Handbook compiled by Dr. Joan Sitterly
Fall 2000 (Revised Fall 2005)
“It takes a little more to be a Red Dragon.....
ATHLETICS PHILOSOPHY

Intercollegiate Athletics conducts a broad-based Division III sports program for men and women that is an integral part of the College’s mission and adheres to the framework established by the SUNYAC, and NCAA.

The overall development of each student-athlete is of paramount importance. The department will provide the necessary vision and leadership for student-athletes to participate at the highest level of their ability while pursuing a quality education. Participation on an intercollegiate team will provide student-athletes with the opportunity to learn and develop values which foster self-discipline, teamwork, leadership skills and fair play in an equitable and diverse environment.

The goal is to attain and maintain competitive excellence in all sports programs, attain and maintain SUNYAC prominence and achieve national prominence, including participation in NCAA individual and team championship events, whenever possible.

VISION STATEMENTS

The Department of Intercollegiate Athletics is committed to:

- providing the student-athletes with the highest quality academic, athletic and social experience;
- hiring and developing the best coaching and support staff to produce successful program;
- developing the leadership potential of student-athletes and staff;
- preserving tradition while pursuing positive results in an ever-changing environment;
- providing a safe environment for the student-athletes;
- conducting programs and business with integrity and the highest ethical standards.

The mission of the Cortland Department of Athletics is to develop student-athletes who exemplify the scholar-athlete, one who strives for success in the classroom and in the competitive arena, as well as in all aspects of life.

WELCOME

Welcome to the SUNY Cortland Red Dragon family! The goal of our athletic program is to provide each of our student-athletes with an experience that will challenge you as well as allow you to be successful. You have tremendous support ranging from the coaching staff, the athletic administration, to the college administration. You help make up one of the finest overall athletic programs at the NCAA Division III level. Last year we ranked first in the SUNYAC Conference and eighth in the nation as a total athletic program. This is a program I hope you are proud to be a part of.

Intercollegiate athletics is a once in a lifetime experience. The challenges, joys, sweat, tears and friendships you make are memories you will carry with you a lifetime. Enjoy and make the most of every minute because before you know it you will have completed your eligibility.

Good luck this season. Go Red Dragons!
Dr. Joan Sitterly, Director of Athletics

INTRODUCTION

Road to Success....

This handbook outlines the assistance available to you through numerous College offices. The most important aspect to remember is that services are available - you only have to ask.

The goal of this guide is to make you more aware of the resources Cortland has to offer. This information will assist you in your decision-making process regarding your personal, academic and career goals. We will be working with other College offices to monitor your academic program and athletics eligibility to assure that you are making your normal progress.

Also, the basic intent of this booklet is to conform to NCAA Division III rules and regulations, as well as those of SUNY Cortland. Any student or staff member who may be aware of any NCAA or institutional rule violations or potential violation at SUNY Cortland should report such to the Athletic Director immediately.
QUICK REMINDERS

♦ Use your time wisely.
♦ Attend all of your classes.
♦ At the first sign of any problem, seek help.
♦ Set academic, athletic and personal goals.
♦ Plan to complete class assignments at least three days before they are due.
♦ Select your friends wisely.
♦ Keep a sense of humor.
♦ Maintain a positive attitude.
♦ Notify your coach if you plan to drop or withdraw from any course.
♦ Strive to maintain a peak mental and physical condition.
♦ Be prepared to accept and adjust to change.

SERVICES

CAREER SERVICES
VanHoesen Hall, Room B-5

Career Services maintains hours from 8 am - 5 pm, Monday-Friday. This office functions as an intermediary agency where students and alumni may receive assistance in defining and implementing their career goals. The office additionally provides student development services (workshops). Topics include interview skills, resume building, and setting up an internship.

COUNSELING CENTER
VanHoesen Hall, Room B - 44

Many times students experience stress and personal problems which interfere with academic success. Special problems might be of a personal relationship, family, academic or vocational nature. The Counseling Center can help you with such problems as performance anxieties, sexuality concerns, loneliness, shyness, relationships, drug/alcohol, depression, weight/eating concerns and death/loss concerns. Information and appointments with a professional counselor can be made by either calling or stopping by the Center.

ACADEMIC ADVISING
Memorial Library, Room A-111 or the students academic major office

The student is responsible for planning his or her own academic program and for meeting requirements of the College and of the major department. In order to plan course work effectively, the student should familiarize themselves with the academic regulations in the College Catalogue and/or the major Advisement Manual.
During the first semester of attendance, the Advisement Office will assign each student an academic advisor. For a student who has declared a major, the advisor will be assigned by the academic department. See your academic major office for the name of your advisor. Each student must confer with the assigned advisor regarding course selection, requirements and other academic matters prior to registration each semester.

ACADEMIC SUPPORT AND ACHIEVEMENT PROGRAM (ASAP)
VanHoesen Hall, Room A-11, A-12

Tutoring services are available at ASAP for students who need assistance in math, reading or writing. In addition, the Student Government pays for one hour of free tutoring per course per week for any student. A list of tutors for each course is available at ASAP. Some courses also offer Supplemental Instruction Programs. One-two times per week a study-review session is offered by the instructor of the course. A series of structured groups provides skill training to students including such topics as time management, note taking, test anxiety reduction, study techniques, etc.

CODE OF CONDUCT

A SUNY Cortland athlete’s responsibility in matters of conduct is not merely to avoid unacceptable behavior. A SUNY Cortland athlete is expected to behave in an exemplary manner, which includes honesty in academic endeavors, courtesy to teachers and fellow students, and displaying those traits of good citizenship. Our athletes are among the best citizens in the student body and we expect them to continue to represent the Department of Athletics in noteworthy fashion.

Students enrolled at SUNY Cortland are expected to uphold, at all times, standards of integrity and behavior that will reflect credit upon them, their families, their teams and SUNY Cortland. Students are also expected to behave with propriety and to respect the rights and privileges of others. They are expected to abide by the laws of the city, state, nation and by all rules and regulations of SUNY Cortland. Any student-athlete who willingly violates training rules of a particular sport, University regulations, and/or local or federal laws assumes the risk of immediate suspension for the athletic squad of which he/she is a member.

The student-athlete represents the University, the Department of Athletics, his or her coaches and teammates. The student-athlete’s responsibility to be completely aware of the consequences of not adhering to the policies.

Note: Any violation of the above may range from community service to suspension or dismissal from the team by the Department of Athletics and/or other direct measures taken by the University. In addition, a violation of any University rule or involvement of the City of Cortland Police of which student-athletes are found guilty through a campus judicial hearing will result in official notification to the Athletics Department. Any grievances of sanctions will be addressed by the Director of Athletics.

DRUG AND ALCOHOL POLICY

The Athletics Department at SUNY Cortland adheres to the following guidelines in dealing with student-athletes with regard to drugs and alcohol.

Drug Policy

All illegal drugs and substances banned by the NCAA including performance enhancing drugs will not be tolerated with student-athletes. As a condition to participation in any intercollegiate sport,
each student-athlete must sign a release form which states that he/she is informed of the SUNY Cortland Drug Testing Program. In signing the form, each student-athlete acknowledges that failure to undergo voluntary testing will result in the loss of the privilege of participating in intercollegiate athletics at SUNY Cortland.

Testing will be done on an unannounced basis, selecting any student-athlete who is currently enrolled at SUNY Cortland. The drug test will be administered by the Athletics Program in conjunction with the athletic trainers. The results of the testing will be reported directly to the Director of Athletics. Other university officials may also receive the results if the Director of Athletics deems it appropriate.

For a list of banned NCAA substances please consult with the athletic trainers.

First Positive Test
Any student-athlete who tests positive for substance and/or chemical abuse shall be suspended immediately from intercollegiate athletic competition for 10% of all contests and be required to complete counseling and community service. Additionally, his/her parents, head coach and Athletic Trainer will be notified of the results of such tests.

Second Positive Test
If a student-athlete tests positive for a second time during their career at SUNY Cortland, the Director of Athletics will notify all individuals listed previously. The student-athlete will be immediately and permanently banned from all intercollegiate sports at SUNY Cortland without any opportunity for future participation.

Reasonable Cause Testing
“Reasonable Cause” testing will be used in cases where there is a reasonable suspicion on the part of Athletic Program Officials that a student-athlete is under the influence of a controlled, banned or illegal substance or which may render him/her unfit for athletic participation.

This could include, but is not limited to, erratic behavior, involvement in an altercation on or off campus, or incidents where there is reason to believe alcohol or other drugs could have been a contributing factor.

Alcohol Policy
The Athletics Program at SUNY Cortland prohibits the consumption of alcohol by student-athletes on any official intercollegiate team function. An official team function, for purposes of definition with regard to this policy, is defined as any activity that is held at the direction or under the supervision of the team’s coaching staff.

Failure to comply with this policy will result in immediate suspension from the intercollegiate program for a period of one calendar year.

A SUNY Cortland student-athlete who consumes alcohol will be accountable for any alcohol-related incident in which he/she is involved on or off campus. In such cases, the student-athlete is subject to the Athletics Program and/or team disciplinary action.

First Alcohol Offense
The individual head coach will handle sanctions for first time violations involving alcohol.

Second Alcohol Offense
The individual will be suspended from competition for a minimum of 10% of the sport’s total contests and until he/she has completed a mandatory alcohol abuse counseling program.

Third Alcohol Offense
A third alcohol-related offense will result in immediate suspension from all athletic participation for one calendar year.

All alcohol-related offenses are cumulative throughout a student-athletes tenure at SUNY Cortland.
TOBACCO POLICY

The SUNY Cortland Department of Athletic does not condone the use of tobacco, including the use of smokeless tobacco. The use of tobacco products by student-athletes, coaches, officials and staff during any official intercollegiate team function is prohibited. A team function is defined as any activity that is held as a team including meetings, practices, games, travel or informal workouts.

HAZING

The SUNY Cortland Athletic Department will not allow any hazing actions that are implied as conditions of inclusion in or exclusion from a group, formal or informal, and may be perpetrated by an individual or a group of individuals. This precludes any student-athlete from being affiliated with banned organizations such as Beta Phi Epsilon and Delta Kappa Beta.

Hazing actions include (but are not limited to):

- Requiring physical exercises such as marching, walking, sit-ups, push-ups, runs.
- Forcing, requiring, or endorsing consumption of alcoholic beverages or any other drug.
- Forcing the ingestion of any undesirable, unwanted substance, e.g., spoiled food, etc.
- Confinement of any kind.
- Forcing new members to participate in any activity which is against the law.
- Requiring new members to perform public stunts of buffoonery.
- Requiring any type of personal servitude such as running errands, cleaning rooms, carrying trays, doing laundry, etc.
- Requiring new members to parade or serenade.
- Carrying of any items that are outside the campus norm that sets new members apart.
- Requiring participation by new members in scavenger hunts, road trips, drop-offs, rookie shows, etc.
- Requiring new members to participate in activities which interfere with scholastic activities. Requiring members to participate in any activities between 11 pm and 7 am.

Any student-athlete who is reportedly involved in any hazing act, or is at a location where any hazing act takes place, whether involved in the act or not, will jeopardize their eligibility to participate in intercollegiate athletics for the remainder of their career.

ATHLETE ELIGIBILITY

A student is eligible for intercollegiate athletics if he/she 1) is matriculated, 2) is a full-time student, and 3) is making normal progress toward graduation in accordance with the 12/24 credit hour rule.

Definition of Terms

Matriculated: a student is matriculated if admitted to the University as an undergraduate degree candidate. Special students are not matriculated.

Full-Time: A student is full time if during each regular fall or spring semester he/she is registered for and has paid for a minimum of 12 credit hours, and continues to be carrying 12 or more credit hours for a grade during the semester. To be considered a full-time student other than during a regular fall or spring semester, a student must be eligible to enroll as a full-time student in the next regular fall or spring semester.
Any student-athlete who drops below 12 credit hours at any time during the season immediately becomes ineligible and is responsible for informing his/her head coach immediately. The head coach must inform the Athletics Department officials, as well as take actions to suspend the player from competition and practice.

**Participation Defined**

1. Any student having practiced with a sports team after the NCAA designated date and/or having appeared in a contest, regardless of time, has used one full season of eligibility. (Note: the only exception to this rule is application for medical red shirt to the SUNYAC Conference)

2. Players who voluntarily resign from a team are automatically charged with a season of eligibility effective when their names are approved on any official roster by the Athletics Director.

3. Any student-athlete who has practiced after the team’s first scrimmage will have used a season of eligibility regardless of their participation in a contest.

4. Each student-athlete is limited by NCAA regulations to a maximum of four seasons of competition (per sport) or the first 10 semesters in which the student is enrolled in a full-time program.

**Winter Term Eligibility**

A transfer student or first-time student is eligible to practice and compete during the fall preseason and the winter term, as long as that student has been accepted for enrollment as a full-time student for the following term. The key word is “accepted”.

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SUNY Cortland student-athletes are expected to earn a minimum of 12 credit hours of work each semester (and 24 credit hours of work each year or average 12 credit hours for each semester of attendance beyond the freshman year). Normal progress is defined as follows:

1. The student must satisfactorily complete 24-semester hours of academic credit since the beginning of the previous fall term or the preceding regular two semesters including any summer or winter session credit.

2. The averaging method may be used to determine eligibility. The student-athlete must satisfactorily complete a cumulative total of academic semester hours equivalent to an average of at least 12-semester hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms.

**Grade Point Requirements**

Student-athletes must meet SUNY Cortland’s Academic Standards Policies as articulated in the current college catalog.

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**TRANSFER POLICY**

Any transfer student-athlete must have been academically eligible at the previous institution for athletics in order to be eligible at SUNY Cortland. If not eligible at the previous institution, the student-athlete must sit out for two full-time semesters before becoming eligible at SUNY Cortland.
CLASS ATTENDANCE/EXCUSED ABSENCES

All student-athletes must remember that they are students first and athletes second. Student-athletes are expected to attend all classes. In the case of a missed class due to a contest or travel, it is the student-athlete’s responsibility to get a Class Excuse Form from the coach and present it to the course instructor in the class prior to the class to be missed. These excused absences may be counted for the allowable misses in a particular course, but may not be held against the student-athlete.

It is the responsibility of the student-athlete to get all work missed.

TEAM RULES

1. The head coach of each individual sport is authorized to set conduct and participation standards over and above what is required by the SUNY Cortland Department of Athletics.
2. The head coach is authorized to set standards of personal grooming and living (including, but not limited to, jewelry, hair length and dress) that are consistent with the public image the department wishes to project through its athletic teams.
3. Any public or private behavior that might bring discredit to SUNY Cortland or its athletics program is unacceptable and will be addressed based upon the circumstances surrounding the behavior.

INSURANCE COVERAGE

Student-Athletes are required to be covered by personal or family health and accident insurance. Athletes may purchase health and accident insurance through the University. Details on this policy can be obtained through ASC, located in Neubig Hall.

COMPLIMENTARY ADMISSIONS

Complimentary admissions are provided only through a pass list for individuals designated by the student-athlete or through parent passes. Each SUNY Cortland student-athlete is entitled to a maximum of two complimentary admissions per game for the sport in which they participate. Complimentary admissions are for use by members of the student-athlete’s family, relatives, or by fellow students.

EQUIPMENT

At the beginning of each season, athletes are issued equipment and uniforms for each sport. These remain the property of SUNY Cortland and the student-athlete is responsible for keeping them in good shape. At the conclusion of the season, the uniforms and equipment must be returned. Any items that are missing or show excessive wear and tear will be charged to the student-athlete. Any athlete who does not return issued equipment to the Athletic Department will be placed on the stop list, which prohibits registration for classes at SUNY Cortland or transfer of records to another college.

TRAVEL POLICY

All student-athletes must travel to and from ALL away contests with the official travel party. Student-athletes may be released only if twenty-four (24) hour notice is given and proper paperwork is on file in the athletic office. Permission to travel separately is left to the discretion of coaches and/or Director of Athletics.
**FACILITIES**

The Director of Athletics develops policies regarding the use of facilities of the Department of Athletics. The Head Coach will advise athletes as to the proper use of these facilities.

1. All student-athletes are responsible for leaving areas in the same top quality condition in which they found them.
2. Staff offices are public areas and athletes are expected to dress appropriately in these areas. (Shirt and shoes required)
3. Students are not allowed in the coach’s office without permission.
4. Office equipment is to be operated by Athletic Staff.
5. Telephone use for long distance is strictly prohibited.
6. No cleats are allowed inside the buildings.

**PHYSICAL EXAMINATIONS - HEALTH INFORMATION RECORDS**

All student-athletes must have a Pre-Admission Physical and Health History Form submitted to the SUNY Cortland Health Center. First year participants are required to have a Pre-Participation Evaluation by the school physician prior to participation. Returning athletes must complete a Health History Form and are required to have a pre-season physical screening prior to each year’s sport participation.

**NO ATHLETE WILL BE ALLOWED TO PRACTICE OR COMPETE UNLESS:**

1. They have completed a Pre-Admission Physical and Health History Form submitted to the Health Center.
2. First year participants must have a pre-participation evaluation.
3. They have had a pre-season physical screening performed and a Health History Form on file in the Athletic Training Department each year.
4. All student-athletes must have proof of personal insurance coverage.
5. NCAA and Athletic Department paperwork must be completed before any participation.

**DRESS CODE**

Coaches and student-athletes are to be dressed in an appropriate and professional manner at all times as representatives of SUNY Cortland.

**STUDENT TEACHING**

Students planning on student teaching during their season of participation must:

1. Be in good academic standing, including making normal progress, the semester before the intended student teaching assignment.
2. Fill out a request form by September 1st if student plans on student teaching in the spring semester and February 1st for student teaching in the fall semester.
3. Student teaching should always be planned outside of the season whenever possible. Fall and spring sport athletes will need extenuating circumstances to be given permission to student teach during the season.
SUNY CORTLAND ATHLETICS

ADMINISTRATION
Dr. Joan Sitterly Director of Athletics
Mike Urtz Associate AD for Finance
Azure Davey Assistant AD for Compliance and Scheduling
Jeff Bauer Faculty Athletics Representative

FALL SPORTS
Men’s & Women’s Cross Country Matt Moran
Field Hockey Cynthia Wetmore
Football Dan MacNeill
Women’s Golf Dick Costello
Men’s Soccer Dwight Hornibrook
Women’s Soccer Heidi Woodcock
Women’s Tennis Peter Cahill
Women’s Volleyball Pam Hoerup

WINTER SPORTS
Men’s Basketball Tom Spanbauer
Women’s Basketball Jeannette Yeoman
Women’s Gymnastics Gary Babjack
Men’s Ice Hockey Tom Cranfield
Women’s Ice Hockey Jen Kroeski
Men’s & Women’s Indoor Track/Field Shawn Wilbourn
Men’s & Women’s Swimming Brian Tobin
Wrestling Brad Bruhn

SPRING SPORTS
Baseball Joe Brown
Men’s Lacrosse Lelan Rogers
Women’s Lacrosse Cynthia Wetmore
Softball Julie Lenhart
Men’s & Women’s Track/Field Shawn Wilbourne
CODE OF CONDUCT CONTRACT

Team __________________________

I _______________________________ understand the rules and requirements of participation in SUNY Cortland Athletics and agree to abide by the terms outlined in this booklet. I also understand that the Department of Athletics has an educational interest in student athletes who are involved with the SUNY Cortland student judicial process. I consent to have the Department of Athletics request and receive any judicial information relating to my disciplinary status.

Signature: _________________________

Date: ____________________________

ALCOHOL AND DRUG-TESTING CONSENT CONTRACT

By signing this form you certify that you agree to be tested for illicit drugs, alcohol and anabolic steroids and abide by the SUNY Cortland Athletic Department Drug-Testing and Alcohol Program for Student-Athletes.

I ______________________________ understand the rules and requirements of participation SUNY Cortland athletics and agree to abide by the terms outlined in this policy, handbook, university and NCAA regulations.

Signature: _________________________

Date: ____________________________