

Notre Dame College

Student-Athlete Handbook

2020-2021





Table of Contents

Staff Directory	3
Notre Dame College Athletics Mission Statement	4
Athletic Department Philosophy	4
Notre Dame College Athletics History	4
NCAA Division II Philosophy	5
Student-Athlete Advisory Committee	6
Academic Resources	7
Financial Aid	8
Student-Athlete Academic Eligibility	9
Student-Athlete Athletic Eligibility	11
Student-Athlete Role in Recruiting	16
Complimentary Admissions	17
Athletic Training	18
Playing and Practice	21
Notre Dame College Student-Athlete Code of Conduct	22
Notre Dame College Drug Education & Testing Policy	28
Community Engagement	31
Fundraising	31
Program Evaluation	33
Athletic Communications	34
Student-Athlete Employment	35
Team Transportation	36
Diversity and Inclusion	37
COVID-19	42



Staff Directory

Administration

Scott Swain	Director of Athletics
Nicholas de Lorme	Assistant Athletic Director - Compliance
Kelsey Stopp	Senior Woman Administrator
Donna Morlani	Faculty Athletic Representative
Rachel Martin	Sports Information Director
Jacob Bunner	Assistant Director of Athletic Communications
Emily Schwabenbauer	Manager of Athletic Facilities and Operations
Sue Joliat	Athletic Business Coordinator
Nicholas Lima	Head Strength and Conditioning Coach

Athletic Training

Michael Heichel	Head Athletic Trainer
Ariel Woldman	Assistant Athletic Trainer
Kari Basiewicz	Assistant Athletic Trainer
Jerade Parks	Assistant Athletic Trainer

Head Coaches

Len Barker	Baseball
Mark Richmond	Men's Basketball
Lauren Macer	Women's Basketball
Paul Ashby	Men's Bowling
Thomas Reid	Women's Bowling
Mickey Mental	Football
Mark Weymer	Women's Golf
Macie Hysell	Men's Golf
Ben Morhac	Lacrosse
Luke Markovich	Women's Rugby
Jason Fox	Men's Rugby
Carl Nolan	Men's Soccer
Mike Shiels	Women's Soccer
Kelsey Stopp	Softball
Stephanie Gyurke	Men's & Women's Swimming/Diving
Travis Hinkle	Volleyball
Sonny Marchette	Wrestling



Notre Dame College Athletics Mission Statement

The mission of the department of athletics at Notre Dame College is to offer an intercollegiate athletic program that recruits and develops students for personal, professional, and global responsibility who are academically competent, responsible campus citizens and athletes who can compete at a high level.

Athletic Department Philosophy

The Notre Dame College Athletic Department, in keeping with the mission of the College, is committed to providing an environment that is conducive to academic and athletic success. The Athletic Department takes pride in student-athletes who strive to reach their career goals through personal development, pursuit of an academic degree and athletic achievement. Notre Dame College student-athletes are expected to represent the college as ambassadors, both on campus and within the community. Our intercollegiate athletic program contributes to the educational and personal growth of young women and men by developing the positive attributes of learning, balance, resourcefulness, sportsmanship, passion, and service. Intercollegiate athletics at Notre Dame College offers a worthwhile experience for student-athletes to further develop their intellectual and athletic talents while striving for individual, team, and institutional success.

Notre Dame College Athletics History

Notre Dame College sponsors 18 intercollegiate varsity athletic teams; all but men's and women's bowling and men's rugby compete in the NCAA Division II. Falcon women's and men's teams compete throughout the Great Lakes Region and the nation and are charter members of the Mountain East Conference.

Falcon student-athletes come to College Road from all around Ohio, the Midwest, the nation, and the globe. In recent years, Notre Dame College student-athletes have attained All-American status on the playing field and scholar-athlete honors in the classroom. Falcon teams have garnered multiple conference championships, national championship appearances, and the 2017 Division II Wrestling National Championship.



NCAA Division II Philosophy

Members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern.

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division:

- a. Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;
- b. That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community;
- c. Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy;
- d. That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions;
- e. Preparing student-athletes to be good citizens, leaders and contributors in their communities;
- f. Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors;



- g. Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit;
- h. Recognizing the need to "balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state);
- i. Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes;
- j. That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and
- k. That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II.

Student-Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee (SAAC) is meant to serve as a student-athlete voice in addressing issues of student-athlete welfare at Notre Dame College. The committee facilitates better communication among student-athletes from various athletics teams to address issues common to all. SAAC also serves as a conduit of communication among student-athletes, coaches, and athletics administrators on issues to improve the student-athlete experience and promote growth and education through sports participation.

SAAC representatives are nominated by the Head Coach of their respective teams.



Academic Resources

Advising Center

The Advising Center is designed to help students schedule and develop a plan for an academic program. The Advising Center is located on the 2nd floor of the Administration Building. It is recommended that students make an appointment by calling (216) 381-1680, ext. 5383, ext. 5173, or ext. 5283. Walk-ins are also welcome.

Advising Center Hours:

- Monday, 9 a.m. – 6 p.m.
- Tuesday, 9 a.m. – 4:30 pm.
- Wednesday, 9 a.m. – 4:30 p.m.
- Thursday and Friday, 9 a.m. – 4:30 p.m.

Dwyer Learning Center

The Dwyer Learning Center provides tutoring sessions where students may meet with the Director, adjunct English faculty, graduate assistants, and peer tutors.

The Center is located on the 2nd floor of the Administration Building in Room 202. It is open each day from 8:30 a.m. to 9 p.m. The writing lab is located in room 207. The tutor schedule can be found at [www.ndc.edu/CampusNotre Dame College/Dwyer-Learning-Center.aspx](http://www.ndc.edu/CampusNotre%20Dame%20College/Dwyer-Learning-Center.aspx). Walk-ins are welcome, no appointment is necessary.

Test proctoring is done in room 206. Email dwyerlc@ndc.edu to schedule an appointment.

Faculty Athletics Representative (FAR)

Donna Morlani serves as the Faculty Athletics Representative (FAR). Her role within the Notre Dame College community includes serving as liaison between faculty and the Athletic Department. The FAR provides students with another resource besides the coaching staff to address academic concerns. She may be contacted at (216) 373-7143 or dmorlani@ndc.edu.

Progress Reports

Athletic progress reports will be administered by the Director of the Student Success Center at weeks four and twelve of the semester. The progress reports will be issued to faculty and to the athletic department. If at any time a student-athlete is falling behind in a class, faculty members may contact the student's coach. Faculty and coaches work through the Faculty Athletics Representative to resolve all student-athlete academic issues.



Financial Aid

Athletic Scholarships

All athletic scholarships are granted or renewed on a yearly basis. All new students must be cleared by the Compliance Office based on information submitted to the NCAA Eligibility Center or in transfer evaluations in order to receive initial payments of athletic scholarships.

Violation of any terms of the athletic financial aid agreement, or institutional, departmental, or team rules or policies may result in the immediate removal of the scholarship. If the student-athlete is dismissed from the squad for disciplinary reasons or quits during the fall semester, the athletic scholarship will be forfeited for the following semester. The athletic scholarship also may be removed for failure to meet initial or continuing NCAA eligibility requirements. The athletic scholarship may not be revoked during the year for which it has been issued should the student-athlete sustain an injury due to institutionally sanctioned participation.

Payments

Financial arrangements for the payment of any balance must be made with the Student Accounts Office by the date stipulated at the time of billing. Financial penalties exist with failure to meet this deadline. Transcripts and grades will not be released until all debts are paid. A student is not permitted to register for a new semester if he or she owes any debts from the previous semester. In addition, degrees, certificates or diplomas will not be conferred until all financial obligations are fulfilled.

Special Circumstances

All Notre Dame College students may complete application for additional financial aid in the event an unforeseen financial burden strikes the student or his or her family. Students should make an appointment to meet with the Director of the Student Success Center for more information.

Athletic Financial Aid Appeals Process

In the event a grant-in-aid is reduced or not renewed for the following year, the Financial Aid Office must within 14 days of the reduction/non-renewal notification, notify the student-athlete in writing of the opportunity for a hearing. The notification of the hearing opportunity must include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing.



The student-athlete shall have 14 consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the Director of Financial Aid and formally request a hearing. The institution must conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request and must not delegate the responsibility for conducting the hearing to the university's athletics department or its faculty athletics committee.

At the conclusion of the hearing, the Board shall have 3 business days to render a final decision as to the status of athletics aid. Both the Department of Athletics and the student-athlete shall be informed of the decision. This decision is final and not subject to further institutional appeal.

Student-Athlete Academic Eligibility

Freshmen

All first-time freshmen must be cleared through the NCAA Eligibility Center. The requirements for initial eligibility for practice and competition include:

- Graduation from high school;
- Successful completion of a required core curriculum consisting of 16 courses in specified subjects, as determined by the high school;
- Minimum cumulative GPA of 2.0 in a successfully completed core curriculum of the same 16 courses; AND
- Minimum combined score on the SAT verbal/critical reasoning and math sections of 820 (900 if taken March 2016 or later) or a minimum sum score of 68 on the ACT.

Students not meeting the above standards may still be eligible for practice by presenting one of the following:

- Successful completion of the 16 core courses and a 2.0 GPA in those same courses; OR
- Minimum combined score on the SAT verbal/critical reasoning and math sections of 820 (900 if taken March 2016 or later) or a minimum sum score of 68 on the ACT.

Students not meeting the above standards are not eligible for practice or competition.

Transfers

All transfers must be cleared through the NCAA Eligibility Center for amateurism. Transfers from two-year institutions are treated differently than transfers from four-year institutions. In general, two-year transfers are eligible for practice and competition provided:

- The student-athlete has attended the two-year college as a full-time student for at least two full-time semesters or three full-time quarters (excluding summer sessions);
- The student-athlete has satisfactorily completed an average of at least 12 hours of transferable credit (max. of 2 PE credits allowed) for each full-time academic term of attendance at the two-year college; AND
- The student-athlete has presented a cumulative minimum GPA of 2.200.
- The student has completed 6 transferrable credits of English, 3 transferrable credits of Math, and 3 transferrable credits in Physical Science.



Two-year transfers may also become immediately eligible for practice and competition with graduation from the two-year college. Any two-year transfer not meeting the above standard may be eligible for practice only.

In general, four-year transfers are eligible immediately for practice but must serve an academic year of residence before being permitted to compete. However, a number of exceptions do exist that will allow the student to become eligible right away.

Each transfer case is fact-specific and students should consult the Athletic Compliance Officer for an eligibility determination.

Continuing Students

To be eligible to represent Notre Dame College in intercollegiate athletics competition, a student-athlete must be enrolled in at least a minimum full-time program of studies, be in good academic standing, and maintain progress toward a degree.

The Office of the Registrar has instituted an automated hold on all students' ability to drop below 12 credit hours. No student will be permitted to drop below 12 credit hours without the submission of a completed schedule change form made available by the Office of the Registrar and signed by the Registrar, and the student's academic advisor. If a student-athlete drops below 12 credits during a semester, he/she will be immediately removed from all team activities.

All students who have been enrolled full-time at any collegiate institution must have completed nine (9) hours in the previous term of full-time enrollment.

In general, all students who have been enrolled at Notre Dame College for at least two academic terms must have received a total of 24 credit hours toward their degree in the last calendar year. A student-athlete must earn at least 18 credit hours required for progress toward degree during the regular academic year (Fall and Spring semesters). Summer or correspondence courses may be applied in limited fashion.

In the first four semesters of college, students will receive progress toward degree for all courses taken for credit at Notre Dame College. Beginning in the fifth semester of college, students will only receive progress toward degree for courses taken to satisfy a general education requirement, a major or minor requirement, or electives built into the student's particular program.

The Education and Nursing programs at Notre Dame College do not reserve room for electives, so any students in those programs must be very aware when scheduling so that each selected course counts for progress toward degree.

All student-athletes must declare a major before the start of their fifth semester of attendance at any institution. Most students at Notre Dame College declare a major upon enrollment; however, all students who are undeclared or enrolled in a "Pre" program must declare a major or be accepted into the program of their choice before the fifth semester begins. Major Declaration forms are available in the Student Services Office.



A student-athlete must achieve a cumulative GPA of at least 2.00 at the beginning of the fall term or at the beginning of any other regular term of that academic year.

All credits that appear on a student's Notre Dame College transcript, whether courses were taken at Notre Dame College or elsewhere, will count towards a student's credit count. Only classes taken at Notre Dame College will affect a student's cumulative GPA.

Each student's eligibility case is extremely fact specific; all inquiries should be directed to the Registrar or Athletic Compliance Officer.

Student-Athlete Athletic Eligibility

General Rules

Student-athletes are limited to competition in four seasons in each sport and are limited to ten semesters of full-time enrollment to play those four seasons. The extra two semesters will allow some students to "redshirt." Redshirt decisions are made by the Head Coach and student-athlete. Some students may be charged with seasons of eligibility prior to enrolling at Notre Dame College either because they are transfers or because the NCAA has charged that student with a season under the Organized Competition legislation.

If a student does not enroll in a collegiate institution as a full-time student in the regular academic term that begins immediately after a one-year time period following his or her high school graduation, that student will be charged with a season of competition if participating in organized competition. Organized competition occurs when:

- Competition is scheduled in advance;
- Official score is kept;
- Individual or team standings or statistics are maintained;
- Official timer or game officials are used;
- Admission is charged;
- Teams are regularly formed or team rosters are predetermined;
- Team uniforms are used;
- An individual or team is privately or commercially sponsored; OR
- The competition is either directly or indirectly sponsored, promoted, or administered by an individual, an organization, or any other agency.



Maintaining Amateur Status

A student-athlete shall not be eligible for participation in an intercollegiate sport, if the individual takes or has taken pay, or has accepted the promise of pay in any form, for participation in that sport, or if the individual has violated any of the other regulations related to amateurism set forth in Bylaw 12 of the NCAA rules.

An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual following initial full-time collegiate enrollment:

- Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- Competes on any professional athletics team even if no pay or remuneration for expenses was received; OR
- Enters into an agreement with or accepts a gift from an agent (also lost if entered into prior to initial full-time enrollment).

Outside Competition during the Academic Year

A student-athlete may become ineligible if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes as a member of any outside team in any non-collegiate, amateur competition during the institution's intercollegiate season in the sport.

For example, if John Student is on the Notre Dame College basketball team, he cannot participate on any other basketball team. So if John is approached by a friend to play in a recreational league at Brush High School during the academic year and John competes, John will be ineligible for further competition at Notre Dame College.

Notre Dame College intramurals are not included in prohibited competition. For example, if John Student is on the Notre Dame College basketball team and is approached by a friend to play in the Notre Dame College basketball league he shall remain eligible for NCAA competition.

All outside competition during the academic year must be approved by the Head Coach and Compliance Officer. Forms are available from the Head Coach.

Student-athletes are permitted to participate during the summer vacation period on an outside team so long as all relevant amateurism rules are followed.

Multi-Sport Student-Athletes

If a student-athlete would like to participate in a second sport at Notre Dame College they should first contact their primary sport's coach. Any student-athlete who has signed an athletic financial aid agreement must obtain approval from that sport's Head Coach before considering participation in the second sport.

Transferring from Notre Dame College

If a current Notre Dame College student is considering transferring to another institution, they must contact the Head Coach to discuss intentions and request, in writing, their Permission to Contact from the Athletics Compliance Officer. Per NCAA Bylaws, Notre Dame College has up to 14 days to make a decision regarding the student-athlete's permission to contact request. If the student-athlete does not agree with the decision rendered, the student-athlete will need to follow the permission to contact appeal procedures detailed below.

NCAA Transfer and Student-Athlete Appeal

Under the NCAA Bylaws, a Notre Dame College ("NDC") student-athlete is not permitted to have direct or indirect contact with a staff member of another institution without first being entered into the NCAA Transfer Portal by the NDC Athletic Compliance Department. The student-athlete must email the NDC Compliance Officer stating that they are presenting their Notification of Transfer and that they wish to enter the NCAA Transfer Portal. The student-athlete will be entered into the NCAA Transfer Portal within seven calendar days.

While contact with other institutions cannot be restricted once the student-athlete is in the NCAA Transfer Portal, NDC Athletics reserves the right to deny or restrict the usage of the one-time transfer exception for any student-athlete. When a student-athlete transfers to another NCAA institution, it is common for the student-athlete (through the certifying institution) to request permission to utilize the one-time transfer exception in order to be immediately eligible for competition upon transferring. If permission to use this exception is denied or restricted by NDC, the student-athlete is not permitted to compete on behalf of the certifying institution until the student-athlete has attended the certifying institution as a full-time student for one academic year (two full-time semesters).

Whenever a request for permission to use the one-time transfer exception is denied or restricted, NCAA Bylaws require that NDC provide the student-athlete with written notification of the denial or restriction. In addition, NDC must inform the student-athlete in writing of the student-athletes right to request a hearing to contest the denial or restriction. All such hearings must be conducted by an appeals committee made up of NDC staff members from outside of the athletics department.

Appeal Policies and Procedures

Notre Dame College and the Department of Athletics are committed to the fair treatment of student athletes who decide to transfer to other institutions or who are interested in discussing a possible transfer with other institutions. The following policies and procedures shall be followed in all cases regarding the denial or restriction of permission to use the one-time transfer exception:

- (a) **Requesting Permission.** If a student-athlete wishes to receive permission to use the one-time transfer exception, the student-athlete shall make the request to the Assistant Athletic Director - Compliance in writing. In cases where the student-athlete directs transfer requests to the Assistant Athletic Director, the student-athlete should understand that the request will be discussed with the Head Coach.
- a. Note: On occasion, the request for permission to use the one-time transfer exception will not come from the student-athlete, but the certifying institution to which the student-athlete wishes to transfer or has transferred. The policies and procedures outlined below will govern such requests as well.
- (b) **Notification of Decision and Right to Hearing.** After discussing the request with the Head Coach, the Assistant Athletic Director shall initiate the appeal paperwork. If appropriate in particular cases, the Head Coach and/or the Assistant Athletic Director shall consult with the Director of Athletics regarding the request. The student-athlete also shall have the right to discuss the request with the Director of Athletics.
- (c) If permission to use the one-time transfer exception is granted, the Assistant Athletic Director - Compliance shall inform the student-athlete via email that the request has been approved and that the student-athlete will be entered into the NCAA Transfer Portal with permission to use the one-time transfer exception. If the student-athlete is seeking to transfer to a non-NCAA institution, the Assistant Athletic Director - Compliance shall provide the student athlete with a formal permission to contact letter. In both instances, the student-athlete will receive this notification no more than 14-days from the initial request.
- (d) If permission to use the one-time transfer exception is denied, the Assistant Athletic Director - Compliance shall inform the student-athlete and the head coach of the decision in writing via email. The Assistant Athletic Director - Compliance shall inform the student-athlete in writing of the student-athletes right to appeal the decision in accordance with NCAA rules. If permission was requested by another NCAA institution, the Assistant Athletic Director - Compliance shall ensure that the decision to deny permission is provided to the certifying institution via the NCAA Transfer Portal or other means. In both instances, the student-athlete or certifying institution will receive this notification no more than 14-days from the initial request.
- (e) **Request for Hearing.** If a student-athlete wishes to request a hearing to appeal the decision to deny or restrict use of the one-time transfer exception, the student-athlete must submit a written request to the Assistant Athletic Director – Compliance. The written request for a hearing must be submitted within 14-days from the date of the Assistant Athletic Director – Compliance’s written notification to the student-athlete that permission was denied. The student-athlete’s request for a hearing must describe the reasons the student-athlete believes that the decision to deny or restrict should be overturned or modified. This request will be sent to the Chair of the Appeals Hearing Board by the Assistant Athletic Director – Compliance.
- (f) **Hearing Committee.** All hearings under this policy shall be conducted by the Appeals Hearing Board. NCAA rules require that the Board consist exclusively of individuals who are employed outside of

the athletics department. The Board shall be made up of three non-athletics NDC staff members with a Board Chair leading the proceedings. It shall be the duty of the Chair to rule on procedural matters and the admissibility of evidence during such hearings.

- (g) **Scheduling the Hearing.** After the student-athlete submits the written request for a hearing, the Chair will contact the rest of the Board to schedule a hearing date. The hearing date and decision shall occur no later than thirty (30) consecutive days following the student-athlete's request. The Chair shall notify the student-athlete, head coach, and Assistant Athletic Director – Compliance of the time and place of the hearing. At least three (3) days prior to the scheduled hearing, the Assistant Athletic Director – Compliance shall provide the Board and the student-athlete:
- a. the notification of denial or restriction of use of the one-time transfer exception and the right to hearing letter from the Assistant Athletic Director;
 - b. the request for hearing letter from the student-athlete; and
 - c. all supporting documentation submitted by the student-athlete, the Head Coach and/or other parties.
- (h) **Attendance at the Hearing.** The student-athlete and the head coach are required to appear in-person at the hearing, unless this requirement is waived by the Chair based upon justifiable cause. The Chair may determine to conduct the hearing by telephone conference or based only on the submitted written documentation submitted for the waiver of the in-person requirement. The Board may request that other individuals attend and testify at the hearing as the Board deems relevant and necessary. The Chair will provide notice to the requested individuals at least five (5) business days prior to the hearing. The Assistant Athletic Director - Compliance will be present only for purposes of clarification of NCAA Bylaws and regulations.
- (i) **Hearing Format.** The Chair will open the hearing by introducing the parties and Board members. The Chair then will summarize the format of the hearing and any rules of procedure. Thereafter, the Chair shall invite the student-athlete to present his or her position and describe the reasons why the student-athlete believes the decision to deny permission should be modified or overturned. The Head Coach then shall have the opportunity to present the rationale for denying permission. The board may ask questions of any individual present at the hearing. The student-athlete and head coach each shall have the right to make a concluding remark or closing argument before the hearing is completed. The hearing should not be closed until the Chair has determined that all parties have had a fair and equal opportunity to present their positions. All parties are expected to provide truthful information to the Board and treat the Board and other parties with dignity and respect throughout the process.
- (j) **Deliberations and Notice of Decision.** Immediately following the hearing, the Board shall meet privately to deliberate. The Board's decision shall be based on a majority vote. The Committee shall have the option to modify, affirm, or overturn the decision to deny or restrict the use the one-time transfer exception. Once a decision is reached, the Chair shall send a formal decision letter to the student-athlete, with copies to the Head Coach, Director of Athletics, and Assistant Athletic Director - Compliance.
- a. If the student-athlete prevails at the hearing and the Board decides to grant the student-athlete's request for permission to use the one-time transfer exception, the

Assistant Athletic Director – Compliance shall update the student-athletes information in the NCAA Transfer Portal (or send an updated permission letter if applicable).

- (k) **Confidentiality and Finality.** The documentation submitted to the Board, the testimony at the hearing, and the Board's deliberations must remain confidential. In accordance with NCAA Bylaws, the Board's decision is final and there are no further avenues of appeal.

Student-Athlete Role in Recruiting

The following conditions apply to recruiting activities involving enrolled student-athletes.

Telephone Calls

Enrolled student-athletes may not make or participate in telephone calls to prospective student-athletes at the direction of a Notre Dame College employee.

Off-Campus Contacts

Off-campus, in-person contacts between enrolled student-athletes and a prospective student-athlete are permissible if such contacts do not occur at the direction of a Notre Dame College employee.

Transportation and Expenses

An institution may not provide an enrolled student-athlete with transportation or expenses to recruit a prospective student-athlete, except those expenses specified in Bylaw 13.6.6.5 when the student-athlete serves as a student host.

Written or Electronically Transmitted Correspondence

It is permissible for an enrolled student-athlete to engage in written or electronically transmitted (emails or text messages) correspondence with a prospective student-athlete, provided it is not done at the direction and/or expense of a Notre Dame College employee.

Student Hosting

Acting as a student host is an important service to Notre Dame College and the Athletic Department. If asked by a coach to participate in the recruitment of a prospective student-athlete on campus for an official visit, all current student-athletes should understand their role.

Student hosts must be enrolled at Notre Dame College and be eligible for practice and competition. Actions should reflect positively on the athletic department and Notre Dame College. Student hosts

are responsible to keep recruits on time for all appointments and must accompany the recruit at all times unless excused by the Head Coach.

Recruits may be entertained only within a 30-mile radius of campus and must NOT be served alcohol. Hosts cannot borrow a coach's car or use any Notre Dame College vehicle. A coach can however, provide students with a ride during the official visit. If the host is given money, the host must handle it personally and not give it directly to the recruit. Money cannot be used to buy the recruit apparel or any other souvenir and Notre Dame College. The host cannot arrange for the recruit to receive a discount on merchandise at a sporting goods store or any other place of business.

Representatives of athletic interest (e.g. boosters) are not allowed to be involved in recruiting a PSA. If during the official visit, the host and the recruit come into contact with a representative of athletic interest; the conversation must be limited to an exchange of greetings only.

Hosts should not act in doubt; if any questions arise, hosts should contact the Head Coach or the Compliance Officer immediately.

Assistant Athletic Director – Compliance

Nicholas de Lorme: ndelorme@ndc.edu; 216-373-6362

Complimentary Admissions

Notre Dame College and NCAA policy allows each student-athlete to provide four complimentary admissions per home contest to guests in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. Availability of complimentary tickets to away contests will be at the discretion of the home team.

Sale of Complimentary Admissions

A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.

Payment to Third Party

Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Receipt of payment for complimentary admissions by such designated individuals is prohibited and considered an extra benefit to the student-athlete.

Sale above Face Value

A student-athlete may not purchase tickets for an athletics contest from Notre Dame College and then sell the tickets at a price greater than their face value

Athletic Training

Training Room Operations

The Athletic Training Room is a medical facility. Student-athletes shall conduct themselves in a mature and professional manner. The Athletic Training Room will only be open when supervised by the Head Athletic Trainer or another member of the Athletic Training Staff.

- No equipment shall be taken from the facility unless properly checked out.
- There shall be no self-treatment. All modalities and supplies will be dispensed and administered by the Head Trainer or Athletic Training Staff member. Student-athletes shall not take contents of any kind from the cabinets.
- There shall be no horseplay, loitering, eating, foul language, or shouting in the training room by student-athletes, staff, or student assistants.
- Towels shall remain in the training room.
- No cleats, spikes, muddy shoes, dirty clothes, or bare feet shall be allowed at any time.
- Student-athletes must be showered and clean before receiving treatment of any kind unless initial injury care warrants otherwise. Only the Athletic Trainer and certified staff shall operate modalities including whirlpools.
- All student-athletes must sign in and wait for instructions before treatment or evaluation.
- Radios and telephones in the training room are not for personal use.
- There shall be absolutely no tobacco products in the training room.

In the event of an emergency due to an athletic injury, the student-athlete will be transported to a hospital or medical facility.

The student-athlete should at no time seek outside medical attention for an athletic-related injury without prior consultation from either the athletic trainer or team physician except in the case of any emergency.

In the case of HMO policies, the student-athlete may be required to follow specific referral procedures. This may require the student-athlete to return home for an appointment with HMO physicians. The Head Athletic Trainer shall also oversee this situation in order to keep the lines of communication open. Notre Dame College shall not be responsible for any charges incurred due to examination and or treatment if these procedures are not followed.

Athletic Training Room hours will be posted and treatment will be available to all student athletes; however, those student-athletes in their competitive season shall be given priority.

Insurance

Notre Dame College requires that all student-athletes have primary insurance valid in Ohio either individually insured or insured through a parental insurance policy. Prior to their first Notre Dame affiliated athletic event, practice, contest, scrimmage or other officially sanctioned event, all student-athletes must complete and return the Notre Dame College Sports Medicine – Emergency Medical Insurance Information form. The student-athlete's primary insurance is liable for all expenses up to the maximum payout as stated in the policy. If the student-athlete does not provide viable insurance for Ohio, they will be responsible for any and all charges.

Should medical expenses for a student injury sustained during an official Notre Dame College practice, scrimmage, event, contest, or other sanctioned team event, Notre Dame College will cover additional medical expenses directly related to the injury.

Physical Examinations

Every student-athlete must have a physical examination and an update to their past medical history to qualify to compete in athletics. This examination and subsequent clearance is to be completed by the team physician of the College. This physical examination and any special orders by the physicians subsequent to this exam must be completed prior to any participation in any form of organized practice or competition. Prior to the administration of any physical examination, the student-athlete must show proof of medical insurance.

Practice or Competition Status

Decisions regarding criteria for return to participation following an injury or illness shall be the sole responsibility of the Head Athletic Trainer, or when necessary, the Team Physician. Failure to comply with the directions of the Training and Physician staff shall relieve the Staff of any further responsibility to the injured or ill student-athlete.

Injuries

The student-athlete is responsible for reporting all injuries to the Athletic Trainer as soon as possible. The Head Trainer will make all of the necessary medical referrals as necessary.

Illness

The student-athlete is responsible for reporting to the Athletic Trainer all illnesses, which will affect athletic participation as soon as possible. Payment for all medication and special tests will be the responsibility of the student-athlete.

Treatment

It shall be the responsibility of injured student-athletes to come to the Athletic Training Room for treatment. The Athletic Training Room gets busy in the preparation of teams for practice; therefore, all treatments must be done in the morning unless a special circumstance exists.

Failure of a student-athlete to report for treatment or evaluation will be interpreted by the coaches and Head Trainer as his or her unwillingness to cooperate and return to athletic competition in a timely fashion. This situation shall be dealt with on an individual basis by the coach.

Referral to Medical Specialists

The Head Athletic Trainer shall assist student-athletes in obtaining appointments for medical specialists. This will be done after consultation with the student-athlete and in most cases the parent/ guardian about the need for special medical needs following an athletic injury.

Non-Competitive Season Injury or Illness

Notre Dame College and the Department of Athletics will not be financially responsible for injuries when the student-athlete is not actively engaged in a formal practice or game.

Absolutely no charge shall be made to the Department of Athletics at any medical facility due to an out-of-season injury.

Medical Hardship Cases

Relief may be available to student-athletes whose seasons end prematurely due to injury. Each case is specific however, and student-athletes should consult the Compliance Officer if they wish to seek an NCAA waiver to restore seasons of competition.

Dental Injuries

Notre Dame College is not permitted to provide for teeth cleaning, provisional filling of teeth or other dental work, unless the dental work is directly related to injury to the teeth that occurred during practice or competition.

Counseling & Therapy Services for Students

Notre Dame College may provide counseling expenses of any type, including, but not limited to, those related to drug rehabilitation and the treatment of eating disorders.

Playing and Practice Season Regulations

Countable Athletically-Related Activities

Countable athletically related activities include any:

- Required activity;
- With an athletics purpose;
- Involving student-athletes; AND
- At the direction of, or supervised by, any member of an institution's coaching staff (including strength and conditioning coaches).

Practice & Competition Limitations

A student-athlete's participation in CARAs is limited to a maximum of four hours per day. During the championship segment, the maximum CARA hours is 20 hours per week. During the non-championship segment, the maximum CARA hours is 15 hours per week. For out-of-season, the CARA hour limit is 8 hours per week, only 4 of which may be team activities.

Golf Exception

A practice round of golf may exceed the four hours per day limitation, but the weekly limit of 20 hours shall remain in effect. A practice round played on the day before the start of an intercollegiate golf tournament at the tournament site counts as three hours, regardless of the actual duration of the round.

Required Days Off

During the playing season, all CARAs are prohibited during one calendar day per week, except during participation in one conference and postseason championship, any postseason certified bowl games or National Invitation Tournaments, and during participation in NCAA championships. The day off is not required during preseason practice before the first day of classes or the first scheduled contest, whichever is earlier.

During the off-season, all CARAs are prohibited during two calendar days per week

In all sports, no CARAs are permitted during the mandatory 7-day break and no voluntary athletically related activities on campus are permitted unless the facility is open to the general student body.

Notre Dame College Student-Athlete Code of Conduct

Preamble

Notre Dame College is a private, Catholic, liberal arts institution which holds basic traditions and Christian principles, including high levels of ethical and moral expectations. The College therefore reserves the right to establish and enforce regulations governing student behavior.

The Notre Dame College Department of Athletics requires coaches, trainers and staff to conduct themselves in a manner which creates a positive image of the mission of the College. Student-athletes are expected to uphold these same standards. By joining the Notre Dame College athletic program, students become a representative not only of the team, but of the department and college. Students are expected to behave both on and off campus in a manner which brings credit to the team and the College as a whole. Students are responsible for their own behavior and to be aware of the image they are creating. Each student is expected to become familiar with all college policies, rules, and regulations and is responsible for adhering to them.

Student-athletes may be charged with violations of the Code of Conduct if acting, attempting to act, soliciting another to act, or aiding another to act against any of the policies listed in the Code of Conduct. Violations may be met with varying degrees of disciplinary action including but not limited to expulsion from the College. If a student-athlete is removed from the roster of an athletic team due to a violation of the Student-Athlete Code of Conduct, or for any other reason, that student-athlete cannot join any other athletic team.

Class Attendance

In compliance with the mission statement of Notre Dame College and its Athletic Department, Notre Dame College hereby affirms the value and role of intercollegiate athletics participation. Accordingly, the College must safeguard academic integrity by ensuring that athletics participation by student-athletes does not compromise or unduly interfere with classroom attendance and satisfactory academic performance.

Regular attendance in classes is expected of all students; however, some College sponsored co-curricular and extra-curricular events may occasionally be scheduled during class hours. It is College policy that students who are participants in a College sponsored event are excused from a class for the specific event. (Exceptions to this policy: students fulfilling nursing clinicals and student teaching requirements). Participants in College sponsored co-curricular and extra-curricular events:

- Are not excused for practice.
- Are expected to make-up all work they miss.
- Are not penalized by the instructor for their excused absence.
- Are expected to communicate with each faculty member before the date of the excused absence.
- Must meet individual faculty requirements to complete work due for each missed class.

College personnel who are responsible for the College sponsored co-curricular and extra-curricular events will inform faculty of the game/event schedules at the beginning of each semester:

- When weather is a factor in College sponsored events and games, the event or game may result in cancellation and require rescheduling.
- It is the student's responsibility to inform the faculty of any change in the original schedule.

Student-athletes are also subject to the rules and procedures of the NCAA, the Notre Dame College Department of Athletics, and their individual coaches.

Sportsmanship

All student-athletes are expected to follow instructions from coaches regarding practice, competition, and other team matters. All Head Coaches are permitted to enforce reasonable disciplinary measures in response to poor sportsmanship or dedication to team activities.

If a student-athlete does not agree with a coach's disciplinary sanctions, the student must request a meeting with the Head Coach. If the student-athlete has remaining concerns after meeting with their Head Coach, the student may request to meet with the Director of Athletics.

Notre Dame College is committed to ensuring that fans, spectators, staff, and student-athletes behave in a sportsmanlike manner at all times, especially at intercollegiate athletic contests. Unsportsmanlike conduct shall subject the individual to disciplinary action, which can include removal from the playing facility or area. Additionally it is our goal to ensure that:

- Both teams in a contest be allowed to prepare and to compete in a safe environment;
- The contest be conducted in a manner that discourages spectators or other unofficial persons from disrupting or interfering with the event; and
- Visiting spectators be permitted to support their team as a group, free from interference and intimidation from home fans.

Notre Dame College athletics personnel reserve the right to remove any person from an athletic contest if there is reasonable suspicion that the person is a threat to the health and safety or other spectators, student-athletes, personnel, coaches, officials, or themselves.

Examples of unsportsmanlike conduct subject to disciplinary action include but are not limited to:

- Striking or attempting to strike or otherwise physically abuse an official, opposing coach, staff, administrator, spectator, student, or student-athlete.
- Intentionally, or with careless disregard for one's conduct, inciting participants or spectators to violent or abusive action.
- Using obscene gestures or profane or unduly provocative language or action, whether or not directed toward an official, staff, administrator, student, coach, or spectator.
- Publicly and unduly criticizing a game official, game personnel, another college or university, a student-athlete or personnel from another college or university.

Dress Code

Notre Dame College places emphasis on cleanliness, neatness, appropriate attire, respectable appearance and appropriate personal hygiene. As personal appearance is a direct reflection on you, take an interest in how you appear, especially when traveling with your team. The dress code for each team will vary. Your Head Coach will let you know their expectations of appropriate dress. You should always exercise good judgment concerning the appropriateness of your attire. You are a highly visible representative of Notre Dame College. You are responsible for using good judgment in your personal appearance.

Social Media

Notre Dame College does not seek to regulate the internet and social media usage of its students and employees, including the content of social networking sites (e.g. Facebook, Twitter, Instagram). However, content found on the Internet that violates NDC policy, including the Code of Student Conduct and/or the Student-Athlete Code of Conduct, the student-athlete will be subject to disciplinary action.

Student-athletes should not make posts or have anything on their social media pages that reflects negatively on their team, the athletic department, or the college. This includes but is not limited to the use of or imagery of weapons; violent posts or posts that incite violence; racist, sexist, homophobic, or other derogatory/inflammatory comments or statements; and drug and/or alcohol usage. Student-athletes doing so could face suspension, dismissal, and the loss of athletic scholarship.

Off-Campus Housing Policy

It is Notre Dame College policy that all freshman and sophomores live on campus unless they meet one of the exceptions listed in the Notre Dame Housing Materials. Notre Dame College student-athletes living off-campus must hold themselves to the same standards of social and moral conduct expected of student athletes living on-campus. The Notre Dame College Athletic Department reserves the right to take disciplinary action against student-athletes living off-campus who fail to conduct their actions in a manner consistent with the policies set forth in this handbook.

Gambling

Notre Dame College does not condone gambling of any kind. Gambling is defined as risking something of value upon the outcome of a contest of chance or a future contingent event not under his/ her control or influence, upon an agreement or understanding that he/she or someone else will receive something of value in the event of a certain outcome.

Student-Athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the Institution;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized

gambling.

A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e. "point shaving") or who solicits or accepts a bet or participates in any gambling activity through a bookmaker, a parlay card or any other method employed by organized gambling that involves wagering on the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.

A student-athlete who solicits or accepts a bet or participates in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling, shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution's determination that a violation has occurred and shall be charged with the loss of a minimum of one season of competition. If the student-athlete is determined to have been involved in a subsequent violation of any portion of this rule, the student-athlete may permanently lose all remaining regular-season and postseason eligibility in all sports.

Disorderly, Lewd, Harassing or Indecent Conduct

The following behavior will not be tolerated:

- Conduct or attempted conduct that obstructs, disrupts, or interferes with the personal or group rights of others or with any activities of the College, including but not limited to, access to facilities and performance of normal College operation;
- Any intentional or persistent acts deemed intimidating, hostile, coercive, or offensive;
- Disrespect for a College official by using egregious or antagonistic language or behavior;
- Any behavior that jeopardizes the integrity of the College or any of its members;
- Any conduct that endangers the safety of the College community, including but not limited to, tampering with safety or fire warning devices, setting a fire on College property, improper use of cooking equipment, and reckless operation of a motor vehicle;
- Vandalism: willful or malicious destruction or defacement of public or private property; or
- Failure to comply with the directions or requests of a College official or law enforcement officer in the performance of his or her official duties. This offense shall be construed to include any student's willful refusal to testify at a Hearing of the College Judicial System.

Hazing

Hazing is defined as an action taken to aid, abet or to annoy any person by playing abusive or ridiculous tricks upon her/him, to subject anyone to personal indignity or danger, or to use peer pressure or innuendo to cause involuntary exercises, personal servitude, etc. All acts of hazing both on and off campus, by an organization or any of its members or alumni, are strictly forbidden. Notre Dame defines hazing as any action taken or situation created, intentionally, or recklessly, to produce mental, physical, or emotional discomfort, pain, embarrassment, harassment, or ridicule.

Hazing is forbidden both on and off College property. Any comments or behaviors that are hurtful or derogatory to a specific gender via any medium (bodily, print, verbal, telephone, electronic, etc) are prohibited. Any student engaged in hazing may be subject to disciplinary action by the College, regardless of any claimed consent or assumption of the risk by the victim.

Additionally, hazing is illegal under Ohio law and any person engaged in hazing may face civil and criminal consequences, including possible jail time. See Ohio Revised Code Sections 2307.4, 2903.31, and 2307.44 for more information on Ohio's hazing laws.

Assault

Assault is defined as any intentional touching or attempt or threat of such touching, that either places another person in fear of imminent bodily harm, or causes or could have caused physical injury to another person.

Sexual Harassment

Notre Dame College is committed to providing an environment free of sexual harassment. Sexual harassment violates an individual's fundamental rights and personal dignity. Notre Dame College considers sexual harassment in all its forms to be a serious offense. This policy applies to all staff, faculty, student employees, and students.

Sexual harassment can involve males or females being harassed by members of either gender. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.

Students and College employees are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the College campus or during working hours. Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made a term or condition of employment or the educational relationship;
- (2) Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually-oriented request;
- Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request;
- Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive conversation that is unwelcome or physical contact or touching another student or employee in a way that is unwelcome;
- Displaying, storing, or transmitting pornographic or sexually oriented materials.
- Engaging in indecent exposure;
- Making sexual or romantic advances toward a student or employee and persisting despite the student or employee's rejection of the advances;

- Physical conduct such as assault, touching, or blocking normal movement; or
- Retaliation for making harassment reports or threatening to report harassment.

Sexual Misconduct and Sexual Assault

Consent is the understandable exchange of affirmative words or actions that indicate the willingness to participate in mutually agreed upon sexual conduct. Consent must be informed and freely given by a person who is capable of well-reasoned consent. Consent can be withdrawn at any time.

Violations of the Code of Conduct with regard to sexual misconduct include engaging in or attempting to engage in any of the following without the consent of the other person:

- Indecent or offensive actions of a sexual nature – including but not limited to voyeurism, exposure, and sexually explicit communications;
- Sexual contact – including but not limited to the touching, directly or through clothing, of another person’s genitalia, breasts, buttocks, or inner thigh with an object or body part; or
- Sexual assault or sexual penetration of another person to any degree.

Use of Tobacco

Smoking is strictly prohibited on College property. Cigarettes cannot be sold, advertised, or given as samples on campus. The Department of Athletics does not condone the use of tobacco or tobacco products. The use of tobacco is prohibited in connection with any intercollegiate function and is a violation of NCAA rules for student-athletes, coaches, and athletic staff.

Use of Illegal Drugs

The possession of illegal drugs is strictly prohibited by the College and the use of such substances will result in a Code of Conduct violation. Additionally, those student-athletes found in violation of the institutional and NCAA drug testing protocols stated below are also subject to punishment under the Code of Conduct.

Disciplinary Procedures for Violations of the Code of Conduct

Disciplinary actions taken by the Notre Dame College Athletics Department may be in addition to, in conjunction with, or distinct from those taken by the Notre Dame College Student Affairs Office pursuant to the Notre Dame College Student Handbook.

If a student-athlete is involved in any violations of the policies described herein, the Director of Athletics and Head Coach will determine whether circumstances warrant verbal reprimand, written reprimand, medical evaluation, professional counseling services, suspension, revocation of scholarship, or removal from athletic team.

Notre Dame College Drug Education and Testing Policy

Notre Dame College student-athletes are representatives of the College and role models for the student body and the community. The Athletics Department believes that the use of controlled substances and performance enhancing drugs threaten the integrity of intercollegiate athletics and represent a danger to the health, safety, and well-being of the student-athletes.

The Notre Dame College Athletics Department does not condone the use of illegal drugs and will abide by the guidelines and policies set forth in the Notre Dame College Student Handbook. Additionally, the Athletic Department has created a Drug Testing Program. Notre Dame College reserves the right to alter, amend, or modify this Drug Testing Program at any time without notice to the coaches or student-athletes. Further, Notre Dame College reserves the right to contract with third parties to accurately test for drug usage.

Program Implementation

In order to participate in intercollegiate athletic programs at Notre Dame College, student athletes must comply with the following:

- Provide a written consent (parent/guardian consent, if applicable) to urinalysis testing, both random and on reasonable suspicion basis;
- Provide written consent permitting testing information, including results, to be reviewed by the Director of Athletics, and those deemed necessary by the Director of Athletics; and
- Provide a urine specimen upon request of the Head Athletic Trainer or Director of Athletics;

Student Athlete Selection

A student-athlete is defined as any student participating in intercollegiate athletics. Student-athletes will be randomly and regularly tested on an announced or unannounced basis. The testing will include both in-season and out-of-season teams. The Head Coach will be notified the day of the testing. The Head Coach or designate will notify the team or selected student-athletes of the time and place of the screening.

Testing may also take a variety of forms including:

- Team Testing: where a team may be immediately tested before, during, or after a workout, practice, or game with or without notice.
- Post-Season Competition: members of teams or individuals participating in NCAA-sanctioned competition may be tested prior to the competition.
- Testing for Reasonable Suspicion: suspicion of use may come from a number of sources: teammates, athletic trainers, coaches, faculty, athletic department staff, dean of students, college police and resident staff. Each instance will be reviewed on a case by case basis to determine the validity of the request.

Reasonable suspicion includes, but is not limited to:

- Violation of campus or housing regulations;
- Physical appearance changes;
- Mood changes;
- Legal involvement;

- Academic/athletic motivational level;
- Class attendance;
- Significant GPA changes;
- Athletic practice attendance; or
- Emotional condition.

When a random test is administered, the testing lab or Director of Athletics will randomly select each person and notify the testing administrator.

If a student-athlete fails to show up for a drug/alcohol test, or attempts to manipulate the results of a drug test, the test will be considered as positive.

Notification of Test Results

Any student-athlete, who tests positive as a result of a drug/alcohol test, will be provided with notification of any positive test results, along with the identity of the drug discovered.

Penalties

First Offense:

- Parent(s) or guardian may be notified in writing;
- May be required to attend professional counseling selected by the Director of Athletics, Head Coach and Dean of Students;
- May be subject to suspension from practice and/or competition;
- May be subject to frequent testing; and
- Possible reduction of athletic scholarship.

Second Offense:

- Parent(s) or guardian notified in writing;
- Student-athlete will be banned from the intercollegiate athletic program for six months;
- Loss of athletic scholarship for period of suspension;
- Re-evaluation by professional counselor selected by the Director of Athletics, Head Coach and Dean of Students;
- Follow up treatment plan; and
- Frequent testing as specified by counselor.

Third Offense:

- Parent(s) or guardian notified in writing;
- Permanently banned from the intercollegiate athletics program and will not be eligible for reinstatement; and
- Non-renewal of any athletic scholarship.

Any student athlete who fails to attend a mandatory counseling session will be subject to suspension from practice or competition. The Director of Athletics and Head Coach will determine the suspension period.

Appeals

A student-athlete who tests positive on a Notre Dame College-sponsored drug test is entitled to an appeal. However, an appeal cannot be based solely on the results of the test. Appeals must be based on the fact that the testing protocol was not followed according to the prescribed procedures as set herein or by the testing center.

To initiate the appeal process the student-athlete must submit a letter of appeal to the Director of Athletics within 24 hours of notification of the positive test result and before the next scheduled competition.

The letter should include a detailed description of the basis of the appeal and provide evidence supporting such. The Director of Athletics will form a committee consisting of one Head Coach, one athletic trainer, and the Dean of Students.

The student-athlete's suspension and/or sanction will begin immediately following the ruling by the Committee. The ruling will be presented in writing to the student-athlete within five business days of the committee review.

Banned Drug List

A representative list (not all-inclusive) of the drugs banned by Drug Free Sport, the NCAA, and Notre Dame College is available in the Athletic Training Office.

Community Engagement

The College values activities which are beneficial to the College and allow the students to engage the community. They enhance the learning experience of our students as well as provide benefits to the community which would not otherwise be available. The Department of Athletics works closely with Falcon Corp in serving the College and community. Each athletic team is required to participate in at least two service projects per year. These service projects are to be communicated to Assistant Athletic Director of Community Engagement to be documented and tracked.

Fundraising

Each sport is responsible for raising funds that may be used to supplement the athletic department budgets for the sport. All fund raising projects must be pre-approved and authorized by the Director of Athletics. Students may not attempt a project or try to secure a gift without this prior authorization. All checks for fundraising must be made to Notre Dame College. Coaches cannot cash checks that are made out to an individual sport or the Head Coach. Per NCAA Bylaws, fundraising hours do not fall under CARA hours.

Institutional, Charitable, Educational, or Non-Profit Promotions

Notre Dame College or a recognized entity of the institution, its member conference, or a non-institutional charitable, educational, or non-profit agency may use a student-athlete's name, picture, or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- The student-athlete receives written approval to participate from the Director of Athletics;
- The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement, or promotion by a commercial agency except as follows:
 - Identification (e.g. graphics, voice over, on-screen test) of the commercial entity must explain the commercial entity's affiliation with the permissible entity (e.g. entity is the official sponsor of the institution/event); AND
 - The appearance or description of the commercial product or service or the commercial entity's logos may be included but may not exceed 25 percent of the total promotional activity. Further, language or action included in the promotion may not directly encourage the use or purchase of the commercial product or service (e.g. "drink this product") with which the commercial entity is associated;
- The student-athlete does not miss class;
- All money derived from the activity or project goes directly to Notre Dame College, the member conference or the charitable, educational, or non-profit agency;
- The student-athlete may accept actual and necessary expenses from Notre Dame College, the member conference or the charitable, educational, or non-profit agency related to participation in such activity;
- The student-athlete's name, picture, or appearance is not used to promote the commercial ventures of any non-profit agency;
- Any commercial items with names or pictures of student-athletes may be sold only by Notre Dame College, the member conference, or the NCAA, through outlets controlled by such

- entities or by the charitable or educational organization involved; AND
- The student-athlete and an authorized representative of the charitable, educational, or non-profit agency sign a release statement ensuring that the student-athlete's name, image, or appearance is used in a manner consistent with the requirements of Bylaw 12.5.

Staff members desiring to use student-athletes in a promotional activity should submit a Promotional Activities form to the Director of Athletics for approval. All communication for promotions with non-athletic department entities is to be directed through the Athletics Communication Office and Director of Athletics Office.

Spur of the moment autograph requests from fans do not have to go through this process. This process applies to organized charitable, educational, and promotional events.

Program Evaluation

Student-Athlete Evaluations

A yearly review by early outgoing student-athletes and graduating student-athletes allows for a balanced evaluation of the athletics department and prompts change in the best interests of the student-athletes. These interviews represent a profound method for student-athletes to express their opinions and to assess their total athletics experience. The information provided in these interviews is invaluable in that it:

- Highlights areas of strength and weakness in the program;
- Provides important information on ethical issues;
- Provides input for coaching and administrative staff evaluations;
- Provides information that may correlate to retention and graduation rates;
- Provides feedback on time spent on academic and athletics performance; AND
- Provides the means to assess knowledge of and compliance with NCAA rules.

Student-Athlete Exit Interviews

A yearly review by continuing student-athletes, early outgoing student-athletes, and graduating student-athletes allows for a balanced evaluation of the athletics department and prompts change in the best interests of the student-athletes. These interviews represent a profound method for student-athletes to express their opinions and to assess their total athletics experience. The information provided in these interviews is invaluable in that it:

- Highlights areas of strength and weakness in the program;
- Provides important information on ethical issues;
- Provides input for coaching and administrative staff evaluations;
- Provides information that may correlate to retention and graduation rates;
- Provides feedback on time spent on academic and athletics performance; AND
- Provides the means to assess knowledge of and compliance with NCAA rules.

Procedure

At the end of each academic year, the Compliance Officer shall deliver exit interview documents to all outgoing student-athletes. Those student-athletes requesting a face-to-face interview shall meet with the Faculty Athletics Representative prior to his or her departure from the institution. The interviews shall be conducted in accordance with the Division II Student-Athlete Experience Evaluations suggested by the NCAA.

The results of the interviews will be maintained by the Director of Athletics and evaluated to determine any necessary improvements to the operation of the program.

Athletic Communications

Profiles for Web

All student-athletes must fill out a student-athlete profile form for the Notre Dame College website. The information needs to be filled out completely and signed prior to participation. The form can be filled out at: http://notredamefalcons.com/sb_output.aspx?form=5.

Communication of Incorrect Data on Web

If a student-athlete notices incorrect data that is posted on the web or in any athletics publications they must contact their Head Coach. The Head Coach will notify the correct personnel to make the corrections. Statistics are compiled by the Athletic Communications Department and their subjective judgments are based on industry and NCAA policy.

Student-Athlete Employment

Criteria Governing Compensation

All compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in NCAA Bylaw 15. Compensation may be paid to a student-athlete:

- Only for work actually performed;
- At a rate commensurate with the going rate in that locality for similar services; AND
- An employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's product or services.

Monitoring Procedure

All student-athletes who are employed outside of the Notre Dame College work study program must submit a completed Student-Athlete Employment Form to the Athletic Compliance Officer.

Work Study

Work study employment is limited to undergraduate students who have been awarded either FWS or CWS from the Notre Dame College Financial Aid Office. These awards are determined at the time a student is admitted to the College and appear on the student's Financial Aid Award letter each academic year. The award is divided between fall and spring semester. Award amounts are dependent upon each student's financial need and available funding. Occasionally, changes in policies, regulations, and financial need may cause a student's financial aid award to be adjusted or reduced. Regulations are established and enforced by the federal government.

A student worker must be enrolled in 12 or more credit hours per semester and must be approved to work by the Work Study Coordinator. The part-time work experience is for temporary periods during the academic year or school breaks. Students are not permitted to work during scheduled or cancelled classroom hours. Additionally, students employed for the first time through WS may not work until the first day of the semester.

The athletic department is always seeking quality work study individuals who are looking to pursue careers in the sports industry or who have the desire to help work at sporting events. Such jobs include: Ball Person (Soccer), Line Judges (Volleyball), Scorebook (Volleyball, Basketball), Stat Input (Baseball, Basketball, Softball, Soccer) Scoreboard (Baseball, Basketball, Soccer, Softball, Volleyball, Wrestling), Setup (All Sports) and Video (All Sports). Athletic Communications is also looking for individuals who are interested in assisting with coverage of each of the athletic teams in writing game recaps for the website, assisting with video and audio broadcasts, and helping with the official statistical record keeping.

Anyone interested in game day jobs should contact the Manager of Athletic Operations. Those interested in Athletic Communications related jobs should contact the Manager of Sports Information and Broadcasting.

Team Transportation

On away trips, all team members will travel together in College provided vehicles to and from the contest. All drivers of Notre Dame College vans are personnel of Notre Dame College and have completed a van safety course and passed the van safety test in order to be credentialed.

Any request for an exception must be made using the Notre Dame Student-Athlete Release Form (included in this handbook) and approved in advance by the Head Coach and Director of Athletics. Exceptions will only be made if the student-athlete is released with a parent or guardian.

As a rule, student-athletes may not drive to a home contest (off-site) in their vehicles. Students may drive to practices off-campus in their own vehicles provided they have prior approval and have completed the Student Transportation Form.

Notre Dame College Athletic Department Diversity and Inclusion

Statement of Inclusion:

Possessing and mastering a range of thoughtful perspectives is necessary for open inquiry, a liberal education, and a healthy community. Recognizing this, Notre Dame College seeks to include, engage, and support a diverse group of students, faculty, and staff. The institution values a multiplicity of opinions and backgrounds, and is dedicated to incorporating multiple voices and experiences into every aspect of its operations. We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our constituents.

Transgender Policy for Notre Dame College Athletics:

A transgender student-athlete will be allowed to participate in any varsity sports activity so long as that student-athlete's use of hormone therapy, if any, is consistent with the National Collegiate Athletic Association's (NCAA) existing policies on banned substances. Specifically, a transgender student-athlete will be allowed to participate in varsity sports activities under the following conditions:

Participation on Varsity Sports Teams

A. Transgender student-athletes who are undergoing hormone treatment

1. A **trans female** (MTF) student-athlete who is being treated with testosterone suppression medication for Gender Identity Disorder or Gender Dysphoria and/or Transsexualism, may participate on a men's team at any time, but must complete one year of testosterone suppression treatment before competing on a women's team.
2. A **trans male** (FTM) student-athlete who is taking medically prescribed testosterone related to diagnoses of a Gender Identity Disorder or Gender Dysphoria and/or Transsexualism may not participate on a women's team after beginning such treatment, and must be granted a medical exception for treatment with testosterone from the NCAA prior to competing on a men's team because testosterone is a banned substance.
3. In any case where a student athlete is taking hormone treatment related to Gender Identity Disorder or Gender Dysphoria and/or Transsexualism that treatment must be monitored by a physician and NDC must receive regular reports about the athlete's eligibility according to these guidelines.

B. Transgender student-athletes who are NOT undergoing hormone treatment

1. Any transgender student-athlete who is not undergoing hormone treatment related to gender transition may participate in varsity sports activities in accordance with his or her assigned birth gender.

2. A **trans male** (FTM) student-athlete who is not being treated with testosterone related to gender transition may participate on a men's or women's team.
3. A **trans female** (MTF) student-athlete who is not undergoing testosterone suppression treatment related to gender transition may not compete on a women's team.

Implementation Process

A. The student's responsibility

- In order to avoid challenges to a transgender student's participation during a sport season, a student-athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition shall submit the request to participate on a sports team in writing to the athletic director or his/her designee upon matriculation or when the decision to undergo hormonal treatment is made.
- The student shall submit his or her request to the athletic director or his/her designee. The request shall include a letter from the student's physician documenting the student's intention to transition or the student's transition status if the process has already been initiated. This letter shall identify the prescribed hormonal treatment for the student's gender transition and documentation of the student's testosterone levels, if relevant.

B. Notre Dame College's responsibility

1. The athletic director and/or his/her designee and the Head Athletic Trainer shall meet with the student to review eligibility requirements and procedures for approval of transgender participation.
2. The athletic director or his/her designee shall notify the NCAA and the Mountain East Conference (MEC) of the student's request to participate.
3. If a student's request is denied by the athletic director or his/her designee, the decision must be automatically reviewed by a Transgender Participation Committee to be established by a school administrator. This committee shall be convened and its decision reported to the athletic director or his/her designee and the school administrator in a timely fashion.

This committee will include:

- A health care professional, e.g. physician, psychiatrist, psychologist or other licensed health professional with experience in transgender health care and

the World Professional Association for Transgender Health (WPATH) Standards of Care. The student athlete's physician can serve in this role;

- The faculty athletic representative; and
 - The institution's Title IX Coordinator.
4. The athletic director or his/her designee will inform the NCAA and the MEC of the appeal outcome.
 5. NDC and the Center for Drug Free Sport will confirm that the treatment requirement has been met.
 6. NDC will file a petition with the NCAA for transgender student-athletes, subject to a one-year transition period, to request an extension of their eligibility at the end of their transition period.
 7. An opposing institution may only challenge a transgender student- athlete's approved eligibility through a formal appeal process through the appropriate oversight body.
 8. All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student-athlete makes a specific request otherwise. All information about an individual student's transgender identity and medical information, including physician's information provided pursuant to this policy, shall be maintained confidentially.

Additional Guidelines

A. Facilities Access

1. Changing Areas, Toilets, Showers – Transgender student-athletes will be able to use the locker room, showers and toilet facilities consistent with the student's gender identity. Every effort will be made to have private, enclosed changing areas, showers and toilets for use by any student-athlete who desires them. When requested by the transgender student-athlete, NDC will make every effort to provide separate changing, showering, and toilet facilities for the student's use, however transgender student-athletes shall not be required to use separate facilities.
2. Competition at Another Institution – If a transgender student-athlete requires a particular accommodation to ensure access to appropriate changing, showering, or bathroom facilities, the NDC athletics director or his/her designee, in consultation with the transgender student- athlete, will notify their counterparts at other institutions prior to competition to ensure that the student has access to facilities that are comfortable and safe. This notification will maintain the student's confidentiality. Under no circumstance will the student-athlete's identity as a transgender person be

disclosed without the student's express permission.

3. Hotel rooms – Transgender student-athletes will be assigned to share hotel rooms based on their gender identity, with recognition that any student who needs extra privacy should be accommodated whenever possible.

B. Language

1. Preferred Names – In all cases, teammates, coaches and administrators will refer to transgender student-athletes by their preferred name.

2. Pronouns – In all cases, pronoun references to transgender student-athletes will reflect the student's gender and pronoun preferences.

C. Dress Codes and Team Uniforms

1. Dress Codes – While representing the institution, transgender student-athletes will be permitted to dress consistently with their gender identities, while conforming to NDC athletic department standards.

2. Uniforms – All team members will have access to uniforms that are appropriate for their sport and that they feel comfortable wearing. No student-athlete will be required to wear a gendered uniform that conflicts with the student's gender identity.

Enforcement and Non-Retaliation

A. Enforcement – Any member of the NDC athletics department who has been found to have violated this policy by discriminating against or harassing any student on the basis of their gender identity or expression, or by breaching medical confidentiality will be subject to disciplinary action. Any member of the athletics department who becomes aware of conduct that violates this policy should immediately report the conduct to the athletics director or his/her designee. A formal report will be made through the appropriate office as it relates to the specific violation of this policy.

- Discrimination/harassment: Office of Student Affairs
- Breaching medical confidentiality: Athletic Director

B. Retaliation – Retaliation is specifically forbidden against anyone who complains about discrimination based on gender identity or expression. The NDC athletics department will take steps to prevent any retaliation against any person who makes such a complaint.

C. Anti-Harassment Policy – Should this policy be violated, steps will be taken in accordance with the institution's Anti-Harassment Policy.

Education

A. Institutions – All members of the athletic department will receive information and

education about transgender identities, institutional and conference non-discrimination policies, the use of preferred names and pronouns, and expectations for creating a respectful team and school climate for all students, including transgender and gender-variant students.

Media

- A. Training – All school or athletics representatives (sports information departments and personnel, school leaders, athletics administrators, team members, and coaches) who are authorized to speak with the media will receive information about appropriate terminology, use of names and pronouns, and school and athletics conference policies regarding the participation of transgender student-athletes on school sports teams.
- B. Confidentiality – Protecting the privacy of transgender student-athletes is a top priority for all athletics department and affiliated school personnel, particularly when in the presence of the media. All medical information shall be kept confidential in accordance with the applicable state, local and federal privacy laws.

COVID-19 Policies and Procedures

The Notre Dame College Athletic Department is committed to providing student-athletes with a safe environment to participate in intercollegiate athletics during the COVID-19 pandemic. The NDC Athletic Department will, to the best of its ability, follow all guidelines issued from the Center for Disease Control, the Ohio Department of Health, local health officials, and the NCAA that relate to athletic participation and general safety.

All Notre Dame College student-athletes are expected to follow the COVID-19 Protocols established by NDC. The full COVID-19 Protocols are available at the following website:

<https://www.notredamecollege.edu/about/experience-the-college/news-and-media/return-to-campus-and-covid-19-information/health-protocols/>

In addition, Notre Dame College Athletics encourages student-athletes to visit the following website to view additional educational information regarding COVID-19:

<https://www.notredamecollege.edu/about/experience-the-college/news-and-media/return-to-campus-and-covid-19-information/general-information-about-covid-19/>

As of September 1, 2020, the Mountain East Conference has delayed the start of fall sports competitions until January 2021. The fall sport student-athletes will be practicing throughout the fall 2020 semester in order to be prepared for the season to be played in the spring semester. All winter and spring sport competitions are on schedule to begin later this fall semester. Student-athletes will be updated with new information regarding competition guidelines as it becomes available. For additional information from the MEC, please visit the following website:

<https://mountaineast.org/news/2020/3/11/general-covid-19.aspx>

The NCAA continues to closely monitor COVID-19 and is taking proactive measures to mitigate the impact of the virus. When it comes to decision-making, our commitment is this: protect the health and safety of college athletes. Further information from the NCAA regarding COVID-19 can be found on the following website:

<http://www.ncaa.org/sport-science-institute/covid-19-coronavirus>

Notre Dame College expects that student-athletes will do their best to comply with all aforementioned guidelines and protocols in order to ensure a safe return to practice and competition for all student-athletes. NDC Athletics also expects that student-athletes will model social responsibility practices 24/7 and be upstanding members of the NDC community throughout the duration of the COVID-19 pandemic and beyond.