Ramapo College Student-Athlete Handbook 2019-2020
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MISSION STATEMENT

The Ramapo College Athletic Department will continue to operate with integrity while maintaining a highly competitive, visible and viable athletic program consistent with the overall mission of the College. The Athletic Department will provide outstanding support for student-athletes, coaches, and athletic administrators in order for our student-athletes to achieve success academically, athletically, professionally, and personally during their time at Ramapo College.

Ramapo College is a Division III member of the NCAA and submits to the Division III philosophy, where the highest priority is on the overall educational experience of the student-athlete, as well as the successful completion of their academic careers. It also seeks to establish and maintain an environment in which a student's athletic activities are conducted as an integral part of the student-athlete’s educational experience in which coaches, administrators, and support staff play a significant role as educators. We also seek to establish and maintain an environment that values cultural diversity and gender equity among our student-athletes, coaches, administrators, and support staff.

NCAA DIVISION III PHILOSOPHY

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

NCAA Division III Philosophy Statement

College and Universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic program. They seek to establish and maintain an environment in which a student-athlete's athletic activities are conducted as an integral part of the student-athlete’s educational experience. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletic staff.

To achieve this end, Division III institutions:

a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the integral constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs.

b) Award no athletically related financial aid to any student.

c) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel, and spectators.
d) Encourage participation by maximizing the number and variety of athletic opportunities for their students.

e) Assure that the actions of the coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes.

f) Assure that athletics participants are not treated differently from other members of the student body.

g) Assure that athletics programs support the institution’s educational mission by financing, staffing, and controlling the programs through the same general procedures as other departments of the institution.

h) Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports.

i) Give primary emphasis to regional in-season competition and conference championship.

j) Support student-athletes in their efforts to reach high levels of athletic performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

INTRODUCTION

This handbook has been prepared for the purpose of clarifying the policies of the Ramapo College Athletic Department as they relate to student-athletes. This handbook presents an overview of department policy and philosophy and is in no way intended to cover all situations that may arise. Hopefully, it will delineate areas of maximum concern and give a better understanding of policies and procedures that serve to guide the day-to-day operation of the program of intercollegiate athletics. Ramapo holds membership in Division III of the National Collegiate Athletic Association (NCAA). In addition, Ramapo is a member of the New Jersey Athletic Conference (NJAC) Eastern College Athletic Conference (ECAC), and the Skyline Conference.

RAMAPO COLLEGE OF NEW JERSEY STUDENT-ATHLETE CODE OF CONDUCT

It is a privilege, not a right, to represent Ramapo College of New Jersey as a student-athlete.

As a member of a Ramapo College of New Jersey varsity athletic team, the student-athlete will abide by all Ramapo College of New Jersey rules and regulations.

1. Exemplify high principles of honor, respect, integrity, and morality, and to help others fulfill their obligations under this code.

2. Present him/her in an appropriate manner and, at all times, exhibit good taste, decency, and refrain from disorderly conduct or indecent, profane or obscene expressions.

3. Not engage in any actions or situations which recklessly or intentionally endanger mental or physical health or involves the forced consumption of alcohol or other drugs for the purpose of initiation onto an athletic team.
4. Be honest, never engage in academic dishonesty.

5. Abide by all NCAA, Conference and State of New Jersey rules, guidelines and laws.

**Rights of the Student-athlete**

Each student-athlete has the right to be treated as a student, an individual of worth, with both dignity and respect in all aspects of her/his athletic experience. A student-athlete has the right to:

- Select, pursue, and meet the requirements of her/ his academic program.

- Be afforded privacy and confidentiality in accordance with applicable FERPA laws and college policies which protect individual, educational and medical records.

- Have peer representation and appropriate college decision-making committees regarding intercollegiate athletics (Student-Athlete Advisory Committee).

- Be fully advised of all medical recommendations made by the department’s athletic trainers concerning athletic injury or illness. Each student-athlete has the right to ask for additional opinions on injury or illness. He/she must be fully informed of the consequences of athletic injury with regard to his/her athletics eligibility. The final decision for medical clearance to participate in athletics is the decision of the physician/trainer.

- Be free to participate in campus and non-campus organizations and activities.

- Participate in the NCAA qualifying process in any events trained for if:
  - His/her name appears on the NCAA team roster.
  - He/she meets academic and athletic eligibility standards.

- Be informed of all team/program training rules, guidelines and expectations by the coaching staff at the beginning of each academic year.

- Be informed of removal from an athletic team for any reason, and be offered the opportunity to participate in a timely and impartial grievance or appeal process.

**Self-Referral:** The Department of Athletics recognizes that student-athletes today face unparalleled challenges both on and off the playing field. In addition to the physical and academic demands placed on these individuals, student-athletes are also faced with many emotional and psychological issues. Student-athletes who face challenges may voluntarily seek assistance through the Athletic Department Administration or our Office of Student Affairs.

**Team Rules:** The head coach of each individual sport is authorized to set participation standards for that team beyond Ramapo College’s Student-Athlete Code of Conduct.

**Sanctions** If situations arise that violate College and/or team policies, necessary corrective action may be taken by the College and/or Head Coach with penalties imposed according to College and/or team standards. The Student-Athlete Code of Conduct has been established to provide guidelines for conduct and yet allow the head coach discretion in assigning additional sanctions for violations of policy. Disciplinary actions taken by the head coach are independent of sanctions that may be imposed by other authorities. Some examples of sanctions available to coaches, but not limited to this list, are the following:
• Verbal and/or written warning from Head Coach

• Loss of status- (i.e. starting position, etc.)

• Game suspension(s)

• Community service

• Verbal apology

• Optional or mandatory education and/or a counseling assessment

• Single season suspension

• Permanent removal from Athletic Program

Acts which result in arrest will cause the student-athlete(s) involved to be placed on immediate suspension until review by the Senior Administrative Staff of the Athletic Department. The Senior Staff of the Athletic Department can, at any time, dismiss a student-athlete for acts that are in violation of the Student-Athlete Code of Conduct.

**Alcohol and Drug Violations (Outside our Department of Athletics’ Substance Abuse and Education Policy)**

Immediate suspension of all athletic activities: No practice or competition until incident is reviewed.

1st offense – 1/9th season: Note – May result in suspension from the next completion date or removal/dismissal from the team depending on the severity of the misconduct and the surrounding circumstances.

2nd Offense - 2/9th season

3rd Offense - Season suspension

**Residence Hall Violations**

Immediate suspension of all athletic activities: No practice or competition until incident is reviewed.

1st Offense - May result in suspension from the next competition date or removal/dismissal from the team depending on the severity of the misconduct and the surrounding circumstances. (1) Game suspension (outside the college’s interim suspension) Educational program referral

2nd Offense - 2/9th seasons

3rd Offense – Season suspension

**The Department of Athletic Code of Conduct and College Code of Conduct Violations (other than alcohol and drug violations)**

Immediate review with coach and senior staff.

No practice or competition until incident is reviewed.

Sanctions determined by severity of incident.
Misdemeanor Arrest: Immediate team suspension AND possible suspension from the Athletics Department pending investigation. The case is reviewed when the outcome of a hearing is known.

Felony Arrest: Immediate suspension from Athletics. The case is reviewed when the outcome of a hearing is known.

Hazing: (Note: Hazing is specifically covered under The Ramapo College Policy)

Suspension Calculations are based on maximum number of allowable NCAA contests in a season: Note: Based on dates of competition

Baseball (40) 1/9th = 4; 2/9th=9; 3/9th=13
Softball (40) 1/9th = 4; 2/9th=9; 3/9th=13
M-Basketball (25) 1/9th = 3; 2/9th=6; 3/9th=8
W-Basketball (25) 1/9th = 3; 2/9th=6; 3/9th=8
M-Volleyball (22) 1/9th = 2; 2/9th=5; 3/9th=7
W-Volleyball (22) 1/9th = 2; 2/9th=5; 3/9th=7
M-Soccer (20) 1/9th = 2; 2/9th=4; 3/9th=7
W-Soccer (20) 1/9th = 2; 2/9th=4; 3/9th=7
Field Hockey (20) 1/9th = 2; 2/9th=4; 3/9th=7
M-W Tennis (20) 1/9th = 2 2/9th=4 3/9th=7
M-W Track (18) 1/9th = 2; 2/9th=4; 3/9th=6
W-Lacrosse (17) 1/9th = 2; 2/9th=4; 3/9th=6
M-W Swim (16) 1/9th = 2; 2/9th=4; 3/9th=6
M-W Cross Country (9) 1/9th = 1; 2/9th=2; 3/9th=3

NOTES:

(a) The Director of Athletics can reinstate athletes after any departmental suspension. A letter with accompanying sanctions will be provided to the student-athlete. The letter will be issued after the outcome of a hearing is known.

(b) Violations are cumulative through one calendar year from the date of initial offense. Records will be maintained for history.

(c) There will be a report provided from the Office of Student Conduct, Coaches, or Senior Staff who find out about an incident from a credible source (such as a Public Safety or Residence Life report).

(d) Suspensions are for NCAA contests where official statistics are kept and not scrimmages or alumni games.
(e) Suspensions are served on the next NCAA event as explained in (d) and, if postseason, the next postseason event(s).

(f) Multiple athlete suspensions of a team will result in the Director of Athletics (in consultation with the Vice President) deciding on suspension events.

(g) Student-athlete must complete alcohol assessment program if sanctioned to do so. The student-athlete must review with head coach and Associate AD within one week.

(h) Athletic Director or designee may convene the Appeals committee to address any and all issues related to student-athlete welfare and the department mission.

(i) NCAA & Conference compliance enforced in all matters pertinent to association bylaws.

**Appeal Process:**

**Request for an Appeal:** Appeals are not heard in person; instead all requests for an appeal must be submitted in writing to the Director of Athletics within five (5) business days from the date on the letter notifying the person charged of the original decision. Failure to appeal within the allotted time will render the original decision final.

Appeals shall be approved only on one or more of the following grounds:

1. If the sanctions are found to be significantly disproportionate to the offense;
2. If the specified procedural error or errors in the interpretation of the regulations were so substantial as to effectively deny the person charged a fair hearing;
3. If new and significant evidence becomes available which could not have been discovered by a properly diligent person before or during the original hearing.
4. If the decision is held to be arbitrary and capricious.

The appeals committee, made up of the Director of Athletics, Associate Director of Athletics, a member of the Department of Athletics Senior Staff or the Faculty Athletics Representative, will convene to review the appeal within five (5) business days. The Director of Athletics will then immediately inform the student-athlete of the Senior Staff’s decision.

**SEXUAL ASSAULT POLICY**

All student-athletes are required to follow the Ramapo College Sexual Assault Policy. To review visit [https://www.ramapo.edu/publicsafety/files/2013/06/FY18-Sexual-Misconduct-Policy-Governing-Students-9.29.17.pdf](https://www.ramapo.edu/publicsafety/files/2013/06/FY18-Sexual-Misconduct-Policy-Governing-Students-9.29.17.pdf)

**RAMAPO COLLEGE AND NJAC MIXED TEAM AND TRANSGENDER POLICIES**

The following policies have been implemented for the sole purpose of aligning NJAC conference policies with those that have been implemented by the National Collegiate Athletic Association (NCAA) to ensure NCAA championship eligibility and access for all NJAC sport teams. The following NJAC policies are subject to change in the event that NCAA mixed team and/or transgender policies are amended at any point in the future.

**NJAC Conference Mixed team Policy for Women's Sports**

In all NJAC conference women’s sports (soccer, field hockey, volleyball, tennis, cross country, swimming & diving, basketball, indoor track & field, softball, lacrosse, and outdoor track & field), the following policies apply when a team is changed to mixed team status:

- The mixed team will no longer be eligible to compete for the conference championship/or compete in the conference championship meet.
• The mixed team will no longer be listed in the conference standings (if applicable) and competition against the mixed team will no longer count in the conference standings.

• The decision to schedule and/or compete against the mixed team in all league team sports will be at the discretion of each of the other conference institutions.

• The student-athletes on the mixed team will no longer be eligible for conference awards and/or all-conference honors.

• Once a team is classified as a mixed team, it retains that status throughout the remainder of the academic year without exception.

NJAC Conference Mixed Team Policies for Men’s Sports

In all NJAC conference men’s sports (football, soccer, cross country, swimming & diving, basketball, indoor track & field, baseball, and outdoor track & field), there are no conference ramifications if a team is changed to mixed team status.

Transgender Student-Athlete Policy

The New Jersey Athletic Conference follows the NCAA policies in regard to the participation of transgender student-athletes undergoing hormonal treatment for gender transition:

1. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism for purposes of NCAA competition, may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing that team status to a mixed team.

2. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria or Transsexualism, for the purpose of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

• A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men’s or a women’s team.

• A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team without changing the status of the team to that of a mixed team.

Notification: A visiting institution with a transgender student-athlete or game official seeking additional accommodations (locker rooms, meeting rooms, pronoun use, etc.) must notify the home institution a minimum of one week prior to the competition. The host institution must respond to the visiting institution 48 hours prior to the contest.
ACADEMIC RESPONSIBILITIES

ATHLETICS ACADEMIC ELIGIBILITY STANDARDS

Athletes are expected to attend their classes and do their assigned academic work on schedule. Student-athletes who have a cumulative grade point average (GPA) of 2.0, the minimum cumulative grade point average acceptable for graduation, are considered in good standing and are eligible to participate in intercollegiate athletics practices and competitions. A student must also fulfill National Collegiate Athletic Association (NCAA) and New Jersey Athletic Conference (NJAC) standards to be academically eligible for practice and competition.

NCAA and NJAC STANDARDS

All student-athletes must be full-time matriculated students, i.e., students who take a minimum of twelve credits per semester. A student-athlete must take and maintain the twelve or more credits during the entire sport season in which he/she competes. A student-athlete who drops below the twelve-credit minimum during the sport season will be declared ineligible for competition. A student-athlete may compete while enrolled in less than a minimum full-time program of studies provided the student-athlete is enrolled in the final semester of a baccalaureate program. This also needs to be approved by Associate Athletic Director, Kathleen Finnegan and Compliance Officer, Joan Schofield.

NORMAL PROGRESS

Continuing student-athletes must make normal progress, which is defined as the satisfactory completion of 24 semester hours of academic credit per academic year. It is measured at the beginning of each fall term and is based on the number of credits completed the previous two semesters. Credits earned in the summer and winter sessions immediately preceding the fall term for which eligibility is being determined may be credited towards the completion of 24 hours. Note the following:

1. A first year student-athlete automatically fulfills the normal progress regulation for his/her first season of participation.

2. The normal progress regulation will apply the first semester the student-athlete returns to school after any leave of absence.

3. A mid-year entering student-athlete must complete 12 earned credits during the spring semester (including summer session) in order to be eligible to play in the next academic year. In order to compete in his/her second season, he/she must have successfully completed a total of 24 credits the previous two semesters that he/she was enrolled in that institution (including winter and summer session).

DETERMINATION AND NOTIFICATION OF ACADEMIC STANDING

At the close of each Fall and Spring semester, once final grades have been posted, the Dean and Vice Provost for Curriculum and Assessment review records of all matriculated students enrolled at the College who have attempted twelve (12) or more credits. Credits and grades of all Ramapo course work contribute to the cumulative grade point average. Courses transferred from other colleges count only as credits earned.
Matriculated students whose academic performance has fallen below a cumulative 2.0 GPA, which is required to graduate from Ramapo College, are advised of the deficiency in writing by the Vice Provost for Curriculum and Assessment via Ramapo College e-mail.

ACADEMIC WARNING

Students who have a cumulative GPA below 2.0 for one semester are placed on Academic Warning. Students placed on Academic Warning cannot appeal their standing.

- Students previously on Academic Warning who have achieved a cumulative GPA of at least 2.0 are placed in good standing.

ACADEMIC PROBATION

Students who have a cumulative GPA below 2.0 for two consecutive semesters are placed on Academic Probation. Students placed on Academic Probation cannot appeal their standing.

Toward the middle of the Fall and Spring semester, the Vice Provost for Curriculum and Assessment sends an email to students on Academic Probation, reminding students of their standing and the actions to be taken once grades have been posted at the end of the semester.

- Students previously on Academic Probation who have achieved a cumulative GPA of at least 2.0 are placed in good standing after probation.

- Students previously on Academic Probation who have made good academic progress by achieving a semester GPA of at least 2.5 but whose cumulative GPA is still below a 2.0 are placed on Continued Probation for one semester.

- Students previously on Continued Probation who have achieved a cumulative GPA of at least 2.0 are placed in good standing after probation.

ACADEMIC SUSPENSION

Students who have a cumulative GPA below 2.0 for three consecutive semesters are placed on Academic Suspension for one regular semester. Upon notification of suspension, the student is given an opportunity to submit a written appeal for immediate reinstatement to the Dean of the school in which they are majoring.

Appeals must include:

- Letter from the student requesting reinstatement

If a student is reinstated based on an appeal, at the end of the probationary period:

- Students who achieve a cumulative GPA of at least 2.0 will be placed in good standing after probation.
• Students who do not achieve a cumulative GPA of 2.0 but have made good progress by achieving a semester GPA of 2.5 or better will be placed on continued probation one final semester at the end of which they must achieve a cumulative GPA of 2.0 or better.

• Students who do not achieve a cumulative GPA of 2.0 or a semester GPA of 2.5 or better will be permanently dismissed.

A student who does not appeal in writing to the Dean of the school in which they are majoring by the designated deadline [provided in the notification letter from the Vice Provost for Curriculum and Assessment] is viewed as accepting the one full Fall or Spring semester suspension.

Decisions are final and do not have a further appeal.

ACADEMIC DISMISSAL

Upon notification of dismissal, the student is given an opportunity to submit a written appeal for immediate reinstatement to the Dean of the school in which they are majoring.

The appeal process is the same as that for students who have been suspended.

If a student is reinstated based on an appeal, at the end of the probationary period:

• Students who achieve a cumulative GPA of at least 2.0 will be placed in good standing after probation.

• Students who do not achieve a cumulative GPA of 2.0 but have made good progress by achieving a semester GPA of 2.5 or better will be placed on continued probation one final semester at the end of which he/she must achieve a cumulative GPA of 2.0 or better or will be permanently dismissed.

• Students who do not achieve a cumulative GPA of 2.0 and have not made good progress (as defined above) will be permanently dismissed. Decisions are final and do not have a further appeal.

REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION [1]

A student who did not appeal their Fall or Spring semester Academic Suspension and wishes to return to the College must apply for reinstatement. [2]

Reinstatement is neither automatic nor guaranteed after Academic Suspension.

Students are required to apply to their Dean of the school in which they are majoring by August 1 for the Fall semester and by December 1 for the Spring semester.

The student begins the process for reinstatement by making an appointment with the Dean of the school in which they are majoring who will assist the student in:
• Reviewing and updating, as necessary, a pre-prepared self-reflective statement indicating how the academic challenges of past semesters will be addressed.

• Developing their semester schedule with support from a faculty adviser.

• Verifying that the student has no outstanding financial obligations to the College, disciplinary charges, and assessed sanctions, or other holds which would prohibit reinstatement. (This information will be documented with the Office of the Registrar for reinstatement purposes.)

If the Dean of the school in which they are majoring rejects the student’s reinstatement appeal, the student may petition for a review by the Vice Provost for Curriculum and Assessment.

The petition is initiated by the submission of a written statement (submitted via email to the Vice Provost by the student) that explains his/her position and includes any evidence that counters the decision of the Dean of the school in which they are majoring.

If the Vice Provost accepts the petition, the student will be reinstated on Academic Probation.

The Vice Provost and Dean of the school in which they are majoring may stipulate additional conditions in connection with reinstatement.

At the end of the semester for which students is reinstated:

• Students who achieve a cumulative GPA of at least 2.0 will be placed in good standing after probation.

• Students who do not achieve a cumulative GPA of at least a 2.0 but have made good progress by achieving a semester GPA of 2.5 or better and who meet any additional conditions set by the Dean or Vice Provost (if applicable) will be allowed one final semester on continued probation before permanent dismissal.

[1] Students who did not make an Immediate Reinstatement Appeal of an Academic Dismissal are ineligible to apply for reinstatement. (Immediate Reinstatement Appeal refers to the imposed deadline for an appeal as contained in the letter sent to students from the Vice Provost for Curriculum and Assessment.)

[2] Students must apply for reinstatement through the Dean and then apply for readmission through the Office of Admissions for suspension absence from the college of two or more consecutive semesters.
ATHLETIC WAIVER

Student-athletes may apply for a one-time conference waiver of the normal progress (24 credits/year) to participate (practice and/or play) in the subsequent term of competition in his/her sport. A waiver is not automatically granted. The waiver is not transferable to another institution. All waiver requests must be in written form and submitted to the Academic Advisor for Athletics who is Kathleen Finnegan.

FERPALAWS

All Ramapo College students will be afforded privacy and confidentiality in accordance with applicable FERPA laws and college policies which protect individual, educational, and medical records.

ACADEMIC MONITORING

Student-athletes are monitored for classroom progress throughout the semester. Academic progress surveys are sent through Connect to each professor every semester for evaluations. The Connect system includes information about class attendance, participation, grades, and general comments. The Academic Support Team for Athletics receives and assesses the reports sent through Connect and works closely with the coaching staff to assist those who are in academic danger.

ACADEMIC ADVISEMENT

Students must be aware when registration occurs. Registration is taken care of by the student via the Internet. In making a schedule it is the student's responsibility to make an appointment with their Academic Advisor (stated on their degree audit) before their registration window is open.

***Schedule changes: Do not make schedule changes (drop or add) without informing your head coach and the Academic Advisor for Athletics. Dropping a class without discussing it may put your current or future eligibility in jeopardy. Student-athletes must discuss this with both parties prior to taking action.

STUDENT-ATHLETES ACADEMIC RESPONSIBILITIES

To make and keep appointments with your advisor throughout the academic year to work on academic goals.
To make use of appropriate campus services in order to meet your goals.
To be familiar with the requirements for your chosen program of study and for graduation.
To become an active participant in the advisor/advisee relationship and to become increasingly self-directed.
To maintain personal records of academic progress.
To verify with the Academic Advisor for Athletics any request to drop or add a course at any point during your sport's season- you must maintain 12.0 credits to be eligible.
To report any academic difficulties and to request assistance from your academic advisor.
To develop a 4 year plan with your academic advisor.
To develop a time management schedule that best suits your study habits, class schedule, and practice schedule.
To attend and be prompt to ALL classes.
To provide faculty members with absentee notification due to competition and team travel by the beginning of your competition season.
ACADEMIC SUPPORT MISSION STATEMENT

The mission of the Athletic-Academic Program is to provide our athletes with academic support in order to achieve academic success. We provide our student-athletes individual attention in advisement and tutoring and are assigned a faculty advisor who they should meet at least once a semester to discuss requirements to graduate. The Academic Support Program is committed to encourage our student-athletes to reach their academic potential. It is not just about keeping our student-athletes eligible but it is also our responsibility to encourage them to reach their potential.

Kathleen Finnegan Associate Director of Athletics Senior Women's Administrator Academic Advisor kfinnega@ramapo.edu

Mike Eikeker Academic Coordinator Women's Basketball Coach meinenker@ramapo.edu

ACADEMIC SUPPORT GOALS

REGISTRATION

To make sure that all student-athletes are registered for classes and to ensure that they are on track for graduation. To make sure their schedule meets the demands of practice and competition schedules as best they can. We initially encourage all student-athletes to meet with their individual assigned academic advisors. And we offer individual assistance for those who require special attention.

IDENTIFICATION

Identify any student-athlete who is having difficulty in a class and monitor their progress through Connect.

ASSIST

Assist the student-athletes who are struggling by arranging tutoring or extra help from professors or other qualified individuals.

CHART

Chart the progress of each student-athlete by running appropriate reports on a regular basis and keep each coach and the administrators well informed.
ACADEMIC SUPPORT GENERAL INFORMATION

TUTORING

The Athletic Department also offers Peer Tutoring, which is conducted by our junior or senior student-athletes who have achieved excellence in the subject area being tutored in.

The Center for Reading and Writing offers one-on-one, face-to-face consulting sessions in writing, reading, and study skills. We encourage ALL Ramapo students to visit our Reading and Writing Center, whether you want to improve your reading, learn strategies for strengthening your writing, or brush up on study skills.

The Center also offers Student Workshops on a range of topics from writing the argument paper to critical reading and MLA, APA, and Turabian/Chicago style guidelines. These 30-45 minute workshops are facilitated by Center staff, faculty and peer tutors.

MONITORED STUDY HALLS

Some of the student-athletes who are experiencing academic difficulty are required to attend study hall three hours a week. These study halls take place in the classroom in the Bill Bradley Sports and Recreation Center. Study halls will be monitored to ensure that our student-athletes are utilizing study time to the fullest.

CLASS CONFLICTS/PRACTICE/COMPETITION

Before registering for classes, each student-athlete should contact their coach to discuss practice session and game times. It is imperative for the student-athlete to plan in advance so that class and travel time conflicts are kept to a minimum.

CLASS ATTENDANCE

In order to succeed in the classroom, student-athletes must attend all their classes in a punctual manner. Class attendance and participation is essential to academic success. Poor class attendance is a major factor in academic failure. This can also jeopardize a student-athlete's eligibility.

TRAVEL NOTIFICATION

It is the responsibility of each student-athlete to provide their professors a letter notifying them of missed class time due to travel for a game. This letter is available on the Ramapo College Athletic's website under "Student-Athlete". It needs to be signed by the staff listed and returned.

ACADEMIC PROGRESS MONITORING AND REPORTING

Academic progress reports are sent through Connect to all student-athletes and their coaches during the semester. These reports indicate attendance, participation and if the student is having academic difficulty. The professor also has the opportunity to provide comments concerning his/her student, including recommendation for tutoring, need for tutoring, etc. Student-athletes who receive deficient progress reports must meet with their coach to discuss ways to improve their academics.
CRITERIA FOR INDUCTION INTO CHI ALPHA SIGMA:

Must achieve at least junior academic standing as determined by the certifying institution.

Must achieve a cumulative 3.4 (on a 4.0 grade point scale) or equivalent grade point average by the time of selection process.

Must earn a letter in a varsity intercollegiate sport(s).

Must be of good moral character.

College or university must be a member of the NCAA or the NAIA.

Must have endorsement from the head coach of his/her sport.

University or college must certify junior standing and grade point average.

Must be recommended by the Chapter Advisor, Kathleen Finnegan.

If you would like to know more about this Athlete Honor Society, please contact the Chapter Advisor, Kathleen Finnegan at ext. 7683.
ATHLETIC RELATED TRAVEL

The following guidelines apply for all travel to and from athletic events:

1. All transportation to and from athletic events shall be provided by Ramapo College.

2. Student-athletes on road trips will receive a cash allowance for missed on-campus meals due to the travel—or will be provided a meal through arrangements made by the head coach. In the case of cash allowance, an established per diem based on each meal missed will be issued to the individual student-athlete and he/she will sign a form, indicating acceptance of the allowance.

3. Whether travel is by bus, van, car or plane, student-athletes are expected to leave the vehicle CLEAN. Please do not leave your newspapers, trash and other assorted items in the vehicle. Clean up after yourselves!

4. Student-athletes traveling with a Ramapo College team are responsible for conducting themselves and dressing in an appropriate manner at all times during travel. While there is not a departmental dress code, all student-athletes are expected to abide by any team travel dress code instituted by individual head coaches.

5. Student-athletes should select as many classes as possible that are not likely to conflict with games or practices. You are responsible for any missed class work as a result of team travel. This form can be found on the Ramapo College Athletics website under student-athletes and then travel forms. This form provides a reason for your absence from class on that particular day but it does not excuse you from the missed class work. You are responsible for the work and for making any necessary arrangements with the faculty member.

6. Your personal health and safety during team travel is important. You must abide by all team rules and remain with the team at all times except for special circumstances approved by the head coach. All student-athletes must travel to and from all competitions with the team unless prior arrangements have been made directly with the head coach. Anyone who makes such arrangements will have to fill out a travel form which can be found on the Ramapo College Athletics website under Student-Athletes/Travel Forms.

7. The Team Out-of-State Travel Form with an accurate roster and itinerary must be submitted to both the athletics office and Ramapo College Public Safety anytime a team leaves the state for a game/trip.

8. The following is the policy concerning the use of alcohol, tobacco, and illegal drugs by Ramapo College club and intercollegiate athletic teams. In consideration of the fact that both legal and ethical problems arise when athletes representing Ramapo College consume alcoholic beverages and illegal drugs; it is the policy of this department not to allow the consumption of alcohol, tobacco, intoxicating substances, or illegal drugs (save the normal use of medication) during the course of any Ramapo College athletic function.
There is to be no such consumption by any team member or manager while those persons are representing Ramapo College in an athletic capacity, and, in the case of road trips, from the time the team leaves campus until the time of return to campus. Moreover, no alcoholic beverages, tobacco, or illegal drugs are to be purchased by or carried with any team member during these periods. This policy is also adopted with the understanding that all team members and managers are representatives not only of themselves, but also of their team and Ramapo College, and that it is therefore unacceptable to risk either disreputable conduct or violation of the law as a result of alcohol, tobacco or drug abuse.

Remember, as a student-athlete you are a very visible representative of not only your team and your teammates but also of the coaches, the department and the College.

**APPROPRIATE BEHAVIOR IS EXPECTED AT ALL TIMES!**

**HAZING**

There is zero tolerance of any form of hazing. Any athlete involved in perpetrating hazing may be suspended indefinitely from participation in varsity athletics at Ramapo College.

**PERFORMANCE RECOGNITION**

Student-athletes are eligible to receive formal recognition from the College for athletic participation. All of the following awards will be presented at our Senior Sports Banquet sponsored by the Athletic Department each year. In all cases the student-athlete must have successfully completed the season as a member of the team.

**Senior Awards Presented to Athletes:**
1. Betty Logan Female Senior Athlete of the Year Award
2. Robert Hartman Male Senior Athlete of the Year Award
3. Ramapo College Male Career Award
4. Ramapo College Female Career Award
5. Robert A. Scott Sportmanship Award
6. Fourth Year Award

**Academic Senior Awards**
1. Scholar Athlete Award- Awarded to a male and female senior with the highest cumulative GPA
2. Highest Team GPA
3. Athletic Director’s All-Academic Teams (posted on Athletic Website)  
   First Team- Varsity Athlete with a 3.5 cumulative GPA or better  
   Second Team- Varsity Athlete with a 3.49-3.0 GPA  
   Honorable Mention- Varsity athlete with a 2.99-2.80 GPA
4. Student-athlete Advisory Committee (SAAC) Award – given to the senior presidents of SAAC
The following team awards are selected by each head coach: (posted on Athletic Website)

1. Most Improved Player
2. Coaches Award
3. Rookie of the Year
4. Most Valuable Player

Student-athletes are also eligible to receive awards sponsored by the NCAA, the NJAC, Skyline, and the ECAC. These awards include: All-American, All-NJAC, NJAC Player of the Week and Year, All-ECAC, and Scholar Athlete.

The Student Affairs Division takes note of significant athletic leadership when determining which students will receive recognition at its Annual Dinner for Student Leaders.

**INTRAMURALS PARTICIPATION**
Student-Athletes may not compete in an intramural or club sport that is the same as the current varsity sport that they are competing in.

**STUDENT-ATHLETE ADVISORY COMMITTEE**

The mission of the Ramapo College Student-Athlete Advisory Committee is to serve as a voice of the student-athletes. This committee assists in recommending policies and procedures for the operation of the intercollegiate athletics program. The other goals are the following:

- Promoting community service with all our athletic teams
- Create a vehicle in which our student-athletes have a say in proposed conference and NCAA legislation
- Promote a positive student-athlete image on campus
- Build a sense of community within all of the athletic teams

**SAAC Student Learning Outcomes**

1. To understand the value of community service
2. To learn to be mentors to other peers in Athletics
3. To be leaders in bystander intervention with respect to sexual assault, alcohol and other drug issues, hazing and bullying

The membership of the Student-Athlete Advisory Committee shall be representative of the diversity of the student-athlete population. The committee shall be composed of at least two representatives from each varsity sport. If a student is interested in serving on this committee they should contact Kathleen Finnegan- SAAC Staff Advisor at ext. 7683 or via email to kfinnega@ramapo.edu. The Student-Athlete Advisory Committee shall meet at least three times each semester.

**SPORTS INFORMATION**

As a Ramapo student-athlete, you are a visible representative of the college. The College actively seeks to enhance awareness of its varsity athletics program, primarily through the Sports Information Office.

The Sports Information Office’s (Bradley Center, Q213 & Q214) primary responsibilities include:
Website Content (game stories, weekly updates)
- Press Releases (weekly release, special announcements)
  Statistics (game stats, season compilation, reporting to conference & national offices)
  Record Books (updated game, season, and career for each sport)
- General Information (rosters, schedules, coaches' biographies)
  Photography (maintains archive of action and head shots for all sports)
- Award Nominations (Athlete of the Week, NCAA, and other national organizations)

All student-athletes are asked to fill out a sports information questionnaire and to pose for pictures. Additionally, some will be asked to cooperate with the Sports Information Office for interviews.

You may be interviewed by a member of the Sports Information Office, the campus media (Ramapo News), national media, or your hometown media. The Sports Information Office will contact you in advance to arrange such interviews so it does not conflict with your schedule. You should not consent to an interview unless it has been arranged by the Sports Information Office.

Socializing on the Internet and the use of Social Networking

The Ramapo College Athletic Department recognizes the importance of social networking sites such as Facebook and Twitter, and endorses the responsible use of such sites by its student-athletes. At all times, student-athletes must remember that everything that is posted is representative of themselves, their families, and Ramapo College and must therefore refrain from:
  - Posting any offensive or inappropriate comments
  - Posting any offensive or inappropriate pictures
  - Posting any information that may violate Ramapo College or RCNJ Student-athlete Code of Conduct

All Ramapo College students who maintain a social media presence are advised to follow the Social Media Guidelines posted on the social media website, and to follow the Code of Conduct outlined in the Ramapo College Student Handbook. Users are not permitted to utilize the official Ramapo College Logo(s) for their personal account(s). Users deemed to have inappropriate uses of an official logo of the college will be required to remove the logo.

The Athletic Department also asks students to remember that future employers, graduate school administrators, and other organizations have access to these same sites, and any material posted on them may come into consideration when future decisions are made.

Students are reminded that any information placed on these websites is open and available to the public. The Ramapo College Athletic Department greatly discourages the posting of any private information such as home address, phone number, etc.; and encourages the use of the privacy settings available on the site.
UNIFORM AND EQUIPMENT

Student-athletes will be provided with uniforms and selected equipment on a loan basis. The student-athlete is responsible for proper use, maintenance, and safe keeping of all issued uniforms and equipment.

The Ramapo College Athletics Department regularly purchases equipment/uniforms for each team every three years. The Coach is responsible for the control, inventory and repair of all sports equipment/uniforms. Furthermore, all equipment/uniforms is the property of Ramapo College. All equipment/uniforms must be returned after the sports season and must be accounted for by the Athletic Department.

- Equipment/uniform will not be issued until the student-athlete has completed a medical questionnaire, provided medical insurance information, passed a medical examination and is cleared for participation through the Head Trainer, Megan Bageorgos.

- No equipment/uniform is to be removed from the authorized areas and usage is restricted to practice and games.

- The student-athlete is responsible for the equipment/uniform issued to him/her and will be charged for equipment/uniform not returned, damaged due to neglect and loss or theft.

- Equipment/uniform damaged due to use, not neglect, will be repaired by the Coach and returned to you.

- You should report any equipment/uniform problems to the Coach as soon as possible.

- At the conclusion of the season, all equipment/uniforms will be inventoried, laundered and repaired for the next year.

- Any student-athlete who does not return his/her equipment/uniform will be fined.
Ramapo College of New Jersey

Sports Medicine Information
SPORTS MEDICINE & ATHLETIC TRAINING SERVICES

In addition to the medical services provided for all students through the Health Services office, the Athletic Department staff includes BOC Certified Athletic Trainers who are licensed by the state of New Jersey Board of Medical Examiners. The hours of the Athletic Training Room will be posted and appointments for individual rehabilitation and treatments can be made by signing up on the sheets outside of the Athletic Training Room doors. An Athletic Trainer will always be present at HOME intercollegiate athletic events. During practices, the Athletic Trainer will be available and in cell phone contact with the coach or on-site student aide in case of emergency, if not present on the field. Emergency response on the field will be directed by the Athletic Trainer, with the assistance of campus police, E.M.S., or the local police. If the athlete needs to be transported, they will be brought to one of the two local hospitals, Valley Hospital in Ridgewood, NJ or Good Samaritan Hospital in Suffern, NY.

In order to be eligible to compete for any of Ramapo’s athletic programs, the student-athlete must complete and return the following to the Athletic Trainer: health history and physical form, sickle cell trait test results (one time only) and a photo copy (front and back) of the student-athlete's primary insurance card. If the athlete does not have insurance, a waiver must be filled out and notarized. All other forms are now on Front Rush and must be completed on-line. In addition, the athlete will meet with the Athletic Trainers for a one-hour orientation with their team to review Athletic Training Room procedures and to view videos on NCAA drug testing procedures, concussions, sickle cell trait, and medical exception policies. High risk athletes must also complete a baseline computerized concussion assessment and balance test before participation. Athletes will be reassessed every 2 years. A new baseline will be conducted if the student-athlete sustained a concussion in the previous season.

All injuries must be reported immediately to the Athletic Trainer on duty. The Athletic Training Room is located in Q-139 in the Bill Bradley Sports and Recreation Center. It is the responsibility of the student-athlete to see the Athletic Trainer to complete an insurance claim form before visiting a physician or he/she will forfeit their secondary insurance coverage. Once these forms are completed online, the Athletic Trainer will help the athlete through the physician referral process. If at any time a physician is seen, a thorough clearance note must be received in writing from that physician prior to the student-athlete’s return to competition. The Athletics Healthcare Administrator/Head Athletic Trainer has the final say in clearance to return to activity along with the Team Physician.

The Athletic Department's Team Physician will make a routine visit to the Athletic Training Room weekly to evaluate injured student-athletes. The visit will require the student-athlete to make an appointment through the Athletic Trainer. The student-athlete will be responsible for keeping the appointment and arriving on time. Policies, procedures, and forms can be found on the Ramapo Athletics website under the Athletic Training link for further review.
I. Title of the Policy

Substance Abuse Education and Testing Policy (hereinafter referred to as the “Policy”).

II. Policy Statement

This Policy establishes a random drug testing program for Ramapo College of New Jersey student-athletes to enhance its substance abuse education program.

III. Rationale

Banned Drugs, including but not limited to performance-enhancing substances, when used in connection with intercollegiate programs, may pose serious risks to the health of the student-athlete and may endanger other persons in contact with the user. Such use may result in illness, temporary or permanent injury, or even death. In addition, the use of certain performance-enhancing substances may temporarily improve some types of athletic performance and thereby create an unfair competitive advantage for the person using them, violating the basic principles of sportsmanship. Finally, intercollegiate student-athletes frequently become highly publicized role models and their use and abuse of banned drugs and/or performance-enhancing substances can negatively influence other young people, as well as damage the reputation of the College.

IV. Applicability of the Policy

This Policy only applies to students who participate in intercollegiate athletics at Ramapo College of New Jersey. A positive test will not subject a student-athlete to further adjudication under the drug policy found in the Code of Student Conduct.

V. Definitions

The following words and terms as used in this Policy shall mean:

**Banned Drug or Banned Drugs** means a substance or substances prohibited by the NCAA pursuant to the list attached hereto as Appendix A, as periodically updated by the NCAA Executive Committee.

**College** means Ramapo College of New Jersey.

**Department of Athletics** means the Department of Athletics at Ramapo College of New Jersey.

**Director of Athletics** means the Director of Athletics at Ramapo College of New Jersey.

**Policy** means the Ramapo College of New Jersey Department of Athletics Substance Abuse Education and Testing Policy.
VI. Policy Elaboration

A. Educational Program

Each student-athlete at the College is required to participate in substance abuse education activities prescribed by the Department of Athletics. Additionally, any student-athlete may seek assistance for a substance abuse problem at any time by contacting his or her coach, a departmental employee, or a representative of the College’s Division of Enrollment Management and Student Affairs.

B. Drug Testing Program

1. General Information

A student-athlete, during the period of his or her eligibility to participate in intercollegiate athletics, may not use any substances identified by the NCAA as Banned Drugs (Appendix A).

It is a condition of participation in athletics that a student-athlete annually sign the Ramapo College of New Jersey Drug Testing Consent Form (Appendix B) and the NCAA Drug Testing Consent Form affirming willingness to submit to any tests prescribed by the College or the NCAA to reveal the use of any of the Banned Drugs listed in Appendix A. The list is subject to change by the NCAA Executive Committee, and the student-athlete shall be held accountable for all Banned Drugs at the time of testing. See: http://www.ncaa.org/sport-science-institute/topics/2019-20-ncaa-banned-substances.

2. Implementation of Testing

a. Tests will be administered as follows:

i. Pre-season and In-season testing: A student-athlete may be randomly tested during the season for his or her respective varsity sport.

ii. Unannounced random and team testing: A student-athlete, a percentage of the members of a team, or an entire team may be subject to unannounced testing during the academic year. The selection of individuals will be made by an external certified drug testing lab through a random computer drawing of names from the team roster.

iii. Reasonable Suspicion: A student-athlete may be subject to testing at any time when the Director of Athletics or designee determines there is reasonable suspicion to believe the student-athlete is using a Banned Drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or the Director’s designee, and deemed reliable by the Director of Athletics or designee. Reasonable suspicion may include, without limitation: 1) observed possession or use of substances appearing to be Banned Drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of banned drugs or substances, or 3) observed abnormal
appearance, conduct or behavior reasonably interpretable as being caused by the use of Banned Drugs or substances.

3. Consequences of failure to participate in or cooperate with drug testing

a. If a student-athlete declines to execute the Ramapo College of New Jersey Drug Testing Consent Form (Appendix B), his or her eligibility to participate in intercollegiate athletics will be terminated for the balance of the academic year.

b. If the student-athlete is not present for a drug test, and no satisfactory explanation for the absence is provided to the Director of Athletics or the Director’s designee, the absence shall be considered the equivalent of a positive test for a Banned Drug. A student-athlete not present for a drug test who has provided a satisfactory explanation for the absence may be tested as soon as practicable, at the sole discretion of the Director of Athletics or the Director’s designee.

c. If the student-athlete fails, within a reasonable period of time (3 hours), to produce a satisfactory sample (above a .005) for the drug test, his or her eligibility to participate in intercollegiate athletics will be suspended until the student-athlete produces the required sample under conditions prescribed by the Director of Athletics or the Director’s designee.

d. If the student-athlete refuses to provide a sample or manipulates his or her sample to alter the integrity and/or validity of the sample, the refusal/manipulation shall be treated as a positive test for a Banned Drug.

4. Consequences of a positive test for banned substance use

a. Mandatory Assessment and Counseling is required by the CADC for any positive test result. The student-athlete will have two weeks from the day of notification of his/her positive drug test to contact Health and Counseling Services to set up an appointment.

b. The minimum consequences specified below will apply to following (a) any positive result on a drug test administered pursuant to this Policy; or (b) the occurrence of an event that is considered the equivalent of a positive test under Subsection 3. of this Policy:

i. First Offense:

The student-athlete will be immediately suspended from participating in all intercollegiate athletics activities. If the student-athlete has completed the Mandatory Assessment and Counseling, he/she may be permitted to attend practice but still must serve the game suspension that will consist of 1/9th of the competition dates for the regular season.

ii. Second Offense:
The student-athlete will be immediately suspended from participating in all intercollegiate athletics activities. If the student-athlete has completed the Mandatory Assessment and Counseling and has passed an additional drug test he/she may be permitted to attend practice but still must serve the game suspension that will consist of 2/9th of the competition dates for the regular season.

iii. Third Offense:

Termination (permanent) loss of athletics eligibility may be imposed for a third positive drug test or if a positive drug test is associated with other violations of team, Athletic Department or other College policies.

c. Notification of parent(s) or guardian(s):

The student-athletes parent(s) or guardian(s) will be informed by the Director of Athletics, or designee, of the known facts concerning Banned Drug use and the conditions to be imposed by the College as a result of those facts only after the student has given permission to do so through a signed Drug Testing Consent Form. Notification of parent(s) or guardian(s) will be automatic for students-athletes under the age of 18.

d. Counseling and reinstatement of athletics eligibility after suspension:

i. Counseling and treatment after suspension of athletics eligibility: A student-athlete whose eligibility has been terminated may seek assistance from the existing counseling and medical resources available to students at the College. Such services will be encouraged, but will not be initiated or supervised by the Department of Athletics, since the student’s affiliation with the athletics program will have ended.

ii. Reinstatement: Reinstatement of a student-athlete after the period of suspension is contingent on the student-athlete producing evidence of a negative drug test by an accredited independent lab. This clearance test must occur prior to the resumption of any athletic activity but not more than two weeks prior to the start of such activity. Expenses incurred for clearance testing are the responsibility of the student-athlete.

iii. Besides the sanctions for a positive test for a banned drug provided for under this Policy, team policies may not impose additional sanctions at the discretion of the team coach.

5. Procedures for imposing serious sanctions

The Department of Athletics has the right, at any time, to terminate the student-athlete’s privilege to participate on a team for reasons other than a violation of this Policy,
including, but not limited to violations of other College, departmental, or team policies. (Please refer to the Department of Athletics Code of Conduct.)

The following procedures apply in the case of suspension or termination associated with positive drug testing as outlined above in Subsections 3. and 4. above.

a. **Written notice:** Before any suspension or termination is imposed, the student-athlete will be given written notice by the Director of Athletics of his/her intent to suspend or terminate eligibility, the reasons for the proposed action, and the right of the affected student-athlete to request an appeal. Written notice will be provided by email or certified mail, if necessary.

b. **Request for an Appeal:** Requests for an appeal must be submitted in writing to the Director of Athletics within five (5) business days from the date on the letter notifying the person charged of the original decision. Failure to appeal within the allotted time will render the original decision final.

c. An Appeal must document mitigating circumstances leading to a positive drug test or equivalent event.

6. **Mitigating Circumstances/Appeal considerations are outlined below:**

a. **Procedural challenge:** The student-athlete may challenge any procedure relating to the collection or testing of the subject samples. If the student-athlete proves it is *more likely than not* that any substantiated problem with the collection or testing procedures *materially affects* a sample’s integrity, the drug-test appeal committee may find that no violation has occurred.

b. **Knowledge challenge:** The student-athlete is responsible for all substances consumed. However:

i. If the student-athlete demonstrates that he or she was not aware that he/she had been administered (defined as placed into the student-athlete’s system directly or through food or drink) a substance by another person that later is found to have contained a banned ingredient, then the drug-test appeal committee may determine that no violation has occurred. In this situation, the student-athlete must show that he or she did not know *and* could not reasonably have known or suspected (even with the exercise of utmost caution) that he or she had been administered by a third party a substance that is later found to have contained a banned ingredient, or,

ii. If the student-athlete demonstrates that he or she asked specific and reasonable questions about a particular substance, medication or product of the appropriate athletics administrator and the athletics administrator assured the inquiring student-athlete that the substance does not list a banned ingredient, then the drug-test appeal committee may determine that no violation has occurred. In this situation, the student-athlete must show that he or she both did not know and could not reasonably have known or suspected (even with the exercise of utmost caution) that the information provided by staff was erroneous. In the case where the substance,
medication or product reviewed and approved for use by the institution does list a banned substance, this may result in an institutional violation.

7. Appeal Committee:

   a. Appeal Committee: Appeals will be reviewed and decided by a standing committee consisting of three persons appointed by the Vice President for Enrollment Management/Student Affairs. The appeal committee will be chaired by the Associate Director of Athletics and will include a senior member of the Enrollment Management/Student Affairs division and one coach or the Faculty Athletics Representative.

   b. Scope of Review: The appeal committee will determine whether the mitigating circumstances presented by the student-athlete are sufficiently compelling to alter the decision of the Director of Athletics and, if so, determine the nature of any sanctions. The committee may not recommend a more severe sanction.

   c. Committee Written Decision: The appeal committee will report its decision in writing to the Director of Athletics and the student-athlete within five (5) business days of the conclusion of the hearing. Committee deliberations are confidential. The committee decision is final.

8. Confidentiality of Information Concerning use of Banned Substances

   Any information concerning a student-athlete’s alleged or confirmed use of Banned Drugs, solicited or received pursuant to this Policy, shall be restricted to institutional personnel and to parents or guardians as provided herein, except as required by law. No other release of information will be made without the student-athlete’s prior written consent, except as required by law.

9. Safe Haven Program:

   A student-athlete eligible for the Safe Harbor Program may refer himself/ herself for voluntary evaluation, testing and treatment for alcohol or drug problems. For further information regarding the Safe Harbor Program, please see Appendix D.

VII. Policy Review and Amendment

   A Substance Abuse Policy Review Committee appointed by the Director of Athletics will interpret this Policy and drug testing program as necessary, review its administration annually, and recommend any Policy or program changes to the Director of Athletics for approval by the Director and the Vice President of Enrollment Management and Student Affairs. The committee shall be comprised of substance abuse professionals, faculty members, Department of Athletics administrators, Enrollment Management/Student Affairs administrators, members of the Sports Medicine staff, and others determined by the Director of Athletics. All proposed changes shall be reviewed by the College’s legal counsel.

Note: Ramapo College of New Jersey may amend the policy at any time and that the program
2019-2020 Substance Abuse Education and Testing Policy

is separate and distinct from the NCAA Drug-Testing Program. This policy is not to be
construed as a contract between the institution and the student-athletes at Ramapo College of
New Jersey. However, signed consent and notification forms shall be considered affirmation of
the student-athlete’s agreement to the terms and conditions contained in this policy.

Attached Documents/Forms

Appendix A- NCAA Banned Drugs
Appendix B - Drug Testing Consent Form
Appendix C – Drug Testing Reasonable Suspicion Reporting Form
Appendix D – Safe Harbor Program

Contacts
Director of Athletics
Ramapo College of New Jersey
The Bill Bradley Center
Mahwah, New Jersey, 07430-1623
201-684-7091
hcrocker@ramapo.edu

Effective Date: 9/1/19
APPENDIX A

NCAA Banned Drugs

The NCAA bans the following classes of drugs:

a. Stimulants
b. Anabolic Agents
c. Alcohol and Beta Blockers (banned for rifle only)
d. Diuretics and Other Masking Agents
e. Street Drugs
f. Peptide Hormones and Analogues
g. Anti-estrogens
h. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.
The institution and the student-athlete shall be held accountable for all drugs within the banned
drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

b. Local Anesthetics (under some conditions).
c. Manipulation of Urine Samples.
d. Beta-2 Agonists permitted only by prescription and inhalation.
e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:
Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

It is your responsibility to check with the appropriate Athletics staff before using any substance
Appendix B

Drug Testing Consent Form
Pursuant to
Ramapo College of New Jersey
Department of Athletics
Substance Abuse Education and Testing Policy

I have received and read the Policy Concerning Substance Abuse Education and Testing Policy for Intercollegiate Athletics. I have been given an opportunity to ask any questions I may have had about the Policy. I understand the Policy and my responsibilities under it, and I have decided voluntarily to participate in the intercollegiate athletics program at Ramapo College of New Jersey to which this Policy applies. I consent to tests for banned substances administered pursuant to this Policy.

__________________________  _______________________
(Signature of Student-Athlete)          (Date)

__________________________
(Name Printed)

__________________________  _______________________
(Signature of at Least One Parent or Guardian,  (Date)
If the Student-Athlete is Under Age 18)
Appendix C

RAMAPO COLLEGE OF NEW JERSEY
DEPARTMENT OF ATHLETICS
DRUG TESTING REASONABLE SUSPICION
REPORTING FORM

Under the reasonable suspicion clause of the Substance Abuse Education and Testing Policy, I believe that ___________________________ (name of student-athlete) has shown sign(s), symptom(s) or behavior(s) that reasonably warrant referral to the Director of Athletics for possible drug testing.

The following sign(s), symptom(s) or behavior(s) were observed by me over the past _____ hours and/or _____ days.

Please check below all that apply:

The Student-Athlete has shown:
___ irritability
___ loss of temper
___ poor motivation
___ failure to follow directions
___ verbal outburst (e.g. to faculty, staff, teammates)
___ physical outburst (e.g. throwing equipment)
___ emotional outburst (e.g. crying)
___ weight gain
___ weight loss
___ sloppy hygiene and/or appearance

The Student-Athlete has been:
___ late for practice
___ late for class
___ not attending class
___ receiving poor grades
___ staying up too late
___ missing appointments
___ missing/skipping meals
The Student-Athlete has demonstrated the following:

_____ dilated pupils
_____ constricted pupils
_____ red eyes
_____ smell of alcohol on the breath
_____ smell of marijuana
_____ staggering or difficulty walking
_____ constantly running and/or red nose
_____ recurrent bouts with a cold or the flu (give dates ________)
_____ over stimulated or “hyper”
_____ excessive talking
_____ withdrawn and/or less communicative
_____ periods of memory loss
_____ slurred speech
_____ recurrent motor vehicle accidents and/or violations (give dates ________)
_____ recurrent violations of The Ramapo College Student Code of Conduct

Other specific sign(s), symptom(s) or behavior(s) include:


Form Submitted by:

Print Name of Athletic Department Staff __________________ Signature of Athletic Department Staff __________________ Date __________

Counselor Consulted: Yes ________ No ________

Name of Counselor Consulted: __________________________ Date Consulted: __________

To be completed by the Director of Athletics/Designee:

Reasonable suspicion finding upheld
Reasonable suspicion finding denied

Form Reviewed and Completed By: __________________________

_________________________ Date __________

Director of Athletics/Designee
APPENDIX D

Safe Harbor Program

A student-athlete eligible for the Safe Harbor Program may refer himself/herself for voluntary evaluation, testing and treatment for alcohol or drug problems. A student-athlete is not eligible to enter the Safe Harbor Program:

1. More than one (1) time during their athletic career at Ramapo;
2. After he/she has been informed of an impending drug test;
3. After documentation of a positive drug test; or
4. Thirty (30) days prior to NCAA or Conference postseason competition.

Ramapo College of New Jersey will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions. A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substance use and/or alcohol use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the Department of Athletics Drug Testing Policy and Procedures. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol use after the initial Safe Harbor Program test will be treated as the next subsequent positive testing.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Ramapo College of New Jersey. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Athletics, The Drug Testing Coordinator, Team Physician, Head Athletic Trainer, the student-athlete’s Head Coach and the Center for Health and Counseling Services (CHCS) may be informed of the student-athlete’s participation in the Safe Harbor Program. Other College employees may be informed only to the extent necessary for the implementation of this policy.

In order to be reinstated a student must have his/her community provider complete and submit the Safe Harbor Treatment Program Community Provider Report Form and submit it to the Director of the Center for Health and Counseling Services for review. CHCS reserves the right to meet with the student and to consult with the community provider. The decision to be reinstated to the athletic team will be determined by the Director of Athletics in conjunction with the head coach and the staff from the CHCS.
Acknowledgement Form

I ___________________________ understand that, according to the

Ramapo College of New Jersey’s Department of Intercollegiate Athletics Substance Abuse Policy and Procedures, I may self-refer into the Safe Harbor Program once during my intercollegiate athletic career for voluntary evaluation and counseling.

I further understand that I am not eligible for the Safe Harbor Program after being informed of an impending test, after having received notification of a positive institutional test or NCAA drug test, or thirty (30) days prior to NCAA or Conference post-season competition.

Ramapo College of New Jersey will work with me to provide a treatment plan which may include confidential impermissible substance testing. I will be furnished with a copy of the treatment plan and guidelines after an initial meeting with a substance abuse counselor to evaluate the extent of any of my substance use.

I understand that if I test positive for an impermissible substance upon entering the Safe Harbor Program, the initial test result will not result in any administrative sanction, but I may be suspended from play or practice if it is medically warranted. I will be permitted to remain in the Safe Harbor Program for a reasonable period, not to exceed thirty (30) days, as determined by the treatment plan.

If I fail to comply with the treatment plan, I will be removed from the Safe Harbor Program and my initial Safe Harbor positive test will be treated as a first positive and subject to the sanctions as set forth in the policy. While in the Safe Harbor Program, I will not be included in the regular random testing program, but may be selected for drug testing by the NCAA. Upon successful completion of the Safe Harbor program, I will be subject to additional testing for one calendar year.

The Director of Intercollegiate Athletics, the Team Physician, the Head Athletic Trainer, my head coach or his/her designee and the Center for Health and Counseling Services will be informed of my participation in the Safe Harbor Program. My assistant coach(es) may be notified at the discretion of the head coach or designee. Other College employees may be informed only to the extent necessary for the implementation of this policy.

Signature: ___________________________ Date: ____________
(Student-Athlete)

Signature: ___________________________ Date: ____________
(Director of Athletics/Designee)
Safe Harbor Treatment Program
Community Provider Report Form

NOTE: This form is to be completed by the student’s community mental health clinician or medical provider and mailed to Counseling Services within the Center for Health and Counseling Services at Ramapo College of New Jersey.

Please have the student sign an authorization to release patient information to the Counseling Services.

Provider Name
Provider Address

Provider Phone Number
Licensed as
License #
State of Licensure
Initial Diagnosis
(DSM or ICD-9)
Current Diagnosis
(DSM or ICD-9)

Student name
Date of first session
Date of most recent session
Total # of Treatment Sessions
If mental health clinician includes:
GAF score at start of treatment
Current GAF score:

Current Medications (Please provide dosages):

Provide your professional judgment in response to the following questions regarding the above named student:

Has there been evidence of stabilization of the alcohol and/or drug condition and/or psychological condition that precipitated the need for the Safe Harbor Treatment Program ____ Yes ____ No

If yes, please check all of the following that you have observed a marked reduction of in this student:

____ Number of symptoms
____ Severity of symptoms
____ Persistence of symptoms
____ Functional impairment
____ Subjective level of client distress

Once achieved, how long has the substantially improved condition been maintained stably?

____
Please describe in as much detail as possible the evidence of stabilization of the alcohol and/or drug condition and/or psychological condition.


Please describe the student’s readiness to resume participation on an athletic team and be a successful member of the campus community, as evidenced by: 1) the ability to pay attention in class and not interfere with the rights of others to learn, sleep, and study; 2) complete assignments independently; 3) relate to diverse individuals; 4) carry on personal business without supervision; 5) live under only very general supervision and in the company of one or more other students (if assigned to a campus residence); 6) maintain reasonable standards of personal hygiene; and 7) refrain from violating provisions of the student Code of Conduct.


Would you recommend that the College provide any specific accommodations for the student’s alcohol and/or drug condition or mental health condition or modifications to the student’s return to College (e.g., part-time academic status, commuter status, continued compliance with treatment plan, etc.).

__Yes  __No

If yes, please explain:


Provider Signature

Date
Parent/Athlete Letter

April 1, 2019

Dear Parents/Guardians and Ramapo College of New Jersey Student-Athletes:

This is a letter to inform you of the Athletic Training pre-participation physical and insurance verification procedures for 2019-2020.

The annual physical packet must be printed from the Athletics website or Front Rush website, completed in entirety, signed, dated, paper-clipped (please do not staple) and presented to an Athletic Trainer in person or mailed to the Attention of the College’s Athletic Training Department by July 31, 2019. All 4 Pages of the physical packet must be completed in full. This includes explaining “YES” answers on the 1st page of the Health History and completing the 2nd page (supplemental history) in full. If none of the conditions on the supplemental history pertain to you, simply check “NO” and sign and date the bottom of the form. ALL athletes--fall, winter, and spring, must receive a physical during the summer months prior to the first day of traditional or non-traditional practice in order to cover the athlete for the entire school year and to record the most up-to-date health of the athlete. The findings of the physical exam must be recorded on our Pre-Participation Physical Exam. It is the student-athlete’s responsibility to make sure the physical and all online forms are completed in entirety before the deadline. The student-athlete may check with his/her coach or the Athletic Training staff regarding clearance status after submitting the forms. Coaches will be sent updated clearance lists weekly beginning mid-July. The student-athlete will not be able to start practicing with the team until fully cleared. Along with the physical packet, the following items should be completed for medical clearance:

- **Sign into Front Rush and complete all 2019-2020 online forms.**
- Read the Concussion Management Plan **BEFORE** electronically signing the Concussion form.
- Make a copy (front and back) of insurance card **OR** notarized insurance waiver and send to the Athletic Training staff.
- Sickle cell test results should be sent with the physical (**One time only: freshmen and new athletes. If you already provided this information and the College has your results on file; it does not need to be done again.)** It is mandatory that all student-athletes provide proof of sickle cell trait testing and the results of that test to the College’s Athletic Training staff. If the student-athlete was born in the United States, the hospital where he/she was born should have the sickle cell trait status on file. **Any New Jersey hospital-born student-athlete may call 609-530-8371 to have the results of his/her sickle cell testing sent to him/her, or faxed to us at 201-684-6261.** Sickle cell trait status can also be tested with a simple blood test completed at the time of the physical exam. This test will be necessary for clearance for athletic activity but the results will not disqualify the student-athlete from participation. The results will be kept confidential between the student-athlete, Team Physician, Athletic Training staff and necessary coaches to ensure the health and safety of the student-athlete. More thorough information on Sickle Cell Trait and documentation can be found on the Sickle Cell Trait testing form.
• If you take medication for ADD or ADHD, you must also send the completed form and detailed physician letter as indicated on the ADD/ADHD medication form that can be printed from Front Rush or the athletics website. Please complete the **Medical Exception for ADHD Medication** form and attach a physician letter with the necessary information as listed on the form. This documentation will be the only exception for a positive drug test as these medications are banned stimulants when not taken as directed and/or properly reported.

The College’s team orthopedic physician is Dr. Christopher Mendler. His office is in Oradell, New Jersey and he is affiliated with HNH Fitness of Holy Name Hospital. Dr. Mendler also does weekly in-house appointments. His phone number is (201) 833-3909 and the fax number is (201) 833-7073. If your insurance requires a referral, please notify your primary physician that your son/daughter will be participating in an intercollegiate sport, and they may be called upon to write and fax a referral to Dr. Christopher Mendler.

In most cases, the College will request that a student-athlete be sent to 1 of 2 area hospitals: The Valley Hospital in Ridgewood, New Jersey or Good Samaritan Hospital in Suffern, New York. The phone number for The Valley Hospital Emergency Room in the event of an emergency is 201-447-8300. Good Samaritan Hospital’s phone number is 845-368-5000.

The physical packet, sickle cell screening results, insurance card copies or waiver and ADHD information can be sent to:

```
Ramapo College of New Jersey
ATTN: Megan Bageorgos,
Athletic Training Department,
Bradley Center
505 Ramapo Valley Road
Mahwah, NJ 07430
```

Any questions regarding the physical packet can be sent to Megan Bageorgos at mpriddy@ramapo.edu or Luis Pomales at lpomales@ramapo.edu.

Very truly yours,

Megan Bageorgos

Megan Bageorgos, MS, ATC
Head Athletic Trainer
Ramapo College of New Jersey
mpriddy@ramapo.edu
(office) 201-684-7913 (fax) 201-684-6261

Updated April 1, 2019
**Preparticipation Physical Evaluation History Form**

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

**Date of Exam**: 
**Name**: 
**Sex**: 
**Age**: 
**Grade**: 
**School**: 
**Sports**: 

**Medsicines and Allergies**: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking:

<table>
<thead>
<tr>
<th>Medicine</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you have any allergies? □ Yes □ No
**If yes, please identify specific allergy below**:

- □ Medicines
- □ Pollen
- □ Food
- □ Sting Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

### GENERAL QUESTIONS

1. Has a doctor ever denied or restricted your participation in sports for any reason?  
2. Do you have any ongoing medical conditions? If so, please identify below: □ Asthma □ Arthritis □ Diabetes □ Infections Other
3. Have you ever spent the night in the hospital?
4. Have you ever had surgery?
5. Have you ever had an episode of shortness of breath, chest pain, or heart palpitations during or after exercise?
6. Have you ever had unusual heartbeats during exercise?
7. Does your heart ever beat irregularly during exercise?
8. Does a doctor ever tell you that you have a heart murmur? If so, check all that apply: □ High blood pressure □ A heart murmur □ High cholesterol □ Heart infection
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)
10. Do you get tired easily or feel more short of breath than expected during exercise?
11. Have you ever had an unexplained seizure?
12. Do you get more breath than your friends during exercise?

### HEART HEALTH QUESTIONS ABOUT YOUR FAMILY

13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50, including drowning, unexpected car accident, or sudden infant death syndrome?
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, rheumatic heart disease, or endocarditis?
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?

### BONE AND JOINT QUESTIONS

17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss practice or a game?
18. Have you ever had any broken or fractured bones or dislocated joints?
19. Have you ever had an injury that required a deep injection, therapy, a brace, cast, or splint?
20. Have you ever had a stress fracture?
21. Have you ever been told that you have or have had an injury that causes instability or decreased instability (instability, sprain, or sprain)
22. Do you regularly use a brace, orthotics, or other assistive device?
23. Do you have a bone, muscle, or joint injury that bothers you?
24. Do you have a joint that becomes painful, swollen, feel warm, or look red?
25. Do you have any history of juvenile arthritis or connective tissue disease?

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

**Signature of athlete**

**Signature of parent/guardian**

Date:

---

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THE ATHLETE WITH SPECIAL NEEDS: SUPPLEMENTAL HISTORY FORM

Date of Exam ____________________________ Date of birth ____________________________

Name ____________________________ Sex ______ Age ______ Grade ______ School ______ Sport(s) ______

1. Type of disability
2. Date of disability
3. Classification (if available)
4. Cause of disability (birth, disease, accident, trauma, other)
5. List the sports you are interested in playing

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Do you regularly use a brace, assistive device, or prosthesis?</td>
<td></td>
</tr>
<tr>
<td>7. Do you use any special brace or assistive device for sports?</td>
<td></td>
</tr>
<tr>
<td>8. Do you have any rashes, pressure sores, or any other skin problems?</td>
<td></td>
</tr>
<tr>
<td>9. Do you have a hearing loss? Do you use a hearing aid?</td>
<td></td>
</tr>
<tr>
<td>10. Do you have a visual impairment?</td>
<td></td>
</tr>
<tr>
<td>11. Do you use any special devices for bowel or bladder function?</td>
<td></td>
</tr>
<tr>
<td>12. Do you have burning or discomfort when urinating?</td>
<td></td>
</tr>
<tr>
<td>13. Have you had autonomic dysreflexia?</td>
<td></td>
</tr>
<tr>
<td>14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?</td>
<td></td>
</tr>
<tr>
<td>15. Do you have muscle spasticity?</td>
<td></td>
</tr>
<tr>
<td>16. Do you have frequent seizures that cannot be controlled by medication?</td>
<td></td>
</tr>
</tbody>
</table>

Explain 'yes' answers here

Please indicate if you have ever had any of the following.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantoaxial instability</td>
<td></td>
</tr>
<tr>
<td>X-ray evaluation for Atlantoaxial instability</td>
<td></td>
</tr>
<tr>
<td>Dislocated joints (more than one)</td>
<td></td>
</tr>
<tr>
<td>Easy bleeding</td>
<td></td>
</tr>
<tr>
<td>Entangled spleen</td>
<td></td>
</tr>
<tr>
<td>Hepatitis</td>
<td></td>
</tr>
<tr>
<td>Osteopenia or osteoporosis</td>
<td></td>
</tr>
<tr>
<td>Difficulty controlling bowel</td>
<td></td>
</tr>
<tr>
<td>Difficulty controlling bladder</td>
<td></td>
</tr>
<tr>
<td>Numbness or tingling in arms or hands</td>
<td></td>
</tr>
<tr>
<td>Numbness or tingling in legs or feet</td>
<td></td>
</tr>
<tr>
<td>Weakness in arms or hands</td>
<td></td>
</tr>
<tr>
<td>Weakness in legs or feet</td>
<td></td>
</tr>
<tr>
<td>Recent change in coordination</td>
<td></td>
</tr>
<tr>
<td>Recent change in mobility to walk</td>
<td></td>
</tr>
<tr>
<td>Spina bifida</td>
<td></td>
</tr>
<tr>
<td>Latex allergy</td>
<td></td>
</tr>
</tbody>
</table>

Explain 'yes' answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete: ____________________________ Signature of parent/guardian: ____________________________ Date: ____________________________

Preparticipation Physical Evaluation
PHYSICAL EXAMINATION FORM

Name ___________________________ Date of birth ___________________________

PHYSICIAN REMINDERS
1. Consider additional questions on more sensitive issues
   - Do you feel stressed out or under a lot of pressure?
   - Do you feel sad, hopeless, depressed, or anxious?
   - Do you feel safe at your home or residence?
   - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
   - During the past 30 days, did you use chewing tobacco, snuff, or dip?
   - Do you drink alcohol or use any other drugs?
   - Have you ever taken anabolic steroids or used any other performance supplement?
   - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
   - Do you wear a seat belt, use a helmet, and use condoms?
2. Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP</td>
<td>/</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Pulse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision R 20'</td>
<td></td>
<td>L 20'</td>
<td>Corrected</td>
</tr>
</tbody>
</table>

MEDICAL

<table>
<thead>
<tr>
<th>Appearance</th>
<th>NORMAL</th>
<th>ABNORMAL FINDINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARTIN STIGMA</td>
<td>(hyperpigmentation, high-arched palate, pectus excavatum, arachnodactyly, arm span &gt; height, hyperlexia, myopia, MVP, aortic insufficiency)</td>
<td></td>
</tr>
</tbody>
</table>

| Eyes/lens/nose/throat | | |
|-----------------------| | |
| Pupils equal | | |
| Hearing | | |

| Lymph nodes | | |
|-------------| | |

| Heart | | |
|-------| | |
| Murmurs (auscultation standing, supine, +/- Valsalva) | | |
| Location of point of maximal impulse (PMI) | | |

| Pulses | | |
|--------| | |
| Simultaneous femoral and radial pulses | | |

| Lungs | | |
|-------| | |

| Abdomen | | |
|---------| | |

| Genitourinary (males only) | | |
|---------------------------| | |
| Skin | | |
| HSV, lesions suggestive of MRSA, linea corops | | |

NEUROLOGIC

| Neck | | |
| Back | | |
| Shoulder/arm | | |
| Elbow/forearm | | |
| Wrist/Hand/fingers | | |
| Hip/thigh | | |
| Knee | | |
| Leg/ankle | | |
| Foot/toes | | |
| Functional | | |
| *Buck-walk, single leg hop* | | |

*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.
*Consider EEG exam if in private setting. Having third party present is recommended.
*Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

☐ Cleared for all sports without restriction
☐ Cleared for all sports without restriction with recommendations for further evaluation or treatment for

☐ Not cleared
☐ Pending further evaluation
☐ For any sports
☐ For certain sports

Reason ___________________________

Recommendations ___________________________

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) ___________________________ Date ___________________________
Address ___________________________ Phone ___________________________ MD or DO ___________________________

Preparticipation Physical Evaluation
CLEARANCE FORM

Name ____________________________________ Sex □ M □ F Age __________ Date of birth __________

□ Cleared for all sports without restriction
□ Cleared for all sports without restriction with recommendations for further evaluation or treatment for________________________________________________________________________________________

□ Not cleared
    □ Pending further evaluation
    □ For any sports
    □ For certain sports

Reason ________________________________________________________________

Recommendations ______________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) ____________________________ Date __________
Address ______________________________________________________________________ Phone __________
Signature of physician ________________________________________________________ MD or DO

EMERGENCY INFORMATION

Allergies ______________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Other information ______________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Sickle Cell Trait Information

NCAA legislation beginning in 2009 recommends that all colleges and universities confirm the Sickle Cell Trait status of all student-athletes. The NCAA’s testing recommendation follows the latest guidelines from the National Athletic Trainers’ Association and the College of American Pathologists. Both NATA and CAP recommend screening for the Sickle Cell Trait if a student-athlete’s status is not known.

The sickle gene is common in people whose origin is from areas where malaria is widespread. The sickle gene is also present in those of Mediterranean, Middle Eastern, Indian, Caribbean, South/Central American ancestry or those of mixed blood lines. Sickle Cell Trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During intense or extensive exertion, the sickle hemoglobin can change the shape of red blood cells from round to quarter-moon, or “sickle.” This change, called Exertional Sickling, can pose a grave risk for some athletes. Athletes with the Sickle Cell Trait are more susceptible to heat related disorders and ischemic rhabdomyolysis - a rapid breakdown of muscle tissue.

In recent years, Exertional Sickling has contributed to the death of athletes, ages 12 through 19. Participation is athletics is allowed as long as proper precautions and activity modifications are followed to prevent such instances from occurring. In the event that an athlete is identified with the sickle cell trait, the athlete, parents, and coaches will be given information, clarification, and assistance on modifying activities to prevent Exertional Sickling.

All 50 states now require screening for “hemoglobinopathies” (genetic blood disorders) at birth, and Sickle Cell Trait is one of these issues. Some states have been requiring the testing longer than others. If you are unaware of your status, this information should be available at either your family physician or pediatrician’s office or hospital of birth.

In order to show compliance with this NCAA legislation, Ramapo College of New Jersey athletics requires all student-athletes to provide documentation of their Sickle Cell Trait status in order to be eligible to participate.

Documentation includes either of the following.
1) A copy of a blood test for the sickle cell trait done at birth.
2) Proof of a sickle cell trait screen (Hemoglobin Solubility) done recently by your primary care physician.

Please submit Sickle Cell Trait documentation to:
Megan Bageorgos
Head Athletic Trainer
Ramapo College
505 Ramapo Valley Road
Mahwah, NJ 07430
tel. 201-684-7913 fax 201-684-6261
mpriddy@ramapo.edu

No student-athlete will be excluded from participation due to the result. A positive screen test will require an additional diagnostic blood test and patient education.
ADHD INFORMATION

The ADHD Reporting Forms are available on the Ramapo College Athletics Website under Student-Athletes/Athletic Training/Physical Packet.

The following forms are available:

- ADHD Medicine Reporting
  "This form is only to be filled out if the student-athlete takes medication for ADHD including Ritalin and Adderall.

- ADHD Evaluation Form is an example of the evaluation documentation needed from the prescribing physician.
Athletic Insurance

Coordinated Health Plans (CHP) Secondary Insurance Coverage

The Ramapo Athletic Department is pleased to provide a comprehensive insurance plan including NCAA approved catastrophic coverage. As a participant in Ramapo’s intercollegiate athletic program you are automatically enrolled in this program at no cost to you and will be covered during tryouts, covered practices, competitions, and travel to and from covered practices and competitions. Please read and follow the procedures in this brochure in order to avoid any delay regarding your eligibility, or payment of a claim.

1. PRE-PARTICIPATION PROCEDURES

Pre-Participation Physical: Every student-athlete MUST have a physical examination before they may participate in any NCAA sport. Athletes should follow the directions given by the Athletic Department as to when the physical must be turned in to the Athletic Trainer. ALL ATHLETES’ PHYSICALS WILL BE UPDATED ANNUALLY and completed between May and August to cover the athlete for the entire academic year.

Each candidate should report any irregularities or recent surgery, fractures or other pertinent medical information to their Physician. This would include disabilities such as vision, hearing, and oral defects. FAILURE TO REPORT THESE DISABILITIES WILL RESULT IN THE STUDENT-ATHLETE ASSUMING FULL RESPONSIBILITY FOR ANY INJURIES INCURRED DUE TO PRIOR DISABILITIES. Student-athletes who have not received a current physical will not be able to participate in intercollegiate athletics. Should the student do so this institution and the athletic department assume no responsibility for subsequent injury or treatment. STUDENT-ATHLETES WHO FAIL THE PRE-PARTICIPATION EXAMINATION MAY NOT PARTICIPATE IN ANY NCAA SPORT.

Since August 1, 2009, the NCAA has required stricter documentation for student-athletes seeking a medical exception to allow regular use of a medication that contains a banned substance. Student-athletes being treated for Attention Deficit Hyperactivity Disorder (ADHD) with stimulant medications such as Adderall and Ritalin must provide proper documentation that those substances have been prescribed by a physician and that prescription is supported by a full clinical assessment.

In order to process a medical exception for a banned stimulant, the ADHD Reporting form (under the physical packet link) must be on file at the time of confirmation of a positive drug test.

(See the link on Medical Exceptions for more information.)

2. ATHLETIC RELATED INJURY

Reporting Procedures: The student-athlete is responsible for reporting all injuries to the Athletic Trainer as soon as possible. The Athletic Training staff will make all necessary medical referrals as indicated. In the event of an emergency due to an athletic injury, the athlete will be transported to a hospital or medical facility. The athlete will at NO time seek outside medical attention for an athletic related injury without prior consultation from either an Athletic Trainer or the attending physician, except in the case of an emergency. Certain primary insurance policies may require specific referral procedures. Every effort will be made to follow proper referral procedures. A student-athlete may be required to receive a referral from their primary care physician or find an in-network provider before seeing a physician.

THIS INSTITUTION, AND THE ATHLETIC DEPARTMENT, SHALL NOT BE RESPONSIBLE FOR
ANY CHARGES INCURRED DUE TO EXAMINATION AND/OR TREATMENT IF THESE PROCEDURES ARE NOT FOLLOWED.

Dental Care: The Athletic Secondary Insurance covers injuries to the mouth and to sound, natural teeth incurred while participating in any official practice or game. In those sports where protective devices (mouthpieces) are mandatory and provided for use in official practice sessions and games, the Athletic Secondary Insurance will assume responsibility ONLY if the protective device is worn by the student-athlete in accordance with the guidelines set by the manufacturer. DENTAL CARE NOT DIRECTLY RELATED TO AN ATHLETIC INJURY SHALL BE THE RESPONSIBILITY OF THE STUDENT-ATHLETE.

Treatments: The Athletic Training room hours will be posted. Failure of any injured athlete to keep treatment and/or rehabilitation appointments will be interpreted as the athlete's unwillingness to cooperate with the Athletic Trainer and/or Medical Staff. The Head Coach will be informed of an athlete who fails to cooperate. ALL ATHLETES are required to adhere to the Athletic Training Room policies and procedures.

Out of Season Injury: This institution and the Athletic Department shall not assume responsibility for care of injuries incurred when the student-athlete is not actively engaged in a formal, official game, practice, workout or travel.

Participation for an Injured or Ill Athlete: Decisions on the clearance of an athlete for practice or game competition shall be the sole responsibility of the Athletic Healthcare Administrator under the direction of the Team Physician.

3. ATHLETIC ACCIDENT INSURANCE COVERAGE
The Athletic Accident Policy is a full excess plan. Claim benefits must be paid by any other valid and collectible primary medical insurance plan first. The medical biller should bill the secondary insurance company directly for bills in excess of primary coverage. An insurance information form will be given to the athlete to bring to the physician appointment. If the injured player's medical bills exceed the $90,000 policy limits, then the NCAA Catastrophe Plan takes effect up to $20,000,000 for long-term catastrophic injury.

Coverage under this policy provides for payment of necessary medical bills due to a "covered accident" and other medical conditions resulting from athletic participation incurred during a scheduled game or practice. COVERAGE IS LIMITED TO BILLS INCURRED WITHIN TWO YEARS OF THE DATE OF THE ACCIDENT.

HOW TO FILE A CLAIM:

2. The Athletic Trainer or Team Physician will authorize all appointments. The physician must participate with your insurance and with CHP. Any second opinions or out-of-network physician or surgeon costs may be your responsibility if not pre-approved.
3. All hospital, physician or rehabilitation bills must be paid directly by the insurance company. Please be sure to bring the Secondary Insurance Information Form to your appointment.
4. Once processed by your insurance company, the secondary insurance will be billed by your physician. In the event that you receive a bill to your home for an outstanding balance, please submit the explanation of benefits (EOB) statement and the bill to the Athletic Training Staff as soon as possible. The student-athlete is responsible for securing all bills and payment receipts for submission to the secondary insurance company. The Athletic Trainer can only submit receipts for reimbursement if accompanied by an EOB and bill.
5. If you DO NOT have insurance coverage, CHP will become your primary insurance coverage.
6. Submit only those bills incurred within 24 months of the date of accident.
7. Physical Therapy must be pre-approved. You must see a therapist who participates with CHP.

This institution and the Athletic Department will not be responsible for payment of any medical bills if the above procedures are not followed. Any questions about a claim should be referred to Head Athletic Trainer/Athletics Healthcare Administrator: Megan Bageorgos at 201-684-7913.
Ramapo College of New Jersey

Preferred Providers
<table>
<thead>
<tr>
<th>Contact</th>
<th>Title/Specialty</th>
<th>Email</th>
<th>Location/Address</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Megan Bageorgos</td>
<td>Head ATC</td>
<td><a href="mailto:mpriddy@ramapo.edu">mpriddy@ramapo.edu</a></td>
<td>Ramapo College</td>
<td>201-684-7913</td>
<td>201-887-0492</td>
</tr>
<tr>
<td>Luis Pomales</td>
<td>Assistant ATC</td>
<td><a href="mailto:lpomales@ramapo.edu">lpomales@ramapo.edu</a></td>
<td>Ramapo College</td>
<td>201-684-7676</td>
<td>973-766-4783</td>
</tr>
<tr>
<td>Dr. Mendler</td>
<td>College Physician</td>
<td><a href="mailto:jmendler@ramapo.edu">jmendler@ramapo.edu</a></td>
<td>HNH Sports Medicine</td>
<td>201-833-3909</td>
<td></td>
</tr>
<tr>
<td><strong>ORTHOPEDIST/SPORTS MEDICINE</strong></td>
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<td></td>
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<tr>
<td>Dr. Michael Betsy</td>
<td>Orthopedist/Sports Med</td>
<td><a href="mailto:Michael.betsy.md@gmail.com">Michael.betsy.md@gmail.com</a></td>
<td>595 Chestnut Ridge Rd, Woodcliff Lake, NJ</td>
<td>201-391-1133</td>
<td>201-370-6321</td>
</tr>
<tr>
<td>Dr. Delfico</td>
<td>Ridgewood Orthopedics</td>
<td></td>
<td>85 South Maple Ave, Ridgewood, NJ</td>
<td>201-445-2830</td>
<td></td>
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<tr>
<td>Dr. Bernstein</td>
<td>GSO-Arm/Elbow/Shoulder</td>
<td></td>
<td>Garden State Ortho (GSO)</td>
<td>Mahwah</td>
<td>201-825-2266</td>
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<tr>
<td>Dr. Snyder</td>
<td>GSO-Shoulder</td>
<td></td>
<td>Fair Lawn, Mahwah, Hoboken, Clifton Parsippany</td>
<td>Clifton</td>
<td>973-330-0700</td>
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<tr>
<td>Dr. Levitsky</td>
<td>GSO- Ankle</td>
<td></td>
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<td>Fair Lawn</td>
<td>201-791-4434</td>
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<tr>
<td>Dr. Shamash</td>
<td>GSO- Hand/Wrist</td>
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<td></td>
<td>Hoboken</td>
<td>201-876-5300</td>
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<td></td>
<td>Parsippany</td>
<td>862-242-2800</td>
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<tr>
<td>309</td>
<td>201-587-7767</td>
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<tr>
<td>Dr. Fred Fakharzadeh</td>
<td>wrist and hand specialist, esp. scaphoid/scapholunate</td>
<td>22 Madison Ave #303. Paramus, NJ</td>
<td>201-587-7767</td>
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<tr>
<td>Dr. Christopher Ahmad</td>
<td>Columbia Orthopedics-upper extremity specialist</td>
<td>Physican Extender- Frank Alexander</td>
<td><a href="http://www.drahamdsportsmedicine.com">www.drahamdsportsmedicine.com</a></td>
<td>(212)305-5561</td>
<td>845-494-4793</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:fa2366@cumc.columbia.edu">fa2366@cumc.columbia.edu</a></td>
<td></td>
<td>(Jenifer)</td>
<td>(Frank)</td>
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**PODIATRY**
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<tr>
<td>Dr. Braver</td>
<td>Podiatry</td>
<td>Fair Lawn</td>
<td>201-791-1881</td>
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<tr>
<td></td>
<td></td>
<td>Englewood</td>
<td>201-569-7672</td>
</tr>
<tr>
<td>Dr. Elaine Alicakos</td>
<td>Podiatry</td>
<td>Riverdale</td>
<td>973-831-1744</td>
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<td></td>
<td></td>
<td>Mahwah, NJ</td>
<td>201-818-9114</td>
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<tr>
<td>Dr. Alfonse DeMaria</td>
<td>Chiropractic</td>
<td>801 Franklin Ave, Franklin Lakes, NJ</td>
<td>201-891-5599</td>
</tr>
<tr>
<td>Dr. Doerr</td>
<td>Bergen</td>
<td>Chiropractic and Sports Rehabilitation Center</td>
<td>532 Anderson Ave, Cliffside Park NJ</td>
</tr>
<tr>
<td>Dr. Christine Voss</td>
<td>Chiropractic</td>
<td>18 Newark Pompton Tpk Riverdale, NJ</td>
<td>973.616.4555 201.213.6983</td>
</tr>
<tr>
<td>Ramsey Sport and Spine/ Dr. Golz/Dr. Young</td>
<td>Chiropractic/PT/alternative medicine</td>
<td>7 East Main St. Ramsey, NJ 07446</td>
<td>201-327-1400</td>
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<tr>
<td>Kinetic PT</td>
<td>contact-Milly</td>
<td>171 Lake street, Ramsey NJ</td>
<td>201-327-1990</td>
</tr>
<tr>
<td>Trucare Physical Therapy</td>
<td>contact-Debbie</td>
<td><a href="mailto:info@trucarephysicaltherapy.com">info@trucarephysicaltherapy.com</a></td>
<td>700C Lake St, Ramsey, NJ 201-962-7454 201-563-6501</td>
</tr>
<tr>
<td>Professional PT</td>
<td></td>
<td>300 Rt. 17 South, Mahwah, NJ</td>
<td>201-529-8322</td>
</tr>
<tr>
<td>Excel Physical Therapy</td>
<td></td>
<td>1019 MacCarthur Blvd, Mahwah, NJ</td>
<td>201-818-8711</td>
</tr>
<tr>
<td>The New Jersey Center of Physical Therapy</td>
<td>Contact-Melanie Eskin</td>
<td><a href="mailto:emailus@njcpt.com">emailus@njcpt.com</a></td>
<td>69 Newark Pompton Turnpike, Riverdale, NJ</td>
</tr>
<tr>
<td>Ivy Rehab</td>
<td>Contact-Jessica De Palma</td>
<td><a href="mailto:jdepalma@ivyrehab.com">jdepalma@ivyrehab.com</a></td>
<td>1255 Broad St. Bloomfield, NJ</td>
</tr>
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<tr>
<th><strong>LAB TESTS/SICKLE CELL TESTS</strong></th>
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<tr>
<td>Labcorp</td>
<td></td>
<td>503 Franklin Turnpike Ste 3, Ramsey, NJ</td>
<td>201-760-8967</td>
</tr>
<tr>
<td>Rose Bernardo</td>
<td></td>
<td>NJ Dept. of Health. needs name, birthdate, hospital born, mothers first name and</td>
<td>609-530-8366</td>
</tr>
<tr>
<td></td>
<td>maiden name (see AT for form to fax)</td>
<td>390 Old Hook Rd. Westwood, NJ 201-666-9550</td>
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<tr>
<td><strong>DERMATOLOGY</strong></td>
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<tr>
<td>Westwood Dermatology Group</td>
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<tr>
<td>URGENT CARE</td>
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<tr>
<td>The Doctor's Inn</td>
<td></td>
<td>171 Lake Street. Ramsey, NJ <a href="http://www.thedrsinnnj.com">www.thedrsinnnj.com</a> 201-785-0011</td>
<td></td>
</tr>
<tr>
<td>City MD</td>
<td>Dr. Mary Giorlando/ Dr. Peter Stern</td>
<td>295 Franklin Turnpike, Ramsey, NJ 551-497-5679</td>
<td></td>
</tr>
<tr>
<td>Mahwah Medical</td>
<td>M-F 8-8, Sat/Sun 9-6</td>
<td>10 Franklin Turnpike. Mahwah, NJ 201-529-0033</td>
<td></td>
</tr>
<tr>
<td>The Doctor's Office Urgent Care Walk-in (2 nearby locations)</td>
<td>By appointment M-F, Walk-in urgent care Sat-Sun 9-3</td>
<td>110 E. Ridgewood Ave. Paramus, NJ 201-265-9500</td>
<td></td>
</tr>
<tr>
<td>The Doctors’ Office Urgent Care of Midland Park</td>
<td>M-F 8:30-8 Sat-Sun 9-6</td>
<td>85 Godwin Ave., Midland Park, NJ 201-857-8400</td>
<td></td>
</tr>
<tr>
<td>EYE SPECIALIST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Kayserman, Dr. Vallar, Dr. Lee</td>
<td>Retina Consultants, P.A.</td>
<td>1200 E. Ridgewood Ave. 2nd Floor, West Wing. 201-612-9600</td>
<td></td>
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<tr>
<td>IMAGING</td>
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<tr>
<td>STAR MRI of Wayne</td>
<td></td>
<td>601 Hamburg Turnpike, Wayne, NJ 07470 973-238-0700</td>
<td></td>
</tr>
<tr>
<td>New Century Imaging</td>
<td>xray-MRI</td>
<td><a href="http://www.hrgimaging.com/">http://www.hrgimaging.com/</a> 555 Kinderkamack Rd, Oradell, NJ 07649 (201) 599-1311</td>
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</tbody>
</table>
Ramapo College of New Jersey

Pre-participation Power Point Presentation and Athletic Training Policies and Procedures
What can Athletic Training Services do for you?

- Athletic injury prevention, evaluation, treatment and rehabilitation for Ramapo College Athletes
- Referral of injuries, illnesses, and mental illness to college and outside professionals
- Aid with athletic injury insurance claims
- Help get you back on the field, healthy, as soon as possible!
Important contact info

- Megan Bageorgos - Head Athletic Trainer
  mpriddy@ramapo.edu, 201-684-7913

- Luis Pomales - Assistant Athletic Trainer
  lpomales@ramapo.edu, 201-684-7676

- Per-diem Athletic Trainers:
  Corinne, LuAnn, Irene, Erick, Erin

- Team Physician -
  Dr. Christopher Mendler
  HNH Sports Medicine (201)-833-3909

ATR Operation

- PRESEASON (August)
  - ATs are here from 8 a.m.-9 p.m. from Friday 8/18-Friday 9/1 for pre-season coverage. WE WILL BE CLOSED FROM 12-1 P.M. FOR LUNCH AND REST DURING PRESEASON.
  - 10 am-10 pm M-F hours begin on 9/5. Mondays we will open at 12:15 following in-house physician appointments. The new rehab and treatment appointment schedule will be:
    - M: 12:15-2 p.m.
    - T, W, Th, F: 10 a.m.-1 p.m.
    - WE WILL BE CLOSED FROM 1-1:30 FOR LUNCH T-F AND WILL RE-OPEN AT 1:30 THOSE DAYS FOR TAPING AND ON-SITE PRACTICE AND GAME COVERAGE. THERE WILL BE NO TREATMENT OR REHAB APPOINTMENTS FROM 2-10 P.M. DAILY.
  - Hours are subject to change based on team schedules on a day-to-day basis so check with the AT on staff.
  - ATs are here 2.5-3 hours before weekend games. Check with staff for weekend operating hours.
ATR Rules and Regs

- Report all athletic injuries ASAP to the Athletic Training Staff! All injuries must be reported within 24 hours.
- The athletic insurance will not pay bills unless a claim is completed at the time of injury. A claim is covered for up to 2 years after the injury occurs. A claim form must be completed before a physician appointment takes place for the injury.
- "2nd opinions" are the responsibility of the policy-holder. The school will not pay for 2nd or multiple physician opinions.
- You must report your injury to the Athletic Training staff before you see any physician for an athlete-related injury.
- Clearance is determined by ATs and physician ONLY. A physician note with clearance/activity/eve and treatment prescription is needed before you can return to participation. You and your coach/parent do not determine if you are cleared to play.

ATR Rules and Regs, cont.

- No food, drinks, cell phones, bags and equipment in treatment area. Please no shoes on the tables.
- Please no using the ATR as a hallway to get to the locker rooms: walk around and enter from the hallway.
- Please respect all ATs, AT student aides, interns, athletes and coaches in the ATR! Patience and modesty are appreciated when waiting to see an AT.
- Bad language, attitudes and behavior will not be permitted.
Sickle cell Trait

- The inheritance of one gene for sickle hemoglobin and one for normal hemoglobin.
- Red blood cells can sickle, or change shape during intense exercise, blocking normal blood flow.
- During intense exercise, athletes with sickle cell trait have experienced physical distress, collapsed and even died.

- It is important for you to find out if you have ever been tested for sickle cell trait and to report to your Athletic Trainer and team physician if you have the trait so that proper precautions are met.

- Recognition of Sickle Cell Trait is mandatory for all athletes at Ramapo College. One’s status is on record at the hospital of birth. It can also be determined through a simple blood test. You will not be disqualified from activity for a positive result.

Drug Education and Testing

- We have a new drug education and testing program. You may be tested randomly throughout the year through Ramapo College.
- The NCAA does championship testing for DIII.
- Each offense will lead to MANDATORY CONSEQUENCES.
- Note: Synthetic substances like K2 and bath salts are also banned. We have a Zero Tolerance policy for the use of any drug or misused substance.

NCAA DRUG TESTING VIDEO
Supplements and banned substances

- **Warning!** Most supplements (even some vitamin waters, energy drinks, and seemingly “harmless supplements”) are not FDA approved and may contain substances banned by the NCAA.
- These substances are not always labeled on the bottle!
- People have tested positive on drug tests, had heart attacks, strokes and even died from taking performance supplements and “pre-workouts”.
- **WE DO NOT RECOMMEND THE USE OF ANY OUTSIDE PERFORMANCE SUPPLEMENT.**
- Proper nutrition, hydration and sleep = RESULTS
- Please complete the drug testing contact information form and the drug testing consent form

Tobacco

- **Tobacco Use** (smoking and chewing) is banned by the NCAA and will not be tolerated whatsoever. No athletes, coaches, parents or staff are to use Any tobacco products at any events including practices.
- Think “Dip” is harmless? Think again...
Medical Exceptions

- Some NCAA banned substances are warranted for certain medical conditions.

- Medicines for ADHD, ADD, asthma and some other diseases and problems are banned unless the necessary information is on file. Follow this link to read info on ADHD reporting:

  http://ramapoathletics.com/documents/2012/1/12/ADHDreportingform2012web.pdf?id=537

Asthma

- Be sure to make note of all asthma medications on your physical form.
- Make sure you have your rescue inhaler with you for all practices and games.
- A lengthy warm-up may help symptoms. Warm up properly and be sure to hydrate.
- Be aware of days with increased chance of symptoms due to poor air quality.
- Do not try to over-exert yourself during a period of difficulty breathing. Rest. Pushing through a workout can lead to increased wheezing and an asthma attack.
**Hydration**

- You may want to weigh yourself before and after pre-season practices to ensure you are re-hydrating correctly and not losing too much water weight.
- Check urine color!
- Urine should be light yellow.
- It should not be clear!

**AM I HYDRATED?**

<table>
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<td>7</td>
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</tbody>
</table>

*Source: Dr. S. Greenstein, umassmed.edu/*

**Hydration, cont.**

- Drink to thirst. Do not overhydrate by drinking too much water. **Hyponatremia** is a serious, life-threatening illness that can occur if you drink too much water and disrupt the salt/water balance in your body.
- Research shows that dehydration does **NOT** cause muscle cramps.
- Muscle cramps are caused by over-use of the muscle. Stretch and ice massage a cramping muscle. Hydration helps slow fatigue; it does not stop the actual cramping.
- Weight loss over a week's time is a good indicator of dehydration. Replenish as needed. See a Dr. ASAP if you are losing too much weight too quickly.
- Incorporate sport drinks into rehydration such as Powerade, Gatorade, VB juice or non-alcoholic bloody mary mix, pickle juice, mustard and salty foods.
Nutrition

• Stick to a nutritious, energy producing diet.

Food is Fuel! Sample grocery list:

• Pasta, 100% whole grain bread
• Yogurt
• Lean protein, fish
• Nuts, avocado (good fats)
• Peanut/almond butter
• Bananas
• Fruits, vegetables
• Oatmeal
• Milk, chocolate milk for recovery, water
• Sport drinks with electrolytes

Excellent facts on nutrition and performance

• http://www.scandpg.org/sports-nutrition/sports-nutrition-fact-sheets/
Know the S&S of Heat Stress

- Muscle cramping
- Unusual fatigue
- Decreased performance
- Vision disturbances
- Irritability
- Pale/flushed skin
- Rapid/weak pulse
- High body temperature
- Fainting
- Unsteadiness
- Confusion
- Nausea/vomiting
- Headache
- Dizziness

- Get help right away if you experience any of these symptoms.
- Heat exhaustion can quickly advance to heat stroke, which can cause coma or death, even after exercise has stopped.
- At that point, hydration will not help and the body must be cooled ASAP! We will have a polar life pod outdoors in case of heat stroke.

Intrinsic Factors for Exertional Heat Illness

- History of heat illness
- Inadequate heat acclimatization
- Higher percentage body fat
- Low fitness level
- Dehydration or over-hydration
- Presence of a fever
- Presence of gastrointestinal illness
- Salt deficiency
- Skin condition
- Ingestion of certain medications or supplements
- Motivation to push self/warrior mentality
- Reluctance to report problems, issues, illness, etc.
Extrinsic Factors for Exertional Heat Illness

- Intense or prolonged exercise with minimal breaks
- High temperature/humidity/sun exposure
- Inappropriate work/rest ratios
- Lack of education and awareness of heat illness
- No emergency plan
- Limited duration and number of rest breaks
- Minimal access to fluids before and during practice and rest
- Delay in recognition of early warning signs

NOAA's National Weather Service
Heat Index
Temperature (°F)

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Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity:

- Caution
- Extreme Caution
- Danger
- Extreme Danger
Lightning Safety-safe shelters

- **Safe:** Fully enclosed building with plumbing, electric wiring or fully enclosed vehicle with metal roof and windows up. (don't touch any metal while in car)
- **Unsafe:** in golf carts, under trees, indoor swimming pools, showering in a substantial building, under picnic areas, in storage sheds, and open fields.
- Assume lightning position if shelter can't be found immediately. (Feet together, squat on ground with hands covering ears.)

Lightning Safety-Flash to Bang
30/30 rule

- Because lightning can strike up to 10 miles from a storm, you should seek safe shelters as soon as you hear thunder before lightning.
- Suspend activity and move to a safe location if the time between the lightning flash and the rumble of thunder is 30 seconds or less.
- Wait until the last boom has been heard for at least 30 minutes.
- To estimate the distance between your position and a lightning flash, use the "Flash to Bang" method. If you observe a lightning, count the number of seconds until you hear thunder. Divide the number of seconds by five to obtain the distance in miles. Example: If you see lightning and it takes 20 seconds before you hear the thunder, then the lightning is 4 miles away.

<table>
<thead>
<tr>
<th>If Thunder is heard</th>
<th>The Lightning is...</th>
</tr>
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<tbody>
<tr>
<td>0 seconds after flash</td>
<td>1 mile away</td>
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<tr>
<td>5 seconds after flash</td>
<td>2 miles away</td>
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<tr>
<td>10 seconds after flash</td>
<td>3 miles away</td>
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<tr>
<td>15 seconds after flash</td>
<td>4 miles away</td>
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<tr>
<td>20 seconds after flash</td>
<td>5 miles away</td>
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<tr>
<td>25 seconds after flash</td>
<td>6 miles away</td>
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<tr>
<td>30 seconds after flash</td>
<td>7 miles away</td>
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<tr>
<td>35 seconds after flash</td>
<td>8 miles away</td>
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<tr>
<td>40 seconds after flash</td>
<td>9 miles away</td>
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</table>
Mental Health and Sport Psychology Resources

Confidential Mental Health Screening Link:

Mental Health Screening Tool

Counseling Services Video

Info on Concussions

We have a concussion management plan. Please review it in the student-athlete handbook and the Athletic Training link on the athletics website.


Concussions are serious brain injuries that must be reported and treated correctly.
STEP-WISE Return-To-Play Will Be Followed For All Diagnosed Concussion Cases:

Baseline: No Symptoms
As the baseline step of the Return to Play Progression, the athlete needs to have completed physical and cognitive rest and not be experiencing concussion symptoms for a minimum of 24 hours.

Step 1: Light aerobic activity
- The Goal: Only to increase an athlete's heart rate.
- The Time: 5 to 10 minutes.
- The Activities: Exercise bike, walking, or light jogging.
- Absolutely no weight lifting, jumping or hard running.

Step 2: Moderate activity
- The Goal: Limited body and head movement.
- The Time: Reduced from typical routine.
- The Activities: Moderate jogging, brief running, moderate-intensity stationary biking, and moderate-intensity weightlifting.

Step 3: Heavy, non-contact activity
- The Goal: More intense but non-contact.
- The Time: Close to typical routine.
- The Activities: Running, high-intensity stationary biking, the player's regular weightlifting routine, and non-contact sport-specific drills. This stage may add some cognitive component to practice in addition to the aerobic and movement components introduced in Steps 1 and 2.

Step 4: Practice & full contact
- The Goal: Reintegrate in full contact practice.

Step 5: Competition
- The Goal: Return to competition.

Table 1 Graduated return to play protocol

<table>
<thead>
<tr>
<th>Rehabilitation stage</th>
<th>Functional exercise at each stage of rehabilitation</th>
<th>Objective of each stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. No activity</td>
<td>Complete physical and cognitive rest</td>
<td>Recovery</td>
</tr>
<tr>
<td>2. Light aerobic exercise</td>
<td>Walking, swimming or stationary cycling keeping intensity&lt;br&gt;70% maximum predicted heart rate</td>
<td>Increase heart rate</td>
</tr>
<tr>
<td>3. Sport-specific exercise</td>
<td>Skating drills in ice hockey, running drills in soccer&lt;br&gt;No head impact activities</td>
<td>Add movement</td>
</tr>
<tr>
<td>4. Non-contact training drills</td>
<td>Progression to more complex training drills, eg passing drills in football and ice hockey&lt;br&gt;May start progressive resistance training</td>
<td>Exercise, coordination, and cognitive load</td>
</tr>
<tr>
<td>5. Full contact practice</td>
<td>Following medical clearance participate in normal training activities&lt;br&gt;Normal game play</td>
<td>Restore confidence and assess functional skills by coaching staff</td>
</tr>
<tr>
<td>6. Return to play</td>
<td>Normal game play</td>
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ImPACT

- Computer-based assessment of brain processes to better evaluate concussions.
- All new athletes will take the ImPACT baseline test. Baseline test must be re-taken every 2 years. If you had a concussion in the previous season, you must also redo your baseline test.

concussion video

Make sure you have signed in and completed your ImPACT baseline test in the computer lab before leaving.

Thank you!  

Stay healthy!
RAMAPO COLLEGE ATHLETIC TRAINING ROOM POLICIES AND PROCEDURES

- I attest that all information in my physical packet is true and complete. All medications and medical conditions are documented in the physical packet. I understand that Luis Pomailes and Megan Friddy must medically clear all athletes before participating with any athletic teams.

- I understand that all prior orthopedic injuries must be reported to the Athletic Training Staff, and that a physician note of clearance must be submitted to the Athletic Trainers prior to clearance.

- I understand and agree to report all new injuries to the Athletic Trainers as soon as possible.

- I understand that an insurance claim form must be completed by me PRIOR to a physician appointment for an athletic injury.

- I understand that the team physician, Dr. Mendler, will be available by appointment only. All athletes who make an appointment with the team physician must attend at the time specified or cancel at least 24 hours before.

- I understand that rehab hours will be posted on the Athletic Training room doors and that I must sign up for a rehab or treatment appointment to be seen. I understand there will be no walk-in appointments except on an emergency basis.

- I understand that all athletes needing pre-game and pre-practice treatments must be in the Athletic Training room at least 1 hour before the event starts.

- I understand that I must sign-in for every treatment.

- I will not help myself to any medical supplies or use any equipment without Athletic Trainer supervision.

- I understand that in-season athletes will be treated first, and all others on a first come, first served basis for pre-practice and game taping and wrapping.

- I have reviewed the banned substance list. I understand the dangers of supplement use and am aware that random drug testing may occur at any time. I agree to stay drug-free.

- I understand that heat stroke is a medical emergency that can cause death and may require the use of a rectal thermometer to take core temperature, as well as removal of clothing to cool the body. I am aware that the use of an AED for cardiac emergency will require the cutting and removal of clothing from the upper body. I agree to these treatments knowing the Athletic Trainers will try their best to ensure privacy if these life saving measures are necessary.

My signature below indicates that I have read this entire document, understand the Ramapo College Athletic Training policies and procedures document completely, and agree to its terms.

__________________________
(Print full name)

__________________________
(Date)

__________________________
(Signature)

__________________________
(Sport)
RAMAPO COLLEGE OF NJ ATHLETIC TRAINING
EMERGENCY ACTION PLAN
Updated August 1, 2016

Public Safety emergency: 201-684-6666
Mahwah EMS: 911 (on campus 9-911)
Non-emergent Public Safety: 201-684-7432

Ramapo College of NJ address:
505 Ramapo Valley Rd.
Mahwah, NJ 07430

Megan Bageorgos-Head Athletic Trainer
(o) 201-684-7913 (c) 201-887-0492
Luis Pomales-Assistant Athletic Trainer
(o) 201-684-7676 (c) 973-766-4783

Valley Hospital Emergency Room: 201-447-8300
Good Samaritan Emergency Room: 845-368-5000
Dr. Mendler (Team Sports Physician): 201-833-3909

Names and hierarchy of the responders:
1. Athletic Trainer
2. Head Coach
3. Assistant Coach
4. Captain/Co-captain/student aide/student athletic trainer
5. Athletics Director
6. Game officials

1. Athletic Trainer:
   • provides the immediate medical care for the student-athlete
   • Advises the Head Coach of any possible further assistance needed

2. Head Coach:
   • First, he/she will automatically get in contact with the AT (if not present at the field).
   • The Head Coach remains with the injured athlete until the AT arrives at the scene.
   • The AT will give the Head Coach further instruction after an assessment of the injury has been made.
   • The Head Coach must go into the medical kit or coach's bag and get a copy of the student's insurance and emergency contact information to travel with the athlete to the hospital if transport is necessary.
   • If the AT is not present and cannot be immediately reached, the Head Coach will begin emergency medical care until EMS arrives on site.
3. Assistant Coach:
   - He/she will activate campus public safety and EMS.
   - Will provide:
     a. Name
     b. exact location/address
     c. telephone number
     d. number of athletes injured
     e. nature of the injury(ies)
     f. type of treatment already provided
     g. Specific directions if required
     h. Always make sure EMS hangs up the phone first! If parents are present, provide
        them with accurate directions to the hospital (see below)

4. Captain/Co-captain/Athletic Training student-aide/Student Athletic Trainer:
   - Directs the ambulance to the scene by opening gates to fields or standing outside the gym
     doors, flagging down EMS.

5. Athletic Director:
   - Notifies or is notified by the head athletic trainer of a catastrophic injury.
   - Coordinates the notification of parents/guardians if notification has not been made.
   - Notification responsibilities may be delegated to head coach of sport, head athletic trainer,
     counseling center, or student services.
   - Notifies University President.
   - Notifies or delegates notification of legal counsel concerning catastrophic injury.
   - Notifies senior athletic staff as appropriate.
   - Notifies NCAA faculty representative.
   - In event that the catastrophic incident occurs outside of athletics, the athletics director
     notifies the head coach of the sport.

6. Game Officials:
   - Assist in keeping the area around the injured athlete clear of individuals not directly
     involved in the injury management process.

... Equipment
   - Immediate emergency supplies:
   - Vacuum or rigid splints - at area of most activities in red bag or in ATR
   - Airway supplies-in Emergency kit
   - CPR masks - on individual athletic trainers/in Emergency kit
   - Fully stocked first aid kits - at area of activity
   - AEDs
     a. 2 portable AEDs are available at site of most activities
     b. 1 in the pool
     c. 1 in the upstairs gym
     d. 1 in the main arena
     e. 1 at the front desk area
     f. in all public safety vehicles.
   - Secondary emergency supplies:
     a. Crutches, wheelchair
     b. Knee immobilizers
     c. Arm Slings, Sam splints
d. compression bandage  
e. First aid supplies  
f. Ice and ice bags, wrap  

- Transportation  
  o How will the injured athlete be transported to the hospital in an emergency?  
    o Ambulance— all of the time in an emergency with unstable athlete  
      • Ambulance may be coordinated on site for special events/sports  
        (Regional tournaments, major tournaments, etc.)  
    o Private Vehicle— if non-emergency and athlete is stable  

- When Ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. Ambulance will be flagged down at appropriate entrance.  
  o Bill Bradley athletic center:  
    o Turn onto campus at the north or south entrance, follow turn to Bradley Center. Enter at front doors or 202 side door for auxiliary gym or front desk area, side parking lot door for upstairs gym area, or ATR and arena doors for main arena.  
    o Tennis courts, soccer grass field, baseball field:  
    o Turn on Halifax Road and into lot by tennis courts, following path to necessary field  
    o Middle fields, softball field and stadium turf/track:  
    o Enter at fence gate by small lot by sculpture studio or gate opening by middle grass field (both on side of Rt. 202).  

- Who will go with the injured athlete?  
  o Parent, teammate, or coach (I may ride in the front seat of the ambulance)  
  o Representative of home team  

- Documentation  
  o Appropriate documentation must be completed (injury report, official university incident report, etc.)  
  o Athletic training staff will submit claim form to insurance company  

- General Emergency Action Plan:  
  o This plan is designed to be implemented anytime an athlete is injured.  
    • Trust your instincts. If it seems like an emergency, it is better to be cautious.  
    o Call EMS and follow the Emergency Action Plan posted at your site.  
    o Always call the Athletic Trainer and Athletic Director when activating EMS.  
    o All other injuries must be evaluated by the Certified Athletic Trainer on staff who will make the decision on care and participation status until a physician can be consulted.  
    • Ultimately, the team physician’s decision on participation is final.  
  o Minor injuries:  
    c Grade I sprains and strains, superficial lacerations, nose bleeds, contusions, heat cramps, etc.  
      • Evaluate injury.  
      • Treat injuries appropriately. Use universal precautions for body fluid contact.  
      • Consult with Certified Athletic Trainer as soon as possible  
      • Document actions.
Moderate injuries:
- Grade 2 and 3 sprains and strains, minor head injuries, heat exhaustion, lacerations, etc.
  - Evaluate injury.
  - Treat injuries appropriately. Use universal precautions for body fluid contact.
  - Notify a certified athletic trainer as soon as possible.
  - Emergency room intervention should be considered.
  - Document actions.

Major injuries:
- Check ABC's- Perform primary survey.
- Call EMS and notify a certified athletic trainer and the Athletic Director immediately.
- Treat any life-threatening injuries.
  - Do not move the athlete unless necessary for safety if spinal injury is suspected.
- Perform secondary survey.
- Treat injuries appropriately. Use universal precautions for bodily fluid contact.
- Document actions.

The following are causes for IMMEDIATE EMS activation:
- Cardiac emergencies
  - Commotio Cordis- Direct blow to chest disrupts heart rhythm. Defibrillate!
- Breathing problems/no pulse
- Direct blow to internal organs/suspecting internal bleeding
- Spine injury
- Fracture of a major bone or dislocation of a major joint
- Vomiting of blood
- Heat Stroke
- Hyponatremia
- Stroke
- Seizures
- Shock
- Severe allergic reaction (anaphylaxis)
- Uncontrolled bleeding
- Lightning strike (Remember it is safe to touch the person and use an AED, but move to a flat, dry area)
- Poisoning
- Severe burns
- Severe Concussion Signs:
  - Prolonged loss of consciousness
  - Focal neurological deficit suggesting intracranial trauma
  - Repetitive vomiting
  - Persistently diminished/worsening mental status or other neurological signs/symptoms
Directions to Ramapo College of New Jersey:

FROM THE SOUTH:
USING ROUTE 17
Follow Route 17 North to Mahwah to exit sign “202 Suffern/Morristown” on right. At the end of the short exit ramp turn left (Route 202 South). Continue on Route 202 to light. Campus entrance is on left.

USING GARDEN STATE PARKWAY
Leave Parkway at exit 163 (left lane exit). Follow Route 17 North, using instructions above.

USING ROUTE 208
Follow Route 208 North until Route 202 in Oakland. Continue north on 202 until first light in Mahwah. Campus entrance is on right.

USING ROUTE 287
Take Route 287 North to exit 66 (Mahwah); follow Route 17 South to Route 202 exit. At the end of the exit ramp make left turn (202 South). Continue on Route 202 to light. Campus entrance is on left.

USING NEW JERSEY TURNPIKE
Take N.J. Turnpike (195 North) to end (exit 18W or 18E). Continue North to Route 80 West to Route 17 North. Follow directions above using Route 17.

FROM THE NORTH:
USING ROUTE 17
Follow Route 17 South (approximately 1.5 miles from Suffern exit on N.Y. State Thruway). Turn right at Route 202 exit. At end of exit ramp, turn left (Route 202 South). Continue on Route 202 approximately one mile to light. Campus entrance is on left.

USING NY STATE THRUWAY
Take N.Y. State Thruway (I-87) South to Route 287 South (New Jersey), exit 15 (Suffern) onto Route 17 South. Follow directions for “From the North Using Route 17.”

FROM ORANGE COUNTY
USING ROUTE 17
Follow directions “From the North” using Route 17 (above).

FROM WESTCHESTER AND ROCKLAND COUNTIES
Follow Route 287 West over the Tappan Zee Bridge to Route 17 South. Follow directions above “From the North Using Route 17.”

FROM THE EAST
Follow Route 80 or Route 4 to Route 17 North. Follow Route 17 North. Follow directions above “From the South Using Route 17 North.”

FROM THE WEST
Follow Route 80 East to Route 287 North to Mahwah exit 66 (south on Route 17 to 202 South).

FROM NEW YORK CITY
Take the George Washington Bridge, Route 4 West to Route 17 North to 202 South.

FROM CONNECTICUT
Follow I-95 to Route 287 West over the Tappan Zee Bridge, continue to exit 15 (Suffern) onto Route 17 South. Follow directions “From the North Using Route 17.”
Directions to Valley Hospital from Ramapo College of New Jersey:
Make a right out of the gym parking lot onto Route 202, or a left out of the field lots onto Route 202. Get onto Route 17 South. Take the Linwood Avenue Exit. Follow Linwood Ave through two traffic lights. The Emergency Room entrance is located on Linwood Ave.

Directions to Good Samaritan Hospital from Ramapo College of New Jersey:
Make a right out of the gym parking lot onto Route 202, or a left out of the field lots onto Route 202. Turn left onto Franklin Turnpike. Turn right onto Washington Ave. Turn right onto NY-59/Korean War Veterans Memorial Hwy/Lafayette Ave. The Hospital is at 225 Lafayette Ave.

Directions to Dr. Mender's Offices from Ramapo College of New Jersey:
Location 1: Make a right out of the gym parking lot onto Route 202, or left out of the field lots onto Route 202. Get on Route 17 South. Take the E. Ridgewood Ave./Oradell exit (go under the overpass, exit, and then loop back over Route 17). Travel on E. Ridgewood/Oradell Ave. until the intersection of Kinderkamack Rd. and make a left. Make a right into the [parking lot of HNH Fitness at 514 Kinderkamack Rd., Oradell, N].
RAMAPO COLLEGE OF NEW JERSEY  
Athletic Training * 505 Ramapo Valley Rd. * Mahwah, NJ 07 * 201-684-7913/7676  

EMERGENCY ACTION PLAN  
For TURF and TRACK STADIUM  
Home of Men’s Soccer, Field Hockey, Women’s Lacrosse, Track and Field

1. Call public safety at x6666 (201-684-6666) if on campus. Call 911 if off campus.
2. Ask them to instruct EMS personnel to report to the Stadium field at Ramapo College (across the street from campus buildings on Rt. 202 by the far entrance gate and sculpture studio) as we have an injured student-athlete in need of emergency medical treatment.” Public safety will send an officer and dispatch EMS.
3. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
4. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before EMS.
5. Parent, teammate, coach or a representative of the home team should accompany student-athlete to hospital.
6. Athletic Trainer should be notified immediately. Call Megan at 201-887-0492 or Luis at 973-766-4783.
7. Parents, coaches and administration should be notified by Athletic Trainer.
8. Provide emergency contact and insurance information for injured athlete. Athletic Trainer completes necessary paperwork and submits claim form.

Emergency Contacts:
- Valley Hospital ER- 201-447-8300 223 North Van Dien Avenue, Ridgewood, NJ 07450
- Good Samaritan ER- 845-368-5000
255 Lafayette Ave, Suffern, NY 10901
- Dr. Mendlor (Team Physician) – 201-833-3909
HNH Fitness office- 514 Kinderkamack Rd., Oradell, NJ 07649

Supplies:
AED (portable on field with AT)
Splint bag (red bag)
Emergency kit (black kit on wheels with emergency equipment)
EMERGENCY ACTION PLAN
For
SOCcer Grass Game Field
Home of the Women's Soccer Team

1. Call public safety at x6666 (201-684-6666) if on campus. Call 911 if off campus.
2. Ask them to instruct EMS personnel to "report to the grass soccer field at Ramapo College (across the street from campus buildings on Rt. 202, by the tennis courts) as we have an injured student-athlete in need of emergency medical treatment." Public safety will send an officer and dispatch EMS.
3. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
4. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before EMS.
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Emergency kit (black kit on wheels with emergency equipment)
RAMAPO COLLEGE OF NEW JERSEY
Athletic Training * 505 Ramapo Valley Rd * Mahwah, NJ 07 * 201-684-7913/7676

EMERGENCY ACTION PLAN
For
ALL-PURPOSE GRASS FIELDS
Home of Women's Soccer, Men's Soccer, Women's Lacrosse, Field Hockey, Track, Baseball and Softball Teams

1. Call public safety at x6666 (201-684-6666 ) if on campus. Call 911 if off campus.
2. Ask them to instruct EMS personnel to "report to the middle grass fields at Ramapo College (across the street from campus buildings on Rt. 202, by the center gate entrance) as we have an injured student-athlete in need of emergency medical treatment." Public safety will send an officer and dispatch EMS.
3. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
4. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before EMS.
5. Parent, teammate, coach or a representative of the home team should accompany student-athlete to hospital.
6. Athletic Trainer should be notified immediately. Call Megan at 201-887-0492 or Luis at 973-766-4783.
7. Parents, coaches and administration should be notified by Athletic Trainer.
8. Provide emergency contact and insurance information for injured athlete. Athletic Trainer completes necessary paperwork and submits claim form.

Emergency Contacts:
- Valley Hospital ER- 201-447-8300  223 North Van Dien Avenue, Ridgewood, NJ 07450
- Good Samaritan ER- 845-368-5000
255 Lafayette Ave, Suffern, NY 10901
- Dr. Mender (Team Physician) – 201-833-3909
HNH Fitness office- 514 Kinderkamack Rd., Oradell, NJ 07649

Supplies:
AED (portable on field with AT)
Splint bag (red bag)
Emergency kit (black kit on wheels with emergency equipment)
EMERGENCY ACTION PLAN
For
JEFF MAUND MEMORIAL BASEBALL FIELD
Home of the Baseball Team

1. Call public safety at x6666 (201-684-6666) if on campus. Call 911 if off campus.
2. Ask them to instruct EMS personnel to "report to the Baseball field at Ramapo College (across the street from campus buildings on Rt. 202, by the center gate entrance and tennis courts) as we have an injured student-athlete in need of emergency medical treatment." Public safety will send an officer and dispatch EMS.
3. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
4. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before EMS.
5. Parent, teammate, coach or a representative of the home team should accompany student-athlete to hospital.
6. Athletic Trainer should be notified immediately. Call Megan at 201-887-0492 or Luis at 973-766-4783.
7. Parents, coaches and administration should be notified by Athletic Trainer.
8. Provide emergency contact and insurance information for injured athlete. Athletic Trainer completes necessary paperwork and submits claim form.

Emergency Contacts:
- Valley Hospital ER - 201-447-8300 223 North Van Dien Avenue, Ridgewood, NJ 07450
- Good Samaritan ER - 845-368-5000
  255 Lafayette Ave, Suffern, NY 10901
- Dr. Mendler (Team Physician) - 201-833-3909
  HNH Fitness office - 514 Kinderkamack Rd., Oradell, NJ 07649

Supplies:
AED (portable in dugout with AT)
Splint bag (red bag)
Emergency kit (black kit on wheels with emergency equipment)
1. Call public safety at x6666 (201-684-6666) if on campus. Call 911 if off campus.
2. Ask them to instruct EMS personnel to "report to the Softball field at Ramapo College (across the street from campus buildings on Rt. 202, in the far corner of the complex) as we have an injured student-athlete in need of emergency medical treatment." Public safety will send an officer and dispatch EMS.
3. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
4. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before EMS.
5. Parent, teammate, coach or a representative of the home team should accompany student-athlete to hospital.
6. Athletic Trainer should be notified immediately. Call Megan at 201-887-0492 or Luis at 973-766-4783.
7. Parents, coaches and administration should be notified by Athletic Trainer.
8. Provide emergency contact and insurance information for injured athlete. Athletic Trainer completes necessary paperwork and submits claim form.

Emergency Contacts:
- Valley Hospital ER: 201-447-8300 223 North Van Dien Avenue, Ridgewood, NJ 07450
- Good Samaritan ER: 845-368-5000
- 255 Lafayette Ave, Suffern, NY 10901
- Dr. Mendler (Team Physician) – 201-633-3909
- HNH Fitness office- 514 Kinderkamack Rd., Oradell, NJ 07649

Supplies:
- AED (portable behind dugout with AT)
- Splint bag (red bag)
- Emergency kit (black kit on wheels with emergency equipment)
RAMAPO COLLEGE OF NEW JERSEY
Athletic Training * 505 Ramapo Valley Rd. * Mahwah, NJ 07 * 201-684-7913/7676

EMERGENCY ACTION PLAN
For
TENNIS COURTS
Home of the Men's and Women's Tennis Teams

1. Call public safety at x6666 (201-684-6666) if on campus. Call 911 if off campus.
2. Ask them to instruct EMS personnel to "report to the Baseball field at Ramapo College (across
the street from campus buildings on Rt. 202, off of Halifax Rd.) as we have an injured student-
athlete in need of emergency medical treatment." Public safety will send an officer and dispatch
EMS.
3. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
4. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before
   EMS.
5. Parent, teammate, coach or a representative of the home team should accompany student-
   athlete to hospital.
6. Athletic Trainer should be notified immediately. Call Megan at 201-887-0492 or Luis at 973-766-
   4783.
7. Parents, coaches and administration should be notified by Athletic Trainer.
8. Provide emergency contact and insurance information for injured athlete. Athletic Trainer
   completes necessary paperwork and submits claim form.

Emergency Contacts:
- Valley Hospital ER- 201-447-8300 223 North Van Dien Avenue, Ridgewood, NJ 07450
- Good Samaritan ER- 845-368-5000
255 Lafayette Ave, Suffern, NY 10901
- Dr. Mendler (Team Physician) – 201-833-3909
HNN Fitness office- 514 Kinderkamack Rd., Oradell, NJ 07649

Supplies:
AED (portable at court with AT)
Splint bag (red bag)
Emergency kit (black kit on wheels with emergency equipment)
EMERGENCY ACTION PLAN
For
MAIN INDOOR ARENA
Home of the Men’s and Women’s Volleyball and Men’s and Women’s Basketball Teams

1. Call public safety at x6666 (201-684-6666) if on campus. Call 911 if off campus.
2. Ask them to instruct EMS personnel to “report to main arena in the Bradley Center at Ramapo
College (1st floor of the Bradley Athletic Center, near the side parking lot) as we have an injured
student-athlete in need of emergency medical treatment.” Public safety will send an officer and
dispatch EMS.
3. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
4. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before
EMS.
5. Parent, teammate, coach or a representative of the home team should accompany student-
athlete to hospital.
6. Athletic Trainer should be notified immediately. Call Megan at 201-887-0492 or Luis at 973-766-
4783.
7. Parents, coaches and administration should be notified by Athletic Trainer.
8. Provide emergency contact and insurance information for injured athlete. Athletic Trainer
   completes necessary paperwork and submits claim form.

Emergency Contacts:
-Valley Hospital ER- 201-447-8300 223 North Van Dien Avenue, Ridgewood, NJ 07450
-Good Samaritan ER- 845-368-5000
255 Lafayette Ave, Suffern, NY 10901
-Dr. Mendler (Team Physician) – 201-833-3909
HNN Fitness office- 514 Kinderkamack Rd., Oradell, NJ 07649

Supplies:
AED (mounted on wall)
Splint bag (red bag)
Emergency kit (black kit on wheels with emergency equipment)
RAMAPO COLLEGE OF NEW JERSEY
Athletic Training * 505 Ramapo Valley Rd. * Mahwah, NJ 07 * 201-684-7913/7676

EMERGENCY ACTION PLAN
For
AUXILLARY GYM
Home of all Athletic Teams

1. Call public safety at x6666 (201-684-6666) if on campus. Call 911 if off campus.
2. Ask them to instruct EMS personnel to "report to the Auxiliary gym in the Bradley Center at Ramapo College (1st Floor of the Bradley Athletic Center, Near the back, 202 side doors and front desk doors) as we have an injured student-athlete in need of emergency medical treatment." Public safety will send an officer and dispatch EMS.
3. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
4. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before EMS.
5. Parent, teammate, coach or a representative of the home team should accompany student-athlete to hospital.
6. Athletic Trainer should be notified immediately. Call Megan at 201-887-0492 or Luis at 973-766-4783.
7. Parents, coaches and administration should be notified by Athletic Trainer.
8. Provide emergency contact and insurance information for injured athlete. Athletic Trainer completes necessary paperwork and submits claim form.

Emergency Contacts:
- Valley Hospital ER- 201-447-8300 223 North Van Dien Avenue, Ridgewood, NJ 07450
- Good Samaritan ER- 845-368-5000
  255 Lafayette Ave, Suffern, NY 10901
- Dr. Mendier (Team Physician) – 201-833-3909
  HNH Fitness office- 514 Kinderkamack Rd., Oradell, NJ 07649

Supplies:
AED (mounted at front desk)
Splint bag (red bag)
Emergency kit (black kit on wheels with emergency equipment)
RAMAPO COLLEGE OF NEW JERSEY
Athletic Training * 505 Ramapo Valley Rd. * Mahwah, NJ 07 * 201-684-7913/7676

EMERGENCY ACTION PLAN

For

THE POOL

Home of the Men’s and Women’s Swim Teams

1. Call public safety at x6666 (201-684-6666) if on campus. Call 911 if off campus.
2. Ask them to instruct EMS personnel to "report to the Swimming Pool in the Bradley Center at Ramapo College (1st Floor Bradley Athletic Center, near the front desk doors) as we have an injured student-athlete in need of emergency medical treatment." Public safety will send an officer and dispatch EMS.
3. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
4. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before EMS.
5. Parent, teammate, coach or a representative of the home team should accompany student-athlete to hospital.
6. Athletic Trainer should be notified immediately. Call Megan at 201-887-0492 or Luis at 973-766-4783.
7. Parents, coaches and administration should be notified by Athletic Trainer.
8. Provide emergency contact and insurance information for injured athlete. Athletic Trainer completes necessary paperwork and submits claim form.

Emergency Contacts:
- Valley Hospital ER - 201-447-8300 223 North Van Dien Avenue, Ridgewood, NJ 07450
- Good Samaritan ER - 845-368-6000
255 Lafayette Ave, Suffern, NY 10901
- Dr. Mendler (Team Physician) – 201-833-3909
HNH Fitness office- 514 Kinderkamack Rd., Oradell, NJ 07649

Supplies:
AED (mounted in Pool area)
Splint bag (red bag)
Emergency kit (black kit on wheels with emergency equipment)
RAMAPO COLLEGE OF NEW JERSEY
Athletic Training * 505 Ramapo Valley Rd. * Mahwah, NJ 07 * 201-684-7913/7676

EMERGENCY ACTION PLAN
For
THE WEIGHT ROOM
Home of all Athletic Teams

9. Call public safety at x6666 (201-684-6666) if on campus. Call 911 if off campus.
10. Ask them to instruct EMS personnel to “report to the weight room in the Bradley Center at Ramapo College (2nd floor Bradley Athletic Center, via stairs or elevator near front desk entrance) as we have an injured student-athlete in need of emergency medical treatment.” Public safety will send an officer and dispatch EMS.
11. Provide necessary information:
   a. Name, address, cell phone number and title of person calling.
   b. Number and condition of injured parties
   c. First aid treatment that has been initiated
   d. Specific directions to position on the field
12. Provide appropriate emergency care until EMS arrives. Public safety officer will arrive before EMS.
13. Parent, teammate, coach or a representative of the home team should accompany student-athlete to hospital.
14. Athletic Trainer should be notified immediately. Call Megan at 201-887-0492 or Luis at 973-766-4783.
15. Parents, coaches and administration should be notified by Athletic Trainer.
16. Provide emergency contact and insurance information for injured athlete. Athletic Trainer completes necessary paperwork and submits claim form.

Emergency Contacts:
-Valley Hospital ER- 201-447-8300 223 North Van Dien Avenue, Ridgewood, NJ 07450
-Good Samaritan ER- 845-368-5000
255 Lafayette Ave, Suffern, NY 10901
-Dr. Mendler (Team Physician) – 201-833-3909
HNH Fitness office- 514 Kinderkamack Rd., Oradell, NJ 07649

Supplies:
AED (mounted in Weight Room)
Splint bag (red bag)
Emergency kit (black kit on wheels with emergency equipment)
Concussion Management Plan

Ramapo College of New Jersey Concussion Management Plan

According to the NCAA and Center for Disease Control (CDC), a concussion is a mild-traumatic brain injury (MTBI) that:

- Is caused by a blow to the head or body or extreme acceleration/deceleration.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

What are some symptoms of a concussion?

- Amnesia
- confusion
- headache
- possible loss of consciousness
- balance deficiency
- dizziness
- double or blurry vision
- sensitivity to light/noise
- nausea
- vomiting
- feeling sluggish or groggy
- emotional distress/irritability
- trouble concentrating
- slowed reaction time
- fatigue
- sleep disturbance

Please note: loss of consciousness does not frequently occur. Symptoms of concussion can show up hours or even days after an injury. They can also reappear or get worse over time. Even the most "minor" symptoms require being checked by an Athletic Trainer or Physician. DO NOT WAIT!

The risk of a concussion can be decreased by:

- wearing protective equipment, such as helmets, facemasks, and mouthguards.
- avoiding striking an opponent in the head.
- following proper safety instructions and rules.
- increasing neck strength
- practicing good sportsmanship.

Please note--An athlete can still get a concussion if he/she is wearing a helmet. A blow to the head is not necessary to suffer a concussion. Repetitive concussions, no matter how mild, can cause catastrophic effects.

Second-impact syndrome occurs when the brain swells rapidly after an athlete suffers a second concussion before symptoms from an earlier one have subsided. This second blow may occur
minutes, days or weeks after an initial concussion. Even the mildest blow can cause second-impact syndrome. Second-impact syndrome can be catastrophic and can lead to death.

Our plan, in compliance with the NCAA and Sport Science Institute Concussion Safety Protocol Legislation, consistent with the Interassociation Consensus: Diagnosis and Management of Sport-Related Concussion Best Practices, states the following:

- All student-athletes will watch the NCAA concussion video, learn about ImpACT computerized testing and the step-wise return-to-play during their Athletic Training preseason meeting.

- All coaches will be given a copy of the concussion management plan as part of the coach's handbook, as well as the NCAA concussion fact sheet (Appendix A). This plan will be posted on the athletics website and will be reviewed at the coach's meeting annually. Coaches should frequently review these plans on their own and must be aware of their responsibilities, but know that they are not the decision-makers when it comes to post-concussion return-to-play. The Athletics Health Care Administrator will be the autonomous decision-maker as directed by the Team Physician for all post-concussive return-to-play decisions.

- A signed acknowledgement of having read and understood the concussion material (Appendix B) must be completed by all:
  - Student-athletes
  - Coaches
  - Directors of Athletics
  - Athletic Trainers
  - Team Physicians

- All student-athletes MUST record a baseline assessment prior to beginning pre-season play. This assessment will be done using the ImpACT computerized concussion assessment tool in conjunction with a Balance Error Scoring System (BESS) assessment (Appendix C). Baselines will be re-measured every 2 years for all athletes to ensure the most accurate baseline information is available. All athletes who sustained a concussion during the previous academic year will complete a new baseline assessment before starting the new season.

- Student-athletes diagnosed with concussion will be removed from activity, and will not return to play that day. If in doubt, the athlete will sit out. Signs and symptoms will be monitored and appropriate care will be given. If necessary, the student-athlete will be referred to the Team Physician, another physician or nurse, neurologist, neuropsychologist, or in extreme cases, sent to the hospital emergency department.

- Post-concussion testing will be done using the ImpACT program. The results will be compared to the most recent baseline data as a tool for aiding in diagnosing and monitoring a concussion. Follow-up evaluations will be completed throughout the course of injury until complete resolution of any signs or symptoms and full return-to-play has commenced.

- A SCAT 3 (Sport Concussion Assessment Tool, 3rd edition) (Appendix D) will be completed by the student-athlete and evaluator. This will be kept on-file and repeated as necessary to monitor progress.
> Student-athletes will be provided with a Post-Concussive Care Document (Appendix E) explaining what one should do if symptoms worsen or change. Student-athletes should be monitored by a roommate, guardian, or friend, especially during the first day following concussion. It is not necessary to be kept awake.

> Necessary personnel will be notified including the Head Athletic Trainer, Head Coach, Athletic Performance Specialist and Director of Athletics.

> Referral to the Emergency Action Plan will be initiated for any of the following:

  - Suspected cervical spine trauma
  - Skull fracture
  - Suspected intracranial bleeding
  - A Glasgow Coma scale of <13 (see SCAT 3)
  - Prolonged loss of consciousness
  - Neurological deficit
  - Loss of normal bodily function
  - Repetitive vomiting
  - Diminished/worsening mental function

> Student-athletes will not return to play until they are asymptomatic and post-exertion/return-to-play tests are within normal limits. Return-to-play authority resides with the physician or Athletic Trainer under the direction of the Team Physician. The Sports Medicine team can override clearance by a physician if they do not feel the athlete is suitable to return to play following concussion.

> Once symptom-free and cleared for return to activity, the athlete must follow the Step-Wise Return-to-Play plan under the observance of the athletic training staff and Team Physician. This ensures that the athlete weens back into activity at a tolerable rate. It is important to note any return of symptoms at any stage. Any return of symptoms warrants a rest day followed by a return to that step the next day. Once symptom free, return to competition will take no less than 5 days under any circumstance. The steps are:

  - **Baseline**: No Symptoms
    As the baseline step of the Return to Play Progression, the athlete needs to have completed physical and cognitive rest and not be experiencing concussion symptoms for a minimum of 24 hours.

  - **Step 1**: Light aerobic activity
    The Goal: Only to increase an athlete's heart rate.
    The Time: 5 to 10 minutes.
    The Activities: Exercise bike, walking, or light jogging.
    Absolutely no weight lifting, jumping or hard running.

  - **Step 2**: Moderate activity
    The Goal: Limited body and head movement
    The Time: Reduced from typical routine.
    The Activities: Moderate jogging, brief running, moderate-intensity stationary biking, and moderate-intensity weightlifting

  - **Step 3**: Heavy, non-contact activity
    The Goal: More intense but non-contact
    The Time: Close to typical routine
The Activities: Running, high-intensity stationary biking, the player's regular weightlifting routine, and non-contact sport-specific drills. This stage may add some cognitive component to practice in addition to the aerobic and movement components introduced in Steps 1 and 2.

- **Step 4: Practice & full contact**
The Goal: Reintegrate in full contact practice.

- **Step 5: Competition**
The Goal: Return to competition.

**Return-to-Learn Plan**

Return-to-learn (RTL) is a parallel concept to return-to-play, necessitating a step-wise protocol to ensure the student-athlete is easing back into full classroom workload. During a concussion, both the physical and cognitive capacities are effected, causing symptoms that may not be readily apparent. The Return-to-Learn Plan addresses the cognitive management of a concussion. Most concussions and their cognitive symptoms will resolve within 2 weeks. However, post-concussive syndrome can cause lingering symptoms.

- The Head Athletic Trainer, Megan Bageorgos, in conjunction with the Assistant Athletic Trainer, Luis Pomales, will be the point people navigating return-to-learn with the concussed student-athlete.
- The Athletic Trainers will work together with a multidisciplinary team for more complex cases which may include:
  - Dr. James Christopher Mendler, Ramapo College of New Jersey College and Team Physician
  - Kathleen Finnegan, Associate Athletics Director, Academic Support
  - Mike Eneker, Athletic Department Academic Support Team
  - Dr. Judy Green, Director of Health and Counseling Services
  - Dr. Ben Fine, Faculty Athletics Representative
  - Student-athlete course instructors and academic counselors
  - The Office of Specialized Services (OSS) staff

- The plan highlights compliance with the ADA Amendments Act (ADAAA).

- Ramapo College of New Jersey supports the protections available to students with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended.
- The Office of Specialized Services facilitates equal access to the programs and activities at Ramapo College for students with documented physical, sensory, learning, or psychological disabilities.
- Students must initiate contact with this office in order to receive services or to arrange appropriate accommodations and/or academic adjustments. Comprehensive documentation of a disability from a licensed physician, psychiatrist, psychologist, social worker, or certified learning disabilities specialist must be submitted in order to establish eligibility and to determine which accommodations and/or adjustments are appropriate for each student.
- Any student with a disability who believes that he or she has been discriminated against should refer to the Ramapo College Anti-Discrimination...

Under the Ramapo College of New Jersey RTL program a student-athlete diagnosed with concussion:

- Should review the Academic Accommodations Form (Appendix F) with the Athletic Training staff as advised by the Team Physician.
- Should have no classroom activity the day of the concussion.
- Should follow an individualized initial plan that may include:
  - Remaining at home or in their dorm room if the student-athlete cannot tolerate light cognitive activity.
  - Temporary academic accommodations or modifications for up to 2 weeks.
  - A gradual return to the classroom and studying as tolerated through a step-wise program. The student-athlete should be made aware that he or she cannot return to participation in their sport until they have returned fully to academics.
  - Re-evaluation by the Team Physician with review by the multidisciplinary team if concussion symptoms worsen with academic challenges or persist for more than 2 weeks

Please note—A step-wise approach does not include a recommended number of days, but should rather be based on the individual's recovery time. The step-wise plan gives the student-athlete the right to exercise self-determination and to deny the provision of academic accommodations. For those student-athletes with symptoms that persist past 2 weeks, the Office of Specialized Services may need to coordinate further accommodations.

The recommended RTL guidelines are:

- **Day of Concussion: Mental Rest**
  - No mental exertion including computer, texting, video games or reading
  - Stay at home or in the dorm room
  - No driving
  - Progress to the next level after 24-48 hours if there are no worsening of symptoms
  - No physical activity.

- **Step 1: Light Mental Activity**
  - No prolonged concentration
  - Up to 30 minutes of mental exertion
  - No driving
  - Progress to next level when able to handle up to 30 minutes of mental exertion without worsening of symptoms
  - No physical activity.

- **Step 2: Half Attendance with Accommodations**
  - Symptoms have decreased to manageable levels
  - Symptoms may be exacerbated with certain mental activities, especially those of long duration.
  - Balanced rest with gradual re-introduction to classes
  - No physical activity
Step 3: Full Attendance with Accommodations
- Symptoms have greatly decreased, by may still be exacerbated with certain mental activities.
- Gradual increased demands on the brain by increasing the amount of work, length of time spent on the work and type/difficulty.
- Gradually introduce symptom-triggers for short time periods
- Gradual reduction and elimination of academic accommodations.
- No physical activity.

Step 4: Full Attendance without Accommodations
- There should be a continued reduction of any academic accommodations.
- Progression to the next step when able to handle all coursework without worsening of symptoms

Step 5: Return to full Academic Attendance
- No symptoms are present
- No accommodations are needed
- Athlete has been cleared to begin the physical step-wise return-to-play criteria.
What is a concussion?
A concussion is a type of traumatic brain injury. It follows a force to the head or body and leads to a change in brain function. It is not typically accompanied by loss of consciousness.

How can I keep myself safe?

1. **Know the symptoms.**
   You may experience ...
   - Headache or head pressure
   - Nausea
   - Balance problems or dizziness
   - Double or blurry vision
   - Sensitivity to light or noise
   - Feeling sluggish, hazy or foggy
   - Confusion, concentration or memory problems

2. **Speak up.**
   - If you think you have a concussion, stop playing and talk to your coach, athletic trainer or team physician immediately.

3. **Take time to recover.**
   - Follow your team physician and athletic trainer's directions during concussion recovery. If left unmanaged, there may be serious consequences.
   - Once you've recovered from a concussion, talk with your physician about the risks and benefits of continuing to participate in your sport.

How can I be a good teammate?

1. **Know the symptoms.**
   You may notice that a teammate ...
   - Appears dazed or stunned
   - Forgets an instruction
   - Is confused about an assignment or position
   - Is unsure of the game, score or opponent
   - Appears less coordinated
   - Answers questions slowly
   - Loses consciousness

2. **Encourage teammates to be safe.**
   - If you think one of your teammates has a concussion, tell your coach, athletic trainer or team physician immediately.
   - Help create a culture of safety by encouraging your teammates to report any concussion symptoms.

3. **Support your injured teammates.**
   - If one of your teammates has a concussion, let him or her know you and the team support playing it safe and following medical advice during recovery.
   - Being unable to practice or join team activities can be isolating. Make sure your teammates know they're not alone.

No two concussions are the same. New symptoms can appear hours or days after the initial impact. If you are unsure if you have a concussion, talk to your athletic trainer or team physician immediately.
What happens if I get a concussion and keep practicing or competing?

- Due to brain vulnerability after a concussion, an athlete may be more likely to suffer another concussion while symptomatic from the first one.
- In rare cases, repeat head trauma can result in brain swelling, permanent brain damage or even death.
- Continuing to play after a concussion increases the chance of sustaining other injuries too, not just concussion.
- Athletes with concussion have reduced concentration and slowed reaction time. This means that you won’t be performing at your best.
- Athletes who delay reporting concussion take longer to recover fully.

What do I need to know about repetitive head impacts?

- Repetitive head impacts mean that an individual has been exposed to repeated impact forces to the head. These forces may or may not meet the threshold of a concussion.
- Research is ongoing but emerging data suggest that repetitive head impact also may be harmful and place a student-athlete at an increased risk of neurological complications later in life.

Did you know?

- NCAA rules require that team physicians and athletic trainers manage your concussion and injury recovery independent of coaching staff, or other non-medical, influence.
- We’re learning more about concussion every day. To find out more about the largest concussion study ever conducted, which is being led by the NCAA and U.S. Department of Defense, visit ncaa.org/concussion.

What are the long-term effects of a concussion?

- We don’t fully understand the long-term effects of a concussion, but ongoing studies raise concerns.
- Athletes who have had multiple concussions may have an increased risk of degenerative brain disease and cognitive and emotional difficulties later in life.

CONCUSSION TIMELINE

Baseline Testing
Balance, cognitive and neurological tests that help medical staff manage and diagnose a concussion.

Concussion
If you show signs of a concussion, NCAA rules require that you be removed from play and medically evaluated.

Recovery
Your school has a concussion management plan, and team physicians and athletic trainers are required to follow that plan during your recovery.

Return to Learn
Return to school should be done in a step-by-step progression in which adjustments are made as needed to manage your symptoms.

Return to Play
Return to play only happens after you have returned to your preconcussion baseline and you’ve gone through a step-by-step progression of increasing activity.

For more information, visit ncaa.org/concussion.

NCAA is a trademark of the National Collegiate Athletic Association.
CONCUSSION SAFETY
WHAT COACHES NEED TO KNOW

What is a concussion?
A concussion is a type of traumatic brain injury. It follows a force to the head or body and leads to a change in brain function. It is not typically accompanied by loss of consciousness.

How can I tell if an athlete has a concussion?
You may notice the athlete …
- Appears dazed or stunned
- Forgets an instruction
- Is confused about an assignment or position
- Is unsure of the game, score or opponent
- Appears less coordinated
- Answers questions slowly
- Loses consciousness

The athlete may tell you he or she is experiencing …
- A headache, head pressure or that he or she doesn’t feel right following a blow to the head
- Nausea
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or foggy
- Confusion, concentration or memory problems

Note that no two concussions are the same. All possible concussions must be evaluated by an athletic trainer or team physician.

What can I do to keep student-athletes safe?

<table>
<thead>
<tr>
<th>Preseason</th>
<th>In-Season</th>
<th>Time of Injury</th>
<th>Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What can I do?</strong></td>
<td>Create a culture in which concussion reporting is encouraged and promoted.</td>
<td>Know the signs and symptoms of concussions.</td>
<td>Remove athletes from play immediately if you think they have a concussion and refer them to the team physician or athletic trainer.</td>
</tr>
<tr>
<td><strong>Why does it matter?</strong></td>
<td>Athletes who don’t immediately seek care for a suspected concussion take longer to recover.</td>
<td>The more people who know what to look for in a concussed athlete, the more likely a concussion will be identified.</td>
<td>Early removal from play can mean a quicker recovery and help avoid serious consequences.</td>
</tr>
<tr>
<td><strong>Tips and strategies</strong></td>
<td>Be present when your team physician or athletic trainer provides concussion education material to your team. Tell your team that this matters to you.</td>
<td>Check in with your team physician or athletic trainer if you want to learn more about concussion safety.</td>
<td>Provide positive reinforcement when an athlete reports a suspected concussion.</td>
</tr>
</tbody>
</table>

You play a powerful role in setting the tone for concussion safety on your team. Let your team know that you take concussion seriously and reporting the symptoms of a suspected concussion is an important part of your team’s values.
What happens if an athlete gets a concussion and keeps practicing or competing?

- Due to brain vulnerability after a concussion, an athlete may be more likely to suffer another concussion while symptomatic from the first one.
- In rare cases, repeat head trauma can result in brain swelling, permanent brain damage or even death.
- Continuing to play after a concussion increases the chance of sustaining other injuries too, not just concussion.
- Athletes with a concussion have reduced concentration and slowed reaction time. This means they won't be performing at their best.
- Athletes who delay reporting concussion may take longer to recover fully.

What are the long-term effects of a concussion?

- We don't fully understand the long-term effects of a concussion, but ongoing studies raise concerns.
- Athletes who have had multiple concussions may have an increased risk of degenerative brain disease, and cognitive and emotional difficulties later in life.

What do I need to know about repetitive head impacts?

- Repetitive head impacts mean that an individual has been exposed to repeated impact forces to the head. These forces may or may not meet the threshold of a concussion.
- Research is ongoing but emerging data suggest that repetitive head impact also may be harmful and place a student-athlete at an increased risk of neurological complications later in life.

Did you know?

- Most contact or collision teams have at least one student-athlete diagnosed with a concussion every season.
- Your school has a concussion management plan, and team physicians and athletic trainers are expected to follow that plan during a student-athlete's recovery.
- NCAA rules require that team physicians and athletic trainers have the unchallengeable authority to make all medical management and return-to-play decisions for student-athletes.
- We're learning more about concussion every day. To find out more about the largest concussion study ever conducted, which is being led by the NCAA and U.S. Department of Defense, visit ncaa.org/concussion.

For more information, visit ncaa.org/concussion.

NCAA® is a trademark of the National Collegiate Athletic Association.
Acknowledgement of Concussion Knowledge and Reporting

- The NCAA requires that a signed acknowledgement of having read and understood the Concussion Management Plan, the reporting of such injuries and proper management be completed by all:
  - Student-athletes
  - Coaches
  - Directors of Athletics
  - Athletic Trainers
  - Team Physicians

- By signing this document, you have indicated that you have
  - Read and understand the Concussion Management Plan in full.
  - Agree to inform the Ramapo College of New Jersey Athletic Training Staff as soon as a concussion or symptoms of such following an injury occur.
  - Agree to follow the Step-Wise return-to-play criteria before returning to full participation following resolution of a concussion.

Name ____________________________ Sport _______________________

Signature __________________________ Date ______________________
Balance Error Scoring System (BESS) Testing Form

Name: ___________________________ Sport: ______________

The Balance Error Scoring System provides a portable, cost-effective and objective method of assessing static postural stability. The BESS can be used to assess the effects of mild head injury on static postural stability. Information obtained from this clinical balance tool can be used to assist clinicians in making return to play decisions following mild head injury. The BESS can be performed in nearly any environment and takes approximately 10 minutes to conduct.

The balance-testing regime consists of three stances on two different surfaces. The three stances are double leg stance, single leg stance and tandem stance. The two different surfaces include both a firm (ground) and foam surface. Athletes' stance should consist of the hands on the iliac crests, eyes closed and a consistent foot position depending on the stance. Shoes should not be worn.

In the double leg stance, the feet are flat on the testing surface approximately pelvic width apart.

In the single leg stance position, the athlete is to stand on the non-dominant leg with the contralateral limb held in approximately 20° of hip flexion, 45° of knee flexion and neutral position in the frontal plane.

In the tandem stance testing position, one foot is placed in front of the other with heel of the anterior foot touching the toe of the posterior foot. The athlete's non-dominant leg is in the posterior position. Leg dominance should be determined by the athlete's kicking preference.

---

Errors:
- Moving the hands off the hips
- Opening the eyes
- Step, stumble or fall
- Abduction or flexion of the hip beyond 30°
- Lifting the forefoot or heel off of the testing surface
- Remaining out of the proper testing position for greater than 5 seconds

---

<table>
<thead>
<tr>
<th>B.E.S.S. SCORECARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count Number of Errors</td>
</tr>
<tr>
<td>Max of 10 each stance/surface</td>
</tr>
<tr>
<td>Double Leg Stance</td>
</tr>
<tr>
<td>Single Leg Stance</td>
</tr>
<tr>
<td>Tandem Stance</td>
</tr>
<tr>
<td>Total Scores</td>
</tr>
<tr>
<td>BESS TOTAL:</td>
</tr>
</tbody>
</table>

---

Baseline

Evaluator: ___________________________ Date: ______________

Post-Injury
What is the SCAT3?¹

The SCAT3 is a standardized tool for evaluating injured athletes for concussion and can be used in athletes aged from 13 years and older. It supersedes the original SCAT and the SCAT2 published in 2005 and 2009, respectively². For younger persons, ages 12 and under, please use the Child SCAT3. The SCAT3 is designed for use by medical professionals. If you are not qualified, please use the Sport Concussion Recognition Tool®. Preseason baseline testing with the SCAT3 can be helpful for interpreting post-injury test scores.

Specific instructions for the use of the SCAT3 are provided on page 3. If you are not familiar with the SCAT3, please read through these instructions carefully. This tool may be freely copied in its current form for distribution to individuals, teams, groups, and organizations. Any revision or any reproduction in a digital form requires approval by the Concussion in Sport Group.

NOTE: The diagnosis of a concussion is a clinical judgment, ideally made by a medical professional. The SCAT3 should not be used solely to make, or exclude, the diagnosis of concussion in the absence of clinical judgement. An athlete may have a concussion even if their SCAT3 is “normal”.

What is a concussion?

A concussion is a disturbance in brain function caused by a direct or indirect force to the head. It results in a variety of non-specific signs and/or symptoms (some examples listed below) and most often does not involve loss of consciousness. Concussion should be suspected in the presence of any one or more of the following:

- Symptoms (e.g., headache), or
- Physical signs (e.g., unsteadiness), or
- Impaired brain function (e.g., confusion) or
- Abnormal behavior (e.g., change in personality).

SIDELINE ASSESSMENT

Indications for Emergency Management

NOTE: A hit to the head can sometimes be associated with a more serious brain injury. Any of the following warrants consideration of activating emergency procedures and urgent transportation to the nearest hospital:

- Glasgow Coma score less than 15
- Deteriorating mental status
- Potential spinal injury
- Progressive, worsening symptoms or new neurologic signs

Potential signs of concussion?

If any of the following signs are observed after a direct or indirect blow to the head, the athlete should stop participation, be evaluated by a medical professional and should not be permitted to return to sport the same day if a concussion is suspected.

Any loss of consciousness? Y N
“If so, how long?” Y N
Balance or motor incoordination (stumbles, slow/laboured movements, etc.)? Y N
Disorientation or confusion (inability to respond appropriately to questions)? Y N
Loss of memory: Y N
“If so, how long?” Y N
“Before or after the injury?” Y N
Blank or vacant look: Y N
Visible facial injury in combination with any of the above: Y N

Glasgow coma scale (GCS)

<table>
<thead>
<tr>
<th>Best eye response (E)</th>
<th>1 No eye opening</th>
<th>2 Eye opening in response to pain</th>
<th>3 Eye opening to speech</th>
<th>4 Eyes opening spontaneously</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best verbal response (V)</td>
<td>1 No verbal response</td>
<td>2 Incomprehensible sounds</td>
<td>3 Inappropriate words</td>
<td>4 Confused</td>
</tr>
<tr>
<td>Best motor response (M)</td>
<td>1 No motor response</td>
<td>2 Extension to pain</td>
<td>3 Abnormal flexion to pain</td>
<td>4 Flexion/Withdrawal to pain</td>
</tr>
</tbody>
</table>

Glasgow Coma score (E + V + M)

GCS should be recorded for all athletes in case of subsequent deterioration.

Maddocks Score³

“I am going to ask you a few questions, please listen carefully and give your best effort.”

Modified Maddocks questions (1 point for each correct answer)

What venue are we at today? Y N
Which half is it now? Y N
Who scored last in this match? Y N
What team did you play last week? Y N
Did your team win the last game? Y N

Maddocks score

Maddocks score is validated for sideline diagnosis of concussion only and is not used for serial testing.

Notes: Mechanism of Injury (“tell me what happened!”):

Any athlete with a suspected concussion should be REMOVED FROM PLAY, medically assessed, monitored for deterioration (i.e., should not be left alone) and should not drive a motor vehicle until cleared to do so by a medical professional. No athlete diagnosed with concussion should be returned to sports participation on the day of injury.
BACKGROUND

Name: ____________________________ Date: ____________________________
Examiner: ____________________________ Date/time of injury: ____________________________
Sport/team/school: ____________________________ Age: ____________________________
Years of education completed: ____________________________ Gender: M F
Dominant hand: right left neither

How many concussions do you think you have had in the past?
When was the most recent concussion?
How long was your recovery from the most recent concussion?
Have you ever been hospitalized or had medical imaging done for a head injury?
Have you ever been diagnosed with headaches or migraines?
Do you have a learning disability, dyslexia, ADD/ADHD?
Have you ever been diagnosed with depression, anxiety or other psychiatric disorder?
Has anyone in your family ever been diagnosed with any of these problems?
Are you on any medications? If yes, please list: ____________________________

SCAT3 to be done in resting state. Best done 10 or more minutes post exercise.

SYMPTOM EVALUATION

How do you feel?
"You should score yourself on the following symptoms, based on how you feel now."

<table>
<thead>
<tr>
<th>Symptom</th>
<th>None</th>
<th>Very mild</th>
<th>Mild</th>
<th>Moderate</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Pressure in head</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Neck pain</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Nausea or vomiting</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Dizziness</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Blurred vision</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Balance problems</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Sensitivity to light</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Sensitivity to noise</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Feeling slowed down</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Feeling like &quot;in a fog&quot;</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>&quot;Don't feel right&quot;</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Difficulty concentrating</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Difficulty remembering</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Fatigue or low energy</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Confusion</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Drowsiness</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Trouble falling asleep</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>More emotional</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Irritability</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Sadness</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
<tr>
<td>Nervous or Anxious</td>
<td>0/1</td>
<td>2/3</td>
<td>4/5</td>
<td>6/7</td>
<td>8/9</td>
</tr>
</tbody>
</table>

Total number of symptoms (Maximum possible 22)
Symptom severity score (Maximum possible 132)

Do the symptoms get worse with physical activity? Y N
Do the symptoms get worse with mental activity? Y N

Self rated
Clinician rated
Clinician rated and clinician monitored
Clinician rated and self rated
Self rated and self rated with parent input

Overall rating: If you know the athlete well prior to the injury, how different is the athlete acting compared to his/her usual self?
Please circle one response:

no different | very different | unsure | N/A

Scoring on the SCAT3 should not be used as a stand-alone method to diagnose concussion, measure recovery or make decisions about an athlete’s readiness to return to competition after concussion. Since signs and symptoms may evolve over time, it is important to consider repeat evaluation in the acute assessment of concussion.

COGNITIVE & PHYSICAL EVALUATION

Cognitive assessment
Standardized Assessment of Concussion (SAC)4
Orientation (1 point for each correct answer)
What month is it?
What is the date today?
What is the day of the week?
What year is it?
What time is it right now? (within 1 hour)
Orientation score
Immediate memory
elbow 0 1 0 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 candle baby finger
apple 0 1 0 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 paper monkey penny
carpet 0 1 0 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 sugar perfume blanket
saddle 0 1 0 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 sandwich sunset lemon
bubble 0 1 0 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 wagon iron insect
Total
Immediate memory score total
Concentration: Digits Backward
4-9-3 0 1 6-2-9 5-2-6 4-1-5
3-8-1-4 0 1 3-7-9 1-7-5 4-9-6-8
6-2-9-7 0 1 1-5-2-8-6 3-8-5-2-7 6-1-8-4-3
7-1-8-4-6-2 0 1 5-3-9-1-4-8 8-3-1-9-6-4 7-2-4-8-5-6
Total of 4
Concentration: Month in Reverse Order (1 pt. for each sequence correct)
Concentration score

Neck Examination:
Range of motion Tenderness Upper and lower limb sensation & strength
Findings:

Balance examination
Do one or both of the following tests.
Footwear (shoes, barefoot, braces, tape, etc.)
Modified Balance Error Scoring System (BESS) Testing1
Which foot was tested (i.e. which is the non-dominant foot)
Testing surface (hard floor, field, etc.)
Condition
Double leg stance:
Single leg stance (non-dominant foot):
Tandem stance (non-dominant foot at back):
And/Or
Tandem gait3
Time (best of 4 trials) seconds

Coordinaton examination
Upper limb coordination
Which arm was tested:
Coordination score

SAC Delayed Recall4
Delayed recall score

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INSTRUCTIONS

Words in italics throughout the SCAT3 are the instructions given to the athlete by the tester.

Symptom Scale

"You should score yourself on the following symptoms, based on how you feel now." To be completed by the athlete. In situations where the symptom scale is being completed after exercise, it should be still be done in a resting state, at least 10 minutes post exercise.

For total number of symptoms, maximum possible is 22.
For Symptom severity score, add all scores in table, maximum possible is 22 x 6 = 132.

SAC4

Immediate Memory

"I am going to test your memory. I will read you a list of words and when I am done, repeat back as many words as you can remember, in any order."

Trials 2 & 3:

"I am going to repeat the same list again. Repeat back as many words as you can remember in any order, even if you said the word before." Complete all 3 trials regardless of score on trial 1 & 2. Read the words at a rate of one per second. Score 1 pt. for each correct response. Total score equals sum across all 3 trials. Do not inform the athlete that delayed recall will be tested.

Concentration

Digits backward

"I am going to read you a string of numbers and when I am done, repeat them back to me in reverse order. In reverse order of how I read them to you. For example, if I say 7-1-9, you would say 9-1-7." If correct, go to next string length. If incorrect, read trial 2. One point possible for each string length. Stop after incorrect on both trials. The digits should be read at the rate of one per second.

Months in reverse order

"Now tell me the months of the year in reverse order. Start with the last month and go backwards. So you'll say December, November ... Go ahead."

1 pt. for entire sequence correct

Delayed Recall

The delayed recall should be performed after completion of the Balance and Coordination Examination.

"Do you remember that list of words I read a few times earlier? Tell me as many words from the list as you can remember in any order."

Score 1 pt. for each correct response

Balance Examination

Modified Balance Error Scoring System (BESS) testing*1

This balance testing is based on a modified version of the Balance Error Scoring System (BESS). A stopwatch or watch with a second hand is required for this testing.

"I am now going to test your balance. Please take your shoes off, roll up your pant legs above ankle (if applicable), and remove any ankle taping (if applicable). This test will consist of three twenty second tests with different stance."

(a) Double leg stance:

"The first stance is standing with your feet together with your hands on your hips and with your eyes closed. You should try to maintain stability in that position for 20 seconds. I will be counting the number of times you move out of the position. I will start timing when you are set and have closed your eyes."

(b) Single leg stance:

"If you were to kick a ball, which foot would you use? (This will be the dominant foot) Now stand on your non-dominant foot. The dominant leg should be held in approximately 30 degrees of hip flexion and 45 degrees of knee flexion. Again, you should try to maintain stability for 20 seconds with your hands on your hips and your eyes closed. I will be counting the number of times you move out of this position. If you stumble out of this position, open your eyes and return to the start position and continue balancing. I will start timing when you are set and have closed your eyes."

(c) Tandem stance:

"Now stand heel-to-toe with your non-dominant foot in back. Your weight should be evenly distributed across both feet. Again, you should try to maintain stability for 20 seconds with your hands on your hips and your eyes closed. I will be counting the number of times you move out of this position. If you stumble out of this position, open your eyes and return to the start position and continue balancing. I will start timing when you are set and have closed your eyes."

Balance testing - types of errors

1. Hands lifted off iliac crest
2. Opening eyes
3. Step, stumble, or fall
4. Moving hip into > 30 degrees abduction
5. Lifting foot off heel
6. Remaining out of test position > 5 sec

Each of the 20-second trials is scored by counting the errors, or deviations from the proper stance, accumulated by the athlete. The examiner will begin counting errors only after the individual has assumed the proper start position. The modified BESS is calculated by adding one error point for each error during the three 20-second tests. The maximum total number of errors for any single condition is 10. If a athlete commits multiple errors simultaneously, only one error is recorded but the athlete should quickly return to the testing position, and counting should resume once subject is set. Subjects that are unable to maintain the testing procedure for a minimum of five seconds at the start are assigned the highest possible score, ten, for that testing condition.

OPTION: For further assessment, the same 3 stances can be performed on a surface of medium density foam (e.g., approximately 50 cm x 40 cm x 6 cm).

Tandem Gait*4

Participants are instructed to stand with their feet together behind a starting line (the test is best done with footwear removed). Then, they walk in a forward direction as quickly and as accurately as possible along a 32mm wide sports tape. 3 meter line with an alternate foot heel-to-toe gait ensuring that they approximate their heel and toe on each step. Once they cross the end of the 3m line, they turn 180 degrees and return to the starting point using the same gait. A total of 4 trials are done and the best time is retained. Athlete should complete the test in 14 seconds. Athletes fail the test if they step off the line, have a separation between their heel and toe, or if they touch or grab the examiner or an object. In this case, the time is not recorded and the trial repeated, if appropriate.

Coordination Examination

Upper limb coordination

Finger-to-nose (FTN) test:

"I am going to test your coordination now. Please sit comfortably on the chair with your eyes open and your arm (either right or left) outstretched (shoulder flexed to 90 degrees and elbow and fingers extended), pointing in front of you. When I give a start signal, I would like you to perform five successive finger to nose repetitions using your index finger to touch the tip of the nose, and then return to the starting position, as quickly and as accurately as possible."

Scoring: 5 correct repetitions in < 4 seconds = 5
Note for testers: Athletes fail the test if they do not touch their nose, do not fully extend their elbow or do not perform five repetitions. Failure should be scored as 0.

References & Footnotes

1. This tool has been developed by a group of international experts at the 4th International Consensus meeting on Concussion in Sport held in Zurich, Switzerland in November 2012. The full details of the conference outcomes and the authors of the tool are published in The JSM Injury Prevention and Health Protection, 2016, Volume 47, Issue 5. The outcome paper will also be simultaneously co-published in other leading biomedical journals with the copyright held by the Concussion in Sport Group, to allow unrestricted distribution, providing no alterations are made.
ATHLETE INFORMATION

Any athlete suspected of having a concussion should be removed from play, and then seek medical evaluation.

Signs to watch for
Problems could arise over the first 24–48 hours. The athlete should not be left alone and must go to a hospital at once if they:
- Have a headache that gets worse
- Are very drowsy or can’t be awakened
- Can’t recognize people or places
- Have repeated vomiting
- Behave unusually or seem confused; are very irritable
- Have seizures (arms and legs jerk uncontrollably)
- Have weak or numb arms or legs
- Are unsteady on their feet; have slurred speech

Remember, it is better to be safe.
Consult your doctor after a suspected concussion.

Return to play
Athletes should not be returned to play the same day of injury.
When returning athletes to play, they should be medically cleared and then follow a stepwise supervised program, with stages of progression.

For example:

<table>
<thead>
<tr>
<th>Rehabilitation stage</th>
<th>Functional elements at each stage</th>
<th>Objective of each stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No activity</td>
<td>Physical and cognitive rest</td>
<td>Recovery</td>
</tr>
<tr>
<td>Light aerobic exercise</td>
<td>Waking, swimming or stationary cycling</td>
<td>Increase heart rate</td>
</tr>
<tr>
<td>Sports specific exercises</td>
<td>Skating drills in ice hockey, running drills in soccer, no head impact activities</td>
<td>Add movement</td>
</tr>
<tr>
<td>Non-contact training drills</td>
<td>Progression to more complex training drills, e.g. passing drills in football and ice hockey</td>
<td>Exercise, coordination, and cognitive load</td>
</tr>
<tr>
<td>Full contact practice</td>
<td>Following medical clearance participate in normal training activities</td>
<td>Restore confidence and assess functional skills by coaching staff</td>
</tr>
<tr>
<td>Return to play</td>
<td>Normal game play</td>
<td></td>
</tr>
</tbody>
</table>

There should be at least 24 hours (or longer) for each stage and if symptoms recur the athlete should rest until they resolve once again and then resume the program at the previous asymptomatic stage. Resistance training should only be added in the later stages.

If the athlete is asymptomatic for more than 10 days, then consultation by a medical practitioner who is expert in the management of concussion, is recommended.

Medical clearance should be given before return to play.

CONCUSSION INJURY ADVICE
(To be given to the person monitoring the concussed athlete)
This patient has received an injury to the head. A careful medical examination has been carried out and no sign of any serious complications has been found. Recovery time is variable across individuals and the patient will need monitoring for a further period by a responsible adult. Your treating physician will provide guidance as to this timeframe.

If you notice any change in behaviour, vomiting, dizziness, worsening headache, double vision or excessive drowsiness, please contact your doctor or the nearest hospital emergency department immediately.

Other important points:
- Rest (physically and mentally), including training or playing sports until symptoms resolve and you are medically cleared
- No alcohol
- No prescription or non-prescription drugs without medical supervision.
  Specifically:
  - No sleeping tablets
  - Do not use aspirin, anti-inflammatory medication or sedating pain killers
- Do not drive until medically cleared
- Do not train or play sport until medically cleared

Clinic phone number
Post-Concussive Care

- Please remember that a responsible party: parent, roommate, friend should stay with you for the first 24 hours following a concussion.

- There is no need to be kept awake, but you should be monitored for any worsening or new symptoms.

- You should report back to your Athletic Trainer ________________________

- Please call _______________ at _______________ should you have any questions or concerns regarding your concussion symptoms or care.

- Should ANY severe symptoms develop, please seek emergency care ASAP. Do not hesitate. These may include:
  - Changes in consciousness
  - Amnesia lasting longer than 15 minutes
  - Deterioration of neurological function (inability to control bodily function)
  - Decrease or irregularity in breathing or pulse
  - Increase in blood pressure
  - Unequal, dilated or unreactive pupils
  - Any sign of skull fracture or bleeding
  - Extreme changes in mental status
• Seizures
• Repetitive vomiting
• Worsening or new serious symptoms over time

• Otherwise, it is OKAY to:
  • Use acetaminophen for headaches. Do not take more than the recommended dose. Do not use if you have a contraindication (medical reason not to take it).
  • Use an ice pack on your head and neck as needed for comfort
  • Eat a well-balanced diet
  • Go to sleep
  • Limit mental activity, utilize academic accommodations. See the return-to-learn plan
  • Rest from your sport until cleared by your Athletic Trainer

• DO NOT:
  • Drink alcohol
  • Eat spicy foods
  • Take drugs or medications other than acetaminophen unless directed by a physician
  • Drive
  • Text, play video games, use the computer or read for longer than a few minutes
  • Put yourself in a situation that may make your symptoms worse

Further Recommendations:
Ramapo College of New Jersey
Concussion Management Plan

Return-to-Learn Academic Accommodations

Student Athlete Name: __________________________ Date of Evaluation: ____________

The above student-athlete is currently under the care of the Ramapo College of New Jersey Athletic Training Department for a concussion injury. Additional information on concussion injury can be found on the reverse of this page. He/she has been removed from physical activity until cleared by the medical staff. Like physical rest, cognitive rest is a key component to successful concussion management. An individualized plan for reducing cognitive load, thereby minimizing symptoms and promoting healing may include:

- The student-athlete will not return to competition or the classroom the day of his/her concussion injury.
- Remaining at home or in their dorm room if unable to tolerate light cognitive activity
- Temporary academic accommodations or modifications for up to 2 weeks
- A gradual return to the classroom and studying as tolerated through a step-wise program.
- Re-evaluation by the Team Physician with review by the multidisciplinary team if concussion symptoms worsen with academic challenges or persist for more than 2 weeks

The following academic accommodations are recommended based on the student-athlete's individual symptoms:

**ATTENDANCE:**

- Full as tolerated
- Half-load as tolerated
- Attendance not advised—excuse on medical basis

**WORKLOAD REDUCTION:**

- Reduce overall amount of homework (recommend 50-75%)
- Shorten tests/projects
- Allow extra time to complete assignments
- If possible, please either provide class notes/outline or allow student to photocopy notes from another student.

**TESTING:**

- Extra time to complete exams
- Testing in a quiet environment
- Reduced length of test or multiple sessions to complete
- No testing advised at this time

Accommodations will be reviewed and revised as symptoms improve. Please contact the Athletic Training Department at (201) 684-7913 with any questions or concerns. Thank you.

Signature: __________________________ Date: ____________
What Faculty Should Know about Concussions

The Center for Disease Control and Prevention defines a concussion as a type of traumatic brain injury. This injury is often the result of a direct blow to the head or body causing the brain to move rapidly within the skull. The bouncing and twisting of the brain within the skull creates chemical changes and can damage brain cells.

While most concussions are classified as mild since they are not life-threatening, the signs and symptoms can last weeks, months or longer and can have dramatic impact on daily life. Concussions can affect students physically, cognitively and emotionally.

<table>
<thead>
<tr>
<th>COMMON SIGNS &amp; SYMPTOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signs (observed by others)</strong></td>
</tr>
<tr>
<td><strong>Physical:</strong></td>
</tr>
<tr>
<td>Balance &amp; coordination difficulty</td>
</tr>
<tr>
<td>Loss of consciousness</td>
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<td></td>
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<tr>
<td><strong>Cognitive:</strong></td>
</tr>
<tr>
<td>Appears dazed or confused</td>
</tr>
<tr>
<td>Memory deficits - (Forgets game, instructions, etc.)</td>
</tr>
<tr>
<td>Responds slowly to commands</td>
</tr>
<tr>
<td><strong>Emotional:</strong></td>
</tr>
<tr>
<td>Shows changes in mood, behavior, personality- (unexplained crying, anger, depression)</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

Each concussion is different and student-athletes will heal at different rates. Immediately follow a concussion injury. Cognitive and physical rest are required for brain healing. Attendance and academic accommodations may need to be made by the medical team and can be found on the reverse side of this page.
Mental Health Protocol

Ramapo College of New Jersey Student-Athlete Mental Health Protocol

- Counseling services will conduct pre-season mental health workshops to aid in student-athlete coping during stressful and anxiety-provoking athletic situations.

- Student-athletes can also use the anonymous online mental health screening tool which can help determine if you or someone you care about may need to reach out to a doctor or mental health professional for an evaluation. This screening tool is educational, not diagnostic. It can be found at:  http://screening.mentalhealthscreening.org/ramapo

- Athletic Training will review basic mental health good practices during pre-season meetings:
  - Sleep hygiene
  - Avoidance of substances (especially drugs, alcohol and caffeine)
  - Regular exercise/other stress reduction activities
  - Healthy nutrition

- In the event of significant psychological distress during athletic activity or travel, coaches or athletic trainers should make the environment as calm as possible. The student-athlete should be removed from play and monitored while he or she performs coping exercises.

- The athletic trainer will monitor the student-athlete’s vital signs. If the student-athlete’s vital signs are stable, the student-athlete may be cleared to immediately return-to-play.

- If the student-athlete’s vital signs are not stable, the Team Physician should be contacted. If not available, 911/EMS should be called.

- If the student-athlete’s vital signs are stable but he or she is still in psychological distress, counseling services should be contacted at 201-684-7522 during normal hours. An emergency on-call counselor can be reached by calling 201-684-6666 after hours.

- Parents should not be contacted by a coach or athletic trainer if the student-athlete is over 18 years of age and/or does not give his/her permission to contact the parent. If permission to contact his or her parent is granted by the student-athlete, a FERPA waiver must be completed before contact is made.
CONCLUSION

It should be emphasized that this handbook is designed to provide information regarding areas of greater concern to student-athletes regarding the conduct of the athletic program at Ramapo College. In keeping with this, the Director of Athletics welcomes discussion and/or comment intended to improve the form or content of this handbook.

Kathleen Finnegan

11/11/11
Updated 2/7/12
Updated 1/29/13
Updated 8/25/15
Updated 5/22/17
Updated 9/13/17
Updated 8/16/18
Updated 9/24/18
Updated 5/16/19
Updated 7/8/19
STUDENT RESOURCES

Information regarding the Library, the Cahill Career Development Center, The Center for Student Success, Tutoring, The Critical Reading and Writing Center, Computer Lab Hours, Financial Aid, Health Services and other college resources can be found in the Student Handbook. Copies of the handbook can be obtained at www.ramapoathletics.com under the Student-Athletes tab, Athlete Handbook (PDF).

Additionally the following web sites are excellent student resources:

<table>
<thead>
<tr>
<th>The College's Homepage</th>
<th><a href="http://www.ramapo.edu">www.ramapo.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics Homepage</td>
<td><a href="http://www.ramapoathletics.com">www.ramapoathletics.com</a></td>
</tr>
<tr>
<td>New Jersey Athletic Conference</td>
<td><a href="http://www.njacsports.com">www.njacsports.com</a></td>
</tr>
<tr>
<td>Eastern College Athletic Conference</td>
<td><a href="http://www.ECAC.org">www.ECAC.org</a></td>
</tr>
<tr>
<td>National Collegiate Athletic Association</td>
<td><a href="http://www.NCAA.org">www.NCAA.org</a></td>
</tr>
<tr>
<td>Skyline Conference</td>
<td><a href="http://www.skylineconference.org">www.skylineconference.org</a></td>
</tr>
</tbody>
</table>

## SPORTS and SEASONS

<table>
<thead>
<tr>
<th>Sport</th>
<th>Season</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Fall</td>
<td>August</td>
</tr>
<tr>
<td>Men's Soccer</td>
<td>Fall</td>
<td>August</td>
</tr>
<tr>
<td>Women's Soccer</td>
<td>Fall</td>
<td>August</td>
</tr>
<tr>
<td>Men's Volleyball</td>
<td>Winter-Spring</td>
<td>January</td>
</tr>
<tr>
<td>Women's Volleyball</td>
<td>Fall</td>
<td>August</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>Winter</td>
<td>October</td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>Winter</td>
<td>October</td>
</tr>
<tr>
<td>Baseball</td>
<td>Spring</td>
<td>February</td>
</tr>
<tr>
<td>Softball</td>
<td>Spring</td>
<td>February</td>
</tr>
<tr>
<td>Men's Tennis</td>
<td>Spring</td>
<td>February</td>
</tr>
<tr>
<td>Women's Tennis</td>
<td>Fall</td>
<td>August</td>
</tr>
<tr>
<td>Indoor Track &amp; Field</td>
<td>Winter</td>
<td>December</td>
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<tr>
<td>Outdoor Track &amp; Field</td>
<td>Spring</td>
<td>February</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Fall</td>
<td>August</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Spring</td>
<td>February</td>
</tr>
<tr>
<td>Swimming</td>
<td>Winter</td>
<td>October</td>
</tr>
</tbody>
</table>
INSTITUTIONAL DIRECTORY

Institution:

Ramapo College of New Jersey
Office of Athletics and Recreation
505 Ramapo Valley Road
Mahwah, NJ 07430
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Dept. Fax (201) 684-7958

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Athletic Director’s Direct Report
Vice President Enrollment Management/Student Affairs
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Faculty Athletics Representative
Office Phone:
Email address:

Athletic Director
Office Phone:
Email address:

Associate Director of Athletics
Senior Women’s Administrator
Athletic Academic Advisor
Staff Representative for the
Student-Athlete Advisory Committee (SAAC)
Office Phone:
Email address:

Assistant Director of Athletics
Athletic Facilities/Head Men’s Basketball Coach
Office Phone:
Email Address:

Assistant Director of Athletics
Sports Information and Marketing
Office Phone:
Email Address:

Assistant Sports Information and Marketing
Office Phone:
Email Address:

Athletic Trainers
Office Phone:
Email Address:

Director of Intramurals
Office Phone:
Email Address:

Coordinator Athletic Facilities
Office Phone:
Email Address:
Assistant Director of Athletics
Budget Coordinator/Membership
Office Phone: 
Email Address: 

Compliance
Student Worker Administrator
Athletic Program Coordinator
Office Phone: 
Email Address: 

Sports Performance Coordinator
Assistant to the Athletic Director
Office Phone: 
Email Address: 

Office Assistant
Academic Support Team
Office Phone: 
Email Address: 

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Joan Schofield
(201) 684-7087
jschofield@ramapo.edu

TBA

Cathy Van Itallie
(201) 684-7674
cvanitel@ramapo.edu
<table>
<thead>
<tr>
<th>Sport</th>
<th>Head Coach</th>
<th>Office Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Ryan Rinsky</td>
<td>201-684-7066</td>
<td><a href="mailto:rrinsky@ramapo.edu">rrinsky@ramapo.edu</a></td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>Mike Eineker</td>
<td>201-684-6235</td>
<td><a href="mailto:meineker@ramapo.edu">meineker@ramapo.edu</a></td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>Chuck McBreen</td>
<td>201-684-7073</td>
<td><a href="mailto:cmcbreen@ramapo.edu">cmcbreen@ramapo.edu</a></td>
</tr>
<tr>
<td>Cross Country Men’s &amp; Women’s Indoor and Outdoor Track and Field</td>
<td>Justina Cassavell</td>
<td>201-684-7795</td>
<td><a href="mailto:jcassave@ramapo.edu">jcassave@ramapo.edu</a></td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Jennifer Tafro</td>
<td>201-684-7938</td>
<td><a href="mailto:jtafro@ramapo.edu">jtafro@ramapo.edu</a></td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>Abby Shiffler</td>
<td>201-684-7678</td>
<td><a href="mailto:ashiffle@ramapo.edu">ashiffle@ramapo.edu</a></td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>DJ Pinto</td>
<td>201-684-7065</td>
<td><a href="mailto:dpinton@ramapo.edu">dpinton@ramapo.edu</a></td>
</tr>
<tr>
<td>Softball</td>
<td>Bridgette Quimpo</td>
<td>201-684-7680</td>
<td><a href="mailto:bquimpo@ramapo.edu">bquimpo@ramapo.edu</a></td>
</tr>
<tr>
<td>Men’s &amp; Women’s Tennis</td>
<td>Raza Baig</td>
<td>201-913-5354</td>
<td><a href="mailto:rbaig@ramapo.edu">rbaig@ramapo.edu</a></td>
</tr>
<tr>
<td>Women’s Lacrosse</td>
<td>Robert Brucken</td>
<td>201-684-7076</td>
<td><a href="mailto:rbrucken@ramapo.edu">rbrucken@ramapo.edu</a></td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Robert Pichardo</td>
<td>201-684-6292</td>
<td><a href="mailto:rpichard@ramapo.edu">rpichard@ramapo.edu</a></td>
</tr>
<tr>
<td>Men’s Volleyball</td>
<td>Mike Hrehovcik</td>
<td>201-684-7068</td>
<td><a href="mailto:mhrehovc@ramapo.edu">mhrehovc@ramapo.edu</a></td>
</tr>
<tr>
<td>Men’s &amp; Women’s Swimming</td>
<td>Gary Orr</td>
<td>201-684-7646</td>
<td><a href="mailto:gorrr@ramapo.edu">gorrr@ramapo.edu</a></td>
</tr>
</tbody>
</table>