



**Student-Athlete Handbook
Department of Athletics**

2011-12



Letter from the Athletic Director

Dear Kalamazoo College Student-Athlete:

As a member of a Kalamazoo College intercollegiate athletic team you join a long and rich tradition of Hornet sports, dating back to 1892 when Kalamazoo first played Albion College in baseball. In 1896, the sport of tennis brought us our first competition for women and also began our membership in the Michigan Intercollegiate Athletic Association, the nation's oldest continuous intercollegiate athletic conference. As we begin the 2011 – 2012 seasons, the 119th that Kalamazoo has competed in intercollegiate athletics, I encourage you to learn more about this amazing history and the history of your sport at the College.

The College believes that participation on an intercollegiate athletic team is a privilege and provides an opportunity to enhance your overall educational experience. Once you take advantage of this opportunity you become an ambassador for your team and the College on and off the playing venues. Whether in practice, on a team trip, in a contest or on campus you represent the Kalamazoo College student-athlete. Please keep this in mind and always conduct yourself in a way that will bring deserving positive credit to you, your team, your coach and Kalamazoo College. This handbook has been prepared to help you become acquainted with athletic department policies, procedures and expectations. I urge you to take time to review the handbook and if you have questions about the information contained within, please address your questions to your coach or a member of the athletic department administration.

You have an incredible opportunity to pursue your passions academically and athletically. I encourage you to take full advantage of these opportunities. Be your BEST in 2011 – 2012.

Balance Excellence Success Teamwork

Kristen Smith
Director of Athletics

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Kalamazoo College Mission Statement

The mission of Kalamazoo College is to prepare its graduates to better understand, live successfully within, and provide enlightened leadership to a richly diverse and increasingly complex world.

Kalamazoo Athletic Philosophy

The Department of Athletics at Kalamazoo College enhances the greater College mission by providing challenging opportunities for our student-athletes to use BEST principles toward building a healthy balance of outstanding scholarship and winning athletic achievement as a means of realizing their full human potential. In serving this mission, all involved with the Department become champions in the classroom, in competition and in life.

Guiding Principles

BALANCE

EXCELLENCE

SUCCESS

TEAMWORK

In following these guiding principles and as we pursue our mission, the Department of Athletics seeks to:

- Ensure ethnic and gender diversity among our coaches, staff, and student athletes, consistent with the College's educational mission.
- Promote character development, leadership qualities, sportsmanship, and academic excellence in our student athletes.
- Promote and nurture a sense of community within athletics and the College community.
- Contribute to the enhancement of institutional morale and pride throughout the College among students, faculty, staff, alumni and patrons.
- Create the expectation of high achievement both in the classroom and in the playing venues.
- Provide opportunities for student growth and development within a positive learning environment.
- Provide a foundation for life-long learning and achievement.
- Achieve success at the highest level of NCAA Division III athletics.

MIAA Mission Statement



The Michigan Intercollegiate Athletic Conference (MIAA), founded in 1888, is the nation's oldest collegiate athletic conference. Nine members strong – Adrian College, Albion College, Alma College, Calvin College, Hope College, Kalamazoo College, Olivet College, St Mary's College, and Trine University – the MIAA sponsors championships in 18 sports (9 for both men and women). The governance of intercollegiate athletics at member colleges and conference legislative responsibility rests with the College Presidents and their institutional delegates. Primary considerations in all conference decisions are: the welfare of every participating student-athlete; procedures that underscore the academic missions of member colleges; and fair play at all conference events.

NCAA Division III Philosophy



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

NCAA Division III

Follow your passions and discover your potential. The college experience is a time of learning and growth - a chance to follow passions and develop potential. For student-athletes in Division III, all of this happens most importantly in the classroom and through earning an academic degree. The Division III experience provides for passionate participation in a competitive athletic environment, where student-athletes push themselves to excellence and build upon their academic success with new challenges and life skills. And student-athletes are encouraged to pursue the full passions and find their potential through a comprehensive educational experience.

What We Stand For

Proportion: appropriate relation of academics with opportunities to pursue athletics & other passions

Comprehensive Learning: opportunity for broad-based education and success

Passion: playing for the love of the game, competition, fun and self-improvement

Responsibility: development of accountability through personal commitment and choices

Sportsmanship: fair and respectful conduct toward all participants and supporters

Citizenship: dedication to developing responsible leaders and citizens in our communities

What Does Division III Have to Offer?

Division III athletics offers student-athletes the opportunity to become well-rounded individuals who successfully integrate athletics and academics. Student-athletes are integrated into the student body, and they experience the full range of college life.

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Division III athletics departments place special importance on the impact of athletics on the participants rather than on the spectators. The student-athlete's experience is of paramount concern.

Division III athletics feature athletes who receive no financial aid related to their athletic skills and athletic departments that are staffed and funded like any other department in the university.

Division III athletics encourages the development of sportsmanship and positive social attitudes. Coaches and players treat each other with respect, and administrators work to foster a positive competitive environment.

Division III athletics is committed to providing equitable athletics opportunities for both genders and gives equal emphasis to men's and women's sports.

Division III athletics encourages participation by maximizing the number and variety of athletics opportunities available to student-athletes, placing primary emphasis on regional in-season and conference competition.

Division III Philosophy Statement

Colleges and Universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.



Athletic Department Directory

Administrative Staff

Athletic Director Kristen Smith	kristens@kzoo.edu	337-7090	AAC 310
Chair – Department of Physical Education Jeanne Hess	jhess@kzoo.edu	337-7086	AAC 312
Senior Woman Administrator Kathy Milliken	milliken@kzoo.edu	337-7091	AAC 311
Assistant Athletic Director Rob Passage	rpassage@kzoo.edu	337-5804	AAC 309
Administrative Assistant Laurie Dahl	ldahl@kzoo.edu	337-7082	AAC 315

Head Coaches

Baseball Matt Rix	mrrix@kzoo.edu	337-7082	AAC 124
Basketball (M) Rob Passage	rpassage@kzoo.edu	337-5804	AAC 309
Basketball (W) Katie Miller	kmiller@kzoo.edu	337-5752	AAC 308
Cross Country (M/W) David Dimcheff	dimcheff@kzoo.edu	337-7082	AAC 119
Football Jamie Zorbo	jzorbo@kzoo.edu	337-7078	AAC 313
Golf (M) Steve Tyler	kzoopro@aol.com	337-7082	Milham Park GC
Golf (W) Dean Marks	jabbergolf@aol.com	337-7082	Grand Prairie GC
Soccer (M) Chris Adrian	cadrian@kzoo.edu	337-7454	AAC 119
Soccer (W) Bryan Goyings	bgoyings@kzoo.edu	337-5776	AAC 119
Softball TBD		337-5758	AAC 119

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Swimming (M/W) Kathy Milliken	milliken@kzoo.edu	337-7091	AAC 311
Tennis (M) Mark Riley	mriley@kzoo.edu	337-7079	MRC Main
Tennis (W) Mark Murphy	mmurphy@kzoo.edu	337-5973	MRC Main
Volleyball Jeanne Hess	jhess@kzoo.edu	337-7086	AAC 312
Athletic Trainers			
Head Athletic Trainer Kira Olds	kolds@kzoo.edu	337-7093	AAC 118A
Assistant Athletic Trainer Dan Krasinski	dkrasins@kzoo.edu	337-7093	AAC 118A
Assistant Athletic Trainer Sadie Morway	smorway@kzoo.edu	337-7093	AAC 118A
Support Staff			
Equipment Manager/ Intramural Director Van Nickert	vnickert@kzoo.edu	337-7080	AAC 317
Asst. Equipment Manager Greg Brown	gbrown@kzoo.edu	337-7094	AAC 123
Sports Information Director Steve Wideen	swideen@kzoo.edu	337-7287	AAC 314
Faculty Athletic Representatives (FARs)			
Michelle Intermon	intermon@kzoo.edu	337-7107	OU 203B
Bob Grossman	grossman@kzoo.edu	337-7108	OU 403F



Faculty Athletic Representatives

Kalamazoo College has two Faculty Athletic Representatives (FAR) appointed by the Faculty Executive Committee. The FAR serves as the liaison between the faculty, student-athletes and the department of athletics. The FAR's have terms of service consistent with other faculty standing committees. Responsibilities of the FAR's include:

- Provide advice and/or oversight especially as they impact the academic areas of the student-athlete.
- Provide feedback, advice and insight to the President and Athletic Director regarding College, MIAA, and NCAA issues.
- Represent the College and its faculty at the MIAA and NCAA levels.
- Counsel and advise student athletes regarding academic/athletic issues and concerns.
- Monitor and verify student-athlete eligibility.

Athletic Leadership Council (ALC)

Mission

"The mission of the NCAA Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image", as well as create connections between student-athletes and the greater college community. (Adapted from the mission statement of the National Student Athletic Advisory Committee).



Philosophy

Kalamazoo College strives towards the same ideals set forth by the Division III philosophy statement. We will seek to establish and maintain an environment of excellence in academics and athletics for the greater Kalamazoo College community. We believe that athletics serve as an integral part of the liberal arts education. We believe athletics provide a vehicle for the promotion of cultural diversity and gender equality for our campus.

Athletics provide opportunities for the student to bring together the building blocks of a liberal arts education: skill acquisition and practice, exploration of interests, and experiential work and service. Through athletics, students enhance and supplement their broad-based arts tradition of learning.

Purpose

The purpose shall be to carry out the philosophy of the ALC by encouraging support, involvement, and participation in athletic events. The ALC shall also assist communication between student-athletes and administration, faculty, staff, and fellow student-athletes, provide a forum for a dialogue amongst other student-athletes, and provide input on the rules, regulations, and policies that affect the lives of student-athletes. Further, the ALC will contribute to the greater Kalamazoo community in a manner consistent with our mission and philosophy.

Selection Process

Two representatives shall be selected from within each team to serve on the ALC. Those two representatives shall select one non-senior from within their team to serve as an alternate with no voting privileges. Each representative shall serve a term of one year, beginning at the first meeting of the appropriate quarter as defined by sport in the table below.

Fall Quarter	Men's Tennis Women's Tennis Baseball Softball
Winter Quarter	Football Volleyball Men's Soccer Women's Soccer Men's Golf Women's Golf Men's Cross Country Women's Cross Country
Spring Quarter	Men's Swimming Women's Swimming Men's Basketball Women's Basketball

In the case that a representative is no longer able to fulfill his or her duties as a member of the ALC, that team may request replacement with majority approval by the ALC. The replacement member shall complete the remainder of the one-year term as defined in the above table.

Removal Process

A two-thirds majority may remove a member from the ALC. In the case that a member is removed, the President shall notify the team and the team is then required to appoint a new representative.

To bring a vote to the floor to remove a member, the accuser must submit a letter of intent including cause for removal to the President at least one week before the next ALC general meeting. The President shall then forward the letter of intent to the accused within 24 hours.

Executive Council

The Executive Council shall serve for one entire academic year beginning and ending at the last meeting of the spring quarter. Elections shall be held at the ALC meeting during the sixth week of spring quarter. At the meeting during tenth week of spring quarter the transfer of positions shall occur. The Executive Council shall be



elected by a general vote of the ALC. Each candidate must win 50 percent plus one vote for that position. During the period between election and the transfer of positions, the newly elected Executive Council members should "shadow" the current members of the Executive Council.

The Executive Council shall consist of the President, Vice-President, MIAA Ambassador/Secretary, Financial Director, and two at-large members. The Executive Council is responsible for preparing and presiding over all ALC general meetings.

The Executive Council has the power to establish committees.

No single varsity team will hold a majority of the positions on the Executive Council.

President – Adam Powers

Vice President – Martin Blanc

MIAA Ambassador/Secretary – Allison Liddane

Financial Director – Katie Grue

Public Relations Director – Autumn Cussen

Executive Council At-Large Members – Sarah Baumann and Phil Jackson

Meetings

ALC general meetings shall be held during all odd numbered weeks of each quarter. The Executive Council shall meet before the end of first week of fall quarter to decide when meetings shall be held for that year. The day and time of the meeting shall remain consistent throughout the entire academic year. In the case of extraordinary circumstance, the ALC may decide by a two-thirds majority to change the meeting time.

Proposed agenda items must be submitted to the MIAA Ambassador/Secretary at least 72 hours before each general meeting.

All general ALC meetings shall adhere to the most recent version of Parliamentary Procedure (Robert's Rules of Order). *A copy is available for reference from the Student Commission.*

Quorum

A quorum shall consist of 50 percent plus one of the membership and must be present to conduct official business.

Attendance

There may be three unexcused absences per year and no more than one unexcused absence per quarter. All excused absences must be declared by the representative in writing to the President or Secretary at least 24 hours in advance. Excused absences are official athletic conflicts. In the case of an emergency, the President should be notified in advance. Emergencies are also excused absences. The Secretary or President may notify the coach and team of the offending representative after any unexcused absence. After all unexcused absences are exhausted, that representative shall be removed from the ALC and that team will lose their right to



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that vote for the rest of the current one year term as defined in the table under Selection Process.

All members attending the ALC meeting should sign in and list the sport you are representing. Attendance will be recorded by the Secretary, including who attended and who did not attend. Excused absences should also be noted and documented



Voting

Each representative shall hold one vote. Each team is entitled to and must exercise their right to both of these votes. In the case of absence, proxy voting is permitted on specific, pre-defined issues in writing to the President or Secretary at least 24 hours in advance. If a proxy is not provided, that vote is forfeited.

Service

All teams, individual athletes, and the ALC as a whole are encouraged to pursue service projects in the community that further the mission, philosophy, and purpose of the ALC.

Amendments

Any voting representative can submit amendments to the constitution in writing to the Executive Council. Amendments can be introduced and discussed at the conclusion of any general meeting and voting on the amendment shall occur at the following meeting. Amendments will be adopted with a two-thirds majority of the voting members and will take effect immediately upon adoption.

Athletic Department/MIAA/NCAA Awards

STUDENT ATHLETE AWARDS

Kalamazoo College Senior Awards and Special Recognition

Kalamazoo's Department of Athletics sponsors a celebration at the end of the year to honor all senior student-athletes for their participation and accomplishments in varsity sports. This celebration is funded and organized by the department.

The Division of Physical Education Prize

This award is presented to those students who as first-year students best combined leadership and scholarship in promoting athletics, physical education, and recreation.

The Kalamazoo College Athletic Association Award

This is an award "presented to that graduating male senior who has most successfully combined high scholarship with athletic prowess during his four years in college."

2010-11 Award Recipient: Brian Bazzell - Swimming

The Mary Long Burch Award

This award is presented to an outstanding female member of the senior class who has both "manifested interest in sports activities and excelled in scholarship."

2010-11 Award Recipient: Chelsea Smith - Soccer

The Opie Davis Award

This award is presented to the best male senior athlete based on athletics alone.

2010-11 Award Recipient: Craig Fleming - Swimming

Outstanding Senior Athlete Award

This is presented to the best female senior athlete based on athletics alone.

2010-11 Award Recipient: Kaitlin Weeks - Swimming

The Cas Smith Award

The prize is awarded annually to a woman athlete in memory of Catherine Anne Smith. This award is presented to a woman athlete who in her participation gave her all, never quitting with good spirit, who supported others unselfishly, and whose example was inspirational.

2010-11 Award Recipient: Kandice Keen - Swimming

The George Acker Award

This prize is awarded annually to a male athlete who in his participation gave all, never quitting, and with good spirit; who supported others unselfishly, and whose example was inspirational.

2010-11 Award Recipient: Robert Parkins

CONFERENCE, REGIONAL, AND NATIONAL AWARDS

Kalamazoo College student-athletes earn a variety of conference, regional and national awards annually. The sports information director often makes nominations with input from the coaches for both academic and athletic awards. Kalamazoo College currently ranks first in the MIAA Conference with 20 NCAA Post-Graduate Scholarship winners. Some of the awards, scholarships and internships available are:

Sheila Wallace Kovalchik - Women Scholar Award (MIAA)

An award created in 2002-03 which recognizes a senior woman from an MIAA member college who has excelled in academics and athletics and displayed outstanding leadership qualities. The award is named in honor of Sheila Wallace Kovalchik who served as MIAA Commissioner from 1991-2002.

Albert L. Deal - Male Scholar Award (MIAA)

An award created in 2003-04 which recognizes a senior man from an MIAA member college who has excelled in academics and athletics and displayed outstanding leadership qualities. The award is named in honor of Albert L. Deal who served as MIAA Commissioner from 1971-1991.



NCAA Postgraduate Scholarship Program

The NCAA awards up to 174 postgraduate scholarships annually 87 for men and 87 for women. The scholarships are awarded to student-athletes who excel academically and athletically and who are in their final year of intercollegiate athletics competition.

The one-time grants of \$7,500 each are awarded for fall sports, winter sports and spring sports. Each sports season (fall, winter and spring), there are 29 scholarships available for men and 29 scholarships available for women. The scholarships are one-time, non-renewable grants.

Award Recipients

1965	Tom Nicolai	Football / Baseball	Physics
1973	Jim VanSweden	Basketball	English
1978	Chris Bussert	Tennis	Biology
1979	David Dame	Basketball	Biology
1979	Daniel Slattery	Swimming	Pol Sci
1980	Donald Knoechel	Swimming	Chemistry
1982	Chris Burns	Tennis	Econ
1982	John Schelske	Basketball	Econ
1983	Peter Romano	Swimming	Biology
1984	Curt Crimmins	Swimming	Biology
1985	Lynn Achterberg	Swimming	Art
1993	Lewis Miller	Tennis	Econ
1994	Jackie Aurelia	Tennis	Health
1996	Jeremy Cole	Basketball / Baseball	Business
1996	Sara Musser	Basketball	Health
1997	Rene "Kip" Adrian	Soccer	Health
2002	Evan Whitbeck	Swimming	Chemistry
2003	Kim Hartman	Soccer	Psych
2004	Scott Whitbeck	Swimming	Econ
2009	Robert Dekker	Swimming	Biology
2011	Craig Fleming	Swimming	Econ
	Brian Bazzell	Swimming	Biology

College Sports Information Directors of America (CoSIDA) Academic All-America

The student-athlete must be a starter or important reserve with at least a 3.30 cumulative grade point average (on a 4.0 scale) for his/her career. No student-athlete is eligible until he/she has completed one full calendar year at his/her current institution and has reached sophomore athletic eligibility.

2010-11 Award Recipients: Alex Dombos – Tennis
Craig Fleming - Swimming

Walter Byers Postgraduate Scholarship Program

The Walter Byers Postgraduate Scholarship Program is separate and distinct from the NCAA Postgraduate Scholarship Program, which provides numerous annual awards with smaller stipends. The stipend for each Byers Scholarship is \$24,000 for an academic year. The scholarship amount will be reviewed every two years so that the purchasing power of the award will remain reasonably close to the award as initially conceived in 1988. The amount of the scholarship will be reviewed in 2008-09. If the graduate school where the Byers Scholar is enrolled provides evidence of satisfactory performance and progress, the grant may be renewed for a second year. Therefore, in any single year, \$96,000 worth of scholarships are awarded (\$48,000 to the current year's recipients and \$48,000 to the previous year's awardees for their second year of graduate school).

Jim McKay Scholarship Program

In 2008, the National Collegiate Athletic Association established the Jim McKay Scholarship Program as a means of recognizing the immense contributions and legacy of pioneer sports journalist Jim McKay. Under this program, one male and one female student-athlete are annually awarded a \$10,000 scholarship in recognition for outstanding academic achievement and potential to make a major contribution in the sports communication industry. McKay scholars will be recognized as having demonstrated a unique aptitude and commitment to the communications field and promises to be a future leader in the industry. McKay scholars also will demonstrate the highest level of professional integrity, including the principles of truthfulness, accuracy, objectivity, impartiality, fairness and public accountability, with the element of compassion that so infused McKay's long and storied career.

Arthur Ashe Jr. Sports Scholar Award

The Sports Scholar awards, inspired by tennis legend Arthur Ashe Jr., honor undergraduate students of color who have made a winning combination of outstanding academics, excellence in athletics, and community activism.

Ethnic Minority and Women's Enhancement Postgraduate Scholarship for Careers in Athletics

The Ethnic Minority and Women's Enhancement Postgraduate Scholarship for Careers in Athletics programs were developed by the NCAA Committee on Women's Athletics and the NCAA Minority Opportunities and Interests Committee.

The NCAA awards 13 scholarships to ethnic minorities and 13 scholarships to female college graduates who will be entering their initial year of postgraduate studies. The applicant must be seeking admission or have been accepted into a sports administration or other program that will help the applicant obtain a career in intercollegiate athletics, such as athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics.



Athletic Training Policies and Procedures

The following guidelines are designed to inform and clarify the entire spectrum of policies in the Kalamazoo College Athletic Training Room.

Physical Examination

- Each student-athlete must have a physical exam and/or medical update form on file prior to the athlete being allowed to participate in any team activity including: pre-season conditioning sessions, tryout, practices, and non-traditional practices.
- Freshmen and transfer students must complete the physical, including the medical history questionnaire, within the six months prior to their arrival on campus in the fall. A copy of the form may be found here: <http://www.kzoo.edu/sports/atc/FreshmanPPE.pdf>.
- Returning athletes must complete a medical update questionnaire prior to participating in the first team activity.
- The team physician will be the final authority regarding defects or limitations that will exclude an athlete from athletic competition.
- Medical Information withheld, incomplete, or incorrect may result in incomplete or incorrect medical treatment and may disqualify you from participation on any Kalamazoo College athletic team.

Athletic Insurance

- For insurance and coverage purposes, the coach of each sport should submit an up-to-date roster of their squad to the athletic training staff. Notification of additions and deletions should be made as soon as they occur.
- Each student-athlete must submit a parent insurance form to the athletic training staff prior to being allowed to participate in their sport. A copy of the form may be found here: <http://www.kzoo.edu/sports/atc/insurance-form.pdf>.
- Each student-athlete is covered under the college's athletic insurance policy.
- Each student-athlete will be charged a \$50 fee to offset some cost of the insurance policy.
- Only injuries that occur as a result of participation in a sport during the season (including non-traditional season) will be covered. The policy does not cover illnesses and chronic injuries such as tendonitis.

Athletic Injury Procedures

Any appointments with physicians, dentists, or other specialists will be made through the athletic training staff. Medical expenses accumulated in any other manner are the sole responsibility of the student-athlete and his or her parents.

- All athletic injuries are to be directed to the athletic training room for evaluation and/or treatment. If further evaluation or treatment is required, the athletic trainer will make referrals.
- In the event that an athletic trainer is not available and a serious injury occurs, the coach should call 911 and notify the head athletic trainer as soon as possible.
- In the event that an athletic trainer is not available and a minor injury occurs, apply appropriate first aid treatment and call the head athletic trainer.
- When an athlete is injured, the athletic trainer will proceed to his/her aid as quickly as possible, evaluate the situation, and proceed with immediate care. The coach will be informed as quickly as possible regarding the athlete's availability.

- The athletic training staff under supervision of the team physician will administer all therapeutic treatments unless prior arrangements are made.
- Should an injury occur on a road trip, contact the host athletic trainer. If the host athletic trainer is unable to be contacted, refer the athlete to the nearest emergency room or urgent care facility. Contact the Kalamazoo College head athletic trainer as soon as possible.



Athletic Training Room Policies

- ONLY athletes on current team rosters will be eligible for the services of athletic training staff and facilities.
- The in-season athletes will have priority in utilizing all services of the athletic training staff and facilities.
- The athletic training staff will handle all strapping, bandaging, taping and bracing unless prior arrangements are made.
- The athletic training room will be open at least (unless circumstances dictate exceptions) one hour before scheduled daily practice sessions, an hour and a half prior to games, and will remain open one-half hour after practices and game.
- A physician and/or athletic training staff member will determine the type and duration of treatment to be given to the athlete.

Athletic Department Emergency Plan

Emergency Resources and Telephone Numbers

Athletic Training Staff

Kira Olds	(O) 337-7093 (H) 269-948-3933 (C) 231-590-1327
Dan Krasinski	(O) 337-7093 (C) 269-720-9275
Sadie Morway	(O) 337-7093 (C) 616-240-7230

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Emergency Medical Services

Police/Fire/Ambulance	9-911 (from a campus phone)
Kalamazoo Department of Public Safety Dispatch	337-8120
Kalamazoo College Security	337-7321
Pride Care Ambulance	343-2222
Bronson Methodist Hospital Emergency Room	341-6386
Borgess Medical Center Emergency Room	226-4815
Poison Control Center	1-800-442-4112

Other Emergency Phone Numbers

Calder Field House Athletic Training Room	337-7087
Kalamazoo College Health Center	337-7200
Western Michigan University Sports Medicine Clinic	387-3248

Athletic Injury/Illness Reporting Procedure

The following procedures shall be utilized when a student-athlete or coach becomes injured/ill during a practice or competition.

- All injuries/illnesses should be reported to the athletic training staff on the same day as they occurred. When it isn't possible to notify the athletic training staff on the same day, the injury/illness should be reported as soon as possible on the following day. The athletic training staff may be reached by cell phone.
- All injuries/illnesses shall be documented and entered into the student-athlete's medical record in the athletic training room. Injuries/illnesses to Kalamazoo College athletic department personnel shall be documented and placed in their personnel file.
- If a certified athletic trainer is not on site, the student athletic training student worker or coach shall complete and injury report form (see appendix). This report form shall be placed on the certified athletic trainer's desk or mailbox.
- Injuries/illnesses requiring further medical treatment shall be sent to an appropriate health care provider. A medical referral form (see appendix) shall be sent with the student-athlete. This form should be returned to one of the certified athletic trainers and kept in the student-athlete's medical records.

Procedures For Calling 911

1. Remain calm. "Calmness breeds calmness."
2. Assess the situation. Do not do anything that is out of your scope of training. If you determine the situation is an emergency, call 9-1-1.
3. State the following:

"My name is _____. I need an ambulance to respond to the..."

Anderson Athletic Center: On the block of 1200 Academy St.

Baseball Field at Kalamazoo College: 1500 block of West Michigan., east of WMU's parking garage.

Football/Softball Field at Kalamazoo College: 506 Burrows (enter through gate in parking lot)

Markin Racquet Center: Corner of Academy and Catherine St.

Soccer Field at Kalamazoo College: Enter through North gates at the corner of South and Valley.

Stowe Stadium (outdoor tennis courts): Proceed down West Main.

Entrance will be through the gate where West Main and Douglas intersects.

Swimming Pool (Natatorium): On the block of 1200 Academy St. Corner of Acker and Academy.

4. There is someone with a _____ injury. (head/neck, fracture, loss of consciousness, cardiac arrest, severe bleeding, seizure, etc.)
5. Someone will meet the ambulance at the entrance gate or street and will direct the paramedics where to go.

Make sure someone is at the entrance or gate to meet and direct the ambulance crew.

WAIT until the operator hangs up first.

CALL campus security (337-7321) and inform them of the situation.

CALL Kira Olds (Head ATC) at 231-590-1327 cell or 337-7093 office.

Eligibility Policies and Regulations

NCAA and Kalamazoo College Eligibility

The varsity intercollegiate athletic experience at Kalamazoo College is governed by NCAA and Michigan Intercollegiate Athletic Association (MIAA) regulations and bylaws. The athletic department views the monitoring of eligibility status as a cooperative endeavor between the student athlete, coaches, and administration. Regulations and bylaws that govern eligibility status are many and can be difficult to interpret. It is important that any athletically related activity outside of the College sport receive prior approval before participation in that activity.

Eligibility Forms - Kalamazoo College and NCAA (NCAA Bylaw 14.1 – General Eligibility Requirements)

Annually, prior to the start of any athletic season all student-athletes must complete NCAA Eligibility Forms (Student-Athlete / International Student-Athlete Statement, Drug-Testing Consent Form, and Buckley Amendment Consent Form). A member of the athletic department's administrative team (athletic director, assistant, or SWA) will administer these forms to each team before any intercollegiate competition each year. These forms indicate that a student-athlete meets all applicable NCAA and Division III eligibility requirements. Student athletes should read the NCAA Student Athlete Statement prior to completing the forms. Failure to complete and sign the Student-Athlete / International Student-Athlete and/or the Drug-Testing Consent Form shall result in the student-athlete's ineligibility for participation in all intercollegiate competition.

Student-Athlete Statement / International Student-Athlete Form

http://web1.ncaa.org/web_files/AMA/compliance_forms/DIII/DIII%20Form%20XX-3c.pdf

To submit information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization and involvement in organized gambling activities related to intercollegiate and professional athletics competition under the Association's governing legislation.

Drug Testing Consent Form

http://web1.ncaa.org/web_files/AMA/compliance_forms/DIII/DIII%20Form%20XX-3f.pdf

To consent to be tested for the use of drugs prohibited by NCAA legislation.

Buckley Amendment Consent Form on student-athlete health insurance and portability

http://web1.ncaa.org/web_files/AMA/compliance_forms/DIII/HIPPA%20Buckley.pdf

To authorize/consent to the institution's physicians, athletic trainers and health care personnel to disclose the student-athlete injury/illness and participation information associated with the student-athlete's training and participating in intercollegiate athletics to the NCAA for the purpose of conducting research into the reduction of athletics injuries. The authorization by the student-athlete is voluntary and not required for the student-athlete to be eligible to participate.

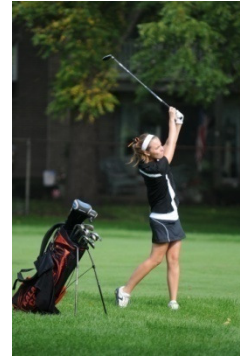
Kalamazoo College Team Initiation/Hazing Policy

<http://kzoo.edu/sports/info/initiation-policy.html>

To establish guidelines for team sponsored events.

Outside Competition (see NCAA Bylaw 14.7)

During the collegiate academic year, NCAA regulations state the student-athlete may represent the college but not any other team or organization. Outside the academic year, the student-athlete can represent an amateur team for the period of the summer months. There is an exception for National team tryouts and Olympic team tryouts, provided an NCAA waiver has been granted for such events (NCAA Bylaw 14.1.8.1.6).



Playing and Practice Seasons (see NCAA Bylaw 17)

Each sport is assigned a playing and practice season by the NCAA. Traditional season practice and competition will occur around the primary competition schedule. The non-traditional practice schedule will occur in the term that regular competition does not occur. Fall sports have 18 weeks, winter sports have 19 weeks, and spring sports have 18 weeks. Non-traditional practice schedules are also governed by the NCAA and the MIAA for practice opportunities and dates of competition.

MIAA Non-Traditional Practice Seasons (MIAA policies A-OP-31-1)

The MIAA promotes a healthy balance between academics and athletics. It is the MIAA's position that competition during the nontraditional season is counter to achieving this balance. The MIAA does, however, recognize the importance "... of student-athletes having meaningful and substantive advising and mentoring contact with coaches during the off-season. The conference recognizes and affirms the value of student-athletes maintaining and enhancing their skill and fitness levels during the non-competitive portion of the academic year." (MIAA Manual Operations Policies pg. 66)

MIAA Policies on Off-Season Instructional Opportunities

Effective in 2011, the MIAA adopted nontraditional season limitations in accordance with NCAA bylaw 17.1.4.

The nontraditional segment shall be subject to the following limitations:

- All practice and competition shall be limited to a maximum of five weeks;
- A maximum of 16 days of athletically related activity with not more than four days of athletically related activity in any one week shall be permitted;
- Any athletically related activity by any member of the applicable team shall constitute the use of a day;
- One date of competition may occur and shall be counted as one of the 16 permissible days of athletically related activity; and
- A maximum of eight hours of athletically related activity may occur on the one date of competition for all participants. Further, competition activity on the one date must be included in the eight-hour maximum.

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For football, the following additional limitations are in place:

- Skill instruction during this period shall be limited to passing, catching and kicking-related drills.
- Such instruction may include offensive and defensive alignments, but may not involve contact.
- Except for footballs, the use of helmets, pads, blocking sleds or any other form of sport-related equipment is prohibited.

Captains Practices (MIAA policies A-AR-25-1):

In the MIAA, player-run practices are prohibited. While the MIAA does not wish to keep student-athletes from engaging in recreational opportunities, arranging pick-up games, or participating in individual skill and fitness enhancement opportunities, any group activities must be open to all students and must not inhibit intramural or other organized student use of college facilities.

NCAA/KALAMAZOO COLLEGE ACADEMIC ELIGIBILITY

Kalamazoo Athletics works closely with other MIAA colleges to reduce missed class time. Although great effort is taken to reduce the amount of missed class time, due to the nature of various sports and necessary travel student athletes will occasionally miss class. Students are responsible for all work assigned in their classes, either by preparing early or making up after, as defined by each individual instructor. Early notification between student – faculty – coach is vital.

Criteria for Academic Eligibility

In order to be eligible for participation on an intercollegiate athletic team, a student must be considered full time (enrolled in 2.4 units or more), be considered in good academic standing and making satisfactory progress toward a degree as determined by Academic Standards and the Registrar. If a student is not in good academic standing he or she may still practice at the discretion of the coach. The student WILL NOT be allowed to participate in games and scrimmages

General Principles

Drop/Add Course: A student-athlete no longer shall be considered enrolled in a minimum fulltime program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official.

Final Semester: A student-athlete may compete while enrolled in less than a minimum fulltime program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate or graduate program and the institution certifies that the student is carrying the courses necessary to complete degree requirements.

Seasons of Participation: A student-athlete shall not engage in more than four seasons of intercollegiate participation in any one sport and it must be completed within the first 10 semesters or 15 quarters in which the student is enrolled.

Criteria for Determining Season of Eligibility.

Minimum Amount of Participation: A season of intercollegiate participation shall be counted when a student-athlete participates (practice or competes) during or after the first contest.

Hardship Waiver: A student-athlete may be granted an additional year of participation by the conference 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 injury or illness occurs in one of the four seasons of intercollegiate participation.
- b) Occurs before the completion of the first half of the traditional playing season in that sport.
- c) Occurs when the student-athlete has not competed in more than three contests or dates of competition or one-third contests or dates of competition in his or her sport.

General Policies and Regulations

As a student-athlete at Kalamazoo College you are expected to follow the rules of the College, the Department of Athletics, and your team. The privilege of wearing the orange and black is one that is not to be taken lightly. Remember, as a member of a team, you are representing something larger than yourself. The Student Development Office reports all campus conduct issues to the Head Coaches and Director of Athletics. Likewise, the Athletic Department reports conduct issues to the Student Development Office. Failure to abide by Athletic Department and College policies may result in appropriate sanctions by the College and the Department of Athletics. For further information about College policies please refer to <https://reason.kzoo.edu/studev/stuconduct/>.

Alcohol Policy

Department of Physical Education and Athletics - Alcohol and Drug Statement

Kalamazoo College does not condone the illegal or otherwise irresponsible use of alcohol or other drugs. The Department, its personnel, athletic trainer, and administration strongly believe that the use of alcohol and illicit use of drugs can be detrimental to the physical and mental well being of Kalamazoo College student-athletes. The Department will not tolerate such abuse or use because it can seriously interfere with the performance of individuals as both students and athletes and can be extremely injurious to others, particularly while participating in athletic competition or practice.



It is the responsibility of every member of the college community to know the risks associated with alcohol and other drug use and abuse. This responsibility obligates students, faculty, and staff to know relevant college policies, federal, state, and local laws and to conduct themselves in accordance with these policies and laws. Kalamazoo College has very explicit policies regarding the use of alcohol and other drugs on campus. The Department of Physical Education and Athletics supports these policies and expects the student-athletes and athletics staff to abide by them.

Hazing Policy

Hazing/Team Initiations

The Department of Athletics recognizes that participation on an intercollegiate athletic team plays a positive role in the overall collegiate experience. The athletic teams

encourage and are responsible for providing an atmosphere of learning, social responsibility, and respect for human dignity and for providing a positive influence and constructive development for team members. As such, any form of hazing/team initiations is counterproductive and is not tolerated either on or off campus.

Hazing is illegal by city, state and federal laws and is defined as any action taken or situation created (the willingness of an individual to participate notwithstanding) upon which initiation, admission into, or affiliation with an organization is directly or indirectly conditioned and which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to, paddling in any form; infliction of excessive fatigue; exposure to the elements; forced consumption of any substance; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities.

Individuals or groups believed to be in violation of this policy will be subject to Kalamazoo College and Athletic Department disciplinary action. Individuals who are found to be responsible for hazing face sanctions up to and including suspension or dismissal from the athletic team and/or suspension or dismissal from the College. Teams found to be

responsible for violations of this policy face sanctions up to and including suspension, cancelation of special trips and/or cancelation of the remainder of the competitive season. Prior to each competitive season, each team member will be asked to sign a Hazing/Team Initiation Policy Statement acknowledging their awareness and understanding of the Athletic Department's hazing policy.

Team Travel

Student-athletes should remember that they are representatives of Kalamazoo College whenever their team is traveling for competition. All Athletic Department and Student Development Code of Conduct policies apply while you are on a College-sponsored trip. Violations of these policies will be met with appropriate Athletic Department and College sanctions. All trips begin when the team leaves campus and end upon return to campus.

Class Attendance and Course Work

Athletes will not receive preferential treatment with regard to class attendance. Absence from class because of athletic competition does not excuse an athlete from any course requirement. The student must clear any absence related to athletics with his or her professor well before the absence. Most faculty members are very supportive of students' extracurricular or personal interests (particularly the balance K student-athletes have traditionally struck between academic excellence and their varsity sport participation) and

are willing to work with you regarding accommodations. At the beginning of the quarter, students who are seeking some kind of accommodation due to athletics scheduling should:

- Introduce yourself to their professor (in person—not by email if at all possible), identify yourself as a varsity athlete, provide the professor with a schedule (and invite them to attend a game), explain the conflict and inquire if alternatives can be arranged.
- Make every effort to do this in person and at the very beginning of the quarter.
- Do not assume that your varsity sport participation automatically excuses you from any academic commitment.
- Always be prepared to put academic obligations before your team commitments. Your coach and teammates will understand and are prepared to work around these conflicts when they do arise.

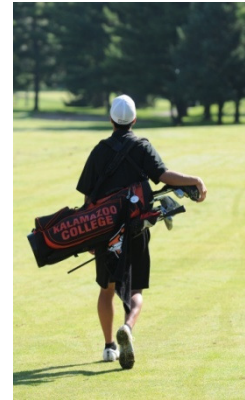
Transportation

All athletes and coaches must travel with the team to and from all intercollegiate contests. Athletes must return to campus with their team unless permission has been granted by the coach. Team members may only leave the team with members of their immediate family. Unusual circumstances must be approved in advance by the Athletic Director. All drivers of College vehicles must be certified in accordance with the College Driver Policy -

<https://reason.kzoo.edu/facman/collegevehicles/driverpolicy/>.

Dress Code

Athletes should be aware of their status as representatives of Kalamazoo College and dress accordingly. Coaches may also have specific dress codes for their teams.



Lodging

Charges for hotel rooms and tax are the responsibility of the College; incidental expenses such as telephone, room service and pay movies are to be paid by the room occupants. Hotels and coaches may prohibit telephone calls and pay movies from being charged to hotel rooms.

Recruiting Guidelines

Recruiting

Kalamazoo College student-athletes are permitted to assist with the recruitment of students to Kalamazoo. The student-athlete is permitted to make phone calls, write and communicate via email, and make contact via social networks.

Overnight/Host Responsibilities

From time to time you may be asked by your coach to serve in the capacity as a host to a prospective student-athlete during his or her visit to campus. You must take this

responsibility seriously and be sure to ask your coach about any concerns you may have about hosting a recruit for your team. The following information will be provided to your

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prospective student upon his or her arrival to campus. Please read this and understand that your recruit is obliged to comply with all MIAA, NCAA, and university regulations, and State of Michigan laws while on campus. In the hosting of prospective students, Kalamazoo team members are not to provide the recruit with alcoholic beverages or escort them to events where alcohol is being served. Kalamazoo students providing underage recruits with alcohol may be subjected to college disciplinary actions and the recruits that are involved in the underage consumption of alcohol may jeopardize their opportunity to attend Kalamazoo.

Prepare

WHAT:

Before your guest arrives, find out what activities are taking place on campus during your guest's stay. Examples: movies, dances, athletic events, theatre productions, residence hall activities, parties, club meetings, lectures, concerts, open practices of bands, choirs, bell ringers, etc.

WHO:

Find out his or her extracurricular and academic interests. If you are not interested in those areas or know little about them, try to introduce your prospective student to people that share his or her common interests.

WHEN:

After figuring out campus events and your guest's interests, create a plan of activities for you to entertain and educate your guest. Create a timeline from when you pick up your guest to when you drop them off at admissions.

Act

BE A LEADER:

Introduce your guest to as many people as you can. They usually are here so that they can meet people (students and possibly faculty) as well as see the campus. Remember to use his or her name when introducing them. Avoid referring to your guest as "my prospective" or "a recruit".

BE A COMMUNICATOR:

Ask your guest if there is anything in particular that they would like to do while they are here. If not, make some suggestions. Even if there is something they want to do, present your ideas as something to do in addition to their ideas.

BE RESPONSIBLE:

Don't feel like you have to baby-sit. If you can't personally take them to an activity or event, ask a friend or let them go by themselves. Again, meeting a number of people on campus is advantageous.

BE A TEAM PLAYER

Should the prospective student need to make changes in the itinerary, ask the prospective to contact the Office of Admission and inform them of the change needed.



Think

GOOD DECISIONS:

You need to be aware of where your guest is at all times. As they are guests of the College, we share the responsibility for their safety and well being. DO Not take them to parties where you believe alcohol may be served and leave a party immediately if alcohol is present. We advise visitors that they should uphold standards of appropriate behavior as outlined in the Student Handbook during their overnight visit.

Liability concerns make it impossible for prospective students to stay overnight off campus including in college-owned housing, which is not considered in the residential system.

The Ideal Host is...

- **Respectful** - Is respectful of the fact that the prospect may be visiting for the first time and is in an unfamiliar place
- **Aware and Understanding** - Understand the importance a campus visit has on a student's decision where to attend college
- **Reliable** - Is responsible and reliable
- **Accommodating** - Enjoys entertaining guests on campus and will make every effort to be with their guest and make them comfortable during their visit
- **Open-Minded** - Is accepting of others ideas and opinions
- **Enthusiastic** - Is enthusiastic about being a part of Kalamazoo College
- **A Good Decision Maker** - Understands the policies of the college regarding alcohol, drugs, the Honor System, and has an open and positive attitude toward these policies

Social Networking

As a student-athlete participating in intercollegiate sports at Kalamazoo College, you represent the College and everything it stands for. While it may seem overwhelming, your actions and choices are more public than those students who do not choose a public lifestyle. Therefore, the athletic department recommends that you immediately review any internet websites you may have posted on the internet to ensure the postings are consistent with College, Department and team policies and that they present you in a way that you want to be portrayed. For your safety and privacy, you should refrain from posting and should promptly remove any personally identifiable information such as telephone number, address, class schedule and places frequented as well as any inappropriate photos you may have posted. Be aware that when you post your plans or whereabouts that stalkers or predators may take advantage of this information. Check your privacy settings.

Also be aware that potential employers, internship supervisors, graduate schools and coaches may monitor these sites. The Kalamazoo College Athletic Department does not plan to search social networking sites on a regular basis, but will investigate concerns

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brought to our attention. Student-athletes could face discipline or dismissal for violation of team, athletic department or NCAA policies.

Social networking sites can also be a time management issue, especially for athletes who must manage time wisely to be successful in both the classroom and in their sport. Monitor the amount of time you spend creating, posting and checking these websites because this can become a real addiction.

Lastly, please refrain from posting information about your team or any other team or competitor on any chat room or site such as MLive or any of the DIII websites: Hoops, Swimming, Football, Volleyball, Soccer, etc. Let's allow our excellence during competition to speak for us.

Sports Information and the Media

The sports information office handles the media relations for all of Kalamazoo's 16 Varsity sports. They publicize our sports and athletes to the news media and other interested groups. They produce all media guides, programs, printed schedules, news releases and feature stories. They also respond to news media inquiries and arrange all media reviews. Kalamazoo expects you to work with the sports information office to make yourself available to media requests when it can be worked around your class and athletic schedule. We can't control what the media prints or the stories they write but by being cooperative and honest we can help to make those positive. REMEMBER you always represent your team and the college so you must be careful what you do and say. You must always respond to requests from the media after contests, win or lose.

Tips for working with the Media

- Be on time for scheduled interviews, if you can't meet a request when asked call the sports information office at 7287 or email SID Steve Wideen at Swideen@kzoo.edu.
- Dress appropriately.
- Think first, before you talk, anticipate what your comments will look like in print or sound like on the air. You do not have to answer every question. A proper response may be "I'd rather not discuss that subject," or "I don't want to get into that." The response "no comment" should be avoided.
- If you feel you have been misrepresented or have concerns about a reporter or the tone of an interview please see the sports information department.
- Be positive whenever talking about your teammates, coaches and team. Praise your teammates. Watch out for the rest of your team and be a united front. Also, never criticize officials or their calls.
- Be yourself but don't fidget. Look the interviewer in the eyes and speak slowly and clearly. Catch yourself and avoid the "you know," "like I said before," and "ums!"
-

- There is no such thing as “off the record.” **Anything said to a reporter can appear in print.**
- Treat a telephone interview the same as an in-person interview. Don’t say anything you wouldn’t say in a live interview.
- Thank the reporter after an interview—be gracious for the opportunity to represent “K” and be in the “spotlight.”

Campus Resources

Kalamazoo College is rich with resources for all students. As a student-athlete, you will need to be aware of them and use them to maintain health and achieve success in your time here. We find that those who are most successful are the ones who take full advantage of the free opportunities on campus:

Center for Career and Professional Development

<http://reason.kzoo.edu/ccd/aboutus/>

The mission of the Center for Career and Professional Development is to create meaningful connections to the world of work, empowering Kalamazoo College students to explore, identify and pursue their diverse interests, values and passions, and to develop a framework of skills, networks and knowledge for successful lifelong career planning and professional development.

CCPD has many programs and services to offer K students. Their programs relate to field experience opportunities, such as the Discovery Externship Program. Their services include resume creation and revision, and cover letter composition. They are also here to help facilitate the career exploration process through appointments and drop-in career advising.

CCPD conducts workshops ranging from resume and cover letter creation to professional etiquette techniques. Recruiters also come to campus on a regular basis. To find the time and location of events, check out the Career Events Calendar in [K-Connect](#).

Health Center

<https://reason.kzoo.edu/healthcenter/>

Coaches know that the health of the individuals on their teams will determine their level of success for that season and that becoming a successful athlete means choosing whole health. While the training room will want to be aware of when you’re not feeling well, the

Health Center is equipped to diagnose, treat or refer any acute illnesses. You can do a lot for your health and stay clear of the Health Center by adhering to the following basic practices in and out of season.

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- Get adequate sleep (at least 7-8 hours per night)
- Remain hydrated for the weather and practice conditions
- Feed yourself well with a variety of foods
- Remain substance free
- Manage your time well so you can care for yourself

Counseling Center

<https://reason.kzoo.edu/counseling/>

Another part of being a successful athlete is being mentally and emotionally stable. Coaches can be a great resource and can be your first source of help, but none are licensed therapists. The Counseling Center is confidential and qualified to help you with issues of anxiety, loss, stress, depression, relationships, communication, grief, abuse, learning disabilities, eating disorders and anything else that may hinder your success on the team or in the classroom.

Academic Advising

<http://www.kzoo.edu/advising/Advising.php>

Each student at K must have an academic advisor with whom they meet on a regular basis. And while the NCAA policy for eligibility requires you to be making satisfactory progress toward a degree, the athletic department encourages excellence in both the athletic and academic arenas. Your academic advisor will help you plan your schedules and classes and will clear you to register for the upcoming terms in addition to helping you discern your major, your other interests, your internships, your SIP, and will be an advocate for you and your K Plan.

If you should fall behind in a class because of poor attendance, missing work or poor performance on tests or papers, your professor will send your name to the Early Alert Committee, who meets on a weekly basis weeks 2-8. Both your coach and your advisor will be made aware of your difficulties. They will check in with you to see where you might be needing assistance. You may need to visit the Supplemental Instruction groups, the learning resource centers or simply check back in with your professor. Often, a check in with the professor is all that is necessary.

