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SAINT MARY'S COLLEGE
of California

Saint Mary's College of California has a tradition of academic and athletic excellence. As a student-athlete, you are part of this tradition and, with your coaches, will carry the legacy into the future.

Our objective as coaches, administrators, and staff members is to provide you with an opportunity to attain a quality education and participate in a competitive athletic experience. We provide opportunity: You have to interact effectively with the opportunity to attain your personal goals and achieve the overall experience you desire. Together, with your teammates and the leadership of your coaches, you are part of something very special... a team. As a team, we can accomplish great things.

The Student-Athlete Handbook is designed for use by students, coaches, administrators, and staff members. The Handbook provides information on the various policies and programs available to student-athletes. It is important to read and become familiar with the information contained in the Handbook. I recommend that you keep this resource in a convenient place where you can review it periodically.

The strength of Saint Mary's College is our people. As a student-athlete, you will be under the leadership of outstanding coaches. Additionally, I am confident that your relationships with teammates and fellow student-athletes will develop into lifelong friendships. You will find everyone at Saint Mary's College committed to your success in the classroom and in competition. If you have questions or need assistance, please let us know.

Please take full advantage of the opportunity and wonderful experience offered to you as a student-athlete. It's great to be a Gael—for life.

Sincerely,

Mark C. Orr
Director of Athletics & Recreational Sports



SAINT MARY'S COLLEGE
of California

Saint Mary's Student-Athletes,

As your 2008-2009 SAAC Co-President I am excited to welcome you back to Saint Mary's College. As we begin the 2008-2009 academic year it is important to remember we have been awarded an awesome opportunity—to be a Gael student-athlete.

Saint Mary's athletics continues to achieve excellence and raise the standard by which success is measured. The 2007-2008 school year brought many accomplishments to all Saint Mary's athletic programs. Our 14 teams, representing 10 sports, captured a total of 160 team victories last year, and the entire athletic community looks to expand on those achievements in the coming school year.

As a Saint Mary's student-athlete you play a pivotal role in encouraging excellence and defining success for the athletic community. It is a privilege to be a Gael. Embrace it! Be a model of the Gael spirit in all that you do. You can make an impact that will positively influence Gael student-athletes for generations to come. Show respect for your teammates, coaches, administrators and yourself by making mature and confident decisions that will help take Saint Mary's athletics to the next level.

Beyond the athletic arena Saint Mary's student-athletes must also continue to raise the bar in the classroom as well as in our local and global community. Maintain the standards set forth by the schools Lasallian mission, give back to our local community, and impart civility and justice throughout our global society.

Go Gaels,

Ashley Dernbach '10
Co-President, Student Athlete Advisory Committee

DEPARTMENT OF ATHLETICS INFORMATION AND POLICIES

Saint Mary's College of California Mission Statement

As Saint Mary's College looks ahead to the twenty-first century, it celebrates the three traditions which have sustained it since its earliest years and seeks its future in them: the classical tradition of liberal arts education, the intellectual and spiritual legacy of the Catholic Church, and the vision of education enunciated by Saint John Baptist De La Salle and developed by the Brothers of the Christian Schools and their colleagues in a tradition now more than 300 years old.

The Mission of Saint Mary's College is:

- to probe deeply the mystery of existence by cultivating the ways of knowing and the arts of thinking.

Recognizing that the paths to knowledge are many, Saint Mary's College offers a diverse curriculum which includes the humanities, arts, sciences, social sciences, education, business administration and nursing, serving traditional students and adult learners in both undergraduate and graduate programs. As an institution where the liberal arts inform and enrich all areas of learning, it places special importance on fostering the intellectual skills and habits of mind which liberate persons to probe deeply the mystery of existence and live authentically in response to the truths they discover. This liberation is achieved as faculty and students, led by wonder about the nature of reality, look twice, ask why, seek not merely facts but fundamental principles, strive for an integration of all knowledge, and express themselves precisely and eloquently.

- to affirm and foster the Christian understanding of the human person which animates the educational mission of the Catholic Church.

Saint Mary's College holds that the mystery which inspires wonder about the nature of existence is revealed in the person of Jesus Christ giving a transcendent meaning to creation and human existence. Nourished by its Christian faith, the College understands the intellectual and spiritual journeys of the human person to be inextricably connected. It promotes the dialogue of faith and reason: it builds community among its members through the celebration of the church's sacramental life; it defends the goodness, dignity and freedom of each person, and fosters sensitivity to social and ethical concerns. Recognizing that all those who sincerely quest for truth contribute to, and enhance its stature as a Catholic institution of higher learning, Saint Mary's welcomes members from its own and other traditions, inviting them to collaborate in fulfilling the spiritual mission of the College.

- to create a student-centered educational community whose members support one another with mutual understanding and respect.

As a Lasallian college, Saint Mary's holds that students are given to its care by God and that teachers grow spiritually and personally when their work is motivated by faith and zeal. The College seeks students, faculty, administrators and staff from different social, economic, and cultural backgrounds who come together to grow in knowledge, wisdom and love. A distinctive mark of a Lasallian school is its awareness of the consequences of economic and social injustice and its commitment to the poor. Its members learn to live "their responsibility to share their goods and their service with those who are in need, a responsibility based on the union of all men and women in the world today and on a clear understanding of the meaning of Christianity." (From: The Brothers of the Christian Schools in the World Today: A Declaration).

Department of Athletics Mission Statement

Vision To contribute to the Saint Mary's College of California mission in a learning partnership centered on the Lasallian, Catholic and Liberal Arts traditions.

Mission To provide student-athletes with an opportunity to compete successfully in an intercollegiate athletic program that is an integral part of their educational experience and attracts national recognition to the college by exhibiting integrity and academic achievement at the highest level while consistently competing for championships.

Operating Values

- Provide a positive learning environment with equitable participation opportunities for student-athletes.
- Attract a diverse population of student-athletes who have high academic standards and will embrace the mission of the College and the Lasallian, Catholic, and Liberal Arts traditions by entering to learn and leaving to serve.
- Offer student-athletes training, conditioning, and support to enhance their competitive skills and achieve their athletic potentials.
- Expect, encourage and enable student-athletes to perform their best, exhibit sportsmanship, and demonstrate respect for all.
- Support a comprehensive life skills program emphasizing academic and athletic excellence, personal and career development, and community service.
- Teach personal responsibility and emphasize a healthy, safe, substance-free experience.

Sportsmanship Statement

"It is the intent and responsibility of the NCAA and Saint Mary's College of California to promote good sportsmanship by student-athletes, coaches, and spectators. In order to encourage responsible behavior at all intercollegiate athletic events, Saint Mary's College of California requests your cooperation by supporting all participants in a positive manner.

Profanity, racial or sexist comments, or any other

intimidating actions directed at officials, players or coaches will not be tolerated and are grounds for removal from the site of competition. Please enjoy today's event by encouraging your team to play their best."

Saint Mary's College of California Ethics and Conduct Statement

It is the responsibility of administrators, coaches, and student-athletes to ensure that:

- the conduct before, during, and after competition of all those representing the team personifies the highest standards of behavior traditional to intercollegiate athletics.
- competition is conducted in a nondiscriminatory manner that encourages enthusiastic support within the confines of good sportsmanship and fosters a positive attitude among spectators and participants in support of their teams.
- coaches and student-athletes abide by the letter and spirit of the playing rules and shall be responsible for conducting themselves in an honest and sportsmanlike fashion at all times "so that intercollegiate athletics as a whole, the College, and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports."
- coaches are in control of their players at all times in order to prevent any unsportsmanlike act toward opponents, officials, or spectators.

Q: What's A Gael?

The most common question asked of every SMC Student-Athlete involves our mascot.

A: A Celtic Knight

The College's mascot depicts a Gaelic Knight from the Norman-Irish period of the late Middle Ages.

A Tradition of Excellence

Today's success is built upon the foundation of the past. Saint Mary's College of California student-athletes have successfully met the demands of a quality education and

intercollegiate competition for more than 100 years. Continued achievements in the classroom and competitively are a direct result of the commitment demonstrated by coaches and student-athletes to continuing the tradition. As such, each student-athlete has the responsibility to fulfill clear expectations. These include:

- Understanding that earning a degree centered on the Lassalian, Catholic and classical liberal arts academic experience is the primary goal of the student.
- Meeting all academic responsibilities, including regular class attendance and completion of all assignments in a timely manner.
- Complying with all rules and regulations of the NCAA, WCC, and the College. Understanding that it is each student's responsibility to be fully aware of the rules and regulations.
- Striving to be involved as a full-fledged member of the College community and making a strong effort to be an active participant in the educational and co-curricular experience. This includes establishing open and mature relationships with faculty and students.
- Understanding the support resources that are available to student-athletes and assuming responsibility to seek help when it is needed.
- Understanding the assumption of personal responsibility is at the heart of the educational experience. All student-athletes should constantly be aware that they are extremely visible and represent the College, the Department of Athletics and Recreational Sports, and their team. Upper-class student-athletes should consciously strive to serve as exemplary role models for new student-athletes.

Athletic Governing Bodies

The NCAA

Saint Mary's College of California is a Division I member of the National Collegiate Athletic Association. The NCAA's basic mission is to maintain intercollegiate athletics as an integral part of the educational program and the student-athlete as an integral part of the student body. Saint Mary's College of California places the highest priority on the overall quality of the educational experience and seeks to establish and maintain an environment in which the student-athlete's activities are conducted as an integral part of the student-athlete's educational experience.

West Coast Conference

The purposes of the conference are:

- (a) To initiate, stimulate and improve intercollegiate athletic programs for student-athletes.
- (b) To support the principal of institutional control of, and responsibility for, intercollegiate athletic programs in compliance with the Conference and NCAA legislation.
- (c) To provide a unified association for institutions that share similar academic missions and athletic philosophies.
- (d) To work with member institutions and their athletics officials to encourage student-athletes to gain a sound education while obtaining a degree.

Conference institution's athletics programs shall be conducted ethically and professionally within the framework of the overall educational process. By joining this conference, institutions commit themselves to complying with applicable NCAA and conference legislation related to basic educational and athletic issues such as admission, financial aid, eligibility and recruiting.

West Coast Conference
1200 Bayhill Drive, Suite 302
San Bruno, CA 94066
650/873-8622

Saint Mary's College of California Student Code of Conduct

The Student Code of Conduct is printed in the Undergraduate Student Handbook. In summary, the Code outlines regulations on student conduct and discipline. The College has a commitment to creating and sustaining an environment that facilitates not only the academic development but also the personal and spiritual development of students and other members of the community. In return, the student has the obligation to maintain high standards of academic integrity, respect for the rights and privileges of others, and to comply with the rules and regulations of the College.

A complimentary copy of the Code may be obtained from the Office of the Vice Provost for Student Life, 2nd floor of Ferroggiaro Hall.

Student-Athlete Standards

Student-athletes are expected to conduct themselves, both on and off campus, in a manner that brings credit to the College and its teams. Student-athletes must be concerned with any behavior that might discredit themselves, their teams, and/or the College. Certain rules and regulations are given special emphasis and include the following:

- Student-athletes are expected to attend class regularly and punctually.
- Each student-athlete is responsible for informing his or her professors of the schedule of contests during the first week of school term.

- Student-athletes are not to miss class to participate in practice sessions.
- Student-athletes may not sell tickets to College athletic events.
- Student-athletes may not gamble on the outcome of any college, university, or professional sporting event.

Student-athletes are advised that the legal drinking age in the state of California is 21 years of age. Even student-athletes who have reached their 21st birthday must abide by NCAA and College rules and regulations relating to alcohol and drug use. Student-athletes are specifically cautioned against illegal or unauthorized use of alcohol, drugs and other intoxicants and shall not:

- Use, or be under the influence of, drugs not prescribed by a physician and approved by the NCAA.
- Drink, be under the influence of, or be in personal possession of alcohol during any intercollegiate event, athletic practice, or on road trips associated with athletic events.
- Use tobacco products during any intercollegiate event, athletic practice, or on road trips associated with athletic events.

Student-athletes must abide by drug testing procedures set forth by the NCAA.

A head coach or the Director of Athletics may at any time and without notice reprimand a student-athlete, suspend the student-athlete from the team, or impose conditions of probation on the student-athlete's continued participation on the team if the head coach or Director of Athletics believes the student has engaged in misconduct.

Academic Honor Code

Saint Mary's College expects every member of its community to promote and abide by ethical standards, both in conduct and exercise of responsibility towards other members of the community. Academic Honesty must be demonstrated at all times to maintain the integrity of scholarship and the reputation of the College. Academic dishonesty is a serious violation of College policy because, among other things, it undermines the bonds of trust and honesty between members of the community and betrays those who may eventually depend upon the College's academic integrity and knowledge.

As an expression of support for academic integrity throughout the Saint Mary's learning community and as an administrative tool to discourage academic dishonesty, Saint Mary's has implemented an Academic Honor Code. The Academic Honor Code has been approved by the ASSMC Student Body, the Faculty Academic Senate, the Provost and the President of Saint Mary's College.

Pledge

All students, whether undergraduate or graduate, are expected to sign a pledge to follow this Academic Honor Code. The pledge reads as follows:

As a student member of an academic community based in mutual trust and responsibility, I pledge:

- *to do my own work at all times, without giving or receiving inappropriate aid;*
- *to avoid behaviors that unfairly impede the academic progress of other members of my community; and*
- *to take reasonable and responsible action in order to uphold my community's academic integrity.*

Please refer to the Undergraduate Student Handbook for further information on the Academic Honor Code.

Also, please understand that in addition to any penalties administered by the college for academic dishonesty, any student-athlete found responsible in an academic dishonesty case will be required to meet with their coach and the Assistant Athletic Director for Student Support Services to discuss athletic sanctions that will be imposed.

Team Rules

You have a responsibility and are expected to adhere to team rules provided by the head coach. Within the intercollegiate athletic program, all decisions directly related to individual and team performance (i.e., playing time, position, traveling squad) are the province of the head coach, and these decisions are final.

Team Travel and Transportation

When traveling with your team, you must abide by the following policies:

1. If you were transported off-campus in a chartered bus, College-owned van, or rental vans, you must return to the College the same way.
2. Your head coach will announce the team's dress code. In all cases, Saint Mary's College of California student-athletes are to abide by the dress code.
3. The consumption of alcoholic beverages (even for those who are twenty-one or older), the use of any illegal drugs, and the use of tobacco are prohibited at all times.
4. Attending all classes is important to your academic success. College policy prevents any team traveling for athletics from leaving campus until 3:00 p.m. on the day before the contest, at the earliest. You are required to attend all classes the day before an athletic event. Exceptions to this policy must be cleared with the Director of Athletics and Recreational Sports.

Student-athletes are not permitted to leave their team and travel to or from any contest in personal vehicles with anyone other than a parent or legal guardian. In extraordinary circumstances, written permission to leave the team during travel may be requested a minimum of three days prior to departure. Request forms are available from the Administrative Assistant in the Director of Athletics and Recreational Sports Office.

Student Athletes who receive approval to travel other than with their team agree to accept all liability and responsibility that may occur directly or indirectly from the decision not to use College authorized transportation.

Student-Athlete Grievance Policy

Procedures for submitting a grievance:

1. Academic

- a. If a student-athlete alleges a violation of student rights in an academic matter, he/she may seek grievance through the Office of the Dean of Academic Affairs, or the Chair of the designated department or school.

2. Athletic

- a. Appeal to the head coach. If the student-athlete protests a suspension imposed by a head coach or alleges any violation of student rights, he or she should request a meeting with the head coach.
- b. Appeal to the Director of Athletics and Recreational Sports. If no solution is reached between the head coach and student-athlete, he/she may request a meeting with the Director of Athletics.
- c. Request a review of circumstances by an Appeal Panel. If no agreement is reached with the Director of Athletics, the student-athlete may then request to the Assistant Director of Athletics for Student Support Services for a hearing before an Appeal Panel.

The Appeal Panel Procedure

1. Composition

The Appeal Panel will consist of:

- a. The Dean of Student Development or his/her representative
- b. Two student-athletes selected from the Student-Athlete Advisory Committee
- c. Two coaches of sports other than that at issue
- d. The Faculty Athletic Representative
- e. One faculty or non-athletics staff member.

2. Hearing Procedure

- a. The Appeal Panel shall hold a formal hearing to receive evidence and listen to testimony on the matter. The parties may appear at the hearing and may be assisted and/or represented by an advisor of their choosing who is a member of the Saint Mary's College community. The advisor may not be a parent, relative, or attorney.
- b. The Appeal Panel shall be the judge of the relevancy and materiality of the evidence presented.
- c. Within 10 days after the conclusion of the hearing, the Appeal Panel shall render a decision, by a majority vote of its members. This decision shall be

reported to the parties in writing. The decision of the Appeal Panel will be final.

If a student-athlete alleges violations of their student rights as a result of conduct of another Saint Mary's College student, those cases may be forwarded to the Office of the Vice Provost for Student Life. Cases involving alleged misconduct of a coach or a departmental staff member may be forwarded to the Director of Human Resources.

Sexual Harassment

A. POLICY — Saint Mary's College of California is committed to creating and maintaining a community in which all persons who participate in Saint Mary's programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual harassment. Every member of the Saint Mary's community should be aware that Saint Mary's will not tolerate harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, or physical or mental disability and that such behavior is prohibited both by law and by Saint Mary's policy. Complaints of sexual harassment involving employees or visitors to the College (e.g., contractors, vendors, or non-student guests) are promptly investigated by the Director of Human Resources. Complaints of sexual harassment or assault involving students or student visitors should be reported promptly to the Dean of Student Development and Leadership, who will initiate an investigation of such allegations. Retaliation against a person who brings a complaint of sexual harassment is also strictly prohibited and may result in separate disciplinary action. It is Saint Mary's intention to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy, which may include suspension, termination, expulsion or another sanction appropriate to the circumstances and violation. All members of the Saint Mary's community, including faculty, students, and staff, are responsible for insuring an environment free of sexual harassment.

B. DEFINITION OF SEXUAL HARASSMENT — Sexual harassment is a form of sex discrimination, which is illegal under both federal and state law. It can be verbal, visual, or physical. Although what constitutes sexual harassment will vary with the particular circumstances, it is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term of condition of instruction, employment, or participation in a College activity; or
- b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual; or

- c. Such conduct has the effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working or learning environment.

C. MORE INFORMATION - For more information regarding the definition of sexual harassment, examples of conduct which may be sexual harassment, and resources for resolution of complaints, please refer to the Undergraduate Student Handbook and/or contact the Vice Provost for Student Life in Ferroggiarro Hall.

Hazing

California law defines hazing as any “activity which causes, or is likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm...”

The State of California Education Code regarding hazing states that: “No student, or other person in attendance at any public, private, parochial, or military school, college, or other educational institution, shall conspire to engage in hazing or commit any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace a fellow student or person attending the institution.”

Saint Mary's College of California prohibits student organizations, athletic teams, or their members from engaging individually or collectively in hazing activities. For any individual or group to engage in or conspire to engage in any such activities is ground for disciplinary action. If any team, club or student group engages in such activity, the team, club or student group risks losing any and all privileges.

Hazing is broadly defined as any activity that includes one or more of the characteristics described below:

- Activities that expose personal values to compromise or ridicule.
- Stunts which have no meaningful relationship to the objectives of the organization.
- Activities that abuse the trust an organization is striving to build between its members and prospective members.
- Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful.
- Activities which are illegal or violate College policy.
- Activities which interfere with academic pursuits or normal life functions.

For further information regarding Hazing refer to the Undergraduate Student Handbook.

Campus Athletic and Recreational Sports Committee

Role: The Campus Athletic and Recreational Sports Committee provides guidance for the intercollegiate athletic programs of the College, as well as the programs for club sports, intramural sports, and recreational activities for the general College community. It is the responsibility of the committee to review matters pertaining to these programs and to offer recommendations to the Director of Athletics, the Vice Provost for Student Life, and/or to the President of the College.

Sport Sponsorship

Saint Mary's College of California sponsors 14 intercollegiate sports and 8 club sports.

Men's Intercollegiate Sports - baseball, basketball, cross-country, golf, soccer, and tennis.

Women's Intercollegiate Sports - basketball, cross-country, lacrosse, rowing, soccer, softball, tennis, and volleyball.

Club Sports - men's water polo, women's water polo, men's volleyball, women's volleyball, men's rugby, women's rugby, men's lacrosse, and men's crew.

Compliance and Athletic Eligibility

Rules Orientation Session

You are required to attend an NCAA rules and eligibility meeting each year prior to participating in intercollegiate athletics. A schedule of these meetings is available through the department office or from your coach. You are expected to attend all scheduled meetings prior to your participation in intercollegiate athletics. At these meetings, you will receive a copy of the Summary of NCAA Regulations and have an opportunity to ask questions that refer to NCAA rules.

Extra benefits based upon your athletics reputation are prohibited. Before you accept anything, always ask yourself the question: "Is this benefit available to every other student on campus with no regard to athletics participation or reputation?" If you are still unsure, immediately contact the Director of Compliance.

Eligibility- NCAA Progress Towards Degree

Saint Mary's College Student-Athletes must adhere to the following:

- Be enrolled in at least 12 semester hours (3.5 SMC credits) each semester. Less than 12 hours, or 3.5 SMC credits, for any period of time will automatically make you ineligible for practice and competition

- Earn 24 hours (only 6 may be earned in summer school) and at least a 1.8 grade point average (GPA) to be eligible at the beginning of your second year
- Declare a major, earn 40% of your degree requirements and at least a 1.9GPA to be eligible at the beginning of your third year. Eighteen hours must be earned during the previous regular academic year
- Earn 60% of your degree requirements and at least a 2.0 GPA to be eligible at the beginning of your fourth year. Eighteen hours must be earned during the previous regular academic year
- Earn 80% of your degree requirements and at least a 2.0 GPA to be eligible at the beginning of your fifth year. Eighteen hours must be earned during the previous regular academic year

In addition to these requirements, you must earn six hours (2 SMC course credits) each semester to be eligible for competition the following semester, and you must maintain the GPA requirement throughout the year.

Financial Aid

The Office of Financial Aid assists you if you qualify for financial aid to pursue your education at Saint Mary's College. The Department of Athletics and Recreational Sports strongly encourages all student-athletes to complete a **Free Application for Federal Student Aid (FAFSA)** form at the Office of Financial Aid or online at www.fafsa.ed.gov. Financial aid is awarded to qualified students in the form of **scholarships, grants (i.e. athletic grants), loans and employment opportunities** that are on campus or off campus. Counseling, application forms, and information are available to current students, prospective students, and their parents on a walk-in and appointment basis. A series of workshops on financial aid are offered for students each academic year. **Emergency Student Loans**, to a maximum of \$100, are available from the Financial Aid Office on a short-term basis (repayment is due within 30 days). Application for these Emergency Student Loans is made in person at the Financial Aid Office at least 24 hours in advance and you must present bills or invoices to support your request for funds.

Student-athletes who need additional financial aid may be eligible for assistance from the NCAA through the **Special Assistance Fund**. This aid is awarded for extra expenses towards necessities that the student-athlete and/or student-athlete's guardians are unable to finance.

Contact in Financial Aid Office:

Daryl Williams
Assistant Director of Financial Aid
(925) 631-4370
dgwillia@stmarys-ca.edu

Contact in the Department of Athletics and Recreational Sports:

Stephanie Shrieve
Assistant Athletic Director of Compliance
(925) 631-4952

Exhausted Eligibility Financial Aid

A student-athlete who has exhausted eligibility but does not have the number of credits to graduate may apply for scholarship aid for a fifth year. To apply for a fifth-year scholarship, you'll need to meet with your athletic academic advisor and head coach to review your Degree Audit to determine how many credits you have remaining. Once this meeting is completed the office of financial aid, academic and student support services and the athletic director will make a decision regarding the request. If you receive the financial aid, you must work during the aid period at duties assigned by your head coach.

Fifth year aid is granted on a semester-to-semester schedule, and it will be proportionate to the amount of aid received during your senior year. You must make satisfactory progress and take the equivalency of a full load.

Recruiting

Recruiting is one of the most important elements in building and maintaining a successful intercollegiate athletics program. From time to time, you may be asked to assist in the recruiting process as a host for a prospective student-athlete's forty-eight hour campus visit. As a host, you may receive cash from your coach to pay for the prospect's food or entertainment expenses. If that happens, you are required to keep all receipts associated with the prospect's visit. Additionally, you accept responsibility for honoring the other regulations connected to this important job. They are contained on a form that you will sign when you agree to serve as a host. Please read all of the regulations and ask questions.

Whether you are acting as a host, or simply receive the chance to meet prospective student-athletes during their visit to campus, it is important that we do our best to introduce the prospect to our campus and athletic program. Inappropriate behavior, consumption of alcohol, and use of other substances banned by the NCAA will not be tolerated and may result in suspension from participation for current student-athletes.

At the conclusion of a prospect's visit to campus, please share with your head coach any evaluation you might have as to the prospect's ability to join your team and become a Gael. The feedback we receive from current student-athletes regarding prospects is a valuable part of the recruiting process.

NCAA Special Assistance Fund

The NCAA provides funds for student-athletes at each of its member institutions through the conferences. To qualify for any money from this fund you must receive "countable athletically-related aid," [an athletic scholarship of some amount] and have unmet financial need as determined by the College's Financial Aid Office, or be Pell Grant eligible.

The Special Assistance Fund is designed to financially aid student-athletes who face unexpected costs. These costs fall into four categories: essential expenses (including

clothing), expendable academic course supplies, medical expenses not covered by insurance and costs associated with family emergencies (like illnesses or death). To access the fund in medical cases please speak to one of the Athletic Trainers. Speak to your coach if you need to use the fund for a family emergency. The Special Assistance Fund may not be used to pay for any expenses that may be covered by a full athletic scholarship. For example, because a full athletic scholarship pays for textbooks, housing and food, they are not eligible expenses, while academic course supplies, are not covered by a full athletic scholarship, thus they can be covered by the Special Assistance Fund.

If you receive aid from this fund, you will have **60 days** to spend the monies awarded, and return the receipts for the purchase(s) to the office of the Assistant Director of Athletics for Student Support Services. These receipts must indicate what was purchased, when it was bought, and what each item cost. **Failure to return these receipts within the 60 day period will result in your student account being billed for the amount of your award and/or ineligibility to apply for future funds.** Spending Special Assistance Funds for any purpose that is not approved in advance can jeopardize your eligibility, since monies from the fund used for an inappropriate purpose can constitute an “extra benefit,” which is a NCAA violation.

Tickets

Home Events - If admission is charged to a home intercollegiate event, student-athletes competing on that team are allotted four-(4) complimentary admission for guests based on NCAA regulations. Your coach will circulate a form on which you will be required to list the names of your guests. The list must be submitted to the Director of Ticket Sales and Operations no later than 24 hours before the event. No changes under any circumstances can be made to the guest list once it is submitted to the ticket office by your coach. Guests are required to show photo identification for admission. No hard tickets are ever issued to student-athletes or guests.

Away Events - For some away events, the Department of Athletics receives complimentary admissions that student-athletes may use. However, the number available depends on the arrangements with the opponent. For West Coast Conference contests, 60 tickets are distributed at the coach’s discretion, but may not exceed four per player. Very few tickets exist for other opponents. If all available tickets are used, the Department of Athletics and Recreational Sports will not purchase additional tickets. Please check with your coach if you have any questions about these policies, or if you would like to invite someone to watch you compete away from campus.

WCC/NCAA Championship Events - **There are no complimentary admissions to any WCC Championship or NCAA events. You will receive more information about ticket opportunities when your team is participating in a NCAA Championship.**

Office of Academic and Student Support Services for Student-Athletes

Academic Support Services

- Saint Mary's Academic Center (SMAC) – the student-athlete computer lab is located in Madigan Gym and is equipped with 6 computers with internet access. It is open for all student-athletes and can also be an alternative site for completing study hall hours.
- Study Hall – all freshmen are required to complete study hall hours each week. After freshman year, study hall hours are not required if the student-athlete meets a minimum GPA set forth by the head coach and academic advisor.
- Two full-time academic advisors, Katie Davis and Kari Montero are available M-F in SMAC for assistance with class registration, tutoring, or any other questions pertaining to academic/student support services.
 - You must consult your athletic academic advisor prior to making any changes to your class schedule or if you are planning on changing your major.
- Tutoring – If a student-athlete needs tutoring in a particular subject, they are encouraged to see their academic advisor who will then refer them to TASC (Tutorial Academic Skills Center), which is located in Filippi Academic Hall.

Student-Athlete Registration Process

Each class of student-athletes has the privilege of registering before their classmates to ensure minimal missed class time and to accommodate the time demands placed on student-athletes. The following process has been adhered to:

- All students must meet with their assigned advisor to be cleared for registration
 - **Make sure your advisor clears you to register on GaelXpress**
- All students will need their GaelXpress log in ID and password prior to registration
- Registration will be open to students based on class level
- Make sure to CLEAR ALL HOLDS prior to your registration day
- **Student-Athletes will be allowed to register from 6:00AM-7:00AM on their assigned day**
- Please log on to GaelXpress prior to your registration time and place courses on your **Preferred Courses list** – you can do this while meeting with your advisor as well
 - If you already have courses on your preferred courses list, registration will be much quicker and easier
- If you need assistance, the Registrar's office will be open at 7:00AM during the Registration period

Class level is determined by the number of completed credits at the time of registration.

Seniors (27+ credits)
Juniors (18 - 26.99 credits)
Sophomores (9 - 17.99 credits)
Freshmen (below 9 credits)

PREREQUISITE GRADE: Any course listed in the class schedule with a prerequisite assumes a grade of C- or better in the prerequisite course. If a student is currently enrolled in a class that is a prerequisite for a course the following term, the student will be allowed to register for the course. If the student does not earn a grade of C- or better in the prerequisite course at the end of the current term, the student will be administratively dropped from the course and notified by the Registrar's Office.

Registrar's Office phone number: 925-631-4214

Full-Time Enrollment

A course load of 3.5 credits is considered full-time status. All student-athletes must be enrolled in at least 3.5 credits (preferably 4 credits) a semester. If at any time a student-athlete's course load falls below 3.5 credits during the semester, he/she will become **immediately ineligible** for practice and competition. You must receive approval from your athletic academic advisor prior to making any changes in your schedule to avoid any issues with your eligibility.

Textbook Policy

All full-scholarship student-athletes receive required textbooks free of charge. The office of academic and student support services will forward your final schedule to the bookstore. They will have books ready at the beginning of each semester for pick-up. You must show your student ID and provide a signature to secure your books. **YOUR SCHOLARSHIP DOES NOT COVER ADDITIONAL ITEMS THAT ARE NOT TEXTBOOK RELATED.** Unauthorized purchases may result in loss of textbook privileges for future semesters and may be referred to the Office of Student Life for disciplinary action.

If a particular course requires you to buy books from a source outside the university, do so and bring the receipt to the office of academic and student support for reimbursement.

Take care of your textbooks. You will have to replace any lost or stolen books. If you are taking a sequence of courses that uses the same books (e.g. Spanish 1 and 2), keep your books at the end of the semester. All other books should be returned to the office of academic and student support at the end of each of semester.

Student-Athlete Class Attendance Policy

GENERAL POLICY:

Student-athletes will not miss class for practice. Student-athletes, in the season in which their sport has scheduled intercollegiate athletic competitions, will not be penalized for missing class because of representing the College in those competitions – as long as the student-athlete’s absence from the class for the purpose of intercollegiate athletic competition does not exceed 4 classes on the MWF schedule or 3 classes on the T/Th schedule during the fall and spring terms, and 2 classes during the January Term.

GUIDELINES:

The Department of Athletics and Recreational Sports reaffirms its commitment to the importance of the classroom education of student-athletes and pledges its coaches and staff to assist faculty in helping student-athletes achieve their educational goals. The faculty of the College reaffirms their commitment to the education of the whole student, both within and outside the classroom, and pledge themselves to work supportively with student-athletes who miss class for intercollegiate athletic competition.

The purpose of the policy is to create a simple, uniform standard for absences that relieves the student-athlete of the responsibility of negotiating between coach and professor. Because Saint Mary’s does not have control over some aspects of competition scheduling in certain sports, such as the WCC men’s and women’s basketball schedule in January Term, or baseball, softball, golf, and tennis competition times during the spring term, student-athletes may need to be pro-active in working with faculty to seek a solution to the problem of multiple absences that extend outside the general policy. As a result of the allowance made for student-athletes when competing, any additional absences for other purposes than athletic competition (however unavoidable – illness, family matters, interviews, work, or other conflicting obligations) may lower a student’s evaluation in any class if, in the professor’s judgment, the absences affect the educational outcome of the class for that student-athlete.

The student-athlete remains responsible for turning in all assignments when due and arranging to make up missed in-class work, including quizzes and tests. Student-athletes are also responsible for finding out about assignments due, tests scheduled, or changes in the syllabus announced in a class they miss.

The Department of Athletics and Recreational Sports, in conjunction with the registrar’s office, will make every effort to schedule classes for student-athletes until 2:50 on MWF and 2:40 on T/Th during the fall and spring terms, 2:30 during the January Term. Coaches will make allowances for student-athletes who arrive late to a 3:00 practice from an academic class that immediately precedes it. Faculty will make allowances for student-athletes who must leave class early for travel to athletic competitions. To facilitate better communication, the Department of Athletics and Recreational Sports will continue to post directly to the faculty weekly e-mail notices of the departure and athletic competition times. The Department of Athletics and Recreational Sports will also ensure that an updated roster of eligible student-athletes in each sport is available on the Department of Athletics and Recreational Sports website, www.SMCGaels.com.

Social Networks

Saint Mary's College takes free expression seriously and goes to great lengths to protect that right. Social networks such as Facebook and MySpace have expanded opportunities to express yourself, connect with friends, and to build your network. Still, there are several responsibilities to consider when you create and post messages on-line.

- **What you post is public information.** You have a much larger audience than you might be aware of.
- **What you post is going to be around for a while.** Caching and other forms of technology can capture postings, making information accessible even after you've removed it.
- **What you post can harm others.** You are free to express yourself on social networks in ways that you feel are appropriate for you. However, it is important that you respect the privacy and rights of others. Posting things about others can place both you and your subject in a contentious situation.
- **What you post may affect your future.** There is a growing trend for employers to check Google and social networks to gather information about potential candidates. The online persona you create today may be available when you begin your internship or full-time job search or when you apply to professional or graduate school---even if you think you deleted it.

Housing

All full-scholarship student-athlete are required to live on campus their freshman, sophomore, and junior years, with the option to move off-campus in their senior year. Partial scholarship student-athletes are encouraged to live on campus as well, but are not required to do so.

Student athletes receiving full or partial scholarships are provided the opportunity to select their guaranteed on-campus housing in advance of the general student body.

An individual student athlete entering the room selection process alone may select a single room or one-half of a double room (or one-third of a triple room).

Each student athlete may bring one student (student athlete or non-student athlete) into the advanced room selection as a roommate, and may only select a double or triple room. Each person will not be permitted to select single rooms.

A group of two student-athletes may only select a double or part of a triple room.

Bring photo ID and together with intended roommate (if applicable), visit the Office of Residence Life (Mitty Hall, ground floor) during the selected time period.

Current freshmen may choose to only live in the following halls: Becket, More, Siena, Ageno A, Ageno B, Ageno C, Claeys North or Claeys South. These halls require a meal plan.

Current sophomores, juniors and seniors may choose to live in any of the halls listed above in addition to Sabbatte, Syufy, Thille, Freitas, Guerrieri East, Guerrieri West, Ageno East and Ageno West.

Student athletes may also choose to live with a student-athlete or non-student-athlete of a different class but are bound by the above hall restrictions. For purposes of on-campus housing, class standing is determined by high school graduation year and not credit total.

Once housing has been selected, the student-athlete and/or non-student athlete is required to pay a \$350 non-refundable room reservation deposit to the Business Office on or before the posted deadline. Failure to pay the deposit will forfeit housing selection. *This deposit is waived for full scholarship student-athletes.*

Student Information and Records

You are expected to notify Saint Mary's College of California and your head coach of any change of home (permanent) or local (present) mailing address and phone numbers. Consequences resulting from misdirected or unreceived official Saint Mary's College of California correspondence will be your responsibility. Changes should be reported to the Registrar's Office, the Sports Information Office, the Compliance Office and your head coach.

Student-Athlete Awards

SAINT MARY'S COLLEGE PARTICIPATION AWARDS

Each member of a Saint Mary's athletic team receives a gift for each year of participation.

Freshman Year – certificate of participation

Sophomore Year – embroidered fleece blanket

Junior Year – embroidered fleece jacket

Senior Year – engraved SMC watch

WEST COAST CONFERENCE CHAMPIONSHIP AWARDS

Each athlete who wins a WCC individual championship, or is a member of a conference championship team, receives an award for such a prestigious accomplishment.

The following is a partial list of annual awards which Saint Mary's student-athletes have the opportunity to receive. Criteria and nomination procedures vary, but all eligible and deserving student-athletes are considered.

DEPARTMENT AWARDS

- George R. McKeon Scholar-Athlete of the Year (Seniors – Male & Female)
- Player of the Year (Male & Female – all student-athletes eligible)
- Newcomer of the Year (Male & Female – only freshmen or transfer students eligible)
- Performance of the Year (Male & Female – all student-athletes eligible)

- Athletic Director's Honor Roll (Top 10 GPA's in the department)

WEST COAST CONFERENCE AWARDS

- Scholar-Athlete of the Year (Male & Female)*
- Post-Graduate Scholarship (Male & Female)*
- All-Academic Team (3.2 or above to be eligible – 3.0 men's basketball)
- All-Conference Team
- Player of the Week/Month

NATIONAL/REGIONAL AWARDS

- NCAA Post-Graduate Scholarship*
- Academic All-American (All Sports)
- Academic All-District (All Sports)
- All-American (All Sports)
- All-Region/District Team (All Sports)

*Award includes post-graduate scholarship

Student-Athlete Program Evaluation

At the conclusion of each sport season, student-athletes will be asked to complete a written evaluation of the sport program. Your input is valued. The survey does not require a signature. We request that you share well-considered, fair, and honest opinions.

Exit Interviews

The Department of Athletics and Recreational Sports is interested in your experience as a student-athlete. When student-athletes leave the athletic program and/or the College because of personal choice or graduation, each student-athlete is asked to complete an exit interview with their assigned sport administrator. The intent of the exit interview is to improve our overall services and opportunities for students.

NCAA CHAMPS/Life Skills Program

The NCAA CHAMPS/Life Skills Program is administered by the Office of the Assistant Director of Athletics for Student Support Services and is committed to the following five components:

<i>Academic Excellence</i>	<i>Athletic Excellence</i>	<i>Personal Development</i>
<i>Community Service</i>	<i>Career Development</i>	

Commitment to Academic Excellence

A number of services are provided to support your academic effort:

Academic Advising- all aspects of academic advising for students are handled through the office of Academic and Achievement Services, which is located on the 1st floor of De La Salle Hall. This includes services and information regarding advisors, planning work

sheets, advising handbooks, peer advisors, first-year seminars, and off-campus study abroad programs. Their phone number is 631-4349.

Additional academic advising is available through the Office of Academic and Student Support Services for student-athletes. The purpose of this office is to compliment the mission of Saint Mary's College by assisting all student-athletes with achieving in the classroom. Services like monitoring academic progress, contacting faculty members when appropriate, answering questions about degree and class progress, presenting workshops on study skills and time management topics, and developing individual study plans are offered. Additional programs include managing stress and other challenges you might face as a student-athlete and assisting all members of the Department of Athletics and Recreational Sports in understanding College, WCC and NCAA rules, regulations and policies that relate to academic progress.

An advisor's signature is required to add and drop classes. Please note that once a semester begins, all student-athletes should consult their athletic academic advisor before making any changes in their academic schedule. Failure to verify the impact of a schedule change could produce violations of NCAA and WCC rules regarding full-time enrollment. All student-athletes must be enrolled in a minimum of 3.5 credits at all times in order to be eligible for practice and competition.

It is the responsibility of each student-athlete considering a schedule change to learn the consequences of it in advance. Student-athletes must consult their athletic academic advisor prior to making any changes to their schedule.

All entering student-athletes should attend the College's general orientation. It provides the best possible overview of campus life and all available services. The Office of Academic and Student Support Services provides opportunities for supervised study hall. An individual's attendance requirement is determined by the Assistant Athletic Director for Academic Services in consultation with the head coach, faculty advisors, and other campus offices, if necessary. Study sessions will be supervised by a trained Learning Facilitator, and will feature workshops on various critical study skills. These will include note taking, time management, goal setting, library research techniques and generally developing strategies for academic success at Saint Mary's.

All students at Saint Mary's College are eligible to receive free of charge tutoring services, which are provided through the Tutorial Academic Skills Center. If a student-athlete needs a tutor, he/she should contact their athletic academic advisor as soon as possible so the advisor can arrange for tutoring through TASC.

Commitment to Athletic Excellence

The Department of Athletics and Recreational Sports is committed to providing all student-athletes with equal athletics opportunities. This is achieved by complying with Title IX of the Education Amendments of 1972, a federal civil rights statute that prohibits sex discrimination in educational programs, including athletic programs that receive or benefit from federal funding. The Department of Athletics and Recreational Sports is

also striving to continue to increase diversity amongst all student-athletes, coaches, and staff.

In addition to sponsoring 14 Intercollegiate sports programs and 8 club sports, the Department of Athletics and Recreational Sports sponsors a comprehensive strength and conditioning program complete with facilities to support the Division I student-athlete. Twelve of the College's fourteen teams compete in the extremely competitive West Coast Conference (WCC). Formed in 1952, Saint Mary's College was a charter member of the WCC. The Conference now has eight member institutions that span the western coast of the United States. The Conference recognizes championships in each of its sports, has hosted NCAA championship events and has produced several NCAA individual and team champions.

Commitment to Personal Development

Throughout the academic year, many programs will be presented offering student-athletes opportunities for personal development. The program subjects include topics such as drug and alcohol awareness, values clarification, self-esteem, eating disorders, substance abuse, nutrition, loss and grief, and others. If you would like to see a particular program offered, contact the office of the Academic and Student Support Services at 631-4699.

Additionally, a number of leadership opportunities are offered to student-athletes. The **Student-Athlete Advisory Committee (SAAC)** meets regularly with the leadership of the Department of Athletics and Recreational Sports to discuss issues directly affecting the quality of experience student-athletes receive. This committee has two members from each team and representatives are responsible for communicating information to their teammates. If you would like to participate, please ask your head coach.

Commitment to Community Service

The benefits of community service for the student-athlete are many. Personal and social growth results from working with others. A community service commitment allows a student-athlete to reach outside of the Saint Mary's community and realize their relation with the rest of the world. Saint Mary's College of California is committed to service learning in a variety of ways. For opportunities, contact your coach or the office of Academic and Student Support Services at 631-4699.

Commitment to Career Development

The Career Development Center is located in Ferroggiaro Hall. The office assists students with career planning and job placement services: internship placements, on-campus recruitment for full-time positions, individual and small group career counseling, career interest and personality self assessments, job-related skill development workshops, resume writing workshops, interviewing skills workshops, vocational testing, information on different career paths, job search strategies, graduate and professional studies, pre-law counseling, as well as non-profit and volunteer service opportunities. Br. Brenden Madden is the Director of the Career Development Center and the office can be reached at 631-4600.

The Athletic Training Room

The Athletic Training room is a medical facility offered by the Department of Athletics and Recreational Sports to assist the Sports Medicine Staff in the care, prevention, treatment, and rehabilitation of athletic injuries incurred through participation in intercollegiate athletics at Saint Mary's College. The Athletic Training room also offers various cardiovascular training equipment, modalities such as thermotherapy, cryotherapy, ultrasound, electrical stimulation, and whirlpool and sport related equipment such as protective padding, ace wraps, crutches, braces, sleeves and splints. In the event of an emergency, the Athletic Training room is equipped with vacuum splints, spine boards, CPR micro shields, and an Automated External Defibrillator (AED).

Hours of Operation

The Athletic Training Room is generally open 1-2 hours prior to and after each practice. Typical office hours are 10am –6pm (fall), 10am – 6pm (spring). However, hours may vary based on practice and game schedules, travel, holidays, and other special events.

Sports Medicine Team

The Sports Medicine Team is a group of medical providers assembled to assist in the care, evaluation, treatment, and rehabilitation of athletic injuries. This team consists of Orthopedic Surgeons, General Surgeons, General Practice Physicians, Physical Therapists, Dentists, Ear/Nose and Throat Physicians, Neurologists, Nueropsychologists, and Podiatrists. The Athletic Training Staff operates under the direct supervision of these providers, and routinely collaborates with them to make all decisions regarding athletic injuries and participation. Currently, **Chad A. Roghair, MD** operates as our Head Team Physician by providing both medical and administrative oversight to the Athletic Training Staff and the SMC Sports Medicine Team.

Athletic Training Staff

Five Certified Athletic Trainers operate in conjunction with the Student Health and Wellness Center, and under the direction of the Sports Medicine Team. Each staff member possesses current certification through the National Athletic Trainers' Association Board of Certification (NATABOC) and are also first aid, CPR, and AED certified. Accordingly, the Athletic Training Staff will maintain the following responsibilities:

1. Provide care, treatment, prevention, and rehabilitation of athletic injuries.
2. Provide emergency medical care to student-athletes participating in practice or intercollegiate contests.
3. Collaborate with the Head Strength and Conditioning Coach on matters directly related to conditioning, nutrition, rest, hydration, and supplementation.
4. Counsel and advise student-athletes and coaches on the development of rehabilitative conditioning and training protocols to enhance a student-athletes strength, endurance, flexibility, and agility.
5. Maintain supply and equipment inventory and order appropriate supplies as needed.

6. Maintain accurate and up to date injury reports, treatment records, insurance claim reports, and other pertinent documents.
7. Travel as deemed appropriate by the Director of Athletics and Recreational Sports.
8. Other responsibilities as outlined in the Sports Medicine Policies and Procedures Manual.

POLICIES

Medical Eligibility

In order to satisfy the medical eligibility requirements for participation in intercollegiate athletics at Saint Mary's College, each student-athlete must complete a Medical Evaluation form, Personal and Insurance form, Parent Responsibility waiver, FERPA waiver, Waiver and Release of Liability Agreement, and provide proof of primary insurance. In addition, new student-athletes must complete a Health History Questionnaire prior to their first year and will need to update this form each subsequent year. These requirements must be renewed annually and are due in the Athletic Training office prior to July 1st of the upcoming academic year. Once all participation requirements have been satisfied, medical eligibility is granted through written notification by the Athletic Training Staff to the Office of the Assistant Athletic Director for Compliance.

Medical Evaluations

Each student-athlete must complete a medical evaluation prior to their first year of participation in intercollegiate athletics for Saint Mary's College. For new, undergraduate student-athletes, this is a prerequisite for entry into the college. Since 2006, Saint Mary's College Team Physicians have been performing medical evaluations for all incoming student-athletes upon their arrival on campus. Student-athletes will not be allowed to participate without a completed Medical Evaluation form.

Injuries and Illnesses

All injuries incurred by student-athletes participating in intercollegiate athletics at Saint Mary's College will be handled by the Athletic Training Staff. In collaboration with Team Physicians, Consulting Physicians, and other members of the Sports Medicine Team, the Athletic Training Staff will make all decisions regarding medical eligibility, playing status, and return to play.

Most illnesses can be evaluated and treated by the Athletic Training Staff. In these cases, usually a student-athlete's participation remains unaffected. However, illnesses jeopardizing a student-athlete's medical eligibility may be referred to a Family Medicine Specialist, the Student Health and Wellness Center, or other appropriate medical provider for further evaluation.

Injury Reporting

With the student-athlete's consent (see 0.5.3 and 0.5.4), the Athletic Training Staff may communicate with the student-athlete's coaching staff regarding the nature of their injury. In most cases, this means identifying to coaches the exact injury, the severity of the injury, the plan of action for care, and the estimated time lost. In the event of an injury or illness, the Athletic Training Staff will communicate directly to coaches on an ongoing basis through meetings, status updates, and injury reports. Under no circumstances will coaches communicate directly with the treating physician or other medical provider without the consent of the Director of Athletic Training Services.

Student Health and Wellness Services

The Student Health and Wellness Center provides primary medical services for common minor illnesses for all undergraduate students. For serious or prolonged illnesses, students are referred to local hospitals or to their Primary Care Physician (PCP). Illnesses commonly treated may include common colds, upper respiratory infections, strep throat, influenza, mononucleosis, and urinary tract infections. All services and most medications are offered at no cost to the student-athlete.

Rules of the Athletic Training Room

1. Treatment may be refused at anytime to those in violation of Athletic Training rules and policies.
2. Profanity, racial, or sexist comments or any other intimidating actions will not be tolerated.
3. In season student-athletes have priority (taping, equipment, treatments, etc...) over non-traditional season student-athletes.
4. The Athletic Training room is available to both men and women; appropriate dress is required.
5. Do not use or remove equipment/supplies/modalities without the consent of a Certified Athletic Trainer.
6. No shoes on tables.
7. No cleats allowed in the Athletic Training room
8. No horseplay or "hanging out" in the Athletic Training room.
9. All massages and treatments must be approved by a Certified Athletic Trainer.
10. All ankles must be sprayed outside.
11. No food or drinks allowed in the Athletic Training room.
12. Rehabilitation times are by appointment only. See your Certified Athletic Trainer.
13. Student-athletes are not allowed in the office unless meeting with an Athletic Trainer.
14. Per NCAA rules, use of the phone is a violation and not permitted in the Athletic Training room.
15. All personal items and sport equipment must be kept outside the Athletic Training room.

FERPA Regulations and Guidelines

The Family Educational Rights Privacy Act is a federal law that applies to any educational institution that receives Department of Education funding. It states that

education records and personally identifiable information about students and their families cannot be released without prior written consent, except under certain specified circumstances. Personally identifiable information is defined as:

1. Student, parent, and family member names and addresses
2. Personal identifiers such as Social Security Numbers or Student Identification Numbers.
3. Listing of personal characteristics.
4. Other personal information that may place the student's identity at risk.

As health care providers recognized by the American Medical Association (AMA) and National Athletic Trainers' Association (NATA), FERPA's Confidentiality of Medical Information (COMIA) standards prevent us from disclosing ANY medical information without written authorization. In order for students to consent to disclosure of medical information, records must be:

1. Written, dated and signed by the student.
2. Student must specify records to be disclosed.
3. Student must state the purpose of the disclosure.
4. Student must identify the person or persons to whom disclosure may be made.

HIPAA Regulations and Guidelines

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that protects health insurance coverage for workers and their families when they change or lose their jobs, including guaranteeing enrollment in and renewal of insurance setting limitations on exclusion of pre-existing conditions, improving portability of health insurance coverage, establishing Medical Savings Accounts, and other provisions. HIPAA also included mandates to set nationwide standards for privacy of health information. It is this set of standards, called the "Privacy Rule," that HIPAA requires all participating institutions to be in compliance with by April 14, 2003.

As health care providers recognized by the American Medical Association (AMA) and National Athletic Trainers' Association (NATA), HIPAA requires us to safeguard an individual's Protected Health Information (PHI). PHI can be identified as personal and health information that is:

1. Created, kept, filed, used, or shared by health care providers at Saint Mary's College.
2. Written, spoken, or in electronic format.

As outlined by HIPAA, the Athletic Training Staff at Saint Mary's College may use PHI for:

1. Care, treatment, and rehabilitation of athletic injuries sustained by student-athletes participating in intercollegiate athletics for Saint Mary's College.
2. Processing of medical bills that result directly from an athletic injury.
3. Athletic Training Staff meetings, in the presence or absence of a physician.
4. Other disclosures as designated by state or federal law.

Additionally, student-athletes have the right to request an accounting of disclosures, restrictions on disclosures, and to confidential communications. These requests can be made at the student-athletes discretion, and can be honored on a per injury basis.

Student-Athlete Accident Insurance

The medical care of all sport related injuries or illnesses are coordinated through the Saint Mary's College Athletic Training Staff. In the event of an injury, the Department of Athletics and Recreational Sports carries a secondary insurance policy to help cover the cost of injuries incurred while participating in intercollegiate athletics for Saint Mary's College. Therefore, it is important to identify and understand the extent of the medical coverage provided and the procedure which must be followed in the event of an injury or illness.

1. All students at Saint Mary's College are required to have primary health insurance, either through an outside policy or by insurance purchased through Saint Mary's College. Failure to have an ACTIVE primary insurance policy may result in failure of Saint Mary's College to assist in medical expense coverage, even those related to athletic activity.
2. Complete primary medical insurance information must be on file in the Athletic Training room. Changes in Health Insurance Information must be submitted immediately to the Athletic Training room. Failure to do so may result in incorrect billing, or non-coverage through primary insurance. If proper notice is not given in writing via mail or fax within seven days of the change, Saint Mary's College may not be held responsible for bills or charges related to the lack of notification.
3. In the event of a sport related injury or illness, the primary insurance will be billed directly from the information provided to the Athletic Training room. If student-athletes utilize an HMO like Kaiser Permanente or other insurance with restrictions on locations of service, only the facilities approved by their provider can be used.
4. The Saint Mary's College secondary athletic insurance can be billed for portions of medical care bills not covered by the primary insurance on any athletically related injury or illness, after the primary insurance has been billed. The policy as stated here does not guarantee coverage, however.
5. The Athletic Training Staff must approve use of the secondary insurance policy. Saint Mary's College financial responsibility is limited to those cases in which medical care is authorized or recommended by the Athletic Training Staff or its designees. Failure to discuss, in advance, medical care requiring the use of Saint Mary's College secondary insurance may result in loss of benefits. Furthermore, if a student-athlete or student-athlete representative chooses to receive medical care outside of, or in addition to the recommendations made by the Athletic Training Staff and Sports Medicine providers, they MUST do so at their own expense, as the secondary coverage will not provide assistance in those cases.
6. If a student-athlete receives medical care as a result of an athletic injury, they MUST submit all explanation of benefits (EOB's) from their insurance carrier to the Athletic Training room IMMEDIATELY. Bills, EOB's, and other insurance and medical paperwork will often be sent to the permanent address or local

address of the student-athlete or guardian. If the primary insurance does not send an EOB, the student-athlete must contact them and request it. The Athletic Training room does not get copies of these bills. Failure to notify the Athletic Training Staff of bills may result in failure to assist with bill payment and lead to a collection agency, for which we will not be responsible. Please be advised that all medical expenses incurred while participating in collegiate athletics are the sole responsibility of the student-athlete. Saint Mary's College, the Department of Athletics, and the Athletic Training Staff are not responsible for any outstanding balances.

7. Our secondary insurance provider will only assist with medical bill payment for up to two years from the date of injury. After that time period, the financial responsibility is then passed to the student-athlete. Furthermore, in the event of an orthopedic rehabilitation, our insurance provider will allow a fixed dollar amount of outside physical therapy costs above and beyond the coverage of primary insurance. This amount is fixed and cannot be exceeded. The student-athlete is responsible for verifying this amount with their Athletic Trainer, and may only exceed this amount if they are willing to assume financial responsibility for such services.
8. Saint Mary's College Athletics will not be responsible for non-sports related injuries. To help clarify situations in which we are or are not responsible for providing secondary insurance coverage, consider the following examples:

Example A:

Knee ligament tear during intercollegiate practice session

Decision: Athletic Injury, secondary coverage offered

Example B:

Strep throat requiring antibiotic treatment, athlete is in or out of season

Decision: Care offered through student health center. If the student-athlete chooses to go off campus for care, no secondary coverage offered

Example C:

Ankle Sprain during Physical Education Class, not intercollegiate activity

Decision: Not related to sports activity, no secondary coverage offered

Example D:

Car accident, broken wrist required x-ray, casting and physician care

Decision: Not related to sports activity, no secondary coverage offered

Example E:

Tooth knocked out during athletic practice, dental work required

Decision: Athletic Injury, secondary coverage offered

Drug Education and Testing Policy

As a student-athlete at Saint Mary's College of California, you are expected to uphold policies that apply to all students on campus. These policies have been identified in the Saint Mary's College of California Undergraduate Student Handbook. Additionally, you are expected to abide by all team regulations, Athletic Department regulations, and

NCAA governing bylaws. These, and other guidelines, are detailed in the Saint Mary’s College of California Student-Athlete Handbook.

A summary of the Saint Mary's College of California, NCAA and Athletic Department rules are as follows:

- Saint Mary’s College of California “prohibits the sale, use, possession, or distribution of illegal drugs, or being under the influence of controlled substances or illegal drugs except as permitted by law or college policy” (Undergraduate Student Handbook, Student Code of Conduct, p.11).
- The NCAA and Saint Mary’s College of California Department of Athletics and Recreational Sports prohibit the use of performance enhancing drugs as well as illegal recreational drugs, as listed in NCAA bylaw 31.2.3.1, and Saint Mary’s College of California Undergraduate Student Handbook Policy on Alcohol and Other Drugs (Part 1, p.28).
- The NCAA and Saint Mary’s College of California Department of Athletics and Recreational Sports prohibit the use of all substances listed in the NCAA Banned Drug List (Bylaw 31.2.3.1) as well as those identified in the Saint Mary’s College of California Undergraduate Student Handbook Policy on Alcohol and Other Drugs (Part 1, p.28).
- The NCAA and Saint Mary’s College of California Department of Athletics and Recreational Sports prohibit the use of all forms of tobacco (cigarettes, snuff, chewing tobacco) at all practices and competitions, per NCAA Bylaw 11.1.5 and Saint Mary’s College Department of Athletics Student-Athlete Handbook, Student-Athlete Standards (p.27).

The Drug Education and Testing Policy will operate at the discretion of the Treatment Management Team (TMT), which may include the Assistant Director of Athletics for Student Support Services, the Head Athletic Trainer, a Physician, and a Counselor/Clinical Psychologist. Table 1 below details the members of this team. This program would be consistent with applicable NCAA and Saint Mary’s College of California policies, as listed in this document. To the extent permitted by law, the information obtained will remain confidential.

Table 1, Treatment Management Team Members

Treatment Management Team Members	
Title	Assigned Team Member
Athletic Trainer	Head Athletic Trainer
Physician	Head Team Physician
Counseling Services Representative	Counselor/ Clinical Psychologist
Athletic Department Administrator	Student Support Services

Policy Statement on the Use of Supplements

Saint Mary’s College of California and the Department of Athletics and Recreational Sports do not condone the use of dietary supplements by student-athletes. Dietary

supplements and ergogenic aids do not undergo federal government approval and are not tested for quality like prescription and over the counter medications. Therefore, some products may contain NCAA and Saint Mary's College of California banned substances, which are not listed on the label. Product claims by many supplement manufacturers have not been based on scientific, evidence based research and therefore do not substantiate performance claims. Additionally, potential harmful effects and long term usage of many dietary supplements have not been completely studied, and several cases of serious affects have been reported.

Student-athletes who are currently taking or intend to take dietary supplements or ergogenic aids are required to report these products to the Athletic Training Staff and/or Team Physician immediately. The Athletic Training Staff will utilize the Dietary Supplement Resource Exchange Center (REC) website (www.drugfreesport.com/rec) to identify the efficacy of all products.

I. Drug Treatment, Rehabilitation, and Testing

Treatment and Rehabilitation are linked as key components of the Policy on Drug Education and Testing. There are three methods, through which a student-athlete can enter into a Treatment and Rehabilitation program. They are:

- **Safe Harbor**, or self-identification of a need for Treatment in Substance Abuse. This must be invoked prior to being selected for random drug testing.
- **Cause Testing Protocol**, or identification by trained staff as to a need for Illegal Substance Treatment.
- **Random Testing Protocol**, or identification through a formal, random testing procedure submitted to by Saint Mary's College of California student-athletes.

Options for Entering a Treatment Plan/Program:

Several methods are described below for seeking help in a Substance Abuse Program under the proposed Saint Mary's College of California Drug Education and Testing Program. Figure 1 (attached) displays the step-by-step process of entering a treatment program, and it is explained further in text below.

- **Safe Harbor**
If a student athlete wishes to enter treatment for a substance abuse problem, the student-athlete can contact any member of the Treatment Management Team (Assistant Director of Athletics for Student Support Services, Physician at Student Health and Wellness, Head Athletic Trainer, or Counseling Services Representative) or a coach, for a confidential evaluation. If after the evaluation, Safe Harbor is granted by the TMT, the student will be required to follow the treatment plan prescribed by the TMT and will be removed from random Saint Mary's College of California drug testing for the duration of the treatment plan. The student-athlete must sign an agreement documenting the required treatment plan (Figure 2). The student-athlete can, however, be subjected to testing at the discretion of the TMT to ensure they are following the assigned treatment plan.

Results of such tests will be used at the discretion of the TMT, and can, if warranted, be used as positive tests on the record of the student, if it is felt that the student is abusing the Safe Harbor system, and/or acting against the interest of the treatment/rehabilitation guidelines (i.e. violating the written contract). The student-athlete's coach will NOT be informed of the student-athlete's participation in the Safe Harbor Program, nor will the Director of Athletics, unless the TMT feels the student-athlete has violated the treatment agreement.

- **Cause Testing Protocol**

A student-athlete, and/or entire team can be subjected to evaluation by the TMT and to drug testing at any time, if deemed appropriate by the TMT, upon referral by the Athletic Training Staff, Team Physician, Director of Athletics or designee, or coaching staff under the following conditions:

- Previous Positive Drug Test by the NCAA or Saint Mary's College of California.
- Documented use, possession, distribution, or manufacture of any controlled substance, illegal drug, and/or drug paraphernalia.
- Observation of behaviors (disorderly conduct, demonstrated impairment of judgement or mental capacity, extreme panic/paranoia, and other psychological changes) that could pose an immediate threat to the health and safety of the student or others, if substance abuse is suspected to contribute.
- After evaluation by the TMT, a treatment plan could be implemented, which may include random re-testing, which would follow the same protocol as listed below in the "Random Testing Protocol" section, but can be performed with or without notice.

Student-athletes who may be tested that are under the age of eighteen will require a parent signature prior to the test.

- **Random Testing Protocol**

A series of tests are administered at various times throughout the academic year. The student-athletes are randomly selected for these tests. The random selection is performed by the Athletic Training Staff, who will provide the test administrator with student-athlete rosters in advance to generate unbiased random selections for drug testing. The test administrator will run computerized random selections and provide the Department of Athletics and Recreational Sports with a list of student-athletes selected for random drug testing via fax or email. This process is consistent with year round random testing procedures administered by the NCAA.

Each student-athlete randomly selected will be notified by the Head Athletic Trainer, given either short notice or no notice of the testing, and will be required to sign a notification form, stating that they have been. Additionally, this random testing by the institution will require a waiver to be signed at the beginning of each academic year, acknowledging the consent of the student to be randomly tested by the institution. Failure to appear at the assigned time will constitute a

positive drug test. Also, the determination that a sample has been altered in any way will constitute a positive drug test. Finally, it should be noted that student-athletes providing a sample so diluted as to prevent appropriate testing, as determined by the testing lab, will result in the right to re-test the student-athlete until a properly concentrated sample can be obtained.

All test results will be kept in a secure file cabinet with access limited to the Head Athletic Trainer. Samples will be obtained in a fashion that reflects NCAA Drug Testing Program Protocol procedural codes under “Specimen Collection”. Laboratory paperwork will be consistent with the consulting laboratory and will not contain the name of the student-athlete being tested, pursuant to the procedural codes outlined in Figure 3 entitled “Drug Testing Specimen Collection Procedures”.

II. Consequences of Positive Drug Tests

In accordance with the Undergraduate Student Handbook of Saint Mary’s College of California, a student-athlete testing positive for illegal substances may also face additional sanctions as identified in the Saint Mary’s College of California Alcohol and Other Drugs Policy.

Medical Exception Process

Saint Mary’s College of California recognizes that some banned substances are used for legitimate medical purposes. Accordingly, Saint Mary’s College of California allows exceptions to be made for student-athletes with a documented medical history demonstrating a need for regular use of such a substance. Exceptions may be granted for substances included in the following classes of banned drugs:

1. Beta Blockers
2. Peptide Hormones
3. Diuretics
4. Stimulants

The student-athlete is required to notify the Head Athletic Trainer of all medication he or she is currently taking. The Athletic Training Staff at Saint Mary’s College of California will maintain a letter from the prescribing physician documenting the student-athlete’s medical history, demonstrating the need for regular use of such a drug. The letter must contain information such as the diagnosis, medical history, and dosage information.

If the student-athlete tests positive, the Head Athletic Trainer, in consultation with the TMT, will review the student-athlete’s medical records to determine whether a medical exception should be granted.

Positive Tests: (See Table 2 and Table 3)

First Positive Test:

If a student-athlete tests positive for banned substances, or there is a documented substance abuse occurrence, (DUI, arrest for possession, student conduct charges involving drugs/alcohol), he or she will meet with the TMT for an evaluation, at which time a treatment plan will be developed and signed. The standard agreement will include a minimum of three counseling sessions, assessment by a substance abuse specialist, periodic follow up for cause testing, and consultation with the student-athlete's respective head coach. A positive test counts cumulatively throughout that student-athlete's career and will be included in drug testing results from NCAA out of competition drug testing. For example, if a student-athlete tests positive during institutional drug testing, that would count as a first positive test. Then, if they were to test positive for NCAA out of competition testing, that would be considered a second positive drug test and those sanctions would then apply (as detailed in Table 2).

Second Positive Test:

If a second positive test occurs, or there is a documented substance abuse occurrence, (DUI, arrest for possession, student conduct charges involving drugs/alcohol, or a failure to comply with the terms of the initial agreement), the TMT will review and revise the student-athlete treatment plan and a new agreement will be prescribed. A minimum two-week suspension from team events and a participation loss of 10% of future in season competitions will be imposed.

Third Positive Test:

If a third positive test occurs, there is a documented substance abuse occurrence, (DUI, arrest for possession, student conduct charges involving drugs/alcohol, or a failure to comply with the terms of the initial agreement), or a failure to comply with the agreement occurs, a mandatory, minimum one-year suspension from all participation in intercollegiate athletics at Saint Mary's College of California will be issued. If the individual receives an athletic grant in aid, it will not be renewed for the following year. Per NCAA bylaw 15.3.4.1, institutional grant in aid "may be prorated and/or cancelled immediately during the period of the award if the recipient (a) renders him/herself ineligible for intercollegiate competition... (c) engages in serious misconduct warranting substantial disciplinary penalty..." However, the student-athlete may appeal the cancellation of financial grant in aid to the Saint Mary's College of California Office of Financial Aid. This process will follow guidelines listed in Section IV entitled "Hearings, Appeals, and Reinstatement" in addition to the above.

To re-enter the intercollegiate athletic program after the year of suspension has been served, the student-athlete will be required to meet with the TMT. If re-entry is granted, the student-athlete will participate at the Second Positive Test level, meaning a second expulsion from the program if agreement guidelines are

not met. Reinstatement will follow the guidelines listed in Section III entitled “Hearings, Appeals, and Reinstatement” in addition to the above.

Table 2, Drug Education and Positive Testing Notification Chart

Who Gets Notified:	Safe Harbor	Positive Test 1	Positive Test 2	Positive Test 3
Treatment Management Team	X	X	X	X
Head Coach		X	X	X
Director of Athletics		X	X	X

Table 3, Procedures and Consequences

Procedures and Consequences:	Safe Harbor	Positive Test 1	Positive Test 2	Positive Test 3
Exemption from random testing	X			
Evaluation by TMT	X	X	X	X
Treatment agreement w/ TMT	X	X	X	X
Suspension from events and 10% season loss			X	
Immediate suspension from all team functions (minimum 1 year)				X
Athletic grant-in-aid discontinued				X

III. Hearing, Appeals, and Reinstatement:

All student-athletes are entitled to a hearing under the terms of the Drug Education and Testing Program prior to imposition of sanctions. A request for such a hearing must be made in writing to the Director of Athletics within one week of a notification of a

positive test. Appeals of any hearing decision may be made to the Director of Athletics, who will have the discretion on whether or not to resubmit any additional information to the Treatment Management Team for reconsideration.

Student-athletes who are subject to the cancellation of institutional financial grant in aid are also entitled to a hearing prior to the cancellation or proration of aid. This request must be made to the Associate Director of Financial Aid within one week of a notification of a positive test. Appeals of any hearing decision may be made to the Director of Athletics, who will have the discretion on whether or not to resubmit any additional information to the Office of Financial Aid for reconsideration.

Reinstatement to the Saint Mary's College of California Intercollegiate Athletic Program after a positive test and suspension (for cause or random testing protocol) will consist of clearance from the TMT members pursuant to the completion of Counseling Services. Once this form is completed, a student-athlete can apply, in writing, to the Director of Athletics for either full or partial reinstatement with or without restrictions. The TMT will either make a recommendation to grant reinstatement or reply in writing as to the reasons for the lack of reinstatement. The Director of Athletics will have final authority on whether or not to grant reinstatement.

Safe Harbor participants must apply to exit the Saint Mary's College of California Drug Education and Testing Program, and should apply directly to the Head Athletic Trainer, as the Head Coach and Director of Athletics are not informed. Since they may not necessarily be any suspension in this program, the discretion will reside with the TMT and the treating physician to determine whether or not a student-athlete can remain in the Safe Harbor, and when they are ready to leave the Safe Harbor Program. A student-athlete may stay in the Safe Harbor Program for a maximum of thirty (30) days. Violation of a signed treatment agreement may result in expulsion from the Safe Harbor Program.

NCAA Banned Substance Testing:

Student-athletes may be tested while participating in championship and/or post-season events, or during random, year-round, out-of-competition NCAA testing. Failure to appear at an NCAA test, or failure to provide a urine sample for testing, or any attempt to alter a sample, will be treated as a positive test by the NCAA. The penalty for this includes the loss of up to one year of NCAA eligibility.

The Saint Mary's College of California Drug Education and Testing Program discussed here is a separate program from the NCAA. Accordingly, these policies including the "Safe Harbor" and other treatment policies DO NOT apply to NCAA Testing. NCAA testing is described in detail and is available on the NCAA website at www.NCAA.org.

IV. Banned Substances (Saint Mary's College of California Drug Education and Testing Policy):
See Figure 2, NCAA 2007-2008 Banned Drug Classes, Bylaw 31.2.3.1

Also included as listed in NCAA Policy or in addition to NCAA Policy are the following substances, which may be tested for:

1. Psychomotor and Central Nervous Stimulants
2. Anabolic Steroids
3. Diuretics
4. Street or Recreational Drugs
5. Other substances at the discretion of the Treatment Management Team (must be formally added to policy each year before consent form is signed)

V. Lab Results and the Dissemination of Information:

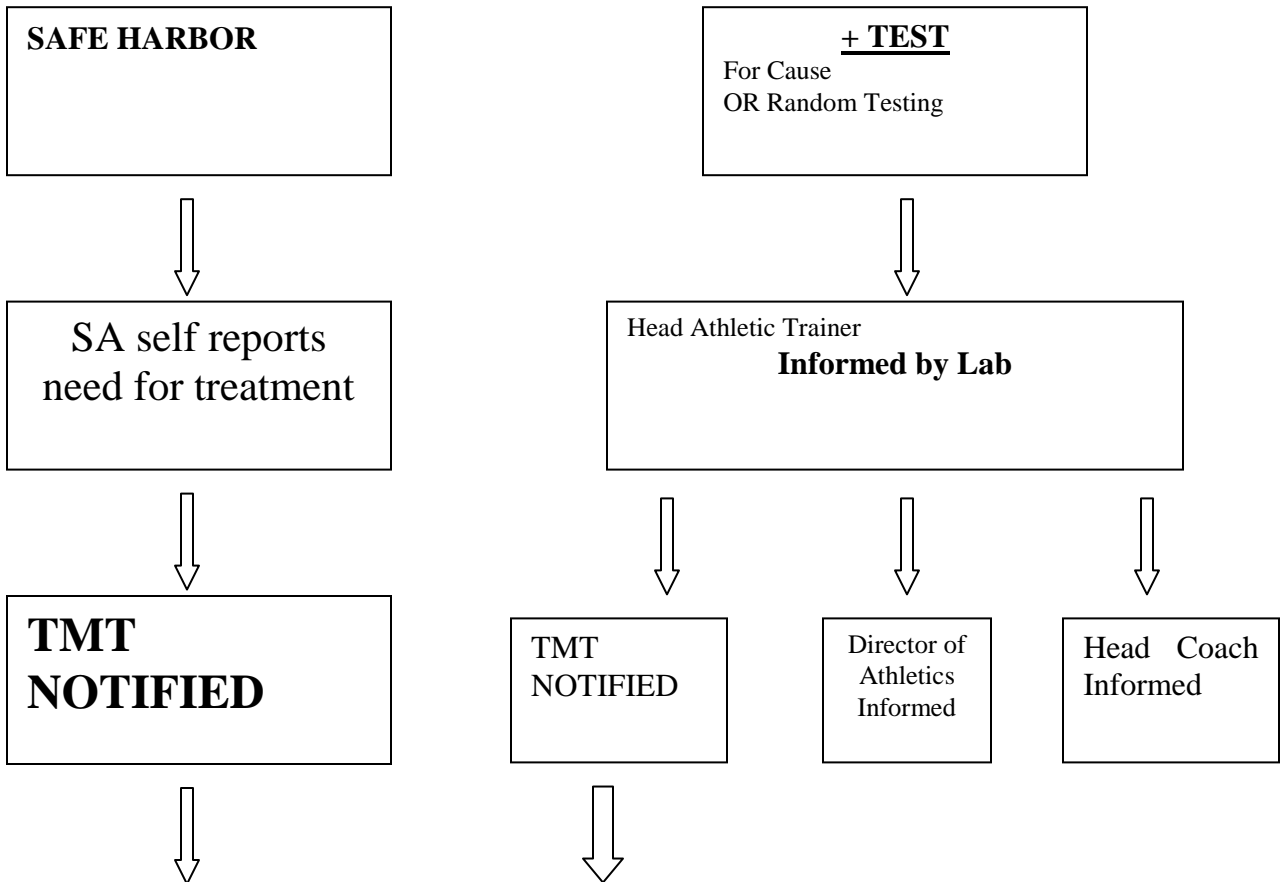
Testing will be administered by the Athletic Training Staff at Saint Mary’s College of California, under the supervision of the Head Athletic Trainer. An independent lab will perform the testing, and results will be disseminated to the Head Athletic Trainer. It will be the responsibility of the Head Athletic Trainer to inform the Director of Athletics or Designee, and the members of the Treatment Management Team (TMT), including the Assistant Director of Athletics for Student Support Services, Director of the Counseling Center or designee, and the Director of Health and Wellness Center or designee.

ATTACHMENTS:

FIGURE 1: Flow Chart – Treatment Program

FIGURE 2: NCAA Banned Substance List

FIGURE 3: Drug Testing Specimen Collection Procedures



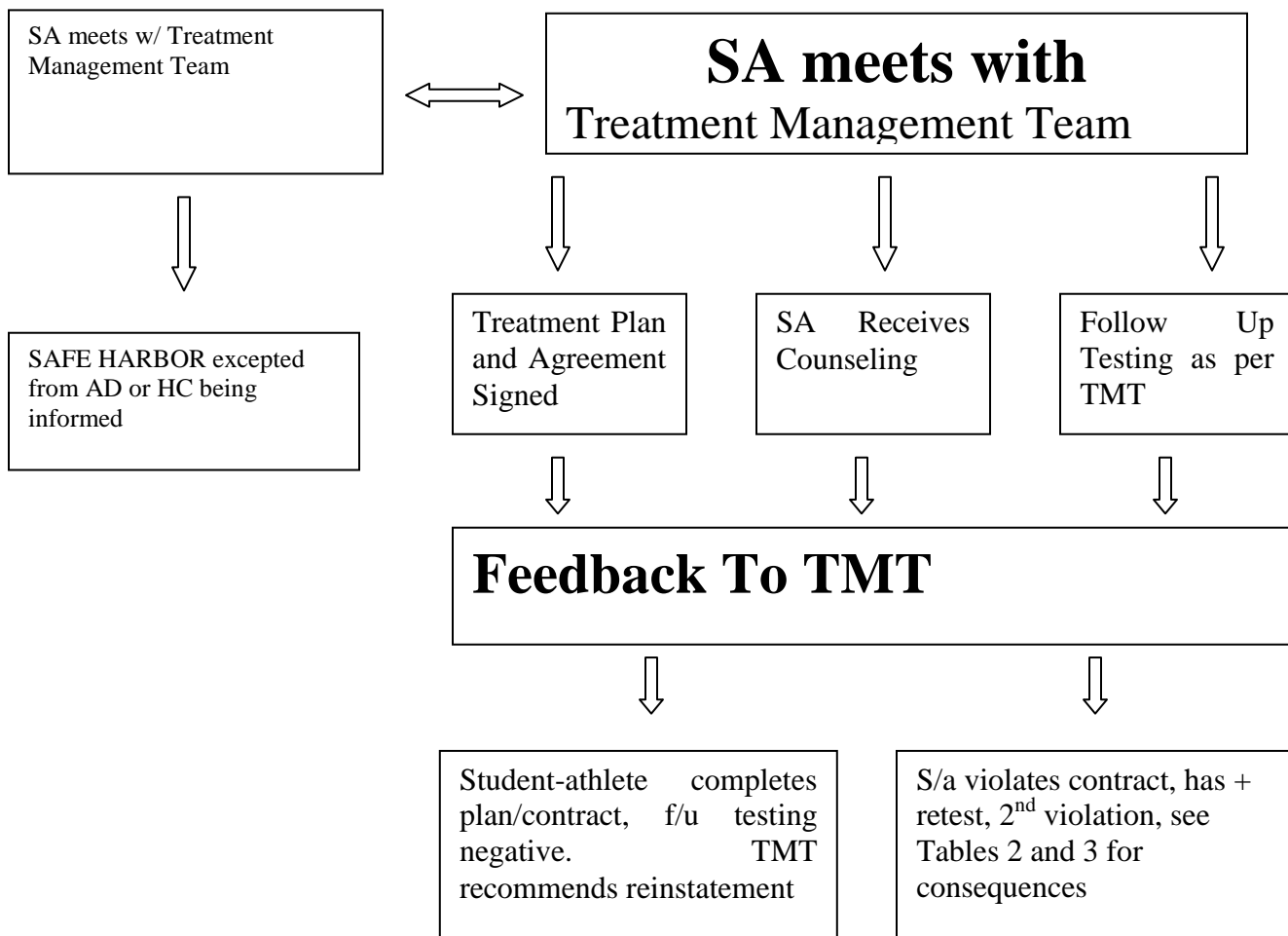


FIGURE 1

Figure 2, NCAA Banned Substance List

Bylaw 31.2.3.1. Banned Drugs

The following is the list of banned-drug classes, with examples of substances under each class:

(a) Stimulants:

- methylenedioxymethamphetamine
- amiphenazole
- amphetamine methylphenidate
- bemigride nikethamide
- benzphetamine octopamine
- bromantan pemoline
- caffeine1 (guarana) pentetrazol
- chlorphentermine phendimetrazine
- cocaine phenmetrazine

cropropamide phentermine
crothetamide phenylpropanolamine (ppa)
diethylpropion picrotoxine
dimethylamphetamine pipradol
doxapram prolintane
ephedrine (ephedra, strychnine
ma huang) synephrine (citrus aurantium,
ethamivan zhi shi, bitter orange)
ethylamphetamine fencamfamine
meclofenoxate
methamphetamine phenylephrine
pseudoephedrine

(b) Anabolic Agents:

anabolic steroids

androstenediol methyltestosterone
androstenedione nandrolone
boldenone norandrostenediol
clostebol norandrostenedione
dehydrochlormethyl- norethandrolone
testosterone oxandrolone
dehydroepiandro- oxymesterone
sterone (DHEA) oxymetholone
dihydrotestosterone stanozolol
(DHT) testosterone2
dromostanolone tetrahydrogestrinone (THG)
epitrenbolone trenbolone
fluoxymesterone
gestrinone
mesterolone
methandienone clenbuterol

(c) Substances Banned for Specific Sports:

Rifle:

alcohol pindolol
atenolol propranolol
metoprolol timolol
nadolol

(d) Diuretics and other Urine Manipulators:

acetazolamide hydrochlorothiazide
bendroflumethiazide hydroflumethiazide
benzthiazide methyclothiazide
bumetanide metolazone
chlorothiazide polythiazide
chlorthalidone probenecid
ethacrynic acid spironolactone (canrenone)
finasteride probenecid

flumethiazide triamterene
furosemide trichlormethiazide

(e) Street Drugs:

heroin tetrahydrocannabinol
marijuana³ (THC)³

(f) Peptide Hormones and Analogues :

corticotrophin (ACTH)
growth hormone (hGH, somatotrophin)
human chorionic gonadotrophin (hCG)
insulin like growth factor (IGF-1)
luteinizing hormone (LH)
erythropoietin (EPO) sermorelin
darbepoetin

(g) Anti-Estrogens

anastrozole
clomiphene
tamoxifen

Figure 3, Drug Testing Specimen Collection Procedures

1. Upon entering the collection station, the student-athlete will provide photo identification and/or a Saint Mary's College of California representative/site coordinator will identify the student-athlete and the student-athlete will be officially admitted into the collection station.
2. The student-athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker's lid or attach a unique bar code to the beaker.
3. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of at least 50 mL is provided (85 mL if testing for anabolic steroids).
4. Validators who are of the same gender as the student-athlete must observe the voiding process. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The student-athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the athlete raise his/her shirt high enough to observe the midsection area completely to rule out any attempt to manipulate or substitute a sample.
5. Student-athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the collection crew chief for documentation.

6. Once a specimen is provided, the student-athlete is responsible for keeping the collection beaker closed and controlled until the specimen can be adequately processed and packaged for shipment to the laboratory.
7. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances.
8. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.
10. Upon return to the collection station, the student-athlete will begin the collection procedure again.
11. Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the student-athlete.
12. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the student-athlete. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
13. If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the student-athlete. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
14. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.
15. The laboratory will make final determination of specimen adequacy.
16. If the laboratory determines that a student-athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
17. If a student-athlete is suspected of manipulating specimens (e.g., via dilution), Saint Mary's College of California will have the authority to perform additional tests on the student-athlete.

18. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the student-athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form or set of Specimen Bar Code Seals from a supply of such.
19. A collector will record the specific gravity and pH values.
20. The collector will pour approximately 30 mL of the specimen into the “A vial” and the remaining amount (approximately 20 mL) into the “B vial” (A=60 mL, B=25 mL for anabolic steroid testing) in the presence of the student-athlete.
21. The collector will place the cap on each vial in the presence of the student-athlete; the collector will then seal each vial in the required manner under the observation of the student-athlete and witness (if present).
22. Vials and forms (if any) sent to the laboratory shall not contain the name of the student-athlete.
23. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
24. The student-athlete, collector and witness (if present) will sign certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the student-athlete will be required to provide another specimen.
25. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
26. The specimens become the property of the client.
27. If the student-athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug-testing program.
28. On occasion, Saint Mary’s College may choose to test using a single specimen kit. The collector will follow the split specimen procedures up to the point where the student-athlete selects a sealed kit. With a single specimen kit, the collector beaker may serve as the secured vial for transporting the specimen to the laboratory. The collector will instruct the student-athlete to provide at least 35 mL of urine allowing for a 5 mL pour-off to measure specific gravity and pH on site. A single vial will be processed and transported to the laboratory for analysis.

Athletic Training Staff Phone Directory

	<u>Office</u>	<u>Email</u>
Director of Athletic Training Services Tim Podesta	631-4398	tpodesta@
Associate Director of Athletic Training Services Laura Dixon	631-4398	lbrooks@
Associate Athletic Trainer Hattie Leal	631-4398	hjl1@
Assistant Athletic Trainer	631-4398	@
Assistant Athletic Trainer Rachel Salazar	631-4398	res3@

- all area codes are (925)
- email address is @stmarys-ca.edu

Media Relations

The Media Relations Office provides a variety of support roles for student-athletes and the media who cover Gael athletics. The office is located in the Trailer Annex and staffed by Rich Davi, Assistant Director of Athletics for Media Relations, Mandy Bible, Director of Sports Information, Matt Fontenot, Assistant Director of Sport Information and a number of student employees. If you have questions regarding any matter pertaining to the media, please call the office at extension 631-4402.

The Media Relations Office produces a number of publications, weekly press releases and, in general, promotes Gael student-athletes, coaches, and sports programs. The office personnel also handles nominations for various WCC and NCAA awards in conjunction with the Assistant Director of Athletics for Student Support Services. Office personnel will be present at many home and selected road contests to record results, keep statistics, and handle media needs.

There are three simple rules in dealing with the media at Saint Mary's College of California.

1. All media interviews are to be arranged through the Media Relations Office.
2. Do not give out your telephone number to members of the media.

3. No exchange with a member of the media should ever be considered “off the record.”

Athletic Equipment

All equipment and uniforms will be issued by the Equipment Manager. All equipment will be signed for by the student-athlete and recorded on an equipment card, which will be kept on file in the equipment room. The student-athlete is responsible for care of the equipment issued to him/her and for its return.

All equipment issued is required to be returned to the Equipment Manager within two (2) weeks of the athlete's final competition of the season. Failure to return said equipment in acceptable condition, and within the two-week guideline, will result in the student-athlete being charged full replacement cost for each item. These charges will be added to the student's existing student account.

Furthermore, the Equipment Manager will be unable to accept equipment returned beyond the two-week deadline because replacement orders will have already been processed.

Practice and Game Apparel

- All practice and game apparel must be Adidas. If for medical reasons, you need to wear something other than Adidas, it must be approved by the Director of Equipment and the Director of Athletics.
- The head coach and equipment manager will assign a time and place for equipment issue.
- All student-athletes must have completed all necessary paperwork, have been medically cleared to participate by the Head Athletic Trainer, and be declared eligible to participate in practice by the Assistant Director for Student Support Services before equipment and a locker will be issued.
- Each student-athlete will be issued practice apparel and equipment. Student-athletes, not the equipment room staff, are responsible for placing their dirty apparel in their laundry bag and securing it properly. If practice gear is lost, the student-athlete will be issued another piece and will be charged for the lost piece. If the gear becomes unserviceable, it will be replaced at no charge by the equipment room staff.
- Student-athletes will be issued appropriate game/meet uniforms and are responsible for proper care. If any part of the game/meet uniform is lost, the student-athlete will be issued another piece and will be charged for whatever was lost. If the game/meet

uniform becomes unserviceable, it will be replaced at no charge by the equipment room staff.

- The head coach and equipment manager will assign a time and place for gear to be returned at the end of the season. The equipment manager will meet with each team to supervise this process.

Laundry Policy

- All practice and game/meet uniforms and apparel must be washed by the Equipment staff. Do not wash any athletic apparel issued to you.

Campus Resources

ACADEMIC ADVISING AND ACHIEVEMENT

Russ Tiberii, Dean • De La Salle Hall, Ground Floor • 925-631-4349

ALCOHOL AND OTHER DRUG EVALUATION AND EDUCATION SERVICES

Nancy Glenn, Coordinator • De La Salle Hall, Ground Floor • 925-631-4364

BUSINESS OFFICE

Filippi Hall, First Floor • 925-631-4209/925-631-4211 (Payroll)

Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m.

CAMPUS MINISTRY

Pamela Thomas, Director • Chapel Arcade • 925-631-4366

CAREER DEVELOPMENT CENTER

Br. Brendan Madden, FSC, Director • Ferroggiaro Hall, Second Floor • 925-631-4600

CATHOLIC INSTITUTE FOR LASALLIAN SOCIAL ACTION (CILSA)

Bishop John Cummins, Director • Ferroggiaro Hall, First Floor • 925-631-4975

COUNSELING CENTER

Sheri Richards, Director • De La Salle Hall, Ground Floor • 925-631-4364

DINING AND CATERING SERVICES

Matt Carroll, General Manager • Oliver Hall • 925-631-4378

Catering Services • 925-631-4078

Oliver Hall - "All you care to eat dining":

Monday - Friday

Breakfast.....7:30 a.m.-10:30 a.m.
Continental Breakfast.....10:30 a.m. -11:00 a.m.
Lunch.....11:30 a.m. -2:00 p.m.
Snack.....2:00 p.m. - 4:45 p.m.
Dinner.....4:45 p.m. -7:00 p.m.
Late Night.....9:00 p.m. -11:00 p.m.

Saturday

Breakfast.....9:00 a.m.-10:30 a.m.
Continental Breakfast.....10:30 a.m. -11:00 a.m.
Lunch.....11:00 a.m.-1:30 p.m.
Dinner.....5:00 p.m.-7:00 p.m.

Sunday

Brunch.....9:00 a.m.-1:30 p.m.
Dinner.....5:00 p.m.-7:00 p.m.
Late Night.....9:00 p.m.-11:00 p.m.

FINANCIAL AID

Priscilla Muha, Director • Filippi Hall, Second Floor • 925-631-4370

HEALTH AND WELLNESS CENTER

Sue Peters, Interim Director • Augustine Hall, Ground Floor • 925-631-4842

HEALTH AND WELLNESS EDUCATION

Licia Johnson, Health Educator • Augustine Hall, Ground Floor • 925-631-4776

INTERCULTURAL CENTER

Elia Moreno, • Delphine Lounge

OFFICE OF LEADERSHIP AND INVOLVEMENT

Brother Michael E. Sanderl, FSC, Assistant Dean of Student Life for Mission and Leadership • Ferroggiaro Hall, First Floor • 925-631-4704

Ete M. Anderson, Assistant Dean of Student Life for Involvement • Ferroggiaro Hall, First Floor • 925-631-8318

Libraries and Computer Centers

Thomas L. Carter, Dean of Academic Resources • Saint Albert Hall • 925-631-4667

Larry Dyer, Manager • Saint Albert Hall, Second Floor • 925-631-4335

Regular library hours are: Monday-Thursday 8:00 a.m. to 11:45 p.m.
 Friday 8 a.m. to 5 p.m.
 Saturday 10 a.m. to 6 p.m.
 Sunday 10:00 a.m. to 11:45 p.m.

PUBLIC SAFETY

Bill Foley, Chief • Siena Hall • 925-631-4052/Front Gate • 925-631-4282 (24-hour)

RECREATIONAL SPORTS

Kory Hayden, Director • Madigan Gym • 925-631-4949

REGISTRAR'S OFFICE

Julia Odom, Registrar • Filippi Hall, First Floor • 925-631-4214

Residence Life

Scott Kier, Associate Dean of Student Life • Mitty Hall • 925-631-4236

SERVICES FOR STUDENTS WITH DISABILITIES

Jennifer Billeci, Coordinator • Filippi Academic Hall • 925-631-4164

SEXUAL ASSAULT AWARENESS/PREVENTION

Joanna Snawder, Assistant Director • De La Salle, Ground Floor • 925-631-4193

STUDENT CONDUCT

Jim Sciuto, Associate Director for Community Life • Mitty Hall • 925-631-8043

TUTORIAL ACADEMIC SKILLS CENTER (TASC)

Cami West, Director • Filippi Academic Hall • 925-631-4358

WOMEN'S RESOURCE CENTER

Sharon Sobotta, Director • De La Salle Hall, Ground Floor • 925-631-4193

Department of Athletics Directory

*****unless otherwise noted, all e-mail addresses are @stmarys-ca.edu*****

Administration

Mark Orr	Director of Athletics & Rec. Sports	631-4399	morr@
Craig Johnson	Faculty Athletic Representative	631-4968	cjohnson@
Mark Popadopoulos	Associate Director for Operations	631-4951	map10@
Marty Storti	Assoc. Dir. for Admin. & Rec. Sports	631-4781	mstorti@
Katie Davis	Assist. Director for Academic Supp./SWA	631-4699	kdavis@
Stephanie Shrieve	Assist. Dir. For Compliance	631-4952	sshrieve@
Kari Montero	Assist. Dir. for Student Supp. Services	631-4147	ksivesin@
Rich Davi	Assist. Director for Media Relations	631-4402	rdavi@

Kami Gray	Director of Business Operations	631-4521	kgray@
Mike Samuels	Director of Marketing & Advertisement	631-4265	msamuels@
Tom Carroll	Director of Ticket Sales & Operations	631-4394	tcarroll@
Todd Ogorzelec	Dir. of Equipment & Event Management	631-4656	togorzel@
Mandy Bible	Director of Sports Information	631-4950	abible@
Chris Harrell	Coordinator of Eligibility and Compliance	631-8572	charrell@
Matt Fontenot	Asst. Director of Sports Information	631-8562	rmf1@
Staci Hamaguchi	Coordinator of Athletic Promotions	631-8722	shamaguc@

Administrative Assistants

Kathy Williams	Administrative Assistant/Administration	631-4399	kdwillia@
Stacey Nittler	Administrative Assistant/ Sports Programs	631-4383	snittler@

Athletic Training Staff

Tim Podesta	Director of Athletic Training	631-4398	tpodesta@
Laura Dixon	Associate Director of Athletic Training	631-4398	lbrooks@
Hattie Leal	Associate Athletic Trainer	631-4398	hjl1@
Rachel Salazar	Assistant Athletic Trainer	631-4398	res3@

Coaching Staff

Baseball	Jedd Soto	Head Coach	631-4637	jsoto@
	Gabe Zappin	Assistant Coach	631-4637	gzappin@
	Lloyd Acosta	Assistant Coach	631-4637	lral@
Men's Basketball	Randy Bennett	Head Coach	631-4388	rbennett@
	Kyle Smith	Assistant Coach	631-4612	ksmith@
	David Patrick	Assistant Coach	631-4714	dap3@
Women's Basketball	Paul Thomas	Head Coach	631-4712	pbt1@
	Tracy Johnston	Assistant Coach	631-4614	tjohnst@
	LaTasha Burnett	Assistant Coach	631-4153	tdb2@
	Jesse Clark	Assistant Coach		
Cheerleading & Dance Team	Alyson Thomas	Head Coach	631-8722	aet20@aol.com
Cross Country	Randy Rau	Head Coach	631-4294	rrau@
	Ashley Viens	Assistant Coach	631-4294	aviens@
Golf	Scott Hardy	Head Coach	631-4954	shardy@
Lacrosse	Lauren Uhr	Head Coach	631-4958	lau1@
	Dylan Sheridan	Assistant Coach	631-4959	das11@
Rowing		Head Coach	631-4955	
	Nicole Younts	Assistant Coach	631-4907	nicole.younts2@
Soccer (Men's)	Adam Cooper	Head Coach	631-4657	acooper@
	Cody Worden	Assistant Coach	631-4809	cmw7@

	Jon Bernal	Assistant Coach	631-4890	jdb6@
Soccer (Women's)	Kelly Lindsey	Head Coach	631-4415	kal1@
	Lindsey Jones	Assistant Coach	631-4554	llj2@
Softball	Jessica Hanaseth	Head Coach	631-4987	jhanaset@
	Lizzie Hagen	Assistant Coach	631-4550	ejh3@
Strength & Conditioning	Gene Mirra	Head Strength Coach	631-4067	gmirra@
Tennis	Michael Wayman	Tennis Director Men's Head Coach	631-4401	mwayman@
	Lisa Alipaz	Women's Head Coach	631-4711	lalipaz@
Volleyball	Rob Browning	Head Coach	631-4444	rbrownin@
	Sam Crosson	Assistant Coach	631-4960	scrosson@
	Keegan Cook	Assistant Coach	631-8134	rcook@