

**Saint Mary-of-the-Woods College  
Athletic Parent Guide  
2012-2013**

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## Welcome

Saint Mary-of-the-Woods College and its athletic staff share a very important goal with you: we want to help your daughter become a mature, confident, skilled, and caring person who will make her mark in the world. You have guided and nurtured her through the most important years of her growth. So we are grateful, not only that you have chosen the Woods as a place to help your daughter flourish, but also for the remarkable parenting that you have given her to help her become who she is today and who she will be tomorrow. We welcome you to our events and hope that you will continue to support your daughter as she becomes a Pomeroy.

## Our Vision of the Pomeroy Student Athlete

Athletics plays a central role in the development and growth of our students. This role is best defined by several foundational principles.

- **Athletics are a co-curricular activity, supporting the learning and growth that is the mission of the College.** Hence athletes are not an end in themselves. We do not expect to be preparing many professional athletes, but we do expect that our athletes will find a powerfully challenging and satisfying level of competition more than equal to their passion and rewards in a sport.
- **Academic excellence remains first and foremost.** Our student athletes consistently perform well in the classroom and win large numbers of academic honors. Our coaches promote good academic performance.
- **We encourage the striving for excellence as a team, believing that these experiences will provide powerful life lessons that will sustain each athlete in the future.** Through these experiences, our students learn skills in leadership, empathy, and teamwork that will help the “team” succeed.
- **Student athletes at the Woods are role models.** We promote health and fitness for all students, and our athletes are walking examples of what attention to our fitness can achieve in the life of a woman.

## Notes on Safety

We promote safe practices in sport. We do this primarily by using proper skill training, proper physical preparation, and proper attention to medical conditions and recovery from injuries. *You can help us* in several ways.

- **Our athletes need to have a completed physical before participating.** If the physical is completed by your family physician, the form must specifically state, in writing, that your daughter is “Cleared for participation in intercollegiate athletics.” (See general athletic

policies below.) The athletic department also makes arrangements with Sports Plus at Regional Hospital, to complete physicals, for a small fee of \$10. There is no insurance filed for the physicals at Regional.

- **Please make sure we are aware of any pre-existing conditions that may affect your daughter's health while participating in a sport.** If your daughter receives treatment for an injury, she must provide a written clearance from her physician to resume participation.

**Our insurance is an “excess” provider for your daughter.** Your (or her) health insurance is the primary provider. In the event of an injury requiring medical attention, an injury report will be filed with our provider. Our excess policy may provide assistance with deductibles. Please be certain to help fill out the “Primary” insurance form in advance of the season, so that we can together provide the best possible response to any injury. Also, please ensure that your daughter takes the secondary insurance information with her, whether she goes to the doctor by herself or you take her. This is primarily to your advantage in getting better payment of claims. (See general athletic policies below.)

## Communication

Good communication is a key to helping us provide the best experience both for your daughter and for you. There are a few principles that we see as fundamental.

- **We applaud positive encouragement of our student athletes.** Go for it! Try to choose to do it *after* they have made plays rather than during a play. It's fine to applaud good performances from opponents as well. Great play is great play, whoever does it.
- **We ask parents to leave the coaching role to the coach, and the types of communication that go with that role.** Shouting instructions or questioning officials during contests is not as helpful as it may feel at the moment. In fact, most comments of this kind have a pressurizing effect on our own athletes, but are seldom heard in a way that can be acted upon. Most coaching will be done in *practices*.
- **In all we do, let's agree to try to promote mutual respect.** It can be among players, with officials, between teams, between fans, coaches, anyone. It's one of the most important reasons that athletics *can* be a great learning ground.
- **Anyone who feels a need to speak seriously with a coach should do so after games/contests.** Beyond ordinary congratulations or sentiments about the game, it may be nearly impossible for a coach to hear someone the same way while still on the field, court, or arena, before the stresses of competition have settled.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. *When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student").*

- The College is required by law to adhere to FERPA
- When given choices, the College has elected to support the rights of confidentiality of the students unless the student requests in writing a waiver to the contrary.
- Coaches, faculty and staff are not able to provide information of a confidential nature (academic progress, disciplinary actions, or health issues) to parents unless expressed permission is granted by the student.

## **Facilities and Ground Information**

Saint Mary-of-the-Woods College is dedicated to providing excellent playing facilities for its athletes, venues that are not only safe but also facilities that convey a sense of pride. The College is currently engaged in the process of funding a sports facility which we know will enhance the success of every athlete. We ask that you help us to maintain our current facilities and to promote safe practices when you are a spectator.

- **Parking**  
All vehicles must park in a lot or on the avenue. Grassy areas around and near the fields are now part of the new cross country course. Parking is available in the paved parking lot southwest of the athletic fields, near O'Shaughnessy Dining Hall or on the avenue.  
  
It is imperative that emergency vehicles have access to the playing area therefore no parking is allowed on the driveway to the fields.
- **Handicapped Access**  
Drivers may drop handicapped patrons off near the seating areas of the softball/soccer bleachers, but will need to exit with the vehicle to a parking area. There is currently no handicapped access to the Clinton Gym for basketball events.
- **Admission Charge**  
Currently, basketball is the only sport which charges admission.

## Contact Information

|                           |                   |              |  |
|---------------------------|-------------------|--------------|--|
| Athletic Director         | Deanna Bradley    | 812-535-5288 | <a href="mailto:dbradley@smwc.edu">dbradley@smwc.edu</a>     |
| Basketball Coach          | Deanna Bradley    | 812-535-5288 | <a href="mailto:dbradley@smwc.edu">dbradley@smwc.edu</a>     |
| Cross Country Coach       | Danelle Readinger | 812-535-5165 | <a href="mailto:dreadinger@smwc.edu">dreadinger@smwc.edu</a> |
| Equestrian Coach, English | Krista Steinmetz  | 812-535-5002 | <a href="mailto:ksteinmetz@smwc.edu">ksteinmetz@smwc.edu</a> |
| Equestrian Coach, Western | Sara Schulz       | 812-535-5018 | <a href="mailto:sschulz@smwc.edu">sschulz@smwc.edu</a>       |
| Golf Coach                | Steve Higham      | 812-877-9778 | <a href="mailto:shigham@smwc.edu">shigham@smwc.edu</a>       |
| Softball Coach            | Gary Rodgers      | 812-535-5006 | <a href="mailto:grodgers@smwc.edu">grodgers@smwc.edu</a>     |
| Soccer Coach              | Mike Aycock       | 812-535-5204 | <a href="mailto:maycock@smwc.edu">maycock@smwc.edu</a>       |
| Security Office           | Chuck Rairdon     | 812-535-5253 | <a href="mailto:crairdon@smwc.edu">crairdon@smwc.edu</a>     |

## General Athletic Policies (as published in specific sport handbooks)

### Expectations

As a student athlete and a representative of Saint Mary-of-the-Woods College you are to exhibit exemplary character, leadership and sportsmanship at all times. It is expected that you will dedicate yourself to academic achievement along with athletic excellence in your pursuit of opportunities at Saint Mary-of-the-Woods College.

We want your involvement in the athletic program to be a positive learning experience. You will have the opportunity to gain many new skills both athletic and personal that will enable you to be an effective and contributing member of the community as well as preparing you for your future career. As coaches and mentors we will challenge you to become better students, better athletes, and positive contributors to our community.

You will learn the significance of accepting responsibility and the maintaining of a positive attitude, for yourself, your teammates and for your coaches. Throughout your experience at Saint Mary-of-the-Woods College you will learn the value of effective communication, self-discipline, self-control, and teamwork. We will help you to manage your time, set priorities, and address issues of stress and weight control.

As coaches and mentors our primary goal is to have you, as an individual, succeed in the classroom and in the athletic arena. As a result of your involvement and contribution it is expected that you will enhance your abilities to be an effective leader, problem solver, and an individual that demonstrates a high level of respect for others.

As a student athlete you are also responsible for talking with faculty and meeting all assignment deadlines required before and after travel departure and returns. It is not the responsibility of your coach or faculty to track you down to remind you. You are expected to attend all classes session and are not permitted to miss classes for practices, only competitions.

## College Policy

It is expected that all student athletes will adhere to all College policies when representing Saint Mary-of-the-Woods College. All student athletes will be held accountable for knowing the policies as published in the Student Handbook.

## Academic Policy

- A student athlete must be enrolled in a minimum of 12 credit hours per semester to participate as an athlete. She must pass 12 credit hours in her first semester, and 24 hours in two consecutive semesters of attendance to remain eligible. Summer credit will count towards the previous winter semester hours if completed by the first day of fall classes. She must maintain a minimum of a 2.0 cumulative grade point average
- If a student athlete falls below a 2.0 cumulative grade point average in any semester, she is ineligible to participate in athletics for a minimum of one semester. If a student is academically ineligible for two semesters, she will lose her athletic scholarship and be removed from the team.
- If a student athlete falls below a 2.5 semester grade point average she will be required to attend study table once a week regardless of whether they are on 'scholarship' or not. Each head coach is responsible for setting up study table time with their individual athletes for 1.5 hours per week.

## Annual Physicals

- All student athletes are required to have an annual physical on file with the health office/athletic office before participating in the first official contest.
- New student athletes must have a completed 'health form' before attending Saint Mary-of-the-Woods College. This form will include on it, "**cleared/not cleared to participate in intercollegiate athletics.**" This will be your 'physical' for the first year.
- If a returning student athlete decides to have their family physician do the physical, the physical must state specifically that the student athlete is "**cleared to participate in intercollegiate athletics.**"
- Teams, except for equestrian, will have a time set up the first week of school to go to Regional Hospital to have physicals completed by Dr. Jeff Bollenbacher. (The cost will be \$10, check or cash, no insurance filed.)
- The equestrian team is responsible for setting up their physicals. Check with your coaches.
- All physicals must be submitted to the Athletic Director BEFORE the athlete is permitted to compete. New students will have their physical in the Health Office.

## Health Insurance

- Each student athlete's personal insurance shall be the primary insurance provider in the event that an athlete is injured in a game, during practice, or traveling to and from a scheduled athletic contest or practice.
- Saint Mary-of-the-Woods College is the secondary insurance provider.

- Regardless of insurance status, student athletes are responsible for each claim (injury) up to \$1,000. This includes deductibles and co-pays.
- Coaches will provide student athletes with a letter containing SMWC secondary insurance information. The student athlete is responsible for submitting the information to all appointments requiring medical treatment for injuries.

### **Communication**

To foster and encourage an environment that allows student athletes to grow and succeed, student athletes are reminded, rumors, negative attitudes or confrontational behaviors may affect individual and team morale. It is important that each student athlete addresses concerns to the appropriate person at the appropriate time.

- Talk with the respective Head Coach.
- Talk with the Athletic Director
- Talk with the Vice President of Student Life.

### **Athletic Scholarships**

- Athletic scholarships are renewed annually at the end of each school year. The sport specific head coach, and athletic director will conduct this review. The student athlete will be notified both verbally and in writing if her scholarship is **not** to be renewed. A copy of the letter will also be sent to the financial aid office. Should a student athlete lose an athletic scholarship, she should immediately contact the Financial Aid office to see if some of the monies can be off set.

### **Non-Renewal of Athletic Scholarship**

Based on but not limited to the following:

- Failure to adhere to expectations outlined in specific sport handbook.
  - The student athlete may receive a written warning for disciplinary issues and for violation of rules in their sport handbook. The student athlete may be dismissed from the team if after the first written warning positive changes have not been made.
- Failure to maintain athletic academic guidelines.
- Voluntarily withdrawing from the team.
- If a student athlete withdraws or is removed from a team the athletic money will be removed. If the student athlete chooses to participate in another athletic program, the athletic money will not transfer to the other team unless approved by both head coaches and the athletic director.
- Academically ineligible in two separate semesters.
- The reinstatement to a team is the decision of the head coach and athletic director. However, once the athletic money has been removed, it will not be reinstated.

*Note: If a student athlete receives an injury that sidelines her for a season or possibly the remainder of her collegiate career, scholarship status will be maintained **only** if she continues to be an active participant within the program as described by the head coach and athletic director.*

### **Alcohol-Tobacco-Illegal Drugs**

- The use of illegal drugs is a violation of College policy and will result in an immediate dismissal from team.
- The use of alcohol ‘during season’ is prohibited. “During season” is defined by each head coach. **In addition**, Saint Mary-of-the-Woods College is now a “Tobacco Free” campus.
- Any student athlete violating alcohol or tobacco policies will be subject to a two-game/day/show suspension. In the event of a second violation the student athlete will be removed from the team and will forfeit her athletic scholarship.
- These disciplinary actions will be effective immediately following proof of violation as determined by the head coach and athletic director.
- A student athlete may be asked to submit to a drug test if, in the opinion of the head coach, there is a concern for the student athletes’ health.
- Student athletes are expected to act appropriately and represent SMWC in a positive manner during team trips. The head coach will mandate appropriate team attire.

Note: Each student athlete should refer to their sports specific handbook for possible additional disciplinary actions.

### **College Breaks**

- A resident student athlete who chooses to stay on campus over a campus break, during season, will be provided lodging and meals free of charge. However, the student athlete must commit to either staying on or staying off campus. Partiality in any format is unacceptable.
- The head coach is responsible for submitting a list of those student athletes staying over break to the Campus Life Director at least 2 weeks in advance. It is then the student athletes’ responsibility to follow up with campus life to make specific arrangements for staying on campus. SMWC is not responsible for lodging or meals of commuter students over holiday breaks, unless they are traveling with the team.
- All student athletes, regardless of commuter or resident status, will meet on the Saint Mary-of-the-Woods College campus for departure to any athletic competition.
- All student athletes will return to Saint Mary-of-the-Woods College after the competition is completed unless the student athlete has received **prior** approval from the head coach to travel home with parents or guardian. This return can only be approved for weekend travel (Friday and Saturday) or campus breaks (Fall, Thanksgiving, Christmas, Spring, and Easter).
- Student athletes are not permitted to drive personal vehicles to or from athletic events of which they are members of the team. A student athlete who is at least 25 years of age or older is permitted to drive a College owned or rented vehicle, however, they must provide copies of proof of personal insurance and drivers’ license for the business office before driving.

- Prior to team travel, student athletes are required to speak with individual faculty to meet all deadlines assigned by faculty for all assignments, projects, etc. If deadlines are not met, faculty will be given the authority to prevent the student athlete from traveling with the team.
- Student athletes are not permitted to sit in the very back seat of a 15-passenger van.
- Cell phones are to be turned OFF during practices, games, in vans, restaurants, hotel lobby. They can be used in motel rooms, right after a game to inform friends and family of game results, and any additional time the head coach deems necessary.

### **National Tournament**

- All teams participating in National Tournaments are required to have written approval from all faculty of each student participating in the tournament.
- **Coaches:** Grade sheets and faculty signatures are to be submitted to the Athletic Director 24-hours before departure. Failure to do this may cause future suspensions from national tournament participation.

### **Absence for College-Sponsored Events**

Students may be excused from class, not from class work, in order to participate in college-sponsored events. Students are required to contact faculty before the absence to determine class assignments. Notification requirements are the responsibility of both the coordinating faculty/staff and the student and should be received at least one week in advance of the event. Written notification shall include date, time, names of students involved, and function to be attended. Faculty should indicate knowledge of the event by a signature. Note that students are *not* automatically to be excused from classes for practices and rehearsals, but only for events, games, dress rehearsals and performances.

College-sponsored events are defined as those fitting into one of the following categories:

- Class related (e.g., field trip)
- Professional preparation (e.g., conference)
- Official representation of the College (e.g., Chorale, athletic competition)