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*Student must sign if in italics and underlined*

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Introduction
Message from Director of Athletics

Welcome to the University of Southern Maine and the USM Department of Athletics. I'm very pleased that you will be involved with our athletics program during the 2017-2018 year.

As director of the department, I speak for our administrators, coaches, and all staff members in wishing every student-athlete a challenging, successful and rewarding experience. We will do our part to support you and help provide you with the opportunity to be successful and grow as a person.

In this handbook, you will find a great deal of information about your life as a student-athlete at USM. We hope the information will help to guide you and answer your questions, and perhaps inspire a new inquisitiveness as well. Please feel free to ask me, or any of our staff members if you have questions about the material in this handbook or about any other aspect of your student-athlete experience at USM. The door to my office is open most of the time; please feel free to come in and see me, ask questions, or just say hello.

Welcome to our new student-athletes and welcome back to those of you who are returning. We're here to work with you, guide you, and to help enhance your overall University experience. I wish you happiness and success along this very important and rewarding journey.

Sincerely,

Albert D. Bean Jr.
Director of Athletics
Vision, Mission, and Goals

Vision
The University of Southern Maine Department of Athletics aspires to regularly challenge for conference honors, compete at the highest possible level of NCAA Division III, earn national recognition for program excellence and deliver an exceptional student-athlete experience that provides all of our participants with the knowledge, skills and experiences to prepare for a lifetime of success.

Mission
The University of Southern Maine Department of Athletics provides opportunities for student-athletes to realize their Full Potential through a commitment to Academics, Athletics, Personal Development, Career Development and Service to the Community.

Values

Program Integrity & Compliance
The USM Athletic Department will function with the utmost integrity and with an adherence to institutional, conference, and NCAA compliance.

Professionalism & Performance
The USM Athletic Department will conduct its operations with a high degree of professionalism and integrity and we will strive to perform at our very best on a daily basis.

People & Professional Development
The USM Athletic Department will commit to making USM a great place to work, invest in each staff member, and provide the resources necessary for continued professional development.

Administrative Excellence
The USM Athletic Department will commit to review, solidify and continue to build upon its administrative support of USM coaches and athletic staff members. We want our programs to thrive in their respective environments while sustaining academic and athletic success.

Academic Excellence
The Athletic Department is committed to the academic success of all of its student-athletes. We will continue to provide the highest level of support and campus collaboration to best assist our student-athletes in their pursuit of academic excellence, progress toward their degree, graduation, and future career opportunities.
Athletic Excellence
The Athletic Department is committed to developing competitive programs so individuals and teams can compete at the highest level possible. We strive to build and sustain athletic success while representing the institution at conference, regional and national events.

Student-Athlete Experience
USM strongly believes in the development of the overall student-athlete experience. We will invest in our student-athletes at the onset, educating to develop heightened leadership skills that will foster productivity during their tenure at USM, and in their future career and personal lives.

Civility & Respect
The Department is dedicated to investing in our student-athletes future regarding the importance of civility, respect, diversity, and inclusion as it is reflected in the image of the institution and in today’s society.

Facility Enhancement
The Department is committed to provide the necessary resources to build upon and enhance upon our current athletic facilities so that we may foster recruitment of future USM students and to remain competitive with our fellow conference institutions.

Community Engagement
The Athletic Department will continue to provide initiatives that extend the academic experience beyond the classroom walls and continue to actively engage in our campus and local communities by serving the needs of these communities.

Development & Fundraising
Athletics will work with a myriad of constituents to promote Huskies Athletics, market its sports programs, and build strong relationships for continued athletic success. We will engage in development and fundraising activities that will include annual fund, capital gifts, special events and programs.

Tradition Building
The Athletic Department will continue to provide resources to support success and the total development of our student-athletes and will sponsor special programs and initiatives to honor alumni and friends and develop positive traditions that are a rallying point for the University.
Diversity & Inclusion

The University of Southern Maine Department of Athletics aspires to create an environment that contributes positively to the University’s philosophy of diversity and inclusion including, among other elements, race, class, gender, ethnicity, religion, sexual orientation, age and disabilities. When the collective skills and abilities of all USM student-athletes, coaches and staff are united in a manner that is open, inclusive and respectful, it results in overall program success; academically, athletically and socially, as well as an enhanced student-athlete experience for all participants.

Philosophy

USM supports the NCAA Division III philosophy that places the highest priority on the overall learning experience of each student-athlete. Student-athletes are provided opportunities to experience personal growth and development by being part of a team and by participating in rigorous and challenging athletic competition. Through involvement in intercollegiate athletics, student-athletes are challenged physically, mentally and emotionally.

The athletic arena is a classroom, transformed to teach lessons of character, commitment, leadership, civility, respect, discipline, hard work, the value of competition, sportsmanship and ethical conduct, the importance of sacrifice, teamwork, communication and cooperation. At USM, participation in intercollegiate athletics is a privilege, not a right, and the opportunity to participate presents student-athletes with the joy, challenges and lessons provided by both winning and losing.

USM student-athletes are supported in their efforts to grow and succeed through interaction with a nationally recognized staff, excellent facilities, outstanding health care coverage, and a strong system of academic and personal support services and a supportive campus community.

The athletic department is committed to student success and supports academic and athletic excellence through sponsorship of the William B. Wise Scholar-Athlete program, the Full Potential initiative, the NCAA Life Skills program, and through direct partnership with the Student-Athlete Advisory Committee. Additional learning opportunities are made available to student-athletes through presentations, internships, community service and engagement, and service on athletics department search committees.

The athletic department is committed to the fair and equitable treatment of all men and women participating in intercollegiate sports. USM currently sponsors 22 intercollegiate sports programs; eleven for women, ten for men and one co-educational sport. USM is committed to building national-caliber athletic programs that annually challenge for conference honors and advance to participate and be successful in NCAA championship tournaments.
University Information
Academic Calendar 2017-2018

Fall 2017

Classes Begin ........................................ 8:00 a.m. Monday, August 28th
Labor Day Holiday ............................................Monday, September 4th
October Break ........................................ Monday, October 9th-Tuesday October 10th
Veterans’ Day Holiday ...........................................Friday, November 10th
Thanksgiving Vacation Break ................................... Wednesday, November 22nd
Classes Resume ........................................ 8:00 a.m. Monday, November 27th
Last Day of Classes ...........................................Friday, December 8th
Final Exams ................................................ Saturday, December 9th-Friday, December 15th

Spring 2018

Classes Begin ........................................ 8:00 a.m. Monday, January 22nd
President’s Day .............................................Friday, February 19th
Spring Vacation Begins .....................................Monday, March 12th
Classes Resume ........................................ 8:00 a.m. Monday, March 19th
Patriots’ Day Holiday ...........................................Monday, April 16th
Last Day of Classes ...........................................Friday, May 4th
Final Exams ................................................ Saturday, May 5th – Friday, May 11th
Commencement ...........................................Saturday, May 12th
USM Services

ACADEMICS

Academic Support Services

The University of Southern Maine offers academic support services to assist with improving study skills, goal setting, time management, test preparation, and test-taking skills. The Athletic Department assists student-athletes with scheduling a tutor of their choice in the Gorham and/or Portland Learning Commons.

Academic Monitoring

In addition to providing tutors for student-athletes, the athletic department provides academic monitoring for all student-athletes. Progress checks will be sent to all faculty members midway through each semester.

Career and Academic Workshops

Throughout each semester, career and academic workshops will be presented upon request. The topics discussed in these workshops are: Resume Writing, Interviewing Skills, Time Management, and Test Taking. These workshops are designed to help incoming student-athletes adjust to the rigors of college academic life.

The Costello Learning Center

The Costello Learning Center offers academic support to all student-athletes. Located in the Costello Sports Complex the learning center has six computer stations and plenty of seating for students who are looking for a comfortable environment to study. In addition, the Costello Learning Center is a site for some of the academic skills workshops offered throughout the semester.

The Costello Learning Center hours are

- Monday-Thursday 9:00 a.m. - 9:00 pm
- Friday 9:00 a.m. - 5:00 pm
- Sunday 6:00 p.m. - 9:00 pm

Mentors

In conjunction with the USM Corporate Partners Program, one-on-one career mentoring is available upon request. This mentoring program was designed to match student-
athletes with community professionals sharing similar career interests. Students with 90 or more credit hours are eligible to participate in this program. For more information regarding this program contact Al Bean at 780-5588 or albean@usm.maine.edu.

**Academic Computing Services**

Computer labs are located on both the Gorham and Portland campuses and are available for student use. Computer assistance is available at both labs at all times, as well as free workshops that cover everything from introductory sessions to advance training in several software systems. If you have any questions feel free to call the Academic Computing Services Information Line at 780-4611.

The Gorham and Portland Computer Lab hours are:

Monday – Thursday  7:45 am - 11:00 pm
Friday - Saturday  7:45 am - 11:00 pm
Sunday  11:00 am - 11:00 pm

*Lab hours are reduced during University Breaks.

**FINANCIAL AID**

There are many different types of financial aid offered to students who attend school on a full-time basis. The office of Financial Aid, located in Bailey Hall on the Gorham Campus, is open year round to help students with any questions or application advice. All financial aid is need based and student-athletes may not receive any additional aid. For more information please call 780-5250.
RESIDENTIAL LIFE

Campus Room and Board

Resident Student Services offers housing for full-time students on the Gorham campus and in Portland. Each dorm is equipped with laundry facilities / lobbies and all housing options come with a dining service plan. There are many different housing options, each with its own unique style and flair. The following are the locations and descriptions for each dorm.

Anderson Hall

Centrally located on the Gorham campus, this coed residence hall is home to approximately 100 students. Anderson Hall is a "9-month" residence hall, which means that residents of the building can stay in their rooms through all University breaks.

Philippi Hall

Philippi Hall was the first residence hall built since "The Towers" in 1970. This hall provides 221 beds in suites, double rooms and single rooms. This building is also equipped with study space, meeting rooms, storage space, and a community kitchen. This residence hall is designed to be friendly, safe, and diverse with an emphasis on privacy and community development.

Robie - Andrews Hall

Hardwood floors and large windows give an antique charm to the oldest residence hall on the Gorham campus. The Art Department is located on the first floor of the building. Many students majoring in fine and performing arts live, study, and create in this hall. The artistic flair of students is apparent in the paintings on the walls throughout the building’s hallways. This hall houses approximately 180 students.

Upper Class Hall

Built adjacent to the Paula D. Hodgdon Field, the newest residence hall on the Gorham Campus is centered in the heart of the community. Upper Class Hall houses 296 students on four floors in close proximity to Bailey Hall, the John Mitchell Center, and the Costello Sports Complex. The rooms in UCH are set up in apartment and suite style living. Apartments and suites have their own bathrooms, are fully furnished and feature air conditioning and many other amenities. UCH also features ample living space, conference rooms and recreational space and is USM’s first LEED certified hall.
Upton-Hastings

Located in the heart of campus, this U-shaped residence hall houses approximately 300 students. Upton-Hastings provides a traditional residence hall living environment, with long hallways, double rooms, separate wings for men and women, and lounges on every floor. Upton-Hastings is home to one of our 24-hour quiet floors, is alcohol-free, and is a 9-month residence hall.

Woodward Hall

The smallest residence hall on campus offers traditional-style housing to approximately 75 residents. Woodward is also home to USM’s Russell Scholars Program, which creates a small community living and learning environment. Russell Scholars live and attend classes in this residence hall. Woodward is also an Alcohol-Free residence hall.

Resident Student Services can be contacted at:

100 Upton Hall
Gorham, ME 04038
Telephone: (207) 780-5240
Fax: (207) 780-5597
TTY: (207) 780-5646
Website: http://usm.maine.edu/reslife/

PARKING
Parking is available on both campuses for students with a USM parking decal. Vehicles can be registered for a decal at the USM Portland Parking Garage (located on Bedford St. across from the Portland Student Center). A copy of the vehicle registration and other information as required by the USM Police Department must be provided to receive a decal. Possession of a motor vehicle decal does not guarantee the registrant a place to park.

BUS TRANSPORTATION
Bus service is available between both campuses Monday through Friday. The bus service makes stops at the Maine Mall twice a day.
The following is a list of the bus departure times from each campus:

<table>
<thead>
<tr>
<th>Leaves Portland</th>
<th>Leaves Gorham</th>
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<tbody>
<tr>
<td>7:15 a.m.</td>
<td>7:15 a.m.</td>
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<td>11:45</td>
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<tr>
<td>12:30 p.m.</td>
<td>12:30 p.m.</td>
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<td>1:15</td>
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<td>2:00</td>
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<td>7:00</td>
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<tr>
<td>8:45 (via Mall M-F)</td>
<td>8:15 (via Mall M-F)</td>
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<tr>
<td>10:00 (M-Th)</td>
<td>9:35 (M-Th)</td>
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<tr>
<td></td>
<td>10:20 (M-Th)</td>
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</tbody>
</table>

SAFETY

The Department of Public Safety serves and protects USM and its students 24 hours a day. They will accompany students on both campuses, to receive an escort through campus call 780-5211.

A few safety tips:
- Never leave your purse, wallet, bags or valuables unattended.
- Secure valuables in a LOCKED drawer or other secured areas.
- Libraries, Student Centers, Athletic Facilities, Offices and other public places are often target areas for thieves.
- Do not walk alone.
- Have your keys in hand and ready to enter the dorms or your locked vehicle.
- Park your vehicle in a lighted area.
- Walk on lit, well traveled routes rather than shortcuts through dark areas.
- Call 780-5000 for all emergencies and 780-5211 for all other business.

GYMS

The Costello Sports Complex, located on the Gorham Campus includes Warren G. Hill Gymnasium, the Ice Arena, the Field House, and the Fitness Center. The Ice Arena provides open skating sessions most days, with the exception of weekends. The James V. Sullivan Gymnasium, located on the Portland Campus, contains a gymnasium, fitness center, and racquetball courts, which must be reserved in advance. Both gyms house several coaching and education courses, as well as intramural sports and aerobic activities.
Hours of operation for each gym are as follows:

Costello Sports Complex
Gymnasium

Monday - Thursday  6:00 a.m. - 10:00 p.m.  James V. Sullivan
6:00 a.m. - 10:00 p.m.
Friday  6:00 a.m. - 8:00 p.m.  6:00 a.m. - 7:00 p.m.
Saturday  8:00 a.m. - 8:00 p.m.  7:00 a.m. - 6:00 p.m.
Sunday  8:00 a.m. - 10:00 p.m.  10:00 a.m. - 6:00 p.m.
STUDENT HEALTH SERVICES

The University offers Health Services to any student taking six or more credits, which covers unlimited free office visits (excluding lab tests, and procedures). Nurse practitioners, physicians and health educators run Health Services. Services cover a variety of illnesses and ailments, offering treatment, consultation, and training.

Some of the topics that the center addresses include:

- Nutrition
- Violence Prevention
- HIV/AIDS Concerns
- Sexual Assault/Harassment
- Stress Management
- Depression
- Smoking Cessation
- Tobacco Cessation
- Eating Disorders
- Allergies
- Health Education
- Flu Shots
- Recommended Vaccinations
- Women’s Health Care
- Men’s Health Care
- Birth Control
- LBGTQ Health Care
- General Physicals
- Sports Physicals
- STD Screening
- Wart Treatment

To talk or schedule an appointment call: 780-4211

INSURANCE

Health insurance is available through Student Health Services for all students taking six or more credits. Insurance can be purchased on a semester or annual basis. The University of Southern Maine Student Health Insurance plan has been developed especially for University of Southern Maine Students and their eligible dependents. The plan provides coverage for illness and injuries that occur on and off campus and includes special cost-saving features to keep the coverage as affordable as possible. University of Southern Maine is pleased to offer this plan to our students, as all college students are strongly encouraged to carry some form of health insurance.

In order to participate in USM athletics all student-athletes must provide proof of insurance prior to their pre-participation physical examination and before any involvement in practice or contests.
### Important University Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>USM Police</td>
<td>780-5211</td>
</tr>
<tr>
<td>Emergency</td>
<td>780-5000</td>
</tr>
<tr>
<td>Registrar</td>
<td>780-5230</td>
</tr>
<tr>
<td>Financial Services</td>
<td>780-5250</td>
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<tr>
<td>USM Responds</td>
<td>780-5200</td>
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<tr>
<td>Library</td>
<td>780-5345(G)</td>
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<tr>
<td></td>
<td>780-4270(P)</td>
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<tr>
<td>Student Health Services</td>
<td>780-5411(G)</td>
</tr>
<tr>
<td></td>
<td>780-4211(P)</td>
</tr>
<tr>
<td>Weather Cancellations</td>
<td>780-4800</td>
</tr>
<tr>
<td>USM Events Line</td>
<td>780-4500</td>
</tr>
<tr>
<td>Advising</td>
<td>780-5577</td>
</tr>
<tr>
<td>Gorham Learning Commons</td>
<td>780-5179</td>
</tr>
<tr>
<td>Portland Learning Commons</td>
<td>780-4228</td>
</tr>
<tr>
<td>Recreation</td>
<td>780-5974</td>
</tr>
<tr>
<td>Academic Computing Services</td>
<td>780-4611</td>
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<tr>
<td>Resident Student Services</td>
<td>780-5240</td>
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<tr>
<td>Counseling Services</td>
<td>780-5411(G)</td>
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<tr>
<td></td>
<td>780-4050(P)</td>
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<tr>
<td>Advising Center</td>
<td>780-5652(G)</td>
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<td></td>
<td>780-4040(P)</td>
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<tr>
<td>Bookstores</td>
<td>780-5476(G)</td>
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<tr>
<td></td>
<td>780-4070(P)</td>
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<tr>
<td>Dining Services</td>
<td>780-5420(G)</td>
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<td></td>
<td>780-4039(P)</td>
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<tr>
<td>The Snack Shack</td>
<td>780-5428</td>
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### Off Campus Numbers

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<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Subway</td>
<td>839-5422</td>
</tr>
<tr>
<td>MK Kitchen</td>
<td>222-2588</td>
</tr>
<tr>
<td>Ocean Gardens</td>
<td>839-7651</td>
</tr>
<tr>
<td>Gorham Police</td>
<td>839-5581</td>
</tr>
<tr>
<td>ABC Taxi</td>
<td>772-8685</td>
</tr>
<tr>
<td>Amato’s</td>
<td>839-2511</td>
</tr>
<tr>
<td>GHOP</td>
<td>839-2504</td>
</tr>
<tr>
<td>Sebago Brewing</td>
<td>839-2337</td>
</tr>
<tr>
<td>Domino’s</td>
<td>854-2500</td>
</tr>
<tr>
<td>Jan Mee II</td>
<td>839-4377</td>
</tr>
<tr>
<td>Lucky Thai</td>
<td>839-6999</td>
</tr>
<tr>
<td>School St. Pub</td>
<td>222-8090</td>
</tr>
</tbody>
</table>
University Website Information

The University of Southern Maine official website - www.usm.maine.edu
Contains valuable information that could assist the student-athlete in answering possible questions that they might have. The website contains information for prospective students, current students, faculty, staff, alumni, and any other visitors to the site.

Prospective Students link - https://usm.maine.edu/counselor-education/prospective-students
Potential students can fill out an online application for admission to the University of Southern Maine, get information on academic programs and financial aid, get a listing of Campus Tours, and get information regarding how to participate in a campus tour. Students may ask questions by filling out an online reply card that will be answered by a member of the admissions office.

Current Students link - https://usm.maine.edu/muskie/current-students
Allows USM students to participate in an online course search, check their academic history, submit their time cards, as well as get onto the blackboard program which allows students to see class notes, assignments and grades for classes that use the blackboard system.

The University of Southern Maine website also has a "Quick Link" section. Through this section visitors can get information regarding the Academic Calendar, Academic Programs, Academic Records, Admissions, Athletics, Bookstores, Computing Services, Course Search, Departments, Events, FAQs, Financial Aid, Campus Libraries, Job Opportunities, and more.

The following is a list and brief description of some of the information that can be obtained from the quick link section of the USM website.

The Academic Programs link - https://usm.maine.edu/academics
This link contains a listing of Associated, Baccalaureate, and Graduate degree programs available at USM. Also available under this link is a listing of all majors and minors, including a self-design option. This site also offers assistance to students that are undecided or undeclared by helping them to select a major that will suit them well.

The My Campus Portal link - https://usm.maine.edu/computing/myusm-campus-portal
Allows current students to check their schedules and grades. Students may also view their Academic Program information, Academic History, Student Bill, and Financial Aid Award.

The Athletics/Recreational Sports link - www.southernmainehuskies.com
This page has links to the Athletics Website (see following section) as well as the Recreational Sports information pages.
The **Computing** Link - [https://usm.maine.edu/computing](https://usm.maine.edu/computing)
Provides information on computer sales, computer resources, hardware repair and software support. It guides visitors through the steps that need to be taken to get on-line in your dorm room and in setting up an individual University email address. Also from this site you can gain information about each campus's computer lab hours of operation.

The **Course Search** link - [www.usm.maine.edu/courses](http://www.usm.maine.edu/courses)
Allows you to find all the courses listed in your field of interest. You simply enter which semester you are looking for (fall/spring), and which year, and then enter your field of interest. You will be presented with a listing of all courses listed in the field you selected, who the professor is, what time and days of the week the course takes place, which campus the course is on, and how many credits you will receive when you pass the course. This site is very helpful when you are trying to create your schedule.

The **Departments** Link - [https://usm.maine.edu/academic-departments](https://usm.maine.edu/academic-departments)
Gives you a listing of all schools, colleges, and academic departments of the University of Southern Maine. The alphabetical list allows you to connect with the schools, colleges, and academic departments’ individual home pages. For example, you can get information on the History Department by clicking on History in the alphabetical list. You will be taken to the History Department’s home page. From this home page you can get phone numbers and email addresses of history staff members, a list of courses offered in the department, and requirements of the department. This site could be very useful for undecided or undeclared students to look over different departments that might interest them.

The **Events** link - [https://usm.maine.edu/events](https://usm.maine.edu/events)
Keeps an updated list of upcoming events sponsored by the University of Southern Maine. You can get information regarding Athletic events, Art Exhibits, Lectures, Workshops, Music and Theater events, Recreation and Children's events as well as what is going on at the Planetarium. This site is updated frequently.

The **Financial Aid** link - [https://usm.maine.edu/fin](https://usm.maine.edu/fin)
Provides students with a plethora of information concerning financial aid. You can get information concerning how to apply for financial aid, what your pin is, and fill out a FAFSA online. This site also gives you guidelines and rules regarding the Federal Work Study Program and how you can find a work-study job.

The **Comprehensive Calendar** link - [www.usm.maine.edu/calendar](http://www.usm.maine.edu/calendar)
This link provides students, faculty, and staff with a listing of all events happening on campus including dates, times, and locations.

The University website is a valuable tool to gain information concerning things that are going on at the University of Southern Maine.
Athletics Website Information

The athletics website is located at http://www.southernmainehuskies.com where you’ll find information pertaining to the department in general as well as websites for each team and many of our programs.

In addition to directory and informational material about athletics at USM, the general site provides directions to many of our opponent institutions and, for visiting teams and fans, directions to our Gorham facility. Weather information is also given. There are links to other parts of the program such as SAAC, upcoming games, clinics and fundraisers, and sports information.

There is also a link on our site that will connect you to our webcasting (listen live) of many home games. In addition, there is photographic coverage of some of our memorable past events, as well as recent game shots.

The team sites are a useful resource for student-athletes, their family and friends, and media in their hometowns.

Each team site includes a schedule, roster and current and cumulative statistical information. There are also photo galleries for each team site as well as complete news releases and information from the current season. Previous news, galleries, rosters, and schedules can be found in the archives for each team.
Academics
Academic Integrity

The academic community of the University of Southern Maine recognizes that adhering to high principles of academic integrity is vital to the academic function of the University. Academic integrity is based on honesty. All students of the University are expected to be honest in their academic endeavors. All academic work should be performed in a manner that will provide an honest reflection of the knowledge and abilities of each student. The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Each student has an obligation to know and understand those standards and expectations.

Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal the words or ideas of another, or to falsify the results of one's research corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, or fabrication of data, giving or receiving unauthorized help on any examination, and other acts of academic dishonesty are contrary to the academic purpose for which the University exists. A student who admits to or is found guilty of a violation of academic integrity will be subject to appropriate sanctions.

A copy of the USM Student Guide to Academic Integrity and/or a copy of the Senate Academic Integrity Policy may be obtained from the Office of Student Judicial Affairs. 125 Upton Hall, 780-5242.

Did You Know?
- Listing sources in a bibliography that are not used in academic exercise is fabrication.
- Copying or allowing another student to copy a computer file that contains another student's assignment and submitting it in part or in its entirety as one's own is plagiarism.
- Using or possessing specifically prepared materials during a test such as notes, formula lists, notes written on clothing, etc., that are not authorized is cheating.
- Unauthorized use of the course textbook or other materials such as your notebook to complete a test or another assignment is cheating.
- Submitting any academic accomplishments in whole or in part for credit more than once whether in the same course or in different courses without the prior consent of the instructors is considered academic misconduct.
USM ELIGIBILITY STANDARDS TO COMPETE IN ATHLETICS

I. YOU MUST BE MAKING NORMAL PROGRESS TOWARD A RECOGNIZED BACCALAUREATE DEGREE AS DETERMINED BY THE INSTITUTION

A. You must be registered for a minimum of 12 credit hours at the time of participation.

B. If you are of junior standing (54 or more credit towards graduation) you MUST have a declared academic major. Undecided and undeclared are NOT majors. If there are issues with declaring a major, see the Associate Director of Athletics or the Assistant Director of Athletics for Compliance.

C. The following grade point average (GPA) policy is in effect:
   1. First-semester student-athletes (freshman and transfers) at USM must pass a minimum of nine (9) credit hours and attain a minimum GPA of 1.700 during the first semester of full-time attendance in order to be eligible for the second semester.
   2. At the conclusion of the second full-time semester, and all semesters thereafter, student-athletes must have a minimum cumulative GPA of 2.00.

D. The following normal progress rules are in effect after the student-athlete has completed two or more full-time semesters:
   1. At the start of each academic year (fall semester), you must meet one of the following normal progress checks:
      a) satisfactory completion of course work to be averaging at least 12 credits (this includes any non-degree courses required by the institution) for each semester of full-time attendance at USM, or
      b) have passed 24 credits in the past two semesters (and be in good standing according to the institution), and meet the minimum cumulative GPA requirement.
   2. Once certified as satisfying normal progress at the start of the academic year, the student-athlete must pass a minimum of nine (9) credits during the fall semester, or meet one of the two normal progress checks above, and have the required minimum cumulative GPA to be eligible during the spring semester.
   3. Summer Session classes may be used to satisfy normal progress and GPA requirements. Student-athletes using summer courses to satisfy GPA requirements usually will take the courses at USM. Any summer classes taken at an institution other than USM must have prior approval (NCAA bylaw 14.4.1.3). Contact the Assistant Director of Athletics for Compliance on how to satisfy this requirement.
   4. Winter Session classes may be used to satisfy full-time enrollment status in the fall semester, and normal progress requirements.
   5. CLEP exams. CLEP exams may be used to satisfy GPA requirements (grade replacement) or either of the two normal progress checks. CLEP exams CANNOT be used to meet the nine credits passed requirement in C1 or D2.
E. You will receive credits for any course you take one time. Repeating a course that you have already passed may impact your meeting the cumulative GPA requirement or the normal progress requirement (D.1). You should contact the Assistant Director of Athletics for Compliance prior to repeating any class you have previously taken.

F. If interim reports indicate unsatisfactory academic progress, you may be declared ineligible at any time during the academic year.

G. If you have been a full-time student at USM and have not previously participated in athletics, to be initially eligible, you must be within three hours of the Athletics Department normal progress requirement of averaging 12 credits for each full-time semester at USM, or have passed 24 credits in the previous two semesters, and be in good academic standing (cumulative GPA) according to institutional policies as published annually in the undergraduate catalog. Once you have participated or competed for one semester, you must meet all applicable athletic department eligibility guidelines.

H. USM’s NCAA Faculty Athletics Representative is the University official who is charged with certifying the eligibility of all student-athletes. Cases of extraordinary circumstance can be appealed to a review board composed of the Faculty Athletics Representative, Director of Athletics, Academic Coordinator and the Assistant Director of Athletics for Compliance.

I. You must normally have completed all eligibility requirements at least 24 hours prior to any intercollegiate competition.
Carry a minimum of 12 credits at all times when participating in intercollegiate athletics, maintain a minimum cumulative GPA of 2.000, and pass a minimum of 24 credits a year.

**Study Table Policy**

Objectives: The University of Southern Maine Department of Athletics has established its updated study table guidelines for first-year student-athletes. Study Table is designed to help improve the academic success of first-year student-athletes and to assist the student-athletes with connecting with University support staff.

Study table presents an early opportunity for student-athletes to make personal connections, develop a positive support network, and become a member of our learning community.

Rationale: For many student-athletes, the first year in college can be one of the most difficult years from an academic and social perspective. Many factors contribute to this including being away from home for the first time, increased academic demands that many student-athletes are not prepared to undertake, and the demands associated with their athletic program (longer seasons, travel, higher level of competition).

Study Table is specifically designed to support student-athletes in their pursuit of academic success. Student-athlete success means success in the classroom, in the competitive arena, and in the many other areas of an individual's life. There are many benefits associated with this program including an acknowledgement of the need for self-advocacy, a recognition of the importance of self-discipline, personal responsibility, and communication skills, and lastly, this program will help provide an environment where all student-athletes feel comfortable as they navigate through their collegiate career.

Study Table Requirements: First year student-athletes are expected to attend study table for their **ENTIRE** first year. Study table is held in the Learning Center of the Costello Sports Complex.

Residential student-athletes are required to complete four (4) hours each week and commuter student-athletes are required to complete two (2) hours each week. With that said, individual coaches may impose higher standards for their respective program.

The Costello Sports Complex Learning Center hours are listed below:

**Sunday**

6:00 p.m. - 9:00 p.m.
Monday – Thursday   9:00 a.m. - 9:00 p.m  
Friday         9:00 a.m. - 5:00 p.m.

In addition, two (2) hours of study time in the Gorham Learning Commons (Bailey Hall) may be counted toward the weekly tally for residential students while one (1) hour may be used for commuter students. Study table time in the Gorham Learning Commons (Bailey Hall) must occur between the hours of 6:00 - 9:00 p.m. Monday through Thursday. Study time in the Portland Learning Commons will be approved by the Associate Director of Athletics on a case-by-case basis. In addition, tutoring appointments in either the Gorham or Portland Learning Commons are strongly encouraged. Any time spent with a Learning Commons tutor will count toward study table time.

Study Table Consequences
1st Offense: If a residential or commuter student fails to reach their hourly study table requirement in a given week, the student-athlete will be provided with the opportunity to make-up this missed time the following week. With that said, each student-athlete in this situation must also complete their standard weekly time commitment.

2nd Offense: If a student-athlete fails to complete the make-up time during the “make-up: week (1st Offense), he/she will spend scheduled practice time/game time at study table until ALL time is completed. Student-athletes in this situation may not compete in games or practices until the required time owed is made up.

Student-athletes owing time from week to week who are not in-season, must be at zero hours owed before they will be permitted to practice when their season officially begins. Student-athletes must make up their owed time in the Learning Center unless approved by an Administrator.

Coaches will receive an updated study table report on Monday morning of each week. Department policy is in place and student-athletes will be held for the next day practice/competition if they have failed to comply with these policies.

Internet Browsing and Cell Phone Policy: The use of cellular telephones in the Costello Learning Center should be minimal to non-existent. If this policy is not followed, staff members and study table monitors may ask the student-athlete to leave the learning center.

Student Employment

Applications for work-study positions are available in a number of places in the Costello Sports Complex. All student workers are required to complete and return applications to potential supervisors. Interviews will then be conducted before hiring to clarify job descriptions and expectations. You must supply your supervisor with a current class...
schedule. Supervisors set up a work schedule based on departmental needs, student availability, and number of hours per week available (based on your work-study award).

You CANNOT begin work until all paperwork is completed. It is strongly required that you utilize direct deposit. All student workers must commit to attending an orientation meeting within three (3) weeks of being hired. It may take three (3) weeks after beginning work for you to receive your first paycheck.

All student workers must punch/sign-in/out for every shift or event worked, and a supervisor must validate sign-in/out times at the start and end of shifts. All student workers are required to enter their time on PeopleSoft on a per day basis, and all hours worked for the week must be entered NO LATER THAN EVERY SATURDAY. Time entered online later than Saturday will not be processed until the following week and you risk not receiving pay for that week until that next pay period. There may be occasions during the course of the year when online timecards are due earlier than Saturday/Monday. These occasions will be posted well in advance.

Orientation meetings will be held for all student workers at the beginning of each semester. These meetings are mandatory and you will not be permitted to work until you attend a meeting. You will also have a training meeting with your supervisor specific to your job. Again, these meetings are mandatory.

If you are found to be negligent in your duties, certain disciplinary action may be taken according to the nature of the offense. Employees may be placed on probation or dismissed for any of, but not limited to, the following offenses: Falsifying time cards, tardiness or leaving early without permission, failure to report for a scheduled work assignment, falsifying reported payroll hours, improper job behavior or performance, inappropriate dress, inappropriate language or behavior, any negligent act which might endanger the safety of others or which may result in damage to or destruction of University property, being under the influence of or possession of any type of drugs or alcohol during job assignments, theft of any property belonging to other employees, members, or the Costello Sports Complex, and the University, being discourteous or disrespectful toward members or fellow employees, missing a scheduled training session without notification, and failure to abide by the policies and responsibilities listed in the handbook.

Career Panel

Every spring, student-athletes have the opportunity to meet with potential employers to gain a better understand of the interview process, what companies are looking for and to make new connections. For more information on the career panel contact Associate Athletic Director Kim Turner 780-5997, kmtturner@usm.maine.edu
Coaching Minor

The Department of Athletics offers an 18-credit hour coaching certificate program that is designed to prepare individuals to coach at all levels. Instruction is also given in the prevention and care of some of the most common injuries that occur in athletic programs. A certificate of accomplishment will be presented to individuals completing the required courses, elective sports courses and participation in selected sports clinics or mentor study. In addition, the proper notation will be made on the student's official transcript indicating proficiency in the area of athletic coaching as determined by the Certificate Program.

Required Courses (12)

PHE 203 Athletic Healthcare  PHE 302 (Includes First Aid)
PHE 314 Coaching Philosophy and Fundamentals
REC 218 Organization and Administration of Athletics
PHE 391 Field Experience/Internship

Elective Courses (6 credits or more from these electives)

PHE 303 Coaching Basketball
PHE 309 Coaching Track and Field
PHE 311 Coaching Soccer
PHE 312 Coaching Football
PHE 315 Coaching Field Hockey
PHE 315 Coaching Volleyball
PHE 335 Coaching Baseball and Softball

Additional Elective Courses

BUS 312 Sport Law
PHE 106 NCAA Life Choices
PHE 198 Physiology of Health Fitness
REC 224 Inclusive Leisure Services
SPM 230 Psychology of Physical Activity and Sport
NCAA Life Skills Program

The NCAA Life Skills program is a course offered to all University first or second year students. The goal of this course is to provide students with a quality educational experience which will help the students to develop well-balanced lifestyles, enhance the quality of the educational experience within the University setting, and to encourage growth in decision-making, planning, and fulfillment of career and life goals. The content of this course focuses on the total development of the student-athlete in the following areas: Academics, Athletics, Personal Development, Community Service, and Career Development. This course provides assistance to student-athletes making the transition from secondary school to collegiate life, and helps to plan for life and a career after the University experience.

Course facilitator is Samantha Allen, Head Women’s Basketball Coach. For more information contact Samantha at 780-5475 or by e-mail at (samantha.j.allen@maine.edu).

Advising Center

The Advising Center provides resources and tools to assist students with their career development goals. The mission of the Advising Center is to educate and encourage USM's diverse student population to persist and achieve academically and professionally by providing comprehensive career development services, assessments, programs and resources, thus providing a developmental bridge between lifelong educational experiences and satisfying careers.

The Advising Center, formerly known as The Student Success Center, has taken the place of three offices: Early Student Success, Advising Services, and Career Services. The functions will now be fulfilled under one roof on each campus, being called the Advising Center.

At each of the new centers, you will be able to get answers to questions you may have and assistance in academic and career planning.

When you enter USM, you are assigned an Advising advisor who will guide you in your progress toward your college degree. Your advisor is your resource.

Please visit http://www.usm.maine.edu/advising/ for a wealth of information and links to a variety of resources, including advising and course selection, major and degree planning, and the advising process.

The Advising Center offices are located:

Portland Campus 119 Payson Smith Hall 780-4040
Learning Commons

Developed through a partnership with the USM Libraries and the Division of Student Success, the Learning Commons gives students a non-traditional area to study. Rather than a quiet study area, the Learning Commons allow students to collaborate openly with each other, reference librarians, tutors, and faculty. The Learning Commons also provides services such as library and research help, consultation on learning strategies with a peer academic coach, tutoring in person or online (particularly in writing and math), and much more.

Locations:
Gorham Learning Commons…………………………………………………………………………………….Bailey Hall
Portland Learning Commons…………………………………….Glickman Library, 2nd Floor
Athletics
## Athletics Directory

### Athletics Administration & Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics</td>
<td>Albert D. Bean Jr.</td>
<td>780-5588</td>
<td><a href="mailto:albean@maine.edu">albean@maine.edu</a></td>
</tr>
<tr>
<td>Associate Athletic Director</td>
<td>Kim Turner</td>
<td>780-5997</td>
<td><a href="mailto:kmturner@maine.edu">kmturner@maine.edu</a></td>
</tr>
<tr>
<td>Assistant Athletic Director</td>
<td>B.L. Elfring</td>
<td>780-5434</td>
<td><a href="mailto:elfring@maine.edu">elfring@maine.edu</a></td>
</tr>
<tr>
<td>Assistant Athletic Director</td>
<td>Lisa Petruccelli</td>
<td>780-5328</td>
<td><a href="mailto:lisa.petruccelli@maine.edu">lisa.petruccelli@maine.edu</a></td>
</tr>
<tr>
<td>Academic Coordinator</td>
<td>Karl Henrikson</td>
<td>780-5997</td>
<td><a href="mailto:karl.henrikson@maine.edu">karl.henrikson@maine.edu</a></td>
</tr>
<tr>
<td>Business Manager</td>
<td>Cheryl Nash</td>
<td>780-5985</td>
<td><a href="mailto:elnash@maine.edu">elnash@maine.edu</a></td>
</tr>
<tr>
<td>Athletic Healthcare Administrator</td>
<td>Matt Gerken</td>
<td>780-5140</td>
<td><a href="mailto:matthew.gerken@maine.edu">matthew.gerken@maine.edu</a></td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>Angela Potter</td>
<td>780-5943</td>
<td><a href="mailto:angela.potter@maine.edu">angela.potter@maine.edu</a></td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>Kelleigh O’Neill</td>
<td>780-5765</td>
<td><a href="mailto:kelleigh.oneill@maine.edu">kelleigh.oneill@maine.edu</a></td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>Tony Taiani</td>
<td>780-5154</td>
<td><a href="mailto:anthony.taiani@gmail.com">anthony.taiani@gmail.com</a></td>
</tr>
<tr>
<td>Athletic Media Relations</td>
<td>Christina Cracolici</td>
<td>228-8186</td>
<td><a href="mailto:christina.cracolici@maine.edu">christina.cracolici@maine.edu</a></td>
</tr>
<tr>
<td>Ice Arena Manager</td>
<td>Vinnie Degifico Jr.</td>
<td>780-5984</td>
<td><a href="mailto:vincent.degifico@maine.edu">vincent.degifico@maine.edu</a></td>
</tr>
<tr>
<td>Administrative Specialist II</td>
<td>Caterina Ritano</td>
<td>780-5528</td>
<td><a href="mailto:catrina.ritano@maine.edu">catrina.ritano@maine.edu</a></td>
</tr>
<tr>
<td>Administrative Specialist II</td>
<td>Lisa Keller</td>
<td>780-5430</td>
<td><a href="mailto:lisa.m.keller@maine.edu">lisa.m.keller@maine.edu</a></td>
</tr>
<tr>
<td>Equipment Manager</td>
<td>Jan Allen</td>
<td>780-5041</td>
<td><a href="mailto:jan.allen@maine.edu">jan.allen@maine.edu</a></td>
</tr>
<tr>
<td>Fitness Center &amp; Strength Coach</td>
<td>Jim Giroux</td>
<td>780-5042</td>
<td><a href="mailto:james.r.giroux@maine.edu">james.r.giroux@maine.edu</a></td>
</tr>
<tr>
<td>Sports Psychologist</td>
<td>Erin Hatch</td>
<td>780-5995</td>
<td><a href="mailto:erin.hatch@maine.edu">erin.hatch@maine.edu</a></td>
</tr>
<tr>
<td>Intramural Coordinator</td>
<td>Veneka Mahomva</td>
<td>780-5974</td>
<td><a href="mailto:veneka.mahomva@maine.edu">veneka.mahomva@maine.edu</a></td>
</tr>
</tbody>
</table>

### Varsity Sports Coaches

<table>
<thead>
<tr>
<th>Sport</th>
<th>Coach Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Ed Flaherty</td>
<td>780-5474</td>
<td><a href="mailto:edwardf@maine.edu">edwardf@maine.edu</a></td>
</tr>
<tr>
<td>Basketball (m)</td>
<td>Karl Henrikson</td>
<td>780-5432</td>
<td><a href="mailto:karl.henrikson@maine.edu">karl.henrikson@maine.edu</a></td>
</tr>
<tr>
<td>Basketball (w)</td>
<td>Samantha Allen</td>
<td>780-5475</td>
<td><a href="mailto:samantha.j.allen@maine.edu">samantha.j.allen@maine.edu</a></td>
</tr>
<tr>
<td>Cross Country &amp; Track (m)</td>
<td>Ryan Harkleroad</td>
<td>780-5776</td>
<td><a href="mailto:ryan.harkleroad@maine.edu">ryan.harkleroad@maine.edu</a></td>
</tr>
<tr>
<td>Cross Country &amp; Track (w)</td>
<td>George Towle</td>
<td>780-5595</td>
<td><a href="mailto:gtowle@maine.edu">gtowle@maine.edu</a></td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Bonny Brown-Denico</td>
<td>780-5519</td>
<td><a href="mailto:bbdenico@maine.edu">bbdenico@maine.edu</a></td>
</tr>
<tr>
<td>Golf</td>
<td>Reggie Grant</td>
<td>780-5430</td>
<td><a href="mailto:rtgphs@yahoo.com">rtgphs@yahoo.com</a></td>
</tr>
<tr>
<td>Ice Hockey, (m)</td>
<td>Ed Harding</td>
<td>780-5987</td>
<td><a href="mailto:eward.harding@maine.edu">eward.harding@maine.edu</a></td>
</tr>
<tr>
<td>Ice Hockey, (w)</td>
<td>John Lauziere</td>
<td>780-5996</td>
<td><a href="mailto:jhon.lauziere@maine.edu">jhon.lauziere@maine.edu</a></td>
</tr>
<tr>
<td>Lacrosse, (m)</td>
<td>Sam Lane</td>
<td>228-8589</td>
<td><a href="mailto:Samuel.lane@maine.edu">Samuel.lane@maine.edu</a></td>
</tr>
<tr>
<td>Lacrosse, (w)</td>
<td>Ashley Durepo</td>
<td>780-5995</td>
<td><a href="mailto:adurepo@maine.edu">adurepo@maine.edu</a></td>
</tr>
<tr>
<td>Soccer, (m)</td>
<td>Mike Keller</td>
<td>780-5594</td>
<td><a href="mailto:michael.keller@maine.edu">michael.keller@maine.edu</a></td>
</tr>
<tr>
<td>Soccer (w)</td>
<td>Lisa Petruccelli</td>
<td>780-5328</td>
<td><a href="mailto:lisa.petruccelli@maine.edu">lisa.petruccelli@maine.edu</a></td>
</tr>
<tr>
<td>Softball</td>
<td>Sarah Jamo</td>
<td>780-5649</td>
<td><a href="mailto:sarah.jamo@maine.edu">sarah.jamo@maine.edu</a></td>
</tr>
<tr>
<td>Tennis, (m, w)</td>
<td>Eric Hasse</td>
<td>780-5574</td>
<td><a href="mailto:eric.hasse@maine.edu">eric.hasse@maine.edu</a></td>
</tr>
<tr>
<td>Volleyball</td>
<td>Diane Newell</td>
<td>780-5764</td>
<td><a href="mailto:diane.i.newell@maine.edu">diane.i.newell@maine.edu</a></td>
</tr>
<tr>
<td>Wrestling</td>
<td>Mike Morin</td>
<td>780-5992</td>
<td><a href="mailto:michael.d.morin1@maine.edu">michael.d.morin1@maine.edu</a></td>
</tr>
</tbody>
</table>

USM ATHLETICS
Student-Athlete Ethics and Expectations

As a student-athlete at the University of Southern Maine, you have the responsibility to know and comply with all NCAA, Little East Conference, USM Athletics Department, and individual team rules as provided by the head coach. Misconduct or violation of any rules could potentially impact your status as a student-athlete at the University of Southern Maine.

**Being a student-athlete at USM is a privilege, not a right.** Through Division III intercollegiate athletic participation, a student-athlete has an opportunity for physical, personal, and academic enrichment, exceeding that of the general student body.

As a member of the USM athletic family, you are a representative of your team, the department, and the University. As a result, you will be held to a higher standard than the average student, and your actions both on and off campus will be highly scrutinized. Student-athletes must adhere to the State Law and University policy regarding the consumption of alcohol, and the use of illegal substances.

The University of Southern Maine expects all students, as well as student-athletes, to respect the rights of others, and conduct themselves in a manner which will not discredit their athletic team, the Athletics Department, or the University. This applies at all times, whether they are at home, at USM, traveling, or participating at another institution.

Athletic Healthcare Services - Policies and Procedures

**DEPARTMENTAL POLICIES**
To ensure the health and welfare of each student-athlete, it is essential that the condition that may prevent safe participation in sports be detected by completing a pre-participation physical examination. These exams will be conducted at USM by our team of physicians, nurses, and trainers.

An annual pre-participation physical examination (PPE) is required of all student-athletes and is conducted at the University Health and Counseling Center in 110 Upton Hall on the Gorham campus. An administrative fee will be charged at the time of the examination. The fee is $40 for the initial comprehensive PPE and $20 for subsequent year health and history updates.

A team of medical doctors, nurse practitioners, registered nurses, certified athletic healthcare professionals, and student-athlete trainers administer the PPE’s. Prior to completing the PPE each student-athlete will fill out appropriate forms for health history, emergency contact information, informed consent, and health insurance verification.
MEDICAL ELIGIBILITY
Each of the following requirements must be met prior to being administered the PPE and prior to participating in intercollegiate athletics at the University of Southern Maine.

1) Immunization Records must be up-to-date and on-file at the University Health Counseling Services.

2) Student-athletes must carry adequate health and accident insurance coverage to defray the costs of significant injury or illness that may be incurred while participating in intercollegiate athletics. Written verification in the form of an enrollment card or other such documentation must be produced at the time of the PPE. The PPE will not be administered without this written verification.

ATHLETIC HEALTHCARE FACILITY
The Athletic Healthcare Facility usage is for the prevention, assessment, management, treatment, and rehabilitation of sports related injuries or illnesses suffered by varsity student-athletes. The Certified Athletic Healthcare Staff, consulting physicians and health care providers are committed to administering quality health care to all varsity student-athletes. The following rules are necessary for this setting to serve the highest quality health care needs of USM student-athletes.

1) The Athletic Healthcare facility is for providing health care services to varsity student-athletes. Other students, faculty and staff will be referred to an appropriate medical or health care facility.

2) Equipment, travel bags, cleats, and personal belongings must not be brought into the facility.

3) No food or drink is allowed in the Athletic Healthcare Facility.

4) Athletes must shower prior to entering the facility for treatment following athletic participation, unless otherwise authorized.

5) For sanitary purposes, footwear must be worn upon entering the facility.

6) Professional conduct by certified Athletic Healthcare staff, Athletic Healthcare students and student-athletes must be maintained. Inappropriate behavior, language, conversation or dress will not be tolerated at any time.

7) The Athletic Healthcare facility is a health care facility and must be treated and maintained appropriately.

8) Any equipment or devices loaned out to student-athletes remain the property of the Athletic Healthcare facility and must be returned to the facility upon termination of use by the student-athlete. e.g., Crutches, elastic wraps, Cyrocuff units, TENS units, braces, etc.
9) Treatment and care to student-athletes must be administered under the direction and supervision of a certified Athletic Healthcare staff member.

INJURY POLICIES

1) The Athletic Healthcare staff will assume the responsibility for assessment, management, rehabilitation, and referral of injuries sustained by USM athletes. When appropriate, referrals will be made through our orthopedic specialist. All referrals for medical attention outside of USM must be initiated and prearranged by the USM Sports Medicine Staff.

2) It is the responsibility of the student-athlete to find their own transportation to and from medical appointments and emergency room referrals.

3) The physician or athletic healthcare professional shall make the final decision as to when an athlete will return to full participation in practices or games.

4) Promptly report any injuries, illness, or skin disorders to the Athletic Healthcare. By delaying proper treatment, even minor injuries may lead to a more significant problem.

5) Athletes that sustain injuries, other than at practice and games, should report to the Athletic Healthcare staff as soon as possible.

6) All treatment and assessments are on a first-come, first-served basis. Report to the training room one-hour before practices and two hours prior games to allow for adequate time to receive care and to be on time for your practice/games.

7) Each athlete will be evaluated and shown appropriate methods of injury management based upon his/her needs. The purpose of rehabilitation is to promote healing along with safe and speedy recovery. It is imperative that the athlete takes responsibility in this process to prevent recurrence of injury and to remain in full participation.

8) The self-administration of medication to relieve pain is not recommended. Using this as a crutch masks underlying problems; the abuse of this may result in significant injury.

*Report significant injuries obtained prior to participation at USM to staff so that appropriate preventative exercise will ensure safe participation.

Locker Room Guidelines

No cellular devices or cameras may be used in any USM Locker Room.

Lock all valuables. USM is not responsible for lost or stolen property.
Lockers are issued for the length of the competitive season only. Lockers will not be available for non-traditional or out of season athletes.

Only USM issued locks are permitted. No personal locks.

Security and the Equipment Manager reserve the right to open and inspect the contents of any lockers deemed necessary.

At the end of each season, all lockers not emptied, will be cleaned by Equipment Room Personnel and stored in the Equipment Room. Any personal items will be stored for one month and then discarded.

**Equipment Room Policies and Laundry Procedures**

Athletic Equipment Room Employees and Athletics Department Staff are allowed in the Equipment Room. Equipment Room hours will be posted on the outside of the Equipment Room door. Hours will vary according to need and season. Student-athletes and coaches should plan accordingly for equipment issue and laundry service.

**Athletic Laundry Procedures**

No student personal laundry will be laundered in the Athletic Department Equipment Room.

In Season:

Daily laundry service for student-athletes/coaches will be provided during their competitive season. Laundering of daily USM issued gear only on USM issued laundry loops. Laundry loops may contain other small personal items used for practice at the discretion of the Equipment Room staff. Loops must be deposited in the appropriate spot (laundry hamper in equipment room or locker room) immediately following use in order to be laundered for the next session. Laundry loops may be picked up at the equipment room window during normal equipment room business hours.

Competition items will be laundered following each athletic event. After a home competition, issued items will be returned to the appropriate spot (laundry hamper in equipment room or locker room). Competition items are not to be placed on Laundry Loops. All issued competition items are to be returned following each event. For away events, competition items can be picked up in the equipment room on the day the team will leave for the event or in some cases the day before the trip. All items issued for competition on the road are to be returned to the proper area immediately upon arrival to USM.

Non-Traditional Season / Off Season:

Laundry service may be requested for out of season participants by the head coach.
Procedures and details will be arranged through the equipment room with the head coach.

**Equipment Issue:**
Prior to the beginning of each team’s season the head coach will provide the Equipment Manager with an accurate roster of team members. The head coach will schedule a date and time with the equipment manager to issue equipment for the team. All team members must be in attendance to be issued equipment. Student-athletes must sign an Equipment Issue Form, verifying receipt of equipment. Student-athletes will be billed by the athletic department for equipment not returned within a reasonable time following a person leaving the team for the end of the season. Those students still delinquent will be billed through the USM Billing Office.

**Towels:**
Each in-season student-athlete will be issued one athletic department towel. A used towel may be traded for a clean towel at any time the Equipment Room is open. Do not put towels on the loops.

**Transportation and Per Diem**

**Transportation**
Student-athletes participating in athletic contests off of the University of Southern Maine grounds are required to ride with the team in transportation provided by the University of Southern Maine Athletics Department. The Director of Athletics may make exceptions on a case-by-case basis. The transportation will be either by 7 or 12 passenger van, mini-bus, or coach bus. There may be an occasion when individual athletes and coaches will travel by car.

If a student-athlete wishes to travel back from a contest with their parents, the athlete must consult with the Director of Athletics prior to leaving University grounds for the contest.

Student-athletes wishing to take their own vehicles to any away athletic contests due to class schedules or another obligation must consult with the Director of Athletics at least 48 hours prior to leaving University grounds for the contest.

Decisions on student-athletes not traveling with their respective teams will be made at the discretion of the Director of Athletics or his/her designee.

**Per Diem**
The University of Southern Maine will provide meal money to all student-athletes participating in any away athletic contests. The money will be obtained from the coach and must be signed for on each trip.

Student-athletes will receive $20 a day broken down into, $5 for breakfast, $7 for lunch and $8 for dinner. Student-athletes and staff members must sign for their meal money on
each occasion it is provided. Teams leaving prior to 1:00 p.m. will receive lunch money.

Pre-season and Break Meals

During the majority of the school year, student-athletes living on campus will be able to eat meals in the Cafeteria. Student-athletes living off campus will be responsible for providing their own meals.

There are times that the cafeteria and snack shack will be closed when student-athletes are required to be at school. These times include fall pre-season, winter break, February break, and spring break. During these times the athletic department will arrange to provide meals for all in season student-athletes, regardless of whether they live on or off-campus. There will usually be three meals a day, including breakfast, lunch, and dinner. The times of these meals will vary. There will be a variety of foods available.

Exit Interviews

It is the goal of the University of Southern Maine Athletics Department to conduct an “exit interview” with all student-athletes prior to their leaving the University.

The purpose of the exit interview is to give each student-athlete an opportunity to provide feedback on his or her educational, athletic, and overall experience as a student enrolled at the University of Southern Maine. Student-athletes will be able to express their opinions regarding their respective athletic program, their academic experiences, as well as any general comments about the University.

Exit interviews will be conducted one-on-one, in an informal setting with the student-athlete and the director of athletics or other athletics administrator. You will receive a call during your final year of participation requesting an appointment with the athletics director. Please assist us in our effort to constantly improve the overall student-athlete experience by taking the time to have a conversation.
Fitness Center

The Fitness Center located on the 2nd floor of Hill Gym is a state of the art, 3,800 square foot facility. It contains many selectorized machines, plate-loaded equipment, and free weights. It also features an extensive cardio line containing treadmills, steppers, bikes, rowers, and elliptical machines. **USM Students**- If you are registered for classes you already pay a fee to use all the facilities, no additional membership fees are charged. In addition to the Fitness Center other classes and programs are offered, described below.

**Group Exercise Classes:**
Classes are held at various times throughout the year and will include spin, yoga and boot camp classes. These classes are available to all students, and others can be made available based on demand and interest.

**Student Athletes:**
All student athletes will have access to team strength and conditioning both in and out of season. Depending on the needs of the athletes, some individual work will be done to recover from injuries or other setbacks that could be faced. All athletes will also have the chance to receive a Functional Movement Screen (FMS) in order to detect any imbalances that could lead to injury.

If you have any questions, contact Jim Giroux at 780-5042.
Policies
University of Southern Maine
Department of Athletics
Student-Athlete Code of Conduct

Section 1. Purpose Statement
The University of Southern Maine (USM) Student-Athlete Code of Conduct provides student-athletes, coaches and administrators with a clear set of objectives, expectations and guidelines for how student-athletes are expected to conduct themselves. Student-athletes are some of the most visible representatives of USM, and their conduct will be held to a very high standard. Student-athletes are expected to act at all times with respect, civility and decency toward themselves and others, and to follow the rules of USM, the NCAA, the Little East Conference, the New England Hockey Conference (NEHC), and other specific affiliated organizations of which the department is a member. Adherence to the Student-Athlete Code of Conduct will help promote and maintain a safe, healthy and respectful environment where student-athletes can develop socially, academically and athletically. All student-athletes are expected to read carefully, sign, and submit a copy of the Student-Athlete Code of Conduct to the Athletic Department during the first or second week of every fall semester, or (at a minimum), prior to actual competition. Once this document has been reviewed and signed by the student-athlete, it (or an updated version of the Student-Athlete Code of Conduct) will remain in effect throughout the remainder of the student-athlete’s eligibility at USM. Student-athletes should keep a copy of the document for their own reference throughout the year. This document will also be available in the USM Student-Athlete Handbook.

Section 2. Code of Conduct
(A) All student-athletes are expected to represent the University in an honorable and appropriate manner at all times. Student-athletes must recognize and understand that they are extended the privilege not the right to participate in intercollegiate athletics. In order to assist student-athletes in understanding the parameters of acceptable behavior, USM has prepared this Student-Athlete Code of Conduct. Accordingly, all student-athletes must comply at all times with civil and criminal laws; NCAA Bylaws; USM's Student Conduct Code; USM's Student-Athlete Code of Conduct; individual team rules established by each head coach, and all other institutional policies. This Student-Athlete Code of Conduct does not exempt students from any of the other systems of rules and guidelines to which USM students are otherwise required to adhere.

(B) In addition to compliance with the laws, rules, regulations, and policies set forth above, student-athletes are specifically expected to comply with the following:

1. Act with honesty and integrity at all times
2. Demonstrate respect for faculty and staff members, coaches, administrators, fellow students, and members of the media
3. Treat officials and opponents with respect, and avoid undue confrontations including taunting
4. Display good sportsmanship as a participant and as a spectator at other USM
sponsored events including other athletic events
5. Refrain from the use of obscene or other inappropriate language and/or inappropriate gestures
6. Refrain from any action that will incite players or spectators to negative actions or behaviors
7. Refrain from engaging in any conduct that constitutes harassment and/or hazing (verbal, physical, or sexual)
8. Refrain from any action that violates recognized ethical standards of athletics participation

(C) The following non-exhaustive list of offenses will be considered violations of the Code of Conduct and will normally result in the imposition of some form of discipline:

Section 2A. Code of Conduct - Range of Sanctions

Level I 0 to 15% Suspension from Athletic Contests
academic integrity violation *
creating a public disturbance
illegal transportation of alcohol
possession of alcohol by a minor
unsportsmanlike conduct, taunting
use of false identification

Level II 10% to 25% Suspension from Athletic Contests
destruction of property
fighting and assault
fraud or attempted fraud
possession and use of marijuana (1st offense)
promoting under age drinking by providing a place to engage in drinking
promoting under age drinking by purchasing alcohol for minors
theft of property or services

Level III 25% to 40% Suspension from Athletic Contests
harassment of any form (see also Level IV)
possess and use of marijuana (2nd offense)
operating under the influence of alcohol or drugs including marijuana (OUI)
possession of illegal drugs or banned substances **
use of illegal drugs or banned substances **

Level IV 40% to 100% Suspension from Athletic Contests
possession and use of marijuana (3rd offense)
**Level V Probable dismissal from Athletics Participation**

arson or tampering with fire equipment  
gambling  
hate crimes  
hazing  
inimidation or stalking  
sale or distribution of drugs  
sexual assault  
sexual harassment or misconduct

*Violations of the academic integrity policies and guidelines may result in minimal or minor sanctions, or, depending upon the severity of the situation, could rise to dismissal from the program, team and the University.

**In situations involving the use or possession of drugs, student-athletes may be required to complete a drug test as a part of the overall sanction process. The department may require the drug test based upon suspicion of use, and/or confirmation of use. Sanctions may be adjusted upward or downward by the administration based on the severity of the incident and the past history of the violator.

**Section 3. Review of Possible Violations**

(A) The Athletic Director/Designee and/or Head Coach of the student-athlete’s sports team will review each infraction of the Student-Athlete Code of Conduct. Either the Director of Athletics/Designee or the Head Coach may take immediate and appropriate disciplinary action against a student-athlete for violations of standards established by the Student-Athlete Code of Conduct. Such corrective measures may include but are not limited to the following:

(i) Initial warning with immediate corrective measures such as mandatory counseling;  
(ii) Temporary suspension from athletics competition or the team; and  
(iii) Permanent removal from athletics competition at USM or from a specific team.

(B) The Athletic Director/Designee and Head Coach of the student-athletes' sports team will evaluate all violations of the Student-Athlete Code of Conduct and determine the seriousness of the violation. Major violations will result in the most severe form of discipline up to and including suspension from practice and/or competition for extended periods of time, or removal from the team. The Athletic Director/Designee will have the discretion to adjust the level of discipline based on all of the relevant facts including the severity of the incident and the past history of the violator.

(C) The athletic department will keep a record of each infraction for each student-athlete for the duration of their college career. Past infractions will be considered when determining appropriate disciplinary action for current violations. A repeat violator may be subject to more severe discipline even if the individual violations were minor in nature.
(D) If a student-athlete violates this Student-Athlete Code of Conduct, the student-athlete **must** report the violation to the Head Coach or Athletic Director/Designee within 24-hours of the incident or prior to the next team practice or game - whichever occurs first. Failure to report the violation in a timely manner will result in a more severe sanction. Any member of the community may also make reports. After a report:

(i) The Athletic Director/Designee and Head Coach will investigate the incident in cooperation with any other appropriate University personnel or individuals. Part of this investigation will include a meeting with the student-athlete. At the meeting with the student-athlete, the Athletic Director / Designee may implement an interim action such as a temporary suspension from participation until a final decision on disciplinary action has been reached.

(ii) If it appears that a violation has occurred, the Athletic Director/Designee shall provide a verbal or written statement of charges to the student-athlete. The conversation or written statement shall contain the specific violation alleged; a concise summary of the facts known; a recommendation for disciplinary action to be imposed; and a specific time period for a meeting between the Athletic Director/Designee and the student-athlete (if requested).

(iii) After the meeting between the Athletic Director/Designee and the student-athlete (if requested), the Athletic Director/Designee will issue the disciplinary ruling. The student-athlete, along with a representative, if he or she chooses one, will meet with the Athletic Director/Designee to discuss and implement the disciplinary action.

(iv) For violations that result in suspension or dismissal from an athletic team, the student-athlete may request a hearing with the Student-Athlete Code of Conduct Review Panel to examine the nature of the violation and the subsequent disciplinary action. The Student-Athlete Code of Conduct Review Panel will be comprised of the Faculty Athletics Representative, the Dean of Students, and the Student Conduct Officer.

The appeal and hearing must occur in a timely manner.

(E) Each incident or occurrence will be evaluated individually based upon its own set of facts and circumstances in order to determine if a violation has occurred and/or if any type of discipline is warranted. The Athletics Director/Designee will have the discretion to implement or modify any disciplinary action based on the severity of the incident and the past history of the violator.

**Section 4. Conclusion**

The Student-Athlete Code of Conduct is intended to help foster a safe, healthy and respectful environment where student-athletes can develop socially, academically and athletically. It is meant to set high standards relating to USM's expectations of how student-athletes represent the University and themselves. The Student-Athlete Code of
Conduct will ultimately serve as a basic guideline in helping student-athletes make sound ethical choices. Nothing contained in the Student-Athlete Code of Conduct prevents separate or further action to be taken by USM under its rules and regulations such as, but not limited to, the Student Code of Conduct, Residence Hall rules and regulations, and Academic misconduct rules.

Section 5. Student-Athlete Code of Conduct Acknowledgment
I have read and understood the USM Student-Athlete Code of Conduct, and I have been given the opportunity to ask questions and have had my questions answered. I understand that agreement to and compliance with the Student-Athlete Code of Conduct is required for my participation in intercollegiate athletics. Any violation of the Student-Athlete Code of Conduct may result in disciplinary action against me. I understand the high standards that USM has set for me as a student-athlete and representative of the University. This Student-Athlete Code of Conduct will be in effect from the day I sign this document, including vacation periods and summer breaks, to the completion of my athletic eligibility at USM.

________________________________________________________________________
Student-Athlete Printed Name

________________________________________________________________________
Student-Athlete Signature          Date

________________________________________________________________________
Signature of Student-Athlete’s Parent or Guardian (if under 18)             Date

________________________________________________________________________
Athletic Director Signature        Date

Updated, July 2016                  Al Bean, Director of Athletics

USM ATHLETICS
Summary of NCAA Regulations – NCAA Division III

For: Student-athletes.

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

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

TO: STUDENT-ATHLETE

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

This summary has two parts:

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

If you have questions, ask your director of athletics (or his or her official designee) or refer to the 2017-18 NCAA Division III Manual. These forms are available via the NCAA website (www.ncaa.org/compliance?division=d3). The references in brackets after each summarized regulation show you where to find the regulation in the Division III Manual.

Part I: FOR ALL STUDENT-ATHLETES.

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

1. Ethical Conduct – All Sports.

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

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

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

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

2. Amateurism – All Sports.

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

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

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

(3) Competed on any professional athletics team (as defined by the NCAA) in that sport [Bylaw 12.02.5]; or

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

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

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

(2) No reference is made in these activities to the individual's involvement in intercollegiate athletics; and

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

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

3. Delayed Collegiate Enrollment.

The following rules are applicable to all Division III student-athletes first entering a collegiate institution on or after August 1, 2014:

- If you did not enroll in college as a full-time student by the next opportunity after a one calendar year period following the graduation of your high school class or if you discontinued full-time high school enrollment and you participated in any of the activities listed below, you have used a season of intercollegiate competition for each calendar year or sport season in which you participated in such activities. [Bylaw 14.2.4.4]

(1) Activities Constituting Use of a Season.

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

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

(d) Any competition funded by a representative of an institution's athletics interest that is not open to all participants. [Bylaw 14.2.4.4.2]

(2) If you have used a season(s) of participation according to the regulations above, you must also fulfill an academic year in residence prior to being eligible to represent your school in intercollegiate competition. [Bylaw 14.2.4.4.1]

4. Competition Exceptions (for delayed collegiate enrollment).
   • If you participated in organized competition while enrolled in a postgraduate college preparatory school during the initial year of enrollment, you did not use a season of competition. In addition, a maximum one-time one-year exception is applicable for participation in the Olympic Games tryouts and competition, and other specified national and international competition. [Bylaw 14.2.4.4.2.1]

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

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

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

6. Financial Aid – All Sports.
   a. You are not eligible if you receive financial aid other than the nonathletics financial aid that your school distributes. However, it is permissible to receive:

      (1) Financial aid from anyone on whom you are naturally or legally dependent. [Bylaw 15.2.3.3]
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7. Academic Standards – All Sports.
   a. Eligibility for Practice.
      (1) You are eligible to practice if you are enrolled in a minimum full-time
          program of studies leading to a baccalaureate or equivalent degree as
          defined by the regulations of your school. If at any point you drop below
          full time you are unable to practice. [Bylaw 14.1.8.1]
      (2) You are eligible to practice during the official vacation period immediately
          before initial enrollment, provided you have been accepted by your school
          for enrollment in a regular, full-time program of studies, you are no longer
          enrolled at your previous school and you are eligible under all school and
          NCAA requirements. [Bylaw 14.1.8.1.6.5]
      (3) You also are eligible to practice while enrolled in less than a minimum full-
          time program of studies if you are enrolled in the final semester or quarter
          of a baccalaureate program and your school certifies that you are carrying
          (for credit) the courses necessary to complete your degree requirements.
          [Bylaw 14.1.8.1.6.1]
   b. Eligibility for Competition.
      (1) To be eligible to compete, you must:
          (a) Have been admitted as a regularly enrolled, degree-seeking student
              according to the published entrance requirements of your school;
          (b) Be in good academic standing according to the standards of your
              school; and
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(c) Be enrolled in at least a minimum full-time program of studies leading to baccalaureate or the equivalent (not less than 12-semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (as defined by the school for all graduate students) or be enrolled and seeking a second baccalaureate degree at your school. [Bylaws 14.01.2, 14.1.8.1 and 14.1.8.1.6.2]

(2) If you are enrolled in less than a full-time program, you are eligible to compete only if you are enrolled in the last term of your baccalaureate or graduate degree program and are carrying credits necessary to finish your degree requirements. [Bylaw 14.1.8.1.6.1]

(3) You are eligible to compete during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies and at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.1.6.5]

(4) If you are a returning student, you are eligible to compete between terms, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately before the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.8.1.6.6]

8. Other Rules Concerning Eligibility – All Sports.

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

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

c. You are eligible if you are seeking a second baccalaureate or equivalent degree or you are enrolled in a graduate or professional school provided you received your undergraduate degree from the same school, you have seasons of participation remaining and your participation occurs within the applicable 10 semesters or 15 quarters. You are also eligible for postseason events that occur within 60 days of
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the date you complete the requirements for your degree. [Bylaws 14.1.9 and 14.1.8.1.6.7]

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

9. Transfer Students Only.

a. You are considered a transfer student if:

   (1) You were officially registered and enrolled in a minimum, full-time program of studies in any quarter or semester of an academic year, as certified by the registrar or admissions office and attended class; or

   (2) You reported for a regular squad practice (including practice or conditioning activities that occurred before certification), announced by the institution through any member of its athletics department staff, before the beginning of any quarter or semester, as certified by the athletics director. [Bylaw 14.5.2]

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

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

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

   (1) To contact another NCAA Division III school, you may seek permission from your director of athletics, or you can grant other NCAA Division III institutions permission to contact you. To grant another NCAA Division III school permission to contact you about a potential transfer (or for you to be able to contact the school), complete the Permission to Contact: Self-Release form that is provided by the NCAA national office. The form and
Part II: FOR NEW STUDENT-ATHLETES ONLY.

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

• Recruitment.
  a. Offers – All Sports.
     (1) You are not eligible if, before you enrolled at your school, any staff member of your institution or any other representative of your school's athletics interests offered to you, your relatives or your friends any financial aid or other benefits that NCAA rules do not permit.
     (2) During your recruitment, it was permissible for you to be employed in any department outside of intercollegiate athletics provided the employment is arranged through normal institutional employment policies and procedures. [Bylaws 13.2.1 and 13.2.4.1]
  b. Contacts – All Sports.
     (1) For purposes of this section, contact means "any face-to-face encounter between a prospective student-athlete or the prospective student-athlete's relatives, guardian(s) or individual of a comparable relationship and an institutional athletics department staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., positions himself/herself in a location where contact is possible) or that takes place on the grounds of the prospective student-athlete's educational institution or at the site of organized competition or practice involving the prospective student-athlete or the prospective student-athlete's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs." [Bylaw 13.02.3]
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NCAA Division III
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(2) You are not eligible if any athletics staff member of your school or any
other representative of your school’s athletics interests contacted you (as
defined above), your relatives or your legal guardians in person off your
high school’s campus before you completed your sophomore year in high
school (except for students at military academies). [Bylaw 13.1.1.1]

c. Source of Funds – All Sports.

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

  (a) The individual is not an agent;

  (b) The individual is not an athletics representative of a particular
      school involved in recruiting the prospective student-athlete; and

  (c) Such living expenses are consistent with the types of expenses
      provided by the individual as a part of normal living arrangements
      (e.g., housing, meals, occasional spending money, use of the family
      car). [Bylaw 12.1.3.1]

d. Sports Camps.

- You are not eligible if, before you enrolled at your school, the school,
  members of its athletics staff or a representative of its athletics interests
  gave you free or reduced admission privileges to attend its sports camp or
  clinic after you had started classes for the ninth grade. [Bylaw 13.11.3.2]

e. Visits, Transportation and Entertainment – All Sports.

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

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

  (b) Your one expense-paid visit to the campus lasted longer than 48
      hours;
(c) Your school paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit;

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

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

(2) You are not eligible if your school paid for you to visit its campus before January 1 of your junior year in high school. [Bylaw 13.6.1.1.1]

(3) You are not eligible if, when you were being recruited, staff members of your school or any representatives of its athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere other than the one paid visit. [Bylaw 13.5.2.8]

(4) You are not eligible if any person, (other than your parents or legal guardians) at his or her own expense, paid for you to visit your school once and did not accompany you on the visit or paid for you to visit more than once. [Bylaw 13.6.1.1]

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

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

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

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

(6) You are not eligible if, when you were being recruited, a staff member of your school's athletics department spent money, other than what was
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necessary, for the staff member(s) or representative(s) personal expenses
during an off-campus visit with you. [Bylaw 13.13.2]
f. Precollege or Postgraduate Expenses – All Sports.

- You are **not eligible** if your school, or any representative of its athletics
  interests, offered you money, directly or indirectly, to pay for any part of
  your educational expenses or other expenses during any period of time
  before you enrolled at your school. This applies to your postgraduate
  education as well. [Bylaw 13.14.1]
Hazing

In accordance with the state law and the University of Maine System policy, injurious hazing of any student is prohibited. The following rules have been adopted in order to implement the policy.

1. No person or organization shall create a situation that recklessly or intentionally endangers the mental or physical health of a student.
2. Any organization that violates these rules shall lose all rights to conduct activities on campus or receive any other benefit of affiliation with the University of Southern Maine or the University of Maine System.
3. Any person associated with USM or the University of Maine System who violates these rules should be subject to suspension, expulsion, or disciplinary action.
4. Any person not associated with USM or the University of Maine System who violates these rules shall be ejected from and thereafter banded from re-entering any campus of the University of Southern Maine.
5. Any disciplinary action enforced under these rules shall be in addition to any other civil law or criminal law process and penalties.

For more information or assistance, you may contact the Office of Community Standards, 125 Upton Hall, 780-5242.

Tobacco/Smoking Policy

University Of Southern Maine Tobacco-Free Campus Policy

Preamble: The University of Southern Maine is committed to providing a healthy working and learning environment for the entire campus community. To that end, a tobacco-free campus shall be established. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness.

Policy: The University of Southern Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, campus walkways, recreational and sporting facilities, and university or personally-owned, rented or leased vehicles. Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, snus, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.
Responsibilities: It is the shared responsibility of all members of the campus community to respect and abide by this policy. Administrators, deans, directors, department chairs, supervisors and event sponsors will communicate the policy within their areas of responsibility. The University of Southern Maine will provide access to tobacco cessation resources to USM Maine students and employees.

Implementation: The successful implementation of this policy depends on the courtesy and cooperation of the entire campus community. Appropriate signage will be posted in campus facilities, on the USM website and elsewhere to inform members of the campus community and visitors, of the Tobacco-Free Campus Policy. The policy will be communicated in appropriate university publications and contracts. University publications include but are not limited to electronic notifications, handbooks, brochures and other university-generated materials.

SALES AND MARKETING
1. The sale and free distribution of tobacco products on any USM campus is prohibited.
2. Campus organizations are prohibited from accepting money or gifts from companies who are primarily engaged in the sale and promotion of tobacco products.
3. Tobacco advertisements are prohibited in all University-run publications.
4. All contracts with off-campus vendors shall provide that the University’s name or logo will not be used in connection with tobacco promotions.

Resources For more information about the Tobacco Free Campus Policy, contact:
Students: Office of Community Standards at 780-5242
Employees: Office of Human Resources at 780-5115

For information on tobacco cessation and services, contact:
Students: University Health and Counseling Services at 780-5411
Employees: University Benefits Center 866-269-9635.
Additionally, Staff have access to a Health Coaching for tobacco cessation help. The online address which staff are directed to is trestletree.com/index.html, and the contact phone number is 1-855-580-2797.
The University of Southern Maine appreciates your compliance with this policy for the benefit of everyone.

Alcohol Policy

A. According to State of Maine laws, possession and consumption of alcohol by persons under the age of 21 is illegal. The athletic department supports Maine law and will act in ordinance with those policies in regard to alcohol related issues.

B. The possession and consumption of alcoholic beverages at NCAA sanctioned events is strictly prohibited. Violators of this policy will be asked to leave or will be removed from the site of the competition.

C. Possession and consumption of alcoholic beverages by student-athletes while
representing the athletic department on road trips and at away contests is strictly prohibited. There are to be no exceptions to this policy. Breach of this policy will result in immediate suspension from competition for the remainder of that trip, regardless of the duration of the trip, and may result in additional sanctions as determined by the head coach after consultation with the director of athletics.

D. Student-athletes who violate state, institutional or department policies related to alcohol will be required to perform community service as part of their disciplinary sanction. That service will be dispensed as deemed appropriate to the violation and will be up to a maximum of 100 hours of community service per semester. Community service will normally take the form of work detail, which will be performed under direct supervision. Community service may be prescribed as a condition of continued membership on a team or may be a condition for rejoining a specific team.

E. Coaches may establish policies that are more restrictive than departmental guidelines with approval.

Alcohol Counseling
Students with substance abuse problems may take advantage of diagnostic, referral, counseling, and prevention services available through the Substance Abuse Prevention Program or Counseling Services. For information contact University Health, Gorham 780-5411, Portland 780-4211; or Counseling Services 780-4050.

University of Southern Maine Department of Athletics
Social Media Policy & Guidelines For Student-Athletes

Competing as a student-athlete for the University of Southern Maine is a privilege. As a student-athlete at USM, you are a representative of the University, the Department of Athletics, your team and your teammates, and as such you are ALWAYS in the public eye – whether in competition, in the classroom, or online.

USM expects all of its student-athletes to conduct themselves in a manner that will not discredit their team, the Athletics Department, or the University. These expectations extend to the student-athletes activities in social media.

Social media is defined as websites and mobile applications that enable users to create and share content or to participate in social networking. Examples of social media include, but are not limited to: Instagram, Twitter, Facebook, Snapchat, YouTube, YikYak, Whisper, LinkedIn, Podcasts, Blogs, Myspace, etc.

As a student-athlete and campus leader it is important to remember how powerful online communication can be and the significant impact it can have on an individual, friends, family, teammates and an athletic program either immediately or in the future. Your four-year career as a student-athlete is an extended job interview; your behavior, online and otherwise, can either help or hinder your future.
SOCIAL MEDIA POLICY
The University of Southern Maine Department of Athletics recognizes its student-athletes’ rights to fully participate in social media; however, it maintains and will enforce the following expectations of its student-athletes.

- Student-Athletes will not post sexist, racist, obscene or profane material of any kind
- Student-Athletes will not use social media to degrade, demean, attack or threaten any person, school, organization, etc. Cyber-bullying of any kind will not be tolerated.
- Student-Athlete will not post material of acts that are in violation of team, Athletics’ Department, University, State or Federal laws, policies or rules.
- Student-Athletes will not post materials that reflect negatively on themselves, the University of Southern Maine, USM Athletics, their respective teams or other institutions.
- Student-Athletes will not post materials that are in violation of NCAA rules and regulations (examples: sharing of injury statuses, sports wagering)

SANCTIONS: In addition to team policies and consequences, additional sanctions may be imposed by the Athletic Director to include but not limited to:
1. Notification of the violation of the USM Athletics Social Media Policy, requiring the removal of unacceptable content
2. Suspension from the team and team related functions.
3. Further sanctions in line with the Student Athlete Code of Conduct.

KEY POINTS TO REMEMBER WHEN ONLINE
1. **There is no difference between your online persona and your real-life persona.**
   a. Nearly all employers use social media background checks prior to hiring.
   b. Regardless of intent, what you post online has real world consequences.
2. **The internet is forever**
   a. Regardless of your privacy settings the Library of Congress is saving all tweets.
   b. Snapchat does not actually disappear, and can easily have content “screen-shotted,” as can all other forms of online communication.
   c. Courts can subpoena all digital media, including text messages.
   d. Once you post or share any form of media that application technically has usage rights.
3. **What you associate with becomes who you are perceived to be regardless of intent.**
   a. What are you sharing, liking and commenting on?
   b. What are your friends “tagging” you in?
4. **Your social media accounts are your brand**
   a. How are you choosing to represent yourself? Are you sending the right message about yourself to the public? What does your social media portfolio say about you?
b. Coaches, Graduate School Admissions, Potential Employers ALL use social media as a reference check.
c. If asked right now, would you want an administrator, coach, or employer to see your online persona?

TIPS FOR SUCCESSFUL SOCIAL MEDIA USAGE
• Think First
  o Once you post online, it is available to anyone – even if you limit access to your site. Privacy is important to safeguard yourself and your identity, but do not use privacy settings to mask poor online behavior
• Mindful Photography
  o Avoid posting photos of alcohol consumption regardless of legal ability. What story do your photographs tell about you?
• Be Accurate
  o Make sure your online persona is true to who you are
  o Is your job/education information accurate?
  o Are they consistent across all platforms?
  o Even if it was accidental, out-of-date or inaccurate information can make it appear you are misrepresenting yourself.
• Be Authentic
  o Part of self-expression is taking responsibility for your own thoughts, opinions and actions. Using an alias, or an identity other than your own, is disingenuous and could cause legal trouble
  o If you feel the need to use an alias, that means you don’t want to be associated with what you are sharing, so that means it probably is not a good idea to begin with.
• Be Respectful
  o Social media should not be used to defame, attack or disrespect other people
  o If you wouldn’t say it to someone directly, don’t put it online
• Freedom of Speech
  o Freedom of Speech will not absolve you from the consequences of your actions, words or expressions.

Harassment and Sexual Assault
The University of Southern Maine does not tolerate sexual assault in any form. University policy prohibits any unlawful sexual act including forced sexual contact. Violators of this policy will be subject to disciplinary measures, up to and including dismissal.

The University accepts the following definitions of sexual assault and related terms:

**Sexual Harassment:** Sexual harassment is a term that is often confused with sexual assault. Harassment can affect academic or employment decisions, or interfere with performance, or create an intimidating, hostile, or offensive educational, employment or work environment. It can occur between people in an unequal power relationship or between peers. The definition of sexual harassment and sexual assault can overlap. If you are not sure what happened to you but you know it wasn’t right, University staff can help you work through it.
Sexual Assault: Sexual assault includes (but does not require) forced sexual penetration. Sexual assault also includes acquaintance rape, forced anal intercourse, and forced oral sex. Sexual assault may or may not involve coercion. Sexual assault also occurs when the victim is unconscious or otherwise incapable of resisting and has not consented to the act.

Forced Sexual Contact: The unwanted touching, directly or through clothing, of an intimate part of another person, such as a sexual organ, buttocks, or breast.

Rape: A form of sexual assault that involves forced sexual intercourse against the will of the victim. The type of force may include physical violence, physical coercion, or threat of physical harm to the victim. Maine State law has replaced the crime of “rape” with the crime of “gross sexual assault”.

Acquaintance Rape: Sexual assault by a spouse, partner, date, casual friend or acquaintance. Regardless of the relationship between a perpetrator and a victim, acquaintance rape is as serious a crime as stranger rape and the same campus rules, criminal laws, and penalties apply to both. Acquaintance rape often occurs when there has been some level of mutually acceptable sexual activity, and at some point, the victim has stopped consenting and is forced. Being under the influence of alcohol or drugs does not signal consent to sexual activity. Consent to one type of sexual contact does not mean consent to all other types of sexual contact during the same or subsequent experience or encounter.
UNIVERSITY OF SOUTHERN MAINE
Department of Athletics
2017-2018 Disciplinary File Waiver

The Department of Athletics of the University of Southern Maine promotes the highest standards of conduct by its student-athletes. In that effort, the Department of Athletics has formed a partnership with the Dean of Students Office to better monitor campus activities of student-athletes in order to assist them in being successful at the University.

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, the Department of Athletics may not have complete access to any disciplinary records of student-athletes housed in the Dean of Students Office. In order to participate in the varsity intercollegiate athletic program at the University of Southern Maine, student-athletes must complete this disciplinary file waiver.

By my dated signature below, I am acknowledging that I understand and voluntarily agree to the following:

1. I am waiving my right of confidentiality of any disciplinary record I may have, and to permit the staff of the Dean of Students Office to have communication with the Director of Athletics, Associate/Assistant Directors of Athletics, and/or the appropriate Department of Athletics coaches about such records. Such communication may include, but not limited to, sending incident reports, notices of disciplinary charges, and written sanctions, and/or conversations with the above list of people.

2. I reserve the right to rescind this waiver in writing with the Dean of Students Office at any time. I understand that if I rescind this waiver, the Department of Athletics will be notified and I will forfeit my privilege to participate in the varsity intercollegiate athletic program until such time as a new waiver is signed.

3. I understand that this waiver is effective from August 1, 2017 until July 31, 2018 or until I rescind this waiver.

4. A copy of this waiver will be kept on file in the Dean of Students Office.

Print Name ___________________________ Student ID Number ___________________________

Signature ___________________________ Date Signed ___________________________

Sport(s) ___________________________ Coach(es) ___________________________
Student-Athlete Statement – NCAA Division III

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

Student-Athlete: ____________________________
(Please print name)
Sport(s): ____________________________

This form has three parts:

1. A statement concerning eligibility;
2. A Buckley Amendment consent; and
3. Results of drug tests.

You must sign all three parts in order to participate in intercollegiate competition.

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

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

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

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


1. By signing this part of the form you affirm that, to the best of your knowledge, you are eligible to compete in intercollegiate competition.
Student-Athlete Statement – NCAA Division III
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2. You affirm that your institution has provided a copy of the Summary of NCAA Regulations, or another outline or summary of NCAA regulations, or the relevant sections of the Division III Manual and that your director of athletics (or his or her designee) gave you the opportunity to ask questions about the regulations.

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

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

5. You affirm that you are aware of the NCAA drug-testing program and that you have signed the 2017-18 Drug-Testing Consent Form (Form 17-3h).

6. You affirm that you have reported to the director of athletics of your institution any violations of NCAA regulations involving you and your institution.

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

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Date of birth</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of student-athlete</td>
<td>Home address (street or P.O. Box)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Home city, state, and zip code</td>
<td></td>
</tr>
</tbody>
</table>

Part II. Buckley Amendment Consent.

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

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

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

1. This form;

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

3. Results of positive drug tests administered by a non-NCAA national and international sports governing body;
4. Any transcript from your high school, this institution, or any junior college or any other four-year institutions you have attended;

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

6. Graduation status;

7. Your social security number and/or student identification number;

8. Race and gender identification;

9. Diagnosis of any education-impacting disabilities;

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

11. Records concerning your financial aid; and

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

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

Further, you authorize the NCAA to disclose personally identifiable information from your educational records (including information regarding any NCAA violations in which you may become involved while you are a student-athlete) to a third party (including, but not limited to, the media) as necessary to correct inaccurate statements reported by the media or related to a student-athlete reinstatement case, infractions case or waiver request or to recognize your selection for an academic award (e.g., Elite 90). You also agree that necessary case information (i.e., information from your student-athlete reinstatement case, infractions case or waiver request) may be published or distributed to third parties as required by NCAA regulations, policies or procedures. You will not be identified by name by the NCAA in any such published or distributed information.

Name (please print)

Signature of student-athlete ___________________________ Date ___________________________

Signature of parent or legal guardian (if student-athlete is a minor) ___________________________ Date ___________________________
Student-Athlete Statement – NCAA Division III
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Part III. Results of Drug Tests.

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

Should I test positive by the NCAA and/or by a non-NCAA athletics organization that has adopted the World Anti-Doping Agency (WADA) code, or violate their drug-testing protocol or fail to show for a drug test at any time after I sign this statement, I acknowledge I must report the results to my director of athletics.

Name of student-athlete (please print)

Signature of student-athlete __________________________ Date __________

Signature of parent or legal guardian (if student-athlete is a minor) __________________________ Date __________

2. Positive test by NCAA or other sports governing body – sign either (a) or (b).

a. No positive drug test.

I affirm that I have never tested positive by the NCAA and/or by a non-NCAA athletics organization that has adopted the WADA code, nor violated the drug-testing protocol or failed to show for a drug test conducted by the NCAA or non-NCAA athletics organization.

Name (please print)

Signature of student-athlete __________________________ Date __________

Signature of parent or legal guardian (if student-athlete is a minor) __________________________ Date __________

b. Positive drug test.

I have tested positive by the NCAA and/or by a non-NCAA athletics organization that has adopted the WADA code, or have violated the drug-testing protocol or failed to show for a drug test conducted by the NCAA or a non-NCAA athletics organization. If I transfer to another institution, I am obligated to report this information to that institution.

Name (please print)

Signature of student-athlete __________________________ Date __________

Signature of parent or legal guardian (if student-athlete is a minor) __________________________ Date __________
Student-Athlete Statement – NCAA Division III
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<table>
<thead>
<tr>
<th>Date of test</th>
<th>Organization conducting test</th>
<th>Substance</th>
<th>Are you currently under such a drug-testing suspension?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

What to do with this form: Sign and return it to your director of athletics or his or her designee before your first competition. This form is to be kept in the director of athletics’ office for six years.

Any questions regarding this form should be referred to your director of athletics or your institution’s NCAA compliance staff or you may contact the NCAA at 317-917-6222.
Drug-Testing Consent – NCAA Division III

For: Student-athletes.
Action: Sign and return to your director of athletics.
Due date: Before your institution's first competition.
Required by: NCAA Constitution 3.2.4.6 and NCAA Division III Bylaw 14.1.4.
Purpose: To assist in certifying eligibility.
Effective date: This consent form shall be effective from the date this document is signed and shall remain effective until a subsequent Drug-Testing Consent Form is executed.

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

Name of student-athlete: ______________________ Sport(s): ______________________

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

**Consent to Testing.**

You agree to allow the NCAA to test you in relation to any participation by you in any NCAA championship and in any post season football game for drugs in the banned drug classes listed in Bylaw 31.2.3 (attached). Examples of drugs in each class can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). Note: There is no complete list of banned substances. Check Drug Free Sport AXIS (see attachment) for questions about supplements, medications and banned drugs.

**Consequences for a Positive Drug Test.**

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

1. A student-athlete who tests positive for an NCAA banned drug must immediately be declared ineligible.

2. A student-athlete who tests positive for a banned drug other than an “illicit drug” shall be withheld from competition in all sports for 365 days from the drug-test collection date and shall lose a year of eligibility. A student-athlete who tests positive for an “illicit drug” shall be immediately declared ineligible and be withheld from competition for the next 50 percent of a season in all sports (50 percent of all contests or dates of competition in the season following the positive test);

3. A student-athlete who tests positive has an opportunity to appeal the sanction;

4. A student-athlete who tests positive a second time for the use of any drug other than an "illicit drug" shall lose all remaining regular season and postseason eligibility in all sports. A student-athlete who tests positive a second time for an illicit drug shall be withheld from competition for 365 days from the date of the test and shall lose a year of eligibility. A student-athlete who tests positive for the use of an "illicit drug" for the first time after having tested positive for the
Drug-Testing Consent – NCAA Division III
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use of any banned drug other than an "illicit drug" shall be ineligible for competition for 50 percent of a season in all sports (the first 50 percent of regular season contests or dates of competition in the season following the positive test);

5. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than an illicit drug;

6. A student-athlete who is found to have tampered with an NCAA drug test sample shall be charged with the loss of a minimum of two seasons of competition in all sports and shall remain ineligible for all regular season and postseason competition during the time period ending two calendar years (i.e., 730 days) from the date of the test; and

7. If a student-athlete transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test and competes in collegiate competition within the prescribed penalty at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular season and postseason competition until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty.

Signatures.

By signing below, I consent:

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

2. To accept the consequences of a positive drug test or a breach of drug testing protocol;

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

4. To allow disclosure of my drug testing results only for purposes related to eligibility for participation in NCAA competition.
Drug-Testing Consent – NCAA Division III
Form 17-3f
Page No. 3

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature of student-athlete</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Signature of parent (if student-athlete is a minor)</th>
</tr>
</thead>
<tbody>
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Name (please print)  Date of birth  Age

<table>
<thead>
<tr>
<th>Home address (street, city, state and zip code)</th>
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**What to do with this form:** Sign and return it to your director of athletics before your institution’s first competition. This form is to be kept at the institution for **six years**.

USM ATHLETICS
2017-18 NCAA Banned Drugs

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

The NCAA bans the following classes of drugs:

1. Stimulants
2. Anabolic Agents
3. Alcohol and Beta Blockers (banned for rifle only)
4. Diuretics and Other Masking Agents
5. Illicit Drugs
6. Peptide Hormones and Analougues
7. Anti-estrogens
8. Beta-2 Agonists

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

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

Drugs and Procedures Subject to Restrictions:

1. Blood doping
2. Gene doping
3. Local anesthetics (under some conditions)
4. Manipulation of urine samples
5. Beta-2 Agonists permitted only by prescription and inhalation
NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.

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

Check with your athletics department staff prior to using a supplement.

Examples of NCAA Banned Substances in Each Drug Class.

Note to student-athletes: There is NO complete list of banned substances. Do not rely on this list to rule out any label ingredient.

1. **Stimulants**: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); methylhexaneamine, “bath salts” (mephedrone); Octopamine; DMBA; etc.

   Exceptions: phenylephrine and pseudoephedrine are not banned.

2. **Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstatrienone): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanazolol; stenbolone; testosterone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033); etc.
3. **Alcohol and Beta Blockers** (banned for rifle only): alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

4. **Diuretics (water pills) and Other Masking Agents**: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triamterene; triehlormethiazide; etc.

5. **Illicit Drugs**: Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

6. **Peptide Hormones and Analogues**: Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.

7. **Anti-Estrogens**: Anastrozole; tamoxifen; fomestane; ATD, clomiphene; SERMS (nolvadex); arimidex; clomid; evista; fulvestrant; aromatase inhibitors (androst-3,5-dien-7,17-dione) etc.

8. **Beta-2 Agonists**: Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoalaureine; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting Drug Free Sport AXIS, 877-202-0769 or [www.drugfreesport.com/axis](http://www.drugfreesport.com/axis) password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.
RELEASE AND ASSUMPTION OF RISK

I, ____________________________, of ____________________________,

(Name) (Address)

A student enrolled at ____________________________,

(Campus of the University of Maine System)

(having been born on ____________________________), acknowledge, declare and agree as follows:

1. That I have voluntarily agreed to participate in ____________________________,

(on ____________________________, 20 ), and in consideration of being permitted to participate in this activity, do voluntarily execute this "Release and Assumption of Risk" on behalf of myself, my heirs and next-of-kin, my personal representatives and my estate.

2. I acknowledge that I have been fully informed of the nature, scope and demands of the program and I understand that this activity may include other similar activities that could be dangerous to me.

*See below for risks and dangers of this specific activity.

3. I accept and assume full responsibility for all harm and injury, of every nature, including death, which may occur to me or which I may suffer, and for all damages or loss to any personal property owned by me while I am participating in this activity and, in furtherance thereof, I agree to indemnify and hold harmless the University of Maine System, its Trustees, faculty, employees and agents from and against any and all claims, demands, actions or causes of action, on account of damage to my personal property, or my personal injury, or death, which may occur or result directly or indirectly from my participation in this activity, and which are not the result of the negligent act or omission of the University of Maine System, its Trustees, faculty, employees and agents.

4. I understand that it is not the purpose of this activity or the responsibility of the University of Maine System that safety rules and regulations be taught but only that reasonable safety standards be adhered to and agreed to by all participants. I acknowledge that the University of Maine System does not serve as a guardian of students' safety and its faculty, employees and agents will not be responsible for administering any required first aid, treatment or medication to me.

5. I declare that I am able to physically withstand and cope with the indicated rigors of this activity, with or without an accommodation. If an accommodation is needed, I will contact ____________________________.

6. I request that this "Release and Assumption of Risk" be construed and interpreted pursuant to the laws of the State of Maine, and if any portion thereof is held invalid, I request the remainder continue in full force and effect.

I declare that I completely understand and have fully informed myself to the terms and conditions of this "Release and Assumption of Risk" by having read it; or having it read to me, before signing.

Assented and agreed to on this __________ day of ____________________________, 20.

_________________________________________  ________________________________

Signature  Parent or guardian if under 18
Organizations
The University of Southern Maine Student-Athlete Advisory Committee (SAAC) is comprised of various members representing each of our 22 teams. The goals of this committee center around improving the quality of the athletic experience for all participants, enhancing the image of student-athletes to all constituencies, and implementing outreach programs that support and nurture the growth and development of children in the surrounding communities. The committee meets a couple times a month throughout the academic year, and works to offer at least one event each month.

MISSION
To provide opportunities for personal and programmatic growth by directly involving student-athletes in the overall organization, administration, implementation, and evaluation of the intercollegiate athletics program and creating a partnership between student-athletes and the entire athletic staff.

VALUES
Citizenship, community, education, and student-athlete wellness

GOALS
- Improve the quality of the athletic experience for all participants
- Enhance the overall image of the student-athlete to all constituents
- Provide opportunities for student-athlete to participate in the organization, administration, implementation, and evaluation of the athletic program
- Assist in developing and implementing outreach programs that support and nurture growth and development for children and their communities
- Serves as liaisons between the athletic department and all student-athletes
- Serve as role models for the department, student-athletes, the University and for the children in the community

For additional information please contact Kim Turner at 780-5997

2017-2018 USM Student Athlete Advisory Committee (SAAC) Officers
President- Mo Raymond
Vice President- Kim Howrigan
Secretary- Nicole Schmitz
Public Relations- Katie Howe
Event Management Team- Miriam Wood, Jess Preble, Sarah Michaud
Civic Engagement Team- Mariah Garcia, Ryan Linehan

SAAC Website: www.southernmainehuskies.com
Awards
William B. Wise Scholar-Athlete Awards

Each year, the University of Southern Maine presents the prestigious William B. Wise Scholar Athlete Awards. To qualify as a William B. Wise Scholar Athlete Award winner, each student-athlete must compile a minimum cumulative grade point average of 3.0 or better for both semesters, be a full-time student for both semesters, and participate as a member of one or more varsity teams.

The scholar-athlete award program, started in 1987-88, is named to honor William B. Wise, a retired USM administrator and friend of athletics. Wise, a graduate of the University of Maine, came to USM in 1966 as assistant dean of academic affairs and director of the evening college. In the ensuing years, he served USM as acting dean of the College of Education, assistant to the vice president for academic affairs, executive assistant to the president, and executive assistant to the vice president for student affairs.

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Roland Wirths Memorial Award

This award is presented annually in honor of the former Portland Press Herald & Maine Sunday Telegram sportswriter who was a strong supporter of USM Athletics. It is given to a deserving person who best exemplifies the characteristics of Roland Wirths and his writing. The recipient of the award is selected by the department of athletics.

1980  Steve DeBree, Soccer & Men’s Basketball
1981  John Jordan, Men’s Basketball
1982  Mike Stockwell, Physician
1983  Joe Doane, Men’s Basketball
1984  Greg Jordan, Statistician
1985  Maureen Burchill, Women’s Basketball
1986  Brad Wise, Soccer/Baseball
1987  Peter Story, Men’s Basketball
1988  Doug Ouellette, Baseball
1989  Jeff Bowers, Men’s Basketball
1990  Pat Moody, Men’s Basketball
1991  Bonny Brown, Field Hockey & Softball
1992  James Broughton, Baseball
1993  Richard York, Baseball
1994  Robert LaPrise, Men’s Basketball
1995  Jeff Ireland, Soccer
1996  Jamie Wood, Women’s Basketball
1997  Kenneth Reed II, Baseball
1998  Mandy King, Women’s Basketball
1999  Mike Ellerbrook, Men’s Basketball
2000  Penny Osborne, Women’s Cross Country
2001  Kevin Faria, Men’s Track and Field, Andy Higgens, Soccer
2002  Niki Dominiczek, Women’s Basketball
2003  Jason Tuck, Cross Country & Indoor / Outdoor Track and Field
2004  Greg Dolbec, Cross Country & Indoor / Outdoor Track and Field
2005  Jay Casterella, Men’s Basketball, Jon Lounsbury, Men’s Ice Hockey
2006  Mike Bunker, Men’s Track, Donna Cowing, Women’s Basketball
2007  Mark Carragher, Men’s Ice Hockey
2008  Adam Ross, Baseball
2009  Megan Irving, Women’s Ice Hockey
2010  Justin Richardson, Cross Country & Indoor / Outdoor Track and Field
2011  Jennifer Masessa, Field Hockey
2012  Jeremy Jackson, Men’s Basketball
2013  Mike Poulin, Men’s Basketball
2014  Stephanie Gallagher, Women’s Basketball, Nate Veilleux, Baseball
2015  Andrew Richards, Baseball
2016  Ryan Browner, Men’s Baseball
2017  Daniel Del Gallo, Men’s Wrestling
Paula D. Hodgdon Leadership Award

This award is given annually to the female student-athlete who best exemplifies the qualities of Paula Hodgdon. A native of New Jersey, Hodgdon served as a member of both the faculty and the department of athletics during her long and very successful career at USM, and was a pioneer in women’s athletics for women in the state of Maine. She has been a role model for many young women who wished to play competitive sports and join the coaching profession. She coached several sports at USM, most notably field hockey, served as coordinator of women’s athletics, and served a three-year stint as director of athletics before retiring at the conclusion of the 1992-1993 academic year.

The recipient must have played at least three years on an intercollegiate athletic team, must have been a valuable member of that team, and must be a woman who displays loyalty, dedication and commitment to the team, the sport and USM. The department of athletics selects the recipient of the award.

1994  Melissa Emery, Field Hockey
1995  Rhonda Benner, Women’s Track & Cross Country
1996  Lori Towlie, Women’s Basketball
1997  Mandy King, Women’s Basketball
1998  Heather Gilmour, Field Hockey
1999  Alison Drury, Field Hockey
2000  Michelle Cloutier, Softball
2001  Rachel Drury, Soccer
2002  Tina West, Soccer & Softball
2003  Jess Libby, Women’s Basketball
2004  Deedra Boudreau, Women’s Lacrosse, Meg Cressler, Women’s Basketball
2005  Kim Brewer, Women’s Indoor / Outdoor Track and Field
2006  Katie Frost, Women’s Basketball, Stacy LeBlanc, Women’s Soccer
2007  Lindsey Welch, Women’s Basketball
2008  Shannon Kynoch, Women’s Basketball & Lacrosse
2009  Brandi Alton, Field Hockey
2010  Mary Vaughn, Women’s Ice Hockey & Lacrosse
2011  Sarah Dereche, Softball
2012  Courtney Cochran, Women’s Basketball
2013  Nicole Garland, Women’s Basketball
2014  Stefanie Stockwell, Women’s Soccer, Indoor track, Softball
2015  Peyton Dostie, Women’s indoor/Outdoor track and field
2016  Demi Ruder, Volleyball
2017  Mary Caron, Softball and Lauren Lessard, Lacrosse
NCAA Woman of the Year Nominees

This award is made available to a female student-athlete who has excelled in the following three areas: athletics, academics, and community leadership. The nominee is selected by the department of athletics. From 1997-2005, each institution was permitted to select a nominee and one student-athlete was selected to represent each state. Beginning in 2006, each conference will select a representative from its pool of institutional nominees. The NCAA Woman of the Year will be selected from conference winners and at-large nominations.

1997  Sue LaPoint*
1998  Heather Gilmour*
1999  Tracy Libby
2000  Alison Drury
2001  Ali Hathaway
2002  Tina West*
2003  Amy Swanberg
2004  No Nomination
2005  No Nomination
2006  Stacy Leblanc**
2007  Ashley Marble
2008  Shannon Kynoch
2009  Emily Artesani
2010  Sarah Cusack
2011  Mary Vaughn
2012  Jana Sacco
2017  Mary Caron**

*  State of Maine Representative
**  Little East Conference Representative
NCAA Leadership Conference Attendees

Each year, the athletic department nominates student-athletes to represent the University at the NCAA Foundation Leadership Conference in Lake Buena Vista, Florida. The conference involves approximately 300 top student-athletes representing schools from across the nation. The goal of the leadership conference is to provide challenging and thought provoking activities that will enable student-athletes to become change agents on their campuses and in their communities.

The following individuals have represented USM at the annual leadership conference:

1997  Heather Gilmour/Ed Pike
1998  Kim Cochrane/Mike McCullum
1999  Michelle Cloutier
2000  Kevin Faria
2001  Tony Coates/Tina West
2002  Jessica Short
2003  Kati Libby
2004  Amanda Valeriani
2005  Stacy Leblanc
2006  Mark Carragher
2007  Tyler Ravlo
2008  Jessica Knight/Golf Pengthong
2009  Mary Vaughn
2010  Jana Sacco