

2023-2024 PENNWEST EDINBORO

STUDENT – ATHLETE HANDBOOK

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Staff Directory

Athletic Department Fax: (814) 732-2169
Sports Information Fax: (814) 732-2596

<u>Administration</u>	<u>Phone</u>	<u>Email</u>
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Chad Williams Associate Athletic Director Compliance	732-1835	crwilliams@pennwest.edu
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Ryan Grove Assistant Athletic Trainer Strength & Conditioning Coach	732-1864	rgrove@pennwest.edu
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Craig Butler Sports Information Director	732-1834	cjbutler@pennwest.edu
<u>Faculty Athletic Representative</u>		
TBD Faculty Athletic Representative	732-	@pennwest.edu

Staff Directory

Adaptive Athletic Program

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Head Coach

Men's Basketball

Justin Jennings 732-1858 Jennings_j@pennwest.edu
Head Coach
Derrick Cook 732-1826 dcook@pennwest.edu
Assistant Coach

Women's Basketball

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Assistant Coach

Cross Country

TBD 732-1870 @pennwest.edu
Head Coach

Football

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Assistant Coach
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Assistant Coach
Shane Gaines 732-1821 @pennwest.edu
Assistant Coach
Colyn Haugh 732-1840 Haugh_c@pennwest.edu
Assistant Coach

Women's Lacrosse

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Head Coach

Women's Soccer

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Head Coach
Jamie Sallie 732-1877 jsallie@pennwest.edu
Assistant Coach

Staff Directory

Softball

Dan Gierlak 732-1829 dgierlak@pennwest.edu
Head Coach

Swimming

Chris Rhodes 732-1828 crhodes@pennwest.edu
Head Coach

Tennis

Kody Duncan 732-1867 kduncan@pennwest.edu
Head Coach

Track & Field

TBD 732-1866 @pennwest.edu
Head Coach

Volleyball

Missy Soboleski 732-1831 msoboleski@pennwest.edu
Head Coach

Challen Culbertson
Assistant Coach

Wrestling

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Head Coach

Ernest James 732-1854 ejames@pennwest.edu
Assistant Coach

INTRODUCTION

The purpose of this booklet is to furnish each student-athlete with the rules and guidelines that must be followed at PennWest Edinboro. You are, first, a student of the University and a member of the community of Edinboro. Both the University and the community have regulations. You are expected to adhere to them in the same manner as all students and residents do. Do not expect special treatment or exceptions to these regulations.

However, we live in a society where the athlete has become very prominent. Your behavior, as well as your performance, will be scrutinized by the public and the media. It is for this reason that you must live by standards that are really over and above those of normal students. What might seem common for the average student will, at times, be construed as unthinkable for an athlete. Always be aware of the attention that you gain as an athlete.

Read through the material in this document carefully. It will be extremely helpful to you and to the sport which you represent. It is your responsibility to read and understand all policies and regulations in this document

No individual shall be discriminated against on the basis of gender, institutionally or nationally, in intercollegiate athletics.

The information in this booklet is subject to change and in no way should supersede PSAC, NCAA, SSHE or University rules, regulations, or guidelines.

NCAA DIVISION II VISION STATEMENT

The NCAA's purpose is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount. Through a shared effort, Division II intercollegiate athletics also seek to provide value and significance for its members by supporting the mission of higher education and striking a balance among academic excellence, athletics competition and social growth while its colleges and universities prepare student-athletes to thrive in their lives and careers.

PENNWEST EDINBORO MISSION, VALUES AND VISION STATEMENTS

MISSION STATEMENT

Distinguished by its focus on individual attention to student success, commitment to diversity, and responsiveness to the evolving needs of the broader community, PennWest Edinboro provides the highest quality undergraduate, graduate and co-curricular education.

VALUES

PennWest Edinboro is committed to creating opportunities for intellectual and personal growth in an inclusive environment. We value excellence, curiosity, respect, responsibility, and integrity.

VISION

PennWest Edinboro will be the first choice among students, employers, and the community for excellence in higher education.

ATHLETIC DEPARTMENT PHILOSOPHY

The PennWest Edinboro Student Athlete A Proud Tradition

The philosophy of athletics at PennWest Edinboro is considered an important part of the institutional program of education that provides experiences that will assist in the development of the physical, mental and emotional aspects of the student-athlete. As an institution of higher learning, we are committed to the development of the entire individual.

Student-athletes are stimulated to excel but the principles of good sportsmanship prevail at all times to enhance the educational value of the athletic contest. We believe that participation is a privilege that carries with its responsibilities to the University, the community, the team and to the student-athletes themselves. These experiences also contribute to the knowledge, skill and emotional well-being that our student-athletes possess; thereby making them better citizens. Student-athletes will strive to be involved as upstanding members of the Edinboro community and learn as much as possible from the overall educational experience.

This includes establishing and maintaining strong relationships with faculty members and fellow student-athletes as well as with the student body at large.

Athletes understand that earning a degree is the primary goal of the student; that meeting all academic responsibilities, including regular class attendance and the completion of all assignments in a timely manner, is mandatory. The PennWest Edinboro student-athlete will also understand that the assumption of personal responsibility is at the heart of the educational experience. Upper-class student-athletes should consciously strive to serve as role models for new student-athletes.

The University promotes an environment in which fair and equitable distribution of overall athletic opportunities, benefits, and resources are available to men and women and one in which student-athletes, coaches and athletic administrators are not subject to gender-based discrimination. No individual shall be discriminated against on the basis of gender or race in intercollegiate athletics at PennWest Edinboro.

COMMUNITY VALUES

PennWest Edinboro of Pennsylvania

PennWest Edinboro is committed to the values of excellence, respect, integrity, leadership, and the creation of opportunities for success for members of our campus community. Therefore, choosing to join this community compels individuals to honor these values and make positive contributions to our community.

As a member of this community:

- I agree to respect the dignity of all persons, and will strive to learn from the diversity of cultures, races, abilities, genders, ages, orientations, ideas, and opinions found within and beyond our community.
- I agree to pursue academic and personal excellence by fully engaging myself in the learning that occurs both inside and outside of the classroom.
- I agree to avoid the abuse and/or illegal use of alcohol and other drugs, as they will hinder my academic and personal performance.
- I agree to respect the rights and property of others, and will not invite guests to the campus who seek to degrade, vandalize, or deface our campus and host community.
- I agree to do all that I can to ensure that my campus community is kept clean and attractive, knowing that such an environment is essential to both physical and emotional well-being.

DIVERSITY AND CIVILITY STATEMENT

Who We Are

PennWest Edinboro is an institution composed of individuals who are continuous learners and scholars. Our core values are excellence, curiosity, respect, responsibility, and integrity.

We live, work, and learn in a campus community that strives for excellence in everything we do, while valuing the safety, security and productivity of our students, faculty, staff and administrators.

We are a civil community demonstrating mutual respect for one another while cultivating mutual responsibility. We value academic freedom and an open exchange of ideas and opinions, but this freedom and exchange we cherish so deeply requires individual responsibility.

Who We Are Not

Even in the diverse and civil community, however, we recognize that there might be instances of behavior and conduct from members of our campus community that falls short of who we are as a civil community of continuous learners and scholars such that to a reasonable person the behavior or conduct clearly demonstrates intolerance, in civility and disrespect for others.

PennWest Edinboro does not and will not tolerate acts, behavior or conduct of harassment which includes bullying and cyber-bullying, or intimidation, either direct or by implied threat, or acts of violence or threatened violence against individuals or groups belonging to our campus community. The University also will not tolerate acts of seriously disruptive behavior. Such acts, behavior, or conduct by or against any member of our community violates our accepted community standards and our standards of excellence.

DISCRIMINATION, HARASSMENT, INTIMIDATION & INSTITUTIONAL VANDALISM

University policies unequivocally prohibit discrimination, harassment, intimidation and institutional vandalism. Established procedures for addressing such issues are in place and will be immediately employed as needed, including investigatory and disciplinary measures.

The University seeks to resolve issues and concerns brought to its attention. There are times, however, when the investigation option is the more appropriate approach to resolving an issue of alleged harassment and discrimination. The Director of Social Equity/ University Ombudsperson handles complaints of harassment and other forms of prohibited or illegal discrimination including situations covered under Title VI, Title VII, Title IX, ADA, and Section 504. Complaints against students are handled through the student judicial process. Complaints against employees are handled through the Office of Social Equity. Please note that under Title IX sexual harassment includes sexual violence and rape which are crimes.

On behalf of President Dale Elizabeth Pehrsson and the PennWest Edinboro administration, members of the campus community are strongly encouraged to report incidents involving acts of discrimination, behavior or conduct of harassment and intimidation, institutional vandalism, acts or threats of violence, and other kinds of threatening or intimidating behavior. Incidents should be reported to one of the following campus offices:

- University Police: 814-732-2921; Emergency 814-732-2911
- Social Equity: 814-732-2167
- Human Resources & Faculty Relations: 814-732-2703
- Student Affairs: 814-732-2729
- Dean of Students Office: 814-732-2920

These campus offices communicate with one another as appropriate and, if necessary, will refer the report to the proper office for handling the incident.

You are encouraged to click the link below for a list of the University’s social equity policies relating to harassment and other forms of illegal or prohibited discrimination, as well as, selected other policies and codes. Policies are updated periodically. Current policies appear on the University Policy Manual webpage.

Social Equity Policies

Student Code of Conduct

Thank you for your individual contributions to building and maintaining a community of civility where the fair and equitable treatment, as well as, the safety and security of our members is of utmost importance, and where all we do reflects our proud tradition and respect of diversity and excellence.

-Director of Social Equity

For Immediate Help On-Campus

University Police: 24/7 Emergency	814-732-2911 or 911
Counseling & Psychological Services	814-732-2252
Health Services	814-732-2743
Student Affairs/Residence Life Emergency On Call Staff	Contact the University Police

Other On-Campus Resources Associate

Vice President Student Affairs	814-732-2729
Dean of Students Office	814-732-2920
Safe Zone Program	Contact any Safe Zone member listed on the website
Sexual Violence Victims Advocates (Educational Programs About Sexual Violence)	814-732-2252
Human Resources & Faculty Relations	814-732-2703
Office of Social Equity	814-732-2167
Residence Life and Housing	814-732-2818
Campus Ministry	814-732-2601

Local/Regional Resources

Crisis Services	814-456-2014
Edinboro Borough Police	814-734-1712
Safe Journey, Services for Women (collect calls accepted) Call the main number and an appointment will be scheduled at the on-campus satellite site.	814-438-2675 / 24-hour hotline
Safe Net Hotline Call the main number and an appointment will be scheduled at the on-campus satellite site.	814-454-8161
Saint Vincent Health Center – Emergency	814-452-5000
Crime Victim Center of Erie County Call the main number and an appointment will be scheduled at the on-campus satellite site.	814-455-9414 / 24 Hour Hotline
UPMC Hamot	814-877-6000

SEX DISCRIMINATION AND SEXUAL MISCONDUCT

(Information provided here are excerpts from the University Policy Handbook on Sex Discrimination and Sexual Misconduct) PennWest Edinboro (EU) and the Athletic Department are committed to creating and maintaining a campus environment that is free of sex discrimination and sexual misconduct. Sex discrimination and sexual misconduct are violations of both Federal and State law as well as University policy. Sexual and gender-based harassment of students are forms of sex discrimination prohibited by Title IX. Acts of sexual violence are prohibited under Title IX, VAWA/Campus SAVE, and Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103–322. EU uses the term sexual misconduct to mean and include sexual and gender-based harassment and acts of sexual violence. Title IX protects all students at EU from sex discrimination and sexual misconduct.

Sexual Violence

Title IX applies to student-on-student sexual violence, as well as employee-on-student sexual violence. EU recognizes that sexual misconduct, in particular, can result in trauma to the victim and other persons associated with the victim. Sexual violence is a crime – and while some survivors turn to the criminal justice system, others look to their schools for help or recourse.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s incapacitation through the use of drugs or alcohol.

A number of different acts fall into the category of sexual violence, including dating violence, rape, sexual assault, sexual battery, and sexual coercion.

Consent

Consent is an informed decision made freely and actively by all parties. Conduct will be considered “without consent” if no clear consent, verbal or nonverbal, is given. Because sexual misconduct is defined as sexual activity that is undertaken without consent, each participant must obtain and give consent to each sexual act.

Consent is an affirmative decision to engage in mutually acceptable sexual activity, and consent is given by clear actions or words. People are strongly encouraged to talk with each other before and during any sexual interaction. Relying solely upon non-verbal communication can lead to miscommunication.

It should be noted that in some situations an individual’s ability to freely consent is taken away by another person or circumstance. Examples include when an individual is significantly impaired due to alcohol or other drugs, scared, physically forced, passed out, intimidated, coerced, mentally or physically impaired, beaten, threatened, isolated, or confined.

People with mental disabilities cannot give consent to sexual activity if they cannot appreciate the fact, nature, or extent of the sexual situation in which they find themselves. The mental disability of the victim must be known (or reasonably knowable) to the non-disabled sexual partner, in order to hold them responsible for the violation.

The following are clarifying points:

- Consent is required each and every time there is sexual activity;
- At any and all times when consent is withdrawn or not verbally agreed upon, the sexual activity must stop immediately;
- Consent to some levels of sexual activity does not imply consent to all levels of sexual activity. Each new level of sexual activity requires consent;
- The person(s) who initiate(s) a new level of sexual activity is responsible for asking for consent;
- A current or previous dating or sexual relationship with the initiator (or anyone else) does not constitute consent;
- Being intoxicated does not diminish one's responsibility to obtain consent;
- Bodily movements and non-verbal responses such as moans are not consent;
- Silence, passivity, or lack of active resistance is not consent;
- Intentional use of alcohol/drugs does not imply consent to sexual activity;
- Seductive dancing or sexy/revealing clothing does not imply consent to sexual activity;
- Anyone under the age of 16 cannot give consent;
- Use of agreed upon forms of communication such as gestures or safe words is acceptable, but must be discussed and verbally agreed upon by all parties before sexual activity occurs.

Incapacitation

Incapacitated persons cannot give consent. One who is incapacitated as a result of alcohol or other drug consumption (voluntarily or involuntarily), or who is unconscious, unaware, or otherwise helpless, is incapable of giving consent.

One must not engage in sexual activity with another whom one knows (or should reasonably know) to be incapacitated. Physically incapacitated persons are considered incapable of giving effective consent when they lack the ability to appreciate the fact that the situation is sexual, and/or cannot rationally and reasonably appreciate the nature and extent of that situation.

Examples of incapacitation include

- unconscious,
- sleeping,
- frightened,
- physically or psychologically pressured or forced,
- intimidated,
- threatened

Incapacitation can also result from

- a psychological health condition, voluntary
- intoxication,
- involuntary use of any drug, intoxicant or controlled substance

Retaliation Prohibited

PennWest Edinboro will take appropriate steps to prevent any retaliation against a student or employee who makes a complaint or any student or employee who provides information regarding the complaint. Anyone making a complaint, responding to a complaint, or participating in a fact-finding investigation or hearing will be informed of the prohibition against retaliation.

Reporting

Any person on or off campus can make a report to any one of the individuals listed below either by email, phone, mail, in-person reports. Victims of sexual violence are encouraged to discuss and report any actions with the University Police Department;

however, under the VAWA/Campus SAVE, a victim has the right to choose not to report the act of sexual violence to law enforcement. Anyone who has made a report or who otherwise believes that s/he has been subjected to sex discrimination and sexual misconduct is invited to provide the Social Equity Director/Title IX Coordinator with any recommendations regarding ways to improve the effectiveness of the campus' implementation of its policies and procedures on these matters.

TO REPORT SEX DISCRIMINATION, SEXUAL AND GENDER-BASED HARASSMENT

Who	By Phone or Email	In Person
Andrew Matt Title IX Coordinator & Investigator & Coord. of Veterans Success Center	814-732-1564 amatt@pennwest.edu	Veterans Success Center Room 208A Crawford Center
Eric Kraus Chief of Police	814-732-2921 Emergency: 814-732-2911 ekraus@pennwest.edu	University Police Department 911 Scotland Road 814-732-2921
Any Campus Police Officer	814-732-2921 Emergency 814-732-2911	University Police Department 911 Scotland Road
TBA Vice President, Diversity, Equity and Inclusion	814-732-2167 @pennwest.edu	Office of Social Equity Room 306 Reeder Hall
TBA Senior VP of Academic Affairs and Provost		Office of the Provost Reeder Hall

Counseling and Other Resources

Upon request, counseling is available to any employee or student who believes that s/he has been subjected to any form of sexual harassment. Current University students may contact Counseling and Psychological Services located in the Ghering Health & Wellness Center, 300 Scotland Road at 814-732-2743. Current University employees may obtain counseling services through the State Employees Assistance Program (SEAP) at 800-692-7459.

The following resources are available to assist for victims of sexual violence. It is important to utilize the resources to see medical treatment (for the possibility of pregnancy or transmission of sexual diseases), evidence collection, and for reporting the incident to campus authorities and local law enforcement. A promise of confidentiality for victims (as permitted by law) and a promise of discretion and dignity is a high priority. The resources below can also assist with providing information regarding risk education and personal protection.

ON-CAMPUS CONFIDENTIAL RESOURCES

who	location	phone	
Counseling & Psychological Services	McNerney Hall, 300 Scotland Road	814-732-2252	(licensed counselors only recognized by the university who act in the capacity as a licensed counselor)
Campus Ministry	McNerney Hall Second Floor	814 732-2601	(pastoral counselors only)
Health Services	McNerney Hall, 300 Scotland Road	814-732-2743	(licensed physicians only)

Confidential resources mean those resources where a victim of sexual violence may share an incident involving sexual harassment and other forms of sexual violence without their name being used in a report. These confidential resources, however, must provide a report of the incident to the Title IX Coordinator without providing the victim's name.

OTHER ON-CAMPUS RESOURCES

who	location	phone
University Police (available 24 hours)	University Police Department 911 Scotland Road	814-732-2911 or 2911
Dean of Students Office	Dr. Frank G Pogue Student Center	814-732-2920
Student Health Services Student Affairs	McNerney Hall 300 Scotland Road	814-732-2743
Vice President of Student Affairs	Emergency On Call Administrator Dr. Frank G Pogue Student Center	Contact the University Police 814-732-2313
Social Equity Director/ Title IX Coordinator	Reeder Hall 219 Meadville Street, Room 207	814-732-2167
Human Resource & Faculty Relations	Reeder Hall 219 Meadville Street, 2nd Floor	814-732-2703
Resident Life and Housing	Dr. Frank G Pogue Student Center, Room 215	814-732-2818

OTHER OFF-CAMPUS & REGIONAL RESOURCES

who	phone
Crisis Services*	814-456-2014 or 800-300-9558
Edinboro Borough Police	814-734-1712
Safe Journey, Services for Women	814-438-2675
Safe Net Crisis Line*	814-454-8161
Saint Vincent Health Center Emergency	814-452-5000
Crime Victim Center of Erie County*	814-455-9414 (24-hour hotline)

(* indicates services also available at Ghering Health and Wellness Center)

These off-campus resources have their own guidelines concerning confidentiality, whether or not these off-campus resources are available on campus.

Inquiries about Title IX should be directed to:

Andrew Matt
Title IX Coordinator
219 Meadville Street, Edinboro PA 16444
Phone: 814-732-1564 | Fax: 814-732-2153 | Email: amatt@pennwest.edu

Nondiscrimination Statement

PennWest Edinboro of Pennsylvania is an equal opportunity education institution and employer and will not discriminate on the basis of race, color, national origin, sex, sexual orientation and disability in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, Section 504, ADEA and the ADA.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulations, contact Andrew Matt, JD, Title IX Coordinator, 207 Reeder Hall, 219 Meadville Street, Edinboro, PA 16444 (814-732- 2167). Additionally, inquiries concerning Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, 150 S. Independence Mall West, Suite 372, Public Ledger Building, Philadelphia PA 19106-9111 | Phone: 800-368-1019 | Fax: 215-861-4431 | TDD: 800-537-7697. For information or assistance regarding services, activities and facilities that are accessible to and used by persons with a disability, contact the Office for Students with Disabilities at the Crawford Center (814-732-2462 V/TTY).

ADMISSIONS OFFICE

(Decisions on admission of all undergraduate students) – 732-2761

Diane Raybuck Director of Undergraduate Admissions	732-1722	draybuck@pennwest.edu
Melissa Manning Associate Director of Undergraduate Admissions	732-1757	mmanning@pennwest.edu
Sheila McCarthy Coordinator of Articulation/ Transfer Admission	732-1756	smccarthy@pennwest.edu
Meighan Lloyd Assistant Director of Admissions (Athletics liaison)	732-1768	mlloyd@pennwest.edu
Rena McCartney Assistant Director of Admissions/ Event Coordinator	732-1777	mmccartney@pennwest.edu
Jillian Humes Assistant Director	732-1797	humes_j@pennwest.edu
Ariel Phillips Assistant Director	732-1759	aphillips@pennwest.edu

OFFICE OF REGISTRAR

phone: 814- 732-5555

Timothy Pilewski
Campus Registrar

pilewski@pennwest.edu

Jess Albert
Associate Registrar

jalbert@pennwest.edu

ATHLETIC DEPARTMENT

Eligibility Certification

Wendi Jacobs
Office of Registrar

jacobs_w@pennwest.edu

Chad Williams

crwilliams@pennwest.edu

Associate Director of Athletics, Compliance

ACADEMIC SUCCESS CENTER

Ross Hall – 1st floor – 814-732-2218

Aarron Hunsinger

732-1311

ahunsinger@pennwest.edu

Philomena Gill

732-1265

pgill@pennwest.edu

DIVERSITY & INCLUSION

TBA

732-1259

@pennwest.edu

Student Last Name	Student Last Name	Edinboro ID	Cell Phone	D.O.B.
		@		
Incident Date	Incident Time	Staff Member	Staff Office	Staff Phone

Concern	X	Contact	Phone Number	Description	Website
Alcoholics Anonymous		AA 24 Hour hotline Meetings held on campus Contact Student Health for more infox 2743	814.452.2675	Alcoholics Anonymous Services	www.aaeriepa.org
Alcohol & Drug Counseling		Gaudenzia Erie Student Health Services McNerney Hall	814.732.2743	Individual Counseling; Assessment	http://www.gaudenziaerie.org/
Crisis Services		Safe Harbor Erie, PA	800.300.9558 or 814.456-2014	24-hour a day, 7 day a week crisis services for Erie County Telephone; walk-in; mobile; Crisis follow-up	http://www.safe-harborbh.org/services-crisis.php
Counseling Services		Counseling and Psychological Services McNerney Hall	814.732.2252	Individual and Group Counseling; Assessment; All services confidential	http://www.edinboro.edu/departments/caps/
Crime Victim Service		Crime Victim Center of Erie County Also available through Student Healthx2743	800.352.7273	Reducing the impact of crime through counseling, education and advocacy	http://www.cvcerie.org/
Health Care & Assessment		Student Health Services McNerney Hall	814.732.2743	Student Health Services	http://www.edinboro.edu/departments/ghering/student_health_services.dot
Housing		Residence Life Office 235 McNerney Hall	814.732.2818	Temporary or continuous Student Housing On-Campus	http://www.edinboro.edu/departments/res_life/
Safenet		CRISIS LINE: 814.454.8161 Student Health Services McNerney Hall	814.455.1774	SafeNet provides sanctuary, support, education and advocacy	http://www.safeneterie.org/
Spiritual Support		Campus Ministry Within Student Health Services McNerney Hall	814.732.2601	Spiritual support and guidance from regional clergy and community members	http://www.edinboro.edu/departments/ghering/campus_ministry.dot
Dean of Students Office		Office of Judicial Affairs/ ResidenceLife and Housing 216 Pogue StudentCenter	814.732.2920	Student discipline, mediation, investigation of Code of Conduct violations	http://www.edinboro.edu/departments/judicial/homepage_letter.dot
University Police		911 Scotland Road	814.732.2911 (emergency) 814.732.2921 (non-emergency)	24 Hour a day; 7 days a week; Police Services, Investigations, Parking	http://www.edinboro.edu/departments/police/
Director of Social Equity & Title IX Coordinator		Reeder Hall3rd Floor	814.732.2167	University office that investigates complaints of sexual harassment, discrimination, or other violations relating to equity.	http://www.edinboro.edu/departments/social_equity/ose-home-page.dot

Concern	X	Contact	Phone Number	Description	Website
Academic Success Coordinator		2nd Floor of the Library	814-732-2218	Supports students in need of academic assistance: study skills, tutoring, time management, etc.	http://www.edinboro.edu/departments/social_equity/ose-home-page.dot
other:					

I have been provided with the above information related to a recent incident or concern. I am aware of the options available to me and have been made aware of the benefits of seeking assistance. If I feel I am the victim of a sexual assault, I have been given a copy of the Sexual Assault Victim's Bill of Rights, and I know that if I lose my copy I can find it here: <http://www.edinboro.edu/directory/offices-services/title-ix/rights-of-sexual-violence-complainants.html>



Athletics Counseling Services Student Referral Form

Directions: When making a referral, please use this form to document your student concern and provide important information to Counseling and Psychological Services (CAPS).

Date: _____

Referral Source and Title: _____

Referral Sport: _____ Phone: _____

Email: _____

Name of Student: _____ Student ID: _____

Relationship to Student: Faculty Staff Coach Other

Purpose of Referral:

Personal concerns (family issues, current untreated mental illness, bereavement, etc.) Recent crisis/trauma (domestic violence, victim of violent crime, etc.)

Alcohol or Substance Abuse concerns

Other, please specify:

CAPS Faculty member please call Referral Source for more detail

Additional Information/Request: _____

NOTE: It is the responsibility of the student to request and obtain verification of dates of attendance of services at CAPS and provide documentation or verification to their Coach and the Athletic Department. Please remind the student of his/her responsibility to do so.

Referral Source Signature: _____ Date: _____

Note: Students may have legal rights to access their files, so please be objective in your observations and statements on this form. You may view CAPS Confidentiality Policy and further information regarding counseling services and student privacy on the CAPS website:

<http://www.edinboro.edu/directory/offices-services/caps/>

SENIOR WOMAN ADMINISTRATOR

Dr. Katherine Robbins – 732-2085

As defined by the NCAA Constitution, the SWA is the highest-ranking female administrator involved with the conduct of a member institution's intercollegiate athletics program. She should be a full-time institutional employee who has demonstrated an interest in athletics.

At PennWest Edinboro, the SWA is a presidential appointment and reports to the Director of Athletics.

The duties of the SWA (but not limited to):

- Acts as a key decision-maker instrumentally involved with the athletics department.
- Participates on senior management team.
- Strategizes ways to support and manage gender equity and Title IX plans and issues.
- Advocates issues important to female and male student-athletes, coaches and staff.
- Educates individuals on issues concerning both men and women.
- Serves as a role model and resource for student-athletes, coaches, administrators and others.
- Leads student-athletes in successfully balancing academics and athletics.
- Reviews Equity in Athletics Disclosure Act Report and the Gender Equity Plan.

FACULTY ATHLETIC REPRESENTATIVE

TBA

As described in Article 6.1.3 of the NCAA Constitution, the faculty athletics representative (FAR) shall be “a member of the institution's faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department.”

This position, appointed by the President, provides advice and oversight for the Intercollegiate Athletic Program, and is critically important in upholding the integrity of the University. A strong working relationship between the FAR and the chief executive officer, ensures a model of effectiveness in contributing to the institutional control of an athletic program.

The duties of the FAR (but not limited to):

- Ensure the academic integrity of the University
- Assist in facilitating the institutional control of the intercollegiate athletics program Enhance the overall academic and athletic experience of the student-athlete
- Represent the faculty on review boards, appeal processes and the University's Athletic Compliance Committee Review of the initial eligibility of incoming freshman student-athletes
- Along with the director of compliance and a representative of the Registrar office, the FAR will review semester-by-semester academic records of student-athletes to ensure satisfactory progress requirements
- Assist in the monitoring of coaches' recruiting records for compliance purposes
- Review annually the Athletic Study Program and advise the athletic department and Study Program representatives as to improvements
- Represent the University at Pennsylvania State Athletic Conference and NCAA meetings and seminars when required

MESSAGE FROM THE FACULTY ATHLETIC REPRESENTATIVE

Every college and university that is affiliated with the NCAA has designated a member of their faculty to serve as a liaison between their student-athletes, their faculty and administration, and the NCAA. I am proud to serve in this role and look forward to learning more about you. As a former Edinboro student-athlete myself, I'm familiar with the opportunities and challenges that each of you face.

The ability to properly budget your time, maintain strong self-motivation, and stay healthy are just a few of the attributes necessary for being successful as a college athlete and student. By excelling academically, you help to dispel old stereotypes about college athletes, bring positive recognition to your team, your sport, and your University, and put yourself on a trajectory for a lifetime of success and happiness.

There are a number of academic honors that I would like you to seriously consider. PennWest Edinboro's Scholar-Athlete banquet is held each spring to recognize student-athletes earning an overall GPA of 3.0 or higher. PSAC Scholar Athletes are recognized at the end of the academic year and for this honor, you need an overall GPA of at least 3.25. A solid percentage of our student-athletes meet these high standards each year, but you can take us even higher. There are also national academic honors by sport including Academic All-Americans (selected by a panel of Sports Information Directors) and All-Academic teams (selected by each sport's coaches).

Fighting Scots that came before you faced these same trials, and were able to achieve remarkable things by dreaming big, working hard, and being resilient.

In 2010, Jarrod King, a national champion in Division I wrestling at 165 pounds became Edinboro's first PSAC Male Student-Athlete of the Year Award. Kara Hopkins a standout swimmer and volleyball player, was Edinboro's first PSAC Female Student-Athlete of the Year in 1990. Jarrod and Kara didn't earn that recognition by accepting anything less than their best effort at whatever they did. When you walk through the lobby in McComb Fieldhouse, look at their plaques and ask yourself what things you can do to become the best possible version of yourself.

The Athletic Department staff, your coaches, and I will be communicating with you during the school year about how to maximize your success as a student-athlete (e.g., minimize scheduling conflicts between your athletic activities and your classes). I'm available to you when you have questions and look forward to watching you compete, and hearing and reading about your future achievements. Let's Go Scots!

STUDENT ATHLETE ADVISORY COMMITTEE (SAAC)

The purpose of the SAAC is to streamline and promote efficient communication between the Athletic Department administration and the student-athlete population. The SAAC provides the student-athlete population with an opportunity to more effectively communicate with the Athletic Department administration and provide suggestions on programs designed to serve their needs. They actively encourage involvement of the student-athlete in campus and community projects. The SAAC will design and implement programs which will encourage academic achievement, health promotion, social responsibility, and general awareness.

BYLAWS

Article I. Purpose

1. To generate a student-athlete voice within the institution.
2. To solicit student-athlete response to proposed NCAA legislation.
3. To suggest potential NCAA legislation.
4. To organize community service efforts.
5. To create a vehicle for student-athlete representation on campus, conference-wide, and nationally.

Article II. Non-discrimination Statement

This committee will not discriminate based on ethnicity, age, gender, sexual orientation, religion or sport.

Article III. Membership

1. The SAAC will be made up of a minimum of two representatives from each team.
** Men's and women's track and field representatives should not be members of the cross-country team.
2. Each representative will have only one voting privilege.
3. Each representative must remain athletically and academically eligible.
4. Selection of members:
 - Outgoing SAAC member presents SAAC mission to teammates. The goal is to recruit interested teammates to join SAAC.
 - Team members will/can self-nominate – SAAC member and coach encourage quality candidates.
 - Coach/SAAC member make the first selection from self-nominated candidates.
 - If no self-nomination, coach/SAAC member select a quality candidate.

Article IV. Executive Board

Voting for the Executive Board will take place each spring. The terms for all positions on the board are 1 year commencing in the fall after spring election. Candidates nominate themselves with presentation of qualifications and will be voted in by majority. If there is a tie, all members will revote between the tied candidates. Candidates may run for multiple years if selected. When possible, the four executive positions should be from different sports (men and women's sports are considered separate). At least one Executive board member should make every attempt to attend the PSAC and/or NCAA SAAC member meetings.

1. Chair (must have served a full year on SAAC)

- Presides over meetings
- Serves as liaison to campus athletic department
- Functions as spokesperson for campus
- Attend one meeting held by athletic department each semester

2. Vice-Chair

- Presides over meeting in absence of Chair
- Exercises all functions of the Chair in absence of Chair
- Keep attendance record
- Keep meeting records/notes
- Run election

3. Media/Promotion Director

- Responsible for website
- Responsible for posting meeting record/notes.
- Promote SAAC activities
- Promote home athletic contest

4. Special Projects/Events Coordinator

- Coordinate community service
- Organize student athlete inclusion events
- Coordinate Make-A-Wish
- Liaison to Super Fan Program

Article V. Meetings

1. There will be at least one meeting per month. There may be more held if deemed necessary.
2. Attendance at meetings is required. If a member must miss a meeting, they must email the Chair/ or AD BEFORE the meeting commences.
3. Three (3) unexcused absences – replace member.

Article VI. Additional Bylaws/Amendments

Additional Bylaws/Amendments may be added to this constitution with 2/3 approval from all members.

PENNWEST EDINBORO ATHLETIC DEPARTMENT CONCERNS PROCEDURES

This process is established to hear and address specific concerns from the student-athlete. These concerns may arise from a particular relationship with a coach or an existing situation with a peer student-athlete (i.e., removal from team). This process does not include appeals concerning the cancelation of athletic grant-in-aid scholarships. All financial aid appeals will be heard by the Financial Aid Advisory and Appeals Committee/Athletic Department Financial Aid Subcommittee.

In the event of a student-athlete concern, the student athlete should:

1. Meet with the Head Coach to discuss the concern.
2. If the matter cannot be resolved with the Head Coach, or the concern is with the student-athlete and coach relationship, the student should meet with their team administrator.
3. The team administrator will bring the matter to the weekly Athletic Leadership Team for resolution.
4. If the student-athlete is still not satisfied with the resolution, the student-athlete can request an appeal from the Department Concerns committee which will be comprised of the Director of Athletics, at least 2 additional members of Athletic Leadership, the Faculty Athletic Representative, and a student-athlete – appointed by SAACS,

*At the discretion of the Director of Athletics additional members of the committee can be added.

PENNWEST EDINBORO ATHLETIC DEPARTMENT GENDER EQUITY COMMITTEE

The main responsibility and purpose of this committee is to review and update the Gender Equity Plan for athletics. The plan should be reviewed and updated every five years and serves as a guide for the athletic administration as it governs the athletic department.

The committee will also provide guidance to PennWest Edinboro and the athletic department in the event a student athlete, coach, parent, staff or other entity has an equity in athletics complaint or inquiry. Any entity having a Title IX gender equity in athletics inquiry, complaint or questions should direct it in writing to the Director of Athletics, Katherine Robbins, email: krobbins@pennwest.edu; address: 455 Scotland Road, Edinboro PA 16444.

The gender equity committee will review the issue, notify the Director of Social Equity & Title IX Coordinator, and plan a course of action for processing the issue and taking appropriate action.

The committee consists of:

Katherine Robbins, Director of Athletics
Chad Williams, Associate Athletic Director
Denise Dobos, Business Director for Athletics
Audra Neumann, Head Athletic Trainer
TBD, Faculty Athletic Representative

TBD, Associate VP of Diversity Equity & Inclusion
Andrew Matt Director of Title IX
Shawn Hoke, AVP of Student Affairs
Chris Rhodes, Men and Women Swimming Coach

ACADEMICS &

ELIGIBILITY

Feel free to contact 814-732-3501 if you have questions.

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CLASS ATTENDANCE

Special Note:

Any student who fails to attend a class for which he/she is officially registered is expected to take the appropriate action to officially drop or withdraw from the course. If you fail to take the appropriate action by the published deadlines, you may lose refunds, lose financial aid including Stafford Loans, receive failing grades, and be charged for the balance of your tuition and fees. If you do not intend to remain in a course, it is the student's responsibility to drop or withdraw from the course, no one else will do it for you.

First Day Attendance is required for all students in all classes. Students take note: **You must attend on the first class day and make sure the instructor knows that you are present in the class.** Instructors will take attendance and report daily to the Office of the Registrar throughout the "ADD" period. Any student whose name is marked "non-attend" will be removed from the class list, freeing seats for other students during the "ADD" period. Don't jeopardize your financial aid or your schedule.

All links to the policies below can be found at [Academic Policies \(pennwest.edu\)](https://www.pennwest.edu/academic-policies).

ACADEMIC WARNING, PROBATION & SUSPENSION (POLICY NO. A023)

Policy AC006: Academic Standing – Undergraduate Students

Recommended for Approval by: Scott E. Miller, Senior VP for Academic Affairs and Provost

Approved by: Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

To specify conditions under which undergraduate students are placed on academic warning, probation, suspension, or dismissed from the university.

B. Definition(s)

Term GPA: The grade point average (GPA) earned by the student in a given academic term (fall semester, spring semester, summer, winter session).

Cumulative GPA: The grade point average (GPA) earned over the entire period of enrollment at Pennsylvania Western University.

C. Policy

Academic standing is updated at the end of fall and spring semesters, and students cannot be placed on probation or suspended (excluding financial aid suspension) by taking courses in summer or winter sessions. Individual programs may have stricter requirements to maintain good academic standing.

Good Academic Standing

A student is considered in good academic standing if they maintain both a cumulative GPA and term GPA of 2.00 or higher.

Academic Warning

A student whose cumulative GPA is a 2.00 or higher, but whose term GPA is below 2.00, will receive an academic warning. Academic warning does not reduce the maximum number of hours in which a student may enroll. In this case, the Center for Student Outreach and Success Coaching will assist via resources and outreach to the student.

Academic Probation

A student with a cumulative GPA below 2.00 will be placed on academic probation. Students on probation will be limited to enrolling in no more than 14 credits for the subsequent regular semester; exceptions may be considered in rare cases by the student's academic dean. Students will remain on academic probation as long as their term GPA remains above a 2.00, while the cumulative GPA remains below a 2.00. Students on probation may attend summer and winter sessions, and will be required to meet weekly with a Success Coach and follow the conditions of Academic Probation. Students fulfilling their plans will be eligible to continue to register.

A student is removed from probation once their cumulative GPA is 2.00 or higher.

Academic Suspension

A student who begins the semester on Academic Probation and subsequently has both term and cumulative GPA's below 2.00 will be placed on academic suspension. A student with two consecutive terms of 0.00 cumulative GPA will also be placed on academic suspension.

Academic suspension will last for one regular semester (fall or spring) and include summer and winter sessions. To return to the university, the student must apply for readmission following suspension through the Admissions Office, as described in the PennWest Readmission Policy (AC049). Students may only be readmitted to PennWest from suspension once all previous holds have been removed from their record.

During suspension, the student may take courses at a community college or other accredited college or university to help demonstrate their ability to return to PennWest; an official transcript from the other institution must be provided to the PennWest registrar when applying for readmission. If the readmission is approved, an academic improvement plan will be developed for the student.

The student may appeal the suspension, allowing the student to return to the university the next semester (fall or spring) or term (summer, winter). Such an appeal must be made to the Executive Director of Student Outreach and Success, or their designee, by completing the Suspension Appeal Form.

Academic Dismissal

A student who has been academically suspended two previous times and who now meets conditions for a third suspension will be academically dismissed from the university. (Suspensions while enrolled at California University, Clarion University, or PennWest Edinboro will be included as part of this suspension count.) Students may appeal dismissal to the Executive Director of Student Outreach and Success, or their designee, by presenting the reasons why past suspensions were out of the control of the student and providing evidence of actions that have been taken to allow the student to return to making satisfactory academic progress. In such cases, the final decision regarding dismissal will lie with the academic dean over the student's program.

Students may also be dismissed from their academic programs under other University or program policies, including but not limited to failing to meet expectations of program-specific dispositional policies or violating the Student Code of Conduct.

Academic standing notifications, other than good standing, are sent via the Center for Student Outreach and Success Coaching after the determination is made by the Office of the Registrar. Academic standing is denoted on the official transcript.

D. Procedure(s)

Appealing Suspension

1. The student wishing to appeal suspension must complete the Suspension Appeal Form and submit it to the Executive Director of Student Outreach and Success. Suspension appeals must be submitted by January 2 for decision for the spring semester, and by June 1 for decision for the fall semester. If the student is applying for readmission for the summer or winter terms, they should contact the Executive Director immediately after receiving suspension notification.
2. Upon decision regarding the appeal, the Executive Director, or their designee, will contact the student regarding their continued suspension and options, or to provide registration information for readmission.

Appealing Dismissal

1. The student wishing to appeal dismissal must contact the Executive Director of Student Outreach and Success and provide the information required in this policy for consideration.
2. The Executive Director will consider the student's information and discuss the dismissal appeal with the academic dean over the student's program.
3. The academic dean will make a final determination regarding the dismissal appeal and the decision will be communicated to the student by the Executive Director.

E. Related policies

Course Withdrawal Policy (AC046)

Fresh Start Policy (AC008)

Readmission Policy (AC049)

Repeating a Course Policy (AC032)

University Withdrawal Policy (AC035)

F. Contact Information

For additional information, please contact the Center for Student Outreach and Success Coaching, or the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.

APPEAL OF ACADEMIC SUSPENSION

Objective: The objective of this procedure is to specify the conditions under which students who have been placed on academic suspension may file an appeal and the procedure for processing appeals.

Process:

1. A student placed on academic suspension may appeal the suspension immediately due to an error in records or an extraordinary extenuating circumstance (e.g., health emergency, death in family). The appeal must be filed in writing and received at the Office of the Registrar by the date specified in the student's letter of suspension. The Residence Life Office is notified of appeals made by students who live in University residence halls so that their rooms will not be reassigned prior to the conclusion of the appeal process. Other students who have been suspended may appeal their suspension during their first regular semester of suspension.
2. The Registrar's staff will review each appeal and check for holds that may prevent reinstatement (i.e., financial or judicial). If holds exist, the student will be informed and required to clear these holds before his/her appeal is considered. Appeals from suspension will be reviewed 4 times per year; January 1, March 15, June 1, and October 15th. Should a student miss a deadline, the appeal will be held until the next scheduled suspension review date.
3. The Registrar will forward the list of appellants to the Vice President for Student Affairs for review and recommendations. The Vice President of Student Affairs will respond to the Registrar's request within one week.
4. The Registrar will then forward the list of appellants, including input from Student Affairs, to the Academic Success Center for review and recommendation. The Academic Success Center will respond to the Registrar's request within one week.
5. The Registrar will then forward a recommendation to the appropriate Dean, including the reviews and recommendations by Student Affairs and the Academic Success Center. The Dean will decide for or against reinstatement of the student, including any conditions associated with the reinstatement. The Dean will notify the Registrar of the decision within one week.
6. The Registrar will receive the Dean's decision and update the student's record, prepare a class schedule (to include any mandatory repeating of courses) per the Dean, and communicate with the student. The advisor and chairperson will be informed of the conditions for reinstatement or the denial thereof.

ELIGIBILITY FOR PRACTICE

At the beginning of each academic year, the Associate Athletic Director/Compliance Coordinator will meet with each team at a time that is scheduled with the Head Coach. The beginning of the year meeting with compliance is mandatory. If a student-athlete misses because of extenuating circumstances, they must schedule a meeting with the Associate Athletic Director/Compliance Coordinator before they can begin practice.

NCAA Compliance Paperwork

- Student-Athlete Statement
- Drug Testing Consent Form
- HIPPA/Buckley Amendment Consent Waiver/Form
-

PennWest Edinboro Compliance/Athletic Training Paperwork

- PennWest Edinboro Drug Testing Consent Form
- Emergency Contact List
- Insurance Form
- Pre-Season Physical Examinations/Sickle-Cell Results/Concussion Baseline Testing

Any student-athlete (including walk-ons) who does not complete a pre-season physical exam scheduled by the athletic department is financial responsible for completing a physical BEFORE permission to participate will be granted. The Associate Athletic Director/Compliance Coordinator will provide the athletic training staff and head coaches a list, by team, of individuals who are eligible for practice.

Full-Time Enrollment

To be eligible for practice or competition, student-athletes must maintain full-time enrollment of 12 undergraduate hours per semester (9 graduate hours per semester) unless in the last semester and needing less than 12 hours to graduate. Student-athletes will be ineligible for practice, competition, and financial aid once they drop below full-time. The Associate Athletic Director/Compliance Coordinator will pull a report daily to ensure all student-athletes are maintaining full-time enrollment status.

Procedure for Dropping a Class

After the schedule change time period has ended, a student-athlete must receive permission (signature) from their head coach or the Director of Athletic Compliance before dropping classes. If a student-athlete drops a class without permission, he/she may be deemed ineligible for practice or competition.

Participation Before Certification

If a recruited or a non-recruited new student-athlete at EUP for athletics participation before their academic and/or amateurism record has been certified, the student-athlete may participate in countable athletically related activities, but not compete, for a maximum of 45 days consecutive calendar days. After this 45-day period, the student shall have established the minimum eligibility standards required for practice in order to continue participation in countable athletically related activities, otherwise all participation must stop immediately. An academic record includes, but is not limited to, acceptance to EUP and receipt of official transcripts from all previous institutions.

ELIGIBILITY FOR COMPETITION

Academic eligibility certification will occur in the fall of each academic year. Only those student-athletes who are not academically eligible in the fall will be certified in the spring, provided they have gained academic eligibility.

Freshman Eligibility:

The Eligibility Center will determine the academic and amateurism certification of all incoming freshman. The Eligibility Center must certify international students to the same standards as domestic students.

Transfer Eligibility:

Official transcripts from all previous institutions must be submitted to the Admissions Office before any transfer will be permitted to compete. Transferrable hours and GPA used to determine academic eligibility will be determined by the Admissions Office and the Office of the Registrar.

Two-Year College Transfer:

If two-year transfers meet specific criteria, they may be eligible for competition in their first year of enrollment at Edinboro. If the transfer does not meet the two-year requirements, they must serve a one-year residency at the certifying institution. Two-year college transfers who have not previously attended an NCAA Division I or II institution must register and request final certification of their amateurism with the NCAA Eligibility Center. Please refer to Bylaw 14.5.4 for the two-year college transfer requirements.

Four-Year College Transfer:

If a Division II four-year transfer enters the transfer portal prior to June 15, the student-athlete will be granted the one-time transfer exception as long as they have not used it at a previous institution. Four-year college transfers who have not previously attended an NCAA Division I or II institution must register and request final certification on their amateurism with the NCAA Eligibility Center. Please refer to Bylaw 14.5.5 for the four-year college transfer requirements.

Continuing Eligibility:

The continuing eligibility of returning student-athletes will be determined by the Associate AD and Registrar personnel. The certifying officer will determine the continuing eligibility during the completion of the first four full-time semesters of a student-athletes academic career.

STUDENT ELIGIBILITY

Student-athletes are declared eligible to compete in intercollegiate athletics at PennWest Edinboro when they:

1. Have completed the required NCAA and PennWest Edinboro forms.
2. When they have met the requirements of NCAA Bylaw 14.3.1 (entering freshmen).
3. Cleared by the NCAA Initial Eligibility Center (entering freshmen).
4. Have met all satisfactory progress requirements (returning student-athletes).
5. Have met all University requirements of the Drug Screening, Testing, and Education Program.

The required NCAA eligibility forms are administered by the Associate Director of Athletics through ARMS.

Freshmen WALK-ONS (non-recruited) must have met all the requirements of Bylaw 14.3 as certified by the EC. It is the student's responsibility to be cleared by the EC.

ELIGIBILITY – PROGRESS TOWARD DEGREE – FULFILLMENT OF CREDIT-HOUR REQUIREMENTS – SIX/NINE CREDIT HOURS

This latest legislation shall require the University to certify completion of the 9-hour requirement for transfer students, continuing students and students first entering a collegiate institution on or after fall 2016.

Every student-athlete must successfully complete at least nine-credit hours in the previous regular academic semester of full-time enrollment to be eligible to participate in the next regular academic semester. For wrestling, student-athletes must complete at least six-credit hours each semester.

NOTE: Winter session and summer school hours may NOT be used to satisfy the 9/6-hour requirement. Although we can continue to use winter session and summer session classes toward the 24-hour regulations, they cannot be used in this case because the NCAA is using the language of an “academic term” – as we are on semesters (fall and spring).

NCAA BYLAW 14.1.7.1 (FULL-TIME ENROLLMENT - REQUIREMENT PROGRAM 12-HOUR REQUIREMENT)

“At the time of competition, the student-athlete shall be enrolled in not less than 12 semester or quarter hours, regardless of the institution’s definition of a minimum full-time program of studies.”

PennWest Edinboro declares a full-time program of studies to be 12 semester hours of undergraduate credit or nine hours of graduate credit.

NCAA Bylaw 14.1.7.1 Requirements for Practice or Competition

To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution, which for purposes of this bylaw and its subsection shall not be less than 12-semester or –quarter hours, regardless of the institution’s definition of a minimum full-time program of studies.

NCAA Bylaw 14.1.7.1.1 Drop/Add Course

A student-athlete no longer shall be considered enrolled in a minimum full-time program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official in accordance with procedures determined by the institution for all students. A student-athlete who is adding a course to reach full-time status shall become eligible for practice and competition once the course has been approved by the appropriate department head (or designated representative) and submitted to the registrar.

NCAA BYLAW 14.4.3 ELIGIBILITY FOR COMPETITION

14.4.3.4 Fulfillment of Credit-Hour Requirements

Eligibility for competition for a midyear transfer student-athletes, or for a student-athlete after the student-athlete's first academic year in residence, or after the student-athlete has used one season of eligibility in any sport at the certifying institution shall be determined by the student-athlete's academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, based on: (Adopted: 1/18/14)

- a. Satisfactory completion before each fall term of a cumulative total of academic semester or quarter hours equivalent to an average of at least 12 semester or quarter hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms;
OR
- b. Satisfactory completion of 24 semester or 36 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters.
- c. Satisfactory completion of 48 semester or 72 quarter hours of academic credit during the first two years of collegiate enrollment.

A student-athlete's eligibility under either satisfactory progress option (per 14.5.4) shall be determined on the basis of the student's academic record in existence at the beginning of the fall term of the regular academic year. If the student-athlete is ineligible at the beginning of the fall term, eligibility may be reinstated at the beginning of any other regular term of that academic year, based upon:

- a. A cumulative total of semester or quarter hours of academic credit that is equivalent to the completion of an average of at least 12 semester or quarter hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms,
OR
- b. Satisfactory completion of 24 semester or 36 quarter hours of academic credit during the certifying institutions preceding regular two semesters or three quarters.

NCAA BYLAW 14.4.3.5 FULLFILLMENT OF MINIMUM GRADE-POINT AVERAGE-POINT AVERAGE REQUIREMENTS

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must achieve a minimum cumulative grade-point average of 2.000 prior to the beginning of each fall term. The eligibility of a student-athlete who does not satisfy the grade-point average requirement prior to the fall term may be recertified prior to the next regular academic term.

DECLARING A MAJOR

According to NCAA Bylaw 14.4.3.6

"A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (5th semester or 7th quarter)."

In addition to the continuing student, this subparagraph shall be applicable to the eligibility of a transfer student from a four- year or two-year collegiate institution who is entering his or her third year of collegiate enrollment even if the student has completed an academic year in residence or utilized a season of eligibility in a sport at the certifying institution.

RENEWAL OF ATHLETIC GRANT 15.5.5

*According to NCAA Bylaw 15.5.5.1: INSTITUTIONAL OBLIGATION

The renewal of athletics aid shall be made on or before July 1 prior to the academic year on which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of athletics aid renewals and nonrenewals must come from the institution's regular financial aid authority and not from the institution's athletic department.

15.5.2.4 HEARING OPPORTUNITY REQUIRED

The institution's regular financial aid authority shall notify the student-athlete in writing, within 14 consecutive calendar days from the date the student-athlete has been notified of the decision to reduce or cancel athletics aid during the period of the award or the reduction or nonrenewal of athletics aid for the following academic year, of the opportunity for a hearing when athletics aid is reduced or canceled during the period of the award, or not renewed. The hearing shall be conducted by an institutional entity or committee outside of the athletics department (e.g. financial aid review committee, the office of student affairs, office of the dean of students or a committee composed of the faculty athletics representative, student-athletes and nonathletics faculty/staff members). The notification of the hearing opportunity shall include a deadline by which a student-athlete must request the hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing.

RED SHIRT

A red shirt is defined as a student-athlete who is withheld from competition for a season for reasons other than academic ineligibility or injury.

HARDSHIP WAIVER NCAA BYLAW 14.2.5

A student-athlete may be granted an additional year of competition by the conference for reasons of "hardship." Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- a. The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution;
- b. The injury or illness occurs prior to the first competition of the second half of the playing season that concludes with the NCAA championship in that sport and results in an incapacity to compete for the remainder of that playing season; and
- c. The injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport) or 30 percent (whichever number is greater) of the institution's scheduled contests or dates of competition in his or her sport. Only scheduled competition (excluding scrimmages and exhibition contests) against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport shall be countable under this limitation in calculating both the number of contest or dates of competition in which the student-athlete has participated and the number of scheduled contests or dates of competition during that season in the sport.

14.2 SEASONS OF COMPETITION: FIVE-YEAR/10-SEMESTER RULE

A student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport.

14.2.2 Ten-Semester Rule-DIVISION II.

A student-athlete shall complete his or her seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.

Five-Year Rule-DIVISION I.

A student-athlete shall complete his or her seasons of participation within five calendar years from the beginning of the semester or quarter in which the student-athlete first registered for a minimum full-time program of studies in a collegiate institution, with time spent in the armed services, on official church missions or with recognized foreign aid services of the U.S. government being excepted. For foreign students, service in the armed forces or on an official church mission of the student's home country is considered equivalent to such service in the United States.

14.2. INTERCOLLEGIATE COMPETITION

A student-athlete is considered to have engaged in a season of intercollegiate competition when he or she competes in an athletic event involving any one of the conditions characterizing intercollegiate competition.

14.2.4.2.1.2 Organized Competition.

Athletics competition shall be considered organized if any one of the following conditions exists:

- a. Competition is scheduled in advance;
- b. Official score is kept;
- c. Individual or team standings or statistics are maintained;
- d. Official timer or game officials are used;
- e. Admission is charged;
- f. Teams are regularly formed or team rosters are predetermined;
- g. Team uniforms are utilized;
- h. A team is privately or commercially sponsored; or
- i. The competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

TRANSFERS

Athletic Compliance: Responsible for the following areas which include, but are not limited to:

- Communicate with the coaching staff, the status of any transfer prospective student-athletes and what is needed for their eligibility certification.
- Ensure the student-athlete is in the transfer portal.
- Ensure the responsibilities of the coaching staff are being met.

Coaching Staff: Responsible for the following areas which include, but are not limited to:

- Four-year Transfers: Notify the Associate Athletic Director/Compliance Coordinator if contacted by a four-year transfer student-athlete to ensure the student-athlete's name is in the transfer portal.
- Two-Year Transfers: Notify the Athletic Compliance Office if you would like an information form to be sent to the student-athlete's institution before contacting the student-athlete.
- Secure a current transcript from all institutions the transfer prospective student-athlete has attended (including part-time and summer enrollment).
- Visit Transfer Services in the Admissions Office for a preliminary evaluation of transferable degree credit. Communicate with the transfer prospective student-athletes what is needed for eligibility certification.
- Make sure all official transcripts from all schools have been requested by the transfer prospective student-athlete to be sent from the registrar's office of the previous institution(s) to the Admissions office at PennWest Edinboro.

Student-Athletes Who Want to Transfer from Edinboro

If a current Edinboro student-athlete wants to transfer, they must fill out the Notification of Transfer form in ARMS. In addition to the ARMS form, the student-athlete must complete the mandatory modules through the NCAA. The student-athlete will need to send the Associate Athletic Director the certificate of completion of these modules. Once the Associate Athletic Director receives both forms, they will upload the student-athlete's name into the transfer portal.

Transferring Out of Edinboro

As long as the student-athlete has not transferred previously and requests their name be placed into the portal before June 15th (for DII athletes) or March 9th through May 7th (for DI athletes), the student-athlete will have access to the one-time transfer exception. The institution may no longer place restrictions on the one-time transfer exception.

SUMMER SCHOOL ATTENDANCE

When student-athletes fail to acquire the mandatory 24 semester hours, summer school is available in order to remain academically eligible for their next sport season. Registration for summer school occurs in April of each academic year.

If a student-athlete has an overall QPA above a 2.0, it is permissible to take summer course work at other institutions for transfer credit to their programs of students at PennWest Edinboro. Before enrolling in such courses, written permission must be obtained from your Academic Advisor, Department Chairperson, and the Dean responsible for the program in which the student is majoring. Forms can be obtained online or at the Office of the Registrar in Hamilton Hall.

ATHLETIC EXCUSES

1. Two weeks before a scheduled event, athletes, managers, scorers, statisticians, and other team personnel are responsible for informing their professors that they will be absent from class to participate in an intercollegiate athletic event. (If possible, please provide professors with your travel schedule at the start of each semester).
2. All material (lecture notes, exams, quizzes, etc.) missed during the absenteeism is a direct responsibility of the student-athletes.
3. Athletic excuses are the responsibility of each sport coach. DO NOT submit to the athletic secretary for completion.

PROCEDURES FOR COACHES - ATHLETIC EXCUSES

1. Coaches will provide athletic excuses to team personnel at least 10 class days in advance of contest. This permits ample time for processing.
2. The athlete's name, sport, professor, course, and class time must be listed. In addition, each coach must list the day and date of contest, their opponent, site and departure time from campus.
3. Coaches must then sign and date form before distribution to team personnel.
4. Coaches may wish to have professors sign this form and return to them for verification.
5. Once again, please make sure all team personnel submit these athletic excuses well in advance to avoid any class conflicts that may occur.

ATHLETIC STUDY PROGRAM GUIDELINES AND EXPECTATIONS

Coordinators:

Ernest James – (814) 732-1854
Derrick Cook – (814)732-1826

Athletic Study Program Guidelines and Expectations

The PennWest Edinboro Athletic Study Program is directed toward the promotion of academic success of the participating student-athletes. The program is designed to assist the students involved in their progress toward a degree while insuring the academic integrity of the University. The basic guidelines for and expectations of the participants are as follows:

Participants

This year's Study Program will be offered 4 days a week, Monday through Thursday, 8:00-10:00pm in the Learning Commons on the 2nd Floor of the Baron-Forness Library. The participating group at the Athletic Study Program will be composed of:

Returning Student-Athletes:

Below 2.25

- 2 Nights of Study Tables (Unless adjusted by Head Coach)
- 3 Hours w/Peer and/or faculty member

2.26 – 2.50

- 2 Nights of Study Tables (Unless adjusted by Head Coach)
- Additional Outside Academic Support Recommended but not required

First-Year Student-Athletes:

Below 890 SAT or Below 70 ACT or Coach Referral

- 2 Nights of Study Tables
- 2 Hours w/Peer and/or Faculty mentor outside of Study Tables

891 SAT – 960 SAT or 71 ACT – 78 ACT

- 2 Nights of Study Tables
- Additional Outside Academic Support Recommended but not required

*****Exceptions**

- Student-Athletes may be assigned to the Athletic Study Program by their coaches or the athletic administration
- Student-Athletes may have different Night/Hour requirements then above if recommended by their coaches or the athletic administration

Additional Outside Academic Support

Type of Academic Support	Accepted Documentation
Academic Enrichment Program/Peer Mentoring Program	<ul style="list-style-type: none">▪ Starfish▪ Email from Faculty Mentor or Peer Mentor
Professor Office Hours	<ul style="list-style-type: none">▪ Starfish▪ Email from Faculty Member
Learning Commons (When Available)	<ul style="list-style-type: none">▪ Starfish▪ Email from Academic Success/Learning Commons staff
Academic Success Center Counselors (2nd Floor of Library)	<ul style="list-style-type: none">▪ Starfish▪ Email from Academic Success Staff
Writing Center (2nd Floor of Library)	<ul style="list-style-type: none">▪ Starfish▪ Boro Sync/Swipe Card▪ Paper Log (Writing Center uses a special form)
Academic Department Tutors	<ul style="list-style-type: none">▪ Weekly Log▪ Starfish or Boro Sync/Swipe Card if available
OSD or Academic Department Peer Mentoring	<ul style="list-style-type: none">▪ Starfish▪ Email from Faculty Mentor or Peer Mentor
Academic Success Center Workshops	<ul style="list-style-type: none">▪ Starfish▪ Sign-In Sheet▪ Email from Academic Success Staff▪ Boro Sync/Swipe Card
SmarThinking 24/7 Online Tutoring	<ul style="list-style-type: none">▪ Tracked electronically through Academic Success

Additional Information Regarding Outside Academic Help:

- It is the responsibility of the student-athlete to make sure that their time spent is documented accordingly and appropriately
- Types of academic support that student-athletes may use can be changed or altered by the Study Table Coordinators, your Coach, or Athletic Administration as deemed necessary
- Outside Academic Help not listed on the above chart may be used with PRIOR APPROVAL from the Study Table Coordinators Study Table Coordinators and the Athletic Administration will use our judgement in regards to calculating and rounding time spent receiving outside help (EX. 40 minutes with a professor, may be rounded to 1 hour, 45 minutes in the Writing Center may be rounded up, etc.)

Location & Time

Monday, Tuesday, Wednesday, and Thursday that the University is officially in session 8:00 p.m. to 10:00 p.m. each evening. Primary location is Butterfield Room 134, but will be announced at the beginning of each semester and subject to change. Changes in facility and/or days being offered is also subject to change and will be communicated through your coaches and announced throughout the week.

Academic Evaluation

Coaches, study tables coordinators, SAAP faculty, and/or the Athletic Director may periodically send teaching professors progress reports of all the student-athletes participating in the Athletic Study Program to monitor academic progress. Any responses on the evaluation checklist, when returned, will be reported to the individual student involved, the appropriate coach, and the Athletic Director.

Attendance/Hour Policy

Attending required weekly study program sessions and meeting weekly hour requirements for the ENTIRE SEMESTER is mandatory. Student athletes must attend the program before, during, and after sport season. Student athletes arriving to the study program between 8:00 and 8:01 will be marked “tardy”. Students who have been marked “tardy” two times will be given one absence. Students arriving after 8:15 will be marked absent if they do not have a valid excuse.

The student-athlete who has:

- One (1) unexcused absence from the Athletic Study Program will result in a warning and Head coach notification;
- Two (2) unexcused absences will meet with his/her Head Coach and the Athletic Director;
- Three (3) unexcused absences will be suspended from team practice for one day but still be eligible to compete;
- Four (4) unexcused absences will be suspended from team practice for one week;
- Five (5) unexcused absences will be suspended from all team activities for one week;
- Six (6) unexcused absences from the Athletic Study Program will become ineligible for athletic participation from the date of the occurrence of the sixth unexcused absence through the remainder of that current season and through the next participating season as well.
- Seven (7) unexcused absences will result in removal from team.

Student athletes must remain at the study program for the whole session. If a student leaves they will be marked with an unexcused absence and possible dismissal from the study program.

All excuses presented for absences from the Athletic Study Program by student athletes will be reviewed by the Athletic Study Program Coordinators to be validated. All excuses not validated will be recorded as unexcused absences.

Participants requesting an excused absence from the Athletic Study Program, other than extreme emergencies, should be given to the Athletic Study Program Coordinator before the absence.

All physical injuries occurring during official practice sessions and/or actual game competition, that are serious enough in nature to prohibit the student athlete involved from attending the Athletic Study Program, must be reviewed, approved and reported by the EUP Director of Sports Medicine to the Athletic Study Program Coordinator in order for such absence(s) to be recorded as excused absences from the Athletic Study Program.

Attendance records from the Athletic Study Program will be given to the appropriate coaches and the Athletic Director and the Associate Athletic Director every day after the study program.

Duration of Attendance

Any student-athlete not meeting the duration of attendance/grade point average would become athletically ineligible at that point for the remainder of that current season and for the next participating season as well.

During the time of ineligibility, the student-athlete involved would not be permitted to practice/work-out/participate with any athletic team at Edinboro.

Basic Guidelines

In order for the student-athlete to gain maximum benefit from the Athletic Study Program a number of basic rules have been established that must be followed by all participants.

- All Athletic Study Program participants should bring study materials to each session. Casual reading is not acceptable. Any computer being used must be for academic use. Anyone using a computer for gaming or viewing non-academic sites on the internet will lose the use of the computer. ALWAYS HAVE WORK TO DO.
- Excessive talking and socializing, unruly behavior and the use of vulgar language by student athletes during Athletic Study Program hours will not be tolerated.
- Water is allowed to be brought into study tables; Be mindful of others, clean up after yourself, and take care of the facility.
- Headphones are allowed but keep volume to a minimum.

Failure to comply to these rules will result in an unexcused absence for that day. Continual disruptions will result in dismissal from the Athletic Study Program. Participants will obtain approval from the Athletic Study Program Coordinator before leaving the Athletic Study Program area for any reason. On special occasions, student athletes are permitted to leave an Athletic Study Program if the Athletic Study Program Coordinator has been notified in advance by the student-athletes' coach. Any student athlete taking advantage of this privilege in a negative way will receive an unexcused absence. Continual problems will lead to dismissal from the Athletic Study Program. Student-athletes are allowed to have personal tutors at the Athletic Study Program. Tutors must observe and practice the rules of the Athletic Study Program. Athletic Study Program participants will not work in the evening as a resident assistant in the Residence Halls, attend fraternity/sorority meetings, participate in intramural activities, or any other similar activities that conflict with the Athletic Study Program. Hours missed at the Athletic Study Program will not be allowed to be made up at a later date. The rules and regulation of the Athletic Study Program are not meant to replace academic rules and regulations set forth by the office of Academic Affairs of PennWest Edinboro. Any student who is being a disruption at Athletic Study Program will be dismissed from the program and marked as having an unexcused absence. If you are dismissed from Athletic Study Program twice you will be permanently removed from the program.

Reminder

All members of the Athletic Department are ready to assist the student athlete in any way possible. The academic advisor that has been assigned to the student athlete by the Office of the Registrar of PennWest Edinboro should always be consulted for official recommendations.

Review Committee

A Review Committee has been established to settle disagreements and receive complaints concerning decisions made and actions taken according to the Athletic Study Program Guidelines and Expectations. The Review Committee consists of the Athletic Director, Associate Athletic Director, two (2) head Coaches, and the Athletic Study Program Coordinators.

CONDUCT

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All PennWest Edinboro students including athletes are responsible for and held accountable for knowing and adhering to the PennWest Edinboro Code of Conduct found on www.edinboro.edu; “Student Life”; “Dean of Students Office”.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access educational programs and opportunities.

The University prohibits all Sexual Misconduct Violations, as defined in the Sexual Misconduct Policy. This prohibited conduct can affect all genders, gender identities and sexual orientations. Some of these prohibited forms of conduct may also be crimes under Pennsylvania or federal law.

The University will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and redress its effects on any individual or the community.

PennWest Edinboro has two Title IX Coordinators

Amy Salsgiver
Executive Director of Social Equity and Title IX
814-393-2109
asalsgiver@pennwest.edu

The University’s Title IX Coordinator’s responsibilities include overseeing all Title IX complaints, including complaints involving gender equity in athletics, as well as identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator for Gender Equity in Athletics
Katherine Robbins
Director of Athletics
Edinboro University Athletics
814-732-2085
krobbins@pennwest.edu

The Title IX Coordinator for Gender Equity in Athletics monitors the provision of equal athletic opportunities in athletics programs which is specifically addressed in the Title IX implementing regulation at 34 C.F.R. § 106.41. The Title IX implementing regulation, at 34 C.F.R. § 106.41 states that “no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by a recipient, and no recipient shall provide any such athletics separately on such basis.” Individuals with concerns about gender equity in athletics are encouraged to contact the Title IX Coordinator for Gender Equity in Athletics.

For more information, use the following link:

<https://www.edinboro.edu/directory/offices-services/title-ix/title-ix-coordinators.html>

SPORTSMANSHIP

First and foremost, PennWest Edinboro athletes represent the university when competing in collegiate athletics.

On and off the field, student-athletes must be aware that they are a “walking public relations department” for PennWest Edinboro and their teams. Actions and words are closely scrutinized by the public and the area media. When approached by the area media after a contest, the athletes should be cordial and cooperative, but always keeping in mind words and actions are being viewed by a great many people, and that those words not only reflect their own views, but also those of the university.

Once a reputation is established with a university and its behavior, it is difficult to change that public perception. Thus, good sportsmanship and proper behavior is a must! PennWest Edinboro and the Athletic Department have worked hard to run a first-class organization, so good behavior is vital in keeping the desired image.

Behavior during competition is also closely scrutinized by the Pennsylvania State Athletic Conference and Mid-American Conference. When hosting any competition, it is important to our reputation as an institution to uphold the image of the highest character, integrity and sportsmanship. The ability to win gracefully is as important as being a “good loser”. Athletes should keep the same frame of mind...in defeat, lose gracefully, in victory, be proud but don't flaunt it.

Likewise, ethical and sportsmanlike behavior is also expected in rental, state vehicles or buses, in hotels, communities, and at host institutions during travel. Vehicles, whether university or chartered vehicles should be cared for as if they were owned by the individuals using them. They are used by all sports at the University, so athletes should take their peers into consideration in caring for vehicles. Host facilities and personnel should also be treated with respect and as if they were our own.

The PSAC Policy on sportsmanship and ethical behavior can be found at the [PSAC's Sportsmanship Policy](#)

UNIVERSITY ANTI-HAZING POLICY

The Athletic Department does not condone any type of hazing as defined by the PennWest Edinboro approved policy No. A045. Each coach should inform his or her respective student-athletes about the general conditions of the approved policy as approved in 1993.

An abbreviated description of hazing and the appropriate sanctions follows with the entire policy available for review on-line at www.edinboro.edu Anti-Hazing Policy.

Hazing is defined as a violation of the Student Code of Conduct and is subject to the disciplinary sanctions listed in the PennWest Edinboro of Pennsylvania Disciplinary Procedures and Student Code of Conduct, which include, but are not limited to, the imposition of probation, suspension, or dismissal. The term hazing shall include, but not be limited to, any brutality of a physical nature, such as:

- whipping
- beating
- branding
- forced calisthenics
- exposure to the elements
- forced consumption of food, liquor, drugs (legal or illegal) or other substances any other forced physical activity affecting the physical health and safety of the individual

The term hazing shall also include any activity which would subject an individual to extreme mental stress, such as:

- sleep deprivation
- forced exclusion from social contact
- forced conduct which could result in extreme embarrassment
- any other forced activity which could adversely affect the mental health or dignity of a student.

STUDENT-ATHLETE STATEMENT REGARDING INVOLVEMENT INTERNET-BASED SOCIAL NETWORKING COMMUNITIES

Internet Social Networking Community Sites. Internet sites such as Facebook, Twitter, Instagram, TikTok, etc. and others provide individuals with an opportunity to interact with an extraordinarily expansive universe of new people and connect with current friends.

Postings on personal profiles, groups, and chat rooms are in the public domain and easily accessible by anyone including reporters, parents, coaches, groupies, predators, employers, and graduate school admissions officials. Once information is posted, it can be retrieved by computer savvy individuals even after it has been deleted.

Athletics Department Position. Participation in intercollegiate athletics at the PennWest Edinboro is a privilege, not a right. While the Athletics Department does not prohibit involvement with internet based social networking communities, the high standard of honor and dignity expected from our student-athletes at all times encompasses comments and postings made to internet sites. The Athletics Department reserves the right to take action against any currently enrolled student-athlete engaged in behavior that violates University, Department, or team rules, including such behavior that occurs in postings on the internet. This action may include education, counseling, team suspension, termination from the team and reduction, cancelation, or non-renewal of any athletics scholarship.

Recommendations. Immediately review any internet websites you may have posted on the internet to ensure that the postings are consistent with University, Department, and team rules and that they present you in a way you want to be portrayed. For your safety and privacy, you should refrain from posting and should promptly remove any personally identifiable information such as telephone number, address, class schedule and places frequented as well as any photos you may have posted. Alert the Associate Director of Athletics of any sites that falsely appear to be yours as this constitutes identify theft, and he will assist your efforts to have the offensive site removed. Be cautious about which chat groups you join to be sure you want to be publicly associated with that group. Once you become a member, you are linked to the discussion that takes place within that group. Only the group's administrator is able to delete your group membership or postings made to a group site.

SOCIAL NETWORKING POLICY FOR STUDENT-ATHLETES

As representatives of the PennWest Edinboro Department of Athletics, student-athletes should remember that they are held to a high standard of behavior. This includes any activities conducted on any social networking websites (e.g., Facebook, Twitter, Instagram) or any other online site (e.g., webshots.com). While we support and encourage individuals' freedom of expression and First Amendment rights, we are concerned about your safety and the well-being of all of our student-athletes. Educating and protecting our student-athletes is our primary concern, so please keep in mind the following guidelines as you participate on social networking websites:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world.
2. Do not post your home address, local address, phone number(s), birth date or other personal information (e.g., class schedule, social plans).
3. Do not post any information that would violate PennWest Edinboro, Athletics Department or student-athlete codes of conduct and/or state or federal laws.
4. Do not post any information, photos or other items online that could embarrass you, your family, your team, the Athletics Department or PennWest Edinboro. This includes, but is not limited to information, photos, quotes and other items that may be tagged to you from another user.
5. Do not add a "friend" unless it is actually someone you know. Many people are looking to expose student-athletes (e.g., badjocks.com) and/or gain information about your team that will assist in gambling activities or provide material for unsportsmanlike behavior from opposing fans. Do not comment publicly about any recruits that have not signed a National Letter of Intent with PennWest Edinboro. Commenting publicly includes communicating publicly on a prospect's Facebook wall or mentioning them in a tweet. Doing so can result in an NCAA rules violation.
6. Do not endorse a commercial business of any kind – doing so can jeopardize your amateurism and NCAA eligibility. It is ok to check in or announce that you are at a commercial location, but it is not permissible to make a call to action (i.e., "I love Bluestone – everybody should try their BBQ chicken pizza")
7. If you discover any inappropriate information on the networking page of any Edinboro student-athlete you will immediately contact one of the following people: the student-athlete, a coach, the Director of Athletics, or any

other member of Athletic Department's senior staff.

Social networking websites may be regularly monitored by a number of sources within PennWest Edinboro (e.g., Athletics Department, Student Affairs, University Police) as well as sources outside of Edinboro (e.g., potential employers, internship supervisors). In addition to potential employers, an increasing number of graduate programs and scholarship committees also search these sites to screen candidates.

Edinboro student-athletes should be very careful when using online social networking sites and keep in mind that sanctions may be imposed if these sites are used improperly or depict inappropriate, embarrassing or dangerous behaviors. Those sanctions can include, but are not limited to public or private reprimand, suspension from practice or competition, dismissal from the program, and loss of athletics aid, if applicable.

ONLINE SOCIAL NETWORKING GUIDELINES

The following information was developed to provide you with some guidance as to what type of behavior is appropriate relative to online social networking. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for sound decision making.

Text Guidelines: Words and/or phrases not permitted anywhere on your networking page, regardless of who posted them, include (but are not limited to) the following:

1. Any words or phrases considered to be harassing and/or discriminatory in nature on the basis of sex, race, color, religion,
2. national origin, or sexual orientation.
3. Any demeaning statements about or threats to any third party.
4. Sexually explicit language.
5. Curse words not permitted over the airwaves
6. Words or phrases to describe excessive social activities (e.g., partying, boozing and smoking are not appropriate hobbies for student-athletes who maintain a leadership role in the community.)
7. Words or phrases you would not want attributed directly to you should they be released publicly e.g., newspaper, television story).

Photo Guidelines: Examples of inappropriate or offensive behaviors posted on social networking sites may include (but are not limited to) depictions or presentations of the following, regardless of who posted them:

1. Hazing, an activity that violates the Edinboro Student Code of Conduct.
2. Use of alcohol and drugs, regardless of age.
3. Lewd or lascivious behavior including sexually explicit pictures.
4. Photos meant to demean the individuals included in the photo.
5. Any photos you would not want publicly released on television or in a newspaper.

Sanctions

Sanctions for failure to agree and adhere to this policy and the guidelines set forth above may result in actions including, but not limited to, public or private reprimand, suspension from practice or competition, dismissal from the program, and loss of athletics aid, if applicable. It is the Athletics Department's intention to achieve a level of behavior that reflects positively on all of us.

Twitter

Almost everybody is on Twitter. You are expected to hold yourselves to a higher standard that will best represent the team & the University. All it takes is one bad tweet to create a problem. You should maintain a positive attitude/perception in your social media posting. Consider reading @Darrenrovell's "100 Twitter Rules to Live By." After composing a Tweet, but before you hit send, ask your- self: "Would I be comfortable saying this in front of my parents, my grandmother, my pastor?" If the answer is no, discard it.

ATHLETIC FACILITY USAGE CONDITIONS

All countable or required athletic related activities held in any of the EU athletic facilities must have proper supervision. Proper supervision would be: head coach, assistant coach, volunteer coach, graduate assistant and/or work study student. Graduate assistant and work study student must be within working hours (on payroll) to supervise. Athletic Trainers or work study may provide supervision for student-athletes involved in rehabilitation activities. All individuals who will be supervising must have all necessary training (CPR, first-aid, AED and dome school).

McComb Fieldhouse Rules

- McComb Fieldhouse and stadium locker room areas are not for general use. All activities in these areas should be supervised by a coach.
 - **Locker rooms, pool, weight room and workout areas should be used with respect and left in an orderly manner.
- The parking lot to the south and west of McComb Fieldhouse is for PennWest Edinboro employees ONLY. Parking tickets will be issued from 7AM-10PM.
- The use of this facility is at one's own risk. The University will not be responsible for any accidents or injuries.
- Student-athletes are not permitted to use the telephone, fax, copier or computers in the athletic offices.
- Student-athletes should wear shoes, shorts and shirts when in McComb Fieldhouse. Cell phone use is prohibited in all locker room areas.
- Use of McComb Fieldhouse is by written permission only. No pets are permitted in McComb Fieldhouse.
- Bikes, skateboards, rollerblades, cleats, skates, and vehicles of any kind are prohibited.
- Alcohol, tobacco products, guns, weapons, and glass containers are prohibited in McComb Fieldhouse. Artificial noise makers are not permitted in McComb Fieldhouse.
- PennWest Edinboro scheduled events (classes, practices, matches or approved events) have priority. Individuals violating any of the above rules are subject to removal from McComb Fieldhouse.

Natatorium Rules

- All swimmers must enter through the locker room and shower before entering the pool area.
- No running on deck and no diving from the side or starting blocks.
- The lifeguard has the ability to remove anyone from the pool area. Anyone not adhering to the pool rules will be removed from the pool area.
- Stay off the lane ropes.

Mike Zafirovski Sports & Recreational Center Rules

- The use of this facility is at one's own risk. The University will not be responsible for any accidents or injuries.
- No pets are permitted.
- Skateboards, floor hockey, rollerblades, scooters, bikes or any like items are prohibited.
- Only clean athletic footwear may be worn. No spikes.
- Outside food and beverages are not permitted.
- Alcohol, tobacco, guns, weapons, and glass containers are prohibited.
- The Dome equipment (baskets, nets, hurdles, mats, and air diverter) may not be moved or altered in any manner.
- Use of and jumping on the pole vault equipment, mats, and high jump equipment is prohibited.
- PennWest Edinboro scheduled events (classes, practices, matches or approved events) have priority.
- Individuals violating any of the above rules are subject to removal from the Dome.

Softball Field Rules

- The use of this facility is at one's own risk. The University will not be responsible for any accidents or injuries.
- Use of softball field is by written permission only.
- No pets are permitted in the softball field area.
- Bikes and vehicles of any kind are prohibited on the field.
- Alcohol, tobacco, guns, weapons, and glass containers are prohibited in the softball field area are prohibited.
- PennWest Edinboro scheduled events (classes, practices, matches or approved events) have priority.
- Individuals violating any of the above rules are subject to removal from the softball field area.

Tennis Court Rules

- The use of this facility is at one's own risk. The University will not be responsible for any accidents or injuries.
- Only tennis shoes may be worn on the tennis courts.
- Bicycles, rollerblades, skateboards, floor hockey and like items are not permitted on the courts. No ball playing of any kind other than tennis is permitted.
- Pets are not permitted on the courts.
- Sitting or leaning on the nets is damaging to the nets and net straps and is strictly prohibited.
- Alcohol, tobacco, food, guns, weapons, and glass containers are prohibited.
- This facility may not be altered in any manner (adjusting of nets, altering wind screens, tape on court).
- PennWest Edinboro scheduled events (classes, practices, matches or approved events) have priority.
- Individuals violating any of the above rules are subject to removal from the tennis courts.

Sox Harrison Stadium Artificial Turf and Track Guidelines

- The use of this facility is at one's own risk. The University will not be responsible for any accidents or injuries.
- No gum chewing or sunflower seeds on the field.
- No tobacco products on the field.
- "Long" track spikes may not be used on the field.
- As soccer goals are set, they must not be dragged on the turf. Be sure to lift the goals into place. Goals must be secured properly with sandbags for safety.
- Repetitive drills/exercises should be rotated so they do not create wear marks on field.
- Golf is not permitted on field.
- No carts or wheeled vehicles on track or field.
- No shot put, javelin, hammer or discus on field.
- No animals allowed on the track or field. Service dogs are permitted in accordance with PennWest policy and documentation.
- No tables, chairs or other objects allowed on field.
- Enter through the south-west gate (by main ticket booth).
- Turf field use is by permit only. All groups without a permit will be asked to leave the field.

WEIGHT ROOM USAGE CONDITIONS

See Weight Room Manual!

FINANCIAL

AID

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AWARDING OF ATHLETICS GRANT-IN-AID

PennWest Edinboro of Pennsylvania grants no state appropriations for athletic scholarships. The Athletic Department Scholarship Account, housed under the umbrella of PennWest Edinboro, is the main source of funding for student-athletes in terms of athletic grant-in-aid. Athletic endowments are also available for distribution and are determined by an established University scholarship committee. The Alumni Association and the University Foundation also assist the athletic department in the area of securing athletic scholarship money. All athletic scholarship dollars are channeled through the Financial Aid Office with the Financial Aid Office responsible for the disbursement of funds. In addition, the University's Student Government Association funds the department for some operational costs but no athletic scholarship allotment.

All awards are strictly monitored by the Financial Aid Office and the Associate Athletic Director and fall under NCAA Bylaw 15.02.1. The amount of the award is determined by each individual sport coach and is guaranteed for one-year. The following are procedures for awarding athletic awards as written.

Procedure for Athletic Scholarship Contracts (subject to revisions)

Before any athletic monies can be paid to a student-athlete, an Athletic Scholarship Award Form (contract) must be completed. The athletic scholarship award forms are available in the Athletic Department Dropbox (Student-Athlete folder – scholarship form-coach fill in portion). Coaches must monitor their offers and spending to ensure they are not over their permitted athletic aid and endowment scholarship spending.

Entering Freshman/Transfer

1. Contract information is submitted by the coach in ARMS, providing the name, EU banner ID# and demographic information of the student, the value and type of award by term and athlete/name of endowment. The Associate Athletic Director will process the form and prepare for signature by the Director of Athletics, coach, and Financial Aid Director.
2. The contract is then presented to the Financial Aid Office for signature. The Financial Aid Office will return the form to the Athletic Department.
3. Once the scholarship form is signed by the Director of Athletics, coach and Financial Aid Office designee, the signed contract is forwarded to the student for signature by the student and parent (if under 18 years of age).
4. After the student and/or parent signs the scholarship form, it must be returned electronically to the Associate Athletic Director.
5. The Associate Athletic Director will forward the signed contract to the Financial Aid Office to be credited to the student account and copy the Athletic Department Fiscal Assistant.
6. If Aid is modified, reduced, or cancelled, or contract is void due to the student no longer attending Edinboro or is no longer on the team, the coach must notify the Associate Athletic Director and Athletic Department Fiscal Assistant.

Returning Upperclass Student

1. Renewal contract information is prepared by the coach, providing the name, EU banner ID, and demographic information of the student, the value and type of award by term, athlete/name of endowment, in the format determined by the Associate Athletic Director, who will then prepare the form for signature by the coach, Director of Athletics, and Financial Aid Director. All lines and information must be complete.
2. The contract is then presented to the Financial Aid Office for signature. The Financial Aid Office will return the form to the Athletic Department.
3. Once the scholarship form is signed by the Director of Athletics, coach and Financial Aid Office designee, the signed contract is forwarded to the student for signature by the student and parent (if under 18 years of age).
4. After the student and/or parent signs the scholarship form, it must be returned electronically to the Associate Athletic Director and Business Director.
5. The Associate Athletic Director or Business Director will forward the signed contract to the Financial Aid Office to be credited to the student account.
6. If Aid is modified, reduced, or cancelled, or contract is void due to the student no longer attending Edinboro or is no longer on the team, the coach must notify the Associate Athletic Director, Business Director, and Financial Aid Director.

ATHLETIC SCHOLARSHIPS

When a student-athlete accepts an athletic scholarship, in any dollar amount, they certify that:

- They will enroll as a full-time student each semester and will meet the institutional and NCAA academic requirements.
- They will participate as a member of the identified PennWest Edinboro athletic team.
- They will attend all practice sessions, meetings, and off-season programs, abide by all training rules and maintain conduct which is no way detrimental to PennWest Edinboro, the Athletic Department, the teams, the coaches, and themselves.
- They understand that the athletic award may be canceled during period of its award if they voluntarily render themselves ineligible for intercollegiate athletes, voluntarily discontinue participation in the sport, fraudulently misrepresent any information, engage in misconduct warranting disciplinary action by head coach or other college officials or suffer any injury in a non-athletic activity which renders them incapable of participation in the sport which they are receiving financial assistance.
- They understand that all PennWest Edinboro athletes are subject to the PennWest Edinboro Drug Screening, Testing, and Education Program, NCAA championship, and year-round drug testing policy. Failure to comply with these policies or testing positive for banned substances under the defined policies may terminate this award.
- Failure to become eligible in accordance with NCAA academic eligibility rules is considered voluntarily rendering yourself ineligible. They understand that PennWest Edinboro and NCAA regulations require all athletic financial assistance to be issued on a year to year basis and may be adjusted to state and federal regulations and guidelines.
- The award may be subject to federal and state income tax. It is the student-athlete's responsibility to determine and declare all tax responsibilities.

Injury

If a student-athlete is injured in a practice or a game sanctioned by PennWest Edinboro and is unable to continue, the athletic scholarship will remain in effect. The determination for continued participation will be made by the university physicians. The student-athlete would be expected to be involved and to assist in the program.

REDUCTION OR CANCELATION OF ATHLETIC AWARD

If an athlete voluntarily withdraws from a sport for personal reasons or graduates, Cancellation of aid may occur immediately.

1. Financial aid may be reduced or canceled in the term during which it is awarded if the athlete fails to meet the terms of the award as outlined in Section III Terms and conditions of the Award a-e or Section IV Injury in the Athletic Scholarship Form. Failure to meet the terms of the Athletic Scholarship Award form could result in immediate reduction or cancellation of aid.
2. If an athlete quits the team, stops coming to practice, becomes ineligible for academic or disciplinary reasons, their aid may be reduced or canceled immediately. It is the athlete's responsibility to communicate with the coach to ensure they are meeting all requirements set forth by the Athletic Scholarship Award.
3. Aid cannot be increased, reduced, or canceled during the period of award because of the student-athlete's athletic performance and/or ability. In addition, if any athlete performs better than expected, his/her aid cannot be increased during the period of the award.
4. An athlete will receive written notification if their aid will be reduced or canceled with justification of such action. The athlete is entitled to an appeal hearing if they wish.
5. Awarding of athletic scholarships including the reduction or cancellation of awards must meet NCAA Bylaw 15 and existing PSAC and University policy.

PROCEDURE FOR CANCELATION OF THE ATHLETIC AWARD

If a coach cancels an athletic award for any reason, the following steps must be taken:

1. Justification for cancellation must be submitted to the Associate Athletics Director /Compliance Coordinator before cancellation occurs.
2. Justification for cancellation must include student's name, reason for cancellation and amount of award being canceled.
3. All written documentation must be completed before award will be canceled.
4. The student-athlete must be informed in writing of reduction, a cancellation of, and a hearing must be offered. The Associate Athletic Director and Financial Aid Officer must be copied. Sample letter follows.
5. Cancellation of aid letter must be mailed to the university and home address.
6. The Associate Athletics Director/Compliance Coordinator will then notify the Financial Aid Office of the cancellation.
7. Student's athletic grant will be marked "VOID".

FINANCIAL AID ADVISORY AND APPEALS COMMITTEE ATHLETIC DEPARTMENT

Financial Aid Sub-Committee - Committee Make-up

- Financial Aid Director (chairperson).
- Financial Aid employee assigned to the Athletic Department.
- Academic Representative – FAR, or selected by chairperson if not available.
- Admissions Representative.
- Records & Registration Representative.
- Director of Athletics, or designee - non-voting.

HEARING PROCESS

After the student-athlete requests an appeal hearing in writing, the appeals chairperson arranges meeting – supplies all appropriate information to all parties (committee members, coach of sport removing aid, student-athletes requesting appeal).

1. Meeting called to order – supplies appropriate information to all parties.
2. Coach states case for reducing aid – may call witnesses (committee may ask questions).
3. Student states case for appeal – may call witnesses (committee may ask questions).
4. Committee may ask questions of either party individually.
5. Student-athlete and coach are dismissed.
6. Committee deliberation and votes – simple majority.
7. Committee chair notifies student-athlete and coach in writing.
8. Director of Athletics or designee notifies student-athlete and coach verbally.

SAMPLE: ATHLETE FINANCIAL AID TERMINATION LETTER

DATE

Student-Athlete's Name
Student-Athletes Address

Dear Student-Athlete,

Please accept this letter as notification that your Athletic Scholarship Award from PennWest Edinboro of Pennsylvania for participation on the (team) team has been canceled for the (semester/date of termination) school year.

This action is due to your voluntarily quitting the program or by not adhering to any rule set forth in the signed athletic scholarship contract (include reason for termination).

If you wish to question this process, NCAA Bylaw 15.3.5.1.1, Hearing Opportunity Required, permits you to appeal this ruling before an established board at PennWest Edinboro.

If you have any questions, please feel free to contact me or the Director of Athletics for further information.

Sincerely,

Coach's Name

C: Director of Athletics
Associate Director of Athletics
Business Director for Athletics
Financial Aid Officer

PROCEDURE TO HOLD A STUDENT ACCOUNT

If the situation cannot be rectified and a coach requests a hold (example; unable to schedule, or receive a copy of academic transcript, etc.) be put on the student's account, the following procedure must occur:

1. Coach contacts the Business Director and Associate Athletic Director to inform them of the situation that has created the problem (not returning equipment or owing money to PennWest Edinboro, etc.)
2. The Athletic Administration will then contact the Student Accounts Office to request a hold on the student's account via email.
3. Student Accounts confirms or denies the request.
4. If the request is granted, the lifting of the block will only occur when the athletic administrator requests in writing it be taken off.

STUDENT-ATHLETE VOLUNTARILY QUIT FORM

With my signature below, I declare that I have voluntarily quit participation on the _____ team at PennWest Edinboro of Pennsylvania and surrender any privileges as a student-athlete including my financial aidpackage if applicable.

Date: _____

Student-Athlete Signature: _____

Coach Signature: _____

PENNWEST EDINBORO OF PENNSYLVANIA

Athletic Scholarship Award Form

No. _____ Must be signed and Returned by: _____

Name: _____ Academic Year: _____ Date: _____

Home Address: _____ Banner ID# or SS #: _____

Local Address: _____ Sport: _____

Local Phone Number: _____ Home Telephone: _____

I. The total financial award for this period is:

TYPE OF SCHOLARSHIP:	FALL	SPRING	TOTAL
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

II. This award is finalized contingent upon the student-athlete’s final formal acceptance for admission to PennWest Edinboro and qualifies for participation per NCAA Bylaw 14 Eligibility and Bylaw 12 Amateurism.

III. Terms and Conditions of the Award: I accept the contract and certify that:

- a. I will enroll as a full-time student each semester and shall meet the institutional and NCAA academic requirements.
- b. I will participate as a member of the identified PennWest Edinboro athletic team.
- c. I will attend all practice sessions, meeting and off-season programs, required study programs, abide by all training rules and maintain conduct which is no way detrimental to PennWest Edinboro, the athletic department, the team, the coaches and myself.
- d. I understand that the above athletic award may be canceled during the period of its award if I voluntarily render myself ineligible for intercollegiate athletics, voluntarily discontinue participation in the sport, fraudulently misrepresent any information, engage in misconduct warranting disciplinary action by the head coach or other college official or suffer any injury which renders me incapable of participation in the sport from which I am receiving financial assistance.
- e. I understand that all PennWest Edinboro athletes are subject to the PennWest Edinboro drug/alcohol testing, NCAA Championship, and year-round drug testing policy. Failure to comply with these policies or testing positive for banned substances under the defined policies may terminate this award.

IV. INJURY

If the student-athlete is injured in an official practice or a game sanctioned by PennWest Edinboro and is unable to continue, the Athletic Scholarship will remain in effect. The determination for continued participation will be made by the University physicians. The student-athlete would be expected to continue to be involved and to assist in the program.

V. I understand PennWest Edinboro and NCAA regulations require all athletic financial assistance to be issued on a year to year basis and may be adjusted to state and federal regulations and guidelines.

VI. This award may be subject to federal and state income tax. It is the student-athlete’s responsibility to determine and declare all tax responsibilities.

ACCEPTANCE

Accepted: _____
Student

Accepted: _____
Parent

Accepted: _____
Coach

Date: _____

Signed: _____
Director, Financial Aid Office

Signed: _____
Director of Athletics

Return complete form to:
Associate Director of Athletics
PennWest Edinboro of
Pennsylvania 455 Scotland Road
Edinboro, PA 16444

PROCEDURE FOR COMPLIMENTARY TICKETS FOR STUDENT-ATHLETES AT HOME ATHLETIC CONTEST

1. Each student-athlete, according to the NCAA, may be granted up to a maximum of four (4) complimentary tickets for each of their participating sport athletic contests. The issuance of more than four (4) complimentary tickets is prohibited and is in violation of NCAA Reg. 16.2.1.1.
2. Each student-athlete's request for complimentary tickets must be made in advance through ARMS. All complimentary ticket requests must be submitted no later than 4pm at least one (1) business day prior to the event.
3. Complimentary tickets shall be distributed to the student-athlete's guests upon proof of photo identification and signature by the recipient.
4. Under no circumstances will complimentary tickets be issued to those whose names are not placed on the complimentary ticket list. It is the responsibility of the student-athlete to make arrangements with his/her guests in advance of the athletic contests.
5. Any high school or preparatory school who wants a team to attend a home athletic event must contact the Associate Athletic Director for information regarding group tickets. Coach must forward all request to Fiscal Assistant prior to agreeing.
6. Any youth team or organization (members are 8th grade and younger) who would like to attend a home athletic event must first be cleared by the Associate Athletic Director before tickets can be issued.
7. NO complimentary ticket will be issued to PSAC away teams. Complimentary tickets are issued to home team athletes only.

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STUDENT TRAVEL AGREEMENT

Students traveling on University-sponsored trips are required to adhere to the following:

1. I accept full responsibility for my actions and conduct while traveling, and realize that I am expected to positively represent PennWest Edinboro while on this trip.
2. I will conduct myself in accordance with applicable laws and the PennWest Edinboro Student Code of Conduct.
3. I agree that I will not transport or use illegal drugs, alcohol, or weapons, throughout the duration of any University-sponsored activity.
4. I will comply with all rules established by the trip leader, and will treat the trip leader with respect.
5. If I believe that the trip leader is behaving in an inappropriate manner, I will report such behavior to the Vice President for Student Affairs or the Provost immediately upon my return to campus.
6. I certify that I have no physical or mental health issues that could jeopardize my safety or the safety of others involved in this travel.
7. In the event of an emergency, I understand that the trip leader/advisor and/or other University officials will share information with my emergency contact as noted on the Student Travel Manifest.
8. For my safety and the safety of others traveling, I acknowledge that it is my responsibility to share any health conditions with the group leader that could impact my participation on the trip (i.e. diabetes, seizures, etc.).
9. I understand that there are certain risks inherent in the participation of off campus activities including, but not limited to, illness, accidents and injuries. I voluntarily accept the risks associated with participating in this activity and will hold the University, the PennWest Edinboro Student Government Association, and its affiliates harmless for any real or perceived dangers and damages resulting from University travel.
10. I understand that if I am found to be in violation of any of the above conditions I may be removed from the trip. I understand that I will be responsible for reimbursement of all costs incurred for such a removal and may be required to return to Edinboro at my own expense.
11. I acknowledge that violations of the travel policy may result in judicial action through the PennWest Edinboro Student Code of Conduct.

For questions related to this agreement, please contact:

SGA Sponsored Travel

Office of the Vice President for Student Affairs
Pogue Student Center
(814) 732 – 2313

Academic Sponsored Travel

Office of the Provost
Reeder Hall
(814) 732 – 2729

Athletic Travel

Director of Athletics
McComb Fieldhouse
(814) 732-2085

PENNWEST EDINBORO POLICE DEPARTMENT

(814) 732 – 2911 – Emergency Number
(814) 732 – 2921 - Non-Emergency Number

An emergency contact listing must be completed at the beginning of each academic year for each athlete. The emergency contact would be the person the athlete would like the University to call if there was a serious issue during the travel. The listing will include the contact person, relationship, and phone number.

Student athletes that represent PennWest Edinboro (your team) must travel to the competition/practice with the team on university provide transportation. No student-athlete may drive to the event in their owl vehicle or someone else's vehicle. An athlete that travels with the team must return home with the team unless they are released, in writing, to their parent or legal guardian. They may not be released to anyone else but their own parent or guardian. No other student athlete can "go along with" another student athlete's parent or guardian. In addition, the EU campus police have to be contacted with any changes to the manifest for the ride home.

RECRUITMENT

POLICIES AND PROCEDURES

RECRUITMENT OF STUDENT-ATHLETES

PennWest Edinboro of Pennsylvania, its athletic department staff, student athletes, and coaches as well as those individuals termed representatives of athletics interest, adhere to all rules and regulations as set forth in Bylaw 13 of the NCAA Constitution (recruiting). Per NCAA rules and regulations, PennWest Edinboro policy and PSAC bylaws, each coaching staff member is required to pass a certification examination, administered by a representative outside of the athletic department, before permission is granted to recruit off campus.

When recruiting potential student-athletes, the staff is required to adhere to not only all NCAA and conference regulations, but also to expected standards as established by the University. Pennsylvania law prohibits the consumption of alcoholic beverages by individuals under the age of twenty-one (21). PennWest Edinboro does not, and shall not, promote or condone the use of alcohol or other inappropriate activities as recruitment strategies designed to entice potential student-athletes to attend Edinboro. Further, PennWest Edinboro policies prohibit general misconduct, including, but not limited to, sexual harassment, hazing and hate crimes.

The purpose of this policy is threefold: 1) to ensure that student athletes have every opportunity to fully participate in the interscholastic athletic program by creating an environment free of the illegal and inappropriate use of alcohol and other controlled substances, 2) to create an environment that provides an equitable opportunity to all students and one which is free from the threat of harassment of any type, 3) to ensure the ongoing standard of excellence associated with the athletic program at PennWest Edinboro.

The department IS NOT guaranteed any admissions slots at PennWest Edinboro. All students, regardless of their association with athletics or not, have the same admission standards set forth by the University and its Admissions Office.

The coaching staff is encouraged to recruit the student-athlete who best fits the needs of their respective programs both financially and in terms of team unity.

RECRUITING POLICY PROCESS

1. Each time a student-athlete hosts a recruit, they must sign an Athletic Student Host Regulation form (Form 3). If host money is given to the student-athlete host, they must also sign the Student Host Instruction/Receipt form (Form 4).
2. The head coach or designee (must be a full-time coach) is responsible for monitoring accurate recruiting records (preferably the Athletic Department recruiting folder). The Director of Athletics, Associate Athletics Director will monitor recruiting records.
 - Form 2 must be signed by all student-athletes before they host a perspective student-athlete (Available in ARMS). This form should be signed after the student-athlete attended Recruiting 101 presented by an athletic administrator in the presence of the head coach.
 - Form3 must be signed by the student-athlete host prior to hosting a recruit. Separate forms must be signed for each
 - host/recruit. Form 4 must be used by the coach when the NCAA permissible host money is issued to the student-athlete host.

Student must provide receipts for amounts spent and return any unused funds.

PENNWEST EDINBORO ATHLETIC DEPARTMENT GUIDELINES FOR

HOSTING RECRUITS ON OFFICIAL/UNOFFICIAL VISITS

(Must be signed before a student-athlete may host a recruit)

FORM 2

Listed below are general guidelines for hosting a recruit on an official/unofficial university visit. You must read and review these guidelines with your recruiting coach. At the bottom of this page, please sign and date to confirm that you have read and understood the parameters set forth below:

1. I understand that as a host, I am representing PennWest Edinboro Athletic Department. I will act with this in mind in the presence of the recruit I have been chosen to host.
2. I have read and signed the NCAA student host form and will abide by all NCAA rules that govern hosting a recruit.
3. I will abide by all rules set forth by PennWest Edinboro in the student athlete handbook and the university code of conduct. I understand that as a guest on our campus, the recruit I am hosting must also abide by these rules.
4. As a host of a prospective student athlete (recruit), it is my responsibility to accompany my recruit at all times. It is also my responsibility to personally check him/her back into his place of residence, after hosting the student athlete.
5. I understand that any violation of the above policies will be met with severe consequences that could include the loss of my scholarship and/or suspension from the team.
6. Pennsylvania law prohibits the consumption of alcoholic beverages by individuals under the age of twenty-one (21). PennWest Edinboro does not, and shall not, promote or condone the use of alcohol, drugs, paid escorts, strip clubs or other inappropriate activities as recruitment strategies designed to entice potential student-athletes to attend Edinboro. Further, PennWest Edinboro policies prohibit general misconduct, including, but not limited to, sexual harassment, hazing and hate crimes.

I certify that I have read, understand and agree to the above regulations.

Student-host signature

Student-host printed name

Date

Coach's Signature

Coach's Printed name

Date

Athletic Administrator's Signature

Athletic Administrator's Printed Name

Date

PENNWEST EDINBORO ATHLETIC DEPARTMENT INTERCOLLEGIATE ATHLETICS STUDENT HOST HANDBOOK

(To be completed prior to performing any host responsibilities)

FORM 3

Student Host: _____ Sport: _____ Prospect: _____

Date/Time of Arrival: _____ Date/Time Departure: _____

Serving as a student host is an important service to PennWest Edinboro Athletic Department and your team. Appropriate conduct is required of you by institutional, conference, and NCAA regulations.

1. You must be enrolled as a full-time student at PennWest Edinboro.
2. Funds may be provided to cover entertainment expenses for yourself, the prospect and the prospect’s legal guardians or spouse.
3. No cash may be given to the visiting prospect.
4. You may not use student-athlete host money to purchase, or otherwise provide the prospect with gifts of value (e.g. souvenirs or clothing). Funds may not be used to buy alcoholic beverages or drugs, nor shall a prospective student be taken to, or stay at, any function where alcohol/drugs are present.
5. On the PennWest Edinboro campus, representatives of PennWest Edinboro athletic interest (ex. Boosters) are also allowed to be involved in recruiting prospects. (Division II Only)
6. You may not use vehicles provided, or arranged for, by an institutional staff member or booster. You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
7. The prospect is not permitted to take part in any athletic activities related to the sport for which they are being recruited unless a NCAA/PSAC approved tryout is arranged by the coach.
8. You may receive a complimentary admission (not a hard ticket) when accompanying a prospect to a campus athletic event.
9. You are responsible for submitting a Student Host Expense Request Form. This should be accomplished on the day following the visitation.
10. Pennsylvania law prohibits the consumption of alcoholic beverages by individuals under the age of twenty-one (21). PennWest Edinboro does not, and shall not, promote or condone the use of alcohol, drugs, paid escorts, strip clubs or other inappropriate activities as recruitment strategies designed to entice potential student-athletes to attend Edinboro. Further, PennWest Edinboro policies prohibit general misconduct, including, but not limited to, sexual harassment, hazing and hate crimes.
11. Contact the University Police (814) 732-2911 in case of emergencies. After the police have been notified, you must also notify your coach.

Signature

Date

Print Name

PENNWEST EDINBORO ATHLETIC DEPARTMENT RECRUITING – STUDENT HOST RECEIPT

FORM 4

Student Host: _____ Sport: _____

Prospect: _____

Acting as a student host is an important service to the institution and the Athletic Department. Appropriate conduct is required of you by the institution, conference and NCAA standards.

1. You must be enrolled at this institution.
2. Only you shall be provided money with which to entertain only yourself, the prospect, the prospect's parents (legal guardians) or spouse. Other students may assist with hosting the prospect but shall pay for their own entertainment.
3. A maximum of \$30 per day may be provided with an additional \$15 per day for each additional prospect entertained by you. You must obtain receipts for all cash spent and provide them to your coach at the end of the prospect's visit.
4. No cash may be given to the visiting prospect or anyone else.
5. You may not use entertainment funds to purchase, or otherwise provide the prospect with, gifts of value (example: souvenirs or clothing).
6. You may not use vehicles provided or arranged for by an institutional staff member or booster of the athletics interests.
7. You should not allow recruiting conversations to occur, on or off campus if Division I and off campus if Division II, between the prospect and a booster of the athletic program. (If an unplanned meeting occurs, only an exchange of greetings is permissible.)
8. A prospect visiting a member institution may participate in physical workouts or other recreational activities during a visit to an institution's campus provided such activities are not organized or observed by members of the Athletic Department's coaching staff and are not designed to test the athletic abilities of the prospect.
9. You may receive a complimentary admission (not a hard ticket) when accompanying a prospect to a campus athletic event.

I certify that I have read the above instructions and hereby acknowledge the receipt of \$ _____ for the purpose of hosting the above names prospect(s) on the date(s) of _____.

Head Coach

Date

Student Host

Date

Director of Athletics

Date

ATHLETIC DEPARTMENT PROCEDURES IN CASE OF CLASS DELAY AND CANCELATION

The university has procedures and policies for delays and cancelations due to extreme weather conditions. Attempts are made to make determinations about any adjustments to the university's schedule of operations as early in the morning as possible. Changing weather conditions sometimes challenge the ability to make timely decision; but the goal is always to make closing or delay decisions by 5:30 a.m. in order to get the message to the media, on the university web page, and on the university hotline no later than 6:00 a.m. Changes to the university's operating schedule will be posted on the university telephone hotline (814-732-BORO) as well as the web page (www.edinboro.edu).

In the event that the university does alter the schedule of operations, the Athletic Department will make the following adjustments.

1. Classes are Canceled
 - a. University response – university teaching faculty and students should not report to class. Student employees, including graduate assistants, should not report to work. All other employees shall report to work according to their regular schedules or as indicated by their supervisors.
 - b. Athletic Department response – student employees, including graduate assistants, should not report to work. All other employees shall report to work according to their regular schedules. Office hours, team practices and athletic events will continue as scheduled unless altered by the Director of Athletics.
2. Classes are Delayed
 - a. University response – university teaching faculty and students should not report to classes scheduled before (TBA). Student employees, including graduate assistants, should not report to work until after (TBA). All other employees shall report to work according to their regular schedules.
 - b. Athletic Department response – student employees, including graduate assistants, should not report to work until after (TBA). All other employees shall report to work according to their regular schedules. Office hours, team practices and athletic events will continue as scheduled unless altered by the Director of Athletics.
3. University Operations are Canceled
 - a. University response – only individuals identified as “Essential Personnel” should report to campus according to their regular schedules (unless directed otherwise by their supervisors). Other staff may be directed to report to their work site to address matters of safety, maintenance or other issues as determined necessary by management.
 - b. Athletic Department response – all office hours, team practices and athletic events will be canceled and only those employees deemed as “essential personnel” should report to work.
4. University Operations are Canceled after the School/Work Day has Started
 - a. University response – only individuals identified as “essential personnel” should continue at their work site through the end of the regular workday (unless directed otherwise by their supervisors). Other staff may be directed to remain at the work site to address matters of safety, maintenance or other issues as determined necessary by management.
 - b. Athletic Department response – All office hours, team practices and athletic events will be canceled from the time the university cancels operations and only those employees deemed as “essential personnel” should remain at the work site.
5. Opening of University is Delayed
 - a. University response – only individuals identified as “essential personnel” should report to campus according to their regular schedules or as indicated otherwise by their supervisors. Other staff may be directed to report to campus to address matters of safety, maintenance or other issues as determined necessary by management.
 - b. Athletic Department response – only individuals identified as “essential personnel” should report to campus according to their regular schedules. Office hours, team practices and events scheduled prior to the start of university operations will be canceled. All office hours, team practices and events scheduled for after the initiation of university operations will proceed as scheduled. Alterations of scheduled practices and event times must be approved by the Athletic Department administration.

PENNWEST EDINBORO ATHLETICS DRUG EDUCATION, SCREENING, AND COUNSELING PROGRAM FOR INTERCOLLEGIATE ATHLETICS

A. INTRODUCTION

The improper use of drugs and alcohol has become a matter of deep concern within our society. Many lives are being damaged, and in some cases destroyed, by drug abuse. PennWest Edinboro of Pennsylvania is determined to help all student-athletes avoid such hazard, through its established policies on drug and alcohol abuse that apply to all members of the academic community.

However, this program is specially designed for the members of our intercollegiate athletic teams. It is based on the premise that drugs, alcohol, and athletics do not mix.

First, many drugs, when used in connection with athletic activities or physical conditioning programs, can pose serious risks to the health of the athlete and may endanger other persons in contact with the drug user. Symptoms of illness, temporary or permanent injury, and even death can be caused by such drug use.

Second, the use of certain drugs may temporarily improve athletic performance and thereby create an unfair competitive advantage for the person using them. Such uses of drugs violate the basic principles of sportsmanship.

Third, intercollegiate athletes frequently become highly publicized role models and their abuse of drugs and alcohol can negatively influence other young people as well as damage the reputation of PennWest Edinboro of Pennsylvania.

B. BASIC PROGRAM REQUIREMENTS

The purpose of this drug and alcohol education, screening, and counseling program is: (1) to help student-athletes avoid improper involvement with drugs and alcohol by insuring that they are well informed about drug and alcohol abuse; (2) to detect possible prohibited drug use through a screening program based on periodic testing designed to reveal the use of drugs; (3) to assist in the rehabilitation of student-athletes found to be misusing drugs and alcohol; and (4) in appropriate cases, to remove from our athletic program any student-athlete who is found to have violated the requirements of this policy.

To become and remain a participant in the intercollegiate athletic program at PennWest Edinboro of Pennsylvania, athletes must comply with the terms of this program on drug and alcohol education, screening, and counseling. Accordingly, athletes should read these requirements carefully, and if they are willing to abide by them, they should sign their names in the space provided on the last page. If athletes decide not to sign, they will not be permitted to participate in EUP's intercollegiate athletic program.

C. EDUCATIONAL PROGRAM

The most important part of this program is an ongoing educational effort designed to help student-athletes avoid any involvement in prohibited uses of alcohol, tobacco products, and other drugs. Each member of every intercollegiate athletic team at PennWest Edinboro of Pennsylvania shall be required to participate in prescribed drug education activities.

D. PROHIBITED DRUGS

Some of the drugs about which we are concerned are illegal (that is, the law prohibits their sale, purchase, and possession) while others may be obtained by medical prescription. Some may be purchased lawfully "over the counter" in retail stores or in health food stores, but all such drugs are incompatible with the integrity of our athletic program.

A student-athlete, during the period of his or her athletic eligibility, may not use the drugs specified in the list compiled by the NCAA. This list is published each year in the NCAA manual. If an otherwise prohibited drug is prescribed by a physician, the patient may continue to participate in athletics provided that: (1) regarding possible risks to the health of the patient, the attending physician certifies in writing that specified athletic activity may be undertaken safely, and the patient executes a prescribed waiver which relieves PennWest Edinboro of Pennsylvania of any responsibility for illness or injury attributable to engagement in athletic activity while under the influence of the prescribed medication; and (2) regarding possible performance-enhancing effects, the patient's attending physician, in consultation with PennWest Edinboro of Pennsylvania medical and athletic authorities, can and does implement a schedule of medication that precludes such performance-enhancing effects during times relevant to intercollegiate athletic competition.

For a complete update listing of banned drugs, see the NCAA web page at NCAA.org.

E. SCREENING PROGRAM

By agreeing to participate in this program, a student-athlete agrees to submit to any tests prescribed by PennWest Edinboro of Pennsylvania to reveal the use of any of the drugs banned by the NCAA. No such test will be administered unless the affected person first has signed an individual notification form (see Appendix A) which expressly identifies the specific test that he or she will be asked to undergo, at a specific time on a specified date. The basic test to be used for drug screening is a urinalysis. However, other types of tests, from time to time, may be utilized to determine the presence of banned substances.

The testing based on urinalysis will be implemented as follows:

1. When test will be administered:

a. Entrance Screening

All student-athletes will be subject to drug screening as a part of their pre-participation exam for athletics. (Appendix C) The Entrance Screening must be performed before the student athlete's first competition at PennWest Edinboro. A coach may request that their team be entrance screened at the beginning of practice each year. The Drug Screening Committee will approve all requests.

b. Pre-NCAA Championships

All student-athletes that qualify for NCAA Championships will be subject to drug screening. This screening will take place prior to the beginning of the NCAA Regional competition and include only those members of the team that actually may take part in the competition. (Appendix D)

c. Unannounced random testing

All student-athletes may be subject to periodic unannounced random testing. Specifically, on various occasions during the academic year, student-athletes will be selected at random to be tested. The selection of individuals will be made through a computer-generated blind drawing. The Director of Athletics or his/her designee will notify each affected student-athlete of the date on which testing is to be conducted. Each affected student-athlete shall be given written notice at the time of notification. Such notification shall be accomplished by delivery to the affected student-athlete a copy of a signed statement (Appendix A) prepared by the Director of Athletics or his/her designee, listing the student-athlete as one who was duly selected, at random, to be tested on a date specified. The notification also shall include the time and location of the test and shall be signed by the student-athlete and submitted to the Director of Athletics or his/her designee, at the time specified for conducting the test.

d. Testing in response to individualized reasonable suspicion

A student-athlete/team may be subject to testing at any time when, in the judgment of the Director of Athletics, the Head Coach of the student-athlete's/team sport, and a third member (appointed by the Director of Athletics) from the Athletic Administration preferably the Head Athletic Trainer (Drug Screening Committee), there is reasonable cause to suspect the student/team is engaged in the use of any of the drugs prohibited by this policy. Such individualized or team reasonable suspicion may be based on information from any source deemed reliable by the Drug Screening Committee, including but not limited to: (1) observed possession of substances that reasonably appear to be drugs of the type prohibited; (2) arrest or conviction for a criminal offense; (3) University Disciplinary cases related to the possession, use or trafficking in drugs of the type prohibited. Additionally, such arrest and convictions may be considered to be a first occasion of impermissible drug use as described in section F; (4) University Disciplinary cases observed abnormal appearance, conduct or behavior, including unusual patterns of absence from training or competition, reasonably interpretable as being caused by the use of drug of the type prohibited.

Upon receipt of such information, the Director of Athletics shall confer with the Drug Screening Committee representatives in determining whether there is reasonable cause to suspect that the student-athlete is engaged in prohibited drug use.

Individualized reasonable suspicion means: if the available facts were conveyed to a reasonable person unfamiliar with the student-athlete or the athletic program, that person would conclude that there is a factual basis for determining that the student-athlete is using prohibited drugs.

If individualized reasonable suspicion is found to exist, the Director of Athletics, or his/her designee will meet with the student-athlete. At that meeting, the Director or his/her designee will provide written notice specifying the date, time and place at which the student-athlete will be tested unless the student provides an explanation for his/her behavior which is satisfactory to the Director of Athletics or his/her designee. The test will be conducted in the same manner in which other drug screenings are performed in this section. The consequences of failure to participate in or cooperate with such testing and the consequences of impermissible drug use discovered through such testing shall be the same as those applicable to unannounced random testing. (Appendix B)

e. Alcohol Screening

Screening for alcohol abuse MAY be conducted by the Athletic Department as a part of the drug screening process. Testing positive for alcohol would have the following consequences:

- (1) Student-athletes that test positive will meet with the Drug Screening Committee. At that meeting it will be decided what course the student-athlete will follow to determine the extent and treatment of this problem.
2. Consequences of failure to participate in or cooperate with testing
 - a. If the student declines to execute the required individual notification form (Appendix A, B, C and D), eligibility to participate in intercollegiate athletics will be canceled for the balance of the academic year. The procedures prescribed in Section G apply to such a cancellation.
 - b. If the student-athlete fails to appear at the designated time and place for testing without a verified excuse acceptable to the Director of Athletics, eligibility to participate in intercollegiate athletics will be canceled for one calendar year, subject to the procedures prescribed in Section G.
 - c. If the student-athlete fails, within a reasonable period of time, to produce a required urine specimen, eligibility to participate in intercollegiate athletics will be suspended until the student-athlete produces the required specimen under conditions prescribed by the Director of Athletics or his/her designee. The period of suspension may be extended indefinitely upon failure to produce the required specimen on subsequent rescheduled testing dates. The procedures prescribed in Section G apply to any such suspension exceeding one week.
 - d. A cancellation of eligibility or a suspension exceeding one week under the provisions of Section 2, shall be deemed to be an "occasion" of impermissible drug use within the meaning of Section F, for the purposes of cumulating sanctions in response to multiple violations of this policy.

F. DRUG TEST SCREENING PROTOCOL

1. The Director of Athletics or his/her designee at PennWest Edinboro of Pennsylvania will establish the screening dates, times, and sample size for the individual testing sessions.
2. The testing team, will be informed of the screening schedule. All parties will keep this information CONFIDENTIAL. This information must be kept CONFIDENTIAL between the above parties (AD, Athletic Trainer, test administrators).
3. The student-athletes will be notified by the Director of Athletics or his/her designee or coaching staff member of the exact location and time of the drug screening. This will be done no earlier than 8:00 p.m. the day prior to screening.
4. The Director of Athletics, or his/her designee, will ensure that the PennWest Edinboro of Pennsylvania "Notification of Scheduled Random Drug Screening by Urinalysis" Form has been distributed to the student-athlete for signature.
5. The Screening Team will consist of two members of the Athletic Department staff assigned by the Director of Athletics.
6. Drug Test Protocol
 - a. The screening test will take place in a secure area on the campus of PennWest Edinboro of Pennsylvania.
 - b. The student-athlete will be required to show a valid student identification card and will be required to be dressed in tight fitting shorts and tee shirt. No backpacks, purses, etc. will be allowed into the collection area.
 - c. A drug screening team member will check the student-athletes ID.
 - d. The student-athlete will be required to wash his/her hands. Males will be asked to remove shirts and females will be asked to pull their shirt up to under the bra line.
 - e. The student-athlete will then be asked to select a drug screening kit randomly from a box. The screen bags will be numbered. All drug screens administered will be required to be checked with a urine adulteration test strip.
 - f. Student-athlete will open the kit. The student-athlete will produce the urine sample.
 - g. The student-athlete will then return to a drug screening table, and while sitting in the presence of a drug screening team member, administer the test. NOTE---The test card in the sealed foil packet should not be opened until the actual test is ready to be conducted. The drug testing administrator will open the foil packet and place the screening strip into the urine sample.
 - h. The student-athlete and the drug screening team member will read the results of the screen.
7. If a student screens positive at the pre-screening, he/she will have the option to sign a form of admission or have a confirmation drug test (Appendix E).
 - a. If the student-athlete signs the admission form, the Director of Athletics and the Drug Screening Committee will meet with the student-athlete to determine the proper course of action within the drug testing policy.
 - b. The Drug Screening Committee will previously obtain written lab request for urinalysis from the Team Physician. These will be kept in a secure area. A drug screening team member or his/her designee will then transport the student-athlete to a predetermined collection site (ACL Labs); WITHOUT DELAY, with the student-athlete in the presence of the drug screening member at all times. At this point, the student-athlete will be asked to sign chain of custody papers and produce another urine specimen. This specimen will be mailed to a certified laboratory for analysis. Results of this test will be submitted to the Director of Athletics at PennWest Edinboro through a medical review officer.

G. CONSEQUENCES OF IMPERMISSIBLE DRUG USE

When an PennWest Edinboro student-athlete tests positive for a banned substance subsequent to the initial drug screening, the individual may choose to sign an admission statement (Appendix E), thus negating the need to continue further testing to determine the validity of the screening.

When prohibited drug use has been verified through positive test results or a signed admission statement, the following consequences will apply:

1. FIRST OCCASION

a. Notification of Parents

If the student-athlete is a minor or is a “dependent student” as defined in Section 152 of the Internal Revenue Code of 1954 (viz., essentially, one who is financially dependent on the support of his or her parents, which would include most undergraduate students), his or her parent will be informed by the Director of Athletics or his designee of the known facts concerning drug abuse and the conditions to be imposed by the institution in response to the facts.

b. Evaluation of Drug Involvement

Confidential meeting to evaluate the nature and extent of drug involvement. The student-athlete will be required to meet privately with the Director of Athletics, and the Drug Screening Committee to ascertain the facts about the nature, extent, and history of the problem. In eliciting information from the student-athlete, responses are to be oral, are not to be given under oath, and are to be revealed only to University officials, persons authorized by the student, and the parents of the student-athlete if he or she is a minor. No other persons or agencies will be given information except in response to a valid subpoena or court order.

c. Counseling and Rehabilitation

The nature and extent of the institutional counseling and medical interventions that may be required by the Director of Athletics and the Drug Screening Committee as a condition of continued athletic eligibility will depend on the nature of the student-athlete’s drug involvement. The student-athlete may be required to be cleared by the Team Physician or his/her designee and by a qualified counselor before he/she returns to practice or competition. As a minimum, the student-athlete may be required to enroll in a drug education program prescribed by the institution.

d. Follow-up testing

The student-athlete may be subject to weekly testing for as long as deemed appropriate by the Director of Athletics and the Drug Screening Committee for one calendar year.

e. Suspension or permanent cancelation of athletic eligibility and financial aid

Even regarding a first known occasion of drug or alcohol abuse, if the problem is deemed by the Director of Athletics and the Drug Screening Committee to be sufficiently serious, the student may be suspended from athletic participation for a stated interval of time or may have his or her eligibility canceled by the institution. If eligibility is canceled, a student will not be eligible for renewal of any athletic scholarship and an existing scholarship may be subject to cancelation. The student athlete may have financial aid reduced or permanently canceled. Any such suspension or cancelation may be imposed only in accordance with the procedures specified in Section G. The parents of minor student-athletes and dependent student-athletes will be notified of any such cancelation of eligibility and financial aid.

2. SECOND OCCASION

a. Notification of Parents

If the student-athlete is a minor or is a “dependent student” as defined in Section 152 of the Internal Revenue Code of 1954 (viz., essentially, one who is financially dependent on the support of his or her parents, which would include most undergraduate students), his or her parent will be informed by the Director of Athletics of the known facts concerning drug abuse and the conditions to be imposed by the institution in response to the facts.

b. Suspension or loss of eligibility

The student-athlete will be suspended from participation in intercollegiate athletic activities for a minimum of one athletic contest. The student-athlete may have athletic financial aid reduced or permanently canceled. If eligibility is permanently canceled, a student-athlete will not be eligible for renewal of any athletic scholarship, and an existing scholarship may be subject to cancelation. Any such suspension or cancelation may be imposed only in accordance with the procedures specified in Section G.

c. Counseling and rehabilitation

Appropriate medical and psychological monitoring and counseling may be required of the student-athlete, for the duration of any period of suspension, and thereafter for as long as the Director of Athletics and Drug Screening Committee deem appropriate.

d. Follow-up testing

During the period of suspension and at any time following reinstatement, the student-athlete may be subject to weekly

testing for as long as is deemed appropriate by the Director of Athletics and the Drug Screening Committee for a minimum of one calendar year.

3. THIRD OCCASION

a. Cancellation of eligibility

The athletic eligibility of the student-athlete will be canceled permanently; and the student-athlete will not be eligible for renewal of any athletic scholarship, and any existing scholarship. Any such cancellation may be imposed only in accordance with the procedures specified in Section G.

b. Counseling and rehabilitation

A student-athlete whose eligibility has been canceled may seek assistance from established University counseling and medical resources otherwise available to students enrolled at PennWest Edinboro of Pennsylvania. Such services will not be initiated or supervised by the Athletic Department, since the student-athlete's affiliation with athletic programs of the institution will have ended.

In the event that a student-athlete test positive for impermissible drug use and does not comply with the consequences outlined in Section G, or quits the team before complying with the consequences outlined in Section G, the student-athlete will be deemed ineligible for practice, competition or financial aid. If the athlete decides at a later date to comply with the consequences outlined in Section G, they will be subject to all appropriate consequences outlined in that section.

If a person does not consent to laboratory test after positive screen and quits the team, this will constitute a positive test and all appropriate consequences in Section G will apply before the student-athlete will be reinstated in the team at a later date.

The University reserves the right to delay the third occasion consequences if it is determined that it is in the best interest of the student athlete and/or they are in the care of professional services.

H. PROCEDURES FOR IMPOSING SERIOUS SANCTIONS

Sections E and F of this policy provide notice of circumstances under which suspension or permanent cancellation of eligibility to participate in intercollegiate athletic activities may be imposed. Such sanctions may be imposed only in accordance with the procedures here prescribed.

1. Written Notice

Before any suspension or cancellation is imposed, the student-athlete will be given written notice by the Director of Athletics of the intention to suspend or cancel eligibility, of the reasons for the proposed action, and of the right of the affected student-athlete to request a hearing. The preliminary determination of improper drug use that may threaten the health of the student-athlete in athletics, athletic participation (training, practice, or competition) shall be discontinued immediately pending a medical determination as to the fitness of the athlete. This determination, designed to protect the health of student-athletes, shall be made as promptly as possible.

a. Hearing Committee

If an affected student-athlete requests a hearing, it shall be afforded before a standing committee consisting of three persons appointed by the Vice President for Student Service and Student Success. No officer, employee, or agent of the Athletic Department shall be eligible to serve on such a committee.

b. Conduct of Hearing

The hearing shall be convened within 5 working days after it is requested. The hearing shall be conducted in private, attended only by the members of the committee, the affected student-athlete and a person of his or her choice, and any witnesses who are present to give testimony. The Director of Athletics, or his/her designee, shall present evidence in support of the proposed suspension or cancellation. The affected student-athlete, accompanied by a person of his or her choice, may be present to hear and review all evidence presented in support of the proposed sanction, to challenge such evidence, and to present other evidence in his or her own defense. The burden shall be on the Director of Athletics to prove, preponderance of the evidence that the impermissible drug use in fact occurred. After hearing all such evidence as deemed relevant, the committee shall deliberate in private for the purpose of making findings of fact. The findings and conclusions shall be based exclusively on information supplied in the hearing. Within 3 working days after it concludes its inquiry, the committee shall report its conclusions concerning the facts, as well as any advice concerning the severity of the sanctions proposed, to the Director of Athletics, who shall decide what sanction, if any shall be imposed. The Director of Athletics, within 3 working days, will notify the student-athlete in writing as to his/her conclusion of the committee's decision and any sanctions, if appropriate.

c. Appeals

Within 5 working days, the affected student-athlete may appeal the decision of the Hearing Committee to the Vice President for Student Services and Student Success. Cancellation of eligibility (with attendant cancellation of any athletic scholarship) may not be imposed until appeals through the level of the Vice President have concluded.

I. CONFIDENTIALITY OF INFORMATION CONCERNING DRUG USE

Any information concerning a student-athlete's alleged or confirmed improper use of drugs, solicited or received pursuant to implementation of this program, shall be restricted to institutional personnel and to parents of minors or dependent student-athletes. No other release of such information will be made without the student-athlete's written consent, unless in response to appropriate judicial process. The institution cannot guarantee that law enforcement or prosecutorial authorities will not gain access to information in the possession of the institution, since valid subpoena or other enabling court order might be issued to compel disclosure; the institution, however, will not voluntarily disclose such information in the absence of a court order.

J. IMPROPER PROVISION OF DRUGS BY INSTITUTIONAL PERSONNEL

No officer, employee, or agent of PennWest Edinboro of Pennsylvania may supply to any student-athlete any drug that may endanger an athlete or affect athletic ability or performance, or otherwise encourage or induce any student improperly to use drugs, except as specific drugs may be prescribed by qualified medical personnel for the treatment of individual student-athletes. Any person who has information about a possible violation of this prohibition should report such information promptly to an appropriate University official, who shall have the authority to investigate the allegation and to report the results of any investigation to the President, for appropriate disciplinary proceedings against anyone who is charged with having violated this prohibition.

Revised 7/25/17

Appendix A
PENNWEST EDINBORO OF PENNSYLVANIA
NOTIFICATION OF SCHEDULED RANDOM DRUG TESTING BY URINALYSIS

TO: _____
(Name of Student-Athlete)

FROM: _____
(Director of Athletics)

DATE: _____

RE: Scheduled Urinalysis

Your name has been selected, by anonymous random sample, from the members of the _____ (athletic team). You are to report to _____ (designated location) at _____ (time) on _____ (date). You will be required to provide a urine specimen at that time, consistent with the policies and procedures established by PennWest Edinboro of Pennsylvania Drug Education, Screening and Counseling Program.

Signed:

(Student-Athlete) (Date and Time)

Witnessed:

(Designated University Official Delivering the Notice) (Date and Time)

Appendix B
PENNWEST EDINBORO OF PENNSYLVANIA
NOTIFICATION OF SPECIAL DRUG TESTING BY URINALYSIS

TO: _____
(Name of Student-Athlete)

FROM: _____
(Director of Athletics)

DATE: _____

RE: Scheduled Urinalysis

Based on individualized reasonable suspicion that you may be engaging in the impermissible use of drugs prohibited by the Drug Education, Screening and Counseling Program for Intercollegiate Athletes at PennWest Edinboro of Pennsylvania, you are to report to _____ (designated location) at _____ (time) on _____ (date). You will be required to provide a urine specimen at that time, consistent with the policies and procedures established by PennWest Edinboro of Pennsylvania Drug Education, Screening and Counseling Program.

Signed:

(Student-Athlete) (Date and Time)

Witnessed:

(Designated University Official Delivering the Notice) (Date and Time)

Appendix C
PENNWEST EDINBORO OF PENNSYLVANIA
NOTIFICATION OF SCHEDULED ENTRANCE SCREENING

TO: _____
(Name of Student-Athlete)

FROM: _____
(Director of Athletics)

DATE: _____

RE: Scheduled Urinalysis

The members of the _____ team have been selected for their entrance screening. You are to report to _____ (designated location) at _____ (time) on _____ (date). You will be required to provide a urine specimen at that time, consistent with the policies and procedures established by PennWest Edinboro of Pennsylvania Drug Education, Screening and Counseling Program.

Signed:

(Student-Athlete) (Date and Time)

Witnessed:

(Designated University Official Delivering the Notice) (Date and Time)

Appendix D
PENNWEST EDINBORO OF PENNSYLVANIA
PRE NCAA CHAMPIONSHIP TESTING NOTIFICATION OF SPECIAL DRUG TESTING BY URINALYSIS

TO: _____
(Name of Student-Athlete)

FROM: _____
(Director of Athletics)

DATE: _____

RE: Scheduled Urinalysis

Based on your qualifying for an NCAA sponsored event, you are to report to _____
(designated location) at _____ (time) on _____ (date). You will be required to
provide a urine specimen at that time, consistent with the policies and procedures established by PennWest
Edinboro of Pennsylvania Drug Education, Screening and Counseling Program.

Signed:

(Student-Athlete) (Date and Time)

Witnessed:

(Designated University Official Delivering the Notice) (Date and Time)

Appendix E
PENNWEST EDINBORO OF PENNSYLVANIA
STUDENT-ATHLETE
DRUG USE ADMISSION STATEMENT

I _____, do hereby admit that I used _____ on (or about) _____, without proper medical authorization in the form of a valid prescription or physician's instructions.

This admission of drug use is made voluntarily and without threat or promise, and I understand that it can be used in determining the consequences of my impermissible drug use under section F of this drug education, screening and counseling program.

This statement is made as a direct result of the urine test to me on _____.

Offender

Date

Witness

Date

Collector

Date

Appendix F
PENNWEST EDINBORO OF PENNSYLVANIA
NOTIFICATION OF POSITIVE TESTING

I _____ have been informed of my positive laboratory test for _____ on _____. The Director of Athletics, Head Coach, and _____ Head Athletic Trainer or their designee met with me and explained the consequences of impermissible drug use as outlined in the PennWest Edinboro Athletics Drug Education, Screening and Counseling Program for Intercollegiate Athletics.

Occasion _____

Follow-Up Action:

1. _____
2. _____
3. _____
4. _____
5. _____

Student-Athlete Signature

Date

Student-Athlete Printed Name

Date

Director of Athletics or Designee

Date

Drug Screening Committee Member

Date

Head Coach or Designee

Date

NCAA BANNED DRUGS

It is your responsibility to check with the appropriate or designated athletic staff before using any substance.

The NCAA bans the following classes of drugs:

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

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

Drugs and Procedures Subject to Restrictions:

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

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff! Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test results.

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

NOTE TO STUDENT-ATHLETES: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredients.

Check with your athletics department staff prior to using a supplement. Some Examples of NCAA Banned Substances in Each Drug Class

Stimulants:

- Amphetamine (Adderall)
- caffeine (guarana)
- cocaine
- ephedrine
- fenfluramine (Fen)
- methamphetamine
- methylphenidate (Ritalin)
- phentermine (Phen)
- synephrine (bitter orange)
- methylhexanamine, "bath salts" (mephedrone)
- etc.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):

- Androstenedione
- boldenone
- clenbuterol
- DHEA (7-Keto)
- epi-trenbolone
- etiocholanolone
- methasterone
- methandienone
- nandrolone
- norandrostenedione
- ostarine
- stanozolol
- testosterone
- trenbolone
- etc.

Alcohol and Beta Blockers (banned for rifle only):

- Alcohol
- atenolol
- metoprolol
- nadolol
- pindolol
- propranolol
- timolol
- etc.

Diuretics (water pills) and Other
Masking Agents:

- Bumetanide
- chlorothiazide
- furosemide
- hydrochlorothiazide
- probenecid
- spironolactone (canrenone)
- triameterene
- trichlormethiazide
- etc.

Anti-Estrogens:

- Anastrozole
- tamoxifen
- formestane
- ATD
- clomiphene
- etc.

Beta-2 Agonists:

- Bambuterol
- formoterol
- salbutamol
- salmeterol
- etc.

Peptide Hormones and Analogues:

- Growth hormone (hGH);
- human chorionic gonadotropin (hCG)
- erythropoietin (EPO); etc.

Street Drugs:

- Heroin
- marijuana
- tetrahydrocannabinol (THC)
- synthetic cannabinoids (e.g.,
spice, K2, JWH-018, JWH-073).

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

PENNWEST EDINBORO OF PENNSYLVANIA DEPARTMENT OF ATHLETICS

I have received, read and been given opportunity to ask questions about the Drug Education, Screening and Counseling Program for Intercollegiate Athletics at PennWest Edinboro of Pennsylvania. I understand the policy and my responsibilities under it. I have voluntarily decided to participate in the intercollegiate athletic program to which this policy applies.

Signature of Student-Athlete

Date

Print Name

Banner ID #

Date of Birth

Sport or Sports

My parent(s) DO / DO NOT claim me as a dependent on their Federal Income Taxes.
(circle one)

Signature of at least one parent or guardian if the student-athlete is a minor under Pennsylvania law

Date

Revised:
August 2017

SPORTS MEDICINE

PHILOSOPHY

The student athletes at EUP constitute the single most important segment of the entire athletic program; for without them, the rest of us would have no purpose for being here. With this in mind, the guidelines herein will enable the athletic training staff to provide the best Healthcare to our student-athletes.

MEDICAL AUTONOMY

In accordance with the NCAA Independent Medical Care legislation, the athletics health care team (team physicians and athletic trainers) shall have unchallengeable autonomous authority to determine medical management and return-to-play decisions related to student-athletes. The athletics health care administrator will serve in an administrative capacity to support the delivery of independent medical care for the university's athletes.

GENERAL PROCEDURES

The center of our operation will be the athletic training room at McComb Fieldhouse. Treatment and rehabilitation for all sports will take place in that facility. Also, pre-practice taping and treatments for all sports will take place there. The head athletic trainer will also be available at almost any time to answer your questions.

The Athletic Training Room will be closed for recognized major holidays, including:

- a. New Year's Day
- b. Memorial Day
- c. Independence Day
- d. Labor Day
- e. Thanksgiving Day
- f. Christmas Day

RESUMPTION OF PRACTICE OR PLAY

Following an injury or illness, no athlete will resume participation until complete approval has been granted by the athletic trainer. **NO EXCEPTIONS!**

ATHLETIC TRAINING ROOM HOURS

Hours of operation will be set by the Head Athletic Trainer based upon available staff and practice/competition schedules.

EQUIPMENT

All equipment and non-expendable supplies (i.e., crutches, slings, wraps, braces, and sleeves) will be assigned to student-athlete as needed. Failure to return these items will mean that student-athlete will be billed through the business office at the prevailing hospital rate.

APPOINTMENTS

1. Never break or be late for an appointment – student-athlete must call the doctor or dentist if he/she must be late or cannot keep the appointment.
2. Never be late or miss practice or a meeting because of a doctor or dental appointment unless cleared by the head athletic trainer.

RULES OF CONDUCT IN THE ATHLETIC TRAINING ROOM

1. No cleats in athletic training room.
2. All players must wear shorts and a shirt in the athletic training room. Male and Female
3. No profane language.
4. Players will be taped and treated on first come, first serve basis.

5. Failure to report for scheduled therapy will be reported to athlete's head coach.
6. Do not remove any supplies from the athletic training room unless you ask first. This also applies to athletic training kits.
7. Do not sit on athletic training kits or ice containers.
8. No use of tobacco products in the athletic training room will be permitted.
9. Use of cellular phones is prohibited for video or pictures. Please no talking on phones for privacy reasons.
10. No shoes will be worn during treatments.
11. An athlete must plan to stay in the athletic training room for at least 30 minutes for his/her treatment care.
12. Athletic Trainers reserve the right to remove any student-athlete for misconduct or violation of any athletic rules or policies.

Please remember that the athletic training room is a work place and not the players' lounge. If student-athletes are ill or injured, please stop by, otherwise, we will see student-athlete on the field, court, or mat.

INSURANCE INFORMATION

PennWest Edinboro provides a supplemental (secondary) accident insurance that will cover athletic injuries sustained by student athletes involved in supervised play or practice sessions, including travel to and from these functions. This coverage is offered on an **"Excess"** basis only. Under the terms of the policy, the coverage is considered **secondary** to all other valid and collectable medical insurance policies. Due to the fact that our policy is a supplemental (secondary) coverage, **all athletes must have a primary medical insurance that covers athletic injuries before they will be permitted to practice or compete.** To avoid delays in injury management and claims processing, it is imperative that the personal insurance information requested in the ATS system be completed accurately and in its entirety.

A. Primary Insurance Coverage

1. All student-athletes **MUST** be covered by a "Primary" health insurance policy that covers intercollegiate related athletic injuries. Please check with your insurance carrier to be sure of this provision. Due to federal regulations government funded insurance plans (Tricare, Medicaid, Medicaid products such as UPMC for U and Medicare only provide secondary benefits if there is any other medical insurance coverage. These Products **are** accepted medical insurances for participation in intercollegiate athletics at Edinboro.
2. **Although**, government-funded medical insurance plans such as Tricare, Medicaid, Medicaid products and Medicare **are** accepted medical insurance for athletic participation **they do not qualify** as "primary" health insurance.
3. All athletes are required to sign an insurance waiver yearly. This waiver provides that a student-athlete who has government-funded medical insurance plans such as Tricare, Medicaid, Medicaid products and Medicare, understand that those government-funded plans are only a primary insurance and the student-athlete waives the universities secondary benefits.
4. Ultimately secondary medical insurance is only provided to student-athletes' who have private medical coverage or non-government policies. The secondary medical insurance is **ONLY** utilized as a secondary payer to the student's primary, non-governmental insurance policy.
5. The athletic training staff will help all athlete's including those with governmental health policies to receive care where the insurance will cover in full avoiding any cost to the student-athlete. We are here to help you navigate the process.
6. If there is a change in your primary insurance coverage, please notify the Sports Medicine Staff immediately to avoid delay in service and eligibility.
7. If there is a lapse in insurance coverage, the student-athlete will be declared ineligible for practice, conditioning and competition during this lapse. Please note that dependent coverage can be extended up to twenty-six (26) years of age.
8. If the student-athlete is covered by an HMO based outside the Erie or Crawford County area, they may be required to return home for medical care in order to be covered by the HMO.

A. Supplemental/Secondary Coverage and Provisions

PennWest Edinboro carries a supplemental accident insurance policy for its Department of Intercollegiate Athletic student-athletes. This policy is used for outstanding balances not covered by the student-athletes' primary insurance or any other valid and collectable medical insurance policy.

This policy covers only those accidental injuries that occur during **Authorized Covered Activity**, which includes specific sport practice sessions and competitions as defined by the Director of Athletics in accordance with the NCAA. It also includes traveling to and from said scheduled practice or competition.

This policy **DOES NOT COVER** the following:

1. Injuries which are not a direct result of intercollegiate athletic related activity.
 2. Pre-existing conditions identified by the student-athlete on their Athletic Medical History form or at the time of their pre- participation physical examination.
 3. Disease and Illnesses including pregnancy.
 4. Any injury occurring outside the respective traditional sport season or off-season practice/conditioning session, as allowable by the NCAA. The PennWest Edinboro Department of Athletics reserves the right to define these periods.
- B. Additional Athletic Department Policies Regarding Payment of Athletic Related Medical Expenses
1. Medical expenses will be covered up to the Maximum Benefit Amount (\$90,000 per accident) if the injury causes the student-athlete to first incur medical expenses for care and treatment for the injury within ninety (90) days after the onset of injury.
 2. Medical expenses for services provided by *“Off-Campus” non-University Affiliated Physicians or “Outside Medical Specialist”* as defined by the Head Athletic Trainer/Team Physician will not be covered by the Department of Athletics Supplemental Accident Insurance plan unless they are referred and have received prior written approval by the Sports Medicine staff.
 3. Any athlete requesting that medical service or treatment be performed by *an Off-Campus non-EUP Affiliated Physicians or “Outside Medical Specialist”* **must** be referred or receive prior written approval by a member of the Sports Medicine staff. In **all** cases the student-athlete will also be **required** to follow their primary insurance policy's specific referral procedures for **“In-Network” Providers**. Procedures or services rendered without following these processes will be the sole financial responsibility of the student-athlete.
 4. In cases where a student-athletes' primary insurance does not provide benefits for *EUP Affiliated Physicians*, the student- athlete may be required to be seen by their In-Network Providers once an EUP Sports Medicine referral has been obtained Out-of-Network services must have prior approval from the EUP Sports Medicine staff and will be determined on a case-to- case basis.
 5. **Dental Injury Policy:** Coverage is for injuries to the mouth and to sound, natural teeth, while participating in an official practice or game. Coverage includes repair or replacement of teeth as a result of a “covered accident” up to a maximum of \$10,000 per accident. In those sports where protective devices (mouthpieces) are mandatory and provided for use in official practice sessions and games, the University and its Supplemental Accident Insurance will provide coverage **only** if the device is worn by the student athlete in accordance with the guidelines set by the manufacturer.
 6. **Tattoos/Body Piercings:** PennWest Edinboro Athletics will NOT cover any medical expenses related to tattoos, brands or body piercings.
 7. **Two Year Benefit Period:** Only those medical expenses incurred within a period of two years from the date of injury, as a result of an athletic-related injury, are covered. If the injured student-athletes medical bills exceed the \$90,000 athletic policy limits, which must also be met within the two-year period, then the NCAA's catastrophic plan takes effect up to one million dollars for long term catastrophic injury also be met within the two-year period, then the NCAA's catastrophic plan takes effect up to one million dollars for long term catastrophic injury.
 8. **Exit Evaluation Policy**
 - a. Following completion of participation, it is the student-athlete's responsibility to appear before the Athletic Training staff within fourteen (14) days to complete an Exit Evaluation. At that time, the student-athlete will complete this form declaring any unresolved injuries/illnesses s/he feels are a direct result of participation in Intercollegiate Athletics at PennWest Edinboro and his/her desire to consult with an PennWest Edinboro Team Physician.
 - b. If an Exit Examination is requested, the athletic training staff will coordinate a physician appointment with the appropriate Team Physician. The Team Physician will specify medical care necessary to resolve injuries

- sustained as a direct result of participation in Intercollegiate Athletics at PennWest Edinboro.
- c. The athlete will have a period of six (6) months from the date of their last competition to complete all care related to injuries/ illness that require follow-up care. Any extension of this time period must be authorized by the Head Athletic Trainer.
 - d. The athlete will have two (2) years from the injury to ensure payment has been processed on all unpaid claims. PennWest Edinboro Athletic Department is not responsible for unpaid claims after 2 years from the date of the injury. Unpaid claims after two years are the responsibility of the student-athlete/parent/guardian to resolve with the provider. If unsure, you are advised to contact the PennWest Edinboro Athletic Training Department.

ATHLETIC TRAINING FORMS

All student athletes will be required to complete and annually review all athletic training forms on the ATS Athlete Web Portal (<https://edinboro2.atsusers.com>). Completion of these forms is mandatory prior to any practice or competition and is required by the NCAA, PSAC, and PennWest Edinboro. Instructions are available on the Athletic Department website and the PennWest Edinboro Athletic Training Facebook page.

PRE-PARTICIPATION EVALUATION/PHYSICAL EXAMS

In compliance with NCAA regulations, all student athletes on entering the University shall have a pre-participation physical examination performed by Edinboro's team physician. The forms necessary are obtained on the ATS Athlete Web Portal (<https://edinboro2.atsusers.com>) and needs to be returned to the Athletic Training Department prior to any practice or competition. Returning athletes need only to complete all athletic training forms on the ATS Athlete Web Portal annually.

PENNWEST EDINBORO EMERGENCY ACTION PLAN FOR INTERCOLLEGIATE ATHLETICS

This plan is to serve as a guide for emergency action during functions of the PennWest Edinboro intercollegiate athletic program. This plan applies to all athletes involved in the official play or practice of an intercollegiate sport sponsored by the PennWest Edinboro Athletic Department. The athletic trainer or coach at the scene will render immediate first aid and cardiac emergencies will require CPR/AED administered by certified personnel. Athletic trainers must maintain current CPR/AED for the Professional Rescuer and coaches must maintain current certification in First Aid/CPR/AED for the Workplace – Adult). An AED will be accessible to the public in McComb Fieldhouse and the Zafirovski Sports and Recreation Center (Dome). In a life-threatening situation, the athletic trainer and coach's responsibility would be to provide care to the limits of first aid and CPR certification and to activate the local EMS system if necessary.

Serious injury: A serious injury is one in which the athlete will obviously need to be hospitalized and there is little or no time to consult with the athletic training staff or team physician before taking action.

Examples:

- stoppage of breathing
- severe bleeding
- obvious serious fracture
- possible head or neck injury

Procedure:

- A. Athletic trainer or coach in charge attends immediately to the injured athlete following those techniques taught via their respective certification (American Red Cross CPR/AED for the Professional Rescuer, American Red Cross First Aid/CPR/AED for the Work place – Adult).
- B. If an AED is needed, they are located in the McComb Fieldhouse lobby, Zafirovski Sports and Recreation Center (Dome), Athletic Training, and in the Campus Police vehicles.
- C. Athletic trainer or coach in charge instructs someone (preferably another athletic trainer/or coach) to immediately perform the following actions:
 1. Activate the EMS system by calling 9-1-1 on any university, community, or pay phone. (Phone locations on the back of this document.) Relay the following information to the 911 operator.
 - a. Your name and title
 - b. The phone number and location of where your calling including address of the building
 - c. Nature of the injuries to the athlete
 - d. Location of the athlete (be specific)
 - e. Request an ambulance be dispatched
 - f. Request Campus Police be dispatched
 - g. Where someone will meet the EMS personnel
 2. Return to field and assist at the accident scene unless there is a need to remain by the phone or to direct incoming EMS.
- D. Continue to care for the athlete and monitor their condition until EMS arrives.
- E. Relay the information concerning this accident to the athletic training staff at your earliest convenience.
- F. If referral is made to a location other the EUP Athletic Training; relay the information regarding the referral to the athletic training staff at your earliest convenience.

Injuries of moderate severity: An injury that will require a physician's care but not considered to be life or limb threatening. When in doubt, always consider the injury to more severe and treat accordingly.

Examples:

- lacerations that may require suturing
- possible fractures
- orthopedic injuries (sprains/strains)
- sickness
- heat illness

Procedure:

- A. Athletic trainer (if available) or coach in charge attends immediately to the injured athlete following those techniques taught via the American Red Cross First Aid and CPR or Sport Safety Training.
- B. Refer the athlete to the Athletic Training Staff. If they are not available or cannot be reached by phone, call/refer the athlete to Ghering Health Center.
- C. If referral is made to a location other than the EUP Sports Medicine, relay the information regarding the referral to the athletic training staff at your earliest convenience.

ATHLETIC INJURY INFORMATION (HIPPA)

PennWest Edinboro Athletic Training is an Allied Health Profession that is subject to the federal HIPPA laws. As such, protected health information (PHI), which includes any and all athletic injuries, cannot be shared with Parents, Coaches, Media, Sports Information, or Athletic Administration without prior written consent from the legal adult student-athlete. Disclosure of PHI will be determined on an individual basis with the consent of the athlete in conjunction with the athletic trainer. The athletic trainer will then notify the determined parties of the health information.

Examinations of the student athletes by the Team Physicians is considered to be confidential. No coaches, media, sports information, or athletic administration will be permitted to attend such examinations. The results will be discussed with respective parties with permission of the student athlete at the completion of the exam.

PENNWEST EDINBORO ATHLETIC TRAINING SEVERE WEATHER POLICY

LIGHTNING

According to the NCAA (2007), lightning is the most consistent weather hazard that may affect outdoor intercollegiate athletics. As a special addition to the emergency action plan, the PennWest Edinboro (EUP) Department of Athletics has developed the following guidelines and policy with regards to lightning safety and emergency action plan. This lightning policy is in accordance with the National Athletic Training Association (NATA) recommendations, the NCAA recommendations and the Pennsylvania State Athletic Conference (PSAC) policy.

- A. PennWest Edinboro subscribes to the MxVision WeatherSentry by Telvent. This service allows the EUP athletic training office to monitor severe weather in the area.
 - Mobile alerts concerning lightning and severe weather are available through this service.
 - All outdoor head coaches, administrative staff members, athletic trainers, and athletic training graduate interns/students will be on the notification list to receive these alerts
 - The service will alert the athletic trainer and all subscribers when there is a lightning strike within 30 miles and again when lightning strikes within 8 miles of the surrounding area.
 - If a message is received that lightning is within 30 miles coaches and officials shall be notified there is potential for severe weather and/or lightning in the area. **BE PREPARED** to suspend play and seek shelter. This notification should be considered a warning that dangerous weather is in the area.
 - If a message is received that lightning is within 8 miles of the area **ALL ACTIVITIES WILL BE STOPPED AND YOU MUST SEEK SHELTER.**
 - The weather service also will provide the athletic trainer with a message when the lightning has left the area. The all clear message is set for the NATA (2000) and the NCAA (2007) recommendation for a minimum of 30 minutes.
 - This is the only method the athletic training staff will use to monitor lightning activity in the area.
 - All decisions about lightning and the continuation of competition or practice will come from the athletic trainer.

As per the PSAC policies and procedures “**The host certified athletic trainer will have the unchallengeable authority to suspend or postpone competition in the event of lightning. The certified athletic trainer and game official or game administrator must consult and agree as to the time of resumption of play.**”

- B. In the event that lightning is identified as a threat and the athletic activities are suspended the following will occur:
- Football/Soccer/Lacrosse/Outdoor Track/ Tennis Complex:** All players, coaches and officials will return to their respective locker rooms until notified by the athletic trainer that play or practice can safely resume.
 - If locker rooms are not available, players should seek shelter in the stadium restroom, a team bus or their vehicles.
 - Softball Complex:** All players, coaches, and officials will return to their locker rooms, the Mike S. Zafirovski Sports and Recreation Dome, or a team bus for shelter. The dugouts at the softball complex are not considered a safe environment and are not considered appropriate shelter for severe weather.
 - Cross Country Course:** In the event of severe weather, seek shelter in the nearest available facility, team buses, or personal vehicles. Appropriate locations for shelter in severe weather are:
 - Frequently inhabited buildings
 - Buildings that have electric & telephone wiring and plumbing pathways which aid in the grounding of a building and increase the safety from lightning.
- C. In the event that the MxVision WeatherSentry service fails to deliver notifications or is otherwise unavailable, secondary procedures are in place for emergency procedures.
- The NATA policy of the flash-to-bang method will be utilized:
 - To use the flash-to-bang method, the observer begins counting when a lightning flash is sighted. Counting is stopped when the associated bang (thunder) is heard. Divide this count by 5 to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of 30 seconds is equal to a distance of 6 miles (NATA, 2000).
 - Once activities are suspended, activities can not resume until at least 30 minutes after the last sound of thunder or lightning flash.
 - The athletic trainer on site will be the sole person responsible to determining when play can continue.

TORNADO

While tornadoes are not a frequent occurrence in this geographic area, they do present a significant risk for severe injury and structural damage. The Athletic Department has developed the following policy for athletes, coaches, and administrative staff in case of a severe weather emergency. The Athletic Department Severe Weather Policy is in accordance to the PennWest Edinboro Emergency Response Guide which can be found at: http://www.edinboro.edu/departments/university_comm/emergency-guide.dot#tornado. All coaches should be aware of the weather forecasts and should also be cognizant of the following National Weather Service terms.

Tornado Watch - Conditions are right for a tornado to develop.

Tornado Warning - Radar or weather spotters have identified a tornado in the area.

- A. PennWest Edinboro subscribes to the MxVision WeatherSentry by Telvent. This service allows the EUP athletic training office to monitor severe weather in the area.
- Mobile alerts concerning lightning and severe weather are available through this service.
 - All outdoor head coaches, administrative staff members, athletic trainers, and athletic training graduate interns/students will be on the notification list to receive these alerts
 - The service will alert the athletic trainer and all subscribers when there is a tornado watch or tornado warning in the monitored area (30 miles).
 - If a message is received that a **tornado watch** has been issued, coaches and officials shall be notified there is potential for severe weather in the area. **BE PREPARED** to suspend play and seek shelter.
 - If a message is received that a **tornado warning** has been issued, **ALL ACTIVITIES WILL BE STOPPED AND YOU MUST IMMEDIATELY SEEK APPROPRIATE SHELTER.**
 - PennWest Edinboro will activate the Campus Emergency Alert System, which may include any or all of the following, e2 Campus Alerts, mass e-mail, broadcast voice mail, desktop pop-ups to network accounts. Additional updates will be provided as necessary. The all clear will be sent when it is safe.
 - During a period of tornado warning, a public warning will be signaled by the Edinboro Volunteer Fire Department siren. The warning is a three-minute up-and-down tone. The all clear signal is a long, even tone.
- B. In the event that a tornado is identified as a threat and athletic activities are suspended, the following will occur:

- **Football/Soccer/Lacrosse/Outdoor Track/ Tennis Complex:** All players, coaches and officials will return to their respective locker rooms until notified by the authorities (AT Staff, Campus Police) that play or practice can safely resume.
 - If locker rooms are not available, players should seek shelter in the Sox Harrison Stadium restroom.
- **Softball Complex:** All players, coaches, and officials will return to their locker rooms in the Sox Harrison Stadium. The dugouts at the softball complex are not considered a safe environment and are not considered appropriate shelter for severe weather.
- **McComb Fieldhouse:** All players, coaches, and officials shall seek shelter in the lower level of McComb Fieldhouse in an area that has no windows (interior room, locker room). DO NOT REMAIN IN THE MAIN GYM OR POOL AREA. The most dangerous locations are generally large rooms with large expansive roofs such as gymnasiums, pools, and auditoriums.
- **Mike S. Zafirovski Sports and Recreation Dome:** All players, coaches, and officials will vacate the Dome and attempt to take shelter in the lower level of McComb Fieldhouse in an area that has no windows (interior room, locker room). If not possible, take shelter in the Dome administrative building restrooms.
- **Cross Country Course:** In the event of severe weather, seek shelter in the nearest available facility. Persons caught outside who cannot reach shelter safely should seek a nearby ditch or depression and lay flat, shielding their head with their arms.

PENNWEST EDINBORO ATHLETIC TRAINING CONCUSSION MANAGEMENT GUIDELINES

- A. EUP Athletics will require student-athletes to sign a statement in which student-athletes accept the responsibility for reporting their injuries and illnesses to the sports medicine staff, including signs and symptoms of concussions. During the review and signing process student-athletes will be provided with educational material on concussions. (Attachment A).
- B. EUP Athletics will have on file and annually update an emergency action plan for each athletics venue to respond to student-athlete catastrophic injuries and illnesses, including but not limited to concussions, heat illness, spine injury, cardiac arrest, respiratory distress (e.g. asthma), and sickle cell trait collapses. The policy will be located in the EUP Athletic Department Coaches' Handbook. All athletics healthcare providers and coaches shall review and practice the plan annually. These sessions will be conducted prior to the start of the sport season.
- C. EUP Athletics shall have on file a written team physician–directed concussion management plan that specifically outlines the roles of athletics healthcare staff (e.g., physician, certified athletic trainer, nurse practitioner, neuropsychologist). In addition, the following components have been specifically identified for the collegiate environment:
 1. EUP Athletics coaches will attend an in-service presentation; receive a copy of the concussion management plan and a fact sheet
 2. on concussions in sport annually. Each coach will acknowledge receipt of these materials and this acknowledgement (Attachment B) will be kept on file in the Athletic Director's office.
 3. EUP Athletics sports medicine staff will provide an annual educational component for faculty on concussions. This may take the form of a brochure provided by the conference and distributed by the Vice-President.
 4. EUP Athletics sports medicine staff members and other athletics healthcare providers will practice within the standards as established for their professional practice (e.g., team physician, certified athletic trainer, physical therapist, nurse practitioner, physician assistant, neurologist, neuropsychologist).
 5. EUP Athletics sports medicine staff shall record a baseline assessment for each student-athlete. The same baseline assessment tools will be used post-injury at appropriate time intervals. Neuropsychological testing has been shown to be effective in the evaluation and management of concussion. However, neuropsychological tests will not be used as a standalone measure to diagnose the presence or absence of a concussion as EUP Athletics uses a comprehensive assessment by its sports medicine staff.
 6. When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete will be removed from practice or competition, by either a member of the coaching staff or sports medicine staff. If removed by a coaching staff member, the coach will refer the student-athlete for evaluation by a member of the sports medicine staff. During competitions, on the field of play injuries will be under the purview of the official and playing rules of the sport. EUP staff will follow such rules and attend to medical situations as they arise. Visiting sport team members evaluated by EUP sports medicine staff will be managed in the same manner as EUP

student-athletes.

7. A student-athlete diagnosed with a concussion will be withheld from the competition or practice and not return to activity for the remainder of that day. Student-athletes that sustain a concussion outside of their sport will be managed in the same manner as those sustained during sport activity.
 8. The student-athlete will receive serial monitoring for deterioration. Athletes will be provided with written home instructions (Attachment C) and a patient concussion information sheet (Attachment D) upon discharge; preferably with a roommate, guardian, or someone that can follow the instructions.
 9. The student-athlete will be evaluated by a team physician or the physician's designee as outlined within the concussion management plan. Once asymptomatic and post-exertion assessments are within normal baseline limits, return to play shall follow a medically supervised stepwise process.
 10. An official notification from the Sports Medicine office will be sent to all of the student-athlete's professors and FAR that the student-athlete has sustained a concussion. Academic accommodations will be determined as per the Return-to-Learn Concussion Management protocol.
 11. Final authority for Return-to-Play shall reside with the team physician or the physician's designee as noted in the Concussion Management flowchart.
- D. EUP Athletics sports medicine will document the incident, evaluation, continued management, and clearance of the student-athlete with a concussion. Aggregate concussion numbers per sport will be reported to the Director of Athletics annually.
- E. Athletics staff, student-athletes and officials will continue to emphasize that purposeful or flagrant head or neck contact in any sport should not be permitted.

Reference Documents

1. NCAA and CDC Educational Material on Concussion in Sport. Available online at www.ncaa.org/health-safety
2. NCAA Sports Medicine Handbook. 2009-2010.
3. National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics. *Journal of Athletic Training*, 2002; 37(1):99– 104.
4. Recommendations and Guidelines for Appropriate Medical Coverage of Intercollegiate Athletics. National Athletic Trainer's Association. 2000. Revised 2003, 2007, 2010.
5. Consensus Statement on Concussion in Sport 3rd International Conference on Concussion in Sport Held in Zurich, 2008. *Clinical Journal of Sport Medicine*, 2009; 19(3):185-200.
6. Concussion (Mild Traumatic Brain Injury) and the Team Physician: A Consensus Statement. 2006. Publication by six sports medicine organizations: AAFP, AAOS, ACSM, AMSSM, AOSSM, and AOASM.
7. National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion. *Journal of Athletic Training*, 2004; 39:280-297.

PENNWEST EDINBORO ATHLETIC TRAINING CONCUSSION MANAGEMENT PLAN

Obtain Baseline Testing:

- Using SWAY for all Student-athlete's participating in any sport.



Concussion Identified and Assessed:

- Physical examination and assessment of concussion symptoms by medical staff (athletic trainer and/or physician).
 - If emergent, athlete should be transported to closest emergency department
- Athlete held from all physical activity
 - Athlete is given patient concussion information sheet and a home instruction sheet
 - Notify designated competent adult and provide home instruction sheet.
 - Athlete's professors notified of concussion
- Athlete repeats baseline testing with SWAY (within 24 hours of injury if possible)



Concussion Management:

- Athlete held from all physical activity
- Implement DHA Omega-3 supplementation 3 grams daily for 30 days or until asymptomatic if longer)
- Re-assess athlete daily by medical staff
 - Administer symptom checklist daily until asymptomatic;



Athlete Asymptomatic:

- Post Concussion test with SWAY.



Test Results Return to Baseline:

- Perform exertional testing
- Re-evaluation by physician or designee for return to play decision

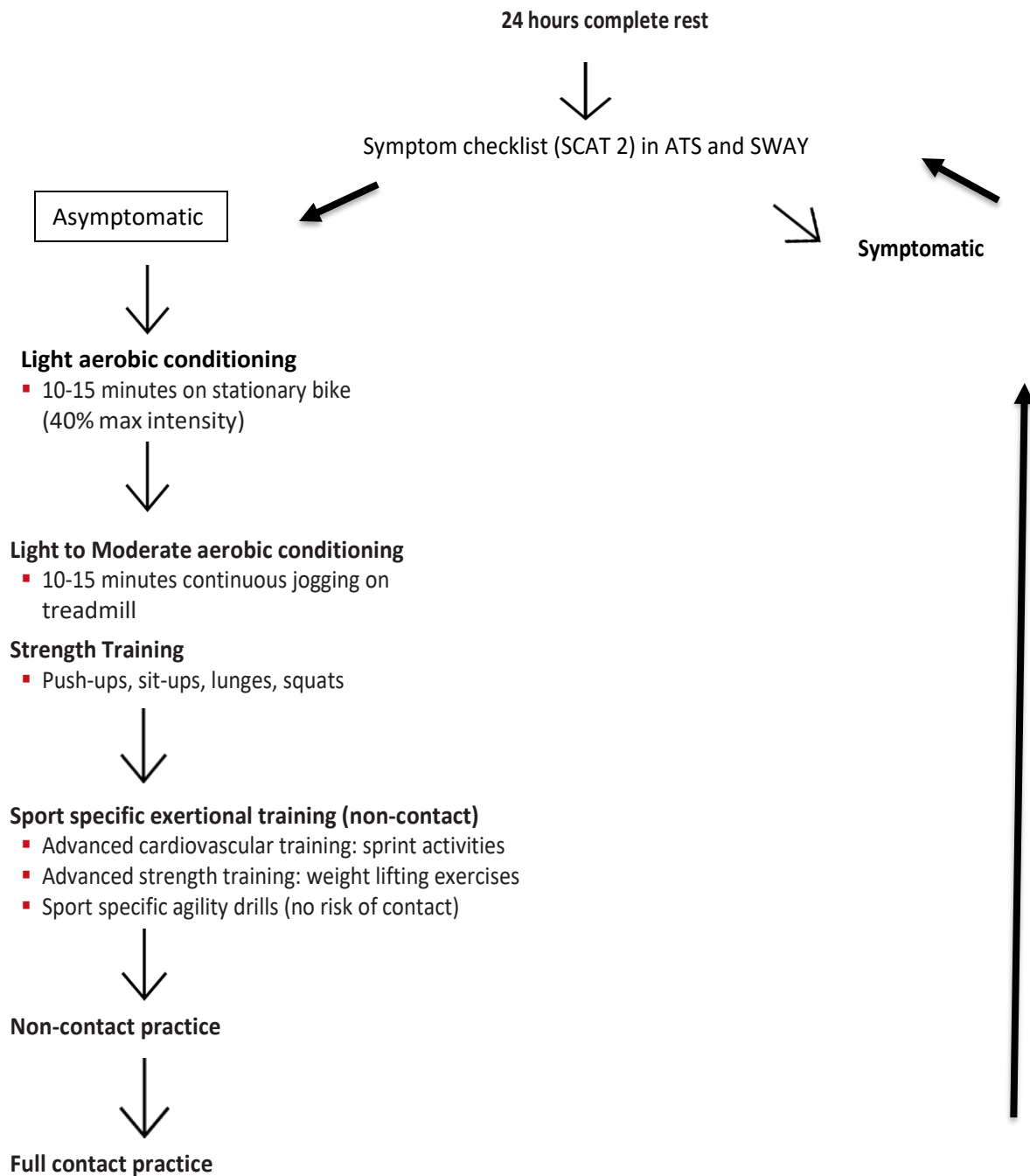
Test Results NOT Returned to Baseline:

- When medically cleared by physician, repeat test battery; consider neuropsych consult with more detailed test battery



When medically cleared by physician, repeat exertional testing; re-evaluation by physician for return to play decision

EDINBORO UNIVERSITY ATHLETIC TRAINING POST-CONCUSSION EXERTIONAL TESTING PROTOCOL



If no change or increase in symptoms, final return to play decision made by medical staff.
If there is an increase or return of symptoms athlete returns through Return to play protocol.

PENNWEST EDINBORO ATHLETIC TRAINING RETURN-TO-LEARN CONCUSSION MANAGEMENT PROTOCOL

The PennWest Edinboro Return-To-Learn protocol will be managed in a stepwise program that fits the needs of the individual. Upon determination that a student-athlete has sustained a concussion, Athletic Training staff will notify the student-athlete's professors, Dean of Students, Faculty Athletics Representative, and the respective coach via email. A copy of the PSAC Faculty Education Flyer on Concussion will be attached. Cognitive stressors such as academic work, video games, reading, texting, and watching television should be avoided for rest. If there is a need for academic accommodations, they will be recommended by the EU Team Physician and or his designee. Academic accommodations (if any) will be detailed on an EU Academic Accommodations Form (attached) The form will be emailed to the above-mentioned parties and a hard copy will be given to the student-athlete. This information is considered to be confidential and is under the guidelines of HIPAA.

The guideline below will be followed on an individual basis:

- If the student-athlete can't tolerate light cognitive activity, s/he should remain at home or in the residence hall.
- Once the student-athlete can tolerate cognitive activity without the return of symptoms, s/he may return to the classroom, typically in gradual increments.

A holistic multidisciplinary team of EU faculty and staff will aid in the adjustment of an individual's educational plan. These individuals may include:

- Team Physician
- Athletic trainer
- University Physician (Ghering)
- Counselor
- Speech-Language Pathologist
- Learning Specialist (ASC and OSD)

The multidisciplinary team can establish an individual's educational plan based on concussion signs and symptoms for up to two weeks. Student-athletes found to need further accommodations due to concussion-related signs and symptoms greater than two weeks, will be re-evaluated by the EU team physician and may require the engagement of other campus resources.

PENNWEST EDINBORO ATHLETIC TRAINING STUDENT-ATHLETE CONCUSSION STATEMENT

_____ I understand that it is my responsibility to report all injuries and illnesses to my athletic trainer and/or team physician.

_____ I have read and understand the NCAA Concussion Fact Sheet.

After reading the NCAA Concussion fact sheet, I am aware of the following information:
(Please initial after each statement)

_____ A concussion is a brain injury, which I am responsible for reporting to my team physician or athletic trainer.

_____ A concussion can affect my ability to perform everyday activities, and affect reaction time, balance, sleep, and classroom performance.

_____ You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

_____ If I suspect a teammate has a concussion, I am responsible for reporting the injury to my team physician or athletic trainer.

_____ I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms.

_____ Following concussion, the brain needs time to heal. You are much more likely to have a repeat concussion if you return to play before your symptoms resolve.

_____ In rare cases, repeat concussions can cause permanent brain damage, and even death.

Signature of Student-Athlete

Date

Printed name of Student-Athlete

ATTACHMENT C

PENNWEST EDINBORO ATHLETIC TRAINING CONCUSSION INFORMATION: HOME INSTRUCTION SHEET

Name: _____ Date: _____

You have had a head injury or concussion and need to be watched closely for the next 24-48 hours.

It is OK to:

- Use Tylenol (Acetaminophen)
- Use an ice pack to head/neck for comfort
- Eat a light meal
- Go to sleep

There is no need to:

- Check eyes with a light
- Wake up every hour
- Stay in bed

DO NOT:

- Drink alcohol
- Eat spicy foods
- Drive a car
- Use aspirin, Aleve, Advil or other NSAID products

Special Recommendations: _____

WATCH FOR ANY OF THE FOLLOWING PROBLEMS:

- | | |
|------------------------------------|-----------------------------|
| ▪ Worsening headache | ▪ Stumbling/loss of balance |
| ▪ Vomiting | ▪ Weakness in one arm/leg |
| ▪ Decreased level of consciousness | ▪ Blurred Vision |
| ▪ Dilated Pupils | ▪ Increased irritability |
| ▪ Increased Confusion | |

If any of these problems develop, call your athletic trainer or go to the Emergency Room immediately.

Athletic Trainer: _____ Phone: _____

Athletic Trainer: _____ Phone: _____

Athletic Trainer: _____ Phone: _____

You need to be seen for a follow-up examination at: _____ Am/Pm at: _____

Recommendations provided to: _____

Recommendations provided by: _____

PATIENT CONCUSSION INFORMATION SHEET

Name: _____: You have had a concussion and need to be watched closely for the next several days until you have completely recovered. The following information is regarding your treatment and recovery.

What is a concussion? A concussion is a brain injury that is caused by a blow to the head or body. It may occur from contact with another player, hitting a hard surface such as the ground, floor, being hit by a piece of equipment such as a bat or ball, or a motor vehicle accident. A concussion can change the way your brain normally works. It can range from mild to severe and presents itself differently for each athlete. **A concussion can happen even if you do not lose consciousness.**

What are the symptoms of a concussion? You can't see a concussion, but you may notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms may include:

- Amnesia
 - Confusion
 - Headache
 - Loss of consciousness
 - Balance problems or dizziness
 - Double or fuzzy vision
 - Sensitivity to light or noise
- (Forgetting game plays, facts, meeting times)
- Nausea (feeling that you might vomit)
 - Feeling sluggish, foggy or groggy
 - Feeling unusually irritable
 - Difficulty getting to sleep or disrupted sleep
 - Slowed reaction time
 - Concentration or memory problems

How do you recover from a concussion? Your brain needs time to heal. **Until you completely recover from your concussion, you will be held from all athletic activity.** Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life. You will be evaluated by your physician initially and undergo some testing to determine how the concussion is affecting your ability to balance (SCAT II test) and process information (IMPACT test). You will be followed daily by your athletic trainer to monitor your symptoms. When your symptoms are completely gone and your concussion testing results have returned to a normal level, you will perform some exertional tests under the supervision of your athletic trainer. **Before returning to your sport, you must be re-evaluated by your physician and medically cleared for return.**

What to watch for? If you develop any new symptoms or increases in current symptoms, contact your athletic trainer or physician immediately at: _____

Medications: You have been given two medications to take as follows:

- Acetaminophen (Tylenol): take 2 tablets every 4 hours *as needed for headache*.
- DHA Omega 3: take 5 capsules twice a day, once in morning and once in evening (supplement found at a local pharmacy)

Additional Instructions: DO NOT drive a car or motor scooter, drink alcohol, eat greasy or spicy foods, or take aspirin, Aleve, Advil or other anti-inflammatory medications!

Follow-up: You will be seen for follow-up examination by _____ on _____ at _____.

What is a Concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Proper recognition and response to concussion can prevent further injury and help with recovery. The symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury (U.S. Dept. HHS/CDC)

THE FACTS

ALL CONCUSSIONS ARE SERIOUS

MOST CONCUSSIONS OCCUR WITHOUT LOSS OF CONSCIOUSNESS

RECOGNITION AND PROPER RESPONSE TO CONCUSSIONS WHEN THEY FIRST OCCUR CAN HELP AID RECOVERY AND PREVENT FURTHER INJURY. OR EVEN DEATH

A FACT SHEET FOR FACULTY, ADMINISTRATORS, COACHES AND STAFF PRESENTED BY THE PENNSYLVANIA STATE ATHLETIC CONFERENCE CARING FOR OUR STUDENT-ATHLETES THAT HAVE BEEN DIAGNOSED WITH A CONCUSSION SO THEY CAN RETURN TO LEARNING, PRACTICE AND COMPETITION

The universities that comprise the Pennsylvania State Athletic Conference include: Bloomsburg, California, Clarion, East Stroudsburg, Edinboro, Gannon, IUP, Kutztown, Lock Haven, Mansfield, Mercyhurst, Millersville, Pitt-Johnstown, Seton Hill, Shepherd Shippensburg, Slippery Rock and West Chester. Passion. Pride. Pennsylvania! www.pscsports.org

What do I need to know about a student-athlete returning to activities?

Student-athletes with a concussion should NEVER return to practice or competition on the same day the injury occurred. They should delay returning to activities until a health-care professional says they are symptom-free.

Supporting a student-athlete recovering from a concussion requires a collaborative approach among professionals, as/he may need accommodations during recovery. Services and accommodations for student-athletes may include environmental adaptations, curriculum modifications, and behavioral strategies. Student-athletes may need to limit activities while they are recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. Student-athletes who return to learning after a concussion may need to: require a step-wise approach to the return to learn environment, similar to their return to play environment; Take rest breaks, as Needed; Spend fewer hours in class; Be given more time to take tests or complete assignments; Receive help with classwork, and/or reduce time spent on the computer, reading or writing. It is normal for student-athletes to feel frustrated, sad, and even angry because they cannot return to play and practice right away or cannot keep up with their classwork. A student may also feel isolated from peers or social networks. Talk with student-athletes about these issues and offer support and encouragement. As the symptoms decrease, the extra help or support can be removed gradually.

Symptoms Reported by Student-Athletes:

- Difficulty thinking clearly
 - Difficulty concentrating or Remembering
 - Feeling more slowed down
 - Feeling sluggish, hazy, foggy or groggy
 - Headache or "pressure" in Head
 - Nausea or vomiting
 - Balance problems or dizziness
 - Fatigue or feeling tired
 - Blurry or double vision
 - Sensitivity to light or noise
 - Numbness or tingling
- Does not "feel right"
 - Irritable
 - Sad
 - More emotional than usual
 - Nervous
 - Drowsy
 - Sleep less than usual
 - Sleep more than usual
 - Has trouble falling asleep

The NCAA Concussion Policy and Legislation mandates that institutions implement the

1. An annual process that ensures student-athletes are educated about the signs and symptoms of a concussion;
 - Has trouble falling asleep
 2. A process that ensures a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities and evaluated by a medical staff member with experience in the evaluation and management of concussions
 3. A policy that precludes a student-athlete diagnosed with a concussion from returning to athletic activity for at least the remainder of that calendar day; and
 4. A policy that requires medical clearance for a student-athlete diagnosed with a concussion to return to athletics activity as determined by a physician or the physician's designee.
- www.ncaa.org

PENNWEST EDINBORO ATHLETIC TRAINING CONCUSSION MANAGEMENT

Student Name: _____

Dates Requested for Accommodations: _____

Class attendance restrictions:

- full day as tolerated
- half day as tolerated
- classes / hours per day
- no school until: _____ then attempt half / full days as tolerated

Testing:

- extra time to complete tests
- testing in a quiet environment
- test across multiple sessions
- reduce length of tests
- postpone tests

Note taking:

- allow student to obtain class notes or outlines ahead of time to aid organization and reduce multitasking demands. Alternatively, copies of another student's notes could be provided

Workload reduction:

- reduce overall amount of make-up work, class work, and homework, by 50%;
- allow student extended deadlines or turn in assignments late.

Breaks:

- take breaks as needed to control symptom levels

PennWest Edinboro Athletic Training

- Audra Neumann, LAT - 1862
- Danielle Lodanosky, LAT - 1861
- Ryan Grove, LAT - 1864
- Jared Limbeck, LAT - 1859
- Amy Eperthener, 1731

Team Physician _____

PENNWEST EDINBORO PREGNANCY AND PARENTING POLICY

PennWest Edinboro Athletic Department is committed to the personal health and development of all our student athletes and to the educational mission of our school. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This Policy sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy related conditions. We want to protect every student-athlete's physical and psychological health, and their ability to complete their education.

Federal Laws

Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students. This means that our student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. In addition, a student's medical information may be protected by other federal laws. Some actions that may be permissible under NCAA rules are impermissible under federal law, and our institution adheres to federal law.

In order to comply with federal law:

- The athletic department will only require a pregnant or parenting student-athlete's physician to certify physical and emotional fitness as a condition for participating in athletics when such certification is required of student-athletes who experience other temporary disabilities.
- The athletics department will allow a pregnant or parenting student-athlete to fully participate on the team, including all team-related activities, unless the student-athlete's physician or other medical caregiver certifies that participation is not medically safe.
- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
- No coach or other athletic department personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy or parental or marital status.
- The athletic department will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are hostile toward pregnancy or parenting, or that shun or shame the student-athlete because she is pregnant or parenting will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by this institution.
- The athletic department will not terminate or reduce a student-athlete's athletic aid because of the student-athlete's pregnancy, marital or parental status during the term of the award.
- Students may take a medical pregnancy leave, and at the end of that leave they will be reinstated to the same status they had before the leave.
- The athletic department will renew a pregnant, formerly pregnant, or parenting student athlete's award, so long as the student-athlete is in good standing academically, remains engaged with our athletic department and meets NCAA eligibility standards. Returning students may be evaluated in the same manner as any other team member to determine their specific position on the team, such as a starter or as a forward.
- The athletic department will not permit the use of any written or verbal contract that requires a student-athlete to not get pregnant or become a parent as a condition of receiving an athletics award or a member of a team.
- The athletic department will **not** provide health benefits for pregnancy, including counseling, physical examinations, medical treatment, surgical expenses, medication, rehabilitation and physical therapy expenses and dental expenses, as those benefits are not supplied to student-athletes who experience other temporary disabilities that are not accidental injuries. PennWest Edinboro Athletic Department's medical insurance coverage policy for student-athletes can be found in the Student Athlete Handbook and at https://gofightingscots.com/documents/2021/2/10/Athletic_Department_Handbook_2020_2021.pdf
- Our pregnant and formerly pregnant students who wish to continue to participate in athletics are entitled to assistance and rehabilitation on the same basis as such assistance is provided to student-athletes with other temporary disabilities.

In order to assist our student-athletes:

- The athletics department will assist the student-athlete to access the pregnancy and parenting support resources that are available to all college students.
- The athletic department will help the pregnant or parenting student-athlete plan for his or her continued academic progress, in accord with the university's educational mission.
- The athletic department will help the student-athlete return to sport after pregnancy and during parenting, if the student-athlete so desires.
- The athletics department will publish this Policy in the Student-Athlete Handbook, make this Policy available to student-athletes and their families on-line, and provide specific education on this Policy for all student-athletes and their families.
- The athletic department, in conjunction with the Team Physician, the Faculty Athletics Representative, the Senior Woman Administrator, Licensed Athletic Trainers will regularly review student-athlete pregnancy and parenting cases as they occur to monitor compliance with this Policy.

Reporting

- The athletic department will not require any student-athlete to reveal pregnancy or parenting status. Our department will work to create an environment which encourages the student athlete to voluntarily reveal her pregnancy and his or her parenting status, in order for our institution to provide optimal support for physical and mental health with professional health care. The sports medicine staff will respect the student-athlete's requests for confidentiality until such time when there is medical reason to withhold the student-athlete from competition.
- No athletic department personnel will publicly release personally identifiable health information about pregnancy without **written, timely authorization** from the student-athlete.
- When a student-athlete reveals her pregnancy or parenting status to athletic department personnel, they should direct the student-athlete to this Policy. They should reiterate the department's protection of the student-athlete's team membership status and financial aid. Athletic department personnel should refer the student-athlete to the team physician, to the student-athlete's personal physician, or to Student Health Services who are trained in providing information about pregnancy and parenting support options.
- Athletic department personnel who suspect that a student-athlete is pregnant may report their concerns to the Athletic Training staff, to the Team Physician, or to Student Health Services who are trained in pregnancy and parenting support options.
- Teammates of pregnant student-athletes may report their concerns to the Athletic Training staff, to the Team Physician, or to Student Health Services who are trained in pregnancy and parenting support options.

Enforcement and Non-Retaliation

- Any member of the athletic department found to have violated this policy by threatening to withhold or withholding athletic participation or an athletic award, by harassing a student athlete on the basis of pregnancy or parenting status, or by breaching medical confidentiality, will be subject to disciplinary action from the university. The athletics department will also take appropriate remedial action to correct the situation.
- Any member of the athletics department who becomes aware of conduct that violates this policy should report the conduct to an appropriate official, such as the Director of Athletics, the Compliance Officer, the Faculty Athletics Representative, or the Equal Opportunity Officer. The athletic department and university will make every effort to prevent public disclosure of the names of all parties involved, except to the extent necessary to carry out an investigation.
- Retaliation is specifically prohibited against anyone who complains about pregnancy or parental status discrimination, even if the person was in error about the lawfulness of the conduct complained about. The athletic department will take steps to prevent any retaliation against the individual who made the complaint.

PENNWEST EDINBORO ATHLETIC DEPARTMENT EXIT POLICY AND EVALUATION

Policy

PennWest Edinboro, Department of Athletics realizes that some injuries/illnesses incurred as a direct result of participation in intercollegiate athletics may need follow-up evaluation, treatment, rehabilitation and occasionally surgery after the student-athlete concludes his/her participation on an athletic team. PennWest Edinboro will arrange and provide medical care for accidental injuries sustained as a direct result of practice or competition for the University. The Athletic Department will take responsibility to provide financial assistance in the form of a secondary insurance plan for these athletic related medical issues so long as the student-athlete maintains usable health insurance coverage.

If a student-athlete terminates his/her intercollegiate participation to pursue a professional sport experience, and/or passes a pre-participation physical examination for a professional or post-collegiate team, this will signify termination of the Athletic Department's customary financial support and medical responsibility for all of the student-athlete's medical issues (accidental injury).

If the student-athlete does not follow-through with his/her responsibility to present for his/her Exit Evaluation, the athletic trainer will attempt to contact the student-athlete. If the athletic trainer does not receive the completed form from the student-athlete within fourteen (14) days, this will signify termination of the Athletic Department's customary financial support and medical responsibility for all of the student-athlete's athletic related medical issues (accidental injury).

Student-Athlete's Responsibility

Following completion of participation, it is the student-athlete's responsibility to appear before the athletic training staff within fourteen (14) days to complete an Exit Evaluation. At that time, the student-athlete will complete this form declaring any unresolved injuries/ illnesses s/he feels are a direct result of participation in Intercollegiate Athletics at PennWest Edinboro and his/her desire to consult with an PennWest Edinboro Team Physician.

If an Exit Examination is requested, the athletic training staff will coordinate a physician appointment with the appropriate Team Physician. The Team Physician will specify medical care necessary to resolve injuries sustained as a direct result of participation in Intercollegiate Athletics at PennWest Edinboro.

- I understand that I have a period of six (6) months from the date of my last competition to complete all care related to injuries/ illness that require follow-up care. Any extension of this time period must be authorized by the Head Athletic Trainer. Initials: _____
- I understand that it is my responsibility to attend the physician appointment. Failure to attend the physician appointment assigned to me will signify termination of the Athletic Department's customary financial support and medical responsibility for all of the student-athlete's athletic related medical issues (accidental injury). Initials: _____
- I understand that the Athletic Department, with prior approval of medical services, will continue to provide a secondary insurance for this care so long as I maintain usable health insurance. I understand that the PennWest Edinboro Athletic Department is not obligated to pay for treatment of injury (athletic related or not) if the student-athlete does not have usable health insurance OR if the care is not coordinated by the Medical Staff at PennWest Edinboro. Initials: _____
- I understand if I terminate or at the conclusion of my intercollegiate participation, I pursue a professional sport experience, and then pass a pre-participation physical exam for a professional team, this will signify termination of the Athletic Department's customary financial support and medical responsibility for all of the student-athlete's medical issues (injury and/or illness). Initials: _____
- I understand that I have TWO (2) years from the injury to ensure payment has been processed on all unpaid claims. I understand PennWest Edinboro Athletic Department is not responsible for unpaid claims after 2 years from the date of the injury. Unpaid claims after 2 years are the responsibility of the student-athlete/parent/guardian to resolve with the provider. Student-athletes, if unsure, are advised to contact 814-732-1860, the PennWest Edinboro Athletic Training Department. Initials: _____

PENNWEST EDINBORO ATHLETIC DEPARTMENT EXIT POLICY AND EVALUATION

1. List any injuries you have sustained from participating in athletics that you feel are athletic related and are not yet completely resolved or healed. _____

2. From the above listed conditions, which would you like to have examined by your team physician in an Exit Examination, and/or those conditions above which you feel may need follow-up care, treatment, rehabilitation or surgery: _____

3. I would like my Certified Athletic Trainer to arrange for an Exit Examination by an EUP Team Physician: Yes No

By signing this document, I certify that the answers to the above questions are correct and true to the best of my knowledge. The policy and the questions above have been explained to me fully and to my satisfaction. I further certify that I have listed all existing medical conditions and injuries that fit the policy criteria to the best of my knowledge. Unless an exception is otherwise granted, I understand that I have **SIX (6) MONTHS** from the date of my last competition to initiate all care related to injuries/illness that require follow-up care. These injuries must have occurred while participating for PennWest Edinboro Department of Athletics. I also understand that I must have usable health insurance during this time frame with all care to be coordinated through the PennWest Edinboro Athletic Training and Medical Staff. I understand that PennWest Edinboro is not financially responsible for costs incurred from physician visits or medical consultations unless pre-approved by the Head Athletic Trainer or his/her designee. I fully recognize that the Department of Athletics will not be responsible for any injuries sustained after the date that this document is signed, or injuries that are not listed on this form or otherwise noted in my medical chart. I understand this policy clearly and I unreservedly sign this document.

Student-Athlete Print Name: _____ Sport: _____

Student-Athlete Signature: _____ Date: _____

Referral Necessary: No Yes (please list injuries that require referral): _____

Athlete is Referred to: _____

Physician Appointment Date: _____ Time: _____

This student athlete **has not presented** for an exit interview and evaluation with the team certified athletic trainer. An attempt was made to contact the student-athlete at the below dates and times:

Date: _____ Date: _____ Date: _____

Time: _____ Time: _____ Time: _____

The student-athlete did not report for the exit evaluation after the above attempts were made to contact the student-athlete. Therefore, this signifies closure of the above stated student-athlete's Injury/Illness file.

- The student-athlete **presented** for his/her exit evaluation. The physicians' prescribed plan of care has been met which signifies the closure of the above stated student-athlete's injury/illness file.

Athletic Trainer: _____ Date: _____

Team Physician: _____ Date: _____

The staff athletic trainer shall attach a copy of physician dictations pertaining to injuries/illnesses in which they were referred per this exit physical.

SPORTS INFORMATION

The Sports Information Department is the intermediary between Athletic Department, its coaches and student-athletes, and the media. We are here to work hand in hand with you to properly publicize your programs and student-athletes. With that in mind, we expect you to follow these guidelines.

- Each year ALL student-athletes will be expected to **FULLY** complete a Student-Athlete Questionnaire which will provide us with valuable background necessary in promoting their accomplishments and compiling a website bio. These forms will be distributed either by a member of the sports information department at a team meeting or by the head coach. They are to be completed thoroughly and returned immediately.
- Team pictures and individual head shots will be taken prior to the start of the season. These photographs will be used for programs, websites, media requests, etc. Due to NCAA rules, each student will be asked for his/her permission for use of image in certain materials such as fundraising pieces, annual athletic fund brochure, etc. This permission statement will be included on the Student-Athlete Questionnaire.
- ALL MEDIA REQUESTS should be arranged through the sports information department. It is the goal to have all telephone interviews done within the sports information office or head coach's office. We may have to be flexible in certain circumstances, but it is our goal to maintain the privacy of the student-athlete. Student-athletes are greatly discouraged from handing out home phone numbers or cell phone numbers to media, including on-campus student media. That being said, the sports information office will not disseminate any such numbers without the consent of said student-athlete.
- If you are contacted by a member of the media, you should immediately notify your head coach and the sports information director, no matter what time of day.
- The student-athlete has a responsibility to the media. We realize that this can be difficult after a close loss, etc., but it is your responsibility to meet with attending members of the media afterwards. Remember that a member of the sports information staff will be in attendance, as well. Please follow these guidelines during all interviews:
 - ❑ If conducting an in-person interview, be dressed properly. Following a game, it is best to be in game uniform.
 - ❑ Be positive, particularly in regards to your opponents and the officials. Remember the old saying, "If you don't have anything good to say, don't say anything at all." This saying does not, however, give you the right to avoid an interview. Don't use slang or offensive language.
 - ❑ Contact the sports information director and your head coach immediately if the interview turns from one regarding your athletic endeavors to one probing in a "dirt-digging manner" or if an interviewer tries to lead you to say something not intended. We understand that the media has a right to information. But they must understand that as student-athletes you have privacy acts, as do your teammates.
- Remember that in MOST instances these interviews are not live. If you are not comfortable with something you said, kindly ask the member of the media if you repeat the interview or at least that question. Most members of the media will have no problem with that.
- Social media has become a very big part of students' lives. At the same time, the media uses these very methods to find in-formation. Please be careful what you post on Facebook, Twitter, Instagram, etc. What you think is private can become public very quickly, and could ultimately serve to embarrass you, your coach and your teammates. This is particularly true in the posting of photographs.

PROMOTIONAL ACTIVITIES

The NCAA severely limits the permissible promotional activities a student-athlete may have the opportunity to participate in. For instance, an institution, charitable, educational, or nonprofit promotion (this includes fraternity, sorority, or student organization) MAY use a student-athletes name, picture, or appearance to support its charitable or education activity ONLY if many specific conditions are met.

DO NOT ENGAGE in such activities without the Associate Athletic Director's direct permission.

COMMUNITY SERVICE

It is our goal to note any instances when student-athletes and/or teams take part in community service activities. It is important that you notify the Sports Information Office when you take part in such activities. Written notification or email is appropriate, noting the organization, your contribution, date, time and site helps greatly. Photographs taken at the event will be greatly helpful.

INTERVIEW / TESTIMONIAL/ AUDIO / VIDEO CONSENT FORM

For good and valuable consideration, receipt of which is hereby acknowledged, I hereby grant PennWest Edinboro, its successors and assigns permission to interview me and/or to use my testimonial and/or likeness and/or audio in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing (including but not limited to printed publications, University websites, electronic media and advertising), controlled by PennWest Edinboro, in perpetuity, and for other use by the University. I will make no monetary or other claim against PennWest Edinboro for the use of the interview, testimonial, audio and/or the photograph(s)/video. I make this consent for my heirs, executors, administrators and assigns.

Subject's Full Name (please print)

Signature of Subject (or guardian if subject is a minor) Date

Relation to Subject (if subject is a minor)

Street Address

City

State

Zip

Phone

STUDENT-ATHLETE HANDBOOK STATEMENT FORM

My signature below indicates I have read the 2021-2022 PennWest Edinboro Student-Athlete Handbook. I agree that athletic participation at PennWest Edinboro is a privilege and will abide by all NCAA, PSAC, University, and Athletic Department rules and policies, including but not limited to, the recruiting, drug testing, social network, and hazing policies.

I understand violations of NCAA, PSAC, University, and Athletic Department rules and policies may result in removal from the athletic team. I recognize that no athlete is guaranteed playing time and any athlete may be cut from the team. I affirm that I am obligated to report, to the Director of Athletics, the Associate Director of Athletics, or the Senior Woman Administrator at PennWest Edinboro, any violations of NCAA regulations involving me or the institution.

My signature below grants PennWest Edinboro of Pennsylvania permission to use my name, photographs, and athletic video for the pro-motion of PennWest Edinboro and the Athletic Department. It also grants PennWest Edinboro and the Athletic Department to use my like-ness, name, photograph, and athletic video for University and Athletic Department fundraising materials (website, video, fliers, brochures, posters, and alike). This does not grant PennWest Edinboro permission to use my likeness for non-Edinboro or University commercial use.

My signature below grants the Athletic Department permission to receive any disciplinary records to ensure compliance with the University Code of Conduct, PSAC and NCAA rules. Failure to report off-campus infractions: students involved in off campus violations must report the violation to their head coach within seven (7) days of the arrest/citation and report the outcome of this incident within seven (7) days of a formal adjudication by the criminal courts system. Failure to do so constitutes a violation of the Student Code of Conduct and Judicial Procedures and Athletic Department rules.

I realize injuries can be a consequence of participation in athletics and no amount of reasonable supervision or use of the facility will prevent injury. I appreciate the character of the risk involved, and I voluntarily assume all risk of possible death, harm or injury. I understand and appreciate that participation in athletics and physical activity involving rigorous exertions and is inherently subject to a risk of substantial physical injury and even death from some actions.

In accepting this risk, I expressly and explicitly release, discharge and waive any and all responsibility of PennWest Edinboro of Pennsylvania, Pennsylvania State System of Higher Education, the Commonwealth of Pennsylvania, and the employees, officials or agents of any and all of the foregoing, pursuant to, or pertaining or related to, or arising from, in any matter, injuries to me as a result of my participation in this activity.

My signature below indicates I have read the Student Athlete Handbook and this form.

Signature: _____ Date: _____

Printed Name: _____ Sport: _____
(PRINT LEGIBLY)

Email: _____ Cell Phone: _____

Coach Signature: _____ Date: _____

Parent/Guardian Signature required if athlete is not 18 years old

Signature: _____ Date: _____

****YOU MUST SIGN AND RETURN THIS FORM TO YOUR COACH****