

Lake Erie College Student-Athlete Handbook

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Introduction

On behalf of the coaches and staff of the Storm Athletics Department, I would like to welcome you to Lake Erie College. As a student-athlete you have the chance to “Get In and Stand Out” as a member of the Storm program. Not only will you get the opportunity to experience competition and teamwork at a NCAA Division II level, but you also get to earn a degree at a College that is ranked a “Best Baccalaureate College” in the Midwest by *U.S. News & World Report*. Our entire athletics’ staff is dedicated to help you achieve your goals here at Lake Erie College.

This Student-Athlete Handbook is to serve as a reference for all your questions and concerns regarding your rights and responsibilities as a student-athlete at Lake Erie College. It outlines many of the resources available to assist you in making your academic and athletic career a success. It also explains what is expected of you in order to maintain your eligibility and status as a student-athlete for the Storm. Our coaches and staff will also be glad to assist you in any questions you may have concerning any of the material covered throughout this book.

We look forward to sharing the success of Lake Erie College Athletics with you and good luck throughout this academic year. Go Storm!

Griz Zimmermann, Director of Athletics

STORM Athletic Mission Statement and Philosophy

To enhance the student experience in a competitive environment which encourages the values of teamwork, integrity, and fair play while helping prepare participants to become productive citizens and loyal alumni.

Athletic Department Staff Directory

Athletic Department Fax
All phone numbers begin

440.357.7474
440.375.

Administration	Title	Email	Phone
Griz Zimmermann	Director of Athletics	griz@lec.edu	7480
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Coaching Staff	Title	Email	Phone
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MEN'S BASKETBALL			
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Kyle Conley	Assistant Coach	cconley@lec.edu	7488
Rob Williams	Assistant Coach	rwilliams@lec.edu	7467
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WOMEN'S BASKETBALL			
Bob Booher	Head Coach	bbooher@lec.edu	7476
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Hollie Knott	Assistant Coach	hknott@lec.edu	~
Jackie Thiel	Graduate Assistant	jthiel@lec.edu	~
MEN'S & WOMEN'S CROSS COUNTRY			
Bryan Harmon	Head Coach	bharmon@lec.edu	7479
FOOTBALL			
Mark McNellie	Head Coach	mmcnellie@lec.edu	7388
Gerry Hazzard	Assistant Coach/Offensive Coordinator	ghazzard@lec.edu	7391
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Tom Anthony	Assistant Coach/Defensive Backs	tanthony@lec.edu	7382
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MEN'S & WOMEN'S GOLF			
Milt Johnson	Head Coach	miltonjohnson@lec.edu	7492
MEN'S LACROSSE			
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WOMEN'S LACROSSE			
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MEN'S SOCCER			
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WOMEN'S SOCCER			
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MEN'S & WOMEN'S SWIMMING			
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MEN'S & WOMEN'S TENNIS			
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VOLLEYBALL			
Brian Coughlin	Head Coach	bcoughlin@lec.edu	7471
WRESTLING			
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Eligibility

The following is a review of the eligibility requirements set forth by the National Collegiate Athletic Association (NCAA). If you have any further questions regarding eligibility please contact Carley Hrusovsky, Assistant Athletic Director/ Compliance.

Eligibility Requirements for Practice and Competition

FULL-TIME ENROLLMENT

In order to practice or compete, student-athletes are required to be enrolled in 12 semester hours. When a student-athlete drops below 12 semester hours at any time, he/she is NO LONGER ELIGIBLE for practice or competition.

MINIMUM 2.0 GPA:

Student-athletes must also meet a MINIMUM cumulative GPA standard of 2.00 required by Lake Erie College. GPAs are certified three times a year, once at the end of the fall semester, once at the end of the spring semester, and once prior to the beginning of fall semester. It is calculated based on the same method used by the institution for all students and includes all coursework normally counted by the institution in calculating the GPA. If a student drops below a 2.00 cumulative GPA, that student will be placed on academic probation. The student will not be allowed to participate in extracurricular activities including athletics for that given semester.

AMATEURISM CERTIFICATION:

All student-athletes (first-time students & transfer students) are required to receive amateurism certification through the NCAA Eligibility Center prior to participation in athletics. **NOTE:** Dual sport athletes must receive amateurism certification in EACH sport they plan to participate in. Athletes are granted a 45 day grace period during which they are permitted to practice while their amateurism status is being reviewed by the NCAA. Student-athletes MAY NOT compete prior to receiving amateurism certification in each sport.

Eligibility Requirements for Competition

DESIGNATION OF DEGREE:

During the first two years of enrollment, a student-athlete can use credits acceptable toward ANY degree program. A student-athlete must declare a specific degree program (major) prior to competition during his or her FIFTH semester of enrollment (junior year).

It is the student-athlete's responsibility to declare a specific major no later than the completion of the fourth semester of full-time enrollment. A *Change of Major and/or Advisor* form must be filed with the Registrar's Office. After the major is declared, at least 12/24 semester hours completed per semester during the 5th and 6th semesters of full-time enrollment MUST count toward that student-athlete's degree program for determining eligibility for semesters 7 and 8. The Registrar's Office must approve and document all change of degree program decisions.

SIX CREDIT HOUR RULE:

All student-athletes, including transfers, are required to earn a minimum of 6 credit hours in the previous full-time term of attendance to be eligible for competition in the next semester.

This rule does not apply to graduate students and students seeking a second bachelor's degree. If a student is in the final year of his/her degree program, the six hours may be acceptable toward any of the institution's degree programs as long as the student is carrying the necessary hours to complete the degree at the end of the next two semesters.

24 CREDIT HOUR RULE:

Once per year, student-athletes will be certified as either passing 24 semester hours in the last 2 semesters, or an average of 12 per term of attendance in college. After the fourth semester these credits MUST count toward the student-athlete's designated degree program. Student-athletes not meeting this requirement can possibly regain eligibility by attending summer school.

75-25 RULE:

At least 75 percent, or 18 credit hours, earned for eligibility certification MUST be earned within the regular academic year (Fall-Spring semesters). Therefore, a maximum of 6 semester hours (25 percent) can be taken in the summer and be applied for eligibility purposes. However there is a "banking" of the 25% can be utilized for student-athlete that have not previously utilized summer hours.

Summer Session Procedures

Student-athletes MAY NOT use more than 6 semester hours of summer session course work towards the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-athletes MAY utilize credits beyond the 6 for eligibility if the student-athlete needs the additional credits to fulfill the degree or grade point average requirements.

Grades achieved for transient courses (course taken at another institution) CANNOT be utilized for improving the student-athletes grade point average. Credits achieved at other institutions may be used at the certifying institution. In addition, for summer courses taken at another institution, only courses with a grade of C or better may be transferred back to Lake Erie College. Credits become official when the Registrar's Office receives the official transcript from the other institution. CONTACT THE REGISTRAR'S OFFICE WITH ADDITIONAL QUESTIONS!

NOTE: Summer school funding is not automatically provided. If the institution agrees to provide funding for summer school, the Athletic Department can only provide financial aid for summer school at a level that is directly proportional to the student-athlete's aid during the regular academic year (e.g., if the SA is on a 50% scholarship, the SA can be funded up to 50% of summer school expenses). The institution does not pay for room and board for summer school. If the institution agrees to provide summer school funding, the student-athlete is required to sign a *Summer School Attendance Agreement* which states that if the student-athlete withdraws from a course or receives a failing grade, he/she must reimburse the Athletic Department for the cost of the course.

Medical Hardship Waivers

A student-athlete may be granted an additional year of competition by the conference or the Committee on Student-Athlete Reinstatement for reasons of "hardship" through a waiver process. Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two year or four-year collegiate institution
- The injury or illness results in an incapacity to compete for the remainder of that playing season (e.g., season ending) ; and
- The injury or illness occurs when the student-athlete has not participated in more than two contests or dates of competition (whichever is applicable to that sport) or 20 percent (whichever number is greater) of the institution's scheduled or completed contests or dates of competition in his or her sport.
- Contemporaneous medical documentation shall be submitted with any hardship-waiver request. For circumstances involving psychological or mental illnesses, the required contemporaneous or other appropriate medical documentation may be provided by an individual who is qualified and licensed to diagnose and treat the particular illness (e.g., psychologist).

Missed Class Policy

General College Policy:

The policy of Lake Erie College is that students are expected to attend all classes and complete all assignments and/or examinations during the posted times. Circumstances occasionally dictate that not all students are able to attend all classes. Absences therefore fall into three main categories: a) absences because of other class activities; b) absences because of official College functions; and c) absences due to personal/medical reasons. Regardless of the reason for the absence, the responsibility is upon the student to contact his/her instructor before the absence so that a mutually agreeable solution can be reached regarding the work to be completed and how the course grade may be affected in light of the absence(s). If the student and instructor are not able to negotiate a mutually agreeable solution, the student has the option of appealing to the Dean overseeing the course for a final verdict. In the event of absences due to personal/medical reasons in which prior notice was not possible, instructors may require students to provide documented proof of the emergency.

Individual instructors may establish attendance standards in their course syllabi which become criteria for assessment and evaluation. Students accumulating absences in excess of these standards risk significantly lowering their grade, and may thereby jeopardize their academic standing as a result.

Academic-Athletic Conflicts:

At the beginning of each semester, student-athletes must determine if any conflicts exist between their academic (classes, projects, trips, etc.) and athletic (competitions, away games, etc.) schedules. **IT IS THE STUDENT-ATHLETE'S RESPONSIBILITY** to discuss these conflicts with his/her instructors. NCAA rules prohibit missed class time for practices. Further, student-athletes must notify their instructors, and make the necessary arrangements to complete missed assignments, take exams, or secure lecture notes, per the policy above. Upon notification of any non-scheduled contest (make-up games, postseason tournaments, etc.), the student-athlete must notify his/her instructors whose classes are in conflict and make arrangements to talk face to face with them IMMEDIATELY!

Financial Aid

Financial Aid Contact Information

College Hall Room 107
391 W. Washington Street
Painesville, OH 44077
440.375.7100 (phone)
440.375.7103 (fax)
finaid@lec.edu
Federal School Code: 003066

Hours

Monday -Friday
8:30 a.m. - 4:30 p.m.

STAFF	TITLE	EMAIL	PHONE
Patricia Pangonis	Director of Financial Aid	tpangonis@lec.edu	7102
Ruth Ann Ford	Assistant to the Director of Financial Aid	rford@lec.edu	7104
Barbara Zavasky	Office Coordinator	bzavasky@lec.edu	7101
Matt Dalheim	Financial Aid Counselor	mdalheim@lec.edu	7100

Athletic Scholarships

Athletic scholarships are regulated by institutional, federal, and NCAA policies. All student-athletes are eligible to receive athletically-related scholarships based on recommendation of the coach and approval from the Athletic Director, Director of Compliance, and Director of Financial Aid. A student-athlete cannot receive aid over a full grant-in-aid, which includes tuition, fees, room, board, and books. Student-athletes who are receiving athletic scholarship must live in on-campus, residential housing.

All athletic scholarships are subject to the student-athlete maintaining the requirements for athletics, admissions, financial aid, and academics. Violation of the terms and conditions could result in cancellation of the aid.

Renewal Grant-In-Aid to Returning Students:

All returning students must be sent a letter from the Director of Financial Aid regarding their Grant-in-Aid for the subsequent year on or before July 1st. This letter will inform each returning student-athlete if their aid will be renewed at the same rate/cancelled/increased or decreased. Every student athlete whose aid has been reduced or cancelled has the opportunity, under NCAA rules, to appeal to this decision to the college's Appeals Committee.

The student-athlete must sign all copies of the *Grant-in-Aid Agreement* and return two copies to the Office of Financial Aid. A faxed copy of the signature page of Grant-in-Aid Agreement, followed by a mailed original, is acceptable if faxed by the date indicated. Once the student athlete is registered for courses, the Director of Financial Aid will post the scholarship award to the prospective student-athlete's account at a point in time consistent with all financial aid awards.

Reduction/Cancellation of Athletic Award

It is Lake Erie's policy that institutional aid, based in any degree on athletic ability, may not be reduced or cancelled unless one of the following applies; the recipient:

- Renders him or herself ineligible for intercollegiate competition
- Fraudulently misrepresents any information on an application, letter of intent or financial agreement
- Engages in serious misconduct warranting substantial disciplinary penalty
- Voluntarily withdraws from a sport at any time for personal reasons
- Violates any other conditions in the Grant-in-Aid Agreement (e.g. team rules)

Any such reduction or cancellation of aid will be approved only if such action is taken for proper cause and written documentation is submitted to the Director of Compliance and the Director of Athletics.

Reduction/Cancellation and Appeals Process

1. Within 14 consecutive calendar days of written notification by the Director of Athletics, the Director of Financial Aid shall send written notification to the student-athlete of the decision to reduce/cancel their athletic aid. The notification will inform the student of the appeal process. If the student-athlete chooses to appeal the decision he/she must provide a written statement requesting an appeal. The student-athlete shall have 14 consecutive calendar days upon the date of issuance of this letter to respond by certified mail or hand-delivered to the Director of Financial Aid. The student-athlete can request an open hearing whereby the student and parties involved meet with the Appeals Committee to present their case regarding the decision. Otherwise, the appeal will be a closed hearing to review submitted documentation and statements by the student-athlete and the coach involved by the Appeals Committee who will render their decision based upon documentation supplied.
2. The student-athlete who appeals the decision to reduce or cancel their athletic aid will have 10 consecutive days from the date of the notification letter to provide supporting documentation for the review by the Appeals Committee including but not limited to, his/her written statement and any other documentation to support his/her appeal.

3. A late notification, or failure to submit a written request for a hearing, shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination to cancel or reduce the athletic grant-in-aid shall be made final and binding.
4. Upon receiving a written request for an appeal, the Appeals Committee shall conduct the review within 30 consecutive calendar days. At this time, the Department of Athletics and Head Coach of the said student-athlete will be notified by the Director of Financial Aid of the review and to request supporting documentation regarding the decision to cancel/reduce the athletic aid. This could include a written statement by the coach and any other documentation to support the claim.
5. The Appeals Committee can request an open hearing to clarify and augment any information and documentation provided to render their decision.

Federal and State Aid

In order to qualify for federal or state aid, you must file a FASFA form (Free Application for Student Aid). The Federal School Code for Lake Erie College is 003066. A FASFA form can be obtained by picking up a form in the financial department or applying online at www.fasfa.ed.gov. **The deadline for completion is March 1st.**

Non-Institutional Outside Financial Aid

All student-athletes must report any outside financial aid to the Director of Compliance and Director of Financial Aid. The Director of Financial Aid will report any outside aid awarded to the Director of Compliance who will then notify the coach of the aid.

Student-Athlete Employment

For employment during the academic year, student-athletes must complete a *Student-Athlete Employment Agreement*. The student-athlete must affirm his/her understanding of the terms outlined in the *Student-Athlete Employment Agreement* and his/her intent to adhere to its provisions. After it is reviewed by the Director of Compliance, the student-athlete will receive a signed copy of the agreement. Employment will periodically be monitored by the Director of Compliance.

Prior to summer break, all student-athletes will be asked to fill out a *Student-Athlete End-of-Year Information Form* indicating where he or she will be living over the summer, whether or not the student-athlete intends to work over the summer, and whether or not he/she has already obtained a job. If the student-athlete has already obtained a job, the student-athlete will be asked to complete employment information on the information form. At the first-of-the-year squad meetings, student-athletes will be asked to complete a section within the student packets entitled *Student-Athlete Employment Form* for the summer. This form will be compared to the *Student-Athlete End-of-Year Information Form*.

Compliance

Playing and Practice Regulations

Playing and practice hours are strictly regulated by the NCAA. Each student-athlete is limited to the number of “countable athletically related activities” they engage in each day and week. These limits are in place to ensure that student-athletes maintain an appropriate balance as both students and athletes. Activities which are “non-countable athletically related activities” do not count against practice and playing limitations. Student-athletes may not participate in countable athletically related activities for more than:

In Season (during the academic year)	Out of Season (during the academic year)
Four hours per day	8 hours per week
20 hours per week	2 mandatory days off per week
1 mandatory day off per week	

The daily and weekly hour limitations **DO NOT** apply during pre-season practice prior to the first day of classes or the first scheduled contest, whichever is earlier, or during an institution's term-time official vacation period (e.g., Thanksgiving, spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session.

The required day(s) off may occur on any day of the week and may change from week to week. A "week" is defined as any seven consecutive days, determined at the institution's discretion.

Countable Athletically Related Activities	Non-countable Athletically Related Activities
Practices (not more than four hours per day).	Compliance meetings.
Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings).	Meetings with a coach initiated by the student-athlete (as long as no countable activities occur).
Competition (and associated activities, regardless of their length, count as three hours). [Note: No countable athletically related activities may occur after the competition.]	Drug/alcohol educational meetings or CHAMPS/Life Skills meetings.
Field, floor or on-court activity.	Study hall, tutoring or academic meetings.
Setting up offensive and defensive alignment.	Student-athlete advisory committee/Captain's Council meetings.
On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary weight training not conducted by a coach or staff member.
Required weight-training and conditioning activities.	Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
Required participation in camps/clinics.	Traveling to and from the site of competition (as long as no countable activities occur).
Visiting the competition site in the sports of cross country, golf and skiing.	Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations.
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g., student host).
Discussion or review of game films.	Training table meals.

Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff (e.g., coach).	Attending banquets (e.g., awards or postseason banquets).
Fundraising activities or public relations/promotional activities and community service projects.	

Benefits

General Benefit Limitations:

A student-athlete may receive benefits that are provided to students generally and it is not considered an "extra benefit." A student-athlete may not receive "extra benefits" that result in a special arrangement by the institutional employee or representative of the institution's athletics interest.

An extra benefit is any special arrangement by an institutional employee, booster or anyone that the student-athlete is not legally dependent upon, that provides the student-athlete, or the student-athlete's relative or friend, a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible.

A student-athlete may not receive "discounts," free or reduced-cost services, use of credit cards, or the following from an institutional employees or representatives of athletics interest:

- loan
- guarantee bond
- use of an automobile
- transportation
- signing or cosigning a note

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

Occasional Home Meal

There is a limit of one occasional meal per student-athlete per month during the academic year and a limit of two occasional meals per student-athlete during the summer. This includes occasional home meals with boosters. Student-athletes may not receive a meal out at a restaurant with a representative of athletics interest (e.g., booster, fan, alumni)

Equipment and Apparel:

Equipment and apparel are the property of the institution and MUST be returned to inventory at the conclusion of each academic year OR conclusion of the playing season. Rules governing the issuing and use of apparel are as follows:

1. Student-athletes must be on the squad list in order to be issued equipment and/or apparel.
2. On the initial issuance the student-athlete and coach sign an inventory form indicating receipt of the equipment and apparel.
3. If a student-athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the student-athlete's inventory form and signed by the student-athlete and the coach.
4. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year/conclusion of playing season, the student-athlete shall be held financially responsible and will be charged.

5. A student-athlete may retain athletics apparel, not equipment, at the end of the individual's collegiate career, at the discretion of the Head Coach and with the approval of the Director of Athletics.
6. Shoes are considered equipment; however, a student-athlete is permitted to retain such items if they are no longer reusable, as determined by the equipment manager, at the end of the institution's playing season.
7. If a student-athlete quits or is dismissed from the team, he/she must return all equipment and apparel to their coach or its cost will be charged to their student account.

Apparel or Equipment that Includes Institutional Identification

A student-athlete may use institutional equipment for competition ONLY when representing the institution. Refer to the Equipment/Apparel section of this manual for specific procedures. A student-athlete may purchase institutional apparel (or uniform) for use during outside competition provided the apparel (or uniform) is no longer used by the institution.

Retention of Equipment

A student-athlete may retain institutional athletics apparel items (not equipment) as an "award" subsequent to the student-athlete exhausting his/her eligibility (e.g. game jersey). A student-athlete is allowed to use institutional equipment during vacation periods as long as this is consistent with institutional and/or team policy.

Policies & Procedures

NCAA Drug Testing

Prior to participation in intercollegiate competition each academic year, a student-athlete MUST sign a statement which includes the student-athlete's consent to be drug tested by the NCAA, and gives the institution the right to check any prior drug test. Failure to complete and sign the statement shall result in the student-athlete's INELIGIBILITY for participation in all intercollegiate competition. A student-athlete who is found to have used a substance on the list of banned drugs through an NCAA drug test shall be declared ineligible for further participation in postseason and regular season competition.

A student-athlete who is in breach of the NCAA drug testing program protocol (e.g., no-show, tampering with sample) shall be considered to have tested positive for the use of any drug other than a "street" drug.

Duration of Ineligibility:

A student-athlete who tests positive (in accordance with the testing methods authorized by the Executive Committee) shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during this or her season of competition (i.e., the remainder of contests in the current season and contests in the subsequent season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the student-athlete's positive drug test and until the student-athlete tests negative (in accordance with the testing methods authorized by the Executive Committee) and the student-athlete's eligibility is restored by the Committee on Student-Athlete reinstatement.

Testing Positive on Second Occasion

If a student-athlete, who tested positive for any drug other than a "street drug", tests positive a second time for the use of any drug, other than a "street drug" he or she shall lose all remaining regular-season and postseason eligibility in all sports. If the student-athlete tests positive a second time for the use of a "street drug," he or she shall be charged with the loss of a minimum of one additional season of

competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year.

NCAA Banned Substance List

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

IMPORTANT NOTE: Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements CANNOT be guaranteed. IMPURE SUPPLEMENTS MAY LEAD TO A POSITIVE NCAA DRUG TEST! The use of supplements is at the student-athlete’s own risk.

Student-athletes should contact their institution’s team physician or athletic trainer for further information.

Gambling Policy

The NCAA opposes all forms of legal and illegal sports wagering on college sports. The NCAA membership has adopted specific rules prohibiting student-athletes, athletics department staff members, and conference office staff from engaging in sports wagering.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through a internet gambling, bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

Student-Athletes and Bracket Contests

NCAA member colleges and universities have defined sports wagering as putting something at risk – such as an entry fee - with the opportunity to win something in return. Because of this, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize.

Student-athletes and administrators may participate, under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

Alcohol and Tobacco Policy

Alcohol

The Department of Athletics at Lake Erie College adheres to an overall philosophy that all student-athletes are prohibited from drinking alcoholic beverages in connection with any official intercollegiate team function. An official team function is defined as any activity, which is held at the direction of or under the supervision of the team’s coaching staff. Any student-athlete involved in an alcohol-related incident is subject to College sanctions as described in the Student Handbook (page 19) under the Code of Conduct section.

If a student-athlete is involved in any alcohol-related incident the Head Coach, Athletic Trainer, and Athletic Director will be immediately notified. The Head Coach then has discretion to determine any

disciplinary action in which he/she deems necessary, which may include suspension or expulsion from the team. Alcohol-related matters are considered unacceptable by the Athletic Department and will not be tolerated.

Tobacco

Lake Erie College Athletics does not condone the use of tobacco or tobacco products. The use of tobacco is prohibited, by the NCAA, in connection with any intercollegiate function. A team function is defined as any activity, which is held as a team meeting, practice, game, fundraising event, community service or informal workout, on or off the grounds of Lake Erie College.

All tobacco products are prohibited, including cigarettes, snuff, and chewing tobacco. Any student-athlete found using tobacco on the field or during any practices, games or other championship activities would be subject to Lake Erie College Athletic Department and NCAA misconduct provisions.

Representing the Institution

As a Storm student-athlete you are representing Lake Erie College and are not to participate in any conduct that will discredit the institution, the Athletics Department, the team, or yourself. This includes adhering to NCAA rules, College rules, and general ethics of self conduct. The student-athlete must always represent Lake Erie College in a positive manner inside and outside athletic competition; this also includes the classroom.

Student-athletes shall ALWAYS exemplify proper behavior and self-image while attending class. This includes respecting faculty and staff and dressing appropriately. Examples of inappropriate dress include hats, sagging pants, shirts with hoods up, and wearing iPods during class.

ANY infraction or violation of this Code of Conduct, including but not limited to, negative remarks about the College or team, posting inappropriate videos or remarks online, or infringement of the law, can result in disciplinary actions by the coach, Athletic Department, or College. **These will be determined by the type of violation and can range from suspension to dismissal from the team.**

Sports Medicine and Athletic Training

The sports medicine team consists of certified athletic trainers, team physicians, advanced first aid students, and various other medical professionals. To help provide optimal care, student-athletes must notify the Lake Erie College's Sports Medicine Team of any injuries or illnesses they incur. The athletic trainers are responsible for treatment programs, rehabilitation programs, and return to activity guidelines. Any referrals for outside care, must receive authorization from the Head Athletic Trainer to be covered by Lake Erie College's secondary insurance plan.

Pre-Participation Policies & Procedures

Pre-Participation Examinations:

Every student-athlete must complete a physical and be cleared by a physician before he/she is permitted to participate in any varsity organized practice or event. Physicals will be made available, in April, to returning student-athletes participating in Fall and Winter athletics. If an athlete participates in a Spring sport, you must complete your physical during the Fall physical dates. Physical for transfer and freshmen will be offered in the Fall. Dates are determined by each teams official start date. For athletes that miss assigned physical dates, you may complete a physical with your family physician or schedule one with one of our team physicians. If you are seeing a family physician, the physical form used by Lake Erie College must be completed by your physician. Each physical is valid for 1 year.

All pre-existing injuries and/or medical conditions must be reported to our sports medicine team at the time of your physical. Pre-existing injuries are not covered by our secondary policy, unless aggravated by participation in an official varsity practice or competition. The team physician(s) have the final responsibility to determine when a student-athlete is removed or restricted from participation. The team physician(s) also has the final say on when an athlete will be allowed to return to play. If student-athlete is required to have diagnostic testing (x-rays, ECG, laboratory work, etc) to determine medical clearance for athletic participation, he/she is financially responsible for those tests.

Forms:

In addition to the physical form, there are several forms that are required to be on file in the training room prior to athletic participation.

- Emergency Medical Information
- Medical release Form
- Authorization/Consent to Use/Disclose Personal Health Information
- Insurance Questionnaire
- Insurance Consent Form
- A copy of your insurance card(s) front and back.

Insurance Policies & Procedures

All student-athletes must carry health insurance. If you are from out of the area, it is suggested that you review your current insurance coverage for the Painesville area. If your insurance does not cover physicians in the Painesville area, you can purchase health insurance offered through Lake Erie College. Lake Erie College offers a secondary policy to cover out-of-pocket expenses resulting from injury or illness resulting from an official athletic practice or competition only. Only injuries resulting from official practices or competitions can be submitted to our secondary insurance provider. There are limitations on medical or dental coverage under Lake Erie College's secondary insurance. Medical/dental expenses will only be submitted to our secondary insurance if the team physician(s) or athletic trainer(s) refers the student-athlete. Non-referred visits/procedures/tests may not be covered by this policy and the responsibility for payment of those services shall be the student-athlete's responsibility. Exceptions can be made at the Head Athletic Trainer's discretion.

Secondary insurance is provided by the Athletic Department for expenses incurred in excess of the student-athlete's primary insurance coverage. Each claim must be filed with the student-athlete's primary insurance(s) first to be considered for coverage of our secondary policy. The sports medicine team will do its best ensure the student-athlete receives proper medical attention in a timely manner but pre-authorization from the student-athlete's insurance will determine how quickly a procedure or test can be scheduled or brace ordered. If a student-athlete's insurance changes during the school year, the sports medicine staff must be informed and given a copy of the new card immediately.

In the event a student-athlete is injured during an official practice or competition the following procedures must be followed for a insurance claim to be submitted to out secondary insurance:

1. The student-athlete's primary insurance information will be given to the medical provider at the time of treatment. It is the student-athlete's responsibility to provide this information. The provider will then directly bill the student-athlete's insurance.
2. The student-athlete's insurance will either:
 - a. Approve the claim by paying the entire or a portion of the bill and send an explanation of benefits (EOB) letter.
 - b. Deny the claim and send an EOB letter explaining why the bill was denied.
3. If any portion of the bill is not paid by the student-athlete's primary insurance company, the following must occur:
 - a. All bills and EOB's must be submitted to the athletic training staff in a timely manner.

- b. The student-athlete must complete the Notification of Injury Form, Authorization to Release Information Form, Student Information Form, and Authorization Form, and Authorization to Disclose Information Form.
 - c. Once the bill, EOB, and required forms are completed; the athletic training staff will submit the bill to the Athletic Department's insurance company.
4. All bills and EOB's must be submitted to the athletic training staff within 90 days of receipt to be submitted to our secondary insurance company. Failure to submit bills and EOB's within 90 days may result in the student-athlete being financially responsible for any balances remaining.
5. All bills for a specific injury must be submitted within 104 weeks (2 years) from the injury date.
6. All student-athletes will have access to the Athletic Department's Insurance Policies and Procedures via the Sports Medicine link on the Athletic Homepage.
7. Student-athletes must sign the insurance consent form stating that he/she has read and understands the insurance policies and procedures and agrees to follow them.

Illness/Injury Care

All student-athletes that sustain an injury or illness as a result of an official practice or contest must notify the athletic training staff within 24 hours. If a student-athlete sustains a non-athletic injury, they should report the injury to the athletic training staff. In the event of a medical emergency, the student-athlete should call 911. When calling 911 give the operator the injury information, location of the individual, signs and symptoms, and your phone number. **Do not hang up until the operator tells you to or they hang up.**

If a student-athlete is injured and unable to practice, he/she must find the time to report for treatment at least once a day. Appointments should be set up at least a day in advance. Student-athletes are responsible for setting up, keeping, and showing up on time to these appointments. Coaches will be notified of missed appointments.

Student-athletes are responsible for giving complete and accurate information regarding his/her medical history, medications, allergies, insurance, and contact information to the sports medicine staff. The student athlete must report any ergogenic and nutritional supplements he/she is using. If the student-athlete chooses not to follow instructions from the sports medicine staff, he/she is responsible for accepting the consequences. The student-athlete is responsible for asking additional information or clarification regarding his/her injury and treatment, if he/she does not understand the information. Student-athletes can be asked to leave the training room for not following the rules.

Medical Referrals

The athletic trainer will determine if a student-athlete is referred to a team physician. The team physician or athletic trainer will refer student-athletes requiring consultation for a specialist or special diagnostic testing. If a student-athlete chooses to seek care outside of our medical staff without referral by the head athletic trainer, the student-athlete will assume full responsibility for medical costs. Some exceptions can be made on a case by case basis.

If a student athlete seeks treatment outside of the Lake Erie College's sports medicine network, the treating physician must provide the athletic training staff with written documentation stating the diagnosis; treatment protocol; prescription requesting athletic training services, rehabilitation, and/or treat and evaluate; participation status and/or return to play criteria. The student-athlete cannot return to play until he/she has been cleared by that physician in writing. After clearance has been given from the student-athlete's physician, one of our team physicians must clear the student-athlete to return to play.

Medical Clearance:

Lake Erie College's team physician have the final responsibility to determine when a student-athlete is removed or withheld from participation do to injury, illness, or pregnancy. Lake Erie College's team physicians will have the final say on clearance for an athlete seen by an outside provider.

Second Opinions:

All injuries resulting from athletic participation should be cared for by Lake Erie College's sports medicine staff. If a student-athlete and/or parent(s) are not satisfied with the diagnosis and/or treatment of an athletic injury, the student-athlete may seek a second opinion. To do this, the student-athlete must receive authorization from the head athletic trainer. If an athlete chooses to seek care from someone outside of their in-network insurance coverage, they will have to cover the costs incurred from that provider(s). The second opinion made by the physician must be shared with the athletic training staff for medical history and treatment. The team physician will still have the final say on return to play, whether or not the outside physician has cleared the student-athlete to return to play. The student-athlete is limited to see one outside second opinion for each injury. Any out-of-pocket expenses from that point will be the student-athlete's responsibility.

Confidentiality Policy:

The student-athlete's protected health information (PHI) is regulated by Federal Guidelines under the Health Information Portability and Accountability Act (HIPAA). The student-athlete's PHI may not be disclosed without the student-athlete's authorization under HIPPA .

Authorization/Consent Form for the use and disclosure of student-athlete PHI allows the sports medicine staff to use and disclose a student-athlete's PHI, and to communicate with coaches, parents/guardians, medical professionals, and insurance companies to help facilitate medical treatment. The student-athlete has the right to refuse to sign the HIPPA form and refusal to sign does not affect his/her ability to participate in athletics and receive treatment for injuries/illness. The student has the right to revoke authorization/consent form at any time by submitting it in writing to the athletic training staff. If the student-athlete refuses to sign or revokes the authorization form, the sports medicine staff will not discuss any information regarding the student-athlete's medical condition.

In accordance with Federal Laws and Regulations regarding confidentiality and PHI all faculty and staff will be asked to honor the following guidelines:

- Coaches will be informed of conditions that preclude activity or affect athletic participation unless the athlete has not authorized or revoked the release of PHI.
- Faculty and staff must avoid talking about specific cases they have notified about or observed in the training room.
- Faculty or staff may not release any information regarding a student-athlete's medical condition or status to any person(s) unless written authorization of the student-athlete's authorization is verified.

Medications

Student-athletes are required to report all current medications or changes in medications to the sports medicine staff immediately.

Lake Erie College athletics are governed by the NCAA rules and regulations. The NCAA guidelines for drug testing are as follows:

"The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of band drugs: stimulants, beta blockers, diuretics, and peptide hormones" (Bylaw 31.2.3).

1. Procedures for exceptions:
 - Alternative non-banned medications should be considered for treatment before a banned medication is used.

- The use of banned stimulants, beta blockers, or diuretics may be determined by a physician. The use of peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate while taking the medication.
- The sports medicine staff will document and include these medications in the student-athlete's chart. The documentation will consist of a letter or copy of medical notes from the prescribing physician.
- Requirements of documentation:
 - Medical history that demonstrates a need for the medication.
 - Indication of alternate non-banned substances
 - Diagnosis
 - Dosage information
- If a student-athlete tests positive for a banned substance that he/she desires an exception, the Athletic Director may request an exception from the NCAA

A list of NCAA banned substances can be found at www.ncaa.org/health-safety.

Ergogenic Aids and Nutritional Supplements

All products used by student-athletes must meet NCAA regulations and must be approved by the sports medicine staff. Student-athletes may purchase nutritional supplements for their own use but may not contain products on the NCAA drug banned list. The sports medicine staff will not dispense nutritional or dietary supplements.

Permissible non-muscle building nutritional supplements are identified according to the following classes:

- Carbohydrate/electrolyte drinks
- Energy Bars
- Carbohydrate boosters
- Vitamins
- Minerals
-

Training Room Rules and Hours

Hours:

The main training room will be open from 11:00-7:00 pm Monday through Friday and by appointment. These times are subject to practice and event coverage. The training room will be closed on Saturdays, Sundays, school holidays, and breaks, except for practice and event coverage. The training room will open 1 hour prior to a practice, 3 hours prior to a football game, and 2 hours prior to a baseball game. The training room in Recreation Park will be open for practices and events at the park only. Normal training room hours will be posted outside the training room door. The Head Athletic Trainer must approve any access to the athletic training facilities outside of normal operation.

Rules:

- Appropriate dress is required.
- No swearing or obscene language is permitted in the training room.
- Cleats and spikes cannot be worn in the training room.
- Equipment and bags should be left outside of the training room.
- You must shower before entering the whirlpool.
- Be considerate of those around you.
- Do not remove anything from the training room without asking an athletic trainer.
- Towels must be thrown in the laundry basket.
- Do not leave items in the training room.
- Do not leave the ice scoop in the ice machine.

- Wash hands before using the paraffin bath.
- No tobacco or seeds will be allowed in the training room.
- Student-athletes cannot self administer modalities, i.e. whirlpools, electric stimulation, ultrasound, and paraffin bath.

Sports Information

Sports Information/Media Relations Office

The sports information/media relations office is responsible for the department's external communication, which includes media relations, website management and publications. If you have any questions regarding any aspect of our office, feel free to ask your coach or contact:

Jason Tirota
391 W. Washington Street
Painesville, Ohio 44077
Phone: 440.375.7475
Email: jtirota@lec.edu
Fax: 440.375.7474

Student-Athlete Questionnaire:

In your first year with your team, you will be asked to fill out a general questionnaire that will be kept on file in the Sports Information Office and used for background information. Personal information, such as phone numbers, addresses, etc., will never be released to the media.

Publications/Website:

It is the responsibility of the Sports Information Office to produce printed material such as the team media guides, and to maintain the Athletic Department website (www.lec.edu/athletics). If you have any questions or concerns about the content of either of these areas, please contact the SID office. All publications originate from the SID office in conjunction with the individual coaches. Any suggestions are welcome while the final content will be decided by the SID and the coach. This also includes game programs and press releases.

Player Interviews:

It is the policy of the department of sports media relations to not release student-athlete contact information at any time. Members of the media wishing to interview players must request permission from the Director of Sports Media Relations.

Interviews will be granted before or after practice only if arrangements have been made with the Director of Sports Media Relations or the Storm head coach at least 48 hours in advance. Player interviews will not be permitted before the contest on game days.

Postgame Interviews:

Interviews with Storm players will be conducted in a designated area following a minimum 10-minute cooling off period at the conclusion of the contest. Storm head coaches may be interviewed following a brief postgame meeting with the team. Opposing coach and player interviews will be granted in accordance with the policies of the visiting sports information staff and/or head coach.

Faculty Athletics Representative (FAR)

The Faculty Athletics Representative (FAR) is responsible for serving as liaison between the Lake Erie College Department of Athletics and the faculty and administration. The FAR has contact with the NCAA membership services staff, is a member of the Athletic Appeals Committee, the Athletic Council, and Gender Equity Committee, as well as having other legislated and assigned responsibilities.

If a student-athlete has any issues with a coach, regarding academics, or any other athletically related matter the FAR is an available channel the student-athlete can use to discuss these topics. The FAR at Lake Erie College is Dr. Joanne Gurley. She can be reached at her office phone, 440.375.7121, or by email at gurley@lec.edu.

Student-Athlete Advisory Committee (SAAC)

A student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses. Some further functions of the SAAC are to:

- Promote communication between athletics administration and student-athletes
- Disseminate information
- Provide feedback and insight into athletics department issues
- Generate a student-athlete voice within the campus athletics department
- Build a sense of community within the athletics program involving all athletics teams
- Solicit student-athlete responses to proposed conference and NCAA legislation
- Organize community service efforts
- Create a vehicle for student-athlete representation on campus-wide committees (e.g., student government)
- Promote a positive student-athlete image on campus

Athletic Facility Usage

Athletic Center Hours

Monday – Friday
7:00 am – 9:30 pm

Saturday
12:00 pm – 5:00 pm

Sunday
12:00 pm – 9:30 pm

Athletic Center hours are subject to change based on holidays, school vacations, and summer break. Changes to the schedule will be posted at the facility and sent to your student email account. Also, practice and event schedules for the varsity and multi-purpose gyms are posted under the public folders tab in your email screen. The weight room is open during home contests, but only during the normal Athletic Center hours.

Athletic Center Rules and Guidelines

1. To use the facility, upon entrance, students must present a valid Lake Erie College ID and sign-in at the front desk. Students must also present their ID in order to check-out and use sports equipment. Before leaving, students must also sign-out at the front desk.
2. Suitable clothing must be worn at all times in the exercise area. This entails some type of t-shirt, shorts or pants (not jeans), and tennis shoes (open-toed shoes, sandals, or other street clothes not permitted in workout area). No outside shoes are allowed in the gym, a change of shoes must be brought to utilize the facility.
3. The Athletic Center is not responsible for any lost, damaged or stolen articles of clothing or any personal property.
4. Students will agree to pay an extra charge for any damage caused by any careless use of equipment, dropping of weights, etc.
5. Equipment must be wiped down, using the towels and spray bottles supplied by the Athletic Center, when you are finished exercising.
6. Weight plates and dumbbells must be put back on the appropriate racks after each use. Please do not lean weights against equipment, lay them on the floor or drop them.
7. Portable devices such as MP3 players are Discmans are permitted. Any music not played on personal stereo devices will be controlled by the gym staff. If you use the TVs, the remotes must be put back after use.
8. No profane or foul language is to be used in the Athletic Center. Also, keep extreme loud noises to a minimum.
9. The occurrence of fighting or conflict is not permitted and will result in immediate removal from the facility.
10. No alcoholic beverages or non-prescription drugs, including anabolic steroids, are allowed on the premises.

If these rules are not followed, at the staff's discretion, you may be asked to leave the building.

Portions of this document were directly copied from several resources. These are:

- *National Collegiate Athletic Association (NCAA) website – www.ncaa.org*
 - *Hardship Waiver*
 - *Playing and Practice Regulations*
 - *NCAA Drug Testing and Banned Substance List*
 - *Gambling Policy*
 - *SAAC*
- *Lake Erie College Compliance Manual*
 - *Eligibility*
 - *Financial Aid*
 - *Compliance*
- *Lake Erie College Sports Medicine Guidelines & Procedures*
 - *Sports Medicine and Athletic Training*
- *Media Policies – www.lec.edu/athletics/media_policies*
 - *Sports Information*