Dear Student-Athlete

As we begin a new school year at Salve Regina, we are excited that you have chosen to be a “Seahawk”.

We are extremely proud of the accomplishments of our student-athletes in the classroom, on the playing field and in the community. Our primary focus as a University is to provide you with the educational, athletic and personal growth opportunities that will prepare you for success at Salve Regina and as you move forward in life.

As a Salve Regina student-athlete you are the very heart of our program. You are surrounded by a team of coaches, administrators and support staff who are dedicated to helping you have the best experience possible. In turn, we have high expectations for you as a member of our community.

Please take a few minutes to read through the following information about topics that will be important to you throughout the course of the upcoming year and throughout your experience as a Salve Regina student-athlete. Please contact me if you have any questions or if I can help you in any way. We wish you all great success.

Go Seahawks…

Jody Mooradian
Director of Athletics
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I. PHILOSOPHY

Mission of Salve Regina University

As a community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy, seeks wisdom and promotes universal justice. The University through teaching and research prepares men and women for responsible lives by imparting and expanding knowledge, developing skills, and cultivating enduring values. Through liberal arts and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment, and prepare for the challenge of learning throughout their lives. In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God’s creation, the University encourages students to work for a world that is harmonious, just, and merciful.

Mission of Salve Regina University Athletics Department

Salve Regina University Department of Athletics prepares student-athletes for success through life-long learning, athletic excellence and community engagement. We inspire passionate leaders and create champions with integrity, discipline and purpose through the mission of Mercy.

Division III Identity: Discover/Develop/Dedicate

Follow your passions and discover your potential. The college experience is a time of learning and growth – a chance to follow passions and develop potential. For student-athletes in Division III, this happens most importantly in the classroom and through earning an academic degree. The Division III experience provides for passionate participation in a competitive athletics environment, where student-athletes push themselves to excellence and build upon their academic success with new challenges and life skills. And student-athletes are encouraged to pursue the full spectrum of opportunities available during their time in college. In this way, Division III provides an integrated environment for student-athletes to take responsibility for their own paths, follow their passions and their potential through a comprehensive educational experience.
NCAA Division III Philosophy Statement

As a Division III institution and a member of the National Collegiate Athletic Association (NCAA), Salve Regina University, subscribes to the following statement set forth by the NCAA.

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. They seek to establish and maintain an environment in which a student-athlete’s athletics activities are conducted as an integral part of the student-athlete’s educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

(a) Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;

(b) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;

(c) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;

(d) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;

(e) Encourage participation by maximizing the number and variety of athletics opportunities for their students;

(f) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;

(g) Assure that athletics participants are not treated differently from other members of the student body;

(h) Assure that athletics programs support the institution’s educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution’s athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;

(i) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;

(j) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;

(k) Assure that admission policies for student-athletes comply with the policies and procedures applicable to the general student body;

(l) Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;

(m) Support ethnic and gender diversity for all constituents;

(n) Give primary emphasis to regional in-season competition and conference championships; and

(o) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.
Responsibilities and Expectations of Student-Athletes

Participation on intercollegiate athletic teams is viewed as a privilege, which carries with it certain responsibilities. As highly visible representatives of the University, student-athletes should demonstrate the willingness to conduct themselves in an exemplary manner. All student-athletes are expected to abide by all of the University, Athletics Department, and team policies. In keeping with the philosophy, student-athletes and all individuals affiliated with the athletics department are expected to:

1. Treat academic progress as a top priority.
2. Students are expected to attend all classes unless excused by the professor in advance.
3. Act in accordance with the Class Conflict Policy.
4. Maintain good academic standing.
5. Exhibit honesty and good sportsmanship at all times.
6. Set positive examples of behavior on and off the playing field.
7. Respect the right and dignity of all students, coaches, athletics staff, officials and opponents.
8. Be responsible for all equipment and uniforms issued.
9. Represent the University with dignity.
10. Complete an end of season coach’s evaluation.
11. As a senior participate in an Exit Interview with an assigned Athletics Administrator.

Violations of policies or rules contrary to the orderly conduct set forth by the University, the Athletics Department or the team will be considered cause for disciplinary action.

Responsibilities and Expectations of Spectators

One of the purposes of intercollegiate athletics is to promote character development of the individuals involved. We expect and promote good sportsmanship from our players, coaches and athletics staff and expect the same from our spectators. We urge that while you cheer on your team, your choice of expression should reflect positive and respectful comments and be void of profanity and offensive remarks. Your support is needed to create a constructive atmosphere in which our athletes and opponents compete. A member of the athletics staff will read the following statement prior to every home contest:

*Salve Regina University, in conjunction with the NCAA and the Commonwealth Coast Conference (or other affiliation), puts its highest priority on promoting good sportsmanship. We request your cooperation by supporting the participants and officials in a positive manner. Verbal abuse, such as profanity, racial or sexist comments, or other intimidating actions directed towards officials, student-athletes, coaches or athletics department personnel will not be tolerated, and are grounds for removal from the site of competition. Thank you for supporting Salve Regina University Athletics. Enjoy the game.*

In addition a student-athlete involved in the contest will read the following statement that was created and adopted by the NCAA Division III Student-Athlete Advisory Committee prior to the contest:

*As NCAA Division III student-athletes we commit ourselves to sportsmanship by demonstrating respect toward ourselves and others. This includes demonstrating fair play, taking responsibility for our actions and representing the spirit of Division III intercollegiate athletics. We encourage our teammates, opponents, fans, coaches and referees to help us in promoting this philosophy.*
## II. ORGANIZATION

**Salve Regina University Athletics Directory**

### Athletics Administration

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Fax:</th>
<th>Main Office Number:</th>
</tr>
</thead>
</table>
| Salve Regina University  
Rodgers Recreation Center  
100 Ochre Point Avenue  
Newport, RI 02840 | 401-341-2960 | 401-341-2269 |

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP of Student Affairs</td>
<td>Barbara LoMonaco</td>
<td><a href="mailto:barbara.lomonaco@salve.edu">barbara.lomonaco@salve.edu</a></td>
<td>341-2205</td>
</tr>
<tr>
<td>Faculty Athletic Rep.</td>
<td>John Rok</td>
<td><a href="mailto:roki@salve.edu">roki@salve.edu</a></td>
<td>341-2430</td>
</tr>
<tr>
<td>Director Of Athletics</td>
<td>Jody Mooradian</td>
<td><a href="mailto:jody.mooradian@salve.edu">jody.mooradian@salve.edu</a></td>
<td>341-2268</td>
</tr>
</tbody>
</table>
| Associate Director of Athletics/  
Senior Woman Administrator    | Kelly Scafariello        | kelly.scafariello@salve.edu         | 341-2247   |
| Assistant Director of Athletics/  
Social Media/Sports Info.      | Ed Habershaw             | habersh@salve.edu                   | 341-2271   |
| Assistant Sports Information   | Andrew Pezzelli           | andrew.pezzelli@salve.edu           | 341-2461   |
| Office/Club Coordinator        | Dawn Hahn                | hahnd@salve.edu                     | 341-2269   |
| Fitness Center Manager         | Tom Blaney               | blaneyt@salve.edu                   | 341-2606   |
| Fitness Center Coordinator     | Marcus Calhoun           | marcus.calhoun@salve.edu            | 341-2607   |
| Head Athletic Trainer          | David Cox                | david.cox@salve.edu                 | 341-3221   |
| Assistant Athletic Trainer     | Amanda Carsten           | amanda.carsten@salve.edu            | 341-2458   |
| Assistant Athletic Trainer     | Emily Miller             | emily.miller@salve.edu              | 341-2391   |
| Assistant Athletic Trainer     | Rebecca Ramirez-McKinley | r.ramirezmckinley@salve.edu         | 341-2605   |
### Head Coaches

<table>
<thead>
<tr>
<th>Sport</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Eric Cirella</td>
<td><a href="mailto:eric.cirella@salve.edu">eric.cirella@salve.edu</a></td>
<td>341-2267</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>Sean Foster</td>
<td><a href="mailto:fosters@salve.edu">fosters@salve.edu</a></td>
<td>341-2257</td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>Corinne Hughes</td>
<td><a href="mailto:corinne.hughes@salve.edu">corinne.hughes@salve.edu</a></td>
<td>341-2272</td>
</tr>
<tr>
<td>Cross Country (M&amp;W)</td>
<td>Robert McGuinness</td>
<td><a href="mailto:robert.mcguinness@salve.edu">robert.mcguinness@salve.edu</a></td>
<td>341-2298</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Jen Foster</td>
<td><a href="mailto:jennifer.foster@salve.edu">jennifer.foster@salve.edu</a></td>
<td>341-2427</td>
</tr>
<tr>
<td>Football</td>
<td>Kevin Gilmartin</td>
<td><a href="mailto:kevin.gilmartin@salve.edu">kevin.gilmartin@salve.edu</a></td>
<td>341-3264</td>
</tr>
<tr>
<td>Men’s Ice Hockey</td>
<td>Zech Klann</td>
<td><a href="mailto:zech.klann@salve.edu">zech.klann@salve.edu</a></td>
<td>341-2242</td>
</tr>
<tr>
<td>Women’s Ice Hockey</td>
<td>Beth McCann</td>
<td><a href="mailto:beth.mccann@salve.edu">beth.mccann@salve.edu</a></td>
<td>341-2294</td>
</tr>
<tr>
<td>Men’s Lacrosse</td>
<td>Patrick Cooney</td>
<td><a href="mailto:patrick.cooney@salve.edu">patrick.cooney@salve.edu</a></td>
<td>341-2175</td>
</tr>
<tr>
<td>Women’s Lacrosse</td>
<td>Bill Villareal</td>
<td><a href="mailto:bill.villareal@salve.edu">bill.villareal@salve.edu</a></td>
<td>341-7543</td>
</tr>
<tr>
<td>Sailing</td>
<td>John Ingalls</td>
<td><a href="mailto:john.ingalls@salve.edu">john.ingalls@salve.edu</a></td>
<td>341-2283</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>Craig O’Rourke II</td>
<td><a href="mailto:craig.orourke@salve.edu">craig.orourke@salve.edu</a></td>
<td>341-2273</td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>Jane Walsh</td>
<td><a href="mailto:jane.walsh@salve.edu">jane.walsh@salve.edu</a></td>
<td>341-7892</td>
</tr>
<tr>
<td>Softball</td>
<td>Jannelle Iaquinto</td>
<td><a href="mailto:jannelle.iaquinto@salve.edu">jannelle.iaquinto@salve.edu</a></td>
<td>341-3228</td>
</tr>
<tr>
<td>Men’s &amp; Women’s Tennis</td>
<td>Peter Torgrimson</td>
<td><a href="mailto:peter.torgrimson@salve.edu">peter.torgrimson@salve.edu</a></td>
<td>341-2258</td>
</tr>
<tr>
<td>Women’s Track &amp; Field</td>
<td>Matthew Hird</td>
<td><a href="mailto:matthew.hird@salve.edu">matthew.hird@salve.edu</a></td>
<td>341-2285</td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Lauren Parsons</td>
<td><a href="mailto:lauren.parsons@salve.edu">lauren.parsons@salve.edu</a></td>
<td>341-2239</td>
</tr>
</tbody>
</table>
III. POLICIES AND PROCEDURES

Eligibility for Athletic Participation

Clearance to Participate
Prior to any level of participation in varsity sports a student-athlete must have been cleared to play by the Department of Athletics Liaison to Academic Advising, the Compliance Director and the Athletics Training Staff. You must be academically eligible, signed all NCAA forms (Appendix A, B) and review the NCAA Summary of Regulations (Appendix C) and had medical clearance by a physician within the last 6 months. No player should attend any team event (meeting, practice or game) until such clearance has been received.

Academic Regulations
The University adheres to the NCAA academic regulations with regard to athletic eligibility (refer to the NCAA Division III Manual, Article 14: Eligibility) in addition to those standards identified in the Salve Regina University Student Handbook and as contained herein.

Tryout Policy
A student-athlete will be given an opportunity to try-out for the team beginning of each season. The length of tryout is determined by each head coach. No student is guaranteed a spot on a varsity roster.

Full-time Status
ATHLETES ARE IDENTIFIED THROUGH REGISTRAR. NO ATHLETE WILL BE ALLOWED TO REGISTER BELOW 12 CREDITS TO ENSURE NO NCAA ELIGIBILITY RULE IS VIOLATED. THIS IS A PROTECTION MECHANISM TO ATHLETES AND COACHES. EXCEPTIONS APPLY. SEE BELOW.

Undergraduate student: In order to participate in intercollegiate athletics, the Registrar of Salve Regina University must verify the undergraduate student as a full-time student. Full-time status requires a student to be enrolled in 12 or more credits throughout a semester. Part-time students are ineligible for athletic participation.

Exceptions to full-time status: A student may be eligible to compete with fewer than 12 credits provided it is the student’s final semester of enrollment, he or she is completing their requirements for a degree and he or she has a season of eligibility remaining. This must be approved in advance by the Compliance Coordinator and the Registrar’s Office. A Reduced Class Form (Appendix D) must be completed the prior semester by the student-athlete, have all the proper signatures and a copy of their Degree Audit must be submitted to the Compliance Coordinator.

Graduate student: A graduate student may compete in intercollegiate athletics provided he or she has a season of eligibility remaining, participation occurs within the 10 semesters of full-time enrollment and he or she is classified as a full-time graduate student by the Registrar of Salve Regina University. In Division III the student must have also completed his or her undergraduate degree at Salve Regina University. Transfers into the Graduate Program are ineligible to participate in varsity athletics. Please note that unlike undergraduate students, graduate students DO NOT have insurance policy coverage provided through the University.

Withdrawal from class: If a student withdraws from a class causing he or she to drop below 12 credits during a given semester, he or she is immediately ineligible for athletic participation. If a student-athlete participates in a competition with less than 12 credits, Salve Regina University will forfeit the
game. Please note, a computerized program prohibits student-athletes to drop below 12 credits unless overridden by athletics for student-athletes in his/her last semester needing less than 12 credits to graduate.

**24 Credit Requirement**
In order to be eligible for athletic participation during a given semester, a student must have earned 24 credits during the previous two semesters of enrollment. Summer sessions and winter inter-sessions can be applied to this 24-credit requirement.

**Satisfactory Academic Progress**
In order to remain eligible for athletic participation a student must be in Good Academic Standing and continue to make Satisfactory Academic Progress toward their degree. Satisfactory Academic Progress is determined at the end of each semester as soon as the grades are certified by the University. *In order to achieve this level of standing a student must complete a minimum of eight (8) full credit courses (3 or 4 credit courses) and EARN twenty four (24) credits. In addition, in order to be in Good Academic Standing the student must have a cumulative GPA of at least 2.00.*

**Ineligibility**
*Students whose cumulative GPA falls below 2.00 (1.8 for first semester freshmen at end of fall semester) or do not obtain 24 credits over two consecutive semesters are ineligible to participate in varsity athletics including practice, competition, and travel. Students become eligible once their cumulative GPA is 2.00 or greater. Eligibility is determined when grades are certified by the University.*

**Dismissal**
*Students whose cumulative GPA falls below 2.00 for two (2) consecutive semesters will potentially be dismissed from the University.*

**Transfer Students**
Under NCAA rules, coaches are prohibited from speaking with potential transfer students until permission is provided by Salve Regina University’s Compliance Officer or a Self-Release (Appendix E) is sent from the prospective student-athlete to the institution he or she is exploring. The Self-Release can only be used for another **Division III institution and it lasts 30 days at which point other action needs to be taken.** If you are considering transferring to a Division I or Division II institution you must contact the Compliance Officer.

**Seasons of Eligibility**
A student-athlete is allowed a maximum of four (4) seasons of athletic eligibility in a given sport. A student-athlete must complete his or her four seasons of eligibility during the first ten- (10) semesters of enrollment as a full-time student.

A season of eligibility is used when a student-athlete:

a) Represents the University in any contest against outside competition during the traditional regardless of the amount of playing time in the given contest;

b) Competes in the uniform of the University or uses the University’s equipment; or

c) Competes and receives expenses (meal money, transportation, lodging, etc) from the University.

d) Practices after the first contest regardless if he or she competed.
Hardship Waiver

All hardship waivers must begin with Associate AD

In certain circumstances when a season-ending injury or illness occurs, a student-athlete may apply for a hardship waiver to regain eligibility. In order to be considered for a hardship waiver the student-athlete must submit a request in writing to the Compliance Director. The request should outline the circumstance of their particular case (i.e. injury, date of injury, doctor’s appointments, etc). This document will be submitted as one of the supporting documents in the case to the appropriate Conference Office. There are strict medical and competition guidelines for each case. The Compliance Officer with the assistance of the Athletic Training Staff will present the hardship request to the Commissioner of the relevant league for approval. Three things have to occur in order to be considered for a hardship waiver (refer to the NCAA Division III Manual, Bylaw 14.2.5):

1) The season-ending injury or illness had to occur in the first half of the traditional playing season,
2) The student-athlete did not compete in 3 contests or 1/3 of the regular season scheduled contest, whichever is greater.
3) Medical documentation from a physician (i.e., orthopedic doctor) must be submitted certifying the student-athlete’s inability to compete for the remainder of the season. In the case of a mental illness documentation would need to be submitted from an individual that is licensed (e.g., psychiatrist, psychologist) to diagnose and treat that illness.

Missed Class Policy

In the event that conflicts arise between the academic class schedule and an athletic event:

- No student will miss class due to a practice or a scrimmage.
- For conflicts with athletic competitions, it is the responsibility of the student-athlete to notify and seek permission from the professor to be excused from class well in advance of the conflict. It is the professor’s prerogative not to excuse a student-athlete from a class.
- Prior to the start of each season, each head coach will identify potential conflicts with student-athletes and work with them so that they may notify those professors impacted by the scheduling conflict. The student-athlete will submit a Class Conflict Letter (Appendix F) to each professor seeking permission to be excused from class. This letter will be kept on file in the head coach’s office. However, it remains the sole responsibility of the student-athletes to seek permission to be excused from class.
- If a student-athlete is granted permission to be excused from class, it is his or her responsibility to complete all missed class work and assignments.
Faculty Mentor Program

The Salve Regina University Faculty Mentor program is designed to support student-athletes by partnering faculty with athletic teams. By engaging faculty in team settings, the student–athlete experience is enhanced. Faculty Mentors are a valuable resource and assist our students in all facets of their curricular and co-curricular pursuits.

Faculty Mentors are invited to participate in a variety of team activities which help create a learning environment outside the classroom. Activities include attending athletic events, joining the team at practices, assisting with academic matters, attending university events, hosting team gatherings and dinner discussions, participating in community service together — and many other possibilities.

The Faculty Mentor program at Salve is in its first year. At this time all varsity programs are asked to identify one mentor per team.

Goals of the program are:

- give student-athletes an integrated learning experience, bridging their academic and athletic "worlds"
- enhance the circle of support for student-athletes
- assist in the recruitment of quality scholar-athletes to Salve
- promote understanding and communication between faculty, athletics, staff, and students
- establish a means for faculty, students, and coaches to engage and communicate, thus enhancing individual and educational relationships and mutual appreciation
Alcohol Policy

The Department of Athletics alcohol policy states that the consumption of alcohol by student-athletes, team managers, coaches and all other University athletics personnel is prohibited in connection with any official intercollegiate team function or department activity.

The University abides by the laws of the State of Rhode Island and the laws of those states under which jurisdiction it finds itself. No person under the age of 21 is allowed to consume alcoholic beverages in the state of Rhode Island.

An official team function for the purpose of this policy is defined as any activity held at the direction of, or under the supervision of, athletics department personnel, or team captains. Students are subject to suspension or expulsion for a violation of this regulation or any involvement in an alcohol related incident by themselves or by their guest(s).

Alcohol related incidents include but are not limited to:
1. Any alcohol related incident report filed by Residential Life, Campus Security or any law enforcement agency.
2. Use of alcohol while on an athletics department sponsored trip.

Please note that the athletic administration will determine the appropriate level of any given offense based on the student-athlete’s history and the seriousness of the offense in question. Sanctions will be determined on a case-to-case basis, with the aforementioned factors taken into consideration.

The following sanctions will be imposed for any alcohol related incident:

1. **Level One** - student-athlete will meet with the Director of Athletics and Head Coach. Sanction may range from a warning to a suspension of 10%* of regular season contests.
2. **Level Two** - student-athlete will meet with the Director of Athletics and Head Coach. He or she will be suspended for 25%* of regular season. Please note that additional sanctions may be imposed.
3. **Level Three** - student-athlete will meet with the Director of Athletics and Head Coach. He or she will be dismissed from the team. However, if the student-athlete agrees to participate in an approved alcohol counseling program, upon successful completion of the program, the student-athlete may apply for reinstatement no sooner than one year from the date of suspension.

*All game suspensions based on percentage will be calculated rounding to the nearest number; i.e.: a player with a 24 game regular season suspended for 10% of his or her contests must sit out 2 games; a player with a 10 game regular season suspended for 25% of his or her contests must sit out 3 games.*
Drug Policy

In the interest of health, safety and fair play, the athletics department does not condone the use of drugs, including recreational (street) drugs, the misuse of prescription drugs, nor the use of banned performance enhancement drugs.

The university abides by the laws of the State of Rhode Island and the laws of those states under whose jurisdiction it finds itself. The use, possession, or distribution of illicit drugs by students is prohibited both on University property and in off-campus settings. The use of drugs by any constituents of the Salve Regina University athletics program in conjunction with any intercollegiate event or official departmental function is prohibited.

A student-athlete, who uses, possesses or distributes drugs, while in or out of season, is accountable for any incident in which he or she is involved. Regardless of the legal implications, if it is determined that a student-athlete is in violation of the drug policy, the following minimum sanctions will be enforced:

First Offense- The student will be suspended from all games and practices for a period of one week. A meeting will be held with the Director of Athletics and Head Coach to determine if further sanctions are appropriate ranging from additional game suspension(s) to dismissal from the team.

Second Offense- The student-athlete will be dismissed from the team. However, if the student-athlete agrees to participate in an approved drug counseling program, upon successful completion of the program, the student-athlete can apply for reinstatement no sooner than one year from the date of dismissal. The reinstatement decision will be made by the Director of Athletics and the Head Coach.

NCAA Drug Testing Policy

All student-athletes are annually required to sign the Drug Testing Consent Form (see Appendix A) issued by the NCAA before they are allowed to participate in any competition. The Department of Athletics, in conjunction with the NCAA, strictly prohibits the use of banned drugs, such as performance enhancers (i.e. steroids, stimulants, etc.) and any illegal “street” drug.

In an advisory memorandum, issued by the NCAA Drug-Education and Drug-Testing Subcommittees (DEDT), there have been a significant number of positive drug tests of student-athletes using over-the-counter nutritional supplements. The DEDT has reemphasized the risks involved due to the use of nutritional supplements. Many over-the-counter supplements contain banned substances by the NCAA (Appendix G). If you have any questions or concerns, you should consult a member of the Athletic Training Staff, a Coach or an Athletics Administrator.

Tobacco Policy

The use of tobacco and smoking products of any type (including but not limited to, all types of cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, blunts, marijuana, preparation of or the appearance of use of tobacco) is prohibited within the athletic department facilities, during any athletic events and while representing Salve Regina. This prohibition applies inside all areas of Rodgers Recreation Center, athletic fields on-campus and off-campus facilities including Gaudet Turf, Portsmouth Abbey Ice Rink and St. Georges Ice Rink. The intent of this policy is to insure compliance with NCAA and Salve Regina policies and to insure that the Department of Athletics shall be entirely tobacco-free. This policy applies to all students, staff and visitors within
facilities and at events. Additionally, the Department of Athletics fully endorses the NCAA and University rules of prohibiting tobacco use. It states in the *NCAA Division III Manual* (11.1.5).

*Any violation of this policy will be subject to disciplinary action ranging from game suspensions to expulsion from the team and University.*
Sports Wagering

The University adheres to the guidelines set by the NCAA in regard to gambling activities. The *NCAA Division III Manual*, Article 10.3: Sports Wagering Activities states:

The Following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

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

Sanctions (10.3.2): The following sanctions for violations of Bylaw 10.3 shall apply:

(a) A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margin (e.g., “point shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.

(b) A student-athlete who participates in any sports wagering activity, through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution’s determination that a violation has occurred and shall be charged with a loss of a minimum of one season of eligibility. If the student-athlete is determined to have been involved in a subsequent violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

Examples of Sports Wagering

- Pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize
- Auctions in which bids are placed on teams, individuals or contests
Assault Policy

Assault in any form violates human rights and dignity and the laws of the State of Rhode Island. It is not tolerated at Salve Regina University.

Definitions of Assault

Assault is any willful attempt or threat to inflict injury upon a person when coupled with an apparent ability to do so, and any intentional display of force that gives the victim reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, striking, or doing bodily harm. Anyone involved in any type of assault may be subject to disciplinary action, such as probation, suspension or dismissal from the University.

Sexual Assault

College and university students are more vulnerable to sexual assault than any other group. A report prepared for the National Institute of Justice found that 1 in 5 women are victims of completed or attempted sexual assault. For further information on sexual assault and victims’ resources, go to: www.salve.edu/life/servicesStudents/healthEducation

Sexual assault is a broad term covering any unlawful sexual contact ranging from sexual harassment to rape. Sexual assault is nonconsensual contact that may be forced, manipulated or coerced.

Sex without consent is a crime. Consent is an informed agreement to participate, either communicated implicitly or explicitly. Lack of consent does not require verbal refusal or other forms of resistance. Consent cannot be given if one’s mental or physical ability has been impaired. An individual who is intoxicated or asleep is unable to give consent. Alcohol or drug use by the perpetrator is not an excuse.

All forms of sexual assault and all attempts to commit such acts are regarded as serious University offenses and are prohibited by both federal (Title IX) and state law. Such behaviors are likely to result in suspension, required withdrawal, or expulsion. Under R.I. criminal law, prosecution may take place independently of charges under University regulations. Sexual assault laws do not differentiate between offenders. They may be strangers, family members, spouses, acquaintances, or even friends.

Any violation of this policy will be subject to disciplinary action.

Federal Law – Title IX – Sexual Violence as Sexual Discrimination

The US Department of Education and the Office of Civil Rights have issued specific requirements for educational institutions regarding sexual misconduct. The sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Federal Law under Title IX of the Education Amendments of 1972, and therefore is a civil rights violation. In compliance with the Title IX requirements, the University has named Emily Diomandes, Assistant Dean of Students as its Title IX Coordinator for students; her role is to oversee University compliance with Title IX regulations. She will meet with students as needed to:

1. Serve as a resource for students wishing to report any acts of sexual violence or sexual harassment, i.e. violations of Title IX.
2. Provide oversight for all Title IX complaints and identify patterns, issues or problems re: those same complaints. N.B. The Coordinator does not have a role in the Student Conduct Hearing Process, which is the purview of the Dean of Students’ Office.
3. Coordinate and develop programming and informational initiatives enabling students to fully understand sexual violence and sexual harassment as forms of sexual discrimination and further educate students re: University procedures and policies that address those issues.
Emily Diomandes’ office is located in the garden level of Miley Hall in the Center for Student Development. Her phone number is (401) 341-2640 (x2640), and her e-mail address is Emily.diomandes@salve.edu.

Rhode Island Law

Rhode Island State Law defines first, second, or third degree sexual assault as felonies that are punishable by imprisonment of up to 15 years. Rhode Island State Law defines:

First Degree Sexual Assault as the forced or coerced penetration of the vagina, mouth or anus by any part of another’s body or by an object.

Second Degree Sexual Assault as nonconsensual sexual contact with another person. This includes any forced or coerced contact with a person’s genitals or the area surrounding one’s genitals, buttocks, or the breast of a female.

Third Degree Sexual Assault as sexual penetration by a person 18 years or older of a person over 13 years of age but less than 16 years, which is the legal age of consent.

Sexual Assault is defined on a continuum of behavior including sexual harassment and stalking and any unwelcome and unsolicited verbal and physical behaviors that may occur in person or through any other communication mode including electronic means.

Harassment

It is the goal of Salve Regina University to provide an educational environment free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual harassment. Sexual harassment or harassment by any member of the University community is a violation of state and federal laws and University policy. It will not be tolerated in the University community.

What is Sexual Harassment?

Sexual harassment includes continued expression of sexual or social interest after being informed that the interest is unwelcome; using sexual behavior to control, influence, or affect studies, career, salary or University environment of another member of the Salve Regina University community. Examples of conduct that may constitute sexual harassment include:

- Unwelcome sexual advances.
- Requests for sexual favors.
- Verbal or physical contact of a sexual nature.
- Situations in which benefits are granted or withheld based on submission to or rejection of unwelcome requests or conduct based on a statutorily-protected characteristic, such as sex.
- Situations in which the University environment is sexually hostile or oppressive to members of the University because of the actions of students, co-workers, supervisors or other members of the University community.
- Written contact, such as sexually suggestive, harassing or obscene letters, faxes, e-mail, notes, invitations, etc.
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions.
- Physical contact, such as intentional touching, pinching, brushing against another’s body, impeding or blocking movement, assault, coercing sexual intercourse.
- Visual contact, such as leering or staring at another’s body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.
Suggestions, threats, or implications that failure to accept a request for a date or sexual intimacy will affect one’s prospects for advancement are not permitted. It is unacceptable to suggest that a poor performance report or grade will be given because a student has declined a personal proposition.

*Any violation of this policy will be subject to disciplinary action.*

**Reporting Harassment or Sexual Harassment**

Because of the private nature of most sexual harassment incidents and the emotional and moral complexities surrounding such issues, speaking with another person can be an important step in determining an appropriate response. Students are encouraged to report alleged incidents of harassment or sexual harassment to a vice president, dean, an advisor of their choice, or to the Title IX Coordinator who is specifically charged with assisting in that process.

Retaliation against any individual who reports harassment or cooperates in an investigation of a sexual harassment complaint will not be tolerated and will result in disciplinary action. It shall be a violation of this policy for anyone willfully to make any false allegations of harassment or sexual harassment.

**Domestic Violence and Relationship Violence**

Rhode Island General Law 12-29.2 defines relationship violence among family or household members as:

- Adult persons who are currently residing together or who have resided together during the past three years. PLEASE NOTE: Students in the same residence hall may be considered under this definition. In addition, this may apply to students sharing an off-campus residence.

- Persons who are or have been in a substantive dating or engagement relationship within the past six months which shall be determined by the court’s consideration of the length of time of the relationship, the type of relationship and the frequency of the interaction between parties.

Rhode Island Law defines domestic abuse as “attempting to cause or causing physical harm, placing another person in fear of eminent physical harm, or causing another to engage involuntarily in sexual relations by force, threat, or duress.” There are many forms of physical, verbal, emotional, and sexual abuse that may be used between roommates, friends or couples. Domestic violence includes simple and felony assaults, vandalism, disorderly conduct, trespassing, kidnapping, child snatching, sexual assault, homicide, and violations of court orders.

Examples of verbal and emotional abuse include using threatening gestures or language, stalking or harassing, shouting, swearing, blocking the doorway or using body size to intimidate, claiming to be the authority, blaming or accusing, insulting, mocking, driving recklessly to scare the victim, isolating the victim from friends or family, or refusing to listen or respond.

These crimes carry sentences up to 1 year in prison and may result in the serving of a restraining order against the assailant and the requiring of the assailant to attend a recognized treatment program for batterers.

*Any violation of this policy will be subject to disciplinary action.*
Disciplinary Procedures

Federal Law, Rhode Island State Law and the University recognize abuse, assault and harassment as serious offenses and will make every effort to eliminate incidents on campus through educational programming and swift disciplinary action. A student charged with abuse, assault or harassment may face disciplinary sanctions from both the Rhode Island legal system and the University, whose sanctions may include suspension or dismissal. Such sanctions may be separate and are not necessarily dependent on each other.

University penalties may include verbal and/or written warnings, community restitution and/or monetary fines, probation, suspension, or dismissal from the University. The University maintains the right to investigate and apply its regulations in off-campus situations that bear on the Salve Regina University community.

REPORTING PROCEDURES

Students are encouraged to report any incidence of abuse, assault or harassment to the Title IX Coordinator, the Office of Residential Life, the Office of Safety and Security, the Counseling Center, the Dean’s Office, or to local law enforcement. Staff is available 24 hours a day to provide immediate support and arrangements for emergency and/or counseling services. It is important to remember that prompt reporting is vital to the preservation of evidence that can substantiate charges.

If a student chooses to report an assault to the Title IX Coordinator, the Office of Residential Life, the Office of Safety & Security, or the Dean of Students’ Office, every effort is made to keep identities of the victim and the perpetrator protected. University personnel are only informed on a “need to know” basis and with full knowledge of the victim. If a student chooses to report an assault to either Health Services or Counseling Services, that information, including identities of the victim and the perpetrator, is bound by the confidentiality laws of the state of R.I. When a report of abuse, assault, or harassment is received by the Dean of Students, he/she is responsible for taking appropriate action. An investigation may take place and if there is a “preponderance of evidence” then University sanctions will be imposed. In addition to these sanctions, other conditions (i.e. adjusting class schedule, residence, phone numbers, etc.) may be imposed in order to respect the safety needs of the victim as well as the University community. If there is evidence that the perpetrator is a threat to the community, then the University community will be notified.

The University will provide medical and counseling assistance to victims of assault. Health Services are available from 8:00 a.m. to 5:00 p.m. Monday through Friday. At any other time a student is encouraged to use the Newport Hospital. Counseling Services are available from 9:00 a.m. to 6:00 p.m. Monday through Friday or by appointment. Security is available 24 hours a day. If a student chooses to press charges through the police department, the University will provide support.

Students who are dissatisfied with the University’s handling of cases involving sexual assault or harassment may notify the Office of Civil Rights, U.S. Dept. of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491, or email: OCR.Boston@ed.gov.
What to do if you are assaulted:

**On Campus Resources:**

- **Deputy Title IX Coordinator for Students**
  - Emily Diomandes, x2640
  - emily.diomandes@salve.edu
- **Residential Life Office** x2210
  - After hours, contact RA on duty
- **Office of Safety & Security** x5555
- **Health Services** x2904
- **Counseling**, x2919
  - After hours cell-phone 401-835-1366
- **Mercy Center for Spiritual Life** x2326

**Off Campus Resources:**

- **Emergency 911**
- **Newport Police** 847-1306 (regular)
  - 847-1212 (emergency)
- **Newport Hospital** 846-6400
- **Rape Crisis Center** 401-421-4100
- **Women’s Resource Center** 847-2533

**University Educational and Training Programs**

The University recognizes the importance of providing education and training on the subject of sexual assault, date rape, relationship violence, and domestic violence. These issues are addressed through the New Student Seminar, Residence Hall, and a variety of other programs. Residential Life staff and Safety and Security staff are specifically trained to respond to these situations. In-service training is available for staff and faculty.

**Telephone/E-Mail/Text/Internet/Social Networking Harassment**

Anyone using the University telecommunications system or internet to harass or invade one’s privacy is subject to a revocation of telecommunications system privileges and/or other disciplinary action such as probation, suspension or dismissal. Of specific concern is harassment which inflicts psychological and/or emotional harm upon any member of the University community through any means, including but not limited to email, text, social media, and other technological forms of communication. This may include making unauthorized video/voice recording or photographic images of a person in a location or situation in which that person has a reasonable expectation of privacy including, but not limited to, shower/locker rooms, residence hall rooms, and men’s or women’s restrooms. The storing, sharing and/or other distribution of such unauthorized images by any means is also prohibited.

A student who receives a harassing telephone call or e-mail should report it to the Office of Safety and Security or, if appropriate, to the Title IX Coordinator. A report may also be filed with the local law enforcement agency and Bell Atlantic. The Office of Safety and Security will document a call report and contact the Network Services Department, Dean of Students’ Office, and the Office of Residential Life.

The Office of Safety and Security will investigate all calls, e-mails or threats unless the report is filed as a “Matter of Record.” Students found to be responsible for harassing or crank phone calls will be referred to the Dean of Students’ Office or the Office of Residential Life. If additional harassment is reported, representatives from the Office of Safety and Security and the Network Services Department will meet with the complainant, implement the chosen option, and inform the offices of Safety and Security and Residential Life about the course of action.

*Any violation of this policy will be subject to disciplinary action.*
Hate Crimes

A hate crime is defined as a criminal offense against a person, property, group or society based upon their actual or perceived race, color, religion, national origin, beliefs, ethnicity, gender, sexual orientation, gender identity, and mental and/or physical disability or age. It may take the form of a threat, a verbal or physical assault, larceny-theft, vandalism or any form of intimidation. A hate/bias-related incident involves the same defined motivation with respect to an act not constituting a criminal offense but nonetheless unacceptable.

Members of the Salve Regina Community are encouraged to report hate crimes or bias-related incidents to the Office of Safety and Security (x2325), the Dean of Students(x2206), or the Office of Residential Life (x2210). Reports will be investigated immediately and thoroughly. Depending on the severity of the incident, the campus community will be notified and the identity of the individual(s) reporting will be kept confidential.

*Any violation of this policy will be subject to disciplinary action.*
Hazing Policy

The Department of Athletics at Salve Regina University supports activities that promote team bonding, team unity, and camaraderie. We encourage experiences that create positive interactions between teammates and other teams. The Athletics Department has a **ZERO Tolerance Policy**. Hazing by student-athletes, student trainers, coaches, officials and all other Salve Regina University Athletics personnel is prohibited.

Hazing is defined as any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person participating or witnessing the event regardless of location, intent or consent of the participants. Hazing is also defined as any action or situation, which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization. Furthermore, coaches are responsible for educating student-athletes of the policy and to the limits of acceptable and unacceptable behavior.

The University abides by the laws of the State of Rhode Island and the laws of those states under whose jurisdiction it finds itself. Students in violation of the Hazing Policy may be referred to the State of Rhode Island for prosecution. The State Law reads as follows:

**11-21-1. Penalty of hazing.** – (a) Any organizer of, or participant in, an activity constituting hazing, as defined in subsection (b) of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than five hundred dollars ($500), or punished by imprisonment for not less than thirty (30) days nor more than one year, or both.

(b) “Hazing” as used in this chapter, means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. This conduct shall include, but not be limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of the student or any other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**11-21-2. Penalty for school official permitting hazing.** – Every person, being a teacher, superintendent, commandant, or other person in charge of any public, private, parochial, or military school, college or other educational institution, who shall knowingly permit any activity constituting hazing, as defined in § 11-21-1, shall be guilty of a misdemeanor and shall be fined not less than ten dollars ($10.00) nor more than one hundred dollars ($100).

*Any violation of this policy will be subject to disciplinary action ranging from game suspensions to expulsion from the team. Everyone involved (organizers, observers, and participants) will be subject to disciplinary action.*
Social Network Web Site Policy

As an Intercollegiate Student-Athlete, you are a representative of the university and are always in the public eye whether you are in-season or out of season. Please keep the following points in mind as you participate on social networking web sites (such as Facebook, Twitter, Instagram):

1) Before participating in any online community, understand that whatever you post online is available to anyone. Any text or photo placed online is completely out of your control the moment it is placed online, even if you limit access to the site.

2) Do not post information, photos, or other items online that could embarrass you, your team or the University. This includes but is not limited to ALL social network sites and web-based photo albums.

3) Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes. Do not let others post items on your behalf.

4) Exercise caution as to what information you post about your whereabouts or plans. You could be opening yourself up to predators such as stalkers, rapists and thieves.

5) Student-Athletes could face disciplinary actions and even dismissal from their team if information posted on one of these sites violates standards or policies of the University, Athletics Department or the NCAA.

6) If you host a prospective student-athlete you become an extension of the Department of Athletics and you are subject to the same rules and guidelines as your coach in regards to social media/communication with a recruit. You are allowed to communicate with prospective student-athletes via e-mail and phone/text message. When communicating through social networking sites, the communication must be private between you and the recruit (no use of public chat rooms, message boards, public communication through a social networking sites.)

Overnight Visit of a Prospective Student-Athlete

Having a prospective student stay overnight is recognized as an important step of the recruiting process. It is imperative that clear lines of communication be open between the coach, host, guest, security, residential life and the athletics department liaison to admissions. The following guidelines should be adhered to:

- Give the host a **minimum of three days** to prepare for the visit.
  - This provides enough time for work to be done in advance.
  - Allows time to find another host in case of a conflict.
  - Make sure the host has been briefed as to the rules and regulations of hosting a prospective student.

- Hosts must be responsible and agree to sign and abide by the regulations contained in the Consent Form (see Appendix H).

- All recruits must stay on-campus in Salve residence halls. **No student is to stay in off-campus housing under any circumstances.**

- Ideally, overnight visits will take place during the week with the prospective students attending classes with their host. Host student-athletes are expected to conduct themselves in a responsible manner. The host should assist the recruit in attending classes, meeting with professors and fellow college students, planning social activities and provide safe and comfortable accommodations.
Multiple Sport Athletes

In order to allow a reasonable level of participation for dual sport athletes, the following policy will be in affect:

1) Any student-athlete that is deemed to be “in-season” cannot participate in any physical activity for a second sport until the completion of their in-season sport.
2) Student-athletes may be granted a tryout period (if needed) for the second sport once their first sport season is complete.
3) At the completion of an athletic season the student-athlete should be allowed a period of time that he or she sees fit to rest and regroup for the next season without receiving pressure to practice/compete during the next season.

Post-Season Competition

The Athletics Department and University will support full participation in the Conference and NCAA tournaments for teams that qualify. The Athletics Department and University will consider supporting participation in the ECAC Tournament for those teams that advance to the semi-finals of their Conference Championship. In addition, the Athletics Department and University will support post-season competition for teams that are not members of the NCAA.

Affiliations of the Intercollegiate Athletics Program

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>NCAA</td>
<td>National Collegiate Athletic Association</td>
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<tr>
<td>ECAC</td>
<td>Eastern College Athletic Conference</td>
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<tr>
<td>CCC</td>
<td>Commonwealth Coast Conference</td>
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<td>ICSA</td>
<td>Intercollegiate Sailing Association</td>
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Athletics Facilities

A. Responsibility for Athletics Facilities

1. The Department of Athletics assumes full responsibility for the operations of all athletics facilities, to include scheduling. Facility scheduling is the responsibility of the Athletics Facilities Coordinator.

2. To reserve the gymnasium, aerobics room, lobby, student lounge, classrooms, conference room, parking lot, athletics fields or tennis courts, contact the Athletics Facilities Coordinator.

3. The use of athletics facilities is limited to members of the Salve Regina University community as defined by the university.

B. Scheduling Priority during the Academic Year

Events planned for any of the above facilities will be scheduled according to the following priority:

1. Physical Education classes.
2. In-Season intercollegiate practices and games.
3. Post Season championship opportunities.
4. Intramural and recreation activities.
5. Open Recreation.
6. University sponsored non-athletic activities.
7. Non-traditional season practice opportunities.
8. Athletic Fund Raising events.

Rodgers Recreation Center User Policies

Purpose

The Rodgers Recreation Center supports the educational mission of Salve Regina University by providing students, staff and faculty with opportunities to maintain/improve their level of physical fitness as well as to enjoy recreational, intramural and intercollegiate competition.

Eligible members of the Salve Regina University community are welcome to attend and to participate in activities at the Rodgers Recreational Center according to published guidelines.

Hours of Operation

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<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>6:00AM-10:00PM</td>
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<tr>
<td>Friday</td>
<td>6:00AM-6:00PM</td>
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<tr>
<td>Saturday</td>
<td>9:00AM-5:00PM</td>
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<tr>
<td>Sunday</td>
<td>11:00AM-10:00PM</td>
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</tbody>
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Hours of operation are subject to change. Please check at the front desk (ext. 2922) for current hours.
Facility Rules and Regulations

1. The facility is open to eligible users with a valid ID during posted recreational hours only. Please call the facility monitor for the open hours at ext. 2922.

2. Each facility user is responsible for his/her behavior and will be held accountable for his/her actions.

3. The use of alcohol, drugs, tobacco and chewing gum is prohibited within the facility. Also, spitting inside the facility will not be tolerated.

4. Pets, bicycles, skateboards and rollerblades are not allowed within the facility.

5. Proper attire is required at all times. Court sneakers (basketball, tennis) are to be worn while using the gymnasium. Please bring a second pair of sneakers to change into before using the gym or aerobics room. Cleats must be removed before entering the building.

6. Any equipment used in the gymnasium or aerobics room must be returned to its proper storage area after use.

7. The Athletics Department reserves the right to refuse admission and suspend privileges because of inappropriate behavior or the violation of any facility rule, regulation, guideline or directive.

8. Please report any injury, unsafe condition or maintenance concern to the facility monitor located at the front entrance to the facility.

Locker Rooms

Lockers and locks will be provided for each student-athlete during their playing season. Only Salve Regina locks are allowed on lockers. Students are responsible for cleaning out their lockers within two weeks after the completion of their season. It is the responsibility of the Head Coach to monitor and assist the Equipment Manager in getting the student-athletes to clean out their lockers in a timely fashion at the conclusion of each season.

Salve Regina will not be responsible for items lost or stolen out of lockers.
Equipment Room

Policies and Procedures

1) Please, come and ask the Equipment Manager if you need something. The Equipment Manager is responsible for all equipment in the Equipment Room. If items are taken without my knowledge, the potential for a big mess is present. Ask and if at all possible it shall be yours.

2) Please, if the Equipment Room door is shut, no student-athletes are allowed in. Period. The Equipment Manager is not usually gone for long and will certainly be available if you have made an appointment.

3) All uniforms and equipment are property of Salve Regina University. Student-Athletes are solely responsible for their Salve Regina issued uniforms and equipment.
   a) Each student-athlete is responsible for the complete return of all loaned athletic equipment and uniform. All uniforms and equipment should be returned within one week of the completion of the season. Replacement fees will be charged for all lost, stolen, or damaged equipment.
   b) Any broken or malfunctioning equipment must be brought to the Equipment Manager as soon as possible for repair or replacement. Student-Athletes should not cut, hem, tape, glue, or alter Salve Regina University Athletics equipment in any way. Bills may be issued for any damaged items.
   c) Student-Athletes should never wash, dry, or iron their Salve Regina issued uniforms.
   d) Per NCAA regulations, athletic equipment will not be issued for events outside the Salve Regina University athletics program, including practice, or any non-intercollegiate competition.
   e) Lockers and locks will be provided for each student. Only Salve Regina locks are allowed on lockers. Students are responsible for cleaning out their lockers within two weeks after the completion of their season. Salve Regina will not be responsible for items lost or stolen out of lockers.

Uniform pick-up and return

Uniforms will generally be ready for pick-up the day before the contest.

All pieces of the uniform should be turned in after every contest, regardless of whether they have been worn or not.

1) Uniform return after a contest:
   a) Home contest: Athletes should return their uniforms and warm-ups within one hour of the completion of the contest. Uniforms/warm-ups should be returned to the designated laundry chute.
   b) Away Contest: Uniforms, warm-ups and bags should be dropped in the chute upon return.

2) It is important that this schedule be followed. Often student-workers are scheduled to wash, dry and inventory uniforms at a specific time, and late returns often necessitate inefficient use of time and energy.

3) Athletes should turn in their practice loop as soon as possible after the practice is completed if they want it. Again efficient scheduling of tasks and people makes this necessary.

4) If you quit or are cut from a team, or are out with a long term injury, please inform the Equipment Manager so we don’t not pack their bag.
Sports Information Services

Media Relations

The sports information office offers the news media assistance in covering the university’s intercollegiate athletic program. The staff makes every effort to work cooperatively with local, regional, and national media outlets as well as the student-athlete and coaches.

Newport area fans, as well as your hometown communities are interested in you. During your athletic career, you may be called upon to interact with the media. This is an opportunity to develop and refine your communication skills, which can be beneficial in the classroom, with your fellow athletes, and in future business and professional careers.

You have a responsibility to the university, your coaches, and your teammates to have a positive relationship with the media. Since this is a learning experience for most of you, the following hints may provide some guidance in developing a successful relationship:

Should a member of the media want an official interview with you, the sports information director or your coaching staff will always check with you concerning date, time, and location of an interview (in-person or via telephone) before it is scheduled.

Some reporters may try to contact you on their own. This is not out of the ordinary, especially for campus newspapers. Due to the Privacy Act and university policies, home phone numbers for student-athletes, coaches and/or administrators will not be given out. If you have a concern with this, let the sports information office or your coaching staff know.

• Be on time for scheduled interviews. If you have a problem with a scheduled appointment, notify the sports information office or your coaching staff so appropriate action can be taken.

• Be courteous with the media. They are professional journalists who have been assigned to cover Salve Regina University athletics. They should also treat you with professional courtesy.

• During an interview, avoid criticism of any type.

• Do not respond to a question if you do not wish to respond. Simply say, “I’d rather not discuss the subject.” Remember, if you don’t want to read, see, or hear it in the media, don’t say it.

• If you feel uncomfortable with the questions, answers, or general tone of the interview, politely end the interview and consult with the sports information director.

• If you are pleased with the results of an interview, take time to let the reporter know by dropping a note or saying "hello" the next time you meet.
Sports Information Materials

All student-athletes and coaching personnel are asked to fully cooperate with the sports information office so we may promote all the teams and individuals for award nominations and publicity opportunities.

Student-Athletes:

Prior to the start of the season must:

- Complete a Sports Information Publicity Form (now available online at http://www.salveathletics.com/forms/general/form_sid)
- Have a publicity photo (head and shoulders) taken

Coaches:

Prior to the start of the season must:

- Have a current resume on file and review/edit bio for Web and other materials
- Have a publicity photo (head and shoulders) taken
- Submit a final roster including names, positions and uniform numbers

Throughout the season:

- Immediately update any roster changes
- After every contest, submit all required statistical information obtained from the scorebook
- Report all scores (win or lose, home or away) immediately at the conclusion of the contest to the media outlets requested by the sports information director
- Maintain communication with the sports information director with the following items in mind:
  - Award nominations
  - Feature stories
  - Any other publicity opportunities including community service

Team photos are arranged during season and copies of such may be obtained by contacting the sports information office.

Athletics Web Site

The Salve Regina sports information office is responsible for all varsity athletic content on the university’s web site. Rosters, statistics, feature stories, and all related items will be made available at <http://www.salveathletics.com>. Any material to be considered for inclusion on the Web site must be submitted to the sports information office.
Social Media Policies

All athletes and athletic staff members must abide by social media policies outlined in specific sections of this handbook. In addition, only the sports information office will administer official accounts on social media sites, including but not limited to Facebook, Twitter, and YouTube. A primary objective with use of social media will be to drive traffic to our Web site.

For content to be considered for inclusion on our Web site and/or shared on our social media accounts, please submit to your head coach. The head coach will determine if material warrants inclusion in any areas and will forward to the sports information office.

All student-athletes can be suspended, removed from practice, competition and/or team for any social media posts that deem threatening, harmful, offensive and or lewd manner directed in general or towards an individual, group, etc.

Athletic Awards

Coaches, in conjunction with the sports information office, are responsible for promoting the athletic, academic and sportsmanship accomplishments of our student-athletes. Since the sports information office cannot attend all Salve Regina events, it is imperative that coaches provide notification when outstanding performances in any of these areas are achieved. Numerous newspapers provide weekly honor roll achievements for which Salve Regina student-athletes are eligible. Examples of awards include all-conference, all-region, player or rookie of the week honors, all-tournament and CoSIDA Academic All-America®.

One of the highlights of the Salve Regina University academic year is the Sports Awards Ceremony held in late spring. Coaches, student-athletes, and administrators representing all of our varsity sports are expected to attend the ceremony. A 15-20 minute highlight video caps the evening.
Home Event Music Policy

When this policy was first put into place, it was to help curtail the number of songs being played at our events which contained swear words and explicit lyrics. Since that time, it has been brought to our attention that while several songs are ‘radio edits’ and do not contain swear words, they still contain inappropriate or sexual language. Therefore, any song containing not only swear words, but also any sexual content or innuendoes, should be kept off all Salve Regina University pre- and in-game music playlists. The theory of ‘they play it on the radio’ no longer applies!

1) Each head coach will submit his/her respective team warm-up CD/iPod to sports information office prior to the first home contest of the season. Coaches – please DO NOT send your players directly to sports information office with the music mix! Ask that your players submit the music to you. WE WILL NOT accept anything that does not come from a coach.

2) We will review each CD/iPod. If the playlist is fine, we will stamp the CD ‘SID’ or, in the case of an iPod, give the coach an ‘OK’ to move forward with the tracks on the playlist. We will also keep a list of the songs on the iPod playlist. (NOTE: All iPod playlists are NOT to be altered during the season. If a team is found to have added music during the season, regardless of its content, the team will forfeit its right to have its music played at home contests and will instead use a sports-themed CD provided by sports information office).

3) If the CD/iPod needs to be altered, we will provide each coach with a list of songs which may remain on the playlist, as well as a list of songs which must be removed.

4) Should we deem the initial CD/iPod playlist inappropriate, the coach should then listen to the new playlist FIRST to make sure all content is acceptable. Once that is completed and the coach deems the playlist to be appropriate, it must then be submitted to sports information office for final approval.

5) If the first AND second attempts to create a clean playlist fail, the team will then use a generic sports mix created by our office until a clean mix is compiled and approved.

Also, keep in mind that as much as music is selected by our student-athletes for their own motivation, we can’t lose sight of who our listening audience is, including parents, families, alumni, faculty, staff, and recruits.

Please feel free to contact sports information office with any questions or concerns with this policy, as well as for clarification (if need be). In the end, the sports information office reserves the right to clear or not clear any song.
Salve Regina University Athletic Training Policies

The Athletic Training Room, ATR, is for the use of all student-athletes of NCAA-sponsored teams at Salve Regina University. Services such as prevention, evaluation, and rehabilitation of athletic injuries will be offered to student-athletes. These services will be offered by certified and licensed Athletic Trainers. Treatments and rehabilitation will be conducted in the ATR. No treatments or rehabilitation will be scheduled during practice or game times, unless cleared by the team Athletic Trainer.

All athletes are expected to attend practices/games unless specified by the Athletic Trainer or coach not to attend. The ATR will be open two hours before home games and the Athletic Trainer will be at the location of the game one hour before the start, unless otherwise specified by the Athletic Trainer. Away game treatments will be set-up through the individual team Athletic Trainer as needed and those that need such treatments will be notified ahead of time.

The Athletic Training Staff at Salve Regina University includes one head Athletic Trainer, three Assistant Athletic Trainers, and federal work study student employees. The Sports Medicine Team not only includes the Athletic Trainers at the university, but a network of physicians, physician assistants, and nurse practitioners.

Athletic Training Room Rules

1. The ATR is co-ed and all athletes must be properly dressed.
2. No cleats or spikes in the ATR.
3. Do not bring clothes, bags, uniforms, or any equipment into the ATR.
4. Modalities are to be administered by trained staff members only. Whirlpools are to be filled by a member of the Athletic Training Staff ONLY.
5. All equipment and supplies must remain in the ATR, unless they have been signed out through an Athletic Trainer.
6. All athletes are required to sign in before receiving treatment. Treatment logs are open to all coaches for review.
7. Athletes are responsible for reporting all injuries and illnesses timely.
8. Athletes are to make appointments with the Athletic Training Staff. Failure to show for the appointment will be reported to coaching staff.
9. Athletes requiring post surgical rehabilitation and treatment are to set up an appointment schedule with the Athletic Trainer. If the athlete does not show up for appointments they will be referred out to Physical Therapy.
10. No horseplay, loitering, disrespectful behavior or improper language will be tolerated in the ATR.
11. Absolutely no one is to be in the ATR when doors are locked and/or lights are shut off.
12. No food, beverages, or tobacco allowed in the ATR.
13. Under no circumstances are student workers to administer treatments unsupervised.
14. Being in the ATR is not an excuse for missing or being late for class/practice. Please do not ask the Athletic Training Staff for written or verbal excuses.
15. You MUST shower before treatment or rehab.
16. You MUST shower before going in the whirlpools after practice. NO open cuts, wounds, or sores allowed in the whirlpools-no exceptions to this rule.
17. No cell phones, text messaging, or pagers allowed in the ATR while you are receiving treatment and/or being evaluated.
18. **DO NOT** removed towels from the ATR.
19. No shoes allowed on treatment tables at any time.
20. If you lay on a table and are sweaty/dirty you must clean the table when you are done with spray and place towel in dirty laundry.
21. Dump all ice in the whirlpools, not in the sink.
22. Tape, gloves, and other medical supplies are for injuries **ONLY**; they are not for equipment, uniforms or personal use.
23. Cameras and/or camera phones are not allowed in the ATR. If pictures appear on the Internet of the ATR and/or athletes in the ATR, proper action will be taken through the Social Networking Web Site Policy stated in the Student-Athlete Handbook.

**Athletic Training Room Hours of Operation**

*These hours are subject to change*
*(Please see any posted notes for changes)*

1. While Salve Regina University classes are in session, the athletic training room will be open from 10 a.m. to 6 p.m. or as posted. From 1:30-3:30 the athletic training room is available for in-season treatments, rehabilitation, and pre-practice/game preparation only. Evaluations, unless an emergency, are to be done in the morning or a specific time set-up with an athletic trainer.
2. During the weekends, the athletic training room will be open on an as need basis to cover in season sports’ practice/games.
3. During holidays, school breaks, or weather emergencies, the athletic training room will be opened on an as need basis to cover in season sports/practices.
4. During the fall and spring seasons the athletic training staff might be outside covering practice and/or games. In this event there might be a student employee covering the office. In no event are the student employees to administer any treatment. The student athlete is welcome to get ice/heat or do their rehab as set-up by the athletic trainer.

**In the event of an emergency call security at x5555 or go to health services.**

**Reporting Injuries and Illnesses**

1. In order for the sports medicine staff to provide medical care to the student-athletes at Salve Regina University, it is important that the student athletes report all illnesses and injuries, including those injuries/illnesses that are not sport-related, to the athletic training staff.
2. In the event that a student-athlete seeks outside medical treatment/attention for an injury/illness all paperwork/notes/diagnosis are to be submitted to the athletic training staff. An example would be health services, hospital, or personal care physician
3. All student athletes should make appointments during the weekday hours for treatment, rehabilitation, and evaluation of injuries.
4. Coaches are encouraged to report any known illnesses to the athletic training staff as soon as possible.
Medical Requirements for Varsity Athletic Participation

New Students

All new athletes must have a pre-participation physical in order to try out for any intercollegiate sport. No physical will be accepted if it is:

- over 6 months,
- does not have proper physician’s signature and date, or
- does not clearly state “cleared to participate in sports.”

The following forms must be completed with all necessary signatures:

- Athlete Participation Form
- Medical Release Form
- Assumption of Risk Form
- Health history Form
- Copy of Insurance Card

Returning Students

All returning students must have a physical every year (within 6 months of the start of practice) in order to be cleared to try-out for any intercollegiate team.

Returning athletes are required to complete the “returning athlete” forms

- Returning student athlete form
- Copy of Insurance Card
- Health Insurance Form
- Assumption of Risk Form

Athletic Participation physical form
Travel Policy

Transportation

All teams will travel by motor coach or vans as provided by the Department of Athletics. Travel arrangements will be made by the Office Coordinator and approved by the Director of Athletics.

It is expected that coaches, trainers, student-athletes and team managers will travel to and from all scheduled contests on the provided means of transportation. Exceptions to the above statement will be handled as follows:

1) At the completion of an away contest, a student can only be released to the custody of a parent/legal guardian. The student and parent/legal guardian must sign a Return Trip Release Form (see Appendix I) that can be obtained from the head coach at the end of the contest. The form will be submitted to the Office Coordinator upon the return of the team to campus to be kept on file. Under no circumstances will students be allowed to leave with anyone other than their parent/legal guardian.

2) Student-athletes who must drive to the contest in their own vehicle due to a class conflict, must submit a Transportation Release and Indemnification Form (see Appendix J) to the Director of Athletics or his/her designee two days prior to the contest for approval. The Department of Athletics will provide directions to the event.

NOTE: Head coaches are required to travel with their team at all times. The Director of Athletics must approve any exception to this requirement. The coach is responsible for upholding the policy and making sure the proper paperwork is on file.

Meals

Meals missed due to participation in an athletic event will be provided by the Department of Athletics as follows:

1) First meal missed – Box meal.
2) Additional meals missed – Meal money.
3) Meal money will be allocated as follows:
   a) Dinner $8.00
   b) Full day $20.00
   * A full day is limited to those teams making overnight trips.
IV. RECOGNITION

Awards and Ceremonies
All student-athletes, coaches, athletics administrators, trainers, and support staff are invited to an end of the year awards presentation. At the ceremony recognition will be presented to scholar-athlete accomplishments, all-conference, all-region and all-American honors. The ceremony also features a multimedia presentation by the Sports Information Office including a “Year in Review” highlight film. In addition, members of the Department of Athletics annually recognize student-athletes through the presentation of Salve awards. The selection process includes nominations by head coaches, a review of all submitted nominations, a discussion period and a vote by the members of the Department of Athletics.

Four-Year Award winners
Seniors or graduate students who have been four-year members of the same varsity athletics team (three years for transfer students, two years for graduates of a junior college) will be presented with a gift of appreciation at a Senior Athlete Brunch held during senior week. If an athlete is injured at the beginning of the season and is unable to participate but continued to do rehabilitation and was supportive of the team throughout the season, he or she would still be eligible.

Sister Philemon Bannigan Award
Presented annually to a student who through his or her efforts and dedication behind the scenes makes a positive contribution to the intercollegiate athletics program.

Brother Michael Reynolds Award
Presented annually to a male student-athlete who demonstrates a commitment to academics and athletics and is actively involved in athletic department leadership opportunities, community service and other campus activities.

Sportsmanship Award (seniors only voted on by Student-Athlete Advisory Committee (SAAC))
Presented annually to a male and female student-athlete who has earned the respect of fellow athletes, coaches, and administration for superior athletics and for continually demonstrating those qualities associated with good sportsmanship (i.e. fair play, positive attitude, cooperation).

Distinguished Scholar-Athlete (seniors only)
The male and female student-athletes who have achieved the highest grade point average while participating in varsity athletics for four years. The recipient of this award will also be honored with the University’s Chris Kiernan Scholar-Athlete Award for academic excellence.

Athlete of the Year
Presented annually to a male and female student-athlete who is recognized by the college community for superior athletic ability and outstanding contribution to their team/sport, in addition to demonstrating those qualities associated with good sportsmanship.

Meghan Strathman Award
In memory on Meghan Strathman, this award will be presented annually to a female student-athlete who demonstrates a commitment to academics and athletics and is actively involved in athletic department leadership opportunities, community service and other campus activities.

Seahawk Spirit Award
Presented to an individual who is recognized by the college community for undying support, in a positive manner, for all Seahawk sports and athletes.
Student-Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee (SAAC) is made up of student-athlete representatives. This committee is an excellent vehicle to promote communication between the athletics administration and student-athletes. Most athletics programs have a wealth of information that needs to be distributed to the student-athletes and at the same time most programs are interested in receiving more feedback from their student-athletes about department policies and structure.

I. Purpose

1) To generate a student-athlete voice within the athletic department and university.
2) To solicit student-athlete response to proposed NCAA legislation or to suggest potential NCAA legislation.
3) To be a vehicle for student-athlete representation on campus wide committees.
4) To be a vehicle for student-athlete community outreach programs.
5) To develop relationships and support systems between athletes from different teams.

II. Membership

A) Composition: The membership of the SAAC will consist of two members from each varsity team (representative/alternate), preferably one returning senior and one junior or sophomore. Freshmen are also encouraged to participate. These representatives will be coach appointed or team elected. Also, any member of a varsity team who is interested in the SAAC Committee, and was not one of the two representatives from their team, is invited to participate.

B) Duties and Responsibilities: Members will serve as a liaison between the committee and his or her individual team. Also to express concerns and ideas to the committee.

1) The committee as a whole will meet on the second Sunday of every month that the University is in session, meetings will last no longer than one hour. The executive co-chair will call the meeting.
2) If any representative is absent for any two consecutive SAAC meetings, he or she may be dismissed from the committee, within reason.

III. Officers

1) The Executive Committee

A) Composition: The executive board will consist of max eight members. President(s), Vice President, Secretary, Community Service Chair, Utility and additional positions as needed. Female and male participation is necessary.

B) Duties and Responsibilities: The Executive Board oversees the operation of the student advisory committee. This board shall meet weekly or as the board sees fit and shall be responsible for discussing new ideas for standing committees to work on.

2) Standing Sub-Committees

These committees can change year to year depending on current issues. The Standing Sub-Committees for the school year are:

- Academic Issues
- Community Service/Fan Support
- Student-Athlete Interest
- Policy

3) Advisors:

The advisor to the Student-Athlete Advisory Committee will be the Director of Athletics or his/her designee.
**APPENDIX A**

**Form 12-3f**

**Drug-Testing Consent – NCAA Division III**

<table>
<thead>
<tr>
<th>For:</th>
<th>Student-athletes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action:</td>
<td>Sign and return to your director of athletics.</td>
</tr>
<tr>
<td>Due date:</td>
<td>Before your institution’s first competition.</td>
</tr>
<tr>
<td>Required by:</td>
<td>NCAA Constitution 3.2.4.6 and NCAA Bylaw 14.1.4.</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To assist in certifying eligibility.</td>
</tr>
</tbody>
</table>

**Requirement to sign Drug-Testing Consent Form.**

Name of your institution:

You must sign this form prior to competition in intercollegiate athletics per NCAA Constitution 3.2.4.6 and Bylaw 14.1.4. If you have any questions, you should discuss them with your director of athletics.

**Consent to testing.**

You agree to allow the NCAA to test you in relation to any participation by you in any NCAA championship or in any postseason football game certified by the NCAA for the banned drugs listed in Bylaw 31.2.3 (attached).

**Consequences for a positive drug test.**

By signing this form, you affirm that you are aware of the NCAA drug-testing program, which provides:

1. A student-athlete who tests positive shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility;

2. A student-athlete who tests positive has an opportunity to appeal the positive drug test;

3. A student-athlete who tests positive a second time for the use of any drug other than a “street drug” shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (marijuana, THC or heroin), in whatever order, will result in the loss of an additional year of eligibility;

4. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug; and

5. If a student-athlete immediately transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period.
Signatures.
By signing below, I consent:

  a. To be tested by the NCAA in accordance with NCAA drug-testing policy, which provides among other things that:
     (1) I will be notified of selection to be tested;
     (2) I must appear for NCAA testing or be sanctioned for a positive drug test; and
     (3) My urine sample collection will be observed by a person of my same gender;

  b. To accept the consequences of a positive drug test;

  c. To allow my drug-test sample to be used by the NCAA drug-testing laboratories for research purposes to improve drug-testing detection; and

  d. To allow disclosure of my drug-testing results only for purposes related to eligibility for participation in NCAA competition.

I understand that if I sign this statement falsely or erroneously, I violate NCAA legislation on ethical conduct and will jeopardize my eligibility.

________________________________________  ________________________________
Date                                               Signature of student-athlete

________________________________________  ________________________________
Date                                               Signature of parent (if student-athlete is a minor)

________________________________________  ________________________________
Name (please print)           Date of birth           Age

________________________________________
Home address

________________________________________
Sport(s)

What to do with this form: Sign and return it to your director of athletics before your institution’s first competition.
APPENDIX B

Form No. 12-3c

Student-Athlete Statement – NCAA Division III

For: Student-athletes.
Action: Sign and return to your director of athletics.
Due date: Before you first compete each year.
Required by: NCAA Constitution 3.2.4.5 and NCAA Bylaw 14.1.3.
Purpose: To assist in certifying eligibility.
Effective Date: This NCAA Division III statement/consent form shall be in effect from the
date this document is signed and shall remain in effect until a subsequent Division
III Student-Athlete Statement/Drug-Testing Consent form is executed.

Student-Athlete: ________________________________________________

Name of your institution: __________________________________________

This form has four parts: a statement concerning eligibility; a Buckley Amendment consent; a statement concerning
the promotion of NCAA championships and other NCAA events; and results of drug tests. You must sign all four parts in
order to participate in intercollegiate competition.

Before you sign this form, you should read the Summary of NCAA Regulations, or another outline or summary of
NCAA legislation, provided by your director of athletics or read the bylaws of the NCAA Division III Manual that
deal with your eligibility. You are responsible for knowing and understanding the application of all NCAA Division
III bylaws related to your eligibility. If you have any questions, you should discuss them with your director of athletics.

The conditions that you must meet to be eligible and the requirement that you sign this form are indicated in the following
articles and bylaws of the Division III Manual:

• Bylaws 10, 12, 13, 14, 15, 16, 18.4 and 31.2.3

If you have questions you may contact the NCAA at 317/917-6222.

Part I: Statement Concerning Eligibility.

1. By signing this part of the form, you affirm that, to the best of your knowledge, you are eligible to compete in
intercollegiate competition.

2. You affirm that you have read the Summary of NCAA Regulations, or another outline or summary of NCAA
legislation, or the relevant sections of the Division III Manual and that your director of athletics (or his or her designee)
gave you the opportunity to ask questions about the regulations.

3. You affirm that you have knowledge of and understand the application of Division III bylaws related to your
eligibility.

4. You affirm that you meet the NCAA regulations for student-athletes regarding eligibility, recruitment, financial
aid, amateur status and involvement in organized gambling.

5. You affirm that you are aware of the NCAA drug-testing program and that you have signed the 2011-12 Drug-Testing
Consent (Form 11-3f).
6. You affirm that you have reported to the director of athletics of your institution any violations of NCAA regulations involving you and your institution.

7. You affirm that you understand that if you sign this statement falsely or erroneously, you violate NCAA legislation regarding ethical conduct, and you will further jeopardize your eligibility.

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Date of birth</th>
<th>Age</th>
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<tbody>
<tr>
<td></td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Signature of student-athlete</th>
<th>Home address (Street or P.O. Box)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Home city, state, and zip code</th>
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</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Sport(s) _____________________________________________________________

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**Part II: Buckley Amendment Consent.**

1. By signing this part of the form, you certify that you agree to disclose your education records.

2. You understand that this entire form and the results of any NCAA-administered drug test you take are part of your education records. These records are protected by the Family Educational Rights and Privacy Act of 1974 and they may not be disclosed without your consent.

3. You give your consent to disclose only to authorized representatives of this institution, its athletics’ conference (if any) and the NCAA, the following documents:

   a. This form;

   b. Results of NCAA drug tests and related information and correspondence;

   c. Results of positive drug tests administered by a non-NCAA national and international sports governing bodies;

   d. Any transcript from your high school, this institution, or any junior college or any other four-year institutions you have attended;

   e. Pre-college test scores, appropriately related information and correspondence (e.g., testing sites and dates and letters of test-score certification or appeal), and where applicable, information relating to eligibility for or conduct of nonstandard testing;

   f. Graduation status;

   g. Your social security number;

   h. Race and gender identification;
i. Diagnosis of any education-impacting disabilities;

j. Accommodations provided or approved and other information related to any education-impacting disabilities in all secondary and postsecondary schools;

k. Records concerning your financial aid; and

l. Any other papers or information pertaining to your NCAA eligibility.

You agree to disclose these records only to determine your eligibility for intercollegiate athletics, your eligibility for athletically related financial aid, for evaluation of school and team success, for awards and recognition programs highlighting academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies and for activities related to NCAA compliance reviews. You will not be identified by name by the NCAA in any such published or distributed information.

Further, you authorize the NCAA to disclose personally identifiable information from your educational records (including information regarding any NCAA violations in which you may become involved while you are a student-athlete) to a third party (including, but not limited to, the media) as necessary to correct inaccurate statements reported by the media or related to a student-athlete reinstatement case, infractions case or waiver request or to recognize your selection for an academic award (e.g., Elite 88). You also agree that necessary case information (i.e., information from your student-athlete reinstatement case, infractions case or waiver request) may be published or distributed to third parties as required by NCAA bylaws, policies or procedures. You will not be identified by name by the NCAA in any such published or distributed information.

Date
Signature of student-athlete

Part III: Promotion of NCAA Championships, Events, Activities or Programs.

You authorize the NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] to use your name or picture in accordance with NCAA Bylaw 12.5, including to promote NCAA championships or other NCAA events, activities or programs.

Name (please print)

Signature of student-athlete
Date

65
Part IV: Results of Drug Tests.

1. **Future positive test – all student-athletes sign**

   Should I test positive for a substance banned by the NCAA and/or by a non-NCAA national or international sports governing body; violate their drug-testing protocol; or fail to show for their drug test, at any time after I sign this statement, I acknowledge I must report the results to my director of athletics.

   ___________________________  ___________________________
   Name (Please Print)           Date

   ___________________________
   Signature of Student-Athlete

2. **Positive test by NCAA or other sports governing body – sign either A or B.**

   **A. No positive drug test.**

   I affirm that I have never tested positive for a substance banned by the NCAA and/or by a non-NCAA national or international sports governing body; or violated their drug-testing protocol; or failed to show for their drug test.

   ___________________________
   Name (Please Print)

   ___________________________  ___________________________
   Signature of Student-Athlete           Date

   **B. Positive drug test.**

   I have tested positive for a substance banned by the NCAA and/or by a non-NCAA national or international sports governing body; or violated their drug-testing protocol; or failed to show for their drug test. Should I subsequently transfer, I am obligated to report this to the transferring institution.

   ___________________________
   Name

   ___________________________
   Signature

   ___________________________  ___________________________
   Date of test                   Organization conducting test          Substance

   Are you currently under such a drug-testing suspension? Yes ______ No ______

What to do with this form: Sign and return it to your director of athletics before you first compete. This form is to be kept in the director of athletics’ office for **six years.**

Any questions regarding this form should be referred to your school’s compliance office.
APPENDIX C

Summary of NCAA Regulations – NCAA Division III

For: Student-athletes.
Purpose: To summarize NCAA regulations regarding eligibility of student-athletes to compete.

DISCLAIMER: THE SUMMARY OF NCAA REGULATIONS DOES NOT INCLUDE ALL NCAA DIVISION III BYLAWS. FOR A COMPLETE LIST, GO TO WWW.NCAA.ORG. YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE APPLICATION OF ALL BYLAWS RELATED TO YOUR ELIGIBILITY TO COMPETE. CONTACT YOUR INSTITUTION'S COMPLIANCE OFFICE OR THE NCAA IF YOU HAVE QUESTIONS.

TO: STUDENT-ATHLETE

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.

This summary has two parts:

1. Part I is for all student-athletes.

2. Part II is for new student-athletes only (those signing the Student-Athlete Statement for the first time).

If you have questions, ask your director of athletics (or his or her official designee) or refer to the 2011-12 NCAA Division III Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division III Manual.

Part I: FOR ALL STUDENT-ATHLETES.

This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards and other regulations concerning your eligibility for intercollegiate competition.

1. Ethical Conduct– All Sports.

   a. You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]
b. You have engaged in unethical conduct if you refuse to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution. [Bylaw 10.1(a)]

c. You are not eligible to compete if you knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, solicit a bet on any intercollegiate team, accept a bet on any team representing the school or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]

d. You are not eligible to compete if you knowingly participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]

e. You are not eligible to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaw 14.01.3.3]

2. Amateurism – All Sports.

a. You are not eligible for participation in a sport if after full-time collegiate enrollment you have ever:

   (1) Taken pay, or the promise of pay, for competing in that sport;

   (2) Agreed (orally or in writing) to compete in professional athletics in that sport;

   (3) Competed on any professional athletics team (as defined by the NCAA) in that sport; or

   (4) Used your athletics skill for pay in any form in that sport. (Prior to collegiate enrollment, an individual may accept prize money based only on his or her place finish or performance from the sponsor of an open athletics event, the United States Olympic Committee or the appropriate national governing body and actual and necessary expenses associated with the individual's practice and competition on a professional team.) [Bylaws 12.1.3. and 12.1.5]

b. You are not eligible in a sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3.1]
c. You are **not eligible** in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allow your name or picture to be used for promoting a commercial product or service, unless:

1. The individual became involved in such activities for reasons independent of athletics ability;

2. No reference is made in these activities to the individuals involvement in intercollegiate athletics; and

3. The individual’s remuneration under such circumstances is at a rate commensurate with the individual’s skill and experience as a model or performer and is not based in any way on the individual’s athletics ability or reputation. [Bylaw 12.5.1.3]

4. You are **not eligible** in any sport if, because of your athletics ability, you were paid for work you did not perform, or were paid at a rate higher than the going rate. [Bylaw 12.4.1]

3. **Delayed Collegiate Enrollment.**

The following rules are applicable to all Division III student-athletes first entering a collegiate institution on or after August 1, 2002:

- If you did not enroll in college as a full-time student at your first opportunity following the graduation of your high-school class or if you discontinued full-time high school enrollment and you participated in any of the activities listed below, you have used a season of intercollegiate competition for each calendar year or sport season in which you participated in such activities.[Bylaw 14.2.4.3]

4. **Activities Constituting Use of a Season.**

a. Any team competition or training in which pay in any form is provided to any of the participants above actual and necessary expenses;

b. Any individual competition or training in which the individual accepts pay in any form based on his or her place finish or any competition or training in which the individual accepts pay in any form above actual and necessary expenses;
c. Any competition pursuant to the signing of a contract for athletics participation or entering a professional draft; or

d. Any competition funded by a representative of an institution's athletics interest that is not open to all participants. [Bylaw 14.2.4.3.2]

If you have used a season(s) of competition according to the regulations above, you must also fulfill an academic year in residence prior to being eligible to represent your school in intercollegiate competition. [Bylaw 14.2.4.3.1]

5. **Competition Exceptions (for delayed collegiate enrollment).**

   If you participated in organized competition while enrolled in a postgraduate college preparatory school during the initial year of enrollment, you did not use a season of competition. In addition, a maximum one-time one-year exception is applicable for participation in the Olympic Games tryouts and competition, and other specified national and international competition. [Bylaw 14.2.4.3.2.1]

6. **Seasons of Participation – All Sports.**

   a. A student-athlete must count a season of participation when he or she practices or competes during or after the first contest following the student-athlete’s initial participation at that school. [Bylaw 14.2.4.1]

   b. A season of participation shall not be counted when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted prior to the first contest in the traditional segment following the student-athlete's initial participation at that school, or when a student-athlete participates in the one date of competition during the nontraditional segment in baseball, field hockey, lacrosse, soccer, softball and women’s volleyball. [Bylaw 14.2.4.1.1]

   c. A season of participation shall not be counted when a student-athlete practices in the nontraditional sports segment. [Bylaw 14.2.4.1]

7. **Financial Aid – All Sports.**

   a. You are **not eligible** if you receive financial aid other than the nonathletic financial aid that your school distributes. However, it is permissible to receive:
(1) Money from anyone on whom you are naturally or legally dependent. [Bylaw 15.2.3.3]

(2) Financial aid that has been awarded to you on a basis other than athletics leadership, ability, participation or performance. [Bylaw 15.2.3.4]

(3) Financial aid from an entity outside your school that meets the requirements specified in the Division III Manual. [Bylaw 15.2.3.2]

b. You must report to your school any financial aid that you receive from a source other than your school. However, you do not need to report financial aid received from anyone on whom you are naturally or legally dependent. [Bylaw 15.2.3.1]

8. Academic Standards – All Sports.

a. Eligibility for Practice.

(1) You are eligible to practice if you are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of your school. [Bylaw 14.1.8.1]

(2) You are eligible to practice during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled at your previous school and you are eligible under all school and NCAA requirements. [Bylaw 14.1.8.1.6.1]

(3) You also are eligible to practice while enrolled in less than a minimum full-time program of studies if you are enrolled in the final semester or quarter of a baccalaureate program and your school certifies that you are carrying (for credit) the courses necessary to complete your degree requirements. [Bylaw 14.1.8.1.6.3]

b. Eligibility for Competition.

(1) To be eligible to compete, you must:

(a) Have been admitted as a regularly enrolled, degree-seeking student according to the published entrance requirements of your school;

(b) Be in good academic standing according to the standards of your school; and
(c) Be enrolled in at least a minimum full-time program of studies leading to baccalaureate or the equivalent (not less than 12-semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (as defined by the school for all graduate students) or be enrolled and seeking a second baccalaureate degree at your school. [Bylaws 14.01.2, 14.1.8.1 and 14.1.8.1.6.4]

(2) If you are enrolled in less than a full-time program, you are eligible to compete only if you are enrolled in the last term of your baccalaureate or graduate degree program and are carrying credits necessary to finish your degree requirements. [Bylaw 14.1.8.1.6.3]

(3) You are eligible to compete during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies and at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.1.6.1]

(4) If you are a returning student, you are eligible to compete between terms, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately before the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.8.1.6.2]

9. Other Rules Concerning Eligibility – All Sports.

a. You are not eligible to participate in more than four years of intercollegiate participation. [Bylaw 14.2]

b. You are not eligible after 10 semesters or 15 quarters in which you were enrolled at a collegiate institution in at least a minimum full-time program of studies as determined by the school, except for any extensions that have been approved in accordance with NCAA legislation. [Bylaw 14.2.2]

c. You are eligible if you are seeking a second baccalaureate or equivalent degree or you are enrolled in a graduate or professional school provided you received your undergraduate degree from the same school, you have seasons of participation remaining and your participation occurs within the applicable 10 semesters or 15
quarters. You are also **eligible** for championships that occur within 60 days of the date you complete the requirements for your degree. [Bylaws 14.1.9 and 14.1.8.1.6.3.1]

d. You are **not eligible** in your sport for the rest of your season if, after enrollment in college and during any year in which you were a member of an intercollegiate team, you competed as a member of any outside team in any non-collegiate, amateur competition in the sport during your college team’s playing season. Competing in the Olympic Games, tryouts and competition and other specified national and international competition is permitted. [Bylaws 14.7.1 and 14.7.3]

### 10. Transfer Students Only.

a. You are considered a transfer student if:

   (1) The registrar or admissions officer from your former school certified that you officially were registered and enrolled at that school in any term in a minimum full-time load and attended class; or

   (2) The director of athletics from your former school certified that you reported for the regular squad practice that any staff member of the athletics department of your former school announced, even if that practice occurred before the beginning of the academic term. [Bylaw 14.5.2]

b. If you are a transfer student from a four-year school, you are **not eligible** during your first academic year in residence unless you meet the provisions of one of the exceptions specified in Bylaws 14.5.5.1.1, 14.5.5.1.2 or 14.5.5.1.3 or one of the waivers specified in Bylaw 14.8.1.2.

c. If you are a transfer student from a two-year institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4.1 or the exception specified in Bylaw 14.5.4.2.

d. If you wish to correspond with another NCAA institution about your opportunity to transfer, the institution must have permission to contact you before any correspondence may occur.

   (1) To contact another Division III school, you may seek permission from your director of athletics, or you can grant other Division III institutions permission to contact you. To grant another Division III school permission to contact you about a potential transfer (or for you to be able to contact the school), complete
the Permission to Contact: Self-Release Form that is provided by the NCAA national office. The form and instructions are available on the student-athlete home page of the NCAA Web site at www.ncaa.org.

(2) To contact Division I or Division II schools, you must seek permission from your director of athletics.

11. Drugs – All Sports.

a. If the NCAA tests you for the banned drug classes listed in Bylaw 31.2.3.4 and you test positive (consistent with NCAA drug-testing protocol), you will be ineligible to participate in regular-season and postseason competition for one calendar year (365 days) after your positive drug test and you will be charged with the loss of a minimum of one season of participation in all sports.

b. If you test positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.4, it will result in the loss of lifetime eligibility, while a combination of two positive tests involving street drugs (e.g., marijuana, heroin), in whatever order, will result in the loss of an additional year of eligibility. [Bylaw 18.4.1.5]

c. If you test positive for the use of a "street drug" after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5]

d. A policy adopted by the NCAA Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug. You will remain ineligible until you retest negative and your eligibility has been restored by the NCAA Division III Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1.1]

12. Non-NCAA Athletics Organization Positive Drug Test – All Sports (Bylaw 31.2.3.4.2).

a. If you are under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency (WADA) code, you will not be eligible for NCAA intercollegiate competition for the duration of the suspension.
b. The director of athletics must notify the vice president of NCAA educational affairs in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.

c. If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the Committee on Student-Athlete Reinstatement.

d. The list of banned drugs classes is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA Web site (www.ncaa.org) or may be obtained from the NCAA health and safety staff in educational affairs at the NCAA national office.

Part II: FOR NEW STUDENT-ATHLETES ONLY.

This part of the summary contains information about your recruitment, which is governed by Bylaw 13 of the Division III Manual.

Recruitment.

a. Offers – All Sports.

(1) You are not eligible if, before you enrolled at your school, any staff member of your institution or any other representative of your school's athletics interests offered to you, your relatives or your friends any financial aid or other benefits that NCAA rules do not permit.

(2) During your recruitment, it was permissible for you to be employed in any department outside of intercollegiate athletics provided the employment is arranged through normal institutional employment policies and procedures. [Bylaws 13.2.1 and 13.2.4.1]

b. Contacts – All Sports.

(1) For purposes of this section, contact means “any face-to-face encounter between a prospective student-athlete or the prospective student-athlete’s relatives, guardian(s) or individual of a comparable relationship and an institutional athletics department staff member or athletics representative during which any
dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., positions himself/herself in a location where contact is possible) or that takes place on the grounds of the prospective student-athlete's educational institution or at the site of organized competition or practice involving the prospective student-athlete or the prospective student-athlete's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.” [Bylaw 13.02.2]

(2) You are **not eligible** if any athletics staff member of your school or any other representative of your school’s athletics interests contacted you (as defined above), your relatives or your legal guardians in person off your high school’s campus before you completed your junior year in high school (except for students at military academies). [Bylaw 13.1.1.1]

c. **Source of Funds – All Sports.**

You are **eligible** for intercollegiate competition if prior to initial full-time collegiate enrollment, you received normal and reasonable living expenses from an individual with whom you had an established relationship (e.g., high school coach, non-scholastic athletics team coach, family of a teammate), even if the relationship developed as a result of athletics participation, provided:

(a) The individual is not an agent;

(b) The individual is not an athletics’ representative of a particular school involved in recruiting the prospect; and

(c) Such living expenses are consistent with the types of expenses provided by the individual as a part of normal living arrangements (e.g., housing, meals, occasional spending money, use of the family car).[Bylaw12.1.3.1]
d. Sports Camps.

You are not eligible if, before you enrolled at your school, the school, members of its athletics staff or a representative of its athletics interests gave you free or reduced admission privileges to attend its sports camp or clinic after you had started classes for the ninth grade. [Bylaw 13.12.1.4]

e. Visits, Transportation and Entertainment – All Sports.

(1) You are not eligible under Bylaws 13.5, 13.6 or 13.7 if, before you enrolled at your school, any of the following happened to you:

(a) Your school paid for you to visit its campus more than once;

(b) Your one expense-paid visit to the campus lasted longer than 48 hours;

(c) Your school paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit;

(d) Your school entertained you, your parents (or guardians) or your spouse outside a 30-mile radius of the campus during your expense-paid visit; or

(e) Your school entertained you, your parents (or guardians) or your spouse excessively during your expense-paid visit, or entertained your friends or other relatives at any site.

(2) You are not eligible if your school paid for you to visit its campus before the first day of classes of your senior year in high school. [Bylaw 13.6.1.1.1]

(3) You are not eligible if, when you were being recruited, staff members of your school or any representatives of its athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere other than the one paid visit. [Bylaw 13.5.2.8]
4. You are **not eligible** if any person, (other than your parents or legal guardians) at his or her own expense, paid for you to visit your school once and did not accompany you on the visit or paid for you to visit more than once. [Bylaw 13.6.1.1]

5. You are **not eligible** if, at any time that you were visiting your school’s campus at your own expense, your school paid for anything more than the following:

   a. Three free passes for you and those individuals who came with you to an athletics’ event on campus in which your school’s team competed. [Bylaw 13.7.2.1]

   b. Transportation, when accompanied by a staff member, to see off-campus practice and competition sites and other facilities. [Bylaw 13.5.3]

   c. A meal at the dining hall of your school or a meal at an off-campus site if all institutional dining halls were closed and the school normally provides similar meals to all visiting prospective students. [Bylaw 13.7.2.1.1]

   d. Housing at your school that is generally available to all visiting prospective students. [Bylaw 13.7.2.1.2]

6. You are **not eligible** if, when you were being recruited, a staff member of your school’s athletics’ department spent money, other than what was necessary, for the staff member's (or representative's) personal expenses during an off-campus visit with you. [Bylaw 13.14.2]

f. Precollege or Postgraduate Expenses – All Sports.

You are **not eligible** if your school, or any representative of its athletics interests, offered you money, directly or indirectly, to pay for any part of your educational expenses or other expenses during any period of time before you enrolled at your school. This applies to your postgraduate education as well. [Bylaw 13.15.1]
APPENDIX D

Reduced Course Load Permission Form
Athletic Department

______________________, a student-athlete is requesting permission to take below the minimum full-time course load (12 credits) and still remain eligible to compete in intercollegiate athletics.

14.1.8.2 Requirement for Competition (Practice). To be eligible for competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution, which shall not be less than 12 semester or quarter hours.

Exception:
14.1.8.2.1.3 Final Semester/Quarter. A student-athlete may compete while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate or graduate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete degree requirements.

By signing this form I certify that the student listed above is:
1. In his or her final semester,
2. and that their degree audit has been reviewed and he/she has completed or is currently carrying all courses necessary to complete ALL degree requirements.

FOR OFFICIAL USE ONLY

Student-Athlete: ________________________________

Signature

Date

Faculty Advisor/Department Chair: ________________________________

Signature

Date

Dean of Undergraduate Studies: ________________________________

Signature

Date

AD/Compliance Officer: ________________________________

Signature

Date

This form is to be kept on file with the Compliance Officer in the Athletics Office.
APPENDIX E

Academic Year 2015-16

Permission to Contact: Self-Release – NCAA Division III

For: Student-athletes.
Action: Complete form, sign and send to the director of athletics at institution where you wish to discuss a possible transfer.
Authorized by: NCAA Bylaw 13.1.1.2.2.
Purpose: To grant Division III student-athletes permission to contact other Division III institution's athletics department staff about a possible transfer.
Period of Release: This permission to contact will be in effect for 30 days from the date this document is signed.

NAME OF STUDENT-ATHLETE: ____________________________

Name of institution you wish to contact: ____________________________

Use this form so you may contact another NCAA Division III college or university's athletics staff members (including coaches) about a possible transfer. This form does not allow you to contact athletics department staff members at NCAA Division I or NCAA Division II institutions.

Bylaw 13.1.1.2 states that:

“An athletics staff member or other representative of the institution's athletics interests shall not make contact in any manner (e.g., in-person contact, telephone calls, electronic communication, written correspondence) with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining written permission to do so, regardless of who makes the initial contact. An institution must grant or deny a student-athlete's request for permission to contact within 14 days of the initial request. If permission is not granted, the second institution shall not encourage the transfer. If permission is granted all applicable NCAA recruiting rules apply. Written permission may be granted by:

(a) The first institution's athletics director (or an athletics administrator designated by the athletics director); or

(b) The student-athlete, if the student-athlete attends a Division III institution.”

1. This form gives you permission to have contact with the athletics staff at another Division III college or university to discuss a potential transfer. It also gives another college or university permission to contact you. This form does not include any information about your academic or athletics eligibility; however, in order to be immediately eligible to compete at the new institution, you must have been both academically and athletically eligible for athletics had you stayed at your current institution.

2. This form is effective for 30 days from the date of signature. While the form is effective, the new institution may contact you or you may contact the new institution. If this is the first time you have sent this form to a particular institution, then that institution must preserve the privacy of this contact, and any further communication for 30 days. If you desire, this privacy can be
waived by checking the box on Page No. 2 of this form. At the end of the 30-day period, if you decide to transfer, your new institution must notify your current institution within a seven-day period of the form’s expiration date that this form was issued.

3. **If you decide not to pursue the transfer, the new college or university is not allowed to notify your current institution of the contact at any time.** If you are undecided at the end of the 30-day period, you must send a new copy of this form to have additional contact with the college or university. Further, because this second release is beyond the first 30-day period, you are not guaranteed privacy for a second (or any other) self-release. Within seven days of receiving a second form from you, the college or university must notify your current institution that a second release was issued.

4. By signing this form, you agree that you permit the named college or university to contact you for a 30-day period from the date this document is signed. You also agree that if you decide to transfer, or if you send a second self-release, the new college or university will notify your current institution of these facts. Institutions in receipt of this form are not allowed to notify your current institution of this release, unless:

(a) You have granted permission for that notification to occur by checking the box near the end of this form;

(b) You notify the institution in receipt of the form that you have decided to transfer to that institution; or

(c) You have issued a second self-release.

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<td>Name (please print)</td>
<td>Name of current institution</td>
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Sport(s) of interest

Contact information (telephone number, e-mail address, or physical address)

☐ Check this box if this is the first release issued to this institution.

☐ Check this box if you give the named college or university permission to notify your current institution of this permission to contact during the 30 days this form is effective.

**What to do with this form:** Sign and send this form to the director of athletics at the college or university you would like to contact about a possible transfer. You may send this form via facsimile, e-mail or standard mail, but the form must include a signature. If this form is e-mailed, it still must include a scanned signature.

*This form is to be kept in the director of athletics office for six years.*

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(Date)

Dear Professor,

My name is (Insert Coaches Name) and I am the Head (Insert Sport) Coach at Salve Regina. One of your current students, _____________________, is a player on my team. We have reviewed our game schedule along with his/her class schedule and have found the following class conflicts. I have asked each of my players to present this letter to their professors and discuss what can be arranged so they can balance both their commitment to academics and athletics. I stress the importance to my players that academics come first. If you could please review and make note of the conflicts that would be appreciated. We will make a copy of this letter for your records. I hope this letter will give our players the opportunity to speak with their professors and encourage responsibility in our student-athletes.

Below please find the department of athletics Missed Class Policy that all of student-athletes are made aware of and provided in our Student-Athlete Handbook.

Thank you for time and support of Salve Regina (Insert Sport).

Sincerely,

(Coach)

Assistance Director of Athletics Approval:

Print___________________________________Signature:___________________________________

Conflicts:

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In the event that conflicts arise between the academic class schedule and an athletic event:

- No student will miss class due to a practice or a scrimmage.
- For conflicts with athletic competitions, it is the responsibility of the student-athlete to notify and seek permission from the professor to be excused from class well in advance of the conflict. It is the professor’s prerogative not to excuse a student-athlete from a class.
- Prior to the start of each season, each head coach will identify potential conflicts with student-athletes and work with them so that they may notify those professors impacted by the scheduling conflict. The student-athlete will submit a Class Conflict Letter to each professor seeking permission to be excused from class. This letter will be kept on file in the head coach’s office. However, it remains the sole responsibility of the student-athletes to seek permission to be excused from class.
- If a student-athlete is granted permission to be excused from a class, it is his or her responsibility to complete all missed class work and assignments.

**NOTE:** Weather cancellations and rescheduled contests are common during the spring outdoor season. The Athletics Department appreciates your patience and understanding and will attempt to provide you with schedule changes as soon as possible.
APPENDIX G

2015-16 NCAA Banned Drugs

1. The NCAA bans the following classes of drugs.
   a. Stimulants;
   b. Anabolic Agents;
   c. Alcohol and Beta Blockers (banned for rifle only);
   d. Diuretics and Other Masking Agents;
   e. Street Drugs;
   f. Peptide Hormones and Analogues;
   g. Anti-estrogens; and
   h. Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

2. Drugs and Procedures Subject to Restrictions.
   a. Blood Doping;
   b. Local Anesthetics (under some conditions);
   c. Manipulation of Urine Samples;
   d. Beta-2 Agonists permitted only by prescription and inhalation;
   e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

3. NCAA Nutritional/Dietary Supplements Warning.

Before consuming any nutritional/dietary supplement product, **review the product with your athletics department staff**!

   (1) Dietary supplements are not well regulated and may cause a positive drug test result.
   (2) Student-athletes have tested positive and lost their eligibility using dietary supplements.
   (3) Many dietary supplements are contaminated with banned drugs not listed on the label.
   (4) Any product containing a dietary supplement ingredient is taken at your own risk.

It is your responsibility to check with the appropriate athletics staff before using any substance.
Some Examples of NCAA Banned Substances in Each Drug Class

NOTE: **There is no complete list of banned drug examples!!**

Check with your athletics department staff before you consume any medication or supplement.

1. **Stimulants.**
   e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.
   
   *Exceptions:* phenylephrine and pseudoephedrine are not banned.

2. **Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione). e.g., boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

3. **Alcohol and Beta Blockers** (banned for rifle only).
   e.g., alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

4. **Diuretics and Other Masking Agents** (water pills).
   e.g., bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

5. **Street Drugs.**
   e.g., heroin; marijuana; tetrahydrocannabinol (THC); (no other substances are classified as NCAA street drugs).

6. **Peptide Hormones and Analogues.**
   e.g., growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

7. **Anti-Estrogens.**
   e.g., anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene (ATD); etc.

8. **Beta-2 Agonists:**
   e.g. bambuterol; formoterol; salbutamol; salmeterol; etc.

   **Any substance that is chemically related to the class of banned drugs is also banned (unless otherwise noted)!**

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877/202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate athletics staff before using any substance.

The National Collegiate Athletic Association
May 25, 2012 MEW:ldh
APPENDIX H

Salve Regina University

Parent, prospective student-athlete, and host official recruiting visit consent form

This is to confirm the Official Recruiting Visit of __________________________ to Salve Regina University. The purpose of a campus visit by a prospective student is to allow him to experience academic and social opportunities that Salve Regina University has to offer. It is imperative that both the host and guest conduct themselves in a responsible manner at all times during the visit.

As an overnight guest or host I agree to the following:

- I will sleep in my host’s dorm room designated by Salve Regina University.
- I will not consume alcohol or drugs while at Salve Regina University.
- As a guest on the Salve Regina University, I will abide by all rules outlined in the student handbook. A handbook will be furnished upon request.
- I will treat my host, other members of the Salve Regina University community and property with respect at all times.

As an overnight host I agree to the following:

- I will ensure the prospective student-athlete will be in my company for the entirety of his/her visit unless otherwise arranged with my coach.
- I will only take my guest to safe, alcohol and drug free social atmospheres.
- I will ensure that the prospective student-athlete and I sleep in my residence hall room.
- I will treat the prospective student-athlete with respect at all times.

By signing this, I have read and understand the conditions set forth in this agreement.

Guest: ________________________________ Date: _________

Parent/Guardian: __________________________ Date: _________

Host: ________________________________ Date: _________

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APPENDIX I

Return Trip Release Form
Salve Regina University
Department of Athletics

My parent/legal guardian and I hereby request permission to be released from using the supplied transportation provided by the Salve Regina University Athletics Department for the away trip listed below. By signing this form we understand that we voluntarily assume full responsibility for any risks of loss, property damage or personal injury.

Name of student: ______________________________
Signature of student: __________________________
Signature of parent/legal guardian: ______________
Signature of coach: _____________________________
Sport: _________________________________________
Date of contest: _________________________________
Away opponent: _________________________________
I hereby request permission to provide my own transportation for the away trip listed below. As an adult (18 years of age or older), by signing this form I understand that I voluntarily assume full responsibility for any risk of loss, property damage or personal injury. I release Salve Regina University, its representatives, employees and agents from liability while using a motor vehicle not owned or operated by Salve Regina University, including the failure of the driver to comply with University regulations or traffic safety laws. I hereby agree to indemnify and hold harmless Salve Regina University against all claims, demands, causes of action, suits or judgements, including attorney fees, costs and expenses resulting from use of non-University transportation. We advise that you confirm the terms and amounts of insurance coverage for the vehicle/driver, we discourage vehicle passengers.

I have been supplied directions by the Department of Athletics and have been instructed to use caution and abide by all transportation laws.

Name of student: _________________________________________________________

Signature of student: _______________________________________________________

Signature of coach: _________________________________________________________

Sport: __________________________________________________________________

Date of contest: __________________________________________________________

Away opponent: __________________________________________________________

Alternate transportation

Driver: _______________________________________

Type of car: _______________ Make: ______________ Model: ______________

License plate: ______________ State of registration: __________________________

Owner: _________________________________________________________________

Passengers: _____________________________________________________________

Insurance Company: _____________________________________________________

Note: Parent or Guardian must sign for any athlete under the age of 18.