

Student Athlete Handbook

ATHLETICS AT UNION COLLEGE

Athletics at Union College is an extra curriculum activity, and a substantial educational complement to a student-athlete's over-all learning experience. Both coaches and faculty are aware of the responsibilities and pressures of academics and athletics, but there is no question that academics are your top priority. Your pursuit of excellence encompasses a larger realm than that of athletics alone. It is not limited to on-the-field successes, but also includes academic perseverance and achievement.

Although some college student-athletes do not fully comprehend their position as role models, it is without question you and your fellow student-athletes are a reflection of Union College. Whether you are on the ice, the field, the court, in the classroom, walking around campus, or just going out for a good time, your actions will directly reflect on you, your team and the Union College Athletic Department.

Your college experience will provide you with many forms of education, and part of your personal maturation process will be to learn to handle adversity: a questionable call by an official, an illegal hit by an opponent, or challenging demands from a coach or professor.

Our coaches understand that they are responsible for assuring that their team appropriately represents Union College in the athletic realm. The Director of Athletics will be notified if anyone involved with Union Athletics is not acting in accord with this philosophy. The ultimate responsibility for your actions, on the field, and off, rests with you.

VARSITY INTERCOLLEGIATE SPORTS OFFERINGS

	Men	Women
Baseball	X	
Basketball	X	X
Crew	X	X
Cross-Country	X	X
Field Hockey		X
Football	X	
Ice Hockey	X	X
Lacrosse	X	X
Soccer	X	X
Softball		X
Swimming/ Diving	X	X
Tennis	X	X
Outdoor Track	X	X
Indoor Track	X	X
Volleyball		X

ACADEMIC POLICIES

Normal Progress:

Participation in intercollegiate athletics is contingent upon a student athlete being “in good standing” academically. As the Union College Student Handbook states, a student is in good standing if he or she satisfies the two conditions of **(1)** satisfactory progress toward the degree and **(2)** maintenance of a minimum index of grades.

Satisfactory progress means a sufficient accumulation of course credits towards a degree.

Minimum index means an average grade of approximately “C” in all courses. Students with a grade point average below a 2.0 will be warned of the need to improve; an exceptionally weak record in a single term or a failure to improve after warning may result in suspension or dismissal from the College.

For more information regarding specific number of courses that must be completed yearly, and the consequences of academic warnings and dismissal, the student should consult the College Student Handbook.

Each term the Director of Athletics, or the designated sport administrator, will meet with the coach to review students who are not making normal progress toward a degree. The final decision, as it relates to participation in intercollegiate athletics, will be made by the Dean of Undergraduate Education in consultation with the Director of Athletics.

ELIGIBILITY

Before you can do anything, there is paperwork that must be completed. The following will be available at your sport's preseason eligibility meeting. To verify your eligibility for intercollegiate athletics at Union, this process must be complete before you can try out, practice, or compete. The following forms will need to be completed by you prior to being eligible:

- NCAA Student-Athlete Statement
- NCAA Drug Testing Consent Form
- NCAA International Student-Athlete Questionnaire (Division I only)
 If you are a first year student, or if you are an upperclassman that has never competed in intercollegiate athletics, you must also complete this form that examines your competition history to ensure that you are considered an "amateur" by NCAA standards.
- Union College Medical History Questionnaire
- Union College Sport Risk Statement
- Union College Athletic Department Questionnaire
- Union College Athletic Department Alcohol, Drug and Tobacco Policy
- Insurance Information Card
- Union College Student-Athlete Agreement Concerning Hazing
- Union College Student-Athlete Code of Conduct

After you have completed the above forms, you then will be eligible to draw equipment, try out and practice.

Ten-Semester/Fifteen-Quarter Rule. A student-athlete shall complete his or her seasons of competition during the first 10 semesters or 15 quarters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution. For an institution that conducts registration other than on a traditional semester or quarter basis, the Management Council shall determine an equivalent enrollment period.

Use of Semester or Quarter. A student-athlete is considered to have used a semester or quarter under this rule when the student is officially registered in a collegiate institution (domestic or foreign) in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, and attends the first day of classes for that term.

Pregnancy Exception. A member institution may approve a two-semester or three-quarter extension of this 10-semester period of eligibility for a female student-athlete for reasons of pregnancy.

Waivers. The Committee on Student-Athlete Reinstatement, by a two-thirds majority of its members present and voting, may approve waivers to the 10-semester rule, as it deems appropriate.

Hardship Waiver. 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." Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- (a) The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution.

- (b) The injury or illness occurs before the completion of the first half of the traditional playing season in that sport (measured by the number of completed contests or dates of competition rather than scheduled contests or dates of competition or calendar days) and results in incapacity to compete for the remainder of the traditional playing season; and
- (c) The injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport) or one-third (whichever number is greater) of the institution's completed contests or dates of competition in his or her sport. Only competition (excluding scrimmages but including exhibition contests) against outside participants during the traditional playing season, or, if so designated, during the NCAA championship playing season in that sport (e.g., spring baseball, fall soccer) shall be countable under this limitation in calculating both the number of contests or dates of competition in which the student-athlete has participated and the number of completed contests or dates of competition during that season in the sport.

Administration of Hardship Waiver. The hardship waiver shall be administered by the member conferences of the Association or, in the case of an independent member institution, by the Committee on Student-Athlete Reinstatement.

GUIDELINES FOR PARTICIPATION

It is the responsibility of each student-athlete to communicate directly with his or her professor when academic and athletic schedules have a conflict. Athletic participation is a privilege, not a right, and permission to proceed with an athletic commitment must be granted by the professor. The Athletic Department is sensitive to your academic demands, and does not want you to miss any class time or as little class time as possible. The college has established specific guidelines for participating in intercollegiate athletics.

Union College Guidelines For Participation In Intercollegiate Athletics (Adopted May 8, 2000)

The College recognizes the many benefits – for participants and the College community as a whole- of intercollegiate athletics. At the same time, the College affirms the priority of its academic mission. Consequently, the following guidelines must be followed:

1. Student-athletes must recognize that the academic demands of the College take precedence in any situation in which conflicts arise between academic obligations and practice for and participation in athletics.
2. Student-athletes must recognize that it is their responsibility, not that of the professor, to accommodate the demands of athletic participation to their academic responsibilities. While professors are often sympathetic to the conflicts that do arise, they are not obligated to make changes in schedules, assignments, or tests in these situations either for practices, intercollegiate contests or the travel they require.
3. If conflicts arise, it is the obligation of the student to inform both the professors and the coaches and to find a way to meet the academic obligation. Students are advised to discuss potential conflicts with their professors at the beginning of each term.
4. The first obligation of all students is to attend classes as scheduled. Missing a class or lab to attend practice is not acceptable.
5. It is the responsibility of athletic coaches to design a weekly practice schedule that does not conflict with academic classes. Practice schedules that include meetings before 4:30 must be made up after students have registered for classes to avoid influencing students' selection of courses.
6. The College encourages faculty to make clear their policies on attendance and the dates of examination at the start of each term on their syllabi.

In addition, you are to be reminded of **NCAA by-law 17.6**. It reads:

“Missed Class Time-Practice. No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest”.

PLAYING AND PRACTICE SEASON

The length of the playing and practice season is regulated by the NCAA. These guidelines have been established to balance athletic requirements with the demands of your academic programs.

Playing Season:

The playing (i.e., practice and competition) season for a particular sport is the time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or last date of competition, whichever occurs later.

Time Limits:

During the playing season, the maximum number of hours you may practice and compete each day and each week is limited.

In Division III, student-athletes must have one day off per calendar week when school is in session.

In Division I this limitation is a maximum of four (4) hours a day and twenty (20) hours a week. In addition, during the season you must have at least one (1) day off during the week when you are not required nor expected to either practice or compete.

Each sport has a specific number of contests dates that are permitted. Each date of competition, including scrimmages, count as a contest date.

Division I: Weekly Hour Limitations—Out of season

Outside of the playing season during the academic year, only a student-athlete's participation in the countable athletically related activities specified by the NCAA shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of eight (8) hours per week, of which not more than two (2) hours per week may be spent on individual skill workouts.

AMATEURISM

Amateurism Issues

Don't lose your college eligibility by becoming a professional.

You are a "professional" if you:

- Are paid (in any form) or accept the promise of pay for playing in an athletics contest;
- Sign a contract or verbally commit with an agent or a professional sports organization;
- Ask that your name be placed on a draft list [Note: In basketball, once you become a student-athlete at an NCAA school, you may enter a professional league's draft one time without jeopardizing your eligibility provided you are not drafted by any team in that league and you declare your intention in writing to return to college within 30 days after the draft];
- Use your athletic skills for pay in any form (for example, TV commercials, demonstrations);
- Play on a professional athletics team; or
- Participate on an amateur sports team and receive any salary, incentive payment, award, gratuity, educational expenses or expense allowances (other than playing apparel, equipment and actual and necessary travel, and room and board expenses.)
- Receive educational expenses to attend a high school or preparatory college (tuition and/ or fees, room and board) from an outside team or non-scholastic coach. In general, you may only receive educational expenses from someone whom you are legally or naturally dependent upon.
- Receive gifts or other benefits (e.g., vehicle, jewelry, medals) because of your athletic ability or reputation.
- If you have additional questions regarding your amateurism status, please contact the NCAA student-athlete reinstatement or membership's service staff.

Agents

NCAA rules don't prohibit meetings or discussions with an agent. However, you jeopardize your college eligibility in a sport if you agree (orally or in writing) to be represented by an agent while in high school or college, regardless of whether the agreement becomes effective immediately or after your last season of college eligibility. Also, receiving any benefits or gifts by you, your family or friends from a player-agent would jeopardize your college eligibility.

If an individual agent contacts you about marketing your athletics ability, please be careful. If you have concerns about a player-agent, contact your high school coach, director of athletics or the NCAA National Office for assistance.

DRUG TESTING

Union College does not drug test, but the NCAA does. The method of testing is random mandatory urinalysis. The substances that are banned are performance-enhancing drugs (steroids), and certain “recreational” drugs (marijuana, cocaine, and heroin derivatives). Should your team qualify for a post-season NCAA championship event, you could be tested anytime following competition.

Ineligibility for Use of Banned Drugs. NCAA bylaw provides that a student-athlete who is found to have used a substance on the list of banned drugs shall be declared ineligible for further participation in postseason and regular-season competition in all sports if the season of competition has not yet begun or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e. the remainder of contests in the current season and contests in the next 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 until the student-athlete retests 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. If the student-athlete tests positive a second time for the use of any drug, other than a “street drug” as defined below, he or she shall lose all remaining regular-season and postseason eligibility in all sports. If the student-athlete tests positive for the use of a “street drug” after being restored to eligibility, he or she shall lose 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

Please see www.ncaa.org for list of banned substances.

Prescription Drugs

Some prescription medicines, such as inhalers that treat asthma and/ or exercise-induced breathing problems, contain steroids. Several asthma medicines have been approved for use. They are Theophylline and Cromolyn. If you are using a prescription drug, notify your coach, and the athletic trainer. We will work with the team doctor to clear any use of medication with an NCAA medical representative. You must have a current prescription with a doctor.

Nutritional Supplements

Many health food and vitamin stores sell supplements, which are supposed to enhance athletic performance. These stores will tell you that these supplements are legal and all natural. Please be advised that some supplements are banned by the NCAA and will cause you to lose your eligibility if you use them. Most supplements are expensive and provide little, if any, benefit. Some supplements are harmful if not taken in the correct manner. Please check with the training room prior to taking any supplements to make sure you are not jeopardizing your health or your eligibility.

Alcohol, Drug and Tobacco Policy

Each team coach will set his/her own specific training rules with input from the athletes. General rules include the following:

- (a) The use of spit tobacco products are prohibited by any student-athlete while participating in any team function (games, practice or trips) and by all student-athletes in any part of the athletic facilities complex.
- (b) The Department supports the right of each particular coach to establish specific rules in regard to the consumption of alcohol during the season, provided such rules are consistent with the College's alcohol policy contained in the Student Handbook (keeping in mind the legal drinking age is 21). The Department does not condone drinking by minors. Philosophically, the Department discourages the use of **any** substance, which could be detrimental to individual health.
- (c) The Department does not condone the use of performance enhancing or "recreational" drugs.
- (d) Every effort will be made to detect and identify victims of substance abuse and those individuals will be advised to seek counseling and professional help.
- (e) No alcohol is allowed on the team buses or vans for home or away travel.
- (f) No alcohol is to be served at team meals, team functions, or athletic department events where students are present.
- (g) After contests, student-athletes must change out of uniform before joining parents for after game get together.

GAMBLING

NCAA Rules on Gambling

The NCAA and Union College is proud of you for becoming a college student-athlete. It is proud of our country's long tradition of college sports. It wants to protect your bright future and the integrity of sports. That's why NCAA rules prohibit sports gambling of any kind by student-athletes, coaches, trainers, or anyone else involved with college sports.

As a college student-athlete, you must follow the rules of the NCAA. One of the rules, NCAA Bylaw 10.3, specifically prohibits sports gambling.

In clear, simple language, here's what the rule means:

You may not place any bet of any sort on any college or professional sports event.

You may not give information to anyone who does place bets on college or professional sports.

That Means...

- **NO** wagers on **ANY** professional or college event, even those that don't involve your college.
- **NO** sports "pools," even those run by your friends in the dorm.
- **NO** Internet gambling on sports events.
- **NO** sports wagering using "800" numbers.
- **NO** exchange of information about your team with **ANYONE** who gambles. In other words, no information about injuries, new plays, team morale, discipline problems, or anything else.

The Consequences

NCAA rules are clear. The minute you are discovered to have made a bet of any kind on any college or professional sport...

Or have given any information to someone who does gamble...

- **You are declared ineligible to compete in college sports.**
- **You are off the team.**

Then, it is up to the Union College Athletic Department to review your case and impose a penalty. The penalty could be a suspension from games or permanent removal from the team. The Athletic Department may (or may not) ask the NCAA to restore your eligibility. If the Department wants you back on the team, the NCAA will review your case and decide whether to restore your eligibility or add penalties.

You also run the risk of being arrested and charged with a crime. That's because sports wagering is illegal in every state except Nevada. Sports bribery is illegal in every state. And even in Nevada, it is against NCAA rules for a student-athlete to make any wager on a sports event.

Remember, sports wagering is not a victimless crime. Regardless of whether you see it, sports wagering often is backed by organized crime. Money skimmed from sports-betting schemes is used by these criminals to fund drug sales, to keep prostitution rings going, to bribe student-athletes, and to pay for many other illegal activities.

Organized crime never plays by the rules. It plays to get rich—at any cost. When you bet, you risk becoming a partner in organized crime.

24-Hour Confidential Nationwide Gambling Help Line 800-522-4700

For additional information or resources, you may contact:

National Collegiate Athletic Association

PO Box 6222

Indianapolis, Indiana 46206-6222

317-917-6222

www.ncaa.org

UNION COLLEGE STUDENT-ATHLETE CODE OF CONDUCT

Standards of Conduct

It is a privilege and not a right to be a student-athlete at Union. Every student- athlete is expected to conduct himself herself in a manner that reflects positively on the team, the Department of Athletics, and the College. As a member of the student body at Union, each student-athlete must act in accordance with all College policies as outlined within the student handbook, along with the policies of the Department of Athletics.

In addition, student-athletes are required to obey the requirements and prohibitions set forth by the NCAA and applicable conference (Liberty League or ECACHL) including, but not limited to, the following NCAA Bylaws: honesty and sportsmanship, unethical conduct, gambling activities, and use of banned drugs.

- Student athletes should act in a manner that reflects positively on themselves, their team and the college.
- Student-athletes are required to meet all Union College academic requirements as well as the eligibility rules of the NCAA and applicable conference (Liberty League or ECACHL).
- Student-athletes will abide by the guidelines for participation in intercollegiate athletics indicated in the College Student Handbook
- Specific details of NCAA Bylaws indicated above can be viewed at:
www.ncaa.org. Go to Legislation & Governance, Rules and Bylaws
 - 10.01 Standards of Honesty and Sportsmanship
 - 10.1 Unethical Conduct
 - 10.3 Gambling Activities
 - 31.2.3 Ineligibility for use of Banned Drugs
 - 31.2.3.4 Banned Drugs

To view Student Handbook: www.union.edu Go to Student Life, Student Handbook

To view Student-Athlete Handbook: www.unionathletics.com Go to Compliance

- As a reminder, under law:
 - Hazing and harassment based on gender, race, religion, ethnicity or sexual orientation is prohibited
 - The purchase, consumption or possession of alcohol by students under the age of 21 is illegal and prohibited; as is providing alcohol to minors.

As a student-athlete you are a representative of Union College and subject to this code of conduct at all times both on and off campus. Violations of College and Department rules and policies will be handled by the appropriate authority and if necessary, sanctions will be assessed.

Acknowledgement

I understand and agree that I have received and I am responsible for knowing and understanding and complying with all rules, policies and procedures that are set forth or described in this Union College Student-Athlete Code of Conduct and/or the Union College Student Handbook.

Date: _____ Signature of Student-Athlete _____

HAZING POLICY

What is Hazing?

Any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule or any action which recklessly endangers the physical or mental health, safety, or welfare of a person.

Hazing Policy

The Department of Athletics at Union College supports only those activities which are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. UC Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Union College interprets hazing as any act whether physical, mental, emotional or psychological, which subjects another person, **voluntarily or involuntarily**, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/her, or which may in any fashion compromise his/her inherent dignity as a person. In addition, any requirements by a member which compels another member to participate in any activity which is against college policy or state/federal law will be defined as hazing.

Actions and activities that are prohibited include, **but are not limited to**, the following:

- Any type of initiation or other activity where there is any expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them **regardless of the person's willingness to participate**.
- Forcing, requiring, or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring, or pressuring an individual to shave any part of their body, including the hair on their head.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, and publicly indecent, contrary to his/her genuine morals and or beliefs, e.g., public profanity, indecent or lewd conduct, or sexual gestures in public.
- Required eating of anything an individual would refuse to eat otherwise.
- Any activity or action that creates a risk to the health, safety, or property of the College or any member of its community.
- Forcing or requiring calisthenics, such as push-ups, sit-ups, and runs.
- Assigning or endorsing "pranks" such as stealing or harassment of another organization.
- Awakening or disturbing individuals during normal sleeping hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Physical abuse of any kind.

- Forcing, encouraging, or pressuring someone to wear in public, apparel that is conspicuous and not within the norm of what is considered to be in good taste.
- Engaging in public stunts and buffoonery.
- Nudity at any time, or forced reading of pornographic material.
- Paddling, beating or otherwise permitting a member to hit other members.
- Having substance such as eggs, mud, paint, honey, etc., thrown at, poured on, or otherwise applied to the body of a member.
- Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

STUDENT ATHLETE AGREEMENT CONCERNING HAZING

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- Having substance such as eggs, mud, paint, honey, etc., thrown at, poured on, or otherwise applied to the body of a member.
- Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

I have been given an opportunity to read this policy and understand the following:

(Initial)_____The policy and regulations of the Athletics Department and Union College pertaining to hazing.

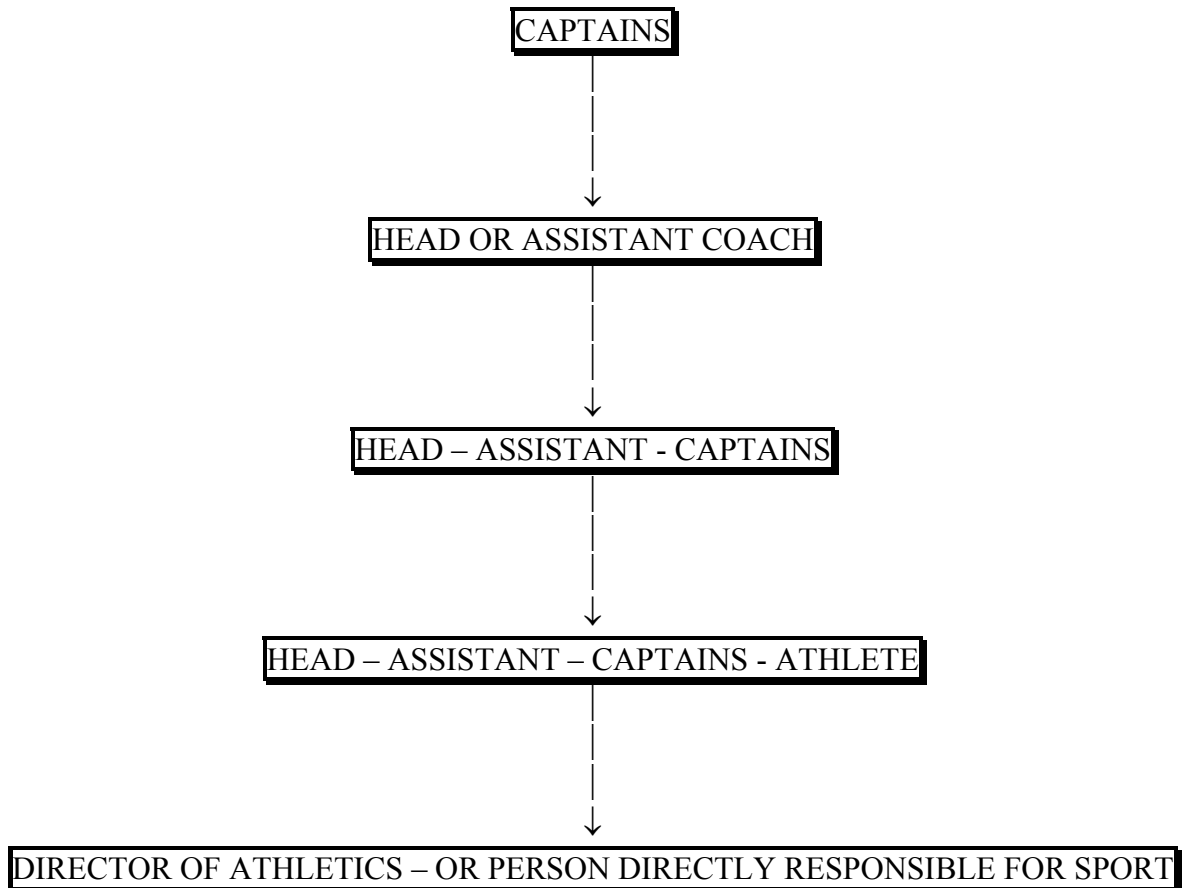
(Initial)_____I agree and promise not to participate in any activity deemed to be hazing. I have read the examples of hazing as described in the Union College Hazing Policy above and the student handbook.

(Initial)_____I understand that if I am in violation of this policy and/or student handbook, I will be subject to disciplinary action that may include but is not limited to, College probation, suspension from the team and/or the College; expulsion from the team, and/or the College. In addition I am aware that the team may be subject to group discipline that can include, but is not limited to, team probation, cancellation of individual contests, and/or cancellation of the entire season.

My signature below indicates that I have read and understand thef Union College Athletics Policy on Hazing.

GRIEVANCE PROCEDURES

Student-Athletes should use the recommended protocol procedures below when there is a grievance that needs to be addressed. It is important to realize that as a member of a varsity athletic team it is your responsibility to take care of problems within your team whenever possible. Using the chain of command is recommended, and proper procedures must be followed, working towards a solution. Grievances should begin with the captain(s).



STUDENT-ATHLETE ADVISORY COMMITTEE

- The committee will advise the Director of Athletics, as well as become an integral part in the ongoing development of intercollegiate athletics, intramurals, recreation, and wellness.
- Members recommended and selected by the head coach of each varsity team.
- Comprised of the Director of Athletics and appointed designated SAAC Liaisons selected from members of the Athletic Department.

SAAC Mission and Goals:

To support and maintain the delicate balance between academics and athletics needed to portray Union as the elite institution it is.

To support students in their athletic endeavors, as well as academically to produce well rounded Student-Athletes who reflect Union College in the best possible way.

To provide the optimal environment for not only learning, but intercollegiate athletics by encouraging student body involvement and school spirit.

To take Union to a new level of intercollegiate sports competition.

To instill values within our athletes that will serve to represent Union on and off the field as the superior institution it is.

TRAVEL POLICY AND DRESS

Student-Athletes must travel to competition under the supervision of a staff member or coach. Student-Athletes are not permitted to use their own vehicles to or from competition. All athletes who travel to a site with the team must return with the team unless otherwise approved. Leaving the site of competition with a parent/guardian or someone else must be requested prior to the event by the parents, in writing. This request must include the individuals with whom the student-athlete is permitted to leave the site. A faxed statement from the parent is acceptable, and must be on file in the Athletic Department office prior to the date of competition.

While traveling as a member of a Union College Athletic Team the use of alcohol is prohibited. As previously stated, and regardless if an athlete is of legal age, the use of alcohol is not allowed on team buses or vans or at team meals. This also includes during overnight stays at hotels. While you may have some free time while traveling with your team, you are still representing Union College, and the use of alcohol is prohibited. These regulations also extend to the use of illegal drugs, spit tobacco products and cigarettes.

Appropriate attire must be worn when traveling as a member of a Union College athletic team. Examples of inappropriate dress include: torn clothes, jeans, sneakers, flip flops, and improper sized outfits. The coach may also require a specific dress code.

UNION COLLEGE ATHLETIC TRAINING ROOM

ATHLETIC TRAINING STAFF

- Head Athletic Trainer – Cheryl Rockwood
- Assistant Athletic Trainer – Jill Crary
- Assistant Athletic Trainer – Brandon Perry
- Assistant Athletic Trainer – CJ D’Ambrosia

LOCATIONS

- Achilles Rink Athletic Training Room – located on the ground level
- Memorial Field House Athletic Training Room – located on the ground level

PHONE NUMBERS

- Achilles Rink Athletic Training Room 388-6136
- Memorial Field House Athletic Training Room 388-6338

TEAM PHYSICIANS

Schenectady Regional Orthopedics

- All appointments will be made by the athletic training staff

ATHLETIC INSURANCE COMPANY

Markel Underwriters and Brokers

- ***Athletic insurance is a secondary policy***
- Claims must be submitted to the primary insurance company first
- Submit an itemized bill and a copy of the explanation of benefits from the primary insurance company to the Head Athletic Trainer

ATHLETIC TRAINING ROOM HOURS

- 9:00am – 11:45am (Achilles Rink)
- 1:00pm – 7:00pm (Achilles Rink and Memorial Field House)
- Hours will be adjusted as needed

ATHLETIC TRAINING ROOM ETIQUETE

- Report all athletic injuries to the athletic training staff in a timely fashion
- No cleats in the athletic training rooms
- No shoes should be worn on treatment tables
- Please leave equipment, backpacks, etc. outside
- Please keep all appointments
- Please use appropriate language
- Rehab sessions should be completed by 4pm
- Appropriate dress for a coed facility

UNION COLLEGE VARSITY ATHLETIC EQUIPMENT ROOM

The Varsity Athletic Equipment Room is located on the first floor of Memorial Field House. Normal hours are 10-7 daily, with flexible weekend hours. A full time Head Equipment Manager, one full time Assistant Equipment Manager, and thirteen student workers staff the department.

The Varsity Athletic Equipment Area of Union College provides practice clothes, uniforms, and equipment to Varsity Athletic Teams. Practice clothes are laundered daily, as are uniforms, after competition.

Once an athlete is a member of a Varsity team, a meeting is held with the Equipment Manager and the team to review the policies and procedures for issuing equipment. Practice clothes and uniforms are assigned, as is any equipment needed for each particular sport. Student-Athletes are required to read and sign a form that indicates the equipment issued, and that it will be returned in good shape at the end of the season (or if the athlete leaves the team before the end of the season). Uniforms and equipment are inventoried with numbers to keep the system organized. Student-athletes must return their own equipment and uniforms to receive proper credit. If equipment is not returned within seven days after the end of the season, the student-athlete's account will be billed. Once the account is billed, items cannot be returned. If the student-athlete neglects to clean out their locker, a service fee will be charged.

Practice clothes are expected to be returned daily for laundering, and only those issued by the athletic department will be laundered. Uniforms, warm ups and bags are returned after each competition. This is to secure them and also to keep the items in good condition.

Only Union College issued protective equipment must be worn, unless the athletic trainer and equipment manager gives permission. Do not alter protective equipment in any way. Sports requiring mandatory mouth protection must wear a mouth guard provided by the College. A mouth guard provided by a dentist may be worn upon approval by the athletic trainer.

It is important to remember that it is a privilege to be provided practice clothes daily, uniforms, and equipment. Treat the staff with respect; treat your equipment with respect. If you are missing an item, or if an item is damaged, report it immediately to a staff person. Union College Athletic Equipment Area wants to be sure your equipment fits properly, upholds safety standards, and remains in good condition. We are dedicated to providing athletic teams with a professional environment that assists in the department's goal of sustained competitive excellence.

Director of Varsity Sport Services: Steve Hughes

Phone numbers: Office 388-6024 Equipment Room 388-5790

STUDENT TICKET POLICY AND PROCEDURES FOR HOCKEY GAMES

Complimentary tickets for regular season Hockey and Football are available for students (one ticket per student with Union College ID). Please see www.unionathletics.com for policies regarding ticket pickup.

Division I

Institutional Contests (Excludes Tournament Play)

Union College may provide four complimentary admissions per home or away contest to a Student–Athlete in the sport in which the individual participates, regardless of whether the Student–Athlete competes in the contest.

Complimentary admissions shall be provided only through a pass list for individuals designated by the Student-Athlete. “Hard Tickets” shall not be issued. Individuals utilizing the complimentary admission must present identification to the person supervising the use of the pass list at the admission gate.

Division III

Institutional Contests (Excludes Tournament play)

Union College may provide four complimentary admissions per home or away contest to a Student-Athlete in the sport in which the individual participates, regardless of whether the Student-Athlete competes in the contest.

CLUB SPORTS AND INTRAMURAL OFFERINGS

Club Sports - Office of Student Activities

Baseball	Kendo
Cheerleading	Lacrosse
Fencing	Rock Climbing
Frisbee	Rugby
Golf	Ski
Ice Hockey (M)	Volleyball
Karate	

Intramurals – Athletics Department

Fall

Men's soccer
Women's soccer
Co-rec soccer
8 man flag football
Men's volleyball
3 v 3 basketball (m/w)
Street Hockey

Winter

5 v 5 basketball
Ice hockey (m/w)
Broomball (m/w/ co-rec)
Dodgeball (m,w)

Spring

Softball (m/w/co-rec)
Men's volleyball
Soccer (full field) m/w
Lacrosse (m/w)

Special Events

Fall

Tennis doubles

Winter

Squash singles (m/w)
Racquetball singles (m/w)

Spring

Tennis singles (m/w)
Frisbee (co-rec)

Intramural Eligibility Rules

1. All registered full-time students and employees are eligible to compete in the intramural activities.
2. A player may represent only **one** team in that sport in a given season. You may participate in more than one activity per semester.
3. All varsity intercollegiate squad members are **not** eligible for any related intramural sport. Also, members of intercollegiate teams that leave the team are not eligible to compete in that intramural sport during the same academic year. If an individual is

cut from a team that person is immediately eligible to participate in that related intramural activity.

4. Any individual who derives the benefit of practicing with an intercollegiate , even though he does not compete in scheduled contests, i.e. red shirts, is not eligible for related intramural sports during that academic year. Also, any individual classified as professional under NCAA rules shall not be eligible to compete in related intramural sports.
5. No player may compete as a member of two teams in the same sport. If a player does so both team forfeit all games.
6. No player can transfer from one team to another once he has played contests for that team. Team captains are responsible for recording and updating team rosters in the Intramural-Recreation Office.
7. Any team found guilty of using ineligible player(s), shall forfeit its schedule and be eliminated from further league play.
8. Any individual who through flagrant misconduct threatens or endangers the safety of other players or officials may be permanently barred from all intramural competition.

STUDENT SERVICES

Becker Career Center

Career planning and implementation are part of an on-going process in a student's total educational experience. The Career Development Center is available to work with all students – from first year students trying to choose a major to seniors focusing on their career search. To assist in this process, the Career Development Center offers career advising, resource materials, and job search preparation, to Union students, as well as alumni. Assistance in these areas includes individual appointments, group workshops, panel discussions, the annual Career Festival, mock interviews, on-campus and off-campus recruiting, credentials, files, etc.

The services of the Career Development Center are designed to help students assess and understand their individual interests, values, abilities and goals: gain information about various career options by exploring them through research and first hand experience or observation; and develop and implement an action plan for finding a meaningful career.

Union alumni also serve as valuable sources of career information and advice. Each year, alumni take part in career programs, sponsor internships, and participate in recruiting. Students may contact alumni directly in their field of interest through the union Career Advisory Network.

Most graduate school advising is accomplished through the student's academic adviser and other members of the College faculty. Special assistance is offered to students interested in graduate or professional training in medicine, law, and business, by designated faculty advisers.

Further information can be found on the www.union.edu/BeckerCareerCenter

Counseling Center

Donald E. Spring, Director Silliman Hall, 3rd Floor, 388-6161

The Counseling Center provides services for those students who experience personal or psychological problems and who voluntarily seek assistance for these problems. A full range of counseling services offered to deal with everyday concerns such as decision-making difficulties, anxiety, and depression. Communications are kept confidential. The Counseling Center will also assist with psychiatric and other off-campus referrals.

The Writing Center

Mary Mar, Director 388-6680
Writing Center Staff 388-6058
2nd floor Schaffer Library

Hours

2:30 – 5:00pm Monday - Friday
7:00 – 10:00pm Sunday – Thursday

The Writing Center offers help to the College community with all kinds of writing: papers, theses, reports resumes, etc. The Director is assisted by trained student tutors. Appointments are not necessary, and brief questions can be answered on the phone (x6508) or by email (marm@union.edu). Handbooks, dictionaries, and other writers' aids are available for student use.

The Language Center

Audrey Sartiaux, Director 2nd Floor, Schaffer Library, 388-6680
Student Staff 388-2143

Hours

10am – 11pm Monday – Thursday
10am – 3pm Friday
1pm – 11pm Sunday

The Language Center, in room 222 of the Schaffer Library, is a new state-of-the-art facility. It offers a wide variety of the latest language software, all the necessary high-tech equipment to run it, and a most comfortable atmosphere for language learning. Bring College ID.