AWARDS AND HONORS

**NE10 Institutional Scholar-Athletes of the Year**

The NE10 will annually honor one male and one female from each NE10 member institution. From this pool of 15 male and 15 female Institutional Scholar-Athletes, the NE10 Scholar-Athletes of the Year will be selected.

The criteria for being an Institutional Scholar-Athlete are:

1. Student-Athlete must be in their final year of athletic eligibility,
2. Student-Athlete must be graduating with a degree that May,
   a. Exception: Student-Athletes in a 5 or 6 year degree program, master’s program or doctoral program may be approved by the conference office,
3. Student-Athlete must be enrolled in a full-time course load, per institutional policy, or taking the required number of credit hours to graduate in May, and
4. Student-Athlete must have a minimum final cumulative grade point average of a 3.30.
5. Student-Athlete must participate in a NE10 Conference sponsored sport. (Revised July 2015)

The NE10 Institutional Scholar-Athletes of the Year winners will be announced approximately a week prior to the conference’s End of the Year Banquet.

**NE10 Scholar-Athletes of the Year**

The NE10 will annually honor one male and one female student-athlete as the NE10 Male and Female Scholar-Athlete of the Year.

The selection committee will use the 30 NE10 Institution Scholar-Athletes of the Year to select the two scholar-athletes.

The NE10 Male and Female Scholar-Athlete of the Year will be announced and honored at the conference’s End of the Year Banquet.

**Commissioners Honor Roll**

The Commissioners Honor Roll will be announced twice a year. The fall honor roll will be released in January and the spring honor roll will be released in June. All student-athletes that meet the criteria will qualify for the honor roll, regardless of the student-athletes championship season.

The criteria for making for the Commissioners Honor Roll are:

1. Student-Athlete must be on the squad list,
2. Student-Athlete must be eligible for competition that semester, and
3. Student-Athlete must have a minimum semester grade point average of a 3.00.
**NE10 Scholar-Athlete Sport Excellence Award**

The NE10 will honor one student-athlete per conference-sponsored sport each year. There will be a total of 24 Scholar-Athlete Sport Excellence Award winners will be honored. Each institution can only nominate one student-athlete per conference sport.

The criteria for being a recipient of a Scholar-Athlete Sport Excellence Award are:

1. Student-Athlete must have completed at least two years of athletic eligibility at any institution, which may include the current season,
2. Student-Athlete must have completed at least two consecutive semesters of full-time enrollment at their current institution, which cannot include the last semester completed, and
3. Student-Athlete must have a minimum cumulative grade point average of a 3.30. Graduate Student-Athletes must meet the minimum cumulative grade point average in both undergraduate and graduate work. Both GPA’s must be listed on the nomination form.
4. Student-Athlete must be named to the Academic All-Conference Team for that same season.

(Revised July 2015)

The NE10 Scholar-Athlete Sport Excellence Award winners will be announced in January for fall sports, April for winter sports, and June for spring sports. (The winter sport student-athletes GPA will be based on their cum. GPA at the end of the previous fall semester.)

**Academic All-Conference Team**

The NE10 will honor an Academic All-Conference Team in each of the 24 conference-sponsored sports.

Each conference-sponsored sport will be honored with one Academic All-Conference Team. The number selected for each team can vary by sport, but will be restricted to the following:

1. For team sports, as defined by the NCAA, the number selected will be based on the number of student-athletes on the playing surface at one time.

   - Baseball - 9
   - Basketball - 5
   - Field Hockey - 11
   - Football - 11
   - Ice Hockey - 6
   - Men’s Lacrosse - 10
   - Women’s Lacrosse - 12
   - Soccer - 11
   - Softball - 9
   - Volleyball - 6

   a. Exception: If the number of nominees warrants a larger team, the selection committee can request an expansion of the team by the conference office. The expanded team can be no more than twice the number of student-athletes on the playing surface at one time. In order to have an expanded team, the number of nominees must be greater than one and two thirds (1 2/3) of the maximum of the expanded team.

2. For individual sports, as defined by the NCAA, the number selected will be:

   - Golf - 5
   - Cross Country - 5
   - Swimming & Diving - 10
   - Indoor Track & Field - 10
   - Tennis - 6
   - Outdoor Track & Field - 10
a. Exception: If the number of nominees warrants a larger team, the selection committee can request an expansion of the team by the conference office. The expanded team can be no more than twice the number indicted above. In order to have an expanded team, the number of nominees must be greater than one and two thirds (1 2/3) of the maximum of the expanded team.

The criteria for being selected an Academic All-Conference Team are:

1. Student-Athlete must have participated in at least half of the team’s completed competitions,
2. Student-Athlete must be a starter or significant contributor,
3. Student-Athlete must have completed at least two consecutive semesters of full-time enrollment at their current institution, which cannot include the last semester completed, and
4. Student-Athlete must have a minimum cumulative grade point average of a 3.30. Graduate Student-Athletes must meet the minimum cumulative grade point average in both undergraduate and graduate work. Both GPA’s must be listed on the nomination form.

The NE10 Academic All-Conference Teams will be announced in January for fall sports, April for winter sports, and June for spring sports.

**NE10 Team Academic Excellence Award**

The NE10 will honor the team in each conference-sponsored sport with the highest grade point average.

Criteria are as follows:

1. Highest annual GPA of each Conference-sponsored sport team (see below)
2. Include all squad list members (i.e., current players, redshirts, hardships, and partial qualifiers).

**GPA Calculation**

1. GPAs will be calculated each semester.
2. All student-athlete’s hours attempted (HA) for each semester will be summed together.
3. All student-athlete’s quality points (QP) for each semester will be summed together.
   a. Quality points are determined by multiplying the value of the grade received by the number of credits the class is worth. (i.e. if you receive an A (4.0) in a 3 credit class it is 12 quality points.)
4. For each semester (fall and spring), divided the sum of QP by the sum of HA
5. To get the team’s GPA for the year, add the fall HA and spring HA together. Then add the fall QP and spring QP together. Take the total QP by the total HA and we will get the team’s GPA for the year.
6. For each semester, the calculation will include all student-athletes on the team squad list as of the first and last contest (for those teams ending a season within that semester) or the last day of the semester. For sports that have their championship segment over both semesters, you can exempt a student-athlete from the spring calculations if the student-athlete has left the team.
prior to the end of the fall semester. The key is to include all student-athletes that you are monitoring for eligibility purposes, including seniors and those who exhausted eligibility at the end of the current season. (Fall sport seniors should still be included in the spring semester numbers, unless they graduated after the fall semester.)

7. Rounding is allowed to the third decimal point.

8. The following student-athletes should not be included in the G.P.A. calculation:
   a. Non-Qualifiers in their first year of residence
   b. Permanent Medical Hardships (per NCAA Bylaw 15.5.1.4)
**Selection Committees**

The following groups/voting pools will vote on the Academic All-Conference, Sport Excellence, and Scholar-Athlete awards. The voting pools will rotate every year to a different award.

Institutional Representation

- Director of Athletics Communication/SID
- FAR
- Administrative (i.e. AD, SWA, Assoc./Asst. AD, but not SID)

Selection pool assigned to three awards. Each institution represented on each award:

| A= Adelphi | J= Pace | 1= SID |
| B= American International | K= Saint Anselm | 2= FAR |
| C= Assumption | L= Saint Michael’s | 3= Administrative |
| D= Bentley | M= Saint Rose |
| E= Franklin Pierce | N= Southern Connecticut |
| F= Le Moyne | O= Southern New Hampshire |
| H= Merrimack | P= Stonehill |
| I= New Haven |

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**NE10 Conference Woman and Man of the Year**

Each institution will nominate one male and one female as their institutional award winner and nominee for the conference award. If an institution doesn’t have someone that you feel would make a good nominee for the overall conference award; they may select a male/female that meets the criteria and submit only their name and sport to serve as your institutional nomination. For full consideration/nomination for the conference award, the institution/nominee must complete the nomination form and submit the required personal statement.

**Nomination Eligibility:**

Nominee must have completed intercollegiate eligibility in her/his primary sport by the end of the current academic year and received her/his undergraduate degree prior to the conclusion of the summer term in the year in which they are under consideration for the honor. A female student-athlete is able to be nominated for the NCAA WOTY honor after only using three years of athletic eligibility, as long as the student-athlete is forgoing their fourth and final year. Should an institution have a nominee of either gender in this category with a year of eligibility remaining, such a statement declaring they will forgo the year at the institution must be included with the nomination.

Nominee must compete in the NE10. (e.g., Women’s Ice Hockey, DI Men’s Ice Hockey, Bowling, or Skiing student-athletes are not eligible.)

Nominee must have a minimum cumulative grade-point average of 2.500 (4.000 scale). Note: a student-athlete can be nominated only once. If the school waits until after a fifth year of eligibility, when a student-athlete competes in a secondary sport, she/he must meet the criteria of lettering to be eligible for the award.

The nomination email/form will be sent in late March from the NE10 Office. Nominations will be due in late April. The conference office will distribute all nominations to the conference SWA’s at the beginning of May with their voting ballots due back approximately one week later.

The conference office will produce three releases: institutional nominees, top three finalists, and conference winner.

The conference Woman of the Year winner will be submitted to the NCAA for consideration for the NCAA Woman of the Year award.

Conference SWA’s will use the same voting perimeters as the NCAA Committee. Current guidelines are:

Scoring for the academic achievement section is based on the undergraduate cumulative grade-point average of the nominee. NCAA staff will score the athletics excellence section. Both committees will score the service and leadership section and the personal statement.
Academic achievement – 30 percent of total score, using a scale of 1 to 5.

Score is based on undergraduate cumulative GPA.

- 3.90-4.00 GPA: 5
- 3.70-3.89 GPA: 4
- 3.50-3.69 GPA: 3
- 3.30-3.49 GPA: 2
- 3.00-3.29 GPA: 1

Nominees must have a minimum GPA of 2.50 to be eligible to be nominated; however, a GPA of 3.00 or higher is needed to score points for academic achievement.

Please note that the nominee has the opportunity to emphasize significant academic achievements in her personal statement.

Athletics excellence – 30 percent of total score, using a scale of 1 to 5.

Score is based on the nominee’s highest honor of all listed athletics accomplishments.

- 5: Team or individual national champion; first-team athletics All-America honors.
- 4: Athletics All-America honors other than first team.
- 3: Regional All-America honors; team or individual conference champion; first-team athletics all-conference honors.
- 2: Athletics all-conference honors other than first team.
- 1: Multisport varsity letter.

All-America honors must be awarded by the sport’s coaches association or a nationally recognized awards association for the sport (for example, the Associated Press).

Service and leadership – 30 percent of total score, using a scale of 1 to 5.

- 5: The nominee engages consistently in extensive service and leadership activities that impact the campus, community and/or regional or national levels. The nominee makes the most of opportunities presented to her by taking on key roles and is creative and innovative in seeking out meaningful service and leadership opportunities.
- 4: The nominee engages consistently in service and leadership activities and plays a significant role in impacting the campus and community in a meaningful way.
- 3: The nominee is involved consistently in service and leadership activities that positively affect her campus.
- 2: The nominee is involved in some service and leadership activities at various points in her collegiate career.
- 1: The nominee is involved in a few service or leadership activities that are mostly one-time or short-term events.
Personal statement- 10 percent of total score, using a scale of 1 to 5.

The nominee should describe in 250 words or fewer how her experiences as a scholar, an athlete and a leader on her campus and in her community have influenced her life and empowered her to have a positive impact on the world.

The personal statement is an opportunity to highlight significant successes and experiences that have been instrumental in the nominee’s overall growth and development. Nominees are encouraged to highlight accomplishments that may not be reflected in the rating scales (for example, engaging in a scholarly research project, having an impact on girls and women through a service project, or earning the opportunity to compete on a national or Olympic team).

- 5: The nominee eloquently explains her experiences as a student-athlete using poignant examples to illustrate her significant growth and development. She provides insightful analysis of and appreciation for how she can have a positive impact on the world.

- 4: The nominee effectively explains her experiences as a student-athlete using appropriate examples to illustrate her growth and development. She provides a perceptive understanding of how she can have a positive impact on the world.

- 3: The nominee communicates her experiences as a student-athlete using multiple examples to illustrate her growth and development. She presents a clear understanding of how she can have a positive impact on the world.

- 2: The nominee communicates her experiences as a student-athlete using at least one example to make a connection to her growth and development. She offers a basic understanding of how she can have a positive impact on the world.

- 1: The nominee lists some of her experiences as a student-athlete and refers in some way to how she can have a positive impact on the world.

If the Man or Woman of the Year winner is also nominated for the NE10 Scholar-Athlete of the Year, this student-athlete cannot receive both awards. The second-place student-athlete in the scholar-athlete voting shall be awarded that honor.
The Presidents' Cup

The Presidents’ Cup is presented annually to signify overall athletic excellence in the NE10.

Point are awarded based upon overall regular season finishes in the following team sports with no divisional play. The maximum number of points per sport is equal to the total number of teams sponsoring that sport and decreases by one for each place in the final standings. For example, 6 points are awarded for finishing first in the final ice hockey standings, 5 points for 2nd, 4 points for 3rd, etc. If two or more teams are tied for a final place, the total number of points for the tied places is divided by the number of tied teams. For example, there is a three-way tie for first in ice hockey. Each team would be awarded 5 points (6+5+4 / 3 teams = 5 points each).

• Field Hockey
• Football
• Ice Hockey (M)
• Lacrosse (M/W)
• Soccer (M/W)
• Tennis (M/W)
• Volleyball

Points are awarded based upon regular season divisional finishes in following team sports that have divisional play. The maximum number of points per sport is equal to two times the total number of teams sponsoring that sport within each division and decreases by two for each place in the final standings. For example, 16 points are awarded for finishing first in the final Northeast division standings in basketball, 14 points for 2nd, 12 points for 3rd, etc.

• Baseball
• Basketball (M/W)
• Softball

Points are awarded based on final placement in the annual NE10 Championship in following individual sports. The maximum number of points per sport is equal to the total number of teams sponsoring that sport and decreases by one for each place in the final championship standings. For example, 15 points are awarded for finishing first in the women’s cross country championship, 14 points for 2nd, 13 points for 3rd, etc. If two or more teams are tied for a final place, the total number of points for the tied places is divided by the number of tied teams. For example, there is a two-way tie for second in cross country. Each team would be awarded 13.5 points (14+13/2 teams= 13.5 points each).

• Cross country (M/W)
• Swimming & diving (M/W)
• Indoor track & field (M/W)
• Outdoor track & field (M/W)
• Golf (M/W)

Associate members are awarded the points they earned but are not included in any public version of the standings. For example, LIU Post wins the regular season in football. They are awarded the 10 points for a first place finish and the team finishing 2nd earns 9 points.
Dave Landers Faculty Mentor Award

Annually the NE10 shall award the Dave Landers Faculty Mentor Award, presented by the NE10 Student Athlete Advisory Council in recognition of a faculty member’s dedication, support, and guidance to NE10 student-athletes. The award was named in honor of long-time Saint Michael’s Faculty Athletic Representative, Dr. Dave Landers, in June 2018.

The award process is managed and the recipient is selected by the NE10 Conference SAAC. Each NE10 institution shall nominate one Faculty member from their institution.

The recipient of the annual NE10 Dave Landers Faculty Mentor Award will have his/her nomination forwarded to the NCAA as the Conference’s nominee for the NCAA DII Dr. Dave Pariser Faculty Mentor Award. Both the Conference and National award honors an institutional faculty member who has demonstrated dedication, support, and guidance to student-athletes and the institution’s athletics program. Division II sets forth a strong commitment to prepare student-athletes to excel in their endeavors after their athletics careers have ended and nominees for this award should exemplify this philosophy.

Each nominee should demonstrate exemplary support to student-athletes both on and off the field/court of competition while representing the NCAA Division II core values of learning, passion, service, resourcefulness, sportsmanship and balance. This support can include, but is not limited to, athletics, academics, life skills, career development or other areas.

Qualifications:
- Must be a faculty member at an NE10 institution.
- Cannot be a faculty member who is a member of the coaching or athletics administration staff, including athletic training.
- Shows support to student-athletes both on and off the field/court of competition. This support could be provided through, but is not limited to, athletics, academics, life, career development or other areas.

Selection Process:
- NE10 member institutions fill out nomination forms and submit them to the conference office.
- Once all nominations have been received, the Student Athlete Advisory Council reviews and votes on all nominations.

Timeline:
- Annually, on approximately March 1: NE10 nomination form distributed to the NE10 SAAC
- Approximately May 1: NE10 institutional nominations due to the NE10 office
- Approximately May 10: Conference SAAC votes due
- First Monday in June: Dave Landers Faculty Mentor Award recipient is announced at annual NE10 awards dinner
- October 15: NE10 nomination for Dr. Dave Pariser Faculty Mentor Award due to NCAA
**All-Conference Awards**

The conference will recognize the athletic accomplishments of student-athletes in all sponsored sports via All-Conference teams.

In team sports that conduct round robin, regular season competition, the All-Conference teams will be selected by the head coaches in that sport at the conclusion of the regular season.

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<td>Basketball</td>
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In the team sports listed above (with the exception of tennis), institutions shall nominate student-athletes utilizing the method provided by the conference office. The NE10 will compile the nominees and distribute a ballot that is accompanied by appropriate statistics. It is the responsibility of each head coach to vote in a timely manner prior to the established deadline.

All voting will be done via a ballot. Exceptions in voting method may be made for those sports that do not play a full conference schedule against every other NE10 institution. (E.g., softball, baseball). Upon the request of the coaches group, and with the exception granted by the Sport Administration Council, voting may then be conducted in-person at the conclusion of the regular season.

All-Conference honors for tennis shall be based solely upon regular season results during conference competition and there is no formal nomination process. First and Second All-Conference honors are awarded for Singles positions No. 1 through No. 6 and Doubles positions No. 1 through No. 3. (Please refer to the tennis policy manual for the specifics on how the All-Conference tennis calculations are completed.)

All team sports shall have three all-conference teams (First, Second, and Third). Additionally, every team sport with round robin scheduling shall have one all-rookie team selected.

In sports that conduct only a Conference championship with no conference mandated regular season play, with the exception of men’s and women’s golf, the All-Conference teams will be determined based upon the individuals’ placement/finish during the Conference Championship.

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In Swimming & Diving and Indoor and Outdoor Track & Field, the top three finishers in every event shall earn All-Conference honors. (1st place is recognized as First Team All-Conference, second place is Second team, and third place is Third team.) In cross country, finishers 1-7 shall be designated as First team All-Conference, 8-14 as Second team, and 15-21 as Third team.
In golf, recognizing that the Conference Championship currently occurs in the fall semester, All-Conference golf recognition is awarded through a similar manner as team sports. Institutions shall nominate student-athletes utilizing the method provided by the conference office. The NE10 will compile the nominees and create a Ballot. All voting will be done via a ballot.

All Student-athletes selected to any First Team All-Conference, with the exception of Swimming & Diving and Track & Field, are given a memento for the honor (e.g., plaque). In Swimming & Diving and Track & Field, First, Second and Third Team All-Conference accolades are recognized with a medal at the Championship.

Information related to the specific composition of each sports All-Conference team (by position, at large, number of forwards, etc.) is contained within each sports’ specific Policy Manual.
Naming of NE10 Trophies

On occasion, it may be appropriate and/or desirable to name a NE10 annual major award (e.g. coach of the year, player of the year, etc.) and/or Championship trophy for an individual associated with the Conference. The Athletics Council is charged with reviewing nominations and forwarding those approved to the Council of Presidents for their endorsement. The Council of Presidents has the final authority for naming of NE10 annual major awards and/or Championship trophies.

Nominations
Nominations may be made by an interested Conference member (e.g., Directors of Athletics). Candidates may not be an employee of a NE10 institution or NE10 office at the time of their naming.

Criteria
The Athletics Council will consider the following criteria when determining whether to recommend that a trophy and/or award be named for a candidate.

a. Must have made an outstanding contribution in the field of athletics at an NE10 institution; and
b. Must have held a leadership position at a NE10 institution (e.g. head coach, senior campus administrator, senior conference office administrator, etc.) for a period of 10 years or more; and
c. Must have accomplished a significant achievement in their sport. The following are examples of a significant achievement: i. NCAA National Championship ii. National Lifetime Achievement Award iii. Inducted into sport-specific Hall of Fame iv. NCAA and/or NE10 records v. National honors in athletic leadership; and
d. Recommended that the candidate be away from participation in college athletics for a minimum of 5 years, or be deceased.

Duration of Award
Once an annual major award and/or Championship trophy has been named after an individual, it may only be changed or retired by action of the Athletics Council and endorsement by the Council of Presidents.

Current Named Awards
1. Baseball: Bob Belizzi Coach of the Year
2. Men’s Golf: Gordon McCullough Medalist Award
3. Volleyball: Sandy Hoffman Coach of the Year
4. Faculty Mentor Award: David Landers Faculty Mentor Award, presented by the NE10 Student Athlete Advisory Council
SPORTS ADMINISTRATION

Scheduling Policies

General Principles
As a matter of general policy, all regular season Conference contests and meets shall be scheduled upon dates that will not conflict with established institutional exam periods. In addition, conference schedules will be formulated so as to minimize the amount of regularly scheduled class time missed by student-athletes.

Arriving late for a conference contest
When a conference opponent is unable to arrive at the site of the Conference game within an hour of the posted start time due to circumstances beyond its control, the visiting team must place a phone call to a member of the home team's coaching staff at least 60 minutes before the posted game time or as soon as practical. If a member of the coaching staff cannot be reached, then a call shall be made to an athletics administrator.

In the instance where a Conference team arrives late to a scheduled NE10 contest and there is no applicable sport-specific playing rule or NE10 sport code policy that addresses the minimum amount of time to provide for a warm-up, a minimum of 30-minute warm-up period shall be provided to the team before the game commences. The 30-minute clock shall start when the team arrives on the field, court or rink.

Establishment of Schedules
Whenever possible, conference schedules will be established at least two years in advance. All schedules, with the exception of baseball and softball, shall be issued in two-year pairs that reverse home and away designation from the first year to the second year.

When establishing Conference schedules, consideration shall be given to the following criteria, listed in no particular order:

- Equitable balance of Home and away games
- Annual rotation of home and away designation between teams
- Travel distance, with goal of longest trips placed on weekends
- Number of mid-week AWAY games
- Mindfulness of weekend HOME games
- Not more than 3 road games in a row (exception Baseball and Softball)
- Weekly rotation between Tuesdays and Wednesdays for midweek games
- Not more than one midweek game per week (exceptions to this may be agreed upon by two competing teams)

Divisions
When the Conference establishes a Conference schedule with a divisional composition, the divisions shall be based on institutional geography. It is preferred that the divisions have the same membership across sports that utilize them.

Schedule Approval
The Conference staff shall issue a draft schedule to members of the Athletics Council for their review. Copies shall also be distributed to head coaches. There shall be a 7-day comment period that commences upon distribution of the draft. Any concerns or comment regarding the draft schedule shall be forwarded to the NE10 office by a member of the Athletics Council (AD or SWA). The NE10 will review all concerns
and determine if changes can be made such that there is minimal impact on the totality of the schedule and don’t negatively impact the criteria listed above. Institutions shall be notified once a schedule is considered final.

Submission of Schedules
Each institution is required to submit complete (i.e., conference and non-conference opponents) HOME schedules in all team sports to the conference office at least 6 months prior to that particular sport season for the purpose of assigning game officials.

Completion of Schedules
All member institutions sponsoring a Conference sport that has round robin scheduling with a master scheduled developed by the Conference staff must complete the conference schedule in its entirety. Failure to do so, without official Conference approval, will result in penalties that may include fines and/or ineligibility for future championships. Repeated failures may result in broader Conference sanctions.
NE10 Conference Men’s Ice Hockey Policies

Preseason Weight Training, Conditioning
Student-athletes shall not engage in weight training and/or conditioning before September 7 or the institution’s fourth day of classes (as set forth in its catalog, counting Monday through Friday only), whichever is earlier. Full Team Activities and/or Skill Instruction shall not be allowed prior to the first permissible on-ice practice date.

Preseason Practice
A NE10 institution shall not commence practice sessions in ice hockey before the second Monday in October. (Revised 03/2018 for 2018-19 season)

First Contest
A member institution shall not play its first contest (game, exhibition or scrimmage) against outside competition in ice hockey before the third Friday following the first permissible practice date, except as provided below in the annual exceptions noted below (Revised 03/2018 for 2018-19 season):

Preseason Scrimmage or Exhibition
A member institution may annually conduct two scrimmages, exhibition games or joint practice sessions before the first permissible contest date. (Revised 09/2018)

Contest vs NCAA Division I Varsity Opponent
An institution may annually participate in a one or two-game series, played on consecutive days against the same NCAA Division I varsity intercollegiate Men’s Ice Hockey opponent, prior to the first permissible NE10 contest date. To adequately prepare for this situation, the NE10 institution is allowed five on-ice practice opportunities prior to the start of the series. After the conclusion of the contest(s) vs the DI opponent, the NE10 team is then prohibited from additional on-ice practice opportunities until the Conference’s first permissible practice date noted above.

First Permissible Practice & Contest Dates for 2018-2022

<table>
<thead>
<tr>
<th></th>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice</td>
<td>October 8</td>
<td>October 14</td>
<td>October 12</td>
<td>October 11</td>
</tr>
<tr>
<td>Contest</td>
<td>October 26</td>
<td>November 1</td>
<td>October 30</td>
<td>October 29</td>
</tr>
</tbody>
</table>

Tryouts with Prospective Student Athletes
A NE10 men’s ice hockey team and/or coaching staff, on its campus or elsewhere, shall not conduct (or have conducted on its behalf) any physical activity (e.g., practice session or test/tryout) at which one or more prospective student-athletes reveal, demonstrate or display their athletics abilities in the sport of ice hockey.

Tryouts—Enrolled Student
A NE10 member institution may conduct a tryout of a full-time student currently enrolled at the institution only on its campus or at a site at which the institution normally conducts practice or competition during the regular academic year. The on-ice tryout must not occur before the first permissible on-ice practice date. All other conditions in NCAA Division II Bylaw 17.02.14 shall apply to a tryout of an enrolled student in the sport of men’s ice hockey.
Athletically-Related Aid
Men’s ice hockey student-athletes may not receive athletically-related financial aid in the sport of ice hockey or any other sport in which the student-athlete participates. If a student-athlete receives athletics aid for participation in a sport other than ice hockey, this student-athlete is prohibited from participating on the men’s ice hockey team.
**Communications**

**NE10 Athletic Communications Guidelines**

AP Style for states  
Hometown/High School/Previous School  
Class: (Fr., Fr. R, So. Jr., Sr., Gr.)  
Coaches: (With alma mater and year), Season  
Positions:  
Basketball: G, F, C  
Baseball/Softball: 1B, 2B, 3B, SS, C, LF, CF, RF, P, OF, IF, DH, DP, UT; B/T: R, L, S  
Field Hockey/Soccer: F, M, B, GK  
Ice Hockey: F, C, D, LW, RW, RW, G  
Lacrosse: A, M, D, GK  
Track & Field: Sprints, Mid. Distance, Distance, Jumps, Throws, Multi (Or specific events: Javelin, High Jump, 100, 1500, etc.)  
Swimming & Diving: Back, Breast, Free, Fly, IM, Diving, Multi, Distance, Sprints

**Examples:** Follow the below criteria for rosters  
-Each school could use their own style for their own website/personal use.

### Men's Basketball, Football, Men's Soccer, Men's Lacrosse (Numerical)

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Cl.</th>
<th>Pos.</th>
<th>Ht.</th>
<th>Wt.</th>
<th>Hometown/ High School/ Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Joe Smith</td>
<td>Sr.</td>
<td>G</td>
<td>6'2&quot;</td>
<td>220</td>
<td>Easton, Mass./ Brockton/ Boston College</td>
</tr>
</tbody>
</table>

Head Coach: Al Taylor (Springfield 00), First Year  
Assistant Coach(es): Leroy Butler  
Captains: Joe Smith and Plaxico Burress  
* Name only for captains. List only if available.

### Women's Basketball, Field Hockey, Women's Soccer, Women's Lacrosse (Numerical)

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Cl.</th>
<th>Pos.</th>
<th>Ht.</th>
<th>Wt.</th>
<th>Hometown/ High School/ Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Jane Smith</td>
<td>Fr.</td>
<td>F</td>
<td>5'9&quot;</td>
<td>220</td>
<td>Brockton, Mass./ Brockton</td>
</tr>
</tbody>
</table>

### Baseball (Numerical)

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Cl.</th>
<th>Pos.</th>
<th>B/T</th>
<th>Ht.</th>
<th>Wt.</th>
<th>Hometown/ High School/ Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Joe Smith</td>
<td>Sr.</td>
<td>3B</td>
<td>R/R</td>
<td>5'9&quot;</td>
<td>220</td>
<td>Albany, NY/ Albany</td>
</tr>
</tbody>
</table>

### Softball (Numerical)

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Cl.</th>
<th>Pos.</th>
<th>B/T</th>
<th>Ht.</th>
<th>Wt.</th>
<th>Hometown/ High School/ Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Jane Smith</td>
<td>Sr.</td>
<td>3B</td>
<td>R/R</td>
<td>6'0&quot;</td>
<td>220</td>
<td>Albany, NY/ Albany</td>
</tr>
</tbody>
</table>

### Ice Hockey (Numerical)

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Cl.</th>
<th>Pos.</th>
<th>Ht.</th>
<th>Wt.</th>
<th>Hometown/ High School/ Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Joe Smith</td>
<td>Sr.</td>
<td>F</td>
<td>6'0&quot;</td>
<td>220</td>
<td>Albany, NY/ Albany</td>
</tr>
</tbody>
</table>

### Cross Country, Golf, Tennis (Alphabetical)

<table>
<thead>
<tr>
<th>Name</th>
<th>Cl.</th>
<th>Hometown/ High School/ Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td>Sr.</td>
<td>Albany, NY/ Albany</td>
</tr>
</tbody>
</table>
Track Swimming & Diving (Alphabetical)

<table>
<thead>
<tr>
<th>Name</th>
<th>Cl.</th>
<th>Events</th>
<th>Hometown/ High School/ Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td>Sr.</td>
<td>Throws</td>
<td>Albany, NY/ Albany</td>
</tr>
</tbody>
</table>

Stat crew Rosters

In order to standardize the way that rosters are set up throughout the conference, all rosters for all sports will use the First Name Last Name format. Ex.) Joe Smith’s name would be entered as Joe Smith. Please do not use the following formats: Smith, Joe; J. Smith; or any other format that does not meet the above guideline.

For baseball and softball, there is a Short Name and Extended Name in the roster setup. In this scenario, the short name would be Smith and the extended name would be Joe Smith. In the event that you come across the situation where you have a Joe Smith and a Jerry Smith playing on your team, Joe would be known as Smith, Jo. in the short name, while Jim Smith would be Smith, Ji.

*If you give both players the short name of Smith, when compiling game files in the conference stat crew the system doesn’t recognize them as two players, it recognizes them as one player.

All stat crew rosters must include class status (Fr., So., Jr., Sr.)

Box Score

The home scorebook is the official box of the game/match. Any changes to the final box score must be requested within 48 hours of the conclusion of the game/match (excluding participation). If the home scorekeeper approves the change, they will then in return send an updated file to the visiting team and conference office. If the home scorekeeper does not approve the change, the box score will remain as is.

Scores/ Game Files

The home team for all conference contests is responsible for posting the final score; uploading the XML game file (currently just for football and basketball) to the Presto SID Scoreboard/Schedule interface and submitting the stat crew game file to the visiting team and conference office immediately following the game. Each school is responsible for non-conference contests as well.

- If a game is postponed or cancelled do not remove the game from the network system. Leave the game posted at least 24 hours after the game was to be played.

- In the event that you will not be able post the final score or send out the final game file to the visiting team immediately following the game for reasons such as internet down, multiple events, traveling, etc. give the visiting SID the courtesy of informing them of possible delays.

- In the effort to assist the home communications staff, please be sure to send any necessary materials to them by 10 a.m. the day of the game. Such items include and are not limited to; updated stats, roster files, media contact list, etc.

Weekly Nominations

Nominations for team sports are due to the conference office on Monday or Tuesday mornings by 10 a.m. Players will be selected and sent out to the communications’ staffs as soon as possible for a coordinated release with the institution.
Team Identification Codes and Proper Names

Each institution has a three-letter ID code for use in stat crew. This is your Team ID and should be used when you set up your roster prior to the season. Additionally, the way your institution is to be referred to is located next to your ID code as your Team Name.

<table>
<thead>
<tr>
<th>TEAM ID</th>
<th>TEAM NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADE</td>
<td>Adelphi</td>
</tr>
<tr>
<td>AIC</td>
<td>American International</td>
</tr>
<tr>
<td>ASM</td>
<td>Assumption</td>
</tr>
<tr>
<td>BEN</td>
<td>Bentley</td>
</tr>
<tr>
<td>FPU</td>
<td>Franklin Pierce</td>
</tr>
<tr>
<td>LEM</td>
<td>Le Moyne</td>
</tr>
<tr>
<td>MER</td>
<td>Merrimack</td>
</tr>
<tr>
<td>PAC</td>
<td>Pace</td>
</tr>
<tr>
<td>STA</td>
<td>Saint Anselm</td>
</tr>
<tr>
<td>STM</td>
<td>Saint Michael’s</td>
</tr>
<tr>
<td>STR</td>
<td>Saint Rose</td>
</tr>
<tr>
<td>SCS</td>
<td>Southern Connecticut</td>
</tr>
<tr>
<td>SNH</td>
<td>Southern New Hampshire</td>
</tr>
<tr>
<td>STO</td>
<td>Stonehill</td>
</tr>
</tbody>
</table>

Stat Crew Naming System for Files

The following naming system for game files is in effect for all sports. Each game file will include a prefix followed by the visiting team three letter ID and the home team three letter ID. Each sport will use a different prefix and are as follows in the below examples:

For all examples, American International is the home team and Merrimack is the visiting team.

Men’s Basketball - MMERAIC
Women’s Basketball - WMERAIC
Football - FBMERAIC
Field Hockey - FMERAIC
Men’s Lacrosse - MMERAIC
Women’s Lacrosse - WMERAIC
Men’s Soccer - MMERAIC
Women’s Soccer - WMERAIC
Volleyball - VMERAIC
NE10 Championship Games – NEMERAIC

In the sports of baseball and softball the process will be a little different. Since there is a chance that a team will play a conference member more than three times in the course of a season the following naming system will be in place.

Baseball
Use the prefix B followed by the visiting team three letter ID and then the home team three letter ID. Finally include a number to represent the game meeting between the two schools. For example, American International is playing Merrimack for the fourth time in a single game contest. The game file
would be named BMERAIC4. If the two teams meet for a fifth time but the home/visitor is reversed the
game file would be named BAICMERS5.

**Softball**

Use the prefix S to name the game files and follow the same directions for baseball.

**Setting Up a Game**

When setting up a game in stat crew, use the following guidelines for the categories listed below.

- **Date:** Use the six digit format of mm/dd/yy (Ex. 05/08/09)
- **Location:** Use city followed by AP state abbreviation (Ex. Boston, Mass.)
- **Weather:** Not a mandatory requirement
- **Time:** When recording game time, record the actual time the game started for all sports except for basketball, which should be listed as the scheduled starting time
- **Officials:** Required to be entered for Football and Basketball. All other sports it's recommended to fill out.

**Wrapping Up The Game**

Once the game has ended, use the following guidelines for the categories listed below.

- **Records:** Include updated records at the conclusion of the game. (10-2, 7-1 NE10)
- **End Time:** Record the time the game officially ended
- **Time of Game:** The total time from the official start of the game until the official end of the game. If the
game started at 7:00 p.m. and ended at 9:03 p.m., the time of game is 2:03

- **Attendance:** Even though many schools do not charge admission and do not have an official attendance
figure, attendance is mandatory on box scores for NCAA purposes. Therefore, you can estimate it
however you wish to in the sports of baseball and softball, the attendance figure for the first game of a
doubleheader is always 0, while the attendance figure for the second game is the official attendance.

**PLEASE NOTE: FOR ALL NE10 CHAMPIONSHIP EVENTS, ACCURATE ATTENDANCE FIGURES MUST BE INCLUDED IN BOX SCORE**

- **Individual Records:** Be sure to update goalie records at the end of each game for soccer, field hockey and
lacrosse. In the sports of baseball and softball, be sure to update the record of the winning pitcher,
losing pitcher and the pitcher receiving the save if one is warranted.

- **Post Season Notes:** For NE10 Championship contests indicate the following in the notes portion. Ex) #1
American Int'l vs. #2 Le Moyne; winner faces #5 Merrimack.

**NE10 Logo**

All game programs and promotional material (i.e. media guides, etc.) must have the NE10 logo visible. If
you need any assistance with the logos that should be used, please contact the conference office.
HEALTH AND SAFTEY

Concussion Management Plan

Per NCAA Bylaw 3.3.4.16, every Division II institution must have a concussion management plan for its student-athletes.

3.3.4.16 Concussion Management Plan. An active member institution shall have a concussion management plan for its student-athletes. The plan shall include, but is not limited to, the following:

a) An annual process that ensures student-athletes are educated about the signs and symptoms of concussions. Student-athletes must acknowledge that they have received information about the signs and symptoms of concussions and that they have a responsibility to report concussion-related injuries and illnesses to a medical staff member.

b) A process that ensures a student-athlete who exhibits signs symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions;

c) A policy that precludes a student-athlete diagnosed with a concussion from returning to athletics activity (e.g., competition, practice, conditioning sessions) for at least the remainder of that calendar day; and

d) A policy that requires medical clearance for a student-athlete diagnosed with a concussion to return to athletics activity (e.g., competition, practice, conditioning sessions) as determined by a physician (e.g., team physician) or the physician’s designee.
**FINANCIAL**

**NCAA Financial Reporting System**

The NCAA requires that institutions submit revenues and expenses information for their athletic department as well as other general information online annually. This report is mandatory in Divisions I and II. This report is to be reviewed by the Chief Executive Officer of the institution prior to submitting electronically to the NCAA by the January deadline. NE10 institutions are required to affirmatively check the box indicating Share with Conference so that the Commissioner has access to institutional information via the IPP system.

The Department of Education requires that institutions submit annually information related to equity in athletics. The information must be made available to the public as well as submitted to the Department of Education.

The NCAA requires institutions to have an independent public accountant review their revenues and expenses according to the NCAA Agreed-Upon Procedures Guidelines. In Division II, at least once every three years, all expenses and revenues for or on behalf of a Division II member institution’s intercollegiate athletics programs, including those by any affiliated or outside organization, agency or group of individuals (two or more), shall be subject to agreed-on procedures approved by the Division II membership (in addition to any regular financial reporting policies and procedures of the institution) conducted for the institution by a qualified independent accountant who is not a staff member of the institution and who is selected either by the institution’s president or chancellor or by an institutional administrator from outside the athletics department designated by the president or chancellor.

If, within the last three years, the institution has conducted an overall institutional audit that includes a financial audit of all athletics department funds, then the institution is not required to perform a separate financial audit of all athletics department expenditures.” The report created pursuant to the approved procedures shall be completed and presented to the president or chancellor on or before January 15 after the end of the institution’s fiscal year.”

**Compensation Survey**

The NE10 shall conduct a biannual compensation surveys for coaches and administrators. Participation in the surveys is mandatory. Compensation shall be gathered in ranges and reported anonymously.

In lieu of previously distributed NCAA Dashboard reports, a NE10 President, Vice President or Director of Athletics may contact the Commissioner to request detailed academic, demographic and financial reports for the Conference that the Commissioner may access through the NCAA IPP system.
COMPLIANCE

RULES INTERPRETATIONS
The Assistant/Associate Commissioner for Compliance will provide interpretations of NCAA rules via phone and electronic correspondence. E-Mail is the preferred method of asking interpretation questions. When necessary, the Assistant/Associate Commissioner for Compliance will work with the NCAA (via RSRO or assigned conference contact) or other Division II conference's compliance coordinators to resolve interpretative issues.

Institutions should contact the Assistant/Associate Commissioner for Compliance for all interpretative questions and should only contact the NCAA if the Assistant/Associate Commissioner for Compliance is unable to respond to the question within 48 hours.

All interpretative questions from institutional employees or boosters should go through that institution's compliance coordinator and/or director of athletics.

LEGISLATIVE UPDATES
The Assistant/Associate Commissioner for Compliance will provide legislative updates to member institution's directors of athletics, compliance personnel, senior women administrators, and faculty athletic representatives on various timely legislative issues. Institutions will be responsible for disseminating the information to the appropriate constituencies on campus.

EDUCATIONAL AIDS
The Assistant/Associate Commissioner for Compliance shall provide education materials to help institutional compliance personnel, directors of athletics, coaches and other athletic department personnel.

EDUCATIONAL SEMINARS
When requested, the Assistant/Associate Commissioner for Compliance will conduct rules education seminars for coaches and athletic department administrators. Such a request should be made to the Assistant/Associate Commissioner for Compliance at least one month in advance.

COMPLIANCE REVIEWS
The Associate/Assistant Commissioner for Compliance will annually travel to each member institution (August-May) to review institutional compliance policies and procedures within a specific focus area. During this annual visit, s/he will meet with the Compliance Coordinator and other staff (athletics and non-athletics) regarding that specific bylaw area. The campus visit will last approximately 3-5 hours.

Institutions will be required to submit written policies and procedure on all topical areas annually; however, the visit will focus on one of the areas each year. This chosen focus area may either be determined by the institution or the conference office, and should be the area that the institution or Conference has identified as the one in current need of the most assistance and/or improvement. All topical areas would be reviewed in a five year rotation on each member campus.

Topical Areas to choose from (one per year, each to be completed in a five-year cycle):
- Eligibility – NCAA Bylaw 14.
- Playing and Practice Seasons – NCAA Bylaw 17.
CONFERENCES CALLS
During the academic year the Assistant/Associate Commissioner for Compliance shall coordinate and conduct conference calls with the NE Compliance Coordinator Council. The conference call will be used to update compliance coordinators on timely matters, discuss common problems and review interpretative issues. The Assistant/Associate Commissioner for Compliance is responsible for following up on any unresolved issues and for reporting to the Directors of Athletics at the first applicable in-person meeting any legislative recommendations of the member institutions.

CCA COMPLIANCE ADMINISTRATORS CONFERENCE CALL
The Assistant/Associate Commissioner for Compliance is responsible for participating in the Collegiate Commissioners Association Compliance Administrators (CCACA) monthly conference calls and reporting any important information from those calls to the NE10 compliance coordinators. When necessary, the Assistant/Associate Commissioner for Compliance should forward copies of the CCA Compliance Coordinators conference call minutes to the NE10 Compliance Coordinators Council.

NE10 ANNUAL COMPLIANCE MEETING
The Assistant/Associate Commissioner for Compliance will be responsible for coordinating the NE10 Compliance Coordinator Council meeting. The Assistant/Associate Commissioner for Compliance along with each institution’s compliance coordinator shall determine the agenda for the meeting. This meeting may include presentations by a representative(s) from the NCAA staff and other individuals as deemed necessary.

COACHES CERTIFICATION EXAM
The Assistant/Associate Commissioner for Compliance will coordinate and distribute the NCAA Coaches Certification Program materials as they are received from the NCAA. If requested, the Assistant/Associate Commissioner for Compliance will administer the exam at the institution, or in special situations at the Conference office, otherwise all testing materials are forwarded to the faculty athletics representative who will coordinate the administration of the exam on the institution’s campus. Institutions are strongly encouraged to administer the test online.

NATIONAL LETTER OF INTENT PROGRAM
The Assistant/Associate Commissioner for Compliance shall be responsible for coordinating the National Letter of Intent. Additionally, the Assistant/Associate Commissioner for Compliance shall be responsible for validating all signed National Letters of Intent. All institutions are required to participate in the National Letter of Intent program. Letters should be filed with the Conference according to the rules and regulations governing the National Letter program. Letters of Intent signed by student-athletes who seek to participate in non-conference sports also should be filed with the according to the same procedures.

PROGRESS TOWARD DEGREE WAIVERS
Progress toward degree waivers (i.e. medical absence, and international competition waivers) will be administered by the Assistant/Associate Commissioner for Compliance. A Conference form for these waivers will be distributed via email. Information forwarded to the Assistant/Associate Commissioner for Compliance should include a cover memo outlining the facts plus the appropriate medical documentation, academic transcripts, team schedules, and a copy of official documentation of withdrawal. An institution may appeal the decision of the Assistant/Associate Commissioner for Compliance to the Division II Academic Requirements Committee of the NCAA. The Assistant/Associate Commissioner for Compliance will only review medical absence waivers for terms that occurred at an NE10 institution. Waivers will not be reviewed for transfer student-athletes.
MEDICAL HARDSHIP WAIVERS
Medical hardship waivers will be administered by the Assistant/Associate Commissioner for Compliance. A Conference form for these waivers will be distributed via email. Information forwarded to the Assistant/Associate Commissioner for Compliance should include a cover memo outlining the facts plus the appropriate contemporaneous medical documentation, player statistics and team schedules. An institution may appeal the decision of the Assistant/Associate Commissioner for Compliance to the Division II Committee on Student-Athlete Reinstatement of the NCAA.

NCAA WAIVERS
The Assistant/Associate Commissioner for Compliance, when requested, will help member institution's compliance coordinators in applying for any of the various NCAA waivers. As the conference office cannot view waivers in RSRO, please send the Assistant/Associate Commissioner for Compliance a pdf copy of the submitted waiver and the decision.

NCAA CONFERENCE CONTACT
The Assistant/Associate Commissioner for Compliance will participate in the NCAA Conference Contact Program and act as facilitators between the NCAA Academic and Membership Affairs Staff and the Conference member institutions.

NCAA FINANCIAL AID FORM
Institutions are required to submit NCAA squad lists to the Conference Office for all sports no later than October 15 and a final copy between May 1 and May 15.

NCAA ELIGIBILITY CHECKLIST
Institutions are required to submit NCAA Eligibility Checklist to the Conference Office prior to the first contest (exempt/scrimmage/countable) regardless of championship or non-championship segment.

SECONDARY VIOLATIONS
Institutions are required to select the Assistant/Associate Commissioner for Compliance for a sign off for all violations and/or reinstatements that involve ineligible student-athletes participating in a conference game/tournament/event. For all other violations/reinstatement, a conference office signature is optional. Additionally, the only time there would be conference penalties/actions would be when an ineligible student-athlete(s) participates in a conference game, match, championship, etc.

NCAA SPORT SPONSORSHIP REPORT
Institutions are required to submit a pdf copy of the NCAA Sport Sponsorship Report no later than August 1st.

CONFERENCE OFFICE ENFORCEMENT RESPONSIBILITIES
The investigation of alleged violations and the reporting of violations are an institutional obligation. When requested, the Commissioner and Assistant/Associate Commissioner for Compliance may assist institutions in processing secondary violations.

The Assistant/Associate Commissioner for Compliance shall help institutions identify violations by applying the legislation and interpretations to known factual situations. Once it is determined that a violation has occurred, it is the responsibility of the institution to report the violation using the appropriate procedures established by the Conference.

However, when requested by the institution, the Assistant/Associate Commissioner for Compliance may assist the institution in processing such violations by:

1. Assisting the institution in identifying the violation as secondary;
2. Assisting the institution in identifying any mitigating circumstances;

3. Assisting the institution in determining the appropriate institutional action that should be taken to remedy the situation;

4. Assisting the institution in determining appropriate penalties that would likely be accepted by the Enforcement Staff, the NCAA Committee on Infractions, the Student-Athlete Reinstatement Staff, or the NCAA Student-Athlete Reinstatement Committee;

5. Assisting the institution in processing secondary violations through correspondence to the Enforcement Staff;

6. Assisting the institution in processing major violations through summary disposition, or Committee on Infractions or;

7. Assisting the institution in processing any eligibility appeals through the Student-Athlete Reinstatement Staff, or the NCAA Student-Athlete Reinstatement Committee.

[Note: Requests for Conference assistance regarding major violations will be handled by the Commissioner and the Assistant/Associate Commissioner for Compliance.]

The Assistant/Associate Commissioner for Compliance’s responsibilities does not include investigating allegations of violations regarding the actions of a member institution regardless of whether those allegations are from someone within or outside the Conference. However, once an institution has decided to investigate allegations of a potential violation(s) the institution may request the Assistant/Associate Commissioner for Compliance to assist in the investigation of the allegations. Please be advised that such a request must be approved by the Conference Commissioner who will consider the cost to the Conference and the time commitment required of the Assistant/Associate Commissioner for Compliance in making her decision.

When allegations of a violation committed by a member institution comes from a coach or administrator at an institution within the Conference, the Assistant/Associate Commissioner for Compliance’s responsibility is to act as a mediator or facilitator not as an investigator. One acceptable method for carrying out this duty would be for the Assistant/Associate Commissioner for Compliance to distribute a memo to all Directors of Athletics, Compliance Coordinators and Coaches of the sport in question indicating how the application of NCAA legislation and/or interpretations apply to the alleged facts in question. It would then be the responsibility of the institution(s) to determine whether or not they are in compliance. If an institution is not in compliance, it is the institution’s responsibility to report any violations to the NCAA. If the institution(s) ignores the memo and a member institution has concrete evidence that the institution(s) is in violation, such information should be forwarded to that institution’s Director of Athletics and Compliance Coordinator as well as the Conference Commissioner and Assistant/Associate Commissioner for Compliance who will determine the appropriate remedy for the situation.

**Secondary Violations**

Pursuant to the rules established by the NCAA, institutions are required to submit all NCAA violations via the RSRO system.

**Conference Sanction Policy**

The NE10 Commissioner and Assistant Commissioner who oversees compliance will monitor all NCAA major and secondary infractions cases with the institution in question. In those cases where NCAA sanctions, fines and forfeitures could directly and negatively impact the conference, the following procedures will apply:
A. Major Violations

1. The conference reaffirms that the investigation and the sanction process for violations of NCAA rules and regulations rest with the institution and the NCAA. However, the conference retains the prerogative of reviewing and taking additional action on a case-by-case basis.

2. If penalties imposed by the NCAA, NE10 Conference or self imposed by the institution prohibit postseason competition in a particular sport(s), the institution penalized shall not be eligible to participate in postseason conference championship events in that sport(s) during the years the institution is not eligible for NCAA championship competition. In addition, if the institution is fined by the NCAA or is required to return funds to the NCAA as a result of sanctions against it or due to the participation of an ineligible student-athlete, that institution shall be solely responsible for the payment of these funds.

3. The director of athletics for the affected institution will provide to the Commissioner a list of its sanctions after official notification by the NCAA. If practicable, the institution will provide to the Commissioner this information prior to it being announced publicly. Until such public announcement, however, all information is to be held in the strictest of confidence.

4. When the institution has exhausted all its administrative remedies with the NCAA (e.g., appeal to the Infractions Appeals Committee) the commissioner has the authority to recommend to the Administrative Committee further conference sanctions/penalties.

5. If the Commissioner determines that additional sanctions/penalties should be imposed by the conference, the Commissioner will notify the director of athletics of the affected institution and provide a copy of the NCAA report along with the Commissioner’s recommended additional sanctions/penalties to the Administrative Committee. After receipt of this documentation, the Administrative Committee will convene a conference call to discuss the case and accept or modify the Commissioner’s recommendation(s). The director of athletics of the affected institution may be asked to participate in the initial segment of the Administrative Committee’s call to answer questions for purposes of clarification, and then be required to leave the call.

6. The Administrative Committee’s recommendation(s) will be forwarded to the Presidents to be accepted or modified.

7. The Presidents will convene a conference call or meeting to review the recommendation(s) of the Administrative Committee. The President of the affected institution may be asked to participate in the initial segment of that session for purposes of clarification and may then be required to leave the session.

8. Final action taken by the Presidents will be made known immediately to the Conference Commissioner who will notify the affected institution, and the other members of the conference.

B. Secondary Violations Resulting in No NCAA Fine or Forfeiture.

1. The institution will report the violation using the appropriate procedures established by the NCAA and the Conference.

2. If the NCAA’s response is to accept the institution’s corrective action without imposing a fine or forfeiture the conference office will maintain on file the institution’s self report.

C. Secondary violations Resulting in an NCAA Fine or Forfeiture.
1. The institution will report the violation using the appropriate procedures established by the NCAA and the Conference.

2. If the NCAA’s response is to fine the institution but not forfeit any contests or individual records, then the payment of the fine is the institution’s responsibility.

3. If the NCAA’s response is to include forfeiture of contest(s) or individual record(s) inclusive or exclusive of a fine due to the use of an ineligible student-athlete, the Commissioner may impose an additional penalty requiring the institution to be subject to an external review of the institution’s compliance monitoring system(s) in place to monitor the specific compliance area in which the violation occurred.
   
   a. The Commissioner and Assistant/Associate Commissioner for Compliance will determine the individual(s) who will conduct the external review.
   
   b. The individual(s) conducting the external review will report their findings to the Commissioner and Assistant/Associate Commissioner for Compliance who will determine if any additional corrective actions or sanctions (e.g., public censure) should be imposed on the institution.
   
   c. The Commissioner and Assistant/Associate Commissioner for Compliance may report the findings, corrective actions and any other sanctions to the Administrative Committee.
   
   d. The Administrative Committee may accept or modify the Commissioner’s recommended corrective action(s) and/or additional sanction(s).
   
   e. The affected institution may appeal the Commissioner’s recommended actions and/or additional sanctions to the Administrative Committee. Notice of the request for appeal must be received by the Commissioner within 60 days from the institution’s receipt of the conference’s letter of corrective action(s) and/or sanction(s).
   
   f. All requests must be approved by the Administrative Committee who will determine the appeal process. If the Administrative Committee denies the request for an appeal, the original corrective action(s) and/or sanction(s) imposed by the Commissioner must be carried out by the institution.
**MISCELLANEOUS**

**Management Council Nomination**

Upon notification from the NCAA, the Commissioner will seek nominations for the Conference representative from each category (AD, SWA and FAR). Each individual Council will then vote on their respective nominee. That slate would then be forwarded to the Athletic Council and Council of Presidents Executive Committee for formal endorsement and submission to the NCAA. Each Director of Athletics shall be notified of a nominated SWA from your institution and each President or Vice President for each AD and FAR nominated. The Conference office may have a staff member nominated upon the support of the Council of Presidents Executive Committee.

**NCAA Conference Grant Program**

**Allocation Amount**

The allocation of conference grant dollars provides for a base amount of $90,000 ($100,000 as of September 1, 2018) to each active Division II conference in good standing and a premium amount based on the number of active institutions in the conference during the previous academic year. The 2017-18 and 2018-19 premium for the NE10 is $48,000 for a total distribution of $138,000 in 2017-18 ($148,000 in 2018-19).

**Strategic Positioning Outcome Areas**

The conference’s allocation must be used to fund the five strategic positioning outcome (SPO) areas listed below.

- Academics and Life skills
- Athletics Operations and Compliance
- Diversity and Inclusion
- Game Day and Conference and National Championships
- Membership and Positioning Initiative

**Minimum Allocation**

A minimum of 10 percent (50 percent total) must be spent in each of the five SPO areas. The remaining allocation (50 percent total) may be spent in any of the five SPO areas, as determined by the conference.

**Subgrants**

Within each SPO area, the conference may designate a portion of its total grant allocation in the form of subgrants to one or more of its member institutions for specific programs identified by the conference. As part of the conference grant report, the conference shall indicate those institutions that received funds, the amount received by each institution and an explanation of how the funds were used by the institution. The conference shall keep on file any documentation used by the conference and member institutions related to the conference’s subgrant process. It will be at the conference’s discretion as to whether to permit institutions that are members of the conference and going through the Division II membership process to receive subgrants from the conference grant program.
NE10 Grant Committee

The NE10 shall utilize representation from its membership to develop initiatives, approve allocations by outcome area, select grant recipients, and review past grant programs to evaluate success.

The Conference Grant Committee shall consist of two Directors of Athletics, one of which shall represent the Athletics Council Executive Committee beginning their term concurrent with serving as 2nd Vice Chair; two Senior Woman Administrators and; one Faculty Athletics Representative (which shall not be the FAR Chair). Each member’s term length shall be two years and will commence on July 1st. An institution may not be represented in more than one position at the same time.

NCAA Legislation Sponsorship or Co-Sponsorship

Sponsorship

Proposals for Conference-sponsored NCAA legislation may be submitted to the Conference office by any member institution, the Commissioner, or Conference committee. Proposals must be submitted to the conference office by March 1st for consideration in the upcoming legislative cycle. All proposals seeking conference sponsorship will be sent via email to institutions (AD’s, SWA’s, and Compliance Coordinator).

Proposals will be discussed with the Athletics Council and the Compliance Coordinators Council via email, conference call, or in-person to review intent, rationale, and answer any questions related to the proposal. The NE10 will sponsor a proposal into the NCAA legislative cycle if at least 75% of the NE10 membership is in support of sponsoring the proposal. Each institution will be asked to submit one vote per proposal for their support of sponsorship. This vote will not be considered as supporting the actual proposal at NCAA Convention; merely to support sponsorship.

Once a proposal has sponsorship support from the NE10, the Commissioner will work with other conference Commissioners to seek a necessary co-sponsor prior to the NCAA deadline.

Note: If the conference does not garner 75% support to sponsor the proposal, an interested institution(s) may consider sponsoring the proposal by having 15 active DII member institutions join together for sponsorship. See NCAA Bylaw 5.3.4.1 (b).

Co-Sponsorship

The Conference staff will forward via email all proposals initiated by other DII Conferences seeking a co-sponsor to the Athletics Council. In order to sign on to a legislative proposal as a co-sponsor, at least 75% of the NE10 membership must be in support of the proposal. Each institution may only submit one vote per proposal.

NE10 Selection Process for NCAA Regional Advisory Committees (RAC)

Eligibility for RAC

All full-time administrators and any head coaches (full-time or part-time) are eligible for nomination and selection to serve on an NCAA sport RAC.

Nomination Process

Notification of open position(s) are sent to member schools upon receipt of NCAA listing of openings each April. Included in the email is the expectations for committee members. The administrative openings are distributed conference-wide to administrators and the coach openings are distributed to head coaches.
Nominations are done via self-nomination and should include a statement of interest and brief statement of qualifications. Athletics Directors are copied on acknowledgement email to all nominees regarding receipt of interest in RAC opening. The Athletics Directors must confirm support with the conference office regarding all their institutional nominations.

The conference office maintains a file for each sport that shows openings, including whether they are for coach or administrator, and history of RAC service, and notes which schools may have been underrepresented.

Selection Process
A selection committee comprised of 5 ADs, 5 SWAs and 5 Administrators (i.e., CSA, Athletic Communications, Compliance Coordinator- may not include AD or SWA, but representative are chosen by the AD) and every institution is represented. The Committee rotates annually through each group. (see chart) The selection committee votes on nominations. This voting is done by mid-June.

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National SAAC Representative
Each active NCAA Division II Conference is represented on the NCAA Division II National Student Athlete Advisory Committee (SAAC). As terms expire for NE10 representatives on the National SAAC, the Conference shall solicit nominations from its membership. Per NCAA Bylaw 21.8.5.9.2., each Conference must submit to the NCAA a list of at least four nominees from four different institutions. A conference may nominate one male and one female from the same institution in the conference. Per NCAA Bylaw 21.8.5.9.3, at the time of appointment, the student-athlete must have a minimum of two years of athletics eligibility remaining. The current NCAA National SAAC reviews the nominee list and recommends each slate of appointments which must then be approved through the NCAA Management and Presidents Councils.
NE10 Conference policy stipulates that the appointed representative to National SAAC may not serve past his/her graduation date even if that term limit is in conflict with the NCAA policy of one three-year term of which up to one year of the term can be served post-graduation. To maintain consistency with traditional National SAAC service start date in April, the change in the NE10 representative will normally occur between the annual January and April national SAAC meetings. This will necessitate the development of a slate of nominees during the previous Fall, in advance of the November National SAAC meeting. Adjustments to this timeline may be made by the NE10 as necessary.

It is strongly encouraged that the NE10 representative attend all four National SAAC meetings (January, April, July, November) each year; however, at a minimum each nominee must be committed to attend at least three meetings per year. Head coaches and administrators will be asked to acknowledge support of this attendance policy prior to submitting the final list of nominations to the NCAA.

If the Conference receives more than 4 nominations for its slate after taking into account previous institutional representation, the Athletics Council Executive Committee shall be directed to finalize the list of nominees to be forward to the NCAA.