

MARYWOOD UNIVERSITY

Athletic Administration, Staff & Coaches Policy & Procedures Manual



Revised and effective 8/15/2025

MARYWOOD UNIVERSITY ATHLETIC MISSION STATEMENT

Marywood University, sponsored by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary, roots itself in the Catholic intellectual tradition, the principle of justice, and the belief that education empowers people. The University integrates an enduring liberal arts tradition and professional disciplines to create a comprehensive learning experience. Our undergraduate and graduate programs promote academic excellence, advance innovative scholarship, and foster leadership in service to others. Within a welcoming and supportive community, Marywood challenges individuals of all backgrounds to achieve their full potential and make choices based on spiritual and ethical values. Marywood University prepares students to seek sustainable solutions for the common good and educates global citizens to live responsibly in an interdependent world.

The Marywood University athletic program is an integral part of the educational process. Its purpose is to provide the student-athlete with opportunities for development of personal skills and to promote competition, sportsmanship and teamwork in an environment that is enjoyable, fair and diverse. The health and well-being of all student-athletes is prioritized as is the equitable treatment of men and women. At Marywood, we believe that athletics, along with other activities, contribute to preparation for the total life experience. Many student-athlete services and programs are offered that contribute to this life preparation inclusive of value attainment and self-growth.

Marywood is a National Collegiate Athletic Association (NCAA) Division III institution. The University is a member of the Atlantic East Conference (AEC) and associate members of the Massachusetts State Collegiate Athletic Conference (MASCAC) in men's golf while esports competes in the National Esports Collegiate Conference (NECC).

Fall

Men's Cross Country
Women's Cross Country
Field Hockey
Men's Soccer
Women's Soccer
Volleyball

Spring

Baseball
Women's Flag Football
Men's Lacrosse
Women's Lacrosse
Men's Outdoor Track and Field
Women's Outdoor Track and Field
Softball

Winter

Men's Basketball
Women's Basketball
Men's Swimming and Diving
Women's Swimming and Diving
Men's Indoor Track & Field
Women's Indoor Track & Field

Dual Season (compete in fall & spring)

Esports (coed)
Men's Golf
Women's Golf
Men's Tennis
Women's Tennis

Marywood's Center for Athletics and Wellness offers state-of-the-art fitness, recreation, and athletic opportunities and includes a premier fitness center, a climbing wall, an elevated running track, a dance/aerobic studio, an arena to showcase Pacer Sports, and high tech athletic training areas. Outdoor athletic facilities include six newly refurbished tennis courts, a sand volleyball court and basketball courts. Having won National awards, Marywood's baseball and softball fields are some of the finest in the region, and the multipurpose natural grass field underwent a major renovation which includes laser-leveling, an irrigation system and new grass mixture. The lit synthetic turf facility received new turf in the summer of 2017 and is utilized by many outdoor sports as well as recreation and club programs. A state-of-the-art Aquatic Center opened in May 2011. It is an eight-lane facility with 3-meter and 1-meter diving boards, team rooms, safety center and spectator area.

Revised 7/22/2025

MARYWOOD UNIVERSITY MISSION STATEMENT

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NCAA DIVISION III PHILOSOPHY STATEMENT

The purpose of the National Collegiate Athletic Association (NCAA) is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual members to determine their own unique objectives and programs. The philosophy statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

- a. Division III members affirm the purposes and fundamental policy of the NCAA, as set forth in Constitution Article 1 with emphasis on:
 1. Division III members shall establish and maintain an environment in which a student-athlete's activities are conducted with the appropriate primary emphasis on the student-athlete's academic experience.
 2. Division III intercollegiate athletics shall be conducted in a manner designed to protect, support and enhance the physical and mental health and safety of student-athletes.
 3. Division III members shall be committed to the creation of diverse and inclusive environments with respect for and sensitivity to the dignity of every person.
 4. Division III athletics shall be conducted in a manner free of gender bias.
- b. NCAA Constitution Article 2 establishes the independent authority of Division III to organize itself and determine its own governing structure and membership.
 1. Institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of Division III intercollegiate athletics at the national, conference and institutional levels.
 2. Institutional and conference members determine policy at the national level through the Division III governance and legislative processes.
 3. Key institution and conference constituents who play an integral role in the governance and operation of Division III at the national, conference and institutional levels include, but are not limited to athletics direct reports, athletics diversity and inclusion designees, athletics health care administrators, coaches, conference commissioners, directors of athletics, faculty athletics representatives, presidents and chancellors, senior compliance administrators, senior woman administrators, and student-athletes.
- c. Division III members abide by the following principles that help to define and distinguish the division and its policies and legislation.
 1. Student-Athlete Collegiate Experience.
 - i. Primarily focus on intercollegiate athletics as a four-year undergrad experience.
 - ii. Seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of their educational experience.
 - iii. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience.
 2. Student-Athlete Athletics Experience.
 - i. Support student-athletes in their efforts to reach the highest levels of athletics performance, with a primary emphasis on conference and regional competition, while providing access to national championships.
 - ii. Prioritize the experience of the participants, and the internal constituency (e.g., students, alumni, institutional personnel) rather than on the entertainment needs of spectators or the general public
 - iii. Develop and maintain an environment that promotes sportsmanship and a positive culture for student-athletes, coaches, and administrative personnel, recognizing the role intercollegiate athletics can play in human development. Ensure spectators contribute to a positive sporting experience in support of all participants.

3. Member Responsibility and Oversight.
 - i. Encourage participation and provide equitable opportunities with support for gender and ethnic/racial diversity. Give equal emphasis to men's and women's sports.
 - ii. The administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission.
 - iii. Assure all teams are provided with appropriate facilities, competent coaching and competitive opportunities.
 - iv. Assure student-athletes are treated similarly to the student-body in areas that include, but are not limited to, admissions, enrollment, financial aid, academic and career support, academic performance, and degree completion.
 - v. Assure that financial aid is not awarded to any student on the basis of athletics leadership, ability, participation or performance.

(Adopted: 1/16/24 effective 8/1/24)

ATHLETIC DEPARTMENT DIRECTORY

FOLLOW MARYWOOD ATHLETICS ON [X](#), [INSTAGRAM](#) & [FACEBOOK](#): @marywoodpacers

GENERAL INQUIRIES: email athletics@marywood.edu

FACILITY RESERVATION REQUESTS: email reserveCAW@marywood.edu

Any staff member may be reached using the contact information below:

Athletics & Recreation Department Phone: 570-961-4724 or 570-348-6211

(when prompted, use proper extension listed below)

Athletic Training Fax: 570-330-4076

MAILING ADDRESS:

Marywood University Athletics & Recreation Department
Center for Athletics and Wellness
2300 Adams Avenue
Scranton, PA 18509-1598

PHYSICAL ADDRESS:

Marywood University Athletics & Recreation Department
Center for Athletics and Wellness
1501 University Avenue
Dunmore, PA 18510

Director of Athletics and Recreation

Andrew Smith Ext. 2348
email: aesmith@marywood.edu

Associate Director of Athletics and Recreation
/ Senior Woman Administrator / Deputy Title IX Coordinator

Nicki Malloy Ext. 2489
email: malloy@marywood.edu

Assistant Director of Athletics & Recreation

Julie Trott Ex. 2286
email: jrtrott@marywood.edu

Director of Athletic Communications

Jay Monahan Ext. 2453
email: monahan.j@marywood.edu

Coordinator of Athletic Academic Success

Tara Macciocco Ext. 2623
email: tmacciocco@marywood.edu

Coordinator of Athletic Facilities

Brian Osborne Ext. 2290
email: reserveCAW@marywood.edu

Coordinator of Athletic Operations

Ryan Nowell Ext. 2292
email: nowell@marywood.edu

Aquatics Director

Shana Keeler Ext. 2686
email: spkeeler@marywood.edu

Coordinator of Sports Performance

Rich Owens Ext. 2287
email: rjowens@marywood.edu

Athletic Trainers (LVHN)

Ryan Dambach (Head ATC)
Kate Cunningham
Ext. 2548
email: sportsmedicine@marywood.edu

COACHING RESPONSIBILITIES

Head Coach

1. Full responsibility for coaching an athletic team, including the traditional season, non-traditional season and off-season activities.
2. Achieving competitive success.
3. Recruitment of athletic team members via multiple available avenues on a yearlong basis. Coordination with the Director of Athletics and Recreation is necessary.
4. Promoting values of academics, sportsmanship and life values to team members.
5. Specific and defined target numbers established by the Assistant Director of Athletics/Recruitment Coordinator in conjunction with the Director of Athletics and Recreation must be met on an annual basis to insure current position status.
6. Represent the Athletics and Recreation Department in an appropriate and professional manner at all times.
7. Administrative duties involved with coaching, i.e. monetary transactions, NCAA forms, uniform distribution, etc.
8. Knowledge of all NCAA and Conference policies/regulations that apply to your sport.
9. Know and implement relevant NCAA and Conference policies/regulations.
10. Be knowledgeable about the NCAA Equity in Athletics Disclosure Act (EADA).
11. Consistent communication with the Director of Athletics and Recreation to inform of status, incidents and needs.
12. Continuous development of a competitive and successful team involving activities on a 12 month basis.
13. Responsible for overseeing team fundraising endeavors after approval has been secured from the Director of Athletics and Recreation.
14. Responsible for maintaining safety of all team equipment and playing area.
15. Development of an annual budget request for equipment, uniforms, and adjunct items for the next athletic season.
16. Attendance at student-athlete seminars, annual coaching/educational clinic, annual orientation session and all athletic staff meetings throughout twelve months.
17. Development and refinement off-season conditioning program for team members on an annual basis. Ensuring that team members follow such programs on a year round basis according to NCAA tenants.
18. Securement of Adult CPR Certification, AED Certification, First Aid Certification (American Red Cross). These certifications must be on file prior to the first official practice, i.e. non-traditional and traditional seasons.
19. Inform Director of Athletics and Recreation of any individuals who wish to volunteer to facilitate the team, i.e. coaching assistant, prior to their involvement.
20. Approval of all work related activities by the Director of Athletics and Recreation for the off-season and non-traditional season.
21. Other responsibilities as assigned by the Director of Athletics and Recreation and Assistant Directors of Athletics and Recreation.
22. Understand and agree to the Athletics and Recreation Department's Sportsmanship policies. Act consistently in a manner reflective of its intent.

Assistant Coach

1. Assist the Head Coach in all coaching responsibilities including the traditional season, non-traditional season and off-season activities.
2. Participation in all practice sessions and contests as warranted by the Head Coach.
3. Represent the Athletic Department in an appropriate and professional manner at all times.
4. Develop an appropriate and working knowledge of involved NCAA, Conference, and Marywood athletic policies.
5. Develop an appropriate and working knowledge of allowed recruitment tactics, policies and strategies.
6. Know and implement relevant NCAA and Conference policies/regulations..
7. Be knowledgeable about the NCAA Equity in Athletics Disclosure Act (EADA).
8. Assist in the recruitment of team members.
9. Attend all mandated seminars, staff and team meetings.
10. Promote academics, sportsmanship and desirable life values to team members.
11. Assist the Head Coach in assigned administrative duties.
12. Represent the Head Coach in his/her absence and assume all involved responsibilities.

13. Securement of Adult CPR Certification, AED Certification, and First Aid Certification (American Red Cross). These certifications must be on file prior to the first official practice, i.e. non-traditional and traditional season.
14. Approval of all work related activities by the Director of Athletics and Recreation for the off-season and non-traditional season.
15. Duties as assigned by the Director of Athletics & Recreation and Assistant Directors of Athletics.
16. Understand and agree to the Athletics and Recreation Department's Sportsmanship policies. Act consistently in a manner reflective of its intent.

COACHING CODE OF CONDUCT

All coaches are expected to conduct themselves in a professional manner at all times and one that presents an appropriate role model for student-athletes. Your actions must consistently exhibit fairness, openness and honesty in your relationships with student-athletes. You must support students in their efforts to reach high levels of performance by providing competent coach and personnel skills.

In addition, all tenets as defined by the NCAA in the "Ethical Conduct" portion of this handbook and by Marywood University in the Personnel Manual will be followed. Any inappropriate action that results in unfair treatment of others due to sex, race, religion and ethnicity will not be tolerated. In addition, the University in the best interest of everyone provides the following examples of violations of the Code of Conduct. Failure to comply with this code of conduct is grounds for warning, suspension or dismissal depending on the seriousness of the violation.

1. Reporting for work under the influence of alcohol or narcotics, or possessing, using, distributing or selling alcohol or narcotics on campus;
2. Fraternizing with students;
3. Sexually harassing students or other employees;
4. Fighting or participating in acts of violence;
5. Stealing or intentionally destroying university property;
6. Using university property for unauthorized personal use;
7. Carelessly disregarding safety rules;
8. Refusing to perform assigned lawful tasks, or performing such assignments in an insubordinate manner;
9. Intentionally providing false or misleading information to obtain employment, or falsifying time or expense reporting.

GRIEVANCES AND COMPLAINTS

It is critical in terms of grievances and complaints that the student-athlete feels empowered and any complaints and suggestions for improvements about any athletic aspect be handled initially by them. Specifically, the student-athlete must approach the coach with an alleged problem. Oftentimes the matter can be resolved equitably at this level. If the student-athlete feels uncomfortable in approaching the coach directly or feels that the matter was not resolved, they should then seek assistance from the Director of Athletics and Recreation or an Associate/Assistant Director. If the matter is not resolved equitably after this contact with the athletic administration, the student-athlete is strongly encouraged to contact the Faculty Athletic Representative (FAR). The final stage of informal resolutions is the Vice President for the Student Experience after the other athletic administrators including the FAR have been involved and contacted. Any further action will be determined on an individual basis by the Vice President of the Student Experience. In order to follow this hierarchy of grievance the student-athlete may be asked to request a meeting with one of the prior individuals if this has not already been sought out by the student-athlete. Student-athletes are encouraged to embrace this process and take the initiative. This is an important element in self-growth and development towards maturity.

MARYWOOD ATHLETICS BUDGET POLICIES AND PROCEDURES

Meal Money:

- \$5 pp for breakfast, \$10pp for lunch, \$15pp for dinner:
 - \$15pp if missing dinner only
 - \$25 pp if missing brunch or lunch and dinner
 - \$30 pp if missing breakfast/lunch/dinner (weekend or holiday only)

Scheduling/Travel/Transportation:

- All schedules must be approved by Direct Report prior to finalizing or signing game contracts.
- Non-conference opponents must be NCAA for regular season competition.
- Non-conference travel is restricted to within a 3-hour radius of Marywood. For any scheduled contest (regular season or exhibition) outside of a 3-hour radius, fundraising money must be used to pay for transportation. Only meal money will be provided via team budget.
- Vans or school buses will be used to transport teams to competitions within 45 minutes (NEPA). Teams may also choose to sign waiver and drive individually. If a team requests a bus, they will be budgeted based on the school bus price and will fundraise the cost difference.
- For any overnight trips, coaches must try to find a hotel that includes free breakfast whenever possible.
- Overnight trips are restricted to conference games only. If the coach/team wishes to do an overnight for a non-conference game, the monies to do so must be fundraised and/or via a guarantee.
- If scheduling an away tournament, Division I or Division II opponents (regular season or exhibition), a guarantee that covers at least the cost of the bus must be provided from the host school and hotel accommodations (if applicable) must be fundraised. Only meal money will be provided via team budget.
- For away regular season conference weekend doubleheaders that require coach buses, Men's and Women's Basketball will share transportation costs 50/50.

Video Breakdown/Exchange:

- The Department has an agreement with Hudl for the AD package. Minus the cost of streaming, the remaining amount will be divided amongst all 24 teams, whether or not they choose to use the services.

Coaching Conventions/Professional Development:

- When applicable, the budget will provide up to \$1,000 towards professional development (including coaches conventions).
- Any amount exceeding the budgeted amount must be fundraised.

Recruiting Budget:

- Each program will be allotted a certain budgeted amount for recruiting purposes (travel, food, hotel, rentals, "booklets," etc.).
- Any amount exceeding the budgeted amount must be fundraised.

Team Bonding/Senior Day/Banquet Expenses/Extras:

- Individual team bonding events, banquets and/or senior gifts, must be fundraised.
- Food supplies (e.g. snacks for locker room) outside of purchases for away contests must be fundraised or donated.

Strength & Conditioning

- The LVHN contract covers S&C.
- Teams may use fundraising monies for extra S&C programming and training through approved S&C Coach (must not be a direct competitor of or associated with a direct competitor of LVHN). Approval of 'outside' S&C coaches must come from the Director of Athletics.

Media Days/Team Photographers/Team Videographers:

- If a coach/team desires to use an outside photographer or videographer, approval must first be granted by the Director of Athletic Communications and any expenses must be fundraised.

CPR/First Aid/AED

- Required training: all costs associated with training will be covered by the department budget if completed in-person by Marywood staff. If training is completed outside of Marywood or online, the expense must be paid for via team fundraising account. If paid out-of-pocket by the coach, a Marywood credit card should NOT be used, but the department will reimburse only up to the normal department cost.

Uniforms/Apparel:

- Any uniform/apparel design must be approved by Director of Athletics or Director of Athletic Communications prior to ordering
- All uniform/apparel orders must be placed through BSN. Exceptions must be approved by BSN rep and Director of Athletics.
- Black uniforms should only be used as an “alternate” set - white and forest green should be used as primary home/away.
- Any apparel not purchased via fundraising must be returned at the end of seasons, through graduation.
- Team “Flash Sales” must be approved by the Director of Athletics and designs must be approved by the Director of Athletics and/or the Director of Athletic Communications. “Flash Sales” first right of refusal must be given to the University Gear Shop (UGS).

Laundry:

- Laundry supplies are provided by the department for use with internal washing/drying machines only. The department will not reimburse coaches/staff for costs associated with washing uniforms/apparel off campus.

Printing:

- All printing should be done “in house” or via outside approved printing companies (e.g. PDQ) via Marketing. The department will not reimburse coaches/staff for costs associated with printing at home.

Fundraising Goals:

- Yes, but realistic and varying per program

NOTICE OF NON-DISCRIMINATION POLICY

Full Interim Nondiscrimination and Complaint Procedures Policy can be found at:

<https://www.marywood.edu/policy/doc/nondiscrimination-complaint-procedures-of-marywood-university.pdf>

Marywood University (the “University” or “Marywood”) “honors the uniqueness and dignity of each human person” (Core Values of Marywood University, Respect). The University declares and affirms a policy of equal educational and employment opportunity and nondiscrimination in its educational programs and all other activities that it operates both on and off University property. Marywood is committed to maintaining a comfortable, healthy and safe learning, living and working environment for all members of the Marywood community. Marywood does not condone and will not tolerate discrimination, harassment, or assault based on race, sex (including sex-based harassment, gender, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity), color, national origin (including shared ancestry and ethnic characteristics), age, creed, religion, disability, marital status, citizenship, genetic information, military/veteran status, use of a guide or support animal, or any other characteristic protected by applicable federal, state, or local law (“Protected Characteristics”). These are explicit civil and legal applications of the formulation of religious beliefs already cherished in Marywood University’s Mission, Core Values, and practices.

History of the Policy:

11/04/21 – The establishment of this policy was approved by the President of the University as recommended by the Policy Committee of the University at their 10/29/21 meeting. This policy replaces the Nondiscrimination and Complaint Procedures Policy dated 11/10/20 which was recommended for abolishment by the Policy Committee of the University at 9 their 10/29/21 meeting, and approved by the President of the University on 10/29/21.

09/30/2022- The Vice President for Finance and Administration approved the title change to Director of Human Resources from Executive Director of Human Resources and the update to contact information. 10/10/2022- The Vice President for Finance and Administration approved the title change from Director of Human Resources to Director of Human Resources and the update to contact information.

03/07/2023 - The President of the University approved revisions to the policy upon recommendation of the President's Cabinet.

07/31/2024 - Lisa A. Lori, J.D., President of the University, upon recommendation of the President's Cabinet at their July 31, 2024 meeting, approved revisions to the policy to comply with new federal regulations issued by the United States Department of Education, Office for Civil Rights (OCR).

STUDENT-ATHLETES WITH DISABILITIES**NCAA Resources**

As one of its core values, the NCAA believes in and is committed to an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. In further recognizing and acting upon this value, the NCAA is increasing efforts to provide opportunities to student-athletes with education-impacting and physical disabilities.

The Americans with Disabilities Act Amendments Act defines disability, in part, as a physical or mental impairment that substantially limits a major life activity, including major bodily functions.

Support and Accommodations for Student-Athletes with Disabilities

The NCAA is dedicated to inclusivity in collegiate athletics by offering support and accommodations for athletes with disabilities. Through tailored adjustments and specialized services, the NCAA ensures that all athletes have equitable opportunities to compete and succeed, promoting a diverse and inclusive sports environment.

Initial-eligibility accommodations

While all students must meet the same initial-eligibility standards, students with documented [education-impacting disabilities](#) may be provided certain accommodations to help meet those standards.

Some of the most common EIDs include:

- Learning disabilities or disorders.
- Attention deficit hyperactivity disorder.
- Mental health disorders.
- Medical conditions.
- Deaf or hard of hearing.
- Autism spectrum disorder.

Learn more [here](#).

Mental Health

Mental health exists on a continuum, with resilience and thriving on one end of the spectrum and mental health disorders that disrupt a student-athlete's functioning and performance at the other. The NCAA strives to improve access to quality mental health care with the goal of creating a culture where care seeking for mental health issues is as normative as care seeking for physical injuries. This includes [researching student-athlete mental health concerns](#), and providing educational resources such as the NCAA's [Mental Health Best Practices](#).

Education-Impacting Disabilities

For academic eligibility purposes, the NCAA defines an education-impacting disability as a current impairment that has a substantial educational impact on a student's academic performance and requires accommodation.

Some of the most common EIDs include:

- Learning disabilities or disorders.
- Attention deficit hyperactivity disorder.
- Mental health disorders.
- Medical conditions.
- Deaf or hard of hearing.
- Autism spectrum disorder.

If you have a documented EID, you must meet the same initial-eligibility standards as other students but may be provided certain accommodations to help meet those standards. For instance, if you have a documented EID, you may be allowed to take classes designed for students with EIDs if the classes appear on [your high school's list](#) of NCAA-approved courses.

Submit Your EID Documentation

If you are a student with a documented EID, you only need to alert the NCAA Eligibility Center about your disability if you plan to enroll full time at a Division I or II school and would like to take additional core courses after you graduate high school.

If your EID documentation is approved by the Eligibility Center and you plan to attend a [Division I school](#):

- You may take up to three additional core courses after graduating high school but before enrolling full time at a Division I school — as long as you graduate from high school in eight consecutive semesters after starting ninth grade.

If your EID documentation is approved by the Eligibility Center and you plan to attend a [Division II school](#):

- You may take an unlimited number of core courses after starting ninth grade but before enrolling full time at a Division II school.

Information submitted to the NCAA about your EID is not released to colleges unless the student-athlete makes a specific written request.

To document your EID with the Eligibility Center, you must submit the following materials:

1. A complete NCAA [EID cover sheet](#).
2. Your NCAA ID, high school graduation year, permanent address and phone number.
3. Current, signed documentation of your diagnosis (including test data) and/or recommendations from the treating professional (e.g., medical doctor, clinical psychologist or other qualified individual).
4. Current copy of your Individualized Education Plan or 504 Plan. If your high school did not provide an IEP or 504 Plan, the high school must submit documentation describing the available accommodations or an explanation of why accommodations were not provided.
5. A signed [Buckley Statement form](#) allowing certain individuals to review your EID information and speak on your behalf to the NCAA. A parent or guardian who would like to discuss your EID request with the NCAA must be listed on the Buckley Statement.

Best practice is to upload documents as a PDF. Please note: Apple's high-resolution attachment extension is NOT supported by our system.

Send Your EID Documentation

Fax: 317-968-5100

Email: ec-processing@ncaa.org

If approved, you will be notified in writing and provided with additional information about available accommodations.

USOPC/NCAA Para-College Inclusion Project

The [Para-College Inclusion Project](#) launched in partnership between the U.S. Olympic and Paralympic Committee and the NCAA office of inclusion in 2022. The [purpose of the project](#) is to engage NCAA schools to collectively increase Paralympic sport understanding, awareness and connection across the college landscape. The project includes programming efforts across the sports of wheelchair basketball, wheelchair tennis and para track and field as well as the creation of a Para-College Sport Hub. The USOPC/NCAA Para-College Inclusion Project launched [several initiatives](#), including:

- Wheelchair basketball at the Women's Final Four.
- Wheelchair tennis at the NCAA Division I Tennis Championships.
- Wheelchair racing at the NCAA Division I Men's and Women's Outdoor Track and Field Championships.
- [Para-College Sports Hub](#)

Resources

- [Access and Accommodations for Student-Athletes with Disabilities](#)
- [Defining Disability](#)
- [Language Can Impact How Your Athletes Perform](#)
- [Medical Exceptions Procedures](#)
- [Mental Health Best Practices](#)

ALCOHOL AND DRUG POLICIES

Each student-athlete is mandated to sign a drug testing consent form provided by the NCAA. The NCAA reserves the right to test student-athletes at post-season championships. Failure to cooperate with the signing of this form will result in the forfeiture of the right to participate in NCAA competitions. Such testing may also be done by the Athletic Department, Conference or NCAA.

Sanctions will follow those established by the NCAA, Conference and Marywood University. Student-athletes shall refrain from partaking of alcoholic beverages and tobacco products while representing Marywood University at competitive events, while in transit to and from such events, and at official social events related to such competitions and any sanctioned events sponsored by the Athletics and Recreation Department or Conference and any occasion when student is representing Marywood University as an athlete.

Partaking of drugs which enhance performance or modify mood or behavior at any time during the season is strictly prohibited, unless prescribed by a physician for medical reasons. Partaking of tobacco products will result in being banned from a practice and/or competitive situation as per NCAA mandates.

In addition, each coach has the right to require additional regulations regarding alcohol and tobacco use during the season. The coach may sanction a player accordingly.

Student-athletes are mandated to abide by the University's Alcohol and Controlled Substance Policy. Violations will be subject to sanctions, which include expulsion from all Athletic and Recreation Department programs and possible expulsion from the University.

PRACTICE SCHEDULE GUIDELINES

Athletic coaches at Marywood University face multiple challenges in coordinating effective practices and competitions. Due to limited facilities and a high percentage of night classes offered on campus, it is difficult to field a team at any traditional extra-curricular activity hour. The administration and support staff understand this dilemma. However, several steps can be taken to limit any consistently early or late events:

- Speak with teams prior to class registration to try to keep regular hours open.
- Present your intended traditional season practice schedule to the Athletic Trainers at least **two weeks** in advance of its initiation.
- Meet personally with the Athletic Trainers prior to your traditional season to discuss your intended schedule.
- If a court/field is available for practice on campus at a more traditional time slot than what is scheduled, it should be considered whenever feasible.
- Whenever 85% or more of a team is available for practice at a more traditional time than what is scheduled, and a court or field is available, strongly consider moving the scheduled practice if you feel it will not unduly have a negative competitive impact. (For example: A roster size of 40 can practice with 34, a roster of 25 can practice with 22 and a roster of 15 can practice with 13.] It is understood there will be exceptions to this for competitive reasons but that the head coach will seriously consider this.
- **Alert the Athletic Trainers directly**, i.e. phone or email or text, immediately if any changes in the scheduled time occurs 24 hours prior with the exception of inclement weather and emergencies.
- It is inappropriate to discuss practice scheduling concerns with anyone other than Head Coaches and the Athletic Trainers.

RECRUITMENT OF AND HOSTING OF PROSPECTIVE STUDENT-ATHLETES

Marywood students and student-athletes are to be aware of and abide by all NCAA and institutional rules pertaining to the recruitment of and hosting of prospective student-athletes. The Director of Athletics and Recreation is responsible for meeting with and educating all Head and Assistant Coaches of these rules. Coaches are then responsible for monitoring and making student-athletes and hosts aware and abiding by all policies, procedures, and rules. Online overnight visit forms must be completed by the Coach, prospective student-athlete, the parents/guardians of the prospective student-athlete, the host student and must be agreed upon by the host's roommate(s).

DRESS CODE

As per Marywood University policies, all staff members (inclusive of Coaches and Athletic Trainers) are expected to dress professionally and appropriately for their position. Administrative staff should maintain a “sense of professional dress” in the offices throughout the twelve months of the year. Tee shirts and jeans are not considered appropriate in the office environment. Coaches during practice and contests should dress in a manner conducive to the activity they are engaged in and one that may involve a more casual yet professional appearance that indicates your status as a Marywood University Pacer Coach.

UNIFORM, APPAREL AND EQUIPMENT POLICY

Uniform/apparel design must be approved by the Director of Athletic Communications. Approval must first be secured prior to order. Design/approval will cover colors, numbering/lettering style/color, logo usage and placement.

Vendors must have the logos to ensure proper use for embroidery/screening. This can be secured from the Director of Athletic Communications.

MARYWOOD should be used for all “away” uniforms and can be used for home uniforms, but PACERS can be used on home uniforms as well. DO NOT put PACERS alone on away uniforms.

If you use the Pacers logo as just the horsehead (without the M) - labeled as Secondary Mark 1 on athletic identity guidelines, Marywood must be written somewhere on the piece of apparel (uniforms, coaching shirts, polos, practice shirts, etc.).

If you use the Pacers logo with the M (horsehead with M) - labeled as Primary Mark 3 in the athletic identity guidelines - you do not need to put Marywood. The use of the logo with the words “Marywood University” together will not be approved.

White is a secondary color, and Pantone 130 gold can be used as a backup. However, the logo should NEVER BE BLACK unless it is on a gray/anthracite background. Black may be a secondary/alternate uniform but not a team’s primary uniform (in other words, don’t wear it all the time as your only home/away uniform). On black uniforms, yellow may not be used as a primary infill to numbering or lettering (must be green or white). Green or white outlines for numbering and lettering are preferred (yellow may be used as an outline only as a secondary option if the infill is green). Approval must first come from the Director of Athletic Communications. All letterings/logos must be green or white if they are on a black uniform. In addition, black may be used for travel suits, warm-ups, etc.

If you have any questions about this policy, please contact the Director of Athletic Communications or Art Director.
Jay Monahan Director of Athletic Communications
x2453 ON CAMPUS
monahan.j@marywood.edu

Full Marywood Athletic Identity Guidelines can be found at the following link:
https://marywoodpacers.com/documents/2025/7/24/Athletic_Identity_Guidelines_2025.pdf

Revised 7/23/2025

STUDENT-ATHLETE FORMS

All student-athletes will be required to complete the following forms and present them to the designated athletic representative prior to the first official practice of a sport team's season, including the traditional and non-traditional season. These include but may not be limited to:

1. Marywood University Athletics Student-Athlete Medical form
2. Medical History
3. Copy of Insurance Card (Front & Back)
4. Marywood University Athletics Informed Consent, inclusive of emergency information and personal signature (or parent in the case of a student-athlete under the age of 18) declaring assumption of risk and acceptance of all tenets in this student-athlete handbook.
5. Sickle Cell Test results
6. Disordered Eating form
7. Returning Student Athlete Health Questionnaire
8. Concussion Education
9. Concussion Sway Testing
10. Concussion Baseline Testing
11. NCAA Student Athlete Division III Drug form
12. NCAA Student-Athlete Statement – Division III

SEMINARS

All student-athletes are mandated to attend Athletic & Recreation Department sponsored seminars (generally two per academic year). These seminars are designed to provide information on various topics pertinent to athletics, the collegiate experience, academics, and life values. The student-athlete will be notified as to the involved dates and times. One Coach per team (Head or Assistant) must be present at the seminar. The Director of Athletics and Recreation will duly sanction any student-athletes who do not attend and do not receive a prior excused absence. Sanctions will include community service under the direction of the Director of Athletics and Recreation and/or suspension from a non-conference game.

STUDENT-ATHLETE PROGRAMS/SERVICES

Student-athletes are encouraged to participate within and take advantage of the following programs and services:

1. Student Athlete Advisory Committee (SAAC)
2. Community Service (minimum of one per team per year is required)
3. Nutritional Counseling
4. Tutoring Services
5. Annual Senior Student-Athlete, Athletic Awards Recognition and Chi Alpha Sigma Induction Ceremonies
6. Student Counseling Services
7. Career Service Center
8. Academic Excellence Center
9. NCAA Postgraduate Scholarship Application
10. Athletic Mentor program

Additional information concerning these and other University programs are available via the Athletics and Recreation Department website at www.marywoodpacers.com.

For your convenience, a list of resources available to student-athletes can be found [here](#).

COACHES' JURISDICTION/TEAM NEEDS

As an agent of Marywood University, the coach is responsible for the conduct of student-athletes within the limits of authority defined by:

- a. University Policies and Procedures as defined by the President and Board of Trustees..
- b. Department Policies and Procedures as defined by the Director of Athletics and Recreation and the Vice President for the Student Experience, including but not limited to all listed in this handbook.
- c. Rules and Regulations of the NCAA, Conferences and other appropriate sport-governing bodies.

All policies established by the coaches are in the best interest of the student-athlete and University alike and shall be enforced without prejudice. For further information, the Athletics Staff Manual is available from the Director of

ATHLETIC COMMUNICATIONS

The Athletic Communications office works closely with the media, coaches and student-athletes in order to provide accurate coverage and public recognition. In addition, the office:

- Maintains/updates the athletics website.
- Prepares timely press releases for websites, newspapers, television and radio.
- Informs the student-athletes' hometown papers of athletic achievements..
- Maintains action photos and headshots of all athletes.
- Keeps statistics and complete historical records of all Marywood's athletic performances.
- Reports team and individual results of contests to the NCAA and Conference.
- Nominates players, teams and coaches for conference, national, and other special awards.
- Maintains Marywood athletics social media accounts.
- Produces broadcast coverage for home competitions.
- Coordinates yearly athletic awards honoring outstanding student-athlete achievements. Such awards include, but may not be limited to:
 -
 - Female Athlete of the Year
 - Male Athlete of the Year
 - MB Salmon Award for Dedication
 - Dr. Mary Jo Gunning Award, *Presented by the Pacers Club*
 - Senior Female Scholar-Athlete
 - Senior Male Scholar-Athlete
 - Joey Monahan SAAC Award
 - Impact Employee of the Year Award

Additional awards may be presented at the discretion of the Director of Athletics and Recreation, Department and/or coaches.

NCAA VIOLATIONS REPORTING PROCESS

All coaches, student-athletes, staff members, and team representatives must be aware of and adhere to NCAA Division III rules and guidelines as specified in the NCAA Division III Manual. In addition, NCAA recruitment policies should be carefully reviewed and followed at all times. Any coach, student-athlete, staff member or team representative that does not adhere to said rules, will face possible sanctions including but not limited to: a written reprimand, suspension, termination at the discretion of the Director of Athletics and Recreation.

The following is the **reporting process that must be followed** if a coach, staff member, and/or team representative knows, believes and/or is aware that a violation (primary or secondary) has been committed:

1. Report the violation to the Director of Athletics and Recreation in writing within 3 days (72 hours) of the potential violation.
2. The Director of Athletics and Recreation will determine if a violation has been committed.
3. If a violation has been committed the Director of Athletics and Recreation will then notify the appropriate parties including but not limited to the involved coach(s), staff member(s), team representative(s), the Conference, and the NCAA.
4. The Director of Athletics and Recreation will meet with the involved individual(s) and sanctions will be determined.

If a coach, student-athlete, staff member, or team representative who is unsure of, and/or does not understand a rule then he or she should immediately contact the Director of Athletics and Recreation for clarification.

ADDITIONAL RESPONSIBILITIES

Coaches are responsible for ensuring that student-athletes are aware of the following services that are offered at Marywood and guidelines that must be followed within the Athletic Department and the University:

TRAVEL

Participation in intercollegiate athletics requires substantial travel to and from athletic events. The following guidelines must be observed:

1. All transportation to and from athletic events will be provided by Marywood University.
2. Student-athletes wishing to use their own form of transportation for a valid reason must first obtain written permission from the Director of Athletics and Recreation. In such instances when it is absolutely necessary, however, the University will be released from any responsibility in case of injury and/or accident. In addition, the NCAA Basic and Catastrophic Insurance and University insurance coverage will not be applicable. Student-athletes must first obtain a waiver for such personal transportation.
3. No team member, including those of legal drinking age, may have in their possession alcohol or illegal drugs while traveling to, or participating in, an athletic event where they are representing Marywood University.

PARTICIPATION POLICIES

Effective August 1st, 2015

A. Dual- and Multi-Sports in Traditional (same) Season

Student-athletes will be allowed to participate in more than one (1) in-season sport with minimum practice/competitive participation required. The minimum practice and competitive participation imposed will be:

1. Minimum participation in 50% of scheduled contests
2. Minimum practice participation of 3 times per week

B. Participation in Non-Traditional Season Sport while in Traditional Season Sport

Student-athletes may be able to participate in the non-traditional season of a sport if both involved coaches are in agreement. The Director of Athletics and Recreation needs to be aware of this and the coach's mutual agreement is necessary prior to any dual- or multi-sport participation by a student-athlete(s).

CLASS SCHEDULE

A student-athlete must simultaneously balance two very significant roles. The challenge of being both a student and an athlete can be rewarding if approached in a responsible manner. Participation in athletics mandates the establishment of priorities to satisfy both academic and athletic roles. The student-athlete's primary commitment must be academics with the major goal of degree attainment. Conflicts between class attendance and athletic events are inevitable due to the nature of the sports programs and the amount of travel required to complete the competitive schedule. Classes may not be missed for practice.

ABSENCE POLICY

Full policy available at: https://www.marywood.edu/policy/doc/Absence-Policy.pdf?language_id=1

Policy Statement:

Attendance

Each faculty member will establish course attendance and participation requirements in accord with the intent of this policy and the specific educational objectives of each course. These requirements must be clearly specified and communicated to the students in the course syllabus.

University-Sanctioned Events

Marywood University believes that participation in extra-curricular and cocurricular activities are an integral part of a student's education, in addition to classroom-based learning. Students are expected to attend all scheduled class meetings. However, the University and its faculty members recognize that there are legitimate and verifiable circumstances, referred to as University sanctioned events, that may cause students to occasionally be absent from class or fail to participate in a scheduled class activity.

University-sanctioned events include, but are not limited to, intercollegiate athletics, music ensembles, performing arts events, student government, professional conferences, study abroad and alike.

Extenuating Non-Academic absences includes other valid excuses for missing class, including, but not limited to, family illness or death, jury duty, military commitments, personal problems, religious obligation or unforeseen circumstances (e.g., automobile accident).

Procedures:

Students are responsible for planning their schedules to avoid excessive conflict with course requirements. If there

are University-sanctioned events, students are responsible for communicating with faculty members prior to planned absences. Faculty members are asked to provide students participating in these university sanctioned activities with reasonable accommodations for classes, exams, and quizzes, as these would be considered excused absences. It is also the student's responsibility to fulfill the requirements of the missed class work in a timely manner. The student will be held accountable for the material covered in all classes, whether or not s/he is able to attend.

Other Extenuating Non-Academic Reasons When applicable, students are expected to inform faculty of foreseeable absences with as much advance notice as possible. In the case of an unplanned absence, students must notify the faculty member as soon as possible.

In situations where advance notice is not possible, the faculty member may request that students provide documentation to support their absence to the Office of Academic Success for verification.

In cases when extenuating circumstances may not be able to be documented, faculty members will use their best judgment to evaluate the student's reason for absence. Marywood University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable.

Ultimately, the faculty member determines the student's grade. Students dissatisfied with the outcome may appeal by following the steps outlined in the "Grade Appeals" policy.

Definitions:

Policy History: 12/14/18 – Revisions to the Undergraduate Excused Absences for University Events Policy were made to include excused absences relating to all University-sanctioned and extenuating non-academic absences procedures. As a result, there was a need to change the title of the policy to Absence Policy. The President of the University approved the proposal as recommended by the Policy Committee of the University.

12/16/2024-Non-substantive language changes approved by the President of the University.

TUTORING AND STUDY HALL SERVICES

Tutoring services are available to all students for any academic course. Anyone having difficulty with a course, or wishing to improve a course grade, should schedule an appointment with the Coordinator of Athletic Academic Success. This should be done as early in the semester as possible. Monitored study halls will be offered throughout the semester (at least six (6) hours per week) and will be announced at the start of each semester. The Coordinator of Athletic Academic Success will act as a referral source for the student-athlete in terms of tutoring services available on campus.

Additionally, team coaches may implement mandated study hall guidelines and regulations as part of team guidelines/rules.

ACADEMIC ELIGIBILITY

NCAA Eligibility Requirements Defined

14.01.1 Institutional Responsibility. An institution shall not permit a student-athlete to represent it in intercollegiate athletics competition unless the student-athlete meets all applicable eligibility requirements and the institution has certified the student-athlete's eligibility. Violations of this bylaw in which the institution fails to certify the student-athlete's eligibility before allowing the student-athlete to represent the institution in intercollegiate competition shall be considered an institutional violation per Bylaw 20.15.2; however, such violations shall not affect the student-athlete's eligibility, provided all the necessary information to certify the student-athlete's eligibility was available to the institution and the student-athlete would have been otherwise eligible for competition. (Revised: 10/22/07)

14.01.2 Academic Status. To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. A student-athlete enrolled in a two-year degree program shall be eligible only if that student-athlete was admitted to the institution under the same standards as four-year degree-seeking students and if the two-year degree program is not a terminal program. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program (see Bylaw 14.1.7.1.7.1). Also, a student may represent the institution while enrolled as a

graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution (see Bylaw 14.1.8). (Revised: 1/10/05)

14.01.2.1 Good Academic Standing. To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be in good academic standing as determined by the academic authorities who determine the meaning of such phrases for all students of the institution, subject to controlling legislation of the conference(s) or similar association of which the institution is a member. (Revised: 8/18/06)

14.4.1 Satisfactory-Progress Requirements. To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate or equivalent degree at that institution as determined by the regulations of that institution. As a general requirement, "satisfactory progress" is to be interpreted at each member institution by the academic authorities who determine the meaning of such phrases for all students, subject to controlling legislation of the conference(s) or similar association of which the institution is a member. (See Bylaw 20.8.4.11 regarding the obligations of members to publish their satisfactory-progress requirements for student-athletes and Bylaw 14.01.2 for the requirements for student-athletes enrolled in two-year degree programs.) (Revised: 1/10/05, 8/18/06)

12.02.6 Student-Athlete. An individual becomes a student-athlete when they participate in an intercollegiate squad practice or contest that is under the jurisdiction of the athletics department. (Revised: 1/14/02 effective 8/1/02, 1/9/06, 9/1/20)

MARYWOOD ELIGIBILITY REQUIREMENTS

The Coordinator of Athletic Academic Success reviews the academic records of each student-athlete at the beginning and end of each semester as well as mid-semester when applicable. Deficiencies are also handled in a conducive manner. A student-athlete must be in good academic standing and show satisfactory progress toward a degree in accordance with Marywood University standards for all students in order to be eligible to participate in intercollegiate athletics. Marywood University students must meet the following established standards to make "Satisfactory Academic Progress". (BOTH the earned credit requirement **and** cumulative QPA requirement must be met.)

Earned Credit Requirement

Full Time Students (those enrolled for 12 or more credits per semester) should earn at least twelve (12) credits per semester to achieve the required 24 credits for the academic year. *If a student-athlete drops below twelve (12) credits in a semester, they will immediately become athletically ineligible.*

Cumulative Quality Point Average (QPA) Requirement

Freshman- at least 2.0 Sophomore- at least 2.0
Junior- at least 2.0 Senior- at least 2.0

**Credits to improve a student's QPA can only be earned by attending classes at Marywood University.*

***Summer sessions can be used to meet this requirement for the academic year, however all credits must be earned prior to the fall semester.*

1. A student-athlete is ineligible to participate while on academic probation regardless of their QPA.
2. The student-athlete must be enrolled in a degree program and have declared a major before the beginning of his/her third athletic season.
3. The student-athlete may be ineligible to participate and/or be subject to sanctions while on University Disciplinary probation. This will be decided on an individual case basis by the Director of Athletics and Recreation. Sanctions may be imposed on an individual case by case basis as decided by the Director of Athletics and Recreation when a student-athlete is on University warning.
4. The student-athlete should contact the Coordinator of Athletic Academic Success and the Director of Athletics and Recreation to determine eligibility status prior to the beginning of their competitive season.
5. Student-athletes must complete all NCAA and Marywood University required forms including proof of current medical insurance coverage prior to the season's first official practice. If this is not the case, the individual's name will be removed from the roster until forms are completed and returned to the Director of Athletics and Recreation.

TRANSFER REGULATIONS

14.5 Transfer Regulations.

14.5.1 General Principle. A student who transfers (see Bylaw 14.5.2) to a member institution from any collegiate institution is required to satisfy the applicable transfer requirements or qualify for an exception as set forth in this bylaw before being eligible to compete for or to receive travel expenses from the member institution (see Bylaw 16.8.1.2). (Revised: 1/10/91 effective 8/1/91, 5/7/10, 8/5/24) **14.5.1.1 Disciplinary Suspension.** A student who transfers to any NCAA institution from a collegiate institution while the student is disqualified or suspended from the previous institution for disciplinary reasons (as opposed to academic reasons) must complete one calendar year of residence at the certifying institution. (Revised: 1/14/97 effective 8/1/97)

14.5.1.1.1 Exception. A student who transfers to the certifying institution and for a consecutive two-year period immediately before the date on which the student begins participation (practice and/or competition), the student has neither practiced nor competed in the involved sport in intercollegiate competition and has neither practiced nor competed in organized noncollegiate amateur competition while enrolled as a full-time student in a collegiate institution is not required to complete one calendar year of residence. This two-year period does not include any period of time before the student's initial collegiate enrollment. (Adopted: 1/16/10 effective 8/1/10, Revised: 8/5/24)

14.5.1.2 International Transfer Student-Athlete. A transfer student from a foreign collegiate institution (college, university or two-year college), except one entering as an exchange student (Bylaw 14.5.1.2.1), shall comply with the applicable four-year transfer requirements set forth Bylaw 14.5.5. (Revised: 8/5/24)

14.5.1.2.1 Exchange Student Exception. A student who transfers to the certifying institution shall be immediately eligible if the student is enrolled in the certifying institution for a specified period of time as a foreign or domestic exchange student participating in a formal and established educational exchange program (e.g., sponsored by the U.S. Department of State, Rotary International, the Ford Foundation, the Institute of International Education) recognized by the institution's academic authorities. (Revised: 7/22/08, 8/5/24)

14.5.2 Conditions Affecting Transfer Status. A transfer student is an individual who transfers from a collegiate institution after having met any one of the following conditions at that institution:

- (a) The student was officially registered and enrolled in a minimum, full-time program of studies in any quarter or semester of an academic year, as certified by the registrar or admissions office and attended class; (Revised: 1/9/06)
- (b) The student attended a class or classes in any quarter or semester in which the student was enrolled in a minimum full-time program of studies, even if the enrollment was on a provisional basis and the student was later determined by the institution not to be admissible;
- (c) The student is or was enrolled in an institution in a minimum full-time program of studies in a night school that is considered to have regular terms (semesters or quarters) the same as the institution's day school, and the student is or was considered by the institution to be a regularly matriculated student;
- (d) The student attended a branch school that does not conduct an intercollegiate athletics program, but the student had been enrolled in another collegiate institution before attendance at the branch school;
- (e) The student attended a branch school that conducted an intercollegiate athletics program and transfers to an institution other than the parent institution;
- (f) The student reported for a regular squad practice (including practice or conditioning activities that occurred before certification), announced by the institution through any member of its athletics department staff, before the beginning of any quarter or semester, as certified by the athletics director. Participation only in picture-day activities would not constitute "regular practice;" or
- (g) The student participated in practice or competed in a given sport even though the student was enrolled in less than a minimum full-time program of studies.

14.5.3 Conditions Not Constituting Transfer Status. Unless otherwise covered by conditions set forth in Bylaw 14.5.2, a student-athlete is not considered a transfer under the following enrollment conditions:

14.5.3.1 Summer School, Extension Courses or Night School. The student has been enrolled in or attended classes only in a summer school, extension course or night school, unless the night school is considered by the institution to be a regular term (semester or quarter) the same as its day school, the student is enrolled for a minimum full-time load in this regular night term and the student is considered by the institution to be a regularly enrolled student.

14.5.3.2 Second Campus of Institution. The student is in residence at an institution's campus that is not in the same city as the institution's main campus, provided the campus at which the student is in residence does not conduct an intercollegiate athletics program, classes on the campus are taught by the same instructors who teach classes on the main campus, the credits received by all class enrollees are considered as regular credits by the institution's main campus and the degrees awarded to all students come from the institution's main campus.

14.5.3.3 Academic Exchange Program. The student participates in a regular academic exchange program between two four-year institutions that requires a participant to complete a specified period of time at each institution, and the program provides for the student-athlete to receive at least two baccalaureate or equivalent degrees at the conclusion of this joint academic program.

14.5.4 Two-Year College Transfers. A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program is eligible for intercollegiate competition provided one of the following applies: (Revised: 1/10/92, 4/14/06, 5/7/10, 8/5/24)

- (a) The student has never practiced nor competed in intercollegiate athletics; (Adopted: 8/5/24)
- (b) The student has not been enrolled full time at a four-year collegiate institution and would have been academically eligible had they remained at their institution; or (Adopted: 8/5/24)
- (c) The student transfers from a four-year institution to a two-year college, and then to the certifying institution; and (Adopted: 8/5/24)
 - (1) The student would have been academically eligible at the time of transfer from the previous four-year institution (see Bylaw 14.5.2) had they remained at the previous four-year institution; or (Adopted: 8/5/24)
 - (2) The student-athlete successfully completed at least 24-semester or 36-quarter hours of transferable-degree credit at the two-year college and spent at least two full-time semesters or three full-time quarters of attendance at the two-year college. The credit hour and term requirements may be satisfied by combining attendance at multiple two-year colleges. (Adopted: 8/5/24)
- (d) Two-Year Nonparticipation. For a consecutive two-year period immediately before the date on which the student begins participation (practice and/or competition), the student has neither practiced nor competed in the involved sport in intercollegiate competition and has neither practiced nor competed in organized noncollegiate amateur competition while enrolled as a full-time student in a collegiate institution. This two-year period does not include any period of time before the student's initial collegiate enrollment. (Adopted: 8/5/24)

14.5.4.1 Regaining Eligibility. An undergraduate transfer student who does not satisfy any of the conditions set forth in Bylaw 14.5.4 may become eligible to compete at the certifying institution after the conclusion of the first regular term of full-time enrollment following transfer by meeting all applicable eligibility requirements of the certifying institution. (Adopted: 8/5/24)

14.5.5 Four-Year College Transfers. See Bylaw 13.1.1.2 for prohibition against contacting student-athletes of another four-year collegiate institution without permission.

14.5.5.1 General Rule. An undergraduate transfer student from a four-year institution is eligible for intercollegiate competition provided one of the following applies: (Revised: 1/10/91 effective 8/1/91, 5/7/10, 1/19/13, 4/20/21, 8/5/24)

- (a) The student has never practiced nor competed in intercollegiate athletics; (Adopted: 8/5/24)
- (b) The student would have been academically eligible at the time of transfer to the certifying institution (see Bylaw 14.5.2), had they remained at the previous institution; or (Adopted: 8/5/24)
- (c) Two year nonparticipation. For a consecutive two-year period immediately before the date on which the student begins participation (practice and/or competition), the student has neither practiced nor competed in the involved sport in intercollegiate competition and has neither practiced nor competed in organized noncollegiate amateur competition while enrolled as a full-time student in a collegiate institution. This two-year period does not include any period of time before the student's initial collegiate enrollment. (Adopted: 8/5/24)

14.5.5.1.1 Regaining Eligibility. An undergraduate transfer student who does not satisfy any of the conditions set forth in Bylaw 14.5.5 may become eligible to compete at the certifying institution after the conclusion of the first

regular term of full-time enrollment following transfer by meeting all applicable eligibility requirements of the certifying institution. (Adopted: 8/5/24)

CONSENSUAL RELATIONSHIPS POLICY

Full Policy available at: <https://www.marywood.edu/policy/doc/consensual-relationships-policy.pdf>

Policy Statement:

Marywood University is committed to ensuring that our students, faculty, and staff can learn and work in an environment that is free from nepotism, harassment, exploitation, and conflicts of interest. The University is also committed to promoting fairness in grading, evaluation, and career opportunities. In order to achieve this, it is vital that all University personnel maintain professional boundaries with students and with employees over whom there is or will be a supervisory relationship. Marywood faculty members, staff and other University personnel exercise power and authority over University students and employees for whom they have direct and indirect supervisory, instructional, or other professional responsibility, which creates a power imbalance. This makes consent within any romantic relationship between a supervisor and employee or between a faculty member, staff, or other college personnel and a student problematic and may impede the real or perceived freedom of the student or employee to terminate or alter the relationship. Further, it may cause individuals outside of that relationship to believe that they are treated in an unequal manner during such a relationship or after it terminates, or it may cause individuals to feel that entering such a relationship is necessary or pertinent in attaining their academic or career goals. Such a relationship may damage the credibility or reputation of the student, employee, the department or unit, the campus and University as a whole and may expose individuals or the institution to legal action and liability.

Prohibited Conduct:

Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University prohibits any faculty member or employee of the University from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled as an undergraduate at Marywood University.

Because of the potential for abuse or the appearance of abuse and the inherent differential in authority between graduate students and their educators, counselors, and others holding positions of authority over them, the University prohibits any member of the University community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any graduate student whom he or she educates, counsels, coaches, supervises or evaluates in any way.

Likewise, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University prohibits any member of the University community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee whom that person supervises or evaluates in any way.

Note: "Employee" as used in this policy does not include any student employees except for those who teach undergraduate and graduate students.

Exceptions to any of these prohibitions will be considered by the Office of the Provost or the Office of Human Resources on a limited, case-by-case basis. If you have any questions about the application or effect of this policy to an existing or potential relationship, please ask your supervisor and/or member of the Office of the Provost or the Office of Human Resources.

In the case of pre-existing relationships, professional staff or other college personnel shall be required to recuse themselves from any evaluation of the student or any supervision or evaluation of another employee; and from any activity or decision which may appear to reward, penalize, or otherwise affect the student or employee and to

otherwise take appropriate action to minimize any potential preferential or adverse consequences to the student, employee or other members of the University community.

Friendships or mentoring relationships between faculty or staff employees and students are not prohibited, nor is it the intent of the University to discourage or limit such relationships.

Non-consensual relationships are always prohibited and may implicate other policies or laws.

In keeping with this University policy, if charges of sexual harassment are made, the existence of a consensual relationship in any of the contexts stated within this Policy shall not be a defense in any proceeding brought by the Office of Residence Life and Housing, Office of the Provost, or Office of Human Resources.

Definitions:

1. “Employee” means any faculty or staff member who engages in instructional or evaluative activities of any employee or any student who is enrolled in a course being taught by that individual or whose academic or non-academic work, including work as a teaching or research assistant, is being supervised or evaluated by that individual. For the purposes of this Policy, graduate or undergraduate students are considered employees by Marywood when they are performing official University supervisory or evaluative roles with respect to other students.

2. “Evaluate or supervise” means (a) to assess, determine, or influence one’s academic performance, progress, or potential or one’s entitlement to or eligibility for any institutionally conferred right, benefit, or opportunity, or (b) to oversee, manage, or direct one’s academic or other institutionally prescribed activities.

3. Student: A student is an individual whose primary relationship to the campus is in their role as a matriculated or non-matriculated student in a program or course of study, including certificates and other traditional and non-traditional academic programs. Status begins at payment of deposit to enroll or equivalent and continues through completion of all academic requirements and graduation. This applies regardless of the age of the student and age of the faculty or staff member. Employees enrolled in courses are considered students for the purpose of this policy. It also includes such individuals in the status of academically-required employment, such as residency, internship, practicum, fellowship and equivalent. Depending on employment status, this group of students may also be covered employees as professional staff or other college personnel.

Procedures: While the primary reporting office for violations of this policy is Human Resources, reports of violations of this Policy may be resolved informally or brought to the campus Title IX Coordinator, the Director of Human Resources or their designee, or the Office of the Provost.

Concerns about problems related to this policy may be taken to the administrative official most directly involved, excluding the person alleged to have violated this Policy, or to Human Resources.

Efforts should be made to be constructively educational for concerned parties and to be corrective rather than punitive if a Policy violation is found: an acknowledgment of the violation and a commitment not to violate the Policy in the future, along with a warning or other appropriate action directed toward the faculty or staff member, may be sufficient resolution.

Monitoring the status of alternative supervision is the responsibility of the Director of Human Resources or designee. All documentation under this Policy shall be maintained in the Human Resources office.

Retaliation for making a report or participating in a process under this Policy is prohibited. The University prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct. If an investigation results in a finding that a person who has accused another of sexual misconduct has acted maliciously or has recklessly made false accusations, the reporting party will be subject

to appropriate sanctions. It is important to note that due process considerations may limit the ability to investigate or resolve anonymous complaints.

Discipline: Any remedial actions taken by the administrative official most directly concerned, excluding the person alleged to have violated this Policy, will depend on the totality of the circumstances. Violations of this Policy may result in disciplinary action, up to and including termination, all in accordance with applicable University policies and procedures.

History: 03/06/2020 – The establishment of this policy was approved by the President of the University as recommended by the Policy Committee of the University at their meeting of 3/6/2020.

Related Policies:

Code of Conduct

Sexual Misconduct and Complaint Procedures Policy

Anti-Discrimination and Complaint Procedures Policy

Nepotism Policy

SPECTATOR BEHAVIOR “BEST PRACTICES”

To enhance the overall experience for our student athletes, spectators, officials and fans, the Marywood University Athletics and Recreation Department asks for your cooperation in enforcing the following rules:

1. Refrain from objectionable cheers, unsafe, or unsportsmanlike behavior.
2. Smoking, drugs, and alcoholic beverages are not allowed on school grounds. Anyone appearing to be impaired or in possession of a banned substance may be asked to leave the site of competition and other disciplinary actions.
3. Direct all energies to encourage your team.
4. Avoid actions which offend visiting teams or individual players. Treat visiting teams and players as you hope your own teams would be treated.
5. Show appreciation of good play by both teams.
6. Learn the rules of the game in order to be a more informed spectator.
7. Respectfully accept the judgment of coaches and officials even if in disagreement.
8. Encourage other spectators to participate in the spirit of good sportsmanship.
9. Be positive.

Consequences:

- May be relocated to other available seating options further from the playing area.
- Removed from site of competition.
- Possible suspension from future games.
- Possible University sanctions.
- Possible eligibility implications (for student athletes).

CONDUCT

To assure that student-athletes conduct themselves in a manner that reflects positively the values of Marywood University, the following sanctions may be imposed when violations of appropriate conduct occur. These sanctions are in addition to whatever sanction a student-athlete may receive as a result of the University Discipline Process.

GUIDELINE - Student-athletes may not intentionally strike or physically abuse an official, opposing team player, opposing fan, fellow team member, coach, etc.

SANCTION - Minimum: written reprimand. Maximum: expulsion from the team and written notification to the University.

GUIDELINE - Student-athletes must refrain from misconduct while traveling, especially in areas such as use of alcohol, illegal drugs, theft or vandalism of other's property, including motels.

SANCTION - Minimum: written reprimand. Maximum: expulsion from the team and written notification to the University.

GUIDELINE - General misconduct, including breach of University's Alcoholic and Controlled Substances Policy.

SANCTION - Minimum: written reprimand. Maximum: expulsion from the team and written notification to the University.

GUIDELINE – Student-athletes on disciplinary probation with Housing and Residence Life and/or the Assistant Vice President for the Student Experience.

SANCTION – Will be dealt with on a case by case basis by the Director of Athletics and Recreation. Minimum: written reprimand. Maximum: expulsion from the team and written notification to the University.

The severity of the sanctions imposed is left to the discretion of the Director of Athletics and Recreation, in conjunction with the team's coach. The Assistant Vice President for the Student Experience (where the University Discipline Process is managed) and Athletics will maintain communications regarding any student-athletes involved in the University Discipline Process.

The listed guidelines are not all inclusive and therefore do not limit the Athletic and Recreation Department to only reprimand against listed violations. Sanctions may result in any of the following:

- Community Service requirement
- Written Reprimand - formal notification of misconduct
- Practice(s) and/or Game(s) Suspension
- Suspension from the team for specified time frame
- Expulsion from the team for remainder of the academic year and beyond
- Notification to the University which may result in further formal sanction and/or expulsion

FINANCIAL AID

Marywood University is a NCAA Division III institution and therefore cannot offer financial aid based on athletic ability. All financial aid programs are handled through the Financial Aid office. Student-athletes are encouraged to meet with a Financial Aid counselor to be considered for available financial assistance. In addition to filling proper federal forms, student-athletes are urged to apply for any state-based financial aid. Any inquiries regarding financial aid should be directed to Marywood's Financial Aid office.

NAME, IMAGE OR LIKENESS (NIL) POLICY

Policy Statement:

Background Information

Marywood University as a member of the NCAA Division III follows all NCAA rules and regulations as set forth by the Association. Marywood conducts their athletic programs in a manner consistent with NCAA, Atlantic East, Landmark and ECAC Conferences, and Marywood University rules and regulations. Marywood University and the Athletics and Recreation Department must comply fully with NCAA rules.

On June 30, 2021, NCAA governance bodies in each of the three NCAA Divisions, III, II, and I adopted a uniform policy suspending NCAA name, image and likeness rules for all incoming and current student athletes in all sports. Thus, NCAA student athletes have the opportunity to benefit from their name, image and likeness (“NIL”) consistent with the law of the state where the school is located.

In addition, on June 30, 2021, Pennsylvania Governor Tom Wolf signed legislation to allow college student athletes in Pennsylvania to earn compensation for the use of their name, image and likeness (“NIL”). Enacted as an amendment to the Act of March 10, 1949 (P.L.30, No.14), known as the Public School Code of 1949, this new law was adopted as part of Senate Bill 381 (“SB 381”). Pennsylvania’s law applies to institutions within Pennsylvania and to students participating in intercollegiate athletics at those institutions. Thus, Pennsylvania state law will apply.

SB 381 defines the term college athlete as “an individual enrolled at an institution of higher education who participates in intercollegiate athletics for the institution of higher education. The term does not include an individual whose participation is or was in a college intramural sport, club sport or in a professional sport outside of intercollegiate athletics.” Marywood University is an institution of higher education as defined in SB 381.

Further, the student athlete must comply with Marywood University’s Policies and Procedures, rules, and regulations.

Policy Statement

In accordance with Pennsylvania’s law, Marywood University student athletes can earn compensation for the use of their NIL if the compensation is commensurate with the market value of their NIL. Under Pennsylvania law, Marywood University student athletes are prohibited from accepting compensation in exchange for their attendance, participation or achievement or performance at the Marywood University (“pay-for-play”). Athletic performance may enhance student athletes’ NIL value, but athletic performance may not be the ‘consideration’ for NIL compensation.

Furthermore, Pennsylvania law prohibits Marywood University student athletes from earning compensation for NIL use “in connection with a person, company or organization related to or associated with the development, production, distribution, wholesaling or retailing” of the following:

- i. Adult entertainment products and services.
- ii. Alcohol products.
- iii. Casinos and gambling, including sports betting, the lottery, and betting in connection with video games, online games and mobile devices.
- iv. Tobacco and electronic smoking products and devices.
- v. Prescription pharmaceuticals.
- vi. A controlled dangerous substance.
- vii. Other products or activities inconsistent with Marywood University’s Mission and Core Values

Moreover, pursuant to Pennsylvania law, Marywood University prohibits student athlete NIL use as follows: (i) in activities that conflict with existing sponsorship arrangements; and (ii) based on other considerations that conflict with Marywood University’s values, as defined and set forth in Marywood University’s Mission and Core Values.

Disclosure of NIL Contract

Marywood student athletes need to disclose proposed NIL contracts directly to Marywood University NIL Coordinator, the Assistant Director of Athletics and Recreation for Internal Operations/Senior Women's

Administrator (SWA), at least seven business days prior to execution of the contract. Disclosure must include providing a copy of the proposed NIL contract by hand delivery or email to malloy@marywood.edu.

A student athlete should provide the University with as much time as possible to review the NIL contract. If the University is unable to respond to the NIL contract within seven days, such failure to respond does not mean the University has given approval to proceed with the contract.

Use of Marywood University's Intellectual Property

Marywood student athletes cannot use any Marywood University logos, marks, nor the PACER mascot commonly known as Maxis, or any other intellectual property of the University for any aspect of an NIL endorsement contract. Further, Marywood student athletes cannot use the University's facilities and fields for NIL purposes. NIL activities cannot interfere with team activities and games/meets, and are not eligible for an excused absence under the *Absence Policy*.

Marywood coaches and employees cannot create or facilitate endorsement contracts for current or incoming student athletes, including prospective recruits.

Impact of Earned Income

Earning income from NIL may affect a student athlete's personal financial situation, including tax status and liabilities, immigration status, and/or financial aid package. When applicable, Marywood student athletes should consult with the designated school official for international students as a student's Visa may prohibit employment. Marywood student athletes need to consult with the Financial Aid office as a successful NIL venture may result in income, which could be included in determining income-based financial aid eligibility and award.

Agent Registration

Marywood requires all agents representing student athletes for NIL activities to register with Marywood's NIL coordinator. To register, an agent must provide their name, name of business, position held at business, business address, a contact telephone number and an email address. Agents can only represent student athletes in regards to NIL activities.

Student athletes need to comply with NCAA rules regarding agents, including that students "shall be ineligible ... if the individual enters into an oral or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed eligibility in that sport." NCAA Manual, Division 1, 2021-22, Bylaw 12.3.1.3.

Definitions:

N/A

Procedures:

N/A

Related Policies:

None Listed

Related Committees:

None Listed

Policy History:

11/03/21 – This University Policy was established as recommended by the Policy Committee of the University at their 10/29/21 meeting and approved by the President of the University on 11/03/21.

MARYWOOD UNIVERSITY POLICIES AND PROCEDURES

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel

SOCIAL MEDIA GUIDELINES FOR STUDENT-ATHLETES

Playing and competing for Marywood University is a privilege. Student athletes are held in the highest regard and are seen as role models on campus and in the community. Therefore, as a student-athlete you have the responsibility to portray your team, your University and yourselves in a positive and professional manner at all times.

Facebook, X (Twitter), Instagram and other social media outlets have increased in popularity globally. Please remember you represent Marywood University and are to keep the following guidelines in mind when you are involved with social media.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs, tobacco or holding beer cans, or shot glasses
- Content online that is unsportsmanlike, derogatory, demeaning or threatening to any individual or entity or any derogatory comments against race or gender
- No posts should depict or encourage unacceptable or illegal activities (hazing, sexual harassment/assault, gambling, discrimination or fighting, academic dishonesty)
- No posts should indicate your whereabouts, home address, phone number or any personal info, which can lead to unwanted attention
- No posts should have comments on athlete injuries, rosters, playbooks, officiating or any other team information that should remain confidential.

Known violations of University and/or athletic policies will be dealt with appropriately on a case by case basis.

Revised 7/22/2025

ETHICAL CONDUCT

10.01 General Principles.

10.01.1 Honesty and Sportsmanship. Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

10.02 Definitions and Applications.

10.02.1 Sports Wagering. Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. (Adopted: 1/8/07 effective 8/1/07)

10.02.2 Wager. A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value. (Adopted: 1/8/07 effective 8/1/07)

10.1 Unethical Conduct. Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if they do not receive compensation for such work, may include, but is not limited to, the following: (Revised: 1/10/90, 1/9/96, 7/20/10, 4/20/21)

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- (b) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid; (Revised: 1/9/96)
- (c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation; (Revised: 1/13/10)
- (d) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner"); (Adopted: 1/9/96)
- (e) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law; (Adopted: 1/9/06, Revised: 5/23/08, 5/30/08)
- (f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or (Revised: 7/20/10)
- (g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status. (Revised: 7/20/10)

10.2 Knowledge of Use of Banned Drugs. A member institution's athletics department staff members or others employed by the intercollegiate athletics program who have knowledge of a student-athlete's use at any time of a substance on the list of banned drugs, as set forth in Bylaw 31.2.3.1 shall follow institutional procedures dealing with drug abuse or shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2.

10.3 Sports Wagering Activities. The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition: (Adopted: 1/8/07 effective 8/1/07)

- (a) Staff members of an institution's athletics department;
- (b) Nonathletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
- (c) Staff members of a conference office; and
- (d) Student-athletes.

10.3.1 Scope of Application. The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women. (Adopted: 1/8/07 effective 8/1/07)

10.3.1.1 Exception. The provisions of Bylaw 10.3 are not applicable to traditional wagers between institutions (e.g., traditional rivalry) or in conjunction with particular contests (e.g., bowl games). Items wagered must be representative of the involved institutions or the states in which they are located. (Adopted: 1/8/07 effective 8/1/07)

10.3.2 Suspension by a Non-NCAA National or International Sports Governing Body. A student-athlete under a sports wagering related suspension from a non-NCAA national or international sports governing body shall not participate in intercollegiate competition for the duration of the suspension. (Adopted: 1/22/20)

10.4 Disciplinary Action. Prospective student-athletes and enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility. Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution. (Revised: 1/10/90, 1/11/00, 1/8/01 effective 8/1/01, 1/8/07 effective 8/1/07)

INSURANCE

It is understood that in return for the NCAA Catastrophic protection (accident claims that exceed \$90,000) provided by the NCAA via Marywood University, **PRIMARY** health insurance coverage must be provided by the student. After the contribution by the student-athletes personal insurance has been exhausted, the University's excess/secondary coverage goes into effect. **THE UNIVERSITY WILL NOT BE RESPONSIBLE FOR CHARGES** for any injuries/claims not associated with an intercollegiate sports injury that is not covered by the excess/secondary policy. All medical bills must first be submitted to the student-athlete's personal insurance. The portion of a qualified bill not paid for by personal insurance (**INCLUDING DEDUCTIBLES AND COPAYS**) should be given to the Director of Athletics and Recreation with proof of original insurance submittal (EOB and/or itemized bills).

Student-Athletes must provide proof of coverage prior to the start of each official first practice session of the sporting season, i.e. traditional and non-traditional. Athletes may not participate until a signed health insurance form is completed and a copy of your insurance plan is provided. If a deductible applies to your insurance coverage, the amount of the deductible must be noted on the insurance form.

Basic insurance coverage means primary health insurance covering sickness and accidental injury provided by Health Insurance carriers. No other form of coverage will be acceptable. If you participate in an HMO or PPO you must include a statement from the insurance carrier that your benefits will apply to incidents related to your participation in intercollegiate or club sports on behalf of Marywood University.

It is your responsibility to advise Marywood University of any possible cancellation, non-renewal, or loss of your health insurance benefits prior to the effective date of cancellation. Evidence of replacement coverage will be required immediately. In addition, any change in coverage or insurance carriers during the sporting season must be supplied by providing an updated insurance form and copy of your new insurance plan card. This requirement applies if your insurance is canceled or renewed with another insurance carrier during the sporting season.

The specific procedures which pertain to medical, training, and insurance needs are outlined below. Prior to engaging in intercollegiate sports, it is vital that the student-athlete and his/her parents are fully cognizant of these procedures and their implications.

1. Physical examinations are required annually for each student-athlete prior to being eligible for competition.

- The medical clearance form must be signed by an American Medical Association (AMA) approved physician, certified physician assistant, or Nurse Practitioner and must be on file in the Director of Athletics and Recreation office according to the established timeline, i.e. prior to the first official practice.
2. The medical history form and personal risk assumption form must be completed and signed by the student-athlete or parent if the student-athlete is under the age of 18.
 3. Student-Athletes must provide proof of basic insurance coverage prior to the first official practice. An actual copy of the insurance plan will be required.
 4. All health facilities on campus are available to student-athletes. In case of injury or illness, the individual should report **IMMEDIATELY** to the Athletic Trainer, if on duty, or to the Health Services Office located in Loughran Hall. If neither is available, the student must report the injury or illness to a designated University official or to one of the residence Hall Directors.
 5. An Athletic Trainer is available for athletic injury treatment and for referral of athletes for medical and emergency care (please refer to the Sports Accident Reporting section below for details).

NCAA Student-Athlete Medical Insurance Legislation

NCAA legislation requires all institutions to certify that student-athletes have coverage for medical expenses incurred from athletically related injuries within the NCAA Catastrophic Injury Insurance Policy deductible. Assuming all institutions are in compliance with the regulation, the NCAA catastrophic program deductible will be covered by the student-athletes' or parents' personal insurance coverage, through a basic accident medical policy maintained by the institution, or through an institution's formal self-insurance plan.

During NCAA championships, the NCAA provides supplemental insurance of up to \$90,000 in medical expenses for student-athletes who are injured. Once that level is met, the NCAA Catastrophic Injury Insurance Policy activates.

- [NCAA Insurance Legislation FAQs](#)
- [Membership Resources for Student-Athlete Insurance Certification](#)

Legislation Reference

- **Division I:** [3.2.4.9](#)
- **Division II:** [3.3.4.14](#)
- **Division III:** [3.2.4.8](#)

Background Information

The NCAA insurance task force wanted to ensure that student-athletes would have adequate insurance to cover medical expenses from injuries sustained during participation in intercollegiate sports activities. The NCAA provides insurance excess of a significant deductible through the NCAA Catastrophic Injury Insurance Program, but previously there was not a consistent method or requirement to verify insurance for expenses within the catastrophic program deductible. This allowed a potential "gap" in insurance that could result in student-athletes incurring significant out-of-pocket expenses. The task force therefore proposed this legislation with the goal of eliminating the potential "gap" and ensuring that individuals covered by the NCAA catastrophic policy would not be exposed to potential uninsured expenses within the deductible. The legislation was voted on and overwhelmingly approved at the 2004 Convention by Divisions II and III. The legislation was approved by the Division I Management Council and Board of Directors at their April 2005 meetings.

Intent of Legislation

The legislation requires NCAA member institutions to certify insurance coverage for medical expenses resulting from athletically related injuries sustained while participating in defined covered events. This insurance coverage must be of equal or greater value than the deductible of the NCAA Catastrophic Injury Insurance Program and may be provided through parents' or guardians' insurance coverage, participants' personal insurance coverage, or the institution's insurance program. The legislation is intended to ensure that student-athletes have coverage for medical expenses related to injuries resulting from participation in covered NCAA sports activities.

The NCAA and its membership agree that the legislation will create several important benefits:

- Protects student-athletes/parents from incurring substantial, unexpected, out-of-pocket medical expenses for athletically related injuries.
- Informs student-athletes/parents of an institution's position on providing insurance and/or covering medical expenses for athletically related injuries and eliminates misconceptions about the institution's responsibility.
- Tracks information about the availability of "other insurance" that can assist member institutions in projecting costs of excess insurance programs.
- Protects member institutions from a liability perspective because student-athletes/parents are less likely to bring a lawsuit against the institution for an athletically related injury if medical expenses are covered through some form of insurance.

NCAA Catastrophic Injury Insurance Program

The NCAA sponsors a catastrophic injury insurance program for active member institutions. The insurance covers the student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. The policy has a \$90,000 deductible and provides benefits in excess of any other valid and collectible insurance. It is important to understand that a student-athlete's injury does not have to be catastrophic to be covered by the NCAA catastrophic program. Simply having medical expenses exceeding \$90,000 can trigger the program's coverage.

Catastrophic Injury Insurance Resources

[Catastrophic Insurance Program Benefits](#)

[Catastrophic Insurance - Frequently Asked Questions](#)

[Catastrophic Insurance - Claim Reporting Procedures](#)

NCAA Post-Eligibility Insurance Program

Full program information available at:

<https://www.ncaa.org/sports/2023/8/17/ncaa-post-eligibility-insurance-program.aspx>

The NCAA sponsors a post-eligibility insurance program that supports student-athletes beyond their playing days. For up to two years (104 weeks) after student-athletes separate from school or voluntarily withdraw from athletics, the program covers excess accident medical expenses for athletically related injuries sustained during participation in an NCAA qualifying intercollegiate sport. The program provides excess insurance coverage for properly documented covered injuries that occur on or after Aug. 1, 2024. The program is available to all student-athletes at all institutions in all divisions.

SPORTS ACCIDENT REPORTING

1. The Athletic Trainer submits an injury report into the ATS EMR system as soon as possible following the injury.
2. If it appears that the injury will require medical care or ongoing medical care a claim is opened with A-G Specialty Insurance.
3. Once a claim is opened, the student will receive an email with links to upload bills and to find updates on claim status

**A-G Specialty Insurance is considered secondary insurance as the student's health insurance policy is considered primary*

The secondary insurance requires a \$1000 deductible to be met. Deductible can be met via one or a combination of the athlete's primary insurance and/or out of pocket. There is a medical maximum of \$90,000 per injury claim. "A-G Specialty Insurance" is primarily over Medicaid and Tricare coverage. If applicable, a copy of the Medicaid card should be included with the claim. When a student athlete goes to a doctor, treatment facility, rehab facility, etc., the

students' health insurance should be given as primary. Student-athletes and parents should be instructed to pay any bills up to the deductible.

SPORTS MEDICINE SERVICES

A Certified Athletic Trainer (athletic trainer) is available for evaluation, treatment, and rehabilitation of athletic related injuries and for referral of student-athletes for medical and emergency care. The athletic trainer will post treatment hours. These hours may fluctuate based on the current playing season. Please note the following policies:

1. Report all injuries to the Athletic Training Staff and your coaching staff as soon as possible.
2. Referrals for further medical care will be coordinated through the Athletic Training Staff. **Any self-referrals made without the consent of the Athletic Training staff will forfeit any financial responsibility of Marywood University.** In the case of an emergency, the Athletic Training staff must be notified within 24 hours.
3. In the event of a referral to a physician, written permission to return from activity must be returned to the Athletic Training Staff. The Athletic Training Staff will issue forms before referral.
4. Allow suitable time before practice and games for any necessary treatment. The Athletic Training room will be open 1 hour before practice and 2 hours before games unless otherwise posted. All pre-practice treatments and taping should be performed in the Athletic Training Room when possible.
5. Failure to comply with an assigned treatment schedule may result in disqualification from activity until treatment resumes.
6. Dress appropriately when receiving treatment - the facility is coed.
7. No horseplay or profanity in the Athletic Training room.
8. No athletic equipment or spikes should be brought into the Athletic Training room.
9. Ask the Athletic Training staff for assistance - no self-treatments allowed without permission.
10. Supply cabinets are off limits to all athletes. Sign out any loaned equipment.
11. Athletes must shower before receiving post practice/game treatments in the Athletic Training room. This will be relaxed only in cases of emergency.
12. No food or drink allowed in the Athletic Training Room.

LIGHTNING SAFETY POLICY

Severe Weather Conditions/Lightning

“Visible blue sky or the absence of rain does not indicate that a person is safe, because lightning can strike far from the rain and even far outside the apparent cloud edge”.

-NATA Position Statement: Lightning Safety for Athletics and Recreation, 2013

The Marywood University Athletic Training Staff will be monitoring severe weather conditions including but not limited to the following equipment:

- WeatherBug Application, www.Weatherbug.com
- The Weather Channel, www.weather.com
- Occupational Safety and Health Administration (OSHA) Heat Index Application

Prior to Competition:

A member of the Marywood University Athletic Department will greet officials and explain that a Certified Athletic Trainer will monitor the weather. If the Athletic Trainer decides that there is imminent danger from lightning (≤ 8 miles) they will notify the officials to suspend play. If the Athletic Trainer is not on-site or immediately available, then the authority is given to the event site supervisor, the official, or the Head Coach to recommend suspension of play.

Criteria for suspension

Whenever we have a detection of lightning within 0 – 8 miles radius, we will inform the officials working the current game that lightning is nearby and the game needs to be halted.

Chain of Command

- Athletic Training personnel (or other athletic department representative) will determine if a lightning threat exists and if evacuation is needed
- Athletic Training personnel will notify coaches/officials/event site supervisor to evacuate and seek proper shelter
- Athletic Training personnel will notify events coordinator to advise the people in attendance to seek proper shelter and clear the stands.
- Athletic Training personnel will monitor the weather and notify coaches/officials/events coordinator of further delays and when it is safe to resume activities.
- Coaches are responsible for keeping their team organized and properly sheltered until notified that it is safe to resume activities.

When to Resume Activities

Activities will resume 30 minutes after the last sign of lightning

- Signs – hearing any thunder or seeing any lightning

NOTE: Lightning can reach 6 miles from the point of its origin and does not need to be preceded by thunder or dark skies.

Evacuation of Playing Fields

Immediately following the announcement of suspension of play, all athletes, coaches, officials, support personnel and fans are to evacuate to the nearest grounded structure. Shelters having both electricity and plumbing are properly grounded. Maintenance Building, McGowan Center, Center for Athletics and Wellness are acceptable buildings to shelter in.

Visiting Teams should report to their Buses for Shelter

A fully enclosed vehicle with a metal roof and the windows completely closed is a safe shelter.

PRACTICE COLD WEATHER GUIDELINES

<u>*Feel like temperature*</u>	<u>≥15 Degrees</u>	<u>18 Degrees</u>	<u>21 Degrees</u>	<u>24 Degrees</u>	<u>≥25 Degrees</u>
<u>Time allowed outside</u>	<u>1 hour</u>	<u>1 hour 15 minutes</u>	<u>1 hour 30 minutes</u>	<u>1 hour 45 minutes</u>	<u>2 hours</u>
<u>Warm-Up and stretch time inside</u>	<u>15 minutes</u>	<u>15 minutes</u>	<u>15 minutes</u>	<u>15 minutes</u>	<u>Not needed</u>
<u>Total team practice time</u>	<u>1 hour 15 minutes</u>	<u>1 hour 30 minutes</u>	<u>1 hour 45 minutes</u>	<u>2 hours</u>	<u>2 hours</u>

<u>*Feel like temperature*</u>	<u>0 Degrees</u>	<u>5 Degrees</u>	<u>10 Degrees</u>	<u>15 Degrees</u>
<u>Time allowed outside</u>	<u>30 min./30 min.</u>	<u>35 min./35 min.</u>	<u>40 min./40 min.</u>	<u>45 min./45 min.</u>

<u>Warm-up and stretch time inside</u>	<u>15 minutes</u>	<u>15 minutes</u>	<u>15 minutes</u>	<u>15 minutes</u>
<u>Total team practice time</u>	<u>1 hour 15 minutes</u>	<u>1 hour 25 minutes</u>	<u>1 hour 35 minutes</u>	<u>1 hour 45 minutes</u>

Contests Cold Weather Policy

The Cold Weather Policy is applicable to all home conference events. The host institution will monitor weather and in the event of anticipated inclement weather, the host institution will contact the visiting institution to discuss the Cold Weather Policy and to discuss the plan of action should the weather be a concern on the day of competition. Communication will be maintained with the visiting institution should any changes occur following the initial discussion. The host institution will maintain communication with the officials/umpires prior to the game.

For field hockey, soccer and lacrosse:

- Real Feel temperature reaching 16° F- 25° F will result in an abbreviated version of team introductions and national anthem, and to incorporate an extended half-time for a rewarming period.
- Real Feel temperature reaching 15°F and below will result in the termination of outside competition.

For baseball, softball and tennis:

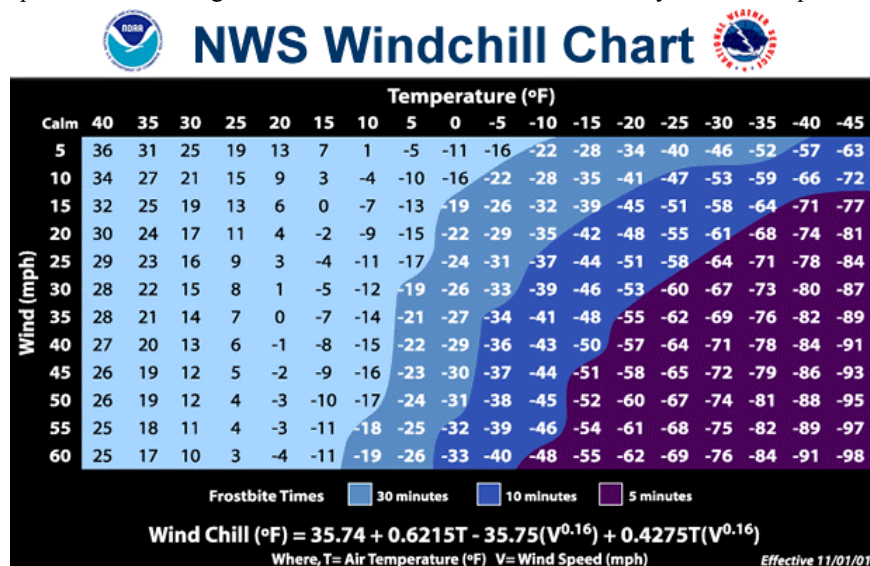
- Real Feel temperature reaching 35°F and below will result in the termination of outside competition. The possibility of an abbreviated version of team introductions and national anthem, and to incorporate a rewarming period will be monitored.

Individuals involved with making the decision to modify or cancel participation will be:

- Host athletic trainer and host staff (Athletic Director/Game Day Administrator)
- Officials

Real Feel Temperature shall be determined using the National Weather Service (smartphone app or website), Weatherbug (mobile app) or the OSHA app when making decisions about the modification or cancellation of contests.

The National Weather Service (NWS) Wind Chill Chart is below. The appropriate staff will use the National Weather Service reports when making decisions about whether or not to modify/cancel competitions.



Contests Heat Illness Prevention Policy

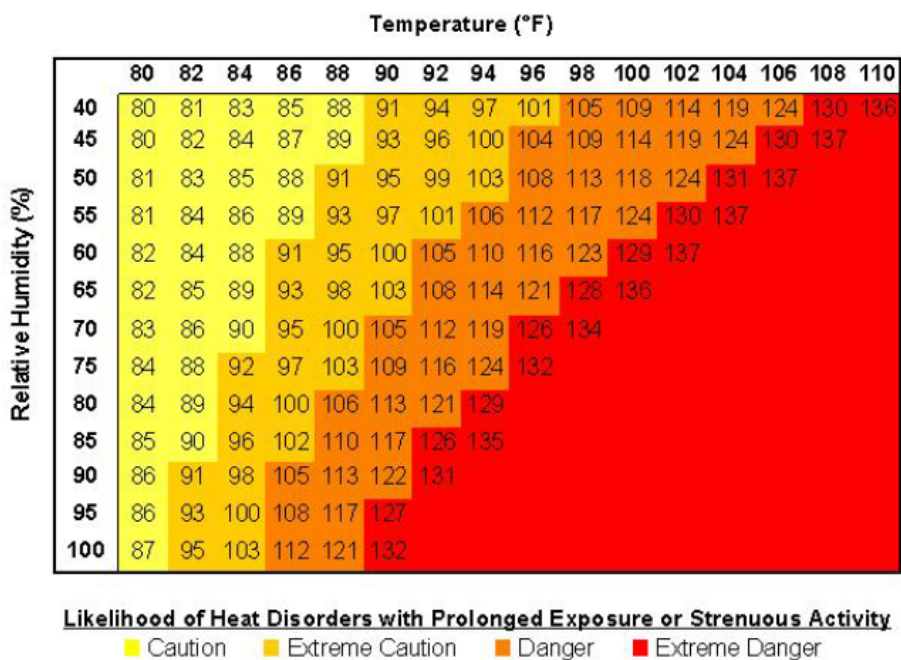
The Heat Illness Prevention Policy is applicable to all home conference events. The host institution will monitor weather and in the event of anticipated weather, the host institution will contact the visiting institution to discuss the

Heat Illness Prevention Policy and to discuss the plan of action should the weather be a concern on the day of competition. Communication will be maintained with the visiting institution should any changes occur following the initial discussion. The host institution will maintain communication with the officials/umpires prior to the game.

For field hockey, soccer, lacrosse, tennis, softball, baseball and cross country:

- Real Feel temperature including playing surface temperature reaching between 90° F- 100° F will result in water breaks provided at least every 30 minutes, and to incorporate an extended half-time for a cooling period. Shade should be provided.
- Real Feel temperature including playing surface temperature reaching between 101° F - 124° F will result in water breaks provided at least every 15 minutes, and to incorporate an extended half-time for a cooling period. Shade should be provided.
- 125° F including turf/field temperature and above will result in the termination of outside competition.
- Individuals involved with making the decision to modify or cancel participation will be:
- Host athletic trainer and host staff (Athletic Director/Game Day Administrator)
- Officials

Real Feel Temperature shall be determined using the National Weather Service (smartphone app or website), Weatherbug (mobile app) or OSHA app when making decisions about the modification or cancellation of contests.



MARYWOOD UNIVERSITY CONCUSSION PROTOCOL

1. All student athletes will be baseline tested annually.
 - a. This will need to be conducted prior to the student athlete participating in any practices, or games.
 - b. Baseline Testing includes: Computerized Neurocognitive Testing, and the Sports Concussion Assessment Tool – 5th Edition (SCAT 5 with additional Geisinger Recommended Tests)
2. Once it is thought that an athlete has sustained a concussion, he/she will be removed from participation, by either the Athletic Training Staff, or the Coaching Staff.
3. Any student-athlete who is suspected to have suffered a concussion must report to the athletic trainer as soon as able to confirm or rule out concussion diagnosis. Any or all of the previously mentioned tests may be performed or repeated in addition to any of the following to diagnose:
 - a. Computerized neurocognitive test
 - b. Buffalo Concussion Treadmill Test¹²
 - c. Consultation with Geisinger Sports Medicine physician

4. Any student-athlete diagnosed with a concussion will be instructed to follow-up with the athletic trainer daily, and if applicable, the school nurse (secondary school setting only). Daily follow-up procedures will include at minimum:
 - a. Symptom evaluation (SCAT5)
 - b. Repeat of any test found to be abnormal during initial or previous evaluations
 - c. Rehabilitation exercises (as needed)
5. Physician referral will occur at the discretion of the athletic trainer and in collaboration with the student-athlete, student-athlete's parent or guardian, coach, and/or Geisinger Sports Medicine physician. The referral will be based on the following considerations:
 - a. Student-athlete's health and concussion history
 - b. Prolonged/protracted symptom recovery
 - c. Inability of student-athlete to complete any requirement for return to academics or return to play (see below)
6. Athletic trainers must review take home, academic and follow-up instructions with the injured student-athlete. An explanation of the concussion protocol should be reviewed with the student-athlete at the time of injury.
 - a. With the student-athlete's permission, the athletic trainer will contact a person that can check-up on the student-athlete's well-being such as a roommate, coach, residence life personnel, friend/teammate, or another person the student-athlete deems appropriate.
 - b. A parent/guardian will only be contacted:
 - i. In emergency situations
 - ii. Student-athlete is <18 years old
 - iii. If advised by the student-athlete
7. Prior to beginning the return to play protocol, the student-athlete must demonstrate a normal clinical examination with resolution of concussion-related symptoms (without the use of medication) for a 24 hour period, as well as completing a day of normal cognitive and/or academic activities (i.e. reading, note taking, studying, quiz/test taking, screen time, interacting with peers, etc.).
 - Stage 1:
 - i. The objective is to establish submaximal exercise tolerance by increasing heart rate and blood pressure.
 - ii. Low intensity steady state aerobic exercise (walk, stationary bike, elliptical) should be introduced for 15-20 minutes.
 - iii. No formal sport practice at this time.
 - Stage 2:
 - iv. The objective is to further increase heart rate and blood pressure while introducing basic head movement.
 - v. Moderate intensity aerobic exercise (jog, swim for 25-30 minutes) and body weight exercise (squat, push up, lunge, etc.) should be introduced at this stage for a total of 30-40 minutes of activity.
 - vi. No formal sport practice at this time.
 - Stage 3:
 - vii. The objective is to introduce sport-specific activities that involve rotational head movements, coordination and thinking, as well as progress, exercise intensity and time (40-60 minutes) without the risk of head impact.
 - viii. Drills and skills should include change of direction, change of pace/intensity, cutting, agility, jumping, passing, shooting, throwing, catching, etc. Progressive resistance training (traditional barbell and dumbbell lifts) may be done during this phase.
 - ix. Only non-contact activities are permitted. They should begin as individual drills and may progress to selective team activities.
 - Stage 4:
 - x. The objective is to replicate game-like exercise intensity (≥ 60 minutes) with limited and controlled physical contact activities (mat/bag drills, diving, etc.).
 - xi. The athletic trainer must ensure the student-athlete is exposed to high-intensity exercise during this stage, either as part of formal practice activities or performed individually on the sideline.
 - xii. Non-contact team activities are permitted. No live scrimmaging at this time.
 - Stage 5:

- xiii. The objective is to return to unrestricted, full contact practice or normal training activities, excluding competition. This will help restore confidence and assess functional skill tolerance.

Stage 6:

Following successful completion of Stage 5, the student-athlete will be cleared for full, unrestricted return to competition and live game play. Full Return to Participation/Play with no restrictions can be considered after successful completion of Step 5, and upon **written clearance by an appropriate medical professional as defined by the Safety in Youth Sports Act/The Arrington Certification**.

All NCAA policies in regards to concussion management will be followed in regards to these injuries.

***The full Lehigh Valley Health Network Concussion Management Policy is available in the Athletic Training Room for review.**

EMERGENCY PROCEDURE

Student-athletes must have completed emergency forms/health history form and insurance information filed with the Athletic Trainer prior to participation in any practice or game. Any situation regarding injury, hospital visits or similar circumstance occurring during practice/games must be reported to the Athletic Trainer, Coach, and Director of Athletics and Recreation.

MEDICAL CLEARANCE

All student-athletes must have medical clearance (physical examinations). This clearance must be indicated via a completed Marywood University Student-Athlete medical form. Student-athletes are responsible for scheduling medical appointments and securing clearance.

EQUITY IN ATHLETICS DISCLOSURE ACT

Every year all NCAA institutions are required to prepare and make available the [EADA report](#) (Equity in Athletics Disclosure Act). This report lists participation rates, financial support, coaching positions and salaries, expenses and revenues. If you are interested in reviewing this information, you may do so by contacting the Director of Athletics and Recreation or by visiting the [Equity in Athletics Data Analysis website](#).

The Athletics Staff Policy & Procedures Manual is published annually by the Marywood University Athletics and Recreation Department. The provisions of this guide are not to be regarded as a contract between the student-athlete and Marywood University. The University reserves the right to change any provision or requirement at any time within the student-athlete's term of residence. Staff members have the responsibility to ensure that student-athletes understand exact expectations as outlined in the Student-Athlete Handbook.