

**2016-2017**  
**MISSOURI VALLEY**  
**COLLEGE**



**VIKINGS**

**STUDENT-ATHLETE HANDBOOK**

**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

**2016-2017 MISSOURI VALLEY COLLEGE ATHLETIC DEPARTMENT DIRECTORY**

<b>NAME</b>	<b>SPORT/OFFICE</b>	<b>PHONE #</b>
Tom Fifer	Athletic Director .....	4219
Mike Machholz	Associate Athletic Director .....	4158
Debi Bultmann	Administrative Assistant .....	4220
Colin Smith	Assistant Athletic Director .....	4020
Andy Pulverenti	Sports Information Director .....	4230
Ken Kujawa	Viking Sports Network Director .....	4152
John Bartholomew	A.T. Program Director .....	4161
Matthew Long	Head Athletic Trainer .....	4195
Jake Bellon	Assistant Athletic Trainer .....	4195
Vince Fedorowich	Assistant Athletic Trainer .....	4195
Sierra Fultz	Assistant Athletic Trainer .....	4695
Richelle Perkins	Assistant Athletic Trainer .....	4695
Zachary Glenn	Graduate Assistant Athletic Trainer .....	4195
Paul Troth	Head Football .....	4118
Monty Roe	Assistant Football .....	4155
Blaise Holzer	Assistant Football .....	4014
Bryan Hiller	Assistant Football .....	4191
Jody Ford	Assistant Football .....	4161
Adam Breske	Assistant Football .....	4197
Zavon Moore	Graduate Assistant Football .....	4197
Franciso Rangel	Graduate Assistant Football .....	4197
Vladimir Simic	Head Men's Soccer .....	4217
Ivan Ninkov	Assistant Men's Soccer .....	4217
Drew Hawkins	Head Women's Soccer .....	4218
Melanie Prudhomme	Graduate Assistant Women's Soccer .....	4218
Brett Einbecker	Head Track .....	4095
David Dominguez	Head Cross Country .....	4095
Sarah Niemeier	Graduate Assistant Cross Country/Track .....	4095
Brett Holt	Head Men's/ Women's Volleyball .....	4194
Tamika Drake	Graduate Assistant Men's/ Women's Volleyball .....	4194
Jason Fistick	Graduate Assistant Men's/Women's Volleyball .....	4194
Tori Cox	Head Cheerleading.....	4631
Chad Lance	Head Men's Basketball/Facilities Coordinator .....	4189
Ramone Powell	Assistant Men's Basketball .....	4192
Mike Machholz	Head Men's Wrestling .....	4158
Patrick Giangrosso	Assistant Men's Wrestling .....	4163
Timm Dixon	Head Women's Basketball .....	4104
Gabi Morales	Graduate Assistant Women's Basketball .....	4104
Jamie Lugibihl	Graduate Assistant Women's Basketball .....	4104
Kevin Totaro	Head Men/Women's Lacrosse .....	4636
Kevin Kennedy	Graduate Assistant Men's Lacrosse .....	4657
Lindsay Ingram	Graduate Assistant Women's Lacrosse.....	4657
John McEachern	Head Baseball .....	4113
Matt Dwyer	Assistant Baseball .....	4113
Brady Nowak	Graduate Assistant Baseball .....	4113
Ryan Carney	Head Tennis .....	4090
Jordan Dickson	Head Golf .....	4235
Olivia Fowler	Assistant Golf .....	4235
Ken Mason	Head Men/Women's Rodeo .....	831-5286
Keri Mason	Rodeo Assistant Coach .....	831-5286
Katie Kimble	Graduate Assistant Rodeo .....	831-5286
Daniel Allen	Head Softball .....	4111
Ashley Cobern	Assistant Softball .....	4111
Ryan Carney	Head Men's and Women's Tennis .....	4090
Carl Murphree	Head Women's Wrestling .....	4090
Mayleen Soto	Assistant Women's Wrestling .....	4090

**MISSOURI VALLEY COLLEGE  
ATHLETIC DEPARTMENT  
MISSION STATEMENT**

The Missouri Valley Athletic Department is committed to an Intercollegiate Athletic Program that supports the college as a whole by providing opportunities for its student-athletes in accordance with the rules and regulations of the National Association of Intercollegiate Athletics. As a member of the Heart of America Conference, Missouri Valley College is committed to the fulfillment of academics and athletic excellence while practicing sound fiscal management practices. Missouri Valley College is proud to be a charter member of the NAIA Champions of Characters program, with its five core values of **Respect, Responsibility, Integrity, Servant Leadership, and Sportsmanship.**

**NAIA and Conference Affiliation\***

MVC competes in the National Association of Intercollegiate Athletics (NAIA), and is a member of the Heart of America Athletic Conference (HAAC). There are 14 members of the HAAC:

<b><u>School:</u></b>	<b><u>Mascot:</u></b>	<b><u>Location:</u></b>
Avila University	Eagles	Kansas City, Missouri
Baker University	Wildcats	Baldwin City, Kansas
Benedictine College	Ravens	Atchison, Kansas
Central Methodist University	Eagles	Fayette, Missouri
<i>*Clarke University</i>	<i>Crusaders</i>	<i>Dubuque, Iowa</i>
Culver-Stockton College	Wildcats	Canton, Missouri
Evangel University	Crusaders	Springfield, Missouri
Graceland University	Yellowjackets	Lamoni, Iowa
Grand View University	Vikings	Des Moines, Iowa
MidAmerica Nazarene University	Pioneers	Olathe, Kansas
Missouri Valley College	Vikings	Marshall, Missouri
<i>*Mount Mercy University</i>	<i>Mustangs</i>	<i>Cedar Rapids, Iowa</i>
Peru State College	Bobcats	Peru, Nebraska
William Penn University	Statesmen	Oskaloosa, Iowa

**\*WILL BECOME MEMBERS IN 2016-2017 SEASON**

## **MVC Sponsored Athletic Teams**

MVC sports for which the HAAC currently recognizes conference champions are baseball, men's and women's basketball, men's and women's cross country, football, men's and women's golf, men's and women's indoor and outdoor track, men's and women's soccer, women's softball, spirit squad, men's and women's tennis and women's volleyball and men's wrestling.

MVC also sponsors varsity sports in men's volleyball, men's and women's lacrosse, men's and women's rodeo, and women's wrestling.

## **Basic NAIA Eligibility Rules**

1. Entering freshmen must meet two of the three following criteria:
  - a.) Achieve a minimum of 18 on the Enhanced ACT or an 860 on the SAT.
  - b.) Have had a minimum of a 2.0 high school grade point average.
  - c.) Have graduated in the top half of his/her high school graduating class.
  - d.) Register and be cleared to participate through the NAIA Eligibility Center.
2. Each athlete must register for at least 12 hours for the Fall and Spring semesters.
3. **IMPORTANT:** Dropping below 12 hours will render you ineligible. You must obtain your coach's approval to drop a course.
4. All student-athletes must have passed 24 hours in the previous two semesters in order to be eligible. Up to 12 hours earned during the summer may be applied to the 24-hour rule.
5. Upon reaching your junior academic standing, you must have at least a 2.0 GPA.
6. To play a third season, you must have earned 48 hours; to play a fourth season, 72 hours.
7. Repeat Courses: There are special rules, depending on the grade earned in the previous course as to whether or not it can be counted towards the 24-hour rule. Check with your coach for clarification.

## **Student Athlete Code of Conduct**

Each student-athlete associated with the intercollegiate athletics program is expected to represent MVC in an honorable and respectful manner at all times. Student-athletes are highly visible College representatives to the student body and the community.

MVC student-athletes are expected to adhere to the Student-Athlete Pledge as set forth by the NAIA "Champions of Character" program emphasizing these five core values: **Respect, Responsibility, Integrity, Servant Leadership and Sportsmanship**. The Pledge is located at the back of this Handbook and you are expected to sign and return the Pledge to the athletic department.

**While participating in the athletic program, student-athletes are expected to accept the following responsibilities:**

### **Athletics:**

- Provide all correct information and/or documents pertaining to age, experience and past collegiate/professional participation and attendance.
- Maintain academic eligibility as defined by MVC and the NAIA.
- Adhere to the institutional and Athletic Drug and Alcohol policies as defined by MVC and the NAIA
- Represent your athletic program in a positive manner at all times on and off of campus.

### **Infractions**

Possible offenses include, but are not limited to, the following:

- falsifying documents.
- using false identification during competition
- non disclosure of past playing experience in collegiate, club or professional leagues.
- possessing, distribution or use of illegal substances.
- submitting false medical documentation required by the college.
- altering or falsifying academic records in any way.

### **Penalties**

A student guilty of an infraction will be subject to a penalty appropriate to the nature and seriousness of the offense. The following penalties may be applied:

- suspension from athletic team.
- loss of eligibility
- dismissal from the athletic team and/or MVC

## **Academics:**

- Attend classes regularly and complete all academic assignments.
- Maintain academic eligibility as defined by the NAIA.
- Be honest and truthful in all academic work, contacts with faculty/staff and interactions with fellow students.

Academic integrity is expected and required of all students. Students and faculty are responsible and accountable for personally upholding that integrity. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined according to the following policy.

## **Cheating Offenses**

Cheating offenses include, but are not limited to, the following:

- Copying from another student in a test or examination situation.
- Using unauthorized material or aids in the preparation of an assignment or project.
- Possessing unauthorized material or aids in a test or examination situation.
- Allowing another person to take a test or examination in one's place.
- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation required by the college.
- Improperly obtaining through theft, bribery, collusion, or otherwise any test or examination paper prior to the date and time for writing such test or examination.
- Aiding or abetting anyone in a cheating offense.
- Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.\*
- Copying and submitting, in whole or in part, the work of another in an assignment, report, project, etc. as one's own.\*
- Claiming to have completed assigned tasks that were, in fact, completed by another person.\*
- Failing to accurately document information, wording, or visual images obtained on the World Wide Web.\*
- Violating federal copyright laws including unauthorized duplication of copyrighted materials.

\*Students are required to take the Plagiarism Tutorial at the Moodle site.

## **Procedure**

1. When a student is suspected of cheating, the instructor or other individual who suspects the student of cheating will, at the earliest opportunity, investigate the situation, discuss the matter with the student and come to a decision regarding the student's guilt or innocence.
2. In the event a decision is made that the student is guilty of cheating, before determining an appropriate penalty, the course instructor will ascertain from the Chief Academic Officer's assistant whether the student has been found guilty of any previous cheating offense while enrolled at Missouri Valley College.
3. In the event that the instructor determines this to be a first offense for the student, the instructor will apply an appropriate penalty. The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student's education. The penalty should also be consistent with the range of penalties outlined in this policy.
4. In the case of a student's first offense, the instructor imposing the penalty will complete the College's Academic Dishonesty Documentation Form, providing copies to the student and the Chief Academic Officer. If the offense is plagiarism, the student must complete the plagiarism tutorial within one week of the date they are given the Academic Dishonesty Documentation Form.  
Where the instructor has determined that this is not the student's first offense and has concluded the student is guilty of a further offense, the instructor will complete the College's Academic Dishonesty Documentation Form. All copies of the form should then be forwarded to the student's program division chair.
5. In the case of a second offense by the student, the student's program division chair will determine the appropriate penalty for this offense and will ensure that the penalty is more severe than the penalty imposed for the previous offense. The program division chair will complete the penalty section of the College's Academic Dishonesty Documentation Form, providing copies to the student, instructor, the Chief Academic Officer, and retain a copy for the division records. The student will be advised on the Academic Dishonesty Form that if found guilty of a third offense of academic dishonesty at Missouri Valley College, an automatic penalty of expulsion from Missouri Valley College will result.

## **Penalties**

A student guilty of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense. A record of all such cases will be kept in the Chief Academic Officer's Office. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed.

The following penalties may be applied:

1. Reprimand.
2. Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.
3. Completion of the Plagiarism Tutorial found at the student's Moodle site. (Must be completed if this is the student's first plagiarism offense)
4. A mark of "0" will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
5. A failing (F) grade will be awarded in the course.
6. Automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be imposed by the student's program division chair or the Chief Academic Officer.
7. Expulsion from Missouri Valley College, permanently recorded on the student's record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

## **Student Appeals**

A student may appeal a decision that he/she is guilty of cheating or the appropriateness of the applied penalty by submitting an appeal to the Chief Academic Officer. Any such appeal must be made within 15 days of the student's learning of the penalty. Any decision following the appeal will be final.

During an appeal of suspension or expulsion, if there is no issue of safety to others, the student will be allowed to continue in the course or program until any appeal has been heard and resolved.

This policy was based on the Cheating Policy at Fanshawe College (Policy Number 2-G-4)  
<http://www.fanshawec.ca/admissions/registrars-office/policies/cheating-policy>



## **Athletic Competition:**

1. All student athletes must have an athletic based personal insurance policy\* and current physical on file with the athletic training office to participate in preseason, in season or postseason workouts.  
**\* (it is required that each athlete has a 9 month policy covering the full academic year)**
2. You are expected to conduct yourself in competition in a respectful and sportsmanlike manner. Unacceptable behavior includes, but is not limited to:
  - a. Taunting opponents, coaches or fans.
  - b. Abusing officials, either physically or verbally.
  - c. Using profanity in practices or games.
  - d. Fighting with an opponent, before, during or after a competition.
  - e. Throwing objects in an attempt to cause harm or express anger.
  - f. Making derogatory statements to the media directed at fellow athletes, coaches or MVC.

## **General Conduct:**

1. Abide by the rules and regulations of Missouri Valley College.
2. Refrain from consuming alcoholic beverages or illegal drugs. Student-athletes are randomly tested for these substances (see policy that follows this section.)
3. Refrain from participating in any gambling activity that involves intercollegiate or professional athletics.

## **Specific Team Rules:**

Coaches may have team rules that may be more stringent than the athletic department's rules and may cover areas not cited above or in the MVC Student Handbook.

## **Student-Athlete Grievance Procedure:**

The following procedures have been established to help guide a student-athlete through a potential grievance (with a staff member of the Athletic Department) and hopefully settle the matter in a professional manner:

1. The student-athlete should meet with the staff member with whom he/she has a grievance.
2. If the grievance is not resolved to the satisfaction of the student-athlete, the student-athlete should write a statement in full detail about the grievance and submit that statement to the Athletic Director. The AD's office will then set up an appointment between the student-athlete and the AD
3. After the first meeting between the student-athlete and the AD, a second meeting may be called to include the person against whom the grievance has been filed.
4. If the grievance is still not resolved to the satisfaction of the student-athlete, the student-athlete may submit his/her statement to the Vice President of Academics. The Vice President will respond to the student-athlete within five (5) working days and may subsequently call for a meeting between any or all of the aforementioned parties.
5. If the grievance is still not resolved to the satisfaction of the student-athlete, he/she may submit a written appeal to the President.

## **Evaluation of Coaches by Student-Athletes:**

Starting in the Fall of 2003, athletes will have the opportunity to evaluate their respective head coaches. The instrument will be administered by the AD at a team meeting, approximately halfway into each team's season.

## **Athletic Attendance Policy:**

Any student athlete that accumulates (4) unexcused absences from academic classes during any school week, will be determined ineligible for one athletic competition. This period will start the Monday after the eligibility meeting with the Athletic Director on the previous Thursday.

## **Missing Classes Due to Competition:**

Student-athletes are expected to inform instructors as to when they will miss classes due to competition. This must be done in advance of a contest. If a contest is rescheduled due to a rainout or if a team is playing in post-season, student-athletes are expected to also communicate this information to instructors.

If final exams need to be taken early or rescheduled, a "Request for Change in Examination Schedule" form will be distributed by the coach to his/her athletes. The student-athlete must take the form to each instructor for signature and then return the form to the Vice President for Academic Affairs, who gives final approval to requests.

## **Athletic Scholarships:**

Any student-athlete who receives an athletic scholarship or an MVC scholarship and fails to fulfill their commitment to the College, either athletically, academically or socially may lose part or all of their athletic scholarship.

## **MISSOURI VALLEY COLLEGE ASSAULT, DISCRIMINATION, HARASSMENT, AND VIOLENCE POLICY**

Missouri Valley College is committed to the development of the whole person within a value system that acknowledges the College's heritage and focuses on four-dimensional personal growth mentally, socially, physically and spiritually. Life on the campus helps each student to learn how to gain a broad range of knowledge and understanding about the arts, humanities, and sciences; to obtain social and physical enjoyment through athletics, recreational activities, and special events; to grow in capacity for work, achievement, and leadership; and to experience self-discovery as well as personal fulfillment that will serve a lifetime.

The College community seeks to establish peace and harmony through order. Policies and rules help keep order and serve the common good. The Missouri Valley College community is a voluntary society that asks each member of the community to possess a loyalty to the institution and personal commitment to order, education, and growth. Members of the College community are expected to strive for the good of all. Individual actions affect oneself and others; therefore, each person is expected to be responsible and to reflect favorably upon oneself and the community. Members of the campus community are required to abide by established policies and procedures just as they are required to abide by city, state, and national laws. Community members are required to conduct themselves at all times in a manner that exemplifies respect and seeks the best interest of all members of the community.

## **Sexual Harassment, Assault, or Violence Policy (Title IX)**

Title IX of the Education Amendments of 1972 prohibits harassment and discrimination on the basis of sex or gender in education programs or activities operated by recipients of federal financial assistance. Sexual violence is a form of sexual harassment and sex discrimination prohibited by Title IX. The College hopes through the following policy and procedure pertaining to sexual assault that victims will feel comfortable and encouraged to report crimes. Furthermore, it is the hope that through such policy and procedures that crimes of sexual assault will cease.

The procedures in the following policy have been established to achieve the following:

- Protect and inform all parties involved in a reported sexual assault
- Provide immediate support services for victims of sexual assault
- Provide clear policy and procedure pertaining to sexual assaults on college property
- See that all policy and procedure is followed in a timely manner

### Scope

The Sexual Assault Policy applies to behavior in which the accused or reporter is a student, faculty, or staff member. In the event that the accused is not represented under the College's disciplinary realm, the reporting party will be directed to the Marshall Police Department. The college will still actively help the reporter with his or her needs of counseling, protection and academic needs. In the event a staff member is deemed to be involved in any part of involvement, the Vice President for Operations and/or Vice President for Academic Affairs will be notified. You may also report this to your direct supervisor (as applicable).

### Definition of Terms

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. This can include, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Sexual Assault refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual assault refers to sexual contact without consent and include, but are not limited to, intentional touching either directly or through clothing of another person's genitals, breast, thighs, or buttocks. Sexual assault also refers to any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. These include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Sexual Assault may also be determined by the inability to gain consent due to the use of alcohol or drugs. Consent may also not be given due to medical or mental health reasons.

Sexual Harassment refers to unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course,

program, or activity. Harassment based on gender that does not involve unwanted sexual attention is prohibited gender discrimination. Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual harassment. The following list of examples of sexual harassment is not exhaustive.

- Sexual violence, including sexual assault, rape, sexual battery, and sexual coercion
- Threats or insinuations which lead the victim reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the College Sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient
- Sexually explicit emails or text messages
- Sexual misconduct such as stalking, cyberstalking, recording or transmitting sexual images, and voyeurism
- Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other College programs or activities
- Repeatedly using sexually degrading words or sounds to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact
- Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual

### **Bullying Policy**

Bullying is the use of aggression with the intention of hurting another person. Such behaviors and activities include, but are not limited to, the following:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets
- Slandering, ridiculing or maligning a person or his/her family
- Persistent name calling; using an individual or group as the butt of jokes
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature
- Sabotaging or undermining an individual or group's work performance or education experience
- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property
- Inappropriate electronic communication, such as the use of electronic mail or text messaging in a threatening, intimidating, or humiliating manner.

Bullying can be a crime, and is always a serious violation of Student Code of Conduct which will not be tolerated within our community. Bullying should be reported immediately to the Department of Public Safety, Residence Life staff, or the Office of Student Affairs.

## **Dating & Domestic Violence Policy**

Dating, Domestic, or Intimate Partner violence is a crime, as well as a serious violation of Student Code of Conduct and will not be tolerated within our community. Dating, domestic, and/or intimate partner violence includes but is not limited to: physical violence (e.g., kicking, hitting, punching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence including verbal/written violence (e.g., isolation, intimidation, belittling, stalking, “outing” someone against will, cyberbullying/harassment, threat of physical force), and economic abuse (i.e., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances).

### Definition of Terms:

**Physical Violence (or attempted):** Physical violence includes but is not limited to: kicking, pinching, hitting, choking, biting, shaking or otherwise using physical force to restrain or hurt a partner. Physical violence can be used against a partner with a physical disability by not allowing them access to equipment such as a wheelchair or similar items, which assist a person with a disability in daily living.

**Sexual Violence (or attempted):** Sexual violence is forcing a partner to engage in sexual acts against one’s will. **Emotional Violence (or attempted):** Emotional violence (including verbal/written violence) is using isolation, intimidation, and threat of physical force or words to restrain or hurt a partner. This could include threatening to “out” a lesbian, gay, bisexual or transgender partner. In some cultures, family members may participate in emotionally abusing a partner. International students who are perpetrators may threaten their partners by telling them they will be sent back to their country of origin if they report acts of violence against them.

**Economic Abuse (or attempted):** Economic abuse may not come into play in a dating relationship, but it is defined as withholding financial resources to intimidate, threaten or cause a partner to remain in a relationship because of lack of access to finances.

## **Discrimination Policy**

When submission to or rejection of such behavior is used as a basis for a decision affecting an individual’s employment or participation in a course, program, or activity; or such behavior is so severe, persistent, or pervasive that a reasonable person would find that it alters the terms or conditions of a person’s employment or educational experience, or unreasonably interferes with an individual’s work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment, this is also considered sexual harassment.

A person’s subjective belief alone that behavior is offensive does not necessarily make that behavior sexual harassment. The behavior must also be objectively unreasonable. The determination as to whether behavior is sexual harassment must take into account the totality of the circumstances, including the nature of the behavior and the context in which it occurred. Sexually harassing conduct often involves a pattern of offensive behavior; however, a single incident may constitute sexual harassment depending on the severity of the conduct and on factors such as the degree to which the conduct affected the student’s education or the

employee's work environment, the type and duration of the conduct, and the identity of and relationship between the alleged harasser and the student or employee.

### **Stalking (Intrusive Contact) Policy**

Stalking (intrusive contact) is the repetitive pursuit, following, harassment and/or interference with the peace and/or safety of an individual. Such behaviors and activities may include, but are not limited to, the following: non-consensual communication, including face-to-face, phone calls, voice messages, text messages, electronic mail, any form of online sources, written letters, unwanted gifts; threatening or obscene gestures; lurking, pursuing or following; surveillance or other types of observation; trespassing; vandalism; non-consensual touching. Stalking (intrusive contact) is a crime, as well as a serious violation of Student Code of Conduct and will not be tolerated within our community. Stalking should be reported immediately to the Department of Public Safety, Residence Life staff, or the Office of Student Affairs.

### **Reporting Policy Violations**

Reporting an incident of sexual harassment is a difficult decision. It is important to understand that filing a report of sexual misconduct can be a beginning to the healing process. Reporting or pressing charges can prevent an offender from harming another person.

The college can most effectively investigate and respond to alleged sexual harassment if the complaint is made as promptly as possible after the alleged sexual harassment occurs.

The college can only take corrective action when it becomes aware of problem, therefore, the College encourages persons who believe that they have experienced sexual harassment to come forward with their complaints and seek assistance within the College. Faculty, staff, and students who believe that they have witnessed sexual harassment are encouraged to report the alleged harassment promptly. In addition, supervisors, managers, and other designated employees are expected to promptly report all allegations of sexual harassment to the Title IX Coordinator.

Reports of sexual assault and other crimes should be directed to the Office of Student Affairs or Department of Public Safety regardless of whether the matter is also reported and being investigated as sexual harassment.

### **To report, contact one of the following individuals:**

Heath Morgan  
Dean of Students/Title IX Coordinator  
(660) 831-4087  
[morganh@moval.edu](mailto:morganh@moval.edu)

Brian Ferguson  
Director of Public Safety  
(660) 831-4228 / (660) 631-2740  
[chevalierk@moval.edu](mailto:chevalierk@moval.edu)

TBA  
Director of Residence Life and Housing  
(660) 831-4652

Teresa Ceselski  
Director of the Counseling Center  
(660) 831-4139  
[ceselskit@moval.edu](mailto:ceselskit@moval.edu)

\*Students may also report incidents to Student Health Services staff, Residence Life staff or

Public Safety Officers.

### **Response to Policy Violations**

The following procedures are a guide of steps Missouri Valley College will take when investigating all forms of sexual misconduct allegations. While the procedures are a guide, the procedures may be abbreviated or modified due to the nature of the allegations or the security of the campus environment. In all cases a preponderance of the evidence standard will be used to determine whether there has been a violation of this policy (i.e. it is more likely than not that the sexual misconduct occurred).

1. Any member of the college community can file a complaint, as needed, of sexual misconduct against a student or staff member by filing a written incident report in the Student Affairs Office or verbally reporting to any of the aforementioned contacts. While it is best that the victim files the report, based on the circumstance of the case a report may be filed by a third party.
2. Once a report has been filed the college will see that the victim is given a safe place to stay and notification of the crisis response team is made as needed.
3. The College will recommend the reporting party to receive medical assistance for any treatment or injuries that may have been suffered. It is the hope that the reporting party request that any evidence be preserved by medical personnel.
4. The reporting party will be notified of their option to also file a police report with the Marshall Police Department. The College may also notify the Marshall Police Department as it deems necessary for the safety and well-being of the community.
5. The accused will receive both written and verbal notification of the alleged violation from the Dean of Students within 48 hours of a reported incident. This timeline may be extended due to unforeseen circumstances such as breaks and holiday closings.
6. The accused will have an opportunity to give a written statement admitting or denying responsibility and offering an initial description of his/her perception of the events in question. Both parties will have an opportunity to present witnesses for supporting arguments of the allegations. If a student fails to give a statement, the college may take alternative actions up to and including removal of the student while an investigation occurs.
7. The Dean of Students will conduct a full investigation, assisted by members of the conduct and public safety staff, and prepare a written report which will be distributed, concurrently, to both parties. This report will serve as notice if any disciplinary sanctions are placed on either the reporter or the accused. The report will be completed no more than 60 days from the completion of the investigation.
8. The College will attempt to obtain the consent of the victim prior to performing an investigation. However, for the safety of the community, the College has the duty to pursue an investigation if it believes or has collected enough evidence to prove (based on “reasonable suspicion” standard) that an act of Sexual Violence, Assault, or Harassment has occurred. The College will take appropriate action against the responsible party as warranted.

In the event sanctions are handed down and the perpetrator disagrees or wishes to appeal, he or she may go through the appropriate appeal process. For students, he or she may petition to the Community Standards Board as described under the Student Code of



## **Athletic Training Facility Hours**

### **Fall Semester**

#### **Monday - Friday**

8am to 12pm	Treatment/Evaluation Hours
12pm to 1pm	Closed for Lunch
1pm to 3pm	Treatment/Evaluation Hours by Permission of a Certified Athletic Trainer
3pm to 6pm	Practice Coverage Only ( <b>No Treatments/Evaluations during this Time</b> )
6pm to 8am	<b>Closed (If emergency, call 9-1-1)</b>

#### **Saturday/Sunday**

Weekends we are only available for practice/game coverage. Any treatments/evaluations need to be set-up with a Certified Athletic Trainer. **If there is an emergency, call 9-1-1.**

### **Spring Semester**

#### **Monday - Friday**

10am to 12pm	Treatment/Evaluation Hours
12pm to 1pm	Closed for Lunch
1pm to 3pm	Treatment/Evaluation Hours by Permission of a Certified Athletic Trainer Only
3pm to 5pm	Practice Coverage Only ( <b>No Treatments/Evaluations during this Time</b> )
5pm to 10am	<b>Closed (If emergency, call 9-1-1)</b>

#### **Saturday/Sunday**

Weekends we are only available for practice/game coverage. Any treatments/evaluations need to be set-up with a Certified Athletic Trainer. **If there is an emergency, call 9-1-1.**

### **Finals Week/Holidays**

Anyone who wishes to schedule any treatments or an evaluation during this time period will need to contact a Certified Athletic Trainer.

## **Athletic Training Room Rules**

1. Always treat the athletic trainers and athletic training students with respect.
2. If you need taped be here at least 30 minutes before regular practice.
3. Treatment hours are from 8am to noon, any additional treatment times must be scheduled with the certified athletic trainer in charge of your sport.
4. Pick up after yourself. Put it back if you get it out.
5. Do not wear cleats/spikes into the training room at all.
6. No loitering - do not hang out with your friends who are doing treatment.
7. Do not use the ice in the ice machine for off-season sports or for you water bottles.
8. Do not leave ice scoop in ice machine.
9. Shower quickly after practice and before coming into the training room to receive any post-practice needs.
10. Dress properly when entering the training room. Pull up your shorts/pants and wear a shirt.
11. You must be written in the treatment log before receiving any rehabilitation or modalities.
12. Keep noise level to a minimum.

# MISSOURI VALLEY COLLEGE ATHLETIC DEPARTMENT SUBSTANCE ABUSE POLICY

## Statement of Philosophy

Missouri Valley College is dedicated to promoting and preserving the integrity of athletics for the benefit and welfare of student-athletes. Consistent with that goal, MVC is concerned about assisting student-athletes to cope with the substance abuse problem in our society. Through this policy, MVC desires to communicate a clear message of zero tolerance to student-athletes about substance abuse in a positive, forceful, and straightforward manner. Sports participation at MVC is considered a privilege. Substance abuse is considered an abuse of this privilege and will be addressed with the following policy.

## Drug Testing Policy

### I. Drug Testing Consent Form

All athletes are required to sign a Drug Testing Consent Form before being allowed to participate in sports at MVC. This form allows the athletic director, athletic trainer, or head coach to request that an athlete test for substance abuse at any time during the school year for the banned drugs that appear on the MVC Banned Drug List in addition to anabolic steroids, HGH, diuretics, urine manipulators, and any drug masking agents.

### I. Athlete Notification of a random test selection

All athletes are required to have a current method of contact for his/her coaching staff and the athletic training staff at all times. Athletes are subject to random drug testing at all times throughout the academic year.

- A. Athlete will be notified by phone the morning of the test date.
- B. Athlete will have a 2 hour time window in which he/she must report for testing.

### II. Refusing Drug Testing/Failure to test

An athlete who refuses to take a drug test when requested is considered to have a failed drug test and will continue the process that he/she falls under in the substance abuse policy until it is completed.

An athlete who fails to attend a scheduled drug test and provide a sampling during the allotted testing window is considered to have a failed drug test and will fall into the appropriate category and continue the process that he/she falls under in the substance abuse policy until it is completed.

### III. Collection of Specimen

- A. Athlete must have a photo ID for identity verification.
- B. Athlete chooses a collection kit and fills the collection cup to the line indicated in the presence of a certified athletic trainer. The athletic director and coach may also be present during the collection of the specimen.
- C. Athlete will be shown that the ID number on the sealed collection cup matches the ID number on the chain of custody form ID.
- D. Athlete will observe the sealing of the specimen bottle with the placing of a seal over the lid of the cup.
- E. Athlete will read, complete, and sign the donor affidavit.

### IV. Results

Once an athlete has submitted a specimen, he/she will remain eligible until the results of the drug test are secured by the head athletic trainer. All results are confidential. The only people who will be contacted about the results of the drug test will be the athlete/donor, the head athletic trainer, the head coach of the specific sport, the athletic director and the Campus Life Office.

#### A. Negative Results

If the results of the test come back negative, the cost of the drug test will be paid by MVC. The athlete will be contacted by the head athletic trainer about the results and remain eligible to participate in athletics at MVC. The results of the test will be shared only with the athlete/donor, the head athletic trainer, the head coach of the specific sport, and the athletic director. Even if an athlete tests negative for a drug test, he/she may be tested again during the year as agreed to by signing the MVC Drug Testing Consent Form.

#### B. Positive Results

If the results of the test come back positive, the cost of the test **will be paid by the athlete**. The athlete will be contacted by the head athletic trainer and immediately suspended from participating in all MVC athletic functions (practices & games) for "Violation of Athletic Department Policy".

**All positive test results are accumulative for the duration of the athlete's tenure at MVC.**

If the event date coincides with Christmas break or while there are no games or practices scheduled due to a break in classes, the suspension will commence when the team returns to campus for the continuation of their season or if needed at the beginning of the following season.

1. **First Positive Result**

If the results of the test come back positive, the cost of the test will be paid by the athlete and immediately suspended from participating in all MVC athletic functions. The athlete has 48 hours to contact the MVC counseling center and set an appointment date for substance abuse counseling. Upon verification of the pending appointments by the counseling center, the AD's office will notify the head athletic trainer, coach and athlete donor that the athlete will be able to resume team practices but will be suspended for one of the two following athletic competition dates to be determined by the coach and filed with the AD's office.

During this event date suspension period, the athlete will be expected to attend all team practices and functions as determined by the coach and the athlete will be expected to undergo counseling that will be set up at the discretion of the athletic director, coach and head athletic trainer. These results will remain confidential and will not be released to any other campus faculty, campus staff, campus administrators, or the media. If the athlete is under 18, the parent(s)/guardian(s) will be notified by the athletic director. If the athlete is 18 or older, the parent(s)/guardian(s) will not be notified. The head athletic trainer, the head coach of the specific sport, and the athletic director will attempt to provide the athlete with all the help that he/she feels is necessary. This period should be dedicated to helping the athlete work through his/her substance abuse problem and any other problems that he/she may have academically, personally, etc.

After the event date suspension has been completed, the athlete may or may not be reinstated onto the team at the discretion of the athletic director and head athletic trainer. Reinstatement will be partially based upon whether the athlete has satisfied all counseling requirements or other activities that were deemed necessary by the athletic director and head athletic trainer. Information on reinstatement will be offered at a scheduled meeting between the athlete, athletic director, and the head athletic trainer, and the head coach of the specific sport. The athlete may be retested for substance abuse again at any time during the academic year. Retesting may be a requirement for sports reinstatement.

\*The event date suspension period is mandatory for all sports. If this event date coincides with Christmas Break or while there are no games or practices scheduled due to a break in classes, the suspension will commence when the team returns to campus for the continuation of their season.

2. **Second Positive Result**

If the results of the test come back positive, the cost of the test will be paid by the athlete. The athlete will be contacted by the head athletic trainer and immediately suspended from participating in all MVC athletic functions (practices & games) for 2 weeks for "Violation of Athletic Department Rules".

During this 2 week period, the athlete will be expected to undergo counseling that will be set up at the discretion of the athletic director and head athletic trainer.

The athlete may or may not be reinstated onto the team at the discretion of the athletic director, coach and head athletic trainer. Reinstatement will be partially based upon whether the athlete has satisfied all counseling requirements or other activities that were deemed necessary by the athletic director, coaching staff and head athletic trainer. Information on reinstatement will be offered at a scheduled meeting between the athlete, athletic director, and the head athletic trainer, and the head coach of the specific sport. The athlete may be retested for substance abuse again at any time during the academic year. Retesting may be a requirement for sports reinstatement.

\*The 2-week suspension period is mandatory for all sports. If this 2-week suspension coincides with Christmas Break or while there are no games or practices scheduled due to a break in classes, the suspension will commence when the team returns to campus for the continuation of their season.

3. **Third Positive Result**

If an athlete is re-tested and the results come back positive a third time, the athlete will be prohibited from participating in athletics at MVC for the one calendar year from the date of the third test. In addition, the athletic director will inform the parent(s)/guardian(s) of the athlete, the Campus Life Office and the Financial Aid Office of the results of this third positive test. This could result in the athlete being removed from campus housing and losing all financial aid for schooling. If the athlete remains enrolled at MVC, the head athletic trainer, coaching staff and athletic director will try to help the athlete in any way possible in regards to counseling and finding professional help. After one calendar year, the athlete may or may not be reinstated onto the team at the discretion of the coach and athletic director. Reinstatement will

be partially based upon whether the athlete has satisfied all counseling requirements or other activities that were deemed necessary by the athletic director, coaching staff and head athletic trainer during the suspension period. Information on reinstatement will be offered at a scheduled meeting between the athlete, athletic director, and the head athletic trainer, and the head coach of the specific sport. The athlete may be retested for substance abuse again at any time during the academic year. Retesting may be a requirement for sports reinstatement.

\*The 1 year suspension period is mandatory for all sports.

#### 4. **Fourth Positive Result**

If an athlete is re-tested and the results come back positive a fourth time, the athlete will be banned from participating in athletics at MVC for the remainder of the athlete's attendance at MVC.

The athletic director will inform the parent(s)/guardian(s) of the athlete, the Campus Life Office and the Financial Aid Office of the results of this positive test and the ban from athletics. This will result in the athlete being removed from campus housing and losing all financial aid for schooling in next immediate session. The institution will try to help the athlete in any way possible in regards to counseling and finding professional help.

### **C. Positive Results Dispute Procedures**

If the results of the screening comes back positive and the athlete donor disputes the results he/she may request an independent lab process the sampling by the end of the work day (not to exceed 6:00pm) to verify the findings of the initial screening. All costs of the independent testing will be paid by the athlete. The athlete will continue the suspension process as stated in the MVC Substance Abuse Policy for the athlete donors numbered offense.

If the verification process findings come back from the independent lab as a negative test result the athlete donor will be offered immediate reinstatement at a scheduled meeting between the athlete, athletic director, head athletic trainer, and the head coach of the specific sport.

Upon verification of a positive test result the athlete donor will continue the process that he/she falls under in the substance abuse policy until it is completed.

## **V. Drug Testing Frequency**

Each team will conduct random drug testing throughout the academic year for the banned drugs that appear on the MVC Banned Drug List in addition to anabolic steroids, HGH, diuretics, urine manipulators, and any drug masking agents.

Initial team testing will include up to 10% of the programs athletes listed on the eligibility roster but may be broken into separate test dates. Teams will be subject to random testing a minimum of 2 times per academic semester. Initial team testing may be extended throughout the academic year to include pre-season, in-season and post-season time frames. Programs may choose to random test the team as many times throughout the academic year as they deem necessary.

### **A. Athletes with positive results**

Athletes testing positive may be retested without notification at any time throughout their career at MVC.

### **B. Retesting athletes**

Continued retesting may be a requirement by the coaching staff, athletic administration or counseling center for sports reinstatement of athletes that have previously tested positive.

## **VI. Alcohol & Tobacco Products**

The use of alcohol, tobacco, and tobacco products is not permitted by participants, coaches, cheerleaders, athletic trainers, game administrators, or officials in the playing areas of all NAIA sanctioned competition and practices for such competition. The institution's coaching staff, event games committee, administrators, or host site coordinator shall enforce this NAIA policy through the following steps.

**A.** On the first offense, the individual(s) shall receive an official warning.

**B.** A second and subsequent offense will cause expulsion from the game, tournament or event.

**C.** Continued offenses could result in removal from the program for the remainder of the season.

## **MISSOURI VALLEY COLLEGE BANNED DRUG LIST:**

**(a) Stimulants:**

**(b) Anabolic Agents: anabolic steroids**

**(c) Substances Banned for Specific Sports:**

**(d) Diuretics:**

**(e) Street Drugs:**

**(f) Peptide Hormones and Analogues:**

**(g) Definitions of positive depends on the following:** for caffeine—if the concentration in urine exceeds 15 micrograms/ml. <sup>2</sup>for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition. <sup>3</sup>for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

**For a Full listing of the the NAIA Banned Substance list go to the following link:**

[http://www.naia.org/fls/27900/1NAIA/resources/csa/NAIA\\_Banned\\_Substances\\_List.pdf?DB\\_OEM\\_ID=27900](http://www.naia.org/fls/27900/1NAIA/resources/csa/NAIA_Banned_Substances_List.pdf?DB_OEM_ID=27900)



## WEIGHT ROOM POLICIES

- All participants must obtain a physical checkup and insurance coverage before working out in the weight room facility.
- All participants are working out at their own risk.
- All participants must have a valid MVC identification card with them to use the facility unless participating in a scheduled Varsity team lifting session.
- Wear proper training attire, particularly shirts and athletic shoes at all times.
- Show respect for equipment and facilities at all times; spitting in or defacing the facility is not tolerated and will result in immediate expulsion.
- Do not engage in horseplay, use loud or offensive language, or have temper tantrums.
- Do not bring backpacks or bags in the facility.
- Do not drop weight plates or dumbbells.
- Return dumbbells and weights to the rack in their proper order after exercising.
- Do not perform squatting types of exercises outside the squat rack.
- Use spotters for structural exercises
- Use collars and spring locks on the ends of bars at all times.
- Use bumper plates on the platforms for power-oriented exercises
- No dumbbells allowed on platforms.
- Do not wear weight belts if they contact equipment upholstery.
- Move the weights from the rack to the bar only.
- Do not lean against equipment or walls.
- Keep feet off the walls.
- Do not bring tobacco, food, chewing gum, glass bottles, cans, alcohol, drugs, or banned substances in the facility; plastic water bottles are acceptable.
- Guard personal belongings, as the supervisors are not responsible for them.
- Do not wear jewelry such as loose necklaces, bracelets, hanging earrings, or watches.
- Minimize chalk and powder on the floor.
- General Students (including former varsity athletes) must sign a waiver form to participate.
- Report any facility-related injury, or facility or equipment irregularity to the supervisor on duty.
- Non-Athletic Department personnel are allowed to use the facilities with permission of the athletic director after signing waiver forms.
- Recognized users may include current MVC athletes, MVC students, faculty and staff, and with permission visiting teams.
- Understand all visitors need to report to the Facility Directors Office to sign a waiver form prior to using the facility.
- Understand that on-duty supervisors, MVC coaches and the Athletic Directors Office have authority over all weight room conduct and use of equipment and may expel any participant or athlete from the facility for failure to follow these instructions.

**ACKNOWLEDGMENT AND CONSENT FORM**

**Drug, Alcohol and Controlled Substances**

**Testing Policy for Intercollegiate Athletes**

I acknowledge that I have reviewed a copy of the Missouri Valley College Student-Athlete Handbook, which contains the Drug, Alcohol, and Controlled Substances Testing Policies for Intercollegiate Athletes. I understand the policy, and I understand that the Implementation Procedure and Testing Protocol adopted by the College may be amended from time to time, with or without notice, at the sole discretion of Missouri Valley College. I further understand that, Pursuant to the policy, Implementation Procedure and Testing Protocol, I may be required to submit to a drug and alcohol test at any time.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT-ATHLETE’S SIGNATURE

SPORT

DATE

**NAIA CHAMPIONS OF CHARACTER PLEDGE**

Each game and practice, in which I participate, will provide me with an opportunity to be a “Champion of Character.”

I pledge, as an NAIA student-athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates, and myself by:

**Respecting** my opponent, the officials, my teammates, the game, and myself:

Taking **responsibility** for my actions in all areas of my life;

Having the **integrity** to stand by my word;

Providing **servant leadership** where I serve others while striving to be a personal and team leader;

Being an example of **sportsmanship** by holding myself to the highest standards of fair play;

\_\_\_\_\_

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STUDENT-ATHLETE’S SIGNATURE

SPORT

DATE