Contents

NOTICE TO STUDENT-ATHLETES .................................................................................................................. 3

Section 1: Athletic Mission and Philosophy Statement .................................................................................. 4

Section 2: Code of Conduct and Sportsmanship .......................................................................................... 5

Section 3: Behavioral Guidelines for Student-Athletes .............................................................................. 9

Section 4: NE10 Sportsmanship Policy and Ethical Conduct Code ............................................................ 10

Section 5: Hazing ....................................................................................................................................... 12

Section 6: Student-Athlete Compliance .................................................................................................... 13

Section 7: Academic Policies and Procedures ........................................................................................... 15

Section 8: Athletic Eligibility ..................................................................................................................... 17

Section 9: Transfers ..................................................................................................................................... 20

Section 10: Playing and Practice Season Regulations ............................................................................. 21

Section 11: Financial Aid ........................................................................................................................... 26

Section 12: Sports Medicine Policies and Procedures - Health and Insurance ........................................... 28

Section 13: Drug Testing Policy ................................................................................................................ 31

Section 14: Student-Athlete Travel Policy ................................................................................................. 38

Section 15: Gambling Policy ..................................................................................................................... 40

Section 16: Student Host ........................................................................................................................... 41

Section 16: Promotional Activities .......................................................................................................... 43

Section 17: Grievances ............................................................................................................................... 44

Section 18: Student-Athlete Advisory Committee (SAAC) ...................................................................... 46
NOTICE TO STUDENT-ATHLETES

Congratulations on your selection as a participant in the intercollegiate athletics program at Saint Anselm College. This handbook presents to you information needed to maximize your experience as a student-athlete. Important facts, rules, policies, and procedures are outlined for your information and implementation.

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College or the student-athlete and Department of Athletics. The Athletic Department reserves the right to change any provision or requirement at any time within the student-athlete’s term or residence.

Student-Athletes are urged to consult the Saint Anselm College Student Handbook for more information on College policies and procedures.
Section 1: Athletic Mission and Philosophy Statement

ATHLETICS 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.

ATHLETIC VISION STATEMENT

To be nationally recognized as a program of excellence through broad-based athletic and academic success.
Section 2: Code of Conduct and Sportsmanship

INTRODUCTION

In recognition of the Benedictine values on which Saint Anselm is founded - community, respect, responsible stewardship, integrity, personal development, and excellence - the College holds students to high standards of moral and ethical conduct.

Participation in intercollegiate athletics at the Saint Anselm College is a privilege. As a required condition of any student-athlete to be a member of a Saint Anselm College team, he or she must agree to follow the Saint Anselm College’s Student Code of Conduct and the College’s Athletic expectations and standards.

The ongoing monitoring of student-athletes is in the best interest of both the student-athletes and the College.

Saint Anselm student-athletes are to represent the Saint Anselm College personally in a manner that is representative of the high standards of the programs of excellence in both academics and extracurricular activities. The Department of Athletics strives for gender equity by providing equitable athletic opportunities for both men and women and developing and sustaining programs, which help all student-athletes, achieve their potential academically, athletically and developmentally. Saint Anselm Department of Athletics makes every effort to employ coaches and staff members who are capable of performing as professionals in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship are expected of its members. The department places great emphasis upon retention and graduation rate, trying to increase these numbers toward an ideal 100%. Finally, Saint Anselm Athletics will continue to recruit student-athletes that are academically and athletically prepared for a competitive College environment.

PURPOSE OF EXPECTATIONS AND STANDARDS POLICY

1. To ensure that all Saint Anselm College student-athletes are exemplary representatives of the College, on campus, in athletic play, in the community, and whenever they are representing the College.
2. To maintain good physical and mental health habits and strong sense of community among all student-athletes.
3. To hold accountable any student-athlete who may be using or experiencing problems with alcohol or drugs and refer them to treatment and support them as needed.
4. To identify inappropriate behavior patterns and provide a means of intervention and treatment (e.g. education and counseling).
5. To help ensure that every student-athlete is medically and emotionally competent to participate in healthy and competitive athletic play.

STANDARDS OF CONDUCT

Every student-athlete is expected to conduct herself or himself in a manner that exhibits honor and respect to the team, department, Saint Anselm College and surrounding community for the duration of her or his tenure as a student-athlete. In addition, student-athletes are accountable to the following authorities:

- State and federal laws, both civil and criminal
- Saint Anselm College Student Code of Conduct
- Saint Anselm College Athletics Expectations and Standards
- National Collegiate Athletic Association (NCAA)
- NE10 Conference
- Team Rules
DEFINITIONS

Student-Athlete: Once a student is accorded the status of a varsity student-athlete, including redshirt years, he or she is expected to act in accordance with the Expectations and Standards Policy until the completion of eligibility, including semester and summer breaks.

Team Function: An athletic team function is defined as any team gathering, whether on or off campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team’s purpose, and organized, and arranged or initiated by the Athletics staff, or team members.

Hazing: As defined by New Hampshire State Law and Saint Anselm College Student Code of Conduct.

Sportsmanship: As defined in accordance with the standards of NCAA, NE10 and Saint Anselm College Expectations and Standards Policy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents and property. All student-athletes are obligated to represent

IMPLEMENTATION

At the beginning of each academic year, a mandatory presentation will be made to all student-athletes at Saint Anselm College to outline and to review the Saint Anselm and NCAA intercollegiate athletics, drug, alcohol, academic, conduct policies, their purposes and implementation. The Director of Athletics or his/her designee will make this presentation to each team. Each student-athlete will be required to sign a form acknowledging receipt and understanding of the policies in order to participate in intercollegiate athletics at Saint Anselm College.

ENFORCEMENT

Possible infractions not covered by the Saint Anselm College Student Code of Conduct will be administered by the Director of Athletics or his/her designee.

1. Any member of the Department of Athletics may report a violation of the Policy.
2. Any member of Campus Safety may report a violation of the Policy.
3. All reports must be based on first-hand knowledge and will remain confidential.
4. All violation reports must be submitted to the Athletic Director in writing within one week of the event.
5. The Director of Athletics or his designee will notify the student-athlete and the coach of the respective sport of the violation(s) and appropriate sanctions.

SANCTIONS AND DISCIPLINARY PROCESS

All athletic disciplinary hearings will be heard by the Director of Athletics or his/her designee.

A. Violation of Team Guidelines: Head Coaches will establish team guidelines consistent with the expectations and standards. Team guidelines shall be in writing and distributed to team members at the start of each academic year. The Head Coach and Director of Athletics each have the authority to impose sanctions for the violation of team guidelines.

B. Violation of Rules or Policies other than Team Rules: For violations of guidelines and policies other than team guidelines (e.g., violations of NCAA bylaws, NE10 and Saint Anselm Student Code of Conducts, etc.) the Head Coach may impose sanctions with the approval of the Director of Athletics, or designee.

C. Violations of the Saint Anselm College Code of Conduct as found in the Saint Anselm College Student Handbook will be handled in accordance with College policy as deemed appropriate by the Vice President of
Student Affairs. The Saint Anselm College Code of Conduct is located online at [http://www.anselm.edu/student-handbook](http://www.anselm.edu/student-handbook). The student discipline procedures for such violations will be followed as stated in the Saint Anselm College Student Handbook. Additional sanctions may be placed on the student-athletes from the Director of Athletics and/or Head Coach for such violations.

D. The Director of Athletics will handle violations of the Department of Athletics expectations and standards that fall outside the Saint Anselm College Student Code of Conduct (e.g. behavior not in keeping with the Saint Anselm College Athletic’s expectations and code of conduct, breaking curfew, dress code/poor behavior on a road trip, acting as an inappropriate host for prospective students, etc.).

E. Violation of Criminal Law: Student-athletes arrested or charged with violating criminal law may be placed on immediate suspension from involvement in team activity pending further investigation. The Head Coach and/or Director of Athletics may, for violation of criminal law, impose team sanctions on the student-athlete.

F. Multi-Sport Student-Athletes: Multi-sport student-athletes will not be relieved of any sanctions previously imposed in connection with rules violation while participating in another team sport when changing sports.

G. Possible sanctions include but are not limited to:
   1. Warning: The issuance of a written warning
   2. Probation: Special status with conditions imposed for a limited time
   3. Community Service: At the direction of the Department of Athletics
   4. Restitution: Payment for damaged property
   5. Temporary Suspension: Removal of a student-athlete from all Athletic Department activities, including participation in team events, for a limited time
   6. Interim Suspension: Removal of a student-athlete from all Athletic Department activities, including participation in team events, for a specified period of no less than one season
   7. Expulsion: Permanent removal from a team and/or Athletic Department activities

**FIRST VIOLATION**

The restrictions placed on a student-athlete that violates the Saint Anselm College Standard of Conduct for the first time in an academic year will be placed on suspension for one game. The student-athlete is allowed to practice, participate in conditioning or travel, and may attend team functions. If the violation occurs after the last competition of the regular season, the student-athlete will serve their suspension at the beginning of the following academic year. The student-athlete will also have 10 hours of community service to be completed in the Department of Athletics.

**SECOND VIOLATION**

The restrictions placed on a student-athlete that violates the Saint Anselm College Standard of Conduct for the second time in an academic year will be placed on suspension for two games. The student-athlete is not allowed to practice, participate in conditioning, or travel, but may attend team meetings. If the violation occurs after the last competition of the regular season, the student-athlete will serve their suspension at the beginning of the following academic year. The student-athlete will also have 20 hours of community service to be completed in the Department of Athletics.
THIRD VIOLATION

The restrictions placed on a student-athlete that violates the Saint Anselm College Athletics Standard of Conduct for the third time in an academic year will be placed on suspension indefinitely from athletic play. The student-athlete is not allowed to practice, compete, condition, nor travel or attend team functions.

*THE SANCTIONS FOUND IN THIS POLICY ARE MINIMUM REQUIREMENTS TO BE MET BY EACH STUDENT-ATHLETE WHO VIOLATES THE POLICY. EACH HEAD COACH MAY IMPLEMENT MORE STRINGENT SANCTIONS TO MEET INDIVIDUAL TEAM RULES. ALL SANCTIONS BY ALL COACHES AND ATHLETICS ADMINISTRATORS MUST BE SUBMITTED TO THE DIRECTOR OF ATHLETICS FOR APPROVAL.

**The student-athlete may make written appeal within three days of being informed of the athletics disciplinary sanction when the result of the violation(s) is suspension (excluding interim suspension) or, permanent removal (expulsion) from a team or withdrawal of financial aid. Appeals must be based upon sanction level, new evidence, or procedural conformity. The appeals process will be followed in accordance with policy stated in the Saint Anselm College Student Code of Conduct. The Athletic Ethics Committee (AEC) will hear all athletic appeals.

REFERRAL TO COUNSELING

Student-athletes who, in the judgment of their team coach, trainer, or Director of Athletics evidence a need for professional assistance will be referred to appropriate counseling resources. It is the student-athlete’s responsibility to follow up on this referral and to adhere to professional recommendations. Failure to comply may result in additional College action.

RECORDS PRIVACY

Federal and State law and related Saint Anselm College policy governing the access to student records applies to the administration of this Policy.

APPEALS

If the student-athlete believes the facts on which the sanctions were based are erroneous, or that the sanction(s) should not be imposed, the student-athlete may file a written appeal with the Director of Athletics within 15 days after receipt of the sanction(s). The appeal must include any information that might change the factual findings or the imposed sanction(s). If the Director of Athletics feels that the appeal has merit he/she will then forward the information to the AEC for review. The student-athlete then has the right to a hearing to be held in front of the AEC at any time and place they deem appropriate.

The Director of Athletics will review the information submitted by the AEC and may reconsider his/her factual findings and sanction(s). The Director of Athletics shall make a final decision regarding the appeal and will notify the student-athlete in writing of the decision.

DRUG TESTING

Student-athletes are required to consent in writing to drug testing under the terms of NCAA policy on drug testing, as a condition of the privilege of participating in intercollegiate sports. Failure to provide such consent shall result in immediate suspension and possible permanent expulsion from the team.
Section 3: Behavioral Guidelines for Student-Athletes

SOCIAL MEDIA POLICY FOR STUDENT-ATHLETES

Social network sites such as Facebook, Twitter, Snapchat, Instagram, and other digital platforms facilitate student communication with other students and peers. Participation in such networks has both positive appeal and potentially negative consequences. It is important that the Saint Anselm student-athlete be aware of these consequences and exercise appropriate caution if s/he chooses to participate.

Student-athletes are not restricted from using any online social network sites and digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government (FERPA and HIPPA), state of New Hampshire, Saint Anselm College, NE10 Conference and National Collegiate Athletic Association rules and regulations.

Violations of College policy (e.g. harassing language, College drug or alcohol policy violations, copyright infringement, etc.) or evidence of such violations in the content of online social networks or digital platforms are subject to investigation and sanction under the Student Code of Conduct and other College policies. They are also subject to the authority of law enforcement agencies.

It is incumbent upon student-athletes to be aware of College regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.
Section 4: NE10 Sportsmanship Policy and Ethical Conduct Code

The NE10 (NE-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 NE10 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 NE10 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 NE10 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.

PROHIBITED CONDUCT

Student-athletes are expected to uphold the Saint Anselm College Student Code of Conduct. Student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the College and its Athletic Department, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct: profane, abusive, demeaning, harassing, threatening, or obscene expression. by The Head Coach and Athletics Director will review disrespectful conduct that may result in disciplinary action.

1. Academic Dishonesty – As defined by the Saint Anselm College Student Code of Conduct.
2. Alcohol – As defined by the Saint Anselm College Student Code of Conduct.
3. Other Drugs – As defined by the Saint Anselm College Student Code of Conduct.
4. Nutritional or Dietary Supplements – Many nutritional/dietary supplements contain substances banned by the NCAA. Supplement use may lead to a positive NCAA drug test and may affect the eligibility of student-athletes. To avoid this violation, if a question arises, the student-athletes should contact the Department of Athletics Sports Medicine staff.
5. Failure to Disclose Medical Condition and/or Injury – Student-athletes must disclose any medical condition and/or injury to their Head Coach and the Sports Medicine Staff.
6. Hazing – As defined by the Saint Anselm College Student Code of Conduct.
7. Violence – As defined by the Saint Anselm College Student Code of Conduct.
8. Gambling – As defined by the Saint Anselm College Student Code of Conduct to include the following: Student-athletes shall not solicit or accept a bet on any intercollegiate competition, solicit or bet on any intercollegiate team, accept a bet on any team representing an institution, or provide information to individuals involved in organized gambling activities involving intercollegiate competition.
9. Unexcused Class Absences and Poor Academic Performance – Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect team play and eligibility to participate in team sport(s).
10. Failure to Meet Team Obligations – Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; and otherwise fulfill their responsibilities as team members (e.g. curfew, dress code, etc.).

11. Conduct Unbecoming a Saint Anselm College Student-Athlete – Behavior that reflects negatively on them, their team, the Athletics Department, or the College may be grounds for disciplinary action.

12. Conduct Unbecoming of a Student Host – Behavior that reflects negatively on them, their team, the Athletics Department, or the College may be grounds for disciplinary action. These behaviors include but are not limited to: mistreatment of prospective student-athletes, not providing appropriate transportation, providing alcohol to prospective students, consuming alcohol, abusive language, sexual misconduct, etc.
Section 5: Hazing

The definition of hazing is any activity undertaken or situation created, whether on or off campus, by an individual, group of individuals or organization, in which individuals are voluntarily or involuntarily subject to activities which have the potential to harass, intimidate, impart pain, humiliate, invite ridicule of, cause undue mental or physical fatigue or distress, or to cause mutilation, laceration or bodily injury.

Such activities include, but are not limited to, paddling in any form, physical or psychological shocks, late work sessions which interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment.

Spending a considerable amount of time questioning whether or not a particular activity violates the hazing policy is usually a good indication that the activity is indeed hazing.

CONSENT MAY NOT BE USED AS A REASONABLE DEFENSE.

Peer pressure is a significant part of most hazing incidents, and while a person may verbally give consent, circumstances surrounding the situation typically do not provide an opportunity for the person to choose freely.

NEW HAMPSHIRE HAZING LAW Chapter 631:7

I. For the purposes of this section:
   a. “Educational institution” means any public or private high school, College, university or other secondary or post-secondary educational establishment.
   b. “Organization” means a fraternity, sorority, association, corporation, order, society, corps, athletic group, cooperative, club, or service, social or similar group, whose members are or include students operating at or in conjunction with an educational institution.
   c. “Student” means any person regularly enrolled on a full-time or part-time basis as a student in an educational institution.
   d. “Student hazing” means any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:
      i. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
      ii. Such act is a condition of initiation into, admission into, continued membership on or association with any organization.

II. A natural person is guilty of a class B misdemeanor if such person:
   a. Knowingly participates as actor in any student hazing; or
   b. Being a student, knowingly submits to hazing and fails to report such hazing to law enforcement or educational institution authorities; or
   c. Is present at, or otherwise has direct knowledge of, any student hazing and fails to report such hazing to law enforcement or educational institution authorities.
   d. An educational institution or an organization operating at or in conjunction with an educational institution is guilty of a misdemeanor if it:
      i. Knowingly permits or condones student hazing:
      or
      ii. Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing:
      or
      iii. Fails to report to law enforcement authorities any hazing reported to it by others, or of which it otherwise has knowledge.

III. The implied or express consent of any person toward whom an act of hazing is directed shall not be a defense in any action brought under this section.
Section 6: Student-Athlete Compliance

The following bylaws from the NCAA Division II Manual apply to all student-athletes to be compliant with NCAA regulations.

ACADEMIC STATUS (Bylaw 14.01.2)

To be eligible to represent an institution in intercollegiate athletic competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.

A student-athlete who is withdrawn or on a leave of absence is not attending class and therefore, not enrolled full-time.

COMPLIANCE WITH OTHER NCAA AND CONFERENCE LEGISLATION (Bylaw 14.01.3)

To be eligible to represent the College in intercollegiate athletics competition, a student-athlete shall be in compliance with all applicable provisions of the constitution and bylaws of the NCAA and all rules and regulations of the College and the conference(s) of which the institution is a member. Specific attention is called to legislation affecting eligibility in the following areas.

AMATEURISM (Bylaw 14.01.3.1)

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

The student-athlete cannot have signed or promised to sign with an agent, semi-professional or professional team or anyone else who offers to help manage a professional career. If a student-athlete has received prize money, s/he may also be ineligible. Please contact Compliance if any of these things have occurred.

AWARDS, BENEFITS AND EXPENSES (Bylaw 14.01.3.2)

Receipt by a student-athlete of non-permissible awards, extra benefits, or excessive or improper expenses not authorized by NCAA legislation violates the Association's amateurism principle and renders the student-athlete ineligible for athletics participation in the sport for which the improper award, benefit or expense was received.

UNETHICAL CONDUCT (Bylaw 14.01.3.3)

A prospective or enrolled student-athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. Unethical conduct consists of, but is not limited to:

- Fraudulence in connection with entrance or placement exam;
- Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
Dishonesty in evading or violating NCAA regulations; or
Knowingly furnishing the NCAA or the individual’s institution false or misleading information concerning the student’s involvement in or knowledge of matters relevant to a possible violation of NCAA regulations.

**FINANCIAL AID (Bylaw 14.01.3.4)**

A student-athlete who receives financial assistance other than that authorized by the NCAA shall not be eligible for intercollegiate athletics competition.

**STUDENT-ATHLETE STATEMENT (Bylaw 14.1.3)**

Before participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the Management Council in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization and involvement in organized gambling activities related to intercollegiate or professional athletics competition under the Association’s governing legislation. Details about the content, administration and disposition of the statement are set forth in Bylaw 14.1.3. Failure to complete and sign the statement shall result in the student-athlete’s ineligibility for participation in all intercollegiate competition. Violations of this bylaw do not affect a student-athlete’s eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete subsequently signs the form; however, the violation shall be considered an institutional violation per Constitution 2.8.1.

**DRUG-TESTING CONSENT FORM (Bylaw 14.1.4)**

Each academic year, a student-athlete shall sign a form prescribed by the Management Council in which the student-athlete consents to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete and sign the consent form before practice or competition, or before the Monday of the fourth week of classes, whichever is earlier, shall result in the student-athlete’s ineligibility for participation (i.e., practice and competition) in all intercollegiate athletics. Violations of this bylaw do not affect a student-athlete’s eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete subsequently signs the form; however, the violation shall be considered an institutional violation per Constitution 2.8.1.

**STUDENT-ATHLETE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) AUTHORIZATION/BUCKLEY AMENDMENT CONSENT FORM—DISCLOSURE OF PROTECTED HEALTH INFORMATION (Bylaw 14.1.5)**

Each academic year, a student-athlete may voluntarily sign a statement or a form prescribed by the Management Council in which the student-athlete authorizes/consents to the institution’s physicians, athletics trainers and health care personnel to disclose the student-athlete’s injury/illness and participation information associated with the student-athlete’s training and participation in intercollegiate athletics to the NCAA and to its Injury Surveillance Program (ISP), agents and employees for the purpose of conducting research into the reduction of athletics injuries. The authorization/consent by the student-athlete is voluntary and is not required for the student-athlete to be eligible to participate.
Section 7: Academic Policies and Procedures

CLASS ATTENDANCE

Each student is expected to attend all classes for which he/she is enrolled. The attendance policy for each course is determined by the course’s professor. This policy is made known to the class at the beginning of each semester. It is the student’s responsibility to know the policy on attendance for each course in which he/she is enrolled. It is the responsibility of student-athletes to attend every class session held when they are not ill, involved with a personal emergency, or traveling with the team. Consistent class attendance and participation are essential to academic success. Poor class attendance is a major factor in nearly all cases of academic failure.

Absences Due to Illness: student-athletes should contact their professors at the earliest opportunity preferably prior to the class meeting (especially if any graded work is scheduled).

Absences Due to Emergencies: student-athletes should notify the Student Affairs, the Academic Dean and Athletic Offices if they must leave the College for any extended period of time because of hospitalization, injuries, or family problems. Professors will be contacted, but it is the responsibility of the student-athlete to arrange for any makeup work.

Absences Due to Team Travel: student-athletes should provide their professors with the travel letters that list the dates on which home and away athletic events conflict with class attendance at the beginning of each semester. The student-athletes should remind the professor of forthcoming absences at least 2-4 class days in advance. Arrangements should be made ahead of time to make up all missed assignments, exams, quizzes, labs, etc.

The student-athlete is responsible for making arrangements ahead of time for any missed Native Speaker sessions, quizzes, tests, presentations, etc. Papers should be handed in prior to missing class unless prior arrangements are made.

DROP-ADD PROCEDURES

Student-athletes may drop and/or add courses during the specified period, as indicated by the College’s Academic Calendar. A student-athlete who is considering either dropping or adding a course should discuss the proposed change with her or his academic adviser and Head Coach. The Athletics Course Withdrawal form should be used to begin the conversation with the Head Coach.

A student-athlete who finds it necessary to drop a course must complete the proper Athletics Course Withdrawal form in the Compliance Office.

During the Add/Drop Period, a student-athlete may not be below 12 hours of credit. Therefore, when deciding to drop a class, the student-athlete should add a class first so as not to drop part-time. Even one day of part-time will make a student-athlete ineligible.

ACADEMIC STATUS

The College’s Academic policies may be found in the Student Handbook regarding Good Academic Standing and Academic Warning. Student-athletes on Academic Probation as designated by the Academic Dean’s office may not compete inter-collegiately or travel with the team.
DEAN’S LIST OF SCHOLARS

Review the Dean’s List criteria in the Student Handbook.

NE10 ACADEMIC AWARDS

Commissioners Honor Roll: The Commissioners Honor Roll will be announced twice a year. The fall honor roll will be released in January and the spring honor roll will be released in June. All student-athletes that meet the following criteria will qualify for the honor roll, regardless of the student-athletes championship season. Only student-athletes from NE10 sponsored sports will be placed on the Commissioners Honor Roll.

1. Student-Athlete must be on the squad list,
2. Student-Athlete must be eligible for competition that semester, and
3. Student-Athlete must have a minimum semester grade point average of a 3.00.

NE10 Scholar-Athletes of the Year: The NE10 honors one male and one female student-athlete as the NE10 Male and Female Scholar-Athlete of the Year. The selection committee will use the 30 NE10 Institution Scholar-Athletes of the Year to select the two scholar-athletes. The NE10 Male and Female Scholar-Athlete of the Year are announced and honored at the conference’s End of the Year Banquet.

SAINT ANSELM COLLEGE ACADEMIC AWARDS

Student-Athlete Academic Night: Each spring, the Department of Athletics hosts a Student-Athlete Celebration night to recognize all student-athletes who have achieved a 3.000 semester CGPA or greater in the semesters prior to the night or a cumulative 3.000 or greater CGPA in either or both of the semesters. Student-athletes who qualify for this event are invited to attend.

Chi Alpha Sigma - Student-Athlete Honor Society: Student-athletes who attain a 3.400 or greater in their junior or senior year of College will be inducted into Chi Alpha Sigma. Qualified student-athletes are inducted during the Student-Athlete Celebration night event.

Saint Anselm College Scholar-Athletes of the Year: Each year a senior male and female student-athlete is selected as the scholar-athlete of the year at Saint Anselm College. The criteria are that the student-athlete must be in his/her final year of academics and achieve a 3.300 or greater overall cumulative grade point average. These two student-athletes are then sent forward for the NE10 Scholar-Athlete of the Year nominees from Saint Anselm College.
Section 8: Athletic Eligibility

ELIGIBILITY

Only full-time students are eligible to represent Saint Anselm College in extracurricular or co-curricular activities. Full-time student-athletes must carry twelve or more hours in the fall and spring semesters. Academically, student-athletes must possess a minimum cumulative grade point average of 2.000 based on the hours completed successfully and must be attaining satisfactory progress towards a degree and in Good Academic Standing. Satisfactory progress is defined as the successful completion of a minimum of 24 semester hours during the academic year (fall, spring, and summer) and 18 hours the previous two full-time semesters. Student-athletes must complete nine (9) hours successfully the previous semester. An exception to the full-time course load is permitted during the final semester before graduation. In addition student-athletes are required to make progress toward a degree. Beginning with the junior year, a student-athlete must have a degree declared and be earning a minimum of twelve (12) hours applicable to his or her specific degree program (not including work toward minors only).

Except for reasons of academic and nonacademic suspension or dismissal, student-athletes who possess the minimum cumulative grade point average based on hours completed successfully will be eligible to represent the College in extracurricular or co-curricular activities until the next full-time semester. Student-athletes who are ineligible academically to represent the College may regain their eligibility as soon as they attain Good Academic Standing and meet the NCAA progress toward degree requirements.

Transfer student-athletes eligibility is addressed in the Transfer section of this handbook.

GOOD ACADEMIC STANDING

Student-athletes must be in Good Academic Standing with Saint Anselm College to participate fully. Good Academic Standing is determined by the Academic Dean’s office. If a student-athlete is on Academic Probation, the student-athlete may not compete or travel with the team. If a student-athlete is on Special Academic Probation, the student-athlete may not participate at all with the team – this includes no weightlifting, conditioning, team meetings, practices, skills, competition, or travel. The student-athlete may not wear a uniform or sit on a bench with the team. (This list is not all inclusive and there may be other areas where the student-athlete may want to participate with the team and cannot).

NINE HOUR RULE

The NCAA Academic requirements are that a student-athlete complete nine (9) hours successfully the previous semester. For example, a student-athlete must finish nine hours successfully Spring of 2017 to be eligible for Fall of 2017.
SATISFACTORY ACADEMIC PROGRESS

All student-athletes must complete a minimum of 24 credit hours annually. All student-athletes must satisfactorily complete 18 semester hours of acceptable degree credit following the fall/spring semester of the previous academic year. This is an average of nine (9) hours per semester. The hours must be completed the fall of the previous year or the previous two semesters. The student-athlete must successfully complete 24 hours annually following the summer term of the previous academic year.

For Fall 2016, there is no longer the 75%/25% rule with NCAA Division II eligibility. 18 hours will need to be achieved during the Fall 2015 and Spring 2016 semesters. 24 hours must be completed overall.

ELIGIBILITY REQUIREMENTS

The student-athlete is required to meet all College academic requirements as well as the eligibility rules of the national associations and affiliate conferences. Specifically these requirements are as follows:

TWELVE HOUR RULE

To be full-time at Saint Anselm College, a student-athlete must be enrolled in a minimum of 12 credit hours during all times of the playing season and postseason competition.

- **Student-athletes cannot drop below 12 hours for even one day. If a student-athlete is making course changes that could involve a temporary drop below 12 hours, the student-athlete should add a new course into the schedule before dropping the old course.**
- Only exception is for those in their final term who need less than 12 hours to graduate as certified by the Registrar’s office using the applicable form.

DIVISION II:

The calculation of the grade-point average used to fulfill "satisfactory completion" requirements shall be based upon hours earned or accepted for degree credit in a specific baccalaureate program. Student-athletes should consult the current Saint Anselm College Course Catalog for requirements for specific programs and degrees.

DESIGNATED DEGREE PROGRAM

Student-athletes shall designate a program of studies leading toward a specific degree by the beginning of the junior year or fifth full time semester. Student-athletes shall declare their major with the Registrar’s Office. A minimum of twelve (12) hours per semester must count toward the designated degree program beginning with the fifth, full-time semester in school.

CLASS ATTENDANCE AND ELIGIBILITY

Student-athletes have ten (10) semesters of full-time enrollment to complete four years of eligibility. Student-athletes use one of these ten semesters if they attend the first day of classes while enrolled full-time. Student-athletes use one season of eligibility if they compete in any outside competition (including scrimmages with outside competition) during the championship season in an intercollegiate sport.
Student-athletes may be eligible for an additional year of eligibility if granted a medical hardship waiver. To qualify for this waiver, a student-athlete must have an injury or illness that resulted in an incapacity to compete for the remainder of the season, and the student-athlete may not have participated in two events or 20% of the team’s scheduled events (whichever number is greater).
Section 9: Transfers

There are incoming transfers and outgoing transfers. For incoming transfers, there are two-year transfers and four-year transfers. Different bylaws of the NCAA Division II manual apply to the types of transfer that a student-athlete is categorized. The NCAA produces a guideline for all transfers that is available on our website: http://www.saintanselmhawks.com/information/Compliance/index - NCAA Transfer Guide. Student-athletes transferring under disciplinary or suspension from an institution may not receive an automatic waiver of residency and must be in residence for one year before participating.

Outgoing Transfers

A student-athlete who decides to leave Saint Anselm College must notify his/her Head Coach of the plans to transfer. The Head Coach will fill out a Roster Change Form with the Student-Athlete confirming the intent to transfer and no longer participate on the team. Once the form is submitted to Compliance, Financial Aid is notified, including if there is any possible athletic aid impact. If the Head Coach does not grant the student-athlete permission to contact other institutions on the Roster Change Form, the student-athlete has a right to appeal the request to the Appeals Committee (AC). The AC will have 14 days to grant a decision.

With permission to contact granted, compliance will contact the student-athlete for a list of schools s/he would like to contact. Compliance will send Permission to Contact to these institutions. The student-athlete will be notified that the notes are sent. In some cases, a general permission-to-contact note may be presented to the student-athlete.

Saint Anselm College reserves the right to not grant a one-time exception waiver of the residency requirement. The student-athlete has a right to appeal the request to the AC. The AC will have 14 days to grant a decision on the appeal.

Incoming Transfers

Incoming transfers may come from two year colleges or four year colleges. Eligibility rules vary by the type of transfer. The Registrar determines the number of credits transferable to the institution. Student-athletes should meet with Compliance to verify eligibility upon transferring. Upon transferring, student-athletes must maintain the same academic standards as all student-athletes.

Four-Year College Transfer: After permission is granted to Saint Anselm College to contact the student-athlete from another four-year institution, recruitment of the student-athlete may begin and eligibility verification may begin. The former institution informs Saint Anselm College of the progress toward degree and NCAA information requested by Saint Anselm College for eligibility reasons. Seasons of eligibility used will be sent by the former institution and current institution will verify.

Two-Year College Transfer: Two-year transfers who have graduated from their two year college with a degree and were qualifiers with the NCAA Eligibility Center out of high school are able to participate fully.

If the two-year college transfer has not graduated from the two-year college, the number of transferable credit hours and cumulative GPA must meet the NCAA GPA for the transferable credit.
Section 10: Playing and Practice Season Regulations

COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA) – IN SEASON (THESE LISTS ARE NOT EXHAUSTIVE)

- Practice – includes team and individual instruction
- Competition
- Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member
- Individual skill-related activities requested by a student-athlete or workouts required by or supervised by the member of the institution’s coaching staff
- On-site activities called by a member(s) of a team that is considered as a requisite for participation in that sport (e.g. captain’s practice)
- Film or videotape reviews of athletic practices or contests
- Required participation in camps, clinics or workshops
- Meetings initiated by coaches or other institutional staff members on athletically related matter
- Visiting the competition site in the sports of cross country and golf

DAILY AND WEEKLY TIME LIMITATIONS – PLAYING SEASON

- Student-athletes’ participation in countable athletically related activities shall be limited to four (4) hours per day, 20 hours per week.
- Student-athletes are required to have one day off during the playing season. A team travel day may be considered as a day off, provided no countable athletically related activities occur during that day.
- All competition counts as 3 hours, regardless of actual duration.
- A practice round of golf may exceed the four hours per day limitation, but the weekly limit of 20 is still in effect. A practice round on the day prior to the start of a collegiate golf tournament at the tournament site shall count as three hours, regardless of the duration of the round.
- Hourly and weekly limitations do not go into effect until the first day of classes or the first date of competition, whichever occurs first.
- Hourly and weekly limitations do not apply during the academic year between terms when classes are not in session (e.g. Christmas Break, Spring Break, etc.)

PRACTICE PROHIBITED AFTER COMPETITION

Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g. doubleheaders in baseball, rounds of golf in a multi-day tournament).

COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA) – OUTSIDE THE PLAYING SEASON

- Out-of-season limits: eight (8) hours per week
- Maximum of two (2) hours per week for team activities and/or skill instruction. It is permissible for more than one group of student-athletes from the same team to participate in skill instruction in different facilities at the same time. The number of student-athletes permitted to participate varies according to the starting squad size - a maximum of four for teams with six or fewer and no more than six for larger starting squad sizes.
- Required weight training and conditioning activities held at the direction of or supervised by an institutional staff member
- No CARA permitted outside the playing season during an institutional period (e.g. Thanksgiving, Christmas, Spring Break, Easter Break and Summer Vacation.)
- Student-Athletes are required to have two off days during the non-championship segment.
- Between the end of the DII championship, or the end of the non-championship segment, and one week prior to the beginning of the institution’s final examination period, a student-athletes’ participation in
weight training, condition and skill instruction shall be limited to a maximum of eight (8) hours per week, of which not more than two (2) hours per week may be spent on skill instruction. During this period, team activities shall not be permitted.

- All CARA outside the playing season are prohibited one week prior to the beginning of the institution’s final examination period through the conclusion of the institution’s final examinations. Participation in voluntary individual workouts monitored by strength and conditioning personnel for safety purposes per NCAA Bylaw 17.02.13 shall not count against the weekly hour limitation.

Figure 17-3 from the NCAA Division II manual defines Countable and Non-countable Athletically related activities but is not an exhaustive list.
<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Bylaw(s)</th>
<th>Countable</th>
<th>Noncountable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition</td>
<td>17.02.2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Individual workouts (as required or supervised by a member of the coaching staff)</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Observation of student-athletes in nonorganized sport-specific activities (e.g., pick-up games)</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Participation in camps or clinics</td>
<td>13.12.2.2.2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Participation of student-athletes in permissible tryouts involving prospective student-athletes or full-time students</td>
<td>13.11.2.1, 17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Practice, including but not limited to:</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>* Activities using equipment related to the sport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Activities conducted as part of a physical education class</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Chalk talk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Discussions or review of game films, online video, CD, DVD, etc. related to the sport</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>* Field, floor or on-court activity</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>* Lecture on or discussion of strategy related to the sport</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>* Setting up offensive or defensive alignment</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Required preparation of playing field for competition</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Skill instruction</td>
<td>17.1.6.2, 17.1.6.2.2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Use of institutional athletics facilities when such activities are supervised by or held at the direction of any member of the institution's coaching staff</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Visiting the competition site (in cross country, golf and skiing)</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Voluntary skill instruction at the request of the student-athlete (in all sports other than football)</td>
<td>17.02.1, 17.1.6.2, 17.1.6.2.2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Any athletically related activity organized or monitored by other student-athletes, provided the activities are not done at the direction of a coach or are considered as a requisite for participation in that sport</td>
<td>17.02.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Type of Activity</td>
<td>Bylaw(s)</td>
<td>Countable</td>
<td>Noncountable</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
<td>-----------</td>
<td>--------------</td>
</tr>
<tr>
<td>Athletics department academic study hall or tutoring sessions</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance at an awards or celebratory banquet</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Involvement of an institution's strength and conditioning staff with student-athletes in voluntary strength and conditioning programs</td>
<td>17.02.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical examinations or treatments (e.g., physical rehabilitation, treatment by athletic training personnel)</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings with coaches or athletics department staff members on nonathletics matters (e.g., compliance, drug education, academic support services, housing and meals information)</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observation of an officiating clinic related to playing rules that is conducted by video conference and does not require student-athlete to miss any class time to observe the clinic</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observation of student-athletes in organized competition (e.g., summer basketball league)</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation in fundraising activities, community service or community engagement</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation in a physical education class (including during a summer session) conducted by a member of the athletics department staff</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing safety instruction and skill instruction during voluntary individual workouts (equestrian, fencing, rifle, rowing, skiing, swimming and diving, track and field (field events only), water polo and wrestling)</td>
<td>17.6.7</td>
<td>17.7.7</td>
<td>17.14.7</td>
</tr>
<tr>
<td></td>
<td>17.15.9</td>
<td>17.18.7</td>
<td>17.21.8</td>
</tr>
<tr>
<td></td>
<td>17.23.8</td>
<td>17.25.8</td>
<td>17.26.8</td>
</tr>
<tr>
<td>Required preparation of playing field for practice</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student-athlete requested individual summer workout sessions with a member of the coaching staff (in golf, rowing, swimming and diving, tennis and track and field) (outside of playing season)</td>
<td>17.108.1.1</td>
<td>17.158.1.1</td>
<td></td>
</tr>
<tr>
<td>Training-table or competition-related meals</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel to and from practice and competition</td>
<td>17.02.1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A coach may create a general individual workout program for a student-athlete (as opposed to a specific workout for specific days) but cannot conduct the individual’s workout.

This is applicable during an institution's declared playing season, provided the coach does not direct or supervise the organized activity. Outside of an institution's declared playing season, an institution's coaching staff member in a team sport, other than football, may observe enrolled student-athletes in nonorganized sport-specific activities, provided the observation occurs during the permissible time period and permissible hour limitations for team activities.

In sports other than football, outside the playing season, participation as a demonstrator in an institutional camp or clinic is countable as skill instruction. During the playing and practice season, participation by student-athletes as counselors or demonstrators in a member institution's or a privately owned camp or clinic would not be considered countable athletically related activities, provided the participation in the camp or clinic is voluntary.

If participation occurs outside the institution's declared playing season, it shall be counted as part of countable required conditioning activities.

Practice is defined as any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member of an institution's coaching staff. Practice is considered to have occurred, if one or more coaches or one or more student-athletes engage in any of the aforementioned activities. Any activity in which the student-athlete's attendance is recorded or absence is punished shall be considered countable.

For example, any class composed of or including primarily members of an intercollegiate team on a required attendance basis or where the class uses equipment for the sport.

Strength and conditioning personnel may monitor voluntary individual workouts (e.g., summer workouts) for safety purposes without considering such supervision as a countable athletically related activity. If the strength and conditioning coach is also a coaching staff member for one of the institution's intercollegiate teams, such assistance may be provided only if that staff member performs such duties for all intercollegiate teams.

For the circumstances that would cause these activities to become countable athletically related activities, see April 20, 2011, official interpretation.

A coach's observation of a student-athlete in organized competition (e.g., summer basketball league) is not considered a countable athletically related activity, provided the coach does not direct or supervise the organized activity.

For example, a student-athlete's participation in a regular physical education class, with or without credit, that is listed in the institution's catalog and is open to all students.
Section 11: Financial Aid

Financial aid in the form of athletic grants is available to all participants of each intercollegiate team on recommendation by the Head Coach of each sport and approval by the Director of Athletics and the Director of Financial Aid or designee. Athletic grant-in-aid is made available in a package with all other financial aid that is available to all College students who can demonstrate a need factor through the completion of financial aid materials. The amount of athletic aid is subject to the regulations of the national associations governing the men and women sport programs, as well as state and federal grant regulations.

College charges NOT covered by the full Grant-In-Aid:
- Orientation Fee
- Residence Hall deposit
- Cost of treatment for non-athletically related injuries
- School insurance policy
- Library fines
- Fines for damage to College property
- Textbooks
- School supplies, reference books, pens, notebooks, etc.
- Vehicle registration fee, parking fines, etc.
- Lost textbooks, keys, Saint Anselm College Student IDs

STUDENT-ATHLETE EMPLOYMENT

If the coach or another staff member helps a student-athlete find employment, the student-athlete must remember that s/he is representing the Department of Athletics and the College. Employment contacts made on the student-athlete’s behalf are made in compliance with departmental and NCAA rules and regulations.

Report this type of employment to compliance.

RULES OF EMPLOYMENT

The following rules are applicable to any type of student-athlete employment:
- The work performed must be useful;
- The rate of pay must be the normal rate of pay for duties performed;
- The hours paid must be the hours worked;
- Payment in advance of hours worked is not permitted; and transportation to work may be provided only if transportation is available to employees.

RENEWAL OR NON-RENEWAL OF ATHLETICS FINANCIAL AID (NCAA BYLAW 15.6.5)

It is the policy of the Saint Anselm College Department of Athletics to honor its financial commitment to each student-athlete in accordance with NCAA (NCAA Bylaw 15.6) and the NE10 Conference rules. An athletics aid award may be issued for a period of not more than one (1) academic year (NCAA Bylaw 15.6.3.1).

REDUCTION AND CANCELLATION (NCAA BYLAW 15.6.4)

Institutional financial aid may be canceled during the period of the award if the recipient:
1. Renders himself or herself ineligible for intercollegiate competition; or
2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
3. Engages in serious misconduct warranting substantial disciplinary penalty, or
4. Voluntarily withdraws from a sport for personal reasons.

Upon recommendation of the Head Coach, all returning student-athletes eligible to receive athletics aid shall be notified in writing by the Director of Financial Aid or designee on or before July 1 prior to the academic year in which the aid is to be effective.

In the event that any student-athlete is removed from the official NCAA Financial Aid and Eligibility 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 Appeal committee. The Financial Aid Appeal committee will meet with the student-athlete, followed by a meeting with the coaching staff and/or athletic administration. The student-athlete will be informed of the committee’s decision once all meetings are concluded.

HEARING OPPORTUNITY REQUIRED (NCAA BYLAW 15.6.2.4)

If the grant-in-aid is not renewed, the student-athlete must receive an appeal procedure letter in order to be notified of the right to appeal. The student-athlete who has had his/her financial aid reduced or canceled may request a hearing to appeal the action. The student-athlete shall submit a written request to the Director of Financial Aid or designee.

The student-athlete will be given fourteen (14) working days from the date of the non-renewal notification letter in which to notify the Director of Financial Aid or designee of intent to appeal the decision. The expiration of this fourteen (14) working day period will conclude the student-athlete’s right to appeal.
Section 12: Sports Medicine Policies and Procedures - Health and Insurance

SPORTS MEDICINE DEPARTMENT

Athletic training is a sub-specialization of sports medicine providing a major link between a sports program and the medical community for the implementation of injury prevention, emergency care, and rehabilitation procedures. Certified athletic trainers work in cooperation with physicians and the College’s Health Services to ensure student-athletes’ medical care will be both appropriate and comprehensive. Staff in the training room also includes work-study students.

Hours of Operation

An athletic trainer will be on duty for in-season home contests of varsity teams. All student-athletes are to be directed to the athletic training room for evaluation and treatment of injuries. Training room hours are based on seasonal practice and contest schedules.* Mornings are available for injury evaluations, treatments, and exercise rehabilitation. Appointments can be made by coordinating with a staff athletic trainer.

* New injury evaluations must be done between the hours of 10 a.m. and 2:30 p.m. Time after this is reserved for only pre-practice activities including taping, heating and stretching. It is very busy during these afternoon hours and it is difficult for the staff to give the full evaluations during this time.

Athletic Training Room Rules

1. Students are not allowed to be in the training room without an athletic trainer or coach present.
2. No cell phones, foul language, equipment, cleats, bags, or beverages are to be brought into the athletic training room.
3. Student-athletes must sign in for all treatments and injury evaluations.
4. Any issued equipment (crutches, emergency equipment, etc.) must be signed out and then returned in satisfactory condition. Failure to return these items will result in the borrower being charged for them.

Rehabilitation Policy

When a student-athlete falls into the following criteria, s/he will be referred to an off campus healthcare facility for rehabilitation:
   1. Post-surgical
   2. Student-athletes participating during their non-championship season
   3. Injuries that cause an student-athlete to miss playing time for 2 weeks or more

All in-house rehabilitation will be by appointment only. Each individual rehabilitation case will be prioritized according to the severity and stage of injury i.e. a newly sprained knee vs. an ankle sprain near discharge. Sports Medicine staff will work together to provide student-athletes with a comprehensive rehabilitation program appropriate for their injuries. The Sports Medicine staff will discharge student-athletes from rehabilitation only when the critical long-term goals have been met. All discharged student-athletes will be given verbal instruction regarding their injury and self-maintenance rehabilitation program.

Release to Play Procedure

1. In order for a student-athlete to return to practice or a game, he or she must be cleared by the Saint Anselm College Sports Medicine staff.
2. When a student-athlete seeks or is referred to medical attention outside of the athletic training continuum he or she must submit a medical clearance note from his/her respective physician to the Sports Medicine Staff. This note must state he or she is cleared to return to sport and must specify any and all limitations if any.

3. The Saint Anselm College Sports Medicine Staff has the final decision regarding return to play status regardless of a physician’s note.

Annual Medical Questionnaire and Insurance Information

Annual athletic participation, medical questionnaire report form, physical examination form, acknowledgement of insurance form, verification of information form and proof of insurance forms must be completed and on file in the athletic training room before the student-athlete is permitted to practice or play. Per NCAA bylaw 17.1.5 Mandatory Sports Medical Examination: Prior to participation in any practice, competition or out-of-season conditioning activities, the student-athlete is required to undergo a sports medical examination administered by a physician. The sports examination MUST be administered within six months prior to participation in any practice, competition, or out-of-season conditioning activities. Please note that all insurance coverage must be provided through student-athlete’s own or parent’s existing medical plan. Any changes affecting coverage of the student-athlete must be reported immediately to the athletic training staff. Every student-athlete must have and maintain insurance coverage throughout the entire academic year.

Sickle Cell Test

All student-athletes are required to have a sickle cell test or a signed sickle cell waiver form on file with the Sports Medicine Department in order to tryout or participate with a varsity team. This is a one-time blood test and the results must be sent to the Sports Medicine Department using the form on the website.

Shared Responsibility

The rules of play, safety guidelines, equipment standards, and training are designed to protect all student-athletes from injury, but cannot guarantee that no one will be injured. All student-athletes are responsible for wearing the required equipment and clothing; obeying the rules of their sports; adequately fueling, hydrating and training their bodies to the best of their abilities; utilizing proper techniques; following coaches’, team physicians’ and athletic trainers’ instructions; and avoiding activities which they do not feel qualified to perform. NCAA Division II student-athletes are subject to year round drug testing. Student-athletes will be educated prior to the start of their athletic participation about the process and expectations of the student-athlete and the drug testing procedure. A positive drug test can have direct and immediate effects regarding financial aid, academic scholarships and athletic scholarships.

If student-athletes take dietary supplements, other performance-enhancing drugs, or prescription medications on their own, they must know that they are at possible risks. These risks include, but are not limited to: elevated heart rate, increased or decreased blood pressure, heat stroke, and death. The U.S. Food and Drug Administration (FDA) does not regulate the supplement industry. Impure supplements can cause a positive drug test under the NCAA drug testing program. If the student-athlete has questions regarding a supplement, contact a staff athletic trainer OR log onto www.drugfreesport.com/rec.

1. Click on NCAA II, Password: ncaa2,
2. Click Rec Tools,
3. Click: ask about Dietary supplements OR log onto www.diicommunity.org/studentathlete/ and follow the same directions as above. Fill in form and submit.
All inquiries are confidential and Saint Anselm College is not notified of the inquiry.

All student-athletes will be educated regarding the Sports Medicine Department Concussion Protocol, along with best practices for mental health, cardiac health and sickle cell trait. At the conclusion of the education piece each student-athlete will sign a Sports Medicine Management Waiver form stating they were made aware of the policies and best practices and how they will be implemented should they receive a concussion. This form will be placed in their personal medical file located in the Athletic Training Room office.
Section 13: Drug Testing Policy

Alcohol and Other Drug Education, Testing and Treatment Program

As stated in the Saint Anselm College Student Handbook, Saint Anselm College and its Department of Athletics abide by all federal and state laws, local ordinances and campus regulations. Saint Anselm College and the Athletics Department take a firm stance on illegal possession, use or sale of alcohol or drugs. It is the College’s belief that drugs and alcohol constitutes a threat to the integrity of intercollegiate athletics and represents a danger to the health and careers of student-athletes. In addition, the use of drugs and alcohol creates an injustice and danger to fellow student-athletes. The College strives to insure that each student-athlete remains physically, psychologically and socially at his/her optimum level of performance in order to compete safely and successfully. Therefore, the following policy and program for education, screening, and testing has been adopted separate from the NCAA Drug Testing Program.

Philosophy and Purpose

Saint Anselm College is committed to providing a healthy and safe environment for all its students, including its student-athletes. The Alcohol and Other Drug Education, Testing and Treatment Program are designed to assist in providing that environment. The specific objectives of the Program are:

- To protect the health, safety and welfare of the student-athlete.
- To inform and educate the student-athlete and others associated with the athletic program about drugs and alcohol and the effects of use and abuse.
- To address, identify and treat student-athletes’ problems and concerns surrounding drug use, alcohol consumption and their abuses.
- To protect the integrity of the athletics program and the College.
- To maintain “fair play” in intercollegiate athletics by Saint Anselm College student-athletes.
- To ensure the health and safety of the student-athletes, the program focuses on the following concerns:
  - The consumption of alcohol. The debilitating effect of excessive alcohol consumption on the body is well known. Alcohol is involved in over 90% of the undesirable behaviors observed among students.
  - Substances commonly believed to be “performance enhancing” drugs, so that student-athletes will not feel compelled to take these health endangering substances in order to feel that they are competitive.
  - The use of “street drugs” and their potential for addiction and other catastrophic medical conditions. In addition, there is evidence that the use of “street drugs” may impair performance and reaction time, possibly resulting in injury to the student-athlete or others during practice or competition.
  - Misuse or abuse of prescription or over the counter medication which by their nature, if misused, may cause or provide an opportunity for health risk to self or others.

EDUCATION

Education of Student-Athletes about Alcohol and Other Drugs

The Saint Anselm College Alcohol and Other Drug Education Program are designed to inform and teach student-athletes how to recognize and avoid the National Collegiate Athletics Association (NCAA) banned substances. Student-athletes will also be educated about the associated problems of alcohol abuse and how such use may adversely affect the student-athlete on and off of the field of play, including the relationships with his/her teammates, friends, and family.

Student-athletes will be required to attend various Alcohol and Other Drug educational programs throughout the year including:
I. Structured team meetings for all intercollegiate sports teams.
   a) The NCAA and Saint Anselm College drug testing policy and procedures will be explained.
   b) Student-athletes will sign the appropriate forms, including waivers and consent to drug test forms during these meetings. Student-athletes who refuse to sign this waiver will not be given the privilege of practicing or competing on an intercollegiate team at Saint Anselm College. All signed consent forms will be kept on file in the Department of Athletics.

II. Saint Anselm College will present guest speakers throughout the school year on various topics including, but not limited to alcohol, recreational drug use, performance-enhancing drug use, nutrition supplements and other NCAA banned substances.

III. In addition, student-athletes are encouraged to avail themselves of other College offerings presented in residence halls, wellness-themed weeks, and Health Services programs.

POLICY

Alcohol Policy

Saint Anselm College does not condone the illegal or otherwise irresponsible use of alcohol. It is the responsibility of every member of the College community to know the risks associated with alcohol use and abuse. The responsibility obligates student-athletes to know all federal and state laws, local ordinances, and campus regulations. Student-athletes are expected to conduct themselves in accordance with these laws and regulations. It should be understood that possession, consumption or distribution of alcoholic beverages by individuals under the age of 21 is a violation of not only state liquor laws but Saint Anselm College policy. VIOLATIONS with regards to alcohol, of either Saint Anselm policy, local ordinances, or federal or state law should be reported to the Head Coach. Every coach is obligated to immediately inform the director of athletics when a violation has occurred. The director of athletics is required to report all alcohol violations to the Office of the Dean of Students.

In addition to imposed sanctions by the Office of the Dean of Students, sanctions for alcohol violations by student-athletes will be determined by the director of athletics in conjunction with the Head Coach.

Tobacco Policy

The NCAA, pursuant to NCAA Bylaw 11.1.5, prohibits the use of tobacco products by all game personnel (e.g., student-athletes, coaches, athletic trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use. The athletics administrative staff is required to inform the director of athletics when the tobacco policy has been violated by any game personnel.

Safe Harbor Program Regarding Drug Use:

A student-athlete eligible for the Saint Anselm College Safe Harbor Program may refer herself/himself to the program for voluntary evaluation and counseling by contacting his/her Head Coach or any member of the athletic training staff. A student-athlete is not eligible for the program after he or she has been informed of an impending drug test or after having received a positive Saint Anselm College or NCAA drug test.

Saint Anselm College will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. If the student-athlete tests positive for a banned substance upon entering the Safe Harbor program, that positive test result will not trigger any administrative sanction unless the student tests positive in a subsequent retest or the student fails to comply with the treatment plan. (The athletic training staff, in consultation with College health services, may suspend the student-athlete from play or practice if medically
indicated). A student-athlete will be permitted to remain in the Safe Harbor program for a reasonable period of time, not to exceed 30 days, as determined by the treatment plan. A student-athlete will not be permitted to enter the Safe Harbor program during the 30 days prior to NCAA or conference postseason competition, nor once such competition has begun.

If a student-athlete tests positive for a banned substance after entering the Safe Harbor program or fails to comply with the Safe Harbor treatment plan, the student-athlete will be removed from the Safe Harbor program. An initial Safe Harbor positive test will be treated as a first positive test and subject to the sanctions explained in this policy. While in compliance with the Safe Harbor program, the student-athlete will not be included in the list of students eligible for random testing by Saint Anselm College. Student-athletes in the Safe Harbor program may be selected for drug testing by the NCAA.

The Director of Athletics will notify the following College officials of the student-athlete’s participation in the Safe Harbor program: Vice President of Student Affairs, Dean of Students, Head Athletic Trainer, and Director of Health Services.

Any cost associated with the Safe Harbor program is the responsibility of the student-athlete.

THE TESTING PROCESS

Drug Testing Defined

NCAA Drug Testing: as per Bylaw 31.2.3.1, the NCAA conducts random drug tests at selected regional and national championships and on a year-round basis in Division II schools that sponsor football.

Saint Anselm College Drug Testing

a. RANDOM DRUG TESTING – In addition to NCAA drug testing, Saint Anselm College student-athletes will be tested on a random basis throughout the academic year. The student-athlete will be given no more than 24 hours notice up to no notice of an impending drug test.

b. REASONABLE SUSPICION TESTING – Reasonable suspicion may be based on reliable information received from any credible source including but not limited to athletics and health services staff, and academic and student affairs. It is at the discretion of the director of athletics to verify allegations and make the determination of the test.

Additional sources of information which warrant individualized reasonable suspicion include but are not limited to:

- Observed possession or use of substances that reasonably appear to be drugs of the type prohibited.
- Arrest or conviction for a criminal offense related to the possession, use or trafficking in drugs of the type prohibited. Observed abnormal appearance, conduct or behavior, including unusual patterns of absence from training, competition, or class, reasonably interpretable as being caused by the use of drugs of the type prohibited.
- Student-athletes who are charged with drug related offenses through the College’s student conduct system.

Drug Testing Collection Procedures

Collection of urine specimens for testing will be performed by certified sports drug testing collectors. Student-athletes will be expected to provide an adequate (concentrated, alkaline and at or above minimum volume requirement) specimen. The collector will seal and tag the specimen for testing. The specimens will be appropriately packaged and shipped to the laboratory for analysis.
Drug Testing Collection Procedures

Collection of urine specimens for testing will be performed by certified sports drug testing collectors. Student-athletes will be expected to provide an adequate (concentrated, alkaline and at or above minimum volume requirement) specimen. The collector will seal and tag the specimen for testing. The specimens will be appropriately packaged and shipped to the laboratory for analysis.

Saint Anselm College Banned Substance List

The Saint Anselm College list of banned-drug classes is subject to change. The term for “related compounds” compromises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example. Many nutritional/dietary supplements contain banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact the Saint Anselm College athletic training or health services staff for further information. For a list of banned substances, please refer to this handbook or www.ncaa.org/health-safety.

Reporting Results

Maintaining confidentiality and protection of the rights of any student-athlete is a critical factor in drug testing. All drug test results (from NCAA or Saint Anselm College tests) will be made available to the director of athletics and head athletic trainer by the laboratory. The director of athletics will inform the Head Coach and student-athlete of the positive test. The director of athletics will also notify the vice president of student affairs, the dean of students, the director of health services and the director of financial aid. Positive drug testing results are cumulative over the career of the student-athlete regardless of the type of positive test. In the event a student-athlete tests positive for more than one substance, the most serious consequences allowable under this policy will be implemented.

Sanctions

A. Performance Enhancing Drugs

1. The First Positive Test Result for Performance Enhancing Drugs
   - The student-athlete will meet with the director of athletics and Head Coach to discuss the results and consequences. The parents of the student-athlete will be notified of the situation.
   - The student-athlete will immediately be suspended from practice and competition. The student-athlete will be subject to the same sanction as imposed by the NCAA for the use of performance enhancing drugs, which is suspension from practice and competition for one year from the date of the positive drug test. Student-athletes suspended for the use of performance enhancing drugs will not be permitted to travel with, or sit on the team bench during the suspension.
   - Student-athletes who are ineligible as a result of a positive drug test shall be subject to testing at any time during their period of ineligibility. In addition, these student-athletes shall be subject to a mandatory exit-test no sooner than the 11th month of their one year suspension.
   - The student-athlete will be referred to College health services for an evaluation. The professional conducting the evaluation will determine the type and extent of educational/counseling programming that must be completed by the student-athlete. The student-athlete may be referred to
an off campus substance abuse counselor/program, at the student’s expense. The student will be required to sign a two-way release so that information regarding assessment, treatment, and follow-up can be shared between College health services staff, the athletic training staff, and any outpatient referral source.

- A report shall be made to the Office of the Dean of Students for disciplinary action in accordance with the student conduct code.
- The director of financial aid will be notified regarding the offense. Loss of athletic related financial aid may result.

2. The Second Positive Test Result for Performance Enhancing Drugs
   - The student-athlete will immediately and permanently be dismissed from the Saint Anselm College athletics program. In accordance with Saint Anselm College’s Parental Notification Policy Statement, the student-athlete’s parents will be notified. In addition, a report shall be made to the Office of the Dean of Students for disciplinary action under the student conduct code.

B. Street Drug Violations

1. The First Positive Test Result for Street Drug Violations
   - The student will meet with the director of athletics and Head Coach to discuss the results and consequences. The parents of the student-athlete will be notified of the situation.
   - The student-athlete will be immediately suspended for competition from 10% of the scheduled traditional season contests for that sport. The suspension must be served immediately if during the traditional season. Suspensions will be carried over to the next season if not served in full. If the positive test occurs during the non-traditional season the suspension will be served at the beginning of the next season. The student-athlete may be allowed to participate in team practices if determined to be safe by the medical and/or counseling staff.
   - The student-athlete will be referred to College Health Services for an evaluation. The professional conducting the evaluation will determine the type and extent of educational/counseling programming that must be completed by the student-athlete. The student-athlete may be referred to an off campus substance abuse counselor/program, at the student’s expense. The student will be required to sign a two-way release so that information regarding assessment, treatment, and follow-up can be shared between College Health Services staff, the athletic training staff, and any outpatient referral source.
   - A report shall be made to the Office of the Dean of Students for disciplinary action in accordance with the student conduct code.
   - The director of financial aid will be notified regarding the offense. Loss of athletic related financial aid may result.
   - A student-athlete who tested positive will automatically be tested during the next testing sequence. In addition, a student-athlete who tests positive will be eligible for reasonable suspicion testing for the remainder of his/her career at Saint Anselm College.
   - Upon completion of the suspension and successful progression in an education/counseling program, a College Health Service professional in consultation with the athletic training staff, will determine if it is appropriate for the student-athlete to return to participation. A student-athlete who does not adhere to the educational/counseling program prescribed will continue to be ineligible until he/she does so.

2. The Second Positive Test Result for Street Drug Violations
   - The student will meet with the director of athletics and Head Coach to discuss the process and consequences. The parents of the student-athlete will be notified of the situation to the extent permitted by applicable law.
   - The student-athlete will be immediately suspended for competition from 50% of the scheduled traditional season contests for that sport. The suspension must be served immediately if during the traditional season. Suspensions will be carried over to the next season if not served in full. If the positive test occurs during the non-traditional season the suspension will be served at the beginning of the next season. The student-athlete may be allowed to participate in team practices if determined to be safe by the medical and/or counseling staff.
   - The student-athlete will be referred to College Health Services for an evaluation. The professional...
conducting the evaluation will determine the type and extent of educational/counseling programming that must be completed by the student-athlete. The student-athlete may be referred to an off campus substance abuse counselor/program, at the student’s expense. The student will be required to sign a two-way release so that information regarding assessment, treatment, and follow-up can be shared between College Health Services staff, the athletic training staff, and any outpatient referral source.

- A report shall be made to the Office of the Dean of Students for disciplinary action in accordance with the student conduct code.
- The director of financial aid will be notified regarding the offense. Loss of athletic related financial aid may result.
- A student-athlete who tested positive will automatically be tested during the next testing sequence. In addition, a student-athlete who tests positive will be eligible for reasonable suspicion testing for the remainder of his/her career at Saint Anselm College.
- Upon completion of the suspension and successful progression in an education/counseling program, a College health service professional in consultation with the athletic training staff, will determine if it is appropriate for the student-athlete to return to participation. A student-athlete who does not adhere to the educational/counseling program prescribed will continue to be ineligible until he/she does so.

3. The Third Positive Test Result for Street Drug Violations

- The director of athletics and Head Coach will notify the student-athlete of his/her permanent termination from athletic participation, the director of financial aid will be notified regarding the offense, and all athletic grant-in-aid will be terminated.
- To the extent permitted by applicable law, the director of athletics will notify the parents/guardians of the violation and the termination of the student-athlete’s eligibility and aid.
- Notification of the drug-testing program repeated violations, and termination from athletic participation will be provided to the Office of the Dean of Students.
- A report shall be made to the Office of the Dean of Students for disciplinary action in accordance with the student conduct code.
FAILURE TO COMPLY WITH THE TESTING PROCESS

1. Failure to appear at the appointed time and place for a drug test will be treated as a positive test until such time as the student-athlete undergoes the test administered by the same organization, at the student-athlete’s own expense. The student-athlete will be suspended from participation in the athletic program until the drug test is completed.
2. The manipulation, adulteration, or attempted manipulation or adulteration of a urine sample will be treated as a positive test.
3. Adherence to the drug testing program is a prerequisite for participation in the College’s athletic program. Thus, while student-athletes are free not to participate in the drug testing portion of the Saint Anselm College Drug Education and Testing Program, student-athletes who refuse to do so will not be permitted to participate in the varsity athletics program, and will not be permitted to participate in sub-varsity programs for a period of one year at Saint Anselm College.
4. A report shall be made to the director of financial aid regarding refusal to participate which will result in a loss of athletic related financial aid.

APPEAL PROCESS FOR POSITIVE DRUG TESTS

The student-athlete may appeal a decision of the Director of Athletics applying this policy. This must be done within twenty-four (24) hours of the notification by the Director of Athletics of the consequence to the student-athlete of an application of the policy (for example, a suspension from eligibility.) The appeal must be made in writing to the Director of Athletics and must specify the basis for the appeal and evidence the student is prepared to present in support of the appeal.

The Director of Athletics will make a determination on whether or not the appeal will be heard, the grounds (if any) that will be considered, and the manner in which the appeal will be heard. The Athletics Director may choose to hear the appeal, or may call a sub-committee together for that purpose. The sub-committee, numbering three (3) will be appointed from the memberships of the Athletics Committee and/or the Judiciary Board by the Director of Athletics.

Upon review, the Director of Athletics and/or the subcommittee’s decision will be final.
Section 14: Student-Athlete Travel Policy

PRACTICE

For those athletic teams that must practice off-campus, due care should be taken to limit the number of student-athletes driving to reduce risk of accidents and subsequent liability. Student-athletes should have reliable transportation to and from off-campus sites and student-athletes who drive, should exercise appropriate caution when driving to and from off-campus practice sites.

COMPETITION

When an athletic team travels to an away competition, all efforts should be made for the team to travel in one party to the site of competition. Charter bus or Saint Anselm College (rented) vehicles driven by the coaching staff are the prescribed modes of transportation.

All student-athletes traveling must be eligible to travel with the team. Official team travel parties consist of the coaching staff, student-athletes on the team roster, managers, athletic trainers, approved support staff (e.g., statisticians), and Saint Anselm College employees who travel with the team. No individual other than those in the official team party may travel in a chartered bus or Saint Anselm College (rented) vehicle without the written approval of the Director of Athletics or his/her designee at least 24 hours prior to the trip.

When staying overnight in conjunction with team travel, all team members (student-athletes, coaches and support staff) are expected to stay in the designated team hotel with the team, not with parents or other parties. Any exception to this policy must be approved in advance of the trip by the Director of Athletics or his/her designee.

After a student-athlete has completed all of his/her competition(s) and has been released by the Head Coach (or his/her designee), the student-athlete may return home with his or her(s) separate from the team. All other team members must return with the official team party. A Travel Approval Form must be signed and completed 24 hours prior to departure for each competition. (See form on next page).

ADDENDUMS

The term rented vehicles in this policy refers exclusively to vehicles rented by Saint Anselm College.

If a student-athlete, parent, coach, or other party drives his or her personal vehicle to or from the site of an official team practice or competition, the individual driving assumes primary liability should an accident occur. In such cases, the insurance carrier of the individual driving is the primary coverage and Saint Anselm College’s insurance policy would be secondary.

If the coach drives his/her personal vehicle to or from the site of competition (even for College related business) his/her personal insurance carrier is the primary coverage. No alcohol shall be carried or consumed in vehicles while on College related travel.
STUDENT-ATHLETE TRAVEL WAIVER

Student-athlete name: ________________________________

As a student-athlete of ____________________________ at Saint Anselm College, I will not be traveling with the team
_________ TO and/or ___________ FROM the event at
______________________________________________ on ___ / ___ / ___ (month/date/year).

I affirm that I will be traveling with a parent or legal guardian only.

I assume full legal responsibility in making alternative travel arrangements. Saint Anselm College has offered to
transport me to and from the event, but I am expressly refusing this offer and agreeing to accept all risk of
personal injury and assume all liability stemming from my decision to use alternative travel means.

I, therefore, absolve the Saint Anselm College, the Board of Trustees, all employees, agents, and assigns of the
College, including students, the Department of Athletics, including the Director of Athletics, my coaching staff and
the company that provides insurance coverage for Saint Anselm from any and all responsibilities should any bodily
injury or accident(s) occur. Furthermore, I assume total responsibility for all my actions and activities once I
separate myself from the team and promise not to sue the Board of Trustees, all employees, agents, and assigns of
the College, including students, the athletic department, including the athletic director, my coaching staff and the
company that provides insurance coverage for Saint Anselm.

________________________________________
Student-Athlete Signature Date

________________________________________
Parent or legal guardian’s signature Date

________________________________________
Coach’s Signature Date
Section 15: Gambling Policy

The NCAA opposes all forms of legal and illegal sports wagering. The NCAA Student-Athlete Statement signed by all student-athletes at the beginning of every year says that, “you affirm that you meet the NCAA regulations regarding eligibility, recruitment, financial aid, amateur status and involvement in organized gambling.” This means you may not gamble on College or professional sports. It’s against the rules! (NCAA Bylaw 10.3).

In clear, simple language, the rule is:

A STUDENT-ATHLETE MAY NOT PLACE A BET OF ANY SORT ON COLLEGE OR PROFESSIONAL SPORTS EVENTS.

This means...

NO wagers on ANY professional or College sports event, even those that do not include Saint Anselm College.
NO sports “pools,” even those run by friends in the dorm, etc.
NO internet gambling on sports events.
NO sports wagering using “800” numbers.
NO exchange of information about the team with ANYONE who gambles. In other words, no information about injuries, new plays, discipline problems, etc.

Student-athletes shall not knowingly:
• Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
• Solicit a no monetary (e.g., shirt, dinner) or monetary bet on any intercollegiate team
• Accept a bet on any team representing the institution;
• Participate in any gambling activity that involved intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Student-athletes are also responsible for reporting the following:
• Reporting to the coach or athletic director any offers of gifts, money, or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.
• Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions.
• Contacting the coach or other departmental personnel (e.g. Sports Information Director) when questions concerning appropriate release of team information occurs.
• Recognizing that participation in gambling or bribery activities will result in disciplinary action by the NCAA as well as local, state and/or federal prosecution of the involved individual(s).

The consequences of being caught...the NCAA rules are clear. The minute a student-athlete is discovered to have made a bet of any kind on any College or professional sport, or has provided information to someone who gambles...

THE STUDENT-ATHLETE IS DECLARED INELIGIBLE TO COMPETE IN COLLEGE SPORTS AND OFF THE TEAM!
Section 16: Student Host

Student-athletes may serve as a student host for a prospect making an OFFICIAL visit to campus. As a student-host, the student-athlete is expected to conduct himself or herself in a manner that represents the student-athlete, his or her team, and Saint Anselm College in a positive way.

ENTERTAINMENT EXPENSES ALLOWED

A maximum of $30 per day may be provided to cover the entertainment expenses of the student host (and all hosts), the prospect and the prospect’s parents, legal guardians or spouse. If a student-host is host to more than one prospect, the host can receive an additional $15 per day for each additional prospect. The entertainment money must not be used to purchase souvenirs (e.g., t-shirts). It is permissible for the Athletics Department to purchase three meals a day for a prospect and his or her parents. The student host who is accompanying the prospect is also allowed to receive complimentary meals. However, only one host per prospect may be provided a free meal if restaurant facilities are used.

STUDENT HOST EXPENSE REPORT

Student-Athletes hosts will be asked to sign a “Student Host Form” verifying that the student-athlete received the allowable amount for hosting a prospect. The signature also indicated that the student-athlete is aware that she or he may not:

- Transport the prospect more than 30 miles from campus.
- Use an automobile for the prospect or the student-athlete that has been provided by the College, coaching staff or one of the boosters.
- Provide the prospect with material gifts (t-shirts, clothing items, souvenirs, etc.) or purchase them with the entertainment money provided to the student-athlete host.

At the conclusion of the visit, the student-athlete is required to complete the Official Visit Expense Form and submit all receipts to the coach who arranged the official visit.
As a STUDENT HOST, you are very important in the recruiting process for Saint Anselm College. You have a responsibility to understand and abide by all NCAA, Department of Athletics and College regulations. Please carefully review the following guidelines.

1. Student hosts are to conduct themselves in a manner consistent with the highest standards, treat others with respect and respect the rights of others.

2. A maximum of $30 for each day of the visit may be provided to cover all actual costs of entertaining the host, the prospect and the prospect’s parents/legal guardians or spouse excluding the cost of meals and admissions to campus athletics events. Excess dollars must be returned to your coach.

3. Host money may not be used for the purchase of souvenirs, i.e. t-shirts, hats or other mementos for either you or the prospect. Host money may not be used to purchase drugs or alcohol.

4. No cash or apparel (e.g., t-shirts or shoes) may be given to the prospect or anyone accompanying the prospect.

5. You may not use vehicles provided or arranged by any coach, institutional staff member or booster of the athletic program. Prospects are not permitted to use or drive your vehicle.

6. You may not transport the prospect more than 30 miles from campus.

7. You may not enter an adult entertainment establishment nor are you permitted to arrange for adult entertainment/escorts for the prospect. (this includes videos, DVD’s, Pay per View, etc.)

8. You should not allow recruiting conversations to occur on or off campus between the prospect and a booster of the athletic program.

9. A prospect may engage in recreational or workout activities.

10. There is a zero tolerance policy as it relates to drugs and alcohol. You may not consume alcohol or use illegal substances at any time while serving as a student-host.

11. Student hosts are responsible for making sure the prospect is returned safely to his/her hotel or residence hall by the curfew time established by the Head Coach.

Failure to abide by these guidelines may jeopardize your eligibility to represent Saint Anselm College and receive athletics aid, if you receive athletically-related aid.

I certify that I have read the above guidelines and will abide by all of the policies.

Student Host Signature __________________________ Date ________________
Section 16: Promotional Activities

PROMOTIONAL ACTIVITIES/DONATIONS

Student-athletes are allowed to promote educational and nonprofit entities without jeopardizing their amateurism status. To do so, the activity must meet certain guidelines and the President or his/her designee (Director of Athletics) must approve the activity prior to the student-athlete’s participation. Please refer to the Promotional Activity Form for more information and Bylaw 12.5.1 in the NCAA Division II Handbook.
Section 17: Grievances

SEXUAL HARASSMENT

Saint Anselm College unequivocally opposes sexual harassment of and by faculty, staff, and students. Sexual harassment will not be tolerated. When a formal written complaint is filed, the College will conduct a thorough investigation. Confirmed cases of sexual harassment will result in disciplinary action up to and including dismissal from the College.

Sexual harassment includes any repeated, unwanted:
- verbal or sexual behavioral advance,
- sexually explicit or derogatory remark, and/or
- statements made in the workplace or classroom that are sexually offensive or objectionable when:
  - Submission to the conduct is either an explicit or implicit term or condition of employment or a grade; or
  - Submission to, or rejection of, the conduct is used as a basis for employment or grading decisions affecting the individual; or
  - Conduct has the purpose or effect of substantially interfering with work or class performance, or of creating an intimidating, hostile, or offensive work or classroom environment.

Any person who feels sexually harassed should see Saint Anselm College’s Student Handbook regarding harassment and report harassment immediately to the appropriate Saint Anselm officials.

ATHLETICS GRIEVANCES

Saint Anselm College strives to create an environment where student-athletes have both positive overall experiences and clear avenues of communication with coaching and athletic administrative staff. From time to time, issues between student-athletes and coaches or staff can develop.

If an issue arises, the student-athlete is expected to discuss the issue with the head coach first to see if the coach can resolve any concerns. Issues related to playing time, position, and role on the team, are solely up to the coaching staff.

If the head coach is not able to address the student-athlete’s issue, or if the issue involves Athletic Department or College policy, the student-athlete should make an appointment to discuss his/her concerns with the appropriate Sport Supervisor. The Faculty Athletic Representative or Senior Woman Administrator may be involved in these discussions as necessary. If effort to address the student-athlete’s issue is unsuccessful, the student-athlete may make an appointment with the Athletics Ethics Committee head to discuss his/her concerns. Other, less formal, avenues for addressing the student-athlete’s issues include discussing concerns with the team captain or representative to the Student-Athlete Advisory Committee.

ATHLETIC AID GRIEVANCES

Institutional financial aid may be reduced or canceled during the period of the award if the recipient:

1. Renders himself or herself ineligible for intercollegiate competition; or
2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
3. Engages in serious misconduct warranting substantial disciplinary penalty, or
4. Voluntarily withdraws from a sport for personal reasons. If the recipient withdraws from a sport for personal reasons prior to the institution’s first competition in that sport, gradation or cancellation may occur immediately. If
the recipient withdraws subsequent to the institution's first competition in that sport, the gradation or Cancellation shall not occur prior to the conclusion of that semester.

RENEWALS AND NON-RENEWALS

Please review Section 11 Financial Aid Renewals for policy if there is a grievance regarding athletic aid.
Section 18: Student-Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee is comprised of representatives from each of the twenty varsity athletic teams. Only student-athletes who are NCAA eligible are allowed to serve as the voting member or alternate for their team. Members serve as a liaison between the committee and their team. Meetings are generally held on a regular monthly basis, or on an as needed basis.

The purpose of the Student-Athlete Advisory Committee is to:
- promote efficient communication between the Department of Athletics administration and the student-athlete population;
- encourage the involvement of the student-athletes in campus activities; and
- encourage and provide student-athletes with the opportunity to provide suggestions on the maintenance and development of programs designed to address student-athlete welfare, and
- offer input on the rules, regulations, and policies that affect student-athletes’ lives on campus.

Responsibilities of SAAC Representatives
1. Attend all SAAC meetings
2. Voice concerns and address College and athletic issues
3. Foster community awareness and devise community service projects for student-athletes
4. Report back to team all relevant information regarding SAAC meetings
5. Actively recruit teammates to participate in SAAC events and programs

The Chair and Co-Chair Officers will be elected by committee vote, and will serve a term of one academic year, beginning in the fall semester. Other officers will be appointed by the Chair and Co-Chair with the approval of the SAAC administrative liaison.

SAAC members are expected to relay information to their teammates regarding issues discussed at the SAAC meetings. Student-athletes interested in participating on SAAC should tell their coach and/or SAAC Administrative Liaison.