

Champlain Saint-Lambert Cavaliers Coach Handbook



RESPECT • DEDICATION • EXCELLENCE

WELCOME TO CHAMPLAIN ATHLETICS

On behalf of the Student Services and Athletics & Recreation, I am pleased to welcome you to Champlain College Saint-Lambert and the Cavaliers Intercollegiate Athletics program.

This Coaches Handbook has been developed to assist you with the successful operation of your teams and programs. It contains useful information about the RSEQ & CCAA, facilities, coaching responsibilities, student-athlete policies and procedures and student support services available at Champlain College Saint-Lambert. Please take time to review and become familiar with the information contained in this guide.

We hope that your season will be a positive, enjoyable and rewarding experience as we carry on the Cavalier's traditions of Respect, Dedication and Excellence.

If you have any questions or require any assistance, please do not hesitate to stop by our office in D-132 or contact me at (450) 672-7360 x359.

All the best for a successful academic and athletic year!



Vince Amato
Coordinator of Athletics & Recreation
Champlain College Saint-Lambert

CHAMPLAIN'S MISSION & VISION

MISSION

Champlain Regional College is a public, English-language, post-secondary institution that provides pre-university and technical college-level education and training, primarily in English, to learners in both Regular Day and Continuing Education programs. The College, through its unique multiregional structure, responds to the needs of diverse linguistic and cultural communities and contributes to the educational and socio-economic development of the regions of Quebec served by Champlain – Lennoxville, Champlain – St. Lambert and Champlain – St. Lawrence.

The College is dedicated to fostering the individual success of its students and their development as well-rounded, responsible and informed citizens of the world.

VALUES

The College values:

- Lifelong learning for students, faculty and staff through personal growth and professional development;
- Excellence through striving for continuous improvement; Respect for all individuals, manifested through open communications and a commitment to fairness, justice and honesty;
- Caring through compassion, courtesy and friendliness and a commitment to the wellness of students, faculty and staff;
- Collaboration in the achievement of shared goals and objectives;
- Stewardship through the responsible and effective use of human, physical, environmental and financial resources; and
- A sense of community and tradition within and among all locations of the College.

VISION

- Passionate in its commitment to students, and inspired by its mission and values, Champlain Regional College aspires to
- offer unique and innovative high-quality programs and services;
- graduate students who are recognized for the excellence of the knowledge and skills they have acquired;
- attract and retain outstanding faculty and staff; and
- be a learning-centered college.

(Adopted by the Board of Governors on October 21, 2005)

THE CHAMPLAIN CAVALIERS' STATEMENT OF PRINCIPLES

Champlain College Saint-Lambert believes that intercollegiate athletics is an integral component of a CEGEP education and that the student-athlete's self-actualization is enhanced by participation in amateur sports as they strive for academic excellence. Champlain Saint-Lambert and the Cavalier program values the lessons that have long been encouraged by athletics:

- pursuing excellence through personal development and teamwork;
- ethical and responsible behavior on the field and off;
- adherence to the spirit of rules as well as to their letter; leadership and strength of character; and
- sportsmanship -- including respect for one's opponents, acceptance of victory with humility and acknowledgment of defeat with grace.

We believe that the efforts made by our players, coaches and teams to be the best will lead to success.

Our mission is to see student-athletes succeed - that they excel as students, focusing on their academic progress, and that during their time at the college they develop the tools that they require to complete their studies and move on to later success in life.

Champlain Saint-Lambert's student-athletes are expected to adhere to a level of conduct that brings credit to themselves and the College and uphold the values of citizenship and service through their deeds and actions.

Updated May 2015

INCLUSION & DIVERSITY

At Champlain College Saint-Lambert, we embrace diversity as something that should be celebrated. We recognize, value and encourage the differences that make us who we are as humans, celebrating the contributions that everyone can offer as we work towards our common goals.

Embracing diversity enhances the Cavaliers' social and competitive experiences by promoting diversity of culture, race, religion, ability, sexual orientation, gender identity, and gender expression.

The Champlain Cavaliers:

- Are committed to building a safe and inclusive space where diversity is celebrated.
- Provide a safe, welcoming recreation and athletic community that allows every member of our campus family to enjoy a positive, respectful, and inspiring experience
- Recognize, value and encourage celebration of the human differences that surround us.
- Encourage everyone in our community to participate in fostering these values and beliefs.

The Cavaliers and Champlain College Saint-Lambert stand against any expressions of bigotry, hatred, prejudice or disrespect towards anyone.

Updated May 2017

OUR COMMITMENT

The Cavaliers intercollegiate athletics staff and coaches are dedicated to building and maintaining a high-quality program which will assist student-athletes in their total educational process and contribute to the positive image of Champlain College Saint-Lambert, the RSEQ and the CCAA.

COMMITMENT TO STUDENT-ATHLETES

Academics

- Ensure that the academic goals of the student-athlete are recognized as paramount.
- Ensure that the academic standards of Champlain College Saint-Lambert are consistently achieved or surpassed.

Coaching

- Maintain a high standard of coaching
- Encourage and support coaching staff professional development.

COMMITMENT TO EXCELLENCE

- Carry out institutional and departmental policies and procedures in such a way that serves as an example of excellence.
- Strive for excellence in all endeavors undertaken by the Cavaliers and their teams.
- Recognize outstanding achievement and performance.

COMMITMENT TO FACILITIES

- Ensure that adequate facilities are secured to meet the needs of the intercollegiate athletics program.
- Ensure that safe, clean and functional facilities are provided for training, practice and competition.

COMMITMENT TO COMMUNICATION

- Create a positive and interactive environment for all participants to clearly and effectively communicate.
- Seek and respond positively to the suggestions and concerns of all participants.

COMMITMENT TO TRADITION

- Enhance traditions of fair-play, pride, poise and innovation.

COACHING RESPONSIBILITIES & DUTIES

Champlain College Saint-Lambert Athletics & Recreation contracts with qualified individuals to coach the various intercollegiate programs and teams that it offers to students. Coaches are responsible for the organization, development, maintaining and evaluation of an intercollegiate athletics team that participates in the RSEQ and CCAA.

STRUCTURAL RELATIONSHIP

The Champlain Cavaliers intercollegiate athletics program is an integral part of student-life at Champlain College Saint-Lambert. Coaches consult with the Coordinator of Athletics regarding travel, scheduling, budgeting, recruiting, drug

education, student-athlete academic development, and student eligibility requirements for entrance into a program and fund-raising opportunities.

Coaches are required to consult with the Coordinator of Athletics prior to committing their teams to any event, project, fundraiser or tournament or prior to bringing on assistant coaches, trainers, managers, etc. Coaches are also required to consult the Coordinator of Athletics when making any cuts of any returning student-athletes.

Coaches operate within the guidelines established by Athletics & Recreation, Champlain College Saint-Lambert, the RSEQ and CCAA and other related organizations.

RESPONSIBILITIES

- Organize and administer practices per a daily, weekly, monthly and annual plan that ensures the physical and mental well-being of student-athletes participating in an educational setting. Develop appropriate pre-season/post season programs that will allow for all student-athletes to reach their potential. This plan should include effective use of support staff such as an assistant coach and student-athlete therapist when budgets permit.
- Responsible for the recruitment, training, selection and coaching of student-athletes with due regard for the student-athlete's academic responsibilities and in accordance with established rules, regulations and the RSEQ Code of Ethics (see Annex 1).
- Ensure that any changes in eligibility status of a student-athlete are reported to the Coordinator of Athletics immediately.
- When necessary, direct the student-athlete to the appropriate Champlain College Saint-Lambert support staff including: Academic Coach, Counseling staff, Academic Advisors, Learning Center or Financial Aid Officer.
- Ensure the compliance and adherence to established team, College, RSEQ and CCAA policies, procedures and guidelines, as well as the laws of Quebec and Canada. Espouse the principles for self-control and Fair Play.
- Act in accordance with the RSEQ Code of Ethics and the Coaching Association of Canada Code of Conduct and present a positive image for the department and the College that is supportive of his/her staff and program.
- Maintain current knowledge of the trends, techniques and strategies to their sport. Analyze and incorporate new trends where applicable and provide leadership in the sport development of the program.
- Attend practices, games and team functions scheduled throughout the year.
- Attend all RSEQ Coaches meetings when required.

RECRUITING

- Coaches are expected to recruit student-athletes in accordance with established rules and regulations laid forth by the RSEQ and the RSEQ Code of Ethics. (See Annex 1 & Annex 2)
- Coaches are expected to conduct try-outs and choose team members in a fair, honest and respectful manner.
- Although government financial aid may be available to student-athletes who meet specified academic and athletic criteria, no coach shall solicit the attendance at the College of a prospective student-athlete by offering a financial inducement or any other gift.

ADMINISTRATION

- Read and become familiar with RSEQ sport specific rules, as well as the Champlain Cavaliers Intercollegiate Athletics Coaches' Handbook and Student-Athlete Handbook.

- In consultation with the Coordinator of Athletics review the RSEQ league schedule and develop an exhibition schedule within budget considerations.
- Liaise with the Athletics & Recreation staff and collect correspondence/information on a regular basis.
- Ensure that required documents as required by the College, RSEQ and CCAA are processed and completed in a timely fashion.
- Work with staff of Athletics & Recreation to maintain an inventory of sports equipment and supplies with specific checks at the start and end of the competitive year.
- Work with Athletics & Recreation to maintain an accurate yearly historical record of each of the team's competition highlights, game results and accomplishments.
- Participate in annual evaluations, and when required, provide recommendations and feedback to the Coordinator of Athletics.
- Request assistance from Athletics & Recreation staff with due regard to other departmental priorities and timelines.

LIAISON

- In consultation with Athletics & Recreation, represent the department and the College with the media upon request.
- Develop effective communication and positive working relationships with counterparts in other intercollegiate athletic programs and with departmental and College personnel.
- Establish and develop a rapport with the Provincial Sport Organizations, coaches and high schools, as well as act as a resource person where appropriate to College and/or community programs.

OTHER DUTIES

- Ensure that results are conveyed to the Athletics & Recreation staff in a timely and orderly fashion directly after each event.
- Assist, when necessary, with locating and securing various practice and game venues.
- Attend regional and provincial meetings as required.
- Participate in promotional and fund-raising activities when requested.
- Contribute, as may be required, to the development of short and long-term goals established by Athletics & Recreation.

WORKING ENVIRONMENT

Most practices will be held on the fields (Seaway 1, 2, 3) or in the gym during non-school hours which may include late afternoons, evenings, weekends, and possibly early mornings.

It is the responsibility of the head coach to ensure that the bench area and change rooms are left in a neat and undamaged condition after every practice and game – both at home and on the road. All equipment and nets should be put away or returned to their closed positions. All tape and garbage is to be placed in garbage containers. Taps and faucets of showers and sinks are to be shut off prior to leaving. Any liquid spilled near the bench area is to be wiped up promptly. These minor courtesy tasks will go a long way in ensuring good relationships are maintained with our rental facilities.

QUALIFICATIONS

It is expected that all head coaches involved with the Champlain Cavaliers intercollegiate athletics program possess the following qualifications.

- A good working knowledge of the sport coached, as well as NCCP Certification as specified by each NSO/PSO.
- A positive attitude and approach to sport and life in general.
- A consistently demonstrated high caliber of leadership together with personable qualities such as Fair Play, honesty, integrity, sincerity and sobriety that will attract respect and sustain an abiding interest by others.
- A sincere interest in working with and helping young adults establish and reach their goals.

Sport specific qualifications are also required and are usually indicated in any job postings that are released.

REMUNERATION AND EXPENDITURES

- Head and Assistant coaches will be paid as non-permanent college employees as indicated in each coach's individual service contract. In certain cases, a decided upon portion (not to exceed 20% of the total salary) can be remunerated as expenses with proper backup being provided.
- Athletics & Recreation is responsible for expenditures that are directly related to participation in league events (such as facility rentals, travel, uniforms, equipment and supplies).
- Any expenditures for non-league items including exhibition travel, extra clothing, equipment or supplies which have not been approved by the Coordinator of Athletics will be incurred by the coaches.

PLEASE NOTE: All expenditures involving the Champlain Cavaliers name, logo or any other affiliation **MUST** be approved by the Athletics Coordinator **BEFORE** any arrangements or orders are made.

PROFESSIONAL DEVELOPMENT

The College encourages its' volunteer coaches to attend seminars, clinics and workshops which are related to coaching. Some support for such development (particularly NCCP advancement) maybe available. Contact the Coordinator of Athletics for more information.

In some situations, coaches whose teams compete at the CCAA level, may be able to request funding for PD through different programs offered by the CCAA.

HEAD COACH EVALUATION

Student-athletes will be asked to complete a Head Coach Evaluation. This information is used to help identify things that are going well as well as identity areas that need improvement. The department considers this an important process and encourages student-athletes to complete the evaluation as honestly and sincerely as possible.

DISPUTE RESOLUTION

If a coach feels unjustly treated, the following should occur:

- Contact Coordinator of Athletics, Vince Amato and arrange to discuss the matter with him. If the matter is not resolved;
- Contact the Director of Student Services, Dean Howie and arrange to discuss the matter with him.

TERMINATION

The College may terminate volunteer coaches without notice should the coach fail to meet his/her contractual obligations described in the Champlain Cavaliers Coaches Handbook and in their individual contracts. The coach may terminate their volunteer obligations on two months' written notice.

SOCIAL MEDIA

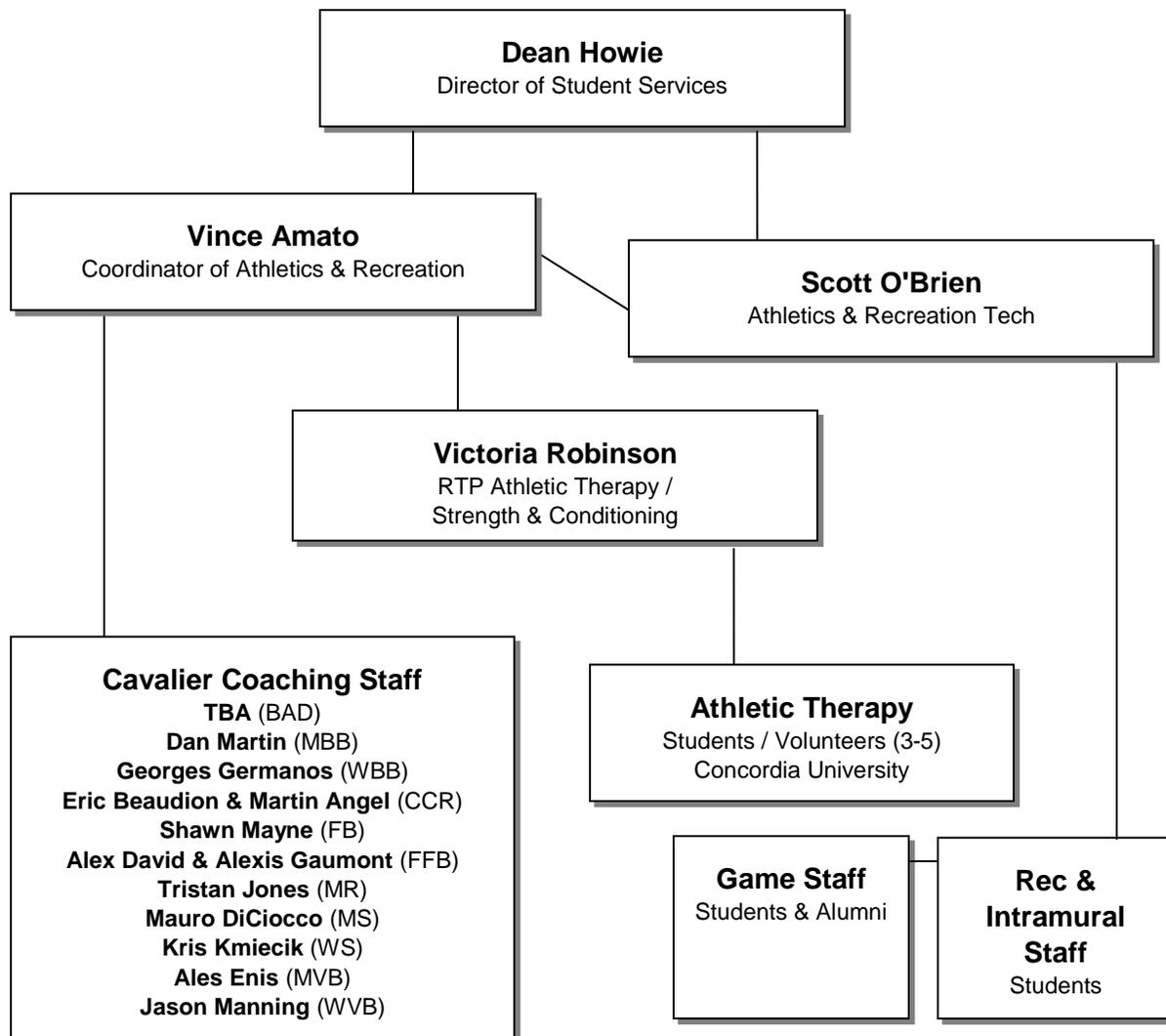
In addition to the other duties, we encourage you to help promote the program through participation in community events and social networking activities.

Join the Cavaliers on Facebook and Twitter and help us grow the popularity of the program within the community at large. Respond to posts on the Cavalier page where we'll provide you with the opportunity to comment on your games and training, view game-day videos and photos and mingle/chat with other Cavalier family members including alumni and fans.

For the latest Cavaliers news, follow us at:

- Website: <http://www.champlaincavaliers.com>
- Twitter: http://www.twitter.com/Champlain_Cavs
- Facebook: <http://www.facebook.com/champlain.cavaliers>
- Instagram: <http://www.instagram.com/champlain.cavaliers>
- Photo Galleries: <http://www.champlainphotos.com/cavaliers> (Over 14,700 pictures from, 2001 to today!)

ATHLETICS & RECREATION ORGANIZATION



CONTACT INFORMATION

Champlain College Saint-Lambert

Phone: (450) 672-7360 • Fax: (450) 672-9299

COLLEGE STAFF

Name	Title	Office	Phone	E-Mail
Vince Amato	Coordinator of Athletics & Recreation	D-132	450-672-7360 x359	amato@crcmail.net
Scott O'Brien	Athletics Assistant	F-130	450-672-7360 x274	sobrien@crcmail.net
RTP Therapy	Athletic Therapists	D-123	450-672-7360 x225	v.robinson@rtppperformance.ca

HEAD COACHES

Name	Title	Level	E-Mail
TBA	Badminton	Div. 1	badminton@crcmail.net
Dan Martin	Men's Basketball	Div. 1	mbasketball@crcmail.net
Georges Germanos	Women's Basketball	Div. 1	wbasketball@crcmail.net
Eric Beaudoin	Cross-Country Running		crosscountry@@crcmail.net
Alex David	Women's Flag Football	Div. 3	wflagfootball@crcmail.net
Shawn Mayne	Football	Div. 3	football@@crcmail.net
Tristan Jones	Men's Rugby	Div. 3	mrugby@@crcmail.net
Mauro DiCiocco	Men's Soccer	Div. 1	msoccer@@crcmail.net
Kris Kmiecik	Women's Soccer	Div. 1	wsoccer@@crcmail.net
Alex Enis	Men's Volleyball	Div. 2	mvolleyball@@crcmail.net
Jason Manning	Women's Volleyball	Div. 2	wvolleyball@@crcmail.net

FACILITIES

Champlain College Gymnasium

Located in the Main Building of the Saint-Lambert Campus, this is the home court for our Basketball, Badminton and Volleyball teams. It is used for practices nightly and for all home games. Seating capacity is 500 (expandable to 950 if needed).

Seaway Park 1 & 3

Seaway Park is located ½ km west of the College on Riverside Drive. These two full sized multi-purpose fields are the home to the Cavalier outdoor teams - Football, Soccer and Rugby. With a 400m track surrounding Seaway 1, its versatility is appreciated by the Cavalier teams and the local community.

Fitness Centre

The newly renovated Fitness Centre is located on the 2nd floor of the D-Block and includes a Dance Studio, a cardiovascular training room and weight training room that has both free weights and machines. The centre is open to all students from 12:00 – 13:00 every day as well as 12:30 – 14:30 on Wednesdays. The Fitness Centre may open for additional hours based upon classes taught by the Physical Education department. For a complete schedule please consult the Athletics and Recreation website or bulletin boards at the beginning of each semester.

RSEQ & CCAA MEMBERSHIP

Champlain College Saint-Lambert is a proud member of both the Canadian Collegiate Athletic Association (CCAA) and the Réseau du sport étudiant du Québec (RSEQ). There are 65 colleges in the RSEQ and 95 Post Secondary Institutions in the CCAA across five (5) conferences. Both organizations are composed of representatives from each of its member institutions - staff from the various athletic departments. These members vote on the rules, structure and governance at their meetings which take place on a regular basis.

ELIGIBILITY & ACADEMIC ELIGIBILITY

Student-Athlete eligibility is regulated by both the RSEQ and the CCAA. In some instances, a college may decide to apply rules/policies that are more stringent than those of the RSEQ / CCAA.

OVERVIEW OF ELIGIBILITY RULES

To be eligible to play in the RSEQ, a Student-Athlete must:

- be born on or after January 1st, 1996;
 - **For Football ONLY: Born on or after October 1, 1997 and on or before September 30, 2001**
- have their status as an amateur athlete;
- play for no more than 4 years;
- have a High School Leaving certificate (DES);
- be registered as full time student (4 courses) or be considered a “Fin DEC” student (only applicable once in CEGEP career)

OVERVIEW OF ACADEMIC ELIGIBILITY RULES

For a Student-Athlete to be able to play and to remain eligible for the proceeding semester, they must:

- Pass a minimum of 3 courses or 5 units during the semester if attending for a full year.
- If a student-athlete participates and attends the college for only one semester, they must pass 4 courses or 7 units to remain eligible

To be eligible for the following year, a Student -Athlete must:

- pass a minimum of 8 courses during the academic year (this includes up to a maximum of 2 courses in the summer session) or they must pass a minimum of 14 units over the academic year.

For a Student-Athlete to regain their eligibility, they must pass 4 courses or 7 units in a subsequent semester.

An exception is made for 1st year CEGEP students ONLY: If the student-athlete is in their first semester and they pass less than 3 courses in their fall session, they must pass 4 courses in their subsequent session to regain their eligibility for the following year. **This is only for first year students!**

For a Student-Athlete to regain their eligibility, they must pass 4 courses or 7 units in a subsequent semester.

HOWEVER: Champlain College Saint-Lambert believes strongly in academic success and that all Student-Athletes should be able to pass four (4) courses a semester. As such, if a Student-Athlete only passes three (3) courses in the semester, while they may be eligible per the RSEQ, the college will not permit them to play the following semester without first meeting with the Coordinator of Athletics and their Academic Coach to discuss the best course of action. Only with their approval can the Student-Athlete continue playing the following semester.

CAVALIER ACADEMIC SUPPORT PROGRAM

The purpose of the Cavalier Academic Support Program (CASP) is to provide Champlain Cavalier student-athletes with a mechanism which will contribute to their opportunities for academic success. The program focuses on the importance of the student-athlete accepting responsibility for his or her academic success and taking advantage of the tools available within the college to do so. Each student athlete will be provided an Academic Coach for the duration of their academic year. Academic coaches are made up of faculty, staff and volunteers from the Champlain Community.

ROLE OF THE ACADEMIC COACH

The primary function of the academic coach is to act as a mentor for the student-athletes. The scheduled meetings provide the student-athletes with an opportunity to meet regularly with a member of the Champlain College community. Discussions will focus on academic progress and the identification of areas of academic concern and the recommending of potential solutions. At the same time, the academic coach will become well acquainted with the student-athletes and will have an opportunity to contribute to their personal development. The student-athletes are ultimately responsible for their success, but the advice, opinions, recommendations and referrals offered by the academic coach can be invaluable.

ACADEMIC COACHING PROCEDURES

First Semester Students

- First semester students required to meet academic coaches at least three times during semester if doing well. (Week 2, Week 10 or 11 – after MTA, and Week 15 – before finals).
- More meetings may be added depending upon the student's MTA and results that are coming in, or if the 1st-year student is determined to be "at risk" based upon their high school grades.
- All meeting dates and times will be conveyed to Scott O'Brien who will track each meeting.

- Each student is asked to print-up the LEA results and present them to their academic coach at their respective meetings.
- Each student will be required to have their academic coach initial or sign their Meeting Tracking Form after each meeting. This form is to be brought to Scott O'Brien, so he can properly log the meeting and confirm that it happened.

At Risk Students

- At risk is defined as:
 - any student who has been a "By-Law 8" in any previous semester (athlete or not)
 - any student who has not passed 2 or more classes in the previous semester
 - any student who has not attained at least a 70% average in the past semester
 - any student who has not attained an R-Score of at least 20
- At risk students will be required to meet academic coaches at least once every two weeks for the duration of the semester, with the first meeting happening within the first two weeks of class.
- Additional meetings may be set depending upon the student's MTA and results that are coming in.
- All meeting dates and times will be conveyed to Scott O'Brien who will track each meeting.
- Each student is asked to print-up the LEA results and present them to their academic coach at their respective meetings.
- Each student will be required to have their academic coach initial or sign their Meeting Tracking Form after each meeting. This form is to be brought to Scott O'Brien, so he can properly log the meeting and confirm that it happened.

ATHLETIC PROBATION

To participate in the Champlain intercollegiate program a student-athlete must meet the minimum requirements of the Cavalier Academic Support Program. This includes both the RSEQ eligibility rules as well as those of the Cavalier program. The CASP program provides assistance through academic coaches and the academic services of the college. Those student-athletes who choose not to accept the services offered to them, and who remain in an 'at-risk' position will have forfeited their right to participate as Cavalier student-athlete.

ATHLETIC THERAPY

Athletic Therapy is a profession which specializes in prevention, immediate care and reconditioning of musculoskeletal injuries of the physically active individual. This service is offered to all varsity athletes.

The Athletic Therapy Clinic is in room D-123 and is attached to the gymnasium. The following are some guidelines on how the clinic functions:

- Treatment sign-up sheets are located on the bulletin board next to the clinic. Athletes must sign up to be treated.
- Athletes should sign up at an appropriate time that will not interfere with their practice or class schedules. Athletes cannot miss practice because of a therapy session (injured individuals are still part of the team, and therefore should be present and actively listening to what is going on in practice).

- Missed appointments will not be tolerated. If you are late, you will not be treated.
- Proper attire must always be worn in the clinic (shorts, t-shirts, running shoes, etc...). Bags, coats and boots should be left in the athlete's locker.
- Respectful behaviour is expected from all athletes and staff. Swearing or derogative terms are not tolerated.

DRUG EDUCATION AND DOPING CONTROL

Each year, in order to compete, athletes have to complete a Student-Athlete Drug Education Seminar. As part of the drug testing protocol for the Canadian Center for Ethics in Sports (CCES), any athlete may be tested at any time.

Athletes testing positive for restricted or banned substances will be sanctioned and have their name released to the media. A list of banned and restricted substances and consequences of a positive test can be found at www.cces.ca.

Never assume that the medication you are prescribed is okay to take. Before taking any medication (prescribed, over-the-counter, off the shelf, herbal remedies, vitamins, etc...) check with either:

CCES website: www.cces.ca

CCES info line: 1-800-672-7775

OPERATION OF THE CAVALIERS PROGRAM

LEAGUES

Regular season for all Cavalier teams takes place within the RSEQ at the following levels of play:

- Division 3 League games take place at the regional level and a Regional Championship is held at the end of each season. Teams practice at least once per week.
- Division 2 Regional leagues with access to a Provincial Championship at the end of the season. Teams at this level practice at least twice a week. Teams at Champlain that compete at this level are Badminton and Volleyball. Cross-Country Running, although technically not Division 1 or 2 sport, does have a Provincial Championship. Football is a provincial league with 3 divisions – all leading to a provincial championship.
- Division 1 According to the RSEQ, the highest level in each sport (in sports with multiple levels). In most cases, Provincial leagues with access to a CCAA National Championship (the exceptions being). Division 1 sports with national championships are: Basketball, Soccer and Volleyball.

There are also CCAA national championships in sports such as Golf, Cross Country and Curling which are Open Championships.

There are meetings at the league level for each sport prior to and at the end of each season. It's at these meetings that specific league rules and each leagues schedule is developed. Meetings for provincial league sports (Basketball, Soccer and Football) occur usually 4-6 weeks after end of their respective seasons. All other sports have their league meetings in May.

EXHIBITION SCHEDULES

Exhibition competitions and tournaments (both at home and on the road) must be approved by the Coordinator of Athletics well in advance of the event. It is mandatory that adequate funding for each proposed event be available either in the team budget; in the team account; or covered by team fundraising. All expenses incurred for exhibition events are the sole responsibility of the team. Failure to pay for any outstanding expenses will result in the immediate termination of future trips/events. Funds raised and assigned to the team for the following year may be used to cover any outstanding expenses.

FUNDING & FEES

Champlain College Athletics is funded by a portion of the college's Activity Fee, sponsors, fundraising activities and a Student-Athlete Participation Fee. Each area of financial support is important to be able to continue to operate a program as encompassing as the Cavaliers' Program. The Student-Athlete Participation Fees are structured for each team based upon the requirements for each sport. These include:

- League fees and travel
- Game staff, coaches and officials
- Uniforms, team gear and equipment
- Association fees
- Promotions and printing
- Awards
- Facility rentals as required
- Athletic therapy fees

All student-athletes will receive a detailed breakdown of what their participation fees cover for the year once they are named to a team. Fees will be added to each student's OmniVox account and can be paid online, or on campus by cash, cheque, INTERAC or credit card.

All fees are required to be paid prior to a student-athlete competing for the College. Student-athletes requiring to make special arrangements must meet with the Athletics Coordinator prior to the fee due date.

FUNDRAISING

Each team is expected to provide funding for "extras" such as:

- Travel and expenses not covered by the budget
- Other clothing not covered by the Cavalier package
- Any other expenses that are not budgeted for (extra training, coaches, etc.)

All fundraising efforts must first be approved by the Coordinator of Athletics. Team fundraising accounts are controlled by the Athletics and Recreation department. A report of the team's account will be completed following the completion of each team's athletic season. The reports will include all revenue and expenses and the final balance.

It is mandatory for all teams/individuals wishing to order clothing, equipment, signage or any other item bearing the Champlain Saint-Lambert Cavaliers name or logo to receive approval from the Athletics Coordinator **BEFORE** the order is made.

UNIFORMS & EQUIPMENT

All uniforms, equipment and scrimmage gear are purchased through Athletics & Recreation and are the property of Champlain College Saint-Lambert. Uniforms are purchased by the Athletics department on a rotational basis.

Student-athletes who fail to return any uniforms or equipment in good condition on or after the agreed date will automatically have their OmniVox accounts frozen until the property is either returned in satisfactory condition or paid for.

Please keep in mind that uniforms and equipment are very expensive; treat them with respect.

Uniforms will be distributed on a per game basis and collected after every game / event. Washing and maintenance will be done by the staff at the college. Please do not wash or take you uniforms home after your games. Make sure they are brought in to be cleaned and cared for!

EQUIPMENT - USE & RESPECT

- Always ensure that all practice equipment and balls are returned after your session. This includes raising all basketball nets.
- Please ensure that practices are done 5 minutes prior to the next group so that the gym can be cleaned up.
- Leave the facilities in better condition than when you got it.
- Never sit on basketballs or volleyballs.
- Never climb on the closed bleachers.
- Never walk behind the open bleachers.
- Never kick, throw or treat any equipment, property or supplies roughly.
- Never hang on basketball rims.

SEASON START-UP

Due to teams starting up and being made at different points during the first 3 weeks of class, each sport will have specific meeting times once their teams are made and prior to the start of their seasons to take care of the following:

- Payment of Student-Athlete Fees.
- Signing of RSEQ Formulaire d'Engagement.
- Completion of Student-Athlete Profile Form and Medical Form.
- Review of CCES Anti-Doping Policy.
- Review of Cavalier Blue Book (this document!).
- Distribution of player clothing pack.
- Individual student-athlete head shots.
- Team photo in uniform.

Date and times will be confirmed by late August.

TRAVEL POLICY

The objectives of these policies are to ensure the safety and benefit of all. Please be reminded that, as ambassadors of the College, you are representing Champlain Saint-Lambert and the entire Cavaliers athletic program.

- a) Athletics & Recreation will establish and provide transportation and accommodation arrangements for all intercollegiate athletic trips associated with RSEQ and CCAA league competitions. Team members will travel as a group to and from all competitions and are expected to stay with the team at the accommodation provided. Alternate arrangements must be approved in advance Coordinator of Athletics & Recreation.
- b) All travel to and from exhibition events must be approved by the Coordinator of Athletics & Recreation. It is mandatory that adequate funding for each proposed trip be available (i.e. in the team budget, in the team account or covered by team fundraising) before any arrangements are made. All expenses incurred for exhibition events are the sole responsibility of the team. Failure to pay for any outstanding expenses will result in the immediate termination of future trips/events. Funds raised and assigned to the team for the following year may be used to cover any outstanding expenses.
- c) Only authorized travelers, as identified by Athletics & Recreation, may travel with the team. Injured or academically ineligible players are not usually permitted to travel with the team unless the Head Coach verifies that the student-athlete will be responsible for specific duty while on the trip and the Coordinator of Athletics & Recreation gives his approval.
- d) Athletic representatives participating in an activity or event NOT related to a Champlain College Saint-Lambert sponsored activity while on an out of town road trip do so at their own risk. Champlain College Saint-Lambert, its officers, employees and agents shall not be liable for any injury, loss or damage suffered by individuals participating in such activities.
- e) All authorized travelers are expected to be at the place of departure at the designated time. The transport vehicle will leave at that time. Those who arrive late will find themselves left behind.
- f) The Cavaliers intercollegiate athletics program exercises **ZERO TOLERANCE** on the subject of student-athletes consuming alcohol and/or illegal drugs on any trips. At the Head Coach's discretion, student-athletes of legal age may be permitted to consume alcohol at a **Provincial or National Championship** wind-up social, keeping in mind that they are to act responsibly.
- g) All student-athletes will be in their assigned rooms between the hours of midnight and 6:00 am of each day that they are representing Champlain College Saint-Lambert. No other persons, other than those registered to that room, are allowed in the rooms during those hours.
- h) Staff members (including coaches & athletic therapists) will be assigned their own rooms and they may be required to share a room with another staff member. Staff members will not share a room with any student-athlete or student.
- i) Any meeting in hotel rooms should be held with the door open or ajar, and with more than one coach present. If the meeting involves female student-athletes, a female staff member should also be present.
- j) Athletic representatives are responsible for leaving rental vehicles (vans, buses, etc.) and hotel rooms in a neat and undamaged state. No items are to be removed from the rental vehicles or hotel rooms other than those

brought. Any damage or loss (to vehicles, hotel rooms or any property) caused by Champlain College Saint-Lambert athletic representatives or their guests will require full repayment by the individuals responsible and may result in suspension or expulsion from the Cavaliers intercollegiate athletics program and/or further repercussions under Champlain College Saint-Lambert's Code for Student Conduct.

- k) Student-Athletes are provided with a travel per diem for all provincial and championship travel. Student-athletes are responsible for their own spending money and any room charges other than accommodation.
- l) As representatives of Champlain College Saint-Lambert, student-athletes must consider their conduct and apparel as significant at all times, but especially so on road trips. They are expected to be well groomed and to dress and conduct themselves in an appropriate manner at all times.

ANY BEHAVIOR IN CONTRAVENTION OF THIS POLICY WILL RESULT IN SUSPENSION FROM THE CHARGERS ATHLETICS PROGRAM FOR THE REMAINDER OF THE YEAR.

CAVALIER INTERCOLLEGIATE AWARDS

Every April, the Cavaliers hold their Annual Awards Banquet. Team and individual awards are handed out, recognizing the past year's performances in competition and in the classroom.

INDIVIDUAL AWARDS

- **Most Improved Athlete:** Given to the student-athlete who has shown and demonstrated an improvement in their play and growth during the season.
- **Leadership Award:** Presented to a student-athlete who best exemplifies the principles and ideas of sportsmanship and leadership in and out of competition.
- **Most Valuable Athlete:** Presented to the student-athlete who made an outstanding contribution to their specific team.
- **Unsung Hero Award:** Presented to the student-athlete who's made a substantial, yet unrecognized contribution to the team.

ACADEMIC AWARDS

- **RSEQ Scholar Athlete:** 80%+ average over Winter 2018 and Fall 2018
- **Graduating Cavaliers:** Student-Athletes with 80%+ average over their playing career.
- **Academic Excellence:** Presented to the student-athlete with the highest Cote-R on their team.

OVERALL AWARDS

- **Athletic Shield:** Presented to an individual, team or group in appreciation & recognition of their outstanding contribution to the Champlain Cavaliers Athletic Program.
- **Female Athlete of the Year:** Presented to the female athlete across all sports who made the greatest contribution to their team over the past season.
- **Male Athlete of the Year:** Presented to the male athlete across all sports who made the greatest contribution to their team over the past season.
- **Graduating Cavalier with Highest Academic Standing:** Presented to the graduating Cavalier across all sports who has the highest academic standing over their playing career.

In addition to these awards, there are several other bursaries and awards that student-athletes may be eligible for. Check out the monitors around the college or stop by the Athletics Office to see if any opportunities are available!

CAMPUS RESOURCES

Champlain has many on-campus resources that are there for you if you need assistance. Some of our resources are:

ACADEMIC ADVISING (LOCATED IN F-103)

Academic Advisors are the number one resource people for students seeking assistance with anything related to Program progression, course selection, academic performance, and university and scholarship applications.

CAREER & PERSONAL COUNSELING (LOCATED IN STUDENT SERVICES)

Our counselors are available throughout the academic year to help you with:

- Study skills: time management, motivation, procrastination, note taking, preparing for tests, etc.
- Personal concerns: anything at all, such as stress management, changes in friendship patterns, family conflict, anxiety, love relationships, depression, self-confidence, etc. (not limited to items on this list)
- Career counseling: career options, aptitude tests, goal-setting, etc.

FINANCIAL ASSISTANCE (LOCATED IN F-123)

All full-time students who are Canadian citizens and residents of Quebec are eligible to apply for financial assistance. Depending on entry classification, permanent residents may also be eligible.

Applications for financial assistance are made online. You can contact the Financial Aid Officer at 450-672-7360 Ext. 249 if you need help filling out the form. Applications typically require 4-6 weeks to process. It is strongly recommended to apply for aid at least 8 weeks prior to school commencing. You may apply at any time during your studies and receive aid for all the months in which you were enrolled.

Students experiencing financial emergencies should contact Student Services to explore the possibility of receiving a short-term student loan.

For more information, please call the Financial Aid Officer, Dave Persons at 450-672-7360 ext. 248.

LEARNING CENTER (LOCATED IN B-301)

Located on the second floor of the Library in room B-301, the Learning Centre aims to enhance students' success by providing extended access to technological and educational support services. You can visit the Learning Centre to study with a tutor, to work on a computer, or to pick up a handout on study skills.

Tutoring Services

Peer tutors are available free of charge in just about every subject. Our peer tutors take a course called "To Teach Is to Learn" which focuses on tutoring skills and techniques. All requests for help are carefully evaluated. If a tutor is not currently available, we will try to find a new tutor, or we will direct you to alternative sources of help.

Peer tutors work with students on general academic strategies (note taking, exam prep, text analysis, time management) and help students identify with their personal learning styles. According to the College's internal statistics, peer tutors help over 90% of the students they were working with finish their courses with grades at or higher than they

expected without tutoring. Also, nearly 100% of the students tutored report feeling that tutoring helped them to become more independent learners.

If you require tutoring services, just drop by the Learning Centre to make an appointment for assessment.

HOUSING REGISTRY (LOCATED IN STUDENT SERVICES)

Student Services maintains a Housing Registry that will assist you in locating apartments and rooms near the College. For a listing of what's available check out the online Housing Registry. Also, be sure to check out the local newspaper, Le Courrier du Sud, which has an extensive listing of available lodgings.

The facilities in the Registry are not inspected by the College. Therefore, before signing a lease, you should consider this important information.

For more information about housing, please call Student Services at 450-672-7360 ext. 355.

LIBRARY & MEDIA CENTER

The Library has plenty of space for quiet study as well as group work. It is open Monday to Thursday from 7:30 a.m. to 5:30 p.m. and Friday from 7:30 a.m. to 4:30 p.m.

Training in “information literacy” begins with a Library orientation for all students as part of their first Humanities course. In addition, a variety of workshops are offered that are tailored to the needs of courses or to introduce new technologies and services. Individualized help from the Library staff is also readily available.

The Library’s collection consists of over 80,000 titles (books, periodicals, government publications and videos/DVDs). Over 50 computers are available for students and wireless connectivity is available throughout the Library. The Library webpage links students to a wide range of services including the online catalogue, the Ask a Librarian service, online periodical databases, research tools, style guides and instructional videos. The Media Centre provides students with laptops, projectors, CD players and cassette recorders for in-class use.

For more information, please call the Library at 450-672-7360 ext. 221.

RSEQ COACH'S CODE OF ETHICS

As a coach and a member of the RSEQ, my behavior has a major impact on my college, my sport, my team, my opponents, my supporters and myself. As a Coach, I understand and will adhere to the following principles:

RESPECT / FAIR PLAY / INTEGRITY / RESPONSABILITY / PERSONAL CONDUCT

RESPECT IS:

- Treating each student-athlete with respect and fairness in the context of sports activities, regardless of gender, race, country of origin, socio-economic status or any other condition.
- Acting in the best interest of the student- athlete in terms of their total development.
- Considering the development of the individual over the development of the sport.
- Focusing on the academic success of the student-athlete in your pursuit of athletic goals.
- Making informed decisions about participation when an athlete is injured or in other situations where their involvement could affect their development.
- Being aware of the pressure constantly on athletes (sports, school, family ...)

FAIR PLAY IS:

- Knowing and abiding by the all rules (written and unwritten) in your sport.
- Respect all officials' decisions without ever questioning their integrity.
- Knowing that victory and defeat are a consequence of the game and the fun.
- Respecting athletes, coaches and fans of other teams as you would want your team to be treated.
- Recognizing the worthy performance of your opponent when defeated.
- Accepting victory with humility and without embarrassing your opponent.
- Complying with all rules regarding recruiting and tampering.

INTEGRITY IS:

- To be honest with student-athletes, staff members and other members of your profession.
- To honor your written and verbal commitments with the student-athletes and the institution.
- Refusing to win by illegal means or by cheating.
- Avoiding misrepresent your skill level as a coach.
- Encouraging your student-athletes to develop and maintain honesty in their dealings with others.

RESPONSIBILITY IS:

- Contributing to the advancement of the profession by sharing knowledge and experience with colleagues and students.
- Demonstrating courtesy, honesty and respect for colleagues, other programs, teams and colleges.
- Ensuring that equipment and sports facilities respect the level of development of the student-athletes and safety standards are met.
- Informing athletes of the dangers inherent in the sport.
- Informing athletes of the dangers inherent in the consumption of alcoholic beverages, smoking or drugs (recreational and performance enhancing).

PERSONAL CONDUCT IS:

- Using precise language without insulting or vulgar expression.

- Being aware of the power held by a coach and what affect it has upon the physical and emotional well-being of the student-athletes.
- Conveying the importance of physical fitness by encouraging athletes to be physically fit throughout the year.
- Projecting an image that reflects the positive values of sport and the college.

CAVALIERS CODE OF ETHICS

As a student-athlete, I understand that it is a privilege to participate as a student-athlete at Champlain College Saint-Lambert. I realize that I must conduct myself in manner that exhibits honor and respect towards the Champlain Cavaliers, my team and my sport both on and off of campus as well as in all other public areas, including the internet. It is my responsibility to:

- Place academic achievement and integrity as the highest priority,
- Show respect for teammates, opponents, officials and coaches,
- Show respect for the college, sport, leagues and governing organizations,
- Promote fair play, sportsmanship, and proper conduct both on and off the playing field,
- Refrain from the use of profanity as well as vulgar and offensive language and gestures, on the field of competition and in day-to-day college activities
- Adhere to established rules and standards of behavior for the sport being played,
- Refrain from the use of alcohol and tobacco while participating in all college sanctioned events and activities,
- Refrain from the use of all illegal and non-prescription drugs, anabolic steroids or any substances that may improve your performance and are deemed illegal by the Canadian Centre for Ethic in Sport,
- Respect the Champlain College Student Code of Conduct as well as all, municipal, provincial and federal laws,
- Inform the Coordinator of Athletics if, for some reason, I have violated any rules of the Cavalier Code of Ethics.

IMPORTANT WEBSITES

LEAGUE WEBSITES

Réseau du sport étudiant du Québec (RSEQ) www.rseq.ca
 Canadian Collegiate Athletic Association (CCAA) www.ccaa.ca

CHAMPLAIN COLLEGE SAINT-LAMBERT WEBSITES

Champlain College Saint-Lambert..... www.champlainonline.com
 Academic Calendar www.champlainonline.com/student-zone/academic-calendar
 Financial Aid..... www.champlainonline.com/student-zone/student-services/financial-aid
 Student Services..... www.champlainonline.com/student-zone/student-services
 Champlain Regional College..... www.champlaincollege.qc.ca
 Champlain WebMail..... login.microsoftonline.com
 Student OmniVox..... champlaincollege-st-lambert.omnivox.ca

CAVALIER WEBSITES

Cavaliers Website.....	www.champlaincavaliers.com
Cavaliers Picture Galleries.....	www.champlainphotos.com/cavaliers
Cavaliers Facebook Page.....	www.facebook.com/champlain.cavaliers
Cavaliers Twitter Feed.....	www.twitter.com/champlain_cavs