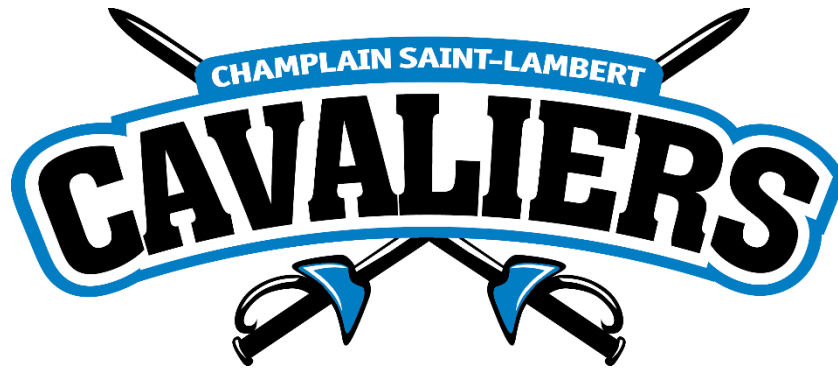


Champlain Saint-Lambert Cavaliers Student-Athlete Handbook



RESPECT • DEDICATION • EXCELLENCE

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WELCOME FROM THE CAMPUS DIRECTOR

Thank you for deciding to attend Champlain and for what you bring to the College!

I have said it time and again, “There are no finer ambassadors for Champlain than our student-athletes.” Because of your talent and visibility, you stand out and people notice you. The Cavaliers who have gone before you have left a legacy of excellence not only in their sports but in how they act in all settings – be it the community, the classroom or anywhere else. I am confident that you will build upon that tradition.

As you are aware, we consistently and intentionally refer to you as student-athletes. We all have seen cases where success in a sport took over that the institution and the individual forgot that the prime reason for attending college is to get an education – ideally one which will equip you for success in future life. At Champlain, we never want this to happen. As much as I love winning, especially when it is a Champlain victory, your success in school and subsequently in life is far more important. There are more than a few Cavalier graduates who can attest to the fact that the first question I ask them when we meet is how their studies are going and often, I am delighted to hear that they are doing well. What you learn in your sport, the self-discipline, the motivation, the need to overcome challenges and struggles, to name a few, can all be used in the classroom to produce success and I invite you to do so.

I hope that you will have a wonderful year and a great career at Champlain. Please remember that you will always be a part of the Cavalier family.

Don Shewan

Campus Director
Champlain College Saint-Lambert

WELCOME TO CHAMPLAIN ATHLETICS

Congratulations on becoming a member of the Champlain College Saint-Lambert Cavaliers!

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.

Playing for the Cavaliers is a privilege that comes from a great tradition of success over the past 45 years. The Cavaliers compete in the Canadian Collegiate Athletic Association (CCAA) and the Réseau du sport étudiant du Québec (RSEQ). Champlain College Saint-Lambert first fielded teams in 1974 with games being played at local South Shore high schools. The College fielded teams in basketball, soccer, rugby and field hockey and they wore green and gold uniforms. Presently, the Cavaliers field teams in Badminton, Men's & Women's Basketball, Cross Country Running, Women's Flag-Football, Football, Men's & Women's Soccer and Men's & Women's Volleyball - with over 210 student-athletes participating.

Over the years, the college has won 34 Regional Championships, 16 Provincial Championships and 17 medals at national championships including a 2018 National Championship in Women's Soccer. Our student-athletes have gone on to play at Canadian universities (USports), American universities (NCAA) and at the professional and national team levels, while others end their days of competition as a Cavalier. The common attribute amongst all these student-athletes has always been their quest for excellence in both the classroom and in sports.

To help you succeed, both in academics and athletics, the Athletics and Recreation department has developed the Champlain Cavaliers Student-Athlete Handbook. This "Blue Book" contains useful information about the Cavalier Program, eligibility, student-athlete policies and procedures and student support services available at Champlain Saint-Lambert. Further information about the RSEQ and CCAA can be found on their respective web sites (www.rseq.ca and www.ccaa.ca). Please take time to review and become familiar with the information contained in this guide.

We hope your experience at Champlain Saint-Lambert will be positive, enjoyable and rewarding 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 514-672-7360 x3359.

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

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.

CONDUCT & BEHAVIOUR

As a Champlain Cavalier, each student-athlete is expected to adhere to behaviour that positively represents the Cavaliers' program and Champlain College Saint-Lambert. You are the representatives of the Cavaliers program, and as such, are amongst the most visible students on campus and in the community.

While participation on a varsity team creates a unique opportunity to be a role model, mentor and spokesperson, it also brings with it significant responsibilities. What you do can and will be subject to scrutiny and public knowledge. As a Cavalier, you are expected to be a positive role model and an ambassador of the program, your team and the College by demonstrating the pursuit of ethical sport, fair play, honesty, integrity and respect for others always.

As a Cavalier you are expected to abide by all college policies, intercollegiate program policies, team rules and policies and procedures of the Réseau du sport étudiant du Québec (RSEQ) and the Canadian Collegiate Athletic Association (CCAA).

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.

EXPECTATIONS

All athletic representatives of Champlain College Saint-Lambert have a commitment to their fellow student-athletes, coaches and the College. As a member of the Cavaliers athletics program, you are expected to:

- Make academics and academic success a top priority;
- Take ownership of your actions and behaviours;
- Be respectful towards all students, student-athletes, teammates, coaches, officials, staff and any opponents;
- Listen and do what your coaches ask;
- Be smart when using social media. Refrain from posting or contributing material to any social networking media that negatively reflects upon the student-athlete, the team, the Cavaliers program or the College;
- Treat everyone with respect regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs or socio-economic status;
- Be a positive influencer. Refrain from exhibiting negative behavior (i.e. swearing, being disrespectful towards others, throwing temper tantrums, showing off, fighting, etc.);
- Be proactive and personally, contact your instructors at the beginning of each semester to inform them when classes may be missed due to approved intercollegiate athletics travel;
- Immediately notify coaches, Head Athletic Therapist and the Coordinator of Athletics of any injuries;
- Use the facilities and equipment owned and leased by the College with proper care and responsibility;
- Be considerate and courteous to facility hosts when on the road and ensure that the bench area and the change rooms are left in a neat and undamaged condition;
- Be healthy and discourage the use of tobacco, alcohol and drugs – both legal and illegal;
- Be a role model, mentor and spokesperson!

DEFINITION OF HARASSMENT

Harassment takes many forms but can generally be defined as behaviour including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups or individuals or which creates an uncomfortable environment.

Harassment may include:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.;

- vandalism;
- physical assault.

Student-athletes will not initiate, engage in or encourage harassment or discrimination, including sexual harassment, and are subject to sanctions if they do not abide by the university's harassment and discrimination policy.

HAZING & INITIATIONS

Hazing or team initiations in any form by any student in the process of joining a team poses a serious threat to the health and safety of our students and will not be tolerated. As such, the College has a zero-tolerance policy on hazing and team initiations.

Hazing is any act, whether physical, mental, emotional or psychological, which subjects another person voluntarily or involuntarily to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate him/her, or which may in any fashion compromise his/her inherent dignity as a person.

Any cases of hazing will be handled as violations of the College's Institutional Code for Student Conduct (Section. 6.5.1), in addition to any potential legal action that may be taken by the individuals involved.

TEAM BUILDING VS HAZING (AS DEFINED BY NCAA POLICY ON HAZING)

Hazing

- humiliates and degrades
- tears down individuals
- creates division
- creates lifelong nightmares
- is shameful and secretive
- is a power trip

Team Building

- promotes respect and dignity
- supports and empowers
- creates real teamwork
- creates lifelong memories
- creates pride and integrity
- is a shared positive experience!

SOCIAL MEDIA

Student-athletes are in the public eye not only on the court or field, but on social media as well - you are the "face" of the Champlain Saint-Lambert Cavaliers program. While we encourage you to help promote the program through participation in community events and social networking activities, there are many pitfalls that you need to be aware of.

Although your accounts are personal, everything posted on them is subject to scrutiny from the public, media and others. As a student-athlete, you always represent the Cavaliers, even when you aren't on campus or competing.

FOUR THINGS TO KEEP IN MIND ABOUT SOCIAL MEDIA (DAVID PETROFF – EDGEWOOD COLLEGE)

- **It's a tool, not a toy.** If used effectively, social media can be an asset to help a student-athlete's individual brand, their community, their team and the school they represent.
- **Nothing is truly private... ever.** There are two types of social media users: Those who realize they are functioning in public and those who don't. While you can delete a tweet or a Facebook profile if need be, many don't realize that the content posted on the internet can last forever. Content can be captured in screenshots or saved by other users. Always keep in mind that tweets, Facebook statuses, or Instagram photos could end up being viewed by thousands of people.

- **If you retweet it (or share it), you own it.** Yes, this even applies to people who put that cliche saying, "RTs do not equal endorsements," on their Twitter profile. That phrase is basically worthless. This is something with which younger student-athletes struggle. They retweet a trash-talking tweet from a friend and all-of-a-sudden they can be caught in the middle of an ugly conversation over the internet.
- **Personal branding:** Every tweet reflects who you are. How are you choosing to represent yourself? Are you sending the right message about yourself to the public? Coaches, college admissions officers and employers all use social media to learn more about candidates. What does your social media portfolio say about you?

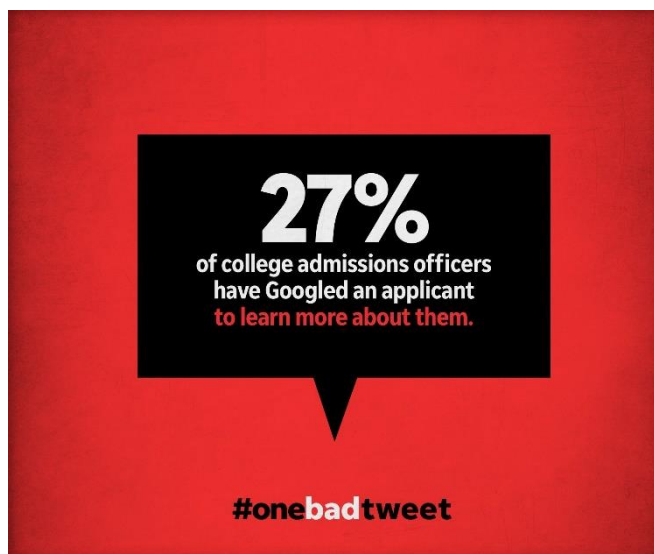
QUICK SOCIAL MEDIA DOS & DON'TS

- Do: Praise teammates and team efforts.
- Don't: Bash opposing teams or individual players.
- Do: Thank fans for their support.
- Don't: Swear or misspell words.
- Do: Realize you are a role model for many at your school.
- Don't: Harass others or mention race, religion, sexual orientation or physical conditions.
- Do: Know that if you retweet or share something, you own it!

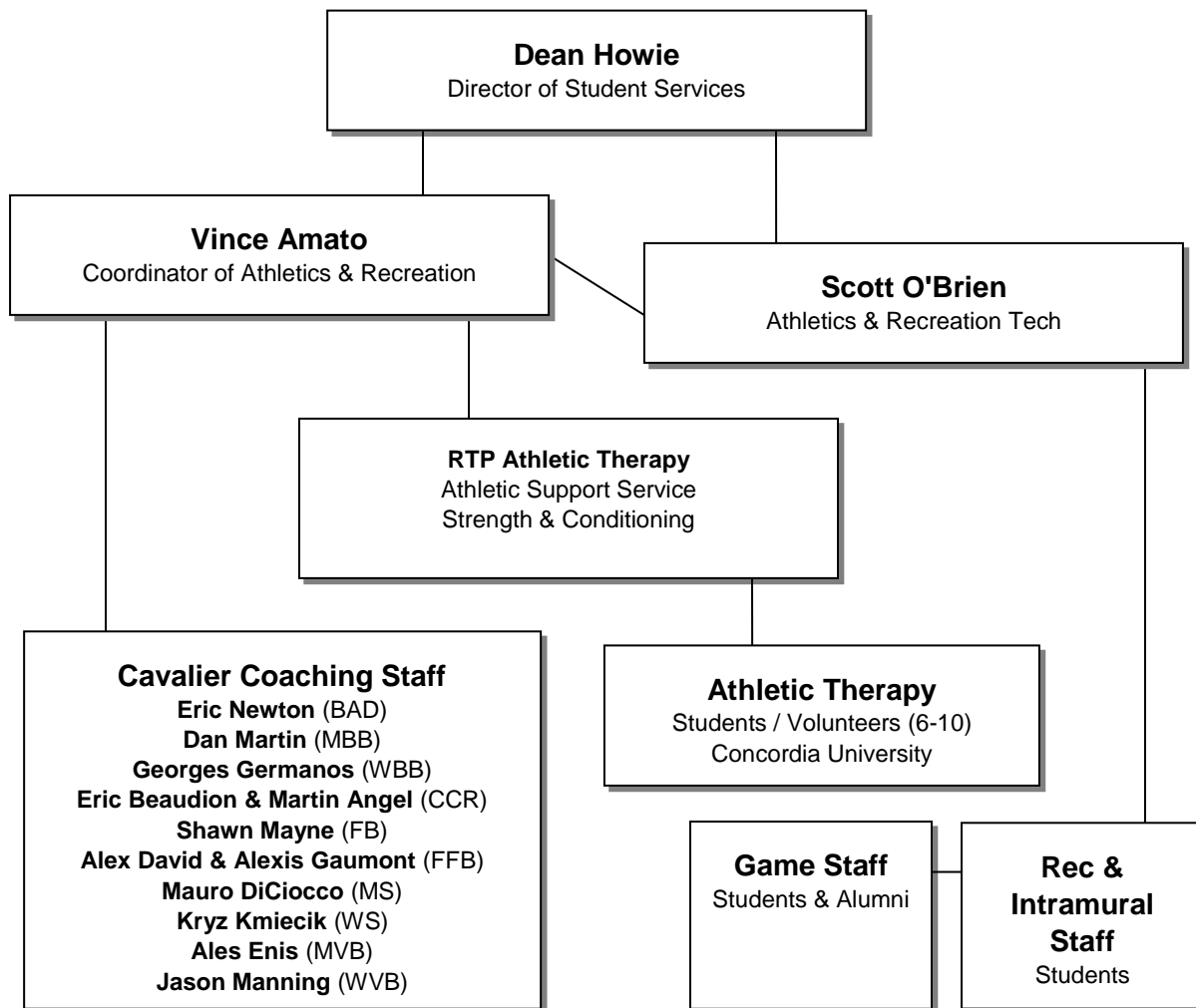
Join the Cavaliers on Facebook and Twitter and help us grow the popularity of the program within the community at large. Respond to posts on the Cavalier page where we'll provide you with the opportunity to comment on your games and training, view game-day videos and photos and mingle/chat with other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

The Cavaliers can be found online 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: <https://www.flickr.com/photos/champlain-stlambert/collections/> (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 x3359	vamato@crcmail.net
Scott O'Brien	Athletics Assistant	F-130	450-672-7360 x3274	sobrien@crcmail.net
RTP Therapy	Athletic Therapists	D-123	450-672-7360 x3225	v.robinson@rtpperformance.ca

HEAD COACHES

Name	Title	Level	E-Mail
David Luong	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
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 New Fitness Centre is located on the 1st Floor of the F-Block and will be a state-of -the-art facility. It will incorporate components of high-performance training equipment for our student-athletes while also providing the opportunity for more casual users to take advantage of all it has to offer. Funded through the Champlain Student Association, the centre is expected to be in operation by mid-October. Opening hours will be finalized as we get nearer to its finishing date, but the expectation is that It will be open to all students from 8:00 AM – 6:00 PM daily.

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 six (6) 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. Academic results are submitted to the RSEQ at the end of every semester to verify academic eligibility. 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, 1998*;
 - **For Football ONLY: Born on or after October 1, 2000 and on or before September 30, 2004**
- 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)

*Due to the COVID-19 Pandemic, an exception is in place for the 2021-22 season to allow those born in 1998 to compete.

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.

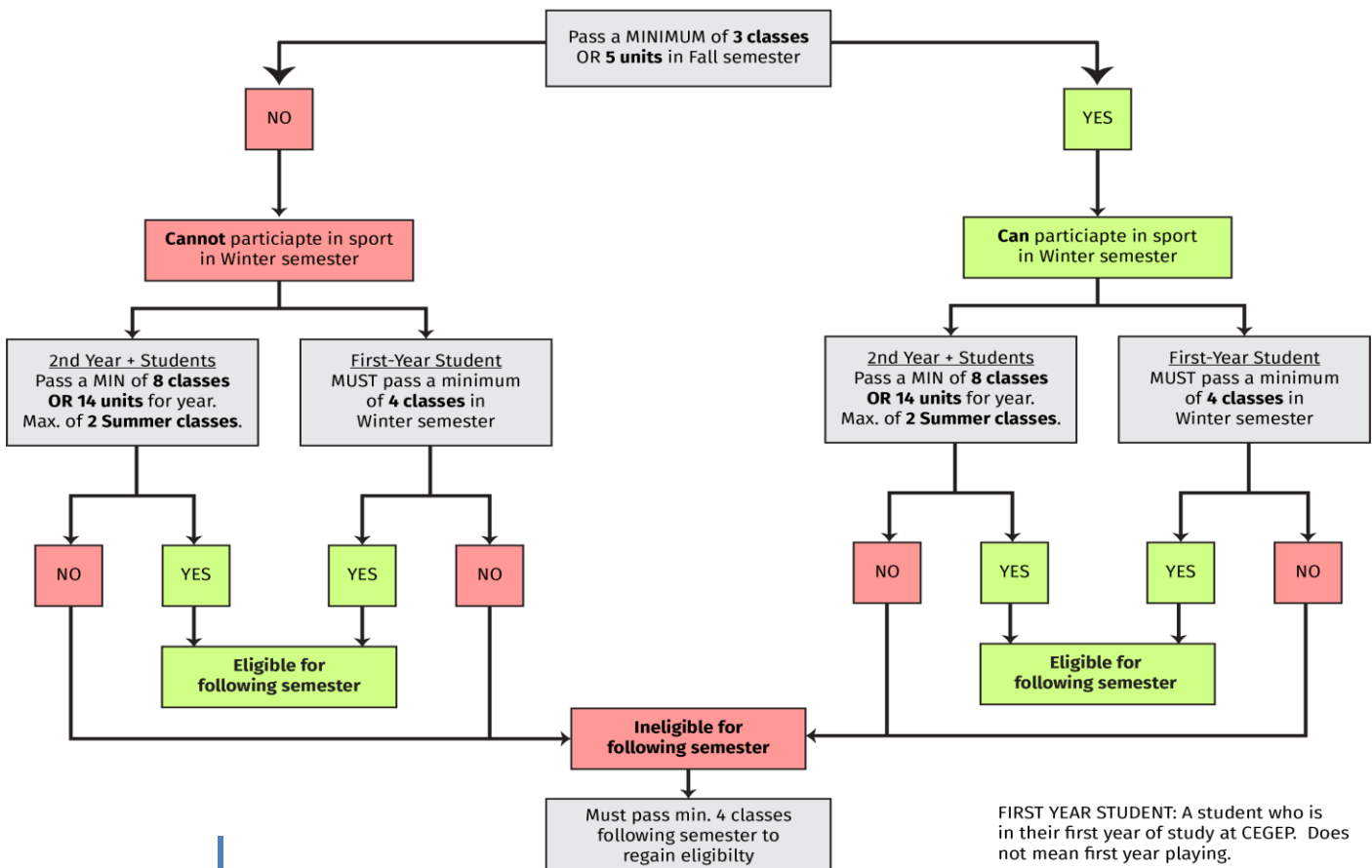
For a Student-Athlete to regain their eligibility, they must pass 4 courses or 7 units in a subsequent semester.

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.

**Full-Year Student
(Registered in Fall & Winter semesters)**



FIRST YEAR STUDENT: A student who is in their first year of study at CEGEP. Does not mean first year playing.

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 3 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 helps 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 must 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. Badminton and Flag-Football fall into this section.
- 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 the Volleyball teams. 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 Highest competitive level in each sport (in sports with multiple levels). In most cases, Provincial leagues with access to a CCAA National Championship. Division 1 sports with national championships are: Basketball, Soccer and Volleyball.

There are also CCAA national championships in 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 required to do fundraising that will be used to offset the operating costs of each team. Coaches will be told what the goals are for each team and each team will be responsible for bringing in the required money. Additional funds brought in over the required amount will be placed in each team's fundraising account and could be used for items like:

- 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.

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 – every 4 or 5 years (subject to change).

Student-athletes who fail to return any uniforms or equipment in good condition on or after the agreed date will automatically have the cost of a replacement uniform billed to their OmniVox accounts.

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 your uniforms home after your games. Make sure they are brought in to be cleaned and cared for!

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.

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.

Dates 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.

- 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.
- 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.
- 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.

- 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.
- 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.
- The Cavaliers intercollegiate athletics program exercises **ZERO TOLERANCE** about student-athletes consuming alcohol, legal drugs 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.
- 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. Coaches have the discretion of setting a stricter curfew which will take precedence. No other persons, other than those registered to that room, are allowed in the rooms during those hours.
- 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.
- 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.
- As representatives of Champlain College Saint-Lambert, student-athletes must always consider their conduct and apparel as significant, but especially so on road trips. They are expected to be well groomed and to always dress and conduct themselves in an appropriate manner.

ANY BEHAVIOR IN CONTRAVENTION OF THIS POLICY MAY RESULT IN DISCIPLINARY ACTION FROM THE ATHLETICS PROGRAM AS WELL AS POSSIBLE DISCIPLINARY ACTION FOR ANY VIOLATIONS OF THE STUDENT CODE OF CONDUCT.

CAMPUS RECREATION

OPEN GYMS

The Gym is open to all student and staff for drop-in activities as per a schedule established every semester. Proper gym attire is required, and equipment may be borrowed from the gym attendant.

INTRAMURALS

Intramural activities are planned and organized by the Champlain Sports Council. This group is open to all students and meetings take place on a weekly basis. Intramural sports take place in the form of leagues (games take place over 3 – 4

weeks) and tournament format (games take place over multiple weeks). In the past, Intramural sports have included flag football, ultimate Frisbee, table tennis, dodge ball, basketball, badminton, volleyball, soccer, softball and floor hockey.

Champlain College also participates in the McGill Intramural Festival every year in March. This multisport intramural event regroups the 6 English language colleges in a full night of fun and sports.

SPECIAL EVENTS

The Recreation & Athletics Office offers a list of special events that include movie nights, ski trips, sporting event excursions as well as competition in non-traditional sports both on and off campus. Once again please consult the schedule on the web for a list of all activities.

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 2019 and Fall 2019
- **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!

GET INVOLVED AND MAKE THE MOST OF YOUR TIME!

Did you know that by getting involved and keeping busy with events and activities on campus that you're more likely to finish school and graduate with your CEGEP DEC? Now's the time to get involved and have fun while you're in college! Here's a list of some of the activities that Student Services offers at Champlain Saint-Lambert that you can get involved with:

- Cavaliers Sports Council
- Cavaliers in the Community
- Champlain Student Association
- Game and Event Staff
- Clubs on Campus

Stop by Student Services or the Athletics and Recreation office to get more info and get involved!

RECOGNITION OF INVOLVEMENT

All student-athletes who participate on Cavalier teams are entitled to have their efforts and time recognized by having it permanently added to their CEGEP transcripts. Teams need to determine their group goals for the year and review how they were achieved and how they've grown or developed over the season. Student-athletes be strongly encouraged to establish their personal goals prior to each season.

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.

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 on and off 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.