

ST. FRANCIS COLLEGE

ATHLETICS DEPARTMENT

STUDENT-ATHLETE HANDBOOK



UPDATED JANUARY 9, 2018

ST. FRANCIS COLLEGE
DEPARTMENT OF ATHLETICS
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Asst. Men's Basketball	Clive Bentick, Ron Ganulin, Jamaal Womack
Head Women's Basketball	John Thurston
Asst. Women's Basketball	Dionne Dodson, Ranait Griff, Leah Fechko
Head Women's Bowling	Dawn Gugliaro
Asst. Women's Bowling	Kristina Terpo
Head Men's Golf	Michael Carney
Head Women's Golf	Raymond Nash
Head Men's Soccer	Tom Giovatto
Asst. Soccer	Andrew Cormack, Cyril Coisne
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Asst. Swimming	Suzanne Lemberg (W), Jon Pepaj (M)
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Head Men's Tennis	Jerod Tucker
Head Women's Tennis	Alicia Browne
Asst. Track and Field	Maritza Osorio, Sabrina Felice, Richard Squire
Asst. Volleyball	Andrew Mueller, Dominique Gerard
Head Men's Water Polo	Bora Dimitrov
Asst. Men's Water Polo	Igor Zagoruiko
Head Women's Water Polo	Megan Husak
Asst. Women's Water Polo	Kacie Davis

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ST. FRANCIS COLLEGE DEPARTMENT OF ATHLETICS
MISSION STATEMENT

*To enhance the spirit, mind and body of student-athletes and
contribute to the success of the College through athletics*

The mission of the St. Francis College Department of Athletics is fully aligned with the mission of the College for all of its students. As a College founded upon Franciscan traditions, the promotion of the academic, spiritual, moral, mental and physical welfare of its students is at the core of St. Francis College's mission. The Department of Athletics, as a component of the College, seeks to further promote the same values and welfare among the student-athletes. The Department of Athletics seeks to attain its mission through the creation of a positive, encouraging atmosphere where every student-athlete is treated as an individual. Further, the Department of Athletics is fully committed to fostering an atmosphere where no student-athlete will face discrimination based upon gender, race, religion, or any other factor. The Department particularly encourages the participation of female student-athletes and minority student-athletes.

St. Francis College does not define the success of its athletic program solely by the won/lost records of its teams. Rather, the primary focus is a concern for student-athlete welfare and personal development. In a truly successful program, the student-athletes display and develop leadership qualities, excel in both the classroom and in the competitive arena, conclude their careers as student-athletes with a bachelor's degree, and take their places in society as professional leaders in their chosen fields, all the while bringing credit to themselves and to St. Francis College. To achieve these goals of success, the Department of Athletics is committed to providing a high quality education, both on and off the field. The College provides its student-athletes with a system of resources and services, including facilities and equipment, quality coaching, the best medical care possible, and academic support. St. Francis College views its athletic program as a component of the educational process fully compatible with the College's mission of enhancing the intellectual, social, and spiritual growth of each student. Further, the College supports and encourages the involvement of all students in the work of the Department of Athletics, whether it be competing as a student-athlete, participating in intramural and recreational sports, or attending athletic events and supporting the teams and student-athletes who are representing the College in intercollegiate competition.

St. Francis College and the Department of Athletics are firmly committed to the highest standards of sportsmanship and fair play, as these values are a fundamental aspect of the College's educational mission. The Department of Athletics fully abides by the principles and regulations set by the National Collegiate Athletic Association and the Northeast Conference.

1.1 ROLE AND RESPONSIBILITIES OF THE STUDENT-ATHLETE

1.1.1 CODE OF CONDUCT:

As a student-athlete at St. Francis College your number one responsibility is to better yourself academically and acquire a degree. You are first and foremost a student. **Because you are first and foremost a student, you are required to adhere to the same academic policies and procedures and standards of conduct/student behavior as outlined in the St. Francis College Student Handbook. The student-athlete handbook is to be regarded as a reference of additional policies specific to student-athletes, and is not to be regarded as a replacement for the overriding policies contained in the St. Francis College Student Handbook.** It is considered a privilege, not a right, to participate in intercollegiate athletics at St. Francis. Through intercollegiate athletic participation, a student-athlete has the unique opportunity to develop physically, mentally, and personally in ways quite different from the general student body. Student-athletes are expected to conduct themselves with pride, honesty, integrity, and sportsmanship at all times, both within and outside of the competitive arena. St. Francis College expects all students, athletes and non-athletes, to respect the rights of others, to treat fellow students and non-students in the manner they wish to be treated, to obey the law and to refrain from engaging in acts which might result in personal or property damage. St. Francis College is a highly visible Division I intercollegiate athletic program, whereby student-athletes represent the department of athletics, as well as the college itself. Student-athletes are expected to adhere to the St. Francis College Code of Conduct and will be subject to not only regular College discipline, but also that of Athletic Department, when violations occur.

1.1.2 PERSONAL CONDUCT AND RESPONSIBILITIES

The athletic department makes every effort to offer a program that assists each student-athlete in securing a degree and fulfilling the objectives of the College. The acceptance of athletics financial aid and/or participation as a member of an athletic team carries with it definite academic and athletic responsibilities for the student-athlete. They are as follows:

1.1.2.1 Academic: Each student-athlete is expected to:

- Understand that earning a degree is the primary goal of the student-athlete
- Attend all classes except when travelling to an away contest
- Complete all course assignments in a timely manner and take all course examinations
- Attend all study hall, tutorial, counseling and review sessions as scheduled
- Meet normal progress standards within the academic discipline defined by St. Francis College and the NCAA
- Meet, as scheduled, with the faculty advisors
- Inform instructors in advance of expected class absences resulting from travel to official athletic events
- Seek academic assistance when difficulties arises from the Academic Support Services
- Abide by the St. Francis College honor system regarding cheating and dishonesty

1.1.2.2 Athletic: Each student-athlete is expected to:

- Abide by all team, Departmental, College, Northeast Conference and NCAA rules
- Maintain oneself in top physical condition with accepted health standards
- Attend all organized practices unless officially excused
- Take proper care of all equipment and return it in good condition
- Treat sports officials and opponents with respect, and avoid undue confrontations
- Maintain proper standards of grooming and dress
- Abstain from using tobacco, alcohol, and non-therapeutic drugs

1.1.2.3 Citizenship: Each student-athlete is expected to:

- Abide by all College policies as they relate to students generally
- Conduct themselves at all times as representatives of the College and the athletic program

1.1.2.4 “Technological Activities”

Certain websites (Facebook, Twitter, Instagram, etc.) have been declared off-limits by some athletics departments across the country for use by student-athletes. At the present time, St. Francis College does not intend to prohibit student-athlete use of these sites. This is subject to change should the situation warrant. However, student-athletes who post inappropriate material on these sites shall be subject to disciplinary action from the athletic department, including possible disqualification from participation and revocation of athletic financial aid.

The following is a partial, not all-inclusive list, of material which will be considered inappropriate:

- Photographs which display or endorse alcohol consumption or drug use
- Profiles which endorse or describe actions which are contrary to College or NCAA regulations
- Profiles or messages which constitute hazing or harassment
- Derogatory or offensive language, based on a “reasonable person” standard
- Photographs of subjects whose attire, or lack thereof, would be viewed as objectionable by a reasonable individual

Student-athletes are cautioned that they are fully responsible for any content posted on their personal profiles.

1.1.3 SPORTSMANSHIP AND BEHAVIOR

1.1.3.1 ST FRANCIS COLLEGE SPORTSMANSHIP POLICY

All student-athletes are expected to conduct themselves with dignity and sportsmanship at all times, upholding the high standards associated with wholesome competitive sports. Furthermore, student-athletes are to understand that they are representatives of St. Francis College; they will be seen by individuals whose sole impression of St. Francis College is going to be developed from witnessing the actions of our student-athletes. The athletic department, and St. Francis College, enforces a zero tolerance policy for digressions from these standards.

Should any actions by a student-athlete or coach which are unbecoming of a representative of St. Francis College be witnessed by an administrator, or be reported by a third party to an administrator of the College, the offending student-athlete or coach shall be subject to immediate and strict disciplinary action, up to possible dismissal from the program.

1.1.3.2 NORTHEAST CONFERENCE SPORTSMANSHIP PRINCIPLES:

1. Participants in intercollegiate athletics should display proper respect and courtesy, and maintain civility toward opposing coaches and student-athletes, game officials and spectators at all contests.
2. Coaches bear the responsibility of teaching the value of sporting conduct in both word and deed to their student-athletes. The use of foul or vulgar language is inconsistent with this responsibility, and is therefore strongly discouraged on the part of coaches and student-athletes alike.
3. There is no place in intercollegiate athletics for taunting, embarrassing or humiliating an opponent or game official. Student-athletes who do so should be disciplined by their head coach in a timely manner. Coaches who do so will be disciplined by the athletic administration in a timely manner.
4. Representatives of NEC member institutions shall refrain from making any public criticism of other member institutions, their personnel, the Conference in general and its office staff, or any game officials.
5. Coaches and administrators shall make every effort to promote the Conference and its member institutions in a positive manner.
6. Coaches and student-athletes should exercise self-control with game officials during competition and shall refrain from approaching officials at the end of a period or at the end of a contest to address them in a disrespectful manner, complain about an officiating call, or express their displeasure with the game official's performance.
7. Student-athletes and coaches must understand that competing in intercollegiate athletics is a privilege, not a right. Their behavior and attitude toward opponents, game officials, and members of the media should reflect positively upon St. Francis College.
8. Institutional administrators are responsible for insuring that all parties involved in intercollegiate athletics-including student-athletes and coaches-are informed of the acceptable behavior that is expected of them and are aware of the consequences when failing to abide by the acceptable code of conduct.
9. Coaches and student-athletes are encouraged to live up to their own highest personal standard of sportsmanship, even when their opponents do not. Personal accountability and respect for one's own standards must come first.
10. The responsibility to demonstrate and develop good character and sportsmanship should never be subordinated to the desire to win. The vital lessons and intrinsic value of sports are acquired through the competition and honorable pursuit of victory, rather than the outcome itself.

1.1.4 ENFORCEMENT

The athletic department will become involved in any situation where allegations of wrongdoing are made against a student-athlete. This involvement may include matters that directly concern the athletic department, college, or any situation involving civil or criminal proceedings. In such situations, the athletic department strives to protect the rights of the accused party, while acting in the best interest of St. Francis

College. In the event that protecting the interests of the student-athlete becomes a conflict with protecting the interests of the College, the interests of the College will take precedence.

If a student-athlete is found to be in violation of College, Departmental, or NCAA policies, or violates any law of the City of New York, the State of New York, or the United States of America, the penalty imposed depends upon the severity of the offense and may include the following as deemed appropriate by the suitable body.

- Written warning
- Missed practice and/or games
- Dismissal from team
- Decrease/Revocation of financial aid
- Suspension or expulsion from St. Francis College

1.1.5 DRUG AND ALCOHOL POLICY

Please be aware that the NCAA's in-season random drug-testing program is in effect for all sports. At any time, with one day's notice, you may be summoned to appear by the NCAA and submit to a drug test. The penalty for a positive test is a one-year suspension from athletic competition (first offense) and a permanent ban from competition (subsequent offense). These penalties are non-negotiable.

The St Francis College Athletic Department will conduct drug testing throughout the year for both street drugs and performance enhancing drugs. Student Athletes that are to be tested will be selected at random. Also be aware that those selected can potentially be tested more than once during the academic year. The testing procedure will be administered by the Director of Sports Medicine.

In addition, the witnessed use of drugs or consumption of alcohol (whether or not the student-athlete is of legal age), whether on or off campus, or any evidence of being intoxicated or over the legal blood-alcohol limit, will be considered equal to a positive test, and will subject the offending student-athlete to the same consequences which appear below. Please be aware that St. Francis College is a dry campus.

Consequences for a positive test result:

First time offenders:

1. Drug and/or alcohol counseling at the SFC student Counseling Center and/or with Department of Student Services
2. Community Service (20 hours) mentored by a member of the Athletic Policy Committee or Faculty Athletics Representative
3. Continued drug testing (for positive drug tests or witnessed use of drugs) every thirty days for one year
4. Immediate two game suspension

Second time offenders (beyond one calendar year after first offense):

1. All of the above consequences, with Community Service requirement increased to 50 hours

2. Immediate suspension from the team for one third of the season (with carry over to the following season if applicable)

Third time offenders:

1. Dismissal from the team
2. Loss of all athletically related aid

***Should a student athlete test positive, or show evidence of being intoxicated twice in the same calendar year, that student athlete is immediately suspended from their respective team or teams and will not be eligible to receive athletically related aid for one academic year.**

Every implicated student athlete has the right of appeal with the Athletic Policy Committee at the earliest possible occasion.

Safe Harbor Program. The Safe Harbor Program is designed to allow student-athletes to self-refer for voluntary drug evaluation, testing, and counseling. If a student-athlete feels she/he has a substance use or abuse problem, she/he may voluntarily report this to her/his coach, athletic trainer, or the Coordinator. The program is designed to allow student-athletes to seek treatment for drug use without the ramifications of a positive test.

- a. **Eligibility.** Any student-athlete, prior to receiving a positive result in a drug test, is eligible for Safe Harbor. Student-athletes may use Safe Harbor once during their athletics eligibility.
- b. **Evaluation.** The Coordinator/Head Athletics Trainer shall work with the student-athlete and his/her substance abuse counselor to establish a treatment plan. This plan will include confidential drug testing. In most cases such testing will serve as baseline testing and used to determine which substances a student-athlete is using. This information will be used to design and implement a treatment program. This test, if positive, is for evaluation purposes only and is not to be considered a first-, second-, or third offense.
- c. **Program Requirements.** A student-athlete may remain in Safe Harbor for a reasonable amount of time, usually not to exceed 30 days. This reasonable amount of time may be extended or shortened based on the professional evaluation of the substance abuse counselor and the treatment plan. A treatment plan may extend longer than thirty days if it is determined that the student-athlete has a substance in her/his system that takes longer than thirty days to process.
- d. **No Entry Rule.** A student-athlete shall not be permitted to enter Safe Harbor within thirty days prior to NCAA or conference postseason competition.
- e. **Removal from Program.** If the student-athlete is determined to have used a new substance (compared to her/his baseline test) or fails to comply with the requirements of the treatment plan, she/he will be removed from Safe Harbor. The subsequent positive drug test will result in sanctions listed for the last offense prior to entry into the safe harbor program. Once removed from Safe Harbor, the student-athlete will be subject, without suspicion, to drug testing policies and procedures. While in compliance with Safe Harbor, student-athletes will be exempt from random and suspicion-based testing. The Athletics Director, Coordinator/Head Athletics Trainer and Head Coach will be informed of the student-athlete's participation in Safe Harbor. Student-athletes in Safe Harbor may be selected for drug testing by the [NCAA or other governance organization]. No such Safe Harbor program is offered by the NCAA.

1.1.6 HARASSMENT AND HAZING

St. Francis College policies regarding hazing and harassment are found in *The Cord*, the College's Student Handbook. Such activities are prohibited by St. Francis College; in the event that the offending party is a student-athlete, he/she shall be further subjected to disciplinary action by the Department of Athletics. If the student-athlete is the object of hazing, bullying or sexual harassment, it should be reported immediately to the Title IX Coordinator.

1.1.7 TEAM RULES

Every head coach is responsible for preparing, distributing and discussing with all team members the team rules that apply for each new season. Team members must have an opportunity to discuss and ask questions regarding the team rules. Sanctions imposed for violating team rules are the responsibility of the head coach, subject to review by the Director of Athletics and the Assistant Director of Athletics.

1.1.8 THE CHAIN OF COMMAND

As student-athletes, you have many responsibilities. Not only your teammates, but also your coaching staff perceives you as a leader. You serve as an advocate for your teammates, a liaison between team and coach, and a link between your team and the Athletic Department.

Within the athletic program, all decisions directly related to the playing field (i.e.: positions, playing time, squad size, etc.) are the provinces of the head coach and these decisions are final. Any incident of sexual harassment should be immediately reported to the Dean of Students. In other matters where a student-athlete has a complaint or grievance concerning personal rights and/or relationships to the athletic program, the following procedure must be used:

- First the student-athlete should discuss the issue with the assistant coaches.
- If the issue is not resolved, the student-athlete and assistant coaches should meet with the head coach and the sport administrator.
- If the issue continues to be unresolved, the complaint should be taken to either the Assistant Director of Athletics or the Director of Athletics.
- The Dean of Students should then be the next and usually final step.
- Decisions may be appealed, but only after all of the above-specified procedure has been followed.

1.1.9 GAMES AND PRACTICES

Games will be scheduled, to the greatest extent possible, to minimize athletes missing

Class. However, the rigors of Division I will, in some cases, cause conflicts.

- The Athletic Department will provide a class dismissal form attesting that the athlete was representing the institution in official competition during the listed time.
- To facilitate the preparation of the class dismissal forms, the coach shall provide a list of all student-athletes on the team along with the dates and times of travel, and the number of forms that will be required for each student-athlete. These forms are prepared by the Director of Compliance once per semester, so all instances during a semester are to be provided no later than the conclusion of the second week of class during each semester.

- Per the Athletic Absence Policy and developed by the Athletic Policy Committee, and approved by the faculty, student-athletes will not be penalized for missed class due to competition. Faculty members must provide student-athletes who provide class dismissal forms with an opportunity to make up all assignments, quizzes and exams missed due to competition. Keep in mind that faculty members reserve the right to require student-athletes who will miss a quiz or exam to complete the quiz or exam prior to the scheduled class which will be missed, rather than as a make-up on a later date; the decision to require this is at the sole discretion of the individual faculty member and is not subject to appeal to any other authority.
- If classes are to be missed during the semester due to athletic competition, it is the student-athlete's responsibility to see that no other classes are missed.
- NCAA regulations specifically prohibit the missing of class for practice.
- NCAA regulations also limit time spent in athletic activities during the season (exclusive of vacation periods) to 4hrs/day and 20hrs/week. (All competition and related activity on a day is counted as "3 hours" regardless of the actual length). There must be at least one day off each week. Outside the official "season" activities are limited to 8 hours per week, only 2 of which may involve "skill instruction".
- Unless otherwise approved by the Head Coach, attendance at all practices and scheduled contests is considered mandatory. Should a conflict arise in this area the situation must be brought to the attention of the Director of Athletics as quickly as possible. Violation of this attendance policy could result in immediate cancellation of any athletic financial aid as well as suspension or dismissal from the team.

1.1.10 EQUIPMENT

At the beginning of each season, student-athletes are issued equipment and uniforms for each sport. These remain the property of St. Francis College and the student-athlete is responsible for keeping them in good shape. At the conclusion of the season, the uniforms and equipment must be returned. Any items that are missing or show excessive wear and tear will result in repair/replacement charges being charged to the student-athlete.

Any student-athlete who does not return issued equipment to the Athletic Department will have his/her record tagged, prohibiting registration for classes at St. Francis College or transfer of records to another college.

1.1.11 FACILITIES

The athletic program at St. Francis College utilizes many different athletic facilities; some are owned by the college, some are public domain, and some are owned by other groups or institutions. The Head Coach will advise athletes as to the proper use of these facilities.

- All student-athletes are responsible for leaving areas in the same top quality condition in which they found them.

- Staff offices are public areas and athletes are expected to dress appropriately in these areas.
- Student-athletes are not allowed in coaches' offices without permission.
- Office equipment is to be operated only by Athletic Department Staff members.
- Telephone use for long distance is **strictly prohibited** and is a violation of St. Francis

College policy and NCAA regulations.

1.1.12 TEAM TRAVEL

Student-athletes representing St. Francis College who travel individually or as a team to a regularly schedule intercollegiate athletic event must do so under the direct supervision of the coach or other designated department staff member.

The staff member assumes responsibility for the travelling party from the point and time of departure until all members are returned to campus. Pre-authorized written permission and coach approval are required for a student-athlete to be released at the conclusion of competition at the site of the competition or to travel separately from the team. See the Director of Compliance to obtain the required authorization form.

1.1.13 TOBACCO POLICY

St. Francis College does not condone the use of tobacco. Tobacco use often results in a physical dependency in the form of nicotine addiction. Tobacco use has many negative effects and leads to high incidents of oral, lung, and other forms of cancer. The use of tobacco is prohibited in connection with any intercollegiate team function. Smokeless tobacco is included in this policy. St. Francis College also strongly encourages its athletes to abstain from tobacco use in their private lives. As per the NCAA, tobacco use is prohibited. If found using tobacco (smokeless or otherwise), you will be suspended for the remainder of that practice or game, as per the NCAA.

1.1.14 GAMBLING POLICY

Student-athletes are forbidden by NCAA Rules and Regulations to provide individuals with any information regarding intercollegiate athletics, soliciting or betting on athletic teams, and participating in any gambling activities whatsoever. The NCAA rules require that a student-athlete be declared immediately ineligible for further athletic competition should this situation occur.

NCAA Regulations

Staff members of the Department of Athletics of a member institution and student-athletes shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
2. Solicit a bet on any intercollegiate team;
3. Accept a bet on any team representing the institution, or
4. Participate in any gambling activity that involves intercollegiate athletics (and, for student-athletes, professional athletics), through a bookmaker, a parlay card or any other method employed by organized gambling.

1.1.15 FORMS

No student-athlete will be allowed to practice or compete in intercollegiate competition without completing required eligibility documents. Contact the Director of Compliance to complete the forms.

All student-athletes are also required to read and sign the St. Francis College Athletics Participation Agreement prior to engaging in practice or representing the College in competition.

In addition, the following is a list of the documentation, which is required of each student-athlete prior to any individual or team practice in the program:

- Health Insurance Information Sheet
- Sports Information Questionnaire
- Completion of St. Francis College physical
- Academic Certification (satisfactory progress and declaration of major by fifth semester)

Furthermore, no student-athlete will be allowed to practice or compete without signing **every year** the following NCAA forms, which are completed online:

- Student-Athlete Statement
- NCAA Drug-Testing Consent Form (must also be signed by parent if student is under 18 years of age)

Participation (before enrollment) beyond one year following high school graduation:

Any participation as an individual or a team representative in organized sports competition by a student-athlete during each 12-month period following the one year anniversary of high school graduation and prior to initial full time enrollment in a collegiate institution shall count as one year of varsity competition in that sport.

Tennis Student-Athletes:

Any student-athlete in the sport of tennis is subject to the provisions of NCAA Bylaw 14.2.3.2. This Bylaw states that if you did not enroll in college within six months of your graduation from high school, you will be charged with one season of competition for each year which elapses between the end of the “grace period” and the date of your enrollment if you have participated in any organized tennis events during this time.

1.1.16 AMATEURISM

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 (NCAA).

All student-athletes who initially enroll at a Division I or Division II institution after August 1, 2007 will be required to have their amateur status certified by the NCAA Eligibility Center.

Amateur Status

An individual loses amateur and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

1. Uses his or her athletic skill (directly or indirectly) for pay in any form in that sport;

2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
4. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organizational based upon athletics skill or participation, except as permitted by NCAA rules and regulations.
5. Enters into a professional draft or an agreement with an agent or other entity to negotiate a professional contract.

Use of Overall Athletics Skill-Effect on Eligibility.

Participation for pay in competition that involves the use of overall athletics skill (e.g., “superstars” competition) constitutes a violation of the Association’s amateur-status regulations; therefore, an individual participating for pay in such competition is ineligible for intercollegiate competition in all sports.

Road Racing. “Road racing” is essentially the same as cross country or track competition and cannot be separated effectively from those sports for purposes of Bylaw 12. Therefore, a student-athlete who accepts pay in any form for participation in such a race is ineligible for intercollegiate cross country or track competition.

1.1.17 EXTRA BENEFITS

The NCAA defines an extra benefit *as any special arrangement by an institutional employee or a representative of the College’s athletics interest to provide student-athletes, their relatives or friends a benefit not expressly authorized by NCAA rules.* Receipt or acceptance of such an extra benefit will result in immediate loss of eligibility.

During your enrollment at St. Francis College, you may befriend individuals or families in the community who might wish to provide you with a more “home-like” atmosphere. Please be aware that your becoming “friends” with a representative (athletic booster) and/or employee of St. Francis College does not change their status as NCAA rules are concerned. For example, the provision of any type of material item (such as a birthday gift, use of a car, meals or lodging, loan of money, Christmas gift, etc.) by such an individual or family to you (or your relatives or friends) could result in a rules violation and jeopardize your eligibility.

Examples of **non-permissible extra benefits** include, but are not limited to:

Awards

- Cash or cash-equivalent (i.e., gift certificates) for athletic participation.
- Sports club membership

Complimentary Admission and Ticket Benefits

- Payment from any source for complimentary admission.
- Special arrangement made to purchase tickets to an athletic event.
- Complimentary admission to a professional sports event.

Academic Support

- Typing costs provided at less than the going campus rate.

- Course Supplies.

Friends or Relatives

- May not receive expenses for visiting the student-athlete at any site.
- May not receive free admission or free meals in conjunction with a team or booster club banquet.
- Employment of relatives or friends of a prospect as an inducement to enroll at St. Francis.

Benefits, Gifts, and Services from the Public

- Free or reduced-cost services.
- Use of telephone or credit card without charge.
- Use of tickets to any event, dinner, use of a car, etc., from a commercial establishment without charge or at a discounted rate.
- Receipt of loan.
- Guarantee of loan.
- Use of automobile.
- Free or reduced-cost lodging.
- Free or reduced-cost transportation.
- Free or reduced-cost meals.
- Receipt of honorarium for speaking or appearance engagement other than to cover actual expenses.
- Receipts of gifts of merchandise.
- Free or reduced-cost automotive equipment or repairs.

Receipt of extra benefits will result in immediate loss of the involved student-athlete's eligibility. Student-athletes seeking assistance or clarification regarding the NCAA's extra benefit rules should contact the Director of Athletics or the Director of Compliance.

1.1.18 AGENTS

Student-athletes are not permitted to engage or employ an agent or to be represented by such either verbally or in writing. Penalties may include immediate ineligibility for athletic competition. For information concerning specific rules, consult the Department of Athletics.

1.1.19 OUTSIDE COMPETITION

Outside competition, that is any athletic competition other than that specifically representing St. Francis College, is prohibited without the prior approval of the head coach in your sport.

In Division I, a student-athlete **in any sport other than basketball**, who participates during the academic year as a member of any outside team in noncollegiate, amateur competition becomes ineligible for intercollegiate competition in that sport for the remainder of the year and for the next academic year unless

restored to eligibility prior to that time by the NCAA Eligibility Committee. A student-athlete is permitted to practice on such a team. In only the sports of men's soccer, men's water polo and volleyball, it is permitted to compete on an outside team after May 1, even if the academic year has not concluded.

A student-athlete who participates in any organized **basketball** competition except while representing the institution in intercollegiate competition becomes ineligible for any further intercollegiate competition in the sport of **basketball**. A student-athlete may compete during the period between June 15 and August 31 on one **basketball** team in one approved league provided the student-athlete has received written permission from the institution's athletic director (or the director's official representative) for participation in the league.

Outside Team.

An outside team is any team that does not represent the intercollegiate athletics program of St. Francis College, or a team that includes individuals other than eligible student-athletes of the member institution (e.g., members of the coaching staff, ineligible student-athletes, members of the faculty).

Summer Competition.

Participation on an outside team during the summer months is allowed by NCAA regulations. For the most part, athletes are encouraged to participate in their sport during this time. However, there are restrictions as to the number of SFC students who may participate on the same team. This number varies by sport. As always, athletes are required to clear this participation with their coach.

2.1 COUNSELING AND REFERRAL

2.1.1 CAMPUS MINISTRY

Flowing from the mission of St. Francis College, the programs offered by Campus Ministry are aimed at the development of the whole person, in an atmosphere of friendship and support, within a socially responsible, mutually respectful, serving community. Working in collaboration with other departments, Campus Ministry focuses particularly on the spiritual development of students and the college community.

Campus Ministry is located in the McArdle Student Lounge. The Director of Campus Ministry, as well as a student assistant, are available daily to respond to any concerns of students. The College Chapel, located on the first floor, is always open for private prayer and personal reflection. In addition, there are daily prayer services and a weekly Mass. Retreat opportunities are provided during the year, and the RCIA program is offered for students wishing to receive the Sacraments of Initiation.

Campus Ministry welcomes students from all religious traditions. It sponsors the College Choir and a program of community service through which students volunteer on campus or in neighboring communities. Through these efforts the college is enhanced as a community itself, while extending its caring mission to the wider society.

Peer counseling: In cooperation with the Student Counseling Center, Campus Ministry offers a peer counseling program. You can speak to a peer counselor on a one-to-one basis in the Campus Ministry booth (check notices for times) about concerns.

2.1.2 WELLNESS CENTER

The goal of the Wellness Center is to offer services for students to meet some of their primary and emergency health care needs as well as provide counseling and support for many of the emotional and developmental issues that college students face.

2.1.3 STUDENT COUNSELING CENTER

Professional counselors are available Mondays and Fridays 10am-2pm and Tuesdays, Wednesdays, Thursdays 10am-5pm to help students resolve concerns that may interfere with their academic progress, social development, or personal satisfaction. Individual and group counseling is available for problems due to stress, academic anxiety, relationship difficulties, family problems, depression, and substance abuse, among others. Referrals to off-campus care givers can be arranged when appropriate.

2.1.4 STUDENT HEALTH SERVICES

The Student Health Services Office is staffed by a full-time nurse during the day, and is equipped to provide emergency and first-aid attention. Student Health Services also provides guidance and counseling to promote well-being of students. Student Health Insurance Policy and claim forms may be obtained from this office.

3.1 SPORTS MEDICINE POLICIES, EMERGENCY MEDICAL PROCEDURES, AND GENERAL INFORMATION

- All student-athletes must complete a physical examination prior to participation in intercollegiate athletics. A copy of the physical examination, medical history form, HIIPA form, insurance form and consent for treatment form must be on file in the sports medicine office.
- All injuries/illnesses must be reported to a member of the medical staff immediately. The determination of whether an athlete is capable of practice or game participation is the sole responsibility of the Sports Medicine Staff.
- All athletes who are disqualified by the Sports Medicine Department are required to do rehabilitation or treatment through St. Francis College unless otherwise approved by the Head Athletics Trainer.
- A member of the St. Francis College Sports Medicine Staff will only make medical referrals. In order for any referral appointment to be covered under the athletic insurance policy, prior approval must be given by the Director of Sports Injuries and Rehabilitation.
- The Athletic Department has an “excess” insurance policy for athletic injury only. All bills must first be filed with the students’/parents’ primary insurance company. The student-athlete or parents forward the bill(s) and the explanation of benefits form from their insurance company to St. Francis College Sports Medicine Office. This will then be filed with the department’s insurance carrier.
- All Sports Medicine Department rules must be followed. These rules are contained in the Sports Medicine Department Policy and Procedures Handbook.

3.1.1 Athletic Training Room Rules and Regulations

1. Hours of Operation
 - a. Monday – Friday **9am** to **8pm**.
 - b. Athletic Training Room will only be open on **weekends** for scheduled **games** and **practices**.
 - c. Athletic Training Room will open **45 minutes** prior to all **practices** and **2 hours** prior all **games**.
2. All Athletes receiving treatment must sign in
3. If you are unable to make a treatment time during the normal hours of operation, please see the Head Athletic Trainer for a scheduled appointment.
4. All injuries or illnesses must be reported to the Athletic Training Room Staff immediately. If a player is ill and needs to see the school Nurse in the Health Center, the Athletic Training Room Staff must be notified immediately before and after the visit.
5. No foul language is permitted in the Athletic Training Room.
6. Use of cell phones is prohibited in the Athletic Training Room.

3.1.2 For practice or game situations *without* a Sports Medicine Staff Member:

Life Threatening:

The head coach will resume all responsibility for the situation.

- Send a responsible player or assistant coach to the phone or if on campus, to the security desk to call 911 and give all the necessary information.
- **DO NOT MOVE** the injured athlete; wait for EMS to arrive.
- After 911 is called have the same person wait for the ambulance and direct the paramedics to the athlete.
- Contact the Sports Medicine Staff as soon as possible.

Non-life Threatening:

- Contact the Head Athletics Trainer at SFC Sports Medicine Facility (718) 489-5216 or the Assistant Athletic Trainers at (718) 489-5281. If there is no answer, please call (718) 926-4190 or any other Sports Medicine Staff member at the cell numbers provided to you. When you reach them, they will then instruct you on what to do.
- If unable to contact a Sports Medicine Staff Member after attempting to, go to Maimonides Medical Center and have them call the orthopedic resident on call and tell them that we are affiliated with Dr. Jack Choueka or get the student-athlete to the nearest emergency room.

3.1.3 For practice situations with a Sports Medicine Staff Member on site:

The designated ATC will be the responsible for the immediate care of the athlete and the assessment of the injury status of the student-athlete whether it is Life Threatening or Non-Life Threatening. Upon determination of the status use the steps as follow:

Life Threatening. The Certified Athletic Trainer will stabilize the student-athlete. The coach responsible for practice will be responsible for the crowd control of other players and spectators. An Assistant coach, captain or responsible player from the team will be sent to activate EMS by calling 911 and will wait to direct the ambulance to the site. Coaches will assist if needed and take all directives as given from the designated Certified Athletic Trainer.

Non-Life Threatening. The Certified Athletic Trainer will assess the injury and determine if the student-athlete is able to return to play, not continue participation and/or in need of transport for medical treatment. The coaching staff will be notified immediately as the evaluation is complete. If a doctor's referral is needed the student-athlete will be transported to the doctor's office or emergency room.

3.1.4 24 Hour Practice Change Policy

- All changes and additions in practice schedules must be cleared through the Athletic Training Department 24 hours in advance of the change in time. Verbal confirmation of the change must be made between the coach and a member of the Athletic Training Staff (Head or Assistant Athletic Trainer), in-order for the changed practice time to be covered by the Athletic Training Department.
- If a practice change is made during hours the Athletic Training Room is closed it is the responsibility of the coach to contact a staff member verbally and confirm a change in schedule.
 - A voice message left on an office phone or note left in an office mailbox, or email during off-hours may not reach a member of the Athletic Training Staff in time. The Athletic Training Room is open for games and practices only on weekends, therefore a staff member may not receive a note, an email or a phone message left indicating a practice change till Monday.
- Coaches changing practice times after the 24-hour time period has expired risk having a practice not covered.
- It is athletic department policy that an in-season team is not permitted to hold a practice without an athletic trainer on campus. Your consideration pertaining to this matter is appreciated in advance.

3.1.5 Concussion Management Plan

The St. Francis College Concussion Management Plan was developed in accordance with the recommendations of the Northeast Conference, and complies with the concussion protocol developed by the NCAA.

The St. Francis College Sports Medicine Department **annually reviews** and strictly follows the practice parameters for the diagnosis of concussion in sport set by the American Academy of Neurology (AAN).

For more information on the AAN's practice parameters please see the following link:
https://www.aan.com/uploadedFiles/Website_Library_Assets/Documents/3Practice_Management/5Patient_Resources/1For_Your_Patient/6_Sports_Concussion_Toolkit/summary.pdf

Early Education:

Student athletes are presented in their beginning of the year meetings with the NCAA's factsheet for concussion, they will be given a presentation on signs and symptoms along with concussion management and St. Francis College's protocols. Included in the student athletes physical packet is an acknowledgement of concussion statement that must be signed as part of their medical clearance.

Concussion Management Team:

The St. Francis College Concussion Management team will consist of the following members; John Munyak MD: Director of Concussion Management for all Athletic Teams, Orry Erez MD: Physician Designee, in event Dr. Munyak is unavailable

Pre-Participation Assessment:

Student athletes will take part in pre-participation concussion baseline assessments. These assessments will be a combination of ImPACT, Balance Error Scoring (BES), King Devict tests. The tests used are as followed:

Men's/Women's Water Polo, Volleyball, Men's/Women's Basketball, Soccer, Men's/Women's Diving: ImPACT, BES, and King Devict
Men's/Women's Golf, Men's/Women's Tennis, Men's/Women's Swimming, Bowling, Men's/Women's Cross Country, Men's/Women's Track & Field: ImPACT, BES

Recognition & Diagnosis of Concussions:

A student athlete with a suspected concussion will be evaluated by an Athletic Trainer at the time of injury. Based on the student athletes symptoms relating to the parameters set by the AAN, the Athletic Trainer will decide if the student athlete needs to be removed from practice or competition, if immediate referral to the Emergency Room (ER) is necessary, or if the student athlete may return to activity. If the student athlete is diagnosed with a concussion and no immediate referral is necessary, the student athlete shall be removed from practice or competition for the remainder of the day, monitored closely and sent home with home care instructions to follow. Student Athletes diagnosed with a concussion must follow up with a member of the Athletic Training Staff daily for re-evaluation. A student athlete diagnosed with a concussion may only be cleared to return to physical activity by the St. Francis College Athletic Department team physician or a neurologist.

If at any time the Sports Medicine Staff feels that the student athlete is suffering from diminished neurological symptoms or spinal injury the emergency action plan will be activated and the student athlete will be transported to the nearest hospital. If the incident takes place in the Brooklyn area the student athlete will be taken to Maimonides Medical Center and the St. Francis College's team physicians will be notified.

Return to Play Following the Diagnosis of a Concussion:

- Step 1: No activity with complete rest until all symptoms have resolved.

- Step 2: 24 hours after symptoms have completely subsided, the student-athlete may begin light aerobic exercise consisting of 25 minutes on a stationary bike.
- Step 3: 24 hours after Step 2 if athlete is still symptom free, the student-athlete may begin aerobic exercise consisting of a 25 minute jog on a treadmill.
- Step 4: 24 hours after step 3, if the athlete is still symptom free, the student-athlete may participate in non-contact sport-specific training.
- Step 5: 24 hours after Step 4 if the athlete is still symptom free, the student-athlete may participate in contact sport-specific training / practice.
- Step 6: 24 hours after Step 5 if the athlete is still symptom free the student-athlete may cleared to return to full activity. Final clearance may only be given by the St. Francis College Athletic Department team physician or a neurologist.
- Step 7: A follow-up concussion testing will be done utilizing the pre-season baseline tests that were used, student-athletes have to return to a safe percentage of their baseline, based off of the St. Francis College's team doctor's recommendation, in order to be able to return to full activity.

*At any point during the above protocol if a student-athlete experiences a return of symptoms, the student-athlete must immediately discontinue all physical activity and return to complete rest. Once the student-athlete is symptom free again for 24 hours straight, and the team physician has been consulted, the student-athlete may start the protocol over from the begin. The six step protocol must be completed for a student-athlete to be cleared to return to activity by the team physician or a neurologist

Return-to-Learn:

Once a student-athlete is removed from play/competition or practice due to a suspected concussion the following School officials will be notified by the Head Athletic Trainer:

Athletic Director
Team Doctor
Dean of Students
Director of Residence Life (if the student lives in dorms)
Health Services
Faculty Athletic Representative
Athletic-Academic Advisor
Head Coach

The Dean of Students will notify the student-athlete's instructors.

A student-athlete diagnosed with a concussion will be given a doctor's note stating the extent of injury and recommended duration of absence. The note is to be presented to the Dean of Students upon the student's return.

The Student-athlete should not be penalized for missing classes, exams, classwork and homework, due to the concussion. The student-athlete will be given sufficient time, as determined by the Dean of Students after consultation with the student's instructors and the student, to make up all missed work/exams.

Reducing Exposure to Head Injuries:

All teams strengthening programs will consist of additional exercises that will concentrate on neck strengthening. This will aid the student athlete if the event that they are hit during play. Coaches will be instructed to limit the amount of contact during practice, to allow for reduced instances of concussion during practice

4.1 STRENGTH AND CONDITIONING PROGRAM

4.1.1 MISSION

It is the goal of the St. Francis College Strength and Conditioning Program to maximize the potential of our student athletes. They will be coached all year-round to improve on their athleticism: to become stronger, faster, more agile, increase stamina, and develop more resistance to injury through proven training principles and methodologies. Our student athletes will develop to perform at their highest level in order to compete for their respective sports through focus on their respective movement patterns and common sites of injury to help promote longevity. The student athletes will be challenged physically and mentally, accompanied by relentless work ethic, discipline, and accountability. Our program strives to build team unity, pride in training, and respect for the sport and the institution.

4.1.2 EXPECTATIONS

- All Student-Athletes are expected to arrive on time prepared to train with proper dress code
- All Student-Athletes are expected to follow all weight room regulations
- All Student-Athletes are expected to follow instructions from the strength and conditioning staff
- All Student-Athletes are expected to be respectful of teammates and strength and conditioning staff
- All Student-Athletes are expected to work hard and give full effort during training
- All Student-Athletes are expected to call, text, or e-mail their respective strength and conditioning coach of any scheduling conflicts regarding their designated team sessions. This communication must include the date(s) expected to miss, or be late to, and the date(s) and time(s) expected to make up the training session(s)

4.1.3 FITNESS CENTER RULES AND REGULATIONS

- Access is granted based on the schedule posted on the door for team lifting sessions, class sessions and open hours.
- Use of the facility without the supervision of the Strength and Conditioning Staff or Athletic Trainers is prohibited.
- Dress Code: Athletic Shorts/Sweats, T-shirt (St. Francis College ONLY for student athletes), and Sneakers (no cleats/boots/sandals). No jewelry or any head gear is permitted.
- Student athletes must have a training program provided by the Strength and Conditioning Staff, or rehabilitation program provided by the Athletic Trainers. Follow it and record it.
- Safety First! Use equipment correctly with proper form, technique and spotter. Bar Collars must be used at all times, and do not drop the weights except during Olympic Lifts using bumper plates on the platform.
- Respect the equipment and return it to its proper location (do not rearrange or remove equipment and/or weights). Wipe down cardio equipment, benches, mats, etc. after use. Abuse of equipment will not be tolerated.
- No loitering or Horseplay at any time.

- No personal belongings in the weight room (backpacks, bags of any kind, food, etc.). No eating or use of cellphone is permitted.
- Valid SFC ID card must be presented during the open hours. Music/TV requests will not be taken during open hours, feel free to use your ipod (only with headphones).
- The staff reserves the right to deny access for inability to follow any of the facility regulations listed above.

5.1 FINANCIAL AID

NCAA regulations require all financial aid to be administered through the institution. You must report to your institution any financial aid that you receive from a source other than your institution, except that you do not need to report financial aid received from anyone upon whom you are naturally or legally dependent. Athletes should not accept any financial aid other than parents (or legal guardians) or the St. Francis College Financial Aid Office without first consulting the Department of Athletics.

All St. Francis College scholarship recipients are required to apply for all applicable government aid programs. It is the responsibility of the recipient to see that appropriate application forms and documents are filed in a timely manner. All athletically-related financial aid will be awarded via contract, which will be signed by the Director of Student Financial Services and the Director of Athletics prior to being offered to the student-athlete, and must be signed by the student-athlete before the aid may be posted.

5.1.1 FINANCIAL AID RENEWAL

Under normal circumstances, renewal of financial aid for subsequent years is customary, however, NCAA rules forbid any commitment or guarantee beyond one year. Further, you may receive an athletic scholarship for no more than five years within a six-year period, beginning with your initial full-time enrollment at any college or two-year college.

Institutional athletic financial aid (scholarships or grant-in-aid) will be determined on or before July 1 prior to the academic year in which the award is to be effective. St. Francis College will promptly notify in writing each student-athlete who has received the award the previous academic year and who has eligibility remaining for the following academic year whether the grant has been renewed or not renewed. The Department of Athletics will determine official notification of financial aid renewals and non-renewals. The head coach and Director of Athletics will approve or disapprove all awards. However, all students who receive financial aid based on athletic ability must sign the appropriate scholarship / grant-in-aid papers in order to receive such aid.

Problems of motivation, incompatibility with the coaching staff or teammates, etc., are considered legitimate reasons for non-renewal. If, during the academic school year, you feel there is a possibility your scholarship may not be renewed, you should talk with your coach.

In the event of a career-ending injury or illness as a result of participation in the athletic program, the Athletic Department normally renews the award, *provided that you agree to perform appropriate alternate tasks within the Athletic Department*. NCAA rules forbid the guarantee of an automatic renewal.

5.1.2 HEARING OPPORTUNITY

If St. Francis College decides to not renew – or to reduce – athletic financial aid for a student-athlete for the following academic year, the student-athlete can request a hearing by the Financial Aid Committee. Prior to this hearing, the student-athlete should first appeal his/her case to the Director of Athletics for a possible resolution at this level. Request for a hearing by the Financial Aid Committee must be made in

writing to the Director of Financial Aid. The decision of this committee will be final. The NCAA has ruled that the decision to renew or not to renew an athletic grant-in-aid is left to the discretion of the institution and is determined in accordance with normal practices for all student-athletes.

5.1.3 ATHLETIC STIPENDS

Because St. Francis College does not have on-campus residence halls and a full meal plan available to students, the athletic department is permitted to provide student-athletes, at their sole discretion, with a stipend in lieu of room and board as part of the athletic financial aid package. Following is an explanation of the stipend procedure for those student-athletes who receive them.

International Student-Athletes If you are an international student-athlete, you **may** be subject to tax withholding from the US Internal Revenue Service. Whether you are subject to withholding or not is dependent upon your country of citizenship. Some nations have entered into a “tax treaty” with the United States exempting educational benefits from taxation, and if you are a citizen of one of these countries, there will be no withholding. If you are from a country which does not have a tax treaty exempting educational benefits, an amount equal to 14 percent of the entire stipend will be withheld at the beginning of each semester and forwarded to the IRS. Please be aware that the tax treaties can be modified, added, or withdrawn on an annual basis, and that such changes are beyond the control of you or the College. The College is responsible for withholding from those who are subject to withholding, or face fines from the IRS. This is of particular importance if you are receiving a stipend for “housing” as the amount of the tax will not be applied to your housing bill and will instead be your responsibility to remit to the College. If you are an international student-athlete, you will receive forms (on or about March 1) indicating the amount of stipend you were awarded and how much tax was withheld. You then may be able to receive some or all of the withheld amount back from the IRS by filing a Federal Non-Resident Income Tax Return which is due by April 15 of each year (or the first business day after April 15 if April 15 falls on a Saturday, Sunday, or federal holiday). Note that the College’s administrators are prohibited by NCAA regulations from filing a tax return on your behalf, and also be aware that the administrators in the athletics office are not qualified to provide tax advice. There are several no-cost and low-cost tax advisory services available in the area.

Priority of Stipend Allocations Stipends shall be allocated based upon the following priority levels:

- a. If you are residing in an official College residence (Hotel St. George or any other residence arranged by the College), your stipend will be first applied to any unpaid housing bill balance at the start of the semester.
- b. If you have any financial penalty or fine assessed against you for any reason, such as housing damages, overdue library books, or unreturned athletic equipment or apparel, your stipend will be used to pay the penalty.
- c. If you have an outstanding balance for tuition due, your stipend will be applied to the tuition due balance.
- d. Any amount remaining will be distributed to you according to the stipend disbursement schedule.

Stipend Disbursement Schedule The amount of your stipend will be allocated equally between the fall and spring semesters, which will be distributed to you as follows: The first Wednesday on which classes are held during each semester.

Collecting Your Stipend Disbursement Student-athletes are responsible for presenting themselves in room 7316-B to collect their stipend disbursement checks. The administrator in charge of disbursements will require that you present your St. Francis College ID, and may (at his/her discretion) require you to sign a form indicating that you are receiving your check. You may only receive your own check, and checks will not be mailed under any circumstances. These measures, which are in place for your protection, will not be waived for any reason. Should there be a temporary change in the collection procedure (i.e. the administrator who handles the check disbursements is away and the checks will be available in another office) you will be notified.

On-Campus Presence/Enrollment Required Stipend checks will only be distributed to student-athletes who are enrolled for the current semester and physically present at St. Francis College at the time of distribution. Student-athletes who withdraw from their academic programs prior to the completion of a semester and student-athletes who are in a study abroad program will forfeit all rights to any stipends during the period in which they are not physically present. Exceptions in the event of documented medical absence will be considered on a case-by-case basis.

Student-Athlete Voluntary Actions If you voluntarily cease participation with your team, your stipend will be immediately terminated from that point forward. (This action could also impact your athletic financial aid.)

5.1.4 STUDENT-ATHLETE OPPORTUNITY FUND/SPECIAL ASSISTANCE FUND

Each year the NCAA, through the Northeast Conference, provides funds for student-athletes with various expenses. These funds may be used for medical, dental, or counseling expenses that are not covered by the student's insurance, travel expenses for a family emergency, rental of non-expendable course supplies and purchase of non-athletic clothing or shoes. Applications for these grants may be obtained in the Athletic Office and must be endorsed by the Head Coach of the student-athlete's sport. Funds will be distributed by St. Francis College, and a complete accounting of such disbursements will be provided to the Northeast Conference. Funds will also be available for student-athletes to help offset the cost of attending any of the College's summer sessions (not January intersession).

The Director of Athletics shall have discretion over which student-athletes shall be allowed to use money from this fund.

6.1 STUDENT-ATHLETE ELIGIBILITY

6.1.1 FRESHMAN ATHLETIC ELIGIBILITY

Any prospective student-athlete entering St. Francis College must meet academic requirements specified by the NCAA in order to be eligible for athletically related financial aid awarded by the institution and to practice and compete on an intercollegiate team during the first year of attendance.

PROCEDURES

NCAA procedures require the following:

- Each student must submit proper registration to the NCAA Eligibility Center.
- Each student must arrange for standardized test scores (ACT or SAT) to be submitted to the Eligibility Center directly from the testing agency.

- Each student must arrange for all secondary school transcripts, including a final transcript with proof of graduation, to be sent to the Eligibility Center.
- Contact the Director of Compliance at St. Francis College with NCAA ID number so that St. Francis can track the student's status.

The coach of the sport is notified of the student-athlete's status. The clearance process continues to be addressed with the student-athlete and coach until the student-athlete is cleared and eligible or is declared ineligible for the semester. If ineligible, a follow-up is made at the end of each semester to check for any change in status.

Any student-athlete who is cleared by the NCAA Eligibility Center will have four seasons of intercollegiate eligibility; any student-athlete who is not cleared by the NCAA Eligibility Center will be ineligible during the first academic year in residence, and will have three seasons of intercollegiate eligibility, with the opportunity to earn a fourth season of eligibility if the student-athlete has completed at least 80 percent of the requirements for a degree prior to the start of the fifth year of enrollment.

6.1.2 SPECIAL REGULATION APPLICABLE TO NON-QUALIFIERS

A student-athlete who is not cleared by the NCAA Eligibility Center is considered a "non-qualifier." While a non-qualifier is not permitted to receive athletic financial aid, or to practice or compete in intercollegiate athletics during the first year of enrollment, they shall be subject to special regulations regarding future eligibility.

While the eligibility for competition and practice subsequent to the first year of enrollment shall remain the same for a non-qualifier as it is for a qualifier, any non-qualifier will be required to meet the following requirements, or he/she will be ineligible for athletically-related financial aid in future years:

- >The non-qualifier must contact the Director of Compliance within the first two weeks of the first semester, and will be placed on the athletics master tracking list;
- >The non-qualifier will be required to visit the Academic Support Center for at least four hours per week for academic assistance; attendance will be monitored with the cooperation of the Academic Support Center;
- >The non-qualifier will be required to achieve a minimum grade point average of **2.30** prior to the start of the second year of enrollment with a minimum of 24 credits passed.

(This regulation is applicable to all student-athletes who enter St. Francis College as non-qualifiers on or after August 1, 2008.)

6.1.3 FIVE-YEAR RULE

A student-athlete shall have a period of five years, commencing with the date of initial collegiate enrollment at ANY institution, to complete his/her athletic eligibility. The five-year "clock" does not stop if the student-athlete withdraws or transfers, except under the following circumstances:

- 1) Military Service: Time spent by a student-athlete in the armed services shall suspend the student-athlete's five-year clock during the semesters missed due to such service;
- 2) Church Missions: Time spent by a student-athlete on a recognized church mission shall suspend the five-year clock during the semesters missed due to the mission;

- 3) Pregnancy: A female student-athlete can be granted a one-year extension of the five-year clock due to pregnancy. The NCAA has explicitly stated that such an extension is not available for male student-athletes in the event of “paternity” leave.

Other waivers of the five-year rule may be applied for through a petition to the NCAA. NCAA waivers to the five-year rule are granted in the event of **extreme** extenuating circumstances.

6.1.4 CONTINUING ELIGIBILITY

In order to be eligible for each of your years of intercollegiate competition, the NCAA has established many academic rules and regulations. Eligibility must be established prior to the beginning of each semester. The Director of Compliance and Faculty Athletic Representative will continually review your academic record to be sure you are in compliance with the following regulations.

6.1.5 CONTINUING ELIGIBILITY REGULATIONS (ACADEMIC PROGRESS RULES)

(Please be aware that the following rules refer to attendance at ANY collegiate institution, and that student-athletes who transfer to St. Francis College do not start with a “clean slate.”)

Academic Progress Rule Applicable to ALL Student-Athletes except for first-semester freshmen:

To be eligible for competition in any semester, the student-athlete must have passed at least six credits during the previous full-time semester.

A student-athlete must be in good academic standing as per the regulations of St. Francis College. Academic standing requirements appear in the St. Francis College catalog.

In addition to the above requirement, the student-athlete must meet the following requirements:

Academic Progress Rules For Student-Athletes:

By the start of the third semester of full-time enrollment, the student-athlete must have earned at least 24 academic credits, at least 18 of which must have come during the two regular semesters.

By the start of any academic year, the student-athlete must have earned at least 18 credits during the regular terms of the previous academic year. January intersession and any summer terms or mini-mesters are not considered regular terms for purposes of this regulation.

By the start of the second year of collegiate enrollment, the student-athlete must have at least a 1.8 grade point average

By the start of the third year/fifth semester of collegiate enrollment, the student-athlete must have declared a major, must have completed at least 40 percent of the degree requirements in that major, and must have at least a 2.0 grade-point average.

By the start of the fourth year/seventh semester of collegiate enrollment, the student-athlete must have completed at least 60 percent of the degree requirements in the major, and must have at least a 2.0 grade-point average.

By the start of the fifth year/ninth semester of collegiate enrollment, the student-athlete must have completed at least 80 percent of the degree requirements in the major, and must have at least a 2.0 grade-point average.

6.1.6 CONSEQUENCES OF DROPPING BELOW TWELVE CREDIT HOURS

The NCAA requires that student-athletes be registered for a minimum of twelve credits per semester. Those twelve hours **MUST** count toward the degree program that has been declared as a major.

Dropping below 12 hours at any point during the semester (even for one day) will make a student-athlete ineligible for practice or competition at the time in which the athlete dropped below 12 credits. Competing while enrolled in under 12 hours will result in a forfeit of that contest as well as other NCAA sanctions affecting the individual's eligibility, the team, and the College.

In cooperation with the Office of the Registrar, a policy has been implemented to ensure that student-athletes remain enrolled as full-time students. The policy is as follows:

St. Francis College has an online registration system whereby students register for courses, and make changes to their schedules via a web-based system. All student-athletes will have been identified in the system as student-athletes. If a student-athlete wishes to withdraw from a course or change his/her schedule in any way, he/she will be required to meet with the Athletic Academic Advisor and Director of Compliance in which both must sign the change/withdrawal form. The student-athlete must provide a **written** statement of what change is being made; this statement will be placed in the student-athlete's athletics file. The office of the Registrar will not process the withdrawal without this signature.

6.1.7 TRANSFERS

The NCAA requires extensive documentation on a transfer student-athlete who wishes to compete in athletics at a new school (referred to as the certifying institution) prior to certification of eligibility. All student-athletes, who have ever attended any 2- or 4-year school, even those who did not participate in athletics at the former institution are considered transfers. A transfer student-athlete can be a complicated issue. It is important that you inform your Head Coach, upon initial contact, of any transfer history you may have. You would then need to make an appointment to discuss your history with the Director of Compliance before practice.

The determination of the quantity of transfer credits accepted by St. Francis College, and the appropriate allocation toward degree requirements, is done by the Office of the Registrar according to the official policy for acceptance of transfer credits as outlined in the most current edition of the College Catalogue, upon submission of official transcripts from all institutions previously attended.

Note that the requirements contained in section 6.1.5 above apply to transfer student-athletes in the same way they apply to continuing St. Francis College student-athletes. (For example, a transfer student-athlete who was enrolled at his/her prior institution for four semesters will need to meet the 40 percent of degree requirement upon enrolling at St. Francis as it will be the start of his/her fifth semester.)

6.1.8 TRANSFER TO ANOTHER INSTITUTION

NCAA regulations prohibits representatives of the athletic program at any institution from discussing the prospects of transferring with any student-athlete currently (and some cases formerly) enrolled at another institution without the express written approval of first, the school's Director of Athletics. Should a student-athlete at St. Francis College ever wish to consider the possibility of transferring to another institution, he or she **must** discuss the situation with the Director of Athletics, Senior Woman Administrator, or the Director of Compliance **before** initiating any discussion with another institution. Failure to do so will result in the withholding of the required permission.

Please note that if a student-athlete is delinquent in the return of any department-issued equipment, this delinquency will be considered sufficient cause for the withholding of permission to contact another institution regarding a transfer. In such cases, permission may be granted upon full return of the issued equipment.

The Department of Athletics reserves the right to withhold permission from St. Francis College student-athletes who wish to transfer to another school within the athletic conference in which the student-athlete's team competes. (Northeast Conference, Metro Atlantic Athletic Conference, Collegiate Water Polo

Association, etc.) Requests for inter-conference transfers can only be granted following an in-person meeting with the Director of Athletics. Likewise, the Department of Athletics reserves the right to withhold permission to contact a student-athlete if there is evidence that coaches from the other NCAA school have engaged in improper contact with the student-athlete prior to the request for such permission is made.

In addition, due to the impact of a student-athlete's academic performance upon the program's NCAA Academic Progress Rate (APR), the athletic department reserves the right to withhold permission for you to use the one-time transfer exception upon transfer to another institution (which will require you to serve a year in residence) if your cumulative grade point average is less than 2.60 at the time of transfer.

7.1 STUDENT-ATHLETE EXIT INTERVIEW

The NCAA requires Division I institutions to conduct exit interviews based on the following criteria:

The institution's director of athletics, senior woman administrator or designated representatives (excluding coaching staff members) shall conduct exit interviews in each sport with a sample of student-athletes (as determined by the institution) whose eligibility has expired. Interviews shall include questions regarding the value of the student's athletics experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athlete's specific sports.

At St. Francis College, the exit interviews are conducted by the Faculty Athletic Policy Committee.

8.1 STUDENT-ATHLETE EMPLOYMENT

- Student-athletes may earn legitimate on- and off-campus employment income.
- Student-athletes are required by NCAA rules to report all employment to the Director of Compliance. This report must be in writing.

HOWEVER,

- The student-athlete may not receive any compensation for the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletic ability.
- The student-athlete is to be compensated only for work actually performed.
- The student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.

Camp/Clinic Employment

A student-athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or clinic as a counselor, unless otherwise restricted by NCAA legislation. Out-of-season playing and practice limitations may restrict the number of players from the same institution who may be employed in that institution's camp (see your coach for these employment restrictions).

Promotions

Subsequent to becoming a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual accepts any remuneration for or permits the use of his or her name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind. This includes appearances in any video production (TV, show, movie, commercial, etc.).

9.1 ACADEMIC ADVISING

All student-athletes at St. Francis College are expected to confer regularly with their faculty advisors. Academic advising can provide valuable with a variety of concerns including:

- Educational and career goal clarification
- Academic Planning
- Eligibility, satisfactory progress requirements, and declarations of majors
- Skill development and learning support
- Time management
- Referrals to St. Francis College resources
- General strategies for succeeding at St. Francis College

9.1.1 ACADEMIC SUPPORT SERVICES

STUDENT ATHLETE ACADEMIC ADVISOR

The Student-Athlete Academic Advisor's office is in room 3001. All student-athletes are required to meet with the Academic Advisor in advance of registration for the following semester. The Academic Advisor's role is to assist student-athletes with selection of a major field of study as well as developing a four-year plan to ensure that all student-athletes meet the requirements of their degree program so as to graduate on time. The Student-Athlete Academic Advisor also assists with ensuring that you meet all applicable eligibility requirements for competition.

OFFICE OF FRESHMEN STUDIES (ROOM 3001)

The Office of Freshman Studies and Academic Advisement, facilitates the positive transition from high school to college for all freshmen. The Office develops and administers freshman experience programs such as the 1-credit SFC 1001 Freshman Seminar course, required of all full-time freshmen, which provides freshmen with information on the college's policies as well as information on college level study skills, major selection, and student life. The interaction with fellow freshmen and academic advisors helps students feel more connected to the college and campus.

The staff also offers a study skills program titled: "Removing Obstacles to Success" (ROS) which assists students in developing successful study strategies. A workshop series is conducted throughout the semester and target workshops on topics such as test-anxiety, balancing school and work, etc are offered after midterm exams.

OFFICE OF ACADEMIC ENHANCEMENT (ROOM 3002)

The Academic Enhancement Center offers specific services in the areas of placement testing, remedial pre-collegiate summer programs, improvement of study skills and tutoring. This office provides placement testing in reading, writing and algebra for all first-time, full-time entering freshmen, and in English and

mathematics for transfer students who have not completed credit-bearing courses in these areas. Students whose placement scores, SAT scores and/or high school average indicate weakness in these areas are offered free of charge a precollegiate summer program to enhance English or math skills called Project Access.

In addition, the Academic Enhancement Center provides tutoring for core curriculum and major-related courses as well as English as a Second Language. The goal of the Academic Enhancement Center is to assist students to become independent writers and learners. Tutoring is conducted by a staff of professional tutors and peer tutors. Students can utilize the Center's computer stations to work on assignments and group projects. In addition to word processing and internet access, tutorial software for some courses is available. The Academic Enhancement Center also houses the Mathematics Lab which offers tutoring and workshops on mathematics and mathematics-related courses. Students may stop by the office, but it is recommended that appointments are made for all tutoring sessions. To further assist student athletes in succeeding in their course work, the Academic Enhancement Center developed the "Deploy-a-Tutor" program where coaches may arrange tutors to assist student-athletes during mandatory study hall hours.

Student-athletes are referred to the Academic Enhancement Center in the following ways:

- Student referral forms are distributed to the faculty at the beginning of each semester. Faculty utilizes these forms to refer to the Center students identified as experiencing difficulty with attendance or course work. These student-athletes are contacted and are notified by the Center of the need to meet with a staff member to discuss their problems. Appropriate tutoring or counseling is recommended and implemented where possible. The referring faculty member is notified of the outcome.
- In general, coaches accompany student-athletes to the Academic Enhancement Center when they become aware of a student-athlete's academic difficulty. A schedule of study sessions or tutoring is then implemented.
- Student-athletes are made aware of tutoring services by staff of Academic Enhancement who frequently offer in-class presentations on various study or writing skills.

10.1 SUMMER SCHOOL

Student-athletes must be made aware that the Department of Athletics' ability to pay for summer school tuition is limited by the College's budget and the limited funds available from the NCAA Student-Athlete Opportunity Fund. Money from the Student-Athlete Opportunity Fund is used for many purposes other than summer school aid, such as paying for a student-athlete's uncovered medical expenses, travel home in the event of family emergencies, etc. All summer school scholarship awards are at the discretion of the athletic department and require the student-athlete to submit an Application for Summer School Aid. Only those applications approved by the Athletics Academic Advisor, the student-athlete's head coach and the Director of Athletics will be honored.

The amount of any summer school financial aid award may not exceed the proportional equivalency of the student-athlete's athletics scholarship except under emergency circumstances. Applications must be considered by April 15. Preference will be given to those student-athletes who must attend summer school in order to (1) be eligible to compete in the fall semester, (2) take a class that was not available during the regular academic year, (3) will enable the athletes to graduate on-time or earlier. In addition, no student-athlete will receive aid for a second summer course unless funds remain in the budget after accommodating every approved request for a first course.

11.1 RECRUITING POLICIES (ROLE OF THE STUDENT HOST)

When a prospective student-athlete visits St. Francis College, you may be asked to serve as his or her host. The NCAA has strict rules and regulations that must be followed. If you are unfamiliar with these guidelines, you must review them with your coach.

If you are a student-athlete host, the Office of Financial Affairs may provide you with \$30 for each day you host the prospective student-athlete. This is to cover all “actual and necessary” expenses you incur. If you entertain more than one student-athlete, you may receive an additional \$15 per day for each prospect. This money is to be used for entertainment and snacks. It may not be used for souvenirs (e.g., hats, T-shirts, St. Francis College logo items, etc.) or meals.

At the time you receive expense money from the Office of Financial Affairs, you will be asked to sign a form stating that you received expense money. At this time a staff member will review with you the NCAA rules for hosting a prospective student-athlete. Within two school days after the conclusion of the visit, you **must** visit the Office of Financial Affairs and return unspent money and receipts for all money spent. **Failure to do this in a timely manner can jeopardize your athletics eligibility.**

The following activities are **expressly forbidden** while hosting a prospective student-athlete (this list is not to be seen as all-inclusive): any activities which are contrary to the academic and social mission of St. Francis College. Such activities include entertaining a prospect in any environment which includes: underage consumption of alcohol, any use of illicit drugs, gambling, sexual activity, or “exhibitionism” (strip clubs, “gentlemen’s clubs”, etc.). A student-athlete host who engages in such behavior would be in violation of NCAA regulations, be declared ineligible for participation, and face revocation of his/her scholarship.

As a host, treat prospective student-athlete with friendliness, which characterize our athletic program. Give each of them a taste of the distinctive environment, which makes St. Francis College unique. Do your best to represent the athletics program and St. Francis College favorably.

12.1 ADVISORY COUNCILS

12.1.1 ATHLETIC POLICY COMMITTEE

The Athletic Policy Committee is responsible to formulate and recommend to the College President policies for the control of the intercollegiate and intramural athletics programs in accordance with the aims and objectives of the College. This committee consists of six voting members, elected by the faculty and six ex-officio non-voting members: the Dean of Students, the Director of Athletics, the Athletics Academic Advisor, the Director of Compliance, a Representative of Student Government and a Representative of Student-athlete Advisory Board. The Athletic Policy Committee is the group which conducts Exit Interviews and reviews competition schedules with an emphasis on minimizing conflicts with student-athletes’ course demands and attendance.

12.1.2 FACULTY ATHLETIC REPRESENTATIVE

The Faculty Athletics Representative (FAR) provides a link between intercollegiate athletics and the academic demands of an institution of higher learning. Per NCAA guidelines, the FAR has a direct line of communication to the institution’s Chief Executive Officer. As a voice for the welfare of the student-athlete and the academic integrity of the institution, the FAR can influence policy to enhance the individuals’ experience of competing in athletics without compromising his or her academic needs.

12.1.3 STUDENT ATHLETE ADVISORY COMMITTEE (SAAC)

The Athletic Department has established a Student Athlete Advisory Committee. The purpose of the Student Athlete Advisory Committee is to:

- Provide the student-athlete population with an opportunity to more effectively communicate with the SFC Athletic Department Administration and provide suggestions on programs designed to serve their needs.
- Serve as a vehicle through which SFC Athletic Administration may discuss with student-athletes issues regarding the management, operation, and rules that govern the Athletic Department and its sport teams.
- Encourage unity, common purpose, and camaraderie between teams and among all athletes in the program.
- Act as a liaison to the college community by providing information on the unique needs and accomplishment of student-athletes.
- Actively encourage more involvement of the student-athletes in campus and community projects.
- Design and implement programs, which will encourage academic achievement, health promotion, social responsibility, and general awareness.
- Promote and support athletics at institutional, conference and national levels, which would include the review of proposed legislation at these various levels.

The SAAC consists of a cross-section of student-athletes, representing all of the Terriers teams. For information regarding becoming a member of the SAAC, contact the Senior Woman Administrator at 718-489-5411.

13.1 EVALUATION OF COACHES

All student-athletes will have the opportunity, via a survey conducted by the St. Francis College Faculty Athletics Policy Committee, to evaluate their coaching staff at the conclusion of the regular playing season. Those evaluations then become part of the formula by which coaches are evaluated by their supervising administrator.

14.1 ACADEMIC ALL-NORTHEAST CONFERENCE HONORS

Three times a year (fall, winter, spring), the Northeast Conference will release its academic honor roll. Each Academic all-NEC honoree must have been an active member of an officially recognized varsity team and have a 3.20 or better cumulative grade point average entering the semester in which the honor is awarded. There is no limit on the amount of nominees as long as all criteria are met. Freshmen and transfer in their first year in residence are not eligible for academics honors.

15.1 ATHLETIC COMMUNICATIONS POLICIES AND PROCEDURES

15.1.1 POLICIES

The function of the Office of Athletic Communications is to provide the public and the media with current information regarding men's and women's varsity athletics in order to generate understanding and support for the intercollegiate athletics program.

15.1.2 PUBLICATIONS

The Athletic Communications and Marketing Offices are responsible for producing all sport-specific publications representing St. Francis' athletic teams (i.e., recruiting/media brochures, schedule cards, posters, etc.).

15.1.3 STATISTICS

The Office of Athletic Communications is responsible for maintaining and disseminating each team's cumulative statistics. A statistics staff will be provided by Athletic Communications for all home men and women's basketball, volleyball, and men's soccer competitions. For the remaining sports, coaches will be asked to assist the Director of Athletic Communications by maintaining their own team's game or meet results.

15.1.4 INTERVIEWS

The Office of Athletic Communications coordinates all media interviews for coaches and student-athletes. The Director of Athletic Communications must arrange all interview requests. ***If a student-athlete is contacted directly by a media representative, he/she should defer comment until the Director of Athletic Communications has been consulted.*** These measures are strictly enforced in order to protect the privacy of each student-athlete.

15.1.5 PHOTO SESSIONS

All coaches and student-athletes are required to attend their respective team photo sessions scheduled by the Director of Athletic Communications prior to each season. This time may also be used to gather further information on team member and answer any questions regarding the Office of Athletic Communications as publicist of that sport.

15.2 DEPARTMENT PROCEDURES

The procedures listed below should clarify to the student-athlete and coach his or her role in assisting the Director of Athletic Communications in the promotion of each sport.

15.2.1 PRE-SEASON

- **Athlete Information Questionnaire**-All student-athletes are required to fill out a questionnaire prior to the start of their respective seasons and submit to the Office of Athletic Communications by the specific deadline. This information is used in compiling rosters, athlete biographical sketches, hometown releases, and human-interest stories.
- **Review of Interview Procedures**-The Director of Athletic Communications will brief all student-athletes on interview policy and procedure prior to the start of each season as necessary.
- **Award Candidates**-Coaches should give the Director of Athletic Communications information concerning any student-athletes who may be considered for postseason honors, such as All-Conference, All-Region or All-American, so that the proper promotional and marketing campaigns can be developed.

15.2.2 IN-SEASON

- **Game Programs**-the Office of Athletic Communications will supply game programs prior to all home events.
- **Game Results**-At events in which an Athletic Communications staff member is not present, the coaches are responsible for recording game results accurately and submitting them to the Office of Athletic Communications immediately following each event.
- **Calling in Results to Media**-Coaches are responsible for reporting game results to either Office of Athletic Communications and/or the designated media outlets immediately following the game conclusion, as determined by the Director of Athletic Communications prior to the season.
- **Cumulative Statistics**-Season statistics will be maintained by the Office of Athletic Communications and results will be made available to coaches and student-athletes upon request.

- **Hometown Releases**-The Office of Athletic Communications will send sports information releases to student-athletes hometown newspapers throughout the season. To assist in this endeavor, coaches and student-athletes are encouraged to keep the Director of Athletic Communications up to date with any activities, which may provide feature ideas.

15.2.3 POST-SEASON

- **Post Season Honors**-Coaches should keep the Director of Athletic Communications up-to-date on any post-season awards given to athletes so that hometown and local newspapers may be notified.
- **Out-of-Season Competition**-Coaches and athletes should update the Director of Athletic Communications regarding any out-of-season competitions or special events. Newspapers and television are always on the lookout for interesting stories.

16.1 TICKET POLICY/COMPLIMENTARY ADMISSIONS

All student-athletes who wish to attend a home athletic event when an admission is being charged, can use their St. Francis College I.D. card for free admission. All other varsity athletic contests are free of charge except for:

- All Northeast Conference Championships
- All NCAA Championships
- Other special athletic contests that are brought to the St. Francis College Gymnasium or the Genovesi Center
 - For events that require paid admission, complimentary admissions are distributed in accordance with NCAA rules and regulations. Each student-athlete is allowed a maximum of 4 complimentary admissions per event in his/her sport. NCAA regulations do not allow the distribution of “hard tickets”. Admission is through a pass list. Individuals receiving a complimentary ticket must bring an official I.D. and sign for ticket(s).

17.1 COUNTABLE ATHLETICALLY RELATED ACTIVITIES

Student-Athletes are restricted from participation in countable athletically related activities beyond the following limitations:

Within the Defined Playing Season in Your Sport:

- No more than four hours per day and no more than 20 hours per week in total
- No athletic activities between midnight and 5:00 a.m.
- At least one day per week must be totally “off”; on this day, no countable athletically related activities may take place. The day off can vary from one week to the next. Therefore, the following example is permissible, even though the student-athletes are engaging in athletically related activities for 12 consecutive days:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off	Practice	Practice	Game	Practice	Game	Practice
Game	Film	Practice	Practice	Game	Weights	Off

Outside of the Defined Playing Season in Your Sport:

- No more than four hours per day and no more than eight hours per week in total
- At least two days per week must be totally “off”
- No more than two of the eight hours per week may be spent on skill instruction, which is defined as involving use of equipment related to the sport (balls, bats, gloves, hammers, javelins, etc.)
- All skill instruction must be voluntarily requested by the student-athlete; skill instruction sessions are limited to four student-athletes in one facility at one time prior to September 15 and after April 15. Other student-athletes not participating in the skill instruction may not be in the facility “watching” the session. Between September 15 and April 15, there is no limit to the number of student-athletes who may be involved in skill instruction activities.
- All out-of-season athletically-related activities are prohibited during the week preceding final examinations through the last day of final examinations.

Please note that these limitations DO NOT apply during the following periods!!!

During the preseason practice period prior to the first day of classes or the first scheduled contest, if the first scheduled contest occurs prior to the first day of classes;

During an institution’s official term-time vacation period (Thanksgiving break, spring break); however, for activities to occur beyond the 20-hour limit or without the required day off, the **entire week** must be within the vacation period;

Between terms of the academic year, when regular-term classes are not in session. During this period, in-season activities are not subject to hourly limitations, while all out-of-season activities are prohibited.

WHAT IS A COUNTABLE ATHLETICALLY RELATED ACTIVITY?

(AND ALSO, WHAT ISN'T?)

The following activities are **countable** and must count against limitations:

- Practices
- Athletics meetings with a coach which are initiated or required by a coach (for example, individual meetings to discuss off-season conditioning programs or to discuss the just-completed season)
- Competition (two things to remember about competition: first, all competition and any activities prior to competition in preparation shall count as three hours for that day no matter how much time is actually involved; second, **no countable activities** may occur from the end of the competition until the end of the day—midnight)
- Field, floor, or on-court activities, including setting up offensive and defensive alignments (commonly referred to as a “walk through”)
- On-court or on-field activities called by a member of the team which are confined primarily to members of the team
- Required weight-training and conditioning activities
- Required participation in clinics/camps
- Visiting the competition site in cross-country
- Participation in individual skill-related instruction with a coach
- Discussion or review of game film
- Participation in a physical activity class taught by a member of the athletics staff in which **only student-athletes** are involved

The following activities are **not countable**:

- Compliance meetings, meetings to sign NCAA forms, meetings to review drug-testing procedures
- Meetings with a coach which are initiated by a student-athlete
- CHAMPS/Life Skills meetings
- Study hall, tutoring, or academic meetings
- SAAC meetings
- Voluntary weight training not conducted by a coaching staff member
- Voluntary sport-related activities with no attendance taken and no coach present
- Travel to/from the site of competition, **provided that no countable activities occur during travel!**
- Training room activities, rehabilitation, treatment, taping, medical examinations
- Serving as a student host for a visiting recruit
- Training table meals

- Attending awards or post-season banquets
- Fund-raising, promotional, public relations, community service activities

PITFALLS (“I didn’t know there was anything wrong with this!!”)

Most common violations of the playing and practice season rules:

Post-competition practice activities

Activities such as **requiring** players to run after games, to review game film after games (such as on the bus ride home), or to attend required individual meetings upon return to campus are all in violation of these rules.

Involvement in out-of-season skill instruction

In any cases of out-of-season skill instruction, only four student-athletes are permitted to be in the facility where the instruction is taking place prior to September 15 and subsequent to April 15. Situations where student-athletes beyond the four permitted “watch” the activity are a violation of the rules. It is also a violation to have the “next group” in the facility waiting for the current group to finish their instruction. Care must be taken to ensure that at any time in which skill instruction takes place during the period of the four student-athlete limitation, there can never be more than four student-athletes in the facility.

Out of season “open gym” time

If the athletic facility used by a team is made available to the student-athletes outside of the playing season, there are several steps which should be taken to avoid a violation: 1) The coaching staff may not be in the facility during any activities which are taking place; 2) Attendance and/or participation cannot be required for any student-athlete, absence/attendance cannot be reported to the coaching staff, and no student-athlete shall be penalized for non-participation or absence from these activities, nor may a student-athlete be rewarded for participation; 3) Any student who is not a member of the team cannot be excluded from participation in this “open gym” (in other words, the activity cannot be exclusive to members of the team).

Class/Practice Time Conflicts

It is a violation of NCAA regulations for a student-athlete to miss class in order to attend practice, except when the practice is during a team’s travel to an away-from-home competition and the practice takes place in conjunction with the contest.

WHAT CAN I DO AS A STUDENT-ATHLETE IF I BELIEVE THE RULES AREN’T BEING FOLLOWED?

While coaches are required to present a report of their practice activities and days off to the Director of Compliance on a regular basis, there exists the possibility that these reports may be in error; due to either a misunderstanding or possibly knowingly. If you, or a member of your team, believe that your athletic activities exceed the limits of the 20/8 regulation, there is a way to handle the situation.

- Keep a detailed log of every athletically related activity in which you are involved;
- Check your activities against the list of what is countable and what is not, to ensure that you have the hours counted properly (example: training room rehabilitation work and study halls do not count as athletically-related activities, so if these activities are what is placing your count over the limits, note that no violations are taking place);

- Arrange a meeting with Jim Hoffman, Director of Compliance, to discuss the situation. This meeting will be held in privacy, and while any evidence of violations will need to be brought before the coach in your sport, your name will not be used at any time in that discussion.