

2009-10
MISSOURI VALLEY
COLLEGE



VIKINGS

STUDENT-ATHLETE HANDBOOK
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

MISSOURI VALLEY COLLEGE ATHLETIC DEPARTMENT DIRECTORY 2009-2010

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Danielle Carr	Graduate Assistant SID/Track.....	4230
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Jennifer Taylor	Assistant Athletic Trainer.....	4195
David Tomchuk	Assistant Athletic Trainer/Clinical Coordinator.....	4695
Jennifer McConnell	Assistant Athletic Trainer.....	4695
Sierra Fultz	Graduate Assistant Athletic Trainer.....	4195
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Eric Kerwood	Graduate Assistant Women's Soccer	4217
John Pickens	Head Cross Country/Track.....	4095
Cody Knight	Graduate Assistant Cross Country/Track.....	4095
Derick White	Head Men's/ Women's Volleyball.....	4194
Kristen Grennan	Graduate Assistant Women's Volleyball.....	4194
Daniel Sempkowski	Graduate Assistant Men's Volleyball.....	4194
Samantha Kendall	Head Cheerleading	4631
Landon Alexander	Dance Team Coach	4631
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Chris McGill	Assistant Men's Basketball.....	4017
Mike Machholz	Head Men's Wrestling.....	4158
Patrick Giangrosso	Assistant Men's Wrestling.....	4158
Jolene Christensen	Head Women's Basketball.....	4104
Casandra Renno	Graduate Assistant Women's Basketball.....	4169
Chris Shotwell	Head Baseball.....	4113
Eric Norbut	Graduate Assistant Baseball.....	4113
Ryan Carney	Head Tennis.....	4090
Jim Anderson	Head Golf	4235
Gary Kennon	Assistant Golf.....	4235
Ken Mason	Head Rodeo.....	831-5286
Keri Mason	Rodeo Assistant Coach.....	831-5286
Cale Emmitt	Graduate Assistant Rodeo.....	831-5286
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Josh Miller	Head Softball.....	4111
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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 Athletes. 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 at the Division II level of the National Association of Intercollegiate Athletics (NAIA), and is a member of the Heart of America Athletic Conference (HAAC). There are 11 members of the HAAC:

Avila University	Kansas City, Missouri
Baker University	Baldwin City, Kansas
Benedictine College	Atchison, Kansas
Central Methodist University	Fayette, Missouri
Culver-Stockton College	Canton, Missouri
Evangel University	Springfield, Missouri
Graceland University	Lamoni, Iowa
Lindenwood University	St. Charles, Missouri
MidAmerica Nazarene University	Olathe, Kansas
Missouri Valley College	Marshall, Missouri
William Jewell College	Liberty, Missouri

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.

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

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. 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:

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.

Athletic Competition:

You are expected to conduct yourself in competition in a respectful and sportsmanlike manner.

Unacceptable behavior includes, but is not limited to:

- Taunting opponents, coaches or fans.
- Abusing officials, either physically or verbally.
- Using profanity in practices or games.
- Fighting with an opponent, before, during or after a competition.
- Throwing objects in an attempt to cause harm or express anger.
- Making derogatory statements to the media directed at fellow athletes, coaches or MVC.

General Conduct:

- Abide by the rules and regulations of Missouri Valley College.
- Refrain from consuming alcoholic beverages or illegal drugs. Student-athletes are randomly tested for these substances (see policy that follows this section.)
- 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 Athletic Director'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:

Although, MVC does not have a mandatory attendance policy for students, MVC does support the position that all coaches should strongly encourage regular attendance for student athletes during all class periods (this institutional policy does not supersede any individual policies that an individual instructor may have in his/her syllabus).

In order to help track grades and attendance for student athletes, MVC has instituted the **Student Activities Monitoring System (SAMS)**. This system is designed to aid the coach and athlete to review a student's progress through the co-operation of the MVC faculty. A student may be required by the coach to contact his/her instructors and ask for a SAMS report on his/her progress in a specific class(es). Reports may be asked for in the 4th, 10th and 13th weeks of the academic semester.

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 rain-out 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 or academically may lose part or all of their athletic scholarship.

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.

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 Only
3pm to 6pm	Practice Coverage Only (No Treatments/Evaluations during this Time)
6pm to 8am	Closed (If emergency, call 9-1-1)

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 (No Treatments/Evaluations during this Time)
5pm to 10am	Closed (If emergency, call 9-1-1)

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.

WEIGHT ROOM POLICIES

- All participants should 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.

**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.

II. 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.

III. Refusing Drug Testing

An athlete who refuses to take a drug test when requested or fails to show up on time for a scheduled drug test will be declared ineligible to participate in all athletics at MVC until a specimen is collected. If an athlete refuses a test or fails to show on time and then wishes to reschedule, the drug testing will occur at the earliest convenience of the certified athletic trainer. The athlete will remain ineligible until the certified athletic trainer decides on a time that is convenient for him/her.

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 specimens are delivered by Federal Express and results are usually secured within one week of the drug test. 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, and the athletic director.

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 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. 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 2 (two) week 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 2-week period has expired, 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 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.

C. Second Positive Result

If an athlete is retested and the results come back positive a second time, the athlete will be prohibited from participating in athletics at MVC for the remainder of the academic

year. 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 second 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 and athletic director will try to help the athlete in any way possible in regards to counseling and finding professional help.

V. **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 offense will cause expulsion from the game, tournament or event.

MISSOURI VALLEY COLLEGE BANNED DRUG LIST:

(a) Stimulants:

amiphenazole methylenedioxy methamphetamine amphetamine (MDMA, ecstasy) bemigrade methylphenidate benzphetamine nikethamide bromantan pemoline caffeine¹ (guarana) pentetrazol chlorphentermine phendimetrazine cocaine phenmetrazine cropropamide phentermine crothetamide phenylpropanolamine (ppa) diethylpropion picrotoxine dimethylamphetamine pipradol doxapram prolintane ephedrine (ephedra, strychnine ma huang) synephrine (citrus aurantium, ethamivan zhi shi, bitter orange) ethylamphetamine **and related compounds**. fencamfamine The following stimulants are not banned: methamphetamine phenylephrine pseudoephedrine

(b) Anabolic Agents: anabolic steroids androstenediol methyltestosterone androstenedione nandrolone boldenone norandrostenediol clostebol norandrostenedione dehydrochlormethyl-norethandrolone testosterone oxandrolone dehydroepiandro-oxymesterone sterone (DHEA) oxymetholone dihydrotestosterone stanozolol (DHT) testosterone² dromostanolone tetrahydrogestrinone (THG) epitrenbolone trenbolone fluoxymesterone **and related compounds** gestrinone mesterolone **other anabolic agents** methandienone methenolone clenbuterol

(c) Substances Banned for Specific Sports:

Rifle: alcohol pindolol atenolol propranolol metoprolol timolol nadolol **and related compounds**

(d) Diuretics: acetazolamide

bendroflumethiazide benzthiazide bumetanide chlorothiazide chlorthalidone ethacrynic acid flumethiazide furosemide hydrochlorothiazide hydroflumethiazide methyclothiazidemetolazone

polythiazide quinethazone spironolactone (canrenone) triamterene trichlormethiazide **and related compounds**

(e) **Street Drugs:** heroin tetrahydrocannabinol marijuana³ (THC)³

(f) **Peptide Hormones and Analogues:** corticotrophin (ACTH) human chorionic gonadotrophin (hCG) luteinizing hormone (LH) growth hormone (HGH, somatotrophin) insulin like growth hormone (IGF-1)

All the respective releasing factors of the above-mentioned substances also are banned: erythropoietin (EPO) sermorelin darbepoetin

(g) **Definitions of positive depends on the following:** for caffeine—if the concentration in urine exceeds 15 micrograms/ml.² 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.³ for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

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
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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;

STUDENT-ATHLETE’S SIGNATURE	DATE
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