

Message from the Director of Athletics;

Dear Students,

I am pleased to welcome our incoming freshman student-athletes, and honored to welcome back all returning student-athletes to the upcoming academic/athletic year at Finlandia University.

Student-athletes are special individuals dedicating both their minds and bodies in academics and competition. The lessons learned in both the classroom and on the field, court or ice are timeless. They play a key element in every aspect of your development, progress and future.

As a student-athlete, you are a select group of privileged individuals. There is a special relationship between privilege and responsibility.

The Finlandia University Athletics Department, in an effort to enhance your success, has put together this athletic handbook as a guide and reference to help answer or explain the policies and rules set forth by various governing bodies, including the college and the NCAA.

Knowing and familiarizing the contents of this publication will help you maintain the privilege we have bestowed upon you as a student-athlete. If there is an area that is unclear or requires further interpretation in this athletic handbook, please feel free to ask myself, any coach or athletic staff member for clarification. We are here for you.

Your success begins here. On behalf of the entire athletics staff at Finlandia University, we wish you continued success in both the classroom and in your athletic endeavors.

Go Lions!

Curtis Wittenberg  
Director of Athletics

## NCAA Athletic Programs

Fall	Winter	Spring
Football	Men's Basketball	Baseball
Men's Soccer	Women's Basketball	Softball
Women's Soccer	Men's Ice Hockey	
Volleyball	Women's Ice Hockey	

All above sports are National Collegiate Athletics Association (NCAA) sponsored sports and have a conference affiliate within the NCAA.

## Other Athletic Programs

ACHA D2 Men's Ice Hockey  
Esports

ACHA D2 Men's Ice Hockey is a club team that is a member of the American Collegiate Hockey Association, Division 2. Esports is associated with the Eastern College Athletic Conference (ECAC).

## Finlandia University Mission Statement

A learning community dedicated to academic excellence, spiritual growth, and service.

## Finlandia University Vision Statement

To advance expansive learning that best prepares graduates for the 21<sup>st</sup>-century workplace and world.

## Finlandia University Commitments

The University is committed to the following:

1. Offering bachelor and associate degree programs that promote the wellbeing of the human community and the natural environment.
2. Providing an atmosphere and environment supportive of open inquiry, personal growth, and collaborative approaches in teaching, campus life, and administration.
3. Providing and encouraging opportunities of service to others.
4. Maintaining a diverse board, faculty, staff, and student body that includes international members.
5. Maintaining programs of mutual cooperation and exchange with institutions of higher education in Finland and other countries.
6. Maintaining an active Lutheran presence on campus and promoting spiritual growth of students, faculty, and staff.
7. Serving our region and the Finnish-American community.
8. Partnering with individuals, groups, agencies, and institutions in Finland to promote Finnish culture, design, business, and the arts within the United States and abroad.
9. Achieving recognized standards of quality for students, employees, programs, service areas and fiscal performance.

## Finlandia University Athletics Vision Statement

Finlandia University Athletics Department is committed to becoming a regionally and nationally recognized program built on pride and excellence that supports all areas of the student-athlete experience.

## **Finlandia University Athletics Mission Statement**

1. The mission of the Finlandia University Athletic Department is to recruit quality student-athletes, coaches, and staff who strive for excellence in academics and athletics. Finlandia Athletics provides programs that serve our community and develop leaders.

## **Finlandia University Athletics Core Values**

The Finlandia University Athletic Department takes pride in the following core values:

- Work-Ethic – We value the passion and commitment that our staff and student-athletes demonstrate.
- Integrity – We value sportsmanship, ethical behavior, and honesty in all of our endeavors.
- Leadership – We value the development of future leaders by creating an environment of character and personal growth.
- Excellence – We take pride in quality athletic and academic achievements.

## STUDENT-ATHLETE CODE OF CONDUCT

**Participating in intercollegiate athletics is a privilege, not a right, which carries with it responsibility to the student-athlete, team, entire athletic program, student body, University, and community.**

At Finlandia University, student-athletes are provided with the opportunity and encouragement to progress towards completion of the degree of their choice, while concurrently developing athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, leadership, and institutional loyalty. Athletics at Finlandia is part of the educational process in the development of the whole person.

The role of the student-athlete is a highly visible one. It places the individual in full view of the public, who scrutinize the student-athlete's behavior both on and off the playing surface. **The student-athlete is a role model and is held to a higher standard. A role model can be defined as:** *a person whom others will emulate or strive to equal in their adherence to the rules, regulations, expectations, positive behaviors, and effort required for successful athletic participation both on and off campus and in or outside of the athletic arena. The role model sets a positive example. They ask themselves these questions: "If what I am doing is shown on the 6:00 pm newscast, is this how I want people to see and remember me or the University I represent? Would my actions or words be thought of in a positive way and generally be accepted? Would my family and friends be proud of me? What would a small child, who looks up to me and comes each week to cheer me on, think of my actions?" A role model embraces and lives out ethical values like honesty, respect, responsibility, fairness, caring, and citizenship.*

The Athletic Department and Finlandia University have expectations of all student-athletes who participate in intercollegiate athletics. These expectations are to encourage appropriate behavior both on and off campus. Any examples provided are not exhaustive, and the University reserves the right to assess situations on a case-by-case basis. These expectations are shared with student-athletes in this document.

### A Finlandia Student-Athlete Exhibits:

- Proper language
- Suitable dress
- Sportsmanship
- Respect to others

### Athletic Department Expectations:

- Be a positive representative of Yourself, Your Team, Athletic Department and Finlandia University.
- Follow Finlandia University policies outlined in the Student Handbook and the Athletic Department's Code of Conduct, reporting any and all violations to your Head Coach or Director of Athletics.
- Follow all team rules and expectations as established by your head coach/coaching staff.
- Follow all NCAA, American Collegiate Athletic Association (ACAA), Northern Collegiate Hockey Association (NCHA), Michigan Intercollegiate Athletic Association (MIAA), and Wisconsin Intercollegiate Athletic Conference (WIAC) rules and regulations pertaining to student-athletes.
- Follow all state and federal laws.
- Follow all other rules and regulations which pertain to students at Finlandia University.

### A Finlandia Student-Athlete Will NOT Be Involved With:

- Illegal drugs, substance abuse, underage alcohol use and/or NCAA banned substances
- Organized gambling activities related to intercollegiate or professional athletics competition
- Cheating, plagiarism, submitting another's work
- Disorderly conduct, fighting, vandalism
- Misrepresentation in word or deed
- Violation of the state of Michigan penal code
- Harassment - verbal, racial, and/or sexual

Head coaches will establish team policies/expectations. Disciplinary procedures are reported to and determined by the Director of Athletics and Head Coach.

## Social Media Policy

Finlandia student-athletes are representatives of the University and community. The Athletic Department requires student-athletes to exercise good judgment in their use of social media and to conduct these activities in a responsible and respectful manner.

### Social Media Requirements

- It is impermissible for student-athletes to post information, photos, or other representations of sexual content, inappropriate behavior (e.g., drug or alcohol use), or items that could be interpreted as demeaning or inflammatory.
- Student-athletes are required to abide by all team policies, athletic department policies, and NCAA rules when utilizing social media websites.
- It is not permissible to comment on injuries, officiating, coaching, or team matters that could reasonably be expected to be confidential to team members.
- Student-athletes are required to follow all respective social media website rules.

### Best Practices:

- Think twice before posting. If you wouldn't want your coach, parents, or future employer to see your post, don't post it.
- Be respectful and positive.
- Remember, you are looked up to. Many different audiences view your posts including fans, alumni, kids, local authorities, parents, faculty, etc.
- The internet is permanent. Even if you delete something, it's still out there somewhere.
- Be in the right state of mind when you make a post. Do not post when your judgement is impaired.
- Use the privacy/security setting made available on these sites.

***Violation of the Student-Athlete Internet/Social Media Policy may result in disciplinary action, including temporary or permanent suspension from the team.***

## Sportsmanship Policy

Finlandia Athletics will promote the character development of participants, to enhance the integrity of higher education and to promote civility among student-athletes, coaches, and all others associated with these athletic programs. All events with athletes and athletic personnel will adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values will be manifested not only in athletics participation but also in the broad spectrum of activities affecting the athletic program.

**Policy at athletic competitions:** The NCAA and Finlandia University promote and expect good sportsmanship by student-athletes, coaches, staff and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Cheer for your team, not against the opponents. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives are not acceptable and are grounds for removal from the site of competition. The consumption or possession of alcoholic beverages is prohibited.

## Hazing Policy

***Hazing by any Finlandia athletic program will not be tolerated. Violators will be subject to the full force of university, state, and federal laws.***

**Definition of Hazing:** Hazing is against the law in Michigan. Any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent.

**If you answer "yes" to any of these questions, it is hazing!**

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members?
- Does the activity risk emotional or physical abuse?

- Is there risk of injury?
- Do you have any reservation describing the activity to your parents, a professor, or university official?
- Would you object to the activity being photographed for the newspaper or filmed by a local TV news crew?

***Report all incidences of hazing to your coach, athletic director or campus personnel.***

### **Gender Identity and Expression Inclusion Policy**

As an institution committed to creating a culture of inclusion, the athletic department shall provide equal opportunity for transgender, non-gender binary and gender fluid students to participate and prohibit discrimination on the basis of gender identity or expression.

Our intercollegiate athletic teams are separated and compete as women's, men's or mixed teams according to NCAA and Sport Association policies. Students will not be disqualified on the basis of gender identity and expression. To be eligible for NCAA sports participation, students may not be taking testosterone, and those whose assigned sex at birth was 'male' must provide documentation that they have been taking testosterone suppressing hormones for at least one calendar year. More information can be found in the [NCAA Inclusion of Transgender Student-Athletes publication, August 2011:](#)

### **Sexual Harassment Policy**

Finlandia is committed to maintaining an environment that is conducive to learning and free of sexual harassment. Conduct is sexual harassment if it is an unwelcome sexual advance, request for sexual favors, or any other verbal, physical or visual behavior of a sexual nature.

***Report sexual to campus security, your coach, any athletic department personnel or campus official.***

### **Equipment Policy**

Equipment and apparel are issued by the equipment manager and/or head coach. All issued equipment and apparel are the property of the institution and must be returned at the conclusion of each academic year or conclusion of the playing season.

- Student-athletes must be on the squad list in order to be issued equipment and/or apparel.
- If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year/conclusion of playing season, the student-athlete shall be held financially responsible and will be charged (student account).
- If a student-athlete wishes to receive new equipment/apparel, it will be done on an exchange basis.

### **Team Travel Policy**

Only competition eligible student-athletes, coaching staff and student managers may travel with the team. All athletes are to travel with the team to and from the off-campus competitions. Athletes may not drive personal vehicles to competitions. Exceptions to this policy require 24-hour advance approval of the Head Coach, the Director of Athletics and written request/approval submitted. Any adjustment to this policy will be in the event of extenuating circumstances that are determined at the sole discretion of the Athletic Department.

Athletes will still stay with the team and participate in all activities designed for the team during travel. Teams will dine together and coaches will pay for meals. Most meals have a pre-set limit, which is consistent among sports, specific to the location and situation.

All athletes will stay with the team on overnights and the Coaches will assign roommates. Incidentals are the financial responsibility of the SA's, such as snacks and movies and should not be charged to the room, nor should hotel property be removed.

Teams are responsible for making sure the bus or vans are cleaned of all trash immediately upon return. Failure to do so will jeopardize the team's future travel.

On a team trip, or at any team related function, team members are prohibited from consuming alcohol products, tobacco, or using any illegal drugs. This includes travel to and from competition, practice and any organized team sponsored event.

### NCAA Banned Drugs & Alcohol and Other Drug Policy

Every year, each student-athlete must sign the Drug Testing Consent Form prior to competition in intercollegiate athletics per NCAA Constitution 3.2.4.6 and Bylaw 14.1.4 By your signing, you agree to allow the NCAA to test you on a year-round basis for drugs in the banned drug classes listed in Bylaw 31.2.3

### Tobacco Policy

Finlandia University is a tobacco free campus and adheres to the NCAA policies prohibiting tobacco use. The use of tobacco products is prohibited by all student-athletes, coaches, trainers, managers and game officials in all sports during practice and competition. Anyone who uses tobacco products during a proactive or competition shall be disqualified for the remainder of that practice or competition.

### Gambling Policy

Sports wagering is prohibited (as defined in NCAA Bylaw 10.02 and 10.3) for student-athletes, athletic department personnel or university personnel that oversee athletics. Members of the university community are encouraged to report any violations to the Director of Athletics. Those that are found to be violating this policy will be reported to the NCAA and sanctioned by NCAA, campus and athletic department policies.

### Exiting the Team

If it comes a time that you or the coach chooses that you will not continue with the team, you must return all equipment in a timely manner. In addition, if it takes place when school is not in session (preseason, winter break, etc.) and you were on campus for sport activities, you will have to move out of the residence hall and your athletic food expenses will no longer be available.

### Violations of These Policies Principles and Code of Conduct

Students are expected to abide by the laws of the town, state, nation, NCAA and by all rules and regulations set forth in this manual. Any student-athlete who violate the athlete code of conduct, academic integrity, NCAA regulations, training rules of a particular sport, University regulations, and/or local or federal laws assumes the risk of the University Board of Conduct process and/or additional sanctions from the head coach and Director of Athletics.

***It is the responsibility of the SA to report to the Head Coach or Director of Athletics any past, present or pending charges relating to criminal, student judicial, or academic integrity proceedings occurring or imminently occurring that they have knowledge of.***

Within the Athletic Department, disciplinary action taken with any student-athlete will be based upon the significance of the violation of policy and the policy violated. It is the responsibility of the head coaches to discipline student-athletes for minor violations. Sanctions regarding multiple of major violations will be the responsibility of the Director of Athletics and the head coach. Depending on the severity of the violation, sanctions can vary from a verbal warning to dismissal from a team.

## COMPLIANCE AND ELIGIBILITY

Compliance with NCAA, ACHA, conference affiliations and institutional regulations is an integral part of the Finlandia Athletic Department. As a student-athlete, you have a vested interest in ensuring compliance and it is your responsibility to know and abide by the guidelines set forth by those groups. Failure to abide by these guidelines may result in your ineligibility to participate and/or your team's forfeiture of games, matches, or tournaments. Please check with the Director of Athletics or the Associate Director of Athletics for Compliance if you have any questions about any regulations.

NCAA legislation can be found at [www.ncaa.org](http://www.ncaa.org) and you may download a rule book at [www.ncaapublications.com](http://www.ncaapublications.com).

## NCAA Division III Eligibility

Finlandia University follows the NCAA regulations concerning eligibility for practice and competition.

### Eligibility for Practice

- Be registered as a full-time (12 credits) student during the academic fall and/or spring terms. (During breaks in semesters, students must be registered for the next term)
- Be medically cleared by the Athletic Training Staff and/or Team Physician
- Be educated by the Head Coach about Team expectations/rules
- Attend an NCAA eligibility meeting and complete all required paperwork
- International student-athlete form (if needed) that shows no conflicts of amateurism regulations

### Eligibility for Competition

Meet all the requirements for Eligibility for Practice (above) plus academic eligibility requirements:

#### Continuing Student-Athletes:

- Be in good academic standing as defined by Finlandia University.
- Making progress towards a degree.
- Be registered for a minimum of 12 credit hours during the fall and spring semesters.

#### Transfer Student-Athletes in their first semester at Finlandia:

- Must meet the transfer admittance standards of four-year degree-seeking students.
- Required to complete an academic year of residence (without competition) before being eligible unless the student satisfies applicable transfer requirements or receives an exception waiver (NCAA Bylaw 14.5.1 & 14.5.4).
- Be registered for a minimum of 12 credit hours during the fall and spring semesters.

#### First Semester New Student-Athletes:

- Be registered in a Bachelor Degree Program at Finlandia.
- Be accepted in good academic standing.
- Be registered for a minimum of 12 credit hours during the fall and spring semesters.

### Academic Standing

Student-athletes must maintain satisfactory (good) academic standing, which is a cumulative GPA of 2.0 regardless of the number of credits.

## Recruiting Perspective Student Athletes

From time to time, you may be asked by your coach to serve as a host to a perspective student-athlete during his or her visit to campus. Your guidance will help the PSA learn what it is like to be a Finlandia Student. You are expected to provide a positive experience and must follow the NCAA regulations concerning unofficial and official visits of the prospective student athlete. Take this responsibility seriously and be sure to contact your coach about concerns you may have about hosting a recruit for your team. If you encounter an emergency situation during the visit, call University Security (906-487-7307).

### Complimentary Admission to Athletic Competitions

Complimentary admissions for basketball, football, hockey, and volleyball contests are provided only though a pass list for individuals designated by the coach, student-athlete or through parent passes.

Each Finlandia student-athlete on the team where there is a competition admission fee is entitled to a



maximum of four complimentary admissions per game for the sport in which they participate.

### **Athletic Facility Usage**

The Athletic Administration develops policies regarding the use of facilities of the Department of Athletics. The Head Coach will advise athletes as to the proper use of these facilities. As an overview of these policies, student-athletes using all athletic facilities must adhere to:

- All student-athletes are responsible for leaving areas in the same condition or better in which they found them.
- Staff offices are public areas and athletes are expected to dress appropriately in these areas. (shirt and shoes required)
- Students are not allowed in the coach's office without permission.
- Office equipment is to be operated by Athletic Staff.
- Telephone use for long distance by a student-athlete is strictly prohibited.
- **No cleats are to be worn inside the buildings.**

## **STUDENT-ATHLETE WELFARE**

### **Student-Athlete Input**

The Finlandia Athletic Department values student-athlete input and has committees in place that allow for student-athlete involvement in the administration of the athletic department.

#### End of Season Survey

All student-athletes complete a survey at the end of their season.

#### Student-Athlete Advisory Committee (SAAC)

The SAAC membership is comprised of representatives from each of the intercollegiate athletic teams. The mission of the Finlandia SAAC is to provide a means of communication between Finlandia student-athletes and the Athletic Department administration.

### **Senior Woman Administrator (SWA)**

The Senior Woman Administrator ensures the representation of women's interests, experiences and perspective into the decision-making process in intercollegiate athletics. One SWA responsibility is student-athlete well-being.

### **Faculty Athletics Representative (FAR)**

The Faculty Athletics Representative is a member of the institution's faculty that represents the Athletic Department, the University, and its faculty in the institution's relationship with the NCAA and Finlandia conference affiliations. One FAR responsibility is student-athlete well-being.

### **Academic Support**

#### **Academic Services**

Academic Eligibility is calculated after each semester. Coaches will inform student-athletes their status and the student-athletes are responsible for choosing to use eligibility or not.

**Academic Progress Reports** - Twice a semester the Athletic Department receives feedback from faculty in regards to athlete's academic performance including current grade, attitude, and attendance. These reports must be completed at a scheduled meeting between the student-athlete and their professor.

*Fall, 2021 Semester Progress Report Due Dates (due into your coach)*

- Friday, September 24, 2021
- Friday, November 5, 2021

*Spring, 2022 Semester Progress Report Due Dates (due into your coach)*

- Friday, February 11, 2022
- Friday, March 25, 2022

**Midterm Grades** are received forwarded to the coach and athletic department.

***The Lion's Den (Tutoring/Learning Labs/Monitored Study Policies)***

Mission: To educate and support Finlandia University student-athletes beyond the classroom, field, court, and ice.

Components:

Schedule Mapping: all student-athletes will complete a schedule map to visualize their academic and athletic commitments.

Learning Labs: all incoming student-athletes are required to complete a minimum of 2 hours per week in a group learning lab. A learning lab is a group session attached to a class that is overseen by a professional educator.

Tutoring: tutoring is available from 8:00 a.m. to 4:00 p.m. Monday through Friday in Nikander 10. Both professional tutoring and peer tutoring is available.

Monitored Study and Study Table: this will be overseen by each program.

Bring in the Bystander Training: all student-athletes are required to complete Bring in the Bystander intervention training with Erin Barnett no later than the end of the first week of school.

Learning Outcomes:

Personal Responsibility: student-athletes will foster a sense of personal responsibility for their own successes (and failures): in the classroom, on the field, court, ice, and beyond.

Integrity: student-athletes will do the right thing, the right way, for the right reasons.

Development: student-athletes will develop physically, emotionally, and mentally into your adults ready for life after Finlandia.

Growth: student-athletes will embody a growth mindset: in the classroom, on the field, court, ice, and beyond.

Awards:

Lion's Den Scholar-Athlete (for learning lab attendance)  
 All-Finlandia Academic Teams (for overall GPA)  
 SISU Award (for persistence, problem solving, and overcoming obstacles)  
 Team Academic Award (highest team GPA, male and female)

Components of the Student-Athlete Experience:

Component	Required	Notes	Consequence for Missing
<b>Attend Class</b>	Yes		Up to professor
<b>Complete all assignments</b>	Yes		Up to professor
<b>Attend learning lab (Group tutoring)</b>	Yes	Required for all first-year students and returning students with a GPA below 2.75	See attached
<b>Schedule map</b>	Yes	Must be completed every semester	
<b>Study table or monitored study (Team Run)</b>	Yes	Each student-athlete must log two hours per week. Each coach reserves the right to require additional study table or monitored study hours.	Based on team policy.
<b>Tutoring (Individual)</b>	No	Highly encouraged	N/A
<b>Community service</b>	Yes	Each team is to do at least one community service event per semester.	
<b>Attend professor's office hours</b>	Yes	Each student-athlete must attend office hours once per month.	N/A
<b>Bring in the Bystander Training</b>	Yes	Must be completed by the end of the first week of school	Required to begin participation in sport

Consequences for missing academic obligations:

Reason for absence	Result
<b>Game-related travel/game</b>	Make up the hour at study table, in addition to whatever the minimum requirement is.
<b>Communicable illness</b>	Make up the hour at study table, in addition to whatever the minimum requirement is.
<b>Professor's office hours</b>	Excused
<b>Concussion</b>	Excused
<b>Excuse from the Dean of Students</b>	Excused

<b>Reasonable excuse (death in the family, etc.)</b>	Make up the hour at study table, in addition to whatever the minimum requirement is. <b>First absence:</b> verbal warning and make up the hour at study table. <b>Second absence:</b> written warning and make up the hour at study table. <b>Third absence:</b> written notice of violation, academic contract, an hour of community service arranged through their coach with food service or maintenance. <b>Fourth absence:</b> game suspension.  Note: returning students are rescinded the latitude of a first and second absence under the assumption that they know better.
<b>Any other reason</b>	

Notes:

1. Coaches and trainers cannot excuse a student-athlete from any component of their academic experience outside of the specific times detailed in the faculty excuse letter.
2. Student-athletes CANNOT miss any academic obligation preparing for travel or as a result of travel (late night or early morning return).
3. It is the responsibility of the student-athlete to email their professor and their learning lab instructor with a full list of academic obligations they will miss for games or game-related travel.

### Missed Class Policy

Finlandia faculty are willing to provide reasonable accommodations, when possible, to any student who provides timely written notification of conflicts between their academic and athletic competition schedules as participation in authorized University functions such as athletic events are an acceptable reason for class absence - provided that prior to the absence the student makes arrangements with his/her instructors to make up the work to be missed.

### Missed Class Time Procedures

- Pursuant to NCAA Division III Bylaw 17.1.4.2 student-athletes are not permitted to miss class time for practice or travel to a non-traditional season game.
- It is the Head Coach's responsibility to ensure that scheduling of athletic events is minimally disruptive to academic pursuits. The Director of Athletics will approve all team schedules.
- It is the Head Coach's responsibility to ensure that student-athletes are aware of departure and return times for team travel and are provided class absence forms.
- It is the student-athlete's responsibility to contact her/his instructors and provide a class absence form at the start of the season.
- It is the student-athlete's responsibility to ask the instructor how to make up the call, material, assignments or if there is another section that she/he can sit in on.
- The student-athlete is responsible for all academic work that is missed for an athletic competition.
- If an instructor will not make arrangements for missing an assignment (e.g., presentation, test) the student-athlete should contact the FAR. They will in turn, determine whether or not to intervene on behalf of the student-athlete.
- Regular season competition will not be scheduled during final exams.

### Athletic Training

The Athletic Training staff will perform any and all duties that are directly and/or indirectly related to the functions of a comprehensive athletic injury program.

## STUDENT-ATHLETE RECRUITING PHILOSOPHY AND OFFICIAL VISIT POLICY

In order to guide the staff, coaches, student hosts, and visiting prospective student-athletes, Finlandia University has established this policy to clearly state its expectations for recruiting visits to provide a meaningful framework for a prospective student-athlete to make an informed decision about his/her attendance at Finlandia University and participation in the athletics program.

The Finlandia Community depends on individual self-discipline and mutual respect to further the well-being of all its members. Individual integrity and self-respect; respect for property, and respect for the integrity of the academic process are the fundamental tenets of "The Principles of the Finlandia University Community."

This policy has also been established to institute a procedure for staff and students to report concerns about recruiting practices, to state the University's intention to deal with any inappropriate recruiting activities swiftly, and to establish education and training in relevant areas to assist staff and student adherence to these high standards. By this policy Finlandia University seeks to prevent recruiting abuses.

### Athletic Recruiting Rules

- Each prospective student-athlete shall be limited to one official visit to any institution.
- No excessive entertainment of prospective students is allowed either on or off campus.

### Allowable Activities During Official and Unofficial Visits

- Coaches are responsible for the selection of hosts who will follow the coaches' direction and avoid inappropriate activities.
- Coaches are responsible for assuring that all visits made by prospective student-athletes include an academic component, such as attending classes or meeting with faculty and/or deans.
- Head Coaches are responsible for instructing their assistant coaches and student hosts concerning appropriate and inappropriate activities. While good judgment is expected of student-athletes and all possible activities cannot be listed, the following are some examples of inappropriate and appropriate activities:

#### Inappropriate Activities:

- Attendance at adult entertainment facilities
- Excessive meals and transportation
- Provision of alcohol to under-aged students
- Provision of excessive transportation, such as limousines
- Use of escort services, exotic dancers, or any other similar services
- Participation in any unethical or illegal activity that violates criminal law or NCAA rules such as provision of drugs or participation in gambling activities
- Activities at any location that may cause a perception of impropriety
- Activities at other collegiate campuses that are not sponsored in whole by those institutions

#### Appropriate Activities

- Taking the prospective student-athlete out for a snack
- Taking the prospective student-athlete to the movies
- Taking the prospective student-athlete to an on campus athletic or student event
- Taking the prospective student-athlete to engage in recreational activities (e.g., swimming, bowling, etc.)
- Taking the prospective student-athlete to nearby shopping centers
- Coaches are responsible for asking the host what free time or social activities are planned for the recruit, and to ask after the visit what activities occurred.
- Coaches are responsible for assuring that student-hosts return unused entertainment money, receipts, and itemized form within 3 days after the conclusion of the visit.
- Coaches are responsible for informing the host that the provision of alcohol to anyone under the age of 21 is prohibited by Michigan state laws and will not be tolerated.
- Coaches are not permitted to use student groups or students other than student-athletes on that particular team for planned activities with recruits without prior approval of the Director of Athletics. In all cases, such use will not be approved unless the group or individuals report to an office outside of Athletics and perform the same duties for all prospective

students.

### **Travel, Meals, Lodging, Recruiting Aids, Prospective Student-Athlete and Student Host Forms**

- Recruits utilizing air transportation to visit the campus may use only coach class commercial airfare.
- For on campus transportation only the following vehicles may be used: University owned vehicle, personal vehicles of student-athletes, and personal vehicles of coaches.
- All recruits and their parents/guardians must be housed in standard lodging available to all guests at that hotel. In addition, it is encouraged that recruits stay in residential housing with their host.
- All meals provided to recruits and their parents/guardians must be comparable to meals provided to student-athletes during the academic year.
- No personalized recruiting aids (such as personalized jerseys, personalized audio or video scoreboard presentations, etc.) may be used. Also, no game day simulations may be implemented.
- Student hosts are required to read and sign a Student Host Instructions/Receipt Form prior to receiving host money.
- Use of student host money to entertain the prospective student-athlete must follow the appropriate forms of entertainment as outlined in these policies.
- The prospective student-athlete must be safely returned to his/her place of lodging after entertainment activities within a reasonable hour or by the curfew, if established by the coach.
- The head or assistant coach must be informed of the entertainment activities that occurred during the visit.

### **Oversight, Monitoring and Enforcement**

While the control of the Athletics program rests with the President and the Director of Athletics, others at the University have important roles to play in preventing and reporting recruiting abuses.

- The Sport Administrators are responsible for monitoring recruiting activities to ensure that the coach is fulfilling his/her responsibilities as noted above.
- The Compliance Office will ensure that the coaches have reviewed these policies and that the coaches have reviewed these policies with their teams.
- Coaches will ensure that the following documents are submitted with each Expense Report after an official visit: a complete itinerary including methods of transportation and documentation of individuals present at all meals. Coaches will ensure that the official visit form, receipts and expense form are submitted to the Associate Director of Athletics for Compliance.
- Staff, coaches and student-athletes will be informed that any concerns about the recruiting process should be reported to the Associate Director of Athletics for Compliance, who will in turn inform the Director of Athletics, so that appropriate action may be taken. In cases of potential NCAA infractions, institutional investigative and enforcement policies will be followed. If circumstances warrant further action, the Policies set forth in the Student Handbook will be reviewed for appropriate campus action. In addition, the Office of Student Life and/or law enforcement authorities will be informed. If as result of investigations it is determined that a violation(s) occurred, swift and appropriate action will be taken along with a self-report of the violation(s) submitted to the NCAA. An annual report of all recruiting violations shall be filed with the NCAA Office.
- Staff, coaches, or student-athletes found to be in violation of these policies will face disciplinary action, which may include termination of employment or cessation of participation in an athletics program. In addition, all violations of this policy will be reported to the NCAA Office. In the instance that the violation of these policies is also a violation of university non-academic rules, regulations or standards of conduct; appropriate University officials will be alerted to initiate possible disciplinary action.

## **STAFF DIRECTORY**

### **ADMINISTRATION**

Curtis Wittenberg - Director of Athletics	487-7214
Steve Nordstrom - Associate Director of Athletics for Compliance	487-7338
Mariah LaPointe-Dunham - Assistant Athletic Director for Wellness/ SWA	487-7393
Mike Bond - Sports Information Director / Game Event Coordinator	487-7459
William Knoblauch – Faculty Athletic Representative	

### **ATHLETIC TRAINERS**

Rachel Swichtenberg - Certified Athletic Trainer	487-7532
Tyler Hillstead - Certified Athletic Trainer	487-7532

### **HEAD COACHES**

Evan Brandt - Head Baseball Coach	487-7534
Allen Dehority - Head Men's Basketball Coach	487-7238
Mariah LaPointe-Dunham - Head Women's Basketball Coach	487-7393
Lincoln Sorensen – Director of Esports	487-7220
Mike DuFrane - Head Football Coach	487-7340
Joe Burcar - Head Men's Ice Hockey Coach	487-7316
Lindsay Macy - Head Women's Ice Hockey Coach	487-7212
Colin Longeway - Head ACHA D2 Men's Ice Hockey Coach	487-7216
Scott Chrysafidis - Head Men's Soccer Coach	487-7287
Thomas Goodman - Head Women's Soccer Coach	487-7288
Matthew Farrell - Head Softball Coach	487-7536
Brian Lamppa - Head Volleyball Coach	487-7391

# ADENDUM A



## NAME, IMAGE AND LIKENESS ACTIVITIES POLICY

*Finlandia University supports student-athletes receiving compensation for the use of their name, image and likeness from sources outside the University.*

*In conjunction with NCAA policy, Finlandia University and the Department of Athletics (the institution) have developed specific policies to address name, image, and likeness (NIL) activities of student-athletes. A student-athlete's failure to comply with this policy may result in penalties imposed by the NCAA and/or the institution that could impact the student-athlete's eligibility to participate in intercollegiate athletics.*

### **NIL Defined**

A name, image, and likeness activity include any situation in which a student-athlete's name, image, likeness, or personal appearance is used for promotional purposes by a non-institutional entity, including the individual student-athlete, a commercial entity, or a noninstitutional nonprofit or charitable entity. While such activities may provide compensation for a student-athlete, those activities that do not provide compensation are also covered under this policy. Student-athletes' use and monetization of their name, image and likeness may involve a wide range of activities, including but not limited to:

- Traditional commercials or advertisements for products or services,
- Student-athletes developing and promoting their own business
- Personal appearances
- Student-athletes running their own camps or clinics
- Providing private lessons (and using their name or image to promote those lessons)
- Sponsored social media posts
- Autograph sessions

### **Institutional Disclosure Requirements**

Student-athletes are required to disclose contact information for all parties involved in the use of their name, image, and likeness, as well as any involved professional service providers. The student-athlete must also disclose compensation arrangements and the details of their relationship with involved parties. Student-athletes must disclose the proposed name, image, and likeness activities to the institution at least seven (7) days prior to committing to said activities. If arrangements and details of agreements to promote a commercial product or service are amended, the student-athlete must provide notice at least seven (7) days prior to the effective date of the change.

There will be a separate form that the SA must use to disclose their NIL agreement.

### **Institutional Restrictions**

A student-athlete may not enter into an agreement with a third-party that conflicts with any existing sponsorship agreements. If the institution identifies a conflict between the student-athlete's name, image, and likeness activities and an existing sponsorship agreement, the institution shall inform the student-athlete of such a conflict so the student-athlete has the opportunity to negotiate a revision of name, image, and likeness activities with the third-party. That revision is also subject to additional review and approval by the institution.

Student-athletes may not enter into an apparel contract that requires the student-athlete to display a sponsor's apparel, or otherwise advertise for a sponsor, during official team activities if the provision is in conflict with a provision of the student's institution's team contract.

Student-athletes will not be permitted to use colors, logos, or images, including institutional marks, which identify the institution in any name, image, or likeness activities. A student-athlete may only reference their attendance at the institution and participation in athletics in biographical information.

Student-athletes may not use institutional facilities for any name, image, or likeness activities, with the

exception of use for teaching lessons or for a camp/clinic, provided the rental agreement is in line with that available to the general public.

While a student-athlete is permitted to engage in name, image, and likeness activities on the institution's campus, all activities are subject to applicable University policies and procedures regarding third-parties and commercial ventures.

Student-athletes may not miss required educational obligations (e.g., class, exams or scheduled tutor sessions) or required team activities for any name, image, and likeness activities.

A student-athlete's involvement in name, image and likeness activities will not relieve the student-athlete from the obligation to comply with all NCAA and institutional academic standards, requirements, regulations or obligations; team rules of conduct or other applicable rules of conduct; standards or policies regarding participation in intercollegiate athletics; or disciplinary rules and standards generally applicable to Finlandia University students.

A student-athlete may obtain professional representation (agent or attorney) for advice, contract representation, and the marketing of their NIL, so long as the professional representation is NOT representing the student-athlete in securing professional athletic opportunities.

### **Prohibited Activities**

**Student-athletes may not receive compensation which is conditioned or contingent on enrolling at, or continuing enrollment at any specific collegiate institution, or on any specific athletic performance or achievement.**

Student-athletes may not enter into agreements for use of their name, image or likeness in any Prohibited Sponsorship Category. In the event that a student-athlete enters into an agreement in a Prohibited Sponsorship Category, the student-athlete shall be required to terminate such agreement.

A "Prohibited Sponsorship Category" is any sponsorship agreement in certain categories, with specific entities or with specific identified individuals that are in conflict with existing University contracts, University policies, or for any other reason determined in good faith by the University. Prohibited Sponsorship Categories include, but are not limited to:

- Gambling or sports wagering, and vendors associated with gambling or sports wagering
- Adult entertainment, and vendors associated with adult entertainment
- Alcohol, and vendors associated with alcohol products
- Tobacco, and vendors associated with tobacco products
- Marijuana, and vendors associated with marijuana products
- Products or services that are illegal
- Substances that are on the NCAA Banned Substance List
- Activities which are, in Finlandia's sole judgement, misleading, offensive, or in violation of a statute, law, ordinance, NCAA bylaw or any University contract obligation
- Activities that adversely affect the University's reputation
- Activities that appear to create an endorsement by the University of a particular company, product, political candidate or position regarding public policies
- Activities that ridicule, exploit or demean persons on the basis of their age, color, creed, physical or mental disability, national origin, citizenship, veteran status, marital status, race, religion, sex, or gender

Student-athletes may not sell or trade any equipment, apparel, or awards provided to them by the institution as part of any NIL activities.

Student-athletes may not enter into an agreement for NIL activities unless the compensation to be paid the SA is for work actually performed and is at a rate reflecting fair market value.

### **Institutional Involvement**

Neither the institution nor an institutional staff member may be involved in the development, operation or

promotion of any student-athlete's name, image, and likeness activities. Further, institutional staff members may not enter into agreements with, or benefit from, a student-athlete's name, image, or likeness activities.

### **Additional Considerations**

International student-athletes should seek guidance regarding the impact of an NIL activity upon their visa status.

Student-athletes should be aware that income from NIL activities should likely be considered taxable income. Student-athletes should consult with an appropriate tax professional about the tax implications of any compensation they earn.

Any income received by a student-athlete could impact that student-athlete's eligibility for need-based financial aid.