



COLBY-SAWYER COLLEGE

**STUDENT-ATHLETE HANDBOOK**

**2023-2024**

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# PURPOSE OF THE STUDENT-ATHLETE HANDBOOK

The handbook provides Colby-Sawyer Student-Athletes with an overview of policies, guidelines, regulations and operating procedures of the college, the NCAA, and particularly the Department of Athletics. This handbook is not intended to be a complete source of information but rather a general overview to assist you in pursuing a positive student-athlete experience.

## PROGRAM OVERVIEW

The Athletic Department offers the following 21 varsity sports: men's cross country, women's cross country, field hockey, men's soccer, women's soccer, men's tennis, women's tennis, women's volleyball, men's basketball, women's basketball, men's alpine ski racing, women's alpine ski racing, men's swimming & diving, women's swimming & diving, men's indoor & outdoor track & field, women's indoor & outdoor track and field, women's lacrosse, baseball, and a coed equestrian team.

The primary goal of the Athletic Department is to promote the student-athlete experience through a well-balanced athletics program. This goal is supported by a general commitment on the part of the College to provide avenues for our athletes to successfully compete at the regional and national levels in NCAA Division III. We will provide practice opportunities for our teams before school opens in the fall and spring semesters. Sports Medicine services, meals, and a safe mode of transportation assist the athlete in the preparation for each contest. Fair and equitable treatment of both men and women is always a goal of this department.

Diversity and inclusion are essential to the fulfillment of our Colby-Sawyer mission. We value inclusive excellence in learning, curricular and co-curricular programming; campus climate; recruitment; admissions; hiring; and retention. We are deeply committed to

promoting and maintaining a civil community that facilitates opportunities for shared understanding and expression of individual and collective truths. Moreover, we resolve to create and uphold a community that is respectful of all persons despite differences in age, class, creed, disability, educational background, gender expression, gender identity, geographical location, income, marital status, national origin, parental status, race, religion, sex, sexual orientation, work experiences and other dimensions of diversity.

Our department goals reflect the college's mission, and we support the full integration of each student into the academic and social life of the college.

## MISSION STATEMENT FOR ATHLETICS

### DEDICATED TO EXCELLENCE

The Athletic Department at Colby-Sawyer College is committed to providing each student-athlete with a positive athletic experience within the framework of the mission statement, philosophy, and values of our liberal arts education. To this end, we believe in supporting the total educational experience for each student/athlete in their pursuit of excellence, through high academic standards, quality athletic competition and a healthy and meaningful student life.

We as a department are dedicated to:

- Foster and model good sportsmanship and fair play
- Continue to enhance individual development
- Enrich and deepen self-knowledge
- Demonstrate effective team work as well as fair and equitable treatment of men and women
- Act ethically and professionally



In doing so, we hope that Colby-Sawyer Athletics will continue to achieve Conference, Regional, and National prominence, while ensuring that each student-athlete will be better prepared for life after college.

## THE STUDENT-ATHLETE

The Athletic Department is committed to good sportsmanship and developing healthy environments for competition. We believe the opportunity to represent Colby-Sawyer is a privilege. Our expectation is that all student-athletes, both in and out of season, will adhere to the college's [Code of Community Responsibility](#) which details the college's standards for behavior.

### NCAA Division III Mission Statement

As a member of the NCAA and Division III, Colby-Sawyer College adheres to the Division III Philosophy Statement:

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

To achieve this end, Division III institutions:

1. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
2. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g.,

students, alumni, institutional personnel) than on the public and its entertainment needs;

3. Shall not award financial aid to any student based on athletics leadership, ability, participation, or performance;
4. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
5. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel, and spectators;
6. Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;
7. Assure that the actions of coaches and administrators exhibit fairness, openness, and honesty in their relationships with student-athletes;
8. Assure that athletics participants are not treated differently from other members of the student body;
9. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
10. 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. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
11. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
12. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
13. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
14. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;

15. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
16. Support ethnic and gender diversity for all constituents;
17. Give primary emphasis to regional in-season competition and conference championships; and
18. 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.

## LEADERSHIP OPPORTUNITIES

### SAAC (Student Athlete Advisory Council)

Representatives from each athletic team on campus are represented on SAAC, an advisory council that is involved in outreach and serving the needs, health and welfare of the student-athlete population as detailed in the Colby-Sawyer [SAAC Handbook](#). The effective flow of communication to and from the team to bring forward issues is a critical component of involvement. The council will meet at least once a month. SAAC meetings are open to **all** student athletes.

### CSC SAAC Mission Statement

The Colby-Sawyer College Student-Athlete Advisory Committee (SAAC)'s mission is to be a liaison between faculty, staff, and student-athletes through organized meetings, which facilitate collaboration amongst the community. Our focus is to benefit past, current and future student-athletes, while striving to positively reflect Colby-Sawyer, Conference and NCAA values. Our members are held to a high standard of leadership and responsibility to represent Colby-Sawyer student-athletes.

## Community Outreach Programs

The Athletic Department expects all teams to participate annually in a Community Outreach Program.

## Captains

Effective captains are instrumental to team success. Their ability to promote and facilitate communication between coach and player, assist the coach in team-related activities, and help with on-campus recruiting will enhance the program's quality. The captain(s) may serve as team representative(s) at Student Athletic Advisory meetings held throughout the year to assist better communication within the Athletic Department.

## Hosting a Recruit

As a team leader, you may be asked to host a prospective student-athlete. NCAA rules must always be abided by. Overnight forms will need to be filled out by both you and the prospect. The [On-Campus Release](#) and [Guest Registration](#) forms are to be turned in to Campus Safety. In addition, prospective student athletes will need to fill out an [Athletics Overnight](#) form. This form is to be turned in to the Athletic Department. The prospect will need to have a form of photo ID to stay overnight. If the prospect is under 18 years of age, a parent signature will be required on the forms. All student-athletes who assist in recruiting must strictly adhere to the following:

1. Conduct oneself responsibly and positively represents the college and the athletic department.
2. **Ensure that the prospect is not taken any place, both on or off campus, where drugs or alcohol is present.**
3. Never leave a prospect alone with a non-team member.
4. Never transport a recruit in your personal vehicle.
5. Be responsible for the comfort, safety, and welfare of the recruit.

## ACADEMIC ELIGIBILITY

Colby-Sawyer College is a member of Division III of the National Collegiate Athletic Association (NCAA). Student-athletes, registered as full time students, must meet all the eligibility requirements of the NCAA, and be in satisfactory academic standing, to participate in intercollegiate athletics.

At the beginning of each semester of competition each participating student's academic record is reviewed by the NCAA Compliance Officer at Colby-Sawyer College. Eligibility must be certified before a student competes. Eligibility interpretations are governed by the NCAA.

### Participation

a. All varsity team members must be full-time students. A full-time student-athlete whose cumulative GPA reflects satisfactory academic standing is eligible for participation in intercollegiate athletics. **The standard for minimum satisfactory academic standing for all students is a 2.0 GPA.** Athletic eligibility is monitored annually by the Athletic Department. Students who have not attained satisfactory academic standing will be ineligible for varsity athletic participation.

b. Students who are ineligible for athletic participation due to falling below good academic standing may appeal their status. They may do so in writing to the Directors of Athletics, Faculty Athletic Representative and Senior Woman Administrator. This group will consider appeals after receiving feedback from the chairs of the Academic Review Board.

c. The following students must check with the Athletic Director to review eligibility requirements:

- 1) Transfer students
- 2) International students
- 3) Students under 18 years of age

- 4) Students who delayed enrolling in college as a full-time student for a year after graduation from high school

d. Each athlete has a maximum of four years of athletic eligibility. If a student misses a sport season due to injury, it may be possible for the Colby-Sawyer Athletic Department to process a waiver request from the NCAA which would permit you to regain that year of eligibility. While the college encourages student-athletes to graduate within a traditional four-year period, students have 10 semesters in which to complete their four seasons of eligibility.

According to NCAA rules, a student-athlete has used a **season of eligibility** if he/she is on the team roster on the first date of competition or the first opportunity to compete, regardless of if the student-athlete competes in that contest.

## Full-Time Student Requirements

A. Each student-athlete must be enrolled in at least 12 credit hours each semester.

b. If a student falls below this 12-credit hour minimum load, **the student will become immediately ineligible** for participation in practice and competition.

**c. Do not drop or change a course prior to consulting with your academic advisor and coach. (FYI- student's academic advisor must sign off before a course will be considered added or dropped.)**

## Satisfactory Progress

A student-athlete must earn twenty-four credit hours towards degree requirements during the previous 2 full-time semesters completed to be eligible for the following year.

## Academic Probation

The student-athlete must achieve the minimum satisfactory grade point average as stated in the College Catalogue to be eligible for participation.

## Housing Contract Probation/ Visitation Restrictions (For non-residents)

If a student-athlete is placed on Housing Contract Probation/ Visitation Restrictions due to a violation of the Code of Community Responsibility, he/she may be immediately ineligible for participation. Each individual situation is reviewed by the coach and the Athletic Director.

## Adherence to Training Rules

Our expectation is that each athlete is committed to his/her sport. Each athlete should want to be as well prepared as possible to reflect pride as an athlete and pride in his/her team and school. Each athlete is therefore expected to know, understand, and adhere to all rules set forth by his/her coach, the sports medicine staff, and/or the Athletic Department. For those sports which mandate the use of protective equipment, the athlete is expected to be familiar with, periodically inspect for unusual wear, and use the equipment only for its intended purpose, regardless of if the equipment is owned by Colby-Sawyer College or the athlete. The athlete must report any problems with the equipment to the coaching or sports medicine staff immediately.

## Class Conflict

Each student-athlete is responsible for meeting his/her academic obligations. Before missing a class for an athletic event, the student must meet with the professor to discuss when and how any missed work can be made up. **All such arrangements are the direct responsibility of the student-athlete. Under no circumstances will a student miss a**

**class for practice as it is a violation of NCAA rules. (Unless it is in conjunction with an NCAA tournament contest).**

## Dual Sport Athletes

Student athletes at Colby-Sawyer may participate in more than one sport. The team in season will always take priority over any non-traditional or pre-season training in the second sport. No student athlete may participate in two practices on the same day without permission from the in-season coach. No student athlete may participate in a game and a practice on the same day. If a student-athlete chooses to cease participation in one sport, he or she cannot begin participation in a new sport until the original sport season has concluded. **Per NCAA regulations, all student athletes are mandated to have one day off per week from practice, competition, or any team activity (this includes team sponsored weightlifting, film study, conditioning, or individual skill work).**

## Reading and Exam Days

No practice or competition can occur on a reading or exam day unless approved by the Director of Athletics and the college.

## ACADEMIC-ATHLETIC COMMUNICATION:

Message to Students – At the beginning of the semester, carefully review each of your class syllabi along with your athletic schedule. Note all potential conflicts between the class and athletic schedule, and review those with both your coach and professor/faculty member. It is your responsibility to attend every class other than those circumstances that you have discussed specifically with your coach and your faculty member and have an arrangement upon which you all agreed. You will need to review the syllabus for each class to determine the policy for allowable absences and the process you need to follow for each faculty member regarding any missed classes. This must be reviewed with each



professor in person as early as possible in the semester, and always prior to leaving for a contest.

Message to Faculty: Our goal is to work with student-athletes to help them stay engaged with their academic work and their participation in varsity athletics. We know that about 40% of all Colby-Sawyer students, representing all our majors, participate in varsity athletics. We also know that active participation in athletics and other co-curricular activities tends to help students to be more organized in their academic work and to be more likely to persist at college. Thank you for working with student-athletes as they plan and monitor their progress in their academic work and as they plan to be able to compete in every athletic contest they can. Student-athletes will meet with you directly before the class they may need to miss. Please know we are all working to assist students to do their best to be successful in both arenas, and that they also meet with the Athletic Director and their coaches to be clear on the process. If you are having challenges with a particular student-athlete or members of a particular team, please call the Head Coach or the Athletic Director. We want to enhance our communication across campus to support our students.

PRACTICE POLICY: Each student-athlete is responsible for meeting his/her academic obligations. Before missing a class for an athletic event, the student-athlete must meet with his/her professor as stipulated above specifically to discuss when and how any missed work can be made up. **All such arrangements are the direct responsibility of the student-athlete. Under no circumstances will a student miss a class for practice as it is a violation of NCAA rules. (Unless it is in conjunction with an NCAA tournament contest).**

## ACADEMIC SUPPORT

## Faculty-Athletic Representative (FAR)

A member of the faculty who is designated by the college President. The FAR is actively involved in all Athletic Department policy discussions and attends our bi-weekly staff meetings.

## Team Faculty Mentors

Each team will have a faculty member serving as an academic liaison and mentor for that team. Coaches will set up an annual meeting with the mentor and the team.

## Student Learning Collaborative

SLC is in the library and available to all students seeking help with their academic pursuits. [Student Learning Collaborative](#)

## Harrington Center for Experiential Learning:

Harrington Center is in the library and helps with academic advising, career development opportunities and internships.

## Access Resources

Committed to providing qualified students equal access to the curriculum, services, and activities of the college in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

## Academic-Athletic Honor Roll

Each semester, the Athletic Department will recognize all varsity athletes with a 3.25 GPA or higher for that term.

## ATHLETIC ELIGIBILITY

Colby-Sawyer College is a member of the National Collegiate Athletic Association, the Great Northeast Athletic Conference, Eastern Intercollegiate Ski Association, and Intercollegiate Horse Show Association. These are athletic governance organizations which determine policy for our student-athletes and staff. Once you become an "enrolled student-athlete" there are many things you cannot do. If you engage in any of the following **YOU WILL BECOME IMMEDIATELY INELIGIBLE FOR ATHLETIC PARTICIPATION.**

You Cannot:

- a. Accept cash prizes, non-personalized merchandise awards, gift certificate, travel/per diem expenses, or a salary for your participation in outside competition in your sport.
- b. Place or accept a bet on any intercollegiate team.
- c. Accept a bet on any team representing the institution.
- d. Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.
- e. Be employed on a "fee for lesson" basis, common especially in the sport of tennis.
- f. Ask that your name be placed on a professional sports draft list or try-out for a professional team.
- g. You may not accept any remuneration for or permit the use of your name or picture to advertise, recommend or directly promote the sale and use of a commercial product or service of any kind.
- h. You may not receive any remuneration for endorsing a commercial product or service through your use.
- i. Accept any gifts, free dinners, loans, use of a car, or anything of value from anyone employed by Colby-Sawyer College, an alum or any friend or supporter of Colby-Sawyer's Athletic program

- j. Accept free equipment or equipment at a reduced rate from sporting goods companies or sports equipment manufacturing firms, including racquets, shoes, articles of clothing, etc.
- k. Receive outside aid UNLESS PRIOR APPROVAL IS RECEIVED BY THE FINANCIAL AID DIRECTOR responsible for checking NCAA rules to ensure such aid is legal.
- l. Participate in any outside team during the academic year.
- m. Accept travel or per diem expenses from an outside organization sponsoring a competition if such reimbursement is dependent on place finish.
- n. Uses his or her athletics skill (directly or indirectly) for pay (see Bylaw 12.1.7) in any form in that sport including actual and necessary expenses.
- o. Accepts a promise of pay (see Bylaw 12.1.7) even if such pay is to be received after completion of intercollegiate athletics participation.
- p. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received.
- q. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation.
- r. Competes on a professional team (as defined in Bylaw 12.02.5).
- s. Enter an agreement with an agent (See Bylaw 12.3).
- t. Receives cash, or the equivalent thereof (e.g., trust fund), as an award for participation in competition at any time, even if such an award is permitted under the rules governing an amateur, noncollegiate event in which the individual is participating. An award or a cash prize that an individual could not receive under NCAA legislation may not be forwarded in the individual's name to a different individual or agency.
- u. Receives any expenses, including actual and necessary expenses or any other form of compensation, to participate in athletics competition (while not representing an educational institution) from a sponsor other than an individual on whom the athlete is naturally or legally dependent or the nonprofessional organization that is sponsoring the competition.

- v. Receives any payment, including actual and necessary expenses, conditioned on the individual's or team's place finish or performance or given on an incentive basis, or receipt of expenses more than the same reasonable amount for permissible expenses given to all individuals or team members involved in the competition.
- w. You may not use your 'athletic ability' to crowdfund. You may not use a picture of yourself playing your sport, dressed in a uniform, or anything like that to raise money.
- x. Other activities. Receives any expenses, awards, or benefits not listed or permissible in bylaw 12.15.1.

## Summary of NCAA Regulations – Division III

You must familiarize yourself with, and comply with, the [Summary of NCAA Key Regulations](#).

## CAPTAIN'S PRACTICE AND USE OF FACILITIES OUTSIDE OF THE PLAYING SEASON:

Captain's practices are not allowed at the college per NCAA bylaws. Students may reserve an athletic or recreational facility, but the reservation cannot be held specifically for members of a varsity team. Reservations should be made available to all students. The reservation must be open to all members of the college community.

## CONDUCT THAT COULD JEOPARDIZE PARTICIPATION:

***When participating in any team or school function, a student-athlete shall represent the college positively. This expectation includes all forms of social media. A Student-athlete shall not use or possess any illegal substance \* or illegal possession of alcohol.***

Individuals who have reached the age of majority may also be subject to sanction for alcohol use. Official documented reports of illicit use of drugs/alcohol during the sport season may result in sanctions to the student athlete. In fact, any violation of the college's [Code of Community Responsibility](#) can result in sanctions on the student athlete. Forms of discipline may include meeting with the Athletic Director, counseling, community service, and suspension from practice, contests, or the team. Requirements, policies, and processes of the Athletic Department for disciplinary matters relating to student-athletes are never applied in place of the Code of Community Responsibility. When college policies are violated by student-athletes, subsequent athletic sanctions may be applied in addition to college sanctions.

## GRIEVANCE PROCEDURE:

If a student athlete wishes to appeal against an athletic disciplinary sanction, he/she may do so in writing to the Director of Athletics.

## STATEMENT ON HAZING:

Colby-Sawyer also prohibits hazing as detailed in the [Code of Community Responsibility](#). Individuals may be subject to criminal prosecution for violation of the New Hampshire Anti-Hazing Law.

Hazing Defined: Hazing is defined as an act which engages the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, club, or organization. The express or implied consent of the victim will not be a defense. A student is responsible for behavior when he or she solicits, aids,

agrees or attempts to aid another person in planning or committing the behavior, regardless of whether the person committing the behavior is charged. Apathy and/or acquiescence in the presence of hazing are neutral acts; they are violations of this policy.

Examples of Hazing: Examples of hazing include, but are not limited to, whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal or sexually inappropriate treatment or forced physical activity which is likely to adversely affect the physical and mental health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or extended isolation. Such conduct may be forced or encouraged for the purpose of inclusion in a group.

## SOCIAL MEDIA POLICIES

Every student-athlete must represent the college in a positive manner.

Colby-Sawyer College and the Department of Athletics recognizes and supports its student-athletes' First Amendment right to free speech, however, playing and completing for Colby-Sawyer is a privilege and not a right. Student-athletes represent the college and are expected to conduct themselves in a manner that is always appropriate, both in face-to-face interactions and online. Appropriate online actions also extend to all social media platforms, including but not limited to Facebook, Twitter, Instagram, Snapchat, Vine, YouTube, Reddit, Pinterest, Tumblr, LinkedIn, Google+, TikTok and blogs.

Student-athletes should understand that anything posted online is available to anyone in the world. Any text or photo placed on a social media site can be used against them in a court of law, regardless of whether privacy settings restrict who can initially view the material.

All postings on social media websites must be consistent with federal and state laws, as well as NCAA, college, and team rules. Inappropriate content can affect a student-athlete's eligibility and their job prospects with future employers.

Student-athletes are prohibited from posting anything that violates federal or state laws, including and not limited to:

- **Comments, pictures, videos that depict illegal alcohol abuse, unlawful assault, abuse, hazing, and selling or possession of illegal drugs.**
- **The use of ethnic slurs, threats of serious physical or emotional harm, obscenities, and inappropriate sexual references.**
- **Pictures and/or posts about Colby-Sawyer coaches, support staff, or others associated with the Athletic Department without their consent.**
- **Photos depicting the inappropriate use of team equipment or uniforms.**

Student-athletes cannot post any information that is the proprietary to the athletic department which is not public information (ex: tentative or future schedules) or information that is sensitive or personal (ex: injuries) and might violate federal privacy laws such as FERPA (Family Educational Rights and Privacy Act) or HIPPA.

Student-athletes are encouraged not to post their home address, local address, Social Security number, phone number, birth date and any other personal information which might increase the possibility of identity theft.

Those found in violation of the Social Media Policy will be subject to disciplinary action. A notice of violation will be forwarded to the Dean of Students and the Athletic Director. The head coach of the team and the Athletic Director will determine if the circumstances warrant suspension of the student-athlete from practice and/or game competition.

- **Things to remember**
- **Be respectful to yourself and others – Please refrain from commenting about officials, opponents, statistics, etc.**
- **Think before you post – If you have second thoughts about it, don't do it**
- **Things that are said and/or done in private (locker rooms, team meetings, etc.) should remain private**
- **Make intelligent decisions on your social media practices (keep words, photos, videos PG)**



- **Do not post while in class**
- **Stay positive – turn possible negative outcomes into opportunities**
- **Any social media item that is in violation of these policies or one that administration deems inappropriate could jeopardize participation**

## SEXUAL MISCONDUCT POLICY

Intentional physical contact of a sexual nature with the body of another should not occur without the unequivocal consent of that individual. In the event of any indication that the contact or conduct is unwelcome, it should cease or not be attempted. “No” means “no;” “maybe” means “no;” silence means “no;” hesitation means “no;” and a “yes” that is followed by a change of mind also means “no.” If there is any doubt, the answer should be understood to be no, and sexual activity should cease. This policy applies regardless of the sexual orientation of the individuals involved. Each team will review this policy with their respective head coach. For more information, including options for students to report sexual misconduct, please click - [Sexual Misconduct Policies and Procedures](#)

Colby-Sawyer College has designated multiple individuals to coordinate its nondiscrimination compliance efforts. Questions, complaints, or concerns about issues of discrimination or harassment, including complaints of sex discrimination in violation of Title IX and age discrimination in violation of the Age Discrimination Act, may be directed as follows:

### **For Students:**

- [Robin Burroughs Davis](#), Vice President of Student Development and Dean of Students, Room 105 Ware Campus Center, Phone: 603.526.3752. Lead Title IX Coordinator
- [Dave Zamansky](#), Director of Residential Education, Room 106 Ware Campus Center. Phone: 603.526.3757. Deputy Title IX Coordinator

## NCAA BOARD OF GOVERNORS POLICY ON CAMPUS SEXUAL VIOLENCE

Adopted August 8, 2017

The Board of Governors appointed a Commission to Combat Campus Sexual Violence, for which the commission defined the aspirational culture for colleges and universities as:

*A positive and thriving athletics team culture that revolves around respect and empathy for all, fostering a climate in which all feel that they are respected, valued and contributing members of their teams, athletics programs and institutions; and creating an environment in which students (athletes and nonathletes alike) feel safe and secure, both emotionally and physically, and are free of fears of retaliation or reprisal. The positive culture exuded by a member institution's NCAA teams is the catalyst for a positive culture across an entire campus.*

## PERSONAL RELATIONSHIP GUIDELINES

The Athletic Department supports the following Personal Relationship Guidelines.

Because of the potential for abuse of power, harassment, bias, retaliation, jealousy, favoritism and disruption, the College considers that a conflict exists when any employee of the College engages in a relationship with a student or a supervisor with a subordinate that goes beyond friendship to the romantic, physical, or sexual. **Under no circumstances may an employee of the College engage in an intimate or sexual relationship with a Colby-Sawyer College student as detailed in Colby-Sawyer's Conflict/ Consensual Relationship Policy.**

## TRANSGENDER STUDENT-ATHLETES

### **Athletic Participation Policy, Varsity Sports.**

Colby-Sawyer College follows the [NCAA Transgender Student-Athlete Participation Policy](#).

## **Travel Room Assignment (new proposed)**

When staying overnight off-campus, trans and gender-nonconforming people will be given the opportunity to choose accommodations that will be most comfortable for them based on their gender identity and safety. Students must be allowed to choose accommodations that are consistent with their gender identity.

## NCAA Banned Drugs/Substances

The NCAA bans many forms of drugs, including but not limited to stimulants, street drugs and some nutritional/dietary supplements. Additional examples of banned drugs can be found at [www.NCAA.org/drugtesting](http://www.NCAA.org/drugtesting)

Student-Athletes should know there is NO complete list of banned substances. Be sure to check with a member of the Sports Medicine staff if you have a question about a banned drug or nutritional/dietary supplement. Violations of the NCAA banned drug policy can immediately jeopardize a student-athlete's eligibility.

It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance.

## The NCAA bans the following drug classes.

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers (banned for rifle only).
4. Diuretics and masking agents.
5. Narcotics.
6. Cannabinoids.
7. Peptide hormones, growth factors, related substances, and mimetics.
8. Hormone and metabolic modulators (anti-estrogens).
9. Beta-2 agonists.

*Note: Any substance chemically/pharmacologically related to all classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of substances from each class can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). There is no complete list of banned substances.*

### Substances and Methods Subject to Restrictions:

- Blood and gene doping.
- Local anesthetics (permitted under some conditions).
- Manipulation of urine samples.
- Beta-2 agonists (permitted only by inhalation with prescription).
- Tampering of urine samples.

### NCAA Nutritional/Dietary Supplements:

**Warning:** Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff!

- Nutritional/Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
- Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
- Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
- Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.

Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by qualified staff members before consuming. The NCAA subscribes only to Drug Free Sport AXISTM for authoritative review of label ingredients in medications and nutritional/dietary supplements. Contact the Drug Free Sport AXIS at 877-202-0769 or [www.dfsaxis.com](http://www.dfsaxis.com) (password ncaa1, ncaa2 or ncaa3).

## UNIFORMS AND EQUIPMENT:

- All uniforms and equipment issued to student athletes remain property of Colby-Sawyer College. Please treat the items with care so that the college is continually well represented.
- All game apparel is to be laundered according to the guidelines of your head coach.
- Practice gear should be laundered regularly in coordination with your head coach and the Equipment Room.
- The Athletic Department does not buy travel/warm up suits or shoes for teams. Each team, through its head coach, can fundraise for these items.
- Color schemes and lettering must be approved by the Athletic Department regardless of the source of funding.

## SPORTS WAGERING:

The NCAA opposes all forms of legal and illegal sports wagering, which has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community.

## SPECIAL ATHLETIC DEPARTMENT EVENTS

In the fall, the Athletic Department hosts the Colby-Sawyer Athletic Hall of Fame brunch and induction ceremony. All athletes are encouraged to attend the induction ceremony open to the public.

In the spring, the department hosts the "Chargies." At this banquet we announce the:

- Wynne Jesser McGrew Scholarship Award (female)
- Scholar Athlete Award (male)
- Outstanding Senior Female Athlete
- Outstanding Senior Male Athlete

## Sports Medicine Services

### MEDICAL ELIGIBILITY:

Each of the following requirements must be met prior to participating in intercollegiate athletics at Colby-Sawyer College.

1. Complete medical records including a health history, immunizations, and a physical examination must be on file at the Baird Health and Counseling Center.
2. For new student-athletes: Pursuant to NCAA Bylaw 17.1.5 Mandatory Medical Examination the initial medical examination must have been administered within the 6 months prior to participation in any practice, competition, or out-of season conditioning activities for the first (initial) season of eligibility. The exam must have been conducted by a licensed medical physician (or physician's assistant or nurse practitioner). If the student-athlete received a medical examination that occurred before the 6-month period prior to athletic participation, they will have to undergo another medical examination to meet this eligibility requirement. (See the proposed schedule of starting dates for CSC Varsity sports outlined below.)
3. All newly enrolled (first year or transfer) students will receive a musculoskeletal assessment and medical review by a CSC Certified Athletic Trainer. This is a sports specific evaluation and is NOT a substitute for the College entrance physical examination required of all students, nor the NCAA mandated initial medical examination

4. All students must complete a computerized neurocognitive baseline examination before being eligible to start participating in that sport. “Contact sport” is defined as all varsity sports sponsored by CSC except for the following: Tennis, Swimming, Track and Field and Cross-Country Running.

5. A previously enrolled student who has not participated in varsity athletics must complete the process as outlined in #2, #3 and #4 above.

6. Returning student athletes will complete a health and medical history update. This update will be made via the sports medicine clinic’s on-line software upon check-in or the student-athlete’s assigned appointment time. Athletes will need to have their student ID number to access the software application. Insurance information revisions, changes in emergency contact information, and any other pertinent health status documentation should also be completed online prior to this appointment. All athletes are required to have their own health insurance and provide proof of insurance.

7. Athletes with a significant medical history of injury or illness may need to provide written clearance from an appropriate health care provider before athletic participation. Colby-Sawyer College and the NCAA recommend all student-athletes obtain documentation of their sickle cell trait status and provide this information to the sports medicine staff. Those student-athletes that choose not to comply with this recommendation will be required to receive education from the sports medicine staff about the risks associated with this decision prior to completing a form waiving the test. Additionally, NCAA policy requires those student-athletes taking prescription medications for the treatment of ADHD to work with their treating physician to complete the requirements outlined in the Attention Deficit Hyperactivity Disorder Medical Exemption Guidelines.

8. All prospective student-athletes must report on time for their scheduled concussion test and physical evaluation appointment wearing a T-shirt and gym shorts. If you miss your scheduled appointment, you may jeopardize your candidacy for sports participation during the preseason, as there are limited opportunities for rescheduling. Please cooperate with the medical eligibility requirement procedures.

Any questions regarding the above information may be directed to the Baird Health and Counseling Center at 603-526-3621, the Sports Medicine staff at 603-526-3617, or the Athletic Department at 603-526-3610.

## MEDICAL, DENTAL & DISABILITY INSURANCE:

Pursuant to NCAA Bylaw 3.2.4.9 Certification of Insurance Coverage, all member institutions are compelled to require or provide a means by which student-athletes' medical expenses incurred as a direct result of athletically related injuries will be covered. Colby-Sawyer College meets this certifying requirement by purchasing a secondary insurance policy to specifically cover athletic injury accidents. However, this insurance plan is intended to be secondary coverage to any health, medical or accident insurance already enforced to provide benefits to the covered student. This plan is through Arthur J. Gallagher Risk Management Services, Inc. Please note that this accident insurance plan is considered an excess policy and benefits will only be paid after all insurance claims have been submitted and processed by the student's/parent's primary insurance. For qualified athletic accidents, this secondary/excess coverage will extend benefits up to \$90,000. In the event additional benefits are necessary, the NCAA Catastrophic Injury Insurance program should also cover the student-athlete for expenses over \$90,000.

## INJURY/ILLNESS:

The sports medicine staff strive to provide timely, effective, and equitable services to student-athletes and patients. A certified athletic trainer, working with the team physician, or another appropriate medical practitioner, will determine the level of participation of any student-athlete who sustains an injury or illness during the season. Injured or ill student-athletes must report promptly and directly to a certified athletic trainer assigned to their sport. If a certified athletic trainer is not immediately available, the coaching staff will implement the emergency action plan as needed. During the off-season, an injured or ill student-athlete should contact the Sports Medicine Clinic to schedule an appointment. A member of the sports medicine staff will conduct the initial evaluation and provide initial treatment for the athlete. A certified athletic trainer will evaluate the injured student-athlete



and make any determination on his/her participation status, referral and/or treatment/rehabilitation protocol.

It is the student-athlete's responsibility to follow through on any recommendations outlined by the sports medicine staff. Failure to comply with these recommendations may jeopardize the student-athlete's eligibility for athletic participation. Furthermore, noncompliance may impede the healing process and lengthen the recovery period. It may be necessary to schedule morning treatment/therapy appointments around the student-athlete's scheduled class time.

All student-athletes requiring sports medicine training services should plan to arrive at the sports medicine clinic at least one hour prior to a scheduled team meeting or practice, and at least 1 ½ to 2 hours prior to an event/contest. The sports medicine training room hours are posted on the CSC Sports Medicine web page.

Evaluation of injuries, treatment and rehabilitation services are provided in the morning and early afternoon. Beginning at 2:00 pm pre-participation preparation will be a priority, therefore, student-athletes seeking evaluation, consultation, treatment, or rehabilitation should contact the athletic trainer assigned to their team or the sports medicine clinic to schedule an appointment during the early hours.

The Sports Medicine staff and access to their services and facilities are available continuously during the academic semesters, college vacation periods, and post-season play when varsity teams are active. Services, staff, supplies, and equipment necessary for the safe and effective administration of health care services to student-athletes exist during both the traditional component of an athlete's sport season and the non-traditional period when sponsored by the athletic department.

The Sports Medicine staff at Colby-Sawyer College enhances health care services to all student-athletes by enlisting the assistance of other medical and allied health care professionals. Referrals may be made to the Baird Health and Counseling Center or outside agencies for diagnostic testing and follow-up care. Student-athletes may be

referred to the Team Physician's office when necessary. Services provided by the Team Physician or other agencies will be billed to the student's insurance carrier.

## PREVENTING CATASTROPHIC INJURY AND DEATH IN COLLEGIATE ATHLETES

Per NCAA Sport Science Institute | June 2019

In April 2019, the NCAA Board of Governors approved the Association-wide policy under the Uniform Standard of Care Procedures. Under this policy the following recommendations were made and applicable to Colby-Sawyer Athletes

### Sportsmanship

The avoidance of on-field or on-court behaviors intended to cause injury to another athlete must become part of the cultural foundation from which all subsequent sport injuries arise. Any intentional effort by an athlete to use any part of their body, uniform, or protective equipment as a weapon to injure another athlete or themselves is not tolerated.

- a. A player should be ejected immediately from competition (in addition to a particular penalty) for a first infraction.
- b. Video replay (when available) after the competition can verify missed calls and could lead to suspension from the next competition.
- c. Officials who fail to call such infractions should be educated and/or disciplined appropriately.

### Protective Equipment

Athletic protective equipment meets the protective equipment standards for use and certification is ensured annually.

## Acclimation and Conditioning

Acclimatize to physiological progression with exercise science, and sport are the cornerstones of safe conditioning and physical activity. It takes 7-10 days (about 1 and a half weeks) for the body to acclimatize to the physiologic and environmental stress placed upon it at the start of a conditioning or practice period documented. In addition, training and conditioning sessions are to be approved by a credentialed strength and conditioning professional. All strength and conditioning plans are to be reviewed and/or developed through the appointed Strength & Conditioning Coordinator at Colby-Sawyer: Kendra LaPlume

## Emergency Action Plan

There is broad-based agreement that the most effective way to prevent catastrophic fatalities and manage nonfatal catastrophic events is through sound and well-rehearsed action plans. To this extent, Colby-Sawyer Sports Medicine currently has:

- a. Venue specific emergency information in the first aid kits supplied by sports medicine
- b. Visiting Team Guide with emergency contacts
- c. Policies on:
  - a. Head/Neck injury and Concussion
  - b. Cardiac Arrest
  - c. Heat Illness and Stroke
  - d. Exertional rhabdomyolysis
  - e. Exertional collapse associated with sickle cell trait
  - f. Any exertional or non-exertional collapse
  - g. Asthma
  - h. Diabetic Emergency
  - i. Mental Health Emergency

## Responsibilities of Athletics Personnel

Strength and Conditioning personnel are credentialed by nationally accredited programs

## Education and Training

A training plan on preventive emergencies specific to items in #4 will be implemented each Fall, beginning in 2020.

## SPORTS INFORMATION

Sports information seeks to publicize your accomplishments locally, in your hometown media, regionally and nationally in some cases. We get our fair share of media attention, especially during the post season, and are always seeking more.

- Media outlets will receive information from our office daily throughout the school year. We make no guarantees that anything will get printed since it is up to the editor to decide what goes in the newspaper but will provide the news continually and in an organized manner.
- A member of the media might contact our Sports Information Department about interviewing you for a story. In this event, our Sports Information office will attempt to schedule a time that is convenient for both you and the reporter. We will not give your home phone number to any member of the media. If a media member contacts you at home, be polite but refer them to the Sports Information Department to set up an interview.
- If you see you were athlete of the week, conference player of the week, etc., feel free to ask for a copy of the press release and we will be happy to give it to you. Many of your parents keep scrapbooks of your achievements. Press releases that are written will be posted on the Web at [www.colby-sawyerathletics.com](http://www.colby-sawyerathletics.com)
- Social Media Policies – Every student-athlete must represent themselves and the college in a positive manner. See page 8-9 for full policy information.

- Statistical Changes Policy – All questions regarding statistics should be directed to the head coach and not directly at the sports information office. If the head coach deems the concern appropriate, the potential changes will be brought to the attention of the sports information office.

## CONTESTS/SPECTATOR CONDUCT AND SPORTSMANSHIP:

All spectators attending College athletic events, including all student-athletes in attendance, are expected to provide an environment of respect and civility for the College's guests (visiting teams, fans, and officials).

Colby-Sawyer athletes are urged to remind their families, friends and others who attend Colby-Sawyer athletic events of the following rules and regulations:

1. Cheer for your team in a positive manner and not against your opponents.
2. Do not use abusive remarks, obscene gestures, or profane language towards officials, participants, or spectators.
3. All signs and banners should be of a positive nature.
4. Spectators (including parents) are not allowed in the playing area during a scheduled contest.
5. Always display good sportsmanship.
6. Under NCAA rules, certain artificial noisemakers are prohibited from the athletics venue.

We encourage the support of our entire program by other student-athlete participants. Colby-Sawyer supports the following NCAA guideline regarding spectator conduct:

“The NCAA promotes good sporting behavior by student-athletes, coaches, and spectators. We request your cooperation by supporting participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed

at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal for the site of competition. Also, consumption or possession of alcoholic beverages or tobacco products is prohibited.”

## LODGING POLICIES ON THE ROAD

- All student-athletes are expected to abide by the [Code of Community Responsibility](#)
- Stay with the team and adhere to all curfews, check-in times and departure times.
- Guests may only meet with you in common or public areas of hotels. There are no guests of either gender in your room.
- Alcohol is prohibited regardless of if the student is of legal drinking age.
- All phone, entertainment or miscellaneous charges are the responsibility of the student-athlete.
- Coaches have the right to inspect rooms at any time.
- Gross misconduct can result in a student-athlete being suspended for the remainder of the trip and/or sent home immediately at their own cost. Such actions, despite occurring off campus, may be subject to additional disciplinary action by the college.

## PORTAL TO PORTAL TEAM TRAVEL POLICY

The Department of Athletics’ team travel policy requires team members to travel as a group to the site of competition and back to campus in the transportation provided by the college. An exception to this policy, approved by the Director of Athletics, may be granted only under extenuating circumstances.

Requests for an exception to this policy must be made to the Director of Athletics at least 48 hours (about 2 days) prior to that away contest and student athletes must fill out a **Waiver of Liability Form**.

## TRAVEL TO AWAY CONTEST/PROPER ATTIRE AND APPEARANCE:

All College athletes and travel party members are expected to dress positively representing the college. Coaches may have specific dress requirements for their team members. A team on the road reflects the entire Athletic Department.

Van or motor coach travel will be the normal mode of transportation to away contests. Drivers will be a member of the faculty, staff, or students cleared through Campus Safety. All reservations for college vehicles are made through the Campus Safety Office by the Athletic Administrative Coordinator. The vans should be returned clean - any team which does not return a vehicle clean will be refused use of vehicles in the future until the vehicle is cleaned and charged a cleaning fee. Team members shall travel to all contests with the team in college-provided transportation. Following the contest, a student may be allowed to leave with a parent or legal guardian. In any other situation the student must return to campus with the team. Box lunches or travel monies will be provided for an away contest when a team cannot return in time for on-campus meals.

## POST-SEASON COMPETITION:

A team with a record of .500 or better which qualifies for post-season competition will be eligible for post-season support. The Athletic Department will examine the opportunity, the quality of competition, and the potential for a positive team experience and make the decision concerning participation.

## ATHLETIC ADVISORY COUNCIL:

This council acts in an advisory capacity to the President of the College in matters relating to intercollegiate athletics.

## CHARGERS CLUB:

The Chargers Club is a support group of men and women in the local community who work to promote the goals of the Athletic Department and fundraise for significant capital projects. We appreciate their financial support on an on-going basis.

## AWARDS:

Awards are presented at the end of the school year sponsored by the Chargers Club.

Team Awards

Most Improved Team Member

Most Valuable Team Member

Coaches Award

## ASSOCIATIONS AND MEMBERSHIPS:

National Collegiate Athletic Association-Division III

Great Northeast Atlantic Conference (GNAC)

Eastern Intercollegiate Ski Association (EISA)

Intercollegiate Horse Show Association (IHSA)

New England Intercollegiate Baseball Association

New England Division III Men's Track Association

New England Division III Women's Track Association

United States Women's Lacrosse Association



## CONFERENCE CHAMPIONSHIPS:

Over the last 25+ years, Colby-Sawyer has participated in and hosted several championships in a variety of sports.

On July 1, 2018, Colby-Sawyer officially joined the GNAC (Great Northeast Athletic Conference) ending our tenure in the NAC (North Atlantic Conference). Our seven-year tenure in the NAC resulted in 34 conference championship teams and 23 runner-up finishes. By far, the most successful athletic program in the league.

The GNAC offers conference championships in the following sports Colby-Sawyer offers:

Baseball

Men's Basketball

Women's Basketball

Cross-Country

Swimming & Diving

Field Hockey

Women's Lacrosse

Men's Soccer

Women's Soccer

Men's Tennis

Women's Tennis

Indoor Track & Field

Outdoor Track & Field

## Women's Volleyball