

DEPARTMENT OF ATHLETICS STUDENT-ATHLETE HANDBOOK



STUDENT-ATHLETE HANDBOOK

POLICIES AND PROCEDURES

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MISSION STATEMENT

Southern New Hampshire University Mission Statement

Southern New Hampshire University provides its graduates with the intellectual and social foundations which prepare them to lead fulfilling lives as competent, committed, and compassionate members of a global society. As an institution dedicated to teaching, Southern New Hampshire University is accessible, innovative and offers challenging educational experiences of high quality.

Southern New Hampshire University is a private, independent institution dedicated to teaching undergraduate and graduate academic programs of high quality and to giving personal support to its students. The University develops instructional programs which blend theory with practice, thus preparing graduates for personal growth and professional development.

Whether in business, liberal arts, teacher education, hospitality or related disciplines, the University is committed to the education of the whole person in a caring, challenging and friendly environment. So that its students may make positive contributions to society, the University acknowledges the importance of intellectual, professional and ethical development, community service, cultural involvement and social responsibility.

The University fosters learning partnerships among students, faculty and staff. Students become actively involved in the learning process which encompasses opportunities for community service and work experience. The University faculty includes individuals who bring practical, professional experience to the learning environment.

The University offers a diverse living and learning environment that reflects many ages, races and cultures. The multi-cultural, multi-national community promotes mutual respect and understanding of others as an integral part of its globally oriented educational purpose.

Southern New Hampshire University leads in the development of educational programs and services which reflect the changing demands and needs of students and society, thus enabling graduates to compete in the global economy.

Department of Athletics Mission Statement

The mission of the Southern New Hampshire University Department of Athletics is to provide the student-athlete the opportunity to compete at the NCAA Division II level and provide a positive experience that is consistent with the educational philosophy, values and beliefs of the university.

The intercollegiate program will challenge the student-athlete athletically and academically providing opportunities to develop character and maturity and emphasizing the values of commitment, responsibility, leadership, teamwork, discipline, and respect for oneself and others.

The Department will strive to bring honor and distinction to the university providing an energy that will foster school spirit and pride amongst the students, faculty, staff, alumni and the local community.

NCAA Division II Statement of Philosophy

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern.

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division:

- (a) Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;
- (b) That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community;
- (c) Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy;)
- (d) That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions;
- (e) Preparing student-athletes to be good citizens, leaders and contributors in their communities;
- (f) Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors;

- (g) Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit;
- (h) Recognizing the need to "balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state);)
- (i) Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes;
- (j) That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget and compliance with and self enforcement of NCAA regulations is an expectation of membership; and
- (k) That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II.

Who Are We?

We are Life in the Balance. As Division II schools and conferences, our emphasis for the student-athlete experience is a comprehensive program of learning and development in a personal setting. Our approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide our student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

What We Stand For?

Learning

We provide multiple opportunities to broaden knowledge and skills.

Service

We develop positive social attitudes through contributions to the community.

Passion

We possess enthusiastic dedication and desire in effort.

Sportsmanship

We have respect for fairness, courtesy and ethical conduct towards others.

Resourcefulness

We develop a versatile skill set drawn from a broad range of experiences.

Balance

We place emphasis on collective knowledge and an integration of skills.

Why we are proud to be a Division II School

Graduation Rates

Our student-athlete graduation rate is 10 to 15 percent higher than the total student body.

Class Time

Our regionalization philosophy rewards the scheduling of local and regional opponents during the regular season, resulting in limited missed class time.

Athletic Scholarships

Many of our student-athletes receive athletics scholarships and other forms of financial aid to pay for school.

Personal Attention

Our student-athletes receive a quality education and our institutions often feature an exceptional teacher-to-student ratio.

TITLE IX STATEMENT

Title IX of the Education Amendments Act of 1972 (20 U.S.C. 1681 et seq) is a federal Civil rights statute which prohibits discrimination on the bases of sex in education programs receiving federal funds. Athletics is considered an integral part of an institution's education program and is, therefore, covered by this law.

The Title IX regulation provides that if an institution sponsors an athletics program, it must provide equal opportunities for both males and females. It requires that an institution must 1) effectively accommodate the athletics interests and abilities of men and women to the extent necessary to provide equal athletics opportunities; 2) provide athletic scholarship dollars in proportion to the participation of men and women in the intercollegiate athletics program; and 3) comply with 11 other program areas.

I. Accommodation of Interests and Abilities

Three part test. One of the three criteria listed below must be met:

1. Provide sport participation opportunities for women and men proportionate to undergraduate student enrollment;
2. Demonstrate a history and continuing practice of program expansion for the underrepresented sex;
3. Fully and effectively accommodate the interests and abilities of the underrepresented sex.

II. Athletic Scholarships

Total scholarship dollars are to be awarded to each sex in proportion to their participation rates in intercollegiate athletics (i.e., if 55% of the participants are men and 45% are women, then 55% of the scholarship dollars are to be awarded to men and 45% to women.

III. Other Program Areas

1. Equipment and supplies.
2. Scheduling of games and practice times.
3. Travel and per diem allowances.
4. Tutoring opportunities.
5. Assignment and compensation of coaches.
6. Locker rooms, practice and competitive facilities.
7. Medical and training facilities and services.
8. Housing and dining facilities.
9. Publicity.
10. Support services.
11. Recruiting.

Code of Ethics for Athletes

The purpose of intercollegiate athletics is to provide an opportunity for you to develop your potential as an athlete in an educational setting. Southern New Hampshire University has, by Division II standards, a high visibility program. Your public exposure in competition and with the media places you among the most visible groups in the University community. What you do and the way in which you do it are often highlighted, placing you in a public position which requires exemplary behavior.

You will be looked upon as a role model, particularly by young people, and it's important that your personal conduct be above reproach at all times.

Remember, as a Southern New Hampshire University student, you are totally responsible for your own behavior. You are expected to obey the laws, rules and regulations of the NCAA, the University and the community at large; and if you violate these regulations, be prepared for the penalties that may be imposed.

Your behavior has a definite impact on the reputation of the Athletics Department and on the attitude that the University community has toward you and your fellow student-athletes.

Your conduct will be closely scrutinized as you sit in the classroom, compete on campus, even as you travel and compete off-campus.

To summarize, you will be expected to conduct yourself with integrity, sportsmanship, honesty, pride and humility.

Northeast-10 Conference Sportsmanship and Ethical Conduct Code

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

In conjunction with the NCAA, the Northeast-10 Conference member institutions agree that taunting, vulgarity, fighting, cheating, profanity, obscene gestures, and any other unsportsmanlike or unethical behavior will not be tolerated and that such behavior should be brought to the attention of the

Commissioner for investigation and appropriate action under the Bylaws of the Northeast-10 Conference, Article X-Ethical Conduct/Sportsmanlike Behavior.

Disciplinary sanctions against any individual, team, or institution that is found in violation of the NE-10 Sportsmanship and Ethical Conduct Code may include suspension of individuals from league contests, player or team eligibility for post-season play, or institutional fines.

OVERVIEW OF COMPLIANCE PROGRAM

One of the functions of an Athletic Department is to develop and sustain an atmosphere of compliance with the NCAA, Conference and institution's rules and regulations which contribute to the success of the athletic program. Southern New Hampshire University (SNHU) is committed to the principles of institutional control in operating its athletics program. It is the responsibility of the university administration, athletic department senior staff, all full-time and part-time staff members, coaches and student-athletes to operate with strict adherence to all regulations created for the governance of intercollegiate athletics as set forth by the NCAA, the Northeast-10 Conference and our institution.

The SNHU athletics department reinforces a culture of accountability by functioning with responsibility and integrity in all its daily initiatives, programs and operations. However, no system or policy can guarantee it prevents any isolated instances of inappropriate actions or choices; deliberate or otherwise. All representatives of athletics interest, from student-athletes, coaches, university administration, to boosters and alumni, are obligated to maintain competency with respect to knowledge of the rules, to act within his or her realm of responsibility in full compliance with the governing legislation, and to report any violation of NCAA, conference and/ or institutional rules of which he or she is aware. The aim of the compliance office is to be proactive in our compliance efforts as well as, educational and remedial in our response to inappropriate behaviors in order to maintain the integrity of the institution.

Since the concept of institutional control is central and fundamental to the effectiveness of the institution's compliance effort, this manual was designed to identify the numerous topic areas important to an institution's compliance program and weave the concepts of institutional control within each topic area. Each topic area may have three distinct sections: 1.) Policies, 2.) Procedures, 3.) Monitoring. The policies section describes the ways in which staff members, student-athletes and university employees should conduct themselves within a given topic area. The procedures section details the steps that coaching staff members, student-athletes and other university employees should take to ensure the policy is followed within each topic area. The monitoring section in some areas outlines the steps that the Assistant Athletic Director for Compliance and other university employees take to review and evaluate the current policies and procedures to ensure that they are functioning effectively and within compliance of NCAA, NE-10 and SNHU rules and regulations.

How the institution has organized itself to maintain compliance with NCAA rules: The institution's President has assigned primary and ultimate responsibility for maintaining NCAA rules compliance to the Director of Athletics. The Director of Athletics has delegated this day-to-day responsibility to the Assistant Athletic Director for Compliance. The Assistant Athletic Director for Compliance is responsible for ensuring adherence with the department's compliance policies and procedures, educating all constituencies about NCAA rules, monitoring adherence to policies, procedures and NCAA rules, administering the eligibility certification process, investigating and reporting NCAA rules

violations, and administering and monitoring recruiting practices, all athletically related activity and athletically countable financial aid.

NCAA Principle of Institutional Control: In accordance with the NCAA constitution, an institution has a responsibility to control its intercollegiate athletics program in compliance with NCAA rules and regulations. The institution is responsible for the actions of all its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution. The institution's President is responsible for the administration of all aspects of the athletics program.

Compliance Responsibilities: Rules compliance is a collective institutional responsibility. All institutional staff members and other individuals and groups representing the institution's athletics interests are responsible for compliance with all applicable SNHU, NE-10 Conference and NCAA rules. Each head coach has a responsibility for ensuring rules compliance.

Rules Interpretations: Student-athletes, coaches, administrators, prospective student-athletes, athletics representatives and any other people affiliated with the university seeking rules interpretations can obtain them from the Assistant Athletic Director for Compliance. People not affiliated with the university will be directed to contact the NCAA national office or the Northeast-10 conference office for an official interpretation. A basic theme of the rules interpretation process is, "Ask Before You Act". Interpretative questions will be answered as quickly as possible, and if the Assistant Athletic Director for Compliance needs additional guidance, the conference or the NCAA will be contacted for assistance. Coaches are not authorized to contact the conference or NCAA office directly regarding interpretative questions. Coaches must read all compliance-related materials and e-mails from the Assistant Athletic Director for Compliance, as well as the LSDBi updates to remain current with legislation.

Rules Education: All athletics department staff and institutional personnel have a responsibility to become knowledgeable of applicable NCAA, Conference and Institutional rules and regulations. This should be done by reading the appropriate information and materials as they are provided (e.g. *SNHU Policies and Procedures Manual*, *NCAA Manual*), attending scheduled rules-education sessions and seeking rules interpretations as necessary.

Each academic year, the Assistant Athletic Director for Compliance will conduct rules education sessions for coaches, athletics administrators, student-athletes and other appropriate university personnel (e.g., university staff, One Stop, admissions, institutional advancement and academic advising). Rules-education sessions may be conducted with external individuals (e.g., boosters and alumni) as necessary, but will be supplemented by information and materials circulated to the appropriate constituents (e.g., rules brochures, rules interpretations) which can also be accessed on the SNHU Compliance website www.snhupenmen.com/compliance/index.

Rules Education Schedule

Coaches, Administrators and Staff – A portion of monthly staff meetings will be reserved for compliance topics. In addition to this, a compliance-only meeting will be held as necessary (typically once per semester) for more detailed compliance discussions. Compliance materials are then distributed via email after the meeting.

Student-Athletes – Student-athletes are educated regarding NCAA rules at the beginning of the year. Ongoing educational efforts are conducted throughout the year with team meetings when

necessary and through social media postings.

University Administration, One Stop, Admissions, Institutional Advancement and Academic Advising – Compliance training is held as needed with individual entities of the university. Relevant compliance information is also distributed to these groups via email and social media.

Boosters: Rules brochures are mailed to all Penmen Club members and boosters. All this information is posted on the Compliance website.

Waivers: All NCAA waivers are submitted electronically via the NCAA RSRO system. The head coach shall contact the Assistant Athletic Director for Compliance to request the processing of a waiver. The Assistant Athletic Director for Compliance meets with the Director of Athletics to determine if the waiver would be submitted. The Assistant Athletic Director for Compliance works with the student-athlete or prospective student-athlete to obtain all required documentation. The waiver is submitted electronically by the Assistant Athletic Director for Compliance and approved electronically through the NCAA RSRO system by the Director of Athletics and the Faculty Athletics Representative.

COMPLIANCE RESPONSIBILITIES

Head Coaches are responsible for:

- a. Reporting violations as soon as they occur
- b. Completing and submitting change of status forms
- c. Inputting and maintaining information files for every recruit in Front Rush.
- d. Inputting and maintaining IRL lists in the Eligibility Center
- e. Submitting Declaration of Season Form
- f. Submitting Monthly Countable Athletically Related Activities (CARA) Calendars
- g. Submitting the Summer Transfer Registration Tracker form

****Student-athletes may not participate in outside competition until deemed eligible, both in academics and amateurism by the compliance office. ****

For more information about NCAA Compliance and to access all forms, please visit the Coaches Corner on the NCAA Compliance page at www.snhupenmen.com/compliance .

REPORTING VIOLATIONS

Violations of NCAA Rules: The NCAA constitution requires an institution, as an obligation of membership, to monitor its athletics program to ensure compliance with NCAA rules and to identify and report to the NCAA instances in which compliance has not been achieved. As such, the Compliance Office has in place a specific process for reporting and managing any alleged violations to ensure that any inappropriate behaviors are addressed with consistency and integrity. It is the institutional policy that potential violations are reported to the Director of Athletics or Assistant Athletic Director for Compliance immediately after it is learned that it has occurred.

When the institution becomes aware of a possible violation of NCAA rules, the Assistant Athletic

Director for Compliance is responsible for notifying the Athletic Director and conducting an initial investigation of the possible violation by interviewing all individuals who may have knowledge of the violation, gathering relevant documentation, and reporting the details of the violation to the conference and/or NCAA. Relevant information includes (date and location of the violation; a description of the violation; the identity of those involved; the reason(s) the violation occurred; how the staff became aware of the violation; and any corrective actions taken). The Athletic Director will then notify the Dean of Students. Violations that negatively affect the eligibility of the involved student-athlete are immediately forwarded to the NCAA Student-Athlete Reinstatement (SAR) staff for processing. The Director of Athletics is updated on the progress of the investigation. The Assistant Athletic Director for Compliance recommends to the Director of Athletics any disciplinary or corrective actions the institution should take based on case precedence. The Director of Athletics has the final authority to either confirm the recommendation or impose alternative disciplinary or corrective actions.

Process for investigating and reporting an alleged violation

- 1- The Assistant Athletic Director for Compliance will interview all individuals involved in the matter
- 2- Based on the details of the conversation(s), the Assistant Athletic Director for Compliance will determine if a violation has occurred
- 3- If no violation has occurred the Assistant Athletic Director for Compliance will inform the Director of Athletics and no further action is necessary
- 4- If a violation has occurred, the Assistant Athletic Director for Compliance will request a written account of the occurrence from all individuals involved
- 5- Based on the information provided, the Assistant Athletic Director for Compliance will determine the type (major or secondary) of the violation
- 6- After the type is determined, the Assistant Athletic Director for Compliance will notify the Conference office and search LSDBi and RSRO for case precedence and discuss institutional corrective actions with the Director of Athletics
- 7- When the corrective actions have been determined, the Assistant Athletic Director for Compliance will complete the violations report and send it to all involved parties for approval, including the Faculty Athletic Representative (FAR)
- 8- When the report is approved, the Assistant Athletic Director for Compliance sends the report to the NCAA
- 9- If the violation has a negative affect the eligibility of the involved student-athlete a reinstatement waiver is immediately submitted via the NCAA RSRO online system
- 10 The sanctions are fulfilled by all required parties.
- 11 If additional sanctions are put in place by the Conference or NCAA the Assistant Athletic Director for Compliance communicates the information to the involved parties and the Director of Athletics.
- 12 The additional sanctions are fulfilled by all required parties.

MENTAL HEALTH

SNHU Athletics works together with the Wellness Center and the Campus CARE Team to ensure all student-athletes are aware of the resources available to them on campus. At the beginning of the year, the Wellness Center and CARE Team introduce themselves and present to students their policies, procedures, and important information.

Starting in Fall of 2019, all student-athletes were provided with a Wellness Packet containing a list of resources and the different ways to utilize these methods. The Wellness Packet also included a list of phone numbers in case of any type of emergency. All student-athletes are encouraged to use the Care Team reporting mechanism should they suspect a classmate or teammate needs assistance. During the initial Compliance meeting in the beginning of the academic year, the Assistant Athletic Director heavily emphasizes the importance of our student-athletes wellbeing. It is communicated to the student-athletes that all athletic staff are available to talk if they have any issues, along side the CARE Team and Wellness Center.

It is SNHU policy that if any staff or faculty member suspects a student is in distress, they are to report to the CARE team immediately. Reports can be done via a CARE Report or a direct phone call to one of the members of the CARE team.

BOOSTERS & EXTRA BENEFITS

NCAA legislation states that in Division II, representatives of an institution's interest (aka 'boosters') are prohibited from making in-person, on or off-campus recruiting contacts, or written or telephone communications with a prospect or a prospect's relatives or legal guardians. Other restrictions include evaluating a prospect and visiting a prospect's institution.

A representative may not provide any extra benefit to an enrolled student-athlete or their family or friends, unless explicitly authorized by NCAA rules (e.g., occasional family meal at booster's house). An "extra benefit" would include provisions of any impermissible transportation, meals, clothes, entertainment, preferential loan terms or benefits unavailable to the general student population. Coaches and boosters are permitted to have one or more student-athletes over to their home for an occasional meal with prior approval from compliance.

****Boosters, referred to by the NCAA as "representatives of the institution's athletic interests," include anyone who has:**

- Provided a donation in order to obtain season tickets for any sport at the university.
- Participated in or has been a member of an organization promoting the university's athletics programs.
- Made financial contributions to the athletic department or to a university booster organization.
- Arranged for or provided employment for enrolled student-athletes.
- Assisted or has been requested by university staff to assist in the recruitment of prospective student-athletes.

- Assisted in providing benefits to enrolled student athletes or their families.
- Been involved otherwise in promoting university athletics.

Once an individual is identified as a “representative of the institution’s athletics interests,” the person retains that identity forever.

QUICK REFERENCE GUIDE TO NCAA RULES AND REGULATIONS

This publication was prepared to assist alumni and friends in complying with rules and regulations governing the conduct of Southern New Hampshire University's athletic programs.

Southern New Hampshire University, as a member of the National Collegiate Athletic Association, is responsible for insuring that its various constituencies (e.g. University staff and faculty, student-athletes, alumni and friends) abide by the NCAA Rules and Regulations.

We appreciate the interest and support of all alumni, friends, students and supporters and remind you that inappropriate contact or an inadvertent action on your part can jeopardize the eligibility of our student-athletes and prospects and the compliance of the University with NCAA regulations.

Please read this publication carefully and assist SNHU in its commitment to integrity and compliance with all rules and regulations dictated by the NCAA.

YOU CAN BE CLASSIFIED AS A REPRESENTATIVE OF ATHLETIC INTEREST IF YOU:

- are or ever have been a member of The Penmen Club or any of the sport specific support groups under The Penmen Club umbrella.
- have ever made a donation to the SNHU men's or women's athletic programs.
- have ever helped to arrange or have provided summer employment for enrolled student-athletes.
- have ever contacted (by letter, telephone or in person) a high school student, grades 9-12, for the purpose of encouraging the student to participate in the SNHU athletic program.
- have ever assisted in providing any benefit to enrolled student-athletes or their families.
- have ever been involved in any way with the SNHU athletic program.

The NCAA stipulates that once you have become an "athletic representative" you retain that identity forever, even if you no longer contribute to the athletic program.

WHO IS A PROSPECTIVE STUDENT-ATHLETE

A prospective student-athlete is a person who has begun classes for the ninth grade. However, it is possible for a younger student to be a prospect, so it is prudent to treat ALL athletes as prospects.

IMPORTANT RULES YOU SHOULD KNOW

Rule #1

Only coaches and athletic department staff members can be involved in the recruiting process. All "athletic representatives" who are not employed by the University are prohibited from contacting a prospective student-athlete or members of the prospect's family by telephone, letter or in person on or off campus for the purpose of encouraging participation in the SNHU athletic program.

Rule #2

SNHU athletic representatives cannot provide an "extra benefit" or special arrangement to a prospect OR to an enrolled student-athlete. Specific applications as they apply to the NCAA extra benefit rule to prospects and enrolled student-athletes, their relatives or friends state that you:

- may not give them cash or loans in any amount.
- may not sign or co-sign a note with an outside agency to arrange a loan.
- may not employ relatives or friends of a prospect as an inducement for the enrollment of the prospect at SNHU.
- may not give them gifts of any kind (e.g., birthday, Christmas, Valentine's Day) or free services (e.g., clothing, airline tickets, laundry, car repair, hair cuts, meals in restaurants).
- may not provide special discounts for goods or services.
- may not provide the use of an automobile.
- may not provide them hospitality in your home other than for special occasions with prior approval from the compliance staff (e.g., Thanksgiving, birthday).
- may not invite them to your summer home to go water skiing, sailing, etc.
- may not provide them transportation within or outside of the campus area (e.g., from campus to your home, from the airport to campus, to summer job, etc.).
- may not entertain or contact a prospect or prospect's family on or off campus.
- may not provide rent free or reduced rent housing.
- may not provide a benefit connected with on or off campus housing (e.g., individual television sets or stereo equipment, specialized recreational facilities).
- may not provide tickets to an athletic, institutional or community event.
- may not provide guarantee of a bond.
- may not provide promise of financial aid for postgraduate education.
- may not provide promise to a prospect of employment after college education.

Rule #3

You can assist the coaching staff in the recruiting process by notifying them of any student you think would be a strong addition to the University and to the athletic program. The coach can then make the appropriate contact with the prospect.

Rule #4

As an athletic representative, you are not precluded from continuing friendships with families who have prospective or enrolled student-athletes (e.g., backyard barbecues, picnics). You simply cannot encourage a prospective student's participation in the SNHU athletic program or provide benefits to the student-athlete that you were not providing before he or she became a prospect or enrolled student-athlete.

If you have knowledge of improprieties, intentional or unintentional, please let the Athletic Department know immediately so that we can take corrective action.

NCAA RULES REGARDING CONTACTS WITH HIGH SCHOOL AND COMMUNITY COLLEGE STUDENT-ATHLETES (PROSPECTS)

- DO NOT become directly or indirectly involved in making arrangements for a prospect, the prospect's relatives or friends to receive money or financial aid of any kind.
- DO NOT provide anything to or for a prospect, relative or friends, without first checking with the Athletic Department administration.
- DO NOT make any contact with a prospect or the prospect's family on or off campus. If a coach has a recruit at an athletic event, you should not approach the coach until the prospect and family have gone elsewhere. If a prospect approaches you off campus regarding the athletic program, explain that NCAA rules do not permit you to discuss the program. Suggest that the prospect contact the head coach of the sport for information.
- DO NOT transport, pay or arrange for payment of transportation costs for a prospect, relatives or friends to visit campus or elsewhere. While it is permissible for a friend or neighbor to transport a high school or community college student who is NOT an athlete to the campus, NCAA regulations prohibit that activity for a prospective student-athlete.
- DO NOT provide room and/or board, transportation of any kind or any other benefit to a recruited student-athlete during the summer prior to enrollment for classes at SNHU.
- DO NOT entertain high school, prep school or community college COACHES at ANY location.
- DO NOT provide tickets or transportation for high school, prep school or community college COACHES at any location. Only the Athletic Department can provide complimentary admissions and only to home athletic events for those coaches.
- DO NOT entertain or provide tickets at no, or reduced cost to SNHU's home or away athletic or non-athletic events for prospects, their relatives or friends. Only the Athletic Department can provide complimentary admissions to prospective student-athletes and ONLY for home athletic events.
- DO NOT contact an enrolled student-athlete at another institution for the purpose of encouraging transfer to SNHU and participation in our athletic program.
- DO NOT pay or offer to pay registration fees for summer sports camps for a prospect.
- DO NOT contact the prospect's coach, principal or counselor for the purpose of evaluating the prospect. You are not permitted to pick up films or transcripts from the prospect's educational institution.
- DO NOT invite ONLY SELECTED junior or senior high school or community college prospective student-athletes to alumni events. Since the NCAA prohibits contact between prospects and alumni and "athletic representatives," care must be taken to invite, for instance, all high school seniors who have received academic and athletic awards.

HOWEVER...

- DO feel free to attend high school and community college athletic events. You simply cannot have any contact with the prospective student-athletes or relatives. Should you find yourself seated next to parents of a prospect, DO NOT initiate conversation. If conversation is initiated with you may talk with them but DO NOT discuss the SNHU athletic department with them. If they raise questions about the program, remind them that the NCAA prohibits you from discussing the program with them. Direct their questions to the SNHU Athletic Dept.
- DO continue established family relationships with friends and neighbors. Contacts with sons and daughters of these families certainly are permitted as long as they are not made for recruiting purposes and are not initiated by SNHU's coaching staff members. You are permitted to play "pick up" basketball or softball games, continue neighborhood picnics or backyard barbecues and engage in your normal activities with prospects and their parents who are family friends. Again, you simply are not permitted to attempt to recruit the prospect or discuss the athletic program.
- DO feel free to attend a public event (e.g., a high school awards banquet or dinner) at which prospects are in attendance. No attempt should be made to recruit the prospect.

- DO send to the SNHU coaching staff any newspaper clippings or other information about prospects that you think would be of interest. Your assistance in this way is very helpful. The coaching staff will then make the contact with the prospect.

NCAA RULES REGARDING CONTACTS WITH CURRENTLY ENROLLED STUDENT-ATHLETES

- DO NOT provide a student-athlete or friend any benefit or special arrangement. The NCAA considers these as an "extra benefit" and they are specifically prohibited.
- DO NOT provide room and/or board or any type of transportation during the summer for a student-athlete with eligibility remaining.
- DO NOT provide room, board or transportation costs incurred by friends or family of an enrolled student-athlete to visit campus or attend an away athletic event.
- DO NOT use the name or a picture of an enrolled student-athlete to directly advertise, recommend or promote sales or use of a commercial product or service of any kind.
- DO NOT provide any payment of expense or loan of any automobile for a student-athlete to return home or to any location for ANY reason.
- DO NOT provide awards or gifts to a student-athlete for his or her athletic performance. All awards must conform to NCAA regulations and must be approved by SNHU.
- DO NOT provide an honorarium or gift to a student-athlete for a speaking engagement. Only necessary travel expenses can be given when speaking to educational or charitable groups. All speaking engagements must be approved in advance by the SNHU Athletic Department
- DO NOT allow a student-athlete, his or her friends or relatives to use your telephone to make free long distance calls.

HOWEVER...

- DO feel free to invite a student-athlete to your home for an occasional home cooked meal. (With prior approval from the compliance staff.) You can provide reasonable transportation.
- DO feel free to invite a team for dinner or to meet with a group of alumni in a city where they are competing. The NCAA permits student-athletes AS A TEAM to receive special benefits not permitted to individuals. Arrangements for such events must be made in advance with the compliance staff.
- NCAA RULES REGARDING EMPLOYMENT OF PROSPECTIVE AND ENROLLED STUDENT-ATHLETES
- DO NOT employ or arrange for the employment of a prospective or enrolled student-athlete without checking first with the SNHU Athletic Department. The Department is permitted to make arrangements for summer employment for prospects prior to enrollment as freshmen and to enrolled student-athletes during the summer and semester breaks. Stringent rules apply in these instances and written records must be kept regarding employment.
- DO NOT provide transportation for prospects or student-athletes in your employ unless transportation is provided for all other employees.
- DO NOT provide employment for student-athletes during the academic year without contacting the SNHU Athletic Department first. The NCAA has strict rules about the amount and source of outside funds during the academic year.

HOWEVER...

- DO pay student-athletes employed by you only for work actually performed and at a rate commensurate with the going rate for similar services in the community and your own business.

ELIGIBILITY

Initial Eligibility

All athletes must register with and be certified by the NCAA Eligibility Center to be eligible for competition. You can register online at www.eligibilitycenter.org. SNHU is Division II, so you must create a Division I/Division II account.

There are three types of academic certifications that the Eligibility Center uses to determine academic certification. A student-athlete could be determined a Full Qualifier, Partial Qualifier, or Non-Qualifier.

- Full Qualifier Requirements: Earn a minimum 2.20 core GPA from 16 core classes. Core classes include 3 English, 2 Math, 2 Natural/Physical Science, 3 Additional English/Math/Science, 2 Social Science, and 4 Additional Core Classes. Earn a minimum combined score on the SAT (reading and math) of 920 or a minimum sum score of 70 on the ACT. A Full Qualifier allows for a student athlete to practice, compete, and receive aid.
- Partial Qualifier Requirements: Earn a minimum of 2.00 core GPA from 16 core classes. Earn a minimum combined score on the SAT (reading and math) of 900 or a minimum sum score of 68 on the ACT. A Partial Qualifier allows a student athlete to practice, and receive aid.
- A Non-Qualifier does not meet the 16 core class, the 2.00 core GPA, and/or the SAT/ACT requirements. A Non-Qualifier does not allow an athlete to practice, compete, or receive aid.

After a student athletes first year of residency, their academic eligibility will be based on progress towards degree no matter what academic certification they received as a first year student.

SNHU students who become part of a team after their first year, are still required to create an Eligibility Center account. However, their academic eligibility will be based on progress towards degree met while attending SNHU.

International and Transfer Student Eligibility

International and students transferring from an NAIA, NJCAA, or NCAA Division 3 institution eligibility will be determined on a case by case basis by the Assistant Athletic Director for Compliance in conjunction with the Northeast 10 Conference Office. Both international and transfer students must create an Eligibility Center account to become eligible to compete. The Eligibility Center includes an amateurism status for domestic transfers, international freshman, and transfer prospective student athletes initially enrolling at a NCAA Division I or II member institution.

Two-year/Junior college transfer student's academic eligibility will be determined based on the number of credits accepted as transfer credits at SNHU. A two-year transfer student who has attended their previous institution for at least one academic year, but will not be graduating with an Associated Degree, must transfer in 12 credits for every full time semester enrolled (2 full time semesters = 24 credits, 3 full time semesters = 36, 4 full time semesters = 48 credits). 6 credits of English, 3 credits of Natural/Physical Science, and 3 credits of Math must be earned and included in total number of credits transferring in to SNHU.

Continuing Eligibility

In order to maintain eligibility while attending SNHU, student-athletes must remain in good standing according to NCAA and University standards. The academic progress of students will be reviewed at the close of the fall and spring semesters in order to determine academic standing. A student-athlete who is not in good standing with the University is not eligible for competition even if they satisfies the progress-toward-degree requirements.

NCAA Progress-Toward-Degree Standards:

- Student-athletes must be enrolled in a minimum of 12 credit hours per semester
- Student-athletes must earn a minimum of 9 credit hours per semester
- Student-athletes must maintain a minimum cumulative GPA of 2.0
- Student-athletes must earn 24 credits each year, up to 6 credits may be earned in the summer

SEASONS OF COMPETITION

Student-athletes may participate in a maximum of four seasons of intercollegiate competition. In Division II, student-athletes must complete their four seasons of competition during their first 10 semesters of full-time enrollment.

Any competition during a season, regardless of time (1 minute or 1 play of a game) counts as a season of competition used. Competition occurs when one represents SNHU in competition, including scrimmages, exhibitions, or joint practices.

A student-athlete may be granted an additional year of competition by the Northeast-10 Conference for reasons of “hardship.” Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- a) The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two year or four-year collegiate institution;
- b) The injury or illness occurs prior to the first competition of the second half of the playing season that concludes with the NCAA championship in that sport and results in an incapacity to compete for the remainder of that playing season; and
- c) The injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport), or 30 percent of the maximum permissible number of contests or dates of competition set forth in Bylaw 17 in his or her sport. Competition (excluding scrimmages and exhibition contests per Bylaw 17 in the applicable sport) against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation.

STUDENT-ATHLETE TRANSFER POLICY

Though our hope is that all of our student-athletes graduate from SNHU, we understand there is occasionally a desire or need to transfer to another institution. If a student-athlete chooses to transfer away from SNHU, he/she should follow this list of steps, before he/she begins contacting other institutions:

1. Contact your head coach and inform him/her that you would like to transfer and will be seeking a release,
2. Contact the Assistant Athletic Director for Compliance to complete the necessary paperwork to request a release and to be placed in the Transfer Portal, if desired, and;
3. If your request for a release is denied, you will be advised in writing by the Assistant Athletic Director for Compliance and be given the opportunity to request a hearing to appeal the decision. It is the philosophy of the Athletic Department to assist student-athletes in obtaining an optimal educational setting. As such, most requests for release are approved in the best interest of the student-athlete.

Please keep in mind, student-athletes at NCAA member institutions are not permitted to be contacted by other NCAA institutions about transferring without first obtaining the written permission of the athletic director, or designee, at their current institution or being placed in the Transfer Portal. Without such permission, another institution may not contact the student-athlete nor encourage a transfer. Furthermore, without the permission to contact other schools, the student-athlete may not receive any type of institutional financial aid during their first academic year at the new institution if they do, in fact, transfer.

ATHLETIC AID

Athletic aid awards are agreements for one academic year. Renewal of athletic aid is not automatically renewed. Athletic aid may be reduced, canceled or increased during the period of the award.

Athletic aid based in any degree on athletics ability may be reduced or canceled during the period of the award, if the recipient:

- a) Renders himself or herself ineligible for intercollegiate competition;
- b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- c) Engages in serious misconduct warranting substantial disciplinary penalty through the Athletic Department, Judicial Affairs, or Student Affairs;
- d) Voluntarily withdraws from a sport at any time for personal reasons.

Athletic aid cannot be decreased or canceled during the period of its award:

- a) On the basis of a student's athletics ability, performance or contribution to a team's success;
- b) Because of an injury, illness, or physical or mental medical condition
- c) For any other athletics reason.

Athletic aid can be increased for any reason at any time.

The institution shall promptly notify in writing each student-athlete who received an award the

previous academic year and who has eligibility remaining in the sport in which athletic aid was awarded the previous academic year whether the grant has been renewed or not renewed for the ensuing academic year. The renewal or nonrenewal of athletic aid shall be made on or before July 1 prior to the academic year in which it is to be effective.

It is permissible for an institution that has notified a student-athlete that he or she will not be provided athletic aid for the next academic year to then award financial aid to that student- athlete.

In the event that a student-athletes athletic aid and institutional aid exceeds a full grant-in-aid for the balance of the academic year, the institution shall reduce institutional financial aid so as not to exceed a full grant.

NONTRADITIONAL COURSES

To be eligible to represent SNHU in intercollegiate athletics competition, a student-athlete must maintain progress toward a baccalaureate degree. All student-athletes must be enrolled in a minimum of 12 credits each semester, earn a minimum 24 credits each academic year, while maintaining a cumulative grade point average of 2.0 or higher.

Student-athletes may enroll in nontraditional courses offered at SNHU. Universal Campus student-athletes may only enroll in nontraditional courses that align with their designated degree program. Number of nontraditional courses are determined by each program on a case-by-case basis. Global Campus/COCE students are not eligible to compete in intercollegiate athletics. Global Campus/COCE policies do not align to Universal Camps policies according to bylaw 14.1.7.1.6.

****14.1.7.1.6 Nontraditional Courses.**

Enrollment in a nontraditional course (e.g., distance-learning, correspondence, extension, Internet/virtual courses, independent study or any other course or credit that is not earned in a face-to-face classroom environment with regular interaction between the instructor and the student) offered by the certifying institution may be used to satisfy the full-time enrollment requirement for competition, provided the following conditions are met: *(Adopted: 1/19/13 effective 8/1/13)*

- (a) The course is available to any student at the institution;
- (b) The student-athlete enrolls in the course in the same manner as is available to any student;
- (c) Enrollment in the course occurs within the institution's regular enrollment periods (preregistration or drop-add period) in accordance with the institution's academic calendar and applicable policies and procedures; and
- (d) The course is conducted during the institution's regular academic schedule (term time) in accordance with the institution's academic calendar and applicable policies and procedures.

****14.4.3.6 Designation of Degree Program.**

A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester or seventh quarter) and thereafter shall make progress toward that specific degree. This provision shall be applicable to the eligibility not only of a continuing student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or used a season of eligibility in a sport at the certifying institution. An institution shall not incur a violation if a

student-athlete fails to designate a degree program prior to his or her third year of enrollment (fifth semester or seventh quarter), provided the student-athlete designates a degree prior to competing. Designation of a specific baccalaureate degree program may be accomplished by: [D] *(Adopted: 1/18/14 effective 8/1/16 for certifications of progress toward degree for fall 2016 and thereafter, Revised: 1/18/17)*

- (a) Formal enrollment by the student-athlete in a specific baccalaureate degree program; or
- (b) Approval by an appropriate academic official (who must not be an academic adviser/counselor employed by the athletics department)

PLAYING AND PRACTICE SEASON

In-Season/Championship Segment: The information inputted into the practice logs calendar should not exceed the permissible four (4) hours per day and twenty (20) hours per week with one (1) day off per week.

Out-of-Season/Non-Championship: Outside of the team's declared playing and practice season, but during the academic year, student-athletes are limited to eight (8) hours per week with two (2) days off per week of CARA.

For Spring Sports: September 7th or the fourth day of classes whichever is first is the start of the declared out-of-season segment, two (2) hours of those 8 hours can be individual skill instruction or team activities. The out-of-season segment ends on the first day of your declared in-season (45 day period). At the end of the 45 day period the out-of-season CARA is applicable except the two (2) hours can only be individual skill instruction. Spring Coaches will need to update the Compliance Season screen in Front Rush when each segment begins and ends to ensure that the CARA calculations are accurate. From the beginning of the spring semester the in-season CARA hours are applicable. However, at the end of the championship segment when CARA activities are permissible, the (2) hours can only be used for individual skill instruction. Coaches are required to update the Compliance Season screen in Front Rush when each segment begins and ends to ensure that the CARA calculations are accurate.

For Winter Sports: From September 7th or the fourth day of classes whichever comes first to October 14th two (2) hours of those 8 hours can be individual skill instruction or team activities. From October 15th the in-season CARA calculations are applicable. At the end of the championship segment, when it is permissible to begin CARA activities the two (2) hours can only be individual skill instruction. Coaches are required to update the Compliance Season screen in Front Rush when each segment begins and ends to ensure that the CARA calculations are accurate.

For Fall Sports: Pre-Season activities are permitted 17 days prior to the first contest or five days prior to the first day of classes, whichever is earlier. During the preseason practice period prior to the first day of classes, student-athletes shall not engage in more than six hours of countable athletically related activities per day, only five of which may be devoted to physical activities (e.g., practice, weight training, and conditioning). At the end of the championship segment when CARA activities are permissible, two (2) hours of those 8 hours can be individual skill instruction only. From the first day of classes until February 15th two (2) hours of those 8 hours can be individual skill instruction or team activities. If your declared in-season (non-championship segment/45 day period) does not begin by February the two (2) hours can only be used for individual skill instruction. During

the non-championship segment the in-season CARA is applicable. At the end of the non-championship segment two (2) hours can only be individual skill instruction. Coaches are required to update the Compliance Season screen in Front Rush when each segment begins and ends to ensure that the CARA calculations are accurate.

All CARA activities must end one (1) week prior to final examinations for sports that are not in season.

No class time missed for practice: Per NCAA legislation, no class time shall be missed for practice activities except when a team is traveling to an away contest and the practice is in conjunction with the contest. Student-Athletes shall not be permitted to leave class to make practice on time and shall not be penalized for such.

Institutional Vacation/Winter Break CARA Policy (Winter Sports Only)

From the conclusion of fall semester finals and the start of spring classes, there are no CARA requirements according to Bylaw 17.1.6.4.6. SNHU Athletic Department has CARA limitations in place for the best interest of our student-athletes during the institutional vacation period.

Below are the CARA limitations during the Winter Break Period for winter sports:

- There will be NO CARA during the winter break period (See Figure 17-4)
- No more than 4 hours of CARA per day
- Each CARA session may not exceed 3 hours
- SA must be provided with at least 2 continuous hours off for recovery time
- One day off is not required
- No more than 24 hours of CARA in a given week (Sunday – Saturday)

**FIGURE 17-4
Future Winter Break Periods**

Calendar Year	Winter Break Period	When Benefits May Be Provided to Student-Athletes Following Winter Break
2019	December 23-29 (Monday-Sunday)	12:01 a.m. on December 30
2020	December 21-27 (Monday-Sunday)	12:01 a.m. on December 28
2021	December 21-27 (Tuesday-Monday)	12:01 a.m. on December 28
2022	December 20-26 (Tuesday-Monday)	12:01 a.m. on December 27
2023	December 20-26 (Wednesday-Tuesday)	12:01 a.m. on December 27
2024	December 23-29 (Monday-Sunday)	12:01 a.m. on December 30
2025	December 22-28 (Monday-Sunday)	12:01 a.m. on December 29
2026	December 21-27 (Monday-Sunday)	12:01 a.m. on December 28
2027	December 20-26 (Monday-Sunday)	12:01 a.m. on December 27
2028	December 20-26 (Wednesday-Tuesday)	12:01 a.m. on December 27
2029	December 20-26 (Thursday-Wednesday)	12:01 a.m. on December 27

STUDENT-ATHLETE WELL-BEING

Student-athlete well-being is the primary focus at Southern New Hampshire University. All University staff strive to create an environment where students can feel safe, secure and supported so that they can achieve their personal, professional, educational and athletic goals. To achieve this goal, the SNHU Athletic Department has established the following policies and procedures regarding student-athlete well-being. It is expected that coaches and staff will support these policies in word and action to ensure the best environment possible for our student-athletes. Any athletic staff member who has concerns regarding the health and well-being of a student-athlete should discuss the matter with their immediate supervisor and/or bring it to the attention of the Director of Athletics. Additionally, staff can report such concerns to the SNHU CARE Team through the following website:

<https://my.snhu.edu/Resources/SNHUCareTeam/Pages/default.aspx>

PUBLIC CONDUCT

SNHU Drug Policy

The Athletic Department at Southern New Hampshire University, its coaching personnel, physicians, athletics trainers, and administrators strongly believe that the abuse of alcohol and illicit use of drugs (excluding those drugs prescribed by a physician to treat a specific medical condition) can be detrimental to the physical and mental well-being of its student-athletes, no matter when such use should occur during the year. Additionally, use or abuse of alcohol and use of drugs can seriously interfere with the performance of individuals as students and as athletes can be injurious to you and your teammates, particularly when participating in athletic competition or practice.

Various forms of alcohol and other drugs have worked their way into practically every segment of our society, and athletics apparently is not immune to this phenomenon. Furthermore, because athletes are so often in the public eye, alcohol/drug-related activity on their part is cause for adverse attention. New risk studies have indicated that the problem is not limited to any particular group, but rather touches all segments of our society.

In light of health, safety, and social concerns, the Athletic Department at the University has implemented a program of alcohol and other drug education, select NCAA drug testing, and counseling/rehabilitation efforts to assist and benefit the men and women athletes at the University.

The purpose of the Southern New Hampshire University Athletic Drug and Alcohol Education Program is to maintain the integrity of the athletic program at Southern New Hampshire University. Emphasis is placed on non-use of alcohol and other drugs amongst student-athletes.

- To identify use and educate student-athletes concerning their use. Substance use can adversely affect health and academic and athletic performance. In addition, it can have manifestations in social and emotional behavior. The student-athlete, through referred individual counseling, should be able to make a better decision concerning non-use of alcohol and other drugs.
- To provide an early detection system for abusers of substances. If the substance abuse is not dealt with until problems with academic and athletic performance are apparent, the student-athlete often has many other problems to overcome. Early detection and referral may reduce the number or extent of problems an abuser will have to overcome to return to full academic and athletic

performance.

- To act as a deterrent of use. A student-athlete who will consider experimentation may choose not to use when faced with the prospect of testing. It will provide him or her with an additional reason not to succumb to peer pressure to use.

Drug use will be deemed a violation of team rules and will have the following consequences:

- If, as a result of initial testing, performed in accordance with the University's program, a student-athlete tests positive for illegal substances he/she shall meet with the Team Physician, the Director of Intercollegiate Athletics and the individual's Head Coach to review the test results. The student-athlete must agree to participate in a substance abuse counseling program under the supervision of the Team Physician and a designated counseling service. The student-athlete must submit to random drug testing during the next 180 days following the date of the first positive test. A student-athlete who fails to satisfy one of both of these obligations may suffer subsequent loss of athletic scholarship awards and/or the privilege of participating in intercollegiate athletics may be revoked.
- If, as a result of subsequent testing, a student-athlete tests positive for illegal substances a second time, the student must participate in mandatory substance abuse counseling program and must submit to random drug testing during the next 360 days following the date of the second positive test. The student-athlete who tests positive for illegal drugs the second time, may be suspended or banned from athletic competition at the University and may suffer loss of athletic scholarship. A student-athlete who is banned from athletic competition may not appeal for reinstatement until the next academic year.
- If a student-athlete tests positive for illegal drugs a third time, he/she shall be banned from athletic competition at the University and shall suffer subsequent loss of athletic scholarship.

NCAA Drug Policy

At the April (2004) meetings, the Management Council and Presidents Council approved a recommendation to drug test in all sports in the Division II year-round program, effective August 1, 2004. According to the NCAA 2001 national drug use study, ephedrine and steroid use was identified in virtually all NCAA sports at all levels falling within the same range as football and track and field. Previously, the NCAA tested only football in Division II in the year-round program. Both Councils agreed that a plan that continues to test at substantial levels in football, and randomly identifies additional players in a rotational selection for all other sports, would provide a deterrent effect to drug use. All-sport year-round drug testing provides the potential that any Division II student-athlete from any sport might be tested at any time throughout the academic year.

18.4.1.5.1 Ineligibility for Use of Banned Drugs-Duration of Ineligibility

A student-athlete who tests positive (in accordance with the testing methods authorized by the Executive committee) shall be charged with the loss of a minimum of one season of competition in all sports, if the season of competition has not yet begun for the student-athlete or a minimum of the equivalent of one full season of competition in all sports, if the student-athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the subsequent season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible for all regular-season and postseason competition during the time

period ending one calendar year (i.e., 365 days) after the student-athlete's positive drug test and until the student-athlete retests negative (in accordance with testing methods authorized by the Executive Committee) and the student-athlete's eligibility is restored by the Student-Athlete Reinstatement Committee. If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period.

Vaping/Tobacco/Smoking Policy

Southern New Hampshire University does not condone the use of tobacco. Tobacco use often results in a physical dependency in the form of nicotine addiction. The negative effects of tobacco use are well documented in the high instance of oral, lung and other forms of cancer. Even casual users may become addicted. Smokeless tobacco and all forms of smoking are included in this policy.

Smoking in classrooms, residence halls, work areas, and public areas as defined below. Smoking includes all nicotine- and/or tobacco-derived or containing products, or non-tobacco or non-nicotine-derived or -containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, vaporizers, cigars, cigarillos, and hookah-smoked products. "Electronic Smoking Devices" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, ecigar, e-pipe, e-hookah, or vape or vaporizer pen, or under any other product name or descriptor.

In addition, smoking is prohibited within 25 feet from any university building entrance and on all athletic-related venues. Work areas are defined as any enclosed location, permanent or temporary, where faculty, staff, and students perform work-related duties in the course of their employment. Public areas are defined as conference rooms, dining hall, hallways, administrative and academic buildings, and bathrooms.

The use of tobacco is prohibited in connection with any intercollegiate team function. A team function is defined as any activity which is held as a team whether it be meetings, practices, games or informal workouts on the grounds of the University.

Effective August, 1994, NCAA legislation prohibits use of tobacco products, a ban that has applied to the NCAA championship events since 1991.

Alcohol Policy

Southern New Hampshire University does not condone the illegal or otherwise irresponsible use of alcohol. Alcohol abuse is a progressive disorder in which physical dependency can develop. The negative physical and mental effects of the abuse of alcohol are well documented. Even low levels of alcohol impair brain function, judgment, alertness, coordination, and reflexes.

Very high levels of alcohol cause suppression of respiration potentially resulting in death. Chronic alcohol abuse can produce dementia, sexual impotence, cirrhosis of the liver, and heart disease. Sudden withdrawal can produce severe anxiety, tremors, hallucinations, and life-threatening convulsions.

Therefore, it is the responsibility of every member of the University community to know the risks associated with alcohol use and abuse. This responsibility obligates students and employees to know relevant University policies, federal, state, and local laws to conduct themselves in accordance with these policies and laws.

Violation of state alcohol laws is a criminal misdemeanor, which is punishable by suspension of a driver's license and/or fines. Any member of the University community who violates alcohol control laws is subject to prosecution. Whether or not criminal charges are brought, all students are subject to University discipline for any violation of state alcohol laws that occurs on University-owned or leased property, at University-sponsored or supervised functions, or under other circumstances involving a direct and substantial connection to the University. Any student found to have engaged in such conduct is subject to the entire range of University sanctions, including suspension and expulsion.

The consumption of alcohol by student-athletes is prohibited in connection with any official intercollegiate team function. An official team function for purposes of this policy is defined as any activity, which is held at the direction of or under the supervision of the team's coaching staff.

As noted above, student-athletes are subject to University judiciary sanctions for conduct associated with the illegal and/or irresponsible possession and use of alcohol. In the event the judiciary process results in imposing disciplinary sanctions against a student-athlete, the head coach and the Athletic Director will review the findings and recommend whether the alcohol offense warrants suspension or dismissal from the team.

Finally, the Athletic Department prohibits the purchase of alcoholic beverages to be used by any department-affiliated person who is under the legal drinking age. This applies to prospective student-athletes while visiting the University and their student hosts. Regardless of whether a student-athlete or student host has reached the legal drinking age, purchasing alcohol for consumption of a person under the legal drinking age (a teammate or, in most cases, a prospective student-athlete) is a violation of state law.

SEXUAL HARASSMENT

Southern New Hampshire University is committed to providing an educational atmosphere in which students can pursue serious learning and can achieve their maximum potential. Maintaining a safe environment for students, faculty, and staff has long been recognized as an essential part of University life.

At SNHU, safety and security are of the highest priority and are considered a shared responsibility, requiring the cooperation of everyone concerned - students, faculty, and staff. "The University is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. The University responds to reports of sexual harassment, including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination. An individual who has questions or concerns regarding possible discrimination based on sex should contact the University's Title IX Officer, Becca Lawrence. Ms. Lawrence's contact information can be found here: <https://www.snhu.edu/consumer-information/title-ix-sexual-misconduct>. An individual also may contact the U.S. Department of Education, Office for Civil Rights ("OCR")."

The University has established policies and procedures, and offers comprehensive services, to ensure the well-being of members of the University community. For more information, go to the university website at <http://www.snhu.edu/student-experience/campus-experience/student-services/wellness-center?vdir=wellness>

SPORTSMANSHIP

The NCAA and all its member conferences are very concerned about athletes' behavior before, during, and after competition. The NCAA Principle of Sportsmanship and Ethical Conduct states that student-athletes "...should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest in not only the athletics participation but also in the broad spectrum of activities affecting the athletics program."

The athletic department and the NE-10 does not condone poor sportsmanship or unsportsmanlike behavior by any student-athlete. Unsportsmanlike conduct includes, but is not limited to: physical and verbal acts that would incite spectators or student-athletes; threatening gestures or words; obscenities; race, religious, nationality, or sex-based statements whether spoken, signed, gestured, written, or printed; public criticism of officials, or confrontations between officials and student-athletes.

Student-athletes are expected to play their contests within the letter and spirit of the rules of the game, and follow university and conference guidelines regarding behavior. Violation of these rules could result in suspension from one or more contests. Repeat violations may mean suspension from the team.

Coaches are expected to discuss and emphasize sportsmanship with their team and be a positive influence for good sportsmanship.

HAZING

Southern New Hampshire University has a zero tolerance policy on hazing, and the consequences can be severe. Participation in hazing activities may lead to individual disciplinary action, team disciplinary action, and/or termination of the team or student organization.

The University defines hazing as any action or activity that recklessly or intentionally endangers the physical or mental health of a person, or that violates the dignity of another person. Hazing is further defined as any activity that is expected of someone to join a group or team that humiliates, degrades, abuses, or endangers them, regardless of intention or willingness to participate. Initiation activities fall into this category. The University enforcement of hazing will prevail regardless of whether it is conducted on or off the University premises.

Consequences of hazing include, but are not limited to:

- Suspension from the athletic team, including suspension from game(s).
- Removal from the athletic team.
- Disbanding of the athletic team and/or a portion or total of the remaining games left in the season cancelled.
- Further sanctions from the Vice President for Student Affairs Office including probation, suspension or expulsion.

Litmus test for hazing/initiation:

- Is the activity required for team membership? If not required, is there an expectation or peer pressure for a team member to participate?
- Would you object to the activity being videotaped/shown to parents or athletic administrators?
- Does the activity involve illegal behavior?

- Does the activity have one group (i.e. upper-class) doing something to another group (i.e. new players)?
- Does participation in the activity endanger anyone?
- Is there a risk of psychological damage?

If “yes” is answered to one of more of the above questions, it most likely will be interpreted as hazing.

Spending a considerable amount of time questioning whether or not a particular activity violates the hazing policy is usually a good indication that the activity is indeed hazing. All potential or experienced hazing activities should be immediately identified to the Director of Athletics or the Vice President for Student Affairs.

GAMBLING

It is hoped that student-athletes will never be approached in an attempt to become involved in a gambling situation. However, in the past, student-athletes have become involved in compromising gambling situations. The results of this type of involvement can be both severe and tragic, not only for the individual, but for the entire University athletic program.

Gambling is one of the major sources of revenue for organized crime. Coaches, student-athletes and staff should be aware that the gambling industry is constantly seeking sources of information to set the betting line or odds.

The University and the Athletic Department are committed to combating all forms of gambling. Student-athletes should keep in mind that participation in gambling interests, even the most minor fashion, i.e. football slips, may jeopardize their athletic career.

Take note of the following gambling guidelines:

1. Student-athletes are not eligible to compete if they knowingly provided information concerning intercollegiate competition to individuals involved in organized gambling activities; solicit a bet on any intercollegiate team; participate in any gambling activity that involves intercollegiate athletics to a bookmaker, a parlay card or any other method employed by organized gambling. (NCAA Bylaw 10.3)
2. Student-athletes are not eligible to compete if they have shown dishonesty in evading or violating NCAA regulations. (NCAA Bylaw 14.01.4.3)
3. Student-athletes cannot accept any “free rides” from strangers, such as meals, presents, etc. Any such situation in which an individual offers gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of the contest must be reported by the student-athlete to the Assistant Athletic Director for Compliance.
4. Student-athletes should be aware of the legalities of gambling at an institutional and state level. They should understand the consequences at the University level which may include expulsion and that the University will also assist with the enforcement of federal, state and local anti-bribery laws.
5. Student-athletes cannot sell complimentary admissions to anyone.
6. Student-athletes must compete with honesty and sportsmanship at all times so that honor and the dignity of fair play are represented at all times. (NCAA Bylaw 10.01.1.)

Any student-athlete who feels he or she may have a gambling problem can contact The Wellness Center, the Athletic Department, www.gamblersanonymous.org or call 1-800-GAMBLER.

SOCIAL MEDIA

Student-athletes should be concerned with any social media post that might embarrass themselves, their families, their teams and/or Southern New Hampshire University. Coaches are expected to address these points with their student-athletes:

- Student-athletes participating in intercollegiate athletics at Southern New Hampshire University, represent the university and are always in the public eye.
- Before participating in any social media outlet or online community, understand that anything posted online is available to anyone in the world. Any text or photo posted online is completely out of the control of the student-athlete the moment it is placed online, even if privacy settings are in place.
- Student-athletes should not post information, photos or other items online that could embarrass his/her family, team, the athletic department or Southern New Hampshire University. This includes information, photos and items that may be posted by others on the student-athlete's page.
- Student-athletes should not post private information including home address, local address, phone number(s), birth date or other personal information. Doing so could make the student a target for predators.
- Student-athletes should exercise caution as to what information is posted on websites about personal whereabouts or plans. This could also make the student a target for predators.
- Student-athletes should only add people they know as 'friends' on their social media pages. Many people are looking to take advantage of student-athletes or to seek connection with student-athletes to give them a sense of membership on a team.
- The NCAA, coaches and athletic department administrators can and do monitor these websites.
- Student-athletes posting offensive or inappropriate material on line could face discipline and even dismissal for violation of these policies.

Southern New Hampshire University officials check these websites regularly. In addition to the unfortunate reality of online predators, potential employers and internship supervisors also use these sites to screen candidates. Many graduate programs and scholarship committees now search these sites to screen applications. The athletic department advises SNHU student-athletes to exercise caution in their use of social networking websites.

Social Media Reminders

Key Points

- All SNHU coaches, staff members, volunteers, student assistants, interns, and student-athletes represent SNHU and are subject to NCAA rules. If you have a personal social media account or you run a team account, you are responsible for knowing these rules. Treat your personal/team social media sites as if you were posting on the official athletic department sites

Recruiting

- General Info vs. Recruiting Info: Materials posted on our social media sites (including coaches' and staff members' personal social media accounts) must be general information not created for recruiting purposes. (NCAA Bylaw 13.4.1.4, 13.4.1.5)
 - Information like game scores, team activities/updates, coaches' activities/updates, etc. are generally permitted
 - Posts about recruiting must be very generic in nature (e.g., it is OK to list locations visited)
 - **Permissible:** tweet example from a coach: "Wheels down in California, now let the recruiting begin."
 - It is NOT permissible to comment on specific prospects, coaches, high schools or prospect facilities.
 - **Impermissible:** tweet examples: "Loved watching the Cheyenne Central High School QB tonight." "The new Longmont High School stadium is the best in Colorado."
- Comments Prior to Signing: Before a prospect signs a National Letter of Intent or offer of athletics aid, we cannot publicly comment on the prospect except to confirm our recruitment of the prospect. We cannot comment on the prospect's ability, their potential contribution to our program, or the likelihood of the prospect signing SNHU. (NCAA Bylaws 13.10.2, 13.10.3)
 - A prospect is any student in 9th grade and above, except in men's basketball and softball (7th grade and above).
 - **Examples of NCAA Violations:**
 - Coach posted on Twitter an answer to a question that a fan posted to him about a prospect.
 - Director of Operations commented on Twitter on the likelihood of a prospect signing with the institution (violation #1). The Athletic Director re-tweeted the original tweet (violation #2).
 - Staff member commented on Twitter on a prospect's verbal commitment.
 - The head coach re-tweeted a recruiting service tweet on a prospect's verbal commitment.
 - SNHU'S Facebook and Twitter account included a link to an article regarding a verbal commitment by a prospect.
- Coaches cannot publicly identify a prospective student-athlete on social media (including the prospect's name, nickname, or other personally identifiable info (e.g., address)) until the prospect has signed a National Letter of Intent or submitted their financial deposit following an offer of admission.
 - **Impermissible** tweet examples:
 - "In Denver to watch #40 prove he's the best OLB in the division!"
 - "Talks with a prospect turned into a commit last night out of Kearney High School!"
- Recruiting Visits (including campus): We cannot publicize (or arrange for publicity of) a prospect's visit to campus. We cannot post photographs of prospects taken during camps or recruiting visits. (NCAA Bylaw 13.10.2.4)
 - **Examples of NCAA Violations:**
 - Coach posted on Twitter a message about a prospect's upcoming visit to the institution.
 - Coach posted pictures on the team's Facebook page of top prospects from the institution's soccer camp.

- **Endorsement of Prospect's Team, Coach or Facility:** We cannot promote or endorse a prospect's team, coach, or an athletics facility that is primarily used by prospects. A prior existing relationship with a HS/JC/Prep coach does NOT enable a coach to have public communication with or endorse the HS/JC/Prep coach.
 - Example of NCAA **Violations**:
 - Coach posted a comment on Twitter congratulating a club/traveling/AAU team for their performance at a tournament.
 - Coach posted a comment on Facebook congratulating a high school coach for winning his/her 400th game.
 - Coach posted a comment on Twitter wishing a high school good luck on the upcoming season.

Communication with Prospective Student-Athletes

- **General Rules**
 - You may "follow" a prospect on Twitter or "friend" a prospect on Facebook at any time, including a freshman or sophomore prospect.
 - An automatically generated electronic notification (e.g., accepting a friend request) cannot include any additional language in either the request or the reply.
 - We may communicate with junior and senior prospects or their relatives using **private** electronic communications (e.g., Twitter Direct Messages or Facebook Direct Messages).
 - Football, Cross Country/Track & Field, Swimming & Diving: May send private messages that are akin to email (e.g., Facebook Direct Message).
 - We cannot communicate publicly with any prospects or their relatives (e.g., posts to prospect's Twitter page, Facebook wall, public chat rooms, or posting any other message to a prospect that is accessible to other users).
 - Examples of NCAA **Violations**:
 - A prospect's father posted a message on the coach's Facebook wall and the coach posted a comment in response.
 - Coach was exchanging private Facebook messages with a prospect when he accidentally posted to the prospect's wall.
 - Coach replied to prospect's Twitter page. He accidentally hit reply when he tried to send a Direct Message to the prospect.
 - Boosters cannot communicate with a prospect.
 - Example of NCAA **Violation**:
 - A booster exchanged 3-6 messages with a prospect's father via an internet message board.

Endorsing Commercial Entities

- We cannot post a message/photo in which current student-athletes are promoting or endorsing a commercial entity or product.
 - **Permissible**: Tennis team posts an occasional photo on Facebook of the team at Coal Creek with the message "Had a great team meeting at Coal Creek!"
 - **Impermissible**: Tennis Team posts a photo on Facebook of the team at Coal Creek with the message "SNHU Tennis says stop by Coal Creek for your morning coffee!"

Current Student Athletes

- May communicate with prospects via social media as long as the communication is not at the direction of a coach/staff member.
 - **Permissible:** Student-athletes posted messages on a prospect's Twitter account congratulating him on his verbal commitment.
 - **NCAA Violation:** Student-athletes were asked by a Director of Operations to post pictures of prospect's recruiting visit, and retweeted a picture from the visit that was initially generated by the prospect.
- Cannot endorse a commercial product/entity. Tagging of business on all social media posts are prohibited. Mentions of businesses can be interpreted as an endorsement and student-athletes and team social media accounts shall refrain from doing so.
 - **NCAA Violation:** A student-athlete posted a message on his personal Twitter account endorsing a corporate sponsor.
 - **NCAA Violation:** A student-athlete buys a new helmet from @HelmetsFactory, then proceeds to post a photo of the new helmet on Instagram tagging @HelmetsFactory.
 - **NCAA Violation:** The Swimming Team attends a group cycling class off campus at Soul Cycle. Later that night the team social media page posts a photo describing the great time they had and recommends anyone seeking a good workout to check out Soul Cycle.
- Student-athletes should be cautioned against posting confidential team information (injury updates, team morale issues, etc.).

Countable Athletically Related Activities

- Voluntary Workouts: We cannot post messages/videos/photos/etc. regarding voluntary workouts, since coaches/sport staff may not observe voluntary workouts and strength/training staff may not report back to coaches on such workouts.
 - **NCAA Violation:** Institution posted a video on YouTube, Twitter, and Facebook of student-athletes participating in a voluntary open gym.
- Off-Season Skill Instruction Workouts: Off-season skill instruction may not be publicized prior to occurring but may be shared after the fact. However, off-season strength workouts may be publicized prior to occurring.
 - **NCAA Violation:** Coach published the team's schedule of off-season skill instruction workouts on Twitter.
- Basketball Closed Scrimmages: We cannot publicize closed scrimmages prior to the scrimmage.

ATHLETIC TRAINING GUIDELINES

Athletic Training Room Schedule

The athletic train room treatment hours vary according to the current sport season. All hours are posted on the bulletin board outside the training room.

****Medical coverage and event preparation will be provided for all In-Season varsity competitions.****

SNHU Athletic Training Staff

All SNHU athletic training staff members are nationally certified by the National Athletic Trainers Association and are licensed by the State of New Hampshire. The SNHU training staff supports a drug free environment, by assisting and facilitating the NCAA Drug Free Sport testing protocols for all varsity athletes.

Pre-Participation Exam/Health Reviews

Enrolled students are required to have a physical exam prior to their first semester.

Every student-athlete who has undergone orthopedic surgery within the last year must have written clearance from the surgeon before they are permitted to participate.

Health Insurance

Southern New Hampshire University provides a Blanket Sports Injury Policy which covers all students participating in intercollegiate sports at the University. This policy provides secondary coverage to any existing personal health insurance and coordinates with that coverage. If there is no other coverage, this policy becomes primary. Furthermore, the State of New Hampshire Bureau of Insurance requires that health insurance policies include intercollegiate sports injury coverage. As a result, the SNHU student health plan also covers intercollegiate sports injuries on a primary basis. The aforementioned Sports Injury Policy is secondary to this coverage. International student insurance plans however do NOT cover intercollegiate sports injuries. As a result, the Sports Injury Policy is the primary coverage for international students. In addition, all student-athletes are automatically covered by the NCAA Catastrophic Injury Policy which provides coverage beyond the limits of the university's policy. As a result of these layers of coverage, student-athletes are extremely well protected in the event of an intercollegiate sports-related injury.

The NCAA's Catastrophic Injury Insurance Program covers student-athletes who are catastrophically injured while participating in a covered intercollegiate athletic activity (subject to all policy terms and conditions). The policy has a \$90,000 deductible. This coverage does not qualify as the basic coverage required for participation in athletics at Southern New Hampshire University. It is supplemental coverage in the event of a catastrophic injury. More information on this program can be found on the NCAA's web-site at www.ncaa.org.

Southern New Hampshire University will assume no responsibility whatsoever for the payment of, or authorization to pay, medical expenses resulting from injuries that occur while participating in intercollegiate athletics at Southern New Hampshire University.

****If during the school year, a student's health insurance carrier changes or the insurance is dropped, that student must inform the athletic training staff.****

In the Event of an Injury

All student-athletes are to be directed to the athletic training room for an evaluation and treatment.

The athletic training room will be open and staffed during training room hours and during games.

An athletic training staff member will be on duty for home contests of varsity teams.

A training room schedule for treatments will be posted, or verbally set up for each individual team.

All injured student-athletes must report to the training room for treatment as needed either before or after practices and games.

All student-athletes requiring taping and bracing following an injury must be undergoing a current rehabilitative program, or taping will not be furnished. (For example, ankle rehabilitative exercises must be completed prior to taping.)

Referrals

All SNHU student-athletes can benefit from the “Athletic Medical Professional Network” (EST 1990). This network consists of a group of the area’s finest medical specialists from a variety of fields, which provide priority service without delay to student-athletes in need. Whenever the athletic training staff or the health services staff believes that a medical referral or specialist consultation is necessary; they will make arrangements for such a visit.

Specialties include:

Dentistry, Orthopedics, Otolaryngology, Neurology, Podiatry, Optometry

The athletic training staff will refer student-athletes to the Wellness Center for care and consultation in the event of a non-orthopedic illness or medical problem.

Medical Hardship Waiver

The following information from the NCAA Division II Manual specifies the requirements and qualifications for a Medical Hardship Waiver as outlined by the NCAA. Medical Hardship Waivers are submitted to the NE-10 Conference Office where NE-10 staff determine whether the waiver is approved or denied. Each of the pieces below requires documentation; particularly medical documentation including a letter from a physician, office notes and rehab notes from the Athletic Training room staff. Lack of documentation will result in a denial of the Medical Hardship Waiver. For additional information please see the Assistant AD-Compliance.

NCAA 14.2.5 Medical Hardship Waiver A student-athlete may be granted an additional year of competition by the conference or the Student-Athlete Reinstatement Committee for reasons of “hardship.” Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions: (*Revised; 1/4/02 effective 8/1/02*)

- a. The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four year collegiate institution; (*Revised: 1/10/92 effective 8/1/92*)
- b. The injury or illness results in an incapacity to compete for the remainder of that playing season; and (*Revised: 1/14/97 effective 8/1/97, 1/14/02 effective 8/1/02, 1/13/03 effective 8/1/03 for any injury or illness occurring on or after 8/1/03*)
- c. The injury or illness occurs when the student-athlete has not participated in more than two contests or dates of competition (whichever is applicable to that sport), 20 percent of the institution’s completed contests or dates of competition or 20 percent of the maximum permissible number of contests or dates of competition set forth on bylaw 17 in his or her sport. Competition (excluding scrimmages and exhibition contests per Bylaw 17 in the applicable sport) against outside participants during the playing season that concludes with the NCAA Championship, or, if so designated, during the official NCAA championship playing season in that

sport (e.g., spring baseball, fall soccer), shall be countable under this limitation (*Revised: 1/10/92, 1/14/97 effective 8/1/97, 1/14/02 effective 8/1/02, 4/29/04, 1/10/05 for any competition occurring on or after 8/1/04), 1/17/09 effective 8/1/09.*

Medical Hardship Waiver: To obtain a medical hardship waiver, the head coach shall contact the Assistant Athletic Director for Compliance to request the processing of this waiver. The Assistant Athletic Director for Compliance will work with the head coach, athletic training staff and athletic communications staff to obtain the necessary documentation required for the waiver to be processed. The following documentation must be provided before the Assistant Athletic Director for Compliance submits the waiver request:

- Documentation that the student-athlete did not compete in more than two contests or 20 percent of the contests
- Documentation from a physician that the injury is incapacitating and season ending
- Contemporaneous medical documentation to substantiate the injury or illness.

ATHLETIC COMMUNICATIONS

The role of the Athletic Communications Department is two-fold. In addition to recording and compiling statistical information, staff also promote the teams and act as a liaison for the athletics department to the general public and to media outlets. Athletic Communications staff are responsible for producing game programs, marketing collateral, photography, and updating the website (www.snhupenmen.com). The staff also oversees all video content, including the management of snhupenmen.tv. Student-athlete nominations for post-season honors and story ideas for the media/NCAA are also handled by this office.

Coaches should cooperate in making sure that their student-athletes submit a bio sheet, are available for head shots and team pictures and cooperate with the media in the event of interview requests.

INTERVIEWS

The Athletic Communications Office is the central office for all press inquiries. All interviews should be arranged in advance by this office. Student-athletes should not participate in interviews not arranged by this office. If you have interview requests, as a courtesy, please alert the Athletic Communications staff as well. If you have any questions, contact the **Director of Athletics Communications**.

Remember...

- Student-athletes and coaches should be on time for scheduled interviews or in returning telephone calls arranged by the Athletic Communication staff. If you encounter problems with the scheduled appointment, the Athletic Communications office should be notified.
- Student-athletes and coaches should not answer a question if they do not wish to respond. A proper response might be, "I'd rather not discuss that subject."
- The media might try to capitalize on a negative action or create drama where there is none. Student-athletes and coaches should try to always remain positive with answers so as not to give the media an opportunity to take statements out of context.
- The acceptance of student-athletes/coaches, the team or the institution by the media is developed by the impressions made through interviews, feature stories and personal decorum.

STORY IDEAS

Every effort is made to get to know student-athletes by having them fill out a bio sheet and getting to know them during the season. Coaches however know their team best. Student-athletes don't normally volunteer information, especially if it means self-promotion. If there is a great human interest story on a team (i.e., volunteer work or overcoming great obstacles to be at school etc.) these are the types of stories that can help publicize SNHU. Whether the team has a winning season or not, human interest stories always provide positive exposure for the University and the Athletic Department.

STATISTICS POLICIES

Statistical errors, whether at home or on the road, need to be brought to the attention of the Athletic Communications office as soon as possible, as NCAA policy only allows statistical changes to be made within seven days of a contest. For a home game, a change can be made by the SNHU staff, upon verification of the statistical error. For a road contest, the SNHU athletic communications office can request a change by the opposing team's staff. This staff can either approve the change or deny it.

If a student-athlete feels a statistical error has been made, he/she should bring it to the attention of their head coach, who can request a change. **Under no circumstances will requests to change statistics from student-athletes be honored.**

RELEASES

The athletic communications office produces game stories following each contest, releases for major awards, conference weekly awards, game previews as well as other newsworthy items for all sports. Other releases, such as NLI signings, hiring of assistant coaches, non-traditional schedules, community service work etc. that fall out of the day-to-day workload of the staff need to be requested by the coaching staff. The athletic communications office will strive to produce such releases in a timely manner; however, the day-to-day work of the office takes priority.

STUDENT-ATHLETE ADVISORY COMMITTEE

WHAT IS SAAC?

The Student-Athlete Advisory Committee (SAAC) is a student-athlete run committee that is comprised of two representatives from each athletic team at Southern New Hampshire University. SAAC works to maintain open lines of communication with athletic administration, greater Manchester NH community, and the student-athlete population at Southern New Hampshire University. The Student Athlete Advisory committees meets regularly to share views on rules, regulations and any other issues that may affect the lives of the student-athlete.

WHAT IS THE PURPOSE OF SAAC?

The main mission of SNHU SAAC is to inform, promote, and encourage positive game activity and boost attendance and support for all SNHU athletic events. SAAC will represent the ideas and concerns of each team regarding student needs and interest. The end goal of SAAC will be to work toward maintaining and

improving the overall well-being of the student-athlete. In addition, SAAC hosts fundraisers for Make-A-Wish to help raise money and spread awareness.

E-BOARD POSITIONS

President

Vice-President

Marketing/Promotions Representative

Secretary

Male teams Liaison

Female teams Liaison

Head Coach Responsibility:

It is the head coach responsibility to submit the names of **two** SAAC representatives from the team to serve on the Committee for the entire school year. A graduating committee member will provide insight as to who will serve on the committee.

Team Representatives Responsibility:

The selected individuals will be responsible for participating in all SAAC events and sharing information with their teammates.

For more information visit the SAAC homepage at <http://snhupenmen.com/s.a.a.c./index> and the SNHU SAAC Face book page.

SAAC ADVISOR

Elena Nee – Club Sports & Athlete Success Administrator - e.marinelli@snhu.edu

SNHU CHEERLEADING

NCAA rules do not apply to Cheerleading at SNHU as it is not recognized as a varsity sport by the NCAA. Eligibility is determined by SNHU policy and National Cheer Association (NCA) rules as described in this document.

NCA Eligibility Rules:

- To be eligible to compete at the NCA Championships, students must be enrolled in a minimum of nine (9) credits. Students are only permitted to compete at the NCA Championships a maximum of five (5) times.

SNHU Eligibility Rules:

- Full Time Enrollment - To be eligible to represent SNHU as a member of the SNHU Cheerleading team, students must be enrolled in a minimum of 12 credits. If a student is enrolled in their final term and they need less than 12 credits to graduate, they will be permitted to participate. Exceptions *may* be made on a case-by-case basis provided the student does not fall below the NCA-mandated 9 credits.
 - Assistant Athletic Director for Compliance (AADC) will code members of the Cheerleading team in Datatel so that the CRM system will notify AADC of changes in the enrollment status of students. If a student's enrollment drops to 9-11 credits, AADC will notify Head Coach and sport supervisor that the student's enrollment status has changed and that a decision needs to be made regarding whether or not the situation justifies an exception. If the student's enrollment drops below 9 credits, AADC will notify Head Coach and sport supervisor that the student is immediately ineligible for the Cheerleading team.
 - Salem Advantage students and College for Online and Continuing Education (COCE) students MAY participate in cheerleading at SNHU provided they comply with all other team rules regarding practice and participation at SNHU athletic contests.
 - General students in the Salem Advantage or COCE programs do not pay the Student Activity Fee. Any such student on the cheerleading team would however be benefiting from SNHU student activities and will therefore be required to pay this fee to participate in cheer. The Assistant AD will notify the Head Coach of any such students on the team. The Head Coach will notify the students and provide them the information they need to pay the fee.
- Grade Point Average / Good Academic Standing – SNHU Institutional policy requires that students maintain a 2.0 grade point average to be considered in Good Academic Standing (GAS). As such, to be eligible as a member of the SNHU Cheerleading team, students must maintain a minimum 2.0 GPA. SNHU only verifies GAS once per year at the start of the fall. Students must have a 2.0 at the start of the fall to be eligible. If a student's GPA drops below 2.0 by the start of the spring semester, but the student is still enrolled at SNHU (i.e. not placed on academic probation/suspension), the student will still be eligible for the Cheerleading team. The GPA deficiency must be rectified by the start of the ensuing fall term to remain eligible.
- Medical Documentation – Before participating as a member of the Cheerleading team or in a tryout for the Cheerleading team, students must present the following:
 - Documentation of a Physical Examination performed within the last year.
 - Insurance Card
 - Signed Facility Waiver (Note: Facility Waiver must be signed by a parent or guardian if the student is under 18 years of age.)

Coaches Responsibility:

- Before the start of the academic year, the coaching staff must present the Assistant Athletic Director for Compliance with a roster of students who will be participating on the Cheerleading team during the upcoming academic year. As the roster changes with additions or deletions, coach is responsible for immediately submitting "Change in Status" forms to the

Assistant Athletic Director for Compliance so the roster can be updated and all affected areas notified.

THE LEARNING CENTER

Participating in Division II athletics while also performing at a high level academically is incredibly demanding. If you have any academic concerns please get connected with the Wolak Learning Center as soon as possible. We are located on the second floor of the library and are able to assist student-athletes with everything from organization, time management, and study strategies, to writing/reading competencies and content-based tutoring.

If you are not sure what support you need, please text the Director of the Wolak Learning Center, Lynn Zlotkowski, at 603-665-3378 or fill out this form <https://tinyurl.com/wlc-support> and a member of the Learning Center will be in touch with you!

Wolak Learning Center Services

Mentoring/Coaching – Students can receive coaching from professional staff to ensure that they have the skills to be successful in college. To set up an appointment with a peer mentor for help with academic and college success strategies, students can go to <https://snhu.mywconline.com/>.

Walk-In Tutoring – Students can access tutoring for most math, writing, and core business classes. It is offered every day except Saturdays with a variety of times available. The walk-in schedule can be found at <https://my.snhu.edu/offices/LearningCenter/Walk-inTutoringSchedule>

Tutoring Appointments – If a student is not available during walk-in times, or would like more individual help, they can schedule an appointment with one of our tutors. They are available in CETA courses, liberal arts courses, and for general writing help. To schedule an appointment with a tutor, students should go to <https://snhu.mywconline.com/>.

One-on-one Tutoring/Mentoring – Students who would like sustained, consistent, individual tutoring or mentoring can request an individualized tutor at <https://tinyurl.com/wlc-support>.

Any additional questions can be answered by emailing wolaklearningcenter@snhu.edu, calling 603-645-9606, or calling/texting any member of the Wolak Learning Center professional staff.