



STUDENT-ATHLETE HANDBOOK
2023-24



Fall 2023

Dear Student-Athletes,

As we embark on another academic and athletic year, I wanted share with you the important information that has been assembled for you in our Student-Athlete Handbook. Our Athletic Staff and the University community as a whole is here to help you reach your fullest potential and the information in this handbook is designed to help you reach that goal. It will provide you with answers to many of the general questions you may have as a student and an athlete. It is a helpful reference to many athletic department policies, MAAC, Atlantic Hockey and NCAA rules that pertain to you as a student-athlete. It is by no means a comprehensive listing, but rather a source of information for many of the key questions student-athletes have during their time at Canisius.

An intercollegiate athletic experience during your undergraduate career will be both challenging and rewarding. Challenging because the demands placed on you both physically and mentally will force you to learn to adapt and overcome challenges. Rewarding because of the personal growth you will achieve as you face each of these challenges and become the person you are destined to be.

I also remind you that being a student-athlete at Canisius University is a privilege and carries with it a great responsibility. What we ask is that you understand the responsibility that goes with being a member of our athletic department and work each day to make our entire program one that we are all proud of. When you become a Golden Griffin student-athlete, you are not only representing the University, but more importantly the thousands of men and women who make up our Athletic Alumni.

Best of luck for a successful year.

"St. Peter Canisius... Pray for us!"

Sincerely,

Bill Maher 89'
Director of Athletics





TABLE OF CONTENTS

MISSION STATEMENT	4
CORE VALUES.....	4
CANISIUS UNIVERSITY/MAAC SPORTSMANSHIP STATEMENT.....	4
ATHLETIC STAFF DIRECTORY	6
QUICK REFERENCE GUIDE	7
STUDENT-ATHLETE CODE OF CONDUCT.....	8
SERVICES FOR STUDENT-ATHLETES	11
GRIFF CENTER	14
CLASS ATTENDANCE	17
STUDENT ADVISEMENT & REGISTRATION	18
NCAA ELIGIBILITY BASICS FOR STUDENT-ATHLETES.....	19
RECRUITING/OFFICIAL VISIT POLICY	25
ATHLETIC GRANT-IN-AIDS (SCHOLARSHIPS)	28
ATHLETIC TRAINING SERVICES	30
DRUG SCREENING & REHABILITATION POLICY.....	34
ATHLETIC COMMUNICATIONS	41
ATHLETIC DEPARTMENT AWARDS.....	42
CHAMPIONSHIP AWARDS	43
ACADEMIC AWARDS.....	43
NCAA POSTGRADUATE SCHOLARSHIP AWARD OPPORTUNITIES.....	43
STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)	44
STUDENT-ATHLETE DEVELOPMENT PROGRAM.....	44
INTERIM OPERATING GUIDELINES FOR STUDENT-ATHLETES COMMERCIAL USE OF THEIR NAME, IMAGE OR LIKENESS.....	45





MISSION STATEMENT

Consistent with the Jesuit philosophy of education and the mission of the University, the Canisius University intercollegiate athletics program strives for excellence in academics, athletics, leadership and service to others while embracing the principles of good sportsmanship, ethical conduct and equity in opportunity.

CORE VALUES

In pursuing this mission, the Department of Athletics subscribes to establish core values through which all stakeholders of the program ensure that we will:

- Understand that our student-athletes are central to our primary purpose and as such, their well-being and successful graduation from the University are expected.
- Continually recruit student-athletes that will enhance our program by representing the University with distinction.
- Tirelessly prepare for and compete in each contest with the expectation of winning.
- Expect the highest levels of sportsmanship and personal integrity from all participants.
- Strive to provide a leadership role in the University's service to the community.
- Embrace equal opportunity for all participants in a culturally diverse community.
- Provide a positive educational and athletic experience for our student-athletes and alumni that will create a passion for a commitment to the University and engender a lifetime of support for our Golden Griffins.

CANISIUS UNIVERSITY/MAAC SPORTSMANSHIP STATEMENT

Canisius University is committed to establishing sportsmanship and developing healthy environments for competition. The University promotes good sportsmanship by student-athletes, coaches, administrators and spectators. We wish to abolish the notion that it is desirable to create a "hostile" environment for intercollegiate athletic contests. Instead, we will strive to create "hospitable" environments. An integral part of education in sports is to teach our youth and our communities to conduct themselves with sportsmanship and respect for opponents. Participants and officials should be supported in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated.

A. Athletic Administrators

Athletics administrators, led by the Director of Athletics, must communicate the expectation of good sportsmanship to all representatives of the institution active in intercollegiate athletics. It is particularly imperative that this message is impressed on each coach, along with the intention that the coach will require compliance with the Sportsmanship Statement by each member of the team. The director must ensure that opponents are treated with fairness and respect. All aspects of game management must be controlled to assure such treatment, including crowd behavior.

B. Coaches

The coach's behavior influences that of the players and frequently, the fans. The coach has a responsibility to educate the players concerning their obligations to the coach, the institution, intercollegiate athletics and themselves. Respect for an opponent can most effectively be conveyed to the players by the manner in which the coach speaks of, and acts toward, the opponent.

C. Student-Athletes

Student-athletes must honor the responsibilities which accompany the privilege of representing a MAAC institution by adhering to conference and playing rules, and the MAAC Sportsmanship Statement. MAAC student-athletes are expected to treat opponents with respect. They must be aware that significant penalties will be applied for fighting, taunting an opponent or other unethical conduct.





CANISIUS UNIVERSITY/MAAC SPORTSMANSHIP STATEMENT

D. Public Address Announcers

Each public address announcer should provide an impartial and even-handed report of the event. Partisanship in this area inflames emotions and can promote poor sportsmanship by participants and spectators.

E. Cheerleaders, Spirit Groups, Bands and Mascots

Like student-athletes, members of cheerleading squads, spirit groups, bands and mascots are highly visible representatives of MAAC institutions. They can influence the behavior of others. Each group should welcome its counterpart group and demonstrate respect for its members. Likewise, it should convey respect for each opponent player and team.

F. Officials

Although the game official has a demanding and difficult job to officiate the contest, they also will be directed to apply, without hesitation or reservation, the rules governing conduct and sportsmanship during each MAAC competition. When doing so as directed, the official will have support of the Conference, each member institution, and its administrations and coaches.

MAAC website: www.maacsports.com



Canisius University
Location: Buffalo, NY



Niagara University
Location: Niagara Falls, NY



Fairfield University
Location: Fairfield, CT



Quinnipiac University
Location: Hamden, CT



Iona University
Location: New Rochelle, NY



Rider University
Location: Lawrence Township, NJ



Manhattan University
Location: Bronx, NY



Saint Peter's University
Location: Jersey City, NJ



Marist University
Location: Poughkeepsie, NY



Siena University
Location: Loudonville, NY



Mount St. Mary's University
Location: Emmitsburg, MD





ATHLETIC STAFF DIRECTORY

Bill Maher	Director of Athletics	888-2972	maherw@canisius.edu
Lisa Liotta	Senior Associate Athletic Director/SWA	888-2959	liottal@canisius.edu
Matt Reitnour	Associate Athletic Director, Communications	888-8265	reitnoum@canisius.edu
Steve Zirolì	Assistant Athletic Director, Compliance	888-8483	zirolis@canisius.edu
Andy Smith	Assistant Athletic Director, Sports Medicine	888-8452	smitha@canisius.edu
Tim Servoss	Faculty Athletic Representative	888-2528	servosst@canisius.edu
Colin Bartoo	Executive Athletic Operations Coordinator	888-2971	henness6@canisius.edu
Lindy Feider	Assistant Director Academic Achievement & Student-athlete Support	888-2477	feiderl@canisius.edu
Jarrett Abelson	Director of Athletic Communications	888-8267	albesonj@canisius.edu
David Dee	Director of Digital Media	888-2254	dee3@canisius.edu
Todd Hummel	Ticket Office Manager	888-2885	hummelt@canisius.edu
Jorge Vasquez	Director of Athletic Performance	888-2941	guzda1@canisius.edu
Kristen Saviola	Associate Athletic Trainer	888-8456	saviolak@canisius.edu
Adam Mourgasa	Assistant Athletic Trainer	888-8451	mourgasa@canisius.edu
Andie Hill	Assistant Athletic Trainer	888-8454	Hill74@canisius.edu
Chris Mello	Assistant Athletic Trainer	888-8455	mellocc@canisius.edu
Pat Clarke	Director of Facilities	888-2934	clarkep@canisius.edu
Nick Stenzel	Assistant Director of Athletic Facilities	888-3146	stenzeln@canisius.edu

HEAD COACHES

Matt Mazurek	Baseball	888-8485	mazurekm@canisius.edu
Reggie Witherspoon	Men's Basketball	888-2904	withersp@canisius.edu
Sahar Nusseibeh	Women's Basketball	888-2983	nusseibs@canisius.edu
Tyler Scheving	Cross Country/Track	888-8481	schevint@canisius.edu
Todd Hummel	Golf	888-3763	hummelt@canisius.edu
Trevor Large	Hockey	888-8466	larget@canisius.edu
Mark Miyashita	Men's Lacrosse	888-8459	miyashi1@canisius.edu
Russell Allen	Women's Lacrosse	888-8498	allen65@canisius.edu
Kerri Brace	Rowing	888-8269	brace1@canisius.edu
Michael Tanke	Men's Soccer	888-8461	tankem@canisius.edu
Ryan Louis	Women's Soccer	888-8460	louisr@canisius.edu
Kim Griffin	Softball	888-8487	griffi10@canisius.edu
Scott Vanderzell	Swimming & Diving	888-8472	vanderzsc@canisius.edu
Tom Hanna	Volleyball	888-8458	hannat@canisius.edu





QUICK REFERENCE GUIDE

All extensions begin with (716) 888-xxxx

Topic	Contact
Athletic Equipment Room	8271
Bookstore	2335
Campus Ministry	2420
Computer Problems	2440
Counseling Services	2620
Crisis Hotline	(716) 834-3131
Dining Services	2565
Drop/Add Courses	2265
Griff Center	2170
Hospital	Sisters of Charity Hospital: (716) 862-1000 ECMC Hospital: (716) 898-3257
Intramural Sports/Recreational Services	3146
Library	2900
Mailroom	2245
Public Safety	2330
Student Health Center	2610
Student Life Issues/ Housing	8300
Student Records & Financial Services	2600





STUDENT-ATHLETE CODE OF CONDUCT

A. Student-Athlete Expectations

The purpose of intercollegiate athletics is to provide an opportunity for each participant to develop their potential as a skilled performer while in an educational setting. Educational activities, such as intercollegiate athletics, provide opportunities for students to grow emotionally, socially and intellectually. In addition, the student-athlete is given the chance to travel, represent their school, and learn the art of team play. Representing Canisius University as a student-athlete carries with it a set of distinct privileges and responsibilities. By participating on a Canisius University athletic team, you become a representative of that team and the institution. You are expected to behave both on- and off-campus in a manner that is honorable to Canisius University, your team and yourself. It is essential that you act responsibly and do nothing to jeopardize your opportunity to obtain maximum results from your University experience. Your personal conduct is a direct reflection of your character.

As a representative of Canisius University, a student-athlete accepts the responsibility to behave in accordance with the Canisius University Community Standards and follow regulations outlined in the Student-Athlete Handbook. These responsibilities apply to you all of the time, whether you are on or off campus. (LINK Canisius Community Standards & Policies: <https://www.canisius.edu/student-experience/student-support-services/community-standards-policies>)

B. General Student-Athlete Rules of Conduct

1. Student-athletes are expected at all times to demonstrate respect for themselves and others. This respect includes a responsibility to show sensitivity to differences and act justly in interactions with one another. Sexual and gender-based misconduct is not tolerated (Campus Title IX Policy Link: <https://www.canisius.edu/title-ix-reporting>).
2. Canisius University and the Department of Athletics are committed to creating and maintaining a community in which all members are free from all forms of harassment, exploitation, intimidation, and violence. Students are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence or any other conduct prohibited by the University policy and/or New York State law.
3. Student-athletes are expected to respect University property, the private property of other members of the University community, and the property of the larger neighborhood in which they live.
4. Student-athletes should always present themselves positively as a representative of the University; you should not act disorderly, lewd, or indecent. Also, do not do or say anything to embarrass yourself, your team, your family or the University.
5. Understand the importance of being punctual; be on time for every commitment.
6. Be prepared to give 100%, both mentally and physically, whether in the classroom or on the playing field.

PLEASE NOTE: Violations of these expectations will be subject to disciplinary review by the Director of Athletics and/or designee and may be subject to the judicial process outlined in the Canisius University Community Standards. The Director of Athletics, their designee, Head Coach and/or Dean of Students shall determine the appropriate disciplinary action on a case-by-case basis.

C. Student-Athlete Rules of Conduct

1. Student-athletes may not consume alcohol while representing Canisius University: on team trips, at athletic events, official visits, or at events sponsored by the Department of Athletics. [Be aware that New York State Law prohibits anyone under the age of 21 from consuming alcohol.]
2. Student-athletes may not use, possess, or distribute illegal drug-related paraphernalia, narcotics or other controlled substances except as expressly permitted by federal, state and/or local law.
3. Student-athletes may not use tobacco products of any kind while participating in practice or competition or while representing the University in any capacity. Tobacco use is prohibited at these times, and the Department, in concern for your health, discourages its use. Use of tobacco products at practice or competition is a violation of NCAA rules and will result in the immediate disqualification of your head coach and the student-athlete for the remainder of that practice or competition.





STUDENT-ATHLETE CODE OF CONDUCT

4. Student-athletes shall not engage in hazing activities. Consent of the student-athlete or participant is not a defense. There is a zero-tolerance policy and no excuse will be accepted.
5. Student-athletes should not post on websites any public pictures or comments determined to be contrary to these departmental policies and/or the Student-Athlete Code of Conduct. If anyone in the Athletic Department is made aware of and believes that the posting is negative, the pictures or comments will be treated as violations of these policies and handled accordingly.
6. The NCAA opposes sports gambling because it carries the potential to undermine the integrity of sports contests. Student-athletes shall not knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, solicit a bet on any intercollegiate team, accept a bet on any team or participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card, or any other method employed by "organized gambling".

PLEASE NOTE: Any violations of the preceding Student-Athlete Rules of Conduct will be considered serious misconduct and those student-athletes determined to be involved will be subject to disciplinary action by the Department of Athletics in addition to any team related sanctions. Potential disciplinary action includes, but is not limited to: suspension, cancellation of athletic financial aid, and/or dismissal from the program.

D. Team Travel Rules of Conduct

1. Dress professionally when representing Canisius University. Do not wear apparel with another institution's name or logo, alcohol advertisements, and/or offensive language.
2. Act in a respectful and mature manner when in public. Horseplay and using profanity is not acceptable behavior.
3. Vandalism and/or theft of any kind in hotels, restaurants, competition sites or any other place is strictly prohibited.
4. Treat your hotel rooms as if they were your home and be respectful of other hotel guests.
5. Ensure that your coaches know your whereabouts at all times. Be on time for all meetings, meals, and departures, and abide by curfews set by coaching staff.
6. Tobacco, alcohol and drug use is prohibited. There is a zero-tolerance policy and no excuse will be accepted.

PLEASE NOTE: Any violations of the preceding Team Travel Rules of Conduct will be considered misconduct and those student-athletes determined to be involved will be subject to disciplinary action by the Head Coach and/or Director of Athletics. Potential disciplinary action includes, but is not limited to: suspension, cancellation of athletic financial aid, and/or dismissal from the program.

In any of the aforementioned circumstances the Director of Athletics, or designee, may impose game or program suspension for any or all of the following reasons:

1. To ensure the safety and well-being of members of the University community or to preserve University property;
2. To ensure a student-athlete's own safety or well-being;
3. If a student-athlete poses a threat of disruption or interference with the normal operations of the University and/or Department of Athletics; and/or
4. A team or student-athlete was involved in a hazing event or incident.

E. Institutional and/or Departmental Discipline

Separate and apart from the Student-Athlete Code of Conduct, a student-athlete may face institutional or Athletic Department disciplinary action based upon the same facts or incident that led to a finding of a violation of law or a criminal charge. If pursued, institutional discipline would proceed as explained in the Canisius University Community Standards under Article IV. In the event that athletic department discipline is pursued, the policies and procedures on misconduct appeals and hearings would proceed as explained in this Student-Athlete Handbook. If cancellation or non-renewal of financial aid is determined as a discipline action, separate but additional procedures as required by the NCAA will be followed.





STUDENT-ATHLETE CODE OF CONDUCT

F. Individual or Sport Initiation Activities: Hazing

Initiation practices, like an orientation, are designed to help new members become part of a group. Initiation practices that humiliate, demean, or intimidate, constitute hazing. Hazing takes various form, including endangering the physical or mental health of an individual. Hazing often involves pressure to drink alcohol or other beverages, sometimes in dangerous amounts. Being hazed is serious and can have a significant effect on one's physical and emotional health. Hazing, in any form, will not be tolerated at Canisius University. Hazing is a violation of the Student-Athlete Code of Conduct, Canisius University Community Standards and New York State law. If you suspect you are a victim of hazing or have witnessed a hazing activity, please contact the Senior Associate Athletic Director/SWA, Public Safety or the Dean of Students immediately. The information you share will be kept as confidential as possible.

G. Violations of Canisius University Community Standards or the Law

Violations of Canisius University Community Standards are reported to the Dean of Students and are handled in accordance with the judicial process (Article IV) published on-line: <https://wiki.canisius.edu/display/HR/Volume+VI%3A+6.1+Community+Standards>

Student-athletes found to be in violation of the law are subject to Athletic Department sanctions that may be applied singularly or in combination with other legal or University sanctions. Possible sanctions include but are not limited to:

- Reprimand;
- Denial of specific University privileges;
- Restitution;
- Fines;
- Disciplinary probation;
- Behavioral agreement; and/or
- Suspension or expulsion from Canisius University.

Appeals

Requests for appeals of decisions of the University, specifically regarding code of conduct disciplinary issues, are directed to the Vice President for Student Affairs. Requests for appeals shall be made in writing within two business days of the written decision. This appeals process is outlined in the [Canisius University Community Standards](#) (Appendix C-4. Hearing Procedures-E. Appeals).

H. Academic Integrity Policy

The Canisius University Athletic department fully supports the University's policy on academic integrity. Should you be found in violation of the University's Academic Integrity policy, you will face the appropriate disciplinary actions. Please visit the University's website at www.canisius.edu/integrity for a full description of the policy.

I. Violations of Team Rules

Team rules may be developed by the coaching staff or team members. These rules may be more restrictive than Athletic Department, Canisius University, Athletic Conference, or NCAA rules. Team rules are reviewed by the coaching staff, student-athletes, and respective supervisors each fall. The head coach of each sport has the authority to suspend any student-athlete on their team if the student-athlete violates team rules and/or the Student-Athlete Code of Conduct. A coach or sport supervisor may also recommend that a student-athlete found in violation of team rules or the Student-Athlete Code of Conduct may be dismissed from their program and that any athletic grant-in-aid be cancelled. Any cancellation of athletic grant-in-aid is done so in accordance with NCAA legislation.





STUDENT-ATHLETE CODE OF CONDUCT

J. Discipline Appeal Process for Student-Athletes

Student-athletes are entitled to appeal decisions made by Athletic Department staff when the student-athlete is determined to be in violation of team rules and/or athletic department policies and/or the Student-Athlete Code of Conduct. If you choose to appeal the discipline decision, the following process must be followed:

1. The student-athlete must first meet with the sport supervisor, within (5) five days from the notice of discipline, or earliest opportunity to schedule an appointment. This will be an informal discussion to review the matter and consider agreeable alternatives that may be possible. Most cases involving team rules can be resolved at this level.
2. If no satisfactory resolution can be reached through this informal procedure, the student-athlete may, within one week of the meeting with the sport supervisor, request a hearing before a panel of athletic department personnel. The request for a hearing should be via email to the Associate Athletic Director of Compliance. The appeal is then presided over by three representatives from the Athletic Department.
3. The panel, comprised of three representatives from the Athletic Department Staff, will hear the student-athlete's appeal within seven (7) days or first opportunity all parties can be present. In reaching a decision, the panel may interview the student-athlete, coaching staff, sport supervisor, and/or others involved in the decision being appealed.
4. The finding of the panel shall be final and binding. The student-athlete will receive a document detailing the final decision either via email or in writing in a timely manner.

SERVICES FOR STUDENT-ATHLETES

A. Equipment Room Services

A student-athlete will be issued standard equipment and apparel via the equipment room as determined by their head coach or the athletic department. If a student-athlete leaves the team before their season is over, they are required, in no less than 10 days, to turn in all of the equipment and apparel that belongs to the University. If the student-athlete completes their season through their championship, then they may keep ONLY the equipment and apparel that are designated disposable.

Equipment Room Operating Hours (subject to change):

Mon. thru Fri.: 8am-10pm

Sat.: 10am-5pm

Sun.: 1pm-9pm

B. Damaged/Lost Equipment or Uniform Policy

Any lost uniforms, practice gear or equipment MUST be reported to the equipment room immediately. Any student-athlete that returns damaged equipment room issued apparel (t-shirts, shorts, towels, etc.) will be required to reimburse the equipment room for damages. For a complete list of reimbursement fees please see the equipment room.





SERVICES FOR STUDENT-ATHLETES

C. Laundry Services (subject to change)

Each student-athlete has the right and privilege to have their practice and game laundry done by a staff member in the equipment room. At the start of the academic year, each student-athlete will receive 2 laundry loops for their use. In the event a student-athletes' loop(s) has deteriorated, beyond the point of usability, the student-athlete will receive a replacement loop. In the event a student-athlete uses their loops for purposes other than it is designed for, causing irreparable damage, replacement loop(s) can be issued at a cost of \$6 per loop and will be taken out of the student-athletes' team budget.

Practice laundry should be placed on the laundry loop and put into the laundry chute labeled *Practice Clothes (or use the Team Laundry Cart – see below)*. It is the responsibility of the equipment room to get this laundry back to the student in a reasonable amount of time.

Game laundry should NOT be turned in on a loop; however, it does go in the *Game Chute (or use the Team Laundry Cart – see below)*. All personal items that are worn under the uniform can be turned in on a loop and put in the *Practice Clothing Chute*.

Game uniforms will be handed out in the manner agreed upon by the head coach and the equipment manager. The equipment room is not responsible for laundry that does not get placed in the chute in a reasonable amount of time after the game or practice.

Team laundry carts each team will have a cart assigned to them and labeled as their own. The cart is to be stored in their locker room. When a team finishes a team activity (such as a practice or a game) they can collect all dirty laundry in their cart, in their locker room, and designate someone to bring it to the equipment room once it is ready to be washed. The Equipment Room staff will then wash it as a team set and hang dry it in the equipment room. Game jerseys and uniforms will be hung in the equipment room until they are needed. It is the coaching staff and/or student-athlete's responsibility to collect their gear accordingly. In the event that a team returns to campus when the Equipment Room is not open, they can use the practice or game laundry chute or leave the cart in the locker room and have someone bring it to the Equipment Room in the morning.

***The last load of laundry for the day goes in 2 hours prior to closing**

***Coaches will be notified regarding holiday hours or other special circumstances**

***If you discover something is missing from your laundry loop or you did not get your loop back, you need to see the equipment room manager immediately.**





SERVICES FOR STUDENT-ATHLETES

D. Academic Support

The office of Student-Athlete Academic Support Services and Griff Center for Academic Engagement, which has a member of its staff specifically assigned to student-athletes, are present to support the academic needs of the student-athletes. If you have any questions regarding your academic standing for eligibility, student-athlete travel contracts, or if you are interested in a degree program change, utilize the support of the two areas listed above. The Student-Athlete Support Services office in the KAC is located across from the weight room, and Lindy Feider, the Griff Center staff member assigned to student-athletes, is located in the Griff Center (Old Main 013).

E. KAC Academic Success Center – Located in KAC bottom floor

The KAC Academic Success Center is located on the ground floor of the Koessler Athletic Center. The room is equipped with work stations for both group and individual work. The center provides a space for student-athletes to do academically related work seven days a week.

Hours of Operation: Monday thru Friday: 8:00 a.m. to 10:00 p.m.
Saturday: 10:00 a.m. to 5:00 p.m.
Sunday: 1:00 p.m. to 9:00 p.m.
**Hours will vary during depending on capacity limits*

Use of KAC Academic Success Center

1. Canisius Students/Staff. This space is available for use by Canisius University staff and students only.
2. Responsible use. Users shall use the University's computer and network facilities in a responsible manner consistent with the instructional, research, and administrative goals of the University.
3. Log into the University network. Users shall access Canisius computing facilities only with an authorized username and password.
4. Respect the privacy of others at all times.
5. Access only appropriate and lawful sites. Users are not allowed to access files, accounts or systems that are unlawful and inappropriate.
6. Do not download. Non-academic software is not to be installed or downloaded on campus computers.
7. Please be quiet. Please be respectful and keep discussions to a minimum if there are others working in the space with you. Please use headphones if you need to listen to an academic presentation/video.
8. Keep it clean! Please check your space and clean up your area before you leave.
9. No food or drink allowed.





The Griff Center for Student Success provides comprehensive programs, services, and resources to support student academic and career success and a transformative learning experience grounded in our Catholic, Jesuit mission. The Griff Center is a hub for academic and career advising and has staff ready to assist students in their academic and professional development. The goal of the Griff Center is to provide students with the academic support and assistance they need to become successful lifelong learners.

The Griff Center provides a comprehensive orientation for all new students; academic advisement for freshmen, student-athletes, undecided majors and transfer students; career development, internships services, academic mentoring, accessibility support, and veteran support services. The Griff Center is also comprised of Tutoring services, Study Center, and the University's general testing center.

ACADEMIC ACHIEVEMENT (OM 013)

A. Major Selection

Student-athletes who are undeclared must officially declare a major prior to the start of their third year (fifth semester) of full-time enrollment. Major selection is the sole choice of the student-athlete. Student-athletes can seek advice on choosing a major from the Griff Center for Student Success and their faculty advisor. To declare a major, student-athletes must complete a change of major form and meet with the Student Athletic Academic Advisor. The Student Athletic Academic Advisor in the Griff Center (OM 013) must sign this form. Remember this signature must be acquired prior to submitting form to Registrar's Office is required.

B. Change of Major

Student-athletes who wish to change their major should consult with a faculty member in the new department and their current faculty advisor. In addition, student-athletes must consult with the Student Athletic Academic Advisor so potential NCAA eligibility issues can be identified before the change is made official. To make a major change official, the Student Athletic Academic Advisor in the Griff Center must sign the change of major form. This form can be obtained from your student portal, the Student Records and Financial Services Office (Bagen Hall), or the Griff Center (Old Main 013).

C. Course Withdrawal

Student-athletes who wish to withdraw from a course must meet with the Student Athletic Academic Advisor in the Griff Center prior to submitting the official paperwork. This is necessary so potential NCAA eligibility issues can be identified. The signature of the Student Athletic Academic Advisor is required on the withdrawal form along with faculty signatures. These forms can be accessed via your student portal, Student Records and Financial Services Office (Bagen Hall), or the Griff Center (Old Main 013). The withdrawal form includes directions for withdrawing from a course. It is expected that students will read the directions and obtain all necessary signatures prior to the last day to withdraw. Please refer to the current academic calendar for withdrawal dates. You can find the current academic calendar: <https://catalog.canisius.edu/undergraduate/academic-calendar/>

D. Enrollment Changes (Drop/Add)

You must submit changes in your enrollment (adding/dropping courses) before the published deadlines set by Canisius University in order to ensure that your records are accurate and complete. You must inform the Student Athletic Academic Advisor before dropping a class. This rule prevents you from making changes in your academic schedule that could jeopardize your eligibility status.





ACADEMIC ACHIEVEMENT (OM 013)

- E. **Advisement for Transfer, Undecided, and Student-Athletes (OM 013)** is available through the Griff Center. Students are encouraged to receive support for a variety of issues relating to their academic success. Students should make appointments to meet with any advisor in the Griff Center: <https://www.canisius.edu/student-experience/student-support-services/griff-center/academic-achievement>

CAREER DEVELOPMENT (HO 014)

- A. **Career Services and Internship Opportunities** are available for all students who are seeking assistance in developing their career paths, as well as seeking internship opportunities that will link their classroom experiences to the work place. Students are able to practice their interview skills with a team member in the Griff Center.
- B. **Handshake** is the University's exclusive online job board available to all students and alumni. To access full-time, part-time, and internship opportunities on Handshake, go to <http://canisius.joinhandshake.com>.

TUTORING SERVICES (OM 315 AND ONLINE)

- A. Tutoring Services provide a variety of opportunities for students to achieve their own academic success. The services are open to all current Canisius students. Group tutoring services allow students to receive academic assistance from peer tutors. Tutors are available in the majority of academic disciplines and employ various academic strategies to help address individual student needs.

Tutor Requests & Responsibilities. If you need a tutor, please sign up for a virtual tutoring session online: https://docs.google.com/forms/d/e/1FAIpQLSd4Gr68f6JjBi6jw7D_x5MkigbSsSXaww9nB86hlvQqZu-X8Q/viewform. If you cannot find a tutor for your specific course, ask the Tutoring Services if arrangements may be made on an individual basis to possibly assist you. Student-athletes are expected to attend ALL appointments. Class notes and questions are to be brought to all tutoring sessions. Tutoring will occur entirely online for the fall 2020 semester.

Tutoring is Available:

Sundays from 6 to 9pm

Monday and Thursday from 11am to 9pm

Fridays from 11am to 2pm

STUDY CENTER (OM 318)

- A. The Study Center is open to all students and is an opportunity for students to focus on their academic work in a quiet environment where tutors are available to answer questions and provide academic support.

Study Center is held in Old Main 318

Sundays from 12 pm to 9 pm

Monday – Thursday from 9 am to 9 pm

Fridays from 9 am to 4 pm





STUDY CENTER (OM 318)

- B.** Academic success is an integral part of the mission of the Athletic Department. In order to assist student-athletes in achieving optimal academic performance, the Athletic Department provides student-athletes with a Study Center Program, which can be completed in-person or online for the Fall semester. The following groups of student-athletes are required to spend a minimum of 6 hours each week utilizing the Study Center, Virtual Study Center, or Library Center Study Area program:
1. First semester freshmen
 2. First semester transfers
 3. Student-athletes with a cumulative GPA of 2.3 or less
 4. Non-Qualifiers (must attend one full academic year)
 5. Head coaches can require attendance or increased number of hours for any reason. See coach for team requirements and expectations.
- C.** Announcements will be made regarding this information at the beginning of each semester. The Study Center opens the second week of classes and closes the last day of classes. Study Center information will also be posted on gogriffs.com or <http://www.canisius.edu/athletics>. The following rules and expectations apply:
1. Study Center is to be used for course work only. Student-athletes are expected to be working diligently while in study center.
 2. Students-athletes are required to log hours by swiping their Canisius University ID cards. The assigned proctor is the only person allowed to use this swipe access system.
 3. Cell phones are NOT permitted. iPod's and other listening devices are permitted, however must be connected to a headphone jack, and played at an appropriate volume level.
 4. Laptops are permitted (the study center areas are wireless), but must be used for academic purposes (no games, Instant Messenger, personal entertainment websites, personal e-mailing, watching Netflix or sports footage).
 5. If a student-athlete's conduct is disruptive, he/she will be dismissed. The Athletic Department will be notified.

ACADEMIC MENTOR PROGRAM (OM 317)

The Academic Mentor Program offers assistance for students with a variety of issues that may arise through their academic career. Academic Mentors meet regularly with students and assist with better time management, handling of courses, study skills, etc., to help achieve academic success. If you are interested in joining this program, please feel free to contact the Support Services Coordinator for the Griff Center, the Office of Academic Support in the KAC, the Associate Athletic Director/SWA, and/or your coach.

ACCESSIBILITY SUPPORT (OM 317)

Accessibility Support is committed to creating equal access for all Canisius students with disabilities. It is our goal to help meet the needs of individuals registered and documented through the office, whether the disability is permanent or temporary.

A. Testing Center (OM 317)

The Griff Center oversees all proctoring of special need and make-up exams. In addition to students who are registered with accessibility support, students use this service a great deal due to travel required of their sport, family and health issues, and/or course conflict. Students are required to arrange this service with their professor and schedule in advance with the Testing Center.

- B. Veteran Support (OM 317)** is dedicated to providing an environment that is supportive and friendly, where students feel comfortable seeking assistance concerning both academic and non-academic issues. The Veteran Lounge (OM 320) is a comfortable space where our veterans can study and relax in-between classes.





HELPFUL HINTS FOR ACADEMIC SUCCESS

1. Attend class.
2. Concentrate on what your professor is saying and take good notes during each class.
3. Review your notes as soon as possible after class and add any information that you might have rushed over during class time.
4. Take legible notes. This will help you organize the material and understand class structure when preparing for tests.
5. Keep up with your assignments.
6. Look for problems early (e.g., lack of understanding of the teacher, communication, inability to take notes, not understanding the material, lack of time in preparation, etc.).
7. Do not put problems off. Academic problems do not just go away. Stay on top of your class work and assignments.
8. Use all the tools and resources available to you including professors, study guides, tutors, friends, academic advisement office, workshops, etc.

CLASS ATTENDANCE

A. Practice & Class Schedules

You should work with your faculty advisor and the Griff Center Student Athletic Academic Advisor services to schedule classes around practice. When practice schedules conflict with class schedules, you are required to attend class. It is against NCAA rules for a student-athlete to miss class to attend practice.

B. Competition Schedule & Class Absences

Competition will be scheduled to minimize the number of class absences. The number of contests scheduled on weekdays will be as minimal as possible. Class release time for home competitions will not be more than three hours prior to the start of competition. Every attempt will be made to schedule weekday departure times for away events as late in the day as possible so that the majority of student-athletes will have completed their classes. Student-athletes who will be traveling to away competitions will be notified of their travel schedule by their coach at the beginning of each semester and must notify their instructors accordingly. At the start of each semester you will be provided with a Travel Contract to present to your instructors within the first week of classes. These contracts must be discussed with your instructors and then the instructors must acknowledge online. These letters do NOT insure that you are EXCUSED from class. That must be determined by discussing your predetermined absences with your instructors directly and face-to-face. During the FIRST 3 days of each semester, if an instructor is uncomfortable with projected missed class times, please meet with the Griff Center Student Athletic Academic Advisor IMMEDIATELY to consider any and all options. You are expected to make up assignments missed due to athletic competitions (subject to the discretion of your instructors).

C. Responsibilities of Student-Athletes

When you accepted your athletic scholarship or a walk-on position on an athletic team at Canisius University, you agreed to take on the responsibility required to be both a scholar and an NCAA Division I athlete. **Never ask a coach to contact any member of the faculty for purpose of discussing your academic performance.** If it should ever become necessary for the Athletics Department to contact your instructor, the Griff Center Student Athletic Academic Advisor will initiate the contact. As a student-athlete, you are expected at all times to exhibit self-discipline in study habits and class attendance.

At the beginning of each semester, you must contact the instructor of any class that will be missed due to athletic competition. You should ask your instructor for their permission to 1) be excused from class for the purpose of athletic participation, and 2) submit required work or take scheduled examinations even if the scheduled date of such activities conflicts with athletic participation. If, because of examinations, important class meeting, and/or academic difficulty, you are placed at an academic disadvantage by missing such class meetings, please notify the staff in the Griff Center Student Athletic Academic Advisor immediately.





CLASS ATTENDANCE

D. Medical Excuses

In the circumstance of sudden acute illness causing a single class absence, an appointment time must be booked with the Student Health Center or appropriate medical provider before the class absence and attended as scheduled regardless of condition at the time of appointment. When appropriate, student-athletes must request this documentation from the Student Health Center, referring physicians or Team physicians in person. Under no circumstance shall staff Athletic Trainers write medical excuses for class absences for student-athletes during the spring and fall semesters. Each circumstance shall be treated individually.

In the event of long-term absence due to contagious illness, infection or long-term injury/illness, the referral for excused absences shall also be through the Student Health Center. The Student Health Center Medical Note Policy can be viewed on you Student Health Portal, myCanisiusHealth, under the education tab.

Procedure for Medical Absences

1. **Student-athlete** is required to make initial contact with professor by phone AND e-mail BEFORE the start of class time.
2. **Student-athlete must** see someone in the Student Health Center or a medical doctor ***if the instructor requires a documented medical excuse. ***
3. **Student-athlete** is to submit medical documentation to the Griff Center Student Athletic Academic Advisor. The student-athlete should also make copies of this documentation to provide to all instructors.
4. In the case that the student-athlete will miss more than one day of classes, the **Griff Center Student Athletic Academic Advisor** will contact the student-athlete's Associate Dean with the information.
5. **Associate Dean** will then generate medical absence notice and distribute to the student-athlete's instructors.
6. Notice will not be sent without the appropriate medical documentation.

*Please check each instructor's individual attendance policy in regard to excused absences.

*Medical referral appointments **shall not** be made during scheduled class times causing absences under normal circumstances.

E. Class Absences Due to Concussion

Student-athletes shall be held from attending academic classes and activities, minimally on the same day of concussion incident. Individualized plan shall be made to allow the student-athlete remain at home or in campus housing that day with a gradual approach to return to cognitive activity. The recommendation to not attend class or for the request of academic accommodation shall be forwarded in writing to the Griff Center Student Athletic Academic Advisor on the Notice to Griff Center form. Further class absences or academic accommodations shall be requested through the Griff Center. The Griff Center shall act as the liaison between the student-athlete, Sports Medicine staff, Student Life staff and the appropriate associate dean and/or instructors in circumstance where academic or non-academic accommodations are necessary. Student-athletes who have or continue to have post-concussion academic challenges shall be referred back to the Team Physician for medical evaluation.

STUDENT ADVISEMENT & REGISTRATION

A. Faculty Academic Advisors

Academic advisors are assigned to students prior to the beginning of the fall semester. Freshmen will be notified via both US mail and Canisius email of their academic advisor's name in mid-August. Your advisor will be a faculty member from your major department. Students will keep their assigned academic advisors through graduation unless they change majors or request a different faculty advisor in their major department. Students who remain undeclared through their sophomore year should report to the Griff Center for advisement and assistance.





STUDENT ADVISEMENT & REGISTRATION

B. Advisement Meetings

Freshmen are expected to meet with their advisors at least three times in the fall semester and twice in the spring semester. These meetings will include an introductory meeting with the advisor, discussion of semester progress reports, and selection of courses for the following semester. Upperclassmen should meet with their advisors twice each semester. All student-athletes are encouraged and should feel free to see their advisor at any point in the semester as questions or concerns arise.

C. Class Registration

Undergraduate student-athletes should prepare for registration by meeting with their faculty advisor and running a current GRIFF Audit. The purpose of advisement is to enable a student to plan their course of study consistent with their abilities, interests, and goals. You must meet with your advisor to discuss your class schedule and receive your registration pin number. The advisor reserves the right to release the PIN to the student at a later date if the student is not prepared for the advisement meeting. Student-athletes must clear all financial holds in order to register or to make schedule changes. These include outstanding tuition, late charges, library fines or residence hall damage fees.

NCAA ELIGIBILITY BASICS FOR STUDENT-ATHLETES

Start of **Freshman Year**:

- Academic certification status of “Final Qualifier” as certified by the NCAA Eligibility Center
- Amateur certification status of “Final Certified” as certified by the NCAA Eligibility Center
- Enroll full-time (12 credits for undergraduate students / 9 credits for graduate students)

Start of **Sophomore Year**:

- Successful completion of a minimum of 24 credits in the previous year (can include summer school)
- Pass a minimum of 18 credits during the previous academic year (fall and spring semesters only, excludes summer school)
- Overall GPA of at least a 1.80 (prior to 3rd semester)
- Pass 6 degree-applicable credits per semester
- Maintain full-time enrollment of a minimum of 12 credit hours (or 9 credits for graduate students)

Start of **Junior Year**:

- Certified designation of a major area of study by the Registrar’s office
- Successfully completed 40% of the credits required for graduation in your designated degree program
- Successful completion of 18 credits during the previous academic year (fall and spring semesters only, excludes summer school)
- Overall GPA of at least 1.90 (prior to 5th semester)
- Pass 6 degree-applicable credits per semester
- Maintain full-time enrollment of a minimum of 12 credit hours (or 9 credits for graduate students)

Start of **Senior Year**:

- Successfully completed 60% of the credits required for graduation in your designated degree program
- Successful completion of 18 credits during the previous academic year (fall and spring semesters only, excludes summer school)
- Overall GPA of at least 2.00 (prior to 7th semester)
- Pass 6 degree-applicable credits per semester
- Maintain full-time enrollment of a minimum of 12 credit hours (or 9 credits for graduate students)





NCAA ELIGIBILITY BASICS FOR STUDENT-ATHLETES

Start of **Fifth-Year**:

- Successfully completed 80% of the credits required for graduation in your designated degree program
- Successful completion of 18 credits during the previous academic year (fall and spring semesters only, excludes summer school)
- Overall GPA of at least 2.00
- Pass 6 degree-applicable credits per semester
- Maintain full-time enrollment of a minimum of 12 credit hours (or 9 credits for graduate students)

A. **NCAA Five-Year Rule**

The NCAA states that you have five (5) calendar years in which to complete four (4) athletic seasons of competition in a sport. This five-year clock begins when you become a full-time student at any collegiate institution (including two-year institutions). These five years are continuous. If you are not enrolled in school at any time during these five years, you do not regain that time. In special cases of medical hardship, you may be granted an extra season of competition, but this will not extend the five-year clock.

B. **Eligibility Definitions**

If you have transferred from another two or four-year institution to Canisius University, your status as an eligible student-athlete at Canisius University depends on several factors. These factors include but are not limited to:

- Whether you were a “qualifier” or a “non-qualifier” coming out of high school or prep school
- Your athletics history at your former institution
- Your age when you first entered your former institution
- Whether you qualify for a waiver of the residence requirement
- Whether you were recruited out of high school
- Whether you signed a National Letter of Intent
- Whether you transferred more than one time

C. **Transferring from Canisius University**

This Notification of Transfer Policy summarizes the Canisius Athletics and NCAA’s regulations and procedures associated with a Canisius University student-athlete’s decision to submit a Notification of Transfer. While this policy seeks to clarify the regulations and conditions of the Notification of Transfer (formerly permission to contact), it should be noted there have not been any legislative amendments associated with transfer eligibility per NCAA bylaw 14.5.1.

In accordance with NCAA bylaw 13.1.1.3.1, a Canisius student-athlete may initiate the notification of transfer process by providing the compliance office with a written notification of transfer by way of the **Notification of Transfer Form within ARMS forms**. In order to initiate this process, the student-athlete must first meet with their head coach and discuss their intent to transfer. Once that communication has occurred, the student-athlete must notify the compliance department of their intent to transfer by filling out the “*Notification of Transfer Form*” located within student-athlete’s form library within ARMS. The contents of this form shall include the following data required by the national transfer database: full student-athlete name, email, mobile phone number, sport, and reason for transfer request. The student-athlete shall retain the right to choose if they want to be contacted by other institutions per the database. Part of this workflow will require the student-athlete to watch the Division I Transfer Education Module and upload confirmation. Once the “*Notification of Transfer Form*” has been submitted, the compliance office, head coach and sport supervisor will electronically receive notification of the submission from ARMS. Please note that a student-athlete must enter the transfer portal during the individual sport transfer window in order to be eligible for the one-time transfer exception.





NCAA ELIGIBILITY BASICS FOR STUDENT-ATHLETES

Transfer Windows

- **Fall Sports:** 45-day window beginning the day after championships selections are made in their sport, or May 1-15
- **Winter Sports:** 60-day window beginning the day after championships selections are made in their sport
- **Spring Sports:** December 1-15, or a 45-day window beginning the day after the championships are made in their sport

Pursuant to the expectations set forth in NCAA bylaw 13.1.1.3.1, a Canisius compliance administrator has two business days to add the student-athlete's name to the NCAA's transfer database (i.e. Transfer Portal) after receiving the "Notification of *Transfer Form*". Once the student's information has been uploaded into the national transfer database, the NCAA shall notify the student-athlete via email with a date stamp record. Once the student-athlete receives this formal confirmation from the NCAA, the student shall be permitted to communicate with other institutions regarding their intent to transfer. The student-athlete's notification to transfer expires at the time in which they withdraw the notification, begin classes at their original institution or at another institution during the subsequent academic year.

Should you choose to transfer, NCAA bylaw 14.5.1 mandates a student-athlete must complete one year of residency at the new institution before being eligible to participate in athletics, unless they meet the requirements of an NCAA transfer exception. Canisius University will NOT grant a one-time transfer exception to those student-athletes who wish to transfer to the University at Buffalo, St. Bonaventure University, and any MAAC Institution.

Athletics Aid

As permitted in accordance with NCAA bylaw 15.3.5.1, it is institutional policy that the student-athlete's athletically related financial aid will be canceled or non-renewed at the conclusion of the academic term in which the notification of transfer was requested. If a "Notification of *Transfer Form*" is submitted during an academic semester the student-athlete will be required to fulfill service hours on campus in order to continue receiving athletic aid for the remainder of the semester notification is given. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution will reduce or cancel the financial aid immediately.

Non-renewal or cancelation of athletics aid shall be initiated by the Department of Athletics in accordance with NCAA legislation. If the student ultimately elects not to transfer, the head coach may recommend that athletics aid be awarded in subsequent terms or years. All non-renewals and cancelations are subject to a hearing opportunity per NCAA bylaw 15.3.5.1.1.

Support Services

Canisius Athletics is committed to assisting student-athletes as they pursue their academic degree. As such, student-athletes who submit a "Notification of *Transfer Form*" shall retain the right to utilize the GRIFF Center for Academic Engagement through the end of the regular academic term in which written notification of transfer is received. The GRIFF Center is available to all students of Canisius University.

Roster Status

Submission of the "Notification of *Transfer Form*" may be treated as an immediate and voluntary withdrawal from any sport the student-athlete is participating in for personal reasons and the student-athlete will be removed from the active roster.





NCAA ELIGIBILITY BASICS FOR STUDENT-ATHLETES

Withdrawal

If the student wishes to withdraw their name from the transfer portal an email must be sent by the student to the Associate AD for Compliance, Sport Supervisor, and the Head Coach. If the student withdraws their name from the Notification of Transfer inside of the two business days and the institution has not yet uploaded the name onto the Transfer Portal, the student's name will not be entered into the portal. If the student's name has been entered, the student's record will remain in the transfer list with a "withdrawn" next to their name. While this action serves to withdraw the student-athlete's name from the transfer database it does not obligate Canisius Athletics to re-instate athletics aid, a roster spot, or any other student-athlete benefit that may have been revoked due to the transfer request. However, the coach may recommend that athletics aid be re-awarded in subsequent terms or years.

D. Student-Athlete Agent Policy/Financial Advisor

NCAA Bylaw 12.1.2 states that an individual shall be ineligible for participation in an intercollegiate sport if they ever have agreed (orally or in writing) to be represented by an agent for the purpose of marketing their athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

E. Representation for Future Negotiation

An individual shall be ineligible if they enter into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed their eligibility in that sport.

F. Benefits from Prospective Agents

An individual shall be ineligible if he or she (or his or her relatives or friends) accepts transportation or other benefits from any person who wishes to represent the individual in the marketing of their athletic ability. The receipt of such expenses constitutes compensation based on athletic skill and is an extra benefit not available to the student body in general.

G. Legal Counsel

Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representations by an agent unless the lawyer also represents the student-athlete in negotiations for such a contract.

H. Extra Benefits

Accepting extra benefits or illegal aid, whether knowing or not, is a serious violation of NCAA rules. You could lose your eligibility, your scholarship, and your right to compete in intercollegiate athletics if you accept extra benefits from any illegal source.

Student-athletes are only allowed to receive benefits that are also offered to the general student population. Be extremely careful of "free" or "special" benefits that you may be offered. If any items or services have been offered to you by someone other than a family member, notify the Compliance Office immediately. If you have any questions about whether something might be considered an "extra benefit", ask your coach or the Compliance Office.

I. Involvement in Promotional Activities

Student-athletes may not be involved in any type of promotional activity or contest held in conjunction with a University's intercollegiate competition in which a prize may be won. Participation would jeopardize the individual's eligibility for intercollegiate competition unless:

- The prize won is through a random drawing in which all members of the general public or the student body are eligible to participate; and
- In the case of a Division I student-athlete, the eligibility shall apply only in the sport in which the promotional contest or activity occurs. For example, if a student-athlete takes part in a free-throw shooting contest at halftime of a men's or women's basketball game, that student-athlete would lose their eligibility in the sport of basketball.





NCAA ELIGIBILITY BASICS FOR STUDENT-ATHLETES

J. Amateurism Reminders

Within your sport you cannot:

- Accept payment or a promise of payment (in cash, gifts, prizes, or travel) for participation in your sport.
- Enter into an agreement of any kind to compete in professional athletics. You cannot negotiate a verbal or written professional contract.
- Request that your name be put on a draft list for professional sports or try out with a professional sports organization. (There is an exception for basketball).
- Play on or against any professional athletics team.
- Have your athletically related financial aid determined by anyone other than Canisius University.
- Participate on teams other than those fielded by Canisius University during the season/academic year.

This includes tryouts, exhibitions, or tournament games. There are some exceptions, in which case, please see the Canisius University Compliance Office.

In any sport, you cannot:

- Accept such things as gifts, meals or loans of vehicles or money from athletics interest groups or people within the Canisius University Athletic Department.
- Be represented by an agent or organization in order to market your athletic skill or reputation.
- Receive any benefit that is not available to other student-athletes at Canisius University.
- Participate in a summer basketball league not approved by the NCAA. You must have written permission from the compliance office for summer league participation.
- Play on a non-collegiate athletic team during the academic year without permission from your head coach and the Compliance Office.
- Accept rides or meals from representatives of athletic interests, institutional staff members or members of your coaching staff on a regular, frequent or scheduled basis.

K. Gambling

The NCAA prohibits any involvement by prospective or currently enrolled student-athletes in any type of gambling activities that involve intercollegiate or professional sports. Those found in violation will lose their eligibility for intercollegiate athletics subject to an appeal for restoration. Any of the following activities may render a student-athlete ineligible:

- Providing any information (i.e., reports concerning team morale, game plans and injuries of team members) to any individual who could assist anyone involved in organized gambling activities.
- Making a bet on any intercollegiate team.
- Accepting a bet or bribe on, or agreeing to throw, fix, or illegally influence the outcome of an intercollegiate contest.
- Failing to report any bribe or offer, or any knowledge of any attempt to throw or fix a game or to illegally influence its outcome.
- Participating in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.
- Participating in “fantasy sports” by providing an entry fee.
- Participating in “daily fantasy sports” where a buy-in to a league occurs and a chance to win a prize is available.





NCAA ELIGIBILITY BASICS FOR STUDENT-ATHLETES

L. Athletically Related Activities

The NCAA states that your participation in countable athletically related activities (see list below) must be limited to no more than four hours per day, and 20 hours per week, with one day off while in your declared playing season. Outside of the declared playing season during the academic year, your participation in countable athletically related activities is limited to no more than eight hours per week with two days off. Countable athletically related activities are as follows:

- Required practice* and competition
- Required weight training and conditioning
- Participation outside the declared playing practice season with a member of the coaching staff (8 hours maximum per week)
- Required participation in camps, clinics, or workshops
- Up to four hours of individual skill and instruction from the coach, outside of your season
- Requested on-court/on-field activities

***Practice:** A practice is any meeting, activity, or instruction involving sports related information and having an athletic purpose which is held at the direction of, or supervised by, any member of the Canisius University coaching staff. Practice is considered to have occurred in the following activities:

- Field, floor or on-court activity
- Setting up offensive or defensive alignment
- Chalk talk
- Lecture on or discussion of strategy related to the sport
- Activities using equipment related to the sport
- Discussions or review of game films, motion pictures or videotapes related to the sport
- Activities conducted under the guise of physical education class work (e.g., any class composed of or including primary members of an intercollegiate team on a required attendance basis or where the class utilizes equipment for the sport)

CARA Certification

1-2 Student-Athletes from your team will be asked to certify the CARA logs in ARMS that are submitted on a biweekly basis by the coaching staff. Student-athletes are chosen at random for this task and it is expected to verify the events in a timely fashion. If you have any questions about these regulations concerning limits on countable athletically related activities, ask your coach or the compliance office.

M. Summer Activities

Student-athletes may not be required to participate in weight training and conditioning activities held under the supervision of coaches or other departmental staff members during the summer. Student-athletes may also not report voluntary activities back to the coaching staff.

Student-athletes may voluntarily participate in strength and conditioning activities conducted only by the department's strength and conditioning coach.

Summer practices can NOT be organized or supervised by staff members. In individual sports only (golf, cross country, swimming and diving) a coach may participate in individual workout sessions with student-athletes from the coaches' team if the request is initiated by the student-athletes.





NCAA ELIGIBILITY BASICS FOR STUDENT-ATHLETES

N. Participation in Outside Competition

A student-athlete in any sport who participates as a member of any outside team in any non-collegiate, amateur competition during the academic year becomes ineligible for intercollegiate competition in that sport for the remainder of the year and for the next academic year.

Student-athletes may compete on an outside team during any official vacation period provided such competition is during a period outside of Canisius' declared playing season in that sport. The number of currently enrolled student-athletes from any one school participating on the same team is limited by sport. Prior to competition, student-athletes are required to fill out the **Summer Outside Competition** form in ARMS.

*Basketball players may compete only in NCAA sanctioned leagues or events. Permission to participate in leagues or events must be granted in writing after the student-athlete has filled out the required ARMS paperwork.

***ALWAYS check with the Compliance Office BEFORE participating on any outside team.**

O. Complimentary Admissions

Canisius University offers complimentary admissions to competitions in accordance with NCAA rules and regulations. These regulations allow each student-athlete up to four complimentary admissions per home event in their sport. Complimentary admissions offered to away events are issued to eligible members on the official traveling roster for each event. NCAA rules do not allow institutions to issue "hard tickets." Complimentary admissions are granted through a pass list at the respective facility's pass gate

Canisius University charges admission to the following athletic events: men's basketball, women's basketball, hockey, and men's lacrosse. If you have any questions concerning which events will require paid admission and how to obtain admissions to these events, talk to your coach.

Information for Your Guests

Your guests must present valid photo identification in order to be admitted at the pass gate. Your guests are also representatives of Canisius University. Please remind them that they should conduct themselves in an appropriate manner. Please note that starting in 2023-24, issuance of tickets will be electronic, so phone numbers or email addresses of your guests are needed when requesting tickets for them.

RECRUITING/OFFICIAL VISIT POLICY

A. Recruiting Philosophy

Canisius University is committed to operating its Athletics program with the highest standards of behavior and practices in all areas, including recruiting. All University personnel and students involved in the recruiting of prospective student-athletes will conduct all recruiting activities in accordance with this commitment and in compliance with all applicable NCAA regulations.

B. Coaches Responsibilities in the Screening of Recruits

Head coaches are responsible for evaluating a recruit's character and citizenship, and for recruiting individuals who will share the University's commitment to the highest standards of behavior and attitude. Head coaches are expected to communicate to recruits their expectations in terms of behavior and attitude prior to the official visit. If any coach receives information that a recruit has any incidents in his or her background such as arrests, citations, or any other potentially embarrassing incidents or incidents that would indicate a lack of character, the coach is to make the Director of Athletics aware of those issues so that a joint decision can be made on whether or not to continue recruitment.





RECRUITING/OFFICIAL VISIT POLICY

C. Hosting a Prospective Student-Athlete (Prospect)

When a prospective student-athlete comes to visit Canisius University, you may be asked to serve as a host. The NCAA very strictly regulates such visits. Review the following NCAA policies regarding hosting a prospective student-athlete.

1. An institution may cover the actual costs (up to \$60 per person) of entertaining a prospective student-athlete and up to four family members accompanying the prospective student-athlete during an official visit.
2. You must use the money for actual and necessary expenses, such as entertainment and snacks for prospective student-athletes and their parents or guardians.
3. Neither you nor the prospective student-athlete may use the money for souvenirs (hats, t-shirts, logo items).
4. You will be asked to sign a prospect host declaration form for the prospective student-athlete's visit.
5. If complimentary admissions are part of the prospective student-athlete's visit, your coach will explain the procedures for obtaining these admissions. The prospective student-athlete and any guests will need to show photo-identification at the pass gate for admission to athletic events.
6. Student hosts are required to read and sign a Student Host Instructions/Declaration Form prior to receiving hosting funds.
7. The student host must be either a current student-athlete or a student designated in a manner consistent with the institutions policy for providing campus visits or tours to the PSA's in general.
8. Following entertainment activities, the student host must return the prospect safely to their place of lodging.
9. All unused student host money will be removed from the student host's prepaid Visa card the first business day following the Official Visit.
10. Inform the head or assistant coach of the entertainment activities that occurred during the visit.

D. Activities During Official Visits

Coaches are responsible to select responsible hosts who will follow the coach's instructions and avoid inappropriate behaviors. Coaches are responsible to instruct their assistant coaches and student hosts about what types of behavior and activities are appropriate and inappropriate. While good judgment is expected of student-athletes, all possible activities cannot be listed. The following are some examples of ***inappropriate and appropriate activities***:

Inappropriate Activities

- Attendance at adult entertainment facilities and/or casinos
- Excessive meals and transportation
- Provision of alcohol to under-aged recruits
- Use of escort services, exotic dancers, or any other similar services
- Participation in any unethical or illegal activity, that violates criminal law or NCAA rules such as use of drugs, or participation in gambling activities
- Activities at any location that may cause a perception of impropriety

Appropriate Activities

- Take the prospect out for a snack (e.g., pizza, hamburger) in addition to the three meals provided that day
- Attendance at an appropriately rated movie
- On campus athletic or student events
- Take the prospect to engage in recreational activities (e.g., bowling, pool, Lasertron, etc.)
- Team gathering

Coaches are responsible to ask the host what free time or social activities are planned for the recruit, and to follow up after the visit. Coaches are responsible to inform the host that providing alcohol to anyone under the age of 21 is prohibited by New York State laws and will not be tolerated.





RECRUITING/OFFICIAL VISIT POLICY

E. Prospect Travel and Lodging Information

- Recruits utilizing air transportation to visit campus will use coach class commercial airfare.
- For on campus transportation, only the following vehicles will be used: institutionally provided vehicles; personal vehicles of student-athletes; and personal vehicles of coaches.
- All recruits and their parents/guardians will be housed in standard lodging available to all guests at that hotel.
- All meals provided to recruits and their parents/guardians must be comparable to meals provided to student-athletes during the academic year.
- No personalized recruiting aides (such as personalized jerseys, personalized audio or video scoreboard presentations, etc.) may be used. Also, no game day simulations may be implemented.

F. Oversight, Monitoring and Enforcement

- The responsibilities of the Head Coach are clearly stated above.
- The Sport Supervisors are responsible to monitor recruiting activities to be sure the coach is fulfilling their responsibilities as noted above.
- The Compliance Office will assure that the coaches have reviewed these policies and that the coaches have reviewed these policies with their teams.
- Staff, coaches or student-athletes found to be in violation of these policies will face disciplinary action, which may include termination of employment or cancellation of athletics aid.

G. Official Visit Procedures for All Sports

- The recruiting coach submits a name and unique identifying factors to the Compliance Office, through ARMS, in order to verify that the prospect is registered with the NCAA Eligibility Center.
- The Compliance Office reviews all prospective student-athlete academic information provided by coaches prior to official visit approval. The recruiting coach arranges all prospective student-athletes transportation, housing, meals, complimentary admissions, and entertainment, where applicable.
- Coach arranges for funds for the visit with the Compliance Office.
- Coach ensures that he/she signs the declaration form that reviews applicable rules with student hosts (where applicable).
- Coaches will complete detailed expense reports and submit it for approval through ARMS.
- The Compliance Office monitors compliance with NCAA rules for transportation, housing, meals and entertainment before reimbursement.
- The Compliance Office monitors maximum sport limitations.
- The recruiting coach is required to keep all official visit records on ARMS as well as transcripts and test scores. The host/prospect sheet signed (where applicable), shall be kept in hard copy in recruiting records.





ATHLETIC GRANT-IN-AIDS (SCHOLARSHIPS)

An athletic grant-in-aid may cover up to the cost of tuition, fees, room, board and books for an academic year. Grant-in-aids are renewable on an annual basis, and notification of renewal, reduction or non-renewal will be postmarked no later than July 1. If you ever have a question about the terms of your financial aid agreement, please do not hesitate to speak with your coach, the Financial Aid Office, or the Compliance Office. *If an athlete becomes ill or injured due to athletics, the grant cannot be canceled or reduced during that academic year.*

A. Renewal Policy

The policies for renewal of grants-in-aid are as follows:

- The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective.
- Canisius University shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 15.3.7.1) whether the grant has been renewed or not renewed for the ensuing academic year.
- You may receive an athletics grant-in-aid for no more than five years.

B. Non-Renewals

Your athletics grant-in-aid may be canceled during the period of the award or not be renewed for the subsequent academic year if:

- You render yourself ineligible for intercollegiate competition.
- You engage in serious misconduct warranting disciplinary action.
- Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement.
- The head coach determines that you are incompatible with the coaching staff.
- You voluntarily withdraw from the sport at any time for personal reasons.
- Provides written notification of transfer; however, the student-athlete's financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. If the student-athlete provides written notification of transfer to the institution between regular academic terms, the institution may reduce or cancel the financial aid immediately.
- You will receive a letter from the Financial Aid Office postmarked by July 1 if your grant-in-aid will not be renewed.

If you disagree with the decision to reduce or cancel your grant-in-aid, you can file an appeal by submitting a request for an appeal hearing to the Assistant Athletic Director for Compliance within 14 days of reduction or non-renewal.

C. Athletic Grant-In-Aid Appeal Process

Per NCAA Bylaw 15.3.2.3, Canisius University has an Appeals Committee to provide a hearing opportunity to a student-athlete who believes that his/her athletic grant-in-aid should not be reduced or non-renewed.

A student-athlete will receive a letter from the Director of Financial Aid stating that upon recommendation of the Department of Athletics, his or her athletic grant-in-aid will be reduced or will not be renewed for the upcoming academic year. If the student-athlete feels the reduction or non-renewal of their grant-in-aid is unfair or unjustified, they have a right to request a hearing, as provided by NCAA regulations.

If the student-athlete would like to have a hearing, the student-athlete must put the request in writing to the Assistant Athletic Director for Compliance. The student-athlete has 14 days (two weeks) to request a hearing from the time the letter from the Financial Aid Office was received. An appeals hearing will be scheduled for the student-athlete by the Chair of the Appeals Committee. The appeals committee deliberates after the hearing and notifies the student-athlete in writing the outcome of the hearing. The decision of the Appeals Committee is final.





ATHLETIC GRANT-IN-AIDS (SCHOLARSHIPS)

D. Fifth Year Grant-In-Aid

The Department of Athletics has a limited amount of financial aid designated for awarding to student-athletes who have exhausted their eligibility for competition. Any student-athlete who has completed their athletic eligibility at Canisius is eligible for consideration of the award. Fifth year financial aid is awarded at the discretion of the Athletics Director. Decisions made by the Athletics Director will be based on recommendations of the Sport Supervisors, Head Coach and Academic Advisors. Please be reminded that the NCAA only permits a maximum of five (5) years of athletic aid for any individual student-athlete. Any student-athlete who has exhausted his/her athletic eligibility and receives fifth year aid, could be given a service assignment within the Department of Athletics. The assignment will be up to 15 hours per week.

Fifth year aid is awarded to student-athletes to facilitate the completion of their undergraduate degrees from Canisius. Strong consideration will be given to those athletes requiring a fifth year that have not previously received summer financial aid or received summer aid on a very limited basis.

E. Medical Exemption-Scholarship Aid Policy

This type of aid must be applied for annually and is approved by the Athletics Director. Medical Exemption financial aid is available to student-athletes who have sustained an injury that will permanently prevent them from participating in their sport at the collegiate level. These awards are not automatically renewed each year. Student-Athletes receiving medical exemption financial aid could be given a service assignment within the Athletics Department. The assignment will be approximately 12 hours a week. This work requirement may also include the summer sessions.

F. NCAA Special Assistance Fund

The NCAA provides a fund to assist student-athletes with special financial needs. Canisius University receives funds from the NCAA based on a formula set by the NCAA which changes yearly. You may be eligible to receive money from the NCAA special assistance fund.

If you are eligible to receive money from the NCAA special assistance fund, you may use the funds for the following expenses:

- Supplies for academic courses (\$20 limit for general school supplies such as notebooks and pens).
- Medical treatment not paid for by your insurance coverage (premiums for optional medical insurance, hearing aids, vision therapy, psychological counseling). Sports Medicine will approve or disapprove all "medical" receipts. Please do not assume everything is covered.
- Travel/other costs due to family emergencies. Written descriptions must accompany all receipts turned in for emergencies.
- Clothing and other essentials.

If you have any questions about your eligibility for this fund please contact the Associate Athletic Director/SWA.

G. Employment Guidelines

According to NCAA rules, the following applies to all types of student-athlete employment:

- Actual/useful work must be performed.
- The rate of pay must be the regular rate for such duties.
- Hours paid must be equal to the actual number of hours worked.
- Payment in advance of hours worked is not permitted.
- Transportation to the job site may be provided if it is available to all employees.
- Student-athletes may be employed on a fee-for-lesson basis in any sport as long as the above guidelines are met and as long as they get pre-approval from the Compliance Office by submitting the Student-Athlete Fee-for-Lesson on ARMS.
- Student-athletes are responsible for adhering to employment rules and regulations and are to report any irregularities in compensation or benefits to the Athletic Director or Compliance Office.





ATHLETIC TRAINING SERVICES

The primary responsibility of Canisius University Athletic Training Services is to keep student-athletes healthy, both on and off the field of play. The staff of Certified Athletic Trainers believes that the main focus of our services is to teach student-athletes responsible health behaviors and help provide treatment and symptom relief of their injuries and illnesses with the common goal of peak athletic performance.

The Center for Athletic Training (CAT), located in the Koessler Athletic Center, is a co-educational facility open to serve the needs of current student-athletes. Team physicians are available on a regular basis and are scheduled by Certified Athletic Trainers. The CAT is open from Monday through Friday from 10 am–6 pm during scheduled class days and for all scheduled practices and competitions all other times. Typically, a Certified Athletic Trainer is present 1 hour before and minimally 30 minutes after scheduled practice times. Competitions are staffed appropriate to the needs of individual teams. Summer hours are posted and vary on an annual basis. All teams have Certified Athletic Trainers assigned respectively, but all CAT Staff are available to all student-athletes to assist in their needs. Student-athletes are expected to dress appropriately (minimally, clean shorts, t-shirt and appropriate footwear) for treatment/evaluation, act in a manner respectful of other users and comply with scheduled appointment times. Food and drinks, cleats or dirty footwear are NOT allowed in the CAT.

Student-athletes are expected to report all injury and illness in a timely manner to the Certified Athletic Trainer designated to their respective team. Each student-athlete has responsibility in the follow-up care and communication of these injuries/illnesses with the assistance and supervision of the Certified Athletic Trainers.

Health insurance concerns and claims processing for athletic injuries are processed through the Director of Sports Medicine. Bills for these injuries should be presented to the Director of Sports Medicine during normal business hours in a timely manner for appropriate claims processing.

A. Policy on Student-Athlete Medical Expenses

The following provides information regarding medical insurance requirements and medical expenses for the student-athlete. No student-athlete is to begin any phase of the Intercollegiate Athletic Program, without obtaining clearance from the sports medicine staff. Clearance includes completion of the "Athletic Insurance Information" form and submitting a two-sided copy of current insurance information on ARMS annually. If a student-athlete sustains an injury while participating in a regularly scheduled game, practice, scrimmage or conditioning session, secondary insurance coverage can be utilized. Prior to utilization of secondary insurance, individual primary medical insurance must be used through the student/parent's personal health and hospitalization insurance (such as Blue Cross and Blue Shield). Should a student-athlete sustain an injury while participating in an intercollegiate program, they should report this immediately to the athletic training staff, regardless of how minor. Necessary referrals for follow-up care will be made as needed. Under normal circumstances, the student-athlete should not seek outside care without proper referrals by the team physician or the athletic trainer. If an individual seeks outside care without proper referral, they must be prepared to pay for such services. No responsibility on the part of the Athletic Department of Canisius University exists or may be assumed to exist for outside medical or dental treatment or hospitalization of any kind for athletic injuries without prior referral by the team physicians or the athletic training staff. All illnesses should be reported in a timely manner to Athletic Training Staff for immediate treatment plans and appropriate referral.





ATHLETIC TRAINING SERVICES

NEW (Effective Fall 2021)- Canisius University will require all full-time undergraduate and international students to have health insurance. All International Students (including Canadian students) will be automatically enrolled in the plan. Domestic students can either enroll in CC-SHIP or retain comparable coverage via their current health insurance plan or family plan. If a student will use their own health insurance plan or be covered by a parent's plan, there is a requirement to demonstrate proof of comparable health insurance coverage and waive out of the CC-SHIP by the September 2, 2022. The cost of the CC-SHIP plan for 2021-2022 is \$2,118 with coverage extending from 8/15/22 to 8/14/23. The charge for the 12-month plan will be included in the Fall semester tuition eBill issued in mid-July and payable by the published tuition payment deadline. All Domestic Graduate and Part-time students taking at least 6 credits are eligible to enroll in the CC-SHIP plan on a voluntary basis.

All Fall 2023 registered full-time undergraduate students are required to complete an online process available now through September 2nd at www.mystudentmedical.com/General/SchoolLanding?SchoolId=99 and choose the 'Enroll or Waive Coverage' option which will direct the student in one of two paths:

- Canisius University Department of Athletics Policy on Student-Athlete Medical Expenses Waive enrollment in the CC-SHIP by providing details of current insurance coverage; or,
- Confirm enrollment in the CC-SHIP and register for plan documents & Insurance ID Card. All Freshman or Transfer International Students, including Canadians, will automatically be enrolled into the University's International Health Insurance Plan.

For complete information go to: Campus-Wide Letter Regarding Changes to Insurance Requirements Expenses specific to COVID-19 and other illness Canisius University's secondary insurance accident plan does not provide coverage for testing, treatment or follow-up care for COVID-19 or any illnesses and these medical expenses are the responsibility of the student-athlete. The university highly recommends that all of its student-athletes check with their primary medical insurance for coverage of medical expenses of COVID-19, including potential vaccination while attending Canisius University. This is vitally important in instances where student-athletes primary medical insurance coverage does not cover these expenses while away from home, as they may be considered out-of-network and may not cover certain medical expenses. International students, including Canadians (as of Fall 2021) are required to purchase a plan through the University. This plan is available to returning Canadian student-athletes and is highly recommended for current Canadian student-athletes who were not required to purchase the University's International Health Insurance Plan, as an option to cover illness expenses. Canadian Provincial Insurance will be accepted for returning student-athletes not effected by the requirement to purchase the University's International Health Insurance, but may not cover illness expenses, which are the responsibility of the student-athlete.

Information on the University's International Health Insurance, is on the following website and becomes available in early June annually: <https://www.studentinsurance.com/Client/596> Processing and Payments of Medical Expenses The following guidelines shall be utilized in the processing and payment of medical expenses for injuries incurred while participating in a regularly scheduled intercollegiate game, practice, scrimmage or conditioning session as a Canisius University Student-Athlete. Initial processing of claims with Secondary Insurance, submission of bills, and appointments to medical providers, shall be arranged by the athletic training staff, in collaboration with the student-athlete. The Director of Sports Medicine, or designee, will be responsible for the follow-up processing, communication of opened claims and payments when necessary. Student-athletes and/or parents/guardians may be requested to communicate and correspond with their respective Primary Medical Insurer to obtain necessary information for claims completion. Health Insurance Privacy Laws do not permit the Athletic Training or Department of Athletics staff to correspond directly with these carriers on behalf of a student-athlete. Canisius University Department of Athletics Policy on Student-Athlete Medical Expenses pg. 3 Original bills must be submitted in a timely fashion. Reimbursement for payment by the student-athlete or family of medical expenses may not be guaranteed and is not recommended.





ATHLETIC TRAINING SERVICES

- Primary Medical Insurance (PMI) is required of all Student-Athletes and must be utilized as the primary source of payment for medical expenses for injury.
- Secondary Athletic Injury Insurance is provided by the university and shall be utilized in covering outstanding medical expenses for athletic injuries, not completely covered by PMI. Proof that PMI was initiated as the primary insurance source will be necessary before this secondary policy will take effect. Essentially, all medical expenses for treatment and care are covered for a student-athlete after an athletic injury. This is a disappearing \$500 deductible Athletic Accident Plan, meaning the first \$500 of an athletic injury sustained while participating in Intercollegiate Athletics, is paid as a deductible by the University, and the remaining amount is covered by the Secondary Athletic Injury Insurance. Non-Athletic Injury/Illness Expenses, which may be referred by Canisius Team Physicians, Student Health Center or outside referrals for other, non-Athletic injury or illness medical expenses are not covered by the Canisius University Secondary Athletic Insurance Policy and are the responsibility of the student-athlete. Canadian Provincial Insurance for Injury Coverage These policies are currently accepted as Primary Insurance for returning Canadian Student-Athletes who do not choose to purchase the University's International Health Insurance Plan. The Canisius University Secondary Athletic Insurance Policy, for injury claims only, covers these claims. Processing claims may, however, require some responsibility on behalf of the student-athlete or parent/guardian. Health Insurance Privacy Laws do not permit the Athletic Training or Department of Athletics staff to correspond directly with these carriers on behalf of a student-athlete. Bills or requests for information may need to be submitted directly to these Primary Insurance Carriers by the student-athlete or parent/guardian. This should not affect the coverage provided by the Athletic Insurance Policy but may delay processing.

As of Fall 2021, all incoming Canadian students will be required to purchase Specific Referrals Canisius University Department of Athletics Policy on Student-Athlete Medical Expenses pg. 4 Dental Injury Policy: Expenses will be covered only for athletic-related injuries to sound, natural teeth or permanent bridges and only if the injury is reported immediately to the Athletic Training Staff. Routine cleaning, care of cavities or care of and/or extraction of wisdom teeth is not covered by Canisius University Insurance Plans.

Alternative Medicine/ Chiropractic- Referral for these services may be made by the Athletic Training Staff or Canisius Team Physicians for Athletic injuries only. PMI must be utilized initially in all cases. The duration of this referral shall be determined by the Director of Sports Medicine and the Head Team Physician on an individual basis.

Prescription- Processing of payment for prescription medications prescribed by the Canisius Team, the Student Health Center or referred Physicians for athletic injuries shall be processed through the Canisius University Secondary Athletic Insurance Policy. Medical expenses for prescription medication illness or non-athletic related conditions are not covered by the Canisius University Secondary Athletic Insurance Policy and are the responsibility of the student-athlete. Canisius University will not be financially responsible for medical care related to tattoos, brands or body piercing.

B. Processing and Payments of Medical Expenses

The following priority list shall be utilized as a guideline for the processing and payment of medical expenses for Canisius University Student-Athletes. Initial processing/opening of claims with Secondary Insurance, submission of bills, and appointments to medical providers should be arranged with the assigned Certified Athletic Trainer for each respective team, in collaboration with the student-athlete. The Director of Sports Medicine will be responsible for the follow-up processing, communication of opened claims and payments when necessary. Student-athletes and/or parents/guardians may be requested to communicate and correspond with their respective Primary Medical Insurer in order for claims to be processed. Original bills should be submitted in a timely fashion to the Director of Sports Medicine. Reimbursement for payment of medical expenses from athletic injury by the student-athlete/parents may not be guaranteed and is not recommended.





ATHLETIC TRAINING SERVICES

Primary Medical Insurance (PMI) is required of all student-athletes and will be utilized as the primary source of payment for medical expenses for injury or illness.

Secondary Athletic Injury Insurance is provided by the university and shall be utilized as a secondary means in covering outstanding medical expenses for athletic injuries, not completely covered by PMI. Proof that PMI was initiated as the primary insurance source will be necessary before this Secondary policy will take effect. Essentially, all medical expenses for treatment and care are covered for a student-athlete after an athletic injury. This is a disappearing \$500 deductible Athletic Accident Plan, meaning the first \$500 of an athletic injury sustained while participating in athletics, is paid as a deductible by the University, and the remaining amount is covered by the Secondary Athletic Injury Insurance.

C. Canadian Provincial Insurances

These policies are currently accepted as Primary Insurance for returning student-athletes as of the Fall of 2021 who do not choose to purchase the university plan. Processing claims may, however, require some responsibility on behalf of the student-athlete or parent/guardian. Health Insurance Privacy Laws do not permit the Athletic Training or Department of Athletics staff to correspond directly with these carriers on behalf of a student-athlete. Bills or requests for information may need to be submitted directly to these Primary Insurance Carriers by the student-athlete or parent/guardian. This should not affect the coverage provided by the Athletic Insurance Policy but may delay processing.

Canadian Provincial insurance may not cover illness or non-athletic injury. It is highly recommended that you inquire of your insurance if these services would be covered as these are the responsibility of the student-athlete and not the University. Currently the International Health Insurance Plan is available for purchase to Canadian student-athletes and is a highly recommended option. The plan is available at Wellfleetstudent.com.

D. Non-Canadian International Insurance

This specific Primary Medical Insurance is required by the university for all non-Canadian international students studying on an F1 Visa. Information about the plan, including cost and enrollment will be available through the International Student Programs.

Canisius University will not be financially responsible for medical care related to tattoos, brands or body piercing.

A complete listing of Athletic Training Policies & Procedures can be found at:
<https://gogriffs.com/sports/2008/6/27/1498513.aspx>





DRUG SCREENING & REHABILITATION POLICY

I. PURPOSE

Canisius University recognizes the threat that drug abuse and misuse presents to the health and welfare of the student-athlete and the integrity of intercollegiate athletics. To deter the use of banned substances by members of NCAA sponsored intercollegiate athletic teams, Canisius University has developed a drug screening and rehabilitation program. All student-athletes shall be included in the population for drug testing, which may be conducted throughout the calendar year. Student-athletes may be selected for testing regardless of whether or not they are receiving any athletically related financial aid (scholarship). The Drug Screening and Rehabilitation Program is coordinated by the Canisius University Department of Athletics, with assistance from the Head Team Physician, the Head Athletic Trainer/Director of Sports Medicine and the Sports Medicine staff. Annual drug education shall be provided to all student-athletes by the Director of Compliance and the Head Athletic Trainer.

This policy is not to be construed as a contract between the institution and the student-athletes at Canisius University. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy. Canisius University may amend this policy at any time as deemed necessary. This institutional program is separate and distinct from the NCAA Drug-Testing Program.

II. BANNED SUBSTANCES

Use of any banned substances, listed on the enclosed, current NCAA Banned Substances Classes, is prohibited. **Certain banned substances may be prescribed by a licensed physician for specific medical conditions.** This usage must be in writing (and on-file in the student-athletes medical file in the Center for Athletic Training before athletic participation begins) from the prescribing physician including name of student-athlete, proper dosage, length of dosage and specific medical condition before clearance for participation. Standard Assessment to diagnose certain conditions, such as Attention Deficit/Hyperactivity Disorder (ADHD), may be required to verify appropriate use and necessity of these medications. These substances may result in a positive drug screen but will need to be verified by the Head Team Physician or applicable testing agency to be within a "therapeutic prescribed dosage". In this specific circumstance, screens may not be considered as positive.

Common Conditions and Medications which may be medical exceptions:

- Attention Deficit/Hyperactivity Disorder (ADHD)- Methylphenidate, Ritalin, Adderall
- Hypogonadism/ testosterone deficiency- Testosterone

Canisius University, in accordance with the NCAA, does not endorse the use of supplements and cannot accurately certify that these products contain no substances banned by the NCAA. All supplements should be cleared by the Head Athletic Trainer/Director of Sports Medicine before use. The Head Athletic Trainer/Director of Sports Medicine is the designated individual within the Department of Athletics that all supplement inquiries must be presented for discussion/approval. It is recommended to inquire annually as products ingredients or manufacturing may have changed initial inquiry. If a student-athlete tests positive for use of a supplement product and has not checked this product out with the athletics staff (Head Athletic Trainer and/or Sports Medicine staff), or with Drug Free Sport's Resource Exchange Center (see Resources), the student-athlete bears full responsibility and sanctions for a positive drug test.





DRUG SCREENING & REHABILITATION POLICY

III. SCREENING

Testing may be performed by a whole team screen, individual selection, pre-season screen, selection on a random basis and/or selection based on reasonable suspicion as determined by the Director of Athletics, Canisius Teams Physicians, Athletic Trainers or Head Coaches. The term “reasonable suspicion” means that the Canisius University Director of Athletic is in possession of information giving rise to particularized and objective belief, supported by specific and particular facts, for suspecting a student-athlete’s possession or use of a prohibited substance, arrest or conviction related to the possession of, use of trafficking of banned substances, and/or conduct interpretable as being caused by the use of banned substances, all rise to the level of reasonable suspicion.

“Urine Collection Guidelines for Clients”, (Appendix 3), explains the collection process. Drug screening consists of standardized urinalysis collection by Drug Free Sport personnel. Each specimen will be identified by number only and will be analyzed by a WADA and/or SAMHSA certified testing laboratory. Student-athletes will be notified, no more than 24 hours prior to the test being completed, and will be provided information on locale, times and testing instructions. Notification will be made by direct contact, either in-person or phone call by the team’s Head Coach (or designee) or a member of the Sports Medicine staff. Text messaging, voicemail, email or other modes of electronic notification shall not be utilized as the primary means of notification. Testing may occur year-round.

Drug screening may consist of standardized urinalysis or hair testing, which shall be administered by designated laboratory personnel. Each specimen will be identified by number only and will be analyzed by a certified testing laboratory. Student-athletes will be notified by their respective Head Coach or designee, before the test is to be completed and will provide information on locale, times and testing instructions. Testing may occur year-round.

The Canisius University Department of Athletics utilizes the most current NCAA List of Banned Drug Classes (NCAA Bylaw 31.2.3.1), collectively referred to as “banned substances” for our substance abuse testing program. The list consists of substances generally believed to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete. The drug classes specifically include stimulants (such as amphetamines, ecstasy, and cocaine); hallucinogens (such as LSD); anabolic/androgenic steroids (such as Anvar and Dianabol); diuretics; masking agents; and marijuana, as well as other drugs not prescribed for the student-athlete and/or not within a therapeutic dose level. This list of banned substances may be obtained through:

- a) A member of the Canisius University Center for Athletic Training
- b) A member of the Canisius University Compliance Office; or
- c) NCAA Internet site: <http://www.ncaa.org> (Drug Testing Program)

No substance (excluding those appropriately prescribed and documented as Medical Exceptions) belonging to the prohibited classes may be used, regardless of whether it is specifically listed as an example. Student-athletes are responsible for knowing the list of banned substances. **Student-athletes use all drugs and nutritional or dietary supplements at their own risk. Before taking any drug or supplement, students should consult with the Head Athletic Trainer/Director of Sports Medicine.** Any student-athlete who tests positive for prescribed medication that requires a prescription by Federal law in the United States, regardless of being listed on the NCAA Banned Substances List or not, must present a current Prescription for a Medical Exception to be considered. At no time should any student-athlete take a prescription medication that is not prescribed to them individually. Any positive test for a prescription medication that is not appropriately prescribed shall be considered a positive test, regardless of dose levels. All prescription medication should be reported to the Sports Medicine in a timely manner.

Canisius University reserves the right in its sole and absolute discretion to test for substances that are not listed on the NCAA Banned Substance List and may test any substance at detection levels, which differ from those, listed on the NCAA Banned Substance List.





DRUG SCREENING & REHABILITATION POLICY

IV. ACTION TAKEN BY CANISIUS UNIVERSITY FOR POSITIVE TEST RESULTS

All screening test results will be sent directly to the Head Athletic Trainer or designee for review. All positive tests will be verified by the Head Team Physician. The Head Athletic Trainer or designee will notify the Director of Athletics of test results. The Director of Athletics shall notify the Head Coach and Student-Athlete of positive test results. Once the student-athlete is notified of a positive test, a meeting will be arranged to further discuss the results and penalties with the Director of Athletics (or designee), the Head Athletic Trainer, the Head Coach and the student-athlete.

Please Note: The following descriptions of consequences for positive screens are **MINIMUMS**. It is possible to be suspended from more contests than listed. Full consequences include, but are not limited to: further suspensions, cancellation of athletic financial aid, and/or dismissal from the program.

A. MARIJUANA ONLY

Canisius University recognizes current NCAA Drug Testing Program cutoff levels. Marijuana THC threshold cutoff levels established by the World Anti-Doping Agency are 150 nanograms per milliliter for a positive test.

FOR A FIRST POSITIVE SCREEN, THE FOLLOWING CONSEQUENCES WILL APPLY:

1. **Counseling and Evaluation** – The student-athlete will need to schedule an evaluation session with a Substance Abuse Counselor through the Office of Residence Life and report back to the Director of Athletics (or his designee) that this requirement has been complete. The counselor may refer the student-athlete for further screening and evaluation. Once the counseling sessions are completed, the Office of Residence Life will inform the Director of Athletics in writing that the student-athlete has completed their requirements within four (4) weeks of notification of positive test results.
2. **Follow-up Testing** – The Student-Athlete may be required to participate in follow up testing which will be administered by the Department and may take place through the remainder of their tenure as student-athlete at the University. This testing will not be announced and may occur at various times throughout the year.

FOR A SECOND POSITIVE SCREEN THE FOLLOWING CONSEQUENCES WILL APPLY:

1. **Suspension from a minimum of 10% of the contests regular playing season** – Suspension will be consecutive games and commence effective with the next scheduled regular season contest that the student-athlete is eligible to participate in. Any fraction of a penalty will be rounded up to the next full contest (i.e. 3.2 contests will result in suspension for a full 4 games).
2. **Counseling** – The student-athlete will be required to schedule an evaluation session with a Substance Abuse Counselor through the Office of Residence Life and report back to the Director of Athletics (or his designee) that this requirement has been completed. The counselor may refer the student-athlete for further screening and evaluation. Once the counseling sessions are completed, the Substance Abuse Counselor will inform the Department of Athletics in writing that the student-athlete has completed their requirements in this area.
3. **Follow-up Testing** – The Student-Athlete may be required to participate in follow up testing to be administered by the Department for the remainder of their career at the University. This testing will not be announced and will occur at various times throughout the year.
4. **Notification of Parents or Legal Guardians** – The Student-Athlete will be required to inform his/her parents, via the telephone, of the results of the positive drug test in the presence of the Director of Athletics and Head Coach.





DRUG SCREENING & REHABILITATION POLICY

FOR A THIRD POSITIVE SCREEN THE FOLLOWING CONSEQUENCES WILL APPLY:

1. **Suspension from a minimum of 50% of the contests regular playing season** – Suspension will be consecutive games and commence effective with the next scheduled regular season contest that the student-athlete is eligible to participate in. Any fraction of a penalty will be rounded up to the next full contest (i.e. 8.75 contests will result in suspension for a full 9 games).

The additional consequences for a third positive test are the same as items # 2-4 for the second positive.

FOR A FOURTH POSITIVE SCREEN THE FOLLOWING CONSEQUENCES WILL APPLY:

The Student-Athlete will be dismissed from the intercollegiate athletic program at Canisius University and their Athletic Financial Aid will be cancelled.

B. ALL OTHER BANNED SUBSTANCES, INCLUDING SYNTHETIC MARIJUANA

FOR A FIRST POSITIVE SCREEN, THE FOLLOWING CONSEQUENCES WILL APPLY:

1. **Suspension from a minimum of 10% of the contests regular playing season** – Suspension will be consecutive games and commence effective with the next scheduled regular season contest that the student-athlete is eligible to participate in. Any fraction of a penalty will be rounded up to the next full contest (i.e. 3.2 contests will result in suspension for a full 4 games).
2. **Counseling and Evaluation** – The student-athlete will need to schedule an evaluation session with a Substance Abuse Counselor through the Office of Residence Life and report back to the Director of Athletics (or his designee) that this requirement has been complete. The counselor may refer the student-athlete for further screening and evaluation. Once the counseling sessions are completed, the Office of Residence Life will inform the Director of Athletics in writing that the student-athlete has completed their requirements within four (4) weeks of notification of positive test results.
3. **Follow-up Testing** – The Student-Athlete will be required to participate in follow up testing to be administered by the Department for the remainder of their intercollegiate athletic career at the University. This testing will not be announced and will occur at various times throughout the year.
4. **Notification of Parents or Legal Guardians** – The Student-Athlete will be required to inform his/her parents, via the telephone, of the results of the positive drug test in the presence of the Director of Athletics, Director of Sports Medicine and/or Head Coach.

FOR A SECOND POSITIVE SCREEN THE FOLLOWING CONSEQUENCES WILL APPLY:

1. **Suspension from a minimum of 25% of the contests regular playing season** – Suspension will be consecutive games and commence effective with the next scheduled regular season contest that the student-athlete is eligible to participate in. Any fraction of a penalty will be rounded up to the next full contest (i.e. 8.75 contests will result in suspension for a full 9 games).

The additional consequences for a second positive test are the same as items # 2-4 for the first positive and will be repeated on the occasion of the second positive test.

For a third positive screen the following consequences will apply:

On a third positive test, the Student-Athlete will be dismissed from the intercollegiate athletic program at Canisius University and their Athletic Financial Aid will be cancelled.





DRUG SCREENING & REHABILITATION POLICY

V. REFUSAL OR FAILURE TO PARTICIPATE

Failure to execute the required annual Authorization Form shall render the student immediately ineligible to practice, compete, and/or loss of grant-in-aid.

If a student-athlete does not report at the scheduled time for his/her test upon proper notice, he/she will be sanctioned appropriately for his/her action. A “no show” will carry the same sanctions as a positive test result, and the student-athlete will be subject to penalties and sanctions set forth in the Canisius University Drug Testing Policy. If any athlete refuses testing, the Director of Athletics will be notified for appropriate action, which will could include but not be limited to rendering the student immediately ineligible to practice, compete, removal from the team, and/or loss of grant-in-aid.

VI. ALCOHOL AND TOBACCO

Alcohol and tobacco abuse and misuse have been identified as growing menaces in our society. The detrimental effects of alcohol abuse and tobacco use on students associated with Canisius University athletics are concerns of the entire University community. The Department of Athletics requires compliance for all student-athletes with the Canisius University Alcohol, Drug and Smoking Policy which has been formulated through the Office of Student Affairs and the Student Athlete Code of Conduct. The Department of Athletics also requires compliance with the NCAA By-Law which states “The use of tobacco products is prohibited by all game personnel (e.g. coaches, trainers, managers and game officials) in all sports during practice and competition.” Additionally, each athletic program has team policies on the use of alcohol and tobacco. Your coach will review and discuss these policies at the beginning of each season.

VII. APPEALS PROCESS

Any appeal must be submitted to the Director of Athletics for appropriate processing according to Athletic Department and University policies. Appeals must be submitted, in writing, within 72 hours of the notification meeting on results and penalties.

VIII. SAFE HARBOR

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

1. More than one (1) time;
2. After he/she has been informed of an impending drug test; or
3. After documentation of a positive drug test.

Canisius University will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions except those listed in this section (i.e. the team physician may suspend the student from play or practice if medically indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.





DRUG SCREENING & REHABILITATION POLICY

If a student-athlete is determined to have new banned substance use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the Canisius University Department of Athletics Drug Screening and Rehabilitation Policy. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol use after the initial Safe Harbor Program test will be treated as the next subsequent positive. While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Canisius University. Students in the Safe Harbor Program may be selected for drug testing by the NCAA. The Director of Athletics, Team Physician, Head Athletic Trainer, and the student-athlete's Head Coach may be informed of the student-athlete's participation in the Safe Harbor Program. The athletic trainer assigned to the student-athlete's sport may also be notified if medically appropriate. The assistant coaching staff may also be informed at the discretion of the Head Coach. Other University employees may be informed only the extent necessary for the implementation of this policy.

A student-athlete seeking admission into the Safe Harbor treatment plan, must submit the "Canisius University Safe Harbor Policy and Procedures Acknowledgement Form" to the Senior Woman Administrator for consideration of acceptance into the program.

IX. COUNSELING AND REHABILITATION

Canisius University recognizes the importance of Counseling and Rehabilitation in circumstances where abuse and misuse of Drugs or Alcohol have occurred. The Canisius University Counseling Center will be utilized for referral for Alcohol and Drug Screening and when warranted, Counseling and Rehabilitation. Student-athletes are responsible for completing all treatment and recommendations in order to regain/retain athletics eligibility.

Resources

Canisius University Alcohol, Drug and Smoking Policy

http://www.canisius.edu/studentlife/handbook_drugpolicy.asp

Canisius University Counseling Center Self-Help Info and Internet Resources

<http://www.canisius.edu/counseling/self.asp>

Dietary Supplement Resource Exchange Center and The Center for Drug Free Sport Information on Drug Testing, Banned Substances and Dietary Supplements <http://www.drugfreesport.com> ----password for internet access is ncaa1

My Last Dip- Free On-Line resource for Smokeless Tobacco cessation <http://info.mylastdip.com/>





ATHLETIC PERFORMANCE WEIGHT ROOM

The athletic performance weight room is to be used by the student-athletes during weekly operating hours, this means use during mandatory or make-up time blocks. The weight room is subject to closure once the last mandatory lift has been completed. Alternatively, the campus fitness center (Palisano) is open during normal building hours and is available to all students and faculty during their set hours.

WEIGHT ROOM EXPECTATIONS

Each day you step into the weight room consider two things, first the privilege that you are presented with, and secondly the responsibility that comes with it. It is a privilege to be a Canisius golden griffin and you should remember that every time you approach an opportunity to better yourself. The responsibility to yourself and your team is to perform at the best of your ability each day. There are no shortcuts. You must remember that each day you come in the weight room. The only way you can represent yourself, your team and your school as it should be is by maximum effort in everything you do, and that starts when you walk in the weight room.

WEIGHT ROOM RULES

1. No unsupervised use of the weight room, an athletic performance coach must be present for all activity.
2. Athletes must be present and on time to all mandatory team training sessions.
3. No foul language, or horseplay of any kind and/or abuse of equipment will be permitted.
4. Athletic performance staff controls audio, all songs played will be clean/edited versions.
5. No cell phones or personal head/earphones.
6. All injuries must be reported prior to scheduled training sessions.
7. Use of collars at all times, safety pins on the racks and a spotter when appropriate.
8. Maintain control of your weights, no dropping of any dumbbell or weight.
9. Crash pads are required for all lifts involving the floor; cleans, deadlifts, etc.
10. All weights and equipment must be put back in assigned place when finished, and equipment must be wiped down.
11. No equipment leaves the weight room, unless allowed by a member of the performance staff.
12. Proper attire must be worn. There is no other school's apparel allowed in the weight room.
13. Gym shoes must be clean and free of any outdoor mud, dirt and/or snow.
14. No jewelry or accessories; hats, bandanas, du-rags, etc.
15. All additional clothing and bags must be in appropriate locations outside of weight room.
16. Water is the only drink allowed in the weight room. No outside food or gum is permitted.
17. All incidents must be report to the director of athletic performance.





ATHLETIC COMMUNICATIONS

A. Interview Tips

- Every interview request is an opportunity to tell our side of the story, to educate the public on an issue or point about which you feel strongly, to improve your image in the eyes of others, and for student-athletes to build confidence in their interpersonal and communication skills.
- Establish a positive rapport with the Athletic Communications Office and get to know your program's media relations contact. This will make your working relationship with the athletic communications staff and the media much easier for all parties. A listing of each team's designated media relations contact can be found on the "STAFF DIRECTORY" page at GoGriffs.com.
- When you are requested to meet with a member of the media, please be on time and dress appropriately. In most cases, unless otherwise requested, that means wearing "team" apparel.
- Please understand that more often than not, interviews in today's day-and-age will involve some sort of video/photo opportunity. Please keep this in mind when preparing for the interview.
- Do not be afraid to speak with a reporter. A member of the Athletic Communications Office will be on hand during interviews to make the process easy and enjoyable. Be yourself, and answer questions honestly.
- Student-athletes represent Canisius University, their sport and themselves at all times when they speak with the media.
- Feel free to express your feelings and thoughts about the athletic endeavor in question. Today's sports reporter is interested in the "inside story."
- Maturity, common sense, and ethics dictate that you should never criticize teammates, officials, opponents or coaches.

B. Interview Request Policy

- All media outlets (school/student media, local media and regional/national media) are instructed to contact the Athletic Communications Office to set up interviews with Canisius' administration, coaches, and student-athletes.
- The athletic communications staff at Canisius University requests that any student-athlete who is asked to be interviewed kindly refer the media member to your sports team's media contact before answering any questions.
- This policy is in place to not only protect you and your team, but it also helps the athletic communications staff assist the media with any background information in advance of the interview.
- A member of the athletic communications staff will be with you during your interview to make sure everything runs smoothly and handle any issues that may come up during the interview process.
- As a rule, the athletic communications staff never distributes a student-athlete's cell phone without prior permission. All phone interviews during the academic year will be conducted in the Athletic Communications Office, located on the second floor of the Koessler Athletic Center.

C. Photography

Canisius University employs Tom Wolf Imaging, its own photographer, to take action photos and headshots of all student-athletes. You can work with any of the staff in the Athletic Communications Office to obtain pictures.





ATHLETIC COMMUNICATIONS

D. Social Media Policy

The Canisius University Athletic Communications department encourages student-athletes to utilize social media outlets, but to do so in a responsible and respectful manner. Please keep the guidelines listed below in mind when using social media. Social media sites include, but are not limited to: Facebook, X (Formerly known as Twitter), Instagram, Snapchat and TikTok.

1. Exercise caution and sound judgment when using social media, as you are not only representing yourself, but your team, the Canisius University athletic department and the University.
2. Always be mindful of anyone you accept to be your “friend” or “follower.” This includes limiting non-friends/followers and outside Facebook/Twitter users to your account – including posts, comments, links, pictures and videos.
3. Reporters, bloggers and fans may attempt to reach you for an interview through social media outlets. Please be sure to follow Canisius University Athletic Communications departmental procedure if someone reaches out to you directly through social media channels and refer them to a member of the athletic communications staff.
4. Please keep all social media post appropriate.
5. Examples of items that student-athletes should NOT be posting on social media include, but are not limited to:
 - Team game plan information
 - Injury information (about yourself or a teammate)
 - Comments on stories published by any form of media (student, local or national)
 - Disparaging comments about opposing teams, coaches and officials
 - Foul or disrespectful language in any context
 - Current student-athletes are not allowed to tweet about recruits – which includes names, dates of official visits or congratulatory notes about a potential student-athlete joining the Canisius program.
 - Current student-athletes should refrain from posting messages on social media of commercial products, unless proper NIL approval has been received – this can be seen as an improper acknowledgement of a sponsor, in accordance with NCAA rules.

Failure to follow the procedures listed above can result in compliance violations and can cause for a potentially embarrassing situation. ***Please think twice before you post or tweet!***

ATHLETIC DEPARTMENT AWARDS

A. Athlete of the Year

The athlete of the year awards, for both male and female are voted on by all student-athletes, fans and athletic department staff members. The winners are announced in July.

2022-2023 Winners: *Female: Megan Giese, Softball*
 Male: Matt Duffy, Baseball

B. Rookie of the Year

The rookie of the year awards, for both male and female are voted on by all student-athletes, fans and athletic department staff members. The winners are announced in July.

2022-2023 Winners: *Female: Ella Bourque, Volleyball*
 Male: Tahj Staveskie, M. Basketball





CHAMPIONSHIP AWARDS

Teams that win a regular season conference title will receive a watch from the Department of Athletics. Teams or individuals that earn (via a tournament championship or individual performance) an automatic bid to the NCAA Tournament will receive a ring. Teams or individuals that win both regular season title and conference championship will receive a ring.

Teams or individuals that win a conference championship event, but do not receive an automatic bid to that team's National Championship will receive a watch from the Department of Athletics. For those individuals or teams, whose programs do not have an automatic bid process to an NCAA Championship event; first, second or third place finishes in their national finals event will earn that individual or team a ring.

ACADEMIC AWARDS

A. CoSIDA Academic All-Americans

To be considered for this national award, student-athletes must be sophomores or older, have at least a 3.30 cumulative GPA, be a team starter or key reserve, and demonstrate involvement in the community. The athletic communications staff nominates all possible candidates automatically.

B. MAAC All-Academic Team

Eligible student-athletes must have completed two semesters at the institution, be a starter or significant reserve and hold at least a 3.2 cumulative GPA for his/her entire career. Any student-athlete who meets the criteria above will be named to the MAAC All-Academic Team in his/her respective sport.

C. Chi Alpha Sigma

Chi Alpha Sigma is an honor society established to recognize University student-athletes who earn a varsity letter in at least one sport while maintaining a 3.4 or higher cumulative GPA throughout his/her junior and senior years. Chi Alpha Sigma hopes to bring honor and recognition to deserving student-athletes, his/her families, teams, athletic departments, and a University in much the same way as Phi Beta Kappa honors scholastics. Chi Alpha Sigma presently includes more than 50 Universities and Canisius is the only MAAC institution represented. Each head coach will nominate all deserving honorees. Student-athlete and coach signatures are required on the nomination form.

NCAA POSTGRADUATE SCHOLARSHIP AWARD OPPORTUNITIES

A. NCAA Postgraduate Scholarships

The NCAA offers postgraduate scholarships to student-athletes who excel academically and athletically and are in their last year of intercollegiate athletics competition. The NCAA awards 126 postgraduate scholarships annually, 63 for women and 63 for men. The one-time non-renewable scholarship of \$10,000 is awarded three times a year for fall sports, winter sports and spring sports. Nominees must have a minimum grade-point average of 3.2 (based on a 4.0 scale). See your head coach if you are interested.

B. NCAA Ethnic Minority & Women's Enhancement Postgraduate Scholarship Programs

Thirteen scholarships to ethnic minorities and thirteen scholarships to women are available annually to University graduates who will be entering into the first year of their initial postgraduate studies. The applicant must be seeking admission or have been accepted into a sports-administration or related program that will assist the applicant in obtaining a career in intercollegiate athletics (athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics). Each award is valued at \$10,000. Nominees must have a minimum grade-point average of 3.2 (based on a 4.0 scale). See your head coach if you are interested, deadline to apply is typically in February.





STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The mission of the Canisius University SAAC is to enhance the overall collegiate experience as well as to promote a positive athlete image. In addition, it provides student-athletes an opportunity to voice concerns or issues about their experiences at Canisius. It is a forum to gain input and perspective on NCAA legislation or Canisius University department policies. The goals of SAAC are to improve communication between student-athletes and athletic administration, enhance student-athlete welfare by providing a means to express concerns/issues, promote school spirit (Athletes 4 Athletes), and to organize events that serve the surrounding Buffalo communities with various fundraising and service projects. The SAAC is expected to meet 1-2 times each month.

Two student-athletes are selected by the Head Coach and Department of Athletics to represent their program. Each representative may stay with the SAAC until they graduate or are asked to leave at the discretion of the committee supervisors, Head Coach, or department recommendation. All participants should be in good academic standing and be at least a sophomore that has exhibited leadership qualities.

STUDENT-ATHLETE DEVELOPMENT PROGRAM

The Canisius Athletics Life Skills program is committed to the welfare of the Canisius University student-athlete. We have numerous resources on campus to enhance your learning possibilities, but ultimately it is your responsibility.

Goals of Canisius Athletics Student-Athlete Development Program

- Supports efforts of every student-athlete towards intellectual development and graduation.
- Uses athletics as preparation for success in life.
- Meets the changing needs of student-athletes.
- Enhances interpersonal relationships in the lives of student-athletes.
- Assists student-athletes in building positive self-esteem.
- Enables student-athletes to make meaningful contributions to their communities.
- Promotes ownership by the student-athletes of their academic, athletic, personal and social responsibilities.
- Enhances partnership between the NCAA, member institutions and their communities for the purpose of education.
- Encourages the development of leadership skills through academics, athletics, personal development, career development, and community service. We want you to be successful. We measure our success not only by your athletic accomplishments, but also by the number of athletes who earn a degree.

Griffin Cup Scoring Overview

Team GPA – Awarded based on the best average cumulative GPA from the previous spring and at the end of the fall, male and female teams are separated.

Athletes Supporting Athletes – Awarded based on the average percentage of your team that attends all of the designated A4A athletic event.

Community Outreach – Awarded based on the total weighted average of service/outreach hours your team performs throughout the academic year.

Student-Athlete Development Event Attendance – Points are awarded for your attendance at any event that focuses on personal development. Examples of personal development topics might be learning about Hazing, Betting and Gambling, Sports Nutrition, Substance Abuse Student-Athlete Development Coordinator. Athletic guest speakers, as well as on or off-campus guest speakers may be counted.





INTERIM OPERATING GUIDELINES FOR STUDENT-ATHLETES COMMERCIAL USE OF THEIR NAME, IMAGE OR LIKENESS AT CANISIUS UNIVERSITY

All Canisius University (Canisius) student-athletes are now permitted to seek payment for the commercial use of their Name, Image and Likeness (NIL) for endorsements, social media influencing, personal appearances, and additional marketing opportunities. However, Canisius will not be able to create, arrange or coordinate NIL opportunities for its student-athletes.

This Policy sets forth the rules that apply to all Canisius student-athletes seeking to receive payments for the use of their Name Image and Likeness ("NIL"). The Policy is effective July 1, 2021 and complies with current NCAA rules and bylaws and conforms with New York State's pending NIL legislation (S.5891-B/A.5115). Canisius will require all student-athletes to report all NIL activities to ensure our continued compliance with NCAA legislation, pending New York State law and the terms of this Policy. As a result of the constantly changing regulatory landscape, the Canisius may need to amend this Policy as necessary if federal or state authorities, the NCAA, or the MAAC adopts new or amends existing NIL rules, bylaws, regulations or requirements.

Canisius supports our student-athletes' ability to be compensated for the use of their NIL for commercial or promotional purposes. Canisius student-athletes may receive compensation, either in kind or monetarily, for engaging in NIL activities, subject to NCAA rules and this Canisius NIL policy. Any compensation received by a student-athlete from the use of the student-athlete's NIL may not affect the student-athlete's scholarship eligibility, grant in aid, or other financial aid, awards or benefits, or the student-athlete's intercollegiate athletic eligibility.

All student-athletes are responsible for educating themselves and seeking proper advice and counsel with regard to any state and/or federal government income reporting requirements arising from any NIL activity. In particular, all international student-athletes should consult with immigration counsel to become aware of any visa limitations relating to student-athlete NIL activities.

The following rules apply to Canisius student-athletes who choose to use their NIL rights to earn compensation:

- Canisius requires its student-athletes to disclose any and all NIL contracts and endorsements to the Athletic Department.
- In accordance with NCAA guidance, student-athletes are not permitted to accept payment for play, including inducements to enroll at or stay enrolled at an NCAA member institution or accept extra benefits that would not be available to all students at Canisius University. NIL compensation may not be related to or be provided to a student-athlete in exchange for athletic ability, specific athletic performance or achievement (such as points or goals scored). Although athletic performance may enhance a student-athletes NIL value, specific athletic performance benchmarks or awards may not be used as the basis for NIL compensation.
- Student-athletes may not receive NIL benefits that are inconsistent with institutional policies (e.g., extra benefits or arrangements not available to the general student body).
- NIL compensation may not be contingent upon attendance or continued attendance at the University. NIL agreements are also prohibited from providing compensation to student-athletes for work not actually performed.
- All NIL endorsements must be memorialized in a written contract and provided to the compliance office of the Canisius Athletic Department via ARMS at least five (5) days prior to the effective date of any NIL agreement to ensure compliance with NCAA rules and bylaws and this Canisius policy. A student-athlete's failure to disclose all NIL endorsement agreements or participating in an impermissible NIL activity could result in suspension from practice and competition, removal from an athletics team and/or cancellation of athletics aid. Canisius student-athletes must complete any follow-up paperwork related to an NIL agreement, in a timely manner, at the request of the Athletics Compliance Office.





INTERIM OPERATING GUIDELINES FOR STUDENT-ATHLETES COMMERCIAL USE OF THEIR NAME, IMAGE OR LIKENESS AT CANISIUS UNIVERSITY

- A student-athlete may not enter into an NIL contract to endorse: gambling, sports betting, controlled substances, cannabis, tobacco or alcohol company, alternative or electronic nicotine product or delivery system, performance-enhancing supplements, adult entertainment, or any brand that is reasonably considered to be inconsistent with the values or mission of Canisius.
- A student-athlete may not engage in any NIL activity that negatively impacts or reflects adversely on Canisius or which conflict with the Canisius University Community Standards or the Student-Athlete Code of Conduct.
- Any NIL contracts for compensation cannot extend beyond the student-athlete's period of athletic participation at Canisius.
- A student-athlete may not engage in any NIL activity in a manner that conflicts with a term of a current Canisius contract or sponsorship agreement.
- NIL opportunities shall not conflict with any academic or team-related activities. Therefore, student-athletes will not be permitted to miss class, practice, competition, team meetings/film review, study hall, academic meetings, designated athletic functions, community service, or other required activities to fulfill NIL partnerships. In addition, Canisius student-athletes are prohibited from promoting products or services while engaging in or during any Canisius sponsored activity (athletic or academic). This includes practice, competition, and postgame interviews/press conferences.
- Canisius owns the rights to all the University's trademarks. A Canisius student-athlete may use photographic images of themselves wearing official Canisius uniforms provided the image and any Canisius marks are not altered from their original state. Canisius reserves the unilateral right to assert a conflict and prohibit the use of the Canisius mark if Canisius determines the proposed use to be harmful to the reputation of the University or in direct conflict with any existing business contracts or partners of the University.
- Any other use any of Canisius' trademarks in conjunction with NIL activities or contracts in any form, including but not limited to, print, digital or for the endorsement of commercial products, which includes the use of Canisius' name, its nickname, symbols, logos, trademarks, facilities, or any images associated with the University for which the student-athlete is to receive compensation are specifically prohibited unless specific written permission and legal license from Canisius is obtained by the student-athlete at least five (5) days prior to the execution of the contract.

Professional Representation

Student-athletes are permitted to obtain professional representation to assist with securing opportunities for compensation for the fair market value of the use of their NIL and reviewing the proposed terms of any proposed agreement. Representation must be for name, image, likeness only and not for future professional contract negotiations. A student-athlete must provide a University official or through a form provided by Canisius a copy of the agreement within seven (7) days of entering into a representation agreement with any individual for the purpose of exploring or securing compensation for use of the student-athlete's name, image, likeness, or voice.

Important Note: These guidelines are as of September 1, 2023 and are subject to change and amendment. As you consider any agreements that will utilize your NIL while a current student-athlete at Canisius, you must contact our NCAA Compliance Office for guidance with regard to current NIL rules and any necessary disclosures.

