



Emerson
COLLEGE

**Student-Athlete
Handbook**

**2018-2019
Academic Year**

**Emerson College
Department of Athletics**

Table of Contents

Introduction	1
Conference Affiliations	1
Emerson Mission Statement	1
NCAA Division III Philosophy	2
Department of Athletics	2
Mission Statement	
Student-Athlete Support Services	3
Other Campus Resources	4
Athletics Staff Directory	8
Expectations of Student-Athletes	9
Team Policies	18
Athletic Facility Policies	21
Awards Celebration	21
Homecoming/Alumni	22
Community Service	22

Introduction

Welcome!

Athletics at Emerson is an exciting co-curricular activity in which our student-athletes participate at a competitive level in the New England Women's and Men's Athletic Conference (NEWMAC). As a student-athlete, you are given the opportunity to achieve success on the field of play and develop talents that translate into your lives outside the athletic arena. Not only do you participate on competitive teams, but you also learn life skills that enhance your experiences academically, socially, and throughout your journey. Our goal is to develop a well-rounded individual who has a rewarding experience. Our philosophy encompasses the whole student and encourages passion for athletics and academics and pride in Emerson College. Examples of recent successes include: Women's Basketball had success in the NEWMAC this past year, making another post-season appearance. Softball qualified for the NEWMAC tournament for the first time in team history, and we had a number of NEWMAC All-Conference Award winners as well as NEWMAC Academic All-Conference Award winners. We will continue to grow and strive for more, fueled by the enthusiasm of you, our student-athletes. Emerson Athletics has a long history of excellence, and we look forward to seeing what you have to offer. Remember that this is an opportunity for you to leave your mark in a positive and successful way.

Conference Affiliations

Emerson College competes at the Division III level as a member of the NCAA, ECAC, NEWMAC, and GNAC. The NCAA is the national governing body of athletics, which seeks to maintain a balance between intercollegiate athletics and the educational process. Through this process, the NCAA has established policies regarding financial aid, admissions, eligibility, and recruiting, among others. The ECAC is the largest conference in the country, which is composed of institutions from Division I, II, and III. NEWMAC is composed of Babson, Clark, Coast Guard, MIT, Mount Holyoke, Smith, Springfield, Wellesley, Wheaton, and WPI. Emerson is an associate member of the GNAC, giving the Men's Volleyball team an opportunity to compete in a competitive conference.

Emerson Mission Statement

Emerson College is committed to excellence in education for communication and the arts. Founded on the study of oratory and the performing arts, Emerson's distinctive undergraduate and graduate curricula have expanded. We continue to challenge students to think and express themselves with clarity, substance, and insight, instilling the highest professional standards through rigorous academic inquiry and experiential learning. Our specialized major and external programs are based in and integrated with the liberal arts and interdisciplinary study, and are informed by a set of core values: freedom of expression, diversity of perspective, cultural awareness, integrity, civility, and the responsibility of ethical choice.

Our mission is to inspire students to create and communicate with depth, honesty, courage, and passion, both as professionals in their fields and as informed and articulate participants in society.

NCAA Division III Philosophy

Colleges and universities in Division III place highest priority on the overall quality of the educational experience. In so doing, they seek to strengthen the integration of objectives and programs in athletics with academic and developmental objectives and to ensure the integration of athletes with other students. To that end, the College places special importance on the impact of athletics on participants rather than on spectators, and greater emphasis on the internal constituency (students, alumni, faculty, and special friends) than on the general public and its entertainment needs.

The athletics program is characterized by the following:

1. Participation is encouraged by maximizing the number and variety of athletic opportunities in varsity, club, and intramural sports.
2. Participants receive the same treatment as other students. Similarly, athletes are not denied rights and opportunities that would be available to them as non-athletes.
3. The athletics program is controlled, financed, and staffed through the same general procedures as other departments of the College.
4. Sports for men and women are given equal emphasis and the desired quality of competition is similar in all sports.
5. Students are supported in their efforts to reach high levels of performance by being provided with adequate facilities, competent coaching, and appropriate competitive opportunities with students from similar institutions.
6. Primary emphasis is given to in-season competition, but exceptional teams and individuals may be encouraged through post-season championships. The purpose of the NCAA is to assist its members to develop this approach as the basis for consistent, equitable competition and to do so in ways that minimize infringement on the freedom of individual institutions to determine their own special objectives and programs.

Department of Athletics Mission Statement

The mission of Emerson College Athletics and Recreation is to provide opportunities for students to participate in an athletic program of the highest quality, resulting in an experience that becomes an integral and valued component of their total collegiate educational experience. These opportunities will be aligned with the core values of Emerson College and the NCAA Division III philosophy. The department will place student success as its highest priority and will cultivate and maintain an environment that encourages lifelong learning and fitness, community service, competitive success, and development of character and leadership skills. An athletic culture that values integrity, diversity, equity, camaraderie, high academic achievement, and sound fiscal management will be developed to reflect this mission and philosophy.

Student–Athlete Support Services

There are a number of student-athlete support services available.

Faculty Athletics Representative

Emerson’s faculty athletics representative (FAR) is Associate Professor Mark Leccese. The role of the faculty athletics representative is to represent Emerson and help build a bridge between athletics and academics.

Senior Women’s Administrator/Academic or Compliance Concerns

The senior women’s administrator (SWA) at Emerson is Erin Brennen. As the SWA, Erin is a senior member of the Athletics staff. The SWA is concerned about the welfare of student-athletes with specific regard to matters concerning gender. The SWA brings to the management team a diverse perspective that should help frame policies and procedures used in the administration of equity and opportunity within the athletics program. The SWA is a representative of the student-athlete. If you should have concerns regarding the overall athletics program or specifically the women’s side of the program, please contact the SWA. Erin is also our liaison to Mark Leccese (FAR) and the faculty. If you have questions or concerns in regards to academic issues, please contact her.

Athletic Training

The athletic training staff is responsible for the prevention, medical care, treatment, and rehabilitation of injuries incurred by all student-athletes while participating in the intercollegiate athletics program. The philosophy of care is to assess, treat, and return a student-athlete to participation as quickly as possible without jeopardizing the individual’s health and welfare. It is the student-athlete’s responsibility to maintain good health and training habits that will minimize the risk of injury from strenuous physical activity.

Strength and Conditioning

The Emerson College Fitness Center (ECFC) is located at 52 Summer Street. The fitness center is free to all undergraduate students. In addition to access to the fitness center, student-athletes are encouraged to work with the strength and conditioning specialists throughout the year. There are classes offered in the fitness center as well as the gym to enhance speed, strength, and agility.

Student-Athlete Advisory Committee (SAAC)

The mission of the NCAA Division III Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare; and fostering a positive student-athlete image, while maintaining the tenants of the Division III philosophy. Jen Boyden is the advisor for SAAC.

SAAC Mission and Goals

The Student-Athlete Advisory Committee aims to increase athletic awareness and better the communication among the student-athletes, Department of Athletics, administration, faculty, and student body. SAAC commits itself to service opportunities on campus and in the greater community.

The SAAC is an NCAA-mandated representative body of the student-athlete population on campus. The committee members are charged with representing the needs of their teams and the student-athletes in general to the administration. The SAAC should be a proactive group of student-athletes who are willing and eager to come up with, plan, and implement activities and materials that will benefit all student-athletes and the image of varsity sports at Emerson.

Finally, it is each representative's responsibility to communicate with his or her respective team about what SAAC is doing and also find out what his or her team may want to bring forth to the SAAC for discussion.

Other Campus Resources

Academic Advising Center

The advising opportunities at Emerson College are designed to recognize the individual needs of undergraduate students and provide for the diversity of those needs. Students are afforded unique opportunities to define and achieve academic, career, and personal goals. Throughout the advising process, students are provided access to the rich information resources at Emerson and guided to make informed and independent decisions. The team of professional academic advisors is attentive to student needs and career preferences, as well as personal goals and values.

Office Location and Hours

180 Tremont Street, 4th Floor
Monday-Thursday, 9:00 am-5:00 pm
Friday, 9:00 am-3:00 pm
Phone: 617-824-7876
Email: advising@emerson.edu

Lacerte Family Writing and Academic Resource Center (WARC)

The following are great reasons to visit the WARC:

- You would like help brainstorming, organizing, writing, or editing your next paper.
- You have a big exam coming up and no one has ever taught you how to study efficiently.
- Your motivation is challenged, you get distracted, or you find it difficult to start—or finish—assignments.
- You want to balance your coursework, commitments, and social life.
- You're a graduate student who would like feedback on your paper or project.
- You're an international student who wants to ensure that you do well in a challenging course.

Office Location and Hours

216 Tremont Street, 5th Floor
Monday-Friday, 9:00 am-5:00 pm
Phone: 617-824-7874

Center for Health and Wellness

The Center for Health and Wellness's (CHW) primary mission is to provide an environment that supports the health and wellness of each student, enhancing the learning environment of the Emerson College community. The center provides a range of health and wellness services and programs to meet the needs of Emerson College students.

The center is directed by a nurse practitioner. The staff includes nurse practitioners, a physician assistant, a nutritionist, and a health and wellness educator. A supervising physician is available on call when medically necessary.

The center is open for clinical appointments Monday through Friday throughout the academic year. During summer, winter, and spring breaks, it is open for administrative functions only. Services are provided on an appointment basis. Call the CHW to schedule an appointment or obtain health advice.

Office Location and Hours

216 Tremont Street, Room 303, 3rd Floor
Monday, 9:00 am–5:00 pm
Tuesday, 9:00 am–8:00 pm
Wednesday, 1:00–8:00 pm
Thursday, 9:00 am–5:00 pm
Friday, 9:00 am–5:00 pm
Saturday and Sunday: CLOSED
Phone: 617-824-8666

Counseling and Psychological Services

Emerson Counseling and Psychological Services (ECAPS) provides brief psychotherapy for students as individuals, couples, and groups, as well as consultation to faculty, staff, and concerned friends and family as needed. We provide training and outreach to the campus community to contribute to the creation of a healthy campus environment in which students can thrive.

ECAPS is committed to creating and maintaining an open and accepting environment in which all clients feel welcomed and valued.

Office Location and Hours

216 Tremont Street, 2nd Floor
Monday–Friday, 8:45 am–5:00 pm; closed 12:00–1:00 pm
Phone: 617-824-8595

Career Services

Career advisors are available to discuss issues related to:

- Résumés and cover letters
- Internship information
- Job search strategies
- Networking
- Interviews
- Career transition
- Selecting or changing majors

Contact us to schedule an individual career advising appointment. If you are unable to visit our office in person, you may request a telephone or Skype appointment.

Office Location and Hours

216 Tremont Street
Hours by appointment
Walk-In Hours:
Monday–Friday, 1:00–3:00 pm
Phone: 617-824-8586

Student Life

Emerson students are doers and learners, even after class is over for the day. Whether they are directing a studio production for The Emerson Channel, rehearsing a routine for the Emerson Dance Company, or DJing at WERS-FM, Emerson students are constantly creating and collaborating. With more than 90 student organizations and 14 varsity sports, plus the numerous opportunities here in Boston, there really is something for everyone.

GLBTO

Gay, Lesbian, Bisexual, Transgender, and Queer/Questioning (GLBTO) Student Life is housed within the Division of Student Affairs, providing support services for GLBTO students. The staff strives to enhance the quality of life for members of the GLBTO community and their allies, recognizing that sexual orientation and gender expression are influenced by race, ethnicity, gender, culture, age, class, faith, ability status, and other social characteristics.

The director of multicultural student affairs and GLBTO services and the advisor to the student organization EAGLE (Emerson's Alliance for Gays, Lesbians, and Everyone) provide consultation to students in the area of queer issues and offer education, information, and advocacy services.

Spiritual Life

We encourage people of all faiths, as well as secularists, humanists, and atheists, to take part in the activities of the Jewish group Hillel, the Catholic Newman Club, and the interdenominational Christian group Emerson Christian Fellowship. Members of the spiritual life community at Emerson also work together in social action projects (e.g., cooking and serving shelter meals).

Together, these interfaith efforts promote an ongoing dialogue about religion, spirituality, and ethics with the guidance of a Hillel advisor, a Catholic minister, and a Protestant chaplain. Spiritual Life advisors work to:

- Emphasize and advance the role of spirituality within the context of higher education and student/communal life at the College;
- Foster a sense of community on campus; and
- Advocate for the needs of underrepresented groups.

Office Location

Piano Row
150 Boylston Street, Room L155
Phone: 617-824-8036

Title IX

The Office of Title IX Equity and Access coordinates Emerson's compliance with the Clery Act, Title IX, and the College's Sexual Misconduct Policy. Emerson values an inclusive, diverse, and respectful learning, living, and working environment.

Office Location

Transportation Building
8 Park Plaza, Room 230
Boston, MA 02116
Phone: 617-824-8999
Email: titleix@emerson.edu

Violence Prevention and Response (VPR)

VPR works with students, employees, and community partners to lead comprehensive and innovative prevention strategies, foster a culture of courageous community responsibility and activism, and offer trauma-informed confidential support. VPR envisions a world where all communities are committed to transforming a culture of intrusion, intimidation, and harassment to one of community-building, respect, and justice. A world where violence does not seem inevitable.

Office Location

180 Tremont Street, Rooms 303 and 304

Monday-Friday, 8:45 am-5:00 pm

Time outside 9:00 am-5:00 pm by appointment

Phone: 617-824-8857

Email: advocate@emerson.edu

Athletics Staff Directory



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Expectations of Student-Athletes

- To place athletics appropriately in a well-balanced, active life of study, work, and play.
- To set reasonable goals, design a plan to accomplish them, and appropriately measure their progress against them.
- To effectively handle success or failure and praise or criticism.
- To understand that respect for opponents and governing rules is the crux of sportsmanship.

It is important as a student-athlete to recognize that participation is a privilege for some rather than a right for all. Abuse of any privilege may result in its removal.

The College is proud of the high caliber of its student-athletes. The intercollegiate athletics program is committed to the guiding principles of honesty, integrity, accountability, responsibility, respect, ethical conduct, and teamwork to support student-athletes in their roles as scholars, campus leaders, and community members.

The College expects its student-athletes to demonstrate academic integrity and honesty, to conduct themselves responsibly as members of the campus and larger community, and to strive for the highest degree of athletic excellence and sportsmanship.

Listed below are a few simple rules student-athletes are asked to live by:

- Keep your priorities in mind. The body goes where the mind takes it.
- Sportsmanship shall be defined in accordance with the standards of the NCAA, ECAC, NEWMAC, and Emerson College. In general, a sportsperson is one who can take a loss or defeat without complaint; a victory without gloating; and who treats opponents with fairness, generosity, and courtesy. Sportsmanship is respect for one's self, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Department of Athletics, the College, their families, and their communities with the highest level of sportsmanship.
- Be a positive representative of the entire Department of Athletics in all daily interactions. If you have a problem, work it out in a positive and productive manner.
- Appreciate your opportunities to compete against the best in New England. Avoid compromising those opportunities with thoughtless behavior off the court/field.

Code of Conduct

As a member of the student body at Emerson College, each student-athlete must act in accordance with the Student Handbook as published by the Division of Student Affairs. In addition, student-athletes are accountable to the following authorities:

- Municipal ordinances and state and federal laws, both civil and criminal ("laws")
- National Collegiate Athletic Association (NCAA)
- Emerson College (EC); Department of Athletics; Team Rules

Discipline Categories

The following forms of discipline may be used by the Department of Athletics for warranted reasons:

Team Rules

Coaches and their assistants are granted the capacity to set team rules that provide common experiences for each team member within the parameters and scope of the NCAA Division III philosophy and the mission of Emerson Athletics. All team rules must be submitted to the

Department of Athletics prior to the sport's respective season. Matters that affect only the team and its day-to-day operation are handled within the team structure. However, severe disciplinary actions, such as dismissal from the team or prolonged suspension, must be reported to the athletics director for the purposes of record keeping, consistency, and appropriateness.

Student-Athlete

Once a student is accorded the status of a varsity athlete, he or she is expected to act in accordance with this Code of Conduct until the completion of eligibility, including semester and summer breaks, or such time that he or she is no longer a student-athlete at Emerson College. Students are bound by this code at the point at which there is intent to enroll at the College. The Department of Athletics recognizes that college-aged students may on occasion make inappropriate decisions in their personal lives within our community. Within the bounds of progressive discipline and educational, experiential learning, the department reserves the right to decide if an offense infringes on our mission and integrity and hand out an appropriate sanction ranging from suspension to removal from the team.

Team Function

An athletic team function is defined as any gathering, whether on or off campus, formal or informal, in which the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team's purpose, and organized, arranged, or initiated by Department of Athletics staff or team members. If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action taken.

Any student found to be responsible for any violation of the Emerson College Student Handbook Code of Conduct may be subject to suspension from athletic competition.

Appropriate Conduct Between Coaches and Athletes

Coaches, Department of Athletics staff members, or others who have authority over or provide professional services to student-athletes must exhibit the highest standards of impartiality and professional treatment and are prohibited from engaging in inappropriate conduct with student-athletes. Having a sexual, intimate, romantic, or similarly close personal relationship with someone over whom a person has an instructional or service responsibility, even if it is a consensual relationship between adults, creates the appearance of favoritism and special treatment that is professionally unethical and unacceptable and is expressly prohibited. Examples of other professionally inappropriate behaviors expressly prohibited include the following:

- Staff performing a back rub on a student-athlete or employee (must be performed by a licensed allied health professional approved by the College)
- Kissing
- Frequent touching that is noncelebratory or noninstructional in nature
- Commenting on student-athletes' or employees' bodies or appearance in a sexual manner
- Exchanging romantic gifts or communication
- Showing obscene or suggestive photos
- Videotaping or photographing student-athletes or employees in revealing or suggestive poses
- Discussing or writing about sexual topics unrelated to curriculum of student-athletes or work responsibilities of employees
- Making sexual jokes, sexual gestures, and innuendos or engaging in inappropriate sexually oriented banter with student-athletes or employees
- Sharing of sexual exploits or marriage difficulties
- Intentionally invading student-athletes' or employees' privacy during nonworking hours or outside regularly scheduled practice or competition
- Using email, text, instant messenger, or social media to discuss sexual topics with students or employees

Such unprofessional behaviors or sexual or romantic personal relationships undermine the trust in the coach or employee and the belief that the student-athlete will be treated impartially. Employees engaging in such unethical conduct shall be subject to immediate termination of employment. Student-athletes should inform the athletics director immediately if they encounter such behavior.

Alcohol

- The use, possession, and sale of alcohol by persons under the age of 21 is illegal and punishable by the Department of Athletics, Dean of Campus Life Office, and the Commonwealth of Massachusetts.
- It is well documented that for up to 36 hours after consumption, even small amounts of alcohol in the body can slow reaction time; distort balance, perception, and hand-eye coordination; diminish strength and fine motor skills; and speed up the onset of fatigue.
- Obviously, the Department of Athletics feels that the use of alcohol is counter-productive to its mission.

Unacceptable Behavior

- Drinking and driving a motor vehicle
- The use of alcohol by student-athletes, managers, athletic trainers, coaches, or other Athletics staff when they are engaged in activities relating to their athletic roles, practices, contests, team trips, team meetings, locker room activities, and banquets
- The use of alcohol that interferes with academic success or athletic performance, or leads to legal problems
- Irresponsible use of alcohol and/or intoxication in a public place
- Drinking with or providing alcohol or drugs to recruits, including specifically the individual host(s) to whom the individual recruit is assigned
- Possession or use of alcohol or drugs under any circumstances in which such possession or use is unlawful

Safe Harbor Program

Any student-athlete can self-report a drug or alcohol problem one time during his or her four years of eligibility. The self-report can be to any full-time member of the Department of Athletics and will remain private. In doing so, the student-athlete is asking for intervention and will be exempt from any punishment from the team or Department of Athletics. However, he or she will be asked to sign a contract that may include counseling sessions or attendance at self-help meetings. The head athletic trainer will be in charge of coordinating with the student-athlete the appointments and monitoring the individual's progress. These sessions and meetings will be mandatory; if they are not attended, the individual's eligibility will be at risk. If after this self-report it is determined that the individual is using again, then there will be ramifications.

Tobacco

The use of tobacco products is prohibited for all student-athletes in all sports during practice and competition. While not illegal, use of tobacco products by student-athletes aged 18 and over present risks to the entire Department of Athletics' pursuit of excellence and each individual's physical wellbeing.

Drugs

The use, possession, and/or sale of chemical substances by those persons not authorized to do so through medical prescription for personal use is forbidden by state and/or federal law. Additionally, the NCAA has determined that certain substances are dangerous to student-athletes and are banned. Although marijuana has been deemed legal in the state of MA, it is still illegal federally and an NCAA banned substance. A student-athlete who has tested positive for substances on the list of banned drugs shall be declared ineligible for further participation in post-season and regular-season competition during the time period defined in NCAA bylaws. The list of banned substances can be found at ncaa.org/2017-18-ncaa-banned-drugs-list.

Gambling Activities

Student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling.

Harassment

Harassment is defined as verbal or physical conduct interfering with an individual's performance or creating an intimidating, hostile, or offensive work, education, or living environment. Harassment includes, but is not limited to, slurs or verbal or physical conduct. The College and the Department of Athletics prohibit harassment based on, but not limited to, race, color, gender, sexual orientation, national origin, religion, age, or disability.

Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made a condition of the individual's education or work; (2) submission to or rejection of such conduct by an individual is used as the basis for an academic or employment decision affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working, academic, athletic, or living environment. Positive steps will be taken to eliminate harassment when it is discovered and be forwarded to the proper authority. Persons found in violation of this policy will subject themselves to disciplinary action up to and including dismissal.

Sexual harassment or sexual violence is expressly prohibited and will not be tolerated. Persons found in violation of this policy will be subject to disciplinary action. If student-athletes find themselves in a situation involving these prohibited behaviors, they should go to a safe place as soon as possible. The Office of Violence Prevention and Response is available for support as is Counseling and Psychological Services. Reports can be filed with the Title IX coordinator.

Hazing

As required by Massachusetts State Code, Chapter 536 of the Acts of 1985, The State Board of Regents has promulgated *hazing reporting regulations* for all colleges in Massachusetts. The Department of Athletics is required to inform you of the law and get your team's signed understanding and agreement to comply with the law.

Hazing is a fundamental violation of human dignity. It is strictly prohibited at Emerson. Hazing can be defined as "intentionally or recklessly" subjecting any person to the risk of bodily harm or severe emotional distress, or causing or encouraging any person to commit an act that would be a violation of law or university regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization. The expressed or implied consent of the victim will not be a defense.

Any individuals who have been a victim of hazing are encouraged to contact VPR. More information on hazing can be found at emerson.edu/community-standards/hazing.

Applicable sections of the statute are as follows:

- **State Definition:** Whoever is a principal organizer or participant in the crime of hazing shall be punished by a fine, imprisonment in a house of correction, or both.
- The term *hazing* as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to weather; forced consumption of any food, liquor, beverage, drug, or other substance; or any other brutal or sexually inappropriate treatment or forced physical activity that is likely to adversely affect the physical and mental health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or extended isolation.
- Consent by any such student or other person shall not be available as a defense to any prosecution this action. (You have the responsibility to reasonably foresee the results of your actions.)
- **Failure to Report Hazing:** Whoever knows that another person is the victim of hazing as defined above and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to him- or herself or others, report such a crime to an appropriate law enforcement official (or coach, athletics director, dean of campus life, director of counseling, or any College faculty or staff member) as soon as is reasonably possible. Whoever fails to report is punishable by the State.

To file a report or find more information on hazing, visit emerson.edu/community-standards/hazing.

Bullying

Bullying occurs when an imbalance of power is present and the person who is older, larger, stronger, or more aggressive uses his or her power to control or harm someone in a weaker position. The person bullying has the intent or goal to cause harm and the action is usually repetitious. Bullying includes, but is not limited to, name calling; teasing; socially spreading rumors; purposefully leaving people out of groups by telling them or others they are unwanted; breaking up friendships by threatening others or spreading rumors about a friend; or physically hitting, punching, or shoving a person. Cyber bullying—using the Internet, email, social media, texting, or other digital technology to do harm—is bullying. All forms of bullying are prohibited and will not be tolerated.

Any individuals who have been a victim of bullying are encouraged to contact VPR. To file a report or find more information on bullying, visit emerson.edu/community-standards.

Social Media

Student-athletes should not post photographs, video, narrative descriptions, or other content depicting or describing themselves or teammates from any team gathering, event, or social gathering or other event or circumstances that reflects negatively on Emerson College, Emerson Athletics, or the team.

Guidelines for Student-Athletes

The following guidelines are intended to provide the framework for student-athletes to conduct themselves safely and responsibly in an online environment. As a student-athlete at Emerson College, you should:

1. Be careful with how much and what kind of identifying information you post on online social network sites. Virtually anyone with an email address can access your page. It is unwise to make available information such as your full birthdate, Social Security Number, address, residence hall room number, phone number, cell phone number, class schedule, bank account information, or details about your daily routine. All can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in their pages; use these settings to protect private information. However, once posted, the information becomes the property of the website.

2. Be aware that potential current and future employers often access information you place on online social networking sites. You should think about any information you post on Facebook or similar directories as it potentially provides an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PINs. Reputable businesses do not ask for this information in emails.
4. Do not have a false sense of security about your rights to freedom of speech. Understand the freedom of speech is not unlimited. Online social network sites are NOT a place where you can say and do whatever you want without repercussions.

Prohibited Conduct

Student-athletes are highly visible representatives of the College and are expected to uphold the values and responsibilities of the College while meeting all requirements set forth by the NEWMAC, the NCAA, and the Emerson College Athletics program. The Department of Athletics prohibits malicious and reckless behavior when utilizing public media outlets. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray of student-athletes, coaches, the Athletics program, and the institution.

Sanctions

Any inappropriate activity or language in violation of the above prohibitions, including first-time offenses, is subject to investigation and possible sanction by Emerson College and/or the Department of Athletics, as well as civil authorities. Sanctions imposed by the director of athletics may include, but are not limited to, the following:

- Written notification from the director of athletics or assignee to the student-athlete outlining the policy and requiring that the unacceptable content be removed or the social network account be deactivated
- Temporary suspension from the team until prescribed conditions are met
- Suspension from the team for a prescribed period
- Indefinite suspension from the team
- Dismissal from the team

Spectator Conduct

We encourage the support of our entire program by other student-athlete participants. Emerson College supports the following NCAA guideline regarding spectator conduct:

“The NCAA promotes good sporting behavior by student-athletes, coaches, and spectators. We request your cooperation by supporting participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages or tobacco products is prohibited.”

Interpretation and Modification of the Code of Conduct

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

Compliance

All student-athletes are expected to abide by NCAA bylaws and NEWMAC and GNAC bylaws, as well as the policies defined in the Emerson College Student Handbook and the Emerson College Student-Athlete Handbook.

Every student-athlete must complete the compliance process prior to being cleared for practice or competition.

1. All NCAA, Conference, and Institutional paperwork must be completed.
2. Certification of academic eligibility will be completed by the compliance coordinator.
This requires that student-athletes are in good academic standing and are registered for a full-time program of study.
3. Satisfactory completion of a physical, medical history form, sickle cell information, and a copy of the student-athlete's health insurance card must be submitted.

Academic Policies

Eligibility

- Emerson subscribes fully to the NCAA Division III Philosophy Statement that places its highest priority on the pursuit of a baccalaureate degree. Department of Athletics personnel work with student-athletes and faculty to ensure that the integrity of academic responsibility is not compromised.
- According to Section 14.4.1 of the NCAA bylaws, to be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate or equivalent degree at Emerson as determined by the regulations of Emerson.
- In compliance with the NCAA and Emerson College officials, each student-athlete shall be currently enrolled in a minimum full-time baccalaureate course of study of not fewer than 12 credits per semester and shall maintain satisfactory academic progress. **Students who drop below 12 credits at any point during the semester are immediately ineligible for varsity sports.**

Satisfactory Academic Progress

All full-time students are required to carry a minimum course load of 12 credits each semester. In order to remain in good academic standing, a student must meet the qualitative and quantitative standards listed below.

1. Qualitative Standards: Students are expected to maintain a cumulative and semester grade point average of 1.7 for freshmen and 2.0 for all other students. Students who fall below this standard are placed on academic probation.
2. Quantitative Standards: A full-time student is expected to complete a bachelor's degree within six academic years. The College will evaluate student progress on the basis of the successful completion of a minimum of 21 credits each year.

If a student fails to maintain either the qualitative or quantitative standards listed above, he or she will be placed on Academic Probation or dismissed from the College.

For student-athletes, anyone on Academic Probation and/or Academic Deficiency will be ruled ineligible for intercollegiate practice or competition until they attain the GPA and credits necessary to remove the designation. All returning student-athletes who are currently on probation must reach this new definition of Satisfactory Academic Progress to regain their athletic eligibility.

- Emerson College Athletics reviews each student-athlete's progress at the conclusion of each semester.
- Student-athletes in NCAA Division III have 10 full-time semesters (regardless of whether or not they participated in athletics) to use their four years of eligibility.
- Graduate students who have remaining seasons and semesters of eligibility may only compete at the institution from which they received their bachelor's degree.
- Students must be full time (12 credits for undergraduates, 9 for graduate students) in order to participate, except for their final semester immediately before graduation, during which they may be part time.

Transfers

- Transfer student-athletes must complete a year in residence before participating at Emerson. However, if a student was eligible to return to his or her previous institution and compete, he or she may invoke the "Division III Exception" and participate immediately at Emerson. If the student participated in athletics and was not eligible to return and participate at his or her previous institution, then he or she must spend a year in residence before participating at Emerson.
- Once enrolled at Emerson, transfer student-athletes will be reviewed each semester in accordance with all credits they attempted.

Transferring to Another College or University

Students are encouraged to discuss any plans to leave the College with their coaches. In January 2004, the NCAA established a procedure for students wishing to talk with coaches at other Division III institutions. Students may download a Permission to Contact: Self Release Form from the [NCAA website](#). This form allows a 30-day window during which a student may have contact with another Division III institution about the opportunity to transfer. Students considering a transfer to a Division I or II institution must receive a release from the director of athletics prior to talking to members of the coaching staff at the DI or DII institution.

Class Attendance

The Department of Athletics' attendance policy specifies that all athletes are expected to attend all classes and examinations. It is understood that not all students can attend all classes. Absences fall into three main categories: (a) absences because of other class activities; (b) absences because of official College functions; and (c) absences because of personal reasons.

The policy states that, regardless of the reason for the absence, the responsibility is upon the student to contact his or her faculty member before the absence so that a mutual agreement can be reached regarding the work to be completed and how the course will be graded in light of the absence.

Individual faculty members may establish attendance standards in their course syllabi, which become criteria for assessment and evaluation. A student who accumulates absences risks failure in the course. In extreme cases, a student may be dismissed from a course, which could render him or her ineligible for athletic competition and, ultimately, from the College.

Academic/Athletic Conflicts

Student-Athlete Procedures for When Conflicts Arise

- No classes are to be missed for practices.
- Upon receiving athletic travel schedules from coaches, the student-athlete must determine if any conflicts exist with his or her academic (i.e., classes, projects, trips) schedule.
- The student-athlete must make an appointment to talk face to face with any faculty members teaching classes in which the conflict exists as soon as possible after receiving his or her travel schedules.
- Each student-athlete will have the opportunity to receive a letter confirming the conflict and including the competition schedule. This letter should be picked up from the coach and given to the faculty member at the beginning of the semester.
- Upon notification of any non-scheduled contest (e.g., make-up games, tournaments), the student-athlete must seek out any faculty members whose classes are in conflict and make an appointment to talk with the faculty members immediately.
- After the student-athlete has made a good faith effort to contact the faculty member and has not been able to, the student-athlete must contact the compliance coordinator and his or her coach and inform them of the steps taken.

- The compliance coordinator, in conjunction with the faculty athletics representative, will try to contact the faculty member on the student-athlete's behalf.
- An agreement will be made between the faculty member and the student-athlete to resolve the conflicts to the mutual benefit of everyone concerned with recognition that academics has priority over athletic competition (i.e., some games may have to be missed for academic conflicts).
- The Department of Athletics and the faculty athletics representative will assist students with making arrangements for exam conflicts during post-season play. However, athletes must keep their faculty members informed throughout the semester that post-season play is imminent.

Team Policies

Lodging Policies on the Road

- Student-athletes should stay with their team at all times and adhere to all curfews, check-in times, and departure times.
- Guests may only meet with student-athletes in common or public areas of hotels. No guests of either gender are allowed in student-athletes' rooms.
- Alcohol is strictly prohibited regardless if a student-athlete is of legal drinking age.
- All phone, non-approved expenses, and cot charges are the responsibility of the student-athlete.
- Coaches have the right to inspect rooms at any time.
- Gross misconduct can result in a student-athlete being suspended from the remainder of the trip and/or sent home immediately at his or her own cost. Such actions, despite occurring off campus, are still under the jurisdiction of Emerson College and its officials, such as the athletics director and the dean of campus life.

Overnight Hosting of Prospective Student-Athletes

All student-athletes who assist coaches with recruiting must follow the following guidelines:

- A written itinerary should be agreed upon.
- The itinerary shall not include any location where drugs and alcohol are present.
- Student-athlete hosts should immediately call their coach if there are problems with the guest.
- No off-campus parties or use of a private vehicle are allowed.

Transportation

- Emerson College has the responsibility to transport all athletes to and from all games.
- Student-athletes must go with the team from portal-to-portal.
- To be released from this obligation, a Portal-to-Portal Release Form must be on file with the head coach and Department of Athletics before the trip begins. The party that releases you must be a parent or legal guardian. Portal-to-Portal Release forms are available in the head coach's office.
- At times, transportation will be provided in vans. Student-athletes are not to drive institutional vehicles.

Housing

There are times throughout the year when student-athletes will be staying on campus when the institution is closed. The Office of Housing and Residence Life (OHRL) requires that student-athletes complete a housing request form even if they will be staying in their own room. This form **MUST** be completed and returned to OHRL by the deadline or student-athletes will not be provided with housing.

At times, student-athletes will be allowed to stay on campus but not in their room, as not all the residence halls remain open. OHRL requires that student-athletes find someone who will agree to allow them to stay in their room. This individual is required to sign the housing request form, as the host, prior to returning it to OHRL. During preseason, there is limited housing available for student-athletes who will not be living on campus for the academic year. These individuals **MUST** complete a housing request form.

Per institutional policy, students who are on social probation will not be allowed to stay on campus while the institution is closed.

Meals

- Emerson Athletics will provide meals when student-athletes travel for games and miss a meal in the dining center.
- Emerson Athletics will provide meal money for student-athletes staying on campus when the dining center and the institution are closed (e.g., winter break, spring break).
- Emerson Athletics will ensure that student-athletes have access to the dining center during preseason.

Uniforms

- All student-athletes will be issued a uniform once they have completed the compliance process and been cleared.
- Per NCAA bylaws, uniforms and travel suits are issued and returned at the end of the season.
- Student-athletes will sign a contract that states they agree that they were issued the items listed and that they recognize that there will be a hold placed on their account for items that are not returned.
- The hold will be removed when the items are returned or the replacement value of the items has been submitted.

Excess Sports Accident Insurance Policy

Emerson College Athletics purchases a policy with Gallagher Student Health & Special Risk (Gallagher Student) to help cover school-sponsored intercollegiate athletic-related medical expenses. The purpose of the "excess insurance" policy is to limit student-athletes from incurring excessive expenses due to athletic-related accidents and injuries. An "excess" policy covers expenses that the student-athlete would otherwise be responsible for in the absence of this policy, i.e., co-pays, deductibles, and other amounts denied by primary insurance and shown as the patient's responsibility on the primary explanation of benefits (EOB).

For an injury to be covered under this policy, each student-athlete is responsible for reporting the injury to the athletic training staff. Athletic training will then determine a course of treatment. If outside medical treatment is necessary to treat the injury (as a result of participation in an Emerson athletic competition/practice), then an accident claim form will be submitted to Gallagher Student. The claim form must be submitted to us within 60 days from the date of the injury. Both the student-athlete and athletic trainer are responsible for filling out their portions of the injury claim form.

The policy is designed to cover most expenses beyond the student-athlete's primary insurance coverage for school-sponsored athletic-related accidents and injuries, up to charges of 100% Usual & Customary. This includes amounts shown as the patient's responsibility on the primary insurance EOB: co-pays, co-insurance, etc.

There is a \$500 deductible. This means that any intercollegiate sports injury medical charges from \$500 to \$90,000 not covered by the student-athlete's primary insurance, and shown as the student athlete's responsibility on the primary EOB, are eligible to be paid by the excess insurance policy, up to 100% Usual & Customary.

Emerson's excess sports accident policy will cover services from any provider for charges up to 100% Usual & Customary, as long as the provider bills the student-athlete's primary insurance first (creating an EOB and itemized bill). This includes physicians in any insurance network and other providers such as physical therapists, etc. Keep in mind that treatment, whether for an initial visit or for a second opinion, from physicians not approved by Emerson are not guaranteed for coverage. Student-athletes must consult athletic training when they are going for outside treatment.

Emerson's excess sports insurance plan only covers costs for injuries that happen while participating in a school-sponsored intercollegiate athletic practice or competition. Injuries that occur in recreation pickup (whether on campus or over the summer) are not covered.

Emerson's excess sports insurance plan will not cover charges due to general illness, because these are usually not caused by Emerson athletic participation. Therefore, services for general "non-athletic" medical concerns (e.g., cold/flu, appendicitis) are not covered.

All full-time students must have a primary insurance policy, and students must be registered full time to be considered an intercollegiate athlete. Emerson's excess sports accident policy ONLY covers school-sponsored athletic-related injury charges not paid by primary insurance and shown as the student athlete's responsibility on the primary insurance EOB. It does not cover any bills associated with general illness or non-athletic injuries.

The provider will take down your primary insurance information, as well as the Excess Sports Accident Policy information. Bills will be sent to your primary insurance for processing. If you remember to present the excess insurance information up front, providers should automatically send any outstanding balances to Gallagher Student's Claims Company, BMI Benefits, to process under the excess insurance plan.

BMI Benefits is a partner of Gallagher Student that serves as the claims administrator for this account. All itemized bills and primary insurance EOBs need to be given to a member of the sports medicine staff or submitted to BMI for processing. BMI is responsible for submitting payment on behalf of this policy to the provider. The billing address to submit claims and contact information is:

Attn: Sports Claims
BMI Benefits, PO Box 511, Matawan, NJ 07747
Phone: 800-445-3126
Fax: 732-583-9610

A new claim form must be filled out for each new injury. Furthermore, once a student-athlete is cleared and returns to play from an injury, a re-injury to the same body area would require another (completely new) claim form. Student-athletes should see their team's athletic trainer in order to fill out a claim form. Athletic training staff are responsible for submission of accident claim forms via their discretion.

Student-athletes should list their permanent home address to make sure bills arrive efficiently. They should ask their parents to let them know when medical bills are received. International students, however, should list their current local address, and properly follow mail forwarding procedures during each move. Postage can get expensive and confusing with international addresses and mail takes much longer to arrive, possibly delaying the entire claims process.

This excess sports accident insurance covers DME only when it is seen as medically necessary by the treating physician. *Medically necessary* is defined in this policy as “required to treat and heal an injury; prescribed or ordered by a Physician; performed in the least costly setting required by the condition; and consistent with the medical and surgical practices prevailing in the area for treatment of the condition at the time rendered.” A letter of medical necessity must be submitted with all DME claims to be considered and may not be approved.

If you receive a bill that is related to a sports injury, please call the billing department phone number on the statement. The reason you are most likely receiving the bill is because the provider does not have the excess sports insurance billing information. Inform the billing department that there is excess insurance and request that it send a copy of the itemized bill and primary EOB. Upon receipt, give the documents to the athletic training staff. This should prevent you from getting billed in the future.

The benefit period is 2 years/104 weeks from the date of injury. This is on a per-injury basis. Claims cannot be processed when one or more of the following documents are missing: the sports injury claim form, the itemized bill, or the primary EOB/denial. Bills submitted after one year from the date of service will not be considered for processing.

To get reimbursed for costs you have already paid, submit a receipt or some other proof of payment along with the EOBs and HCFAs/UBs. Keep in mind that it usually takes longer for these to be reimbursed. For this reason, we try to have providers “bill” you for fees that are usually paid at the time of office visit. In other words, try to avoid paying any fees to providers up front, so they can be paid by the Excess Sports Accident Policy instead.

Athletic Facility Policies

- Food, drinks, alcohol, and tobacco are not permitted in the gym; water must be in a closed/unbreakable container.
- No gum is allowed at any time.
- Sneakers with non-marking soles are the only ones permitted to be worn in the facility.
- Vandalism or damage to the facility or any equipment is grounds for dismissal and possible other disciplinary action.
- Please put trash in the barrels located in the facility.
- Shirts must be worn at all times.
- Profanity and any sexist or racial comments of any kind are strictly prohibited.

Awards Celebration

Every spring, there is a celebration for all of our student-athletes. We bring everyone together to highlight the year’s accomplishments. During the evening, there are a number of major awards given including Male and Female Student-Athlete of the Year, Scholar-Athlete of the Year, Academic Team of Champions, and Community Service Award.

Male and Female Student-Athletes are the individual student-athletes who, regardless of academic class, achieved the most in the athletics arena. The Scholar-Athlete is the senior student-athlete with the highest GPA. The Academic Team of Champions is given to the team with the highest GPA and the Community Service Award is given to the individual or team who made the largest impact on the community.

This evening is an important event for Emerson Athletics. It is an opportunity for us to celebrate all of the accomplishments of the year and recognize our student-athletes.

Homecoming/Alumni

Every fall, we enjoy a Homecoming Weekend during which alumni are invited back to campus. We highlight the fall sports and invite alumni to reminisce and reconnect. This event grows each year, and we hope you join us in years to come.

Community Service

Aside from running, catching, kicking, and shooting their way into championships, Emerson's athletic teams have also been leaving their mark in the community. Emerson Athletics expects that student-athletes will participate in community service events as a member of a team. Below is a sample list of charitable events that our teams, led by the Student-Athlete Advisory Committee (SAAC), participate in:

RAINN
Cradles to Crayons
Youth Soccer Clinics
Light the Night
Jumpstart
St. Francis House Coat Drive
Youth Lacrosse Clinics
YMCA Healthy Kids Day
Walk for Hunger
Alzheimer's Association Memory Walk

In addition to these local charity events, the Emerson Lions also participated in fundraising efforts for the noteworthy cause of breast cancer awareness. A number of athletic teams held events during games to raise both awareness and money for breast cancer.

