboration and teamwork.
Creative and Reflective Capacities

**Striving to reach my potential:** the desire and passion to continually push to improve. Most collegiate student-athletes understand the importance of striving to reach goals, though most first-year students arrive at Westminster not thoroughly understanding the effort needed to reach goals. Our coaches work with our student-athletes, teaching them mental and physical skills to successfully grasp this concept.

**Leadership, Collaboration, and Teamwork**

**Leadership:** the capacity and influence to align others and direct toward a common goal. Student-athletes learn leadership skills through teaching, practice, training, competition, and collaboration with teammates. A handful of student-athletes are selected as team captains by their peers, which gives them leadership responsibilities for the team.

**Teamwork and collaboration:** working together within a group of teammates to accomplish tasks or set forth goals. Student-athletes spend a great deal of time with teammates and are involved in many activities in which they must learn how to work, communicate, support, and problem solve in order to accomplish tasks and attain goals.

**Writing and Other Communication Skills**

**Developing long-lasting friendships:** forging friendships among fellow students. Due to the time spent, effort put forth, and the many diverse experiences student-athletes share with one another, strong bonds and long-lasting relationships are formed.

**Communicating effectively with others:** the ability to share words and ideas with others. In order to collaborate, reach goals, and achieve success, student-athletes learn effective communication skills with their coaches and teammates.

**Global Consciousness, Social Responsibility, and Ethical Awareness**

**Respect for others with differing backgrounds/beliefs:** learning and understanding the differences among other people. Student-athletes experience diversity through fellow teammates, competition against other teams, and travel.

**Service to and engagement with the community:** a volunteer service that is performed to benefit an institution and/or community. Our teams are required to participate in annual community engagement, service projects, and volunteer efforts.

**Fair play and sportsmanship:** to play fair, follow the rules of the game; respect the judgment of referees and officials; and treat opponents, coaches, and fans with respect. Westminster coaches teach and stress the expectations and importance of fair play and sportsmanship.
### FALL SEMESTER 2018

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 17</td>
<td>Residence halls open for first-year students</td>
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<tr>
<td>August 18</td>
<td>First-Year Student Orientation begins</td>
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<tr>
<td>August 20</td>
<td>Residence halls open for returning students</td>
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<td>August 21</td>
<td>Student-Athlete Orientation meeting</td>
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<td>August 22</td>
<td>Fall Semester classes begin – tuition due</td>
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<td>August 29</td>
<td>Last day to register, add classes, withdraw w/o a grade of “W,” or 100% tuition refund</td>
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<td>September 3</td>
<td>Labor Day – college is closed</td>
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<td>September 28</td>
<td>Deadline for making up incomplete grades from Spring Semester</td>
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<td>October 19</td>
<td>Last day for credit/no credit option</td>
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<td>October 22–26</td>
<td>Fall Break</td>
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<td>November 9</td>
<td>Last day to withdraw from classes without grade of “WF”</td>
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<td>November 21–23</td>
<td>Thanksgiving break – college closed</td>
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<tr>
<td>December 14</td>
<td>Last day of classes</td>
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<tr>
<td>December 15</td>
<td>Residence halls close at noon</td>
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<tr>
<td>December 19</td>
<td>Final grades due</td>
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<tr>
<td>December 21</td>
<td>Final grades available on web</td>
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<tr>
<td>Dec. 24–Jan. 1</td>
<td>Winter Break – college is closed</td>
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</table>
2018–19 ACADEMIC CALENDAR

SPRING SEMESTER 2019

January 12  Residence halls open
January 14  Spring Semester classes begin – tuition due
January 21  Martin Luther King, Jr. Holiday – college closed
January 23  Last day to register late, add classes, withdraw without grade of "W"
February 19  Registration for May and Summer Terms begins
March 11–15  Spring Break
March 22  Last day for credit/no credit option
April 5  Last day to withdraw from class without a grade of "WF"
May 3  Last day of classes
May 8  Final grades due
May 10  Final grades available on web
May 11  Commencement
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<tr>
<td>Tim Carr</td>
<td>Faculty Athletics Representative</td>
<td>832.2486</td>
<td>Malouf 103</td>
</tr>
<tr>
<td>Shay Wyatt</td>
<td>Director of Athletics</td>
<td>832.2344</td>
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</tr>
<tr>
<td>Dr. Susan Heath</td>
<td>Associate Athletic Director Senior Woman Administrator</td>
<td>832.2283</td>
<td>Converse 201-B</td>
</tr>
<tr>
<td>Lynn Meade</td>
<td>Assistant Athletic Director Compliance</td>
<td>832.2394</td>
<td>HWAC 216</td>
</tr>
<tr>
<td>Eric Stephens</td>
<td>Director of Athletic Communication &amp; Events</td>
<td>832.2890</td>
<td>HWAC 131</td>
</tr>
<tr>
<td>Ben Huppi</td>
<td>Director of Athletic Marketing and Special Events</td>
<td>832.2333</td>
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<tr>
<td>Shelley Jarrard</td>
<td>Student-Athlete Development Coord. Title IX Coord.</td>
<td>832.2340</td>
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<tr>
<td>Rick Hackford</td>
<td>Head Athletic Trainer</td>
<td>832.2355</td>
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<td>Josh Juarez</td>
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<td>Sara Beaudry</td>
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<td>Matthew Berg</td>
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<td>Bree Anderson</td>
<td>Strength &amp; Conditioning Coach</td>
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<td>Norm Parrish</td>
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<td><strong>CLUB PROGRAMS</strong></td>
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<td>Josh Maxfield</td>
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<td>Sara Beaudry</td>
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<td>Tyler Barnhart</td>
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<td>Nicole Vogel</td>
<td>Spirit Team Head Coach</td>
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<td>Jacqueline Kane</td>
<td>Spirit Team Assistant Coach</td>
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Prior to participation in any intercollegiate sport, and at the end of each semester, a student-athlete’s eligibility to participate is certified by the faculty athletics representative, college registrar, and director of athletics. A student-athlete may not participate without certification of eligibility and confirmation he or she is a full-time enrolled student at Westminster College. If a student-athlete becomes ineligible, he or she will not be able to compete in intercollegiate athletics at Westminster College until eligibility requirements are met according to the applicable national association, conference regulations, and institutional policy.

To be eligible to participate in intercollegiate athletics a student-athlete must:

1. Be in good, academic standing at Westminster College. A student-athlete is not eligible if they are on academic probation or suspension.

2. Be currently enrolled during any given term of participation in a minimum of 12 institutionally approved or required credit hours at the time of participation.

IMPORTANT NOTE: As a provisional NCAA member institution, new and returning students are expected to fully comply with the NCAA rules and regulations. Any questions regarding eligibility should be directed to the assistant athletic director for compliance or the faculty athletics representative. A brief summary of the NCAA requirements is below, however, it is not all-inclusive.

NCAA Initial Eligibility Requirements

Student-athletes in basketball, cross country, golf, lacrosse, ski, soccer, track, and volleyball are subject to the NCAA initial eligibility requirements. These student-athletes must register with the NCAA Eligibility Center. In addition to graduating from high school, the NCAA initial eligibility requirements include:

1. Completion of 16 core courses in high school.
   - 3 years of English
   - 2 years of math (Algebra I or higher)
   - 2 years of natural or physical science (including one year of lab science)
   - 3 additional years of English, math, or natural/physical science
   - 2 years of social science
   - 4 years of additional core courses (from any area above, foreign language, or comparative religion/philosophy)

2. Effective August 1, 2018, a minimum cumulative GPA grade point average of 2.20 in the successfully completed 16 core courses is required to compete in Division II sports as a freshman.

3. Effective August 1, 2018, at least a 2.0 cumulative high school GPA in NCAA-approved core courses and the minimum test score requirement according to the Initial-Eligibility Index for Qualifiers listed in NCAA Division II Bylaw 14.3.11.3 is required to be able to practice and receive a scholarship in Division II sports as a freshman.
NCAA Continuing Eligibility Requirements

Student-athletes participating in NCAA-sponsored sports are subject to applicable NCAA and conference rules and regulations including, but not limited to:

1. You must be enrolled for a minimum of 12 credits and in good academic standing. You must maintain a 2.00 cumulative grade point (undergraduates) or a 3.00 grade point average (graduate/post baccalaureate students).

2. You must earn nine credit hours in the preceding academic semester.

3. You must earn 18 credit hours during the regular academic year (fall and spring semester).

4. You must earn 24 credit hours annually (since the preceding Fall Semester) or
   A. 24 credit hours since the beginning of the institutions preceding regular two semesters or
   B. 48 semester hours during your first two years of collegiate enrollment if you are beginning your fifth semester of enrollment.

5. You must declare a major by the start of your fifth full-time semester.

6. Beginning with your fifth full-time semester, all hours earned to meet requirements above must be countable hours toward your designated degree. These hours include major requirements, minor requirements (up to six hours during fall and spring semesters); WCore course work; and elective hours needed to reach the 124 credits required for graduation. Hours that do not help you progress toward graduation cannot be used for eligibility purposes.

7. You must complete your seasons of competition within the first 10 semesters or 15 quarters of full-time enrollment.

If you have any questions about these requirements, especially about which courses will count toward degree requirements, contact the associate athletic director/SWA or the eligibility coordinator in the registrar's office.

Hardship Waivers

If you are incapacitated by injury or illness and miss most or all of a season, you may be able to apply for a hardship waiver that would grant an additional year of eligibility. Such injury or illness must occur during the first half of the playing season and you cannot have participated in more than 30 percent of the contests. Contact the assistant athletic director for compliance for more information.

NCAA Transfer Eligibility

If you are a transfer student-athlete from another four-year institution in a NCAA-sponsored sport at Westminster, you will not be eligible during your first academic year in residence unless you meet the provisions of one of the exceptions specified in NCAA Division II Bylaw 14.5.5.3.

If you are a transfer student from a two-year institution, you will not be eligible during your first academic year in residence unless you meet the academic and residence requirements specified in NCAA Division II Bylaw 14.5.4.
Summer Term

Westminster offers a variety of WCore courses (at least one course in every category) and Business Core courses over summer term. Summer term is a great opportunity for students to boost their GPA and to take WCore courses so they can focus on major courses during the fall and spring semesters. It also gives student-athletes the option of taking a lighter load during competition season, knowing they can take additional hours during the summer and stay on track toward graduation and athletic eligibility.

Student aid does not cover summer term, but summer term tuition is reduced and May Term credits can be applied toward overall charges. See the Registrar’s Office webpage “May and Summer Term” for an explanation and current charges or contact the START Center to speak with an advisor.

If a student-athlete is placed on academic probation (see section 6, Westminster Academic Regulations) at the end of spring semester but wants to be eligible to participate in a fall sport, the only way to become eligible is to take a summer course(s) at Westminster. Only Westminster courses are figured into a student’s Westminster GPA.

Students can take courses at other institutions but only credit hours are transferred in. Grades at other institutions do not affect the Westminster GPA nor do they replace Westminster grades for repeated courses. Students also need to be cognizant of the 36-hour Westminster Residency Rule and the maximum number of credits that can be transferred from other institutions. We recommend working with an advisor and the Registrar’s Office to ensure transferability of courses. If you will be taking summer courses elsewhere that are needed to fulfill the NCAA 24-hour requirements, you must meet with the associate athletic director/SWA before registering to make sure they will count.

Faculty Athletics Representative (FAR)

The faculty athletics representative (FAR) plays a vital role in determining student-athlete eligibility and compliance with the applicable national rules and regulations and college/Athletic Department policies. The FAR is a faculty member at our institution whose responsibility is to serve in an advisory and oversight capacity for both academic and athletic interests, including academic integrity, institutional control, and student-athlete welfare. The FAR is appointed by the president and works closely with the president, senior administrative staff, and the director of athletics to support a campus environment where the athletics program is maintained as a vital part of the overall educational program, mission of the institution, and in which student-athletes remain an integral part of the student body.

Tim Carr, assistant professor in education, is the current FAR at Westminster College. He can be reached at 801-832-2486 and his office is located in Malouf 103.

Please speak with the assistant athletic director for compliance or the FAR about any eligibility requirement you are unsure of for further advisement.

NCAA Amateurism Legislation

The amateur status of incoming student-athletes in NCAA-sponsored sports must be certified by the NCAA Eligibility Center and Westminster College. The assistant athletic director for compliance will monitor the amateurism status of continuing student-athletes. Under NCAA rules, par-
Participation in specified activities and receipt of specified benefits will cause you to lose amateur status and jeopardize your eligibility. These include but are not limited to the following:

1. Use your athletic skill for pay in any form in that sport
2. Accept a promise of pay even if such pay is to be received following the completion of intercollegiate athletics participation
3. Receive any direct or indirect salary, gratuity, or comparable compensation for participation in athletics
4. Sign a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
5. Receive, directly or indirectly, a salary, reimbursement of expenses, or any other form of financial assistance from a professional sports organization based on athletic skill or participation except as permitted by NCAA rules and regulations
6. Compete on any professional athletics team even if no pay or remuneration for expenses was received
7. Enter into an agreement with or receive benefits from an agent
8. Receive any payment, including actual and necessary expenses, that is conditioned on your or your team’s place finish or performance or given on an incentive basis, or receive expenses in excess of the same reasonable amount for permissible expenses given to all individuals or team members involved in the competition.

The above list is not all-inclusive. Do not participate in any activity in which you receive payment or the promise of pay—even for expenses. NCAA legislation approved in January 2017 permits student-athletes to tryout with a professional athletics team provided that the student-athlete does not miss class to do so. However, do not become involved with a professional athletics team or make any decision that could potentially jeopardize your NCAA eligibility without first talking with the assistant athletic director for compliance.

NCAA Playing and Practice Season Rules

NCAA Division II has specific limitations on activities teams can be involved in during and outside of each sport’s playing season.

Playing Season

All athletic activities shall be limited to a maximum of four hours per day and 20 hours per week. NCAA rules require one day off per seven-day period Monday to Sunday (except during conference, post-season, or NCAA championships).

Playing Season – Nonchampionship Segment

All athletic activities shall be limited to a maximum of four hours per day and 15 hours per week. NCAA rules require two days off per seven-day period Monday to Sunday during the nonchampionship segment.
Outside of Playing Season
Required athletically related activities are limited to weight training, conditioning, and individual skill instruction. A maximum of eight hours per week are permitted, with no more than two hours devoted to skill instruction. Some sports have greater constraints. Two days off per seven-day period Monday to Sunday are required. All athletically related activities are prohibited from one week prior to the beginning of final exams through the end of the final exam period.

Miscellaneous

- All competition counts as three hours regardless of actual length.
- Practice may not occur at any time after competition, unless between tournament games or double-headers.
- A student-athlete may not participate in any countable athletically related activities outside of the playing season during any vacation period (academic year or summer).
- No student-athletes shall participate in any voluntary athletically related activities on campus during the defined NCAA Winter Break, unless the facility is open to the general student body.
- No competition or transportation to competition shall take place during the NCAA-defined Winter Break.

Countable Athletically Related Activities
The following are representative of activities considered countable athletically related for the purpose of practice hour limitations (the list is not all-inclusive):

- Practice (no more than four hours per day)
- Competition (counts as three hours regardless of actual length)
- Field, track, pool, or on-court activities
- Setting up offensive and defensive alignments
- Required weight training and conditioning activities
- Required participation in camps/clinics
- Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
- Discussion or review of film
- Participation in a physical activity class for student-athletes only and taught by athletics staff
- Participation in clinics in which student-athletes and coaches are both present

Non-countable Athletically Related Activities
The following activities are not considered countable athletically related activities for the purpose of practice hour limitations.
• Compliance meetings
• Meetings with a coach that are initiated by the student-athlete
• Drug/alcohol educational meetings or Life Skills meetings
• Study hall, tutoring, or academic meetings
• Student-athlete advisory committee (SAAC) meetings
• Voluntary weight training not conducted by a coach, no attendance taken
• Voluntary sport-related activities, no attendance taken, no coach present
• Traveling to/from the site of competition
• Training room activities
• Recruiting activities (e.g., student host)
• Training table meals
• Attending banquets
• Fund-raising activities or public relations/promotional activities or community service project

**Promotional Activities**

Student-athletes are permitted to participate in charitable, nonprofit, and/or educational activities under the following conditions:

1. The student-athlete does not miss class;
2. The student-athlete receives written approval from the director of athletics (or designee);
3. All monies derived from the activity will go directly to the charitable/nonprofit agency;
4. The activity in which the student-athlete participates does not involve co-sponsorship, advertisement, or promotion by a commercial agency;
5. The student-athlete may only accept actual and necessary expenses from the institution or charitable/nonprofit agency; and
6. The student-athlete’s name, picture, or appearance is not used to promote commercial ventures.

To ensure that NCAA requirements are met and that student-athlete eligibility is not jeopardized, assistant athletic director for compliance approval is required before any student-athlete may participate in a promotional activity. The assistant athletic director for compliance will then notify the group sponsoring the activity about NCAA rules governing student-athlete participation in promotional activities. The assistant athletic director for compliance will then review the request and notify the representative if the request has been approved or denied.

In addition, all student-athletes sign a blanket promotional activities release as part of the NCAA and institutional paperwork before the beginning-of-the-year team meetings.
Unauthorized Promotional Activities

If a student-athlete's name or picture appears on commercial items (e.g., T-shirts, posters, etc.) or is used to promote a commercial product without the student-athlete's knowledge or permission, both the student-athlete and Westminster College are required to take steps to stop such an activity in order to retain the student-athlete's eligibility.
SECTION 3: EXPECTATIONS OF STUDENT-ATHLETES

Westminster College Student Code of Conduct and Disciplinary Policy

Westminster College expects all students to conduct themselves as responsible members of the academic community and to respect the rights of other students, faculty, and staff. All members of the college community are responsible for maintaining an environment where behavior is guided by respect, reason, and honesty.

The Student Code of Conduct applies to behavior on college property, at all college-sponsored activities held on or off campus, and to students’ behavior off campus when such behavior violates college policies or federal, state, or local laws and negatively impacts the college, the college community, or the college’s neighborhood, interferes with the relationship of the college to others, or harms the reputation of the college.

All students are expected to abide by applicable federal, state, and local laws. Individuals in violation of any laws are subject to prosecution by appropriate authorities, regardless of whether the behavior occurs on or off campus. In situations involving the use, possession, or distribution of narcotics or other controlled substances, the matter will be reported to outside authorities. Regardless of whether outside authorities pursue prosecution, the student may be subject to disciplinary action under this code.

All students are also expected to understand and abide by all other college policies including the non-discrimination, sexual harassment, and sexual assault policies.

Westminster College Discrimination, Harassment, and Sexual Misconduct Policy (Title IX)

Westminster College is committed to providing a safe and non-discriminatory learning and working environment for all members of the Westminster community. The college does not discriminate on the basis of sex in any of its education or employment programs and activities.

Westminster prohibits sexual assault, sexual and gender-based harassment, gender-based discrimination, sexual exploitation, interpersonal violence, and retaliation against a person for the good-faith reporting of any of these forms of conduct or participation in any investigation or proceeding under the Title IX policy, complicity in the commission of any act prohibited by the policy, and false reporting. The college will take prompt and equitable action to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. Westminster conducts ongoing prevention, awareness, and training programs for students and employees.

All members of the Westminster community are encouraged to take reasonable actions to prevent or stop an act of prohibited conduct. The college will support and assist community members who take such actions.

The college urges anyone who experiences or becomes aware of an incident of prohibited conduct to report the incident immediately to the college through the following reporting options:

- Contact the college’s Title IX coordinator, Jason Schwartz-Johnson, or deputy Title IX coordinator, Traci Siriprathane.

  Jason Schwartz-Johnson, 801.832.2262, office: Malouf 107
  Traci Siriprathane, 801.832.2862, office: HWAC 215
Submit a report online from the Title IX webpage. A report may be made anonymously. The college will use this information to better understand the scope of sexual and interpersonal violence on campus and to develop and implement prevention efforts. However, if anyone is named, the report will no longer be considered anonymous and the college will proceed accordingly.

- Contact Campus Patrol at 801.832.2525.

There is no time limit for reporting prohibited conduct to the college, and reporting an incident does not necessarily mean that an investigation will be pursued. To encourage the reporting of prohibited conduct, the college will not pursue disciplinary action for disclosure of illegal personal consumption of drugs or alcohol where such disclosures are made in connection with a good-faith report or investigation of prohibited conduct. After a report is made, the Title IX coordinators will consult with the reporting party to determine whether any supportive measures are necessary for their safety or well-being. These supportive measures might include changes in living arrangements, adjustments to class or work schedules, no-contact orders, rescheduling exams, or restricting access to facilities or programs.

Westminster College remains committed to Title IX compliance in athletics and in promoting gender equity and inclusion in all athletic programs. The athletics department also complies with the NCAA Campus Sexual Violence policy and requires all student-athletes, coaches, and other athletic staff to complete annual Title IX training.

Student-athletes are expected to understand and comply with the college Title IX policy. The complete Westminster College Title IX policy is found on the Westminster Policy webpage: westminstercollege.edu/internal-content/resources-and-services/human-resources/college-policies.

**Student-Athlete Code of Conduct**

Intercollegiate athletics at Westminster College are an important component of the educational system and process. Participation in intercollegiate athletics at Westminster is a privilege, not a right. With that privilege comes the responsibility to conduct oneself, both on and off campus, in a positive manner. As such, Westminster student-athletes are expected to adhere to a high standard of conduct.

To serve the interests of the college and its students, faculty, and staff, the intercollegiate athletics program must function as an integral part of the educational mission of the institution. This requires that academic interests take priority over athletic interests at all levels, from the participation of the individual student-athlete to the general policies of the college.

1. All participants in intercollegiate athletics are expected to observe rules of fair play and reasonable standards of safe participation and to use college facilities in accordance with applicable policies, procedures, rules, and regulations.

2. All competition must be honest and fair, prioritizing sportsmanship and ethical conduct.

3. Student-athletes must recognize the importance of academics. Only student-athletes making satisfactory progress toward a degree may compete. Student-athletes must obey all general student regulations and should exemplify the highest standards of academic honesty. Because of increased visibility that comes with being a student-athlete, members of athletic teams must take care to avoid violations of the law, including, but not limited to, the abuse of alcohol and controlled substances.
4. Student-athletes must attend their classes. Student-athletes shall not fraudulently misrepresent, lie about their class attendance, or blatantly miss classes.

5. The physical wellbeing of the student-athlete takes precedence over the outcome of competitive matches. Coaches must be conservative in their decisions on this point and student-athletes themselves should exercise good judgment. The use of drugs, including steroids, and any other NCAA-banned substance to enhance athletic performance is strictly forbidden and will not be tolerated.

6. Westminster College is committed to providing a fair and equitable athletic opportunity for men and women.

7. Student-athletes at Westminster College will conduct themselves in a manner that will not discredit themselves, the team, or the college.

8. Hazing among team members is illegal, strictly forbidden, and will not be tolerated. Please refer to the Hazing and Initiation Activities Section.

9. This Code of Conduct requires all student-athletes to comply with:
   a. Applicable federal, state, and local law
   b. Westminster College Code of Student Conduct and Code of Ethics
   c. Athletics department policies and procedures
   d. Team rules

**Interpretation of the Code of Conduct**

The director of athletics has complete and discretionary authority to interpret and construe the Student-Athlete Code of Conduct. This Code of Conduct may be modified or amended at any time. Student-athletes are responsible for keeping themselves informed of the requirements of the Student-Athlete Code of Conduct.

**Disciplinary Action**

If a student-athlete is found responsible for violations to the college Student Code of Conduct or other college policies, the dean of students (or designee) will notify the appropriate head coach and the director of athletics; the dean's report can include the student's judicial history with the college. Because student-athletes are expected to adhere to high standards of conduct, the Athletic Department will respond promptly to any reported offenses. In this case, the head coach, director of athletics, or designated college administrator may take disciplinary action in addition to sanctions imposed by college judicial officials or boards. Serious and/or repeated violations of either the college or Student-Athlete Code of Conduct will likely result in the loss of athletic privileges. The Student Code of Conduct and Disciplinary Policy and other college policies can be viewed on the Westminster College website under student life and found in the Student Handbook.

The head coach and/or the director of athletics or a designated college administrator has the authority to impose appropriate disciplinary actions for violations of standards established by the Student-Athlete Code of Conduct and other Athletic Department policies.
If a student-athlete violates team rules, the head coach will meet with the student-athlete and provide education or impose sanctions as appropriate. This will be done in consultation with the director of athletics if the sanctions include missing games or removal from the team.

If a student-athlete is suspected of violating other sections of the Westminster College Student-Athlete Code of Conduct, the director of athletics (or designee) will conduct an investigation. If the student-athlete is found to be responsible of violating the code, the director of athletics, in consultation with the head coach, will impose sanctions.

Disciplinary actions may include any or all of the following:

1. Initial warning with the understanding that corrective measures will be taken immediately
2. Temporary suspension of athletic privileges
3. Permanent dismissal from the team
4. Reduction or loss in athletic financial aid
5. Other sanctions as deemed appropriate under the circumstances

Grievance Procedures

Disciplinary Appeals Procedure

A student who believes that they have a legitimate grievance regarding a specific disciplinary action must make a good faith effort to contact the coach or athletics administrator involved and to resolve the issue informally before initiating the grievance procedure. This appeals procedure concerns only disciplinary decisions and sanctions made by the director of athletics (or designee) or head coaches. For other concerns, please see the following section (Grievances Regarding Coach Relationships).

1. The student must begin the grievance procedure within four weeks of the decision that is being appealed.

2. If it is not possible to resolve the issue directly with the coach or athletics administrator, or if the issue is not about a specific incident, the student must contact the relevant athletics director (athletic director, SWA, or assistant/associate athletic director), who will seek to mediate a resolution.

3. If it is not possible to resolve the matter within the program, the student may submit a written appeal with supporting documentation to the faculty athletics representative (FAR). The written appeal and all supporting documentation must be received by the FAR within two weeks of the contact with the director of athletics. After receiving the written appeal, the FAR will attempt to resolve the grievance in a meeting with the student and, if applicable, the coach or athletics administrator involved.

4. If the issue cannot be resolved by the FAR, they will refer the matter to an ad hoc Grievance Committee chaired by the dean of students or their representative, which shall consist of three Athletics Advisory Board members appointed by the FAR.

5. Within one week of receiving the information from the FAR, the committee shall conduct
a hearing at which the student and other relevant parties may be asked to testify and to present whatever evidence may be appropriate. The grievance committee chair (appointed by the FAR) will schedule the hearing, moderate the deliberations of the committee, and ensure that full and fair consideration is provided to all parties. Unless previously approved by the chair, no representatives, observers, or third parties to the complaint shall attend the hearing. All committee deliberations shall be held in private and shall be kept confidential by all members of the committee and the parties to the grievance. The use of recording devices shall be prohibited. The recommendation of the committee shall be based on the factual evidence and documentation presented. The burden of proof shall rest with the grievant, who must demonstrate that the decision or action being appealed was unfair or discriminatory or that it violates relevant policies and procedures.

6. Within one week of the meeting, the chair of the Grievance Committee shall deliver a written report of the committee’s decision and its recommended resolution to the student, coach or athletics administrator, athletic director, and FAR.

7. Within one week of receiving the committee’s report, the FAR will communicate the decision to student, coach or athletics administrator, and athletic director.

Grievances Regarding Coach Relationships

If student-athletes have any concerns arising from the relationship with their coach, they should talk with the director of athletics, associate AD/SWA or assistant AD for compliance. If they wish to talk with someone outside of the Athletic Department or believe their concerns are not being addressed, they can meet with either the faculty athletics representative or the dean of students. Any issues related to Title IX or other discrimination or harassment will also be referred to the campus Title IX coordinator/EEO compliance officer.

Team Meetings Related to Eligibility and Rules Compliance

You are required to attend a meeting at the beginning of the season to review and sign required documentation and to review NCAA, conference, and institutional rules and regulations that impact your eligibility. In addition, you will receive rules-education materials throughout the year from your coach and/or the assistant athletic director for compliance and you may be asked to attend rules-education sessions. You will also be expected to attend a meeting at the conclusion of the academic year to review rules and regulations that can impact your eligibility during the summer.

Team Rules

Individual team rules may vary to reflect the program and coach’s philosophy, the nature of the sport, and the practice/competition schedule. Student-athletes must obey decisions and expectations of the head coach and are subject to the rules established by the head coach in the respective sport.

Each head coach will present team rules before the start of each season. To ensure a level of consistency among all teams, it is understood that all student-athletes will adhere to the rules as set forth in this handbook (in addition to other rules implemented for particular teams).

Request to Transfer

As a general rule, Westminster College honors a student-athlete’s request to transfer to another
institution provided the student-athlete is in good social and financial standing. A head coach may recommend in writing to the director of athletics that the release request be denied. The director of athletics will confer with the assistant athletic director for compliance concerning this request. The director of athletics then will make the final decision. The transfer request process is as follows:

- A student-athlete must first contact the assistant athletic director for compliance in writing if he/she desires to transfer to another institution.

- If the head coach approves the request, the assistant athletic director for compliance will facilitate the transfer paperwork. Final approval for any transfer must also be granted by the director of athletics.

- If granted, the assistant athletic director for compliance will provide a permission to contact letter for the student-athlete. The student-athlete is then free to contact other institutions regarding a possible transfer. A copy of the release is sent to the head coach and director of athletics (for exit interview opportunity) and kept on file with the assistant athletic director of compliance.

**Appeals Procedure**

If the request to transfer is denied, the student-athlete and head coach will meet with the director of athletics to discuss the reason for transfer and the rationale for denial.

If the director of athletics does not grant the request after this meeting, the director of athletics must notify the student-athlete in writing within 14 calendar days regarding the opportunity for an appeal hearing. The student-athlete shall then have 14 consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the director of athletics and formally request a hearing conducted by the Appeals Committee. The hearing shall take place within 30 days of receiving the student-athlete’s request for a hearing.

- Failure by the student to submit a written request for a hearing within 14 consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing.

- The Appeals Committee shall be chaired by the faculty athletics representative (FAR). The FAR shall, at his/her discretion, name the other committee members, which shall be any college employee (except Athletic Department employees). The committee shall not be restricted in its size. Each committee member shall be familiar with NCAA bylaws governing the appeal. The committee shall give each side involved in each case the opportunity to be heard (the student-athlete and/or his/her parents, in addition to the director of athletics or head coach of the sport involved).

- The committee, at its discretion, may hear the appeal in a variety of communication methods; however, at a minimum the student-athlete shall have the opportunity to actively participate in the hearing (in-person, telephone, video conferencing, etc.) in means that go beyond a written review. The same methods shall be available to hear both sides.

- At the conclusion of the hearing, the Appeals Committee shall have 48 hours to render a final decision. The FAR will notify the Athletic Department, Compliance Committee, and the student-athlete of the committee’s decision in writing. This decision shall be final and not subject to appeal.
SECTION 4: ALCOHOL/SUBSTANCE USE AND DRUG TESTING POLICY

The health, safety, and well-being of our student-athletes is of utmost importance to Westminster College. Substance abuse and misuse in athletics and society is a serious issue and one where preventive measures are necessary. The use of illegal drugs, misuse of legal drugs and supplements, use of performance enhancing substances, misuse and abuse of alcohol, and tobacco are contrary to the expectations of students or ideals and standards of Westminster College. Substance use and abuse can pose health risks and negatively affect a student-athlete's academic and athletic performance and potentially compromise the integrity of athletics competition.

Intent

The intent of our Alcohol/Substance Use and Drug Testing Policy is to prevent substance misuse and abuse by student-athletes through education, testing, and professional guidance. The Department of Athletics will work to provide educational resources to support a positive decision making process. Westminster College and the Department of Athletics believe drug screening based on reasonable suspicion is appropriate to ensure the health, safety, and welfare of student-athletes; to promote fair competition in intercollegiate athletics; to comply with applicable rules and regulations regarding drug and alcohol misuse and abuse; to identify student-athletes who are at risk and possibly misusing drugs or alcohol; and to provide assistance to them before they harm themselves or others. Professional counseling is an essential element of an effective program of treatment and rehabilitation.

The specific provisions and sanctions of this policy that will be administered, should violations of the policy occur, are stated below. For the purposes of this policy, "student-athlete" is any Westminster College student who participates in any Athletic Department sanctioned event and/or practice or is listed on an official team roster. In addition to the sanctions from the Athletic Department, student-athletes may also be subject to sanctions under the college's Drug and Alcohol Policy, as outlined in the Westminster College Student Handbook. Although this policy will impose specific sanctions, those should be viewed as minimum sanctions. The sanctions outlined in this policy will not preclude a head coach from enforcing a team rule regarding such conduct. In all instances, a prior history of poor behavior or violations of team rules may be considered when imposing department and/or team sanctions. For health and safety reasons, a team physician or the head athletic trainer and/or assigned team athletic trainer may withhold a student-athlete from organized or informal/ad hoc team practice and/or competition at any time.

- Education: The Athletic Department will provide student-athletes and athletics staff with information about substance use in sport and promoting health and safety in sport. This information shall be communicated in writing as well as through verbal communication and training with student-athletes.

- Testing: Analyzing biological specimens to detect prohibited substances student-athletes may introduce to their bodies and punitive consequences resulting from use. Student-athletes will be required to sign and return the WC Athletic Substance Screening Consent Form and Student-Athlete Authorization Release of Information Form prior to their participation in practice or competition.

- Professional Referral: The college and/or the Athletic Department shall facilitate appropriate treatment and rehabilitation of student-athletes.
Alcohol and Tobacco

Westminster College prohibits the illegal or otherwise irresponsible use of alcohol. It is the responsibility of every member of the campus community to know the risks associated with alcohol use, misuse, and abuse. This responsibility lies with the student-athletes to know relevant college policies and federal, state, and local laws and to conduct themselves in accordance with these laws and policies. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of Utah state law. Likewise, it is illegal for anyone to supply alcoholic beverages to persons under the age of 21. Please refer to the Westminster College Student Handbook for specific alcohol policies and Utah state laws.

A conviction, pleas of guilty or no contest, or a determination of responsibility to any of the following will be considered a violation of the Department Policy:

1. Driving under the influence (DUI/DWI) or other motor vehicle violations involving alcohol or drugs
2. Public intoxication
3. Drunk and disorderly conduct
4. Other violations of law involving alcohol or drugs, including possession—including minor in possession alcohol/drug violations
5. Violations of college policies involving alcohol or drugs

Sanctions for a student-athlete’s involvement with alcohol under conditions prohibited by the Department of Athletics and/or team rules, but in which there are no legal implications, will be determined by the head coach, the director of athletics, and/or his/her designee. Depending on circumstances, sanctions may include (1) suspension from practice and/or competition, (2) dismissal from the team, and (3) loss of athletics financial aid, as well as additional consequences as deemed appropriate by the Office of Student Life under college policy.

A student-athlete shall not drink or be in possession of alcohol during any contest, practice, or team travel. In addition:

1. It is illegal and prohibited for student-athletes under the age of 21 to consume alcoholic beverages.
2. Student-athletes of legal drinking age (21 or older) are prohibited from consuming alcohol 24 hours before any athletic contest. Alcohol is strictly prohibited from being consumed while traveling as a member of a Westminster College athletics team.

The use of tobacco or “dip” is prohibited during any contest, practice, team travel, or team-related activity. Department and team sanctions will be on a case-by-case basis in accordance with sanctions imposed by game officials, conference, and/or national governing rules.

Dietary Supplements

Department of Athletics personnel shall not encourage or advise any student-athlete to take performance-enhancing or non-therapeutic drugs. Furthermore, they shall not issue or assist student-athletes in obtaining any performance-enhancing or non-therapeutic drugs. Many dietary supplements or ergogenic aids contain banned substances and could result in a
positive drug test. Often, the labeling of dietary supplements is not accurate and is misleading. Student-athletes currently taking dietary supplements or considering taking any should review the product with the athletic training staff prior to use. Additional information about dietary supplements may be found at drugfreesport.com.

Prohibited Substances

Students participating in intercollegiate athletics are prohibited from the use, purchase, possession, manufacture, and/or distribution of any substances on the current NCAA banned drug list. Student-athletes may not use NCAA banned substances regardless whether such use occurs before, during, or after the student-athlete's competitive seasons. Student-athletes should consult with the athletic training staff and refer to the NCAA banned substance list at link below:

ncaa.org/sites/default/files/2018–19NCAA_Banned_Drugs_20180608.pdf

Note: Changes may be made to the banned drug list without prior notice from the college or Department of Athletics. The head athletics trainer, upon receipt of official notice of changes to the banned drug list, will promptly notify all head coaches and student-athletes of such changes.

The NCAA bans the following classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohol
- Beta Blockers (banned for rifle only)
- Diuretics and other masking agents
- Street drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Medical Exception Process

Westminster College recognizes some banned substances are used for legitimate medical purposes and allows exceptions to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a substance. Student-athletes are required to inform the athletic training staff, in writing, of all medications (prescribed and over the counter) he/she is taking. The athletic training staff should maintain, in the student-athlete's medical record, a letter from the prescribing physician, which documents the student-athlete's medical history demonstrating the need for regular use of such a drug. That letter should contain information as to the diagnosis (including appropriate verification), medical history, dosage information, and prescribed length of time for usage. In the event a student-athlete tests positive, the head athletic trainer, in consultation with the team physician (and/or the student-athlete's prescribing physician), will review the student-athlete's medical record to determine whether a medical exception should be granted. In this instance (or other instances regarding the medical exception process), student-athletes will be required to sign a HIPAA release of information. Further, Westminster College reserves the right to contact treating physician(s) to discuss this process.
Reasonable Suspicion

Reasonable suspicion may be based on objective information as determined by the college, faculty athletics representative, dean of students, director of athletics, associate/assistant athletic directors, head coach, assistant coach, head athletic trainer, assistant athletic trainer, or team physician, and deemed reliable by the dean of students, director of athletics, or his/her designee.

Reasonable suspicion may include, but not be limited to:

1. Reported or observed possession and/or use of prohibited substances.
2. Presence or possession by a student-athlete of drug-related paraphernalia.
3. An arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances.
4. Proven history of positive results.
5. College disciplinary action related to prohibited substances.
6. Observed abnormal behavior, conduct or appearance that may be reasonably interpreted as being caused by the use of alcohol, prohibited drugs, or substances. Indicators that may be used in evaluating a student-athlete’s abnormal appearance, conduct, or performance are: erratic class attendance, significant GPA changes, athletics practice attendance, increased injury rate or illness, physical appearance changes, changes in academic/athletics motivational level, emotional condition, mood changes, and legal involvement.

The case for reasonable suspicion made by the Department of Athletics shall be reviewed by the director of athletics (or his/her designee) and dean of students to assure the determination is based on reliable information/evidence. Written approval from the director of athletics or dean of students shall be obtained prior to testing. The director of athletics or dean of students may elect to conduct further investigation prior to approving testing.

Testing Procedures

Drugs to be screened for are those on the NCAA-banned drug list, plus all recreational/street drugs. The following procedures will be followed for drug testing of Westminster College student-athletes:

1. Urine samples shall be collected by an independent, certified laboratory for analysis. Samples will be tested to determine if banned drugs or illegal substances are present.
2. Upon entering the collection site, the student-athlete will provide photo identification.
3. The student-athlete will comply with all instructions given by the approved collector, including the execution of a form consenting to the testing and disclosure of results as discussed herein.
4. The laboratory will make final determination of specimen amount.

A student-athlete is considered drug/substance free until the results are obtained from the laboratory. Student-athletes undergoing drug testing may continue to fully participate in sports until the results are released to college personnel. However, participation may be limited if violation of other college, department, or team rules are involved.
Reporting Results

Test results will be made available to the director of athletics or his/her designee, the head athletics trainer, the head coach, and the dean of students, all of whom shall treat the information with confidentiality. If the test is positive, the director of athletics or head coach will notify the student-athlete, and the student-athlete may be asked to notify his/her parent(s). If the student-athlete chooses not to notify his/her parents, the director of athletics may do so at his/her discretion in accordance with the student-athlete FERPA waiver completed at the beginning of each year. The student-athlete will meet with the director of athletics or his/her designee, head coach, and athletic trainer for a complete review of the situation. At the student-athlete’s request, parents/guardians may be present at this meeting.

A violation is defined as any one of the following:

1. A specimen is reported as positive (following laboratory testing) for the presence of one or more of those drugs identified as a substance on the NCAA-banned drug list, a recreational/street drug, or the detection of a masking agent by the laboratory.

2. If a student-athlete fails to report to the testing site, fails to produce a specimen at time of testing, and/or manipulates the integrity of the specimen and/or collection process, it will be considered a positive test.

3. Failure to comply with sanctions imposed following a prior positive result.

4. Being otherwise found in violation of the college's Drug and Alcohol Policy.

In the case of a positive result, the cost of the initial test and all subsequent testing will be the financial responsibility of the student-athlete. Should the result be negative, the expense will be incurred by the Westminster College Department of Athletics. Drug test results that come back negative will involve notification to that student-athlete. All circumstances involved in the case will be evaluated in determining if any sanctions are appropriate.

Sanctions

Violations are cumulative for the student-athlete’s athletics career at Westminster College. Failure to meet any of the sanction requirements will be considered a subsequent violation of this policy and the next subsequent sanction shall apply. The following disciplinary sanctions shall apply:

First Violation

A first positive test will result in the following sanctions:

- A minimum one-week suspension or more as deemed appropriate from participation in practice, competition, team activities, and travel.

- Student-athlete will be required to meet with the Westminster College Counseling Center. The counselor shall determine appropriate form(s) of intervention needed, based on circumstances of the case.

- The student-athlete may not be permitted to return to practice and/or competition in intercollegiate sports until he/she has complied with the counselor’s directions for treatment, has had a negative result on a reentry drug test, has made a written request for
reinstatement, and the request has been granted. The student-athlete may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the director of athletics or his/her designee. Failure to comply with the counselor's directions for treatment and/or having a positive result on a reentry drug test will be deemed a second offense.

- Any offense may be grounds for termination of athletic-related financial aid. Decisions of athletic financial aid removal may be made by the director of athletics and head coach.

- The student-athlete may also face further consequences per college policy, including but not limited to expulsion from the college.

**Second Violation**

A second positive test will result in the following sanctions:

- Suspension from participation in practice, competition, team activities, and travel for the remainder of the current season.

- The student-athlete may be terminated from any future participation in Westminster College athletics.

- The student-athlete will be required to meet with the Westminster College Counseling Center. The counselor shall determine appropriate form(s) of intervention needed, based on circumstances of the case.

- Any offense may be grounds for termination of athletic-related financial aid. Decisions of athletic financial aid removal may be made by the director of athletics and head coach.

- The student-athlete may also face further consequences per college policy, including but not limited to expulsion from the college.

**Third Violation**

- The student-athlete is permanently banned from intercollegiate athletics at Westminster College.

**Note:** First and second violations will be decided by the director of athletics, head coach, and dean of students. Third violation results in a permanent ban from Westminster College athletics. Any costs in addition to the initial substance screening during this disciplinary process will not be covered by Westminster College and will be the responsibility of student-athlete. The same consequences will occur for a student-athlete who is found to have taken a banned substance outside of the Westminster College Athletics Substance Screening Program.

**Appeal Process**

The student-athlete's decision to appeal a result must be submitted in writing to the director of athletics within five working days of the positive result. The Athletics Substance Screening Committee (dean of students, director of athletics, head athletic trainer, and team physician or designee) shall meet to consider the appeal. Within five working days after it concludes its inquiry, the committee shall report its conclusions regarding the facts and establish the appropriate sanction.
The proceedings shall be confidential. A student-athlete requesting such an appeal may be subject to interim sanctions until a final determination is made by the Athletics Substance Screening Committee.

The decision by the Athletics Substance Screening Committee regarding the sanction to be imposed, if any, shall be final. The director of athletics shall inform the student-athlete of the committee's decision in writing. A formal record of the hearing shall be kept.

Counseling Component

The counseling component provides assessment and counseling for the student-athlete as a result of mandatory sanctions or self-referral. If the student-athlete wishes to continue participation in Westminster College athletics, the student-athlete must sign an Authorization for Release of Information Form, which will enable the counseling staff to communicate with the athletic training staff and/or the director of athletics about the rehabilitation plan as needed to help the student-athlete and ensure compliance with this policy.

Westminster College counselors will provide an initial consult for counseling and rehabilitation services. If counseling, rehabilitation, or treatment must be referred off campus, Westminster College Athletic Insurance will not be responsible for funding these services.

Safe Harbor Program

The Safe Harbor Program provides for a student-athlete to voluntarily disclose the use of a banned and/or illegal substance to a member of the Athletics Substance Screening Committee (e.g., director of athletics, head athletic trainer, dean of students, and team physician) or the coaching staff to receive evaluation, testing, and counseling. A student-athlete is not eligible for the program after he or she has been informed of an impending drug test or after having received a previous positive Westminster College drug test.

The student-athlete will be required to make an appointment with Counseling Center personnel. Subsequent drug testing may be required, at the expense of the student-athlete, to determine what type of program will best assist the individual. This baseline test, if positive, is for evaluation purposes and will be exempt from any violation standards. The head athletic trainer may suspend a student-athlete from competition and/or practice if medically indicated.

A student-athlete will be permitted to remain in the Safe Harbor Program for up to 30 days. If a student-athlete is determined to have substance use after the initial admittance to the Safe Harbor Program, or fails to comply with the treatment plan, the student-athlete will be removed from the Safe Harbor Program. A student-athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at Westminster College.

Confidentiality

Any information concerning a student-athlete's suspected or confirmed improper use of drugs shall be restricted to institutional personnel identified within this document and to parents or legal guardians of minors. All forms, correspondence, and meeting notes with regard to positive test results will be kept electronically by the director of athletics' office and will not be included in the student-athlete's personal medical record or academic record. No other release of such information will be made without the student-athlete's written consent, unless it is in requested under federal judicial process. The institution cannot guarantee that law enforcement or pros-
executing authorities will not gain access to information in the possession of the institution since valid subpoena or court orders might be issued to compel disclosure. The institution, however, will not voluntarily disclose such information.

If asked by any member of the community or the media, the institution will reply with the following statement, “The student-athlete was found in violation of Westminster College’s Student-Athlete Code of Conduct and has been sanctioned.”

If a student-athlete decides to transfer to another institution while in period of suspension due to a positive drug test, the Athletic Department will inform on documents provided by schools seeking transfer permission the following statement, “The student was found in violation of Westminster College’s Student-Athlete Code of Conduct.”

The director of athletics, dean of students, head athletic trainer, student-athlete’s head coach, and the team physician will be informed of the student-athlete’s participation in the Safe Harbor Program. The Athletic Trainer assigned to that sport also may be notified, if medically appropriate. Assistant coaches also may be informed at the discretion of the head coach. Other Westminster College employees may be informed only to the extent necessary for the implementation of this policy.

**Individual Team Policies**

Each athletics team at Westminster College is required to present team rules at the beginning of each academic year. Team rules may have a specific drug and alcohol code of conduct or expectation addressing drug and alcohol violations. Such policies shall be in writing, consistent with Department of Athletics and college policies, and approved by the director of athletics prior to being presented by the team's head coach to the student-athletes of his/her respective team. Each student-athlete shall sign an acknowledgement form stating they have read and understand the specific team rules. Sanctions contained in team policies that have not been written, approved, and presented, as discussed above, will not be imposed. Team policies are separate from, and in addition to, the Westminster College Department of Athletics Alcohol/Substance Abuse policy as well as college policy. Sanctions contained in the department policy shall be the minimum sanctions governing student-athlete conduct. The director of athletics will review any sanctions imposed by the team policy in regard to the violation and may take team-related sanctions into consideration when imposing Department of Athletics substance abuse sanctions.

**NCAA Drug-Testing Program**

In addition to the Westminster College Athletics Substance Screening Program, the NCAA conducts testing at its championships and Division II member institution intercollegiate athletic programs through its year-round testing program. Every Division II institution is subject to year-round drug testing. Division II institutions not sponsoring football will be selected at least once every two years.

Annually, all Westminster College student-athletes will be shown the NCAA drug-testing video to become familiar with the process.

Drug Free Sport (DFS) will notify the director of athletics, compliance director, and site coordinator via email of their institution's selection for drug testing no earlier than two days before test day. In most cases, institutions will be notified one day before test day. Some tests may even include no-notice testing.
The intuition’s site coordinator or designee will provide DFS with a squad/eligibility list for the sport(s) selected for drug testing. DFS will randomly select student-athletes for drug testing and provide the names of the selected student-athletes to the site coordinator or designee. The site coordinator or designee will notify the selected student-athletes in-person or direct by phone of their selection for drug testing. Selected student-athletes are required to sign the Student-Athlete Notification Form and will report to drug testing at the testing facility on the date and time designated by the site coordinator.

Any student-athlete who refuses to sign the notification form or signature form, fails to arrive at the testing site at the designated time without justification, fails to provide an adequate urine sample, leaves the testing site before providing a specimen, or attempts to alter the integrity or validity of urine specimen and/or collection process will be treated as if there was a positive for a banned substance other than a street drug as defined in NCAA Bylaw 31.2.

Student-athletes are drug tested through urinalysis and are observed by a member on the drug-testing crew of the same gender. The length of the process depends on the student-athlete’s ability to provide an adequate specimen. In most cases, the entire process is completed in less than 20 minutes.

If the NCAA tests the student-athlete for the banned substances per NCAA bylaws and as shown on the NCAA Banned Substance List and they test positive in the initial Sample A test, that student-athlete will be suspended until the Sample B test has been determined. If the student-athlete tests positive for Sample B, then that student-athlete will be ineligible for further participation in regular season and postseason competition in all sports in accordance with the provisions in NCAA Bylaw 18.4.

A student-athlete who tests positive shall be charged with a loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition.

The list of NCAA banned substances is subject to change and student-athletes shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA website (ncaa.org) and is posted in the athletic training rooms.

For information on NCAA banned substances, medications, and nutritional supplements, contact the Resource Exchange Center (REC) at 877-202-0769 or drugfreesport.com/rec.
SECTION 5: ATHLETICS DEPARTMENT POLICIES AND RULES

Athletic Injuries and Illness

Student-athletes must immediately report injuries and illnesses to the athletic trainer assigned to their sport. Student-athletes are asked to adhere to the guidelines established by the athletic training staff regarding the care and rehabilitation of injuries, physician referral and consultation, and appropriate coverage.

Hygiene, Nutrition, and Rest

Student-athletes must practice good hygiene to help prevent illness and infection and the spread of either. Wash thoroughly after workouts, practice, and competitions. Do not share water bottles, towels, razors, or gear. Keep your practice and game uniforms laundered and your locker and locker rooms clean.

Eat healthy and get plenty of rest in order to perform to the best of your ability academically and athletically each day.

Athletic Training Room Rules

Please be respectful of the athletic training room, pick up after yourself, and put items away that you use. Below is a list of the athletics training room rules:

1. Cleats are NOT allowed in either the HWAC or Payne athletic training rooms.
2. No loitering or horseplay is allowed.
3. Shorts or sweats are to be worn for treatment and taping.
4. Foul language is not permitted in the athletic training room or anywhere else on campus.
5. Student-athletes are NOT allowed to use the modality equipment (ultrasound or stimulus equipment).
6. NO tobacco is allowed in the athletic training rooms.
7. The athletic training staff reserves the right to withdraw any athlete's athletic training room privileges for disrespectful or abusive behavior.
8. Student-athletes needing treatment (e.g., taping, heat) before practice must be in the athletic training room at least 30 minutes prior to practice and 1–2 hours prior to home games. Please adhere to these times and take the necessary steps to heal your injury and follow the trainer's recommendations.
9. Student-athletes who are no longer a member of an intercollegiate athletics team roster are not allowed to utilize Westminster athletic training rooms or services. Exceptions to this rule are former Westminster student-athletes who are currently enrolled at Westminster, were injured while competing in a Westminster practice or competition, and require additional treatment for prior injury as determined by the head athletic trainer. Pre-approval and discontinuation of such treatment will be determined by the head athletic trainer and/or director of athletics under the guidelines above.
Class Attendance

Students are expected to attend all sessions of each class. Specific attendance requirements are established by each instructor, and such requirements are enforced by the college. Students are responsible for making sure they have dropped courses that they do not plan to attend.

Student-athletes will attend ALL classes when not traveling and meet ALL academic eligibility requirements and responsibilities. According to NCAA bylaws student-athletes may not miss classes for practice. It is the responsibility of student-athletes to meet with their instructors before the end of the add/drop period each semester in which they will be traveling, provide faculty with a copy of the departmental travel schedule letters, and make arrangements to complete any work missed during those absences. A signed copy of the letter should be returned to the associate athletic director. Westminster College student-athletes do not receive preferential treatment due to athletic travel. They are required to make up any missed classwork and assignments missed due to travel. The Westminster College Excused Absence Policy can be found in Section 6: Westminster Academic Regulations.

Any student-athlete found to fraudulently misrepresent, lie about their class attendance, or blatantly miss classes will be subject to Athletics Department discipline, which may include athletic suspension and/or a reduction of the student’s athletic financial aid.

Curfew (In-Season)

Individual team curfews may vary to reflect the program/coach philosophy, but a good rule of thumb for all student-athletes is to get plenty of rest to be able perform at a high level and avoid possible infractions, which most commonly occur during the evening hours.

Dress Code

Appropriate dress is expected of all student-athletes when traveling for competition or visiting another institution. You are expected to be neat and well groomed. Shorts, t-shirts, jeans, and such casual clothes are deemed inappropriate. Student-athletes are expected to abide by team rules regarding required dress standards and/or required to wear team-issued apparel as determined by the head coach.

For contact sports: earrings, watches, and other jewelry may not be worn during team workouts, practice, or competition.

Facilities Use

Student-athletes will be required to carry and use their Westminster College student identification card when accessing the main entrance (front) of the Eccles Health, Wellness, and Athletic Center. Repeat violators will lose use privileges in HWAC.

Student-athletes are responsible to pick up after themselves and to maintain proper use when using institutional and athletic facilities. Violators will lose use privileges.

Student-athletes are prohibited from allowing non-Westminster students, groups, persons, teams, or others from using any Westminster College athletics, recreation, or campus facility and/or space. Student-athletes in violation of this policy will be subject to appropriate disciplinary actions.
Student-athletes are prohibited from using any Westminster College athletics, recreation, or campus facility and/or space to instruct, practice, or train non-Westminster students, groups, persons, teams, or others. Student-athletes in violation of this policy will be subject to appropriate disciplinary actions.

Gambling

Student-athletes should be aware of the tragic consequences that gambling has had on individual student-athletes and their institutions across the country. Gambling and bribery, even in the simplest form, can be damaging and are strictly forbidden. Additionally, NCAA rules prohibit student-athletes from participating in sports wagering activities or providing any information to individuals associated with sports wagering concerning intercollegiate, amateur, or professional athletics competition. This includes sports wagering in “March Madness Bracket” competitions, fantasy football, and other activities when a student pays money or puts something “at stake” in order to participate.

Social Media

While the Athletic Department does not prohibit student-athlete involvement with internet social networking communities, it does reserve the right to take action against any currently enrolled student-athlete engaged in behavior that is not appropriate and/or violates college, Athletic Department, or team policies and/or rules, including such behavior that occurs in postings on the internet. Student-athletes found in violation of posting discriminatory, harassing, or other types of communications via social media sites directed toward fellow students, faculty, staff, and/or others as deemed inappropriate will be found in violation of college policy and student-athlete code of conduct. Such behavior will warrant appropriate disciplinary action.

Social media sites such as Facebook, Twitter, Snapchat, Instagram, and others provide individuals with an opportunity to interact with an extraordinary expansive universe of new people and connect with current friends. Postings on personal profiles, groups, and chat rooms are in the public domain and easily accessible by anyone, including reporters, parents, coaches, fans, predators, employers, graduate school admissions officials, and others. Once information is posted, it can be retrieved by computer savvy individuals even after it has been deleted.

The Athletic Department recommends you immediately review any internet websites on which you may have posted to ensure the postings are consistent with college, Athletic Department, and team rules and that they do not present you in a manner in which you do not want to be portrayed. For your safety and privacy, you should refrain from posting and should promptly remove any personally identifiable information such as telephone number, address, class schedule, and places frequented, as well as any inappropriate photos you may have posted.

Hazing and Initiation Activities

Student-athletes are strictly prohibited from engaging in any form of hazing or initiation activities. At Westminster College, hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Physical hazing includes, but is not limited to, paddling, head shaving, requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance, and all forms of physical activity that are used to harass or are not part of an organized
athletic contest and not specifically directed toward constructive work.

Psychological hazing includes any act that is likely to:

(a) Compromise the dignity of a member or prospective member.
(b) Cause embarrassment or shame to a member or a prospective member.
(c) Cause a member or prospective member to be the object of malicious amusement or ridicule.
(d) Cause psychological harm or substantial emotional strain.

**Language or Gestures**

Profane, derogatory, and abusive language or gestures during class, on-campus, during team-related activities, practices, or games are absolutely prohibited. Student-athletes must exercise the necessary self-discipline to avoid the use of improper language or gestures.

**Locker Room Use**

Locker assignments and/or locks will be issued at the beginning of the year by your team coach.

Lockers should not be altered or defaced as the student-athlete will be financially responsible and a hold will be placed on the student’s account.

Student-athletes are prohibited from allowing any non-team members of the Westminster community or any non-Westminster students, groups, persons, teams, or others to access and use any Westminster College team locker room and/or team space without prior approval from the appropriate head coach. Student-athletes in violation of this policy will be subject to appropriate disciplinary actions.

**Outside Competition**

Student-athletes are not permitted to compete in their sport on an outside team during the academic year or during their playing season.

Participation during an official break during the academic year (e.g., summer) may be approved on a case-by-case basis. Student-athletes must consult with their head coach and submit the Outside Competition Form to the assistant athletic director for compliance prior to participation.

**Practice and Game Participation**

Attendance and participation at practice, contests, team meetings, and off-season workouts during the academic year (excluding summer breaks) are mandatory unless declared unfit by the team athletic trainer or doctor—or any other way that is no fault of the student-athlete.

Student-athletes who cannot participate in team-related activities due to class conflict, illness, and/or injury must notify and be excused by the head coach.

In case of an emergency or impending tardiness, student-athletes are responsible for notifying the head coach.
Respect

Student-athletes shall demonstrate respect for all members of the Westminster College community and the community at large.

Student-athletes shall cooperate with people of authority (including, but not limited to, coaching staff, college faculty, and staff employees) and shall refrain from insubordination.

Game Environment

Westminster College places great emphasis on providing a positive game environment for our fans, visiting teams, and officials.

A positive game environment not only includes sportsmanship, but also includes ensuring that the game environment is comfortable and entertaining. With regard to sportsmanship, the principle of sportsmanship is to play fair; follow the rules of the game; respect the judgment of referees and officials; and treat opponents, coaches, and fans with respect. Play hard and within in the rules, win with class, and lose with class.

Student-athletes, coaches, and all others associated with the Griffins athletic program should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility.

Team Travel

All Westminster College athletic travel to and from practice and competition sites will be via approved travel methods. Most travel is provided by bus, with some trips by air, minibus, van, or car. The director of athletics approves all athletic transportation.

On overnight trips, student-athletes will remain in the hotel after the curfew hour that is determined by the head coach.

All student-athletes are required to travel with the “team travel party” to and from campus and competition site. A student-athlete who needs an exception to this policy must submit a completed Travel Release/Assumption of Risk Form to the director of athletics prior to team departure from campus. For student-athletes under the age of 18, his or her parent or legal guardian must sign the Travel Release/Assumption of Risk Form. The request must be approved by the director of athletics or designee prior to the student-athlete departing on team approved travel. Student-athletes will only be released to the individual(s) designated on the form. A Travel Release/Assumption of Risk Form can be obtained from the director of athletics and/or appropriate head coach. If a student-athlete leaves the team travel party for any reason without notifying his or her head coach and submitting a Travel Release & Assumption of Risk Form, the student-athlete will be subject to disciplinary action, which may include suspension from the team and/or the college.

Student-athletes choosing to drive personal vehicles to Westminster practice facilities or fields do so at their own risk.

Theft

Any degree of theft by a student-athlete is strictly prohibited and will not be tolerated. Offenders will be prosecuted and disciplined appropriately.
Uniforms and Equipment

Student-athletes are personally responsible for the care and return of all equipment and/or uniforms issued to them. If equipment and/or uniforms are not returned in good condition (reasonable wear and tear are expected), the student-athlete will be financially responsible and a hold will be placed on the student’s account.

- Equipment and uniforms will be issued after the student-athlete has passed his/her physical examination and is cleared by the assistant athletic director for compliance.
- If any item becomes damaged or not usable, the item must be returned to the head coach of the associated sport before a replacement will be issued. Any lost item will be replaced at the expense of the student-athlete.
- It is the responsibility of the student-athlete to return all issued equipment and uniforms at the completion of the season. The time and date for the return will be established during the last week of the season.
- Failure to return all issued items will result in charging the price of the items to the student-athlete’s student account and placing a hold on the athlete’s academic transcript until the equipment is returned or payment is received.

Uniforms and equipment will be worn for authorized practices and competition in accordance with college standards as they may be established from time to time.

Exit and End-of-Year Interviews

Annually, student-athletes will be given the opportunity to provide feedback and rate their overall student-athlete experience at Westminster College through electronic surveys/interviews and exit interviews for seniors with their respective head coach, FAR, director of athletics, associate athletic director/SWA, and/or designee. Student-athletes who quit their teams or leave college are also provided this opportunity.
SECTION 6: WESTMINSTER ACADEMIC REGULATIONS

Student-athletes must be in good academic standing in order to be eligible to compete in intercollegiate athletics at Westminster College. Please refer to the online college catalog and student handbook for additional information and the latest updates.

Good Standing

The academic standing of each student is determined by examining records at the end of fall and spring, and undergraduate summer term. Students must earn the minimum semester grade point average (shown below) to be in good standing at the college.

<table>
<thead>
<tr>
<th>Total number of hours attempted at Westminster (for those entering as first-year students only)</th>
<th>Minimum semester GPA required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–13</td>
<td>1.70</td>
</tr>
<tr>
<td>14–27</td>
<td>1.80</td>
</tr>
<tr>
<td>28 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Not meeting the above academic requirements could result in one or more of the following:

1. Temporary suspension of athletic privileges.
2. Permanent dismissal from the team.
3. Reduction or loss in athletic financial aid.

Probation

A minimum cumulative GPA of 2.00 is required to remain in good standing at the college. Students whose semester or cumulative GPAs drop below 2.00 will be placed automatically on probation and assigned a counselor in one of the student services areas. Probationary students are required to set a learning contract with their counselor and meet with him or her at regularly assigned times.

While on academic probation, students may register for no more than 13 semester hours of credit, may not register for an internship, and cannot participate in intercollegiate athletics (participation means no team training, practice, or competition until the student-athlete returns to good academic standing).

Academic Honesty

Westminster College operates on the assumption that all academic work is the honest product of each student's own endeavors. The faculty and staff at Westminster expect such integrity from the students, and violations are cause for disciplinary action, including suspension, probation, loss of credit, or expulsion from the college. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and furnishing false or misleading information to any faculty or staff member.
Cheating on examinations includes, but is not restricted to, copying from another student's exam paper, using unauthorized notes during an examination, arranging for a substitute to take an examination, or giving or receiving unauthorized information prior to the exam.

Cheating on written assignments includes plagiarism, collaboration with others, or submitting the same material for more than one class without the permission of the instructors.

Plagiarism includes borrowing information or ideas, whether directly quoted or paraphrased, from any source beyond one’s firsthand experience and not acknowledging the source. The student must give credit for the material by identifying the source and using one of the generally accepted citation methods.

Initially, sanctions are the responsibility of the class instructor. The instructor may simply reprimand the student, demand the work be repeated, give a failing grade for the assignment or exam in question, or give a failing grade for the entire course. In each case, a short report of the incident will be filed with the appropriate academic dean. In the case of repeated or more serious violations, the faculty member may recommend to the dean that the student be put on probation, suspended, or expelled from the college. The dean’s recommendation will then be sent to the dean of students.

The dean of students shares any reports of academic dishonesty with the athletic director. Faculty may also report directly to the athletic director or a coach. Such reports are handled under the student-athlete code of conduct and athletics department disciplinary procedures.

**Dropping/Adding Courses**

Before a student-athlete decides to add or drop any course, they should first talk with the associate athletic director/SWA or the eligibility coordinator in the Registrar's Office to review the consequences of any change on academic progress and eligibility. Student-athletes should never drop below 12 credit hours during the semester. Holds are placed on student-athlete registrations to prevent class changes that might affect current eligibility. After consulting with a faculty advisor, student-athletes will need to be cleared by the associate AD before adding or dropping a class. Remember to fill out a drop card to avoid being charged for course work not taken.

**Academic Advising and Registration**

New first-year students are advised and registered by specially trained first-year faculty advisors; new transfer and international students are advised by the transfer advisor. After initial advising and registration students meet with their first-year learning community faculty or faculty major advisors. Career Center staff can assist with major exploration and decision-making. Each student-athlete is responsible for meeting with his/her advisor, who will aid in determining the student's course(s) of study and scheduling classes.

Student-athletes must meet with a faculty major advisor and formally declare their major before the start of their fifth full-time semester. If student-athletes want to change their major after their fourth semester, they need to get approval from the associate athletic director/SWA who will review NCAA progress toward degree requirements.
Westminster College Excused Absence Policy

Westminster College recognizes that students may occasionally have to miss classes for legitimate reasons. The college further recognizes that not every learning experience a student has in college takes place in a classroom or by a predetermined schedule. Further, we are dedicated to giving students the space and time they need to fulfill spiritual and cultural obligations, to care for their own wellbeing, and to foster their own intellectual and professional growth. The college therefore encourages faculty members to excuse absences that are necessitated for reasons that spring from their priorities. At the same time, class attendance is especially important in a student-centered learning environment at Westminster. The excused absence policy is designed to help instructors balance these possibly competing values, and to inform them of certain legal obligations pertaining to class attendance.

If instructors choose to establish them, course-specific attendance policies must appear on the course syllabus and must be available to students within the first week of classes. Course-specific policies can supersede this policy when it comes to college-sponsored activities (item 1 below), but not when recognized religious holidays, authorized ADA accommodations, or military service require absences.

Westminster College expects students to attend all class meetings with the following excused exceptions:

1. Absences necessitated by college-sponsored activities, including athletics, academic-conference attendance, or mock trial contests. Students must provide documentation from the office sponsoring the events necessitating absences before the end of the add/drop period each semester. The documentation should provide a comprehensive list of all possible absences, including those that may not be necessary (for example, post-season competition). In some rare cases, the sponsoring office may not have complete information about events so early in this semester. Instructors should be informed in writing of these uncertainties before the end of the add/drop period.

2. Absences required by religious or cultural observances of substantial import. Before the end of the add/drop period, the student must provide the instructor a comprehensive written list of absences necessitated by religious or cultural observances.

3. Absences required under a college-administered ADA accommodation. The office of Disability Services will communicate the nature of the accommodation to the faculty member.

4. Absences required by a student's military service. Before the end of the add/drop period, the student must provide the instructor a comprehensive written list of absences necessitated by military service.

Student responsibilities in case of excused absence: An excused absence does not excuse the student from work done in class on that day. The student should discuss the consequences of missing class with the instructor, and is responsible for obtaining notes or other documents associated with the missed meeting and making up any work produced in that meeting (including exams) on a timetable provided by the instructor. The student should understand that some work carried out in class, for example class discussions and associated pieces of writing, cannot be made up in any reasonable way. Instructors should nonetheless make reasonable efforts to help students complete any learning activities they miss because of excused absences (e.g., providing any materials distributed or presented in class and providing opportunities for make-up exams and activities). It is important for students to recognize that no absence is without consequence, and that even excused absences may have some impact on their grades.
In the event that an instructor believes a student cannot complete the course objectives due to excused absences, the student may be advised to drop the class.

In the event that a student misses so many class meetings that they cannot achieve the course-learning outcomes, the instructor may work with the Office of the Dean of Students to facilitate the student's withdrawal from the class.

Please note that this policy only applies if student-athletes have met with their instructors and provided them with the team travel schedule letters before the add/drop date each semester. See “Class Attendance” for more information.
Academic Computing Resources

Westminster College’s academic computing resources currently include computer classrooms, 35+ presentation class-rooms and equipment, and various labs for special-purposes, such as digital graphic design and Linux. There is also a support desk in Giovale Library.

Academic Support Services

Individual assistance with time management, test-taking, and study skills is available from staff academic advisors.

Alcohol and Other Drug Abuse Prevention and Education Program

Westminster College is dedicated to providing a voluntary, confidential resource to assist students who are affected directly or indirectly by alcohol and other drug abuse. The program provides education, referral, assessment, and support to all campus community members. The program promotes standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or as any part of college activities.

The program:

1. Offers information, support, and referral assistance to students who have problems/issues related to alcohol/drug use or abuse.
2. Provides information, support, counseling, and referral for those students affected by substance abuse within their families.
3. Promotes and supports alternative student programs and activities.
4. Provides health-risk education to help prevent abuse of alcohol and the illicit use of other drugs.
5. Offers workshops, seminars, and training.
6. Gives support to friends and family who are affected by someone else’s alcohol/drug use.
7. Supports other Westminster offices, faculty, and staff in issues relating to alcohol/drug use.
8. Houses a comprehensive lending library on alcohol, other drugs, addictions, counseling issues, recovery, etc.
9. Maintains information on local treatment and recovery program options.

More information about the prevention program can be obtained from the counselors in the Shaw Center at 801.832.2246.

Career Center

The Career Center provides assistance with career planning and exploration, internship opportunities, graduate-school advising, job-search skills, and employment opportunities. Services are available in the center and through workshops, panel discussions, fairs, and on-campus recruitment. On-campus student employment and work study jobs are coordinated through the Career Center.
Chemistry Coaching Center

The Chemistry Coaching Center offers individual and group drop-in tutoring for CHEM 103, CHEM 111/112, and CHEM 303/304. It is located in Meldrum 384. Stop by to check out their hours for the semester.

Counseling Services

Short-term, solution-focused, on-campus counseling and referral services are available for students who may be experiencing emotional difficulties. If you are feeling depressed or anxious, having problems with a relationship or in adjusting to college life in general, or would just like someone to talk to in order to help sort things out, contact the professional counseling staff to set up an appointment. Individual, group, and couples counseling are available. All counseling sessions are confidential and free to currently enrolled Westminster College students. Call 801.832.2237 or 801.832.2465 for more information or to make an appointment.

Disability Services

Westminster College provides equal access to higher education for academically qualified students with physical, learning, and psychiatric disabilities. The Disability Services Program is located on the bottom floor of the Giovale Library. To access services, students must meet with a disability advisor in the START Center and provide current documentation of their disability. Once eligibility is established, students will meet with their disability advisor at least once per semester to determine individualized services.

Gore School of Business Tutoring Center

The GSB Business Tutoring Center offers free drop-in tutoring to all undergraduate students taking upper-division business courses. Contact the START Center (see Tutoring below) for assistance with lower-division business core courses. The center is located in Gore 117, and the schedule is posted by the door at the beginning of each semester. The center phone number is 801.832.2662.

Identification Card

Your Westminster ID card, validated with a sticker for the current academic term, is needed to use the Giovale Library, HWAC, and all college and university libraries in the state. It will also entitle you to student discounts at Westminster theatre productions, movie theaters, Utah Symphony concerts, and other places that offer student discounts. You may obtain your ID and current term sticker at the Health, Wellness, and Athletic Center. This service is available during HWAC hours throughout the semester. Your ID card provides FREE (must validate for UTA use) use of Utah Transit Authority Services (i.e., busses and Trax trains).

Math/Physics/Computer Science Tutoring

Free, drop-in tutoring is available six days a week in the Math, Physics, and Computer Science Tutor Center in the Giovale Library. The schedule is posted online on the mathematics department website.
Residential Life

Westminster views living on campus as an integral part of the educational experience. Residential experiences provide opportunities for students to develop socially and emotionally as well as academically. Residents also share in the development of a community and its governance. All first- and second-year students under 21 years of age and not living with a family member are required to live on campus. Reservations are made through the director of residence life. Residents expect a living environment that promotes courtesy, honesty, respect for privacy, study time, and consideration of one’s values and needs. In return, the residents are expected to be willing to create the same conditions for other members of the living unit. A complete description of residential policies and procedures can be found in the Campus Housing Handbook. For more information about residential life, contact the director of residence life at 801.832.2245.

Student Health Services

Student Health Services is located in the lower level of Shaw. A nurse practitioner is available to provide physical exams and treatments for common illnesses and injuries. All services are confidential. The cost is just $15 per visit payable at the time of visit. Appointments can be made in advance by calling 801.832.2239, and walk-ins are accepted. The office is open Monday–Friday, 10:00 a.m.–3:00, August through May.

Tutoring

Free tutoring is available in many subjects for current Westminster undergraduates. Tutors can help you with specific questions or general knowledge on a topic. Tutoring services are a great alternative for you to effectively support your learning experience in a one-on-one setting. Tutors are fellow students, recommended by professors. Contact Jimmy Kendall (jkendall@westminstercollege.edu) for a tutor referral. In the event that there is not an available tutor, staff will contact the faculty for recommendations. Tutors are available in the fall and spring semesters.

Writing Center

The Writing Center provides free assistance with writing to all Westminster students, faculty, and staff. When you go to the Writing Center you can expect an individualized session with an experienced writing consultant. Consultants are advanced writers trained to assist you with a wide array of writing issues. To make an appointment with a writing consultant, please call (801) 832-2271 or stop by the Bassis Center for Student Learning. Additional information about the Writing Center, including hours of operation for the current semester, are available at the Writing Center's website: westminstercollege.edu/writing_center.

See the Westminster College Student Handbook for the following Policies and Resources:

Commencement (Graduation)

Policies Related to Students (Listed alphabetically)

- Academic Honesty
- Drug and Alcohol Prevention
Gamily Educational Right and Privacy Act
Parental Notification of Alcohol/Substance Abuse and Emotional Issues
Responsible Use of Information Technology on Campus
Smoking Policy
Student Code of Conduct and Disciplinary Policy
Student Expression
Substance and Alcohol Abuse Policy of Westminster College
Title IX Policy
Weapons and Non-Weapons Intended to Cause Harm
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<th>POSITION</th>
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<th>OFFICE</th>
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<tr>
<td>Dr. Bethami Dobkin</td>
<td>President</td>
<td>832.2550</td>
<td>Bamberger</td>
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<tr>
<td>Dr. Richard Badenhausen</td>
<td>Interim Provost</td>
<td>832.2581</td>
<td>Bamberger</td>
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<tr>
<td>Karnell Black</td>
<td>Dean of Students</td>
<td>832.2230</td>
<td>Shaw 105</td>
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<tr>
<td>Shay Wyatt</td>
<td>Director of Athletics</td>
<td>832.2344</td>
<td>HWAC 108</td>
</tr>
<tr>
<td>Dr. Susan Heath</td>
<td>Associate Athletic Dir.</td>
<td>832.2283</td>
<td>HWAC 217</td>
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<td></td>
<td>Senior Woman Administrator</td>
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<tr>
<td>Lynn Meade</td>
<td>Assistant Athletic Director for Compliance</td>
<td>832.2394</td>
<td>HWAC 216</td>
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<tr>
<td>Eric Stephens</td>
<td>Director of Athletic Communication &amp; Events</td>
<td>832.2890</td>
<td>HWAC 131</td>
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<tr>
<td>Ben Huppi</td>
<td>Director of Athletic Marketing &amp; Promotions</td>
<td>832.2333</td>
<td>HWAC 131</td>
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<tr>
<td>Shelley Jarrard</td>
<td>Student-Athlete Development Coordinator</td>
<td>832.2340</td>
<td>HWAC 109</td>
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<tr>
<td>Michael Santarosa</td>
<td>Registrar</td>
<td>832.2180</td>
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<tr>
<td>Jason Waterman</td>
<td>Athletics Eligibility Coordinator</td>
<td>832.2184</td>
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<tr>
<td>Josh Montavan</td>
<td>Director of Financial Aid</td>
<td>832.2500</td>
<td>Bamberger</td>
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<tr>
<td>David Paskett</td>
<td>Financial Aid Coordinator</td>
<td>832.2503</td>
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<tr>
<td>Jason Schwartz-Johnson</td>
<td>Title IX Coordinator &amp; EEO Compliance Officer</td>
<td>832.2235</td>
<td>Shaw 105</td>
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<tr>
<td>Daniel Cairo</td>
<td>Director of Student Diversity and Inclusion</td>
<td>832.2826</td>
<td>Bassis Center</td>
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<tr>
<td>Stephanie Nagata</td>
<td>Director of Student Health Services</td>
<td>832.2239</td>
<td>Shaw Lower Lvl</td>
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<tr>
<td>Lisa Jones</td>
<td>Director of the Counseling Center</td>
<td>832.2246</td>
<td>Shaw Lower Lvl</td>
</tr>
<tr>
<td>Cory Shipp</td>
<td>Counselor</td>
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<td>Molly Butterworth</td>
<td>Counselor</td>
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<td>Sara Demko</td>
<td>Assistant Provost for International Services</td>
<td>832.2825</td>
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<tr>
<td>Traci Siriprathane</td>
<td>Director of Fitness, Wellness, &amp; Recreation</td>
<td>832.2863</td>
<td>HWAC</td>
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<tr>
<td>Jessica Sweitzer</td>
<td>Director of Residence Life</td>
<td>832.5303</td>
<td>Shaw Lower Lvl</td>
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<tr>
<td>Jan Saeed</td>
<td>Director of Spiritual Life</td>
<td>832.2232</td>
<td>Shaw Lower Lvl</td>
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<tr>
<td>Julie Tille</td>
<td>Director of Center for Civic Engagement</td>
<td>832.2840</td>
<td>Bassis Center</td>
</tr>
<tr>
<td>Karen Hicks</td>
<td>Director of Disability Services &amp; Testing</td>
<td>832.2289</td>
<td>Giovale Library</td>
</tr>
<tr>
<td>Frances Peacock</td>
<td>Advisor (Transfer, Veterans, International)</td>
<td>832.2279</td>
<td>Walker</td>
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<tr>
<td>Jimmy Kendall</td>
<td>Academic Advisor</td>
<td>832.2280</td>
<td>Malouf</td>
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<tr>
<td>Brianna Koucos</td>
<td>Career Center Director</td>
<td>832.2592</td>
<td>Shaw 101</td>
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<tr>
<td>Alexandra Shorkey</td>
<td>Student Employment Coordinator</td>
<td>832.2590</td>
<td>Shaw 101</td>
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<tr>
<td>Christopher LeCluyse</td>
<td>Director of the Writing Center</td>
<td>832.2271</td>
<td>Bassis Center</td>
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SECTION 8: SAAC AND STUDENT-ATHLETE INVOLVEMENT

There are several ways for student-athletes to become involved at Westminster. One opportunity is the Student-Athlete Advisory Committee (SAAC). The SAAC is made up of student-athletes from all NCAA sport athletic teams at Westminster College. The committee is assembled to provide insight on the student-athlete experience; discuss volunteer opportunities; and offer input on the rules, regulations, and policies that affect student-athletes' lives on the Westminster College campus.

The committee meets monthly to discuss campus, departmental, and other issues of concern to student-athletes. The committee consists of two appointed student-athletes from each team, and the chair of the SAAC is a student-athlete voted on by peers. Student-athletes interested in participating in SAAC should contact their coach or one of the SAAC advisors (associate athletic director/SWA or assistant athletic director for compliance).

The Purpose of SAAC

The purpose of the SAAC is to act as a liaison and maintain lines of communication between student-athletes, coaches, and the Athletic Department to advance the interests of the student-athlete population and promote growth and education through sports participation. As a student-athlete, there are opportunities to talk to a representative of SAAC about issues and concerns affecting you and other student-athletes at Westminster College on both a local and national scale. It also enables student-athletes to provide recommendations for the improvement of academic, athletic, and social experiences.

Goals of SAAC

1. Serve as a student-athlete voice within the Athletics Department.
2. Promote, support, and improve the overall mission of the Westminster College Athletics Department.
3. Make recommendations to the director of athletics for improvement of the student-athletes' academic, athletic, and social experiences.
4. Encourage unity, common purpose, and camaraderie between teams and athletes.
5. Promote and support all intercollegiate athletics at the institutional, conference, and national levels.
6. Perform and organize regular service within the local community.
7. Work to increase campus and community support at athletics-sponsored events.
Other Ways for Student-Athletes to be Involved

1. Attend home sporting events of fellow Griffin teams and sit in THE NEST (student section).
   - Westminster students receive FREE admission to all home athletic events with their Westminster College student ID card, so take advantage of this benefit—go Griffins!

2. Attend other campus-related activities and/or events.

3. Support Associated Students of Westminster College (ASW) activities.

4. Be outgoing and friendly with other students and encourage them to attend athletic events.

Recruiting and Student Hosts

Student-athletes are not permitted to recruit prospective student-athletes. All recruiting activities should be left to each sport’s coaching staff. An exception to this rule is that occasionally a student-athlete may be asked to participate as a student-host during a prospective student-athletes visit.

The selection of student-athlete hosts for an official visit is the responsibility of the head coach for each sport. If during a visit, a host is in doubt of what he/she should do, he/she should contact the coach immediately. If a coach is unable to answer the question, the coach should contact the assistant athletic director for compliance.

The assistant athletic director for compliance sends the Student Host Form to the individual designated as the host by the coaching staff via JumpForward. The host is encouraged to contact the assistant athletic director for compliance with questions/concerns regarding the following rules set forth on the Host Form prior to signing. The host must submit the form to the assistant athletic director for compliance via the compliance software PRIOR to the start of the visit.

- All student-hosts must be enrolled students at Westminster College.
- If a first-year student serves as a host, they must have been certified through the NCAA Eligibility Center as a qualifier or partial qualifier.
- If other team members take part in the visit, only the actual host may be provided a free meal as part of the visit.
- A maximum of $30 each day may be provided to cover all actual costs of entertaining the prospective student-athlete and their relatives or legal guardians. The student-host may be provided an additional $15 per day for each additional prospective student-athlete hosted. All money should be handled by the host at all times. No cash may be given to prospective student-athletes at any time.
- A prospective student-athlete cannot be provided gifts or tangible items of any kind (e.g., souvenirs, clothing) at any time by their student-host or any Athletic Department staff members. Prospects may be given items as part of an admissions visit or other admissions event, as long as the items are given to all prospective students and the recruit is part of that group.
• Receipts are required for all cash expenses incurred during the official visit. The host must return all receipts and unused money to the head coach immediately following the conclusion of the visit.

Hosts must conduct themselves in a manner that represents them, their team, and the college in a positive way. While hosting a recruit, they cannot participate in any activities that violate Westminster College’s Student Code of Conduct, the Student-Athlete Code of Conduct, or the laws of the state or community.
SECTION 9: FINANCIAL AID

The Financial Aid Office oversees all financial aid (athletic and institutional). Financial aid is designed to meet the difference between the cost of attending college and the amount you and your family can afford to pay toward that cost. The college does this through a merit-based and need-based financial aid program (scholarships and grants), loans, and work-study eligibility. The office also makes short-term emergency loans. The college uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal, state, and institutional aid. Determining need is an annual process.

You must re-apply every year for financial aid. Please refer to the Westminster College Student Handbook or the college website for more information regarding financial aid policies, procedures, and deadlines.

Athletic Aid Policies and Procedures for Student-Athletes

Westminster College has established a model that allows a majority of our sports to offer a limited number of partial athletic scholarships. These awards are based upon recommendations made by the specific sport coach.

1. Student-athletes are eligible to receive any other federal or state financial assistance for which they qualify. Federal and state funds shall be awarded by the Office of Financial Aid and CANNOT be promised to the student-athletes by the specific sport coaches or members of the athletics department.
   a. No estimates will be sanctioned or honored by the college for federal, state, or campus-based financial aid funds other than those through the established financial aid process.
   b. Such aid is only available after completing all forms mandated by the government and after the award process is completed.
   c. The student is required to complete an application for financial aid and submit the application to the Office of Financial Aid.
   d. Student-athletes are eligible to apply for other institutional funds according to the published financial aid policies and procedures of the college.

2. Athletic awards shall be applied to student accounts equally for fall and spring semesters.

3. Awards are provided for full-time students (12 or more credit hours) who are satisfactorily progressing toward a degree and will not apply after any semester in which the students become ineligible to participate in the sport for which the athlete is receiving scholarship funding.

4. An athletic award shall be applied first to cover the cost of full-time enrollment tuition for fall and spring semesters and may also include remaining qualifying costs, such as room and board.
   a. Summer term and other enrollment periods may also be covered as appropriate when approved.
   b. Athletic awards shall be utilized only for satisfying campus-based charges administered through the Business Office.
c. All other fees and expenses are the responsibility of the student.

5. At no time shall the combined financial aid award exceed the cost of attendance. All fees and costs not funded by the combined financial aid shall be the responsibility of the student and must be paid by the beginning of each semester in full or with satisfactory payment arrangements.

6. Any financial aid award in excess of total cost of attendance and/or not in conformity with (1) state and federal policies and procedures relating to financial aid or (2) the rules and regulations of the National Collegiate Association (NCAA) shall be rebated by a reduction of the award amount and/or athletic aid.

Student-athletes must report all outside scholarships to the assistant athletic director for compliance using the outside aid report form available in JumpForward.

**Reduction or Cancellation of Athletic Aid**

If a student-athlete is receiving institutional financial aid based in any degree on athletics ability, that financial aid MAY be reduced or canceled during the period of award (e.g. during that year or term) only if the student-athlete:

1. Renders himself/herself ineligible for intercollegiate competition.
2. Misrepresents any information on an application, letter of intent, or financial aid agreement.
3. Commits serious misconduct, which warrants a substantial disciplinary penalty (the misconduct determination must be made by the college's regular student disciplinary authority).
4. Voluntarily quits or withdraws from the sport for personal reasons.

Institutional financial aid based in any degree on athletics ability MAY NOT be reduced, canceled, or increased during the period of the award:

1. Based on a student-athlete's ability, performance, or contribution to a team's success.
2. Because an injury prevents the student-athlete from participating.
3. For any other athletics reason.

**Renewal/Non-Renewal**

Aid based in any degree on athletic ability cannot be awarded in excess of one academic year. The decision whether a student-athlete is awarded institutional financial aid is made on a year-by-year basis, and may be renewed annually at the sole discretion of the head coach, athletics department, and Westminster College. In order to be eligible to receive athletics financial aid, a student-athlete must meet the following qualifications:

1. Maintains a minimum grade point average of 2.00.
2. Does not lose eligibility due to academic or disciplinary failure and makes current of all obligations to the college.
3. Follows the social, academic, and athletic standards of the college.
In any event, the award will not extend beyond the period of eligibility as defined by the applicable national association.

Athletic scholarships shall not be renewed until the Finance Office has certified that the student has paid all sums due and owing to the college.

1. Athletic scholarships may not be awarded for more than eight semesters of enrollment.
   a. Students may compete for any and all financial aid available to other students who have exceeded eight semesters of study.

2. If a student-athlete is receiving institutional financial aid based in any degree on athletics ability, the institution must notify the student in writing on or before July 1 whether the aid has been renewed for the next academic year. This written notification comes from the Financial Aid Office and not from the Athletic Department.

3. The Athletics Department is not responsible for making up financial aid lost due to grade point averages falling below the set requirement for an athletic award or any other form of financial aid to and accepted by the student.

4. If a student-athlete has a grievance concerning the non-renewal, gradation, or cancellation of his/her student athletic scholarship, they must first report it to their coach, then if not satisfied, he/she can appeal to the Financial Aid Office.

5. If the institution decides not to renew the aid, or is going to reduce the aid, the institution must notify the student-athlete in writing that he or she has the right to an appeal.

The decision to renew or not renew financial aid is left to the discretion of the institution, to be determined with its normal practices for students generally.

**Right to Appeal**

In accordance with NCAA legislation, Westminster College will notify the student-athlete in writing within 14 days of notifying the student-athlete of an athletic scholarship reduction or non-renewal of their right to appeal via a hearing. The notification of the hearing opportunity shall include a copy of the institution's established policies and procedures for conducting the required hearing, including a deadline by which a student-athlete must request a hearing. Westminster College shall conduct the hearing within 30 days of receiving the student-athlete's request for a hearing and shall not delegate the responsibility for conducting the hearing to the Athletic Department or its faculty athletics committee.

The established policies and procedures for conducting a hearing can be found in the Athletics Compliance Manual, which is available on the Athletic Department website.

**College Work-Study Program**

The purpose of this program is to promote part-time employment opportunities for students who need help paying their education. College work-study can be one facet of the overall financial award and amount is based upon the student's computed need. For more information, please contact the Financial Aid Office at 801.832.2500. The college also offers other student employment positions that are coordinated through the Career Center. Student-athletes working on campus do not need to complete the Student-Athlete Employment Form.
SECTION 10: AWARDS AND EXTRA BENEFITS

An extra benefit is any special arrangement by a Westminster employee, booster, or anyone who the student-athlete is not legally dependent upon, which provides the student-athlete, or the student-athlete’s relative or friend, a benefit not available to other members of the Westminster student body or authorized by the NCAA. Receipt by a student-athlete of an award, benefit, or expense allowance not authorized in NCAA legislation renders the student-athlete ineligible.

Student-athletes are permitted to receive expenses from the institution that are directly related to travel and competition while representing the institution, as well as the expenses and funding included in the scholarship agreement. Receipt of any other monetary or tangible benefit or award from persons outside of the Athletic Department is not permitted.

Benefits provided or available to all students generally are not considered “extra benefits” when received by student-athletes. If a student-athlete has any questions regarding the permissibility of a benefit they should always ask the assistance athletic director for compliance prior to accepting the benefit.

Extra/Impermissible Benefits

A student-athlete may not receive “extra benefits” that are part of a special arrangement by a Westminster employee or representative of athletics interest.

A student-athlete may not receive “discounts,” free or reduced-cost services, use of credit cards, or the following from a Westminster employee or representatives of athletics interest:

- Loan
- Guarantee bond
- Use of an automobile
- Transportation
- Signing or cosigning a note
- Any other impermissible benefits

All student-athletes will receive education regarding extra and impermissible benefits at the beginning-of-the-year team meetings.

Awards

The Athletic Department may select deserving student-athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement. Each sport may have team awards that are based on criteria set for the sport. These awards are presented at the discretion of the head coach and Athletic Department.

Complimentary Admissions

Enrolled student-athletes in sports that charge for admission are eligible for a maximum of four complimentary admissions to a home athletics event in their sport through a pass list only.
Complimentary Admissions Procedure:

- Student-athletes are responsible to log into JumpForward and add guest names, phone numbers, and relationships to those guests’ accounts.

- The student-athlete must then electronically submit a ticket request for approved guests through JumpForward 24 hours before the event. The Complimentary Ticket Request Report will be printed by the event management staff for use at the contest.

- All guests must show photo ID at the time of entry to the event and sign for their complimentary ticket, which has a face value of $0.
SECTION 11: ATHLETIC TRAINING, MEDICAL, AND INSURANCE INFORMATION

Athletic Training Room and Staff

Westminster College is committed to the health and well-being of its student-athletes. The athletic training rooms are the main medical areas for evaluation, treatment, and rehabilitation of all athletic injuries. The HWAC athletic training room is located on the lower level of the Health, Wellness, and Athletic Center. The Payne athletic training rooms are located in the lower level of the Payne building. The athletic training rooms are staffed by three full-time and one part-time athletic trainer, all of which are certified by the National Athletic Trainers' Association and licensed by the state of Utah. They are assisted by work-study students certified in first-aid and CPR.

Student-athletes are expected to abide by the athletic training room rules contained in section 5 (page 34) of this handbook.

Injury or Illness

The team athletic trainer should be notified if a student-athlete is injured out of season, injured outside of intercollegiate activity, or becomes ill during or after the season. Any athletic injury or athletic-related illness during season must be reported to the team athletic trainer. It is the responsibility of the student-athlete to report this information in a timely manner. The college is not responsible for injuries or illness not directly related to competing or participating in an intercollegiate activity. The athletic training staff will make necessary medical referrals as needed. The student-athlete must receive prior authorization from the athletic trainer to receive medical attention.

Emergencies

In the event of an emergency, medical attention should be obtained at the nearest medical facility. The team athletic trainer and/or head athletic trainer must be notified within 24 hours of emergency service.

Practice or Game Participation for an Injured Student-Athlete

Decisions of the availability of a student-athlete for practice or game competition are the sole responsibility of the team athletic trainer and/or head athletic trainer and team physician. Failure to comply with these decisions will relieve the staff of any further responsibility of the injured or ill student-athlete. Injured student-athletes are expected to report to all practice sessions in practice gear unless directed otherwise by the head coach. Treatments will not be given during practice unless communicated prior with the team athletic trainer and head coach.

Insurance and Medical Forms

All student-athletes must have the following required forms on file in the athletic training room in order to participate in intercollegiate athletics at Westminster College (these forms can be obtained from the Westminster Athletics web page under Athletic Training, "Student-Athlete Packet").
1. Physical Examination Form
2. Medical History Form
3. Athletics Department Medical Insurance Information Form
4. Sickle call waiver or test results

**Student-Athlete's Responsibilities Regarding Injuries**

When a student-athlete is injured during practice or competition, he/she is responsible to notify the certified athletic trainer (ATC) covering their sport or the head athletic trainer. If a doctor's attention is required, the ATC will make the determination at that time and arrange the appointment. **Student-athletes must be referred to a physician by the athletic trainer covering that sport to be eligible for secondary insurance coverage by the college's insurance carrier.** In the event that emergency treatment is necessary and an ATC is not present, it is the responsibility of the athlete, coach, and/or parent to contact the athletic trainer assigned to their sport. In case of extreme emergency, when the athletic trainer cannot be reached, the coach may take necessary action to protect the welfare of the student-athlete. The athletic trainer must then be notified as soon as possible.

**Secondary Insurance**

Westminster College carries a secondary insurance policy to cover expenses incurred as a result of student-athlete's athletic-related injuries. The policy provides "excess" coverage only and is considered secondary to all other collectible medical insurance policies by the student-athlete's parents, legal guardians, or spouse. This means that any claims must first be filed with the student-athlete's primary insurance policy (i.e., parent's group insurance company providing coverage from their employer and/or an individual policy).

The college's insurance policy provides coverage for injuries sustained in Westminster College sanctioned and supervised practice, competition, and team travel only. The Athletic Department is not financially responsible for nonathletic-related injuries and/or illnesses (e.g., participation in intramurals, accidents, cold/flu, dental care, eye care, etc.) or for pre-existing injuries and illnesses that occur prior to participating in athletics at Westminster College. All injuries must be reported to a certified athletic trainer.

**Insurance Procedures and Protocol**

In order to activate the secondary insurance on claims, student-athletes must first see the athletic trainer to obtain the necessary paperwork for billing purposes prior to visiting a referred physician.

As a student-athlete your responsibilities are to:

1. Make sure the athletic training staff has your current insurance information, primary residence, parent's residence, emails, and phone numbers on file. Failure to do so will result in insurance and payment issues.
2. Submit primary health care insurance information to the athletic training department.
3. Initiate and obtain a medical referral from the team athletic trainer when injured during a sanctioned practice or competition. Without an authorized referral, Westminster College
is not financially responsible.

4. Submit primary health care insurance information to the athletics department.

5. Forward any medical bills associated with the athletic department referral to the assigned athletic trainer at Westminster College.

Westminster College requires all student-athletes to be covered by a primary insurance policy that covers office visits to team physicians, scans, x-rays, and hospital visits in the state of Utah regardless of primary residence. This primary insurance coverage is required to be provided by the student-athlete or parents no later than the respective student-athletes first practice or first day of Fall Semester classes, whichever comes first. This policy must also cover the student-athlete during their attendance at Westminster College, including their sport in- and out-of-season. Student-athletes not meeting this requirement by the date specified above will not be allowed to participate in practices or games until the requirement is met. Insurance coverage will be verified throughout the year, so if insurance coverage lapses or there is a change of coverage, student-athletes will need proof of coverage through a new insurance card.

Westminster’s athletic accident policy provides insurance for injuries incurred while participating in the play or practice of intercollegiate sports—this coverage is secondary to any other collectible group insurance benefits. Any claim for benefits must first be filed with the group insurance providing coverage for the student-athlete through their policy. After the primary carrier has paid all available benefits, our insurance will pay any remaining amounts for athletic-related injuries only.

The college does not have the option to waive the requirement to file with your group insurance. Most group insurance policies allow dependent coverage to be continued to age 26 if you are a student. Do not drop from your parents' policy while you are participating in intercollegiate athletics. It is a college policy that all student-athletes carry health insurance.

By utilizing both your group insurance and our athletic insurance, all bills will be paid in full. You will not be required to pay your group insurance deductible or any coinsurance amounts.

**Dental Care and Corrective Lenses**

**Dental Care**

The Athletic Department will only be financially responsible for injury to natural teeth incurred while participating in an official practice session or game. Normal dental care, not directly related to an athletic injury, is the responsibility of the student-athlete.

**Corrective Lenses**

Student-athletes are responsible for the purchase of glasses or contact lenses for participation purposes. The college is not responsible for lost or broken contact lenses or eyeglasses.

**Concussion Management Policy**

When a student-athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete will be immediately removed from practice or competition and evaluated by a health-care professional (usually an athletic trainer or team physician) for concussion. If a student-ath-
lete is diagnosed with a concussion, the training staff will follow specific Return-to-Play (practice, competitions) and Return-to-Learn (academics) protocols. In this event, faculty will be notified and provided with information about what activities may need to be limited while symptoms are present. The training staff and/or other medical professionals have final authority over when a student-athlete can return to play and should return to learn.

**Sickle Cell Trait Testing**

Westminster College requires all student-athletes who are beginning their initial season of eligibility and students who are trying out for a team be tested for sickle cell trait, show proof of a prior test, or sign a waiver releasing an institution from liability if they decline to be tested. The Westminster College Department of Intercollegiate Athletics offers sickle cell screening in the form of a blood test to all student-athletes as part of the pre-participation physical exam process.

**Student-Athlete Pregnancy Policy**

In the purpose of good health of student-athletes at Westminster College, the following recommendations are made in the event of pregnancy.

Any student-athlete who suspects she may be pregnant should have this verified through a physician as soon as possible. The student-athlete should then notify her athletic trainer, who will help in notification of the head coach and team physician with the student’s permission in order to protect her health and well-being.

The American College of Obstetrics and Gynecology states that competitive athletes can remain active during pregnancy but need to modify their activity as medically indicated and require close supervision.

Continued participation in athletic activities, including competition, will be evaluated by the student-athlete, athletic trainer, obstetrician, or other primary health care provider and team physician. Athletic participation will depend on the physicians’ recommendations related to medical safety.

After delivery or pregnancy termination, the student-athlete may return to athletic participation after full clearance through the obstetrician/primary health care provider and team physician. Care should be taken to individualize return to practice and competition.

All medical expenses that are a result of pregnancy are the responsibility of the student-athlete.

Student-athletes should contact and communicate with their athletic trainer for referrals and further support as needed.

NCAA Footnote: Per NCAA regulations, all grants in aid are renewed in accordance with NCAA rules. Please see the appropriate NCAA rulebook for more information.

**Athletic Training Services for Former Student-Athletes**

Student-athletes who no longer are a member of an intercollegiate athletics team roster are not allowed to utilize Westminster athletic training rooms or services. Exceptions to this rule are former Westminster student-athletes, currently enrolled at Westminster who were injured while competing in a Westminster practice or competition and require additional treatment for prior injury as determined by head athletic trainer. Pre-approval and discontinuation of such treatment will be determined by the head athletic trainer and/or director of athletics under the guidelines above.
SECTION 12: PUBLIC RELATIONS AND COMMUNITY ENGAGEMENT

Community Engagement

NCAA Division II is committed to developing students and communities by actively engaging in shared experiences and therefore has targeted community engagement as one of its strategic priorities. The objective of community engagement is to build relationships by bringing the community to campus to experience Division II and its events. Westminster College embraces the concept of community engagement. During your career at Westminster, your team and our department will conduct community service and community-engagement efforts and special events in order to enhance the student-athlete service learning experience. You will be required to participate in a limited number of these events/projects during your time as a student-athlete.

Dress for Success

Studies have proven people who take pride in their personal appearance perform and feel better. Feel good about yourself and let your confidence show by dressing properly. Always remember you represent yourself, your family, your team, your coaches, and Westminster College—be a positive representative!

Press and Media

Occasionally, student-athletes are asked to give media interviews. Provided these requests are reasonable and do not conflict with class schedules or team related activities, student-athletes are asked to make themselves available and project a positive image of themselves, their team, and Westminster College.

Student-athletes must get clearance from the sports information and events coordinator and/or their head coach prior to granting any interviews or responding to media questions.

The following guidelines are to assist you:

1. Remember, you are representing the college and your team during an interview. Conduct yourself professionally.
2. Always be positive with your comments concerning your team, teammates, coaches, and Westminster College.
3. Timeliness is a must when returning a phone call or meeting with the press or media. Remember, they operate with deadlines.
4. Never say discouraging remarks about your opponent.
5. Always be courteous with media members.
6. When speaking, take your time and focus on your thoughts.
7. Relax and be yourself.
8. If you are uncomfortable with the line of questioning the reporter is asking you, please say you have no comment and politely move on to the next question.
9. Always thank the press or media at the end of an interview.
Photography Action Shots

While competing as a student-athlete at Westminster College, you may have your photo taken during competition by institutional photographers. The Athletic Department reserves the right to co-ownership of those photos with the photographer and to use the photos for departmental, NCAA, and RMAC promotional and resale purposes. By signing the acknowledgement statement within this handbook, you confirm that you understand and consent for your photos to be used.

Website

The Westminster College Athletic Department official website is a great source of information on our department, teams, players, conferences, schedules, standings, headlines, and more. We also have an online storefront where anyone can purchase Griffins merchandise, watch free web streaming, and see live statistics for a number of our home athletic events. Please inform your family, friends, and fans of this great tool and information resource.
SECTION 13: ACKNOWLEDGEMENT STATEMENT

STUDENT-ATHLETE ACKNOWLEDGEMENT STATEMENT

By signing below, I confirm that I have reviewed and been informed of the information contained within the Westminster College Student-Athlete Handbook. Furthermore, I assume responsibility for the information contained within the student-athlete book and realize I must follow the rules and regulations contained within to avoid disciplinary actions. I also understand the student-athlete handbook is to be used as a reference tool for general information and that I should consult with my head coach, athletics administrator, or appropriate faculty/staff member with questions on specific issues I may have.

While competing as a student-athlete at Westminster College, you may have your photo taken during competition. The Athletic Department reserves the right to co-ownership of those photos with the photographer and to use the photos for departmental, promotional, and resale purposes. By signing the acknowledgement statement within this handbook, you confirm that you understand and consent for your photos to be used for promotional purposes by Westminster College, the Rocky Mountain Athletic Conference, and/or the NCAA.

I verify that to the best of my knowledge, I am eligible to compete as an amateur student-athlete and that I will abide by my sport’s rules and regulations as determined by Westminster College and my sport’s governing affiliation (NCAA, RMAC, RMISA, USCSA etc.).

Print Name: ________________________________________________________________

Cell Phone: ___________________ Email (that you check): __________________________

Your Sport: ________________________________________________________________

Signature: _______________________________ Date: ____________________________