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COE COLLEGE STUDENT-ATHLETE HANDBOOK

I Welcome

Welcome to Coe College and the Coe Athletic Department. Coe College sponsors 21 NCAA Division III Athletic Teams with 19 of these teams competing for Championships in the Iowa Intercollegiate Athletic Conference (IIAC).

As a Student-athlete at Coe College you will have an opportunity to interact with a variety of individuals including other student-athletes, coaches, faculty members, support staff and administrators. This Handbook is designed to serve as a guide for your Coe experience.

We are ready to support you in any way we can – we want you to be successful and believe this Handbook serves as an important first step in being a member of our Coe College Athletic Program!

Sincerely,

John Chandler
Director of Athletics

II COE COLLEGE ATHLETICS PHILOSOPHY STATEMENT

(Approved April 7, 1996 – Amended January 12, 2001)

Coe College athletics programs place highest priority on the over-all quality of the educational experience and on the successful completion of all students' academic programs. Coe College seeks to establish and maintain an environment in which student-athlete's athletic activities are conducted as an integral part of the student-athlete's educational experience, and seeks to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and athletics staff.

To achieve this end, Coe College:

1. Places special importance on the impact of athletics on the physical and mental health and well being of the participants rather than on the spectators;
2. Places greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
3. Does not award athletically related financial aid to any student-athlete;
4. Encourages sportsmanship, fair play, ethical conduct and amateur athletic competition;
5. Develops positive societal attitudes in all constituents, including athletes, coaches, administrative personnel and spectators;
6. Emphasizes that its athletic participants should strive for academic achievement and meet the same academic standards as the rest of the members of the student body;
7. Encourages participation by maximizing the number and variety of athletics opportunities for its students;
8. Requires that the actions of coaches and administrators exhibit fairness, openness, and honesty in their relationships with student-athletes;
9. Requires that its athletic participants are not treated differently from other members of the student body;

10. Requires that its athletics programs support the institution's educational mission in all aspects;
11. Requires that all financing, staffing and controlling of the athletics programs use the same general procedures as other departments of the institution;
12. Provides equitable treatment and athletics opportunities for males and females and gives equal emphasis to men's and women's sports;
13. Gives primary emphasis to regional in-season competition and conference championships;
14. Supports student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in regional and national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities;
15. Give student-athletes an opportunity for informal input to its athletic programs through student-athletes representatives to the Student Athlete Advisory Council (SAAC);
16. Allows students to redress grievances by a hearing before the Director of Athletics and,
17. Endorses and abides by all IIAC and NCAA Division III policies, including recruiting and eligibility regulations.

Coe College endorses and abides by the principles, philosophies, and regulations of the IIAC and NCAA Division III.

The Coe College Athletics Committee, consisting of three faculty members, two student members and the director of athletics, regularly reviews athletics programs, athletics schedules, and athletics policies and serves as liaison to their constituencies. One or more faculty members of the Athletics Committee shall serve as the faculty representative to the Iowa Intercollegiate Athletic Conference.

III Athletic Department Staff

Baseball:	Head Coach: Assistant Coaches:	Steve Cook Todd Lane John Heald
Basketball-Men's	Head Coach Assistant Coaches Student Assistant	Patrick Juckem Chris VandeVoort Andrew George
Basketball-Women's	Head Coach Assistant Coaches	Melissa Bruner TBD
Cheerleading & Dance/Pom Squad	Supervisors	TBD
Football	Head Coach Assistant Coaches	Erik Raeburn Larry Atwater Damon Walker Josh Hoeg Zach Pfantz Jared Schmidt Steve Staker
Golf-Men's	Head Coach Assistant Coaches	J.D. Grimm William Chadima William Fletcher
Golf-Women's	Head Coach Assistant Coach	J.D. Grimm Mary Meisterling
Soccer-Men's	Head Coach Assistant Coach	Donovan Kron Scott Myers
Soccer-Women's	Head Coach Assistant Coach	Donovan Kron Rebecca Humbert
Softball	Head Coach Assistant Coaches	Bob Timmons Ben Sorden Jodi Bauer Dale Lassen

Swimming & Diving Men's & Women's	Head Coach Assistant Coaches	Bobby Kelley Ben Iverson Gerald Maxwell
Tennis Men's & Women's	Head Coach Assistant Coach	Eric Rodgers Mark Murphy
Indoor/Outdoor Track & Field Men's & Women's	Head Coach Assistant Coaches	Peter Herber TBD
Wrestling	Head Coach Assistant Coaches	John Oostendorp Marcus Kurtz Eric Casey Jamie Gibbs Dustin Coufal
Volleyball	Head Coach Assistant Coaches	Heather Schmidt Mike Bisek

Athletic Department Recruiting & General Secretary: Megan Burns

Athletic Training-Education Director: Mitch Doyle

Head Athletic Trainer: Chad Libby

Assistant Athletic Trainers: Shaun McCarthy
Kim Kauzlarich

Director of Athletics: John Chandler

Assistant Director of Athletics: Melissa Bruner

Assistant Director of Athletics: Steve Cook

Assistant to the Athletic Director: Melinda Behounek

Director of the Fitness Center/Climbing Wall: Jamie Gibbs

Director of the Clark Racquet Center: Eric Rodgers

Assistant Director of the Clark Racquet Center: Tom Galbraith

Faculty Athletic Representative: Pamela Carstens

Faculty Athletic Representative: Kent Herron

Manager of Athletic Equipment: Doug Peters

Assistant to the Manager of Athletic Equipment: TBD

Sports Information Director: Bryan Boettcher

Team Physician: Dr. David Hart

Athletic Department Directory

Responsibility	Contact	Phone
Athletic Director	John Chandler	399-8622
Assistant Athletic Director	Melissa Bruner	399-8808
Assistant Athletic Director	Steve Cook	399-8500
Faculty Athletic Representative	Pamela Carstens	399-8690
Faculty Athletic Representative	Kent Herron	399-8681
Head Athletic Trainer	Chad Libby	399-8014
Athletic Department Secretary	Megan Dvorak	399-8852
Sports Information Director	Bryan Boettcher	399-8570
Intramural Director	Donavon Kron	399-8041
Strength & Conditioning	Jamie Gibbs	399-8037

Athletic Training		
Assistant Athletic Trainer	Shaun McCarthy	399-8013
Assistant Athletic Trainer	Kim Kauzlarich	399-8607
Baseball	Steve Cook	399-8849
Basketball - Men's	Patrick Juckem	399-8625
Basketball - Women's	Melissa Bruner	399-8808
Cheerleading and Dance/Pom	TBD	
Cross Country - Men's & Women's	Elaine Rydze	399-8620
Football	Erik Raeburn	399-8567
Golf - Men's	J.D. Grimm	399-8599
Golf - Women's	J.D. Grimm	399-8599
Soccer - Men's	Donovan Kron	399-8041
Soccer - Women's	Donovan Kron	399-8041
Softball	Bob Timmons	399-8859
Swimming & Diving - M/W	Bobby Kelley	399-8659
Tennis - Men's & Women's	Eric Rodgers	399-8799
Track & Field - M/W Indoor/Outdoor	Peter Herber	399-8550
Volleyball	Heather Schmidt	399-8233
Wrestling	John Oostendorp	399-8234

Other Useful Resources

Academic Achievement Program	399-8547
Affirmative Action Officer	399-8598
Audiovisual Department	399-8606
Bookstore	399-8583
Box Office	399-8568
Business Office	399-8525
Career Services	399-8844
Chaplain	399-8546
Clark Racquet Center	399-8798
Computer Services	399-8877
Counseling Services Information	399-8741
Dean of Admission	399-8803
Dean of Students	399-8843
Eby Fieldhouse	399-8599
English as a Second Language	399-8541
Financial Aid	399-8540
Fitness Center	399-8040
Health Services	399-8617
Information	399-8000
International Student Advisor	399-8741
Library	
Audiovisual Department	399-8583
Circulation Desk	399-8585
Reference Desk	399-8586
Fisher Music Library	399-8651
Mailroom	399-8554
Natatorium	399-8659
PUB	399-8025
PUB Menu	399-8004
Registrar	399-8526
Residence Life	399-8741
Security	399-8888
Sports Information	399-8570
Tutor Program office	399-8732
Vice President of Academic Affairs	399-8616
Writing Center	399-8743

IV GENERAL INFORMATION

Primary Health Insurance/Physical Policy

Prior to practice or play as a member of an intercollegiate team, every student athlete at Coe College must meet the following guidelines:

- 1) Have a record of physical examination on file with Coe College. Freshmen and transfers must have completed a physical examination during the six months prior to enrolling at Coe. Please have this form completed and returned to Melinda LaGrange, Director of Health Services prior to August 1st, 2004.
- 2) Complete a Demographics and Mandatory Verification of Medical Insurance form. Every student-athlete at Coe is required to have their medical insurance meet the listed requirements on this form. One of the requirements is to ensure that student athletes have enough insurance to meet the NCAA provided catastrophic insurance policy. The NCAA provides catastrophic insurance coverage to all NCAA student athletes in the event that an injury or illness exceeds \$65,000. In addition to completing this information each student athlete will be required to submit a copy of their insurance card. This will be placed on file in the event that medical assistance is needed.

Hosting of Prospective Student Athletes

Selected student-athletes may have the opportunity to serve as student hosts for prospective student-athletes. Selected hosts of student-athletes will be responsible for abiding by all college policies. When hosting a prospective student-athlete, student hosts are expected at all times to exhibit appropriate behaviors, as stated in the student handbook. Serving as a student host is an important responsibility and must be taken seriously. Campus and overnight hosts represent Coe College, their teammates, and their coaches. Hosts and prospective student-athletes are to abide by all college policies governing residence life and the student handbook. Hosts and prospects are not to be involved in the use of drugs and alcohol. Students who are of legal age to purchase and consume alcohol are not to do so while hosting or visiting with prospective student-athletes.

Lightning Policy

A. Decisions regarding whether to continue or stop practice will be made by Staff ATC on site.

- **Criteria for Evacuation of the Practice/Game Area**

If lightning or severe weather is **within 8-20 miles** the athletic training staff/student should:

1. Notify the head coach and/or his designee
2. Notify the visiting team (if applicable)
3. Notify the game officials (at break in action)

If lightning or severe weather is **within 3-8 miles** the athletic training staff/student should:

1. Follow procedures outlined above
2. Stop all games/practice activities immediately
3. Evacuate all personnel to a safe structure or location

- **Safe Structure or Location**

Ideally, any sturdy fully enclosed, substantial, and frequently inhabited building that has plumbing and/or electrical wiring that acts to electrically ground the structure. Examples of locations that **do not** routinely meet this criterion include:

- Baseball/softball dugouts
- Outside storage sheds
- Canopy/awning/tents

- **Criteria for Safe Return to the Practice/Game Area**

1. Personnel should not return to the practice/game area until thirty (30) minutes after the last lightning flash or sound of thunder.
2. Each time lightning is observed and/or thunder is heard, the “30-minute” clock is to be reset.
3. Lightning can strike up to 10 miles away. Blue skies in the local area or lack of rainfall are not reasons to breach the 30-minute return-to-play rule.

Emergency Action Plan Policies

For all of the following locations either the athletic training personnel or a person designated on the scene are responsible for calling for help.

Clark Field

Football / Track / Soccer

1. Telephone – Cellular Phone or Press Box
2. Keys to gates – Athletic Training staff will have keys to all gates or the coaches with that port.

Softball

1. Telephone – Cellular Phone
2. Keys to gates – Athletic Training staff will have keys to all gates or the coaches with that port.

Eby Fieldhouse

Gymnasium / Wrestling Room

1. Phone in upstairs hallway or coach's office.
2. Keys to gates – Doors should be open; Athletic Training staff or the Athletic Administrator will have keys to the gate allowing medical personnel access to the front of Eby Fieldhouse.

Weight Room / Lockerrooms

1. Telephone – Cellular phone or phones in the Athletic Training Room, the Upstairs Hallway or the Equipment Room
2. Keys to the doors – If the injured person is in the weight room access will be from the back; if the injured person is in a locker room, access will be from the front.

Swimming Pool

1. Telephone – Swimming office or the Athletic Training Room.
2. Keys to the doors – Athletic Training staff or the swim coach will have keys to all outside access doors in the pool area.

Jones Park - Soccer

1. Telephone – Cellular Phone
2. Keys to gates – No gates involved.

Daniels Park - Baseball

1. Telephone – Cellular phone
2. Keys to the gates – Athletic Training staff or the softball coaches will have keys to the field gates.

Clark Racquet Center - Indoor Track

1. Telephone – Cellular phone or Racquet Center phones located in the office or at the east end of the indoor track near the long jump pit.
2. Keys to the doors/gates – Eric Rodgers or Tom Galbraith in the Pro Shop will have keys to any doors that need to be opened.

Hydration Guidelines

What is enough to drink?

Before Exercise

- 2 to 3 hours before exercise drink 17 to 20 oz of water or sports drink
- 10 to 20 minutes before drink another 7 to 10 oz.
- Our Gatorade cups are 8 oz

During Exercise

- Drink Early**
- Every 10-20 minutes athletes should drink at least 7 to 10 oz of fluids
- To avoid dehydration athletes need to **Drink Beyond Thirst**

After Exercise

- Immediately after practice is the most crucial time to replace lost fluids.**
- Athletes should drink at least **20 oz of fluid immed. after practice**
- We will have **Gatorade setup downstairs in EBY** after every practice for all sports, during this first week of two-a-days. After that we will set it up as the weather dictates

Other guidelines to follow:

1. **Avoid Workouts during the hot part of the day.**
For the most part, freshman orientation has taken care of this problem, but if not adjustment to the practice schedule on hot days would be a good idea
2. **Make Fluids part of the Playbook.**
Make sure athletes are **getting access to plenty of water, before, during, and after** workouts. One way to monitor whether or not they are getting enough fluids is for them to **monitor their urine color.** (**lighter yellow to clear** means they are getting the proper amount of fluids)
3. **Monitor Signs of Dehydration.**
Our staff will be able to monitor during the practice times, but as coaches you may need to look for these symptoms when we're not around.

Warning Signs

Thirst	Irritability	Headache
Weakness	Dizziness	Cramps
Nausea	Decreased level of Performance	

4. **Use the Shade**
Warm-up or take breaks in the shade. Tough for football out at the field.
5. **Recommend Wearing Loose Fitting Clothing**
Cotton blend loose fitting clothes can promote heat loss, Rule, **Less is Better**

Athletic Training Room Policies

1. Athletic Training Rooms are not lounges. Only those who have business with the athletic trainer should be in the Training Room. No rough housing or horseplay, and keep the noise level down.
2. No shoes will be placed on the table at any time.
3. Athletes should wear the proper attire when in the Training Room. No cleated shoes are to be worn at any time while in the Training Room.
4. All treatments, medications, and consultations given after practice are taken care of after showering. No one is allowed in the Athletic Training Room while wet.
5. The misuse of the treatment modalities is dangerous, only those trained on these machines should be operating them. The cabinets, offices, storage closets, and kits are for the athletic trainer's use only.
6. When coming out of whirlpools please dry off as much as possible over the bath to avoid dripping water on the floor.
7. The Athletic Training staff decides what medical care will be administered for an injury.
8. Missed treatments or appointments, which are assigned for an injury, will be dealt with by the Athletic Training staff and coach.
9. The athletic trainer should be contacted immediately when an injury occurs so the proper attention can be paid immediately.
10. Athletes should not report to the Health Center without first consulting the Athletic Training staff.
11. No one is ever late for practice because he/she was detained in the Athletic Training Room. Get to the Athletic Training Room early.
12. Athletes injured and unable to practice should check with the athletic trainer each day for prescribed activities.
13. All players' personal equipment will remain outside the Athletic Training Room at all times.

COE COLLEGE EQUIPMENT ROOM

To provide the student-athlete with a clean and neat practice and game gear. It is not meant to be a personal laundry facility.

Equipment Room Procedures:

- 1) Please check-in at the window to sign your card and collect your items for your particular sport.
- 2) Proceed to your locker; check your combination; make sure everything is suitable.
- 3) At the conclusion of your first practice, please put all of your dirty clothing in the laundry chute, located to the upper right of the check-in window.
- 4) Laundry will be laundered and in the equipment room approximately one hour before your next scheduled team practice or contest. You must pick up your laundry at the equipment room window.
- 5) At the completion of your season, please return ALL of your issued equipment and clothing back to the equipment room window at the posted check-in day and time.

Proper Laundry Procedures:

Items on the laundry pin:

- 1) Towel – corner
- 2) T-shirt – through the armhole
- 3) Socks – Top
- 4) Athletic Supporter – through waistband opening
- 5) Sports Bra – through opening

Items to be turned in loose (NOT ON THE PIN)

Laundry which has a number or name marked on it.

Please do not:

- 1) Put more than one T-shirt, towel, etc... on your pin at one time.
- 2) Put your OWN colored laundry on your pin.
- 3) Put more than 2 pair of socks on your pin.
- 4) Put “Boxer” shorts in the laundry.
- 5) Put your OWN towel on your pin (use a COE towel).

Standard Operating Procedures
For the Coe College Fitness Center

- 1) All students, faculty, staff, and members **must** leave Coe I.D. or membership cards at the Front desk.
- 2) Members must sign in and out of the fitness center.
- 3) Athletes are required to use locks at the end of the bars.
- 4) Return dumbbells to the rack in their proper order.
- 5) Do not drop weight plates or dumbbells.
- 6) Do not lean weight equipment against walls.
- 7) Minimize chalk and powder on the floor.
- 8) Do not engage in horseplay, use loud or offensive language, or have temper tantrums.
- 9) Wipe off cardio equipment when finished.
- 10) All visitors and guests must get a pass from the athletic department office secretary.
- 11) Understand that on-duty supervisors have authority over all fitness center conduct and use of equipment and may expel a member from the facility for failure to follow these instructions.

V ACADEMICS

Missed Class Times

Faculty are properly concerned, as are we in the Athletic department, about student-athletes missing classes for athletic events. Of course, some sports must by their nature be played during daylight hours and half of the events are staged off-campus venues which sometimes require travel time during class hours.

Due to previous problems with communication between student-athletes and their professors, be certain that:

1. The first responsibility for student-athletes at Coe is academics;
2. Student-athletes are never excused from a class for practice;
3. Student-athletes should schedule morning injury treatment sessions if there is an afternoon academic conflict;
4. It is the student-athlete's individual responsibility to confer, in advance of their absence, with the **faculty member** to determine the preferred way to make up any academic work missed because of an **excused** absence for an athletic event.
5. Student-athletes who have been placed on academic probation may not miss a class to attend a competition. Those students placed on probation may miss a class for an IIAC or NCAA championship event, pending approval by the Academic Standing Committee.

ACADEMIC STANDING

A student shall be judged to be in good academic standing if the student in question is above the probationary level as described in this section of the catalog, or if the student is in compliance with any stipulations which might be placed on the student by the Academic Standing Committee.

Academic Probation

The Academic Standing Committee reviews academic records of all students at the conclusion of both the Fall and Spring Terms. Students on academic probation must comply with the guidelines set forth by the committee. A student will be placed on academic probation if the cumulative grade point average falls below the following levels:

Total Course Credits Attempted	Minimum Levels
0-4.9	1.50
5-8.9	1.75
9-12.9	1.80
13-16.9	1.90
17+	2.00

Students on academic probation must comply with the guidelines set forth by the Academic Standing Committee.

Academic Dismissal

A student is subject to academic dismissal for any of the following reasons:

1. The cumulative grade point average falls below minimum retention level:

Total Course Credits Attempted	Minimum Levels
0-4.9	0.50
5-8.9	1.00
9-12.9	1.50
13-16.9	1.70
17-20.9	1.80
21-24.9	1.90
25+	2.00

2. The cumulative grade point average remains in the academic probation range for eight consecutively attempted course credits.
3. The student, having been admitted to the College on probation, fails to meet conditions of the probation.

Should the Academic Standing Committee recommend that a student be dismissed from the College for academic reasons, the Vice President and Dean of the Faculty, as chairperson of the committee, will send by registered mail a letter to the student communicating that separation will take effect unless the student can show extenuating circumstances to have been the cause of difficulties.

The letter will also state that if the student can show that the difficulties were caused by extenuating circumstances, the student:

1. *Must* petition in writing within the stipulated time to the Vice President for Academic Affairs (by registered mail or handed in personally).
2. *May* appear in person before the Academic Standing Committee.
3. *May* provide written supportive testimony from academic advisor and/or faculty members and/or other persons.

The Academic Standing Committee reserves the right to conduct its own investigation, review the case, and make a final decision concerning the student's reinstatement to the college. When appropriate, certain academic stipulations may be applied.

WITHDRAWAL FROM THE COLLEGE

The exit procedure at Coe College begins with an exit interview with the Dean of Student Retention Services. The student is given an official exit form on which to secure signatures from the following areas: The Registrar's Office, to withdraw from classes; the Business Office, to verify a balance due or a credit to be refunded, as well as Perkins Loan Information; the Financial Aid Office, to be aware of financial aid adjustments, as well as Stafford Loan information; the Library, to ascertain that all materials have been returned; and the Resident Director of the residence hall to arrange for room checkout. The exit form is returned to the Dean of Student Retention Services, who notifies other pertinent offices of the withdrawal.

If a student is unable to complete the official withdrawal process, an intent to withdraw can be communicated to one of the following offices: Registrar, Financial Aid, Admission, Student Affairs, or Business.

If a student completely withdraws during a period of enrollment for which he/she received financial aid, the Financial Aid Office will determine how much, if any, of the student's financial aid proceeds must be returned, based on a federally mandated refund formula (see Return of Title IV Funds/Institutional Refund Policy, p. 169)

THE COE PLAN

The Academic Practicum

Coe College is one of the few private liberal arts institutions in the country to make practical experience – internship, study abroad, or research – a requirement for graduation. The practicum helps enhance and augment the educational experience by connecting what is learned in the classroom with a unique experience outside of the classroom. It is an experience that involves the supervised practical application of previously studied theory. A practicum might be a study abroad term in Costa Rica, an internship in Chicago, student teaching in Cedar Rapids, a senior art exhibit or recital, or a research experience.

The Coe Plan is a Student Affairs led initiative that guides a student through a series of workshops and experiences in preparation for his/her practicum. It consists of five required pre-practicum preparation activities completed in a logical sequence starting in the first year. It provides many of the tools needed when competing for and working at the practicum assignment.

The First Year Student

- Complete Community Service Hours
- Attend One First Year Issue Dinner

The Sophomore Student

- Introduction to Resume Writing
- Introduction to Interview Skills

The Junior / Senior Student

- The Pre-Practicum Workshop
(Options include: Internship, Introduction to Academic Research, and Study Abroad Preparation)

Student Affairs and the faculty have endorsed the academic practicum as an integral part of a liberal arts education. A practical experience offers a glimpse into potential career pursuits or graduate school, increases marketability, and assists students in preparing for life after college. The Coe Plan workshops and experiences serve as preparation to successfully complete your practical experience.

Receiving Credit - It is the responsibility of the student to complete an evaluation for. To insure credit for Coe Plan workshops, events and community service hours, they should be returned within 30 days to Career Services (upper Gage Union).

VI NCAA AND IOWA INTERCOLLEGIATE ATHLETIC CONFERENCE (IIAC) COMPLIANCE AND ELIGIBILITY EXPECTATIONS

COMPLIANCE WITH NCAA RULES

It is my responsibility to remind you that Coe College makes every effort at every level to be in compliance with all NCAA rules, and that should you ever be in doubt about any rule, to err on the side of caution. Please ask the Director of Athletics or an Assistant Director of Athletics if you have any questions.

As a student-athlete at Coe College you will be expected to abide by all NCAA and Iowa Intercollegiate Athletic Conference rules. You will also agree to self-report violations of the same to the Director of Athletics. For more information about compliance or eligibility issues, click on the following:

[Agents and Amateurism](#)
[Banned Drugs](#)
[Drug Testing](#)
[Eligibility](#)

[Gambling](#)
[International Student Athletes](#)
[Recruiting](#)
[Rules & Bylaws](#)

SPORTSMANSHIP STATEMENT

(January 18, 2001)

Following is the Sportsmanship Statement which is read prior to each athletic contest. It is also printed in athletics programs. Similar sentiments are expressed orally to member of teams by the coaches and to the coaches by the director of athletics.

COE COLLEGE SPORTSMANSHIP AND BEHAVIORS STATEMENT

Coe College, the NCAA and the Iowa Conference promote good sportsmanship among its athletes and spectators. Poor sportsmanship will not be tolerated and is grounds for removal. We request your cooperation by supporting the participants and officials in a positive manner. Alcoholic beverages, tobacco products and artificial noisemakers are prohibited at all Iowa Conference sporting venues. Thank you for helping to make sportsmanship a priority in Division III athletics.

COMMENTS ON OFFICIATING

At the IIAC Meetings we were reminded of the following:

1. No IIAC coach, athletics department staff member, college official, or student-athlete is to make any public comment regarding officiating.
2. Coaches and student-athletes should let the game officials call the contest and stick to coaching their players. There is a fine line between making an observation about a call and demonstrating poor sportsmanship by constantly complaining and berating a game official.

VII ATHLETIC FACILITIES

Clark Racquet Center

The Clark Racquet Center, considered by some to be the crown jewel of Coe's athletic facilities, includes racquetball and squash courts. Six indoor and six outdoor tennis courts are used to host several Iowa Conference tournaments as well as home matches. The Center boasts a six-lane 200-meter indoor track with a Mondo-Super X Tartan surface, the finest available. Clark also offers a Universal weight room, an aerobics room, sauna, classroom and conference room.

Moray L. Eby Fieldhouse

The Moray L. Eby Fieldhouse includes varsity and junior varsity basketball courts, an indoor baseball practice facility, an indoor softball facility, volleyball and badminton courts, and a large strength development area equipped with an extensive range of free weights and workout machines. The indoor rock climbing gym is located next to the strength development area. Eby's wrestling room accommodates two full-size wrestling mats with additional practice areas. Eby is also the site of indoor soccer scrimmages during the winter months.

Coe Natatorium

The Coe Natatorium features a 40-meter eight-lane swimming pool with a 16-foot deep diving well. Equipped with a bulkhead, the pool can be configured in several ways, including an all-deep water racing course. The Natatorium also features new starting blocks, the most modern racing lanes, and new diving standards, boards, and lights. Coe has recently installed the Colorado timing system, including software for meet management and record-keeping. Special amenities for Coe divers include heating lamps, a bubbler system, and a Maxiflex one-meter diving standard and three-meter diving board. The Natatorium's large gallery comfortably accommodates several hundred

Clark Fields

Located adjacent to the Racquet Center, the Clark Fields feature a 2,200-seat football/soccer stadium with a full-size press box, rooms for home and visiting teams, and a concession area. An eight-lane Balsam track surrounds the field, which hosts football and soccer contests. A softball diamond, constructed in the Northeast corner, features some of the largest concrete dugouts in the state. With a full-field tarp, Coe can cover its clay infield and grass outfield with ease. Seating is available for 250 spectators. A track and field practice area and an intramural field fill out the space.

Daniels Park

Through a joint effort with the City of Cedar Rapids, Coe renovated the Daniels Park baseball field. Daniels Park is only a couple of blocks from Coe's campus.

VIII ATHLETIC AWARD POLICY/ "C" CLUB

COE COLLEGE 2005 VARSITY ATHLETIC AWARD POLICY

Baseball	<i>Position Players:</i> Average at least one plate appearance per game or play defensively on average one inning per game for the season. <i>Pitchers:</i> Average one inning pitched per game, appear in 1/3 of total number of games, or accumulate five total decisions of win, loss, or save.
Basketball <i>Men & Women</i>	Participate at least half of all varsity games. Participate in 60% of all varsity games.
Cross Country <i>Men & Women</i>	Place in the top ten on the team for 65% of all meets or participates all four years.
Football	Play in 20 of the available 40 quarters.
Golf <i>Men & Women</i>	Participate in 50% of all varsity contests.
Soccer <i>Men & Women</i>	Participate in 60% of total games played.
Softball games.	<i>Position Players:</i> Hold a starting position for at least 70% of total varsity games. <i>Pitchers:</i> Hold a spot in the starting rotation for at least 70% of total varsity games.
Swimming & Diving <i>Men & Women</i>	Based upon special point system.
Tennis <i>Men & Women</i>	Based upon match participation and practices.
Track & Field <i>Men & Women</i>	Finish in the top 25% on the team based on total points earned at meets accumulated throughout the season.
Volleyball	Participate in 75% of all games.
Wrestling	Participate in 60% of all varsity matches.

**Note: Coaches may also take other criteria into consideration when deciding letter winners. For instance, other significant contributions to the team before an injury could earn an athlete a letter. In many sports, seniors who complete the season will be eligible to receive a letter.*

A student may earn up to four "Varsity Athletic Letter Awards" in each sport he/she qualifies (One "Varsity Athletic Letter Award" per sport per year). A student who does not meet the criteria to qualify for a "Varsity Athletic Letter Award" in a season may be awarded a "Certificate of Participation" if the coach wishes.

First "Varsity Athletic Letter Award" in one or more sports

The recipient receives a framed certificate for each sport, the first time he/she earns a Varsity Letter.

Second "Varsity Athletic Letter Award" in the same sport

The recipient receives a short sleeve Dri-Fit T-shirt. A student qualifies to earn a T-shirt only once even though he/she may letter four years in three different sports. A student or an alumnus/a may replace a lost or damaged T-shirt by paying the full cost of a new T-shirt.

Third "Varsity Athletic Letter Award" in the same sport

The recipient receives a Fleece Pullover. The student must pay \$10.00 of the cost of the Pullover and the athletic department will pay the remainder. The student's share of the cost may occasionally increase as the cost to the college increases. A student qualifies to earn a subsidized Pullover only once even though he/she may letter four years in three different sports. A student or an alumnus/a may replace a lost or damaged Pullover by paying the full cost of a new pullover.

Fourth "Varsity Athletic Letter Award" in the same sport

The recipient receives a Letter Blanket. The student must pay \$15.00 of the cost of the Letter Blanket and the athletic department will pay the remainder. The student's share of the cost may occasionally increase as the cost to the college increases. A student qualifies to earn a subsidized Blanket only once even though he/she may letter four years in three different sports. A student or an alumnus/a may replace a lost or damaged Letter Blanket by paying the unsubsidized cost of a new Letter Blanket.

An alumnus/a who has earned a "Varsity Athletic Letter Award" during his/her athletic career at Coe, regardless of which year in school the award was earned, may purchase a T-shirt, Pullover or a Letter Blanket

IX STUDENT ATHLETE ADVISORY COUNCIL (SAAC)

Coe College Student-Athlete Advisory Committee

February 1, 2006

MISSION STATEMENT

The mission of the Coe College Student Advisory Committee (SAAC) is to be of assistance to the director of athletics in all matters referred to the committee by the director. Some of these referrals, though not limited to these matters, may involve: sportsmanship of students, coaches and spectators; ethical conduct of students, coaches and spectators; conduct of sports programs academic and social concerns related to sports programs; review of athletics program needs of the College; review of pertinent Iowa Intercollegiate Athletic Conference (IIAC) and National Collegiate Athletic Association (NCAA) legislation.

COMPOSITION OF THE COMMITTEE

The Committee will consist of one member from each NCAA Division III Athletic team sponsored by Coe College.

MANAGEMENT COUNCIL

The committee shall elect two members (one male, one female) to serve on the Management Council. To be eligible for Management Council Service, at least one committee member shall have completed at least one year of service on the committee. SAAC Management Council members will not be chosen in the same year in order to ensure the continuity of Management Council representation.

Chair and Vice-Chair Terms of Office

The committee chair may not serve more than a two-year term and is not eligible for re-election. The vice-chair may not serve more than a two-year term. All eligible members for the position of chair and vice-chair will be considered nominees for the positions unless they decline the nomination.

ATTENDANCE POLICY

As a Coe College SAAC member, you are encouraged to attend all SAAC meetings. If you are unable to attend a particular meeting, you are required to notify the committee chair one day prior to the meeting.

COMMUNICATION NETWORK

SAAC Members must stay in contact with their fellow committee members throughout the year. SAAC members should seek to gain a better overall understanding of the issues affecting NCAA Division III, the IIAC and in particular their institution. In addition, each member needs to maintain a working relationship with the Coe College Director of Athletics, the IIAC Commissioner and the IIAC. It is the responsibility of the SAAC members to become informed and educated about the various issues affecting Division III. At all times the SAAC members must keep their athletic teams educated about the issues at hand.

All matters considered by the advisory committee will be consistent with the overall Mission of the College.

X SEASON EVALUATIONS

Immediately following each athletic season, students are strongly encouraged to fill out an evaluation of their overall experience of the season and opinion of the coaching staff. Designated team captains hand out and collect evaluations from student athletes when they are completed. In order to keep student-athletes' identity anonymous, all evaluations are then given to the Athletic Director by the designated team captain.

XI Residence Life Policies

Health Services

Health Services provides health care for acute illnesses or injuries and referrals, if necessary, for further evaluation and treatments. Health Services promotes wellness and healthy lifestyles on campus by individual health counseling, offering a variety of health programs and health education materials. Health Services is available to all students (residential and commuter) during the academic year, and is located in Douglas Hall.

For more information on Health Services and other special health conditions [click here](#).

Student Accident/Death – In the event that a student suffers a serious accident, the Security Office (x8888) should be contacted immediately. A Residence Life staff member or Security Officer will assist the injured student and ensure that prompt medical care is received. In the event of the death of a student, the Vice President for Student Affairs will notify appropriate family members. Residence Life staff will notify friends in the residence halls.

Missing Persons – If a student has not been seen on campus for three or more days and acquaintances do not know where the student may be, the Vice President for Student Affairs should be notified. If a student has been seen in the company of an individual(s) indicating that they may be in danger, the Security Office (x8888) should be notified. Students absent from campus for seven days with their whereabouts unknown may cause the Vice President for Student Affairs to notify appropriate family members, faculty, and other administrative officers.

Sexual Misconduct Policy

It is the policy of Coe College that sexual misconduct, constitutes unacceptable behavior within the academic community. Coe defines sexual misconduct as threats or deliberate physical contact of a sexual nature, which is against another person's will, or without effective consent. Effective consent is informed, mutually understandable words or actions, freely and actively given, which indicate a willingness to participate in sexual activity.

For a listing of examples of sexual misconduct and the steps and procedures to be followed in reporting cases [click here](#).

Off Campus Resources for Dealing with Sexual Misconduct:

St. Luke's Family Counseling Center 369-7952

Waypoint Sexual Assault Intervention Program 363-5490

Mercy Medical Emergency Center 398-6041

St. Luke's Emergency Center 369-7105

Iowa Sexual Abuse Hotline 1-800-284-7821

Iowa Crime Victim Assistance Division 1-800-373-5044

Iowa Coalition Against Sexual Assault 515-244-7424

RAINN – Rape, Abuse, Incest National Network 1-800-656-HOPE

Hazing Policy – Physical or psychological hazing is against the law in the State of Iowa and violates the policies and regulations of Coe College. Hazing of any sort is not acceptable at Coe or within Coe’s campus clubs, organizations, fraternities, sororities, honor societies, club sports and athletic teams. Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment or ridicule as a condition of membership. Any requirement of suggestion that the use of alcohol is necessary for acceptance in an organization is strictly prohibited. Additional prohibited activities include, but are not limited to: paddling in any form; creating excessive fatigue; generating physical or psychological shock; requiring mandatory quests, treasure hunts, scavenger hunts, or road trips; forcing the wearing of apparel that is conspicuous and not normally in good taste; engaging in hazardous or distasteful stunts; participating in morally degrading or humiliating games and activities; and any other activities that are not consistent with the policies and regulations of Coe College.

Drug-Free Schools and Communities Act – On December 12, 1989, President George H. W. Bush signed the Drug-Free Schools and Communities Act Amendments of 1989 which require that institutions of higher education implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities.

This law, in addition to the Drug-Free Workplace Act-Pub. L. No. 100690, 515-5160 (which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession and use of controlled substances in the workplace), established the legal requirements of Coe College’s policy.

Philosophy – An academic community is harmed in many ways by the abuse of alcohol and/or drugs. This high-risk behavior, not associated with a singular socioeconomic group or age level, is exemplified by decreased productivity, serious health problems, strained social interactions as well as forms of vandalism.

Abuse of Substances – Coe College recognizes that the abuse of mood-altering substances can develop into a dependency, and recognizes that dependency is detrimental to an individual’s health. The college has a commitment to assist members of the Coe community with the treatment of chemical dependency in terms of referrals to appropriate treatment agencies. Students seeking confidential assistance should consult the College counseling service, St. Luke’s Family Counseling Center or Director of Health Services.

Illegal drugs are not permitted on the Coe College campus or on college property. Institutional knowledge of possession or use of illegal drugs will subject the involved student to investigation. Evidence will be submitted for identification. The college may take action or may refer the student to civil authorities.

Standards of Conduct

Students – Coe College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the college community. Students are expected to make responsible decisions regarding the use of alcohol personally and at organizational events on and off campus. This includes encouraging responsible drinking habits by those individuals who choose to drink and respecting the rights of those individuals who choose not to use alcohol. Students or employees in violation of the above policies are subject to one or more sanctions.

For more information on Coe's drinking and drug policies and sanctions [click here](#).

Resources for Alcohol / Drug Concerns

Health Services 399-8617

Provides referrals to local hospitals and medical specialists. offers health education materials and conducts campus wellness programs.

Counseling Services / St. Luke's Family Counseling Center 369-7952

Provides counseling and brief psychotherapy to students experiencing personal adjustment problems. Provides crisis intervention for students in distress (e.g., depressed, grief reactions) and referrals to appropriate agencies.

Residence Directors 399-8741

Conducts educational programs in residence halls in coordination with the faculty and the Student Affairs staff.

Student Activities / Gage Union 399-8609

Coordinates a broad range of cultural, recreational educational and entertaining activities for campus community.

Off – Campus Community Resources

Alcoholics Anonymous 365-5955

The Fellowship Club (Alcohol) 364-9897

Area Substance Abuse Council 390-4611

Sedlacek Treatment Center 398-6226

Crisis, Suicide information 362-2174

Abbe Center (Mental Health) 398-3562

Domestic Violence 363-2093

YWCA – Sexual Assault 363-5490

Foundation II Crisis Center 362-2174

St. Luke's Hospital Emergency 369-7211

National Resources

Cocaine Helpline 1-800-COCAINE

National Council on Alcoholism

Information Line 1-800-NCA-CALL

National Institute on Drug Abuse 1-800-622-HELP

Pride Drug Information Hotline 1-800-241-9746