

Manhattan College Strength and Conditioning



Policies and Procedures Manual

MC Strength & Conditioning Policies and Procedures Manual

This manual will be reviewed and edited continuously as needed. Each member of Jasper Athletics will receive an updated copy and be expected to comply with all expectations and standards.

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I. Mission Statement

Manhattan College Strength and Conditioning department operates under a global scope, incorporating principles of strength, power, speed, recovery, and mental & physical discipline. Each student-athlete requires different needs in order to be successful and injury-free in reaching their highest potential in his/her sport. The scope of practice will also fall in line with the mission of Manhattan College as a Lasallian institution. Education, the foundation for Saint John the Baptist De Lasalle, will be the daily focus for student-athletes, coaches, staff and administrators. Increasing an understanding on why our methodologies are being implemented will be critical to optimize performance and serve the overall welfare of the student-athletes.

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II. Goals and Objectives

- a. Increase the efficacy of basic human movement patterns.
- b. Continually progress strength, energy system development, rate of force development, and speed.
- c. Reduce the risk of injury.
- d. Proceed with the department's objectives in line with the College's Lasallian values including developing a foundation of education and understanding in everything that we do and ask of our student-athletes.

III. Injury or Medical Emergency

Alumni Hall Strength and Conditioning Room

Emergency Communication: There are available fixed and mobile phones throughout the facility including near the entrance of the Strength and Conditioning Room and Draddy Gym, the athletic training room and administrative offices of the athletic department.

Emergency Equipment: Emergency equipment is located in the Athletic Training Room. This includes: AED, Trauma Kit, Splint Kit, Spine Board, Oxygen, and Manual Suction Unit. Basic First Aid supplies are readily available in the Athletic Training Room as well as Student Health Services located next to the Athletic Training Room. An alarm box with an AED unit is located near the front entrance to Draddy Gym in between the men's and women's restrooms.

Role of First Responder:

- Alert Certified Athletic Trainer in gym or in the athletic training room in person, by cell phone, or by the nearest landline phone (718-862-7226) as soon as injury occurs. If a Certified Athletic Trainer is not available, contact Campus Security (718-862-7333)
- If the injury is life threatening or requires activation of EMS (Emergency Medical Services) – dial 911 immediately and activate EMS.
- When calling emergency medical services (EMS), the following information needs to be provided:
 - a. Name of caller
 - b. Location and telephone number of caller (and location of emergency if different).
 - c. Nature of emergency (drowning, cardiac arrest, severe bleeding, unconsciousness).
 - d. Required assistance (ambulance, fire, police).
 - e. Name age, and allergies of the injured individual.
 - f. Suggested approach route, including entrance to Alumni Hall (i.e., front doors at the entrance to the Draddy Gym parking lot, down ramp immediately to the right of the entrance to the first floor of Alumni Hall).
 - g. Location where emergency personnel will be met and method or description by which they will recognize the individual who will meet them when they arrive.
 - h. The caller should ask if any further information is required and should NOT HANG UP until emergency operator does so first.

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i. Once EMS has been activated contact campus security (718-862-7333), and notify the guard on duty of the emergency situation. Inform the guard of the location and nature of the emergency and ask them to meet EMS personnel upon arrival to campus and escort them to the location of the emergency.

- If no Athletic Trainer is available, and Campus Security has not arrived, proceed with First Aid / CPR/ AED by certified personal.
- Do not move any athlete with a suspected spinal injury.
- Check ABC's (Airway-Breathing-Circulation)
- Begin Rescue Breathing, if necessary (Pulse/No Breathing)
- Begin CPR, if necessary (No Pulse/No Breathing)
- Begin AED, if necessary and available (No Pulse/No Breathing)
- Stay with athlete and monitor signs and symptoms.
- Administer First Aid/CPR until Athletic Trainer, Campus Security, or EMS arrives. Provide care within the scope of your training. Do not move an athlete with a suspected head, neck or back injury. Use universal precautions when dealing with blood/bodily fluids. Stay with athlete until medical personnel arrives.
- If the athlete needs to be transported to a hospital by ambulance, make sure a representative from Manhattan College accompanies the athlete to the hospital, so they are not alone. If a member of the athletic training staff is unable to accompany the athlete to the hospital, it is the responsibility of the head/assistant coach of the athlete's team to escort the athlete. An athlete should never be sent to the hospital with another student or student athlete.
- If an athlete needs to go to the hospital and does not need an ambulance, the athlete must be escorted to the hospital by a Manhattan College staff member. If a member of the athletic training staff is unable to accompany the athlete to the hospital, it is the responsibility of the head/assistant coach of the athlete's team to escort the athlete. An athlete should never be sent to the hospital with another student or student athlete.
- Once the athlete has been transported to the hospital, the following individuals must be notified of the athlete's condition:
 - Head Athletic Trainer
 - Deputy Athletic Director
 - Athletic Director
 - Security
 - Athletes parents / guardian
 - Team Physician
- Emergency Information/Clearance sheets contain info on each athlete and should be kept with the head coach at all times for practices and games in case of an emergency.

Directions to Alumni Hall:

From the South

Driving Directions: Triborough Bridge- Follow signs to Major Deegan Expressway (I-87) North, and proceed to the Van Cortlandt Park South Exit. Bear right and go back over the Expressway toward Broadway. Make a right at Broadway. At second traffic light, turn left onto Manhattan College Parkway. Make another left and follow campus road to Draddy Gymnasium.

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Driving Directions: Henry Hudson Parkway- Take Exit 20, W.239th St. This puts you on Henry Hudson Parkway Service Road. At stop sign bear left through intersection (past monument). Bear right at fork (before overpass) onto Manhattan College Parkway. Go left to Draddy Gymnasium parking lot.

From the North

Driving Directions: Saw Mill River Parkway South to Henry Hudson Parkway. Take Exit 21, W.246th St., straight on the Henry Hudson Parkway Service Road. At 239th St. (second traffic light), turn left, then left again (around Monument). Bear right at fork (before overpass) onto Manhattan College Parkway. Go left to Draddy Gymnasium parking lot.

Driving Directions: New York State Thruway South (I-87) connects with the Major Deegan to Van Cortlandt Park South Exit. Turn right at top of ramp then right onto Broadway. At second traffic light, turn left onto Manhattan College Parkway. Make another left and follow campus road to Draddy Gymnasium.

From the East

Driving Directions: Bronx Whitestone or Throgs Neck Bridge to Cross Bronx Expressway South (I-95). Take Major Deegan Expressway North (I-87) to Van Cortlandt Park South Exit. Bear right, going back over the Expressway, and make a right onto Broadway. At second traffic light, turn left onto Manhattan College Parkway. Make another left and follow campus road to Draddy Gymnasium.

From the West

Driving Directions: George Washington Bridge- (*Automobiles*) Follow signs to Henry Hudson Parkway northbound (commercial vehicles are not allowed on Henry Hudson Parkway). Take Exit 20, W.239th St. This puts you on Henry Hudson Parkway Service Road. At stop sign bear left through intersection (past monument). Bear right at fork (before overpass) onto Manhattan College. Make another left and follow campus road to Draddy Gymnasium.

Driving Directions: George Washington Bridge- (*Buses and commercial vehicles*) Follow signs for Major Deegan Expressway North (I-87). Take Major Deegan Expressway North to Van Cortlandt Park South Exit. Bear right, going back over the Expressway, and make a right onto Broadway. At second traffic light, turn left onto Manhattan College Parkway. Make another left and follow campus road to Draddy Gymnasium.

By Subway: Take the "1" train to the last stop, which is 242nd street. As you exit the train, the campus will be on your left. Draddy Gym is located at the top of the hill.

- 1) **AED/First Aid:** There is an AED located inside the weight room, by the front door, located next to the Fire Extinguisher. There is a First Aid kit directly across from the AED cabinet.
- 2) **Some S&C sessions are held in Draddy or on Gaelic field, please see detailed EAP for Draddy and Gaelic listed in the Athletic Training Manual.**

IV. Weight Room Standards



WEIGHT ROOM STANDARDS



- a. Must be supervised
- b. Always have RESPECT and PRIDE
- c. Never come in representing anything but #JASPERNATION
- d. Honor those who have sacrificed for you, with Discipline
- e. Actively listen with appropriate body language
- f. Train with intent, focus, and attention to detail
- g. Training tops must have sleeves if not school issued
- h. All food and drink must be finished in hallway, water only
- i. No bags - small belongings and all cell phones go in the cubbies
- j. Communicate effectively (volume, tone, word choice, timing)
- k. Only place Dumbbells on floor or in DB rack (NO bench/box etc)
- l. Lead by example
- m. Lead vocally
- n. Excuses are not accepted
- o. Gum is not permitted
- p. Encourage your teammates
- q. Strength Staff only plays music unless permitted - censored
- r. Trust your coaches, your teammates, and yourself
- s. Return all equipment to designated spot when finished-Capt.s
- t. Email >24hrs. prior to session if planned absence/late-*make up*
- u. Never enter with cleats or w/out socks, proper and clean footwear
- v. Give the *process* your *patience*
- w. Take all of your trash and belongings with you when you leave
- x. Have fun



STANDARDS NOT MET ARE ACTIONABLE BY STRENGTH STAFF



New standards may be implemented at the Head Strength and Conditioning Coach's discretion.

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V. Culpable Offenses

- a. The Strength and Conditioning staff will only hold student-athletes accountable for Weight Room or S&C Session specific standards and rules, including but not limited to:
 - I. No food, drink or chewing gum is permitted. Water bottles only are allowed.
 - II. No jewelry or rings may be worn during strength and conditioning sessions.
 - III. No cell phones, ipods or head phones are permitted during team strength and conditioning sessions.
 - IV. All music played in the strength and conditioning facility must approved by a member of the Athletic Performance Staff.
 - V. Profanity will not be tolerated in the strength and conditioning facility.
 - VI. The Strength and Conditioning room is a limited space and therefore should not be used as a hangout or meeting place.
 - VII. Equipment should not be taken from the strength and conditioning room, unless special permission is granted.
 - VIII. Bags and sport equipment, including bats, sticks, balls and helmets are not permitted in the strength and conditioning facility.
 - IX. Weights, plates, and bars must be racked after each use. Benches must be returned to proper locations.
 - X. Bumper plates are only to be used on the designated platforms.
 - XI. Athletic department staff members are only permitted to use the strength and conditioning facility during hours of open lifts.
 - XII. The Strength and Conditioning Staff **WILL ONLY** hold the SA's accountable for S&C session related misconduct as described in the weight room standards.
 - a. **The S&C Staff is not** responsible for holding the SA's accountable for the following sport program misconducts, and not limited to:
 - 1)Being late for practice or game
 - 2)Being late for class
 - 3)Coach unhappy with SA's performance
 - 4)Unfulfilled Study-Hall
 - 5)Social behavior and misconduct

VI. Reports – Misconduct, Injury and Equipment

- a. The Strength and Conditioning staff will hold itself to a high standard when documenting any necessary reports. Reports may include behavioral incident reports, injury reports which are acquired during a strength and conditioning session, equipment damage, theft or anything else.
 - I. Behavioral – student athlete does not adhere to Weight Room rules listed below.
 - II. Injury – a student athlete acquires an injury while under the supervision of a strength and conditioning coach.
 - III. Equipment Damage – accidental wear and tear on equipment for purposes of replacing and tracking departmental budget.

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- IV. Equipment theft or destruction – student-athlete or guest intentionally vandalize or take equipment without permission, property of Manhattan College Strength and Conditioning.
- V. Any appropriate situation that deems a report will be filed and dealt with accordingly.

VII. Weight Room Scheduling

- a. There will be a Fall, Spring, and Summer Weight room schedule for coaches to reserve times for their team with the Strength and Conditioning Staff. Priority will be given to in-season sports with consideration of Winter Sports because of the overlap of Fall and Spring Semesters. The Strength and Conditioning department appreciates the patience and flexibility of the Jasper Athletics Staff each term.
- b. Once the team's schedule for the semester is finalized, long term changes (day/time slots may not be altered)
- c. Coaches must notify the Head Strength and Conditioning Coach of any **changes** (short term only) or requests to a Strength and Conditioning session **at least 48 hours** in advance to allow stability and consistency to the Weight Room schedule for all teams. Requests made with less than 48 hours notice will not be approved.
- d. Intersession schedules for Winter, Spring and Summer breaks will be determined as soon as possible leading into that period. Please communicate with the Head Strength and Conditioning Coach at least two weeks prior to any weight room reservations during these periods.

VIII. Weight Room Access and Availability

- a. Only Strength and Conditioning and Sports Medicine Personnel shall have direct access to the Weight Room. The code shall not be given to Student-Athletes or Coaches. There will be sufficient 'windows' of time to train, including open hours which Certified CPR/AED & First Aid personnel will be present. When the weight room is closed, it must remain closed for the safety of the individual, the Strength and Conditioning coach, the Athletic Department, as well as the College.
- b. The Weight Room will be available for operation Monday through Friday during the Fall and Spring semesters. Times will vary based on the current needs and availability for each team.
- c. Intersession availability for Winter, Spring and Summer term hours of operation will be announced via Twitter [@JasperStrength](https://twitter.com/JasperStrength) and posted on the weight room door window as soon as available.

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IX. Training During Open Hours

- a. "Open Hours" will be held in order to offer additional student-athlete weight room availability in the event that the student-athlete has a prior conflict such as class, job, tutoring, or any other priority that is communicated in advance and effectively.
- b. All weight room standards and rules apply student-athletes during "Open Hours".

X. Training During Winter and Summer Breaks

- a. Manhattan College Strength and Conditioning coaches will design and offer training programs for student-athletes to complete while away on Winter and Summer breaks. Student-athletes are expected to complete the programs if compliant with NCAA bi-laws. Continued training will be suggested but not required during off-season teams during Thanksgiving, Spring, or Easter Breaks. If the student-athletes are not under CARA hours, the student-athlete may choose to complete or not complete the program. Each student-athlete will be given clear instruction about the program as well as personal contact information for their assigned Strength Coach in the event there are any questions, comments, or concerns.

XI. Periodization and Program Design

Manhattan College Strength and Conditioning department uses a systematic approach when designing the load and specificity of training. Load will be prescribed adjusting both volume and intensity, dependent upon the season of the sport (ie. In-season vs. off-season) and training age of the athlete. Specificity will be dependent upon the movement patterns of the athlete as well as consideration of the sport itself.

XII. Testing and Data Analysis

Training, over testing, will always take precedent. However, with the right foundation, and appropriate opportunity, testing and evaluating will allow each program to be progressed and validated. Testing and evaluation may be informal in the middle of a training cycle, or formal at the end of a training cycle. Training cycles may consist of a few weeks (Micro-cycle) or months/season (Mesocycle). Testing may include movement screens (biomechanical efficiency), strength testing (ie. Squat, Bench Press etc.), power testing (ie. Broad Jump, Power Clean, 10-yard sprint etc.) internal loading including heart rate data and RPE, as well as regenerative data collection regarding nutrition and sleep quality and count.

- a. Testing will not be completed when the risk out ways the reward.
- b. Final testing protocols will be determined by the S&C Staff.
- c. Sport coaches are encouraged to communicate their goals and wishes for testing to the S&C Staff. The S&C Staff will educate the coaches on best practices for their team.

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XIII. Staff Integration and Observation

- a. The Head Strength and Conditioning Coach will attempt to organize a regular staff training time for the sport coaches and entire athletics staff. With the belief that a 'family feel' is what drives successful athletic departments, all athletic department staff members are encouraged to participate in physical activity regularly during scheduled and open weight room times.
- b. The Strength and Conditioning Coach should be seen as an additional staff member for each team he/she is involved. The Strength and Conditioning Coach will only succeed if the head coach of the assigned sport affords him/her the opportunity to work consistently with the student-athletes. Sport Coaches are encouraged to observe S&C sessions, but not to give any instruction to the student-athletes. If planning to attend sessions, please coordinate with the Strength and Conditioning Coach what actions are appropriate for the Sport Coach during S&C sessions.

XIV. Recruiting and Visitors

- a. Sport Coaches are to notify the Head Strength and Conditioning Coach at least 48 hours in advance of any recruiting visits. Recruiting visits with the S&C dept. are encouraged. Showing up unannounced is not permitted.
- b. All visitors who are given permission to utilize the facility must sign a waiver, including all alumni. Permitted visitors must be requested 48 hours prior to intended date of use, and may only train during the open hour time slots. The Head Strength and Conditioning Coach is permitted to deny any visitors access to the facility.