

# Plattsburgh State Cardinals

## Student-Athlete Handbook



Competitive  
Excellence

Academic  
Achievement

Community  
Service

# 2009-10

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## ADMINISTRATIVE STAFF

<b>PRESIDENT</b>	Dr. John Ettling (564-2010/HAWKINS)
<b>VICE PRESIDENT FOR STUDENT AFFAIRS</b>	William Laundry (564-2280/KEHOE 606)
<b>ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS</b>	Peter Luguri (564-2280/KEHOE 608)
<b>ATHLETIC DIRECTOR</b>	Bruce Delventhal (564-4153/MEM 303)
<b>ASSISTANT ATHLETIC DIRECTOR/SENIOR WOMAN ADMINISTRATOR</b>	Cheryl Cole (564-4147/MEM 219)
<b>ASSISTANT ATHLETIC DIRECTOR/NCAA COMPLIANCE</b>	Tom Curle (564-4143/MEM 213)
<b>NCAA FACULTY ATHLETICS REPRESENTATIVE</b>	Michael Miranda (564-5189/FEINBERG 0333)
<b>ACADEMIC COORDINATOR FOR INTERCOLLEGIATE ATHLETICS</b>	Michelle St. Onge (564-4146/MEM 216)
<b>INTERCOLLEGIATE ATHLETIC BOARD CHAIRMAN</b>	Clark Foster (564-3601/KEHOE 909)

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## COACHING STAFF

<b>BASKETBALL (MEN)</b>	Tom Curle, head coach (564-4143/MEM 213)
	Cameron Conover, associate coach (564-4151/MEM 218)
<b>BASKETBALL (WOMEN)</b>	Cheryl Cole, head coach (564-4147/MEM 219)
	Melissa Kraft, assistant coach (564-4160/MEM 218)
<b>BASEBALL</b>	Kris Doorey, head coach (564-4136/FH 021)
	Mike Bergman, assistant coach
<b>CROSS COUNTRY (MEN &amp; WOMEN)</b>	John Lynch, director (564-4145/MEM 217)
<b>ICE HOCKEY (MEN)</b>	Bob Emery, head coach (564-3607/FH 110)
	Steve Moffat, assistant coach
<b>ICE HOCKEY (WOMEN)</b>	Kevin Houle, head coach (564-4243/FH 103)
	Nicole Goguen, assistant coach
<b>LACROSSE (MEN)</b>	PJ Kavanagh, head coach (564-3139/MEM 215)
	Ryan Cavanagh, assistant coach
<b>SOCCER (MEN)</b>	Chris Waterbury, head coach (564-4142/MEM 212)
	Geoff Spear, assistant coach
<b>SOCCER (WOMEN)</b>	Karen Waterbury, head coach (564-4141/MEM 211)
	Brian Micheels, associate coach
<b>SOFTBALL</b>	TBA, head coach (564-4144/MEM 220)
	Stephanie Zweig, assistant coach
<b>TENNIS (WOMEN)</b>	Mark Stata, head coach (564-3140)
	Open, assistant coach
<b>TRACK &amp; FIELD (MEN &amp; WOMEN, INDOOR &amp; OUTDOOR)</b>	John Lynch, director (564-4145/MEM 217)
	Johnathan Cochran, assistant coach
<b>VOLLEYBALL</b>	Dena O'Connell, head coach (564-4244/MEM 214)
	Katelyn Dubay, assistant coach

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## ATHLETICS SUPPORT STAFF

<b>ATHLETIC TRAINER</b>	Jason Pachter, head trainer (564-3089/Field House) (564-4152/MEM)
	Lisa Vicencio, assistant
	Cassie Franklin, assistant
<b>FIELDHOUSE DIRECTOR</b>	Mark Christiansen (564-4062/Field House 110A)
	Brad Graves, assistant (564-3010/Field House 110A)
<b>EQUIPMENT MANAGER</b>	Kirk Fraser (564-3061/Field House)
<b>ATHLETICS SECRETARY</b>	Sue Mayette (564-3140/MEM 314)
<b>SPORTS INFORMATION DIRECTOR</b>	Patrick Stewart (564-4123/MEM 110)
	Julia Hada, assistant (564-4148)
<b>DIRECTOR OF SPORTS MEDICINE</b>	Dr. Merritt Spear (564-2187/Infirmary)
	Anna D'Angelo, assistant
<b>TICKET MANAGER</b>	Scott Johnson (564-2121/Angell College Center)
	Deborah Brunner, assistant

## IMPORTANT PHONE NUMBERS

ACADEMIC ADVISEMENT	564-2080
ACADEMIC AFFAIRS	564-2195
ADMISSIONS	564-2040
CAREER DEVELOPMENT CENTER	564-2071
CHARTWELL'S FOOD SERVICE	564-4090
COUNSELING AND PSYCHOLOGICAL SERVICES	564-3086
DEAN OF STUDENTS	564-3282
FINANCIAL AID	564-2072
FITNESS CENTER	564-3142
LEARNING CENTER	564-6138
LIBRARY AND INFORMATION SERVICES	564-3180, x-5180
PAYROLL OFFICE	564-3113
REGISTRAR	564-2100
SPORT AND WELLNESS	564-3140
SPORTS INFORMATION OFFICE	564-4123, x-4148
STUDENT ACCOUNTS	564-3120
STUDENT AFFAIRS	564-2280
STUDENT SUPPORT SERVICES	564-2810

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## EMERGENCY PHONE NUMBERS

HEAD ATHLETIC TRAINER	564-3089
UNIVERSITY POLICE	564-2022
AMBULANCE	9-1-1
CHAMPLAIN VALLEY PHYSICIAN'S HOSPITAL	561-2000
STUDENT HEALTH AND PSYCHOLOGICAL SERVICES CENTER	564-2187
FIELDHOUSE ATHLETIC TRAINING ROOM	564-3089
MEMORIAL ATHLETIC TRAINING ROOM	564-4152

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## INTERCOLLEGIATE ATHLETICS MISSION STATEMENT

The mission of the intercollegiate athletic program is to provide a quality intercollegiate athletics program consistent with the National Collegiate Athletic Association Division III philosophy and the overall educational mission of the State University of New York College at Plattsburgh.

Intercollegiate athletics is sponsored as an educationally purposeful activity that focuses on the individual development of the student-athlete. It emphasizes the positive value of physical activity, learned skills, good sportsmanship and competition. The program will strive to instill in student-athletes the desire and ability to represent themselves, the athletic department and the college in a positive manner at all times.

The intercollegiate athletic program will demonstrate its success through competitive excellence and the academic achievement and commitment to service of its student-athletes.

## STUDENT-ATHLETE WELFARE, ACCESS & EQUITY: PRINCIPLES & IDENTIFIED NEEDS

**PRINCIPLE 1.** The College has a fundamental responsibility to establish and maintain an environment in which a student-athlete's athletics are conducted as an integral part of the student-athlete's educational experience.

1. Study Divisions I and II academic reform legislation to assess whether it has been effective in helping student-athletes make normal progress toward a degree.
2. Identify means by which the provision of academic support for student-athletes can encourage self-reliance and accountability for decisions related to course selection, productive study and academic progress.
3. Identify and provide for the unique needs created by student-athletes' participation in intercollegiate athletics, in order to ensure their academic success.
4. Identify appropriate opportunities for student-athletes to participate in campus/life experiences similar to other students.
5. Study the effect of athletics participation on student-athletes' selection of majors and degree-completion opportunities.

**PRINCIPLE 2.** The College has a fundamental responsibility to protect the health and safety of each of its participating student-athletes.

1. Support educational efforts among student-athletes, coaches and administrators related to proper nutrition, eating disorders, drug (including alcohol) abuse, HIV and other blood-borne pathogens, etc.
2. Heighten awareness of health and safety issues that derive from student-athletes' participation in intercollegiate athletics, including training methods, medical care/training room procedures, injury surveillance and stress management.
3. Determine if current NCAA rules on permissible medical expenses should be modified to provide greater discretion to pay for medical treatment and basic (non-athletic) medical insurance coverage.
4. Consider whether the criteria for the use of funds from the NCAA Special Assistance Fund should be modified to permit institutions to use those funds to provide basic (non-athletic) medical insurance coverage.
5. Review the adequacy of institutional travel conditions as they relate to the health and safety of student-athletes.

**PRINCIPLE 3.** The College has a fundamental responsibility to establish and maintain an environment that fosters a positive relationship between the student-athlete and coach.

1. Provide opportunities for professional development of coaches.
2. Emphasize the role of the coach as an educator of and role model for student-athletes.
3. Provide education about the effects of psychological and physical abuse of student-athletes.
4. Study NCAA legislation related to time demands on student-athletes to assess its effects on a positive coach/student-athlete relationship.
5. Study the appropriate role of coaches in areas of academic support, medical treatment, counseling, etc.

**PRINCIPLE 4.** The College has a fundamental responsibility to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics department staff.

1. Sensitize athletics administrators and coaches as to the inherent value of a culturally diverse and gender-equitable intercollegiate athletics experience.
2. Enhance and encourage the hiring of female and minority coaches and administrators.
3. Identify means by which to reduce feelings of isolation among student-athletes, especially minority student-athletes.
4. Encourage member institutions' commitments to gender equity.
5. Identify increased opportunities for mentoring activities and support systems for female and minority student-athletes.

**PRINCIPLE 5.** The College has a fundamental responsibility to ensure that the actions of its coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes.

1. Study NCAA recruiting legislation (including recent reform initiatives) to determine whether it promotes fair and honest relationships between coaches and prospective student-athletes.
2. Develop a code of ethics in recruiting for coaches and student-athletes.

**PRINCIPLE 6.** The College has a fundamental responsibility to involve student-athletes in matters that affect their lives.

1. Identify appropriate mechanisms for involving student-athletes in legislative and governance issues, including consideration of appropriate involvement at the campus, conference and national levels.
  2. Identify appropriate opportunities for meaningful involvement by student-athletes in shaping their experiences in intercollegiate athletics.
  3. Identify ways to address the isolation of the student-athlete that occurs because of the individual's participation in athletics.
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## **KNIGHT FOUNDATION STATEMENT OF PRINCIPLES**

**PREAMBLE:** SUNY-Plattsburgh is committed to a philosophy of firm institutional control of athletics, to the unquestioned academic and financial integrity of our athletics program, and to the accountability of the athletics department to the values and goals befitting higher education. In support of that commitment, the board, officers, faculty and staff of this institution have examined and agreed to the following general principles as a guide to our participation in intercollegiate athletics:

- I. The educational values, practices and mission of this institution determine the standards by which we conduct our intercollegiate athletics program.
- II. The responsibility and authority for the administration of the athletics department, including all basic policies, personnel and finances, are vested in the president.
- III. The welfare, health and safety of student-athletes are primary concerns of athletics administration on this campus. This institution will provide student-athletes with the opportunity for academic experiences as close as possible to the experiences of their classmates.
- IV. Every student-athlete — male and female, majority and minority, in all sports — will receive equitable and fair treatment.
- V. The admission of student-athletes — including junior college transfers — will be based on their showing reasonable promise of being successful in a course of study leading to an academic degree. That judgment will be made by admissions officials.
- VI. Continuing eligibility to participate in intercollegiate athletics will be based on students being able to demonstrate each academic term that they will graduate within five years of their enrolling. Students who do not pass this test will not play.
- VII. Student-athletes, in each sport, will be graduated in at least the same proportion as non-athletes who have spent comparable time as full-time students.
- VIII. All funds raised and spent in connection with intercollegiate athletics programs will be channeled through the institution's general treasury, not through independent groups, whether internal or external. The athletics department budget will be developed and monitored in accordance with general budgeting procedures on campus.
- IX. All athletics-related income from non-university sources for coaches and athletics administrators will be reviewed and approved by the university. In cases where the income involves the university's functions, facilities or name, contracts will be negotiated with the institution.
- X. Annual academic and fiscal audits of the athletics program will be conducted. Moreover, this institution intends to seek NCAA certification that its athletics program complies with the principles herein. This institution will promptly correct any deficiencies and will conduct its athletics program in a manner worthy of this distinction.

## NCAA 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. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

- (a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, and institutional personnel) than on the general public and its entertainment needs;
- (b) Award no athletically related financial aid to any student
- (c) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- (d) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- (e) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletics;
- (f) Assure that athletics participants are not treated differently from other members of the student body;
- (g) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
- (h) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (i) Give primary emphasis to regional in-season competition and conference championships;
- (j) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

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### PLATTSBURGH STATE PHILOSOPHY OF INTERCOLLEGIATE ATHLETICS

The philosophy of intercollegiate athletics at Plattsburgh State is consistent with that of the NCAA Division III Philosophy Statement. The philosophy of the College ensures that the intercollegiate athletic program is an integral part of its overall education mission. As such, the ultimate responsibility and authority for Plattsburgh State's intercollegiate athletic program is with the College President. Student-athletes who elect the privilege of participation do so because the intercollegiate athletic program enhances their college experience by providing an opportunity for physical, intellectual, social and cultural development.

The College administration, athletic administration, and teacher-coaches strive to provide positive leadership, which encourages principles of fair play and amateur athletic competition. The physical welfare and academic success of student-athletes will never be jeopardized for competitive gain.

The intercollegiate athletic program will allow for maximum participation to the extent that available resources (staff, facilities, money, equipment and supplies) allow. Equitable opportunity and support for men and women to participate in both team and individual sports will continue.

## **Objective of the Intercollegiate Athletic Program**

- To provide an athletic program which is an educational activity focusing on the individual development of the student-athlete.
- To provide an athletic program which is broad and varied.
- To provide an athletic program which demonstrates the positive value of physical activity, learned skills, and good sportsmanship.
- To provide an athletic program which contributes to the student-athlete's total educational experience.
- To provide an athletic program which is consistent with the educational mission of the College.
- To provide an athletic program which provides a challenging competitive level for the participants.
- To provide an athletic program which recognizes the athletic and academic accomplishments of student athletes.
- To provide an athletic program which instills in student-athletes the desire and ability to represent themselves, the athletic program, and the College in a positive manner at all times.
- To provide an athletic program which develops leadership skills for its participants.
- To provide an athletic program which strives to develop and maintain pride in the College.
- To provide an athletic program with good athletic facilities to complement the needs of the College community.
- To provide an athletic program with a positive relationship between various teams and participants.
- To provide an athletic program with a positive relationship between itself and the College Community.

## **Basic Principles of the Intercollegiate Athletic Program**

The intercollegiate athletic program shall be organized and managed in accordance with sound principles of athletic administration and within the overall objectives of the College.

Participation in the intercollegiate athletic program is a privilege.

Participants in the intercollegiate athletic program are students first in that they are matriculated, full-time students who are making satisfactory progress toward a degree.

The intercollegiate athletic program shall strive for a demonstrated excellence.

### **EXPECTATION FOR STUDENT-ATHLETE CONDUCT**

Student-athletes elect the privilege of participation in intercollegiate athletics at Plattsburgh State because it enhances their college experience by providing an opportunity for physical, intellectual, social and cultural development. They represent the College in a special way that is not afforded to most students. Hence, student-athletes accept the responsibility to act in a manner at all times that reflects positively upon themselves, the athletic program and the College as a whole. **Cardinal intercollegiate sports teams also are held accountable to promoting a positive image.**

### **EXPECTATIONS FOR TEAM CONDUCT**

The responsibility for dealing with cases of alleged misconduct by SA organizations, Fraternities & Sororities, and **Intercollegiate Athletic Teams** is given to the Dean of Students office. It is expected that all Intercollegiate Athletic Teams will follow the same guidelines that govern all SA organizations and Fraternities & Sororities both

on and off campus. Additionally, Plattsburgh State does not preclude action by other individual governing bodies. The annually published Student Club, Organization, and Intercollegiate Athletic Team Conduct Manual provides further detail on this subject. Copies of the manual can be found in coaches' offices, the Athletic Office, the Dean of Student's Office, and similar offices across campus.

The Dean of Students office operates under the assumption that a group's behavior should demonstrate respect for itself, others, the Student Association, Plattsburgh State, and the community. It is the Dean of Students belief that a group's rights cease to exist when they interfere with the rights of other groups or those of individuals. Unfortunately, much like society at large, no community is perfect. A need has been shown for the development of regulations outlining behavior standards on our campus. These regulations apply to all groups regardless of the gender, age, race, religion, sexual orientation, condition of disability, or other similar characteristic of the members of such groups.

### **POLICY ON REPORTING A DISCIPLINARY SITUATION\*\***

1. The student-athlete is responsible for immediately notifying his or her head coach regardless of time of day of any on- or off-campus disciplinary incident.
2. Head coach is to report the incident immediately, regardless of the time of day, to the Director of Athletics. This is of particular significance in situations that will become public knowledge through the media.
3. Director of Athletics will make the decision to notify the Vice President for Student-Affairs should the incident require his being immediately informed.
4. Director of Athletics and head coach will meet to discuss the facts of the situation, and to receive input from the head coach.
5. Director of Athletics recommends in writing to the V.P. for Student-Affairs what action, if any, will be taken.
6. Vice President for Student Affairs reviews and approves what action, if any, will be taken.
7. Director of Athletics informs all parties involved in writing of the final decision.

**\*\* It is important that we be open and honest about these situations. Coaches, student-athletes and teams will be held accountable if incidents are not reported as directed above.**

## STATEMENT OF ACADEMIC PRINCIPLES

The State University of New York Athletic Conference confirms that the educational mission of its member institutions is central to its philosophy. To ensure that commitment the SUNYAC subscribes to the following principles:

**Principle:** Academic success for our student athletes is a guiding priority.

**Practice:** Member institutions should provide necessary support services for their student-athletes. Institutions should establish policies to encourage academic success.

**Principle:** Athletic opportunities complement and enhance the educational experience.

**Practice:** The educational benefits of intercollegiate athletics and the lasting influence on the lives of the student-athlete should be emphasized and reinforced to the campus and the community.

Promotion of the positive character building aspects of athletics is encouraged. Community service and positive role-modeling should be encouraged and supported.

**Principle:** Scheduling of competitions should be designed to minimize missed class time.

**Practice:** Academic concerns should take primacy over competitive issues. Schedules should be balanced so that teams are not subjected to a succession of road trips. Travel for mid-week contests should be kept to a minimum.

**Principle:** Academic standards should not be compromised for athletic concerns.

**Practice:** Student-athletes should conform to the normal distribution of academic capabilities as the general student body. Academic progress should be measured as it applies to the general student body.

### NCAA Requirements

#### *Division III Manual*

Section 14.1.8.2 Requirement for Competition:

To be eligible for competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution, which shall not be less than 12 semester or quarter hours.

Section 14.1.8.2.2 Full-time program — 12-hour requirement:

At the time of competition, a student-athlete shall be enrolled in not less than 12-semester or -quarter hours, regardless of the institution's definition of a minimum full-time program of studies.

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## ACADEMIC STANDARDS FOR INTERCOLLEGIATE ATHLETICS AT SUNY-PLATTSBURGH

Participation in intercollegiate athletics is closely aligned with, and a component of, the educational mission of SUNY-Plattsburgh. It is, though, a privilege extended to our students and not a right. With that privilege comes certain responsibilities. Among those is to adhere to the Academic Standards for Intercollegiate Athletics. Student-athletes who do not meet these standards are not eligible to participate in intercollegiate athletics.

These standards are designed with two purposes in mind. First, they are intended to ensure that student-athletes are in fact full-time students who are working toward their degree. Second, they establish and make clear to the student-athlete, coaches, and administrators that academic success is a core principle of the SUNY-Plattsburgh intercollegiate athletic program. It is the policy of both SUNY-Plattsburgh and the SUNY Athletic Conference that academic concerns should always take primacy over competitive issues.

Any student-athlete that has been determined to be ineligible may file an appeal of that status and request reinstatement. Please see the Procedures for Filing an Academic Appeal for details.

### **Progress toward degree**

In an effort to ensure that all student-athletes progress toward graduation at an appropriate rate, the College and athletics program policy is as follows:

- Student-athletes in their first year at SUNY-Plattsburgh (freshmen or transfers) must pass 21 credit hours toward graduation annually in order to be able to participate in intercollegiate athletics the following academic year.

- Returning student-athletes must pass 24 credit hours toward graduation annually in order to be able to participate in intercollegiate athletics in the subsequent academic year.
- Incoming freshmen student-athletes must achieve and maintain a cumulative GPA of 2.0 by the beginning of their third season of competition.
- Transfer student-athletes who have exhausted two or more years of eligibility prior to enrollment must achieve and maintain a cumulative grade point average of 2.0 by the beginning of their second season of participation.
- Transfer student-athletes with three or four years of eligibility remaining will be evaluated under the freshmen eligibility rules. Specifically, they must achieve a 2.0 cumulative GPA prior to their third season of participation at Plattsburgh State.
- A student-athlete who does not pass a minimum of 6 credit hours in a given semester is immediately ineligible for the following semester.
- Any transfer student-athlete with a cumulative GPA below a 1.5 after their first year of study will be academically ineligible for further participation.
- Winter Season student-athletes who fall short of the GPA requirement may practice with their teams while pursuing course work to raise their GPA. However, they may not compete or miss any classes for athletically related activities until their cumulative GPA is at or above the required GPA.

Notes:

Courses that do not count toward financial aid determination of full-time status can not be used to satisfy these requirements.

Student-athletes who have previously signed the Acknowledgement of Academic Standards form must satisfy requirements in order to participate. Students who have not previously participated are not bound by these standards.

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## **PROCEDURES FOR FILING AN ACADEMIC APPEAL**

Any student-athlete that has been determined to be ineligible to participate in intercollegiate athletics may file an appeal of that status and request reinstatement. It is the responsibility of the student-athlete who is appealing his or her status to establish the rationale for the appeal.

The Committee on Academic Appeals is comprised of the Chair of Sport & Wellness Academic Program, the Senior Woman Administrator, the NCAA Compliance Coordinator, two academic faculty members from outside of the Athletics/Recreation program, and the Faculty Athletics Representative/Academic Coordinator, who chairs the committee. In the event that the FAR is not the Academic Coordinator, both will serve on the Committee. In the event that the student-athlete who is appealing their status is member of a team that the SWA or Compliance officer coaches, that coach will be replaced by another coach. If both the SWA and the Compliance Coordinator are not active coaches a coach will be added to the committee.

Notification of ineligibility will be forwarded to the student-athlete and his or her coach by the Academic Coordinator. Appeals must be filed, along with any supporting documentation, and receipt acknowledged, prior to participation in any practices, scrimmages or competition. A student-athlete may practice and compete while the appeal is pending.

The outcome of the appeal could range from immediate reinstatement, reinstatement with conditions, or denial of reinstatement. The decision of the Committee is final and will be communicated to the student-athlete, his or her coach and the Athletic Director.

## **INSTITUTIONAL ACADEMIC PROBATION**

Students who are placed on academic probation by the College may be subject to certain institutional restrictions/special programs and must give serious consideration to their precarious academic standing. Their academic performance will be reviewed at the end of the probationary semester. If, at that time, their cumulative GPA is not a 2.0, they are subject to academic dismissal from the college. For more information about academic probation and academic dismissals, please contact the Office of Academic Advisement.

## **10 TIPS FOR ACADEMIC SUCCESS**

1. Introduce yourself to the professor after the first class. Faculty want to know who you are. Tell them if you are majoring in their area in particular. Let them know about your team.
2. Explain your travel situation and provide a schedule. Tell them about road trips, length, etc. Let them know when your season starts and ends, as well as the possibility of post-season competition.
3. ASK about the policy on missed class time and in-class work. Some faculty note a difference between excused and unexcused absences. Does travel count as an excused absence?
4. Accept your responsibility for missed class time and work. Tell them you know you have to make up the work, find out about extensions. Anticipate tight spots and plan for them, if you can get ahead DO IT!
5. Be respectful, don't have an attitude of entitlement. Faculty don't "have" to do anything. They don't have to cut you slack and they set the rules for their class. Don't be demanding. Be polite and ask for consideration.
6. Ask about attendance at other sections of your class. Faculty often teach more than one section of a class. Find out if you can sit in on a different section if you miss your own. They'll appreciate the effort.
7. Don't miss class time in addition to required travel. If you've missed class time for no good reason your professor is unlikely to be understanding if you have to miss more. If they allow a few missed classes use them wisely, not just because you couldn't get out of bed.
8. Notify the instructor IN ADVANCE of your forthcoming trips. Let them know ahead of time that a trip is coming up. Ask for any assignments that are to be handed out.
9. Demonstrate your interest in doing well in the class. Faculty who know who you are and that you've been working hard in class will be more willing to help you. Show them that you care.
10. Find out about review sessions and use them. This can help in more ways than one.

## **FUNDRAISING**

The Student Association, the College, the City of Plattsburgh and the State of New York have guidelines that define appropriate fund raising efforts. In consultations with the Plattsburgh City Police and the New York State Alcohol Beverage Control Board, it has been clarified that the practice of selling tickets for off-campus events that involve alcohol or exchanging money in the presence of alcohol is in violation of the Alcohol Beverage Control Law and New York State Penal Law. These laws explicitly state that money cannot be exchanged for admission to an event where alcohol is present unless the sponsoring group has a permit. Utilization of the word "donation" does not exempt the group from needing a permit. Such violations can subject both individuals and organizations to college disciplinary procedures. If responsible, sanctions range from probation to suspension to withdrawal of recognition. Teams wishing to apply for a permit must have prior permission from their head coach and the Director of Athletics. Not until permission is granted by both individuals will any team be allowed to apply for a permit.

## SEXUAL ABUSE AND HARASSMENT

All athletic teams will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to women and/or men including but not limited to date rape, gang rape, or verbal harassment. Information regarding such incidents should be reported to the college. Accused individuals and/or athletic teams will be processed through the system outlined in the Student-Athlete Conduct Manual and/or the Student Conduct Manual.

### OPTIONS AVAILABLE AT THE COLLEGE FOR DEALING WITH SEX OFFENSES

**If you, as a student at SUNY Plattsburgh, are victimized by assault, sexual or otherwise, you have a variety of options for reporting this event to campus and other authorities.**

**First, be sure you are safe.** Then, as soon after the incident as possible, talk with someone who can offer you support and help you examine your options. Residence Hall Staff can be of great help in guiding you to the available resources.

**You may go to the Center for Student Health & Psychological Services and/or to the Sexual Assault Services of Northern Adirondack Planned Parenthood (159 Margaret Street) for support and counseling.** These resources are strictly confidential, unless there is a danger to someone's life. Another campus resource is the Office for Violence Prevention, which provides information, referral, and advocacy services.

**You are urged and encouraged to report assaults to University Police.** Talking with University Police about your options can help you to make an informed decision about what action, if any, you choose to take. Filing a report does not mean that you have to press charges. You can choose to do nothing but inform University Police, or you may choose other options including college judicial action or criminal action. Without such a report, the college typically cannot take action. **Some steps you can take to enhance your ability to take legal action are to report the incident as soon as possible, don't change clothing or bathe, leave the area where the incident occurred untouched, and seek medical attention with the Sexual Assault Nurse Examiner (SANE) at CVPH.**

You are also encouraged to report sexual assaults and other violations of college regulations inflicted on you by fellow students to the judicial coordinator. The college regulations prohibit sexual assault of any type, as well as all forms of harassment and violence. For additional information contact the Judicial Affairs Office or pick up a Student Conduct Manual. Judicial penalties range from a reprimand to dismissal from the college, with action decided on a case-by-case basis.

Further, you can keep yourself abreast of crime trends and security alerts by reading the weekly crime blotter in the student newspaper and by watching for alert posters on the entrance to buildings and via email. Crime statistics and safety/security procedures are available at [www.plattsburgh.edu/crimestats](http://www.plattsburgh.edu/crimestats) or by contacting Chief Sabo at University Police.

Note: The New York State Sex Offender Registry can be accessed through the web at <http://criminaljustice.state.ny.us/nsor> or by calling 1 (900) 288-3838.

Additionally, if registered sex offenders are employed at the University or enrolled as a student at the University information regarding these sex offenders will be made available to the public, according to the sex offender registry guidelines. The public should contact University Police at 564-2022 or in person at the University Police Department located in the Health Center Building to request sex offender information.

## GROUPS NOT RECOGNIZED BY SUNY PLATTSBURGH

It has been determined by the college that these groups interfere with the academic mission of the institution. We are therefore taking steps to discourage affiliation by students with these groups. Students who choose to join one of them may subject themselves to College disciplinary procedures and dismissal from the college since the groups operate outside of College policy. These organizations are not affiliated with the College and therefore are not subject to college organization regulations in regard to pledging, alcohol, drugs, etc. To report suspected activity or membership, please contact the Center for Fraternity/Sorority Life at (518) 564-4825, as well as athletic department staff and your coach.

## WARNING ABOUT SOCIAL NETWORKING SITES

While the Plattsburgh State Department of Sport and Wellness does not have a formal policy, we **do not condone** the use in any manner of online social networking sites by our student-athletes. These may include, but are not limited to, Facebook, MySpace, BadJocks.com, etc. Therefore, we strongly recommend that Cardinal student-athletes **do not get involved** with these Web sites. Because these Web sites are dangerous and can reveal personally identifiable information, we **strongly discourage their use**. **REMEMBER: You represent not only yourself and your team, but the entire Plattsburgh campus. Help us maintain a positive image.**

## HAZING

No athletic team or its members shall conduct hazing activities. Hazing activities are defined and outlined in the Student Conduct Manual and/or the Student-Athlete Conduct Manual. Violators will be processed through the systems outlined in the above manuals

Hazing in every form is prohibited and against the law in New York State. Hazing is considered to be interference with the personal liberty of others and includes any act of domination by some students over others which may lead to injury, emotional disturbance, physical discomfort or humiliation.

Harassment by banter, ridicule or criticism or playing abusive and humiliating tricks or pranks are prohibited. Hazing which involves the forced consumption of alcohol or drugs is prohibited.

For a detailed definition of hazing, see the booklet "Hazing: A Trust Betrayed."

## STATEMENT AGAINST VIOLENCE

SUNY Plattsburgh is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation and violence. Student-athletes are prohibited from engaging in violent or abusive acts including assault on a person or property, hate crimes, hazing, stalking, sexual assault or exploitation, or any other conduct prohibited by University policy and/or law. (See <http://research.plattsburgh.edu/vaw/> for more information about SUNY Plattsburgh's policies regarding sexual assault, partner violence and stalking, as well as victim's rights and resources). Student-athletes who become aware that another student athlete has engaged in violent or abusive behavior while serving as a representative of SUNY Plattsburgh Athletics are expected to bring this behavior to the attention of their coach and the Director of Athletics.

## STUDENT-ATHLETE ADVISORY COMMITTEE

The Plattsburgh State *Student-Athlete Advisory Committee* (SAAC) was established on the campus to act in an advisory capacity to the Athletic Department and make recommendations in regards to the College's intercollegiate athletics program. It preceded the NCAA regulation that all member institutions be required to establish a student-athlete advisory board.

The facilitator of the group is the Director of Athletics or his/her designee. Each program shall have the opportunity to be represented by an individual selected by the coach/program.

The NCAA Senior Women's Administrator (SWA), the NCAA Faculty Athletics Representative (FAR), and the Chairperson of the Intercollegiate Athletic Board (IAB) may also attend SAAC meetings.

The following are the goals of the SAAC:

- a) To develop an understanding of the athletic program, how it functions, and how it fits into the overall educational mission of the College;**
- b) To ensure communication between the College's athletic administration and student-athletes;**
- c) To develop recommendations in regard to improving the College's intercollegiate athletic program;**
- d) To assist the College in reviewing the current programs, policies and practices as they relate to the general conduct of the intercollegiate athletic program;**
- e) To advocate for student-athletes on the campus**

It is important to note that the business of the SAAC shall focus on broad issues that cross over program lines and not issues specific to only one sport or program. The SAAC shall meet on a regular basis (at least twice per semester) and minutes shall be produced and distributed in a timely manner.

## EQUIPMENT ISSUE POLICY STATEMENT

Individuals participating on athletic teams at Plattsburgh State are issued practice and game gear according to the requirements of each individual sport and coach. Before receiving any equipment, all student-athletes must first receive clearance from the coach of their respective sport. A prospective athlete must then fill out an equipment issue record and an equipment issue and return policy statement, which can be obtained from the equipment room.

Depending upon the sport, practice and/or game gear is issued to the individual athlete. Practice gear is laundered on a daily basis and will be returned to the student-athlete according to the procedures set up for each individual sport. Game gear is issued prior to a scheduled event and must be returned immediately following that event or if the event occurred away from Plattsburgh State, upon your return to the campus facilities or prior to the next scheduled practice, based upon instructions given to you by your coach. Failure to return game gear at this time may result in the loss of equipment and laundry privileges, and may impact practice and competition schedules. Game gear will be laundered after each event.

Items issued from the equipment room after the beginning of the sports season will be recorded on a daily equipment log, signed by the student-athlete, initialed by the equipment room attendant and later posted to the equipment issue record. Items returned before the end of season will also be recorded on the daily equipment log.

After the last event of the sports season, all equipment must be returned to the equipment room according to the procedures outlined prior to the end of the sports season. **Any student-athlete who fails to return equipment at the end of the season will receive a bill for the items not returned.** All equipment must be returned prior to the date announced at the start of the sports season. Any equipment not returned by this date will not be accepted and must be paid for by the student-athlete. **Until the amount is paid, grades, transcripts, and payment checks will be withheld, student-athletes may not be able to register for future classes and, if the amount is over \$100, it will be turned over to the state attorney general's office for collection.**

## ATHLETIC TRAINING INFORMATION

### HEAD ATHLETIC TRAINER ASSISTANT ATHLETIC TRAINERS

Jason Pachter (564-3089 – Field House)  
Lisa Vicencio (564-4152 – Memorial Hall)  
Cassie Franklin (564-3089 – Field House; x-4152 – Memorial Hall)

### TEAM PHYSICIANS

Dr. Merritt Spear, Director of Sports Medicine  
Anna D'Angelo, Asst. to the Director of Sports Medicine; 564-2187  
Dr. Phillip Volk, Team Orthopedic  
Jill Silver, Student Health Center Nurse Practitioner; 564-2187

### TRAINING ROOM FAX

Fieldhouse: 564-2557 / Memorial: 564-2558

### TRAINING ROOM HOURS:

Memorial Hall: Mon.-Fri. 8 am-11 am

All other morning hours by appointment. Memorial Hall and Fieldhouse training rooms will be open one hour prior to practice and two hours prior to games/competition. Training room hours are subject to change pending team coverage obligations.

The athletic training facilities at Plattsburgh State are here to provide the professional care, treatment and rehabilitation of athletic injuries for intercollegiate athletes. Several teams are serviced through these facilities. Therefore, the following guidelines are provided for the student-athlete and coach so that efficient care and treatment can be implemented:

1. Any special treatments and/or rehabilitation will be administered between 8-11 am the following morning in the Memorial Hall athletic training room. Any special treatments must be administered at that time or by appointment. This ensures proper follow-up care by the certified athletic trainer.
2. All student-athletes or persons requiring treatment in the athletic training room **MUST SIGN IN**. This includes evaluations, taping, rehabilitation, conditioning, ice/heat or treatments of any other type before and after practice.
3. The training room rules are as follows:
  - SIGN IN FOR TREATMENT
  - NO CLEATS OR SKATES IN THE TRAINING ROOM
  - ALL GAME AND PERSONAL EQUIPMENT/BELONGINGS ARE TO BE KEPT OUTSIDE
  - KEEP SHOES OFF THE TREATMENT TABLES
  - NO TOBACCO
  - NO PROFANITY
  - NO ROUGH HOUSING
  - SHOWER BEFORE TREATMENT
  - NO EATING IN THE TREATMENT AREA(S)
4. All training room equipment is signed out by the student-athlete and will be billed to the athlete if not returned at the end of the season.
5. **If a student-athlete sees a physician of any kind without the knowledge of the sports medicine staff, the student-athlete must be cleared by the team's physician prior to return to play. All medical bills regarding this instance shall be the sole responsibility of the student-athlete.**
6. Referrals to the health center or outside physician can be made through the athletic training staff. The sports medicine staff encourages that all injuries and illnesses be reported to the athletic training staff prior to seeking treatment from your own physician or other allied health professional (i.e.: chiropractor, massage therapist, physical therapist) unless in case of emergency. In the case of an emergency in which you seek the services of an outside professional, you are required to report to the athletic training staff as soon as possible. The sports medicine staff can and will refer to outside health professionals on an as-needed basis. Although it is not encouraged, you have the right to seek assistance from any doctor of your choice when available, but you will be unable to participate until cleared by the Plattsburgh State team physician.

After any visits to a physician and/or emergency room, it is necessary that the proper insurance claims be completed in a timely fashion. The insurance forms are located in both athletic training rooms.

The athletic training facilities provide professional services to the student-athletes and coaches. In order to preserve and maintain the equipment and contents of these facilities, it is mandated that all student-athletes sign a contract stating they have read and understand the athletic training procedures and agree to uphold these procedures.

### **ATHLETIC TRAINING ROOM EMERGENCY PROCEDURES**

SERIOUS INJURIES: Fractures, dislocations, head, internal, breath stoppage, severe bleeding, etc.

1. Do not attempt to move the student.
2. In the event breathing has stopped, establish airway and start mouth to mouth resuscitation. Use jaw thrust method (if certified) for head/neck injuries.
3. Stop severe bleeding with direct pressure or elevation.
4. Call 911 and inform them of the nature of the injury and needs (ambulance, transportation, etc.) Be precise in your location and extent of injury.
5. Leave injured athlete in EXACT POSITION in which you found him/her.
6. Keep the victim quiet and maintain body temperature.
7. Lacerations, incisions, etc., must be sutured within 2–4 hours. Send directly to E.R. This is especially true of the face or head.
8. Call Public Safety to issue crutches for athlete if not available in training room.

### **INJURY REPORTING AND RELEASE-TO-PARTICIPATE PROCEDURES**

1. Athletes that appear to be seriously injured should not be moved until the extent of the injury has been carefully evaluated and treated properly by a trained professional.
2. In the event of hospitalization or surgery, the athlete's parents will be notified by the trainer, doctor, or Athletic Department representative.
3. The team physician and the athletic trainer will together determine when the athlete is released to return to practice for general conditioning and also when he/she is available for full practice. A written release for athletics must be on file before returning to activity.
4. In the event of surgery or long-term injury, the team physician, athletic trainer and surgeon will consult together to determine as to when the athlete will be released for activity. A written release for athletics must be on file from the attending surgeon before returning to activity.
5. Athletes with minor injuries such as cuts, scratches, abrasions, bruises, blisters, etc., should report to the training room immediately after practice.
6. The team physician, athletic trainer and coach will work together to ensure that the athlete is returning to participation in a safe, healthy, and timely fashion.
7. Information on an athlete's condition or injury will be released by the Sport and Wellness representative listed under the HIPAA agreement signed by the student-athlete unless otherwise specified. The athletic training department will not release this information without approval from the athlete and head coach.
8. All health information is personal and will be kept confidential. The Sport and Wellness staff will follow the HIPAA guidelines that have been approved by the SUNY System. A copy of all SUNY/HIPAA policies and proce-

dures is kept in the athletic training rooms.

9. All athletes are required to read and sign the forms regarding HIPAA regulations, treatment consents and use and disclosures provided in the packet at the beginning-of-the-year meeting.

10. Under the authorization for uses and disclosures of PHI for, sports medicine staff refers to the following: Athletic trainers, coaches (of your sport only), athletic director, and sports information director (SID). The SID may use and disclose the PHI to the media. Any PHI released to the media will be the minimum information (such as what the injury is) unless otherwise stated and agreed upon by the student-athlete and sports medicine staff.

## **HEAD INJURY SHEET**

If one or more of the following symptoms occur within 48 hours after the initial injury, you should immediately go to your family physician or to the Emergency Room for further evaluation. You must inform your roommate, family or whomever you are staying with at this time so that they may check you every TWO hours for the following symptoms. This must continue even when you have gone to sleep. You must be awakened every TWO hours. This check must continue for the initial 24 hours. Do not take any chances.

Temporary loss of memory  
Dizziness  
Worsening headache (especially deep, throbbing ones)  
Ringing in the ears (tinnitus)  
Mental confusion  
Loss of consciousness  
Unequal pupils  
Blurred vision  
Spots before the eyes  
Double vision  
Nausea and/or vomiting  
Tremors or convulsions  
Clear fluid from the nose and/or ears  
Sleepiness or grogginess  
Large soft lump on the head  
Loss of muscle coordination  
Numbness or paralysis (partial or complete)  
Great difficulty in being awakened  
Slurred speech  
Sleeplessness  
Loss of appetite

**DO NOT TAKE ANY MEDICATION OR ASPIRIN FOR THE INITIAL 24 HOURS UNLESS DIRECTED BY A PHYSICIAN.**

## **MEDICAL EXPENSES AND INSURANCE CLAIMS**

1. All student-athletes are required to provide a copy of their current insurance cards (front and back sides.) In the event that you do not have insurance, please inform the athletic training staff immediately.
2. Any athlete injured while practicing or competing will be cared for by the sports medicine staff if possible. You must seek the athletic trainer first when possible. Necessary referrals will be made through the athletic training staff.
3. If hospitalization, x-rays, specialists, surgeons, dentists, etc., are needed, these will be paid for by the athlete's insurance first.
4. If the student is seen at the Student Health Service medications will be given if necessary. The Student Health Service is not a pharmacy. Therefore, it CANNOT fill prescriptions from outside doctors.

5. Each student-athlete is covered by athletic insurance, which pays up to \$75,000 per year. This plan is used AFTER claims have been submitted to the athlete's PRIMARY insurance company. All injuries sustained during the intercollegiate sport season must be reported with 90 days of the injury to be eligible for athletic insurance. Forms must be submitted in duplicate and are available at the following address:

Athletic Training Room  
Fieldhouse  
SUNY - Plattsburgh  
Plattsburgh, New York 12901  
Phone: 518-564-3089

The athletic training room requires an itemized bill from the medical agency as well as a letter from the primary insurance company stating what portions of the bill were covered and what were not. The following checklist should be used as a guide when filing insurance claims.

#### **Athletic Insurance Claim Checklist**

- The Plattsburgh State Insurance forms will be distributed by the Athletic Trainer and must be filled out by the athlete.
- Fully itemized bill from all hospitals, MRI or for other services rendered
- Submit all bills to your personal insurance company if this has not already been done by the hospital
- Bring remaining portion of bill to your athletic trainer *after* it has been received and processed by your primary insurance company.
- Get an Explanation of Benefits document from your primary insurance company for any bills. The athletic training room needs this document regardless of whether or not the insurance company paid anything on the claim.

This process must be followed for all athletic injuries. Your bills will not be paid without the above information, and additional information may be required. You will be informed if additional information is needed. Only injuries that occurred during varsity athletic events will be covered by the University's insurance policy. Plattsburgh State's athletic insurance is a secondary insurance only. You must submit a claim to your own insurance first, if applicable. Contact the athletic training staff with any questions.

### **PHYSICAL EXAMINATIONS FOR INTERCOLLEGIATE ATHLETIC PARTICIPATION**

All participants for intercollegiate sports are required to have a physical examination on file at the Student Health Center (SHC) prior to enrollment and accompanied by copies of a present insurance card(s). This physical is reviewed by the team physician/physician assistant to identify any pre-existing medical or orthopedic problems which may prove detrimental to the health of the participant. In addition to this physical exam, each academic year an athlete must have a medical screening and orthopedic review done by the sports medicine staff to participate in intercollegiate sports at Plattsburgh State. These guidelines are outlined in the NCAA manual.

The procedure for medical and orthopedic screening for participation is as follows:

1. The coach will notify the athletic trainer in writing of participant(s) using the team roster form. Participant's physical examination and chart will then be pulled and reviewed at the SHC by the team physician/physician assistant.
2. A time will be given to the athlete for a medical and orthopedic screening by the physician/physician assistant and the athletic trainer to be preformed at the SHC.
3. The coach will be notified that the athlete is cleared to participate or is being held until further information or evaluation is completed.
4. Individuals who have not competed at Plattsburgh State for one semester or longer due to illness or absence from school are required to have a medical and orthopedic screening done before return to athletic participation can be approved.
5. Transfer students are required to have a physical examination on file at the SHC. A copy of the physical examination from the previous institution is acceptable as long as the student has attended college without interruption. Transfer students are required to follow the same procedure for the medical and orthopedic screening as above.

## **ALCOHOL AND DRUG POLICY**

No athletic team or its members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal “drinking age”) at any Athletic Team sponsored event or at any event that an observer would associate with an Athletic Team.

The possession, sale and/or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES at any athletic team sponsored event or at any event that an observer would associate with an athletic team is strictly prohibited.

No athletic team or its members may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern is defined as an establishment generating more than half of annual sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

Co-sponsor is defined as allowing an alcohol distributor, charitable organization or tavern to utilize the athletic team name in any advertising and or the athletic team or its members receiving any moneys as a result of such an event.

The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES at or during an athletic team function, activity, or event sponsored or endorsed by an athletic team or any event an observer would associate with an athletic team is strictly prohibited.

The only single exception to this rule would be a banquet or dinner or similar events, receiving prior approval from the Athletic Director, at an establishment where the distribution of alcohol is controlled by the establishment and follows all Federal, State, City, and County guidelines.

## **USE OF TOBACCO PRODUCTS**

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers, and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use. The NCAA also bans all tobacco substances at athletic venues. In addition, accepting sponsorship from tobacco companies for team activities not considered practices or competitions is prohibited by Plattsburgh State.

## **USE OF NUTRITIONAL SUPPLEMENTS**

All nutritional/dietary supplements carry some risk of containing an NCAA banned substance because they are not well regulated and may be contaminated. Failure to check out any supplement with your sports medicine staff prior to use may result in a failed appeal for a positive drug test. Student-athletes are responsible for anything they ingest. Before using any supplement, log on to the NCAA website at [www.ncaa.org](http://www.ncaa.org) and look in the site index for *Drugs, banned* for a list of substances that may compromise your eligibility. You may also look at [www.drugfreesport.com](http://www.drugfreesport.com). If you have any questions, contact the team physician or the athletic training staff at 564-3089.

## PLATTSBURGH STATE NOTICE OF PRIVACY PRACTICES

**This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read it carefully.**

### **I. WE HAVE A LEGAL DUTY TO SAFEGUARD YOUR PROTECTED HEALTH INFORMATION (PHI)**

We are legally required to protect the privacy of health information that may reveal your identity. This information is commonly referred to as “protected health information,” or “PHI” for short. It includes information that can be used to identify you that we have created or received about your past, present or future health or condition, the provision of health care to you, or the payment of this health care. We must provide you with this notice about our privacy practices that explains how, when and why we use and disclose your PHI.

With some exceptions, we may not use or disclose any more of your PHI than is necessary to accomplish the purpose of the use or disclosure. We are legally required to follow the privacy practices that are described in this notice.

Please note, however, that special privacy protections apply to HIV/AIDS related information, alcohol and substance abuse treatment information, mental health information and genetic information, which are not set forth in this Notice. These protections will be described in separate notices. To request copies of these notices, please contact the person listed in Section V below.

This notice applies to the following PSU facilities:

- Alzheimer’s Disease Assistance Center
- Neuropsychology Clinic
- Speech and Hearing Center
- Traumatic Brain Injury Center

We reserve the right to change the terms of this notice and our privacy policies at any time. Any changes will apply to the PHI we already have. Before we make an important change to our policies, we will promptly change this notice and post a new notice. You can also request a copy of this notice at any time from the contact person listed in Section VI below, by calling our office, at your next visit, or you can view a copy of the notice on our Web site at <http://www.plattsburgh.edu/hipaa/privacy.cfm>

### **II. HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION**

We use and disclose health information for many different reasons. For some of these uses or disclosures, we need your prior consent or specific authorization. Below we describe the different categories of our uses and disclosures and give you some examples of each category.

During your intake, prior to receiving any health care services, you will be asked to sign a statement permitting SUNY and its medical staff to release your health information for purposes of Treatment, Payment and Health Care Operations. A description of each of these uses is described as follows.

**A. Uses and Disclosures Relating to Treatment, Payment or Health Care Operations.** We may use and disclose your PHI for the following reasons:

- 1. For treatment.** We may disclose your PHI to physicians, nurses, medical students, and other health care personnel who provide you with health care services or are involved in your care. For example, if you’re being treated for a knee injury, we may disclose your PHI to the physical therapy department in order to coordinate your care.
- 2. To obtain payment for treatment.** We may use and disclose your PHI in order to bill and collect payment for the treatment and services provided to you. For example, we may provide portions of your PHI to our billing department and your health plan to get paid for the health care services we provided to you. We may also provide your PHI to our business associates, such as billing companies, claims processing companies and others that process our health care claims or provide services on our behalf, or provide services directly to you.
- 3. For health care operations.** We may disclose your PHI in order to operate our health care delivery system. For example, we may use your PHI in order to evaluate the quality of health care services that

you received or to evaluate the performance of the health care professionals who provided health care services to you. We may also provide your PHI to our accountants, attorneys, consultants and other in order to make sure we're complying with the laws that affect us.

To the extent we are required to disclose your PHI to contractors, agents and other business associates who need the information in order to assist us with obtaining payment or carrying out our business operations, we will have a written contract to ensure that our business associate also protects the privacy of your PHI.

**B. Other Uses And Disclosures That Do Not Require Your Consent.** We may use and disclose your PHI without your consent or authorization for the following reasons:

1. **When a disclosure is required by federal, state or local law, judicial or administrative proceedings or law enforcement.** For example, we make disclosures when a law requires that we report information to government agencies and law enforcement personnel about victims of abuse, neglect or domestic violence; when dealing with gunshot and other wounds; or when ordered in a judicial or administrative proceeding.
2. **For public health activities.** For example, we report information about births, deaths and various diseases to governmental official in charge of collecting that information.
3. **Victims of Abuse, Neglect or Domestic Violence.** We may release your PHI to a public health authority that is authorized to receive reports of abuse, neglect or domestic violence. For example, we may report your information to government officials if we reasonably believe that you have been a victim of abuse, neglect or domestic violence. We will make every effort to obtain your permission before releasing this information, but in some cases we may be required or authorized to act without your permission.
4. **For health oversight activities.** For example, we will provide information to assist the government when it conducts an investigation or inspection of a health care provider or organization.
5. **Emergency Situations.** We may use or disclose your PHI if you need emergency treatment, but we are unable to obtain your consent. If this happens, we will try to obtain your consent as soon as we reasonably can after we treat you.
6. **Communication Barriers.** We may use or disclose your PHI if we are unable to obtain your consent because of substantial communication barriers, and we believe you would want us to treat you if we could communicate with you.
7. **Product Monitoring, Repair and Recall.** We may disclose your information to a person or company that is required by the Food and Drug Administration to: (1) report or track product defects or problems; (2) repair, replace or recall defective or dangerous products; or (3) monitor the performance of a product after it has been approved for use by the general public.
8. **Lawsuits and Disputes.** We may disclose your PHI if we are ordered to do so by a court or administrative tribunal that is handling a lawsuit or other dispute.
9. **Law Enforcement.** We may disclose your PHI to law enforcement officials for any of the following reasons:
  - To comply with court orders or laws that we are required to follow;
  - To assist law enforcement officers with identifying or locating a suspect, fugitive, witness or missing person;
  - If you have been the victim of a crime and we determine that: (1) we have been unable to obtain your consent because of any emergency or your incapacity; (2) law enforcement officials need the information immediately to carry out their law enforcement duties; and (3) in our professional judgement disclosure to these officers is in your best interests;
  - If we suspect a patient's death resulted from criminal conduct;

- If necessary to report a crime that occurred on our property; or
  - If necessary to report a crime discovered during an offsite medical emergency (for example, by emergency medical technicians at the scene of a crime).
- 10. Military and Veterans.** If you are in the Armed Forces, we may disclose your PHI to appropriate military command authorities for activities they deem necessary to carry out their military mission. We may also release health information about foreign military personnel to the appropriate foreign military authority.
  - 11. Inmates and Correctional Institutions.** If you are an inmate or you are detained by a law enforcement officer, we may disclose your PHI to the prison officers or law enforcement officers if necessary to provide you with health care, or to maintain safety, security and good order at the place where you are confined. This includes sharing information that is necessary to protect the health and safety of other inmates or persons involved in supervising or transporting inmates.
  - 12. Coroners, Medical Examiners and Funeral Directors.** In the unfortunate event of your death, we may disclose your PHI to a coroner or medical examiner. This may be necessary, for example, to determine the cause of death. We may also release this information to funeral directors as necessary to carry out their duties.
  - 13. For purposes of organ donation.** We may notify organ procurement organizations to assist them in organ, eye or tissue donation and transplants.
  - 14. For research purposes.** In most cases, we will ask for your written authorization before using your PHI for research purposes. However, in certain, limited, circumstances, we may use and disclose your PHI without consent or authorization if we obtain approval through a special process to ensure that such research poses little risk to your privacy. In any case, we would never allow researchers to use your name or identity publicly. We may also release your health information without your written authorization to people who are preparing for a future research project, so long as no personally identifiable information leave our facility.
  - 15. To avoid harm.** In order to avoid a serious threat to the health or safety of a person or the public, we may provide PHI to law enforcement personnel or persons able to prevent or lessen such harm.
  - 16. For specific government functions.** We may disclose PHI of military personnel and veterans in certain situations. And we may disclose PHI for national security purposes, such as protecting the president of the United States or conducting intelligence operations.
  - 17. For workers' compensation purposes.** We may provide PHI in order to comply with workers' compensation laws.
  - 18. Appointment reminders and health-related benefits or services.** We may use PHI to provide appointment reminders or give you information about treatment alternatives or other health care services or benefits we offer and/or provide.
  - 19. Deidentified Information.** We may also disclosure your PHI if it has been deidentified or unable for anyone to connect back to you. This might occur if your are participating in a research project.
  - 20. Incidental Disclosures.** While we will take reasonable steps to safeguard the privacy of your PHI, certain disclosures of your PHI may occur during, or as an unavoidable result of our otherwise permissible uses or disclosures of your health information. For example, during the course of a treatment session, other patients in the treatment area may see, or overhear discussion of, your PHI.

**C. Two Uses and Disclosures Require You to Have the Opportunity to Object.**

- 1. Patient directories.** We may include your name, location in our facility, general condition and religious affiliation, in our patient directory for use by clergy and visitors who ask for you by name, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

**2. Disclosures to family, friends or others.** We may provide your PHI to a family member, friend or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or part. The opportunity to consent may be obtained retroactively in emergency situations.

**D. All Other Uses and Disclosures Require Your Prior Written Authorization.** In any other situation not described in section IIIA, B and C above, we will ask for your written authorization before using or disclosing any of your PHI. If you choose to sign an authorization to disclose your PHI, you can later revoke that authorization in writing to stop any future uses and disclosures (to the extent that we have not taken any actions relying on the authorization).

### III. WHAT RIGHTS YOU HAVE REGARDING YOUR PHI

You have the following rights with respect to your PHI:

**A. The Right to Request Limits on Uses and Disclosures of Your PHI.** You have the right to ask that we limit how we use and disclose your PHI. We will consider your request, but are not legally required to accept it. If we accept your request, we will put any limits in writing and abide by them except in emergency situations. You may not limit the uses and disclosures that we are legally required or allowed to make.

**B. The Right to Choose How We Send PHI to You.** You have the right to ask that we send information to you to an alternate address or by alternate means. We must agree to your request so long as we can easily provide it to the location and in the format you request.

**C. The Right to See and Get Copies of Your PHI.** In most cases, you have the right to look at or get copies of your PHI that we have, but you must make the request in writing. If we don't have your PHI but we know who does, we will tell you how to get it. We will respond to you within 10 days after receiving your written request. In certain situations, we may deny your request. If we do, we will tell you, in writing, our reasons for the denial and explain your right to have the denial reviewed.

If you request copies of your PHI, we may charge you a fee for each page. We will respond to your request within 30 days after receiving your written request. Instead of providing the PHI you requested, we may provide you with a summary or explanation of the PHI as long as you agree to that and to the associated cost in advance.

**D. The Right to Get a List of the Disclosures We Have Made.** You have the right to get a list of instances in which we have disclosed your PHI. The list will not include uses or disclosures that you have already been informed of, such as those made for treatment, payment or health care operations, directly to you, to your family, or in our facility directory. The list also won't include uses and disclosures made for national security purposes, to corrections or law enforcement personnel or before April 14, 2003.

Your request must state a time period for the disclosures you want us to include. We will respond within 60 days of receiving your request. The list we will give you will include disclosures made in the last six years (with the oldest date being April 14, 2003) unless you request a shorter time. The list will include the date of the disclosure, to whom PHI was disclosed (including their address, if known), a description of the information disclosed and the reason for the disclosure. We will provide the list to you at no charge, but if you make more than one request in the same calendar year, we will charge you for each additional request.

**E. The Right to Correct or Update Your PHI.** If you believe that there is a mistake in your PHI or that a piece of important information is missing, you have the right to request that we correct the existing information or add the missing information. You must provide the request and your reason for the request in writing. We will respond within 60 days of receiving your request. We may deny your request in writing if the PHI is (i) correct and complete, (ii) not created by us, (iii) not allowed to be disclosed, or (iv) not part of our records. Our written denial will state the reasons for the denial and explain your right to file a written statement of disagreement with the denial. If you don't file one, you have the right to request that your request and our denial be attached to all future disclosures of you PHI. If we approve your request, we will make the change to your PHI, tell you that we have done it and tell others that need to know about the change to your PHI.

**F. The Right to Get This Notice by E-Mail.** You have the right to get a copy of this notice by e-mail. Even if you have agreed to receive notice via e-mail, you also have the right to request a paper copy of this notice.

To invoke any of these rights, please contact your local State University of New York campus. A complete listing can be viewed at:

[HTTP://WWW.SUNY.EDU/STUDENT/VISITCAMPUS/CAMPUSLISTING.CFM](http://www.suny.edu/STUDENT/VISITCAMPUS/CAMPUSLISTING.CFM). Clicking on your specific campus will take you to their internet homepage and provide you their specific Notice of Privacy Practices.

**IV. HOW TO COMPLAIN ABOUT OUR PRIVACY PRACTICES.**

If you think we may have violated your privacy rights, or you disagree with a decision we made about access to your PHI, you may file a complaint with the person listed in Section V below. You also may send a written complaint to the Secretary of the Department of Health and Human Services at:

US Department of HHS Government Center  
John F. Kennedy Federal Building- Room 1875  
Boston, Massachusetts 02203  
Telephone number: 617-565-1340  
Fax number: 617-565-3809  
TDD: 617-565-1343

We will take no retaliatory action against you if you file a complaint about our privacy practices.

**V. PERSON TO CONTACT FOR INFORMATION ABOUT THIS NOTICE OR TO COMPLAIN ABOUT OUR PRIVACY PRACTICES**

If you have any questions about this notice or any complaints about our privacy practices, or would like to know how to file a complaint with the Secretary of the Department of Health and Human Services, please contact us via e-mail at [PRIVACY@PLATTSBURGH.EDU](mailto:PRIVACY@PLATTSBURGH.EDU) or by writing:

Plattsburgh State University Privacy Officer  
HIPAA Compliance Office  
101 Broad Street  
Plattsburgh, NY 12901

**VI. EFFECTIVE DATE OF THIS NOTICE**

This notice is effective as of April 14, 2003

**BYLAWS OF THE INTERCOLLEGIATE ATHLETIC BOARD (IAB)  
STATE UNIVERSITY OF NEW YORK - PLATTSBURGH**

**Article I. Name and Purpose**

In accordance with the requirements and guidelines of the SUNY Board of Trustees and of the NCAA, the State University of New York at Plattsburgh Intercollegiate Athletic Board, hereinafter referred to as the IAB, shall be the body that monitors, reviews and recommends policy for the SUNY Plattsburgh Athletics Program. The Board is responsible to, advises and reports to, the President of the College on matters pertaining to the College's Intercollegiate Athletic Program, in the effort to assume the best possible educational opportunity for the College's student-athletes.

**Article II. Responsibilities**

The IAB shall conduct appropriate review and engage in such other activities as will enable it to advise the campus president on such intercollegiate athletic program matters as:

- A. Standards and Policies for student participation in intercollegiate athletics;
- B. Planning for intercollegiate athletics participation on the campus and in the conference;
- C. Funding for intercollegiate athletics including sources and use of funds
- D. Preparation of an annual report on the intercollegiate athletics program; and
- E. Other matters appropriate to its purview referred to it by the campus president.

**Article III. Membership and Officers**

- A. The IAB shall consist of thirteen (13) voting members, each having one vote, seven (7) of whom shall be full-time members of the faculty or administration and six(6) of whom shall be full-time students of the college.
  1. The administration and faculty members shall be full-time employees of the college, as defined by regulation of the NCAA, and may not be a coach of an intercollegiate athletics team.
  2. Student members shall be enrolled full-time in the institution, in a degree program, and be in good academic standing when appointed to the Board, and must remain in full-time enrollment and in good academic standing while serving as members
- B. The seven(7) faculty and administrative members shall be appointed by the College President for terms of three years and may serve no more than two consecutive terms.

In the event of a replacement appointment, the following criteria will be used to determine if the term counts toward the two consecutive term limit:

- If the individual replaces a member after the 50% mark remaining on that term (as determined by the dates on the appointment letter) then the new appointee will be eligible to serve an additional two full terms.
- If the replacement is seated at or before the 50% mark of a term (as determined by the dates on the appointment letter) then that term will count as the first of two consecutive terms that the new appointee may serve.

After an absence from the IAB of at least one three-year term, a faculty or administration member is eligible for reappointment. Appointments must be made in a manner that maintains at least three male and three female members.

1. Faculty members shall be appointed to the Board by the College President after consultation with the appropriate governance body.
2. Administrative members shall be selected by the College President.
- C. The six (6) student members shall be appointed by the College President, after consultation with the appropriate governing body outlined below, for a term of one year and may be reappointed for additional terms at the discretion of the College President.
  1. Student members shall be from the following constituencies as follows:
    - a. Two(2) members, one(1) female and one(1) male, from the Student Athlete Advisory Committee (SAAC) after consultation with the Athletic Director.
    - b. Two(2) members from the Student Association; one(1) member must be from the Executive Council and one(1) member from the Senate. One(1) member shall be female, and one(1) member shall be male. These appointments will be made after consultation with the Student Association President who may select them self as the Executive Council representative.
    - c. Two(2) members shall be Students at large, one(1) female and one(1) male after consultation with the

Chief Student Affairs Officer.

D. Appointments to the IAB shall assume their responsibilities at the first regularly scheduled meeting of the fall semester following their appointment, or at the next regularly scheduled IAB Meeting if the appointment is filling a vacancy left in the middle of a semester. Student Association members shall begin their term at the first regularly scheduled meeting of the spring semester immediately proceeding their election to Student Association office and shall serve for one calendar year in congruence with their elected position.

E. Board members who are absent from three meetings of the Board during the academic year will forfeit their membership.

F. The following shall hold Ex Officio non-voting seats on the IAB: The Athletic Director, the Chief Student Affairs Officer, the Chief Financial Officer, the Director of Facilities, the Academic Coordinator, the Faculty Athletics Representative and the Senior Woman Administrator. The College President may appoint additional Ex Officio members.

G. The chair of the IAB shall be appointed by the President of the College from the seven (7) faculty and administrative members.

H. The board will designate a secretary.

#### **Article IV. Meetings**

A. The IAB shall have a least four regularly scheduled meetings each academic semester

B. Special meetings may be called at the discretion of the IAB chair as necessary to conduct the business of the IAB or by a majority of the voting members of the IAB.

C. Meetings of the entire IAB shall be conducted in accordance with Roberts Rules of Order, newly revised and are open to the campus. When appropriate, the Meetings can be moved into Executive Session, with approval of the IAB.

D. A simple majority of the voting members shall constitute a quorum for the purpose of conducting official IAB business. Members must be present to vote.

E. A written agenda shall be established and distributed to all IAB members, and made available to the campus as a whole as seen fit by the IAB chair, at least five (5) business days prior to regular meetings.

F. Items may be placed on the agenda by the College President or by any regular or Ex Officio members of the IAB.

#### **Article V. Standing Committees**

The IAB shall have two standing committees, an Executive Committee and a Finance Committee.

A. The Executive Committee

1. The Executive Committee shall consist of five (5) voting members of the IAB, one of whom shall be the Chair of the IAB. The remaining Executive Committee members shall be elected by the IAB no later than the second meeting of the Fall Semester. Two (2) of the members shall be students, one(1) of whom must be a representative from the Student Association, and two (2) shall be faculty or administrators.

2. The IAB Chair shall serve as chair of the Executive Committee.

3. The Athletic Director shall serve as an Ex Officio member of the Committee.

4. The Executive Committee shall be authorized to act on behalf of the IAB during intervals between regularly scheduled meetings and shall report any actions it may take at the next regularly scheduled meeting of the IAB.

5. Meetings of the Executive Standing Committee are not Open meetings.

B. The Finance Committee

1. The Finance Committee shall consist of four(4) voting members of the IAB who shall be elected by the IAB no later than the second meeting of the Fall Semester. Two (2) of the members shall be students, one(1) of whom must be a representative of the Student Association, and two (2) shall be faculty or administrators.

2. The Athletic Director shall serve as an Ex Officio member of the committee.

3. The Chair of the Finance Committee shall be appointed by the IAB Chair from among those faculty or administrators elected to serve on the committee.

4. The Finance Committee shall formulate a budget in the following manner:

a. The Athletic Director shall submit the approved Campus Budget Call Letter, which includes a Timeline and Completion Procedures, to the IAB Finance Committee within one(1) week of that Call Letter's campus dissemination. The Finance Committee must complete the budget process in accordance with all stipulations as outlined in this document;

b. The Athletic Director submits to the IAB Finance Committee the estimated amount of money available

including all sources available;

c. The coaches complete budget requests and submit them to the Athletic Director who then formulates a Preliminary Athletic Budget, based upon the preceding year's final budget with increases or decreases dependant upon

changes in enrollment, fee increases, inflation, and changes in the intercollegiate athletics program, for submission to the Finance Committee;

d. The Finance Committee reviews the Athletic Director's Preliminary Budget and may meet with individual coaches for clarification;

e. The Finance Committee revises the Preliminary Budget as needed, after consultation with the Athletic Director, and submits a Proposed Budget to the IAB members for review;

f. Prior to a vote by the full IAB on the Finance Committee's Proposed Budget, the Student Association member serving on the Finance Committee, the Athletic Director, and the IAB Chair will present the Proposed Budget to the Student Association Senate/Executive Council;

g. The IAB votes on the Finance Committee's Proposed Budget and if approved, submits the IAB's Recommended Budget to the College President for approval. If the Budget is not approved, the Finance Committee shall reconvene to make adjustments to the Proposed Budget as necessary, and resubmits the Proposed Budget to the IAB for reconsideration. If the Proposed Budget does not pass after re-submission, the Finance Committee shall reconvene, make adjustments, and resubmit the Proposed Budget to the IAB until the IAB votes to accept the Proposed Budget.

h. The College President shall make the Approved Budget available to the IAB through the IAB Chair.

5. Finance Standing Committee Meetings are not Open meetings.

## **Article VI. Amendments**

A. Proposed amendments to the by-laws must be submitted in writing to the full Board one month prior to consideration.

B. Two thirds vote by the Board is necessary to amend the by-laws

*Approved by the IAB* 04/17/1995

*Revised by the IAB* 11/12/2007

*Made Effective* 01/01/2008

*Revised by the IAB* 02/12/2009

## OFFICE OF SPORTS INFORMATION

The Sports Information Office at Plattsburgh State serves a wide variety of functions including but not limited to:

- Media relations and publicity for all teams, develop strategic messaging, recommend media policies, interviews
- Production of printed collateral, photography of student-athletes and sporting events, writing releases
- Event management and game operations, Plattsburgh Sports Hall of Fame, Senior Student-Athlete Ceremony
- Liaison to conference, NCAA office and bridge between teams and staff with media and public
- Supervision of student assistants and other game-day Sports Information support staff

### MEDIA COVERAGE

Plattsburgh State enjoys thorough coverage of its teams in the local, regional and national media. Sports news about the Cardinals frequently occupies the front page of the sports section of the Press-Republican newspaper and the lead sports story on the nightly newscasts of WPTZ (NBC-affiliate) and WCAX (CBS-affiliate) in the Plattsburgh/Burlington viewing area. It is safe to say that Plattsburgh State is unique in Division III in terms of both quantity and quality of media coverage. It is imperative that every student-athlete understand that at any given time during his or her athletic career at Plattsburgh State, any athlete from any sport may be called upon to handle an interview request, sign an autograph for a young fan or speak in public. Following is a list of media that cover Plattsburgh State Athletics:

- |   |   |
|---|---|
| 1. National Media<br>Associated Press, NCAA News,<br>D3hoops.com, USCHO.com, D3kicks.com, etc.                                    | 3. Student Media<br>Cardinal Points (newspaper)<br>WQKE 93.9 FM (radio)<br>PSTV: (television) Campus Channel 10 and Charter<br>Cable Channel 17 |
| 2. Local Media<br>Press Republican (newspaper)<br>WIRY AM 1340 (radio), Champlain Radio Group<br>WPTZ-TV 5 (NBC), WCAX-TV 3 (CBS) |   |

### INTERVIEW TIPS FROM SPORTS INFORMATION

The sports information office is here to serve and advise you regarding matters with the media. We will do our best to publicize your successes to the highest degree possible. However, our job is not to make you look good. That's up to you. Instead, we will try to find ways to enhance the coverage of our teams so that everyone will know about the good things that we do in competition, in the classroom and in the community.

The sports information office will receive interview requests and will often solicit interviews from local, regional and national media outlets. Requests made to coaches, student-athletes or staff should be directed to the sports information office so that it is aware of any media activity involving Plattsburgh State Athletics.

Any reasonable interview request will be granted. Media requests will be judged "reasonable" by the sports information director on the basis of specific time, location and circumstances for proposed interview situations. Interviews will never be scheduled in conflict with any academic pursuit of a student-athlete. The sports information office will accommodate the working media to encourage coverage of Plattsburgh State Athletics. Members of the media will be expected to abide by a series of policies relating to access.

Interviews may be conducted at practices, at the conclusion of athletic contests in a designated interview area and at other scheduled times. Please be cooperative with us in this respect.

Following are some tips and guidelines to help you handle interviews professionally and enjoyably:

- How effectively you deal with the news media reflects directly on how they will feel about you and your team.
- Dealing with the media can be a learning experience in which you develop communication skills that are not only helpful in your intercollegiate career but also to future professional and business careers.
- Reporters are interested in reporting the games and personalities as facts and as they interpret those facts. Their objective is NOT to make you look good or bad.
- You have a responsibility to yourself, your peers and associates and Plattsburgh State to cooperate with the media. As an administrator, coach or student-athlete, you have chosen to be a public figure and a role model. What you do is of interest to the fans and friends of Plattsburgh State. It is newsworthy.
- **Be on time or early** for scheduled interviews arranged by the sports information office. If you have an emergency, call 564-4123 or x-4148.
- You should never agree to a telephone interview unless the interview has been arranged by the sports information office. We also will never release your telephone number to a media member without your consent. This allows you to avoid contact with unauthorized persons who may attempt to gain and use information for gambling or other questionable purposes.
- Don't answer a question that makes you uncomfortable. A proper response in that situation might be, "I'd rather not discuss that subject." Or "no comment." Keep in mind, however, that you should make every attempt to answer reasonable questions.
- If you have concerns about a particular reporter, his or her questions, or the tone of the interview, contact the sports information director and we will follow up with them.
- **Be positive** when talking about coaches, teammates and the athletic program. Avoid the negatives, as they breed discontent. Compliment your opponents...no "bulletin-board" material.
- Speak precisely and succinctly. Answer questions as they're asked using short, complete sentences (but not one word answers) and be sure that you're giving correct information.
- Be yourself. Don't try to answer questions as you think a reporter wants you to. Answer as **you** want to. Don't be afraid to let reporters find out things about you outside of your sport. Some of the best stories about athletes come from their involvement in outside pursuits. Please let us know about any outside activities that you're involved with as well — we can pitch them as story ideas. Newspapers love human interest stories about athletes!
- Be confident, not cocky. After a lopsided victory or an event in which you performed well, remember how the opponent feels. Let your excitement or happiness show, but not in a way that may be insulting or hurtful. Why give other teams any more reasons to beat you?
- Don't discuss officiating. Let others debate how good or bad a call was.
- **"This is off the record."** Avoid using this phrase. It does not prevent your words from being used or reworked, no matter how much you think you can trust the reporter. Seasoned professionals have gotten themselves into trouble making comments off the record to trusted reporters. Don't say anything that you don't want to see in print or on TV!
- Treat a telephone interview the same as a face-to-face one. Just because it is more informal, don't do or say things that you wouldn't do or say sitting across the room from the reporter.
- If a story is written that is inaccurate, contact the sports information office, state the facts, and we will tend to your concern. **DO NOT, under any circumstances, contact the media to express your discontent with an article or broadcast story.** We deal with the media daily and will correct any problems if they arise.

## TIPS FOR MAKING INTERVIEWS FUN

Many administrators, coaches and players have had dealings with the media already this year. How much you deal with reporters while at Plattsburgh State depends on several factors, some controllable, some uncontrollable. They include, but are not limited to, media and public interest and student-athlete, team and athletic success (or lack thereof).

Here are some tips to make the interview process more enjoyable:

- **Relax and enjoy it!** As we've already stated, reporters aren't out to find the worst things about you and share them. They want to find out why you or your team are doing so well, or how some interesting experience has influenced you. For administrators, use an interview as an opportunity to tell everyone something you already know: that we've got a good thing going here. The sports information office's objective is to put your accomplishments out there for the world to see.
- **Be on time.** Reporters are at work when they come to talk to you. Often they have strict deadlines as well. If you are supposed to be at an interview, please be on time — early even! We work hard to get the media interested in you. Please help us keep them interested by making their job easy.
- **Anticipate.** While you can't know exactly what someone may ask you during an interview, you can control how your comments will sound in print or on the air. Don't say anything that would embarrass you, your team, your family or the College, even as a joke. It may not be taken that way.
- **You can say no.** Most interviews will come about because of success or other positive developments. On occasion, however, you may be asked about a situation that is delicate or controversial. The athletic director, your head coach or SID may brief you about a situation within the department that may create controversy. If you are asked about something that may reflect negatively on you, your team or the University, you have the right not to discuss it. Be polite, but firm, and refer the reporter to the sports information office.
- **Remember little things.** Stay calm. Be honest and positive. Don't be afraid to enjoy yourself! Stand still when you're doing a television interview. Speak slowly and think before you answer. **Look the interviewer in the eye at all times.**
- **Set ground rules.** You have some control over the interview. If you only have 10 minutes before you have to get to practice, tell the reporter. Try to pay undivided attention to the interviewer. Ask a member of the electronic media if the interview is live or taped and act accordingly. If you don't know how and where your comments will be used, ask the reporter.
- **Don't go off the record.** Enough said. Remember: nothing is ever off the record!
- **Be quotable.** You can develop a reputation as a good interview by being creative in your answers. This doesn't mean making stuff up. Instead, show some emotion, use original terms and avoid tired cliches (no "take it to the next level" or "step it up").
- **You represent Plattsburgh State.** Don't forget that your actions will be a reflection of the College as a whole. We have a great opportunity to put a good group of talented, interesting people out in front of the media to put the institution in a good light. Please keep this in mind when you answer questions. Be polite and helpful. Show enthusiasm for your sport and your College. Let your school spirit show whenever possible and be the best ambassador you can for yourself, coaches, teammates, fans and the campus community itself.

## FITNESS CENTER

To utilize the Fitness Center, you must purchase a membership. The Fitness Center fee is an optional listing on your tuition bill. If you did not pay the fee through your bill, you can do so in person at the Student Accounts Office.

Athletes at Plattsburgh State are required to pay the membership fee. Athletes have equal access to the fitness facilities and the programs and services offered to general members (students, faculty and staff).

Athletes are not allowed to train at the fitness center as a team unit. No more than 4-6 members of any one team should be working out at the same time.

The Fitness Center, located on the bottom floor of Memorial Hall, is equipped with state-of-the-art exercise equipment that should meet most of your sport specific training needs. A complete listing of equipment is located in the Fitness Center brochure.

Outside of the general hours of operation, the Fitness Center is available to athletes specifically on Monday, Wednesday, and Friday mornings from 10:00am to 10:50am. The Fitness Center Director is a Certified Strength Coach through the National Strength and Conditioning Association (NSCA-CSCS). He, and other strength coach members of the department of Sport and Wellness are available to assist you with your sport-specific training needs should you need assistance.

**Membership Fee\*\*:** \$70 per semester; \$40 summer session

**Hours of Operation\*\*:**

Monday-Thursday: 7:00am to 9:00am/11:00am to 11:30pm  
Friday: 7:00am to 9:00am/11:00am to 10:00pm  
Saturday: 9:00am to 10:00pm  
Sunday: 12:00pm to 10:00pm

**Contact:**

Matt Salvatore, CSCS  
Fitness Center Director  
(518) 564-3142  
salvatm@plattsburgh.edu

*\*\*Costs and Hours subject to change*

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## PARTICIPATION IN INTRAMURALS

1. Varsity intercollegiate athletes are ineligible to participate in an intramural tournament that is in the same or like sport as their intercollegiate participation during the school year.
2. An intercollegiate player for the purpose of intramurals is designated as any athlete who has dressed for and/or played in one game, including an exhibition or scrimmage game, during the school year.
3. An intercollegiate athlete who has completed his or her four years of eligibility and is still a student is considered an ex-varsity athlete. Only one ex-varsity player is eligible per team in an intramural tournament of their intercollegiate participation.

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## STUDENT-ATHLETE CHECKLIST

The completed student-athlete file each year shall include:

1. Documentation of successful completion of a physical examination.
2. Signed NCAA Student-Athlete Drug Testing Statement.
3. Signed NCAA Student Eligibility Statement.
4. Signed HIPAA form, along with consent forms.
4. Completed insurance information form signed by the student-athlete and/or parent/guardian.
5. Completed sports information form.
6. Completed emergency contact form.

In addition, each student-athlete shall, annually, receive a copy of the Student-Athlete Handbook.

**It should be emphasized that this handbook is designed to provide information regarding areas of maximum concern to student-athletes regarding the conduct of the athletic program at Plattsburgh. In keeping with this, the Director of Athletics welcomes discussion and/or comment intended to improve the form or content of this handbook.**

# COMMUNITY SERVICE

The Plattsburgh State Cardinals are very active with community service functions and are always looking for ways to give back to the community, which supports its teams like no other. In the past, the Cardinals have visited the Adirondack Youth Center, BOCES, and picked apples from Applejacks Orchard for donation to the local food bank. The Cardinals often visit various schools throughout the year to discuss the dangers of drug use, serve as positive role models, read to children and provide mentoring roles. Teams have participated in various beautification projects and fundraising activities. Teams have earned the Athletics Community Service Award from Project H.E.L.P. for their efforts. In addition to group community service projects, individual student-athletes have been involved in on-going volunteer opportunities. Plattsburgh State has a service fraternity, Alpha Phi Omega, in which student-athletes have also been involved.



*The women's basketball team participated in Think Pink events sponsored by the WBCA in order to promote awareness and raise money for the fight against breast cancer*



*Men's hockey assistant coach Steve Moffat (far left) and men's hockey head coach Bob Emery (far right) pose with representatives of the North Country Down Syndrome Society*



*The 2009 men's lacrosse team helped coordinate a blood drive for the American Red Cross on campus in the Angell Center*



*The softball team held a fundraiser exhibition game for the Special Olympics of Clinton and Essex Counties*



*Men's hockey players Ryan Burke and Eric Greene, along with the rest of the team, helped raise \$5,200 dollars for the Make-A-Wish Foundation at their annual Cardinal Hockey Charity Dinner last season*

# COMPETITIVE EXCELLENCE

## NCAA Team Championships

Men's Ice Hockey: 1992, 2001; Women's Ice Hockey: 2007, 2008

## NCAA Individual National Champions

Andy Hastings 1986 (Cross Country), Kathy Kane 1989 (Cross Country),  
Chris Verkey 1998 (Track & Field)

## NCAA Statistical Champions

John Kmack, Men's Basketball: 3FG%, 1992  
Alicia LaValley, Women's Basketball: Steals, 1993  
Jeff Paluseo, Men's Hockey: Short-handed goals, 1998  
Niklas Sundberg, Men's Hockey: Save %, Goals-Against Average, 1999  
Liz Gibson, Women's Hockey: Points, 2003  
Mike Figliola, Men's Soccer: Goals per Game, 2004  
Liz Gibson, Women's Hockey: Power-Play Goals, 2004  
Kevin Galan, Men's Hockey: Power-Play Goals, 2006  
Danielle Blanchard, Women's Hockey: Game-Winning Goals, 2006  
John San Filippo, Men's Soccer: Goals-Against Average, 2007  
Dylan Clarke, Men's Hockey: Game-Winning Goals, 2008  
Laurie Bowler, Women's Hockey: Power-Play Goals, 2008  
Danielle Blanchard, Women's Hockey: Short-Handed Goals, 2008

### ECAC Champions

*Men's Basketball*  
1998

*Women's Cross Country*  
1998

*Men's Hockey*  
1981, 1982, 1987, 1992

*Men's Soccer*  
1990, 1996

*Women's Soccer*  
1998

*Women's Hockey*  
2006, 2007

### SUNYAC Champions

<p style="text-align: center;"><i>Men's Basketball</i> 1976, 1979, 2006, 2007, 2008</p> <p style="text-align: center;"><i>Men's Cross Country</i> 1974, 1975, 1994, 1995, 1997</p> <p style="text-align: center;"><i>Women's Cross Country</i> 1999</p> <p style="text-align: center;"><i>Men's Golf</i> 1963, 1971</p> <p style="text-align: center;"><i>Women's Soccer</i> 1998</p>	<p style="text-align: center;"><i>Men's Ice Hockey</i> 1978, 1979, 1982, 1983, 1985, 1987, 1988, 1990, 1992, 1993, 1997, 1998, 1999, 2000, 2001, 2002, 2004, 2008, 2009</p> <p style="text-align: center;"><i>Men's Soccer</i> 1992, 1994, 1998, 1999, 2000, 2005</p> <p style="text-align: center;"><i>Men's Outdoor Track</i> 1976</p> <p style="text-align: center;"><i>Softball</i> 2006</p>
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### NYSWCAA Champion

*Women's Soccer*  
1996

# ACADEMIC ACHIEVEMENT

## **SUNYAC Chancellor's Scholar Athletes**

*Dr. Richard Semmler (1968), George Weisman (1975), Kathy Kane (1988), Jessica Allen (1999), Niklas Sundberg (2002), Gena Rosenbaum (2005), Jaclyn Leitze (2006), Ashley Smith (2007), Amy Woo (2008), Mike Heymann (2009)*

## **COSIDA Academic All-Americans**

*Kathy Kane (1988 and '89), Jessica Allen (1999), Niklas Sundberg (2002), Allison Busby (2008), Alyssa Recny (2008), Toni Wiszowaty (2008), Kyle Kowalowski (2009)*

## **NCAA Post-Graduate Fellowship**

*Carrie Rose (1997), Niklas Sundberg (2002)*

## **SUNY Chancellor's Award for Student Excellence**

*Jessica Allen (1999), Adam McGlynn (2001), Shanna Saunders (2001), Erin Hammer (2002), Niklas Sundberg (2002), Lauren Mindermann (2003), Craig Neilson (2004), Felicia Edwards (2006), Jamie Prudhomme (2006), Jenny Hutchinson (2007), Allison Busby (2008)*

## **Dr. Sam Molnar SUNYAC Men's Scholar-Athlete of the Year Award**

*Niklas Sundberg (2001-02)*

## **Dr. Dolores Bogard SUNYAC Women's Scholar-Athlete of the Year Award**

*Jessica Allen (1998-99)*

## **Dr. Patrick R. Damore Distinguished Service Award Recipients**

*Mr. Joe Jastrab (1989), Ms. Phoebe Sturm (2003), Mr. Peter Luguri (2007)*



*Left: John San Filippo  
Male Athlete of the Year*

*Right: Amy Woo,  
Female Athlete of the Year*



## PLATTSBURGH STATE ATHLETE OF THE YEAR

2008-09	John San Filippo (Soccer)	Amy Woo (Softball)
2007-08	Anthony Williams (Basketball)	Danielle Blanchard (Ice Hockey)
2006-07	Anthony Williams (Basketball)	Danielle Blanchard (Ice Hockey)
2005-06	Jason Sousa (Soccer)	Jenn Clarke (Ice Hockey)
2004-05	Jason Sousa (Soccer)	Gena Rosenbaum (Soccer)
2003-04	Mike Figliola (Soccer)	Elizabeth Gibson (Ice Hockey)
2002-03	Peter Ollari (Ice Hockey)	Gena Rosenbaum (Soccer)
2001-02	B.J. McGrane (Soccer)	Nicky Viti (Basketball)
2000-01	Niklas Sundberg (Ice Hockey)	Shanna Saunders (Soccer)
1999-00	Corey Davidson (Cross Country)	Kelly Duffy (Cross Country)
1998-99	Chris Verkey (Track and Field)	Julia Canino (Cross Country)
	Tracey Belanger (Ice Hockey)	
1997-98	Steve Moffat (Ice Hockey)	Laurie DeLilli (Track and Field)
1996-97	Jeremy Burt (Cross Country)	Keri Webb (Soccer)
	Steve Moffat (Ice Hockey)	
1995-96	Tom Bedinotti (Soccer)	Laura Ray (Soccer)
1994-95	Jim Koniuto (Soccer)	Karin Sherman (Soccer)
1993-94	Lenny Pereira (Ice Hockey)	Jennifer Wiseman (Track, Soccer)
1992-93	Marc Whitman (Soccer)	Alicia LaValley (Basketball)
		Heather Myrick (Track and Field)
1991-92	Jim Duran (Ice Hockey)	Suzanne Kennedy (Track and Field)
1990-91	Brian Micheels (Soccer)	Aija Griffith (Volleyball)
1989-90	Sean Haggerty (Ice Hockey)	Aimee Gomlak (Basketball)
1988-89	Craig Barnett (Ice Hockey)	Kathy Kane (Track and Field)
1987-88	Joey Ferras (Ice Hockey)	Susan Hutchins (Track and Field)
1986-87	Dave Piromalli (Ice Hockey)	Karen Wiley (Soccer)
1985-86	Andy Hastings (Track and Field)	Emily Sickler (Soccer)
1984-85	Peter DeArmas (Ice Hockey)	Linda Krasensky (Track and Field)
1983-84	Dominic Szambowski (Soccer)	Anne Slattery (Basketball)
1982-83	Paul Glodis (Basketball)	Mary Lou Philbrook (Soccer)

## PLATTSBURGH STATE SENIOR ACHIEVEMENT AWARD

2008-09	Nick Rolls (Ice Hockey)	Danielle Blanchard (Ice Hockey)
2007-08	Zack Welch (Baseball)	Toni Wiszowaty (Track/Cross Country)
2006-07	Mark Misiak (Soccer)	Breanne Doyle (Ice Hockey)
2005-06	Matt DeShane (Cross Country/Track)	Melissa Luciano (Softball, Volleyball)
2004-05	Matt Kahan (Baseball)	Elizabeth Gibson (Ice Hockey)
2003-04	Chad Kemp (Ice Hockey)	Erin Hutchinson (Volleyball, Basketball)
2002-03	Peter Ollari (Ice Hockey)	Randi Johnson (Softball)
2001-02	Niklas Sundberg (Ice Hockey)	Leah Puckett (Soccer)
2000-01	Chris Verkey (Track and Field)	Shanna Saunders (Soccer)
1999-00	Jeff Paluseo (Ice Hockey)	Erica Butler (Tennis)
1998-99	Matt LoPiccolo (Track and Field)	Jessica Allen (Soccer)
1997-98	Glenn VanHouten (Basketball)	Amy Nutt (Cross Country/Track)
1996-97	Rich King (Soccer)	Keri Webb (Soccer)
1995-96	(no male selection)	Karin Sherman (Soccer)
1994-95	Ed Yarngo (Basketball)	Jen Wiseman (Track, Soccer)
1993-94	Chris Fess (Ice Hockey)	Rachael Wilcox (Soccer)

## DR. RICHARD D. SEMMLER SCHOLAR-ATHLETE ACADEMIC AWARD

2008-09	Kevin Gent (Baseball)	Jen Taft (Track/Cross Country)
2007-08	Kyle Kowalowski (Baseball)	Allison Busby (Track/Cross Country)
2006-07	Claudio Dias (Soccer)	Ashley Smith (Tennis)
2005-06	Jon Dumas (Baseball)	Jamie Prudhomme (Softball)
2004-05	Conor McDonough (Ice Hockey)	Brit Montmeat (Tennis)
	Chris Khouri (Golf)	
2003-04	Chris MacFarlane (Cross Country/Track)	April Barbour (Hockey/Softball)
2002-03	Joe Mitrovits (Soccer)	Beth Clement (Softball)
2001-02	Niklas Sundberg (Ice Hockey)	Lauren Mindermann (Track and Field)
2000-01	Adam McGlynn (Track and Field)	Heidi Durocher (Cross Country)
1999-00	Daniel Chase (Track and Field)	Shana Kirk (Softball)
1998-99	Tucker Gifford (Basketball)	Jessica Allen (Soccer)
1997-98	Walter Long (Cross Country/Track)	Carrie Rose (Soccer)
1996-97	Dan Derkowski (Cross Country/Track)	Amy Morrison (Cross Country/Track)
1995-96	George Brown (Cross Country/Track)	Jen Legge (Cross Country/Track)



*Left: Nick Rolls, Male Senior Achievement award-winner*

*Right: Danielle Blanchard, Female Senior Achievement award-winner*



*Left: Kevin Gent, Male Richard D. Semmler award-winner*

*Right: Jen Taft, Female Richard D. Semmler award-winner*



## CARDINAL SPORTS HALL OF FAME

A		L	
Anken, Maureen McClendon '84 (basketball)	2000	Longware, John F. '56 (basketball)	1986
		Luguri, Peter '73 (athletic administrator)	2007
B		M	
Backus, Dr. Alice L. (professor emeritus 1938-70)	1984	Maher, Robert E. '74 (baseball, basketball)	1985
Benton, Doris E. '50 (basketball, softball, volleyball)	1987	Manners, Ralph W. '66 (cross country)	1989
Beyer, Erwin F. "Bud" (professor emeritus)	1991	Marcotte, Ralph M. '56 (baseball, soccer)	1989
Brock (Cornwright), T.J. '89 (basketball)	2006	Mayer, David '71 (golf)	2007
Bullock, Murray "Pops" '57 (basketball)	1991	McManus, Harry J. '67 (tennis)	1991
Burnell, Gil '55 (baseball, basketball, soccer)	1992	Merrill, Robert M. '55 (baseball, basketball)	1990
Butler, Gary '64 (baseball)	2006	Miller, Frances E. "Bud" '38 (basketball)	1987
C		P	
Cameron, Ron '77 (track)	2008	Parker, Larry '78 (basketball)	1985
Chapin, Tom '66 (baseball, basketball, tennis)	1986	Phillips, Richard '61 (baseball, basketball)	1992
Cummings, C. Thomas '56 (baseball, basketball, soccer)	1988	Pleau, Emily Jones '69 (basketball, field hockey)	1988
Cushman, Seena Ferrara '87 (volleyball)	1994	Potter, John H. "Jack" '61 (baseball, basketball, soccer)	1987
D		R	
D'Anjou, Gaetan '83 (ice hockey)	2006	Rangazas, Dr. Ernest P. (prof. emeritus 1956-85)	1986
DeArmas, Dr. Peter '85 (ice hockey)	2004	Redcay, Dr. Edward E. (prof. emeritus 1936-42)	1984
De Young, Thomas '68 (swimming)	1990	Rees, Lucy Walbridge '81 (swimming)	1997
Diltz, Dean S. '84 (cross country, track)	1996	Rudloff, Gail Dunn '66 (basketball)	1986
Dixon, Donna '89 (basketball)	2004		
Drozin, Garth M. '75 (gymnastics)	1994	S	
Duran, Jim '92 (ice hockey)	2007	Schreck-Catellier, Mary E. '79 (basketball)	1993
F		Scott, Donovan '87 (soccer)	2008
Feinman, Linda J. '81 (basketball)	1989	Sears, James F. '54 (baseball, basketball)	1986
Ferras, Joey '88 (ice hockey)	2008	Semmler, Dr. Richard '68 (cross country, track)	1985
Florin, Richard K. '61 (basketball)	1989	Sesselman, Neil '63 (baseball, basketball)	2003
G		Sherman Trombley, Karin '96 (soccer)	2004
Gadley, Jeff '78 (track & field, football)	2007	Slattery, Anne '84 (basketball)	1996
Garrow, Robert M. '52 (baseball, basketball, soccer)	1984	Spear, Dr. Merritt (contributor)	1995
Garvey, William '71 (soccer)	1987	Stone, Peter '69 (swimming)	1984
Glodis, Paul '84 (basketball)	2008	Storonsky, Michael '50 (baseball, basketball)	2000
Goddard, Nick '76 (soccer)	2008	Strack, Rick '81 (ice hockey)	1993
H		Sturm, Phoebe (professor emeritus 1966-01)	2001
Hastings, D. Andrew '86 (track)	1999	T	
Hare, Gary '69 (gymnastics)	2002	Teague, Bruce F. '76 (cross country, track)	1997
J		W	
Jamison, Richard '58 (basketball, soccer)	1997	Wentworth, Alicia LaValley '93 (basketball)	2007
Jastrab, Joe (professor emeritus 1950-80)	1985	Wescott, Matthew D. '79 (ice hockey)	1996
Jeffreys, Marianne R. '82 (swimming)	1995	Wiley, Edward "Doc" (prof. emeritus 1942-62)	1984
Jennings Jr., Howard E. '69 (ice hockey)	1988	Whitman, Marc '92 (soccer)	2004
K		Wright, J. Todd '92 (basketball)	2007
Kimura, Douglas C. '81 (ice hockey)	2001		
Kirleis, Kathy Kane '89 (cross country, track)	2002		
Kirwin, Susan '95 (soccer)	2005		
Knott, Margaret "Meg" '84 (basketball)	1992		