

STEVENS

An aerial photograph of the Stevens Institute of Technology campus in Hoboken, New Jersey. The foreground shows a large green athletic field with a red 'S' logo, a parking lot, and several brick buildings. In the middle ground, a tall, modern glass skyscraper stands out among other campus buildings. The background features the Hudson River and the dense New York City skyline, including the Empire State Building, under a blue sky with scattered white clouds.

2008-09
STUDENT-ATHLETE
HANDBOOK

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(201) 216-XXXX

TABLE OF CONTENTS

Staff Directory2
 Academic Policy3
 Alcohol & Drug Policy3
 Captain's Practices3
 Community Service3
 Department Forms3
 CHAMPS/Life Skills Program3
 Employment Opportunities4
 Duck Country4
 Equipment Room Procedures4
 Student-Athlete Expectations4
 Gambling4
 Intramural Policy4
 Hazing & Initiations5
 Locker Room Policy5
 Facility Hours5
 Meal Plans5
 National Anthem6
 Recruitment Host Policies6
 Student-Athlete Advisory Committee . . .6
 Student-Athlete Issues6
 Facebook & MySpace Initiative6
 Sexual Harassment Policy6
 Sportsmanship & Crowd Policy6-7
 Strength & Conditioning7
 Team Rules7
 Team Travel7
 Tutoring Services7
 Office of Sports Medicine8-10
 2007-08 Highlights11



ACADEMIC POLICY

Under NCAA rules, all student-athletes must make satisfactory progress toward a baccalaureate degree and maintain a minimum grade-point average in order to be eligible to participate in intercollegiate athletics. Stevens student-athletes must maintain a cumulative 2.00 GPA while taking a minimum of 12 credits throughout each semester to remain eligible to compete in intercollegiate athletics. A student-athlete will automatically become ineligible if he or she drops below 12 credits during his or her season of competition. Student-athletes who post a GPA of less than 2.0 for an individual semester, although their cumulative GPA is 2.0 or greater, also lose their eligibility. All academic eligibility situations will be handled on an individual basis. Any student-athlete may appeal his/her eligibility case. If you have questions or issues related to your academics, please visit the Office of Undergraduate Academics on the 5th Floor of the Howe Center.

ALCOHOL & DRUG POLICY

Consumption of alcohol by anyone under the age of 21 is against the law as is use of illegal drugs by individuals of any age. Accordingly, the Stevens Institute of Technology Department of Athletics stresses that student-athletes abide by these laws at all times. Any athlete who breaks one of these laws is subject to a minimum suspension of one day of athletics competition along with facing all university-wide disciplinary procedures.

Student-athletes of any age who are involved in an alcohol or drug related offense/incident will also face a minimum one day of competition suspension as well as university-wide disciplinary procedures. A second offense by the same individual results in a minimum two-week suspension from his/her team including both practices and competition. Anyone involved in a third offense will be permanently suspended from intercollegiate athletic competition.

The Department of Athletics at Stevens Institute of Technology strongly encourages all student-athletes to refrain from consumption of alcoholic beverages while involved in their traditional season of athletic competition. We ask for this commitment with the understanding that the positive effects of remaining alcohol-free not only improve athletic performance but also promote a healthy lifestyle for the individual.

CAPTAINS' PRACTICES

Captains' practices are not allowed at Stevens. Varsity athletes may reserve a designated athletic/recreational facility from time to time but the reservation can never be held for only members of a varsity team. The reservation must always be open to all members of the Stevens community.

COMMUNITY SERVICE

Community involvement is a major part of the Athletic Department's mission. All teams are required to perform at least one community service project per year. The Stevens Duckling Program has been a huge success and teams are strongly encouraged to participate with local elementary schools.

DEPARTMENT FORMS

All student-athletes must complete NCAA and other required forms prior to practicing and/or participating in their first intercollegiate contest each year.

CHAMPS/LIFE SKILLS

The mission of the NCAA is to maintain intercollegiate athletics as an integral part of the campus education program and the student-athlete as an integral part of the student body. With this in mind, the CHAMPS/Life Skills Program (Challenging Athletes' Minds for Personal Success) was created to support the student-athlete initiatives of NCAA member institutions and to enhance the quality of the student-athlete experience within the context of higher education.

In the process of achieving this mission, the CHAMPS/Life Skills Program will:

1. Promote student-athletes' ownership of their academic, athletic, career, personal and community responsibilities.
2. Meet the changing needs of student-athletes.
3. Promote respect for diversity and inclusion among student-athletes.
4. Assist student-athletes in identifying and applying transferable skills.
5. Enhance partnerships between the NCAA, member institutions, and their communities for the purpose of education.
6. Foster an environment that encourages student-athletes to effectively access campus resources.
7. Encourage the development of character, integrity, and leadership skills.

To this end, the CHAMPS/Life Skills Program and Stevens Institute of Technology believe in:

1. The total development of the student-athlete in each of the following areas:
 - a. Academic Excellence - to support the academic programs of the student-athlete toward intellectual development and graduation.
 - b. Athletic Excellence - to build philosophical foundations for the development of athletic programs that are broad-based, equitable, and dedicated to the well-being of the student-athlete.
 - c. Career Development - to encourage the student-athlete to develop and pursue career and life goals.
 - d. Personal Development - to support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth, and decision-making skills.
 - e. Service - to engage the student-athlete in service to his/her campus and surrounding communities.
2. Promoting a balanced experience for the student-athlete within the university environment and surrounding community.
3. Providing an environment that promotes the development of values clarification, goal setting and responsible decision-making.
4. Providing an environment of proactive programming rather than reactive intervention.
5. Continual evaluation and support of the CHAMPS/Life Skills Program at member institutions.

EMPLOYMENT OPPORTUNITIES

Stevens Athletics relies heavily on student workers to fill a number of positions within the department. Any student that has Federal Work Study and is interested in working for the department should report to Assistant Director of Athletics Brian Granata. His office is located on the third floor of the Schaefer Center. Once all the proper forms are completed and the award is processed, the student worker will be assigned to a supervisor within the department. Positions range from events staff to front desk attendants, fitness center monitors, promotions directors, varsity weight room monitors, office assistants, intramural referees/supervisors and many more jobs.

There are also a few non-work study positions available. Students interested in pursuing these job opportunities should see Director of Campus Recreation John Maurizi on the third floor of the Schaefer Center. The Aquatics Office employs students as life-guards with or without work-study funds.

DUCK COUNTRY

Over the course of the last few years, Duck Country has become a big source of school pride at Stevens. Duck Country is designed to promote a big-game atmosphere when our teams most need the support of the campus community. During Freshman Orientation, Duck Country T-shirts will be given to the incoming class. Also, shirts will be handed out throughout the year at various games/matches. These T-shirts have all the Duck Country dates listed on them. There is also a sign outside Walker Gymnasium that lists all the Duck Country dates. Furthermore, on the day of a specific Duck Country event, large yellow signs will be put out around the Schaefer Center to remind students that their support is strongly encouraged. So, anytime there is a Duck Country event, please come out and support your fellow student-athletes. To get involved involved with the planning and promotion of Duck Country, please contact the Student-Athlete Advisory Committee at saac@stevens.edu.

EQUIPMENT ROOM PROCEDURES

The following policies and procedures apply to the issuing of uniforms, practice gear, and athletic equipment to all Stevens athletes and the daily operations of the Stevens equipment room:

1. The equipment room will be open during designated hours on a daily basis, Monday through Friday. A schedule will be posted at the beginning of each semester. All equipment needs must be addressed during designated hours unless special arrangements are made with the equipment manager.
2. Equipment will be distributed to each team by appointment only. Appointments will be made by each team's head coach and a member of each team's coaching staff must be present when equipment and uniforms are distributed. If an athlete is unable to attend, the coach must notify the equipment manager and the student must schedule a personal appointment. Student-athletes who do not make an appointment will not be issued gear. Each athlete must sign an equipment contract, which holds them accountable for the equipment that has been issued.
3. The return of all equipment will also be done as a team and a

member of the coaching staff must be present. Student accounts will be charged for equipment that is not returned.

4. Practice gear will be laundered on a daily basis if requested by the team. The head coach will make arrangements with the equipment manager in terms of setting up a washing schedule.

STUDENT-ATHLETE EXPECTATIONS

Stevens student-athletes are expected to represent the Institute in a positive manner at all times. The following is expected of every Stevens student-athlete:

1. Support your fellow athletic teams and do so in a positive manner that is respectful of the opponent.
2. Respect the coaching and administrative staff.
3. Conduct yourself in a manner representative of the institution at all times. Being a student-athlete is a 24 hour a day, seven day a week responsibility. All 25 teams, along with the Athletic Department staff, comprise one big team representing Stevens. We are accountable for one another's behavior!
4. Perform well academically and be accountable to the same high standards as the general Stevens student body. Student-athletes are subject to the same disciplinary process as the general student body population in addition to policies set forth by the Athletic Department and individual teams.

GAMBLING

Illegal gambling is a crime. It is a federal offense to influence in any way a sporting contest by bribery. Further, it is a federal offense to use interstate facilities, including the telephone, internet, or mail to place illegal bets.

NCAA Bylaw 10.3 states:

Staff members of a member conference, staff members of the athletic department of a member institution, and student-athletes shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competitions.
2. Solicit a bet on any intercollegiate teams
3. Accept a bet on any team representing the institution.
4. Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value.
5. Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, parlay card, or any other method employed by organized gambling. This also includes "March Madness" pools, fantasy leagues, etc.

INTRAMURAL POLICY

Any individual who was listed on a varsity team roster or practiced with the team as of the first regular-season contest shall not be eligible to participate in intramural play in the same sport during the same academic year. In addition, student-athletes who are practicing with the team but not competing are ineligible to participate in intramurals in that same sport.

HAZING & INITIATIONS

Hazing and initiations are absolutely prohibited by Stevens Institute of Technology and by the Department of Physical Education, Athletics and Recreation. Further, hazing is against the law in New Jersey. These acts are defined as any behavior that is physically, emotionally or psychologically abusive to an individual or selected group of individuals for the purpose of gaining entrance or acceptance into an established group. An individual's consent to hazing or initiation is not a defense for the behavior. Any team, group or individual that engages in this behavior will be subject to serious sanctions by the university and the Department of Athletics. These sanctions range from university probation and suspension from athletic contests to expulsion from the team and/or the university.

LOCKER ROOM POLICY

A number of Stevens' athletic teams have the privilege of using a locker room during the season. It should be made clear that this is indeed a privilege and behavior in the locker room should reflect this. Student-athletes should never be in their locker room when the facility is closed except for a scheduled practice or contest nor should any non-team member ever be allowed in the locker room.

Locker room decorations and paraphernalia should always be in good taste and must be completely removed when the locker room is vacated after the season. The locker rooms should also be kept in good condition at all times because they are shared by visiting teams throughout the year. Any damages to the facility will be assessed to the team's fundraising account or the individual(s) responsible for the damage. Please note that abuse of any of these policies can result in expulsion of individual team members or an entire squad from a locker room.

FACILITY HOURS

Hours of operation are as follows:

Schaefer Center:

Monday - Friday: 8:00 a.m. to 11:00 p.m.
Saturday: 9:00 a.m. to 10:00 p.m.
Sunday: Noon to 11:00 p.m.

Fitness Center:

Monday, Wednesday & Friday: 6:30 a.m. to 10:30 p.m.
Tuesday & Thursday: 8:00 a.m. to 10:30 p.m.
Saturday: 9:00 a.m. to 9:30 p.m.
Sunday: Noon to 10:30 p.m.

Basketball/Racquetball/Squash Courts:

Monday - Friday: 8:00 a.m. to 10:45 p.m.
Saturday: 9:00 a.m. to 10:45 p.m.
Sunday: Noon to 10:45 p.m.

Holidays - Building is CLOSED

Thanksgiving: Wed. Nov. 26 - Fri. Nov. 28
Christmas: Wed. Dec. 24 - Mon. Jan. 5
Easter: Sun. April 12
Independence Day: Wed. Jul. 4

MEAL PLANS

Sodexho USA serves as the official food service at Stevens. Sodexho is committed to meeting the nutritional needs of all Stevens student-athletes. Student-athletes with special meal requests should contact Sodexho at (201) 216-5113.

At the beginning of each semester, athletes should inform their head coach of the type of meal plan they have selected. There are only three plans. One for ALL on-campus residents and one for Coop. New descriptions and hours are listed below.

ULTIMATE ACCESS with \$100 Duck Bills

Experience an innovative, flexible dining environment with sumptuous salads, Panini presses, fresh grilled foods, vegetarian stations, exhibition cooking, brick oven pizza, specialty desserts and more. Also enjoy the ultimate late-night dining, known as Pierce After Dark (8 p.m.–midnight), featuring the best combination of fresh foods, fast foods, and a Starbucks Coffee Bar complete with espresso bar. Ultimate dining really means continuous service with unlimited access from 7 a.m.-midnight, seven days a week.

FLEXIBLE 60 with \$100 Duck Bills

The Flexible 60 Meal Plan offers all of the benefits of the Ultimate Access plan but for only 60 swipes. It is only available to students on Co-Op, in River Terrace, Castle Point Apartments or at off-campus locations.

DUCK BILLS ONLY

The Duck Bill Only Meal Plan is required for, and only available to, students at off-campus locations.

Additional Duck Bills are available to ALL students in \$100 increments by visiting the web at www.duckbills.com to use a credit card or emailing duckbills@stevens.edu to have them billed to your Stevens account. Duck Bills do not expire and will carry throughout the academic year as long as you are registered for classes and admitted to Stevens.

NOTE: The meal plan is not available during winter recess or spring break.

Hours of operation are as follows:

Pierce Market:

Monday - Sunday: 7:00 a.m. to midnight

Colonel John's:

Monday - Sunday: 11:00 a.m. to 8:00 p.m.

America's Cup:

Monday - Friday: 8:00 a.m. to midnight
Saturday: 10:00 a.m. to 6:00 p.m.
Sunday: 4:00 p.m. to 10:00 p.m.

Burchard Café:

Monday - Friday: 7:00 a.m. to 8:00 p.m.

Athletic Center Juice Bar:

Monday - Sunday: 5:00 p.m. to 10:00 p.m.

NATIONAL ANTHEM

All of Stevens' athletic teams and personnel are expected to stand at attention during the playing of the national anthem until the song is completely finished. Talking, jumping up and down or around and running back to the bench prior to the full completion of the song is disrespectful and not tolerated by the Athletic Department. Caps and helmets should always be removed.

RECRUITMENT HOST POLICIES

Student-athletes who serve as recruitment hosts are responsible for the health and well-being of all recruits for the duration of their visit to campus. All hosts and high school athletes visiting the campus are required to sign a contract that serves as a commitment to follow this policy. The student-athletes' coach will distribute and insure that the contract is completed each time.

SAAC

The Student-Athlete Advisory Committee at Stevens was created to address the needs of student-athletes and shall operate as a model organization whose sole purpose is to promote school spirit; to educate and advise the Department of Athletics; and to promote a true sense of community. The SAAC will also serve as a support group to both the student-athletes and to the Department of Athletics. Assistant Director of Athletics Brian Granata will serve as the advisor for SAAC. General meetings are held on a monthly basis. Membership on the committee is comprised of representatives who have been nominated from every varsity team by their respective coaches. Interested student-athletes should speak with his or her coach about becoming a member. The officers of SAAC can be reached at saac@stevens.edu.

STUDENT-ATHLETE ISSUES

One of the Athletic Department's goals is to create an environment where student-athletes have both positive overall experiences at Stevens and clear avenues of communication with coaching and athletic administration staffs. From time to time, issues between student-athletes and coaches can develop.

Matters related to individual and team performance - such as playing time, position or role on the team and traveling squad - are the province of the coaching staff. Those coaching decisions are final.

If you have an issue or complaint concerning your personal rights as a participant in intercollegiate athletics as impacted by team or Athletic Department rules, or if your concerns involve the mission of the Institute and the Department of Athletics, these options are available to you:

1. Discuss the matter with your team captain or your team's SAAC representative.
2. Discuss the matter with a member of the coaching staff.
3. Bring the matter to the attention of the Director of Athletics.

Your level of comfort or a specific team policy should dictate the approach you take.

If you feel these procedures may be inappropriate for resolving a specific concern, contact Director of Athletics Russell Rogers at (201) 216-5688 or russell.rogers@stevens.edu for more information on how to proceed.

FACEBOOK/MYSPACE INITIATIVE

The following policies and procedures apply to the use of such Internet communication tools as Facebook and MySpace:

1. Student-athletes are subject to having their public sites monitored by Stevens Athletics staff.
2. Athletes are required to accept the coaching staff as a "friend" and grant full access so their profile may be viewed regardless of privacy settings.
3. Pictures containing references to groups involving alcohol, tobacco, and drugs are not permitted.
4. Athletes are responsible for all pictures they pose in and are responsible for inappropriate pictures that appear on the sites of others, even if they are not on their own site.
5. Groups, dialogue, postings, etc. should not reference alcohol, tobacco and drugs.
6. Sexually-explicit pictures and dialogue as well as obscene pictures and dialogue are prohibited.
7. Groups, pictures, etc. should hold Stevens Athletics and Stevens (as a whole) in a positive light. Anything less will be deemed unacceptable.

Violation by a student-athlete of any of the above rules will result in the student-athlete being asked to have his/her site removed. Should the individual refuse, expulsion from his/her team can occur.

SEXUAL HARASSMENT POLICY

Stevens Institute of Technology prohibits sexual harassment in any form by any member of the Stevens community. Such conduct is defined by state and federal laws and may result in disciplinary action up to and including dismissal or expulsion. The U.S. Equal Employment Opportunity Commission has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964. Stevens agrees with the intent of these guidelines because effective relationships among faculty, staff and students must be based upon mutual respect.

SPORTSMANSHIP & CROWD POLICY

Good sportsmanship is an integral part of being a student-athlete at Stevens. One must conduct him or herself in a respectful manner during competition at all times. The opponent and officials should always be respected and never shown up. Your behavior as a Stevens student-athlete reflects directly on yourself, your team, the Athletic Department, and the institution.

Stevens students and spectators are expected to abide by the following guidelines when attending Stevens athletic events on or off-campus. In addition, Stevens athletes are urged to remind their families, friends, and others who attend Stevens athletic events of the following rules and regulations:

1. Cheer for your team in a positive manner and not against your opponents.

2. Do not use abusive remarks, obscene gestures, or profane language towards officials, participants or spectators.
3. All signs and banners should be of a positive nature.
4. Spectators (including parents) are not allowed in the playing area at any time during a scheduled contest.
5. Display good sportsmanship at all times.
6. Under NCAA rules, all artificial noisemakers are prohibited.

STRENGTH & CONDITIONING

Stevens is only one of a few NCAA Division III institutions in the nation to establish a private strength and conditioning training facility for exclusive use by its varsity athletes. Year-round strength and conditioning programs for each sport are devised through consultations between the sport's head coach and the head strength and conditioning coach. Instruction on safe and proper techniques for using training equipment is given to all athletes.

Student-athletes are expected to adhere to the appropriate program designed specifically for them during their in-season competition. If there is a problem or concern regarding an athlete's strength and conditioning program, discuss it with the head strength and conditioning coach.

It is a pleasure to work out in a clean facility. Upon entering the weight room, please check your shoes for mud and dirt. Proper workout clothes should include a T-shirt, shorts, sweats, socks and clean, tied shoes. Street clothes, hats, and cleated shoes are not permitted.

The following rules apply to the Stevens varsity weight room:

1. Only varsity student-athletes are permitted to use the weight room.
2. It is suggested you follow a program and record work-out content.
3. Move weights from the racks to the bar only. Do not set them on the floor or lean them against equipment.
4. Strip all bars immediately after use. Return dumbbells to the rack in proper order.
5. Food, drink, gum, tobacco, and toothpicks are not permitted (plastic water bottles only).
6. Horseplay will not be tolerated.
7. Lifters are required to use collars.
9. No excessively loud vulgar music is to be played on the stereo.
10. The strength and conditioning coach is not responsible for holding personal items.
11. No equipment or bags allowed on the weight room floor.
12. Notify supervisor immediately if an injury occurs.
13. Report machine problems to the strength and conditioning coach immediately.
14. Failure to follow these policies could result in loss of weight room privileges.

TEAM RULES

Student-athletes are responsible for complying with the team rules of their sport as well as with the NCAA, Stevens Institute of Technology and Athletic Department. Violations of team rules

may affect your status as a student-athlete at Stevens.

Team rules are available from your coaching staff. Different sports emphasize different concerns, but all cover some aspects of player appearance, training curfews and conduct.

TEAM TRAVEL

Travel is a major part of the student-athlete experience. The Athletic Department strives to provide positive travel experiences for all teams through providing adequate funding, comfortable buses, and lodging while avoiding significant missed class time.

Student-athletes are expected to dress appropriately on team trips and to leave both bus and hotel rooms in good condition after use. Proper behavior and conduct is expected at all times. Family members or friends are not allowed to travel with the team without special permission from the athletic director.

Student-athletes are expected to travel to and from an away athletic contest with their team. A special transportation waiver, which is available in the Athletic Department main office (Room 401), must be signed by the student-athlete for any exceptions. This exception will be made for student-athletes traveling with family members only!

TUTORING SERVICES

Located on the fifth floor of the Howe Center, the Academic Support Center (ASC) assists undergraduate students in reaching their academic goals and becoming more effective learners.

Peer tutoring is available to enhance students' classroom experience and is provided free of charge. Individual and small group tutoring is available through the ASC for undergraduate technical courses only. Tutoring is provided by skilled upperclassmen and graduate students. Tutor requests must be submitted via the ASC web page. Students are encouraged to also take advantage of the teaching assistant (TA) and professors' office hours for more insight into a specific subject. The ASC also coordinates the Peer Mentor program. Upper-class peer mentors are made available to all incoming new students. The Peer Mentors are there to assist the new students with their transition and academic goals through their first year at Stevens. The ASC also helps students learn more effective methods for approaching their studies. Workshops and individual meetings on areas include improved study skills, time management, overcoming procrastination and test preparation strategies, which are available to all students free of charge. Please visit the ASC web page for times and locations.



Stevens Institute of Technology Office of Sports Medicine

I. MISSION STATEMENT

The primary objective of the Sports Medicine staff at Stevens Institute of Technology is to provide the highest quality protection of the health and welfare of our student-athlete population. This is accomplished first through risk management and prevention of athletic injury, and second through the recognition, evaluation, first aid, emergency care, management and rehabilitation of injuries. In addition, the Sports Medicine staff strives to ensure that our student-athletes will be provided with the proper direction and counseling in all areas of physical and mental well-being.

II. SPORTS MEDICINE PERSONNEL

The Office of Sports Medicine consists of our team physicians and certified athletic trainers.

Dr. Sammy Masri

Primary Care Team Physician
(201) 261-2000

Dr. Michael Gross

Orthopedic Team Physician
(201) 343-2277 or (201) 358-0707

Alison Bewalder, ATC

Head Athletic Trainer
Office: (201) 216-5695
Cell: (201) 694-2031

Nicole Seib, ATC

Assistant Athletic Trainer
Office: (201) 216-5695
Cell: (201) 705-8050

Christie Switek, ATC

Assistant Athletic Trainer
Office: (201) 216-5695
Cell: (201) 705-2327

All staff athletic trainers are board certified by the National Athletic Trainers' Association Board of Certification, licensed by the State of New Jersey Board of Medical Examiners, and hold current adult CPR and AED certifications.

III. HOURS OF OPERATION

The Office of Sports Medicine will be open during the following hours:

Monday - Friday: Noon to end of last practice
Saturday/Sunday: During all practices and competitions

Early afternoon hours are reserved for injury evaluations and rehabilitation on an appointment basis.

The Office of Sports Medicine will be locked in the absence of a Sports Medicine staff member. Only ice may be used in the absence of a Sports Medicine staff member. At no time should any person other than a certified athletic trainer use any other treatment modality.

IV. MEDICAL ELIGIBILITY

All medical forms must be completed and returned to the Office of Sports Medicine before practice begins. **Student-athletes will not be allowed to participate and athletic equipment will not be issued until the necessary forms are completed including questionnaires, authorization forms, insurance forms, and the institution's entrance physical.**

In order for a student-athlete to be eligible for athletic participation, he/she must complete the following information:

1. Entrance Physical Exam/Immunization Records

Before a pre-participation physical exam can be administered through Stevens Athletics, the student-athlete's private physician must perform a complete physical. In order for the physical to be valid, the form must be signed and dated by the physician and include all necessary immunization records.

2. Medical History Questionnaire and Update

The Medical History Questionnaire allows the Sports Medicine staff to become familiar with the student-athlete's entire medical history. All questions should be answered to the best of the student-athlete's ability. If a student-athlete is currently under the care of a physician, the physician's name, address, and phone number should be listed. All current medications should be listed.

3. Treatment Consent Form

The Treatment Consent Form states that the student-athlete consents to treatment of injury or illness by the Sports Medicine Staff, and/or other qualified medical professionals.

4. Authorization/Consent for Release of Health Information

In accordance with the Health Insurance Portability Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) of 1974, this form gives authorization/consent for the disclosure of protected health information between the sports medicine staff and other healthcare professionals, as well as insurance companies, for the treatment of injuries or illness and for payment of claims. A copy of our privacy practices will be distributed with these forms.

5. Athletic Insurance Forms

It is extremely important that all insurance forms that are mailed to all student-athletes during the summer are accurately completed and on file in the Office of Sports Medicine before the start of the fall semester. This will enable the Sports Medicine staff to provide emergency treatment as quickly and efficiently as possible.

6. Walk-On Candidates/Open Tryouts

In order for a student to be an eligible walk-on tryout candidate, he/she must have completed an entrance physical with his/her primary physician, must show documentation of complete immunization history, must show proof of health insurance coverage, and must complete all the documentation listed above. **Note:** Any walk-on candidate who has been under a physician's care for an injury in the past twelve (12) months, or has seen a physician for a medical illness in the past twelve (12) months, will be required to obtain a written clearance from the treating physician prior to participation. Should the student-athlete be added to the team roster, he/she must complete the remaining requirements for medical eligibility. Should an injury occur while trying out for a team, the institution will provide secondary insurance coverage.

V. GENERAL POLICY: INJURY/ILLNESS

Medical care and facilities are available to all student-athletes who are on a current roster. Medical services will be provided to student-athletes for **athletic related injuries that occur during participation on a Stevens Institute of Technology varsity team.** To ensure proper and immediate medical care, all injuries must be reported to the Office of Sports Medicine within 24 hours. If a referral to a physician is deemed necessary, the student-athlete must follow the policy of his/her insurance plan, and complete and sign an injury/insurance claim form. The Stevens Institute of Technology Department of Athletics will provide secondary insurance coverage for sports related injuries. Please consult Section VIII for complete details about the insurance policies.

VI. AUTHORIZATION FOR SERVICES

A certified athletic trainer (ATC) will evaluate and document all athletic injuries. Based on the evaluation, the ATC will determine the appropriate treatment and rehabilitation programs for all athletic injuries, including referral to appropriate medical professionals.

An appointment with the team physician, an internal medicine specialist, or other specialist, may be made at the discretion of the Sports Medicine staff. The Sports Medicine staff has a written directory of medical specialists and facilities. Student-athletes may also choose to make an appointment with their family physician provided that a member of the Sports Medicine staff is informed, however, student-athletes are highly encouraged to be seen by the team physician. A student-athlete may not make an appointment with a doctor or get a prescription without the knowledge or pre-approval of the Sports Medicine staff. **The student-athlete will be financially responsible for any appointments, procedures, tests, treatments or prescriptions, which are not first approved by the Sports Medicine staff.** The student-athlete is required to obtain a written clearance from the treating physician prior to returning to athletics. The Sports Medicine staff will make every effort to arrange transportation to appointments for student-athletes.

A student-athlete with symptoms related to illness will be screened and scheduled an appointment with our primary care

team physician. Dr. Masri will be on campus every other Wednesday from 10 a.m. -12 p.m. to see student-athletes. A student-athlete may make his/her own appointment with health services. Both the student-athlete and health services must inform the Sports Medicine staff of the visit and any restrictions related to athletic participation.

Any student-athlete who has been evaluated at an emergency room must have a follow-up appointment with the team physician (or other medical specialist) before returning to participation if deemed necessary by the Head Athletic Trainer.

In accordance with federal guidelines, parents, the Director of Athletics, and coaches will be notified as soon as possible if any student-athlete is admitted to a hospital and/or if surgery is necessary. Every attempt will be made to follow the student-athlete's primary insurance policy, but never at the expense of the care that the student-athlete should receive.

Dental Care: Student-athletes who sustain an injury to *sound natural teeth* while participating in an official practice or game will be covered under the secondary insurance policy. Normal dental care and extractions not directly related to an athletic injury shall be the responsibility of the student-athlete. Please consult Section VIII for complete details about the insurance policies.

Non-Championship Season: Student-athletes will be covered by the secondary insurance policy for only those injuries that occur during supervised intercollegiate athletic participation. Please consult Section VIII for complete details about the insurance policies.

Medication: At no time will staff certified athletic trainers dispense prescription medication. Staff certified athletic trainers may hold previously prescribed medications (typically epipens and inhalers) for individual student-athletes with whom they are working.

VII. TREATMENT & REHABILITATION

After an injury has been evaluated, the student-athlete will receive a treatment/rehabilitation program. Both programs work on an appointment schedule. It is the responsibility of the student-athlete to schedule treatment/rehabilitation time around his/her class and practice schedule and to keep the appointment. Failure to show up for treatment/rehabilitation appointments can result in a delay in recovery and return to play. Rehabilitation will only be conducted during practice time if approved by the coach and ATC. The student-athlete is required to continue his/her treatment/rehabilitation until a member of the sports medicine staff approves completion of the program.

VIII. INSURANCE POLICY

Stevens has selected University Health Plans (UHP) to provide a student health insurance plan from August 18, 2007 to August 18, 2008. This will be our fourth year with UHP as their performance in terms of value and customer service justified renewing with

out-of-pocket costs. In addition, students can purchase on a voluntary basis a catastrophic health insurance benefit which begins coverage where the standard plan ends. This memo addresses state and federal mandates, the online procedure for waiving coverage, a Plan brochure, premiums, the Optional Catastrophic Benefit, and optional Dental fall insurance.

New Jersey law mandates that all full-time students have health insurance. Students are automatically enrolled in the insurance plan and a premium for coverage is added to their tuition bill unless proof of comparable coverage is furnished. While all students are **STRONGLY ENCOURAGED** to subscribe to the Stevens insurance, those who have comparable insurance coverage can waive the student plan online at www.universityhealthplans.com and selecting **Stevens Institute of Technology**.

The deadline to process a waiver is September 23, 2008. If you choose to waive the coverage, we recommend doing so as soon as possible. Waivers must be submitted online. No paper forms will be accepted. Students who waive the plan online will be able to print out a confirmation of their waiver request. If full-time students do not submit a waiver by the deadline, they will be automatically enrolled in the plan.

A brochure describing the Plan in detail, including a Schedule of Benefits, can be found at www.universityhealthplans.com and selecting **Stevens Institute of Technology**. **For most undergraduates, including those with F1 visas, the annual premium is \$463.** Coverage is also available for spouses and children of undergraduates and for J-Visa Holders/Exchange Visitors and their dependents. Those rates can be found on the UHP web site.

We recommend that undergraduates enroll in the student insurance plan. Purchasing the student insurance program assures access to local care, eliminates pre-authorization from family insurance companies, and reduces paperwork for students. Many families find it cost-effective and convenient to be enrolled in both the student plan and their family insurance plan. Varsity athletes are especially encouraged to purchase the Plan since it is coordinated with NCAA mandated injury coverage.

Students with no other health insurance coverage should consider purchasing the "Optional Catastrophic Benefit." This benefit, at a cost of \$300, expands coverage from a maximum of \$27,000 to \$227,000 and is purchased directly from UHP. A description of the benefit and enrollment information is available on the UHP web site.

In addition to the health insurance program, Stevens is pleased to offer our students and their dependents a **Dental Insurance Plan (DeltaCare)**. You may enroll in this plan on a voluntary basis. The online enrollment form, plan benefit highlights, and a list of network dentists can be found at the Stevens link on the UHP web site.

Should you have any questions about the online waiver process, benefits, and voluntary plans please contact

University Health Plans at 1-800-437-6448.

IX. CATASTROPHIC INSURANCE

Stevens Institute of Technology athletics has catastrophic medical coverage through the NCAA Health Insurance Plan. The NCAA policy covers an injury that is the result of participation in inter-collegiate athletics and the medical cost exceeds \$65,000.

X. SPORTS MEDICINE RULES

1. Student-athletes must be dressed appropriately (T-shirt, shorts, sandals) and **must shower before treatment. Bring the necessary items for showering and clean clothes to change into after practice.** Practice shoes are not to be worn in the athletic training room.
2. All personal belongings should be left in the locker room or against the wall in the hallway.
3. All treatments are to be prescribed and monitored by a staff certified athletic trainer.
4. Student-athletes requiring any treatments for injuries should make a concerted effort to be in the athletic training room **one hour before practice and two hours before contests.**
5. Student-athletes requiring taping and padding should make a concerted effort to be in the athletic training room **30 minutes before practice and 1 1/2 hours before contests.**
6. After receiving medical care, all student-athletes must sign the injury log book.
7. Student-athletes are not permitted to use the phones for personal calls, or use the staff's desks and computers.
8. Use of proper language is always required and expected.
9. All tobacco products are strictly prohibited.
10. Food and drinks other than water is nor permitted.



2007-08 STEVENS ATHLETIC HIGHLIGHTS

NINE TEAMS ADVANCED TO POSTSEASON PLAY

Women's Volleyball (NCAA Elite Eight)

Men's Soccer (NCAA First Round)

Women's Soccer (ECAC Champs)

Field Hockey (ECAC Semifinals)

Women's Basketball (ECAC Champs)

Men's Basketball (ECAC Champs)

Men's Volleyball (ECAC Finalist)

Men's Tennis (NCAA Second Round)

Women's Lacrosse (ECAC Champs)

STEVENS WON THREE CONFERENCE CHAMPIONSHIPS

Men's Soccer

Women's Volleyball

Men's Tennis

