Section 1: College Information
Section 2: Athletic Administration
Section 3: General Information
Section 4: Academics
Section 5: Health, Safety and Welfare
Section 6: Compliance
Section 7: Team Information
Section 8: Athletic Department Forms
SECTION 1: COLLEGE INFORMATION

SAINT ANSELM COLLEGE MISSION STATEMENT
Saint Anselm is a Catholic, Benedictine College providing all its students a distinctive liberal arts education that incorporates opportunities for professional and career preparation. It does so in a learning community that encourages the lifelong pursuit of the truth and fosters intellectual, moral and spiritual growth to sustain and enrich its graduates' personal lives, work, and engagement within local, national, and global communities.

SAINT ANSELM COLLEGE VISION STATEMENT
Saint Anselm College will be renowned for its ability to provide a liberal arts education and professional preparation for a changing world. Grounded in both the Catholic intellectual tradition and our Benedictine identity, we are dedicated to educational excellence within and beyond the classroom through innovative learning opportunities, partnerships, and engagement with the community. Building on our distinguished educational heritage, our graduates will be ethical leaders and informed citizens who contribute to a more just community and world.

GOVERNING AUTHORITITES
The Abbot of Saint Anselm Abbey serves as Chancellor of the College and thereby exercises ultimate authority in the formulation of the major principles that guide the College. The President of the College is appointed by the Chancellor after consultation with the Faculty Senate and with the consent of the Board of Trustees. The President is the chief executive officer of the College, directly responsible to the Chancellor and Board of Trustees.

Office of the President
The President is charged with the official responsibility for certifying that the Athletic Department polices, programs and activities are in compliance with National Collegiate Athletic Association (NCAA) and Northeast-10 (NE-10) Conference rules and regulations, as well as the applicable laws of the State of New Hampshire.

Faculty Athletics Representative
The Faculty Athletics Representative (FAR) shall be named by the President. The FAR shall be a member of the faculty and attend to all duties of that office as specified in manuals of the NCAA, the NE-10 and the Faculty Athletics Representative Association. The term of office shall be two-years at the designation of the College President. The FAR shall keep the President, the Director of Athletics, the President of the Faculty Senate and the Intercollegiate Athletics Committee informed as needed of all activities and actions related to the performance of his or her duties.

Athletic Advisory Committee
The Athletic Advisory Committee (AAC) exists to help the College develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic and social development of student-athletes. The AAC is the primary committee which advises the President on all matters pertaining to the education and wellbeing of student-athletes and the academic integrity of the intercollegiate athletic program. The Committee, on behalf of the President, provides the necessary campus input and participation in intercollegiate athletics as required by the Northeast-10 Conference, National Collegiate Athletic Association and Saint Anselm College.

The AAC will meet twice per semester as scheduled by the committee chair and at other times upon the call of the Chair. The AAC shall include representatives of all entities of the campus community that have a role in the development and continuation of the Intercollegiate Athletics Program. Ex-officio members of the AAC may include the Director of Athletics or other administrators.
NON-DISCRIMINATION POLICY – It is the policy of Saint Anselm College, while reserving its lawful rights where appropriate to take actions designed to ensure and promote the Benedictine, Catholic principles that sustain its mission and heritage, to comply with all applicable laws prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, marital status, age, sexual orientation, or veteran status in its employment, programs, or activities. Questions or concerns about this notice or about specific issues may be directed as follows:

Office of Human Resources (603) 641-7020 or
Office of Academic Affairs (603) 641-7250

SEXUAL HARASSMENT POLICY – Sexual harassment undermines the integrity of the academic and work environment and prevents its victims and their peers from achieving their full potential. All members of the College community are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome. It is the particular responsibility of those members of the College community who hold positions of authority to avoid actions that are or can be considered sexually abusive or unprofessional. It is a violation of College policy for any officer, employee, student, or agent to sexually harass any other officer, employee, student, visitor or agent. It is the responsibility of any employee who is subjected to harassment or who witness a case of unlawful harassment to report any such incident directly to their supervisor or, if that is not appropriate, to the individuals with the responsibility of investigating complaints.

COMPLAINT PROCEDURES: (Detailed information on Saint Anselm website)
It is the intent of the College to provide active employees with an effective means to discuss and bring to resolution any work related problem or concern by using the following steps:

1. Employees should promptly bring any problem or complaint to the attention of their immediate supervisor.
2. If employees prefer not to discuss the situation with the supervisor, or the supervisor does not address the issue satisfactorily, employees may choose to speak to the department manager or department head.
3. If the manager or department head is unable to address the problem satisfactorily, or employees do not wish to discuss the issue with him or her, they may choose to speak to the Director of Human Resources.
4. If the employee has discussed the complaint or problem with the Director of Human Resources and remains dissatisfied with the results of the conversation, he/she may then request a meeting with the Executive Vice President whose review and decision will be final.
SECTION 2: ATHLETIC ADMINISTRATION

MEMBERSHIPS – The Saint Anselm College membership in national and conference organizations requires its adherence to the rules and regulations of those organizations which is required for membership. The knowledge of and compliance with these regulations is the responsibility of each administrator and staff member.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) – The National Collegiate Athletic Association (NCAA) is a voluntary association of about 1,200 colleges and universities, athletic conferences and sports organizations devoted to the sound administration of intercollegiate athletics. Through the NCAA, member schools and conferences develop guidelines for athletic issues on a national scale. Volunteer representatives from these schools and conferences establish rules that govern the Association and programs designed to further its purposes and goals.

The goals of the NCAA are to:

- Promote student-athletes and college sports through public awareness.
- Protect student-athletes through standards of fairness and integrity.
- Prepare student-athletes for lifetime leadership.
- Provide student-athletes and college sports with the funding to help meet these goals.

DIVISION II PHILOSOPHY – Members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a University or college and that the educational welfare of the participating student-athlete is of primary concern.

Members of Division II support the following principles in the belief that these objectives assist in defining the division and the possible differences between it and other divisions of the Association. This statement shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

NORTHEAST-10 CONFERENCE (NE-10) – Conference members are National Collegiate Athletic Association members committed to the purposes, fundamental policy and basic principles of that organization. Believing that within such principles, a program of competitive intercollegiate athletics can be mutually beneficial to institutions in reasonable geographic proximity to one another and having comparable athletic missions and facilities, the founding member institutions formed the Northeast -10 Conference in 1980.

The conference sponsors championships in 21 sports. Men's champions are declared in baseball, basketball, cross country, football, golf, ice hockey, lacrosse, soccer, swimming & diving, tennis and track & field. Women's champions are declared in basketball, cross country, field hockey, lacrosse, soccer, softball, swimming & diving, tennis, track & field, and volleyball.

NE-10 members include: Adelphi University, American International College, Assumption College, Bentley College, Franklin Pierce University, LeMoyne College, Merrimack College, Pace University, Saint Anselm College, Saint Michaels College, The College of Saint Rose, Southern Connecticut State University, Southern New Hampshire University, Stonehill College and the University of New Haven. It is the responsibility of each coach to educate and inform their assistants and players of the NE-10 rules and regulations (e.g. scouting, sportsmanship, videotaping, misconduct, uniforms, championships, etc…) as outlined in the NE-10 Sport Manual provided to each head coach from the conference office.
ATHLETICS MISSION AND PURPOSE

Introduction:
Higher education has lasting importance on an individual's future success. For this reason, the emphasis for the student-athlete experience at Saint Anselm College is a comprehensive program of learning and development in a personal setting. This approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Saint Anselm College student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead. In accomplishing our mission, we remain committed to the wise stewardship of resources through meaningful assessment and public accountability.

Mission Statement
Athletics will provide exceptional value and benefit to the mission of Saint Anselm and its community, demonstrate unrivaled pride and foster relationships with all constituents. Our mission is to provide meaningful and impactful experiences through a balance of the college’s education mission and comprehensive excellence.

Vision Statement
To be nationally recognized as a program of excellence through broad-based athletic and academic success.

Coaching Responsibilities
Our coaching staff is a team of professionals constantly striving to support the mission of the college to educate for life and for a career. The following is a sample job description. Any member of the coaching staff may be asked to take on additional duties and/or responsibilities deemed necessary by the Director of Athletics.

- General responsibilities include coaching, organization, and supervision of a team. Supervising a team includes, but is not limited to, recruiting of student athletes, supervision of assistant coaching staff, planning of practice sessions, liability and safety issues, foreseeing of a safe environment, home contest organization, traveling with the team on college provided transportation to provide proper supervision, attendance at staff meetings, athletic aid allocation, annual operating budget, equipment inventory and proper end of season storage and any other duties deemed necessary by the Director of Athletics. Also, the coach is responsible for adherence to all NE-10 and NCAA Division II regulations and policies.

- Specific responsibilities include focused efforts to the adherence of the Saint Anselm mission, and all NCAA regulations as pertaining to recruitment of prospective student-athletes. Focus will also be on following and adhering to all Saint Anselm Department of Athletics policies and procedures (example: drug and alcohol policy.) This list is representative of those duties and responsibilities that are required of this position. However, the list is not to be considered as all-inclusive.

- Supervisory responsibilities include supervision of assistant coaches, managers and/or any graduate student or volunteer representing your program.

- Standards of performance include flexibility/adaptability, judgment/decision making, communication, planning and organizing, procedural expertise, management of projects, leadership/coaching skills, goals, objectives, results/outcomes, use of resources, safety, security, environmental awareness, general knowledge and promotion of the College’s mission, purpose, goals, and the role of this position in achieving those goals.

- Physical demands/work environment are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please be sure to store all equipment neatly and safely in the storage areas.
SECTION 3: GENERAL INFORMATION

ADMINISTRATOR ON CALL – An athletics administrator will be identified for all home events during the championship season in each sport. The Sport Supervisor should be the first contact for a coach should team/competition/travel problems arise to assist with any issues that occur during team travel.

ALCOHOL POLICY – Consumption of alcohol by staff, coaches, student-athletes, managers or representatives of the athletic department at any home or away contests including traveling to and from a contest, is prohibited. Further, the consumption of alcohol at all Saint Anselm athletic events by all participants including spectators is strictly prohibited.

ALUMNI – A database of student-athlete alumni is available from the Advancement Office. We encourage every coach to use and assist in updating this database.

ASSOCIATION MEMBERSHIPS – The athletic department will budget to pay association dues for head coaches only if the association is one that honors student-athletes and one by which Saint Anselm student-athletes could potentially be recognized.

ADVANCEMENT / FUNDRAISING – The Director of Athletics serves as the Director of the Anselmian Athletic Club for athletic advancement. This reporting structure is in place to ensure proper procedures, coordination, and recordkeeping are maintained within the Saint Anselm Advancement office guidelines and to allow strong community support for the intercollegiate athletics programs and our student-athletes.

The Director of Athletics (and assigned staff) is responsible for coordinating all athletic fundraising, both for the athletic department and the college. It is critical that our fundraising activities be well thought out, approved prior to contacting the prospect, and coordinated by the advancement staff. These activities generally include, but are not limited to:

- Donors/Boosters
- Corporate Partners
- Major Gifts (e.g., Endowed Fund and Naming Opportunities)
- Team fundraising
- Department fundraising

The majority of fundraising income will be deposited in the Anselmian Athletic Fund. Acknowledgements and tracking are done by the advancement staff. All appropriate tax credit receipts will be issued by the Advancement office, with the original going to the donor.

Some sources of income for athletics will be credited to college accounts and decisions on how to determine proper accounting for all athletics income are made based on established college procedures.

The Director of Athletics will also coordinate and work with the compliance office to uphold all NCAA rules and regulations pertaining to fundraising and fundraising activities.

Please note: Parents may not pay for, purchase, or arrange for any items to be given directly to the team or for a student-athletes use. All donations made by parents must be provided to the athletic department staff for deposit in the appropriate account. This includes monetary contributions to team meals on the road and team banquets. All donations must be properly recorded within the athletic department (i.e., notifying the appropriate sports supervisor).

AUTO REGISTRATION – Parking passes can be requested on-line through the Permit Store and Campus Safety.
AWARDS BANQUETS – The department hosts two annual awards night, Scholar-Athlete Award Night and a Celebration of Athletic Excellence, and attendance by head coaches is mandatory. The Assistant AD for Compliance will assist with submission of nominees from coaches.

BUDGETS – All head coaches, in consultation with their corresponding sport supervisor, will develop and maintain their sport budget on an annual basis. Each fall semester, head coaches shall submit an estimated budget for the following year to their respective Sports Supervisor. Requested budget line items may include:

- Team travel
- Post-season travel
- Conference and/or professional development travel
- Recruiting
- Equipment
- Other expenses

When estimating, head coaches shall complete and submit budgeting worksheets as provided by their Sports Supervisor. All sport budget requests must be submitted to the Director of Athletics. A reminder and specific information regarding the process will be distributed to all coaches during the second semester. During the summer the individual sport budgets for the upcoming year will be distributed to each head coach.

CATASTROPHIC INCIDENT POLICY – It is our policy to be forthright and timely in its communications with the college community, media, and public during a crisis or emergency. Decisions regarding communications will be guided by due concern for the right to privacy, personal security, legal liability, and the public’s right to be informed. The athletic department Catastrophic Incident Guideline will be activated when the following catastrophic incidents (CI) occur:

1. **Sudden Death of a Student-Athlete, Coach, or Staff Member**
   - Death during competition, practice, or conditioning
   - Death during travel
     - Official college business
     - Personal (e.g. automobile, airline accidents)
   - Non-athletic accidents (e.g. falls at home)
   - Unknown medical anomalies (e.g. heart attack, stroke, illness)
   - Victim of a crime (e.g. homicide)
   - Suicide

2. **Disability/Quality of Life Altering Injuries**
   - Either during Athletic department participation and/or travel, or during non-athletic activities
   - Spinal cord injury resulting in partial or complete paralysis
   - Loss of Paired Organ
   - Severe Head Injury
   - Injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily functions (e.g. coma)
   - Irrecoverable loss of speech, hearing in both ears, sight in both eyes of loss of limb.

3. **Catastrophic Incident Management Team (CIMT)**
   - Director of Athletics
   - Head Athletic Trainer
   - College Spokesperson and/or Director of College Communications
   - Director of Sports Information
   - Director of Counseling and Career Services
• Director of Risk Management
• Additional personnel as deemed appropriate by CIMT

4. Immediate Action Plan
The following action plan will appropriately apply steps to manage a catastrophic incident. While applying these steps, personnel will follow these steps:
• Get all pertinent facts regarding the incident accurately and expeditiously
• Accurately document all events, especially list all participants and witnesses
• Secure any or all available materials/equipment involved
• Respect the dignity of the individuals involved
• Immediate communication within the catastrophic incident management team (CIMT)
• Only members of the CIMT, or individuals they designate, are to speak on the incident to family members, media, other staff members, student-athletes, or coaches—**no one else has clearance to speak on the incident.**
• Instruct student-athletes they are not to speak to anyone regarding the incident.
• Instruct parents they should not to speak to anyone regarding the incident.
• Any communication with the media is handled through the college spokesperson, and/or Director of College Communications and/or the Director of Sports Information. All information deemed appropriate for release to the media will be determined by the college spokesperson.

5. Chain of Command and areas of action: After being informed of a catastrophic incident, the following individuals should be notified to commence their duties:
• Director of Athletics
• Head Athletic Trainer
• College Spokesperson and/or Director of College Communications
• Director of Sports Information

**Director of Athletics**
• Notifies or is notified by the Head Athletic Trainer of a (CI)
• Notifies the President
• Notifies the college spokesperson or Director of College Communications
• Notifies the Associate Director of Athletics
• Notifies the Head Coach of Sport if (CI) is non-athletic
• Notifies Conference Commissioner
• Notifies Parents

**College Spokesperson**
• Collect and convey official information to all internal and external constituents during the ongoing period of (CI) and afterwards during the recovery period of (CI).
• Authorize, with the Director of Athletics, all written and oral statements (including for news conferences, news releases, open memorandum or letters, interviews, SAC website postings, and switchboard messages).
• In the event the college spokesperson is not available, the Director of College Communications and/or Director of Sports Information will be responsible for the emergency communication duties described above.

**Associate Director of Athletics**
• Notifies Athletic Department Administrative Staff (Directors)
• Notifies the Dean of Students
• Notifies the Director of Risk Management
• Notifies Human Resources
**Head Athletic Trainer**
- Notifies Director of Athletics, Head Team Physician, and Sports Medicine Staff
- Notifies Head Coach if incident occurs during non-practice participation, or when coach may not be present (e.g. conditioning)
- Coordinates, along with Head Team Physician, communication with any physicians involved in the (CI) medical care
- Notifies Health Services
- Notifies Secondary Insurance Carrier
- Notifies NCAA Catastrophic Insurance Carrier
- Communicates with Risk Management and General Counsel
- Communicates with Director of Sports Information

**Team Physician(s)**
- Communicates with the Director of Athletics and Head Athletic Trainer on medical facts and events
- Communicates with medical personnel, hospital, or medical facilities regarding medical facts of (CI)
- Works with the Head Athletic Trainer in providing information for insurance purposes

**Intercollegiate Athletics Administrative Staff**
- Sports Information Director: Coordinate any media release with the Director of Athletics, Head Athletic Trainer, and College Spokesperson or designee. **No release will be made until parents/guardians are informed**
- Office Manager: Will coordinate any travel plans and housing for parents, staff, coaches, or team.
- Director of Athletics: Have a prepared statement cleared by the College Spokesperson or designee to answer any questions
- Assistant Athletic Director for Compliance: Will provide guidance regarding payment of incidental expenses and interpretive support relating to any NCAA regulations, including waivers for coaches to talk to prospects regarding the situation, and will notify (FAR) Faculty Athletics Representative

**Coaching Staff**
- Notify Head Athletic Trainer and/or Director of Athletics of (CI)
- Follow Immediate Action Plan
- Notify all team members
- Explain to student-athletes that they are not to discuss incident until cleared to do so by Director of Athletics
- Support student-athletes and facilitate (CI) Guidelines as outlined

**Risk Management**
- Notify SAC Insurance carrier when applicable
- Enact (CI) procedures for college administration
- Work collaboratively with Athletic department to gather incident facts
- Communicate with General Counsel

**Director of Counseling Services**
- Coordinate communication with athletic department and Student Life/Health Services
- Help facilitates efforts of athletic department and Health Services (Counseling of student-athletes, coaches, and staff)

**Faculty Athletics Representative**
- Notify professors of situation and impact on classes/grades
- Serve as faculty liaison for the athletic department
6. Criminal Circumstances (Accident, Assault, Homicide, Suicide)

**Campus Safety**
- Director of Campus Safety notified immediately of catastrophic incident involving possible criminal activity
- Campus Safety communicates with investigating police department
- Director of Campus Safety/designee communicates information as appropriate to CIMT

7. Away Contests—Coaches, Administrators, and Staff Members
- Immediately notify Head Athletic Trainer and/or Director of Athletics of (CI)
- Work with local hospital, Sports Medicine Staff, Athletic Department, or Campus Safety to assist in the process and gather information to update the Head Athletic Trainer and/or Director of Athletics.
- Make no statement to the media until cleared to do so by the College Spokesperson.
- The Head Coach and/or Administrator and/or Sports Medicine Staff remains on site after team departs to coordinate communication and arrangements with Intercollegiate Athletics and College Administration until relieved by the College Spokesperson.

8. Summary of (CI)
- A detailed written summary chronicle will be prepared following any (CI) which identifies and explains the activities of those who participated in and responded to the incident
- This chronicle will be used to critique the process, its efficiency and effectiveness, and will be used as the basis for review of procedures.

**COACHES’ MEETINGS** — All coaches are required to attend appropriate coaches meetings as scheduled by the conference office. Coaches are encouraged to seek a position on Regional Advisory Committees for their respective sports, or other conference committees, as available.

**COMMUNITY SERVICE** — The department has a strong tradition of helping others in the community. We promote this tradition by encouraging its teams to volunteer their services in various community projects (such as Make a Wish, Habitat for Humanity, local schools, Boys and Girls Club, etc.) Student-athletes are required to complete at least 10 hours of service annually. There are many benefits of community service. It is another way for our athletes to build character, gain leadership skills, understand the importance of helping others and give back to the community that supports their athletic endeavors.

**COMPLIANCE** — It is the coach’s responsibility to be aware and comply with all NCAA and conference rules and regulations that apply to their individual sport, their relationship with the student-athlete, and the recruitment of prospective student-athletes. An NCAA manual will be provided for each sport’s coaching staff. No coach has the authority to contact the conference or NCAA regarding compliance issues without the consent of the Director of Athletics. Mandatory NCAA rules education will be conducted at each monthly staff meeting.

**DEPARTMENT TELEPHONE NUMBERS** — Each employee will be provided with a department directory with all important phone numbers.

**DISCIPLINARY ACTION** — A coach who intends to dismiss or suspend a student-athlete from a team must discuss this action with the Sport Supervisor prior to taking the action. Unusual activity, game ejection, etc. received by coaches and/or players or opponent’s must be reported to the Sports Supervisor immediately following the contest and a meeting must be scheduled with the Director of Athletics.
DRUG TESTING POLICY – The Assistant Athletics Director for Operations serves as the official Drug Testing Coordinator for the NCAA’s random testing program. The NCAA vendor will be utilized to conduct the internal drug testing program. All signed drug and alcohol release forms are to be returned to the Compliance Office.

E-MAIL – Official messages and information will be communicated to employees via the Saint Anselm email system. It is expected that each athletic department employee will check his/her messages on a regular basis.

DRESS CODE – The department of Athletics upholds a professional business atmosphere. Therefore, all staff members and coaches are expected to present a neat and clean, business appearance. Appropriate logo apparel is acceptable business attire as it relates to the requirements of the position. Coaches and student-athletes should be wearing Saint Anselm gear at all practices and when on or off campus representing Saint Anselm College. Any or all use of the college logo or colors must be in accordance with current style guide requirements and be approved by the appropriate sport supervisor. Inappropriate attire may include, but is not limited to, the promotion of drugs, alcohol, tobacco, profanity, or other inappropriate references.

ENTRY FEES / GAME GUARANTEES – During the scheduling process, it is the responsibility of the coach to bring to the attention of the sport supervisor any tournaments, invitational, or meets that require the payment of an entry fee or game guarantee for home games. Away games will be approved each season and home event entry fees will be set at an appropriate dollar amount based on anticipated expenses. Game guarantees will be approved each season as part of the operating budget. Each coach must go through the Office Manager to request payment of all of the upcoming season’s fees prior to the start of the season.

FITNESS CENTER – The Fitness Center is open to the entire Saint Anselm College student body, faculty, staff, and campus community. Coaches shall not schedule team workouts in the Fitness Center. If recruits, guests, etc. wish to work out in the Fitness Center, a liability waiver must be signed prior to working out in the Fitness Center.

FIRST AID, CPR AND AED – Each coach shall maintain current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use per NCAA regulations.

GAMBLING – Staff members shall not knowingly:
- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition
- Solicit a bet on any intercollegiate team
- Accept a bet on any team representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling

HAZING – Acts of hazing are prohibited in any circumstance, whether in the context of a structured organization, or an informal group, or by an individual. Hazing is defined as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; morally degrading or humiliating games and activities; and any other activities that are not consistent with the regulations and policies of the College’s student code of conduct. NH Title LXII Criminal Code Chapter 631 Assault and Related Offenses - 631:7 Student Hazing

HOME TOURNAMENT POLICIES – Tournaments may be conducted during the traditional and non-traditional seasons. Tournaments that take place during the traditional playing season should be budgeted through the normal
budget process and should not be considered fund raising events. Coaches must have the tournament approved by the Sport Supervisor in advance of the event date. Entry fees must offset the cost of these tournaments.

IDENTIFICATION CARDS – As members of the Saint Anselm community, ID cards must be obtained through dining services. Please carry your ID card with you at all times as this card is required for entry/access to some campus facilities.

IMAGE /LOGOS – Use of the Saint Anselm primary athletics logo on all uniforms, casual wear and equipment is required. The colors are dark blue (PMS 289) and white. When the introduction of another color is desirable in print or on official college sportswear, the complementary stripe may be used in dark grey (PMS 430) or halftone grey. The PMS number is to be referred to when ordering any uniforms/apparel. Any alteration of approved logos and colors must be approved through athletic administration. Please refer to the style guide for the appropriate primary logo, secondary logo, word marks and appropriate usage. Please note that the words “Saint Anselm” may not be removed from the graphic and must be written out without the “St.” abbreviation. Only approved logos are permitted.

INJURY REPORTS – Sports Medicine staff will provide regular injury reports related to each individual sport to the head coach and/or the assistant coach. When a certified athletic trainer is not present, the coaches must inform medical staff of all medical situations that occurred.

INSURANCE FOR TRAVELING – When coaches or staff members choose to drive their own autos for recruiting, practices or events, the primary insurance is that of the car’s owner. College policy supplements the primary policy for purposes of protecting the college. It does not offer coverage for the owner of the vehicle or driver.

INTRAMURALS – Intramurals is available for the student body. Student-athletes may not participate in intramurals while they are in season. Intercollegiate athletics is extremely time-consuming. This policy exists to help the student-athlete stay athletically and academically healthy.

KEYS – Keys to facilities appropriate to your sport should be obtained from the Office Manager utilizing the appropriate College Key Policy. Your Identification Card will serve as secure access to facilities on campus.

LOCKER ROOM ASSIGNMENTS – Locker rooms are assigned by Athletic Administration. Space is limited due to varsity teams and opponents use. Keep all locker rooms clean and report immediately any maintenance issues and/or damage. On home contests dates, locker rooms will be assigned the day of the contest. Signage will be placed on the appropriate locker room designated for each team. Visiting teams have priority over space available when we host a contest. Be respectful of property and condition of locker rooms. The use of the locker room facilities is a privilege and may be revoked at any time.

LODGING – Each coach is responsible for setting up lodging arrangements. The normal ratio is three student-athletes to one room. If the travel squad number has been reduced, there must be a concomitant reduction in the number of hotel rooms.

OFFICE SUPPLIES – All office supplies, as well as any special requests (business cards, etc.), can be obtained from the Office Manager.

PRE-SEASON, SPRING BREAK and TEAM TRIPS – Arrangements must be made with the Sports Supervisor if you require your team to be on campus outside of the normal academic calendar or if you are planning an off-campus team trip outside your normal competitive schedule (i.e., a trip abroad or out-of-region). These arrangements must be made at the time budget requests are submitted. One month prior to the beginning of the practice outside of the normal academic calendar (pre-season or inter-session) or before the team trip, a request for funds should be submitted.
PURCHASING PROCEDURES – All purchases are coordinated through the Equipment Manager or Office Manager and your Sports Supervisor. Purchase orders are required for any purchase. Purchases are subject to budget approval by the Sports Supervisor. No purchase may be made without approval and purchase order number. Include all appropriate information regarding the item to be purchased, the name, address and phone number of the supplier and the total cost in order to receive a purchase order number from the Business Office.

Any items purchased outside accepted campus practice, or that contain logos, images or colors not approved in the college style guide, will not be the responsibility of the department or the college. Note that the college has contracted through an outside vendor for uniform and apparel items. No outside vendor purchases will be accepted without prior approval.

STUDENT–ATHLETE ADVISORY COMMITTEE – The SAAC is made up of representatives from each of the College’s athletic teams, preferably upperclassmen and underclassmen. The committee meets as necessary to serve as a voice for the student-athlete population and to discuss issues facing student-athletes. Coaches are responsible for making sure the representatives from their team are consistently attending meetings. The SAAC Advisor, Assistant Athletic Director for Compliance/Senior Woman Administrator, serves as a liaison between the student-athletes and the athletic department administration. Any student-athlete is welcome to attend SAAC meetings.

SAFETY RULES AND REGULATIONS – All coaches and administrative staff are expected to adhere to the highest levels of safety and enforce all facility rules and regulations.

SPORTS INFORMATION / COMMUNICATION PROCEDURES

• Game Results And Reporting – The Director of Athletic Communications (SID) will disseminate the reporting of all home AND away contests to the media unless otherwise noted by the director to the coach prior to the contest. There is the rare occasion in which the opposing institution does not have a Sports Information Office. In the event you are playing one of these schools, the SID will contact you at least one day in advance to make arrangements for the reporting of all necessary information/statistics directly to the SID.

• Rosters – An up-to-date roster must be confirmed with the SID prior to the first contest. Throughout the season, the director must be promptly informed of any changes.

• Questions Regarding Statistics – Questions regarding statistical accuracy or statistical changes will be handled directly between the head coach and SID. Student or Assistant Coaches should not address statistical concerns. The head coach may contact the Sports Information office via e-mail, phone or in person to receive clarification and/or to make any necessary corrections.

• Player Of The Week Nominations – All recognitions/honors must be coordinated through the SID.

• Feature Story Ideas – Staff are highly encouraged to submit feature story ideas about teams/student-athletes/coaches to the Athletics Communications Office to assist with publicity and promotional efforts.

• Website Updates – Athletic Communications is responsible for any and all changes to the department website. For corrections, changes, or suggestions on how to use the site more effectively, please contact the SID.

STRENGTH & CONDITIONING CENTER

• Only varsity student-athletes and staff are allowed in the Strength & Conditioning Center
• Student-athletes must attempt to lift during scheduled times; however, accommodations may be made for class conflicts. Scheduled lifts typically occur between 8 a.m. and 8 p.m.; however, the weight room is closed after 9 p.m. from Monday through Thursday and after 8 p.m. on Fridays.
• Coach supervision is required; no individual may work-out without staff or coach supervision.
• Student-athletes, athletic administrative staff, and coaches must wear athletic attire while working out.
• Sneakers must be worn at all times in the Strength & Conditioning Center.
• Clean up and organize the weights, bars, benches, and racks, use collars
• Your athletes must have a spotter during lifts
• No cell phones, loud music or horseplay

STUDENT-ATHLETE EVALUATIONS – Within one week of the completion of the season, an evaluation questionnaire will be provided to all student-athletes under the categories of Exhausted Eligibility or Returning Athlete. Exit interviews are offered to all senior student-athletes. If a student-athlete initiates a meeting with the Director of Athletics or the Senior Woman Administrator to discuss issues relating to their coach, the administrator’s initial reaction will be to encourage the S-A to discuss the issue with the coach. If the S-A is reluctant to take this advice, the administrator will listen to the S-A’s concerns and reserve the right to discuss them with the coach.

SUBSTANCE ABUSE GUIDELINES – Please refer to the College Faculty and Staff Manual

TOBACCO – NCAA legislation prohibits the use of tobacco products by all athletes, coaches, athletic trainers, managers, and officials, in all sports during practice and competition. Violators of this policy are subject to disciplinary sanctions as determined by the Director of Athletics.

UNIFORM/EQUIPMENT REPLACEMENT – In order to maintain a consistent, fiscally responsible and fair uniform equipment replacement policy, guidelines are below. At the completion of season, all uniforms and equipment must be returned within 24 hours after the last contest and an inventory must be completed.
• Replace playing uniforms based on the uniform rotation program.
• Re-condition existing uniforms, accessories and equipment where possibly and applicable.
• Identify and purchase appropriate quality uniforms and accessories with appropriate printing, numbering and colors
• The sport supervisor must approve all uniform colors and purchases in advance.

VOLUNTEER COACHES – Use of volunteer coaches must be approved by sport supervisor and all paperwork, including criminal background checks, first aid/CPR/AED certifications and NCAA compliance violation reviews must be completed prior to any volunteer coaches working with student-athletes or teams.

WORK ORDERS/SERVICE REQUESTS PROCEDURES – All requests should be made through the Assistant Athletic Director for Operations on a work request form. Please refrain from calling Physical Plant unless there is an emergency (broken water pipe leaks, etc.). Work requests will be prioritized based on the urgency and the date requested.
SECTION 4: ACADEMICS

ACADEMIC PROBATION & SUSPENSION – For the College’s policy on academic probation and suspension, refer to the Saint Anselm Student Handbook.

ACADEMIC MONITORING – The Academic Resource Center (ARC) offers student-athletes assistance in developing and refining their academic skills. The ARC provides several programs to help student-athletes reach their academic potential. Please refer to the ARC for more information on the available programs. Although these support programs are in place, the coaches shall continue communication with their student-athletes about academic progress and class attendance. While student-athletes shoulder the responsibility for their academics, coaches shall still support the student-athletes to reach their academic potential.

CLASS ATTENDANCE – Student-athletes may not miss class to attend practice provided the practice does not meet one of the exceptions:

- The practice activity is for a team/individual representing Saint Anselm College in a conference or NCAA championship.
- When a practice is in conjunction with traveling to an away contest

At the beginning of the semester, each coach shall produce the Absence Form for Student-Athletes that indicate dates in which the student-athlete will miss class due to an athletic contest. Coaches shall ensure that their student-athletes maintain their academic responsibilities by cooperating with professors when such conflicts arise. Please see the Absence Form for Student-Athletes.

CLASS SCHEDULE CHANGES – Student-athletes are permitted to make class changes after the registration process has been completed. However, athletes may NOT drop below full time status (12 credits) and remain eligible. Student-athletes are strongly encouraged to discuss any changes with the Assistant Athletic Director for Compliance BEFORE dropping, adding and making any schedule changes to be sure they will not affect their continuing eligibility. Student-athletes must see their Coach before making any schedule changes, and also meet with the Assistant Athletic Director for Compliance regarding eligibility.

COUNSELING AND CAREER HELP – The Counseling and Career Center encourages students to utilize their services. Within ethical and legal guidelines, their services are confidential so privacy can be assured. Services offered include career and personal counseling as well as career assessments. Counseling and outreach programs and research libraries are available upon request.

DROP-ADD POLICY – Students may drop-add during the specified period either online or in the major department. A student who is considering either dropping or adding a course should discuss the proposed change with the Assistant Athletic Director for Compliance to address the affect of changes on athletic eligibility. Courses may be added and dropped for a specified period, as indicated in the College Calendar.

FACULTY ATHLETIC REPRESENTATIVE – The athletics department will include the active involvement of the faculty athletics representative as the key institutional liaison to the athletics department. The involvement of the FAR includes eligibility or academic related duties, maintaining an atmosphere of compliance and institutional control, and assisting in investigations of rules compliance. The FAR also serves as a key contact for student-athletes.
SECTION 5: HEALTH, SAFETY AND WELFARE

ATHLETIC TRAINING / SPORTS MEDICINE – The athletic training room is located in Stoutenburgh Gymnasium. With four National Athletic Trainers Association (NATA) Certified and state-licensed practitioners in cooperation with orthopedic, podiatric and internal medicine physicians, student-athletes are offered comprehensive health care with a special emphasis placed on injury prevention (Prehab) methods. The sports medicine/athletic training facility offer daily services and care for all student-athletes. Daily hours will be posted at the training room and updated as needed.

CONCUSSION MANAGEMENT – All sports are included in neurocognitive baseline testing.

I. Guidelines and procedures for coaches:
   A. If available, CALL FOR TRAINER
   B. If not available, RECOGNIZE, REMOVE, REFER
      1. Recognize concussion
         a. All coaches should become familiar with the signs and symptoms of concussion that are described in Section II.
         b. Very basic cognitive testing should be performed to determine cognitive deficits.
      2. Remove from activity
         a. If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically.
         b. Any athlete who exhibits signs or symptoms of a concussion should be removed immediately, assessed, and should not be allowed to return to activity that day.
      3. Refer the athlete for medical evaluation.
         a. Coaches should report all head injuries to the AT (or to other healthcare professionals if the AT is not available), as soon as possible, for medical assessment and management, and for coordination of home instructions and follow-up care.
   C. The ATC should be contacted as soon as possible.
      1. Coaches should seek assistance from the host site ATC if at an away contest.
      2. If the ATC is unavailable, or the athlete is injured at an away event, the coach is responsible for notifying the Saint Anselm College athletic training staff.
      3. This call should happen as soon as the person to make the call is not tied up taking care of this or another athlete. If there is any question about the status of the athlete, or if the athlete cannot be monitored appropriately, the athlete should be referred to the emergency department for evaluation a Saint Anselm College athletic training staff member should be notified immediately.

The Coach or ATC should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to be taken home. Home care instructions should be provided to the individual responsible for monitoring the athlete.

   D. Remind the athlete to report directly to the athletic training room, on the day he or she returns to school after the injury.
   E. Athletes with suspected head injuries should not be permitted to drive home.

II. FOLLOW-UP CARE OF THE ATHLETE DURING THE SCHOOL DAY: Responsibilities of the Athletic Trainer

The athlete will be instructed to report to the athletic trainer upon his or her return to school. At that point, the athletic trainer will:
   A. Re-evaluate the athlete.
B. Provide an individualized health care plan based on both the athlete’s current condition, and initial injury information provided by the AT or parent.
C. Notify Director of Health Services to coordinate academic issues with the ARC, student’s academic dean and teachers of the injury immediately.
D. AT will communicate with the athlete’s treating physician/provider then keep the other apprised of physician wishes.
E. If the Health Services receives notification of a student-athlete who has sustained a concussion from someone other than the AT (athlete’s parent, athlete, physician note), the AT should be notified as soon as possible, so that an appointment for cognitive testing can be made.
F. Monitor the athlete on a regular basis during the school day.
G. Advocate for and develop appropriate accommodations during recovery.

III. Common signs and symptoms of sports-related concussion.

A. Signs (observed by others):
   1. Athlete appears dazed or stunned
   2. Confusion (about assignment, plays, etc.)
   3. Forgets plays
   4. Unsure about game, score, opponent
   5. Moves clumsily (altered coordination)
   6. Balance problems
   7. Personality change
   8. Responds slowly to questions
   9. Forgets events prior to trauma
   10. Forgets events after the trauma
   11. Loss of consciousness (any duration)

B. Symptoms (reported by athlete):
   1. Headache
   2. Fatigue
   3. Nausea or vomiting
   4. Double vision, blurry vision
   5. Sensitive to light or noise
   6. Feels sluggish
   7. Feels “foggy”
   8. Problems concentrating
   9. Problems remembering

DESIGNATION OF TEAM PHYSICIAN – Per NCAA regulations, the college must designate an official team physician. Dr. James Vailas will serve as our team physician again in 2014-15.

EMERGENCY ACTION PLANS – Coaches should review the EAP specifically designed for their practice or competition venue at the start of their season. Specific EAP information will be given to each coach by the Athletic Trainer assigned to their team.

FIRST AID, CPR AND AED – Each coach shall maintain current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use per NCAA regulations.
FORMS – Around July 1 of every year, student-athletes are required to complete and return required forms to Sports Medicine-Athletic Training. Those forms must be returned, completed in full prior to their scheduled pre-participation examination (PPE). No PPEs will be performed until all paperwork is complete. The forms that are required are:

- Medical Authorization to Release Information
- Pre-Participation Physical Examination
- Concussion Understanding & Agreement (NCAA mandate)
- Sickle Cell Trait Testing (NCAA mandate for all athletes for waiver or test results)
- Acknowledgement of Insurance Requirements
- Summer Drug Testing Contact Form

INJURY/ILLNESS WHEN TRAVELING – Each coach will be given annually a copy of the team emergency contact sheet, along with a stocked medical kit. Your designated athletic trainer will contact the host athletic trainer about your team needs for the day.

(One Coach, No ATC)
- If an athlete requires hospital evaluation/care the ATC will be contacted by the coach. The ATC will be responsible for contacting the Director of Athletics regarding the care of the athlete.
- If an athlete requires hospital evaluation/care, a coach will accompany the athlete in the absence of a parent for the duration of their care/evaluation.
- If athlete is required to stay at hospital when the team event has concluded, the head coach will stay with the athlete and the Team Captain(s) is/are responsible for the team for the bus ride home.
- If overnight admission is not required, the coach can decide to hold the entire team until all diagnostics and discharge are completed.

(Two Coaches, No ATC)
- If an athlete requires hospital evaluation/care the ATC will be contacted by the coach. The ATC will be responsible for contacting the Director of Athletics regarding the care of the athlete.
- If an athlete requires hospital evaluation/care a coach will accompany the athlete in the absence of a parent for the duration of their care/evaluation.
- If overnight admission is not required, the head coach can decide to hold the entire team until all diagnostics and discharge are completed.
- If overnight admission is required parents will be notified ASAP and a coach will stay with athlete until parent or local contact arrival when applicable. If a parent/local contact is not applicable the team will return to campus while a coach remains behind until the situation is resolved.

(Coaches with ATC)
- If an athlete requires hospital evaluation/care a coach will accompany the athlete in the absence of a parent for the duration of their care/evaluation.
- The ATC will remain with the remainder of the team until the event has concluded in order to perform any and all post event athletic health care. The ATC can go to the hospital after all team matters are addressed.
- If overnight admission is not required, the head coach can decide to hold the entire team until all diagnostics and discharge are completed.
- If overnight admission is required parents will be notified ASAP and a coach will stay with athlete until parent or local contact arrival when applicable. If a parent/local contact is not applicable the team will return to campus while a coach remains behind until the situation is resolved.

INSURANCE – All student-athletes are required to have primary insurance coverage that will cover athletic related injuries. At the beginning of each school year the student-athlete, and his or her guardian, will be required to provide the Head Athletic Trainer with information regarding personal and/or family medical insurance coverage. This form can be found on the athletic website. This information shall include the name of the insurance company, address, relevant policy numbers, and front and back copies of the policy card. No student-athlete will be allowed to participate in any practice or competition until the form has been completed in full and signed. Any changes in insurance and/or
coverage must be reported to the athletic training staff immediately. New insurance forms must be completed and signed. Copies of the new insurance cards are also required. Failure to comply will cause a delay in processing the claim and the possibility of the account being turned over to collection thus making it the responsibility of the student-athlete.

**Injury/Insurance Guidelines:**

- The Athletic Department requires that all student-athletes have personal primary insurance coverage that will cover intercollegiate athletic injuries.
- All injuries must be reported to and evaluated by the Sports Medicine staff within 24 hours of occurrence. (Exception—EMS transport or hospitalization) Failure to report injuries to the medical staff may void college responsibility. Also, failure to meet scheduled physician’s appointments or to provide accurate insurance information may void any college responsibility for athletically related injuries or illnesses.
- If medical referral is deemed necessary, the student-athlete will be given an appointment with a team physician and will take all insurance information with them.
- The student-athlete’s personal insurance will be the primary insurance.
- The college assumes no financial responsibility for any uninsured medical expenses or significant out-of-pocket expenses in the event of injury.
- Falsification of any document with the intent to deceive an insurance company is considered fraud. Documents will not be changed for the purpose of filing a claim on a pre-existing condition or injury that was not disclosed on their medical history form or reported during their pre-participation physical exam.

**MEDICAL HISTORY AND PHYSICAL EXAM** – All student-athletes MUST complete a comprehensive medical questionnaire and pass a physical examination signed by a medical doctor prior to practice or competition. If any diagnostic tests are deemed necessary to medically clear the student-athlete, any/all costs associated with obtaining those tests will be the responsibility of the student-athlete and/or their parents. Student-athletes may submit medical documentation from their primary and/or treating physician for review by the Team Physician. The Team Physician may re-examine and change the student-athlete’s eligibility status at any time.

**MEDICAL RECORDS AND FILES** – The Sports Medicine staff is responsible for management of all medical records for student-athletes while they are participating in intercollegiate athletics. The files containing all medical records are maintained in a secure environment and remain the property of the Department of Athletics until they are destroyed. A student-athlete can, at any time, request to view his/her file. If a student-athlete would like copies of any information contained within the file, they must request this in writing to the Head Athletic Trainer. No records will be released for any reason to anyone without written permission from the student-athlete. Upon completion of the student-athlete’s eligibility, his/her file will be moved to inactive status, and stored accordingly for seven years. At the conclusion of seven years the file and all of its contents will be destroyed.

**PRACTICE COVERAGE** – The Sports Medicine staff requires a schedule of your practice times so that proper medical coverage may be arranged. The department schedule is made in advance based on the times you give us. Changes to your practice schedule without proper notification, 24 hours for weekdays and 48 hours prior to weekends, may result in coverage not being available.

**PRE-EXISTING INJURY/CONDITION** – All student-athletes are required, as part of their medical eligibility, to complete a comprehensive medical history questionnaire accurately and truthfully. Any information that is omitted, false, or intentionally withheld will result in the student-athlete and/or parents being financially responsible for any/all expenses incurred and for any/all medical treatment for the injury/condition determined.
PREGNANCY POLICY – As soon as the student-athlete suspects or learns that she is pregnant, we would encourage her to tell her coach and Athletic Trainer, as well as her personal physician, her religious advisor, family members, and others important to her.

1. The Head Athletic Trainer can provide information on where the student-athlete can access timely medical and obstetrical care.
2. Her coach or Athletic Trainer will encourage her to seek help and advice from “neutral parties” outside the Athletic department.
3. We will work with the student-athlete confidentially to make certain that appropriate decisions are made to ensure the health of the student-athlete and her child.
4. The student-athlete must be informed of the NCAA rule that permits a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.
5. A scholarship will not be cancelled should the student-athlete become pregnant and makes a request to remain on scholarship during the year of her pregnancy. Based on the fact that NCAA scholarships are awarded on a one-year renewal basis for four years, once the student-athlete returns from pregnancy leave, she must have a discussion with her coach regarding future scholarship allocation. Although a student-athlete will not be cancelled from scholarship during the year of pregnancy, she cannot be guaranteed renewal the following year or subsequent years (this is in keeping with NCAA regulations regarding scholarship renewals). The student-athlete needs to make an appointment with the head coach as soon after her return to school as possible or as soon as she knows she will be returning as a full-time student. If the head coach decides not to renew the scholarship the year after the athlete returns from her pregnancy year on scholarship, she will be notified before July 1 as NCAA regulations mandate. If the student-athlete’s scholarship is not renewed, she will be advised of her right to appeal.
6. The continued participation will be considered by the athlete, team physician and the department. The final decision regarding participation of the pregnant student-athlete is the responsibility of the Team Physician in consultation with the student-athlete’s obstetrician.
7. The student-athlete must inform the head coach, NCAA compliance officer or assigned team athletic trainer if she intends to request to stay on the roster during the pregnancy year and whether or not she intends to request a sixth year of eligibility.

PRESEASON TEAM MEETINGS – Coaches and team members will meet with the Director of Sports Medicine prior to the first practice session of the academic year. Staff will provide a review and summary of topics that will include, but are not limited to, general NCAA regulations, insurance, team doctor guidelines, rehabilitations, concussions, sickle cell, nutrition, rehabilitation, and general athletic training and emergency care procedures on campus. It is expected that all coaches will assist the Sports Medicine department in assuring that all mandatory NCAA and institutional requirements are met prior to any participation by student-athletes.

REHABILITATION – In order to maintain the highest continuity and quality of athlete health care offered to our student-athletes, the Sports Medicine Department will operate under this policy. When a student-athlete falls into the following criteria, they will be referred to an off campus health care facility for rehabilitation:

- Post-surgical
- Athletes participating during their non-traditional season
- Injuries that cause an athlete to miss playing time for 2 weeks or more
- At Athletic Trainer discretion

All in-house rehabilitation will be by appointment only. Each individual rehabilitation case will be prioritized according to their severity and stage of injury i.e. a newly sprained knee vs. an ankle sprain near discharge. Sports Medicine personnel will provide student-athletes with a rehabilitation program appropriate for their injuries. Student-athletes will be discharged from rehabilitation only when the critical long-term goals have been met. All discharged student-athletes will be given verbal instructions regarding their injury and self-maintenance rehabilitation program.
SEVERE WEATHER & LIGHTNING POLICY – The Sports Medicine Department utilized the recommendations of the National Lightning Safety Institute and the National Severe Storms Laboratory in the development of this policy. The athletic training staff will monitor the National Weather Service (NWS) & local weather station for thunderstorm watches or warnings and will utilize the Flash to Bang method for determining when to seek shelter.

**Flash to Bang:**
- Begin counting when you spot the lightning flash
- Stop counting when you hear the corresponding thunder (bang)
- Divide count by five to determine distance in miles to the lightning flash
- If you are within 10 miles of the lightning you are in danger.

**30-30 Rule**
- At a minimum, by the time your f-b count reaches 30 seconds you should already be at/in a safer location
- The National Severe Storms Laboratory recommends allowing at least 30 minutes passing after the last lightning flash or sound of thunder before returning outdoors to the field or activity.
- The existence of blue sky and/or the absence of rain are not protection from lightning! Lightning can and does strike as far as 10 miles away from the rain shaft.
- The ATC will inform the coaches that the Lightning Safety Emergency Plan is being implemented and that the team should seek shelter.

**Safe Locations**
- Primary: any substantial building normally occupied by people and has telephone, electrical, and plumbing
- Secondary: any fully enclosed vehicle with a metal roof and windows rolled up (it isn’t the rubber tires that make a vehicle safe, it’s the hard metal roof, which dissipates the lightning strike around the vehicle.
- Convertibles or golf carts are NOT considered safe locations.
- If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees, or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Do not lie flat on the ground. You want to minimize your contact with the ground!
- Ask your ATC for the nearest safe location for your practice or game field.
- Once the determination is made to remove a team or teams from an athletics site or event, the athletic administration should notify spectators of the danger and have them seek shelter as well.

**Less safe Locations**
- Buildings without telephone, electrical, and plumbing
- Dugouts

**Unsafe Locations**
- Under trees
- Open fields, open water
- High terrain
- Indoor/outdoor swimming pools
- Tents

**Unsafe Behaviors**
- Remaining outdoors
- Increasing your height
- Sheltering under tall individual trees
- Sheltering near light/flag poles
- Sheltering near metal bleacher/fence
COLD WEATHER GUIDELINE – Complications due to extreme cold conditions can initially be less life-threatening than those caused by heat, but may cause secondary injuries due to loss in performance. Cold exposure may appear to be more subtle due to the amount of time it can take for separate individuals to weather the damage due to cold and/or moisture.

Early signs: shivering, muscle fatigue, poor muscle control, cold sensation may lead to numbness, pain, and burning, clumsy, slurred speech, disorientation, and altered mental state
Frostbite: freezing of skin or tissue causing redness, edema, and mottled skin
Hypothermia: significant loss in body core temperature (less than 95 degrees)
Dehydration: significant loss in body water; tend to drink less in cold weather
Chilblain: non-freezing injury due to extended cold exposure with wet conditions

Playing surface
1. Practice is permitted on turf if it is cleared of snow and ice. Even with the snow removed, in freezing temps, the turf will be very slick due to moisture left on the turf. This will lead to an increased risk of injury potential.
2. Snow must also be cleared to allow for ambulance and golf cart access.

Clothing
1. Coaches need to be responsible for ensuring that student athletes participating in cold weather have the proper insulated and layered clothing needed to prevent cold illness.
2. If student athletes are not properly clothed for the cold temperatures, they are not recommended to participate outside at practice.
3. It is recommended that student athletes participating in practices below 32 degrees F should wear appropriate clothing (i.e. Several layers around core of the body, long pants designed to insulate, long sleeve shirt, sweatshirt, coat designed to insulate and break the wind, gloves, ear protection, face protection, and wicking socks that do not hold moisture like smart wool).

Recommendations:

<table>
<thead>
<tr>
<th>Wind-Chill Temperature</th>
<th>Guidelines/adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>25°F - 15°F</td>
<td>- Cover all exposed skin as possible</td>
</tr>
<tr>
<td></td>
<td>- Rewarm: every 30 min for at least 10 minutes</td>
</tr>
<tr>
<td></td>
<td>- Total exposure time: maximum of 120 minutes</td>
</tr>
<tr>
<td>15°F - 5°F</td>
<td>- Consider limiting or modifying activity to limit exposure</td>
</tr>
<tr>
<td></td>
<td>- Rewarm: every 20 min for at least 15 minutes</td>
</tr>
<tr>
<td></td>
<td>- Total exposure time: maximum of 90 minutes</td>
</tr>
<tr>
<td>&lt;5°F</td>
<td>- Terminate outside practice</td>
</tr>
</tbody>
</table>

1. Snow must be cleared from the south-east gate to allow for ambulance and golf cart access onto the field
2. Participation on snow/ice covered turf may potentially lead to increased risk of cold injury and or musculoskeletal injuries. Coaches should use good judgment concerning decisions about length of practice, drills, and appropriate clothing.
3. An athlete will be removed from practice immediately if cold injury is suspected by the ATC or the CPR certified coach.
4. Athletes should be given sufficient notice of outdoor practice so they have appropriate clothing available.
5. If an injury occurs, and there is no ATC on-site, we will use our sports medicine policy:
   - If a student-athlete sustains a medical emergency during a practice and there is no athletic trainer present, the coach will activate EMS by calling 555 or 911. If a coach calls 911 from their cell phone, tell the operator that you are calling from Saint Anselm College in Goffstown, NH.
Once EMS has arrived and taken care of the student-athlete, the coach will inform a member of the Sports Medicine department of the current emergency. Please make the Sports Medicine staff aware of what type of injury occurred, what hospital the student-athlete will be taken to, and any further needs of the student-athlete.

HOT WEATHER GUIDELINES – Hot weather conditions can cause life-threatening illness which must first and foremost be prevented. When heat illness does occur, it can present in many forms and must be managed quickly and appropriately. This document is meant to serve as an educational tool as well as a guideline on how to prevent and manage the various forms of heat illness.

Early Signs (Heat Cramps): dehydration, thirst, sweating, muscle cramps, fatigue
Heat Syncope (Dizziness or Fainting): any symptoms listed above, tunnel vision, pale or sweaty skin, decreased pulse rate, dizziness
Exercise (Heat) Exhaustion: any symptoms listed above, normal or elevated core-body temperature, light headedness, syncope, headache, nausea, diarrhea, decreased urine output, profuse sweating, chills, cool and/or clammy skin, intestinal cramps, weakness, hyperventilation
Exertional Heat Stroke: all symptoms listed above, high core-body temperature (>104°F), drowsiness, irrational behavior, confusion, irritability, hysteria, delirium, disorientation, staggering, seizures, loss of consciousness, vomiting
Exertional Hyponatremia is a condition where blood sodium levels are low due to overhydrating with water or low-solute beverages or inadequately replacing sweat salt losses. **Symptoms include:** nausea, vomiting, swelling of hands and/or feet, progressive headache, confusion, mental compromise, lethargy, seizures

Recommendations:
1. Prevention is the best medicine.
   a. Adapt athletes to exercise in the heat gradually, if possible by progressively increasing intensity and duration of work in the heat. (This is most applicable during the fall preseason.)
   b. Encourage athletes to maintain adequate hydration by matching fluid intake with sweat and urine losses. Athletes should hydrate with both water and electrolyte replacement drink. An easy gauge of hydration status is urine color and output using the “3 C’s”: clear, clean and copious.
   c. Modify activity on high risk days (high heat and/or humidity) by
      i. moving practices to cooler times (hottest times are 10am-5pm)
      ii. move practices into air conditioning
      iii. add extra water breaks/rest time in between drills
      iv. decrease length and/or intensity of drills and practice
2. **If the wet-bulb globe temperature is greater than 82° (or “very high”, please refer to Figure 1) practice should be delayed, rescheduled or moved into an air-conditioned space if available.
3. Participation in extreme heat and/or humidity may potentially lead to increased risk of heat injury. Coaches should use good judgment concerning decisions about intensity and length of practice, frequency and length of water breaks, and appropriate clothing. For equipment intensive sports (e.g. football), care should be taken to decrease amount of pads worn on high heat stress risk days (see Figure 2).
4. An athlete will be removed from practice immediately if heat injury is suspected by the ATC or the CPR certified coach.
5. Athletes should be given sufficient notice of outdoor practice so they have appropriate clothing available.
6. If an injury occurs, and there is no ATC on-site, we will use our sports medicine policy:
   - If a student-athlete sustains a medical emergency during a practice and there is no athletic trainer present, the coach will activate EMS by calling 555 or 911. If a coach calls 911 from their cell phone, tell the operator that you are calling from Saint Anselm College in Goffstown, NH.
   - Once EMS has arrived and taken care of the student-athlete, the coach will inform a member of the Sports Medicine department of the current emergency. Please make the Sports Medicine staff aware of what type of injury occurred, what hospital the student-athlete will be taken to, and any further needs of the student-athlete.
Playing surface
   1. Expect the surface temperature of artificial turf to be at least 10-20°F warmer than the air temperature.
   2. If possible, warm-up, practice and water breaks should take place in the shade on high heat stress risk days.

Clothing
   1. Excessive clothing and athletic equipment, including helmets, inhibits heat loss; therefore, athletes who wear equipment are at an increased risk for heat illness. If possible, decrease amount of equipment worn during high risk practices.
   2. Dark-colored clothing may cause a greater absorption or heat from the environment and should be avoided.
SECTION 6: NCAA COMPLIANCE

PRINCIPLES OF INSTITUTIONAL CONTROL – It is important that policies and procedures be established so as to deter violations and not merely discover their existence after they have taken place. In a case where proper procedures exist and are appropriately enforced, especially when they result in the prompt detection, investigation and reporting of the violations in question, there may be no lack of institutional control although the individual or individuals directly involved may be held responsible.

In a situation in which adequate institutional procedures exist, at least on paper, a practical, common sense approach is appropriate in determining whether they are adequately monitored and enforced by a person in “control”. Obviously, general institutional control is exercised by the chief executive officer of a member institution. However, it is rare that the chief executive officer will make decisions specifically affecting the operations of the institution’s athletics program. Instead, the day-to-day duties of operation, including compliance with NCAA rules, will have been delegated to subordinates either by specific action or by the creation of appropriate job descriptions. Moreover, it is usually left to senior subordinates, such as the Director of Athletics, further to delegate various duties regarding compliance with NCAA rules.

In most institutions, especially those with large and varied athletic programs, such delegations are made to a number of individuals who are expected to exercise control over compliance with regard to specific aspects of the program. The specific obligations of such individuals should be in writing, and not merely an understanding among the senior officials of the university and the athletics department. The Director of Athletics and other officials in the athletics department, such as the compliance officer, head and assistant coaches, Faculty Athletic Representative and the other institutional administrators outside of the athletics department are responsible for matters such as the certification of athletes for financial aid, practice and competition, and are expected to assume a primary role in ensuring compliance. Even though specific action has been taken to place responsibility elsewhere, these individuals will be assumed to be operating on behalf of the institution with respect to those responsibilities that are logically within the scope of their positions. Their failure to control those matters as to prevent violations of NCAA rules will be considered the result of a lack of institutional control.

VIOLATIONS THAT DO NOT RESULT FROM A LACK OF INSTITUTIONAL CONTROL
An institution cannot be expected to control the actions of every individual who is in someway connected with its athletic program. The deliberate or inadvertent violation of a rule by an individual who is not in charge of compliance with rules that are violated will not be considered to be due to a lack of institutional control:

- If adequate compliance measures exist;
- If they are appropriately conveyed to those who need to be aware of them;
- If they are monitored to ensure that such measures are being followed; and
- If, on learning that a violation has occurred, the institution takes swift action.

INSTITUTIONAL CONTROL / STATEMENT OF COMPLIANCE – It is the intention to be fully compliant with the letter and spirit of NCAA, NE-10, and college rules and regulations. The athletic department is committed to the principle of institutional control through rules education for coaches, athletics department staff, institutional staff, student-athletes, and boosters of the athletics program. Institutional staff and athletics staff are responsible for knowing the rules and abiding by them. All staff follows the “rules of compliance”:

1. Each coach is responsible for knowing and adhering to all NCAA rules and regulations. WHEN IN DOUBT, CHECK BEFORE ACTING.
2. The intercollegiate athletics program is monitored by the President, Director of Athletics, Assistant Athletic Director for Compliance and Faculty Athletics Representative to assure compliance. Any instance of non-compliance that is identified is reported to the NCAA.
3. It is expected that each intercollegiate athletics personnel will self-report any knowledge of NCAA violations to the Director of Athletics or to the Compliance Director.
4. Coaches, athletic department staff, and select institutional staff are provided materials (or electronic copies) for which they are held responsible for the content: (a) Current NCAA Division II Manual, (b) NE-10 Sport Manuals, (c) ECAC regulations, and (d) NCAA Compliance Assistant access.

AWARDS AND BENEFITS:

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

Types of Awards, Awarding Agencies, Maximum Value and Numbers of Awards
Athletics awards given to individual student-athletes shall be limited to those approved or administered by the member institution, its conference or an approved agency as specified in the following subsections and shall be limited in value and number as specified in this section. Each of the following subsections is independent of the others so that it is permissible for an individual student-athlete to receive the awards described in all subsections.

Participation Awards
Awards for participation in intercollegiate athletics may be presented each year, limited in value and number as specified in the NCAA Division II Manual. Awards for participation in special events may be provided only to student-athletes eligible to participate in the competition.

Awards for Winning Conference and National Championships
Awards for winning an individual or team conference or national championship may be presented each year, limited in value and number as specified in the NCAA Division II Manual. Awards for winning a conference or national championship in a team sport may be provided only to student-athletes who were eligible to participate in the championship event. The total value of any single award received for a conference or national championship may not exceed $325, and the total value of any single reward received for a national championship may not exceed $415. Each permissible awarding agency is subject to a separate $325 or $415 limit per award, respectively. Each permissible awarding agency may provide only regular-season conference champion and the postseason conference champion (with a separate $325 limitation), but if the same institution win the regular-season and post-season conference championship, the combined value of both awards shall not exceed $325. (Revised: 6/22/11)

BOOSTERS – Boosters/Representatives of Athletics Interests are any of the supporters of your athletic program who meet any of the following conditions:

- Has ever been a member of any organization that supports or promotes Saint Anselm athletic programs.
- Has made a financial contribution to the Saint Anselm athletic department or to any Saint Anselm sport.
- Has been a season ticket holder in any sport.
- Has provided benefits (e.g. summer employment or occasional family meals) to enrolled student-athletes.
- Have, in any way, promoted the athletic program at Saint Anselm.

Representatives of athletics interests (Boosters) may not be involved with the recruitment process or with prospective student-athletes.

NCAA Regulations with regard to Boosters and Prospective Student-Athletes (PSA)
Boosters may NOT:

- Make any recruiting contacts with prospects or their relatives. This includes telephone calls, e-mails, faxes or letters and may have NO face to face contact either on or off campus.
- Assist coaches by picking up transcripts, films or any other information pertaining to a prospect’s ability from the prospect’s institution.
• Provide financial aid or benefits of any kind (e.g. clothing, special discounts, lodging, meals, transportation, tickets, loans of money) to prospective student-athletes or their relatives
• Make contact with a PSA or his/her parents when the prospect is on campus for an official or unofficial visit.
• Contact a prospective student-athlete to congratulate him/her on signing a National Letter of Intent
• Provide transportation or arrange for payment of transportation costs for a PSA or his/her relatives to visit campus
• Designate funds for specific prospects to attend a Saint Anselm summer camp
• Employ or arrange for employment of a prospect before his/her completion of his/her senior year. After graduation, a booster may employ a PSA as long as compensation is for work actually performed and at a rate commensurate with experience and the going rate
• Provide gifts or awards to a student-athlete for any reason
• Use the name, picture or appearance of an enrolled student-athlete to advertise, recommend or promote sales or use of a commercial product or service of any kind
• Provide ANYTHING to the prospect or the prospect’s family without prior approval from the Assistant Athletic Director for Compliance

Boosters MAY:
• Forward information about prospects to the appropriate coach or staff member
• View a prospect’s athletic contest on their own initiative, provided the booster does not contact the PSA or his/her relatives, coach, principal, teachers or counselor in an attempt to evaluate the prospect’s academic or athletic ability
• Speak to a prospect on the telephone ONLY if the prospect initiates the call. Boosters may NOT have a recruiting conversation, but instead, should refer all questions regarding the athletic program to the coaching staff

NCAA Rules With Regard To Booster Contact with Current Student-Athletes
Boosters may NOT:
• Pay for or arrange for payment of room, board, or any type of transportation at any time for currently enrolled student-athletes, their relatives or friends
• Provide student-athletes with any sort of extra benefit, which means any type of special arrangement to provide a student-athlete or his/her relatives or friends with a benefit unavailable for the general student population
• Provide student-athletes with any kind of special discount, payment arrangements (e.g. co-signing a loan), credits on a purchase (airline tickets, clothing) or services (transportation, etc.)
• Entertain student-athletes or their family and friends. The only exception to this is that boosters may, on an occasional basis, provide a student-athlete or team (not family and friends) with a meal. This meal can be catered, but must be in the home and not in a restaurant

Occasional Meal Rules
• Athletic staff members may provide a student-athlete or entire team with an occasional meal in the locale of the institution on infrequent and special occasions
• Representatives of Athletics Interest (Boosters) may only provide an occasional family home meal to a student-athlete or entire team at the individual’s home (as opposed to a restaurant) and may be catered
• Local transportation may be provided to the student-athletes to attend the occasional meal
• “Occasional” is defined as three times per semester (not per staff member of representative of athletics interest)

NCAA Rules Regarding Student-Athlete Employment
• Prospects may be employed by boosters during the summer prior to their enrollment at UM, but employment may not begin until the prospect has graduated from high school
• Current student-athletes may seek employment during the academic year and during vacation periods. There is no longer a limit on the amount of money a student-athlete can make during these periods
• Student-athletes may only be compensated for work actually performed and at a rate commensurate with the going rate for similar services
• Student-athletes may not be hired based on their athletic ability.

NOTE- student-athletes must report all private employment to the compliance officer and verification of employment must be on file in the student-athlete’s athletic department file

NCAA Rules Regarding Promotional Activities for Student-Athletes
• Student-athletes are not permitted to be involved in the advertisement, recommendation or promotion of commercial products or services
• There are some instances when student-athletes are permitted to be involved in certain charitable or nonprofit promotional activities. These events must be approved by the compliance officer PRIOR to students’ participation

NCAA Rules Regarding the Internet
• The internet is considered similar to e-mails, telephone calls or general correspondence. It should not be used by boosters to contact prospects, their families or their coaches.
• All communication must be private between the sender and recipient (i.e. no posting directly to a prospect’s Facebook wall or mentioning a prospect in a tweet on Twitter).

Consequences for Boosters Who Violate NCAA Regulations
Under NCAA regulations, Saint Anselm is responsible for all actions of its boosters. Therefore, boosters need to be aware of the consequences for violating NCAA regulations. Boosters found in violation are subject to losing any benefits and privileges, including season tickets or team access. In addition, the NCAA Committee on Infractions has required institutions to disassociate boosters from the institution.

Additional information – if at any time a coach has a question regarding a booster and what is permitted for boosters in their desire to help or to be directly involved with your program, you are required to seek clarification from compliance. If you are aware of any action or activity conducted by a booster which could be an NCAA violation, it is your responsibility to report the action to compliance for review and possible action.

COMPLIANCE EDUCATION – Each month during the academic year, there will be a mandatory staff meeting that includes NCAA rules education. Each meeting will be dedicated to a different compliance topic. All coaches are required to attend and if it is necessary for a coach to miss a meeting, he/she must get approval from the Director of Athletics. At the required monthly staff meetings, the Assistant Athletic Director for Compliance will provide reminder notifications regarding:
• Dead periods
• Recruiting information
• Continuing eligibility
• Admissions updates
• Important dates

Other educational opportunities for coaches will include review sessions for coaches certification test, compliance section in the coaches’ handbook, compliance tenets on the web site for boosters/fans, and compliance component in job descriptions and employment letters.

CONTINUING ELIGIBILITY – To remain eligible for intercollegiate athletic competition, student-athletes must meet the following conditions for progress toward degree requirements:
• Designate a degree program by the beginning of the student-athlete’s third year;
Enroll as a full-time student;
Average 12 semester credit hours per semester; and
Fulfill the corresponding GPA requirements:

1) 24 semester hours: 1.800 GPA
2) 48 semester hours: 1.900 GPA
3) 72 semester hours: 2.000 GPA
4) 96 semester hours: 2.000 GPA

Student-athletes must enroll in minimum of 12 semester hours per term to practice, receive financial aid and compete in intercollegiate athletics. Student-athletes must remain in good academic standing as determined by the academic authorities that set the requirements for all students at the institution, subject to restrictions of the conference or similar association of which the institution is a member.

Path to Graduation / Progress toward Degree
A student must have completed the following course requirements in the student’s specific degree program.

Degree Progress Rule (40%, 60%, 80%)
At the beginning of the junior year (5th semester), a student-athlete must complete 40% of degree requirement;

48 Semester Hours (MUST DECLARE MAJOR)
At the beginning of the senior year (7th semester), a student-athlete must complete 60% of degree requirement;

72 Semester Hours
At the beginning of 5th year (9th semester), a student-athlete must complete 80% of degree requirements;

96 Semester Hours (NCAA GPA Requirements)

<table>
<thead>
<tr>
<th># of Semesters Completed</th>
<th>Minimum GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1.80</td>
</tr>
<tr>
<td>4</td>
<td>1.90</td>
</tr>
<tr>
<td>6 (and subsequent semesters)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Saint Anselm College requires all student-athletes to maintain acceptable academic standing to participate in intercollegiate athletics. The following guidelines, documented in the Saint Anselm College Student Handbook, are used by the Office of the Dean of the College to evaluate less than satisfactory progress:

A warning is the likely consequence of:

- Two grades in the D category in one semester, or one grade in the D category and a failing grade in one semester, or a failing grade in consecutive semesters or unsatisfactory scholarship as reflected in the semester grade point average

Probation is the likely consequence of:

- Three grades in the D category in one semester, or two grades in the D category and a failing grade in one semester, or two grades in the D category in one semester following a semester with one or more failing grades, or two grades in the D category in one semester following a semester with two grades in the D category, or two failing grades in one semester, or unsatisfactory scholarship as reflected in the grade point average of two consecutive semesters

Dismissal is the likely consequence of:

- Four grades in the D category in one semester, or three failing grades in one semester, or one or more grades in the D category and two failing grades in one semester, or the accumulation of five grades below the C category in two consecutive semesters, or unsatisfactory scholarship (e.g., two grades in categories below the C category) during a semester of probation, or failure to obtain a 2.00 GPA in the major field of concentration by the end of the sixth or any subsequent semester.
• Academic warnings or probations cease at the end of the semester for which it has been imposed, provided no further action is taken by the Office of the Dean of the College.
• Saint Anselm College academic policies take precedence over NCAA academic policies regarding intercollegiate athletic eligibility.

Banking Units
All units earned in excess of 12 per term, including summer units earned, prior to the designation of a specific degree program, even if the hours are not applicable to the designated degree program, may be used to maintain progress toward degree.

Initial 24 Credit-Hour Rule
All student-athletes must have successfully completed 24 semester hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution’s preceding regular two semesters.

75/25 Rule
A student-athlete shall earn at least 75 percent of the minimum number of semester hours required for progress toward degree during the regular academic year. The student-athlete shall earn no more than 25 percent of the minimum number of semester hours required for progress toward degree during the summer or through correspondence courses.

Mid-Year Certification of a Student-Athlete
Every student-athlete must be re-Certified after the fall semester to verify that they have satisfactorily completed 6 units the previous semester. All mid-year entries and transfer students will be required to attend a meeting scheduled by the Assistant Athletic Director for Compliance. Topics to be covered will be the same as those covered at the preseason team meetings, but will also include pertinent information for transfers and mid-year entries.

FINANCIAL AID & SCHOLARSHIPS – Our institutional obligation is that the renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Official notification of financial aid renewals and non-renewals must come from the institution’s regular financial aid authority and not from the institution’s athletics department.

Hearing Opportunity
The institution's regular financial aid authority shall notify the student-athlete in writing, within 14 consecutive calendar days from the date the student-athlete has been notified of the decision to reduce or cancel aid during the period of the award or the reduction or nonrenewal of aid for the following academic year, of the opportunity for a hearing when institutional financial aid is based in any degree on athletics ability is reduced or canceled during the period of the award, or not renewed. The notification of the hearing opportunity shall include a copy of the institution’s established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete’s request for the hearing and shall not delegate the responsibility for conducting the hearing to the athletics department or the Athletic Advisory Committee.

In the event that any student-athlete is removed from the official NCAA squad list, either for voluntary reasons or dismissal by the coach or administration, any athletic-based financial aid will be prorated from the date of the roster change. If the student-athlete believes there are extenuating circumstances for leaving the roster, he/she may appeal this decision to the Financial Aid Appeals Committee. The committee will discuss with the student-athlete, followed by a discussion with athletic administration. The student-athlete will be informed of the decision once all meetings are concluded.
**FAFSA requirement**
All student-athletes are required to arrange for the completion and submission of a FAFSA form by February 15 each year. FAFSA forms are beneficial in determining eligibility for Pell Grants, specific scholarships based on need and, in the future, eligibility of the student-athlete for NCAA special funding.

**Degree Completion Awards**
Saint Anselm College athletics department may nominate three student-athletes for the NCAA Degree Completion Award. To be eligible for this program, a student-athlete must have competed at Saint Anselm, have been in good standing with his/her respective team, and be within 30 credits of completion of his or her degree. The Director of Athletics, Senior Woman Administrator, the Assistant Athletic Directors, and the Faculty Athletic Representative, and other athletic administrators as selected by Director of Athletics review every student-athlete that is eligible to apply and select the nominees.

**Athletic Scholarships**
Prior to any scholarship decision (new, renewal, reduction or cancellation), a request must be submitted in writing (via the required scholarship forms available from the Director of Compliance) to the Director of Athletics and approved. This approval is required for any offer, written or verbal.

**Maximum Equivalency Limits**
There is a limit on the value (equivalency) or number (head count) of financial aid awards that an institution may provide in any academic year to counters in the following Division II men’s and women’s sports:

<table>
<thead>
<tr>
<th></th>
<th>MEN</th>
<th>WOMEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>9.0</td>
<td>Basketball</td>
</tr>
<tr>
<td>Basketball</td>
<td>10.0</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Cross Country</td>
<td>5.0</td>
<td>Field Hockey</td>
</tr>
<tr>
<td>Football</td>
<td>36</td>
<td>Ice Hockey</td>
</tr>
<tr>
<td>Golf</td>
<td>3.6</td>
<td>Lacrosse</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>13.6</td>
<td>Soccer</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>10.8</td>
<td>Softball</td>
</tr>
<tr>
<td>Soccer</td>
<td>9.0</td>
<td>Tennis</td>
</tr>
<tr>
<td>Tennis</td>
<td>4.5</td>
<td>Volleyball</td>
</tr>
</tbody>
</table>

Equivalency Computation: In equivalency sports, each institutional financial aid award (per Bylaw 15.02.4.1) to a counter shall be computed as follows: (Bylaw – 15.5.2.2)

a) Once a student becomes a counter, the institution shall count all institutional aid (per Bylaw 15.02.4.1) received during that academic year. Exempted government grants and exempted institutional aid (Merit $) per (Bylaw 15.02.4.3) specifically are excluded from this computation.

b) A fraction shall be created, with the amount received by the student-athlete as the numerator and the full grant-in-aid value for that student-athlete as the denominator based upon the actual cost or average cost of a full grant for all students at that institution. In addition, an institution may use either the actual or average amount received by a student-athlete as the numerator or either the actual or average amount of the full grand-in aid value as the denominator.

c) The sum of all fractional and maximum awards received by counters shall not exceed the total limit for the sport in question for the academic year as a whole.

Academic awards that meet the criteria set forth in Bylaw 15.02.4.3-(a) are exempt from the equivalency computation.
**Priority Admission Review (PAR) Process:**

Priority Admission Reviews (PAR) are set aside for high priority recruits who have been identified very early (prior to October 15th) in the admission cycle and if admitted, have been designated to receive an athletic scholarship. A Head Coach should not submit a name if s/he does not intend to award athletic aid to the recruit.

Recruits who wish to apply to the nursing program can be processed for a PAR. However, due to the competitiveness of the nursing pool, it is strongly recommended that you speak to the Director of Admission regarding the recruit prior to putting his/her name forward. If, based on the information, it seems plausible that admission is a reality you would then move forward like with any other PAR.

Recruits who are non-US Citizens (international students) may be processed for a PAR. However, to be eligible for admission and the issuance of an I-20, international students must demonstrate the ability to pay the full cost of attendance at Saint Anselm College. Our regular admission process for international students is need-conscious and highly selective. International PAR applicants will not eligible for institutional need-based aid. The Head Coach will work with the Director of Financial Aid who will review financial documents provided and determine whether the student’s financial resources are sufficient.

**Dates and Deadlines**

**July 1 - October 15  Priority Admission Review**

Priority Admission Reviews are designed to assist coaches with the recruiting and enrollment of major impact players who have been identified early and will be offered an athletic scholarship. Names can be put forward between July 1 and October 15.

**November 15  Early Action**

Non-binding program, students will be mailed an admission decision on or before January 15 and if offered admission will have until May 1 to make their decision.

**November 15  Nursing**

All students applying for the nursing program should apply Early Action.

**February 1  Regular Decision**

Applications submitted under the Regular Decision program will begin to be reviewed in January and decisions will be released by early March.

**Priority Athlete Review Process Step by Step:**

1. It is the coach’s responsibility to provide accurate contact information on PAR Students to the Office of Admission so it can be entered in our database. Christina Doyle is the designated Athletic Liaison for ALL PAR Student-Athletes. As you identify student-athletes you’d like to put forward for a PAR use the attached Admissions Recruit template and email it to Christina at cdoyle@anselm.edu. You should also copy the Assistant Athletic Director for Compliance.

2. You should notify the student that he/she is being put forward by you for a Priority Admission Review. Please copy Christina and Assistant AD for Compliance.

3. Christina will follow the coach’s e-mail and will let the recruit know that the following is needed for review: Common Application, including essay (if essay is not available, a graded, written paper will be accepted)* SAT and/or ACT scores. While this is an NCAA eligibility requirement, for admission purposes it is optional for all majors except nursing.

4. High school transcript with final grades through junior year.
5. Course schedule for senior year including the level of the course.

6. Notification of whether or not the student is applying for Financial Aid.

7. Please note that the edition of the Common Application will not be “live” until August 1. If you put a PAR forward in the month of July, s/he will need to wait until this date to use the new version. Submitting a paper version of last year’s application will not be accepted.

8. It is expected that the recruit will have already registered with the NCAA Eligibility Center and will have an Eligibility ID number. Courtney will review the recruit for NCAA eligibility.

9. Once the documents have been received, the Dean of Admission (Eric Nichols) will review the information submitted and will notify the Head Coach, along with the Director of Financial Aid (Elizabeth Keuffel) and Courtney, the admission decision along with the merit award, if applicable.

10. If the PAR is admissible, and is going to apply for financial aid, Elizabeth will work on an early financial aid estimate.

11. The Coach will consult with Elizabeth for those student-athletes who are applying for an early financial aid estimate. The Coach should notify Elizabeth, Eric and Courtney how much athletic aid they want to award. In order to expedite a decision to the PAR, coaches should make every effort to tell us what they’d like to award in athletic aid, as soon as possible.

12. The Dean of Admissions will send a “likely” letter to the PAR along with his/her estimated financial aid award. The letter will clearly indicate that, while he/she is “likely” to receive admission along with any applicable merit award is indicated, nothing is final until he/she completes the full admission process. This normally means submitting the school report form, school counselor recommendation, teacher recommendation, and 1st quarter senior grades if available. Admission is not considered official until these steps are taken. Depending on when a recruit’s file is complete, the dean will submit the finalized admission packet during the normal notification timeline for Early Action applicants.

13. If the admitted PAR applied for financial aid, s/he must complete the financial aid process to receive a final aid award.

14. If the Dean of Admissions, based on the information provided by the recruit during the PR process, believes the recruit may be a pending wait list or deny, he will contact the coach to discuss possible next steps for the recruit in the admission process before contacting the recruit. The coach and Eric will collaborate on the best mode of communication depending on the individual circumstances of the case.

15. Please see Form Appendix for the Admission Recruit Request Spreadsheet.

**International students**
The College welcomes qualified freshmen or transfer students from other countries. The following credentials are needed in order that the College may conduct a review for admission:

All candidates for admission must submit a complete application by the established deadline to be considered for admission. Saint Anselm College is an exclusive user of the Common Application. A non-refundable fee of $50 must accompany the application, unless a waiver is provided or requested.

- Official High School Transcript
- Official TOEFL or SAT scores
• One Letter of Recommendation from your School Counselor or Principal
• One Letter of Recommendation from your teacher
• International Student Certification of Finances (PDF/163KB)
• CSS/Financial Aid PROFILE - International (school code 3748 - for international students seeking financial assistance)

International applicants who wish to be considered for financial assistance must apply for Regular Decision. The Early Action option is only available for candidates who do not wish to be considered for Financial Assistance. Although federal immigration laws do not permit part-time employment for international students except in special instances, prospective students who meet the requirements listed above are encouraged to contact the College for information regarding financial aid options.

Transfer students – Transfer candidates for admission must submit a completed Transfer Common Application. Saint Anselm College is an exclusive user of the Common Application (either the online or paper version). A non-refundable fee of $50 must accompany the application, unless a waiver is being requested.

Fall Semester: Priority Application Deadline of April 1
Spring Semester: Priority Application Deadline of November

• Completed Transfer Common Application
• $50 nonrefundable application fee or fee waiver
• Official transcripts from the college(s) previously attended
• Official final high school transcripts
• Optional - Official results of the SAT I or ACT: SAT code is 3748 - ACT code is 2522
• Two letters of recommendation from academic professors at the college/university attended - or - two Common Application Instructor Evaluations
• A statement from your class dean, registrar, or college advisor verifying that you are in good standing and entitled to honorable dismissal - or - the Common Application College Official's Form

Mid-Year Transfer Admission
Any student-athlete coming in to compete mid-year will not be eligible until classes for the ensuing semester starts. In addition, student-athletes who are within their final two semesters of eligibility will not be to compete.

Readmission to the College
A student who has been dismissed for academic reasons is usually not eligible for readmission to the College and may not register for additional course-work creditable toward a degree at Saint Anselm College without the written permission of the Dean of the College. Appeal of an academic dismissal may be made to the Dean of the College. The appeal must be made in writing and be received in the Office of the Dean within ten calendar days of the date of the letter of dismissal.

MONITORING OF NCAA BYLAWS – The Assistant Athletic Director for Compliance, with approval and support from the Director of Athletics, will establish and monitor a proper system for compliance. Compliance staff must not only ensure that the rules are known by all who need to know them, but will also make proper checks to ensure that the rules are being followed. It is important for institutions to understand that the mere compilation and distribution of rules and regulations, along with written compliance procedures, is not sufficient. The Saint Anselm compliance staff will regularly check on the actual operation of the system.

1. Those personnel who willfully violate NCAA rules, or who are grossly negligent in applying those rules, will be disciplined and made subject to discharge. Any operating compliance system may be thwarted by an individual who acts secretly in violation of the rules or who fails to ascertain whether a questionable action is or is not
permissible. Saint Anselm policy makes it clear that individual violations of NCAA rules will result in disciplinary action against the involved individual or individuals.

2. Any individual involved in the athletics department has a duty to report any perceived violations of NCAA rules and can do so without fear of reprisals of any kind. Compliance is everyone’s obligation. Loyalty to ones coworker, student-athletes, or athletics boosters cannot take precedence over loyalty to the institution and its commitment to comply with NCAA rules. There is a lack of institutional control if individuals are afraid to report violations because they have a reason to fear that if they make such a report there will be negative consequences.

3. The Director of Athletics, or any other individual with compliance responsibilities, must investigate or direct an investigation of any possible significant violation of NCAA rules. Saint Anselm will always investigate possible violations and, if necessary, we will report any and all violations to the NCAA.

4. Head coaches must create and maintain an atmosphere for compliance within their program. A head coach has special obligation to establish a spirit of compliance among the entire team, including assistant coaches and other staff members. The head coach must generally observe the activities of assistant coaches and staff to determine if they are acting in compliance with NCAA rules. The head coach must set the proper tone of compliance and monitor the activities of all assistant coaches in the sport.

The following are some of the steps that are in place to avoid a lack of institutional control:

1. The NCAA rules applicable to program operation are readily available to those persons involved in the operation of the athletic department.
2. Appropriate forms are provided to persons involved in specific operations to ensure that they will properly follow NCAA rules.
3. A procedure is established for timely communication among various college offices regarding determinations that affect compliance with NCAA rules.
4. Meaningful compliance education programs are provided for personnel engaged in athletically related operations.
5. Informational and educational programs are established to inform athletics boosters of the limitations on their activities under NCAA rules and of the penalties that can arise if they are responsible for rule violations.
6. Information and educational programs are established for student-athletes regarding the rules that they must follow.
7. An internal monitoring system is in place to ensure compliance with NCAA rules.
8. A periodic external audit of athletics compliance is required by the NE-10 Conference.
9. The chief executive officer and other senior administrators make clear that they demand compliance with NCAA rules and that they will not tolerate those who deliberately violate the rules or do so through gross negligence.

REPORTING POSSIBLE VIOLATIONS – The Assistant Athletic Director for Compliance directly monitors this commitment to institutional control with responsibility to educate and to monitor. The goal of the compliance effort is to be proactive in educating, overseeing and monitoring coaches, staff, administrators, student-athletes, fans and all representatives of athletics interests (boosters, donors, former student-athletes, etc.). Each member of the Saint Anselm community (both internal and external) is expected to uphold the ethical integrity of the institution and report any possible NCAA or conference violations to the Assistant Athletic Director for Compliance and the Director of Athletics. All reports will be fully investigated with the results reported to all necessary parties.

The initial reporting of a possible violation may originate from a variety of sources. However, the procedure is similar at all levels. Coaches, assistant coaches, administrators, staff members, student-athletes, faculty members, and representatives of athletics interest must report all possible violations to the Assistant Athletic Director for Compliance and the Director of Athletics. The Assistant Athletic Director for Compliance may be the person who notifies and reports a possible violation to the Director of Athletics. After an initial investigation, if a violation has occurred, the appropriate protocol will be followed with regard to notifying the NCAA and conference officials. If, as a result of the initial investigation it is determined that there has been a violation, a full, in depth investigation will take place and the following procedures will be followed:

Secondary Violations – The Assistant Athletic Director for Compliance will file the appropriate report with the NCAA and the Northeast-10 Conference office. Copies of the report and the NCAA/conference action are provided to
the Director of Athletics. In addition, the president and the Faculty Athletics Representative will receive a copy of the report.

**Major Violations** – If a violation is reported to the Assistant Athletic Director for Compliance, (or is discovered) the Director of Athletics will be alerted to the possibility of a major infraction. The Director of Athletics will place a call to the appropriate staff member at the NCAA to confirm the action to be taken by the institution. If the NCAA representative confirms the possibility of a major infraction, the following procedure will be put into action:

1. The Director of Athletics will notify the office of the president of the possible major violation.
2. The Director of Athletics (and the Assistant Athletic Director for Compliance, if requested) will meet with the president and the FAR (and legal counsel if necessary) to discuss all of the known facts.
3. Consultation with the appropriate NCAA representative and conference representative will take place and then the president will call for the initiation of a major investigation.
4. Results of the investigation will be provided to the NCAA and the conference office.
5. Depending on the outcome, appropriate action will be taken, including imposing NCAA and college sanctions.
6. A written report of the investigation will be provided to all appropriate parties. A decision will be made by the president as to how to release the results of the investigation to the internal and external public.

It is the responsibility of every member of the athletic department to report any suspected or perceived violations of NCAA or conference regulations. The College will not tolerate any retaliation against or harassment of anyone who reports a suspected violation.

**Internal Investigation Procedures** – The following procedures will be utilized:

1. All coaches are responsible for self-reporting any violations to the Director of Athletics and/or Assistant Athletic Director for Compliance.
2. All information pertaining to alleged or suspected rules violations should be reported to the Director of Athletics and/or the Assistant Athletic Director for Compliance in a timely manner.
3. This information will be forwarded immediately to the FAR.
4. The FAR and the Athletics Advisory Committee may be utilized to assist with investigations of any self-reported violations and allegations of violations.
5. The FAR and AD are responsible for determining if a violation of NCAA rules has occurred.
6. If a violation has occurred, the Assistant Athletic Director for Compliance will then report the violation to the NCAA enforcement staff. The CEO, FAR, AD will each receive a copy of the self-report of rules violations.
7. The Assistant Athletic Director for Compliance is responsible for filing appeals to the NCAA for reinstatement of student-athlete eligibility when necessary.

**PRESEASON TEAM MEETINGS** – Coaches and team members will meet with the Assistant Athletic Director for Compliance, FAR and Director of Athletics prior to the first practice session of the academic year. Staff will provide a review and summary of topics that will include, but are not limited to, general NCAA regulations, NCAA student-athlete statement, NCAA drug testing consent form, HIPPA/Buckley Amendment Consent/Waiver form, gambling, extra benefit and ethical conduct legislation, countable athletic-related activities and institutional academic policies.

**RECRUITING PHILOSOPHY AND POLICY** – Saint Anselm College is committed to an athletic program that functions under the highest standards of ethics and behavior, including the recruiting of prospective student-athletes. Coaches, staff and students involved in this process will conduct all recruiting activities in accordance with this commitment and in keeping with all NCAA, Conference and Saint Anselm recruiting regulations.

The Prospective Student-Athlete (PSA) should be provided an opportunity to make an informed decision regarding their ability to be successful in the academic and athletic environment at Saint Anselm. Members of the Saint Anselm
community should also have the opportunity to fairly and reasonably evaluate the prospect during this process. This evaluation not only includes how the PSA would function in the athletic environment, but also in the academic and social environment at Saint Anselm.

The polices listed here are intended to provide guidance for coaches, student-athlete hosts, administrators and recruits to ensure that all recruiting activities comply with NCAA, conference, college and athletic department policies. The recruiting process at Saint Anselm is to be carried out with integrity and with respect for all parties.

**Coaches Responsibilities**

- Coaches are responsible for evaluating the PSA’s character and citizenship, and for recruiting individuals who will share a commitment to the highest standards of ethical behavior and sportsmanship. These values are integral to the operation of the department. Documentation of this evaluation will be included by the coach on the PSA form prior to an official visit.
- Coaches are expected to communicate to recruits and their parents/legal guardians, their expectations in terms of behavior prior to the official visit. This information should be communicated to the prospect and his/her parents prior to their official visit to campus.
- If a coach receives information that a recruit has any incidents in his/her background that would indicate a lack of character or violate college policies, they must inform Assistant Athletic Director for Compliance who will then inform the Director of Athletics. These individuals will then discuss the particular recruit and will determine if the individual is an appropriate fit for Saint Anselm, and if the recruitment of the PSA should continue.
- Coaches are responsible for having the host sign the Student Host form at the beginning of the official visit.
- Coaches are responsible to inform the host that there is no tolerance for recruits or hosts using alcohol or illegal substances on official visits. Although this information is included in the Student Host form, a verbal expression from the coach of the alcohol and drug rules is also required.

**Oversight, Monitoring, and Enforcement**

Although the direct control of the Saint Anselm athletic department rests with the President and the Director of Athletics, others at Saint Anselm have important roles to play in preventing and reporting recruiting abuses.

- The basic responsibilities of the Head Coach in the recruiting process are briefly described in the above section. Other responsibilities are described throughout this Manual.
- The Assistant Athletic Director for Compliance is responsible for monitoring recruiting activities to be sure the coach is fulfilling his/her responsibilities as noted above.
- The Assistant Athletic Director for Compliance will ensure that the coaches have reviewed these policies and that they have reviewed these policies with their teams.
- The Assistant Athletic Director for Compliance will ensure that the following documents are submitted with each Official Visit Record Report after each official visit:
  - A complete itinerary including methods of transportation
  - Documentation of individuals present at all meals
  - Itemized receipts from all meals on the official visit
  - A signed Student Host form
- Staff, coaches and student-athletes must report any concerns about any prospect or issues causing concern that occurred during the recruiting visit to the Assistant Athletic Director for Compliance. The Assistant Athletic Director for Compliance may find it necessary to inform the Director of Athletics, and, if necessary, appropriate action will be taken. In cases where there is a potential NCAA infraction, institutional policy will be followed, including informing the FAR and the College President. If circumstances warrant further action, appropriate campus and/or law enforcement authorities will be informed. If as a result of investigations further actions are needed, such as corrective actions or filing of a conference and/or NCAA self-report, the appropriate action will be taken immediately.
- Staff, coaches or student-athletes found to be in violation of these policies may face disciplinary action which may include termination of employment or cancellation of athletics aid.
Head coaches are required to work directly with the Assistant Athletic Director for Compliance throughout the recruiting process. The Assistant Athletic Director for Compliance must approve all official visits and all recruiting trips while the sport supervisor must approve all financial allocations involved with the recruiting process. The Assistant Athletic Director for Compliance should be included on the itinerary for on campus visits by PSA’s.

Compliance needs to be kept informed of each head coaches’ recruiting for purposes of compliance with NCAA regulations as well as for the coordination of the admissions process. On-going communication and information sharing between head and assistant coaches, and compliance during the recruiting process is required to ensure all departmental policies and procedures are to be adhered to throughout the recruiting process.

The Sport Supervisor must sign all pre-travel authorization requests at least 1 week prior to travel. Coaches will not be reimbursed for trips that have not been pre-approved. Compliance does not approve financial or budget requests. Compliance is required to sign off on recruiting trips to insure that coaches are not traveling during dead periods.

Compliance must sign off on all required paperwork prior to the approval of any official visits. If a coach has a last minute request for an official visit approval, compliance will make every attempt to assist. However, no official visit will be approved unless the appropriate paperwork is submitted and the supporting documentation (test scores, transcript, and verification of Eligibility Center registration) is presented to compliance with the Official Visit Check list. There will be no exceptions to this policy.

RECRUITING CONTACTS AND RECORDS

Phone/Contact/Evaluation Logs
Each member of the coaching staff is required to log the first contact (phone calls, email, text message) with a recruit as well as evaluations/contacts and campus visits. These records must be complete and accurate documentation of your recruiting activities. Log Forms for the purpose of recruiting are available from the Assistant Athletic Director for Compliance. Phone logs, correspondence records and official visit records may be kept on Compliance Assistant (CA) but must be maintained accurately and available for review.

A Coach Should Be Able To Track All Actions To Recruiting:
- Initial contact with a prospect: date, time, number called and name of person on phone
- Head coach must submit meticulous records of monies spent on the Official Visit Report; and the signed Student Host Form if entertainment money was provided to the student host.
- Official Visit Report should be submitted to the Assistant Athletic Director for Compliance within a week after the completion of the official visit.
- Each coach is required to be aware of their individual recruiting calendars and must document all recruiting expenses in order to be reimbursed.
- Coaches must review their recruiting activities periodically with the Director of Athletics and may not recruit outside the Saint Anselm area without prior budgetary approval

Printed Recruiting Materials
Coaches are expected to follow the guidelines for permissible and non-permissible mailings, which also includes email and text messaging. Additionally, this bylaw details dates on when mailings may occur and the content that may be sent to a prospect throughout the recruitment process. Any items not specifically listed in this bylaw must be approved by the Assistant Director of Athletics for Compliance prior to the mailing.

NCAA Rules Regarding Promotional Activities for Student-Athletes
- Student-athletes are not permitted to be involved in the advertisement, recommendation or promotion of commercial products or services.
- There are some instances when student-athletes are permitted to be involved in certain charitable or nonprofit promotional activities. These events must be approved by the compliance officer PRIOR to students’ participation.
**NCAA Rules Regarding the Internet**

- The internet is considered similar to e-mails, telephone calls or general correspondence. It should not be used by boosters to contact prospects, their families or their coaches.
- All communication must be private between the sender and recipient (i.e. no posting directly to a prospect’s facebook wall or mentioning a prospect in a tweet on Twitter).

**Consequences for Boosters Who Violate NCAA Regulations**

Under NCAA regulations, Saint Anselm is responsible for all actions of its boosters. Therefore, boosters need to be aware of the consequences for violating NCAA regulations. Boosters found in violation are subject to losing any benefits and privileges, including season tickets. In addition, the NCAA Committee on Infractions has required institutions to disassociate boosters from the institution.

If at any time a coach has a question regarding a booster and what is permitted for boosters in their desire to help or to be directly involved with your program, you are required to seek clarification from compliance. If you are aware of any action or activity conducted by a booster which could be an NCAA violation, it is your responsibility to report the action to compliance for review and possible action.

**RECRUITING VISITS** – Official and Unofficial Visit Policies serve as a guideline for protocol and behavioral expectations for all members involved with the recruitment of a prospect during an official or unofficial visit. One-Visit Limitation: A member institution may finance only one visit to its campus for a prospect.

**Official Visit Procedure**

The Assistant Director of Athletics for Compliance must be notified in writing of all requested official visits. This notification is done by submitting the Official Visit Form at least 1 week prior to all official visits. Once a visit is approved, the head coach will receive a copy of the Official Visit Checklist noting approval of the visit. No visit shall take place until a confirmation has been received. Coaches should notify their Sport Supervisor of the approved visit and have the PSA’s itinerary approved.

During the visit, coaches and student-hosts are expected to follow these guidelines.

- A student-host must be a current student-athlete. Each coach is responsible for selecting their student-host and is required to educate them on both NCAA legislation and college policy for student-hosts.
- No drinking of alcohol or use of drugs, gambling or sex activities with/or in the presence of the prospect (on or off campus). There is a zero tolerance for any of these activities.
- All entertainment and transportation must take place within a 30-mile radius of campus. The transportation and entertainment must be considered reasonable. This would exclude personal use of airplanes, boats, limousines or special seating arrangements at sporting events, to name a few examples. All flights are to be via commercial airline and must be coach class (no first class or other special arrangements). Additionally, students must be picked up at the airport by a college employee (i.e. coach, administrator, or administrative staff).
- Entertainment money provided by the college is to be used for the prospect within a 30-mile radius of campus and may not be used to purchase alcohol or drugs. Prospects may not use the money to purchase gifts (i.e. Saint Anselm shirts, Sweatshirts, etc.). Entertainment money may not be given directly to the prospect; it must be administered by the student-host Special events, such as a concert or sporting event will require receipts.
- One student host per prospect may be present during a paid meal with a prospect. When coaches are not present at a meal, hosts must provide receipts for the meal (including meals that are paid for in a Saint Anselm dining facility).
- Meals are to be at a reasonable cost. Only the following individuals may attend a meal at an off campus site: prospects, prospect’s parents (or guardian or spouse), coach, and athletic administrator. No college employees outside the athletic department (i.e. faculty) may be present at an OFF campus meal. ON campus meals may include faculty and non-athletic department staff members.
• Prospects will have a curfew determined by the coach. This curfew will be communicated clearly to the host and the PSA.
• All Saint Anselm athletic events that require tickets must be approved through a pass list. Prospects and those accompanying a prospect must be issued tickets through this pass list only. Coaches are expected to complete a complimentary ticket request form and submit it to the ticket office by noon on the day of the event. **Coaches need to advise PSA’s that picture ID’s will be required for admission into the game.**
• The use of personal messages to prospects on scoreboards, decorating a prospects hotel room, posting signs on campus to announce the arrival of a prospect is not permitted. However, an institution may play a highlight film on a scoreboard, provided no personal message is attached.

**Step 1**
Provide Assistant Athletic Director for Compliance With:
• Complete Official Visit Form and submit to compliance with a copy of high school transcript and test scores.
• NCAA ID Number (all PSA’s taking an official visit must be registered with the Eligibility Center PRIOR to the visit.) Be sure to list the NCAA ID # on the Official Visit Form. Once it is confirmed that the PSA is registered with the EC, the Official Visit Form will be approved, a copy given to the coach and the original filed in the PSA’s folder.
• The student host and the PSA will both need to sign the Student Host and Official Visit Expense Forms at the beginning of the visit. These signed forms must be returned with the Official Visit Report.

**Step 2**
If appropriate or deemed necessary by the Assistant AD for Compliance, an NCAA Academic Evaluation will be completed on the PSA. This form is very helpful as a predictor of the PSA’s academic eligibility using the PSA’s high school 48 H Form and the prospect’s transcript to predict “qualifier” status and Saint Anselm admissibility.

**Step 3**
Coaches are required to meet with student hosts prior to the arrival of the PSA he/she is hosting and review all department regulations with regard to official visits. Student hosts are required to sign a Student Host Form and return it to the coach. The form is to be submitted to the Assistant AD for Compliance at the conclusion of the official visit and will be attached to the Official Visit Record submitted by the coach.

After the completion of the official visit, the coach must complete the Official Visit Expense Form and return to the Assistant AD for Compliance. All receipts for meals and expenses must be attached. Original receipts must be submitted and the names of all people attending the meals need to be listed with every receipt. REMINDER- only ONE current student-athlete may serve as a host for a PSA and ONLY hosts may receive meals during the visit. The report will be reviewed by compliance. If everything is in order, compliance will sign off on the report and make a copy for the Business Office to initiate the coaches’ reimbursement for the visit. The Assistant AD for Compliance will file a complete copy of the official visit information and signed forms in the PSA’s file in the compliance office.

**Unofficial Visit Procedures**
A prospect may visit a member institution’s campus an unlimited number of times but at his or her expense. A prospect may make unofficial visits before June 15 immediately preceding his or her junior year in high school.

Coaches are required to be aware of NCAA dead periods and may not conduct an unofficial visit with a prospect during those periods, even if the prospect just shows up at the office. If that happens, the coach must inform the student immediately that he/she may not engage in any conversation except to inform the PSA of the dead period and the NCAA regulation.

If the prospect shows up unannounced for an unofficial visit, the coach needs to report the unofficial visit on the unofficial visit form after the visit is completed.
Review with Assistant Athletic Director for Compliance:

- Unofficial Visit Form prior to any visits.
- Determine campus lodging, which must be approved through the Compliance Office. Overnight accommodations can be with a current student in the residence hall.
- Determine meals, which may be purchased in an on-campus dining facility unless all said facilities are closed.
- Discuss complimentary ticket requests and submit requests via Pass List form on day of the contest.
- Review transportation needs. The only sport that may transport a prospect off campus to view a practice or playing facility is golf since their course is not on campus.
- Discuss potential academic meetings.

**Academic Meeting during PSA Visits**

Every attempt should be made to have the prospect meet with a member of the academic advising staff or the faculty advisor for the respective team. Appointments with Faculty Advisors must be scheduled prior to the visit. Do not just “drop in” on Faculty Members. The PSA should be given ample opportunity to discuss the academic environment and opportunities available on campus. It is strongly encouraged that a PSA should visit with a faculty member and an upper level advisor in their projected major while on campus for an official visit.

Prospects are also expected to adhere to the above guidelines. Prospects that fail to follow college procedures may jeopardize their recruitment to Saint Anselm College. Each prospect should be provided a copy of our Official/Unofficial Visit Department Policy prior to their arrival on campus.

All coaches will be provided with a detailed review of the official visit protocol in September of every academic year. Coaches are required to meet with all student-hosts to review the department policies as well as their team policies regarding hosting prospects on visits. Student-hosts will sign a form stating that they are aware of the department’s policies surrounding official visits and that they will be held accountable if any of these regulations are not followed.

**Student Host Procedures for PSA Visits**

The institution may provide the following to a student host entertaining a prospective student-athlete:

- A maximum of $30 for each day of the visit to cover all actual costs of entertaining the prospect (and the prospect’s parents, legal guardians or spouse), excluding the cost of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos.
- A complimentary meal, provided the student host is accompanying the prospect during the prospect’s official visit; and
- A complimentary admission to a campus athletics event provided the ticket (via a pass list) is utilized to accompany a prospect to that event during the prospect’s official visit.

**RECRUITING CORRESPONDENCE WITH PROSPECTS** – Coaches are expected to correspond with every PSA that inquires into the athletics program at Saint Anselm. All correspondence must meet NCAA requirements.

1. It is not permissible to respond prior to June 15 of the prospect’s junior year in high school.
2. Correspondence should be generic in nature and provide only general information that does not constitute recruitment.
3. Each coach should prepare a personalized “form response” that provides general information regarding the particular sport and contains “walk-on” information. These should be personalized only in address and salutation and should clearly not solicit the prospect’s enrollment. Copies of these personalized “form responses” and the walk-on information provided to prospects should be maintained in the Assistant Athletic Director for Compliance office.

**RECRUITING TRYOUT POLICY** – The following are required prior to any prospective student-athlete being allowed to try out for any athletic team during the recruiting visit:
A physical exam completed by an MD, DO, PA-C, or ARNP from the current academic year.
Health Questionnaire.
Acknowledgement of Insurance.

No tryout should last more than two hours. All forms must be completed before clearance will be provided by the Sports Supervisor and Compliance Office for a tryout to occur during the 48-hour recruiting visit.

REQUESTING A RELEASE FOR INCOMING TRANSFER STUDENT-ATHLETE
- It is the coach’s responsibility to request a release for any transfer student-athlete.
- The coach must provide the following to the compliance officer:
  - Transfer’s name
  - Institution presently attending
- Once the compliance office receives the release, a copy is given to the head coach.
- A PSA form should be completed by the coach and given to the compliance office.

REQUEST FOR TRANSFER
- If a coach denies a student-athlete his/her request for a release, the compliance office will notify the student-athlete in writing of a hearing opportunity.
- The student-athlete may request an appeal for the denial of release including any supporting documentation.
- All forms and documents should be forwarded to the compliance office.
- The compliance office forwards the documentation to the appeals committee.
- A committee comprised of the FAR, the chairperson of the SAAC, the Registrar (or designee), and the Director of Financial Aid (or designee) will review all documentation and render a decision. The committee’s decision is final.
- All parties involved (student-athlete and coach) can attend the hearing.
- Any student-athletes that asks for a release will not be renewed for the following academic year.

ROLE OF THE FACULTY ATHLETICS REPRESENTATIVE (FAR) – The Faculty Athletics Representative will take a significant role in the continuing eligibility process as well as the review of the academic support opportunities for student-athletes.

Responsibilities for the FAR as part of the compliance program include:
- Attends monthly compliance meetings when possible
- Reviews all violations prior to submission to the NCAA
- Double-checks and signs off on all eligibility forms and financial aid squad lists
- Conducts a yearly review of the compliance office
- Attends NCAA Compliance Seminar at least every other year
- Administers NCAA Coaches Certification test
SECTION 7: TEAM INFORMATION

CONDUCT POLICIES (STUDENT-ATHLETES) – The athletics department totally supports the mission and standards of the College and is committed to being represented by student-athletes who are in compliance with the behavior expected of all enrolled students. Being a student-athlete and representing the institution in a public manner is a privilege that requires responsibility above and beyond the normal institutional standards. The athletics department has additional departmental and individual sport conduct and participation policies as stated in the Student-Athlete Handbook.

- The head coach of each individual sport has the right to set conduct and participation standards for that team.
- The athletics department will not tolerate public or private behavior that might publicly discredit the College or its athletics program and such behavior may be subject to disciplinary action based upon the circumstances surrounding the behavior.
- Violations may result in possible suspension from competition and/or loss of athletics aid.
- The Director of Athletics will be the final arbitrator in all issues involving violations of athletics department conduct policies.

Sanctions/Disciplinary Procedures – Student-athletes are expected to follow the coaches’ policies regarding training, practice, discipline and all team matters. Student-athletes not adhering to the rules and regulations of the College (College’s Community Standards), athletic department and/or the coach will be subject to suspension from practice, competition and/or reduction/cancellation of athletically related financial aid by the College. Disciplinary actions taken by the head coach are independent of sanctions that may be imposed by other authorities (e.g., Judicial Board). All student-athletes have the right to appeal any unfavorable disciplinary decision by a coach to the Director of Athletics and the Athletic Advisory Committee.

CONDUCT POLICIES (STAFF) – Employees of the Saint Anselm athletics department are expected to abide by the College’s Community Standards as directed by the Saint Anselm College Policies noted in the Employee Handbook. Furthermore, NCAA Ethical Conduct Policies and the Conference Code of Conduct must be followed by all staff members. Additionally, the following policies apply:

- If the Director of Athletics or College President receive a complaint from the NCAA regarding conduct by a coach, that coach will receive, at minimum, a written reprimand in his/her file. In addition, the Director of Athletics will administer all sanctions received from the NCAA and/or conference office.
- Coaches and staff may not drink alcoholic beverages while on college-sanctioned travel.
- Coaches will travel with their teams on college-sanctioned transportation to provide proper supervision.
- Coaches and staff may not fraternize with student-athletes or other Saint Anselm students.

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

Unethical Conduct – Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, and student trainer) may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual’s institution;
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- Knowingly furnishing the NCAA or the individual’s institution false or misleading information concerning the individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., runner);
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medication to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
- Failure to provide complete and accurate information to the NCAA or institution’s admissions office regarding an individual’s academic record (e.g., schools attended, completion of coursework, grades and test scores);
- Fraudulence or misconduct in connection with entrance or placement examinations;
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive;
- Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution’s athletics department regarding an individual’s amateur status.

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

- Staff members of an institution’s athletics department;
- Non-athletics 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);
- Staff members of a conference office;
- Student-athletes

**CANCELLATION (For both home and away contest)** – Wherever possible, the decision to cancel any athletic event is the responsibility of the Sport Supervisor. Whenever possible, arrangements should be made in advance for potential rainout/snow situations. The safety and wellbeing of the student-athletes is the primary concern. If the coach feels the students are in any jeopardy due to weather conditions and/or road conditions, poor facility conditions, or for any other reason, and she/he is unable to reach the Director of Athletics, the decision remains with the coach. During road trips where a motor coach is utilized, the decision to proceed in inclement weather will be made by the bus driver. In the event of cancellation or game time change, the appropriate administrators should be contacted.

**DECLARATION OF PLAYING SEASON** – It is the responsibility of all head coaches to submit a Declaration of Playing Season Form to the Assistant Athletic Director for Compliance prior to the start of his/her playing season. A copy of this form must be completed per NCAA rules. A member institution shall not play its first regular season contest with outside competition in the championship segment before the Thursday preceding September 6. (No policy in regarding scrimmages except using good judgment regarding the health and safety of the student athlete).

**ENROLLED-STUDENT TRYOUT POLICY** – In order to make sure appropriate emergency medical care can be provided, the following are required prior to any enrolled student being allowed to try out for any athletic team:

- A physical exam completed by an MD, DO, PA-C, or ARNP
- Completion of medical history as required by Sports Medicine

No tryout should last more than two hours. Once the tryout is completed, those tryout participants, which are being added to the team roster, will be reported to the team’s Athletic Trainer for proper medical clearance including completion of additional Sports Medicine-Athletic Training forms.

Once medical clearance has been granted, and all forms are complete, the newly-added tryout participant will be officially added to the sports medicine-athletic training team roster and forwarded to the Assistant Athletic Director for Compliance.
Walk-ons have 45 days to receive final certification from the NCAA Eligibility Center. All walk-ons must register with the Eligibility Center as soon as possible and also complete the Amateurism portion on the Eligibility Center website.

EXTRACURRICULAR ACTIVITIES FOR STUDENT-ATHLETES – The Department of Athletics does not forbid any specific extracurricular activities but only allows participation as long as it does not interfere with official team activities. Scholarship athletes should have other extracurricular activities approved by head coach during the recruiting process.

EQUIPMENT (Distribution) – Equipment owned by the department of athletics will be issued to team members after they have been officially added to the squad list. All equipment will be distributed by the coaching staff. Equipment (i.e. bags, balls, bats, catcher equipment, gloves, helmets, knee pads, shin guards, shoes, etc.) will be handed out to each student-athlete per his/her coach’s request. Student-athletes will sign for all equipment upon distribution. If a student-athlete needs to check out equipment for summer use, he/she will need to make sure the equipment is returned promptly upon his/her return to school. If a student-athlete fails to return the equipment, the equipment will be treated as if missing (see below).

EQUIPMENT (Return) – All equipment will be returned at the same place it was distributed. If your sport receives a bag, all equipment will be placed inside the bag. The coaching staff will go through the bag with the student-athlete to check in all equipment. If your sport does not hand out bags, the student-athlete will bring clothing and all of the equipment unattached. After the student-athlete and equipment manager have checked all equipment in, the student-athlete will sign that everything has been returned and is in reusable condition.

EQUIPMENT (Missing) – If a student-athlete is missing a piece of equipment or uniform piece, student-athlete’s head coach and Assistant Athletic Director for Compliance should be notified. Simultaneously the student-athlete will also have an account receivable hold placed on his/her record. The student-athlete will not be permitted to register for the following semester until the hold is released. To release the hold, the student-athlete must either return the missing item(s) or pay the replacement cost. Student-athletes are prohibited by NCAA regulations from retaining equipment. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment.

EXCUSED COMPETITION FOR RELIGIOUS REASONS – Students and coaches will be granted reasonable accommodations for all religious conflicts upon clear and timely notification. Students should notify their coach as soon as possible but no later than one week prior to the scheduled competition, practice and/or other team event. Coaches will notify the Director of Athletics as soon as possible but no later than one week prior to the scheduled event that conflicts with the religious holiday or practice.

GAME CONTRACTS – All coaches must check that the schedule accurately reflects the individual game contracts. Game schedules approved by the Director of Athletics will be forwarded to the Assistant Athletic Director for Operations to generate game contracts. Non-conference contests must be confirmed with signed contracts, and those contracts must be filed with the Office Manager.

GUIDELINES FOR SUMMER WORKOUTS – Continuing student-athletes may work out in our facilities, regardless of summer enrollment, based on normal operating hours. Incoming student-athletes may work out in our facilities, provided the following guidelines have been met:

- The student has been admitted.
- The student is enrolled during Saint Anselm summer session.
- The student has been cleared by Sports Medicine.
- All workouts are voluntary and conducted with approval of Strength Coach.
HOTEL RESERVATIONS – If hotel reservations are necessary, the coach is responsible for making the arrangements with the assistance of the Office Manager as needed.

IMAGE /LOGOS – Use of the Saint Anselm primary athletics logo on all uniforms, casual wear and equipment is required. The colors are dark blue (PMS 289) and white. When the introduction of another color is desirable in print or on official college sportswear, the complementary stripe may be used in dark grey (PMS 430) or halftone grey. The PMS number is to be referred to when ordering any uniforms/apparel. Any alteration of approved logos and colors must be approved through athletic administration. Please refer to the style guide for the appropriate primary logo, secondary logo, word marks and appropriate usage. Please note that the words “Saint Anselm” may not be removed from the graphic and must be written out without the St. abbreviation. Only approved logos are permitted.

INVENTORY PROCEDURES – Inventory will be done at the end of each sport’s season. After inventory is completed a listing will be sent to the equipment manager. Upon receipt of all equipment orders, a member of the coaching staff should notify the equipment manager so the order can be inventoried and compared with accompanying delivery receipt. Student-athletes will not be permitted unsupervised in the equipment/laundry room at any time; only those assigned by the head coach should be present. Coaches may not give their keys to student-athletes. If a student-athlete needs replacement of any kind of equipment, he/she must turn in the damaged or broken equipment to receive the replacement. If the student-athlete does not turn in the damaged or broken equipment, the student-athlete will be charged as if the equipment is missing.

LAUNDERING PROCEDURES – Laundry will be done at the completion of all practices and competition. All practice gear other than pants (baseball) will be placed on the laundry loop as provided. The clothing, separating towels, practice gear and uniforms will be washed, dried, and put back in the locker room bins.

NON-CHAMPIONSHIP SEASON – All competition must be approved by the Director of Athletics and remain within the operating budget. An attempt should be made to schedule institutions within three-hour travel time. All alumni games, scrimmages and exhibition games must be approved by the Director of Athletics and appear on the schedule. Championship season sports are given priority over non-championship season sports with regards to facilities, sports medicine coverage, transportation, sports publicity coverage, marketing and promotions and administrative support.

NON-COLLEGE USE OF ATHLETICS FACILITIES – Saint Anselm athletic facilities host many non-athletic events and outside entities utilizing the buildings and fields. Outside groups must contact athletic administration for scheduling requests. Campus scheduling and reservations guidelines will be applied, including contracts and fees. NCAA regulations provide that use of a member institution’s facilities for physical activities by a group that includes prospects shall not be considered a tryout, provided the institution’s athletics department staff or representatives of its athletics interest are not involved in the conduct, promotion, or administration of the activity (other than activities incidental to supervising the use of the facilities) and are subject to all applicable NCAA recruiting legislation.

NORTHEAST-10 SPORTSMANSHIP AND ETHICAL CONDUCT CODE – The Northeast-10 Conference’s member institutions unanimously agree that sportsmanship and ethical conduct are of paramount importance in intercollegiate athletics. It is agreed that the members of the Northeast-10 Conference will in no way tolerate behavior or actions that do not exemplify sportsmanship and ethical conduct, both on and off the playing field. All student-athletes, coaches, administrators and spectators are expected to exhibit responsible conduct.

In conjunction with the NCAA, the Northeast-10 Conference member institutions agree that taunting, vulgarity, fighting, cheating, profanity, obscene gestures, and any other unsportsmanlike or unethical behavior or actions could be brought to the attention of the conference. Further, it is understood that the conference may issue disciplinary sanctions against any individual, team, or institution that is found in violation of the NE-10 sportsmanship and ethical conduct code.
The Northeast-10 Conference office will hear any complaints, render decisions and issue any needed disciplinary action regarding violations of the code. These sanctions could include, but are not limited to, suspension of individuals from league contests, player or team ineligibility for post-season play, or institutional fines.

**OFFICIALS** – Officials will be obtained through the Northeast-10, ECAC or appropriate approved association. After each contest, coaches must complete the Appropriate Evaluation to rate the official. If coaches have issues with officials they should meet with the Director of Athletics.

**PRACTICE DURING COLLEGE CLOSURE** – Practices should be canceled when the college is closed due to any weather conditions or other campus emergencies. The safety of the student-athletes and staff is paramount. Exceptions will only be made by the Director of Athletics.

**PRACTICE REQUIREMENT OF MEDICAL COVERAGE** – In an effort to ensure the health, safety and welfare of student-athletes, head coaches are expected to work with the sports supervisor to plan a practice schedule that allows for appropriate coverage from the Sports Medicine Department. Since medical coverage schedules are made in advance based on initial clearance from sports supervisors, proper notification (24 hours weekday and 48 prior to weekends) is necessary to ensure proper medical coverage. Practices may only be conducted when appropriate medical support is available or when clearance is provided by sport supervisor.

**PRACTICE SCHEDULES** – Practice schedules are developed by head coaches and should ensure that all NCAA regulations and Saint Anselm College policies are adhered to with regard to student-athlete welfare. Head coaches should submit their tentative practice schedules (including weight training and conditioning) to their Sport Supervisor. Coaches of teams sharing facilities must coordinate their requests for practice times with one another and with Assistant Athletic Director for Operations for all athletic venues. Coaches must avoid scheduling practices during class times. If there are conflicts with specific athletes then accommodations must be made for those athletes. Per NCAA regulations, student-athletes may not miss any class time for practices. Any changes to the established practice schedules must be approved by the Assistant Athletic Director for Operations. All practices must remain within the 20-hour per week limitation per NCAA bylaw. Practices should be less than four hours while classes are in session. A mandatory day-off is to be provided.

**PRACTICES DURING HOLIDAY** – Practices during holidays must be approved by the Director of Athletics. The NCAA mandates a seven-day break from countable athletic-related activities each December.

**SCHEDULING (GAMES, MATCHES, EVENTS)** – The head coach meets with the sports supervisor in the fall to have an initial conversation regarding the schedule for the following year. All final schedules are subject to approval by the sport supervisor and the Athletic Director. The head coach must confirm the following:

- Anticipated budget
- Approval for out of conference competition
- Approval for travel costs / expenses
- Anticipated guarantees or requests for guarantees
- Approval for mid-week contests requiring missed class time for travel
- Availability of facility and support staff

The Northeast-10 or ECAC will determine the majority of a team’s schedule. Therefore, coaches shall determine conference scheduling requirements and block out those required dates. The head coach or the designee shall make scheduling calls to potential opponents attempting to construct a tentative schedule. Head coaches of teams that share facilities, fields, or courts should consult one another and must discuss with the Assistant AD for Operations about possible contest dates to avoid scheduling conflicts.
Once the sport supervisor and compliance approve a tentative schedule, facility issues must be clarified and clearance must be issued from Assistant AD for Operations. Once facilities and athletic training needs are approved, the head coach shall submit a final schedule for approval by the sports supervisor and compliance. Once the schedule is finally approved, contracts will be generated and sent out for all home contests.

- All contests should be scheduled against NCAA member institutions.
- All schedules must be constructed to minimize missed class time.
- All schedules must be created within the established budgetary parameters.
- No contests may be scheduled during the final exam period.
- No away contests may be scheduled on the first or second day of class in any semester, unless prior approval is obtained from the sports supervisor and the director of athletics. Approval for away contests that take student-athletes away from campus on the first day of classes will only be granted in rare cases and under unusual circumstances.
- All schedules must be constructed with an emphasis on balancing home and away contests.
- Once a schedule is approved, changes or additions will not be made without approval from the sports supervisor and, if appropriate, the director of athletics. Changes or additions must go through the same process followed for the initial schedule.
- No competitive contest may be scheduled without approval from the Sport Supervisor regardless of the informality of the contest. Every home contest has support staff, facility, and financial implications; therefore, contests may not be scheduled without approval of sports supervisor.
- No foreign trips, or trips to out of the region, will be permitted unless approval is given by the sports supervisor and director of athletics. Furthermore, a foreign trip, or trip out of region, will require an NCAA compliance review.
- Contests scheduled for “championship” seasons will take priority over “nonchampionship” seasons when there are conflicts with facility requests, availability of trainers, and support staff.

SOCIAL MEDIA – Social Networking is a progressive way of communicating and expressing oneself (a post) to family and friends. In addition to family and friends, posts on certain social-networking sites may reach a world-wide audience. As a representative of the Saint Anselm community, employees must recognize both the positive and negative effects of such posts. While the college respects and supports the rights to freedom of speech, expression, and association, athletic administrative staff members and coaches are still bound by all applicable federal and state laws, applicable employee handbooks, NCAA bylaws, conference bylaws, and any other applicable governing authorities.

Best Practices for Using Social Media
- Think Before You Post
- Treat Others As You Want to be Treated
- Do Not Use Language or Suggest Behavior That Reflects on You or Saint Anselm College in a Negative Light
- Use Social Media to Connect

STUDENT-ATHLETE CONDUCT – Every student, by virtue of enrollment, has agreed to abide by and uphold the policies of this institution. All student-athletes are subject to all of the rules, regulations, and procedures as stated in the Saint Anselm College Student Handbook. Reported infractions of the Student Code of Conduct are handled through the Student Life Office and may result in penalties affecting athletic eligibility for practice, competition, and/or grants-in-aid.

STUDENT-ATHLETE SUSPENSION/DISMISSAL – Any student-athlete suspension or dismissal must be approved in writing by the Sports Supervisor. Approval must be granted before any verbal or written conversational exchange occurs with the student-athlete.

STUDENT-ATHLETE TRAVEL WAIVER – Student-athletes are required to travel to and from competitions through official team travel unless otherwise approved by the sport supervisor and Director of Athletics. For those approved, a travel waiver form is available through the Office Manager.
TEAM TRAVEL GUIDELINES –

1. Student-athletes must travel to and from the site of competition with the official team travel party or immediate relatives (if given permission by coach). Separate travel arrangements require advanced written approval of the head coach and Director of Athletics. This approval also requires a waiver of liability from both the student-athlete and the parents (or legal guardian) regardless of the age of the student-athlete. Travel waiver form available through the compliance office.

2. Only eligible student-athletes on the official squad list and approved team personnel may accompany a team during official team travel. Team travel rosters must be submitted and approved prior to departure.

3. Coaches must travel to and from the site of competition with the official team travel party. Separate travel arrangements require advance written approval of the sport supervisor and Director of Athletics.

4. All transportation must be in college approved buses, vans or vehicles or an approved commercial carrier.

5. Student-athletes should be well groomed at all times and conform to individual team standards.

6. College alcohol and drug policies remain in force while representing Saint Anselm on official travel.

7. Long distance telephone calls, in-room movies, video games, snack bar, etc. cannot be charged to rooms and paid for by the College.

8. Coaches’ and student-athletes’ friends or relatives may not accompany a team at the College’s expense.

9. Always leave hotel rooms and visiting locker rooms in good condition.

10. Day of event travel is preferred. Any overnight travel for trips four hours or longer are subject to approval.

11. Any deviation from the above policies requires approval from the Director of Athletics.

VISITING TEAM PRACTICES – The head coach and the Director of Athletics will work with the appropriate facility managers to coordinate practices for all visiting teams coming to the campus for competition. The head coach must advise sports medicine of these arrangements. The head coach and the Director of Athletics will designate individuals to greet visiting teams.
## SECTION 8: Department Forms

### FORMS

| AVAILABLE |
|------------
| **HUMAN RESOURCES** |
| Staff Contact Information Sheet | Office Manager |
| Volunteer Agreement & Release | Office Manager |
| Background Check and Disclosure | Office Manager |
| Pre-Adverse Action Letter | Office Manager |
| Discloser of Employment | Office Manager |
| Driver Questionnaire | Office Manager |
| NH Department of Labor | Office Manager |
| **ACADEMICS** |
| Class Absence Template | Compliance Office |
| **ADMISSIONS** |
| Admissions Recruit Template | Compliance Office |
| **AMATEURISM** |
| NCAA Division II Seasons of Competition Worksheet | Compliance Office |
| **BUDGETING** |
| Budget Request Form | Office Manager |
| **FINANCIAL AID** |
| Financial Aid Renewal | Compliance Office |
| SAC FA Reduction Request | Compliance Office |
| **FITNESS CENTER AND STRENGTH CENTER** |
| Fitness Center Waiver | Office Manager |
| **HARDSHIP** |
| NE-10 Hardship Waiver Form | Compliance Office |
| **PLAYING AND PRACTICE SEASONS** |
| Declaration of Playing and Practice Seasons Fall/Spring | Compliance Office |
| Declaration of Playing and Practice Seasons Winter | Compliance Office |
| Practice – CARA Log | Compliance Office |
| Playing – CARA Log | Compliance Office |
| **RECRUITING** |
| PSA Form | Compliance Office |
| Contact Log | Compliance Office |
| Evaluation Log | Compliance Office |
| Official Visit Checklist | Compliance Office |
| Recruit and Visit Form | Compliance Office |
| Student Host Instructions and Receipt | Compliance Office |
| Guidelines for Student Hosts | Compliance Office |
| Guidelines for Prospects | Compliance Office |
| Official Visit Expense Form | Compliance Office |
Official Visit Complimentary Ticket Request                          Compliance Office
Unofficial Visit Complimentary Ticket Request                      Compliance Office
FOOTBALL DECLARATION OF EVALUATION PERIOD                         Compliance Office

**Tryout Forms**                                                   Compliance Office
Sickle Cell Trait Testing                                         Compliance Office
MEDICAL QUESTIONNAIRE REPORT FORM                                 Compliance Office
MEDICAL TREATMENT CONSENT                                         Compliance Office
Protecting Health Information Form                               Compliance Office

**ROSTER**                                                        Compliance Office
Roster Change Form                                                Compliance Office
Coaching Designation Form                                         Compliance Office
Football Coaching Designation Form                               Compliance Office

**TRAVEL**                                                        Office Manager
Travel Release Form                                               Office Manager
Travel Expense Envelope                                          Compliance Office
Recruit and Visit Form                                           Compliance Office

**TRANSFER**                                                      Compliance Office
Transfer Tracer                                                  Compliance Office