



**22-23 DEPARTMENT
OF ATHLETICS
POLICY &
PROCEDURE
MANUAL**

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Introduction

A. Mission

- a. Pennsylvania Western University empowers students to build meaningful lives through a broad array of nationally accredited undergraduate and graduate programs, career-focused learning, and an unwavering focus on student success. A regional comprehensive university, PennWest provides accessible, high value higher education on its three premier residential campuses in western Pennsylvania and its virtual campus.

B. PennWest Way

- a. We offer Education Your Way
We are Student Ready
We are Western PA
We advocate for all members of our community
We empower and invest in our people and culture

C. Strategic Focus Areas

- a. Academic Innovation and Excellence
Affordability
Career Readiness
Diversity Equity and Inclusion
Enrollment Growth
Fiscal Sustainability & Efficiency
Student Success

Administration Oversight of Athletics

A. Administration

The administrative structure of the Department of Intercollegiate Athletics at Pennsylvania Western University is outlined in this chapter. Information on the responsibilities of the President, Senior Executive for Athletics, Director of Athletics, Associate Director of Athletics, Senior Woman Administrator, and Faculty Athletics Representative is presented. General information on the Student-Athlete Advisory Council, and the NCAA Division II Statement of Philosophy is also included.

B. The President

The President is responsible to the State System of Higher Education in Pennsylvania and its Chancellor and is the chief executive officer directing the operation of the University and all its programs and services, including intercollegiate athletics. The President is the University's official who is responsible for certifying that the University is following the National Collegiate Athletic Association (NCAA) and Pennsylvania State Athletic Conference (PSAC) rules and regulations.

C. Senior Executive for Athletics

The Senior Executive for Athletics serves as a member of the President's senior staff and reports directly to the President. The Senior Executive is responsible for administering all programs in the Intercollegiate Athletics departments.

D. Director of Athletics

Under authority delegated by the Board of Governors, the Chancellor, and the President, the Director of Athletics has the basic administrative responsibility for the direct supervision, approval, conduct and control of the athletics program. The Director reports to the Senior Executive for Athletics and is responsible for the maintenance and implementation of all policies pertaining to intercollegiate athletics. The Director of Athletics will also have oversight on compliance and eligibility.

E. Associate Director of Athletics

The Intercollegiate Athletics program has an Associate Athletic Director whose function is to oversee primary component areas of the program, including, but not limited to budgeting and event management. This position reports directly to the Director of Athletics.

F. Senior Woman Administrator

The Senior Woman Administrator is the highest-ranking female administrator involved with the conduct of a member institutions intercollegiate athletics program. The SWA is a Presidential appointment and reports to the Director of Athletics. Duties include meaningful involvement in the decision-making process in the intercollegiate athletics program at the University, including budgeting, search committees for hiring of coaches, and other relevant issues affecting the welfare of student-athletes.

G. Faculty Athletics Representative (FAR)

The Faculty Athletics Representative (FAR) shall be campus representative to the councils of the Pennsylvania State Athletic Conference and the University's appointed delegate to conventions and other activities of the National Collegiate Athletic Association (NCAA). Responsibilities include certification of eligibility, representation at PSAC, NCAA and other appropriate conventions, taking an active role with the Student-Athlete Advisory Committee (SAAC), participates in investigations of possible infractions of NCAA or conference rules and is responsible for self-reporting any violations, and to assist student-athletes in grade disputes or attendance problems that are caused as a result of representing the university in athletic competitions.

H. Student-Athlete Advisory Committee

The purpose of the Student-Athlete Advisory Committee is to develop an active communication network between student-athletes and the athletic administration as well as providing a liaison between the committee members and their respective team. Additionally, the committee serves as a community service organization to enhance the public relations of Penn West athletics and to promote health, social responsibility and general awareness about the athletic programs.

The committee is composed of two (2) student athletes from each sports team. The student-athletes are selected by the coach/team members to communicate their ideas/concerns with other student-athletes and the administration. An executive committee comprised of a President, Vice President, Director of Information, and Director of Social Media are chosen by SAAC members. Two (2) representatives are

chosen to represent PennWest California at the PSAC SAAC meetings. These student-athletes are chosen by SAAC members and the athletic administrators.

I. NCAA Division II Philosophy Statement

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern.

Higher education has lasting importance on an individual's future success. As such, Division II supports the educational mission of college athletics by fostering a balanced approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition.

Division II athletics programs also are committed to establishing an inclusive culture in which people of all backgrounds are respected and given the opportunity to provide input and to participate.

Division II members abide by the following principles that help define and distinguish the division:

(a) Division II colleges and universities are expected to operate their athletics programs with integrity and in a welcoming manner that complies with conference and NCAA rules and regulations. Institutional control is a fundamental principle that supports the institution's educational mission and assumes presidential involvement and oversight.

(b) Division II members fund their athletics programs in a manner that aligns with the institution's budget and educational mission. This method of funding features a "partial scholarship" model that allows Division II schools to recognize student-athletes for their skills through athletics-based grants, but student-athletes can accept merit-based aid and academic scholarships as well.

(c) Division II believes in a balanced approach that integrates athletics into the college experience and allows students to focus on their academic pursuits and participate in other campus and community activities. This "Life in the Balance" emphasis facilitates learning through:

(1) Academics. Division II offers exceptional teacher-student ratios that provide student-athletes with a quality education in the academic curriculum of their choice. The division structures its eligibility requirements to facilitate student-athletes earning their degrees, which is measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body.

(2) Athletics. Division II supports athletics achievement through highly competitive programs that strive to participate in the division's 25 national championships, which offer the best access ratio among the NCAA's three divisions. Division II also supports a regionalization model in scheduling that reduces time away from campus and keeps athletics participation in perspective within the educational mission.

(3) Community engagement. Division II athletics programs actively engage with their communities to enhance relationships between student-athletes and community members and develop a shared civic experience. Division II promotes engagement at the local, conference and national levels, including at all Division II national championships; and

(4) Post-graduation success. Division II supports a higher education model that shapes student-athletes who graduate with the skills and knowledge to be productive citizens. The balanced approach allows student-athletes to focus on their academic pursuits, their internships, and whatever else it takes to prepare them for life after graduation.

(d) Division II members support the utmost in sportsmanship by committing to a "game environment" initiative that establishes an atmosphere at athletics contests that is both energetic and respectful; and

(e) Division II promotes student-athlete involvement in decision-making through campus, conference and national Student-Athlete Advisory Committees that provide leadership opportunities and offer a representative voice in the division's governance structure.

Athletic Training Services

A. Scope and Objective

- a. The Athletic Training faculty are medically supervised by the team physician(s). All medical care will be performed under auspices of the team physician. The need for outside consultations will be determined by the Certified Athletic Trainers and team physician(s).

B. Athletic Training Room Hours

- a. The Athletic Training Room will be open for designated hours throughout the day, and open for athletic events as determined.
- b. All rehabilitations are scheduled by appointment with each team's athletic trainer throughout the day

C. Coverage for Athletic Practices, Competitions and Events

- a. All in-season athletic events will have coverage from a Certified Athletic Trainer (ATC).

- b. They will generally be available one hour prior to practice and two hours prior to competitions. Practice coverage is based entirely on the availability of an ATC.
- c. Every attempt should be made to include your certified athletic trainer with any schedule changes. Schedule changes less than 48 hours prior that are not weather related may cause an athletic trainer to not be available to provide athletic training services for a practice. The athletic trainer for the sport must be contacted directly (via phone or email) prior to the schedule change or on-site availability of the athletic trainer for that practice session should not be expected.

D. Injury Reporting and Insurance Procedures

- a. It is the intent of PennWest athletics that the student-athletes and their parents or guardians are not to be financially responsible for medical charges stemming from an injury which occurs from participation in intercollegiate athletics. **The University athletic insurance acts as a secondary or supplemental athletic accident insurance.** This secondary policy is applicable only for medical costs incurred for the care of athletic injuries that occur as a direct result of intercollegiate activity which occurred during a required practice or competition supervised by a coach for student-athletes that have followed the procedure below.
- b. In accordance with school policy, all students must have health insurance coverage to participate in any activity including athletics. All potential student-athletes must show proof of medical insurance. The student-athlete and/or their guardian must fill out the insurance information and proof of insurance must be on file before a student-athlete can participate.
- c. It is the student-athletes' responsibility to inform the Athletic Trainers of any changes in their primary insurance status when they occur. Failure to report any changes in primary insurance coverage could result in non-payment of any bills associated with an injury that might occur while participating in collegiate athletics at any Penn West campus.

E. Athletic Training Room Rules

- a. The athletic training room(s) is a medical facility and should be treated as such.
- b. The athletic training room(s) is a designated functioning practical classroom.
- c. No one is permitted in the athletic training room for treatments without the personal supervision of an ATC.
- d. Nothing is to be taken out of the athletic training room without the ATC's permission.
- e. No one is permitted to help themselves to the supplies (including tape and coolers) or medications.
- f. Horseplay, visiting, loitering, swearing or shouting is prohibited in the athletic training room. Abusive or disrespectful behavior, language and profanity will not be tolerated. The offending person or persons will be removed from the facility and the appropriate people (Coach and Athletic Director) will be informed.
- g. No one is permitted to remove towels from the athletic training facility.

- h. Please help the Athletic Trainers keep the facility neat and clean:
 - i. No equipment should ever be brought into the facility (cleats, helmets, shoes, etc.)
 - ii. No personal effects (coats, book bags, etc.) will be brought into the facility
 - iii. The personal use of cell phones in the facility is prohibited.
 - iv. No shoes are allowed on the tables.
 - i. The athletic training room is co-educational. Appropriate dress is required.
 - j. No smoking or tobacco use is permitted in the athletic training room.
- F. Treatment Procedures
- a. When student-athletes are injured, it is expected that they will come to the athletic training room daily for treatment. These treatments and rehabilitations exercises are to be continued until the student-athlete has been released from care. The athletic training room is open for treatment, rehabilitation and evaluations during designated times only.
 - b. Student-athletes are not to attempt to treat themselves. All injuries are to be evaluated daily by either an ATC or athletic training student. Orthopedic physicians will be available only for the student-athlete. Appointments will only be made through the ATC.
- G. Emergency Procedures
- a. The Athletic Trainers will create an emergency action plans (EAP) for each venue. The team physician will review each venue's EAP along with athletic administration. The EAP will be posted in each venue and reviewed annually with the athletic department staff.
- H. Substance Abuse Policy
- a. The Department of Athletics, its coaching personnel, physicians, certified athletic trainers and administrators, strongly believe that the use and abuse of alcohol and other drugs (excluding those drugs prescribed by a physician to treat a specific medical condition) can be detrimental to the physical and mental well-being of its student-athletes, no matter when such use should occur during the year. Additionally, the use of drugs, alcohol and tobacco can seriously interfere with the performance of individuals as students and as athletes and can be extremely dangerous to student-athletes and their teammates, particularly when participating in athletic competition or practice.
 - b. For health, safety and social concerns, the Department of Athletics at Penn West University implemented a mandatory substance abuse policy that may include education, counseling and rehabilitation efforts to assist and benefit the student-athletes. This policy remains in effect throughout the entire calendar year, which would include summer break, holidays, semester breaks, vacation periods and, where applicable, pre- and post-seasons. This also holds true for incoming freshmen, as well as student-athletes who transfer into the program.

- c. Student information may be shared among the Office of Student Conduct, Athletic Department and other offices as needed for the purpose of enforcing University policies and expectations.
- d. Purpose of the Program
 - i. The purpose of the California Department of Athletics Substance Abuse Policy is to aid and assist the student-athletes at our institution. This program is based on the Athletic Department's stance that the use and abuse of drugs, alcohol and tobacco are detrimental to the student-athlete. Specific goals of this program are:
 - 1. To discourage any alcohol and/or drug use or abuse by student-athletes.
 - 2. To identify any student- athlete who may be using or experiencing problems with alcohol or other drugs.
 - 3. To identify abusive patterns and provide a means of intervention and treatment.
 - 4. To provide reasonable safeguards that every student-athlete is medically competent to participate in athletics competitions.
 - 5. To maintain and implement good health habits and self-discipline.
 - 6. To have every student-athlete participate and live drug free.
- e. Implementation of the Program
 - i. At the beginning of the academic year a presentation will be made to all student-athletes to outline and review the Substance Abuse Policy, its purposes and implementation. A copy of this policy will be given to each student-athlete. Each student-athlete will be asked to sign a form acknowledging receipt and understanding of the policy. It is the responsibility of the student-athlete to read through the policy. General Principals of the Program
 - ii. Participation in intercollegiate athletics at California - is a privilege. As a required condition for any student-athlete to be a member of a California athletic team, he or she must agree to follow the Substance Abuse Policy. The policy can also be found online at www.calvulcans.com. This policy is also in effect for incoming student-athletes who have committed to attend and participate in athletics at California and includes the period prior to the student-athletes' actual arrival on campus.
 - iii. All violations of the Substance Abuse Policy are considered cumulative for the student-athlete's career.
 - iv. All Substance Abuse Policy regulations are in effect throughout the entire calendar year, including summer, holidays, vacation periods, semester breaks and, where applicable, during pre- and post-seasons.
 - v. The Athletic Director will notify the student-athlete of the violation when the violation is reported. Penalties for alcohol violations will be imposed at the conclusion of the review by the Office of Student Conduct or legal

- process. Illegal drug violations will result in immediate suspension and will follow the guidelines set forth in those penalties.
- vi. A pre-conviction disposition (including participation in an accelerated rehabilitative disposition, or ARD program) is considered a guilty plea.
 - vii. Any exceptions to the above regulations must be authorized by the athletics director.
- f. The following actions will constitute a Violation of the Substance Abuse Policy:
- i. Illegal use, possession or sale of drugs as prohibited under the Controlled Substance, Drug, Device and Cosmetic Act of Pennsylvania.
<http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf>
 - ii. Any drug and alcohol infractions that violate University policies or the law, occurring on-campus or off-campus, that are brought before the Office of Student Conduct, the Dean of Students office, Penn West University Police, local police, or state police will constitute a violation. These offices may contact the Athletic Director regarding the facts and extent of infractions following all "Due Process Hearings." Any alcohol infractions occurring on-campus or off-campus brought to the attention of the athletic administration and/or member of the coaching staff will constitute a violation after all "Due Process Hearings" have taken place. Any drug violations, including infractions occurring on-campus or off-campus, brought to the attention of the athletic administration and/or member of the coaching staff will result in suspension of competition while due process hearings take place.
 - iii. The use of any tobacco-related products while participating in any practice or game is prohibited and will constitute a violation. This includes all travel related to athletic events (PSAC regulations).
 - iv. Adherence to all sanctions as found in the Substance Abuse Policy will be observed. If the student-athlete does not meet with the Alcohol and Other Drug (AOD) Education Specialist or follow the directions set forth in the sanctions, this will constitute an additional violation.
 - v. Criminal citations for drug-related infractions (including alcohol) will be considered a serious breach of the Substance Abuse Policy. A First Violation Sanction will be immediately imposed while the charges are being investigated and legal proceedings are under way. After the case has been discharged in the appropriate manner, more serious sanctions can be imposed. Such sanctions will be in relation to the seriousness of the offense. The student-athlete charged with such a serious violation will be afforded the opportunity to present any additional information concerning such a violation in a hearing chaired by the Director of Athletics.
- g. Substance Abuse Policy Violations
- i. Pennsylvania state law sets a minimum age for the purchase of alcoholic beverages at 21 years of age. Alcohol consumption is illegal and unacceptable for student-athletes under the age of 21. Even after

reaching 21 years of age, student-athletes are prohibited from drinking alcoholic beverages when traveling with or representing their teams. When traveling to compete while representing the Athletic Department at California, the use of alcohol or drugs by any student-athlete is strictly prohibited. Failure to abide by this policy can result in immediate dismissal from the team and loss of athletic aid. Additionally, alcoholic beverages are not to be consumed prior to or while attending athletic or athletically sponsored events (e.g., tailgating at football games, SAAC events, etc.). The following disciplinary guidelines have been established by the Department of Athletics and are in addition to any sanctions by PennWest University Student Conduct for violations of drug and alcohol policies. For a detailed outline of the Penn West University Alcohol and Other Drug (AOD) policies, refer to the student handbook.

- ii. Department standards for all substance abuse issues – alcohol or drugs – are only minimal sanctions. Additional sanctions may be imposed at the discretion of the coach and/or the Athletic Director. All policies on alcohol or drugs are effective while participating as a student-athlete at California. It is not a year-to-year policy but rather cumulative over the career of a student-athlete at California. If drug and alcohol violations occur at the same time, the athletic director will review penalties associated with each violation.
 - iii. When a violation of the Substance Abuse Policy occurs, the athletic director, in addition, will review all violations and proposed penalties with the Senior Executive for Athletics prior to the penalty being imposed. The student-athlete will then receive a letter and email from the athletic director in relation to the penalty.
 - iv. Copies of disciplinary letters will be provided to appropriate University personnel.
- h. Alcohol Policy
- i. First and Second Violation - Any student found in violation for an alcohol related incident will be referred to the Dean of Student's office. The student will also be required to complete community service.
 - ii. Third Violation - A minimum two-contest or date of competition suspension, not to exceed 10% of the season, to be served during the next scheduled event in which the student was to have participated.
 - iii. Fourth Violation – Dismissal from team.
 - iv. Penalties are imposed after due process hearings.
 - v. Individual athletic programs can also impose sanctions based on their team rules.
- i. Drug Testing Policy
- i. Pennsylvania State Athletic Conference Drug Statement
 1. Drug use and abuse represents a danger to the well-being of student-athletes and presents a serious threat to the integrity of

intercollegiate athletics. The Pennsylvania State Athletic Conference supports efforts adopted by the National Collegiate Athletic Association to curtail the unauthorized use of chemical substances. A number of factors contribute to define student-athletes as a high-risk population regarding the use of drugs. These factors include pressures to excel, high visibility in the campus community, and recognition of their roles as institutional representatives.

2. Member institutions of the Pennsylvania State Athletic Conference are committed to the total development of student-athletes. That commitment includes a comprehensive drug education program that involves athletic administrators, coaches, and trainers. It also includes specific efforts to provide education and rehabilitation information to all students who participate in intercollegiate competitions. The conference opposes the use of both performance enhancing and recreational drugs, including alcohol abuse, and encourages member institutions to develop appropriate policies and programs to combat this growing problem. - Adopted 12/7/89.

ii. Purpose

1. California Athletics, in response to the Pennsylvania State Athletic Conference Drug Statement, has adopted a drug testing policy. This policy seeks to protect student-athletes at California from the risks and dangers of drug abuse through such measures as drug education, testing, rehabilitation programs and, where appropriate, sanctions for violation of the policy. The program is designed to provide avenues of assistance for student-athletes at California regarding problems and concerns such as alcohol or drug abuse.

iii. Requirements

1. All student-athletes will receive a copy of this policy and must sign a Drug Testing Consent Form. Signing this form will acknowledge receipt and comprehension of the policy, provide consent to the administration of the urinalysis testing required by the program, and permit the release of drug-testing information to a limited, defined group of individuals, as outlined within the sanctions section of this policy.

iv. NCAA Banned Substances

1. The NCAA bans the following classes of substances:
 - a. Stimulants
 - b. Anabolic agents
 - c. Alcohol and beta blockers (banned for rifle only)
 - d. Diuretics and other masking agents
 - e. Narcotics

- f. Cannabinoids
 - g. Peptide hormones, growth factors, related substances and mimetics
 - h. Hormone and metabolic modulators
 - i. Beta-2 agonists
 - j. Note: Any substance that is chemically/pharmacologically related to these classes are also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned-substance class regardless of whether they have been specifically identified. Examples of substances from each class can be found at [ncaa.org/drug testing](http://ncaa.org/drug%20testing). There is no complete list of banned substances.
2. Substances and Methods Subject to Restrictions:
 - a. Blood and gene doping
 - b. Local anesthetics (permitted under some conditions)
 - c. Manipulation of urine samples
 - d. Tampering with urine samples
 - e. Beta-2 agonists (permitted only by inhalation with prescription)
 3. NCAA Nutritional/Dietary Supplements
 - a. **Warning:** Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff!
 - b. Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
 - c. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
 - d. Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label.
 - e. Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.
 4. Student-Athletes are responsible for keeping up to date on changes in the list of NCAA substances. The use of anabolic steroids, cocaine, marijuana, amphetamines and any other controlled substances as prescribed by federal and state law or banned by the NCAA is expressly prohibited. Such use is prohibited whether it occurs before, during or after a team's season. The only exceptions are for medications prescribed by a licensed physician and registered with the head athletic trainer.
 5. Student-athletes should review supplements they may be taking with a certified athletic trainer as these may contain substances banned by the NCAA.

v. Student-Athlete Selection and Testing Provisions

1. For the purpose of this policy, a student-athlete is defined as any student who is listed on a team squad list at the time of the drug testing. This includes scholarship and non-scholarship student-athletes. Drug testing may be requested and conducted in addition to NCAA post-season competition at any time throughout each academic year. Student-athletes will be randomly and regularly tested, announced and unannounced. Testing may also take a variety of other forms including:
 - a. Team or individual testing-where a team or any individual on any such team may be immediately tested before, during, or after a workout, practice, or game with or without notice.
 - b. Testing for reasonable suspicion (with or without notice)-suspicion of use may come from several sources, including but not limited to teammates, coaches, athletic department staff, vice president of student affairs, university police, student health services, university conduct board, resident directors, and the community. The student-athlete's coach will be consulted in the case of reasonable suspicion
 - c. Post-season competition-members of teams participating in NCAA-sanctioned post-season competition or individual team members participating in such competition may be tested before that competition.
2. Any random test selection will take place by means of a computer- generated list of names from the Athletic Training ATS system. The list is updated and maintained in the office of the Athletic Department compliance officer.
3. Once the student-athlete selection process has occurred, an identified member of the athletic training staff delivers an appointment card for each student-athlete selected and delivers each card to the respective head coach or his/her representative. Each head coach is responsible for distributing the appointment card to the selected student-athlete.
4. By signing the Drug Testing Consent Form, the student-athlete authorizes a confidential release to the head athletic trainer, team physician, director of athletics, team head coach, parents or legal guardian (if under 18 years of age at the time of the drug test), and the Drug Testing Committee of test results relating to the screening or testing of urine sample(s) in accordance with the provisions of the program. To the extent set forth in this document, the student-athlete waives any privileges he/she may have in connection with such information.

5. Test results will be confidential; however, a positive screen will be disclosed to the athletic director and head coach.
 6. The student-athlete will pay appropriate fees to the NCAA for any additional tests for reinstatement after an NCAA positive test.
- vi. Sanctions
1. Student athletes found tampering with a drug test (which may include such means as dipping urine, using masking agents, etc.) will result in the test being considered a positive test.
 2. If a student-athlete tests positive on an NCAA-administered drug test, the student-athlete will follow the penalties administered by the NCAA and will lose athletically related financial aid. Student-athletes who test positive on an internal drug test will follow the Athletic Department sanctions for use and/or possession of illegal drugs or drug paraphernalia.
 3. Failure to complete the consent form will render the student-athlete ineligible for participation in the university intercollegiate athletics program and will result in the loss of any grant-in-aid consistent with NCAA regulations. Refusal to comply with the drug testing provisions stated in this policy after being selected for testing, or admission of use or abuse of a banned substance before testing is carried out, will be considered by the Athletic Department administration as a positive test. In that case, the student-athlete will be subject to all sanctions as defined in the "Sanctions" section of the policy in accordance with the drug testing history of the individual student-athlete.
 4. A pre-conviction disposition (including participation in an accelerated rehabilitative disposition, or ARD program) is considered a guilty plea. If a pre-conviction disposition is agreed upon, the student-athlete may receive up to 50% of their scholarship back upon confirmation that the pre-conviction disposition was in place. Return of any athletic aid will be at the discretion of the coach and Athletic Director and is not automatic.
 5. Sanctions for Positive Test Results
 - a. In the case of a positive test following the regular season but before post-season competition, athlete(s) will not be allowed to represent California by participation in post-season qualifying tournaments or NCAA Championships.
 - b. First Violation
 - i. Mandatory restriction for one scheduled season contest. The restriction applies to the next scheduled season contest only, and not to participation in practice sessions leading to the contest.

- ii. The student-athlete will be required to complete an alcohol and drug awareness-designed individualized education and rehabilitation program that is consistent with NCAA regulations and university code of conduct policies.
 - iii. The student-athlete may be required to participate in additional drug testing to ensure discontinued use.
 - iv. Student-athletes are permitted to continue practicing with the team.
 - v. Penalties are imposed as soon as the violation occurs.
- c. Second Violation
- i. Mandatory restriction for 50% of the season. The restriction applies to the next scheduled season if 50% of the current season has already passed. The restriction applies to the next scheduled season contest only, and not to participation practice sessions leading to the contest.
 - ii. Any athletic grant-in-aid will be removed immediately and will be pro-rated based on the date of the infraction.
 - iii. The student-athlete will be required to complete an alcohol and drug awareness-designed individualized education and rehabilitation program that is consistent with NCAA regulations.
 - iv. The student-athlete may be required to participate in additional drug testing to ensure discontinued use.
 - v. Student-athletes are permitted to continue practicing with the team.
 - vi. Penalties are imposed as soon as the violation occurs.
- d. Third Violation
- i. The student-athlete will be prohibited from any further participation in the intercollegiate athletic program.
 - ii. Any athletic grant-in-aid will be removed immediately and will be pro-rated based on the date of the infraction.
 - iii. The student-athlete will be encouraged to continue participation in a drug education and rehabilitation program consistent with NCAA regulations.

iv. Penalties are imposed as soon as the violation occurs.

j. Appealing a Violation through the Dean of Students Office

- i. Student-athletes found in violation of the substance abuse policy will be entitled to a Board hearing administered by the Dean of Student Office. This meeting shall include an opportunity for the student-athlete to present evidence, as well as review any information. The meetings shall be confidential, and the hearing will follow the university conduct board process as outlined in the Student Code of Conduct (insert link to code).
- ii. Board Hearing Provisions
 1. Any student-athlete wishing to appeal against a violation of the substance abuse policy from Athletics can request a Board hearing by completing the form through this link (insert link).
 2. The Dean of Students or designee will schedule a meeting with the student-athlete who submitted the appeal. During that meeting, the Dean of Student's Office will work with the student-athlete to set a date, time, location for the Board Hearing, review process of the Hearing, and answer questions the student-athlete may have.
 3. The Dean of Student's Office will then work to gather volunteer Board Members to serve at the Hearing. The student-athlete will be notified of the individuals who volunteered to serve, and once reviewed the Notice of Hearing will be sent.
 4. The Notice of Hearing will contain the following information:
 - a. the date, time, and place of the hearing.
 - b. a statement of the date, time, place and alleged acts of misconduct.
 - c. a statement of the specific charges pending against the Respondent; and
 - d. an identification of the University Conduct Board Members
 5. While every effort will be made to schedule the hearing at a time convenient for all parties, final scheduling authority rests with the Dean of Students.
 6. All hearings conducted by the University Conduct Board are recorded by the Dean of Student's Office. Any additional video, audio, stenographic, or photographic recording of any hearing is prohibited.
- iii. Hearing Outcome Notification
 1. Following the Board Hearing, student-athletes will be notified by the Dean of Students Office of the Board's decision through their student email. The decision letter will include factual findings and rationale for the decision and present a complete description of the sanctions and stipulations, if any.

- a. If a decision of “responsible” is determined, the Board will administer sanctions that can be found in the Student Code of Conduct
 - i. Past violations of the student code of conduct will be factored into the determination of the sanctions by the Board but will not be considered in establishing whether a Respondent is “responsible” or “not responsible” of the current charges.
 - ii. Students have the right to appeal following the determination of responsibility.

iv. Appeals

1. All appeals must be submitted in writing no later than (5) five days after the date noted on the outcome letter. Appeals must be submitted via the Dean of Students Appeal (add link).
2. An appeal may be sought on the following grounds:
 - a. That a fundamental error occurred in the hearing procedures that unreasonably interfered with the responder’s rights. *Such claims must be specifically described in the appeal letter.*
 - b. That new evidence or information germane to the matter and not available at the time of the hearing has been uncovered. *This evidence must be clearly presented in the appeal letter.*
 - c. That the sanction imposed was unjust, unreasonable, or inappropriate. *The letter must clearly explain the reasoning for this appeal.*
3. The University allows one level of appeal review. No further appeals are permitted.
4. The appeal will be reviewed to determine if the merits of the stated basis for appeal are met. If the appeal grounds have been met, all related documentation and evidence will be reviewed within the scope of the appeal. After review, the reviewing authority shall inform the appellant in writing of one of the following determinations:
 - a. Uphold the original decision.
 - b. Affirm or modify the imposed sanction.
 - c. Overrule the original decision and modify the outcome or dismiss the case based solely on the submissions of the appeal; or
 - d. Overrule the original decision and remand the case back to the board or hearing officer of original jurisdiction for rehearing to correct a procedural or factual defect.
5. Decisions on the appeal will be issued within twenty (20) days, absent extenuating circumstances.

6. The role of the University Appeals Board/Person is not to reweigh the evidence. The Appeals process will confine their re-view to the basis of appeal alleged and may modify the sanction or in the event of new information, remand back to the original hearing board to reweigh the new evidence. The University Appeals Board may modify the Disciplinary Sanction if an appeal based on the severity of the sanction is grossly disproportionate to the violation(s) if an appeal is granted.
 7. Appeals will be forwarded to a University Appeals Board for review in a timely manner. Appeal Boards are comprised of one professional staff member, one faculty member, and one student chosen from active members of the University Hearing Board. When necessary, a University Hearing Board may be convened by a quorum. A quorum in this case would be a combination of at least two of the previously mentioned individuals.
 - a. The Appeals Board will review the written appeal and all documentation contained within the student's or group's disciplinary file pertaining to the matter under appeal.
 - b. The Board is not obligated to reconvene a hearing if a violation of procedure is found. However, if a new hearing is granted, the same procedures used for the original hearing will be followed. All meetings and hearings of the appeal process are closed proceedings.
 - c. The Appeals Board by a simple majority vote will either uphold the sanction, modify the sanction, or order a new hearing.
- i. Individual Team Policies
 - v. Each intercollegiate athletic team may have a specific drug and alcohol code of conduct that addresses drug and alcohol violations. While each student-athlete will be governed by the Department of Athletics Substance Abuse Policy, each athletic team reserves the right to enforce additional sanctions above and beyond those specified in the athletics policy.
- I. Mental Health Plan
 - a. Creation and Continued Evaluation
 - i. The Athletic Trainer's along with the Team Physician will create, revise and administer the Mental Health Plan on each campus based on available resources on each campus and community.
 - ii. Mental Health screening tool will be made available to the student athlete either through the EMR Platform, an App that is approved by the Team Physician, online survey or pen and paper.
 - iii. The student-athlete will complete a baseline screening yearly and may re-evaluate at times throughout the academic year.

- iv. On any baseline or continued screening, the Athletic Trainer will mark as a "Red Flag", speak directly to the student and may alert their team Physician and/or campus resources of any student-athlete deemed to be an immediate risk to themselves or others.
- v. Routine Mental Health monitoring may continue throughout the academic year based on Athletic Trainer, team physician, or coach or peer referral for at-risk SAs (season or career ending injuries, negative life event(s), etc.

b. Referrals

- i. Referral Level I: Prevention (Non-Emergency) Examples: Increased Stress, Time management issues, on-field anxiety, family issues.
- ii. Referral Level II: At-risk mental Health (non-emergency). Examples: Changes in eating and sleeping habits, unexplained weight loss or gain, drug or alcohol abuse, gambling issues, withdrawing from social contact, decreased interest in favored activities, loss of emotion or sudden changes of emotion within a short period of time, problems concentration, focusing or remembering; frequent complaints of fatigue, illness or being injured that prevent participation; unexplained wounds or deliberate self-harm; becoming more irritable or having problems managing anger, legal problems, fighting, difficulty with authority, negative self-talk, feeling out of control, mood swings, excessive worry or fear.
- iii. The Assigned Athletic Trainer will follow up with the SA and recommend referral to the Team Physician or university counseling center.
- iv. Referral Level III: Emergency. Any SA who displays a suicidal or homicidal ideation; sexual assault, highly agitated or threatening behavior, acute psychosis, delusions, hallucinations, paranoia, acute delirium or confused state, acute intoxication or drug overdose.
- v. Each Campus will have an Emergency Mental Health Referral Contact Sheet that includes Campus Police, Counseling Center, County Crisis Hotline, National Suicide Prevention Lifeline, and Crisis Text line.

J. Weather Procedures

a. Heat

- i. PSAC Commissioner and Athletic Trainer Board review and approve Severe Weather-Heat Policy
- ii. PSAC Heat Policy is based on the NCAA Sports Medicine Handbook, Regional Specific Heat Weather Guidelines, Korey Stringer Institute, and the NATA Position Statement on Exertional Heat Illness
- iii. Athletic Trainers Review and Educate the Coaches on PSAC Heat Policy
- iv. Athletic Trainers actively monitor the heat index, which shall be determined through assessment of the Wet Bulb Globe Temperature (WBGT)
- v. Host Institution's Athletic Trainer/Medical Staff will monitor WBGT

- vi. WBGT Above 82.0-86.9 initiates a "caution"
 - vii. WBGT Above 87.0-89.9 initiates "Extreme Caution"
 - viii. WBGT Above 90.0 initiates "Extreme Danger" in which all outside activities must be postponed until conditions improve, or rescheduled.
 - ix. Athletic Trainer will keep coaches posted on WBGT
 - x. Host Institution Athletic Trainer will keep the Officiating Crew/Head Official apprised of the Heat Index.
- b. Cold
- i. PSAC Commissioner and Athletic Trainer Board Review
 - ii. PSAC Cold Weather Policy is based on NCAA Sports Medicine Handbook
 - iii. Athletic Trainers Review and Educate the Athletics Department and Coaches
 - iv. Athletic Trainers Actively Monitor the Weather to prevent Cold Stress.
 - v. According to NCAA Cold Stress Guidelines. Ambient Temperature under 25 degrees F and with any wind, activity may need to be modified.
 - vi. Host Institution Athletic Trainer will monitor the weather.
 - vii. Any time the ambient or wind chill temperature is below 25 degrees F, Outdoor activities may occur, but with ample covering of skin and there must be an area/ facility for re-warming.
 - viii. Any time ambient or wind chill temperature is under 15 degrees F, modified activity to limit exposure or to allow more frequent re-warming periods (ex: 45 min outdoors, 15 min rewarming)
 - ix. Ambient or wind chill at 0 degrees F, consider terminating or rescheduling activity.
 - x. The Athletic Trainer will keep coaches posted regarding Cold Weather issues.
 - xi. Host Institution Athletic Trainer will keep officials and game day administration apprised of any cold weather-related issues.
- c. Lightning
- i. Weather Sentry (Wx Sentry)
 1. PSAC Commissioner along with Athletic Trainer Board establishes Lightning Protocol according to best practices.
 2. Coaches will be made aware of the Lightning Policy.
 3. Athletic Trainers have ultimate authority to act upon data available.
 4. All Athletic Trainers and Game Day Administrators will have Weather Sentry App loaded to their mobile device.
 5. Prior to practices and games, Athletic Trainers should monitor weather for potential issues.
 - ii. Practice or Game
 1. Athletic Trainers will monitor inclement weather, to include severe thunderstorms, tornado warnings and lightning.

2. According to PSAC Weather Policy, Athletic Trainers and Game Administrators will have an 8-mile Warning setting established.
3. If lightning is detected within the 8-mile Warning circle, the Athletic Trainer has ultimate authority to stop the practice or contest.
4. Activity is stopped, and spectators, athletes and staff are removed from the venue to seek shelter until it is deemed safe to return/continue activity.

iii. Monitoring Event

1. A 30 minute "timer" has started. With every subsequent lightning strike in the 8-mile radius, the timer re-sets to 30 minutes.
2. If 30 minutes have passed and no 're-set' the practice/contest may resume.
3. 30-minute timer will continue to re-set until lightning activity has ended.
4. If lightening activity continues, a determination must be made to stop the activity.
5. The Head Coach and Athletic Trainer will make the decision if a Practice is cancelled. The Game Administrator, in consultation with the Athletic Trainer, will make the decision if a game is cancelled.

K. Medical Software

- a. The Athletic Training Staff will determine which EMR (Electronic Medical Records) best suits their department's needs and HIPPA Compliant.
- b. The Head Athletic Trainer will submit Medical Software for approval from Athletic Director
- c. Athletic Trainer will monitor and provide paperwork for renewal and purchase of Medical Software and submit it to the Business Director
- d. All injuries and illness will be documented in a timely manner.
- e. All Injuries and Illnesses documented will have adequate and appropriate clinical notes, rehabilitation notes and medical referral notes.
- f. EMR should have the capability of tracking yearly NCAA and Campus Required medical documentation (Insurance Verification, Medical History, PPE).

L. Medical Insurance Student Athlete-Primary

- a. Prior to Athletic Activity
 - i. At provides incoming student-athletes, cheerleaders and coaches with necessary requirements for proof of primary insurance
 - ii. The SA/cheerleader is required to provide proof of valid primary insurance
 - iii. AT will verify that the SA/cheerleader submitted proof of insurance and will keep it for their records

M. Medical Insurance Student-Secondary

a. Pre-Activity

- i. Each campus will provide an intercollegiate athletics secondary insurance policy for rostered participants.
- ii. Student-athlete/cheerleader must provide proof of primary insurance.
- iii. The SA/cheerleader and his/her family/guardians will be educated regarding the secondary policy, how claim forms will be submitted, and how claims are to be paid.
- iv. In order to activate the secondary insurance, an injury must have occurred while participating in an athletically related countable activity (CARA).

b. Injury

- i. The Athletic Trainer will verify, and document injury occurred during an athletically related countable activity (CARA).
- ii. The Athletic Trainer will submit a claim form to the appropriate secondary insurance provider.
- iii. The Athletic Trainer will act as a liaison between the injured student athlete and the secondary insurance company.
- iv. The student-athletes primary insurance will be the first payer, the secondary insurance will be second payer.
- v. The student-athlete and his/her family/guardians will be required to submit all forms requested to the secondary insurance company.

c. Conclusion

- i. The secondary insurance carrier will process or deny the claim based on information they've received from the student-athlete and his/her family/guardians.

N. Medical Clearance

a. Pre-Medical Clearance Athlete

i. Prior to Coming/Returning to Campus

1. Athletic Trainers send coaches information to send to incoming student-athletes
2. Coaches send information to student-athletes
3. Student-athlete completes medical paperwork
4. Athletic Trainer reviews and verifies paperwork
5. Athletic Trainer updates coaches on student-athletes who have completed paperwork
6. Athletic Trainer sends completed paperwork roster to compliance/athletic administration and coach
7. Compliance verifies medical clearances in ARMS

ii. Return to Campus

1. Athletic Trainer schedules medical review and physicals for student-athletes.

2. Team physicians conduct physical and medical reviews and clear student-athletes.
 3. Athletic Trainer maintains records of medical clearance for student-athletes.
 4. Athletic Trainer notifies athletic administration/compliance and coach of those not cleared for athletic participation
- b. Post Medical Clearance
- i. Injury/Illness
 1. Injury/illness evaluated
 2. If medical referral is necessary, team physician appointment is scheduled
 3. Team physician evaluates student-athlete and determines necessary treatment
 4. Athletic Trainer notifies coach of intervention plan
 - ii. Intervention
 1. Non-referred injury/illness-Athletic Trainer determines and executes treatment plan
 - iii. Return to Sport
 1. Team physician notifies Athletic Trainer and student-athlete they are released to return to sport
 2. Athletic Trainer notifies coach and student-athlete they are released to return to sport
- c. Concussion
- i. Baseline Testing
 1. Athletic Trainer's provide baseline testing for all student-athletes
 2. Student-Athletes complete baseline testing annually
 - ii. Injury
 1. Student-athlete sustains mild traumatic brain injury
 2. Athletic Trainer conducts an initial evaluation
 - iii. Treatment/Disposition
 1. Athletic Trainer notifies team physician if student-athlete requires evaluation
 2. Team physician evaluates student-athletes and determines treatment plan
 3. Athletic Trainer monitors symptoms and evaluates student-athlete daily
 4. Team physician/Specialist clears student-athlete to return to play
 5. Athletic Trainer notifies coaches when student-athlete is cleared to return to play
 - iv. Academic Intervention
 1. Athletic Trainer notifies Office of Disability Services of injury if student-athlete requires academic accommodations.

- O. Sport Assignments by Athletic Trainers
 - a. Need Assessment
 - i. Head Athletic Trainer establishes needs for sport assignments for Athletic Trainer staff.
 - ii. Athletic Director or their Designee may provide input on Athletic Trainer staffing.
 - b. Athletic Training Assignments
 - i. Head Athletic Trainer assigns Athletic Trainer staff to oversee Athletic Trainer services to teams based on their expertise and experience.
 - ii. Athletic Trainer staff are given their team assignments which can be re-evaluated yearly as needed.
 - c. Evaluations
 - i. Evaluations are conducted per CBA and Departmental Guidelines.

Business Operations

- A. Budgets
 - a. E&G
 - i. E&G comprise the budget used for funding athletic operating expenses. Budgets are utilized in areas such as travel expenses, officials, entry fees, athletic apparel, equipment, office supplies, transportation, recruiting, publications, and break meals.
 - b. Foundation and Student Association, Inc.
 - i. All athletic funds that are managed by individual campus foundations and Student Association Inc. are to be used at the discretion of athletic administration and or coaching staff in accordance with the fund's established criteria. The approval process for use of these funds is to be done in conjunction with individual campus foundation policies and procedures.
- B. Purchasing Procedures – Through State
 - a. No purchase order, either verbally or by email, is to be placed with any supplier, without first obtaining requisition authorization from the Director of Athletics or Associate Athletic Director.
 - b. The head coach works with the vendor to identify products and quantities as well as design.
 - c. The vendor supplies the Head Coach and Equipment Manager with a quote. The quote should indicate the exact description, style and/or model, numbers, sizes and costs.
 - d. The Head Coach verifies that the quote is correct and gives approval in writing to Equipment Manager.
 - e. The Equipment Manager submits the quote into SourcePoint/SAP for approval.
 - f. Purchasing assigns a PO# and notifies vendor to proceed with the order.
 - g. Vendor places and delivers orders.

- h. Head Coach reviews order for correctness. Invoice is sent from Vendor to Accounts Payable.
- C. Purchasing Procedures – Through SAI
- a. No purchase order, either verbally or by email, is to be placed with any supplier, without first obtaining requisition authorization from the Associate Athletic Director.
 - b. The head coach works with the vendor to identify products and quantities as well as design.
 - c. The vendor supplies the Head Coach and Associate Athletic Director with a quote. The quote should indicate the exact description, style and/or model, numbers, sizes and costs.
 - d. The Head Coach verifies that the quote is correct and gives approval in writing to the Associate Athletic Director.
 - e. The Associate Athletic Director submits the quote into SAI for approval.
 - f. SAI Assigns a PO# and notifies vendor to proceed with the order.
 - g. Vendor places and delivers orders.
 - h. Head Coach reviews order for correctness. Invoice is sent from Vendor to SAI Accounts Payable.
- D. Pre-season/Winter Break/Spring Break Requests
- a. Meals and Housing
 - i. Vacation periods include Thanksgiving, Christmas and Spring Break. The cafeteria will not be open during Thanksgiving, Spring Break and the week of Christmas. Each program must submit a Housing request form to Residence Life approximately four weeks before the break to determine the needs of the student-athletes.
 - b. Monetary Allotments for Meals During Preseason, Vacation Periods
 - i. If the cafeteria is open during the break student-athletes must eat in the dining halls.
 - ii. If the cafeteria is closed during the break, coaches must work with the Associate Athletic Director in advance to determine how meals will be provided.
- E. Post-season Play
- a. Funding for post-season play (PSAC or NCAA tournament) is supported through the Athletic Department's budget. Necessary funds will be transferred into the appropriate sport cost centers after the competition(s) have occurred as necessary.

Coaching Staff

- A. Head Coaches
- a. Head Coaches are responsible for the total operation of their sport program(s): practices, facilities, equipment, budget, public relations, recruiting, administrative duties, fundraising, etc. Contractual agreements or appointments

between a coach and an institution shall include the stipulation that a “coach who is found to be in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures.”

- B. Head Coaches Professional Responsibilities and Conduct
 - a. Coaches shall put the welfare of their student-athletes above all else while maintaining professional relationships with them.
 - b. All competitions shall be conducted within the letter and intent of the rules of the sport program.
 - c. Coaches should encourage their student-athletes to always exhibit sportsmanship.
 - d. Coaches shall always remember that their players are student-athletes and not make demands upon them that are inconsistent with institutional, conference and national governing body rules or in any way compromise the student-athletes, academic pursuits.
 - e. Coaches shall not discriminate based on race, color, religion, sexual orientation, age, national or ethnic origin, or qualified handicapped or disabled persons.
 - f. Coaches shall follow institutional, conference, and national governing body rules regarding drug, alcohol and tobacco use.
- C. Official Season
 - a. The period for an official season shall be from the first day of official practice until the end of post season competition involving the particular team. A Declaration of Playing Season form must be completed and submitted via ARMS to the Compliance Coordinator before the season begins as per NCAA rules.
- D. Official Practice
 - a. Coaches are to submit in writing via ARMS to the Compliance Coordinator when official team practices begin using a Declaration of Playing Season form.
 - b. Once official practices begin, coaches are to attend all practice sessions.
 - c. All NCAA paperwork and Athletic Training medical requirements must be completed before a student-athlete may begin practice.
 - d. Teams are not to organize and conduct informal practice sessions on their own. A coach must be present at all practice sessions.
- E. Practice
 - a. Coaches are to attend all practice sessions.
 - b. Coaches are responsible for scheduling practice facilities for their sport through the Director of Athletic Operations. Times and locations for practices will be reviewed by the Director of Athletic Operations to address any conflicts. Coaches are expected to follow the schedule and notify the Director of Athletic Operations and Athletic Training of any changes as soon as possible.
 - c. **Practice Logs must be submitted weekly via ARMS. Practice logs are due by Tuesday at 11:59 pm.**

F. Team Travel Guidelines

- a. All athletic team travel must be approved in advance by the Director of Athletics and the Senior Executive for Athletics. A Travel Advance Request Form (TAR) must be completed at least two weeks prior to the start of the season to the Administrative Assistant or designee in charge of travel.
- b. Upon return, all credit card purchases must be reconciled in Works within two days. A Travel Expense Voucher (TEV) must be submitted with original receipts to the Associate Athletic Director before any reimbursement can be processed.
- c. No alcoholic beverages are permitted to be purchased with University Funds or allowed in any vehicle used for team travel.
- d. When competition/training ends, teams must return to campus within 24 hours unless other arrangements have been approved in advance by the Director of Athletics.
- e. A travel itinerary will be submitted to the Administrative Assistant, Athletic Director, and Associate AD prior to the team leaving campus for all away trips. The form should be updated for each trip.
- f. Student-athletes are not permitted to drive their own vehicles to transport themselves, or other student-athletes, to any away competition when they are representing the institution unless approved in advance by the Director of Athletics.
- g. Student-athletes will be permitted to leave the site of competition at the conclusion with their parent/legal guardian after approval has been granted by the Athletic Administrative Assistant or designee prior to leaving campus.
- h. Meals
 - i. Student-athletes are eligible for meals on an away trip if the team departs before 8:00am for breakfast, 11:00am for lunch and 5:00pm for dinner.
 - ii. Maximum of \$30/per day/per athlete:
 1. Breakfast - \$6.00 (must leave before 8:00am)
 2. Lunch - \$9.00 (must leave before 11:00am)
 3. Dinner - \$15 (must leave before 5:00pm)
 4. No more than a 15% tip on any food bill.
 - iii. Issued credit cards are to be used for all purchases, unless discussed and approved in advance by the Director of Athletics.
- i. Hotels
 - i. Student-athletes will stay at AAA rated hotels and 3-4 student-athletes will be allowed per room. Roll-away and hide-a-way beds count as separate beds in each room.
 - ii. The approved cost per room is \$96/night/room or appropriate high-cost area rate.
- j. Transportation
 - i. Team travel parties will travel by Coach Bus. Smaller teams can request the use of vans in advance upon approval from the Director of Athletics.

Men's and Women's Basketball will travel together for all double headers at the same location.

- ii. Teams or individuals traveling to away contests, that are within three hours of travel time or when competition does not start until after noon, will make the trip the day of competition.
- iii. Requests for overnight travel must be made in advance during the scheduling and budgeting process and approved by the Director of Athletics.
- iv. If there are special considerations for deviating from the travel policy, the head coach should submit a written proposal to the Athletic Director for consideration (example: severe weather).

k. Expenses

- i. Travel Approval Requests must be submitted to the Associate Athletic Director as far in advance as possible to allow time for proper approvals.
- ii. Upon return from travel, all receipts must be reconciled within two days or before the next trip, whichever comes first.
- iii. If a receipt is missing, employees are personally responsible for paying that expense to the university.

G. Coaches Travel

- a. Coaches who travel on behalf of PennWest for recruiting, scouting, or to attend a conference or clinic must submit a Travel Approval Request (TAR) in advance of the trip for approval by the Director of Athletics and Senior Executive for Athletics.
- b. The state of Pennsylvania travel guidelines must be followed for all official PW travel, regardless of university funding source. Coaches must follow reimbursement rates via: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - i. For day trips, individuals will be reimbursed up to \$8.
 - ii. For overnight trips, individuals will be reimbursed up to \$59 or the amount for a high-cost area
- c. Rental car usage must be approved in advance by the Director of Athletics and will only be approved for recruiting, professional development or team travel.
- d. Upon return, all credit card purchases must be reconciled in Works within two days. A Travel Expense Voucher (TEV) must be submitted with original receipts to the Athletic Budget office before any reimbursement can be processed.
- e. If a receipt is lost when the purchase card (p-card) is used, the individual will be responsible for reimbursing the university for the cost of that expense.

H. Team Rules & Regulations

- a. Each coach is responsible for the establishment of team rules and regulations in accordance with the University, Athletic Department, PSAC, and NCAA guidelines. Each coach is responsible for this information, and a copy of the team rules must be submitted to the Director of Athletics at the beginning of each academic year.

I. Roster Size Policy

- a. Intercollegiate sports may be given a roster size number for the academic year. Any changes to this number must be discussed with the Director of Athletics.
- b. Each sport head coach must finalize their official roster no later than 48 hours prior to the first competition of the season.
- c. Head Coach, or designee, must process additions to the roster through ARMS as soon as possible.
- d. Head Coach, or designee, must process removal from the roster through ARMS within 48 hours of the student-athlete leaving the team.
- e. Any additions to the team after the first competition must be approved by the Director or Athletics.
- f. Compliance and Athletic Training must approve all members of the teams academic and medical eligibility before the student-athlete can participate in any countable-related activities.
- g. During the academic year, the head coach, or designee, must track daily participation through ARMS. Student-athletes will be randomly selected to review and approve the countable hours indicated through ARMS. The calendars must be submitted on a weekly basis.
- h. Any student-athlete wishing to participate in an open competition as an unattached athlete must adhere to the following:
 - i. No transportation provided by the university.
 - ii. No uniforms, warm-ups or shoes provided by the university may be worn at the competition.
 - iii. No meal or housing money will be provided by the university.
 - iv. No athletic insurance coverage will be provided to the athlete at the competition.
 - v. Failure to comply with these policies would result in loss of intercollegiate practice and/or competition.

J. Complimentary Admission Guidelines

- a. Each athlete in a sport that charges admission may be given a maximum of two admissions to a contest. It is the responsibility of the coach and athletes of each sport to complete the Complimentary Ticket request form via ARMS for each contest where tickets are sold. Admission will be granted when individuals on the list properly identify themselves at the proper facility entrance.
 - i. The Administrative Assistant or Compliance officer will build the schedule in ARMs for ticketing
 - ii. An allotted number of tickets per student athlete will be set. Student athletes will be able to go into ARMs to create their guest list.
 - iii. The ticket window will be open to the student athletes to enter names and will close at noon the day before a contest.
 - iv. Coaches will be able to utilize ARMs to submit their complimentary ticket request.
 - v. The complimentary ticket request is sent to the coach or the prospect to fill out.

- vi. Compliance will check the lists, print them and give them to the ticket booth
- vii. On game day, individuals must show their ID and sign off on the ticket list. A free ticket is given to everyone who is on the complimentary ticket list and shows their ID.
- viii. After the event, accounting will reconcile the complimentary ticket list with Athletic Budget officer or Associate AD for business.

K. Equipment Purchase

- a. Team competition uniforms will be replaced every three years on a rotational schedule. Replacement uniforms for the current uniform style are purchased annually as needed to replace worn-out pieces of the uniform.
- b. Weather-related clothing, including sweatpants and sweatshirts, will be purchased for men's and women's teams that play in cold or wet indoor or outdoor conditions on a three-year rotation schedule, like the competition uniform replacement policy. Weather-related clothing will be purchased annually as needed to replace worn clothing.
- c. Practice apparel required by each specific sport will be purchased annually for every team from the team's budget.
- d. Equipment for practice and competition will be provided for each sport, depending upon each sport's specific needs as determined by the standards outlined by the NCAA and input from each sport's head coach. Equipment must be repaired as needed to restore the equipment to meet the competitive standards outlined by the NCAA. All athletic equipment will be provided for each sport in an equitable manner.

L. Evaluations

- a. Coach Evaluation Schedule
 - i. The following evaluation schedule shall be followed with Penn West for conducting Annual Review and Evaluation as dictated in the Collective Bargaining Agreement for Non-Faculty Athletic Coaches. This agreement will take effect with the start of the 2022-2023 academic year and is subject to modification through the collective bargaining process.
 - ii. As a general rule, all annual performance review and evaluations will be conducted in the spring semester/summer break. Student evaluations will be conducted via the following schedule:
 - 1. Fall sports – November 1-15
 - 2. Winter sports – February 15-28
 - 3. Spring sports – April 15-30
 - iii. Student evaluations will be provided to the coaches prior to the performance review occurring.
 - iv. Performance Review of Head Coach
 - 1. Head Coach should provide a sheet of accomplishments in the past year 2 weeks prior to the evaluation.

2. The Director of Athletics will complete the final evaluation rating and comments sections on the performance evaluation. The Director of Athletics will then meet with the Head Coach to review the student evaluations and the performance review. The Director of Athletics will provide the overall evaluation rating.
 3. The performance review will be submitted to the Senior Executive for Athletics for review and approval. Coaches can request a meeting with the Senior Executive for Athletics.
 4. Upon review and approval, the Senior Executive for Athletics will submit the completed evaluation to Human Resources and the Director of Athletics for record.
 5. The Director of Athletics and Head Coach will complete the performance expectations for the next evaluation cycle and the Director of Athletics will maintain this file until the final evaluation.
- v. Performance Review of Assistant Coach
1. Coach should provide a sheet of accomplishments in the past year to the head coach and athletic director 2 weeks prior to the evaluation.
 2. The Director of Athletics, in consultation with the Head Coach, will complete the final evaluation rating and comments sections on the performance evaluation. The Head Coach will then meet with the Assistant Coach to review the student evaluations and the performance review. After the review, the Head Coach and Director of Athletics will meet to discuss the review and provide the overall evaluation rating. The Assistant Coach will have an opportunity to review the overall evaluation before it is submitted for review to the Senior Executive for Athletics.
 3. The performance review will be submitted to the Senior Executive for Athletics for review and approval. Coaches can request a meeting with the Senior Executive for Athletics.
 4. Upon review and approval, the Senior Executive for Athletics will submit the completed evaluation to Human Resources and the Director of Athletics for record.
 5. The Head Coach and Assistant Coach will complete the performance expectations for the next evaluation cycle and the Director of Athletics will maintain this file until the final evaluation.

M. First Aid, CPR and AED

- a. All Penn West coaches are required to be certified annually in First Aid and CPR/AED. Certification training is offered by the university during the year. Specific training for athletic personnel may be scheduled.

N. Volunteer Coaches

- a. Volunteer coaches must be approved before being permitted to begin interaction with any intercollegiate athletic program. All appropriate paperwork and recent clearances must be approved by the Senior Executive for Athletics and Human Resources before work can begin. All volunteer coaches must take and successfully pass the annual NCAA Learning Portal modules for coaches. Volunteers will not be paid.

O. PSAC Policy on Sportsmanship and Ethical Behavior (Updated: May 17, 2016)

a. Preface

- i. This Sportsmanship & Conduct Policy applies to the Pennsylvania State Athletic Conference (PSAC) and all intercollegiate athletics events (“Events”) of its Member Institutions. PSAC Member Institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below establish the basic expectations of the Conference, provide guidance to Member Institutions to implement the standards and provide the PSAC Commissioner with broad authority to enforce the standards consistently with these principles.

b. Principals of Sportsmanship

- i. The essential elements of sportsmanship and ethics in athletics are embodied in the concept of character building and seven core principles: respect, responsibility, fairness, honesty, integrity, caring and civility. The highest potential of athletics is achieved when competition reflects these seven principles.

c. General Statements of Responsibility

- i. All those associated with Conference Events, including University personnel as well as fans have the responsibility to conduct themselves in a manner consistent with the principles of sportsmanship. The Conference adopts the following minimum standards of responsibility:
 1. Institutional Responsibility: Member Institutions have the responsibility to take all reasonable steps to ensure that all University employees, students, and others in attendance at Events conduct themselves in a professional manner and exhibit good sportsmanship towards Event officials, opposing institutions and their employees, students (including student-athletes) and fans.
 2. Athletics Department Responsibility: Each Member Institution’s Director of Athletics shall have the responsibility to effectively communicate to all athletics department staff, coaches and student-athletes the basic principles of sportsmanship and standards for conduct under this policy. It must be made clear that concerns about Conference Events, such as officiating, and

about other Member Institutions must be addressed within the Conference's governance structure.

3. **Event Management Responsibility:** Each Member Institution's Director of Athletics is encouraged to take reasonable steps to create an environment that is fair and safe for visiting teams and officials at Events under this Policy. The Director of Athletics, or his/her designee, should greet the visiting coach after his/her arrival at the event facility to address any issues of concern and identify the Event manager who can respond to concerns during the Event and the location of this individual during the Event. Each institution must arrange its seating Events so as to emphasize sportsmanship and minimize harassment of the visiting teams. Member Institutions shall also have a protocol that seeks to ensure the protection of all participants and related personnel, including safely escorting teams, coaches, officials and administrative staffs off the playing surface, particularly in the event of a post-Event celebration (e.g., court or field storming). Member Institutions should have protocols addressing the ingress and egress of officials at Event venues.
4. **Coach Responsibility:** Coaches are expected to always exhibit professional behavior. Coaches are encouraged and expected to model proper behavior for their student-athletes and staff members to ensure they are demonstrating respect for their opponents, the Event officials and the Event itself. Coaches shall remain in their designated areas during an Event and refrain from behavior that would incite those present toward negative conduct.
5. **Conference Responsibility:** The Commissioner shall have responsibility to promote and enforce these principles and standards of conduct under this Policy in connection with all Events involving a Member Institution, including competition against non-Conference institutions. The Commissioner shall have broad authority to interpret the standards, review disciplinary action taken by Member Institutions and further penalize those deemed to have violated the standards.

d. Standards of Conduct

- i. A Member Institution's student-athletes, coaches and staff shall conduct themselves in an appropriate manner in conjunction with all Events. They shall conduct themselves and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants and comment about other institutions, coaches and student-athletes only in a professional manner.

- ii. Behavior that is not considered professional, sportsmanlike or appropriate in connection with Events includes, but is not limited to, the following:
1. Publicly criticizing or making derogatory statements (verbal, written or through all forms of social media) of an official, PSAC personnel or its policies, another member institution or any of its personnel, especially student-athletes by any member of the athletic department or associated representative of the Member Institution. This includes comments regarding their conduct, character, competence, integrity, or appearance. Complaints about officials should be made to the respective coordinator of officials or commissioner. Complaints about conference office personnel should be made to the Chair of the Board of Directors.
 2. Striking, attempting to strike or otherwise physically abusing an official, coach, staff member, student-athlete, cheerleader, mascot or other person in attendance at an Event. This includes throwing objects at an individual or onto the playing surface. Behavior need not reach criminal conduct to be prohibited.
 3. Acting dangerously to others, unsafe behavior, inciting participants or spectators to violent or abusive action, obscene gestures, profanity or provocative language or abusive action toward an official, student-athlete, coach, spectator or bench or score-table personnel.
 4. Defacing, destruction or theft of property associated with an Event or of a Member Institution, including property of the opposing team or a staff member or Event official.
 5. Harassment by spectators directed at opposing players, fans, officials, or coaches. Harassment includes disrespectful cheers or jeers focusing on an individual's race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law or physical characteristics, or any "cheer" that is vulgar or obscene.
 6. Displaying signs or banners within the Event venue that contain offensive language, pictures, particular displays that may be vulgar, or obscene messages that incites others to engage in unsportsman-like behavior.
 7. Cheating by coaches, staff, student-athletes or officials in connection with any Event. This includes the use of drugs or unauthorized substances, in addition to actions that violate PSAC or NCAA policies.
 8. Any violation of local law, state or federal law or policies of the hosting institution or Event venue or generally recognized standards of good conduct.

- e. Member Institution Obligations
- i. Ensure that an administrative representative of the host institution is present (or readily accessible) at all PSAC Events and that he/she is charged with the enforcement of the Conference's Code of Conduct under this Policy. The representative will identify himself/herself to the visiting coach or administrator prior to the start of the Event.
 - ii. Provide for adequate security, police and other Event management measures to protect the safety of student-athletes, coaches and officials, and to maintain adequate crowd control during home athletic events.
 - iii. Announce a statement promoting good sportsmanship before each home Event where a public address system is utilized and/or print the announcement in the Event program. Public address announcers will be directed to announce the Event in an appropriate manner and assist event management with the promotion of good sportsmanship behavior throughout the game.
 - iv. Reserve or protect the seating or spectator areas immediately behind the visiting team bench for fans of the visiting team.
 - v. Ensure that members of the institution's band, cheerleading squad, mascot and other such spirit groups in attendance at Events adhere to the Conference's Code of Conduct. The home team's band is to be seated in areas on the home team's side or half of the Event venue. The cheerleaders and mascot must remain in the area designated for their team's spectators, and on the same side or half of the playing surface of their respective team bench, unless pre-approved by the Conference and host institution.
 - vi. Report incidents of unsportsmanlike behavior or unethical conduct by student-athletes, coaches or institutional representatives to the institution's Director of Athletics within 48 hours of the incident.
 - vii. Provide a written report of incidents that are a direct violation of the PSAC Standards defined above to the Commissioner within 48 hours of the incident. The report will include the identities of the individual(s) involved and the Director of Athletics' recommendation for a penalty and/or remedial action. The Commissioner is authorized to approve or alter the recommended penalty and/or remedial action.
 - viii. Report in writing the removal or suspension of student-athlete or institutional personnel from an Event for fighting or flagrant behavior to the Commissioner within 24 hours following the Event. The Director of Athletics will administer an immediate suspension of that individual(s) from the next intercollegiate Event including PSAC or NCAA championship competition, or if the last Event of the season, the suspension will be extended to the beginning of the next championship season (non-championship events, exhibitions and scrimmages will not be used to serve a suspension).

1. During a suspension under these policies the coach involved may not be involved with any coaching duties on the day of the Event. *Note: Suspensions under NCAA rules for particular sports will govern access to teams before, during and after contests. (e.g., Soccer Red Cards)*
 2. Suspended student-athlete(s) may not dress or sit on the team bench prior to, during or following the Event, but at the Member Institution's discretion may attend the game and/or or travel with the team. If warranted, the Commissioner may impose additional penalties for repeated suspensions by an individual within the same sporting season.
 3. Suspended Institutional personnel (non-coaches) may not attend the venue of the Event.
- f. Recruiting
- i. Institutional staff members shall maintain the highest standards of integrity and professionalism in their recruitment of prospective student-athletes.
- g. Powers of the Conference Commissioner
- i. It shall be the responsibility of the Commissioner to promote and to enforce these principles and standards of sportsmanship and conduct in connection with all Conference Events involving a Member Institution, including competition against non-Conference opponents. The Commissioner shall have broad authority to interpret the standards, review disciplinary action taken by Member Institutions and further penalize those deemed to have violated the standards.
- h. Penalties
- i. Specifically, and without limitation, the Commissioner has the authority to take any one or more of the following actions:
 1. publicly or privately reprimand any participant.
 2. forfeit any Events or competitions.
 3. suspend or expel any person from attendance or participation in one or more Events; or
 4. pay a fine to the Conference (not to exceed \$1,000) for each occurrence of unsportsmanlike or inappropriate conduct (fines will be directed to an institution and not individuals).
 - ii. NCAA in-game sports rules and policies will be enforced, adhered to and followed. In instances of flagrant misconduct, regardless of circumstance, all individuals involved shall receive a minimum penalty of a suspension from one or more Events. Flagrant misconduct shall include, but not be limited to, striking or attempting to strike (e.g., kicking, hitting, throwing objects) an official, coach, player or spectator.
 - iii. At a minimum, student-athletes ejected from Events for unsporting behavior by officials will be subjected to a penalty of a one-Event suspension. A second ejection of a student-athlete will result in a two-

Event suspension and a third ejection will result in a season long suspension.

- iv. Repeat violations by an individual, team or institution will be subjected to increasingly greater penalties.
- i. Procedure for Adjudicating a Violation of these Policies
 - i. Incidents that may involve violations of these standards must be immediately reported to the Commissioner and the President and the Director of Athletics of the any involved Member Institution.
 - ii. The Director of Athletics must immediately review the incident to determine whether these standards have been violated.
 - iii. As soon as possible, but no later than 48 hours or prior to the next Event, the Director of Athletics must advise the Commissioner in writing of the finding and specific disciplinary action, if any, imposed by the institution. A copy must be provided to the Member Institution's President and Faculty Athletics Representative.
 - iv. The Commissioner must promptly review the incident and action taken and decide regarding whether additional penalties should be imposed. The Commissioner will notify the institution of any directive with additional penalties accordingly.
 - v. Penalties must be imposed prior to the next Event.
 - vi. Subject to the right of appeal established in Section 10 below, each Member Institution must comply with all written directives issued by the Commissioner.
 - vii. The Commissioner and Director of Athletics may designate another member of their respective staffs to act on their behalf, and the Commissioner shall have the authority to waive the timing requirements set forth above.
- j. Right of Appeal of Conference Actions
 - i. Any Member Institution or individual disciplined under this policy shall have the right to appeal against any directive of the Commissioner to the Infractions Committee of the Advisory Council. The Infractions Committee will also include the Chair of the Board of Directors, or his/her designee from the Presidents Executive Committee. The Infractions Committee consists of one each Vice President, Faculty Athletics Representative, Athletics Administrator, Coach, Student-Athlete Advisory Council representative and either a sports information director or certified athletic trainer. The presidential representative will only serve on the Infractions Committee during an appeal of this policy.
 - ii. To properly appeal against a directive, the Member Institution or individual must submit a written statement to the Conference office within two (2) business days of receipt of the directive. The appeal should include the nature of the institutions or individual's objections to the proposed directive, supporting information and the actions, if any, that

the institution or individual contends should have been taken or required by the Commissioner in the directive at issue.

- iii. The Commissioner shall promptly notify the Infractions Committee and provide them with the appeal materials, a summary of the directive and supporting information. A conference call with the appealing institution or individual will be scheduled with the Infractions Committee. Appeals may be submitted via email or facsimile and must be submitted to the attention of the Commissioner.
- iv. Once an appeal is received by the Commissioner, the directive will be stayed until the appeal is heard and decided upon by the Infractions Committee.
- v. The Infractions Committee may affirm, modify or set aside the directive with or without affording the appealing institution or individual a formal or informal hearing. All decisions by the Infractions Committee shall be final.
- vi. If the Infractions Committee finds that the appeal was made without basis and determines that it was done to gain competitiveness or other advantage, it shall refer the matter to the Commissioner for additional action or imposition of penalties.
- vii. An Infractions Committee member from the Member Institution making the appeal shall be recused from hearing the appeal.

Compliance

A. Academic Eligibility – Initial Eligibility

a. NCAA Division II Academic Requirements

a. Qualifier

1. Complete 16 core courses:
 - a. Three years of English.
 - b. Two years of math (Algebra 1 or higher).
 - c. Two years of natural or physical science (including one year of lab science if your high school offers it).
 - d. Three additional years of English, math or natural or physical science
 - e. Two years of social science
 - f. Four additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy.
2. Earn at least a 2.2 GPA in your core courses.
3. Earn an [SAT combined score or ACT sum score](#) matching your core-course GPA on the Division II sliding scale, which balances your test score and core-course GPA. If you have a low test score,

you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.

4. The [Division II Initial-Eligibility Quick Reference Sheet \(PDF\)](#) provides an overview of the required GPA and SAT/ACT scores.

b. Partial-Qualifier

1. Complete 16 core courses:
 - a. Three years of English.
 - b. Two years of math (Algebra 1 or higher).
 - c. Two years of natural or physical science (including one year of lab science if your high school offers it).
 - d. Three additional years of English, math or natural or physical science
 - e. Two years of social science
 - f. Four additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy.
2. Earn at least a 2.0 GPA in your core courses.
3. Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division II sliding scale.
4. The [Division II Initial-Eligibility Quick Reference Sheet \(PDF\)](#) provides an overview of the required GPA and SAT/ACT scores.

b. Amateurism

- a. All incoming student-athletes must be certified as an amateur student-athlete. With global recruiting becoming more common, determining the amateur status of college-bound student-athletes can be challenging. All college-bound student-athletes, including international students, need to adhere to NCAA amateurism requirements in order to preserve their eligibility for NCAA intercollegiate athletics.
- c. Both Academic and Amateurism certification must be completed within 45 days of the start of preseason or the start of the semester. Those that do not complete these two items will not be able to practice after the 45 days. In addition, the athletic scholarship will not be applied until both items have been fulfilled for incoming freshman.

B. Academic Eligibility – Two-Year and Four-Year College Transfers – Division II

- a. A student who transfers (see Bylaw 14.5.2) to a member institution from any collegiate institution is required to complete one full academic year of residence (see Bylaw 14.02.14) at the certifying institution before being eligible to compete for or to receive travel expenses from the member institution (see Bylaw 16.8.1), unless the student satisfies the applicable transfer requirements or receives an exception or waiver as set forth in this bylaw.
- b. Two-Year College Transfers
 - a. A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics

program must complete an academic year of residence (see Bylaw 14.02.14), unless the student meets the following eligibility requirements applicable to the division of which the certifying institution is a member.

1. Eligibility for Competition, Practice and Athletics Aid – Graduation from Two-Year College
 - a. A transfer student from a two-year college who has graduated from the two-year college is eligible for competition, practice and athletics aid during the first academic year in residence, provided:
 - i. The student-athlete has completed at least two semesters or three quarters (excluding summer sessions) of enrollment as a full-time student at the two-year college; and
 - ii. At least 25 percent of the credit hours used to fulfill the student's academic degree requirements are earned at the two-year college that awards the degree per Bylaw 14.5.4.5.4.
2. Eligibility for Competition, Practice and Athletics Aid -- Qualifier With No Four-Year College Attendance and Only One Term of Attendance at a Two-Year College.
 - a. A transfer student from a two-year college who was a qualifier (per Bylaw 14.3.1.1), has not previously attended a four-year collegiate institution and has only attended a two-year college for one academic term (semester or quarter), is eligible for competition, practice and athletics aid during the first academic year in residence at the certifying institution, provided:
 - i. The student-athlete has attended the two-year college as a full-time student for only one semester or one quarter (excluding summer sessions);
 - ii. The student-athlete has satisfactorily completed at least 12-semester or 12-quarter hours of transferable credit acceptable toward any baccalaureate degree program at the certifying institution for the full-time academic term of attendance at the two-year college; and
 - iii. The student-athlete has presented a minimum grade-point average of 2.200 earned in transferable degree credit (see Bylaw 14.5.4.5.3.2).
3. Eligibility for Competition, Practice and Athletics Aid -- All Other Qualifiers and Partial Qualifiers
 - a. A transfer student from a two-year college is eligible for competition, practice and athletics aid during the first

academic year in residence at the certifying institution, provided:

- i. The student-athlete has completed at least two semesters or three quarters (excluding summer sessions) of enrollment as a full-time student at the two-year college;
 - ii. The student-athlete has satisfactorily completed an average of at least 12-semester or 12-quarter hours of transferable credit acceptable toward any baccalaureate degree program at the certifying institution for each full-time academic term of attendance at the two-year college;
 - iii. The student-athlete has satisfactorily completed the following transferable credit-hour requirements:
 1. Six semester or eight quarter hours of English;
 2. Three semester or four quarter hours of math; and
 3. Three semester or four quarter hours of natural or physical science.
 - iv. The student-athlete has presented a minimum grade-point average of 2.200 earned in transferable degree credit (see Bylaw 14.5.4.5.3.2).
4. Exceptions or Waivers for Transfer From Two-Year Colleges
 - a. Discontinued/Nonsponsored Sport Exception
 - b. Nonrecruited Student Exception
 - c. Two-Year Nonparticipation or Minimal Participation Exception
 - d. Return to Original Institution Exception
- c. Four-Year College Transfers
 - a. A transfer student from a four-year institution shall not be eligible for intercollegiate competition at a member institution until the student has fulfilled a residence requirement of one full academic year (two full semesters or three full quarters) at the certifying institution.
 1. Attendance for One Academic Year
 - a. A transfer student from a four-year institution who attended a four-year institution at least one academic year shall be eligible for financial aid and practice at a Division II institution under the rules of the institution and the conference of which the institution is a member, regardless of the student's qualification status (per Bylaw 14.3.1) at the time of initial enrollment.
 2. Attendance for Less than One Academic Year

- a. A transfer student from a four-year institution who was a partial qualifier (as defined in Bylaw 14.02.13.2) and who attended the four-year institution less than one full academic year shall not be eligible for competition during the first academic year of attendance at the certifying institution. Participation in practice sessions and the receipt of financial aid during the first academic year of attendance at the certifying institution by such students is governed by the provisions of Bylaw 14.3.1.2.
 - 3. Exceptions for Transfers From Four-Year Colleges
 - a. A transfer student (other than one under disciplinary suspension per Bylaw 14.5.1.1) from a four-year collegiate institution is not subject to the residence requirement for intercollegiate competition, provided the student does not have an unfulfilled residence requirement at the institution from which they are transferring (except for the return to the original institution without participation exception) and any of the following exceptions are satisfied. However, during the student-athlete's first academic year of full-time collegiate enrollment, such conditions may serve as a basis for an exception to the residence requirement for transfer students to a Division II institution who, at the time of initial collegiate enrollment, met the requirements for "qualifiers" (set forth in Bylaw 14.3.1.1) in Division II.
 - i. Educational Exchange
 - ii. Exchange Student Exception
 - iii. Discontinued Academic Program Exception
 - iv. Military Service, Religious Mission Exception
 - v. Discontinued/Nonsponsored Sport Exception
 - vi. Two-Year Nonparticipation or Minimal Participation Exception
 - vii. Return to Original Institution Without Participation or With Minimal Participation Exception
 - viii. Nonrecruited Student Exception
 - ix. One-Time Transfer Exception
- C. Academic Eligibility - Progress Towards Degree
 - a. In order to be eligible for intercollegiate sports competition, a student-athlete must satisfy the NCAA rules and regulations regarding eligibility.
 - b. Division II - Progress Towards Degree requirements – Undergraduate students
 - a. **24 hours** - The student-athlete must successfully complete 24 new semester hours per academic year, including summer.

- b. **Eighteen semester hours**— Must be passed for the student within the semesters of Fall-Winter-Spring in order to meet progress towards degree. The student athlete can take up to 6 hours in the summer to then meet the 24 hours needed for the academic year. If 18 hours are not passed between Fall-Winter-Spring, the student would be declared ineligible.
 - 1. Students that start the semester in a different term than Fall will need to review their eligibility with the compliance officer or athletic academic advisor to make sure they are meeting progress towards degree requirements.
- c. **Nine semester hours** - A student-athlete MUST PASS 9 HOURS PER SEMESTER in order to be eligible. If a student-athlete fails to pass 9 hours in either the fall or spring in which they are a full-time student, the student- athlete will be rendered ineligible and WILL LOSE HIS/HER ATHLETIC-RELATED FINANCIAL AID.
 - 1. For a transfer student-athlete, the requirement would be 9 hours of transferable credit from the school they are transferring from.
- d. **48 Hours** - For Freshmen who began their eligibility at a Penn West - California - Within the first two years of study- A student athlete must pass a cumulative of 48 hours. This only applies to non-transfer student-athletes.
- e. Minimum Grade Point Average
 - 1. Must be 2.00 or higher for undergraduate students. (Bylaw 14.01.2, 14.4.1) **Student athletes will be certified for cumulative GPA for athletic certification purposes at the start of the Fall Semester. Only students that are coming out of the fall ineligible will be checked for cumulative GPA at the start of the spring semester (updated 1/4/23).**
 - 2. Must be 3.00 or higher for graduate students. **Graduate students will be certified for cumulative GPA for athletic certification purposes at the start of the Fall Semester. Only graduate students coming out of the fall ineligible will be checked for cumulative GPA at the start of the Spring Semester (updated 1/4/23).**
 - a. Note: Graduate students who begin their degree during the summer term must prior to the Fall semester must achieve a 3.00 in your summer classes to be eligible in the fall.
- c. Good Academic Standing is required (per institutional and NCAA requirements)
 - a. If a student-athlete is determined to NOT be in Good Academic Standing, then eligibility for practice and competition would need to be reviewed based on their academic standing. **Good academic standing will be reviewed at the start of the fall semester and start of the spring semester for all student-athletes (updated 1/4/23).**

1. If a student is placed in Academic Warning, they are eligible for both practice and competition still.
 2. If a student is placed in Academic Probation, Academic Suspension or Academic Dismissal, they are ineligible for competition.
 3. Students on Academic Probation can continue to practice with the team. Students on Academic Suspension or Academic Dismissal cannot practice with teams.
- b. In addition – please note that some academic programs may require a higher GPA than the 2.00 noted to be in Good Academic Standing in that program.
- d. Designation of Degree (14.4.3.6)
 - a. Is required by the beginning of the fifth semester. Failure to declare a major results in a student-athlete becoming ineligible for his/her sport season. Student-athletes must be in a four-year baccalaureate degree-seeking program in accordance with NCAA Bylaw 14.1.7.1.
 - e. Remedial Courses
 - a. Courses that begin with a 0 such as ENG0900 are considered remedial courses. After a student-athlete's first year at any institution, these courses DO NOT count in meeting NCAA progress towards degree requirements.
 - f. Summer and Winter courses
 - a. **Good academic standing will not negatively impact a student who takes winter or summer courses (updated 1/4/2023).**
 - g. Repeated grades
 - a. Students that repeat a course will have the most recently taken course count towards the GPA. For instance, if a student re-taking a D now receives an F on their second attempt at the course, their new grade for the course will be the F. The institution does not take the best grade of the attempted courses.
 - h. Withdrawing from a course
 - a. Student-athletes must notify the compliance officer, athletic academic advisor, and head coach when withdrawing from a course. If courses are attempted but the student-athlete withdraws, those courses are subject to be reviewed for academic progress.
 - b. Student-athletes should check with the athletic academic advisor and/or compliance coordinator prior to dropping any course. If a student-athlete is dropping a course to add another, he/she should FIRST ADD the course desired and then drop the course he/she does not want, so that full-time status remains.
 - c. Ceasing to attend class does not constitute official withdrawal. NOTE: STUDENT ATHLETES MUST MAINTAIN AT LEAST 12 CREDITS EACH SEMESTER IN ORDER TO MAINTAIN ELIGIBILITY.

- i. Exceptions to Progress-Toward Degree Rule
 - a. The institution will follow NCAA rules in relation to exceptions to progress towards a degree.
- D. Academic Grade Checks
 - a. Academic grade checks will be conducted with students throughout the semester to check in on their academic progress. Grade checks may be conducted by the Athletic Academic Advisor, the coach of the sport, or the compliance officer.
 - a. Each campus' athletic department will set requirements for study hall and may be subject to staff and spacing for the frequency of study hall and who must attend.
 - b. A coach may also request that a student-athlete attend study hall to improve upon their academic performance.
 - c. Those conducting study hall may sit with students individually to go through their classes and grades on a weekly basis.
 - d. Grade trackers should be sent to the professors in weeks 4, 8, and 12 in Starfish in order to review progress of students in class. Professors will fill in the progress reports on Starfish through Academic Success. Flags are then reported to the coaching staff.
 - e. Coaches will be informed of academic alerts that are received.
- E. Athletic Study Program Guidelines and Expectations
 - a. Each campus will develop expectations with relation to study program requirements.
 - a. Personnel available to conduct study hall on campus plays a role in the process.
 - b. Space on campus to conduct study hall plays a role in the process.
 - b. Study halls will be conducted for students that fall below a 3.00 GPA. Teams are able to define their team GPA for study hall if it is lower than a 3.00. In addition, coaches will work with the Athletic Academic Advisor on study hall requirements.
 - c. Athletic study program policy contents should include the following sections:
 - a. Days, Time, and Location
 - b. Contact information for those in charge of the Athletic Study Program.
 - c. Participants (Freshman, transfers, students below a certain GPA, those identified by the coaching, returning students).
 - d. Academic Evaluation.
 - e. Attendance policy.
 - f. Computer usage
 - g. Tutoring and supplemental instruction.
 - h. Rules during study program
 - d. The Athletic Director will sign off and approve the study program guidelines.

F. Academic Support – Class Excuse

- a. The Athletic Academic Advisor or Compliance Officer will update rosters in Banner, ARMs and CAi as players are added or deleted from rosters.
- b. The coach needs to request class absences in ARMs for their team 48 hours prior to the event. The request needs to include the travel roster, date of departure, and the date of return entered.
- c. At the beginning of the semester, student-athletes should give their professors their playing schedules and dates they may be gone from class.
- d. The professor is notified via email of the absence.

G. Awards/Benefits/Expenses

a. General Principles

- a. A student-athlete shall not receive any extra benefit as defined in 16.10.3 (Division II). Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports.

b. Definitions

- a. Award – An award is an item given in recognition of athletics participation or performance. Such awards are subject to the limitations set forth in Bylaw 16.1.
- b. Excessive Expense – An excessive expense is one not specifically authorized under regulations of the Association concerning awards, benefits and expenses.
- c. Extra Benefit – An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.
- d. Pay - Pay is the receipt of funds, awards or benefits not permitted by governing legislation of the Association for participation in athletics.

c. Awards

- a. Before Enrollment - Individuals may receive any award(s) prior to initial full-time collegiate enrollment.
- b. Awards Received for Participation While Representing the Institution - The awards limitations of Bylaw 16.1 apply to awards received by a student-athlete for participation in competition while representing their institution.

- c. Awards Received for Participation While Not Representing the Institution - Awards received by a student-athlete for participation in competition while not representing the institution shall conform to the regulations of the recognized amateur organization that governs the competition. Such awards may include gift certificates, but not cash.
 - d. After Completion of Athletic Eligibility - Award limitations apply to enrolled student-athletes who have exhausted their intercollegiate athletics eligibility. An institution shall be held responsible through the Association's enforcement procedures for the provision of improper awards to graduating seniors by the institution or its booster organizations. Awards to graduating seniors may not include cash, gift certificates, a cash-equivalent award for athletics participation, or a country club or sports club membership.
 - e. Olympic or Paralympic Games - It is permissible for a student-athlete to receive a nonmonetary award associated with participation in the Olympic or Paralympic Games at any time regardless of when the Games are held or whether the student-athlete is enrolled as a regular student during the academic year.
- d. Uniformity of Awards
- a. Awards presented by a member institution, conference or other approved agency must be uniform for all team members receiving the award.
- e. Types of Awards, Awarding Agencies, Maximum Value and Numbers of Awards
- a. Athletics awards given to individual student-athletes shall be limited to those approved or administered by the member institution, its conference or an approved agency as specified in the following subsections and shall be limited in value and number as specified in this section. Each of the following subsections is independent of the others so that it is permissible for an individual student-athlete to receive the awards described in all subsections.
 - 1. Participation Awards
 - a. Awards for participation in intercollegiate athletics may be presented each year, limited in value and number as specified in Figure 16-1. Awards for participation in special events may be provided only to student-athletes eligible to participate in the competition.
 - 2. Awards for Winning Conference and National Championships
 - a. Awards for winning an individual or team conference or national championship may be presented each year, limited in value and number as specified in Figure 16-2. Awards for winning a conference or national championship in a team sport may be provided only to student-athletes who were eligible to participate in the championship event. The total value of any single award received for a

conference championship may not exceed \$325, and the total value of any single award received for a national championship may not exceed \$415. Each permissible awarding agency is subject to a separate \$325 or \$415 limit per award, respectively. Each permissible awarding agency may provide only a single award for each championship to each student-athlete. Separate awards may be presented to both the regular-season conference champion and the postseason conference champion (with a separate \$325 limitation), but if the same institution wins both the regular-season and postseason conference championship, the combined value of both awards shall not exceed \$325.

3. Special Achievement Awards

- a. Awards may be provided each year to individual student-athletes and teams to recognize special achievements, honors and distinctions, limited in value and number as specified in Figure 16-3.

4. Local Civic Organization

- a. A local civic organization (e.g., Rotary Club, Touchdown Club) may provide awards to an individual student-athlete or member institution's team(s). The following regulations shall apply to such an event:
 - i. All awards must be approved by the institution and must be counted in the institution's limit for institutional awards; and
 - ii. The organization may not recognize or provide awards to prospective student-athletes at the banquet.

5. Recognition by Professional Sports Organization

- a. A student-athlete may accept a complimentary admission to a professional sports contest during which the student-athlete and/or collegiate team is being recognized by the professional sports organization for extraordinary achievements. Further, it shall be permissible for the professional sports organization to promote this event to the general public.

f. Awards Banquets

a. Institutional

1. An institution may conduct awards banquets to commemorate the athletics and/or academic accomplishments of its student-athletes.

b. Booster Club Recognition Banquet

1. One time per year, an institution's athletics booster club may finance an intercollegiate team's transportation expenses to a recognition banquet, provided all expenses are paid through the institution's athletics department and no tangible award is provided to members of the team.
- g. Complimentary Admissions and Ticket Benefits
- a. Institutional Contests in Student-Athlete's Sport
 1. An institution may provide two complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. Away contests ticket list restrictions are determined by the opponent. Within the PSAC, there are no ticket lists.
 - a. Partial-Qualifier - An institution may provide a partial qualifier with two complimentary admissions per home contest in the sport in which the individual participates.
 - b. General Regulations
 1. Complimentary admissions shall be distributed only to people designated by the student-athlete who have identified themselves and signed a receipt, therefore. A violation of this administrative procedure shall be considered an institutional violation per Constitution 2.8.1; however, such a violation shall not affect the student-athlete's eligibility. The student-athlete's eligibility shall be affected by involvement in action contrary to the provisions of Bylaws 16.2.1.1 and 16.2.2 (e.g., receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for any item of value).
 - a. Partial-Qualifier - A partial qualifier (per Bylaw 14.02.13.2) may receive a complimentary admission to all of the institution's regular-season home intercollegiate athletics contests during the first academic year of residence.
 - c. Institution's Home Contests in Other Sports
 1. An institution may provide admission for each student-athlete to all the institution's regular-season home intercollegiate athletics contests in sports other than that in which the student-athlete is a participant, via a printed student-athlete pass or gate list. Proof of identity shall be required upon admission.
 - a. Exception – Recognition of Student-Athlete - An institution may provide complimentary admissions (as determined by the institution) to individuals designated by a student-athlete who is being recognized during an institution's regular-season intercollegiate athletics contest in a sport other than that in which the student-athlete participates.
- h. Academic, Career and Other Support Services

- a. Permissible
 - 1. A member institution may finance academic, career and other support services that the institution, at its discretion, determines to be appropriate and necessary for the academic success of its student-athletes, including internship/job placement services available exclusively to student-athletes, provided the student-athlete is not placed in a position in which the student-athlete uses their athletics ability.
 - a. Coaching and/or Athletics Administration Career Educational Programs - An institution or conference may provide actual and necessary expenses to a student-athlete to attend a coaching and/or athletics administration career educational program.
 - b. Exception – Use of Computers - A student-athlete shall use institutionally owned computers only on a check-out and retrieval basis.
- i. Medical Expenses
 - a. An institution, conference or the NCAA may provide medical and related expenses and services to a student-athlete
 - b. Mental Health Services and Resources
 - 1. An institution shall make mental health services and resources available to its student-athletes. Such services and resources may be provided by the department of athletics and/or the institution's health services or counseling services department. Provision of services and resources should be consistent with the Interassociation Consensus: Mental Health Best Practices. In addition, an institution must distribute mental health educational materials and resources to student-athletes, including those transitioning out of their sport, coaches, athletics administrators and other athletics personnel throughout the year. Such educational materials and resources must include a guide to the mental health services and resources available at the institution and information regarding how to access them
- j. Housing and Meals
 - a. Permissible
 - 1. Identified housing and meal benefits incidental to a student's participation in intercollegiate athletics that may be financed by the institution are:
 - a. Summer-Dormitory Rentals
 - i. An institution may rent at the regular institutional rate, dormitory space to a prospective or enrolled student-athlete during the summer months if it is the institution's policy to make dormitory space

available on the same basis to all prospective or enrolled students.

- b. Preseason Practice Expenses
 - i. The institution may provide the cost of room and board to student-athletes who report for preseason practice before the start of the academic year, it being understood that the student-athletes have been accepted for admission to the institution at the time such benefits are received. The institution may provide an evening meal and lodging on the evening prior to the first scheduled practice or the designated equipment and squad picture day.
- c. Vacation-Period Expenses
 - i. Winter Break Expenses - It is permissible for an institution to provide a student-athlete an evening meal and lodging in the locale of the institution on the final day of the seven-day legislated winter break when the student-athlete must return to campus for organized practice or competition occurring on the first day following the legislated winter break
- d. Nutritional Supplements
 - i. An institution may provide permissible nutritional supplements to a student-athlete (if funds are available) for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements do not contain any NCAA banned substances and are identified according to the following classes: carbohydrate/electrolytes drinks, energy bars, carbohydrate boosters, vitamins and minerals and protein.
- e. Occasional Meals
 - i. Institutional Staff Member - A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.
 - ii. Representative of Athletics Interests - A student-athlete or the entire team in a sport may receive an occasional family home meal from a representative

of the institution's athletics interests provided the meal is in the individual's home, on campus or at a facility that is regularly used for home competition and may be catered. The representative of the institution's athletics interests or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

- iii. Occasional Meals to Team Members Provided by Relatives or Legal Guardians - Occasional meals to team members provided by the relatives or legal guardians of a student-athlete are permissible and may be provided at any location.

2. Non permissible

- a. Housing benefits - The institution may not provide an on-campus or off-campus housing benefit (e.g., individual television sets or stereo equipment, a recreation room or a centralized television room, room furnishings or appointments of extra quality or quantity) for student-athletes that is not available on the same basis to the general student body. The material benefits in question are permissible only if provided in approximately the same ratio to at least one-half of all other students using on-campus housing facilities. Otherwise, dormitories with exclusive material housing benefits may not be used by student-athletes.

k. Entertainment Incidental to Participation in Intercollegiate Athletics

- a. An institution, conference or the NCAA may provide reasonable entertainment (but may not provide cash for such entertainment) to student-athletes as a benefit incidental to participation in intercollegiate athletics.

l. Expenses Provided by the Institution for Practice and Competition

- a. Permissible - An institution, conference or the NCAA may provide actual and necessary expenses to a student-athlete to represent the institution in practice and competition (including expenses for activities/travel that are incidental to practice or competition). In order to receive competition-related expenses, the student-athlete must be eligible for competition.

b. Non permissible

- 1. Travel Expenses During the Winter Break - An institution shall not provide travel expenses in conjunction with away-from-home competition during the winter break. The winter break shall be a seven-consecutive-calendar-day period from December 20 through December 26. When December 20 falls on a Friday,

Saturday or Sunday, the winter break shall be a seven-consecutive-calendar-day period that begins on the following Monday. When December 20 falls on a Monday, the winter break shall be a seven-consecutive-calendar-day period that begins on the following Tuesday.

- a. Exception – Travel on the First Day of the Winter Break - An institution may provide travel expenses on the first day of the winter break after an away-from-home competition, provided that it is the earliest practical opportunity to return to campus.

m. Permissible Travel Expenses

- a. An institution, conference, event host or the NCAA may provide actual and necessary expenses to a student-athlete to represent the institution in noncompetitive events.
 1. Reasonable Local Transportation - An institution may provide reasonable local transportation to student-athletes on an occasional basis.
 2. Transportation Between Campus and Bus or Train Station or Airport - An institution may provide a student-athlete with transportation between the campus and any bus station, train station or airport at any time for any reason.

n. Benefits, Gifts and Services

- a. Permissible
 1. General Rule - Receipt of a benefit (including otherwise prohibited extra benefits per Bylaw 16.11.2) by student-athletes, their relatives or friends is not a violation of NCAA rules if it is demonstrated that the same benefit is generally available to the institution's students and their relatives or friends.
 2. Deferred Pay-Back Loan - A student-athlete may receive a loan on a deferred pay-back basis without jeopardizing their eligibility, provided:
 - a. The loan arrangements are not contrary to the extra-benefit rule; and
 - b. The student-athlete's athletics reputation, skill or pay-back potential as a future professional athlete is not considered by the lending agency in its decision to provide the loan.
 3. Loan from Established Family Friend - A student-athlete may receive a loan from an established family friend without such an arrangement constituting an extra benefit, provided:
 - a. The loan is not offered to the student-athlete based in any degree on their athletics ability or reputation;
 - b. The individual providing the loan is not considered a representative of the institution's athletics interests; and

- c. The relationship between the individual providing the loan and the student-athlete existed before the initiation of the student-athlete's recruitment by the member institution.
4. Retention of Athletics Apparel and Equipment - . A student-athlete may retain athletics apparel items and used equipment at the end of the individual's collegiate participation.
5. Summer Use of Athletics Equipment - A student-athlete may retain and use institutional athletics equipment (per the institution's normal equipment policy) during a summer vacation period.
6. Research Studies - A student-athlete may receive compensation for participation in institutional and noninstitutional (e.g., NCAA) research studies. Such compensation shall be consistent with the going rate for compensation offered in studies involving nonathlete populations. The study may not be sponsored or conducted by an institution's athletics department, and compensation may not be provided or determined by the athletics department. There shall be no indication that the student-athlete expressly or implicitly endorses any commercial product or service.
7. Frequent Flyer Miles - A student-athlete may retain frequent flyer points and/or miles earned while traveling to and from intercollegiate practice and/or competition.
8. Miscellaneous Benefits - An institution may provide or arrange for the following benefits for a student-athlete:
 - a. The use of a return ticket at any time after the conclusion of a foreign tour;
 - b. Participation in receptions and festivities associated with championships, conference tournaments or all-star events hosted by and conducted on the institution's campus;
 - c. Telephone calls;
 - d. Reasonable tokens of support in the event of serious injury, serious illness, or death of a relative or legal guardian
 - e. Fundraisers for student-athletes (or their family members) under the following conditions:
 - i. Extreme circumstances should be extraordinary in the result of events beyond the control of the student-athlete;
 - ii. The proceeds must be designated for a specific purpose;
 - iii. The proceeds may be given directly to the beneficiaries, with a receipt kept on file by the institution, which must include the amount of

- expenses incurred and the total amount received;
and
 - iv. The excess proceeds must be given to a not-for-profit organization with the receipt kept on file by the institution.
 - f. The payment of admission costs or a meal for any student-athlete being honored at a non-athletics ceremony; and
 - g. Apparel to be used for events at which the student-athlete is representing the institution.
- b. Non permissible
1. General Rule - The student-athlete shall not receive any extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletics interests to provide the student-athlete or their relatives or friends with a benefit not expressly authorized by NCAA legislation.
 2. Discounts and Credits - A student-athlete may not receive a special discount, payment arrangement or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., laundry, dry cleaning) from an institutional employee or a representative of its athletics interests.
 - a. Free or Reduced-Cost Services - A representative of the institution's athletics interests may not provide a student-athlete with professional services (for which a fee normally would be charged) without charge or at a reduced cost except as permitted elsewhere in this bylaw. Professional services provided at less than the normal rate or at no expense to a student-athlete are considered an extra benefit, unless they are available on the same basis to the general student body
 - b. Credit Cards - It is not permissible to allow a student-athlete to use a credit card for personal reasons without charge or at a reduced cost.
 - c. Entertainment Services - A student-athlete may not receive services (e.g., movie tickets, dinners, use of car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional athletics contests from professional sports organizations, unless such services also are available to the student body in general.
 3. Other Prohibited Benefits - An institutional employee or representative of the institution's athletics interests may not

provide a student-athlete with extra benefits or services, including, but not limited to:

- a. A loan of money;
 - b. A guarantee of bond;
 - c. An automobile or the use of an automobile;
 - d. Transportation that is not generally available to the institution's students and their friends and relatives.
4. Camp Concession - . It is not permissible for a member institution or a member of its athletics department staff conducting a sports camp to permit a student-athlete (enrolled in the institution) to operate, at the student-athlete's own expense, a concession selling items related to or associated with the camp to campers or others in attendance.
5. Athletics Equipment - A student-athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, shirts) from a manufacturer or commercial enterprise, that is not offered to the general student body. Such items may be provided to the student-athlete's institution, to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletics equipment.
- a. Exception - A student-athlete may purchase equipment necessary for practice and competition from a manufacturer at the institution's discounted or reduced rate and retain the equipment, provided:
 - i. Such equipment is not otherwise provided to student-athletes by the institution;
 - ii. The institution certifies the equipment is necessary for practice and competition and not for personal use; and
 - iii. The institution approves the transaction.
6. Sponsor Families - A member institution shall not permit individuals outside the institution to serve as "sponsors" or "families" for student-athletes who are enrolled in the institution, unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution.
7. Civic-Group Gifts - A member institution shall not permit a civic group to provide a student-athlete with a trip to a postseason football game or to pay summer-camp expenses for a student-athlete.
8. Assistance in Payment of Bills - A member institution is not permitted to administer a fund for a student-athlete (even if funds are provided by the student-athlete) in order to assist the student-athlete in making payments for various personal

expenses (e.g., utility bills, rent, fees and entertainment expenses), unless the institution provides such a service to all students and formal accounting procedures are used.

H. Boosters

- a. Representative of Athletic Interest - According to NCAA Bylaw 7.3.3.2 (effective 8/1/22) - An institution's "responsibility" for the conduct of its intercollegiate athletics program shall include responsibility for the acts of individuals when a member of the institution's executive or athletics administration has knowledge or should have knowledge that such individual:
 - a. Has participated in or is a member of an agency or organization, including corporate entities (apparel and equipment companies),
 - b. Has made financial contributions to the athletics department or to an athletics booster organization of the institution,
 - c. Has been requested by the athletics department staff to assist in the recruitment of prospective student-athletes or is assisting in the recruitment of prospective student-athletes,
 - d. Has assisted or is assisting in providing benefits to enrolled student-athletes, or
 - e. Is otherwise involved in promoting the institution's athletic program.
- b. Once an individual is identified as a "representative of the institution's athletics interests", the person retains that identity forever.
- c. Only institutional staff members are permitted to recruit prospective student-athletes. Generally, NCAA rules prohibit anyone else from contacting (calling, writing, or in-person contact) prospects or the prospect's relatives or guardians for recruiting purposes.
- d. Students are still considered prospects even if they have signed a National Letter of Intent or any other financial aid agreement with the university.
- e. Boosters are not precluded from continuing established friendships with families who have prospective student-athletes. However, boosters may not encourage a prospect's participation in university athletics or provide benefits to prospects that were not previously provided.
- f. If a violation occurs, it may jeopardize a student-athlete's eligibility for intercollegiate competition, jeopardize a school's membership status with the NCAA or cause a booster to lose access to all booster benefits.
- g. Fundraising and donations for booster clubs are to be limited to individuals only. No business solicitation can be obtained by booster clubs without the permission of the Advancement officer and Athletic Director.

I. Compliance Committee

- a. Each campus will form a compliance committee that will meet at least once a year to review the policies and procedures of athletics and what the roles and responsibilities of each area are.
- b. Representation on the compliance committee may include the following: Faculty Athletic Representative, Athletic Director, Compliance Officer, Senior Executive

for Athletics, Registrar representative, Admissions Representative, Financial Aid Representative, Bursar Representative, Transfer/Articulation Representative and Computing Services Representative.

J. Certification of Eligibility

a. Academic and Athletic Certification

- a. The compliance officer will work by June 15th of each year to update the required NCAA and university created forms in ARMs.
 1. Once all forms have been successfully uploaded, the compliance officer will launch the forms to make them active.
- b. The compliance officer will create an ARMs workflow packet that athletes will fill out as part of their certification process.
- c. The compliance officer will assign the workflow packet to student-athletes so that they can complete the required forms. All forms should be completed in ARMs
- d. The compliance officer is responsible for:
 1. Checking all forms to make sure information has been filled in correctly
 2. The transfer portal has been reviewed for eligibility.
 3. The Sexual Harassment form has been completed – per requirements by PASSHE.
 4. The Sexual Harassment video has been viewed and signed off on
 5. Signing off on forms where applicable.
- e. The compliance officer reviews the NCAA Eligibility Center for initial eligibility certification.
 1. For incoming freshmen and transfers (where applicable) the NCAA eligibility center will determine final academic certification.
 2. The Eligibility center reviews high school transcripts, core course requirements, and GPA's for all incoming freshmen and determines eligibility status.
 3. The compliance officer may choose to print a copy of the eligibility center reports for the athlete's file.
 4. The eligibility center will determine final amateurism for transfers and students who do not have final amateurism certification.
- f. Self-Disclosure
 1. Freshman, transfers and returning student-athletes must disclose if they had a previous criminal issue or sexual harassment issue within the previous 12 month period. All forms will be filled out in ARMs.
 - a. Freshman and transfer athlete forms will be sent to the head coach. The head coach will go into ARMs and also verify whether or not they are aware of any criminal issue or sexual harassment issue within the previous 12 months.

- b. If an issue is disclosed, the compliance officer must investigate further and provide an overview report to the external committee.
 - c. Any past disclosure of activity will require a review by the athletic department review board that would consist of the Senior Executive for Athletics, Campus Athletic report, Student Affairs representative, FAR, University Police, and a faculty member. The makeup of the committee will be reviewed by the Senior Executive for Athletics and may be different per campus.
 - d. The compliance officer will provide an overview of that report and any additional information.
 - e. The committee would then vote on whether the student can participate in athletics.
 - f. For transfer student-athletes, the student must complete the self-disclosure form prior to visiting campus. Additionally, the compliance officer will send a document to the Title IX or Social Equity office of the school the student is transferring from.
- g. Medical Certification
 - 1. The head athletic trainer will provide a listing to the compliance officer of all student athletes that have completed medical documentation in their sport.
 - 2. The compliance officer will upload that information into both ARMs and CAi to show that the medical certification has been completed.
 - 3. Student-athletes must complete this process and cannot practice with the team in any capacity until they have been cleared medically by the athletic training staff and team doctor.
 - 4. The team doctor holds the final decision in relation to medical clearance.
- h. The Compliance Officer
 - 1. Will verify initial, PTD and transfer academic certification.
 - 2. Check each athlete to make sure they are in Good Academic Standing.
 - 3. Will update the Compliance Assistant Software with eligibility
 - 4. Will update the ARMs software with eligibility
 - 5. Must provide a spreadsheet to the Registrar's office prior to the start of each semester identifying students who are ineligible and why
 - a. The registrar should check the transcripts in Banner for two- and four-year college transfers.
 - 6. Will print the eligibility checklist per team for signature.
 - 7. Will print the affirmation of eligibility for each team for signature.

- 8. Full certification of student athletes will occur at the start of the fall semester. Once a student athlete is certified at the beginning of the fall, they are certified for the year per NCAA bylaw 14.4.1 unless they render themselves ineligible. Student athletes may render themselves ineligible during the year by not passing 9 hours in a semester (fall or spring) or not meeting Good Academic Standing by the start of the semester (fall or spring) (updated 1/4/23).**
- i. Admissions
 1. Transfer and articulation (Office of Records/Registrar/Admissions) will review the transcripts and notify the compliance officer of the transfer hours and the transfer GPA which are needed for GPA reporting purposes.
- j. Registrar's Office
 - 1. Will review the certification of all athletes at the start of each fall semester (updated 1/4/23).**
 - 2. Will review the certification report of returning athletes who have now become eligible, returning that have now become ineligible and new incoming athletes at the start of the Spring semester (updated 1/4/23).**
 3. Checks that each student has a major identified by the start of their junior year.
 4. Checks that students are enrolled in the required credits
 5. Checks to make sure each athlete is in good academic standing.
 6. Reviews transcripts in Banner to confirm eligibility to NCAA rules
 7. Is notified by the compliance officer of initial eligibility waivers, PTD waivers, and email documentation that may impact eligibility.
- k. NCAA and Penn West Certification Forms
 1. NCAA Drug Testing Consent form
 2. NCAA Student-athlete Statement
 3. NCAA Summary of Regulations
 4. NCAA Student-athlete concussion acknowledgement
 5. Campus drug testing policy
 6. Student athlete handbook
 7. PSAC Sportsmanship pledge
 8. Student-athlete code of conduct
 9. Student-athlete substance abuse policy
 10. Sexual harassment video
 11. Athletic sexual harassment document
 12. Campus information and emergency contact
- l. Eligibility checklist
 1. Squad lists will be printed prior to the season upon each update for signature.

2. Squad lists are then printed once a month for the coach to review and sign off on.

K. Good Academic Standing

- a. The University will define the definition of Good Academic Standing for all undergraduate and graduate students.
 - a. For undergraduate students, Good Academic Standing will be defined as the student maintaining a term and cumulative GPA of 2.00 or above.
 - b. For graduate students, Good Academic Standing will be defined as a student maintaining a cumulative grade point average of 3.00 or higher, has received no more than two grades of "C" or lower, and has met all other grade requirements for the program of study.
 - c. If a student falls below the cumulative GPA requirement at the end of the semester, they will have until the start of the next semester (fall or spring) to obtain the required cumulative GPA or will be declared ineligible (updated 1/4/23).**
- b. The Registrar will confirm good academic standing for all undergraduate and graduate students **at the beginning of the fall semester when certification occurs for all student athletes and at the beginning of the spring semester for all student athletes. (Updated 1/4/23).**
 - a. Student records in Banner. Will list whether the student is in Good Academic Standing at the institution.
- c. The compliance officer will check Good Academic Standing of each student athlete **two times a year**
 - a. A check will occur at the start of the fall semester (updated 1/4/23).**
 - b. A check will occur at the start of the spring semester (updated 1/4/23).**
- d. The Registrar's office will generate notices to student-athletes if they are not in good academic standing.
- e. The compliance officer/athletic academic advisor will notify the athlete and the coach of those that are not in Good Academic Standing.
- f. IT will generate reports daily listing by sport the student athlete name, student level, academic level, student ID, academic standing, entry term, current term, current credits, semester GPA, current credits earned, year credits earned, total credits, institution credits, transfer credits, and cumulative GPA.
 - a. This automatic report will be available to compliance officers, AD's and the Athletic Academic Advisor through the ARGOS system.
 - b. The report will also indicate if an athlete has dropped below full time.
 - c. The Athletic Academic Advisor or Compliance Officer will notify the athlete and coaches if someone is not full time.

L. Medical Hardships

- a. The head coach will notify the compliance officer that the possibility of medical hardship exists for a player based on the guidelines of the NCAA and PSAC with regards to medical hardships.

- b. The compliance officer will work with the head athletic trainer to discuss the necessary paperwork needed to apply for the medical hardship waiver.
- c. The compliance officer will complete all necessary paperwork and retrieve required signatures from the student athlete.
- d. The compliance officer will file the necessary paperwork with the conference office and notify the coach, student-athlete, sports information, and the athletic trainer of the outcome of the decision.
- e. The compliance officer will log the medical hardship waiver in the compliance systems of CAi and ARMs.

M. National Letter of Intent

- a. Valid NLI
 - a. A valid NLI is one where the prospect signs off on the NLI within 7 days of issuance and returns it to the university athletic department contact. The university then has 7 days from receipt to upload it to the NCAA. Once reviewed by the conference office that all signatures and dates are correct, a valid NLI will be displayed in the NCAA eligibility center.
- b. Ways NLI's can be void
 - a. Admissions requirement not met
 - b. Eligibility requirements not met
 - c. One year absence
 - d. Discontinued sport
 - e. Recruiting rules violation
- c. Recruiting Ban
 - a. Once an athlete has a valid NLI, they cannot be recruited by or have conversations with another institution. Once they enroll in the institution named in the NLI, the NLI recruiting ban is no longer in effect and they are governed by applicable NCAA bylaws.

N. NCAA Transfer Regulations

- a. If a student-athlete wishes to explore transfer opportunities, they must fill out the official request utilizing the ARMs software system and submit the document prior to the end of the day June 15th.
- b. Student athletes must upload the Certificate of Completion showing they watched the required NCAA Division II Transfer Education Module.
- c. The compliance officer then has 7 days from the receipt of the request to place the student athlete in the portal.
- d. The institution can reduce or cancel aid for the next fiscal year on previously signed agreements once the student is placed in the portal.
- e. If a student-athlete requests to be put into the transfer portal after June 15th, the institution will notify the student-athlete that they are not eligible for the one-time transfer release request.
 - a. The institution can cancel aid for the next fiscal year.

- b. The student-athlete would have the opportunity to appeal against the decision to cancel aid, but they cannot appeal against the decision of transfer being denied as it would be after the June 15th deadline.
 - f. Once the first day of classes start for the next academic year, a student-athlete would have to re-request to go back into the portal.
 - g. If a student wishes to withdraw their name from the transfer portal, they need to email the compliance officer in writing of their request to be withdrawn.
- O. NCAA Waivers
- a. In unique situations of extreme hardship or injuries that prevent a student-athlete from playing, an NCAA Waiver to initial eligibility, continuing eligibility, or extension of eligibility may be applicable. In all cases, mitigating circumstances must be present and documented for a waiver to be filed. In all potential waiver cases, the head coach will consult with the Athletic Director to determine if a waiver can be filed and discuss the details surrounding the waiver.
 - b. The head coach must support the waiver request first. Once the head coach supports the waiver, the athletic director, head coach and student-athlete will meet to discuss the circumstances surrounding the waiver request. The student-athlete will be responsible for typing/signing a letter that outlines all mitigating circumstances associated with their request. The student-athlete will be responsible for collecting documentation needed to support the waiver; this may include doctors' letters, high school records, letters of support, medical documentation, etc.
 - c. The student athlete, head coach and athletic director will stay in contact regarding all additional documentation that may need to be provided. It is the responsibility of the student-athlete to retrieve that information and provide it to the athletic administration.
 - d. EXAMPLES:
 - a. If a student-athlete simply played in a minimal number of contests during the year and was otherwise eligible to compete and did not have a season-ending injury, this does not constitute missed opportunities for play and would not be applicable for a waiver.
 - b. If a student-athlete was on a squad, certified for competition by the team physician, and at the decision of the coach did not play, for instance, for three years, this does not constitute missed opportunities and in this scenario, a student-athlete would not be eligible for a waiver.
 - c. If a student-athlete was injured in the first half of the year and participated in 30% or less of the contests and was medically unable to return to play, the institution can apply for a medical hardship waiver as long as the athletic director has a letter from the doctor outlining the date of injury, when the student-athlete was seen, what the injury was, and that the student-athlete was medically unable to return for the rest of the playing year.
 - d. PLEASE NOTE: If a student-athlete sees his/her home physician for surgery in these situations, the student-athlete must provide that medical

documentation and letter from the home physician. The student-athlete also will be required to see our team physician to concur with the injury. Each case is unique to each individual student-athlete.

P. Name, Image and Likeness

a. Introduction

- a. On June 30, 2021, the NCAA authorized its member institutions to enact policies enabling student athletes to earn compensation from their Name, Image & Likeness (“NIL”). Under this Policy, an “NIL Activity” is defined as any activity which results in compensation of a student athlete, including cash, gifts and in-kind compensation, in exchange for the use of the athlete’s name, image or likeness. Any NIL Activity must comply with federal and state law, NCAA Rules, and university policies, including this Policy, which is subject to change as laws and rules develop around NIL Activities. **Effective Date. July 1, 2021**

b. Compensation for NIL Rights Permitted

- a. California (PA) student-athletes are permitted to earn compensation as a result of the use of their NIL. Generally, earning compensation at fair market value from a NIL Activity will not adversely affect a student athlete’s NCAA eligibility.

c. Impact on Financial Aid

- a. Earning compensation from a NIL Activity will not impact the terms and conditions of a student athlete’s athletic scholarship. Earned compensation from a NIL Activity may impact eligibility for Pell Grant and other need-based financial aid could be impacted based on compensation from NIL activities. Any questions about this impact should be directed to the California (PA) Office of Financial Aid.

d. Impact on Visa Status

- a. Earning compensation from a NIL Activity may adversely impact the visa status of international students. International student athletes must consult with the PennWest University International office prior to engaging in any NIL Activity for compensation.

e. Professional Representation Permitted

- a. Student athletes may use professional representation (agent, advisor, or lawyer) in relation to contracts or legal matters in connection with NIL Activities. Any agent must be registered with the State of Pennsylvania. Any such representation should be limited to representation in connection with NIL Activities. No such representation shall commence prior to the Effective Date of this Policy. Student athletes must disclose all professional service provider relationships to the Compliance Office.

f. Use of California or PennWest Trademarks and Facilities

- a. Student athletes may not use California (PA) or PennWest University trademarks, logos, and uniforms for NIL activities without prior written consent of California (PA) Athletics and PennWest University. This includes, but is not limited to, game action photos, game highlights, and

- other photo/video content published on calvulcans.com or California (PA) Athletics social media accounts.
- b. Any use of university facilities by a student athlete in connection with a NIL Activity must be approved at least 7 days prior to the requested use.
- g. Approval Process
- a. Contact Dr. Karen Hjerpe regarding the approval process.
hjerpe@pennwest.edu
- h. Disclosure Required
- a. Student athletes must disclose any proposed NIL Activity to California (PA) Athletics prior to committing to the activity or entering into any NIL agreements (**through forms shared via ARMs**). California (PA) Athletics will communicate any identified conflicts between the proposed opportunity and California (PA)'s NIL Policy within at least three business days after submission of a properly completed disclosure form.
- i. Institutional Involvement
- a. California (PA) and institutional staff members may provide education and resources to student-athletes related to NIL Activities. Permissive support includes but is not limited to the following:
 - 1. Assist a student-athlete with evaluating professional representation related to NIL Activities
 - 2. Provide NIL-related education and “best practices”
 - 3. Provide tools and services for student-athletes to grow their brand and access potential NIL opportunities.
 - b. California (PA) and institutional staff members may not be directly involved in NIL Activities. Such activities include but are not limited to the following:
 - 1. Assist in securing endorsements or paid opportunities for student-athletes.
 - 2. Provide professional services related to student-athletes using their NIL.
 - 3. Identify or select professional representation or arrange for or provide payment for services rendered to the student-athlete.
 - 4. Involvement with any compensation that flows between the student-athletes and a potential NIL Activity partner.
- j. Prohibited Activities
- a. A student athlete may not receive compensation for the following NIL Activities.
 - 1. NIL Activities in which the student athlete receives compensation from PennWest University including California (PA) Athletics.
 - 2. NIL Activities in which the student athlete is compensated by any person or entity in exchange for athletic performance or attendance at PennWest University California (PA) campus.
 - 3. NIL Activities that occur during any California (PA) Athletics activity, including any practice or competition.

- a. Student athletes are required to wear team-issued uniforms, including but not limited to footwear, at all California (PA) Athletics events and activities.
- b. NIL Activities that conflict with a student's required attendance at mandatory academic or athletic activities.
- c. NIL Activities that involve the following products, activities or vendors:
 - 1. Gambling/sports wagering
 - 2. Performance enhancing drugs
 - 3. Alcohol, tobacco & nicotine (including e-smoking devices), CBD products, marijuana and other controlled substances
 - 4. Adult entertainment

Q. Official Visits

- a. One-Visit Limitation
 - a. A member institution may finance only one visit to its campus for a prospective student-athlete.
- b. First Opportunity to Visit
 - a. A prospective student-athlete may not be provided an expense-paid visit earlier than June 15 immediately preceding the prospective student-athlete's junior year in high school.
 - b. Requirements for an Official Visit
 - 1. High School or Preparatory School Prospective Student-Athlete
 - a. An institution shall not provide an official visit to a high school or preparatory school prospective student-athlete until they:
 - i. Present the institution with (or has on file with the NCAA Eligibility Center) a high school or college-preparatory school transcript (official or unofficial);
 - ii. Register with the NCAA Eligibility Center; and
 - iii. Are placed on the institution's institutional request list (IRL) with the NCAA Eligibility Center.
 - 2. Two-Year or Four-Year College Prospective Student-Athlete
 - a. An institution shall not provide an official visit to a two-year or four-year college prospective student-athlete until they have presented an academic transcript. A prospective student-athlete in their first semester or quarter at a two-year or four-year institution would be required to present a high-school transcript.
- c. Length of Official Visit
 - a. An official visit to an institution shall not exceed 48 hours. A prospective student-athlete may remain in the locale in which the institution is located after the permissible 48-hour period for reasons unrelated to the official visit, provided that at the completion of the 48-hour visit, the individual departs the institution's campus, and the institution does not pay any expenses, thereafter, including the cost of return transportation

to the prospective student-athlete's home. Additionally, if the prospective student-athlete does not return home before attending the institution, the one-way transportation to the campus would be considered a violation of Bylaw 13.5.4, which prohibits transportation to enroll.

1. 48-Hour Period Definition

- a. The 48-hour period of the official visit begins at the time the prospective student-athlete arrives on the institution's campus, rather than with the initiation of the prospective student-athlete's transportation by a coach or the time of the prospective student-athlete's arrival at the airport or elsewhere in the community. The prospective student-athlete's transportation to and from the campus must be without delay for personal reasons or entertainment purposes. The institution may not pay any expenses for entertainment (other than the actual and reasonable cost of meals) in conjunction with the prospective student-athlete's transportation. At the completion of the 48-hour visit, the prospective student-athlete must depart the institution's campus immediately; otherwise, the institution may not pay any expenses incurred by the prospective student-athlete upon departure from the institution's campus, including the cost of the prospective student-athlete's transportation home.

d. Process for Official Visit

- a. If a prospective student-athlete is coming for an official visit, the coach will need to fill out the official visit request in ARMs.
 1. That form will include the name of prospect and sport, NCAA ID number (must be registered with NCAA eligibility center), Date of arrival and departure, Meals, Comp. Tickets and number of guests attending, Mode of transportation, Lodging needed, Student host, is a tryout occurring (yes/no), and Transcripts.
 2. The compliance officer will receive the form and review. The compliance officer double checks that transcripts have been received. If the student is a transfer student, the compliance officer must have transcripts from the college they are transferring from.
 3. For a transfer student – the compliance officer will send out the sexual violence form to the prospect to fill out prior to their visit.
- b. Student host
 1. If a student host is assigned due to an overnight visit, a student host form is generated and sent to the student host via ARMs.

2. To be a student host – the student-athlete must have updated background checks complete and on file in the athletic office in order to be a student host.
 3. The student host is notified by the coach that they are the host for the recruit.
 4. The student host meets with the Associate AD for official visit funds, rules, and returning unused money and receipts.
 5. The student host has to return receipts and money within 48 hours, or a hold will be put on the account.
- e. Tryouts
- a. A tryout can occur on an official visit.
 1. The coach must submit requests in ARMs for a tryout.
 2. The medical forms from the recruit are reviewed by the Athletic Trainer and approved.
 3. The request for a tryout is then approved by compliance and approved in ARMs.
- f. Accommodations
- a. A prospective student-athlete on an official visit shall be provided with lodging that is similar to the accommodation provided to regular students. Local commercial facilities may be used but at a scale comparable to that of normal student life and only within a 30-mile radius of the institution's campus.
 - b. Lodging can occur for a student-athlete on an official visit. The coach will be responsible for securing lodging either on campus or at a local hotel if necessary.
- g. Entertainment/Tickets on Official Visit
- a. Complimentary tickets (a maximum of 5 per 13.6.6.2) can be requested by the coach via ARMs.
 - b. A maximum of \$30 for each day of the visit to cover all actual costs of entertaining the prospective student-athlete (and the prospective student-athlete's relatives or legal guardians), excluding the cost of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. It is permissible to provide the student host with an additional \$15 per day for each additional prospective student-athlete the host entertains.
 - c. The coach submits the form request via ARMs.
 - d. The names are then added to the complimentary ticket list.
- h. Meals on Official Visit
- a. An institution may provide the actual cost of meals on an official visit for a prospective student-athlete and the prospective student-athlete's relatives or legal guardian(s).
- i. Reconciliation of the Official Visit
- a. The prospective student-athlete submits the form to compliance.

- b. The compliance officer reviews the form from the PSA.
- c. The student host submits the form to compliance.
- d. The coach submits the reconciliation form for the post official visit in ARMs.
- e. The Associate AD will reconcile the visit.
- f. The compliance officer reconciles there is no violation.

R. Playing and Practice Seasons

- a. A member institution shall limit its organized practice activities, the length of its playing seasons and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in noncollegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes.
- b. Playing Season
 - a. The playing (i.e., practice and competition) season for a particular sport is the period of time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or date of competition, whichever occurs later. An institution is permitted to conduct officially recognized practice and competition each academic year only during the playing season as regulated for each sport in accordance with the provisions of this bylaw. The institution must conduct the same playing season for varsity and subvarsity teams in the same sport.
- c. Declaration of Playing Season
 - a. Each member institution shall determine the playing season for each of the sports referenced under Bylaw 17.02.16. Declaration of the institution's playing season in each such sport shall be on file in writing in the department of athletics before the beginning of the institution's playing season for that sport. Changes in the declaration for a particular sport are permissible and also shall be kept on file and shall be available for examination on request by an authorized representative of the NCAA.
- d. Countable Athletically Related Activities
 - a. Countable athletically related activities include any required activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by, any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations under Bylaws 17.1.6.1, 17.1.6.2 and 17.1.6.3. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.
 - b. Exception – End-of-Season Meetings
 - 1. It is permissible to have end-of-season team and individual meetings at any time (e.g., conclusion of a regular academic term, conclusion of the playing season). An end-of-season meeting is not considered a countable athletically related activity provided

the meeting does not include any athletically related activities (e.g., watching game film, physical activities).

e. Time Limits for Athletically Related Activities

a. In all sports, the following time limitations shall apply

1. Daily and Weekly Hour Limitations – Playing Season

a. A student-athlete's participation in countable athletically related activities (see Bylaw 17.1.6.1) shall be limited to a maximum of four hours per day and 20 hours per week.

2. Daily and Weekly Hour Limitations – Non-championship Segment

a. During the non-championship segment, a student-athlete's participation in countable athletically related activities (see Bylaw 17.1.6.2) shall be limited to a maximum of four hours per day and 15 hours per week. (See exceptions for golf and tennis)

3. Weekly Hour Limitations – Outside of Playing Season

a. Sports other than Football

i. In sports other than football, outside of the playing season during the academic year, only a student-athlete's participation in weight training, conditioning and/or team activities shall be permitted, as follows:

1. In winter championship sports, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities, as follows:

a. In basketball, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before October 15.

b. In swimming and diving and track and field, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the institution's declared start date of practice.

2. In spring championship sports, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before the institution's declared start date of the non-

championship segment, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week of which not more than four hours per week may be spent on team activities;

3. In fall championship sports, from the institution's fourth day of classes for the second term of the academic year (e.g., winter quarter, spring semester) through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities;
4. Following the institution's final contest or date of competition in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in countable athletically related activities for a 14- consecutive-calendar-day period. Between the end of the 14-consecutive-calendar-day break period or the end of the non-championship segment, and one week prior to the beginning of the institution's final examination period, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities. For the first permissible date of activities outside of the playing season, refer to the sport-specific legislation.

b. Football

- i. In football, outside of the playing season during the academic year, only a student-athlete's participation in weight training, conditioning, individual skill instruction and review of game film shall be permitted, as follows:

1. A student-athlete's participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on review of game film and individual skill instruction;
 2. During the institution's second term of the academic year (e.g., winter quarter, spring semester), a student-athlete's participation may not begin until the fourth day of classes;
 3. During individual skill instruction, the use of footballs and field equipment (e.g., shields, bags) is permissible; however, the use of protective equipment (e.g., helmets, shoulder pads) is not permissible; and
 4. Following the institution's final contest in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in countable athletically related activities for a 14-consecutive-calendar-day period.
4. Institutional Vacation Period
- a. A student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period (e.g., summer, academic year).
 - i. Exception – Fall Championships Sports
 1. In fall championship sports (including golf and tennis, for those institutions that conduct the championship segment during the fall), beginning June 1 through the conclusion of an institution's summer vacation period, a student-athlete may participate in workouts designed and conducted by the institution's strength and conditioning personnel, provided such workouts are voluntary and conducted at the request of the student-athlete. Strength and conditioning personnel who conduct such workouts must perform strength and conditioning duties for more than one of the institution's intercollegiate teams during the academic year, must be certified

through a national strength and conditioning program and must maintain current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use.

ii. Exception – Individual Sports

1. In individual sports, a student-athlete may participate in individual workout-sessions with a member of the coaching staff during any institutional vacation period and/or the summer, provided such workouts are voluntary and the request for such assistance is initiated by the student-athlete

5. Required Day off – Playing Season

- a. During the playing season, all countable athletically related activities (per Bylaw 17) shall be prohibited during one calendar day per week, except during participation in one conference and postseason championship and any postseason bowl games or National Invitation Tournaments, and during participation in NCAA championships.

6. Required Days Off – Non-championship Segment

- a. During the non-championship segment, all countable athletically related activities (per Bylaw 17) shall be prohibited during two calendar days per week.

7. Required Days Off – Outside of the Playing Season

- a. Outside the playing season, during the academic year, all countable athletically related activities (per Bylaw 17) shall be prohibited during two calendar days per week.

8. Required Day off – Civic Engagement

- a. All countable athletically related activities (per Bylaw 17) shall be prohibited on the Tuesday after the first Monday in November.

S. Recruiting

a. Off-Campus Recruiting

- a. In-person, off-campus recruiting is limited to authorized athletics department staff members, and limitations may be placed on the number of staff members who are permitted to recruit off campus.

b. NCAA Recruiting Certification

- a. An institutional staff member is not permitted to recruit off campus until they have been certified on an annual basis as to knowledge of applicable recruiting rules per Bylaw 11.6.1.1. However, institutional staff members (e.g., faculty members) may contact prospective student-athletes for

recruiting purposes on campus or within the locale of the institution's main campus during the prospective student-athlete's official visit.

- c. Activities that Constitute Recruitment
 - a. Recruiting is any solicitation of a prospective student-athlete or a prospective student-athlete's relatives [or legal guardian(s)] by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the prospective student-athlete's enrollment and ultimate participation in the institution's intercollegiate athletics program.
 - 1. Recruited Prospective Student-Athlete - Actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete at that institution are:
 - a. Providing the prospective student-athlete with an official visit;
 - b. Having an arranged, in-person, off-campus encounter with the prospective student-athlete or the prospective student-athlete's relatives or legal guardian(s);
 - c. Initiating or arranging a telephone contact with the prospective student-athlete, the prospective student-athlete's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment; or
 - d. Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to a prospective student-athlete.
- d. Documentation of Recruiting Activities
 - a. All recruiting contacts must be logged into the ARM's system.
- e. Telephone Calls
 - a. All electronically transmitted human voice exchange (including videoconferencing and videophones) shall be considered telephone calls. Any other form of electronically transmitted correspondence (e.g., electronic mail, facsimiles) shall not be considered telephone calls.
- f. Contacts & Evaluations
 - a. High School Prospective Student-Athletes
 - 1. In-person, off-campus recruiting contacts and telephone calls shall not be made with a prospective student-athlete or a prospective student-athlete's relatives or legal guardians before June 15 immediately preceding the prospective student-athlete's junior year in high school.
 - b. Four-Year College Prospective Student-Athletes
 - 1. An athletics staff member or other representative of the institution's athletics interests shall not communicate or make contact with the student-athlete of an NCAA Division II institution, or any individual associated with the student-athlete (e.g., family

member scholastic or non-scholastic coach, advisor), directly or indirectly, without first obtaining authorization through the notification of transfer process. Before making contact, directly or indirectly, with a student-athlete of an NCAA Division I or Division III institution, an athletics staff member or other representative of the institution's interest shall comply with the rule of the applicable division for making contact with a student-athlete. Before making contact, directly or indirectly, with a student-athlete at an NAIA institution, the Division II institution's director of athletics (or an individual designated by the director of athletics) must send notification of recruitment to the NAIA institution.

T. Rules Compliance

a. NCAA Principal of Institutional Control

a. It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association. The institution's president or chancellor is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

b. President or Chancellor

1. A member institution's president or chancellor has ultimate responsibility and final authority for the conduct of the intercollegiate athletics program and the actions of any board in control of that program. The term "president or chancellor" refers to the individual with primary executive authority for an institution and does not include an individual who has executive responsibility over a system of institutions.

b. NCAA Principle of Rules Compliance

a. Each institution shall comply with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs. It shall monitor its programs to ensure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the Association and shall take appropriate corrective actions. Members of an institution's staff, student-athletes, and other individuals and groups representing the institution's athletics interests shall comply with the applicable Association rules, and the member institution shall be responsible for such compliance.

c. Rules Interpretation

a. Coaches, administrators, student-athletes, prospective student-athletes, and any other constituents are encouraged to ask questions to the Compliance Coordinator. When in doubt, ask before acting. Interpretations given by the Compliance Coordinator are to be explicitly

followed at all times unless subsequent re-interpretations are obtained from the Conference and/or NCAA Legislative Services.

- b. All rules related questions asked of the Compliance Coordinator will be responded to as quickly as possible. If the issue must be referred to the Conference Office and/or NCAA for assistance in answering, the response may be delayed accordingly. All questions and answers will be documented in writing.
- d. Rules Education
 - a. All personnel in the Department of Athletics have the responsibility to become knowledgeable of the applicable NCAA, PSAC Conference, Penn West University and Department of Athletics rules and regulations. This should be done by reading the appropriate information and materials as they are provided. EX: NCAA manual, Student-Athlete Handbook, attending scheduled rules education sessions, and asking questions.
 - b. The Compliance Coordinator will coordinate and conduct monthly rules education sessions for all coaches during the staff meetings. All head coaches and assistant coaches are required to attend these meetings.
 - c. Coaches who miss any rules education meetings must schedule a separate meeting with the Compliance Officer to review what was missed.
- e. Policy on Violation of NCAA Rules
 - a. The NCAA constitution requires, as an obligation of membership, an institution to monitor its athletics program to assure compliance with NCAA rules and to identify and report to the NCAA instances in which compliance has not been achieved. To operate within the letter of NCAA rules and fulfill this membership obligation, it is California policy that all personnel, including the Compliance Coordinator, will report any and all situations in which California is not in compliance with NCAA regulations to the Compliance Officer immediately upon learning that a violation may have/had occurred.
 - b. All confirmed rules violations will be self-reported by California to the PSAC and the NCAA.
 - c. Once possible rules violations have been reported to the Associate Athletic Director, the following procedures will be followed:
 - 1. The Associate Athletic Director will notify the Athletic Director that a violation report has occurred and that all pertinent facts surrounding the alleged situation need to be determined.
 - 2. The report will be analyzed, data gathered, and specifics verified by the Associate Athletic Director to determine if a violation did occur. If there is still some question as to whether a violation occurred, the Compliance Coordinator will contact the PSAC. The Compliance Coordinator will contact the NCAA if a determination cannot be agreed upon with the PSAC.

- d. If it is determined that a secondary violation did occur, the Associate Athletic Director and Athletic Director will review and discuss the violation and determine what, if any, corrective action will be taken concerning the person(s) involved in the violation. Other University officials may also be consulted when a major violation is suspected to have occurred.
- e. The violation will then be self-reported to the Conference and the NCAA by the Associate Athletic Director. The self-report will provide at least the following information:
 - 1. Statement of action including date and location
 - 2. Identification of involved student-athletes, coaches, prospective student-athletes, administrators, other persons
 - 3. Means by which the violation was disclosed or otherwise made known
 - 4. Reasons the violation occurred
 - 5. Institutions position as to whether a violation occurred and citation of specific legislation it believes has been violated
 - 6. Corrective actions taken by the institution
 - 7. Mitigating circumstances, if appropriate
- f. The following individuals will be copied on all self-reports made to the NCAA:
 - 1. President, Senior Executive for Athletics, Director of Athletics, Associate Director of Athletics, Faculty Athletics Representative and any involved coach or other Department of Athletics staff members.
- g. The Associate Athletic Director will provide the President, Senior Executive for Athletics and the Faculty Athletics Representative with a yearly written summary of all self-reported violations and all subsequent NCAA responses/actions.

U. Transgender Student-Athletes

- a. The athletic department will follow all NCAA, PSAC, State, and PASSHE guidelines in relation to transgender athletes.

V. Unofficial visits

- a. If a prospective student-athlete will be coming for an unofficial visit, the coach will need to fill out the Unofficial visit request in ARMs. That form will include the name of prospect and sport, NCAA ID number (if known), Date of arrival and departure, meals, complimentary tickets and number of guests attending, Lodging needed (may stay in dorm but must pay regular rate for such lodging per NCAA rule), Student-athlete housing prospect in on campus housing, and is a tryout occurring (yes/no)
- b. The compliance officer will review the form and approve
 - a. For a transfer student – the compliance officer will send out the sexual violence form to the prospect to fill out prior to their visit.

- b. For the transfer student – the compliance officer will send a document to the Title IX or Social Equity office of the school the student is transferring from.
- c. If a student host is assigned due to an overnight visit, a student host form is generated and sent to the student host via ARMs.
 - a. To be a student host – the student-athlete must have updated background checks complete and on file in the athletic office in order to be a student host.
 - b. The student host is notified by the coach that they are the host for the recruit.
- d. A tryout can occur on an unofficial visit.
 - a. The coach must submit requests in ARMs for a tryout.
 - b. The medical forms from the recruit are reviewed by the Athletic Trainer and approved.
 - c. The request for a tryout is then approved by compliance and approved in ARMs.
- e. Lodging can occur for a student-athlete if they are going to house a prospect for the night in the dorm.
 - a. The Associate AD would collect the applicable money for lodging on campus and deposit it with the budget.
- f. Complimentary tickets (a maximum of 5 per NCAA) can be requested by the coach via ARMs.
 - a. The coach will need to submit the request via ARMs.
 - b. The names are then added to the comp. List
- g. The Associate AD will reconcile the visit.

Equipment & Apparel

- A. Inventory
 - a. Team competition uniforms are replaced every three years. Replacement uniforms for the current uniform style are purchased annually as needed to replace worn-out equipment.
 - b. Weather related clothing, including sweatpants and sweatshirts, will be purchased for men’s and women’s teams that play in cold or wet indoor or outdoor conditions on a three-year rotation schedule, like the competition uniform replacement policy. Weather-related clothing will be purchased annually as needed to replace worn clothing.
 - c. Practice apparel required by each specific sport will be purchased annually for every team from the team’s budget.
- B. Issuance of Equipment
 - a. All equipment will be issued to the student-athletes by the Head Coach or Equipment Manager.

- b. All uniforms and equipment provided to the men's and women's teams will be of equal quality.
- C. Equipment Return
 - a. All equipment and uniforms will be collected by the head coach within two weeks of the last contest.
 - b. Any student not returning all issued equipment will have a hold placed on their account until the equipment is returned.
- D. Care and Storage of Athletic Equipment
 - a. Equipment for practice and competition will be provided for each sport, depending upon each sport's specific needs as determined by the standards outlined by the NCAA and input from each sport's head coach.
 - b. Equipment must be repaired as needed to restore the equipment to meet the competitive standards outlined by the NCAA. When equipment is beyond repair, it will be replaced, with recommendations on new equipment purchases from the head coach.
 - c. All athletic equipment will be provided to each sport in an equitable manner.

Events & Facilities

- A. Complimentary Ticket Operations and Complimentary Tickets
 - a. Each campus will determine who is responsible for picking up the tickets and money to run the game day ticketing.
 - i. California – Associate Athletic Director
 - b. Each campus will determine the ticket prices for each of their athletic events.
 - i. Football
 - 1. California - (\$10/5/12 under free)
 - ii. Basketball
 - 1. California - (\$5 adults/\$3 students, 12 and under free)
 - c. Parking
 - i. Each campus will determine if parking is charged at events and what that cost will be
 - 1. California - \$5 charged for football (parking charge may change for special events ie. Concerts)
 - d. Complimentary tickets
 - i. The number of complimentary tickets per athlete is determined by each campus and in line with NCAA rules and regulations
 - 1. California – 2 tickets
 - e. Ticket sellers
 - i. Ticket sellers for events are determined by each campus and may include athletic staff, graduate assistants, volunteers, work study, or teams
 - f. Reconciliation

3. Teams are asked to resolve conflicts between the teams and work through their practice needs prior to turning in practice schedules.
- b. Athletic facilities will enter the times into the software system if a shared software system for athletic scheduling will be provided to be used.
 - i. Outside groups – including clubs, intramurals, must be approved by events/facilities prior to being entered into the system.
 - ii. Outside groups are scheduled after athletics and athletics has priority when their schedules are submitted on time.
 - iii. At California – the convocation center staff also reviews the facility schedule and may move practices or competition due to other events in the convocation center. The staff will block all athletic events so that they can be played in the convocation center.
- E. Camps & Clinics
- a. Coaches will work closely with Residence Life and conferencing services to coordinate camps and clinics. The Associate Athletic Director will assist in reviewing camp offerings and dates in alignment with procedures.
 - b. Coaches will be engaged in the process for rosters, dining services, and obtaining clearances for those working the events.
 - c. Beginning December 2022, California will use ARMs for camps and clinics.

Financial Aid

- A. Athletic Grant-In-Aid Budget
- a. The Athletic Director will be responsible for creating the budget build document by utilizing various funding sources available to be awarded for athletics.
 - b. The Athletic Director will create the individual sports scholarship forms for each intercollegiate sports team.
 - c. The Athletic Director will meet with the Associate AD for Business to review the scholarship budgets.
 - d. The Athletic Director will meet with the Compliance officer to review scholarship budgets.
 - e. The Athletic Director will receive approval from the Senior Executive for athletics for the scholarship amounts and the VP will sign off on the scholarship forms.
 - f. The Athletic Director will then meet with the Head Coach to review the scholarship budget. Both the Athletic Director and the Head Coach will sign off on the form.
- B. Athletic Grant in Aid – Awarding Process for Returning Student-Athletes
- a. Athletic Grant in Aid requisitions and funding verified.
 - i. Athletic Administration will prepare the Athletic Grant-in-Aid tracking worksheet for the upcoming year.
 - ii. Coaches will submit Athletic Grant in Aid requests via ARMs.

- iii. The Compliance Officer will receive the request in ARMs and verify that funding is available.
 - iv. The Athletic Director receives the request in ARMs and verifies that funding is available.
 - b. The Associate AD verifies that funding is available and enters the requested Athletic Grant-in-aid on excel spreadsheet.
 - c. The Associate AD creates the Athletic Grant-In-Aid.
 - i. The Athletic Grant in Aid is sent via ARMs to the coach for signature.
 - ii. The Athletic Grant in Aid is sent via ARMs to the Financial Aid Director for signature.
 - iii. The Athletic Grant in Aid is sent via ARMs to the Athletic Director for signature.
 - iv. The Athletic Grant In Aid is sent via ARMs to the student-athlete for signature.
 - v. The Athletic Administration receives a signed final copy of the Athletic Grant in Aid, reviews it, and logs it as received.
 - d. Athletic Administration sends a copy of the scholarship to Financial Aid as soon as finalized.
 - e. Athletic Administration must verify all scholarships again prior to aid being released which is the second week of classes. Aid can be halted if an incoming athlete has not completed all proper NCAA paperwork at that time.
- C. Athletic Grant in Aid – Awarding Process for 4-year transfers and Graduate Student-Athletes
 - a. Coach Contacts Athletic Compliance officer to notify them of recruiting the transfer student.
 - i. Compliance officer checks the NCAA Transfer portal for confirmation.
 - ii. If an NAIA student-athlete, the compliance officer sends a notification to the athletic director at the NAIA institution. The NAIA Student athlete should also provide documentation of approval for transfer.
 - iii. Compliance officer will check that transfer student meets the timelines to transfer (notification by June 15th to transfer to Division II).
 - b. When recruitment of transfer or graduate student results in a request for a scholarship, the compliance officer makes sure that they have received a signed Tracy Rule document as well as the Sexual Harassment document back prior to awarding aid.
 - c. Athletic Administration will prepare the Athletic Grant-in-Aid tracking worksheet for the upcoming year.
 - i. Coaches will submit Athletic Grant in Aid requests via ARMs.
 - ii. The Compliance Officer will receive the request in ARMs and verify that funding is available.
 - iii. The Compliance Officer will verify that a transcript from the previous institution has been received
 - iv. The Athletic Director receives the request in ARMs and verifies that funding is available.

- v. The Associate AD verifies that funding is available and enters the requested Athletic Grant-in-aid on excel spreadsheet.
 - vi. The Associate AD creates the Athletic Grant-In-Aid- paper copy.
 - vii. The Athletic Grant in Aid is given to the coach for signature – paper copy.
 - viii. The Athletic Grant in Aid is given to the Athletic Director for signature- paper copy.
 - ix. The Athletic Grant in Aid is given to the Financial Aid Director for signature- paper copy.
 - x. Completed copy is returned to Athletic Administration.
 - xi. The completed packet is sent to the Head Coach to send out to the Prospect.
 - xii. The Head Coach sends the packet to the student-athlete for signature.
 - d. Athletic Administration receives a signed final copy of the Athletic Grant in Aid, reviews it, and logs it as received.
 - e. Athletic Administration sends a copy of the scholarship to Financial Aid as soon as finalized.
 - f. Athletic Administration must verify all scholarships again prior to aid being released which is the second week of classes. Aid can be halted if an incoming athlete has not completed all proper NCAA paperwork at that time.
- D. Athletic Grant in Aid Awarding Process – Incoming Freshman and 2-Year Transfer Student-Athletes including National Letter of Intent
- a. Athletic Administration will prepare the Athletic Grant-in-Aid tracking worksheet for the upcoming year.
 - i. Coaches will submit Athletic Grant in Aid request via ARMs including whether a National Letter of Intent needs to be generated
 - 1. When recruitment of an incoming freshman or 2-year transfer student results in a request for a scholarship, the compliance officer makes sure that they have received a signed Tracy Rule document as well as the Sexual Harassment document back prior to awarding aid.
 - ii. The Compliance Officer will receive the request in ARMs and verify that funding is available.
 - iii. The Compliance Officer will verify that a transcript from the previous institution has been received.
 - iv. The Athletic Director receives the request in ARMs and verifies that funding is available.
 - v. The Associate AD verifies that funding is available and enters the requested Athletic Grant-in-aid on excel spreadsheet.
 - 1. The Associate AD or Compliance creates the National Letter of Intent. (If requested by coach)
 - 2. The Associate AD creates the Athletic Grant-In-Aid – paper copy.
 - 3. The Athletic Grant in Aid is given to the coach for signature – paper copy.

4. The Athletic Grant in Aid is given to the Athletic Director for signature- paper copy.
 5. The Athletic Grant in Aid is given to the Financial Aid Director for signature- paper copy.
 6. Completed copy is returned to Athletic Administration.
 7. The completed packet is sent to the Head Coach to send out to the Prospect.
 8. The Head Coach sends the packet to the student-athlete for signature.
- b. The Athletic Administration receives a signed final copy of the Athletic Grant in Aid, reviews it, and logs it has been received.
 - i. The student-athlete has 7 days from the date of issuance to sign the National Letter of Intent.
 - ii. The institution must then upload the NLI and Scholarship to the NCAA within 14 days of the date of the final signature.
 - c. Athletic Administration sends a copy of the scholarship to Financial Aid as soon as it is finalized.
 - d. Athletic Administration must verify all scholarships again prior to aid being released which is the second week of classes. Aid can be halted if an incoming athlete has not completed all proper NCAA paperwork at that time.
- E. Athletic Grant-In-Aid – Reduction or Cancellation and Appeals Process – Player still on the team
- a. Coach submits a Grant in Aid Request form in ARMs
 - i. The Coach will indicate that this is a decrease or non-renewal
 - ii. The Coach must provide an explanation in the text box as to why this would be a reduction or cancellation of award.
 - iii. The Compliance officer will review and approve the form.
 - iv. The Athletic Administrator notifies Financial Aid of the removal of aid.
 - b. Student Financial Services/Financial Aid office sends the official cancellation of aid letter
 - i. Student financial services/financial aid sends cancellation letter to the athlete within 14 days of notification of reduction/cancellation and includes appeals procedure per NCAA bylaw (15.5.2.4).
 - ii. Copied in this notification from financial aid are compliance, the head coach, and athletic administration.
 - c. Student athletes are given 14 calendar days to appeal their reduction/cancellation of aid and request a hearing.
 - i. If the athlete does not appeal – then cancellation or reduction of award is final.
 - ii. If an athlete does appeal - then the following will occur:
 1. The Financial Aid Director or designee sets up hearing opportunities with the student-athlete.

2. Once the date is confirmed, failure to show for the appeal will mean that the committee will move on without the student's input.
 3. Financial Aid Director gathers the committee members who include:
 - a. Director of Financial Aid or designee
 - b. Faculty Athletic Representative
 - c. Student Senate designee
 - d. Student Affairs designee
 - e. Additional representative from Academic Affairs or Student Affairs.
 - f. AD or Associate AD (non-voting). Stays in the entire meeting until vote.
 - g. Appeal from athlete should include student-athlete name, campus ID number, year in school, sport, reason for appeal, name of institutional staff members whom the student discussed aid with.
 4. The Financial Aid Director shall conduct the hearing
 - a. The Director of Financial Aid or designee brings all into a room and goes through the process.
 - b. The Director of Financial Aid or designee serves as the chair.
 - c. The student-athlete presents their information.
 - d. The Head Coach or designee presents their information.
 - e. Parents, lawyers, or other representatives are not allowed into the appeal room.
 - f. The student athlete and coach cannot address each other.
 - g. The Athletic Director or Compliance answers any questions and then leaves the room.
 - h. The committee discusses and makes a decision.
 - i. The student-athlete is notified within 7 business days in writing by the Director of Financial Aid or designee the result of the hearing.
- F. Athletic Grant-In-Aid – Cancellation and Appeals Process– Removal from Team - Student Athlete Quit or was dismissed from team
- a. Coach submits Change in Roster – Remove from Squad form via ARMs
 - i. Coach indicates the reason for removal from the roster
 1. If the student-athlete quits the team, the Head Coach should have the student complete a quit form and submit it to Compliance.
 - ii. Coach indicates cancellation of athletic grant in aid and the effective date for cancellation
 - iii. Compliance officer receives request
 - iv. The Compliance officer will review and approve the form.
 - v. The Athletic Administrator notifies Financial Aid of the removal of aid.

- b. Student Financial Services/Financial Aid office sends the official cancellation of aid letter.
 - i. Student financial services/financial aid sends cancellation letter to the athlete within 14 days of notification of reduction/cancellation and includes appeals procedure per NCAA bylaw (15.5.2.4).
 - ii. Copied in this notification from financial aid are compliance, the head coach, and athletic administration.
- c. Student athletes are given 14 calendar days to appeal their reduction/cancellation of aid and request a hearing.
 - i. If the athlete does not appeal – then cancellation or reduction of award is final.
 - ii. If an athlete does appeal - then the following will occur:
 - 1. The Financial Aid Director or designee sets up hearing opportunities with the student-athlete.
 - 2. Once the date is confirmed, failure to show for the appeal will mean that the committee will move on without the student’s input.
 - 3. Financial Aid Director gathers the committee members who include:
 - a. Director of Financial Aid or designee
 - b. Faculty Athletic Representative
 - c. Student Senate designee
 - d. Student Affairs designee
 - e. Additional representative from Academic Affairs or Student Affairs.
 - f. AD or Associate AD (non-voting). Stays in the entire meeting until vote.
 - g. Appeal from athlete should include student-athlete name, campus ID number, year in school, sport, reason for appeal, name of institutional staff members whom the student discussed aid with.
 - 4. The Financial Aid Director shall conduct the hearing
 - a. The Director of Financial Aid or designee brings all into a room and goes through the process.
 - b. The Director of Financial Aid or designee serves as the chair.
 - c. The student-athlete presents their information.
 - d. The Head Coach or designee presents their information.
 - e. Parents, lawyers, or other representatives are not allowed into the appeal room.
 - f. The student athlete and coach cannot address each other.
 - g. The Athletic Director or Compliance answers any questions and then leaves the room.
 - h. The committee discusses and decides.

- i. The student-athlete is notified within 7 business days in writing by the Director of Financial Aid or designee the result of the hearing.
 - d. Student Financial Services/Financial Aid office sends official cancellation letters via email and mail.
 - i. Student Financial Services/Financial Aid sends cancellation letter to the athlete within 14 days of notification of reduction/cancellation and includes appeals procedures (15.5.2.4)
 - ii. Student-athletes are given a 14-calendar daytime frame to appeal their reduction/cancellation of aid and request a hearing.

Sponsorship, Fundraising, & Alumni Engagement

- A. Sponsorship
 - a. All sponsorship for athletic facilities is to be conducted in collaboration with advancement division, athletics administration, and head coaches.
- B. Solicitations, Alumni Engagement & Booster Programs
 - a. All solicitations, alumni events, and booster programs established to raise funds or engage in university alumni and fans for individual team or athletic departments will be done in collaboration with advancement division, athletics administration, and head coaches.

Human Resources

- A. Department Staff Hiring
 - a. The Department of Intercollegiate Athletics employs the best qualified applicants available, consistent with the requirements of the position and the long-range objectives of the Department. All decisions regarding the recruitment, selection, and placement of employees are made solely based on job-related criteria.
 - b. The Director of Athletics coordinates the hiring process and ensures compliance with the University's policies for recruiting, interviewing, and selecting applicants. Although the requesting supervisor is responsible for complying with the established procedures for selecting a candidate, the Director of Athletics, must recommend the appointment of all personnel to the Senior Executive for Athletics.
 - c. Equal Opportunity Employer
 - a. PennWest University is committed to equal employment and equal educational opportunities for all individuals regardless of gender, gender identity, race or color, ethnicity, national origin or ancestry, age, mental or physical disability, religion or creed, genetic information, affectional or sexual orientation, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal

opportunity inquiries to: Executive Director of Social Equity and Title IX, Ms. Amy Salsgiver, asalsgiver@pennwest.edu, 814-393-2109.

- d. Creating New Positions/Hiring Staff for New or Existing Positions
 - a. The Director of Athletics recommends requests for establishing new positions and submits a Position Request Form for review and approval. Once approved, the supervisor completes a job announcement through People Admin which describes the responsibilities of the position. The Director of Athletics approves the job announcement and sends the position along for approval from Senior Executive for Athletics, Budget, Cabinet, DEI, and President. Once approved, the advertising and recruitment may begin.
 - i. Recruitment
 - i. The recruitment plan is a result of the Department of Intercollegiate Athletics' strategy to seek out the best qualified and diverse pool of candidates. National searches are normally conducted for all open coaching and administrative positions. Professional journals, associations and websites that target women and minorities are to be given priority in advertising. Personal networks and connections should be utilized to the fullest to develop the most diverse applicant pool possible
 - ii. Selection
 - i. The requesting supervisor, in conjunction with the Director of Athletics, is responsible for selecting the best candidate for the available position. Recruiting and hiring officials will work with the Director of Social Equity during the search process to ensure the maximum opportunity for a diverse pool of candidates and finalists. The Director of Athletics must approve the recommendation.
 - ii. The requesting supervisor and appropriate administrative staff review applications for available positions. The Director of Athletics reviews the finalists as recommended by the supervisor or search committee chairperson. A request to hire will be submitted through People Admin and be approved from the Senior Executive for Athletics, DEI and Human Resources.
 - iii. Interviews
 - i. Interviews will be conducted according to university policy. Search committees will be established and must be approved by the Director of Athletics and the Executive Director of Social Equity and Title IX. It is important that a set of core interview questions be asked of all candidates for a position. Interview questions need to be directly related to the position. The Office of Social Equity has information available on the screening and interviewing of candidates, as well as the selection process.

- B. Staff Conduct and Ethics
 - a. PennWest University has established a tradition of integrity and ethical conduct on all levels of university life. In accordance with this tradition, all employees involved in the intercollegiate athletics program is expected to always represent the University in an honorable manner.
 - b. Governing Authorities
 - a. Standards of ethical conduct for staff members are established and enforced by the Department of Intercollegiate Athletics, the University, the Pennsylvania State Athletic Conference, the Mid-American Conference, and the NCAA. All staff members are:
 - i. Subject to such rules and regulations, as outlined on the Penn West University Human Resources website.
 - ii. Subject to the rules and regulations of the NCAA and the Pennsylvania State Athletic Conference which govern ethical conduct, use of banned substances, gambling activities, and other forms of misconduct, as outlined in the above-named association and conference manuals; and
 - iii. Expected to comply with the general ethical guidelines set forth in this manual and any additional University or Department publications addressing staff conduct.
 - c. Business Ethics
 - a. It is the policy of the Department of Athletics to conduct its business in an ethical manner and to ensure compliance with all rules and regulations applicable to the University, as well as other governing authorities.
 - b. To achieve this goal, employees should have a practical, working knowledge of the rules and regulations within their area(s) of responsibility. Any employee who has knowledge of a violation should report it to the Director of Athletics and/or the Compliance Coordinator.
 - c. Staff members are expected to exercise care in the use of personnel, capital equipment and supplies, and funds entrusted to them, and are not to use Department time, facilities, or property for non-university business. Tickets, favors and entertainment provided by Department employees must be consistent with NCAA and PSAC rules and regulations, and accepted University practices.
 - d. Department personnel may not accept gifts, payments, entertainment, privileges or other favors. All disbursements made on behalf of the Department must be fully and accurately reflected in Department records.
 - e. Furthermore, staff members are to conduct their personnel business so as not to bring attention or discredit themselves or to the Department.
 - d. Personal Conduct and Responsibilities
 - a. Members of the staff are expected to establish and maintain a standard of behavior, which brings credit to themselves and to the Department. The following guidelines for personal conduct, while not all inclusive, have been established for staff members:

- i. Act with judgment, discretion, class and integrity both on and off the job.
 - ii. Represent the University and the intercollegiate athletics program with dedication, enthusiasm and loyalty.
 - iii. Treat all people with courtesy, friendliness and respect for their personal dignity.
 - iv. Be mindful to not discriminate against any individual by reason of race, color, religion, sex, age, national origin, sexual orientation, disability, veteran status, or marital status.
 - v. Dress appropriately in the office and on the field; and while representing the Department of Intercollegiate Athletics on any trips away from campus.
 - vi. Maintain scheduled office hours throughout the year, including off-season periods and student vacation breaks.
 - vii. Communicate directly to the Athletic Director if you will not be in the office or if you are ill and utilizing sick time.
- b. Coaches and Department personnel have a direct and vital impact on the behavior, personal development, and quality of life of university students and student-athletes. Accordingly, coaches and staff should conduct themselves in a manner consistent with the University's philosophy and be unwilling to compromise themselves, the University, or the intercollegiate athletics program. The primary efforts of staff members should be focused on meeting the goals and attending to the interests and well-being of the student-athlete. Although specific responsibilities are described in individual job descriptions, general responsibilities are as follows:
- i. Recruiting
 - 1. Coaching and Department staff members are to adhere to established recruiting guidelines and are not permitted to recruit student-athletes under false or misleading pretenses, or by offering inducements that are violations of any governing authority's regulations.
 - ii. Academic
 - 1. The primary objective of the intercollegiate athletics program is to help each student-athlete complete a degree within five (5) years. Every effort is made by the University and the Department of Intercollegiate Athletics to offer a program, based on Department, University, Pennsylvania State Athletic Conference, and NCAA rules and regulations that will achieve this objective. Recognizing the importance of the educational experience, staff members are expected to contribute to the academic development of all student-athletes.
 - iii. Athletic
 - 1. The physical well-being of the student-athlete is of utmost concern to the University and the Department in developing

training and coaching guidelines for the athletics program. Rules for individual sports are established by the coaches within the parameters set by the Department, the University, the Pennsylvania State Athletic Conference (PSAC), and the NCAA. Coaches are encouraged to formulate rules for team training that are feasible based on the coaches' and trainers' experience and their professional judgment; and that are tailored with the student-athlete's individual situation in mind.

C. Discriminatory Harassment

- a. Individuals within the University and the Department of Intercollegiate Athletics should be treated fairly and equitably. Conduct directed at an individual because of the individual's race, color, religion, sex, age, national origin, sexual orientation, disability, veteran status, or marital status, is a consideration in the determination as to whether discrimination has occurred. Unlawful harassment or sexual harassment may take the form of unwelcome sexual advances, graffiti, jokes, pranks, slurs, insults, threats, that are sufficiently pervasive and severe to interference with an individual's work or academic life, vandalism, assignment of unpleasant duties, or physical assault. Any employee or student who believes he or she has been unfairly treated or subjected to harassment of any kind in violation of the University's policy, may file a complaint with the Office of Social Equity. Incidents of sexual assault or abuse must first be reported to Public Safety.
- b. The University's policies on Non-Discrimination and Sexual Harassment shall be provided for all members of the Department of Intercollegiate Athletics staff. The dissemination of the policies is intended to ensure that all community members are informed of their rights and responsibilities as well as the appropriate complaint procedures that should be utilized in filing a complaint.

D. Sportsmanlike Conduct

- a. Coaches and staff are to act as positive role models in demonstrating sportsmanlike conduct. The criticism of sports officials is considered unethical, either before, during, or after a contest. Established channels of communication and procedures for protesting an official's ruling are to be followed by staff members.
- b. Additionally, coaches and staff members are expected to formally instruct student-athletes on positive approaches to sportsmanlike conduct. The Director of Athletics is charged with ensuring that staff are directed to provide, and follow through discussing, appropriate techniques and encouraging sportsmanlike conduct among all student-athletes.

E. Alcoholic Beverages and Drugs

- a. The unlawful use, possession, distribution, dispensation, or manufacture of illicit drugs and alcohol by university employees on university premises or off our premises while conducting University business is prohibited. Staff members who

are found to be in violation are subject to discipline in accordance with university employment policies and procedures. Discipline may include probation, suspension, or termination of employment. Criminal laws may also apply.

- b. Where the use of alcohol is permitted by policy, safety considerations and concern for the image of the institution require that discretion be exercised in the use of alcoholic beverages either on or away from University System property.

F. Dress Code

- a. All employees in the Department of Athletics are expected to conform to reasonable dress code standards which include:
 - i. Professional attire that is clean and appropriate for the work environment.
 - ii. Cleanliness is expected.
 - iii. For indoor athletic events: general business attire; staff should wear appropriate professional weather-appropriate gear for outdoor athletic events.

G. Orientation of New Staff Members

- a. Supervisors are expected to orient their new staff members to the Department of Intercollegiate Athletics. Orientation is important because it lays a foundation for new members of the department and develops good communication from the start. Suggested topics to cover during orientation included but are not limited to: history, mission and goals of the Department of Intercollegiate Athletics and the University; daily operation of the department, including reading the Policy and Procedure Manual; communication opportunities (staff meetings, email, etc.); familiarity with NCAA, and PSAC conference rules and regulations; familiarity with job description of new staff member; expectations of the supervisor; safety and security matters; responsible computing policies; and benefits and other human resources-related policies.

H. Monthly Work Calendars

- a. University Employed coaches are required to submit monthly work schedules via the ARM's online system in the following manner:
 - i. Full-time coaches
 - 1. Coaches will submit their anticipated work schedules via ARMS by the 24th of each month for the upcoming month. The Director of Athletics will review the anticipated work schedule and approve it through the ARMS system.
 - ii. Assistant coaches
 - 1. Will submit their anticipated work schedules via ARMS by the 24th of each month for the upcoming month. The Head Coach will review and approve the schedule via ARMS and then the Director of Athletics will review and approve the schedule.
 - iii. Part-time coaches

1. Coaches will submit their anticipated work hours via ARMS by the 24th of each month for the upcoming month. The Head Coach (if Assistant) and/or the Director of Athletics will review and approve the schedule. At the end of the month the coach will submit actual work hours through the ARMS system. The Head Coach (if assistant) and/or the Director of Athletics will review and approve the schedule.
- I. Vacation Requests
 - a. Coaches
 - i. Coaches must request their anticipated five weeks of vacation by June 15th for the upcoming academic year via an email to the Director of Athletics. Should any changes need to be made to the request, the coach should reach out to the Director of Athletics as soon as is possible.
 - b. Staff
 - i. Vacation requests are to be made to the Director of Athletics, via the on-line Employee Self Service (ESS) system at least four (4) weeks prior to the requested dates. The employee should have a conversation or email the Director of Athletics prior to submitting the request in the system. It is understood that on rare occasions extenuating circumstances may require shorter notice. Also, there may be times during the year when vacation time may not be granted.
 - J. Staff Meetings
 - a. Administrative meetings are conducted on a weekly basis for all administrative staff. Those required to attend include the Director of Athletics, Associate Director of Athletics, Sports Information Director, Assistant Sports Information Director, Equipment Manager, Athletic Academic Advisor, Roadman Park Foreman, Athletic Administrative Assistant, and the Director of Athletic Operations.
 - a. The primary purpose of these meetings is to plan department objectives, address concerns related to the operation of the overall department and review immediate activities as well as preview upcoming events.
 - b. Full Department Staff Meetings
 - a. Full Department Staff Meetings are scheduled on a monthly basis, or as needed. These meetings enable the Director of Athletics to address topics of concern related to NCAA, PSAC, Department or University policies and procedures, compliance issues, and student-athlete matters.
 - b. Additional staff members may be invited by the Director of Athletics or the coaches to attend meetings which address specific subjects related to their area of responsibility.

Office Operations

A. Office Hours

- a. The main office of the Department of Intercollegiate Athletics will be open Monday-Friday, from 8:00am to 4:00pm daily.
 - a. Athletic Administrative staff also work weekends and evenings which depending on administrative staff needed to run events, personal leave or vacation, or other meetings may have the main office closed during a normal work day.

B. Copying

- a. The copy machine located in Hamer Hall is for departmental use. Only small jobs should be run on this machine. Larger print jobs must be priced and run through the campus print shop. All employees must use their employee ID card and/or number to print, copy or scan on the copy machine.

C. Campus and Outgoing Departmental Mail

- a. University mail will be the responsibility of the Athletic Administrative Assistant and will be picked up once a day Monday-Friday.

D. Key Distribution

- a. All staff members of the Department of Intercollegiate Athletics may obtain keys to their specific office areas. For security and personal safety reasons, employees are encouraged to lock their offices and exterior building doors upon leaving or when working after regular hours. Certain areas have limited access, and only those staff members with specific responsibilities requiring access to those areas are provided with keys.
- b. Under no circumstances are keys to be loaned to student-athletes or non-university personnel.
- c. Key Issuance and Control
 - a. The Director of Athletic Operations is responsible control of departmental keys, including ordering and inventory of requested keys. The Director of Athletics will sign off on key requests.
 - b. Lost or stolen keys are to be reported immediately to the Director of Athletic Operations. The Department is responsible for the cost of lock changes resulting from key losses and may pass on those costs to the budget account of the individual responsible for the lost or stolen key(s). If the decision is made to change the locks, an approval form must be submitted through the Director of Athletic Operations to the University Locksmith.
 - c. Upon transfer from the department, resignation or termination of employment, staff members must return all keys to the designated individual as outlined by Human Resources to the employee.

E. Computing Services

- a. The Department of Athletics is responsible for maintaining the Department's computer capabilities, which include initial trouble shooting of both hardware and software problems.

- b. System Enhancements
 - a. Requests for system enhancement and/or expansion are submitted to the Director of Athletics who evaluates the request based on:
 - i. Compatibility with existing and future anticipated equipment and software.
 - ii. Availability of funds, and,
 - iii. Priority on a Department-wide basis
 - b. All such requests require the additional approval of the Director of Athletics prior to implementation.
- c. Software Purchases
 - a. The Department of Intercollegiate Athletics Office should be contacted prior to the purchase of any computer software package and is responsible for analyzing all software for compatibility with the system, ensuring proper software licensure and application, as well as avoiding program duplications.
- d. Hardware Purchases
 - a. The Department of Intercollegiate Athletics Office is responsible for reviewing all computer hardware orders prior to their purchase, in order to ensure that all hardware is compatible and that purchases are within the existing expansion plan appropriated budget. Final approval rests with the Director of Athletics.

Scheduling Athletic Contests

- A. Scheduling Mandated Athletic Contests (Championship Season)
 - a. All mandated athletic schedules, including scrimmages and exhibition contests, must be submitted for approval to the Director of Athletics at least nine months in advance.
 - b. Coaches will submit a tentative schedule and anticipated travel plans, estimated costs of the season, and funding sources for the season to the Associate Athletic Director's office.
 - c. The tentative schedule and estimated budget will be reviewed and approved by the Associate Athletic Director, Sports Information Director, Head Athletic Trainer, Athletic Academic Advisor, the Compliance Coordinator, Director of Athletic Operations, and Director of Athletics.
 - d. The athletic committee will review game schedules to determine game times.
 - e. Finalized schedules and athletics budgets will be approved by the Senior Executive for Athletics.
 - f. After all approvals the Head Coach will review and sign off on the schedule.
 - g. A copy of the approved finalized schedule will be forwarded to the Director of Athletics, Athletic Budget, Compliance Coordinator, Sports Information Director, Director of Athletic Operations, and Athletic Training.

- B. Scheduling Non-Mandated Athletic Contests (Non-Championship Season)
 - a. All non-mandated contests will be funded 100% from fundraising resources with approval through the Director of Athletics and the Senior Executive for Athletics.
 - b. All non-mandated athletic schedules, including scrimmages and exhibition contests, must be submitted for approval to the Director of Athletics at least nine months in advance.
 - c. Coaches will submit a tentative schedule and anticipated travel plans, estimated costs of the season, and funding sources for the season to the Associate Athletic Director.
 - d. The tentative schedule and estimated budget will be reviewed and approved by the Associate Athletic Director, Director of Athletic Operations, Sports Information Director, Athletic Academic Advising, Head Athletic Trainer, the Compliance Coordinator, and Director of Athletics.
 - e. The athletic committee will review game schedules to determine game times.
 - f. Finalized schedules and athletics budgets will be approved by the Senior Executive for Athletics.
 - g. After all approvals the Head Coach will review and sign off on the schedule.
 - h. A copy of the approved finalized schedule will be forwarded to the Director of Athletics, Athletic Budget, Compliance Coordinator, Sports Information Director, Director of Athletic Operations, and Athletic Training.
- C. **Finalized Mandated Schedules**
 - a. **Fall Sports – Preliminary schedules are due February 1st. Final schedule changes will be June 3rd,**
 - b. **Winter Sports – Preliminary schedules are due April 1st. Final schedule changes will be August 16th.**
 - c. **Spring Sports – Preliminary schedules are due April 1st. Final schedule changes will be December 6th.**
- D. Game Contracts Created
 - a. Athletic Administration will be responsible for creating and facilitating game contracts once schedules are finalized.
- E. Sports Information
 - a. Sports Information will be responsible for updating finalized schedules onto the athletic website.
 - b. Fall sport schedules will be updated in June.
 - c. Winter sport schedules will be updated in August.
 - d. Spring sport schedules will be updated in December.
- F. Training Trips/International Trips
 - a. All training/international trips will be funded 100% from fundraising, except for meals for training trips.

- b. Coaches will submit a schedule and anticipated travel plans, estimated costs of the season, and funding sources for the season to the Athletic budget office.
 - c. The tentative schedule and estimated budget will be reviewed and approved by the Associate Athletic Director, the Compliance Coordinator, and Director of Athletics.
 - d. Finalized schedules and athletics budgets will be approved by the Senior Executive for Athletics.
 - e. All coaches and student-athletes traveling abroad must also be cleared with passports, etc., through the International Office and have approval from the Director of Athletics, Senior Executive for Athletics and the President.
- G. Changes in Schedule
- a. Any changes in schedule, regardless of reasons must have the approval of athletic administration before any confirmation with other institutions. **The Athletic Administrators will make the final decision regarding the postponement or cancellation of a scheduled contest.** Coaches of both teams will work first to coordinate the rescheduling of any postponed contest. If necessary, Athletic Administration and the Athletic Director will work with the coach if a scheduling issues arises.
- H. Tracking events
- a. A system used to track events is utilized by athletics and available and shared by athletics and Athletic Trainers. (Such as Calendar Wiz, Kx, 25Live, EMS) so all can see events on one calendar.
- I. PSAC Scheduling Process
- a. The coach(es) wanting to change their mandated PSAC schedule must sign the Change of Schedule Form and obtain their athletic director's signature.
 - b. Coach 1 emails the form to the opposing Coach 2.
 - c. Coach 2 and their athletic director signed the form.
 - d. Coach 2 sends form to conference office via email.
 - e. Conference office emails approval/denial to both coaches and athletic directors involved.

Sports Information

- A. Athletic Team Publicity
- a. The Sports Information Director shall coordinate the reporting of game results and other newsworthy items to local, regional, state and national media.
 - b. The Sports Information Director and their staff shall also coordinate dissemination of materials to the conference and NCAA offices, and other agencies responsible for statistical and ranking (i.e., polls) accumulation.
 - i. Individual sport head coaches, their assistant coaches or a designated representative (i.e., manager, statistician, player) shall assist with the dissemination of results, newsworthy items, statistics, etc. by providing the Sports Information office with information in a timely manner.

- c. The Sports Information Director and their staff shall be responsible for promoting the athletic department and athletic programs therein using official social media channels, including but not limited to photos, video and text posts.
- B. Student-Athlete Information
- a. The Sports Information Director shall collect and maintain biographical information on student-athletes (“publicity forms”) for use in creating roster entries for the athletic website, as well as promoting individual student-athletes as well as their respective programs.
 - b. Student-athletes should communicate any changes to their individual biographies either via direct contact with the Sports Information Director, or through the submission of an updated publicity form.
- C. Coach and Student-Athlete Interviews
- a. All requests for interviews with student-athletes, coaches and athletics administrators should be made through the Sports Information office on campus, with the Sports Information Director then coordinating and facilitating the interview.
 - b. Media wishing to speak with student-athletes, coaches and administrators should give appropriate advance notice to the Sports Information Director in order to be accommodated.
 - i. Publications/Features/Interviews - Media should make an official request for an interview with a student-athlete, coach or administrator with the Sports Information Department at least 24 hours in advance.
 - i. Game Day Interviews
 - 1. Pre-game requests for interviews with coaches or student-athletes on the day of competition will not be granted except under special circumstances.
 - 2. Post-game requests for interviews with coaches and student-athletes shall be coordinated with the Sports Information Department before the conclusion of the competition and will occur after a “cooling off” period (roughly 10 minutes) at the end of the competition.
 - c. The Sports Information Director shall furnish the media members with any additional promotional materials – such as video, photos and pertinent newsworthy information – as are appropriate for the interview.
 - i. Media must provide appropriate photo and video credit for any materials used during their final publication.
- D. Press Releases
- a. The Sports Information director shall produce and disseminate timely press releases related to the athletic department. Such press releases could include:
 - i. Recaps and results of all home/away athletic events
 - ii. Previews of upcoming home/away athletic events
 - iii. Changes to upcoming athletic event schedules due to outside factors, such as weather

- iv. Special announcements regarding upcoming non-athletic events
 - v. Personnel changes within the athletic department, including new hires
 - vi. Comments to the media regarding newsworthy events
 - b. Releases shall be sent to a media distribution list and posted to the main athletics website, as appropriate.
- E. Photography
 - a. The Sports Information Director shall be responsible for coordinating athletics photos for use on the athletics web site, print publications and social media.
 - i. Headshots
 - ii. Team Photos
 - iii. Promotional Photos for social media and print publication
 - b. The Sports Information Director shall communicate with coaches and student-athletes regarding the date/time of photo sessions, as well as expectations for the event such as attire and styles of photo
 - c. In the event an outside contractor is hired for a photo session, it shall be the Sports Information Director's responsibility to negotiate payment and transmission of files after services have been rendered.
- F. Records
 - a. Statistics
 - i. At the conclusion of each athletic season, the Sports Information Director should create an archive of the previous season's statistics and store – either physically or digitally – for future reference.
 - ii. In appropriate sports, the Sports Information Director shall maintain and update the program's statistical record books
 - b. Other Archives
 - i. At the conclusion of each athletic season, the Sports Information Director shall create digital records of season results, rosters and other honors and keep for future reference.
- G. Media Credentials
 - a. Home Events
 - i. The Sports Information Director shall be responsible for coordinating and accommodating working media requesting credentials to cover home athletic events.
 - ii. Working media must contact and notify the Sports Information Director of their intent to attend and cover a home athletic event at least 24 hours in advance of the event, as well as communicate their specific needs for coverage.
 - b. Away Events
 - i. When necessary, the Sports Information Director should assist working media covering the team at conference, regional and national competitions in acquiring credentials for the event.
 - ii. The Sports Information Director shall also be responsible for applying for credentials for conferences, regional and national competitions.

H. Radio/Streaming Broadcasts

a. Video

- i. The Sports Information Director is responsible for the staffing and production of all live athletic video events mandated by the Pennsylvania State Athletic Conference (PSAC) for use on the PSAC Sports Digital Network.
- ii. In addition, the Sports Information Director shall be the point of contact for non-mandated live athletic video productions, done in addition to those required by the conference.

b. Radio

- i. The Sports Information Director shall be the point of contact for radio broadcasts of athletic events, providing relevant support leading up to and during game days.
- ii. The Sports Information Director is responsible for coordinating seating, power, network and telephone needs for broadcasters at home athletic events, per broadcasters' requests.

I. Event Coverage

- a. Whenever possible, the Sports Information Director or their staff shall be present at the site of home and away sporting events to coordinate the dissemination of information, such as:

- i. The compilation of relevant statistics/results, in compliance with NCAA and conference requirements.
- ii. Capture of photographic and video material for use on social media, the athletics website, and to distribute to media outlets.
- iii. The creation of pre-game, in-game and post-game written materials (as appropriate).
- iv. Post-game media coordination (as appropriate).

- b. Whenever appropriate, coaches shall cooperate with the Sports Information staff by assuring appropriate arrangements have been made to secure transportation, housing, meals and/or post event needs.

- c. In the absence of a Sports Information staff member, the individual sports coach shall be responsible for providing the Sports Information staff with the appropriate results and information in a timely manner.

- i. For the purposes of this manual, timely manners shall be defined as shortly after completion of the event, preferably prior to departing from the host site.

J. Athletic Website

a. Schedules

- i. Coaches and administrators should include the Sports Information Department in any communications regarding the alteration of athletic event schedules, including postponements, cancellations, or time/location changes.

- ii. The Sports Information Department shall publish schedule changes to the athletics website and include an additional press release as appropriate.
- b. Rosters
 - i. Coaches and administrators should include the Sports Information Department in any communications regarding the addition or subtraction of student-athletes from a roster, including automated ARMS messages to that effect.
 - ii. Coaches should notify the Sports Information Department of relevant changes to a roster, such as a change in position or change in playing number.
 - iii. The Sports Information Department shall make appropriate changes to rosters as they are communicated by the above.
- c. Statistics
 - i. The Sports Information Department is responsible for the compilation, accumulation and publication of relevant statistics and results for each respective athletic program.
 - ii. Any dispute about the accuracy of posted statistics should be communicated only by the respective sports coach directly to the Sports Information Department.
- d. Staff Pages
 - i. The Sports Information Department shall work with administration and other support staff to maintain an accurate athletics staff directory.
 - ii. Coaches, administrators and athletic support staff wishing to update biographical or contact information on the athletics web site should coordinate their requested changes directly to the Sports Information Department.
- e. Individual Pages
 - i. The Sports Information Department shall be responsible for creating and maintaining content on individual sports pages, as well as the athletics home page.
 - ii. The Sports Information Department shall publish press releases – such as previews and recaps of athletic events, as well as other relevant publicity opportunities – on each appropriate athletic web page.
 - iii. The Sports Information Department shall be responsible for maintaining the additional links on the athletics web site, including statistics, rosters, archived stories, etc.
- f. Advertising
 - i. The Sports Information Director should work with the athletics fundraising officer to fulfill promised advertisements on the athletics web site, including ad spaces and features.
- g. Miscellaneous
 - i. The Sports Information Director shall maintain other additional items housed on the athletics web site.

- K. PSAC/NCAA Championships/Playoffs
 - a. The Sports Information Department shall coordinate with conference and national officials to fulfill all needs for postseason competition, such as:
 - i. Providing rosters/statistics/logos for publication and promotion of the event
 - ii. Coordination of media requests for student-athletes, coaches and administrators
 - iii. Creation of social media and web site hubs with appropriate links for fans.
 - b. In the event of hosting a home postseason event, the Sports Information Department shall comply with all directives provided by the conference or national entities presenting the event and provide support however possible.
- L. Summer Camps
 - a. The Sports Information Department shall assist coaches and programs with the promotion of their summer camps, including via the athletics web site and social media.
 - b. The Sports Information Department shall provide camp registration services used by athletic programs with appropriate graphics and information for their use in building out camp registration forms.