# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Calendar</td>
<td>3</td>
</tr>
<tr>
<td>2. NCAA Division II Philosophy Statement</td>
<td>5</td>
</tr>
<tr>
<td>3. Athletic Department Mission Statement</td>
<td>7</td>
</tr>
<tr>
<td>4. Athletic Staff Directory</td>
<td>10</td>
</tr>
<tr>
<td>Department and University Policies</td>
<td></td>
</tr>
<tr>
<td>5. University Employment Policy</td>
<td>14</td>
</tr>
<tr>
<td>6. Athletic Department Employment Policy</td>
<td>18</td>
</tr>
<tr>
<td>7. Tuition Remission Policy</td>
<td>19</td>
</tr>
<tr>
<td>8. Volunteer Coach Agreement</td>
<td>20</td>
</tr>
<tr>
<td>9. Clery Act</td>
<td>22</td>
</tr>
<tr>
<td>10. Title IX Discrimination, Harassment, and Retaliation Policy</td>
<td>23</td>
</tr>
<tr>
<td>11. Student Athlete Code of Ethics</td>
<td>24</td>
</tr>
<tr>
<td>12. Hazing/Initiations</td>
<td>26</td>
</tr>
<tr>
<td>13. Transgender Inclusion Policies</td>
<td>29</td>
</tr>
<tr>
<td>14. Team Management</td>
<td>33</td>
</tr>
<tr>
<td>15. Contest Schedules and Contracts</td>
<td>35</td>
</tr>
<tr>
<td>16. Student-Athlete Eligibility for Practice and Competition</td>
<td>36</td>
</tr>
<tr>
<td>17. Transportation Agreement Student-Athlete's Use Of Personal Car</td>
<td>37</td>
</tr>
<tr>
<td>18. Transportation Agreement For Personal Travel By Student-Athlete</td>
<td>38</td>
</tr>
<tr>
<td>19. Complimentary Ticket Request Form</td>
<td>39</td>
</tr>
<tr>
<td>20. Meal Card Request for Prospective Student-Athlete</td>
<td>41</td>
</tr>
<tr>
<td>21. Compliance Policies and Procedures</td>
<td>42</td>
</tr>
<tr>
<td>22. Athletic Business Policies and Procedures</td>
<td>64</td>
</tr>
<tr>
<td>23. Academic Services for Student-Athletes</td>
<td>73</td>
</tr>
<tr>
<td>24. Admissions</td>
<td>75</td>
</tr>
<tr>
<td>25. International Admissions</td>
<td>77</td>
</tr>
<tr>
<td>27. Athletic Training Room Policies and Procedures</td>
<td>80</td>
</tr>
<tr>
<td>28. Drug Testing Development Plan</td>
<td>86</td>
</tr>
<tr>
<td>29. Concussion Documentation Protocol</td>
<td>87</td>
</tr>
<tr>
<td>30. Mental Health</td>
<td>90</td>
</tr>
<tr>
<td>31. Weather Policies</td>
<td>95</td>
</tr>
<tr>
<td>33. External Relations/Sports Information</td>
<td>106</td>
</tr>
<tr>
<td>34. Statistics Change Form</td>
<td>111</td>
</tr>
<tr>
<td>35. Athletics Donation Procedure</td>
<td>113</td>
</tr>
<tr>
<td>36. Game Operations/Event Management</td>
<td>115</td>
</tr>
<tr>
<td>37. Music Policy for Home Contests</td>
<td>117</td>
</tr>
<tr>
<td>38. Team Managers</td>
<td>118</td>
</tr>
<tr>
<td>39. Facility Use/Rental Procedures</td>
<td>119</td>
</tr>
<tr>
<td>40. Athletic Facility Rental Request Form (external)</td>
<td>121</td>
</tr>
<tr>
<td>41. Athletic and Campus Recreation Facility Request Form (internal)</td>
<td>123</td>
</tr>
<tr>
<td>42. Outside Use of Facilities</td>
<td>125</td>
</tr>
</tbody>
</table>
### Adelphi Athletics Policy Manual

<table>
<thead>
<tr>
<th>No.</th>
<th>Section Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.</td>
<td>Camps and Clinics Overview</td>
<td>126</td>
</tr>
<tr>
<td>44.</td>
<td>Equipment Room Policies and Procedures</td>
<td>127</td>
</tr>
<tr>
<td>45.</td>
<td>Strength and Conditioning Policies</td>
<td>132</td>
</tr>
<tr>
<td>46.</td>
<td>Campus Recreation Facility Use</td>
<td>133</td>
</tr>
<tr>
<td>47.</td>
<td>Campus Housing</td>
<td>134</td>
</tr>
<tr>
<td>48.</td>
<td>SAAC</td>
<td>135</td>
</tr>
</tbody>
</table>
# Adelphi Athletics Policy Manual

## 1. ADELPHI UNIVERSITY ACADEMIC CALENDAR 2019-2020

### Fall 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25</td>
<td>Matriculation Day</td>
</tr>
<tr>
<td>August 26</td>
<td>First Day of Classes - Fall 2019</td>
</tr>
<tr>
<td>Aug. 31-Sept. 2</td>
<td>Labor Day Weekend - NO CLASSES</td>
</tr>
<tr>
<td>September 9</td>
<td>Last Day to Add a Course - Fall 2019</td>
</tr>
<tr>
<td>September 23</td>
<td>Last Day to Drop a Course - Fall 2019</td>
</tr>
<tr>
<td>September 23</td>
<td>Last Day to Change Course Grading Option - Fall 2019</td>
</tr>
<tr>
<td>September 23</td>
<td>Last Day to Add an Independent Study/Internship - Fall 2019</td>
</tr>
<tr>
<td>September 23</td>
<td>Last Day to Process Course Section Change - Fall 2019</td>
</tr>
<tr>
<td>October 14</td>
<td>Fall Break - NO CLASSES</td>
</tr>
<tr>
<td>October 15</td>
<td>Open Planning Begins for Spring 2020</td>
</tr>
<tr>
<td>October 28</td>
<td>Last Day to Withdraw from a Course - Fall 2019</td>
</tr>
<tr>
<td>October 30</td>
<td>Graduate Registration Begins for Spring 2020</td>
</tr>
<tr>
<td>November 4</td>
<td>Undergraduate Registration Begins for Spring 2020</td>
</tr>
<tr>
<td>November 5</td>
<td>Election Day - NO CLASSES</td>
</tr>
<tr>
<td>Nov. 27 – Dec. 1</td>
<td>Thanksgiving Break - NO CLASSES</td>
</tr>
<tr>
<td>December 10</td>
<td>Makeup Day/Study Day - NO CLASSES</td>
</tr>
<tr>
<td>December 11</td>
<td>Makeup Day/Study Day - NO CLASSES</td>
</tr>
<tr>
<td>December 12</td>
<td>Finals Begin</td>
</tr>
<tr>
<td>December 18</td>
<td>Finals End</td>
</tr>
<tr>
<td>December 18</td>
<td>Last Day of Fall 2019 Term</td>
</tr>
</tbody>
</table>

### Spring 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2</td>
<td>First Day of Classes - Intersession 2020</td>
</tr>
<tr>
<td>January 20</td>
<td>Martin Luther King Jr. Day - NO CLASSES</td>
</tr>
<tr>
<td>January 22</td>
<td>Last Day of Classes - Intersession 2020</td>
</tr>
<tr>
<td>January 23</td>
<td>First Day of Classes - Spring 2020</td>
</tr>
<tr>
<td>February 5</td>
<td>Last Day to Add a Course - Spring 2020</td>
</tr>
<tr>
<td>February 20</td>
<td>Last Day to Drop a Course - Spring 2020</td>
</tr>
<tr>
<td>February 20</td>
<td>Last Day to Change Course Grading Option - Spring 2020</td>
</tr>
<tr>
<td>February 20</td>
<td>Last Day to Add an Independent Study/Internship - Spring 2020</td>
</tr>
<tr>
<td>February 20</td>
<td>Last Day to Process Course Section Change - Spring 2020</td>
</tr>
<tr>
<td>March 9</td>
<td>Open Planning Begins for Summer and Fall 2020</td>
</tr>
<tr>
<td>March 16 - 22</td>
<td>Spring Break - NO CLASSES</td>
</tr>
<tr>
<td>March 23</td>
<td>Summer Registration Begins for Summer 2020</td>
</tr>
<tr>
<td>March 25</td>
<td>Graduate Registration Begins for Fall 2020</td>
</tr>
<tr>
<td>March 26</td>
<td>Last Day to Withdraw from a Course - Spring 2020</td>
</tr>
<tr>
<td>March 30</td>
<td>Undergraduate Registration Begins for Fall 2020</td>
</tr>
<tr>
<td>April 20</td>
<td>Last Day to Apply to Graduate and Have Name Printed in Commencement Program</td>
</tr>
<tr>
<td>April 30</td>
<td>Research Day - NO CLASSES</td>
</tr>
<tr>
<td>May 8</td>
<td>Makeup Day/Study Day - NO CLASSES</td>
</tr>
<tr>
<td>May 11</td>
<td>Makeup Day/Study Day - NO CLASSES</td>
</tr>
<tr>
<td>May 12</td>
<td>Finals Begin</td>
</tr>
<tr>
<td>May 18</td>
<td>Finals End</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>May 18</td>
<td>Last Day of Spring 2020 Term</td>
</tr>
<tr>
<td>May 19</td>
<td>Doctoral Hooding</td>
</tr>
<tr>
<td>May 20</td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td><strong>Summer 2020</strong></td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day - NO CLASSES</td>
</tr>
<tr>
<td>May 26</td>
<td>First Day of Classes - Summer I 2020</td>
</tr>
<tr>
<td>June 29</td>
<td>Last Day of Classes - Summer I 2020</td>
</tr>
<tr>
<td>July 3</td>
<td>Independence Day (celebrated) - NO CLASSES</td>
</tr>
<tr>
<td>July 6</td>
<td>First Day of Classes - Summer II 2020</td>
</tr>
<tr>
<td>August 9</td>
<td>Last Day of Classes - Summer II 2020 and Full Summer Session</td>
</tr>
</tbody>
</table>
2. DIVISION II PHILOSOPHY STATEMENT

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. As such, Division II supports the educational mission of college athletics by fostering a balanced approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. Division II athletics programs also are committed to establishing an inclusive culture in which persons of all backgrounds are respected and given the opportunity to provide input and to participate.

Division II members abide by the following principles that help define and distinguish the division:

(a) Division II colleges and universities are expected to operate their athletics programs with integrity and in a welcoming manner that complies with conference and NCAA rules and regulations. Institutional control is a fundamental principle that supports the institution’s educational mission and assumes presidential involvement and oversight;

(b) Division II members fund their athletics programs in a manner that aligns with the institution’s budget and educational mission. This method of funding features a “partial scholarship” model that allows Division II schools to recognize student-athletes for their skills through athletics-based grants, but student-athletes can accept merit-based aid and academic scholarships as well;

(c) Division II believes in a balanced approach that integrates athletics into the college experience and allows students to focus on their academic pursuits and participate in other campus and community activities. This “Life in the Balance” emphasis facilitates learning through:

(1) Academics. Division II offers exceptional teacher-student ratios that provide student-athletes with a quality education in the academic curriculum of their choice. The division structures its eligibility requirements to facilitate student-athletes earning their degrees, which is measured in part by an institution’s student-athletes graduating at least at the same rate as the institution’s student body;

(2) Athletics. Division II supports athletics achievement through highly competitive programs that strive to participate in the division’s 25 national championships, which offer the best access ratio among the NCAA’s three divisions. Division II also supports a regionalization model in
scheduling that reduces time away from campus and keeps athletics participation in perspective within the educational mission;

(3) **Community engagement.** Division II athletics programs actively engage with their communities to enhance relationships between student-athletes and community members and develop a shared civic experience. Division II promotes engagement at the local, conference and national levels, including at all Division II national championships; and

(4) **Post-graduation success.** Division II supports a higher education model that shapes student-athletes who graduate with the skills and knowledge to be productive citizens. The balanced approach allows student-athletes to focus on their academic pursuits, their internships, and whatever else it takes to prepare them for life after graduation;

(d) Division II members support the utmost in sportsmanship by committing to a “game environment” initiative that establishes an atmosphere at athletics contests that is both energetic and respectful; and

(e) Division II promotes student-athlete involvement in decision-making through campus, conference and national Student-Athlete Advisory Committees that provide leadership opportunities and offer a representative voice in the division’s governance structure.
3. ADELPHI UNIVERSITY ATHLETICS – MISSION STATEMENT

The mission statement of the athletics department is:

“Our mission is to serve the university, foster tradition and passionately encourage growth and well-being of student-athletes through an emphasis on academics, athletic competition and community engagement in a diverse and inclusive environment of ethical integrity.”

In achieving this mission, the Department of Intercollegiate Athletics embraces these guiding principles:

- To recruit, train, educate, and graduate first class student-athletes. Our balanced program provides student-athletes with an opportunity to not only distinguish themselves on a nationally competitive scale, but also to enjoy the highest standards of leadership, sportsmanship, teamwork, scholarship and citizenship.

- Commitment to the total health and welfare of our student-athletes. Our program is based upon sound coaching principles and integrates the latest knowledge concerning training and conditioning.

- Commitment to educate and inform our students about eating disorders, abuse of alcohol, drugs, hazing, social networks, anger control, improper social behavior and its ramifications.

- To develop positive character and leadership qualities in our student-athletes by conforming to the letter and spirit of all rules and regulations of the University and the athletic bodies of which we are privileged to be members.

- To maintain gender equity in the number of participants, opportunities to participate, and support of facilities, equipment, travel, and scholarship.

- To comply carefully with institutional, conference, and NCAA regulations.

- To ensure ethnic and gender diversity among its coaches, staff, and student-athletes, consistent with the University’s educational mission.

- Student-athletes must be appraised of the DII initiatives of “Life in the Balance”.

"Our mission is to serve the university, foster tradition and passionately encourage growth and well-being of student-athletes through an emphasis on academics, athletic competition and community engagement in a diverse and inclusive environment of ethical integrity.”
Goals

I. To provide our student-athletes with the opportunity for academic experiences as close as possible to the experience of their classmates.

II. Every student-athlete – male and female, majority and minority, in all sports – will receive equitable and fair treatment.

III. To graduate student-athletes in at least the same proportion as non-athletes who have spent comparable time as full-time students.

IV. To prepare our student-athletes to be good citizens, leaders and contributors in their communities.

V. Strive for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors.

VI. Recognize the need to “balance” the role of the athletics program to serve both the institution (participants, student body, and faculty/staff) and the general public (community, area, state).

Diversity and Inclusion Statement

“Adelphi Athletics is committed to creating, sustaining, and supporting a climate and culture of diversity, inclusion, and equity that champions respect for and understanding of our many differences, encompassing, among other elements, race, ethnicity, gender, age, sex, socioeconomic status, national origin, sexual orientation, gender identity, disability, and religion.

We are devoted to efforts of fostering and maintaining a safe environment rooted in mutual respect and support, and free of hate, intolerance, and hostility for all those who enter our campus at our contests, in our facilities, within our community and as part of our teams. We also recognize that our efforts must be constant and meaningful in order to empower those around us and to reach our highest potential.

Adelphi Athletics not only welcomes and accepts diversity and inclusion, but also encourages and celebrates it as we work to develop transformational leaders who exhibit broad cultural awareness.”

Diversity and Inclusion Pledge

I. I pledge to welcome persons of any racial or ethnic origin ability, religion, age, gender, and sexual orientation in all aspects of athletics, campus and community life.

II. I pledge to treat every student-athlete, faculty member, and any other athletic personnel with respect and acceptance.

III. I pledge to eliminate use of derogatory language, terms, and statements that are hurtful and harmful to others.
IV. I pledge to demonstrate empathy in a culturally sensitive manner, and to work to solve all problems peacefully.

V. I pledge to maintain a safe space for conversations about diversity and inclusion while understanding that these conversations may sometimes be complex and difficult.

VI. I pledge to demonstrate empathy in a culturally sensitive manner and to work to solve all problems peacefully.

VII. I pledge to maintain a safe space for conversations about diversity and inclusion while understanding that these conversations may sometimes be complex and difficult.

VIII. I pledge to continually educate myself about our unique differences.

IX. I pledge to foster and environment which promotes diversity and inclusion. This is including, but not limited to, in my athletic environment, in the classroom, in my residence hall, and on campus or off.

X. I pledge to eliminate use of prejudicial language and discriminating behavior and to challenge stereotypes when I hear others speaking in derogatory generalizations.

XI. I pledge to work together with other members of our community to demonstrate that hate is not tolerated,

XII. I pledge to engage in the diverse community and world around me while educating myself on cultures other than my own and continuing along a path of personal growth and betterment as it pertains to diversity and inclusion.

XIII. I pledge to embrace others of all backgrounds and experiences, promoting a climate of respect and mutual understanding with all I encounter. I will take any opportunity to learn from my professors, coaches and peers as we work together to make Adelphi a model for diversity and inclusion.
4. ATHLETIC STAFF DIRECTORY

Administration
Danny McCabe    Director of Athletics and Campus Recreation 877-4231
TBD             Senior Associate AD/SWA/Compliance 877-4235
Nichole Doran   Coordinator of Athletic Administration 877-4179
Jennifer O’Hanlon  Administrative Assistant 877-4240

Facility Management
Andrew McCabe   Coordinator of Athletic Facilities 877-4294

Business Affairs
Brittany Cullinane  Business Manager 877-4295

Equipment Room
Eugene Marquardt  Equipment Room Manager 877-3782

External Relations & Sports Information
Emily Dorko   Associate AD for External Relations 877-4293
Ian Schraier  Sports Information Director 877-3774
Vincent Amodeo  Coordinator of Marketing & Special Events 877-4241

Athletic Training
Mike Gavagan    Assistant AD for Sports Medicine 877-4230
Samantha Caruso  Assistant Athletic Trainer 237-8508
Renee Crossan   Assistant Athletic Trainer 877-4245
MaryAnne Fitzgerald  Assistant Athletic Trainer  877-8507
Kara Megherian  Assistant Athletic Trainer  237-8507

**Strength and Conditioning**

Keith Ferrara  Head Strength and Conditioning Coach  833-8176

**Campus Recreation**

Linda Gundrum  Director  877-3949
Shaun Rutherford  Assistant Director  877-4277
TBD  Assistant Director  877-4243

**Coaching Staff**

Dom Scala  Baseball  877-3957
David Duke  Men’s Basketball  877-4239
Missy Traversi  Women’s Basketball  877-4246
Dennis Kearney  Women’s Bowling  237-8568
Alex Campbell  Cheerleading  877-4242
Katie Rees  Men’s & Women’s Cross Country  877-4308
Marissa Speciale  Dance  877-4242
Mary Moore  Field Hockey  877-3947
Charles Cohen  Men’s Golf  877-3777
James Sweeney  Women’s Golf  877-4232
Gordon Purdie  Men’s Lacrosse  877-4244
Pat McCabe  Women’s Lacrosse  877-4330
Gary Book  Men’s Soccer  877-4234
Brooke DeRosa  Women’s Soccer  877-4307
Carla Campagna  Softball  877-3959
Robert Smith  Men’s & Women’s Swimming  877-4247
Frank Russo  Men’s & Women’s Tennis  877-4233
Katie Rees  Men’s & Women’s Track & Field  877-4308
Danielle MacKnight  Volleyball  877-3780

Important Numbers on Campus

Academic Services and Retention
TBD  Senior Associate Provost  877-3142
Debbie Kyriacou  Executive Director  877-3152

Admissions
Christina Koromi  Director of Transfer Admissions  877-3051
Alana Dawson  Assistant Director of International Admissions  877-3033

Student Financial Services
Sheryl Mihopoulos  Assistant Vice President  877-3365
Linda LaMarsh  Senior Assistant Director  877-3276

Health Services Center
TBD  Director  877-6000

Center for Career and Professional Development
Tom Ward  Executive Director  877-3131
Learning and Writing Centers
Matt Lavery Director 877-3202
Hinda Barlaz Coordinator of Writing Center 877-3204

Public Safety and Transportation
Gene Palma Associate Vice President 877-3505
Robert Hughes Associate Director 877-3501

Registrar
Jill Glatter Senior Associate Registrar 877-3308

Residential Life and Housing
Guy Seneque Director 877-3651
Adam Visconti Associate Director 877-3671

Student Affairs
TBD Dean of Student Affairs 877-3660
Joe De Gearo Associate Dean of Student Affairs 877-3654

Alumni Relations
Jodie Sperico Senior Associate Director 877-3156

Human Resources
Anthony Maldonado Senior Human Resources Generalist 877-3223
Renaire Frierson Title IX Coordinator 877-4819
5. UNIVERSITY EMPLOYMENT POLICY

AT-WILL EMPLOYMENT
All non-union employees, including full-time, part-time, hourly, student and temporary employees, are deemed to be employee’s at-will. All full-time and part-time non-union employees are informed in their Appointment Letter that employment at Adelphi is deemed to be employment at will and is for no definite time period. An employee’s appointment can be terminated either by the employee or by the University at any time, for any reason, and without regard to cause.

The status of union employees is determined by the applicable collective bargaining agreement.

Code of Ethics - Preamble
We, the trustees, faculty, administrators, staff, and students of Adelphi University affirm our commitment to this Code of Ethics and to conducting ourselves in ways that promote mutual trust as well as public confidence in the University. We are individually responsible to each other for exhibiting in our own actions the highest ethical standards and for avoiding any impropriety or appearance of improper behavior that might reflect negatively upon our community. We value highly the mutual support that assists us in behaving in ways that are ethically exemplary. In complex situations, ethical principles may be in conflict with each other—both may be legal and moral—and the chosen course of action may be difficult to determine. Thus, we at Adelphi openly discuss ethical matters, make ethical choices without prejudice, and show appreciation for ethical behavior. We seek to promote adherence to the codes of conduct included in University policies, as well as to those of the professional groups to which our members belong, so that the University will be better able to achieve its educational mission.

The Adelphi community aspires to be a model of ethical behavior and to achieve its vision by educating graduates known for their exemplary ethics, character and citizenship. Each member of the community is responsible for conducting him or herself in accordance with this Code of Ethics and all other applicable university policies while engaged in university activities. This Code of Ethics is merely a codification of existing rights and obligations contained within other University documents; it is not intended to create any new rights and obligations on the part of faculty, administration, staff, and students of the University.

The complete Adelphi University Code of Ethics is available at http://operations.adelphi.edu/policies/code-of-ethics/

ANTI-DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND RETALIATION POLICY (“POLICY”)
Adelphi University is proud of its work and academic environment and will strive to maintain a pleasant and collegial environment for employees, students, guests and visitors, all of whom are expected to treat each other with courtesy, consideration and professionalism. The University will not tolerate discrimination, harassment (including sexual misconduct), or retaliation based on the protected status of an individual's race, creed, color, national origin, sex, gender identity, age, marital status, disability, ethnicity, sexual orientation, genetic predisposition or carrier status, religion, pregnancy, veteran status, or any other basis protected by applicable local, state or federal laws. With this Policy, the University prohibits not only unlawful discrimination,
harassment (including sexual misconduct), and retaliation, but also discourages other unprofessional and discourteous actions. Derogatory or inappropriate remarks, slurs, or jokes related to any protected class will not be tolerated. The University will make this Policy available in various and appropriate places on campus and on the University website.

Discrimination, harassment (including sexual misconduct), and/or retaliation in any context, in addition to being unlawful, is reprehensible and is a matter of particular concern to an academic community in which students, faculty and staff are related by strong bonds of intellectual interdependence, collegiality, and trust.

Discrimination, harassment (including sexual misconduct) and retaliation are violations of University Policy and of the appropriate standard of conduct required of all persons associated with the University. The University is committed to preventing, investigating, and remedying violations of this Policy. Those members of the community inflicting such behavior on others are subject to the full range of institutional disciplinary actions, up to and including separation from the University, and/or referral to authorities for criminal prosecution, as appropriate. Non-members of the community, such as guests or visitors, who inflict such behavior on campus, at campus events or within campus programs may be referred for criminal prosecution, and/or barred from campus events and property, and/or referred to institutions or employers with which they are affiliated. Guests and/or visitors impacted by discrimination, harassment (including sexual misconduct), and/or retaliation are protected by these policies and procedures.

A violation of any University policy which is motivated by the actual or perceived membership of the victim in a protected class may be investigated, resolved and remedied under this Policy. Any misconduct related to or coinciding with a violation of this Policy may also be investigated under this Policy, however, misconduct found not to be in violation of this Policy will not be subject to the procedures hereunder, but will be resolved and remedied pursuant to the appropriate institutional procedures.

Additional information on this and other University employment policies can be found in the Adelphi University Employee Handbook. http://hr.adelphi.edu/handbook/

PERSONNEL AND STAFFING

Hiring Process Procedures

New employees should report to the Office of Human Resources in Levermore Hall Room 203 with two forms of identification (e.g. Driver’s License and Social Security Card) to complete their new employee paperwork.

In order to receive direct deposit for paychecks, you must complete the direct deposit form and attach either a voided check, deposit slip, bank statement, or bank letter as documentation of your account.
Employees are paid on a twelve month cycle. Part-time coaches are paid at the end of the month when due a monthly check. Full-time staff are paid on a bi-weekly schedule.

1. The Office of Human Resources will schedule a New Hire Orientation for Full Time staff.

2. After waiting 24 hours, visit the Office of Public Safety to obtain an Adelphi University staff identification card and receive an Adelphi University parking decal. You will need your vehicle’s car registration to obtain a parking decal. Once you receive your Adelphi University staff identification card, please contact Gordon Purdie, Head Men’s Lacrosse Coach, for swipe access to the Center for Recreation and Sport.

3. An Adelphi employee email address will be requested by the Coordinator of Athletic Administration, during the 24 hour wait period. All University business, including tuition remission, must be conducted through this employee account. Please check your employee email daily.

4. The tuition remission form must be completed for each semester that you are requesting tuition remission and should be done after registering for classes. Staff must apply by using eCampus on their employee account. Refer to section 7 for more information on tuition remission.

Consistent Office hours must be maintained by full time staff. Normal University business hours are 8:30 am to 4:30 pm. Due to the nature of athletics, business hours will vary because of recruiting, team travel, etc. In the event you will be taking the day off whether it be personal, sick, recruiting, or team travel, a call must come into the office before 9:00 am. Please call the athletic department secretary at 877-4240.

Resignation Procedures

A Staff Final Check Out list must be completed before a staff member’s final paycheck will be issued. A formal letter of resignation must be submitted to the Director of Athletics with copies going to the head coach and Office of Human Resources. The effective date of resignation should be stated on the letter of resignation.

Once the letter of resignation is accepted by Human Resources, an exit interview will be scheduled for the staff member by the Office of Human Resources.
ATHLETIC STAFF FINAL CHECK OUT LIST

Name: ______________________________________________________

Initial (Complete All Items)

_____ Letter of Resignation addressed to Director of Athletics and copied to Human Resources and Head Coach

_____ Exit Interview with Human Resources   Date: _________________

_____ Clear all pending business with Business Manager

_____ Provide all recruiting paperwork, logs, official visit documentation, playbooks and ARMS passwords to head coach

_____ Return any issued IT/Electronic equipment to head coach

_____ Return keys to Athletic Director or Coordinator of Athletic Administration
6. ATHLETIC DEPARTMENT EMPLOYMENT POLICY

This material is a service to you with much of it a requirement of continuing good standing and employment.

- All full-time and part-time employees must follow all institutional, NE10 Conference, and NCAA rules and regulations.

- All assistant coaches are the responsibility of the head coach.

  Please read and be responsible for the NCAA Division II Manual and all NCAA publications. Always review the lines of control, reporting, and expertise before you do something on your own.

You have agreed to be an active staff member in this fiscal year and therefore agree to abide by all NCAA regulations, follow departmental guidelines, and search out guidance if there is any doubt about NCAA rules. You also agree to conduct yourself in a professional, ethical, and honest manner.
7. TUITION REMISSION POLICY

Regular full-time and part-time employees are eligible for tuition remission. Union represented employees are eligible to the extent indicated in the appropriate provisions of their collective bargaining agreements.

Any member of a coaching staff must receive a minimum payment for employment of $1,200.00 to receive full tuition remission benefits.

Coaches and assistant coaches are eligible for a maximum of four courses per academic year (September 1 – August 31) with no more than two courses per semester.

If you should terminate your employment for any reason (except layoff) from Adelphi during a semester (or cycle) in which you, your spouse, same sex domestic partner (for those who reside in a state that does not allow same sex marriage), child, or child of same sex domestic partner, has tuition remission, you/they will be billed for a prorated portion of the tuition charge.

Employees who are seeking tuition remission for undergraduate coursework are required to file the Free Application for Federal Student Aid (FAFSA) each academic year.

In order to submit a request for tuition remission, you must log in to eCampus, click on the services tab, click on the eSAAS icon, and then click on Tuition Remission Form.

In order to submit the Tuition Remission Form, you must complete the following:

• Select the semester you are requesting remission for – Fall or Spring. A separate form is required for each semester for each student and must be submitted by the drop date for the applicable semester. Intersession classes must be submitted as Spring semester.

• If selecting tuition remission for Summer, then you must indicate which session by clicking the appropriate radio button.

• Select who (yourself, your spouse, domestic partner (if eligible) or dependent children) is taking classes from the drop down menu. If your spouse, domestic partner (if eligible) or dependent children are not listed, you must contact the Office of Human Resources at 516-877-3220 to add them to our system.

• Indicate whether the student has an undergraduate (Bachelor’s) degree. Dependent children are only eligible to receive tuition remission if they do not have a previous undergraduate (Bachelor's) degree.

• If the tuition remission is for a non-faculty employee, please indicate if the courses to be taken meet during your normal work hours. If so, written approval from Jane Fisher is required for EVERY semester this is applicable.

• Read the form in its entirety to verify that the information submitted on the form is complete and accurate, then click submit

• Print out a copy of the confirmation page for your records.

If the Tuition Remission is for yourself (the employee), your supervisor will receive an email notifying them of your tuition remission. Supervisors will not receive emails when the Tuition Remission is for any of your dependents.

If you have any questions about the procedure please contact Jane Fisher in Human Resources at x3222. Additional information can be found online at: https://portal.adelphi.edu/group/hr/tuition-remission
VOLUNTEER COACH AGREEMENT

Team:______________________________________________  Academic Year:____________________________

Name:______________________________________________  Cell:________________________________________

Address:____________________________________________________________________________________________

Responsibilities with program:__________________________________________________________________________

_______________________________________________________________________________________________________

Are you a full time employee of Adelphi University:  (Circle one)  Yes  No
(Full time university employees must have First Aid, CPR, and AED certification)

NCAA Bylaw 13.11.3.6
Officiating  An institution’s coach may officiate competition that involves prospective student-athletes, provided the competition is regularly scheduled under the authority of an outside sports organization.

NCAA Bylaw 13.11.3.7 Private Lessons  An institution’s equestrian, golf or tennis coach may teach private equestrian, golf or tennis lessons to a prospective student-athlete, provided the following conditions are met:

a. The coach makes lessons available to the general public.

b. Fees charged to the prospective student-athlete are at a rate commensurate with fees charged to all individuals.

c. Prior written approval is received annually from the institution’s president or chancellor.

d. Fees of the prospective student-athlete are not paid by individuals or entities other than the prospective student athlete’s relatives or legal guardian(s), and

e. The institution keeps on file in the office of the athletics director documentation of the fee charged for the private lessons and the name of any individual receiving any portion of the fee.

COACHES OF ALL OTHER SPORTS MAY NOT GIVE LESSONS TO PROSPECTIVE STUDENT-ATHLETES (9th grade and older.)
I understand that as a volunteer coach, I am responsible for the following Adelphi University and NCAA rules and regulations. I understand that I report to the head coach of the aforementioned sport and that I may be terminated at any time. I agree that a background check may be conducted.

11.1.2.1 Responsibility of Head Coach
It shall be the responsibility of an institution’s head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach.

Said volunteer assistant coach must adhere to all university policies and procedures, particularly Drug and Alcohol Policy, Financial Reference Guide and Anti-Harassment Policy.

The athletic director can revoke this agreement at any time, for any reason.

Maximum # of hours per week______________________________________ Start Date:____________________________________
End Date:____________________________________

By signing this form I acknowledge that I will not be paid for acting as a volunteer coach.

Volunteer Coach Signature ______________________________________ Date

____________________________________________________________
Print Name of Volunteer Coach

Head Coach Signature ______________________________________ Date

Athletic Director Signature ______________________________________ Date

(Rev 7/19)
9. CLERY ACT

Responsibility of Coach/Employee
If you find out about a crime, or suspected crime, you must report it to Adelphi University Public Safety Office and to the Director of Athletics.

What is the Jeanne Clery Act?
The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (formerly the Campus Security Act) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998 and 2000.

Who is Jeanne Clery?
In 1986, Jeanne Clery, a freshman at Pennsylvania’s Lehigh University, was murdered and sexually assaulted in her campus residence hall room by another student she didn’t know. Her school hadn’t informed students about 38 violent crimes on campus in the three years preceding her murder. Clery’s parents, Connie & Howard, led the crusade to enact the original Campus Security Act. Congress formally named the law in memory of Clery in 1998.

Which schools must comply with the Clery Act?
All institutions of postsecondary education, both public and private, that participate in federal student aid programs must publish and disseminate an annual campus security report as well as make timely warnings. If the institution maintains a police or security department of any kind they must also maintain a crime log that is open to the general public.

What does a school have to disclose under the Clery Act?
Schools must publish and disseminate an annual campus security report containing various security policies and three years’ worth of crime statistics. They must also issue timely warnings about crimes that pose an ongoing danger. Schools with a police or security department of any kind must also maintain a public crime log of all crimes reported to that department.
10. TITLE IX DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND RETALIATION POLICY

Discrimination, harassment (including sexual misconduct, dating violence, domestic violence, stalking), and retaliation of any type will not be tolerated at Adelphi University. Upon notice, the University will act to end the discrimination, harassment or retaliation; prevent its recurrence; and remedy its effects on the victim and the University community.

If you have any questions or concerns about discrimination, harassment (including sexual misconduct, dating violence, domestic violence, stalking), and/or resulting retaliation, or if you need help in resolving a problem, you can:

A. Use our [online complaint form](#) to report discrimination, harassment, and/or retaliation

B. Contact the appropriate individual below, or any member of the Anti-Discrimination Panel:

**Student Complainants:**
TBD (Assistant Vice President and Dean of Student Affairs) at TBD or 516.877.3151
Renaire Frierson (Title IX Coordinator, Director of Equity and Compliance)
at titleix@adelphi.edu or 516.877.4819

**Employee or Third Party Complainants:**
Jane Fisher (Director of Employment, Employee, and Labor Relations)
at fisher2@adelphi.edu or 516.877.3222
Renaire Frierson (Title IX Coordinator, Director of Equity and Compliance)
at titleix@adelphi.edu or 516.877.4819

**General Comments or Inquiries:**
Renaire Frierson (Title IX Coordinator, Director of Equity and Compliance)
at titleix@adelphi.edu or 516.877.4819

C. For emergency or immediate assistance at any time on campus, contact the Office of Public Safety at 516.877.3511 or by dialing 5 from any campus phone.
11. STUDENT-ATHLETE CODE OF ETHICS

Adelphi University Department of Athletics & Campus Recreation
Student Athlete Code of Ethics

Purpose

Intercollegiate Athletics at Adelphi University provide the opportunity for students to develop their full potential in a rigorous academic setting that values varsity sport participation and the keenest competition as key components of the educational process. However, it is considered a privilege rather than a right to be a student athlete and with that privilege come certain responsibilities.

Adelphi supports a prominent Division II NCAA intercollegiate sports program. Your representation of the University, involving public exposure in the competitive arena and in the media, makes you one of the most visible groups in a number of “Communities”; the University, local municipalities, Nassau County, and on Long Island. As an athlete, what you do and the way in which you do it are often highlighted, placing you in a public position not experienced by other Adelphi students; a position that requires exemplary conduct. Your behavior has a most definite impact on the reputation of your particular team, the Athletic Department, and the University and also on the attitude that others not involved in intercollegiate athletics have toward you and your fellow athletes. Lastly, whether or not you so choose, you will be looked upon as a role model and as a leader.

DEFINITION

The Student-Athlete Code of Ethics provides general behavioral guidelines consistent with the responsibilities of participation, representation, and public exposure outlined above. The Code applies to any and every Adelphi student who is considered to be a member of an intercollegiate team(s), whether that sport is in season or not. In simple terms, any conduct that brings a dishonor to a team and/or to the Athletic Department is considered a breach of the Code.

Under this Code of Ethics, you are expected to obey the rules and regulations of the NCAA, the Athletic Department and the University, including the University’s (Student Conduct, Sexual Misconduct and Academic Integrity policies) as well as all local, state, and federal laws. Furthermore, you are expected to conduct yourself at all times with honor, integrity, good sportsmanship, honesty and humility. You are expected to treat everyone with dignity and respect. Adelphi Student-Athletes are committed to advancing awareness and understanding of the value inherent in our diversity, broadly defined in terms of cultural, ethnic, and sexual orientation and identity, age, religious beliefs, socioeconomic status, physical and mental abilities, and gender differences.
VIOLATIONS OF THE CODE

Conduct or behavior that deviates from the expectations cited in the “Definition” section will be considered a breach of the Student Athlete Code of Ethics. Individuals who have been accused of violating the Code of Ethics will meet with the Director of Athletics and their Head Coach(es) to discuss the potential violation, to explore the full extent of the breach, and to determine sanctions. Response by the Athletic Department to a breach in the Code may include sanctions, singularly or in combination, ranging from the following:
- Official Letter of Reprimand
- Community Service
- Required Counseling or Education Programming
- Loss of Playing Practice Opportunities
- Permanent Removal from the Team
- Loss of Athletic Scholarship

When considering a case, the Head Coach will take into account previous violations of the Code and of other departmental policies. Repeat offenses will result in increasingly heavy sanctions. In all instances, a copy of the outcome letter will be sent to the student-athlete, a copy will be placed in the student-athlete’s file, and a copy may be sent home to the student-athlete’s parents.

The Code of Ethics does not supersede or replace the University judicial process. This policy will not be used to alleviate any Dean of Students Office decision that has been rendered. Moreover, the Code may still be used to pursue a case in light of the elevated expectations of student-athletes. Athletic Department sanctions are separate from and in addition to any judgment coming from University judicial process.

APPEAL

Student-athletes who wish to appeal the imposed sanction(s) of the athletics department may do so under the following process:

1. A student-athlete appeal request must be submitted in writing to the Director of Athletics or the Senior Woman Administrator within two class days of receiving the sanction.
2. The grounds for appeal include the following:
   - Sanction(s) imposed is grossly inappropriate;
     - New evidence has come to light which would have been sufficient to alter the decision regarding the sanction(s);
     - Evidence exists of bias on the part of the Head Coach.
3. The appeal will be heard by the Director of Athletics and Senior Woman Administrator.
4. The student-athlete may be accompanied by a representative of his/her choosing.
5. The Director of Athletics and Senior Woman Administrator may agree with the original sanctions(s), impose a different sanction(s), or dismiss the original sanction(s).
6. The decision of the Director of Athletics and Senior Woman Administrator will be communicated in writing to the student-athlete.
12. HAZING/INITIATIONS

Hazing and Team Initiation Activities Policy

The Athletics Department strictly prohibits hazing of any kind as well as all team initiation activities, additionally, the Department is particularly sensitive to the role that alcohol often plays in hazing/initiation situation. The Department defines hazing and/or team initiation activities as:

“any action or conduct, on or off the campus, with or without consent which recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of another student, or creates risk of injury or causes discomfort, embarrassment, harassment, humiliation or ridicule or which willfully destroys or removes public or private property, for the purpose of initiation, admission or affiliation with or as a condition for continued membership, in any organization, team or other group whether recognized by the University or not.

Such activities and conduct include, but are not limited to, compelling an individual to engage in any illegal activity; forced consumption of alcohol, drugs, or any substance; creation of excessive fatigue; physical and/or psychological trauma; wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games, activities and events; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other similar activities or conduct which are not consistent with University regulations and policies.”

Actions and activities which are prohibited by the Athletics Department include, but are not limited to:

1. Any activity or action that creates a risk to the health or safety of another person.
2. Any type of initiation or other activity where there is an expectation of individuals who are joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them regardless of the person’s willingness to participate and/or the fact that the activity has been designated as optional or non-compulsory.

Examples of prohibited behavior include, but are not limited to:

- Forcing, requiring, or pressuring the consumption of any substance, particularly alcohol or other drugs
- Forcing, requiring, or pressuring the shaving of any part of the body including hair on the head
- Forcing, requiring, or pressuring the participation in any activity which is illegal, perverse, or indecent
- Forcing, requiring, or pressuring an individual to tamper with or damage college property
- Forcing, requiring, or pressuring freshmen to carry water or other equipment at practices and/or games.
- Dietary restrictions of any kind, sleep deprivation, or creation of excessive fatigue
- Paddling, whipping, beating or physical abuse of any kind
- Forced tattooing or banding or exposure to the elements
- Calisthenics or any type of physically abusive exercises
- Compulsory servitude, work projects without the participation of the full membership
- Road trips, kidnapping, drop-off or any other such activities
- Assigned or endorsed pranks such as borrowing or stealing items or painting property or objects
- Morally degrading or humiliating games or activities
- Any activity which interferes with one’s ability to study or complete one’s course of study
- Forcing, encouraging, or pressuring the wearing of apparel in public which is conspicuous
- Participating in sexual rituals or assaults and/or required nudity
- Mentally abusive or demeaning behavior
- Collective behavior such as marching or requiring members to escort each other on campus

Non-Hazing Examples

- Participate in a leadership retreat/weekend with a rope course and teambuilding activities
- Develop a community volunteer service project for the team
- Create a senior recognition ceremony
- Sponsor/host a career skill development and planning workshop for all team members
- Attend an educational speaker as a team, process and discuss what was presented
- Invite faculty members, alumni, or a speaker to lunch with new team members and/or the whole team
- Host a dinner and movie for the new team members and/or the whole team
- Plan and execute a team fundraiser
- Host a father’s, mother’s or family & friends weekend
- Participate as a team in a campus event or host a campus/community event to meet the team members
- Develop an academic incentive program for new team members and the entire team
- Attend another team’s contest that is chosen by the new team members
- Develop and create a parents alliance for the team

ADELPHI UNIVERSITY’S POLICY ON HAZING

This policy is deemed to be part of the by-laws of all organizations operating on the Adelphi University campus. Each organization has the responsibility to review, annually, such by-laws with individuals affiliated with such organizations.

Hazing Regulations

Preamble
Adelphi University opposes hazing (inappropriate or unlawful activity conducted for the purpose of initiation into an organization) in any form by any person or group associated with this University. In recognition of the enactment of Chapter 676 of the Laws of 1980 which amends Section 6450 of the Education Law to prohibit dangerous activity conducted for the purpose of initiation into an affiliation with any organization, the Board of Trustees reaffirms as University policy its opposition to hazing by adoption of the following Rules and the Regulations thereunder:

1. No student, faculty, or staff member, visitor, licensee, invitee, or group or organization of such persons on the Campus of Adelphi University at Garden City, New York, and on
any other University property used for educational purposes (collectively called Campus), shall engage in any action or situation which, among other things, recklessly or intentionally endangers mental or physical health or involves the enforced consumption of liquor or drugs for the purpose of initiation or entering into an affiliation of any group or organization (to be referred to as the Anti-Hazing Rule).

2. It shall be a condition of any University approval or the continuation of approval for the operation of any group or organization on the Campus that the Anti-Hazing Rule shall be deemed included in the Charter and By-laws of all groups or organizations now, or hereafter, operating on the Campus. A statement acknowledging the inclusion of such prohibited conduct in its Charter and By-laws shall be filed with the Director of the Center for Student Involvement by all groups or organizations operating on the Campus, with respect to presently approved organizations operating on the Campus, such statement shall be filed within 30 days of the first publication of this Anti-Hazing Rule in the Campus Notices and the Delphian, and thereafter within the first 30 days of the commencement of each academic year. A failure to comply with the filing of such statement shall result in the denial of University approval and the right to operate on the Campus of such group or organization, or the revision of any prior approval and right to operate on the Campus, as the case may be.

3. The Anti-Hazing Rule shall be added to and included in the Student Activities Policy Manual of Adelphi University.

4. In addition to any penalty prescribed by the New York Penal Law, the penalty for violation of this Anti-Hazing shall be as follows:

   1. For individual students, faculty, or staff members, violation may result in suspension, expulsion, or other disciplinary action.
   2. For visitors, licensees, or invitees, violations will result in ejection from the Campus.
   3. For any group or organization, the violation will result in the revision of any previously issued permission to operate on the Campus or the refusal of permission to operate on the Campus, as the case may be.
   4. The disciplinary procedures leading to the penalty for violation of this Anti-Hazing Rule shall be those continued in the Campus Rule regulating the maintenance of public order on Campus adopted by the University on June 17, 1969 (to be referred to as the Regulation of Public Order on Campus Rule).

Definition of Hazing

Hazing is defined as any action or conduct, on or off the campus, with or without consent which recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury or causes discomfort, embarrassment, harassment, humiliation or ridicule or which willfully destroys or removes public or private property, for the purpose of initiation, admission or affiliation with or as a condition for continued membership, in any organization, team or other group whether recognized by the University or not.

Such activities and conduct include, but are not limited to, compelling an individual to engage in any illegal activity; forced consumption of alcohol, drugs or any substance; creation of excessive fatigue; physical and/or psychological trauma; wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games, activities and events; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other similar activities or conduct which are not consistent with University regulations and policies.
13. TRANSGENDER INCLUSION POLICIES

For additional information and resources on transgender inclusion in athletics visit transathlete.com.

Introduction
Adelphi University prohibits discrimination on the basis of gender identity and gender expression. In order to comport with this policy and to uphold the principles of equity and inclusion, Adelphi University Athletics maintains the following policies to facilitate and encourage the participation of transgender students, staff, faculty, and visitors. These policies cover: participation in intercollegiate, club, and intramural sports; and accommodation for trans people who attend and participate in athletic activities that take place at Adelphi.

In designing these principles, this policy closely follows the guidelines offered in the 2010 report On the Team: Equal Opportunity for Transgender Student Athletes. Written by Pat Griffin and Helen J. Carroll, the report stems from the work of a think tank entitled “Equal Opportunities for Transgender Student Athletes” that included “leaders from the National Collegiate Athletic Association and the National High School Federation, transgender student athletes, and an impressive array of experts on transgender issues from a range of discipline – law, medicine, advocacy, and athletics.”

The Think Tank identified ten principles:
1. Participation in interscholastic and intercollegiate athletics is a valuable part of the educational experience for all students.
2. Transgender student athletes should have equal opportunity of participate in sports.
3. The integrity of women’s sports should be preserved.
4. Policies governing sports should be based on sound medical knowledge and scientific validity.
5. Policies governing sports should be objective, workable, and practicable; they should also be written, available and equitably enforced.
6. Policies governing the participation of transgender students in sports should be fair in light of the tremendous variation among [all] individuals in strength, size, musculature, and ability.
7. The legitimate privacy interests of all student athletes should be protected.
8. The medical privacy of transgender students should be preserved.
9. Athletic administrators, staff, parents of athletes, and student athletes should have access to sound and effective educational resources and training related to the participation of transgender and gender-variant students in athletics.
10. Policies governing the participation of transgender students in athletics should comply with state and federal laws protecting students from discrimination based on sex, disability, and gender identity and expression. (pp. 21-22).

These principles are underpinned by the belief that, given both the enjoyment and the benefits that sports can provide, all students should have equal opportunity to participate in school sports, whether the students are transgender or cisgender – “cisgender” meaning
people whose gender identities align with their bodies in ways traditionally recognized as normative. This belief and these principles underpin Adelphi policies as well.

Policies for Intercollegiate Teams
(Taken, with minor modification, from On the Team: Equal Opportunity for Transgender Student Athletes, 28-33)

A transgender student athlete is allowed to participate in any sports activity so long as that athlete’s use of hormone therapy, if any, is consistent with the National College Athletic Association (NCAA) existing policies on banned medications. Specifically, a transgender student athlete is allowed to participate in sex-separated sports activities under the following conditions:

I. Participation in Sex-Separated Intercollegiate Sport Teams

A. Transgender student athletes who are undergoing hormone treatment
1. A male-to-female (MTF) transgender student athlete who is taking medically prescribed hormone treatment related to gender transition may participate on a men’s team at any time, but must complete one year of hormone treatment related to gender transition before competing on a women’s team.
2. A female-to-male (FTM) transgender student athlete who is taking medically prescribed testosterone related to gender transition may not participate on a women’s team after beginning hormone treatment.
3. A female-to-male (FTM) transgender student athlete who is taking medically prescribed testosterone for the purposes of gender transition may compete on a men’s team with an NCAA approved medical exception.
4. In any case where a student athlete is taking hormone treatment related to gender transition, the use of an anabolic agent or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications. The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The institution, through its director of athletics, may request (to the NCAA) an exception for use of an anabolic agent or peptide hormone by submitting to the NCAA medical documentation from the prescribing physician supporting the diagnosis and treatment.

B. Transgender student athletes who are NOT undergoing hormone treatment
1. Any transgender student athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.
2. A female-to-male transgender student athlete who is taking testosterone related to gender transition may participate on a men’s or women’s team.
3. A male-to-female transgender student athlete who is not taking hormone treatments related to gender may not compete on a women’s team.

II. Participation in Mixed Gender Sport Activities
A mixed team has both female and male participants and may be restricted in championship play according to specific national governing body rules.

**A. Transgender student athletes who are undergoing hormone treatment**
1. For purposes of mixed gender team classification, a male-to-female (MTF) transgender student athlete who is taking medically prescribed hormone treatment related to gender transition shall be counted as a male participant until the athlete has completed one year of hormone treatment at which time the athlete shall be counted as a female participant.
2. For purposes of mixed gender team classification, a female-to-male (FTM) transgender student athlete who is taking medically prescribed testosterone related to gender transition shall be counted as a male participant and must request a medical exception from the NCAA prior to competing because testosterone is a banned substance.

**B. Transgender student athletes who are NOT undergoing hormone treatment**
1. For purposes of mixed gender team classification, a female-to-male (FTM) transgender student athlete who is not taking testosterone related to gender transition may be counted as either a male or female.
2. For purposes of mixed gender team classification, a female-to-male (FTM) transgender student athlete who is not taking testosterone related to gender transition participating on a women’s team shall not make that team a mixed gender team.
3. For purposes of mixed gender team classification, a male-to-female (MTF) transgender student athlete who is not taking hormone treatment related to gender transition shall count as a male.

**III. Implementation Process**

**A. The student’s responsibility**
1. In order to avoid challenges to a transgender student’s participation during a sport season, a student athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition shall submit the request to participate on a sports team in writing to the athletic director upon matriculation or when the decision to undergo hormonal treatment is made.
2. The student shall submit her or his request to the athletic director. The request shall include a letter from the student’s physician documenting the student athlete’s intention to transition or the student’s transition status if the process has already been initiated. This letter shall identify the prescribed hormonal treatment for the student’s gender transition and documentation of the student’s testosterone levels, if relevant.
3. *The student is encouraged to meet with someone who can offer support and advice through the process, if desired. Should the student want help in finding such a person, a list of people who might serve in that role is available from the Athletic Director, the Title IX Officer, the Office of Equity and Diversity Resources, and the Office of the Dean of Students.*

**B. Individual School and National Governing Body Responsibilities**
1. The Athletic Director shall meet with the student to review eligibility requirements and procedure for approval of transgender participation.
2. A Transgender Participation Advisory Committee will support the work of facilitating the participation transgender students in athletics and will be available for consultation by the student, the Athletic Director, and others.

3. If a student athlete’s request is denied by the Athletic Director, the decision must automatically be reviewed by the Transgender Participation Committee. This committee shall be convened and its decision reported to the Athletic Director, the Title IX Officer, and the Chief Diversity Officer in a timely fashion.

4. All discussions among involved parties and required written supporting documentation shall be kept confidential, unless the student athlete makes a specific request otherwise. All information about an individual student’s transgender identity and medical information, including physician’s information provided pursuant to this policy, shall be maintained confidentially.

Facilities, Support, and Education

I. Locker Rooms
   Anyone using sports facilities on the Adelphi campus – whether Adelphi athletes, visiting athletes, or other participants and attendants – shall have access to the changing, shower, and toilet facilities that accord with their gender identity. Private facilities will be made available if asked for but transgender people will not be required to use them.

II. Accommodations for travel
    When possible, Adelphi athletes traveling to other schools should be assigned accommodations based on their gender identity, with more privacy provided, if possible, when requested.

III. Names and Pronouns
      Teammates, coaches, and other participants in sports shall refer to people by their preferred names and pronouns.

IV. Dress Code and Uniforms
    Dress codes should enable all athletes and other sports participants to dress in accord with their gender identity. For example, instead of requiring gendered forms of “dressy,” such as a skirt or dress, dress codes should require students to dress with appropriate formality in ways that suit their gender identity. Since both transgender and cisgender athletes may have preferred gender expressions that do not conform to traditional norms or dress – for instance, not all women feel comfortable in a skirt – this policy should be understood to apply to all athletes. Uniforms, too, ideally, should not conflict with an athlete’s gender identity.

V. Education
   At Adelphi: Athletes, coaches, trainers, and other people involved in Adelphi Athletics should be educated about trans identities and the principles of transgender inclusion. They should be knowledgeable about how, in their particular roles, to support trans people, and prepared to put this knowledge to use.

   At schools or venues where or against which Adelphi athletes compete. Without naming or violating the privacy of transgender athletes or personnel in question, relevant authorities and personnel at those venues should be informed about expectations for the treatment of transgender athletes – including accommodation, pronoun, and name use – during and outside of play.
14. TEAM MANAGEMENT

Player Conduct
Coaches should instruct student-athletes to review policies and procedures in the student-athlete handbook, as well as review behavioral issues (e.g., hazing, social networking sites, sportsmanship, etc.) When documenting conduct of student-athletes, be specific and thorough. In addition to documenting the incident, always refer to whether or not the student-athlete understands that he/she violated university, department, or team rules and/or policies. (Refer to the Media Relations section of this manual for policies regarding social networking sites.)

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

The NE10 Conference’s member institutions unanimously agree that sportsmanship and ethical conduct are of paramount importance in intercollegiate athletics. It is agreed that the members of the NE10 Conference will in no way tolerate behavior or actions that do not exemplify sportsmanship and ethical conduct, both on and off the playing field. All student-athletes, coaches, administrators and spectators are expected to exhibit responsible conduct.

In conjunction with the NCAA, the NE10 Conference member institutions agree that taunting, vulgarity, fighting, cheating, profanity, obscene gestures, and any other unsportsmanlike or unethical behavior or actions could be brought to the attention of the conference. Further, it is understood that the conference may issue disciplinary sanctions against any individual, team, or institution that is found in violation of the NE-10 sportsmanship and ethical conduct code.

The NE10 Conference office will hear any complaints, render decisions and issue any needed disciplinary action regarding violations of the code. These sanctions could include, but are not limited to, suspension of individuals from league contests, player or team ineligibility for post-season play, or institutional fines.

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.

As the coach, you must discuss and emphasize sportsmanship with your team and staff, and be a positive role model for good sportsmanship.
Senior Day
The following procedures will apply to any coaches/teams that hold a “senior day”:

- Announcement of career stats, accomplishments, etc. may be announced.
- Flowers may be given to seniors; if seniors receive a gift on senior day (i.e. a framed picture), all NCAA rules and regulations regarding gifts and the cost of those gifts must be followed.
- Parents/guardians may be announced and join their son/daughter on the field, court, etc. for photos.
- THESE ACTIVITIES CANNOT INTERFERE WITH THE START OF THE CONTEST. Coaches should notify visiting teams well in advance of senior day activities and protocol.

Tailgating
Protocol for gathering of fans, parents, and alumni after our contests:

1. Tailgating is by nature an outside event. In the case of inclement weather, a coach/program may request that post-game tailgate activities be brought inside. The Director of Athletics will determine an answer on a case-by-case basis.

2. Public Safety will enforce our dry campus.

3. Special events and special occasions: Coaches may request catering by Campus Dining Services if a special function is taking place around a contest. Coach must have a budget for the approved special function. Prior approval from the Director of Athletics is needed.
15. CONTEST SCHEDULES & CONTRACTS

Coaches are responsible for their team’s game/contest scheduling. A conference schedule is issued almost a year in advance of the upcoming season and is available from the conference office. Coaches should work with their program administrator for approval of non-conference schedules.

Once coaches have completed their schedules and program administrators have approved the schedules, a copy of the schedule should be given to the game contract coordinator – Jennifer O’Hanlon. The game contract coordinator will upload the final schedule onto the athletics shared drive (I-Drive) and print two contracts for each game (contest). The coach will initial each contract and forward to the program administrator who will sign each contract. The fully executed contracts will be returned to the game contract coordinator who will mail them to the opposing institutions.

When contracts have been signed by all parties they will be filed in binders by the game contract coordinator. Head coaches are responsible for making sure all contracts are signed and on file for their sport.

When contracts are received for away contests, the head coach will initial, the program administrator will sign and the game contract coordinator will then keep one copy for our files and return the other back to the original institutions.
**16. STUDENT-ATHLETE ELIGIBILITY FOR PRACTICE & COMPETITION**

I. All student-athletes must have a physical assessment each year prior to any participation. Student-athletes who are beginning their initial season of eligibility and students who are trying out for a team must have a physical examination within 6 months of the tryout date, and provide documented results of sickle cell solubility test (SST) or sign a written release (See Athletic Training).

II. All students must be certified eligible by the Compliance Office before they may practice or compete.

   A. Freshmen
      1. Must have final academic and amateurism certification from the NCAA Eligibility Center (www.eligibilitycenter.org);
      2. Must be registered as a full time student (12 or more credits);
      3. Must complete NCAA Compliance Forms and related paperwork.

   B. Transfers
      1. Must meet NCAA requirements for 2 year or 4 year transfers;
      2. Must be registered as a full time student (12 or more credits);
      3. Must declare a major when entering the 5th full time semester;
      4. Must have final amateurism certification from the NCAA Eligibility Center if never attended or participated in athletics at a NCAA Division I or II institution;
      5. Must have 9 transferable credits from the previous full-time semester.
      6. Must complete NCAA Compliance Forms and related paperwork.

   C. Continuing Students
      1. Must meet Division II progress toward degree requirements:
         • 24 credit hours in previous year - 18 credits must be earned during the academic year (Fall and Spring semesters);
         • 9 credit hours passed in previous full-time semester;
      2. Must be in good academic standing (cumulative GPA of 2.0 or higher);
      3. Must declare a major at the start of the 5th full-time semester;
      4. Must be registered as a full-time student (undergraduate -12 or more credits; graduate – 9 or more credits; 12 or more credits if receiving an athletic grant);
      5. Continuing students who are new to a team must have final amateurism certification from the NCAA Eligibility Center.
      6. Must complete NCAA Compliance Forms and related paperwork.

   ❖ Refer to Bylaw 14 in the NCAA Manual regarding eligibility for athletic aid, practice, and competition.
17. ATHLETIC DEPARTMENT TRANSPORTATION AGREEMENT STUDENT-ATHLETE’S USE OF PERSONAL CAR

The student-athlete below has requested permission to use his/her own vehicle to travel to and from the event indicated below. The student is responsible for all costs associated with this trip unless meals are involved. The student-athlete accepts all responsibilities associated with this trip and if passengers are involved the driver is responsible for those passengers. In addition, passengers who are members of the team they must fill out this form as well.

The students and passengers will be covered by his/her own personal insurance. The student-athlete should understand that if he/she elects to use personal transportation, he/she will not be covered by Adelphi University’s medical, auto and liability insurance. This agreement is contingent upon the coach’s approval.

Sport: ________________________________ Date of Event: _______________________

Student: ______________________________ Driver or Passenger? _________________
Print

If not driver, what is your relationship to the driver? ________________________________

Student: ______________________________ Date: ________________________________
Signature

Date of Birth: ______________________ Driver’s License #/State: ______________________

Coach: ______________________________ Date: ________________________________
Signature
18. TRANSPORTATION AGREEMENT FOR PERSONAL TRAVEL BY STUDENT-ATHLETE

The student who has signed below has requested permission to travel back and forth to the event indicated below. The method of travel does not involve use of a car. The student is responsible for all costs associated with the trip except for meals. The student accepts all responsibilities associated with this trip.

The student will be covered by only their own personal insurance. The student should understand that if they elect to not use the transportation provided by Adelphi they will not be covered by Adelphi’s insurance. This agreement is contingent upon the coach’s approval.

Sport: ____________________________  Date of Event: ____________________________

Student: ____________________________  Date: ____________________________

Print

Student: ____________________________

Signature

Coach: ____________________________  Date: ____________________________

Signature
19. COMPLIMENTARY TICKET REQUEST FORM

Division II Bylaws 13.6.6.2 and 13.7.2.1
A PSA on an official or unofficial visit is permitted three (3) complimentary admissions to a home contest. Complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued only through a pass list on an individual-game basis. Providing special seating arrangements during the conduct of the event for the prospective student-athlete or those persons accompanying the prospective student-athlete in the facility's press box, special seating box(es) or bench area is specifically prohibited.

Under no circumstances are complimentary tickets to be sold by prospective student-athletes at any price.

Complimentary admissions are NOT permitted for conference and NCAA tournament contests for Division II.

(Submit form with PSA and Guest(s) names to Event Manager at least 24 hours prior to contest. One form for per PSA is required.)

□ Official Visit  □ Unofficial Visit

PROSPECT:______________________________  SPORT:____________________________

Athletic Contest attending:________________________  Date of Contest:___________

Coach Signature:________________________  Date:________________________

Prospect Name____________________________  Signature________________________

Guest Name______________________________  Signature________________________

Guest name______________________________  Signature________________________
13.8.1 **Entertainment Restrictions** for high school/college-preparatory school/two-year college coaches and other individuals associated with PSA's.

Entertainment of a high school, preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved shall be limited to providing a maximum of two complimentary admissions (issued only through a pass list) to home intercollegiate athletics events at any facility within a 30-mile radius of the institution's main campus, which must be issued on an individual-game basis....It is not permissible to provide complimentary admissions to any postseason competition (e.g., NCAA championship, conference tournament, bowl game).
20. MEAL CARD REQUEST FOR PROSPECTIVE STUDENT-ATHLETE

Coaches and Staff requesting a meal card for a Prospective Student Athlete (PSA) must follow these procedures:

1) Fill out a request form a week prior to the PSA’s arrival (shown below).

2) The day prior to the PSA’s arrival the assigned meal card(s) will be placed in your mailbox.

3) During the PSA’s visit only the PSA is allowed to use the card for their meal. The number of meals the PSA has should be listed on the request form. Only one swipe per meal.

4) After the PSA has completed their visit and returned the card to the coach. It must then be returned to Gordon Purdie.

REQUEST FOR PROSPECTIVE STUDENT ATHLETE MEAL
Adelphi University – Athletic Department

Date of visit: ________________

PSA’s Name: _________________________ Sport: _________________________________

Date PSA Arrived at AU: ________________ Time: ________________

Date PSA Departed AU: ________________ Time: ________________

How many meals will the student athlete require during the visit? ____________

Coach’s Name _________________________ Coach’s signature ____________________________

Date ________________________________
Compliance Policies & Procedures 2019-20
### 21. Table of Contents

- Overview of Compliance Program .................................................. 3
- Certification of Compliance ............................................................. 4
- Coach Certification ........................................................................... 6
- Student-Athlete Eligibility ............................................................... 6
- Equipment and Apparel ................................................................. 9
- Recruiting ....................................................................................... 9
- Financial Aid .................................................................................... 13
- Appeals/Waivers ........................................................................... 16
- Gambling and Ethical Conduct ....................................................... 17
- Playing and Practice Seasons ......................................................... 17
- Camps and Clinics .......................................................................... 17
- Amateurism ..................................................................................... 19
- Complimentary Admissions ........................................................... 19
- Athletic Staff Restrictions .............................................................. 20
- Boosters and Extra Benefits .......................................................... 20
Strict observance of rules and regulations contributes to the success of our athletic program. Adelphi University is committed to the principles of institutional control in operating its athletics program, and it is the responsibility of the university administration, senior athletic department professionals, all full-time and part-time staff members and student-athletes to adhere to all regulations created for the governance of intercollegiate athletics as set forth by the NCAA, the Northeast 10 Conference and other affiliations.

Each individual involved in intercollegiate athletics, from student-athletes to coaching staff members, to boosters, 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.

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 has three distinct sections: 1.) Policies and procedures, 2.) Educational efforts and forms, and 3.) Monitoring. The policies and procedures section identifies the ways in which staff members, student-athletes and other staff members should conduct themselves within a given topic area. The educational efforts and forms section describes the forms coaching staff members and other employees should use within each topic area as well as the specific educational efforts provided by the compliance officer. The monitoring section is primarily for the internal and external review and evaluation of the institution's compliance effort in order to determine whether it is functioning and effective.
CERTIFICATION OF COMPLIANCE

Policies and Procedures

**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 chief executive officer is responsible for the administration of all aspects of the athletics program.

The institution's president shall attest, annually by October 15, that she understands the institutional obligations and personal responsibilities imposed by Constitution 2.1 (Principle of Institutional Control and Responsibility) and Constitution 2.8 (Principle of Rules Compliance); and
(b) An institution's director of athletics shall certify, annually by October 15, that specified conditions for entry of individuals and teams in NCAA championship competition have been satisfied, including an attestation that he or she understands the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8 and that all athletics department staff members (full-time, part-time, clerical, volunteer) are aware of the institutional obligations and personal responsibilities imposed by Constitution 2.1 and Constitution 2.8.

**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 university, conference and NCAA rules. A campus compliance committee exists and is made up of the compliance coordinator (chairperson), athletic department liaisons from Admissions and Student Financial Services, and individuals from the Registrar's Office and Academic Services, and the Faculty Athletic Representative.

Each head coach has an inescapable responsibility for ensuring rules compliance per NCAA Bylaw 11.1.2.1 **Responsibility of Head Coach.** It shall be the responsibility of an institution’s head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach.

**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 compliance officer. 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, “When in doubt, ask before acting.” Interpretative questions will be answered as quickly as possible. The compliance officer may need additional guidance, and will contact the conference office or the NCAA for assistance. Coaches are not
authorized to contact the conference or NCAA offices directly regarding interpretative questions. Coaches are provided compliance-related correspondence from the compliance office, and should access the NCAA website regularly for additional rules-education and interpretation information.

**Rules Education**

All athletics department and institutional personnel with key compliance duties have a responsibility to become knowledgeable of applicable NCAA, conference and University rules and regulations. Educational materials, workshops, and meetings are available and provided on a regular basis to coaches and athletic department staff. University support staff outside of the athletic department are notified of rules education workshops and seminars annually and encouraged to attend to keep current with NCAA rules.

During the academic year, the compliance officer will conduct rules education sessions for coaches, athletics administrators, athletics support staff and student-athletes. Rules-education sessions will be conducted with other appropriate university personnel (e.g., registrar, admissions and financial aid) and external individuals (e.g., boosters) as necessary. These sessions will be supplemented by pertinent rules-education information and materials circulated to the appropriate constituents.

**Violations of NCAA Rules**

The NCAA constitution requires an institution 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. To operate within the letter and spirit of NCAA rules, the university requires all personnel to report any and all situations in which the university is not in compliance with NCAA regulations to the Director of Athletics or compliance officer immediately upon learning that such a violation may have/has occurred.

**How the institution has organized itself to maintain compliance with NCAA rules**

The institution’s CEO 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 Athletic Department Compliance Coordinator. The Compliance Coordinator, in collaboration with other compliance committee members, is responsible for ensuring adherence to 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 all athletically related and athletically countable financial aid.

When the institution becomes aware of a possible violation of NCAA rules, the Compliance Coordinator is responsible for an initial investigation of a 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 office and/or NCAA. Violations that affect the eligibility of the involved student-athlete are immediately forwarded to the student-athlete reinstatement staff for processing. The Assistant Vice President/Director of Athletics is notified by
the Compliance Coordinator when a violation has been identified. In addition, he is updated on
the progress of the investigation. The Compliance Coordinator will request from the Director of
Athletics any disciplinary or corrective actions the institution should take.

The administration and monitoring of athletically related financial aid is the responsibility of the
Compliance Coordinator. This individual works with coaches to create initial and renewal athletic
aid agreements, and obtains the signatures of the Director of Athletics (or designee) and the
Director of Financial Aid (or designee) prior to presenting the financial aid agreement to the
(prospective) student-athlete. The Compliance Coordinator is responsible for ensuring that
specific NCAA rules within Bylaw 15 are met. The Director of Financial Aid (or designee) also
ensures that all financial aid (athletically related and institutional) is awarded in accordance with
NCAA rules.

On occasion, the Compliance Coordinator meets with a member of the institution’s internal audit
staff regarding all aspects of the institution’s compliance efforts including, but not limited to:
student-athlete eligibility certification; recruiting; financial aid; camps and clinics; complimentary
admissions; coaching staff limitations and contracts; student-athlete employment; and extra
benefits. With regard to financial aid, the internal audit staff generally chooses approximately 30
student-athletes at random and reconciles the athletics aid reported in the compliance software,
Business Services records, and financial aid reports.

**COACH CERTIFICATION**

All head coaches and assistant coaches who are full-time Adelphi University employees shall
maintain current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic
electrical defibrillator (AED) use, per NCAA rules.

All coaches (including volunteer) must annually complete specific educational modules of DII
University in the NCAA Learning Portal to direct, supervise, or observe countable athletically
related activities (CARA) with their team and to engage in off campus recruiting.

**AWARDS & BENEFITS**

**Occasional Meals**

Student-athletes may receive an occasional (2-3 times per semester) meal from an institutional
staff member or representative of athletics interests. **Prior notification to and approval for the
meal from the compliance office is required.** Coaches should complete the “Occasional
Meal Request” workflow through ARMS for either of these cases.

(1) **Institutional Staff Member.** A student-athlete or the entire team in a sport may
receive an occasional meal in the locale of the institution on infrequent and special
occasions from an institutional staff member. An institutional staff member may provide
reasonable local transportation to student-athletes to attend such meals.

(2) **Representative of Athletics Interests.** A student-athlete or the entire team in a
sport may receive an occasional family home meal from a representative of the
institution’s athletics interests provided the meal is in the individual’s home, on campus
or at a facility that is regularly used for home competition and may be catered. The representative of the institution’s athletics interests or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

STUDENT-ATHLETE ELIGIBILITY
Policies and Procedures
Student-Athlete Eligibility
It is the responsibility of the compliance office to meet with each team at the beginning of each academic year, prior to the beginning of the team’s playing and practice season, to provide the student-athletes with a review of NCAA rules and to ensure the required NCAA and University compliance forms are signed by all student-athletes.

A team roster is created from a list provided by each head coach in early summer prior to the start of the next academic year. The compliance coordinator collaborates with Academic Services to evaluate each returning student-athlete’s continuing eligibility status. This status is authorized by a member of the Office of Academic Services & Retention. Coaches are notified of the continuing eligibility status of returning student-athletes at the end of the spring semester and again at the end of August (or prior to pre-season practice for fall sports), along with the status of incoming players. All freshman student-athletes are certified for academic and amateurism eligibility by the NCAA Eligibility Center. Transfer student-athletes are certified by the admissions office liaison to athletics in collaboration with the compliance coordinator.

Once the eligibility determinations have been finalized and a student-athlete is deemed to not be eligible for competition, a coach does not have the authority to permit this student-athlete to participate. Even if the coach is convinced beyond a reasonable doubt that the student-athlete is eligible, coaches do not, under any circumstance, have the authority to make eligibility determinations. This concept is at the heart of institutional control. As a result, for any coach who uses his/her own judgment regarding the eligibility of a student-athlete on his/her team, it is likely that significant disciplinary actions (forfeiture of the contest, written reprimand, etc.) will be imposed.

A list of eligible student-athletes is available to the equipment room manager through the compliance software. Only those student-athletes on the roster are provided uniforms for competition. This is designed to prevent ineligible student-athletes from participating in intercollegiate competition. As a student-athlete’s eligibility status changes, or when a player quits, is dismissed, voluntarily withdraws, etc., the compliance coordinator notifies the Student Financial Services liaison to athletics, and the equipment room manager.

Review of Rosters and Participation
Periodically throughout the academic year, the compliance coordinator will review with each head coach his/her team’s roster for accuracy. It is the responsibility of each head coach to complete a “Change of Status” workflow for each student-athlete who quits the team, is cut from the team, withdraws from the team or university voluntarily, or whose athletics aid is being decreased or cancelled (with the consent of the Director of Athletics). At the conclusion of each team’s season,
the compliance coordinator will work review participation status with each head coach and the media relations staff to determine whether each student-athlete used a season of competition during the academic year.

Tryouts for Enrolled Students
A tryout may be conducted for a currently enrolled, full-time student at the institution only on its campus or at a site at which the institution normally conducts practice or competition during the regular academic year. The student must not have been recruited and must be in good academic standing. Prior to participation in a tryout, a student is required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician) and provide results of a sickle cell test (or sign the sickle cell testing waiver). The examination or evaluation must be administered within six months prior to participation in the tryout, and the length of the tryout activities is limited to 14 consecutive days. The tryout days cannot exceed the weekly and daily hour limitations applicable to all student-athletes at the time (i.e., championship segment, non-championship segment).

The head coach shall notify the compliance coordinator as to whether or not a student who tried out made the team. Any student-athlete who makes the team will then be subject to the NCAA eligibility-certification procedures, transfer student-athlete procedures, satisfactory progress procedures, and will be added to the roster. The student-athlete may practice for two (2) weeks before the appropriate NCAA certifications and institutional paperwork are completed. If the student does not have final certification or has incomplete paperwork, then he/she must cease all team activities until he/she receives final certification and/or paperwork is completed.

Midyear Roster Additions
The head coach shall notify the compliance coordinator of mid-year roster additions as soon as possible prior to the start of the spring semester in order to expedite the certification process of the student-athlete.

Transfers to Adelphi
A coaching staff member is not permitted to communicate with a student-athlete from another NCAA institution regarding transferring to Adelphi until the compliance office has obtained permission to contact from the current (or former) institution or the student-athlete is listed in the NCAA Transfer Portal. Permission to contact a student-athlete from a NAIA institution is not necessary; however our director of athletics, or designee, must send notification of recruitment to the NAIA institution prior to contacting the NAIA student-athlete.

If an institution provides a hard copy letter for permission to speak, the compliance coordinator will provide a copy to the head coach. If a coach receives a release/permission to speak letter directly from another institution, he/she should give a copy to the compliance coordinator. Coaches may contact a student-athlete who is listed in the portal but should be cognizant of any restrictions listed on the student’s profile page. (The coach should inform the compliance office when contacting a student-athlete in the transfer portal).
If a student-athlete decides to transfer to Adelphi, the compliance coordinator will work with the head coach to obtain the documents necessary for the certification process.

**Procedures related to initial, continuing and transfer eligibility certification**

The three (3) types of eligibility that are certified annually are initial eligibility, continuing eligibility, and transfer eligibility.

The NCAA Eligibility Center (EC) certifies the academic and amateurism status all incoming freshman, as well as the amateurism status for students who have not previously received this certification (i.e., 2 year transfers, division III transfers, current students who have not previously participated in intercollegiate athletics). The compliance office monitors the statuses of these prospective student-athletes.

An athletic department liaison in the Admissions Office certifies transfer eligibility. The admissions liaison evaluates the academic criteria of the applicable transfer rule, and collaborates with the compliance coordinator to determine the athletic criteria of the applicable transfer rule. **A transfer student-athlete’s official final transcript(s) needs to be on file with the Office of Admissions before a final certification decision is made.**

The Office of Academic Services certifies continuing eligibility, monitoring progress toward degree, declaration or change of major, as well as registration status for all continuing student-athletes. The compliance coordinator meets with the academic services liaison to the athletic department at the end of each semester to review student-athlete transcripts. The athletic department utilizes ARMS software for its compliance needs. Coaches and athletic department staff have access to the system which is used for all NCAA compliance related items (credits, GPA, major, class schedules, financial aid, NCAA and department forms, etc.), recruiting records, and athletic training room documents. Student-athlete information is imported from the institution’s database on a daily basis.

At the start of the academic year, the compliance coordinator meets with every team prior to the start of practice activities to review/provide information about NCAA rules and NCAA drug testing. At the conclusion of the meetings, the compliance office generates eligibility rosters from ARMS software to submit to the conference office.

No student-athlete is permitted to participate in practice and/or competition until he/she is certified to do so by the compliance office.

**EQUIPMENT AND APPAREL DISTRIBUTION**

Prior to a team’s first practice session, the equipment manager will review a team’s eligibility roster and will issue equipment or apparel only to those student-athletes who are certified eligible for at least practice activities. Game apparel will be issued only when a student-athlete has been certified eligible for competition. These procedures are designed to prevent an ineligible student-athlete from participating in competition and, as such, should not be circumvented for any reason.
RECRUITING

Recruiting Philosophy
All recruiting activities shall be conducted in accordance with NCAA, conference and university regulations. Each staff member involved in the recruitment of prospective student-athletes shall possess a sound working knowledge of all applicable regulations, and it is the responsibility of these staff members to communicate these regulations and penalties of violations to the prospective student-athletes (and family members where applicable) during the recruiting process. It is the objective of the Adelphi athletics recruiting process to introduce prospective students to the educational, athletic, and cultural opportunities available at Adelphi University. The process will provide an avenue to determine if the student-athlete is able to meet the academic standards of the university and to ensure that institutional staff and student-athletes act with integrity during the recruiting process that represents the university’s core values. Thus, athletic department staff members shall strive to provide the prospective student-athlete with an accurate depiction of the university’s cultural, educational, and athletic experiences.

Organized Competition Before Initial Enrollment During the recruiting process, head coaches are responsible for discussing a prospective student-athlete’s participation in organized competition prior to initial enrollment (14.2.4.2) if the head coach believes the prospect has surpassed his/her one calendar-year period between high school graduation and initial collegiate enrollment.

Recruiting Funds NCAA regulations require that all funds utilized in the recruitment of prospects be under the supervision and oversight of the university and must be used in accordance with university policy. No outside sources of funds may be used for recruiting activities.

Permissible Recruiters NCAA regulations require that all coaches who recruit off campus must be certified. All coaches (including volunteer) must annually complete specific educational modules of DII University in the NCAA Learning Portal to engage in off campus recruiting. Certification expires on July 31st each year.

Recruiting Calendars Prior to engaging in any recruiting activities, a coaching staff member shall consult the recruiting calendar for the applicable sport. In addition, the coaching staff shall be aware of the appropriate dead, quiet and evaluation periods. The current year recruiting calendars for all sports can be found on the NCAA website (www.ncaa.org).

Documentation of Recruiting Activities Due to NCAA regulations that specifically limit the following recruiting activities, coaches are required to keep records for each prospective student-athlete who is being recruited by the university for:

- Evaluations
- Contacts
- Official visits
- Unofficial visits
- Telephone calls
- electronic correspondence
- Complimentary admissions
The records shall be documented in the ARMS software program. These files will be reviewed by the compliance officer periodically. Although recruiting activities may be conducted by more than one staff member within a sport, the head coach is responsible for ensuring that the required recruiting activities are accurately documented and are available for review. All recruiting records shall be kept on file for a period of five years.

**Procedures for Official Visits**

Adelphi University, in accordance with NCAA rules and the university’s policies and procedures, prohibits inappropriate or illegal behavior in recruiting by prospects, student hosts, coaching staff members or other university employees. (Refer to NCAA Bylaw 13.6 Official Visit)

Standard vehicles must be used to transport prospective student-athletes and those accompanying them on official visits.

When someone other than a parent, spouse or legal guardian accompanies a prospect on an official visit, the head coach must submit a detailed explanation for accommodations because these individuals are not eligible for expenses such as meals, entertainment, etc.

Student hosts must be current student-athletes or students who conduct visits or tours as part of the admissions process (a non-qualifier is not permitted to be a student host).

Seven to 10 days prior to the prospect’s visit, a coach is required to submit the following documentation to the compliance office via ARMS through the “Official Visit Request” workflow:

A. A current high school, junior college, or 4 year college transcript
B. Student Host Instruction Form
C. Itinerary of Visit

In addition, the prospective student-athlete must registered with the NCAA Eligibility Center and must be listed on the institution’s institutional request list (IRL) with the NCAA Eligibility Center. Coaches must also complete an Overnight Guest Form and send to the Office of Residence Life well in advance of the visit date. The compliance coordinator will meet with the student host(s) a day or 2 prior to the visit to review NCAA rules for hosting a prospect.

A PSA’s visit shall not take place until approved by the compliance coordinator.

**Participation of Head Coaches to Communicate Standards and Policies**

It is the responsibility of the head coach to communicate the standards and policies for official visits with their staff and student-athletes. It is in the best interest of the university to make sure that all parties involved understand the guidelines and the importance in following the guidelines.

**Student Host Procedures - Prior to Prospect’s Visit**

The university may provide a student host entertaining a prospect:

a. maximum of $30 per day of the visit to cover actual costs of entertaining the prospect (and the prospect’s parents, legal guardians or spouse), excluding the cost of meals and admission to campus athletic events.
b. A complimentary meal, provided the student host is accompanying the prospect during the prospect’s official visit, and
c. A complimentary admission to a campus athletic event provided the ticket is utilized to accompany a prospect to that event during the prospect’s official visit.

The head coach should review the Student Host Instruction Form with the student host and both the student host and the coach shall sign the form. This form is submitted with all other required documents into ARMS. If a coach does not use money for entertaining a prospect, the student host and coach are still required to sign the Student Host Instruction Form.

The Student Host Instruction Form outlines policies and procedures related to acceptable and unacceptable behavior and/or activities during a prospect’s visit. The host is a representative of Adelphi University and the athletics program, and will be held accountable for making sure all guidelines are followed. The responsibilities of the host are to aid the coaching staff in introducing the prospect to the educational and athletic opportunities at Adelphi and to familiarize the prospect with the campus and community environment. The compliance coordinator will meet with each student host(s) prior to the visit to review this form.

Upon completion of the visit, the coaching staff member shall complete ARMS “Official Visit Request” workflow and include the completed Student Host Instruction Form and copies of receipts from the entertainment activities of the host and prospect during the visit.

Pre-communication with prospects and parents (or legal guardians)
It is the responsibility of the coaching staff members to communicate with the prospect and the prospect’s parents (or legal guardian) about the details of the prospect’s official visit to the university. All communication is conducted via mail, telephone calls, express mail or electronic correspondence, and the prospect’s trip is generally finalized several days in advance of the trip.

Educational Component of the Visit

During all official visits, prospects may meet (if available) with university and athletic academic support staff, professors, and/or advisors in the area of academic interest of the prospect. These educational sessions usually include information on campus wide academic support services such as the Office of Academic Services and Retention, the Writing Center, the Learning Center, and the Center for Career and Professional Development. Finally, when prospects meet with the coaching staff, they are introduced to team academic expectations and standards.

Procedures for Unofficial Visits
When a prospect makes an unofficial visit, the head coach shall document the visit on the “Unofficial Visit Request” workflow in ARMS. This documentation should also note the location of any meals and lodging of which the coach is aware, and whether the university paid for any of the prospect’s expenses.
Tryouts
A tryout may be conducted for high school students beginning June 15 prior to his/her junior year in high school, and outside his or her high school’s or preparatory school’s traditional season in the sport (which shall begin with the first official team practice and conclude with the team’s final competition); for a two-year college student, after the conclusion of the sport season or anytime, provided the student has exhausted his or her two-year college eligibility in the sport; for a four-year college student, after the conclusion of the sport season, provided permission to contact the prospective student-athlete has been granted. Only one tryout per prospective student-athlete per institution per sport is permitted. Prior to participation in a tryout, a prospective student-athlete is required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician) and have documentation of a sickle cell test (or sign a waiver). The examination or evaluation must be administered within six months prior to participation in the tryout. The time of the tryout activities cannot exceed two hours.

Coaches should review Bylaw 13.11 prior to conducting a tryout for a prospective student-athlete.

High School & Junior College Coaches
High school and junior college coaches may not be reimbursed or provided any kind of benefit for bringing prospects to campus for an official visit. They may, however, receive two complimentary tickets to a home athletics contest.

Complimentary Ticket Procedures
Ticket requests for official visits, unofficial visits, and high school coaches shall be submitted to the Athletic Business Manager and in accordance with established ticket office policies and NCAA rules.

During an official visit, a maximum of 5 complimentary admissions to a campus athletics event in which the institution’s intercollegiate team practices or competes may be provided to a prospective student-athlete. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. During an unofficial visit, the institution may provide a maximum of 5 complimentary admissions) to a home athletics event at any location, and must be issued on an individual game basis.

Procedures to Obtain a Rule Interpretation
Coaches who have a question about the proper application of an NCAA rule should contact the compliance officer for a rule interpretation prior to engaging in the activity in question. Contact with the compliance officer can be made through email, telephone, or in person. Every effort will be made to provide an answer to a question within 48 hours, and if the conversation with the conference compliance officer is necessary, an answer should be provided within 72 hours.

Violations
Violations of NCAA rules should be reported to the Director of Athletics or Compliance Office immediately. The compliance coordinator will investigate the incident(s), noting the 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 to be taken. The compliance officer will report violations to the NCAA and/or conference office, and seek reinstatement (if necessary) of any student-athletes or prospects involved in the violation. Sanctions may be levied against any/all involved parties and/or the sport program.

Corrective Actions
Failure to abide by any of these procedures will result in appropriate corrective actions including, but not limited to verbal reprimand, written reprimand, suspension from recruiting duties, required educational sessions, suspension from employment with or without pay, or termination.

FINANCIAL AID
Maximum Amount of Financial Aid:
A student-athlete is permitted by NCAA rules to receive financial aid that at a maximum is equal to the value of a full scholarship (i.e., tuition, mandatory fees, room and board) plus books (currently valued at $1,020). In the event that a student-athlete’s athletically related financial aid exceeds a full grant-in-aid, the institution will reduce athletically related financial aid by the appropriate amount so as not to exceed a full athletic scholarship. All student-athletes are limited in their total financial aid received from the institution by its Title IV cost of attendance. A student-athlete’s financial aid awards are uploaded into ARMS where the compliance office and student financial services athletic liaison can monitor the information for NCAA imposed individual and team limits.

Terms and Conditions of Financial Aid Agreements:
The athletic financial aid agreement contains the amount of the award, the length of time the award is valid, and the terms and conditions of the award. Athletic financial aid may be awarded for a maximum of one academic year. It is permissible for a coach to verbally inform an individual that he or she has the intention of renewing the financial aid for a four-year period; however an individual must be informed that the renewal is not “automatic”.

Procedures For Awarding Athletically Related Financial Aid – Initial Awards
The compliance office prepares an athletic grant-in-aid agreement for all student-athletes. Coaches complete a Scholarship Request workflow in ARMS, accompanied by a current high school, junior college, or 4 year college transcript. The completed athletic grant-in-aid is sent to the Office of Student Financial Services for signature and for processing of an award letter to be sent to the prospect. The athletic grant-in-aid and award letter are returned to the compliance office for mailing.

If the head coach requests a National Letter of Intent (NLI) be included with an initial award, a NLI document will be generated by the compliance office. The athletic grant-in-aid, the award letter, and the NLI (if applicable) are sent to the prospect for signature. Upon receipt of the signed forms from the prospect, the compliance office will send the original athletic scholarship agreement to the Office of Student Financial Services, and will upload the NLI and a copy of the athletic
sponsored scholarship to the Eligibility Center NLI portal for conference office approval. The compliance office will file copies of all agreements.

**Procedures For Awarding Athletically Related Financial Aid – Renewals**

NCAA rules mandate notification of renewal or nonrenewal for the following academic year by July 1st.

- **March/April……………** Compliance office gives updated grant-in-aid spreadsheet to head coach for review
- **Month of May …………** Compliance office assigns athletic grant renewals through ARMS for signatures (coach, student-athlete, student financial services, compliance office)
- **On or before July 1….** Deadline for notification of renewal, non-renewal, reduction, and/or cancelation of athletic grant

Coach will inform the compliance coordinator of non-renewals, reductions, or increases as soon as they make that decision, but no later than June 1st, when possible.

**Procedures for Non-Renewals (or reduction) of Aid**

If a coach decides to cancel or reduce an athletic grant-in-aid award for a student-athlete for the ensuing academic year, he/she will submit an athletic grant-in-aid request workflow in ARMS with comments/documentation for this decision. The compliance office will notify the athletic liaison in the Office of Student Financial Services (SFS), who will send a non-renewal or reduction-of-aid letter, along with the Policy on Student Financial Aid Appeals.

Prior to informing the compliance office of a non-renewal/reduction-of-aid, a head coach should meet with the student-athlete and that his/her aid will be canceled/reduced and the reasons for the decision. The decision should be communicated to the student-athlete so that he/she has ample time to make alternate arrangements to secure financial aid. The meeting should be documented by the coach, and the documentation should be kept on in the coach’s office.

**Procedures for cancellation or decrease of athletically related financial aid during the period of award.**

For a student-athlete who voluntarily withdraws, is cut, or is dismissed from a team, the coach will submit a Change in Roster–Roster Removal workflow in ARMS, along with documentation supporting this decision. The compliance coordinator notifies the athletic liaison in the Office of Student Financial Services and together they discuss whether or not to cancel or decrease the athletic aid award. The SFS liaison will send the appropriate document (letter of decrease or cancellation, Policy on Student Financial Aid Appeals) to the student-athlete. A copy will be kept on file in the compliance office.
If the student-athlete requests an appeal hearing, the hearing must be conducted in a timely manner, as required by NCAA legislation. The following procedures shall govern the appeal hearing:

A student who wishes to appeal any decisions related to his or her financial aid must submit a written request that includes:

- Name, student ID number, year in school, sport;
- Type and amount of previous financial aid;
- Reasons for believing that the decision was unfair, including names of institutional staff members (e.g., coach, financial aid officer) with whom the student has discussed the aid; and
- Copies of any relevant documents (e.g., letter regarding initial award of athletics grant).

The student should submit this information to the Office of Student Financial Services (SFS) within 14 calendar days after receiving notification of the grant being canceled/decreased. The student may request an in-person hearing before the financial aid appeals committee. The student will receive a written response from SFS and if a hearing is granted, it must be held within 30 calendar days of the student’s request.

Committee
The appeals committee consists of staff members outside of the athletic department. Members include the Director of Student Financial Services, the Senior Assistant Director of Student Financial Services, the Faculty Athletic Representative, and a representative from the Office of Academic Services & Retention.

Procedures
If a hearing is conducted, the student may bring a witness to support the case. The committee will meet with the student, the coach and/or director of athletics (or his designee). Within 10 days, the financial aid appeals committee will render a decision and send it in writing to each party. The committee’s decision is final.

One of two actions is taken:

- The appeals committee denies the appeal, and the financial aid is canceled or reduced;
- The appeals committee approves the appeal, and the financial aid is made available to the student as soon as possible.

In either case, the chair of the appeals committee notifies the student in writing as soon as possible of the committee’s decision.

Unused Financial Aid at Mid-Year. If a team does not use its full complement of athletically related financial aid, or if a student-athlete leaves the team at mid year, that student’s athletically related financial aid shall not be promised to another student-athlete for the spring semester without consultation with the Compliance Office and the Director of Athletics. The department may
choose to allocate that scholarship money to other teams to assist in achieving Title IX or other departmental goals.

Increases to athletic scholarships during the period of the award are permitted at any time for any reason.

APPEALS/WAIVERS

Permission To Contact (Transfer from Adelphi)
When a student-athlete desires to transfer from Adelphi University to another institution, the student-athlete should discuss the transfer with the head coach. The SA will complete a Student-Athlete Request for Permission to Speak to Another Institution workflow in ARMS. The head coach and the compliance coordinator to discuss the conditions (if any) under which we (Adelphi) will permit other institutions to speak to this athlete, and the compliance office will input the student-athlete into the NCAA transfer portal.

Per NCAA rules, if Adelphi denies a student-athlete’s request to permit any other institution to contact the student-athlete about transferring, the student-athlete, on request, “shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department...The notification of the hearing opportunity will include a copy of the institution’s policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing. The institution (FAR led committee) shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing”.

Adelphi Athletics reserves the right to non-renew the athletic scholarship of a student-athlete who requests to speak with other institutions regarding a transfer. The non-renewal will take effect in the semester following the transfer request.

One-Time Transfer Exception and Release
Division II: If Adelphi objects to a student-athlete being granted an exception to the transfer residence requirement at an institution to which he/she is transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by a committee outside of the athletics department. Notification of the hearing opportunity shall include a copy of the institution’s policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing.

National Letter of Intent
If a student-athlete who signed a National Letter of Intent to attend Adelphi University desires to not attend or transfer prior to fulfilling the requirements of the National Letter of Intent, the decision to grant a release will be made by the head coach, in consultation with the Director of Athletics. If an appeal of the institution’s decision is necessary, the institution and student-athlete shall follow the National Letter of Intent appeal procedures.

**Medical Hardship Waiver** A head coach shall contact the compliance office to request the processing of a medical hardship waiver. The compliance office will work with the head coach, the student-athlete, and athletic training staff to obtain the necessary documentation required for the waiver to be processed. To qualify for a medical hardship waiver, the student-athlete shall not have competed in more than three (3) contests or 30 percent of the contests (whichever is greater) of the team’s schedule or maximum number of contests or dates of competition allowed the sport per NCAA rules, and the injury must have occurred in the first half of the season. The injury/illness also must be classified as “season ending” by a physician, and contemporaneous medical documentation supporting this must accompany the waiver. The waiver and all supporting documentation is submitted to the conference office for a decision.

**SPORTS WAGERING AND ETHICAL CONDUCT**
Annually, prior to the Super Bowl and prior to the NCAA men’s basketball tournament, the compliance officer shall send a reminder to the entire athletics department (administrative staff, support staff, coaches and student-athletes) of NCAA Bylaw 10.2, which prohibits gambling on professional or college sports.

During the compliance officer’s meetings with all teams at the beginning of the academic year, the staff shall discuss the issue of sports wagering and the significant negative ramifications of engaging in such behavior. Prior to each men’s and women’s Final Four tournament, the coaches and players are required to review an anti-gambling video produced by the NCAA staff.

**PLAYING & PRACTICE SEASONS**

**In-Season** During the team’s declared playing and practice season, student-athletes are limited to 4 hours per day and 20 hours per week (one day off per week) of countable athletically related activities.

Prior to the beginning of each team’s playing season, each coaching staff is required to input the playing and practice season information into ARMS. Each team’s information is reviewed by compliance coordinator prior to the start of the traditional season for compliance with NCAA P&P season rules for the sport.

**Out-of-Season** Outside of the team’s declared playing and practice season during the academic year, student-athletes are limited to 8 hours per week (2 days off per week) of countable athletically related activities. Four (4) hours of those 8 hours can be individual skill instruction or team activities.
Each coach is required to input the out of season countable athletically related activities (CARA) (skill sessions, meetings, conditioning) into ARMS. On a weekly basis, ARMS will randomly choose the SA’s who must approve or reject their CARA hours.

**No class time missed for practice.** Per NCAA legislation, during the championship season, 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. During the non-championship segment, student-athletes may not miss class for practice or competition, including activities associated with competition (i.e., travel, pregame meal). Student-athletes shall not be permitted to leave class to attend practice on time.

**CAMPS AND CLINICS**

**Definition** - An institutional sports camp or instructional clinic is any camp or clinic that is owned or operated (at least 50%) by a member institution or an employee of the member institution's athletics department, either on or off its campus. Camps and clinics in which prospect-age students participate shall be subject to additional guidelines. A sports camp or clinic in which prospect-age students participate shall place special emphasis on a particular sport; provide specialized instruction, practice or competition; involve activities designed to improve overall skills and general knowledge in the sport; or offer a diversified experience without emphasis on instruction practice or competition in any particular sport. A sports camp or clinic shall be open to any and all entrants (limited only by age).

Coaches must meet with the Director of Camps and Clinics to begin the process of running a camp or clinic. Camp and clinic dates should be discussed with and approved by the Director for Facilities and Game Operations.

**Employment** All camp staff must be hired through the Office of Human Resources. The Director of Camps and Clinics will provide coaches with the proper hiring paperwork.

**Prospective Student-Athlete** - An institution may employ a prospective student-athlete at institutional sports camps or clinics. A prospective student-athlete who has signed a National Letter of Intent or written offer of admission and/or financial aid or the institution has received his or her financial deposit in response to its offer of admission may only be employed at an institutional sports camp or clinic by the institution with which he or she signed a written commitment. A prospective student-athlete who has not signed a National Letter of Intent or written offer of admission and/or financial aid or the institution has not received his or her financial deposit in response to its offer of admission may be employed at any institutional sports camp or clinic.
Employment of a prospective student-athlete at institutional sports camps or clinics shall only occur under the following conditions:

(a) Compensation provided to the prospective student-athlete is only for work actually performed and at a rate commensurate with the going rate in that locality for similar services;
(b) The employment does not begin before the completion of the prospective student-athlete’s senior year of high school (see Bylaw 13.2.5.1) and the prospective student-athlete has completed all competition for the academic year in his or her sport;
(c) The prospective student-athlete must perform duties that are of a general supervisory nature in addition to any coaching or officiating assignments; and
(d) A prospective student-athlete who only lectures or demonstrates may not receive compensation for his or her appearance.

Student-athlete – must meet the following requirements:
(a) The student-athlete must perform duties that are of a general supervisory nature in addition to any coaching or officiating assignments.
(b) Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of similar teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.
(c) A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.

High School, Preparatory or Two-Year College Coaches and Four-year college coaches - these individuals may be employed provided they are employed in accordance with appropriate NCAA rules and they fill out the appropriate form prior to the camp or clinic.

Salaries
- Head Coach Salaries - Head coach compensation will be in accordance with the salaries determined by the University’s salary review committee and will be in accordance with Human Resource policies and procedures. Coaches must meet all requirements set forth in the salary agreement in order to receive full compensation.

- Student-Athlete Salaries - Student athletes will be compensated in accordance with the salaries agreed upon by the Department of Athletics and shall be “the going rate” as required by the NCAA.
Adelphi Athletics Policy Manual

Pay Schedule
No camp employee shall receive payment until after the camp has been completed. All Student Employees will be paid according to the monthly student pay schedule. All non-student Part-Time Employees will be paid according to the monthly pay schedule. All Full-Time Employees will be paid according to their regular bi-weekly pay schedule. The pay schedule is set by the Adelphi Human Resources Department.

AMATEURISM
The amateurism of incoming student-athletes (freshmen; 2 year, international or NAIA transfer) is certified by the NCAA Eligibility Center. Continuing students (non-freshmen) who are try out for a team will be required to have their amateurism certified by the NCAA EC as well.

COMPLIMENTARY ADMISSION
Division II Regulations
*Student-athletes – Qualifiers are permitted four complimentary admissions per home or away contest to in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. A partial qualifier is permitted four complimentary admissions per home contest in the sport in which the individual participates.

Coaches and team members will complete a "gate list" form and submit to the Athletic Business Manager for approval 24 hours prior to contest. The Athletic Business Manager will approve the form and keep on file following the game/contest.

*Prospective Student Athletes - A PSA on an official or unofficial visit is permitted five (5) complimentary admissions to a home contest, to be used by the prospect and those persons accompanying the prospect on the visit. (Complimentary admissions are NOT permitted for conference and NCAA tournament contests).

Coaches request complimentary tickets for prospective student-athletes with the Athletic Business Manager. The Athletic Business Manager approves or denies the request. A PSA and his/her guests will sign for the complimentary admission at the ticket window/table.

Sale of Tickets Under no circumstances are complimentary tickets to be sold by student-athletes, prospective student-athletes, staff or coaches at any price. This is a violation of NCAA rules and may result in revocation of the individual's ticket privileges. A student-athlete's and prospect's eligibility would be affected by involvement in action contrary to the applicable NCAA rules (e.g., receipt of more than the permissible number of complimentary admissions or the sale or exchange of a complimentary admission for cash or any item of value).

ATHLETIC STAFF RESTRICTIONS
Compensation From Manufacturers Athletics department staff members shall not accept compensation or gratuities from an athletic shoe, apparel or equipment manufacturer in exchange for the use of such merchandise during practice or competition prior to receiving written approval from the Associate Athletic Director for External Relations and the Director of Athletics.
Use of the Institution's Logo

Athletics department staff members shall not use, directly or by implication, the University name or logo in the endorsement of commercial products or services for personal gain without prior written approval from the Assistant Athletic Director for External Relations and the Assistant VP/Director of Athletics.

BOOSTERS & EXTRA BENEFITS

NCAA legislation states that in Division II, representatives of an institution’s interest are prohibited for making in-person, on or off-campus recruiting contacts, or written or telephonic communications with a prospect or 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 entertain one or more student-athletes in their homes for an occasional meal, and should submit an occasional meal request workflow in ARMS for approval PRIOR to the meal.
22. ATHLETIC BUSINESS POLICIES AND PROCEDURES

About

The Business Office in the Department of Athletics is located on the main floor of the Center for Recreation and Sport, room 109. Primary responsibilities include the fiscal management of the department, purchasing and travel requests, and to serve as the liaison between Intercollegiate Athletics and the University Controller’s office. Secondary responsibilities include: the management of the equipment room, ticket sales, and deposits of funds, special event support and the general athletic department support. The Business Office reports directly to the Athletic Director. The Equipment Room reports to the Business office.

Purpose

These policies and procedures are intended as a guide for Athletic Staff and Administrators. The responsibility of their correct usage and observation relies on the individual employee. For further clarification of Adelphi University and the Department of Athletics policies and procedures, please contact the Business Office.

Policies

Purchasing

All purchasing requests MUST go through the Business Office for approval. Requests for the purchase of athletic related equipment and apparel will first go through the Equipment Manager and then to the Business Manager. All other purchasing requests will go directly to the Business Manager.

Purchase Order Requests – All requests for purchase of athletic gear or tangible items must be made on a Purchase Order Requisition form a.k.a. the blue sheet.

Competitive bidding is a requirement for all purchases of goods and services over $5,000. A minimum of two written bids are required for purchases of goods and services between $5,000-10,000 and three written bids are required for all purchases of goods and services exceeding $10,000. This competitive bidding procedure is a recognized and accepted means of ensuring effective competition among vendors, thereby enabling the University to receive greater discounts and better service. (Administrative Guide, p.15)

Placing an order with a vendor without business office approval and creation of a purchase order is unacceptable and against university policy.

The purchase order process (Non-Athletic Equipment):
1. Acquire a quote from the vendor.
2. Fill out the purchase order request form. Fill in all appropriate information. Please reference the supplemental sheet for example.
3. If the item(s) is(are) over $5,000, it is the requestor’s responsibility to supply appropriate competitive bids
4. Attach quote and submit to the Business Office for approval.
5. Depending on the item, some will be sent directly to the requestor, others to the equipment room. The Equipment Room will inform the requestor of their arrival and the Business Office of the order’s completion.
6. If this is a new vendor, please obtain a W9 in order to process the PO.

The purchase order process (Athletic Equipment)
1. Meet with the Equipment Manager for order discussion
2. Equipment Manager will assist in the retrieval of a quote from discussed items and will fill out purchase order request form
3. If the item(s) is (are) over $5,000 the equipment manager may assist the requestor in retrieval of competitive bids.
4. Attached quote and purchase order request will be submitted to Business Office for approval
5. Order will be delivered directly to the Equipment Room. Equipment Manager will receive items and will disperse as he or she sees fit.

**All coaches/support staff will be asked to sign off on all orders signifying they are accurate.

Sole Source Justification
The University’s purchasing department allows for the justification of sole source on items over $5,000 if the request merits one. The Business Office will assist in this request. Request for Sole Source require justification as, but are not limited to, Item must match existing equipment, no other known item meets specifications, and available substitutes not acceptable.

Non-Tangible requests that require a purchase order:
1. Any purchase over $1,000, regardless of nature
2. Any time a vendor/service person comes on campus (must have valid insurance on file)
3. Request for Blanket Purchase – i.e. a predetermined total price for the season renting a facility, but the facility will bill on individual sessions
4. All travel requests – i.e. hotel/plane/car rental
5. Photography expenses
6. Any expense needed to be paid via the University Credit Card
7. Prepayments which require a purchase order.

Check Requisition
A “Check Requisition form, a.k.a. the green form or a “check req.,” is primarily used in the payment of requests, UNDER $1,000, which don’t fall under the guidelines for a purchase order. All requisitions listed below are the coaches/administrator’s responsibility to ensure that it is properly filled out with the appropriate backup attached. They are not to be used to pay a university employee for any services recorded. Please contact the Business Office on how to handle this situation.
Officials
Payment to officials are made on a check requisition form along with the attached W-9, mileage verification, Outside Service/Consulting Agreement, backup or verification of service (Schedule) and invoice from appointment center.

Subscriptions/Memberships/Miscellaneous Payment Requests
Anything related to subscriptions, membership dues or miscellaneous payment requests under $1,000 will be placed on a Check Requisition form. All proper backup must be attached.

Reimbursements
Any reimbursements to university employees for acceptable expenses not related to travel.

*** No staff member should make a purchase on their own and submit for reimbursement without prior approval from the business office. Making a purchase without prior approval may result in not being reimbursed for your expense. Saying you were unaware of the policy is unacceptable.

Emergency purchase requests
In the event of purchasing emergency, contact the Business Office immediately with the issue at hand. The Business Office will coordinate the effort to ensure the emergency is dealt with as quickly as possible. Do not contact the University’s Controller’s Office or Purchasing Department directly.

Travel
All travel requests, individual or team related, will filter through the Business Office for approval and recording. Requests will include: Hotel, Airline Travel, Ground Transportation, Advances, Travel Expense Reports, and Recruitment.

Business Purpose
All university activities must have an approved business purpose to be eligible for use of university funds and resources. Approval of business purpose must be done by sport administrator, business office or athletic director. Business purpose must be listed as a written statement, shown with event information or both may be required. See each individual scenario for more details or contact the business office.

Hotel
The hotel process is done most efficiently with proper research and time. All requests for scheduled away contests will be submitted at the beginning of each season. All other requests must be turned into the Business Office no later than FIVE business days before the date of stay/competition.

Beginning September 1, 2014, all non-emergency hotel purchases must be booked through the Business Office.
Procedure for Recruitment/Professional Development Hotel Purchases

- Contact the graduate assistant or the business manager with the information on the stay. All pertinent information must be provided at this point:
  o property name and address
  o contact information for property
  o length of stay
  o additional information required, i.e. “mention tournament name to receive discount”
  o business purpose

- Hotel payments are not to be reimbursed on Travel Expense Reports without prior approval. Required for all requests (business office may assist in the process):
  o Travel itinerary
  o Travel Approval Form – Signatures must be original. Travel approval form must be filled out by a Coach/Staff Member traveling.
  o Back up for event attended (Brochure, schedule, commitment paper, etc.)

- Paperwork is to be submitted to the Business Office for approval and recording.

Procedure for Team Rooms

The Department of Athletics has partnered up with Marriott International to provide a group booking service for hotel rooms for our team travels. All teams qualifying for group booking will be provided lodging in many different Marriott properties: Marriott, Courtyard, Fairfield INN, Springhill Suites or TownePlace.

- Eight weeks prior to the start of the sport’s season, the Business Office will send out a travel template, which includes all information required for planning the season’s overnight stays.
- The head coach or delegated assistant coach is responsible for submitting all travel information on the supplied travel template from the Business Office six weeks prior to the first overnight stay.
- The Business Office will utilize information received to coordinate bids from Marriott chains. Once all bids are received, the best fit for the program’s stay will be selected based on price, amenities offered and location.
- All team hotels require a business purpose. This can be shown as an approved schedule or an email with the other coach if it is not an official contest.

Airline Travel

All airline travel requests must be brought forward to the Business Office prior to booking. Staff will not be reimbursed for flights purchased on their own. Upon approval, the University’s purchasing policy regarding airline travel must be adhered to:

- All departments should make their own travel arrangements directly with the University’s Travel Agency, American Express Business Travel for all domestic, trans-border and single destination international travel reservations originating in the United States. Employees booking travel may do so with an agent over the phone, or online via the aXo booking tool, powered by Cliqbook. All travel arrangements are subject to confirmation by the
Purchasing department. The fee for the online service is $7.00 per reservation; phone reservations incur a $22.00 fee.

In advance of booking travel, all travelers and travel arrangers need to update their personal profile, which will be used for booking travel both on- and offline, and ensures the personal preferences are notated whenever possible throughout the booking process. NOTE: The name used in the personal profile must match the name on the Identification. (Driver’s license, Passport or other legal forms of identification)

**All travel must be for coach tickets only.** After contacting the travel agency, all requests for airline or train tickets must then be submitted on a Purchase Order Requisition form. All departure and arrival information including dates, times, and destinations must be provided. The requisition form must be accompanied by a completed Travel Approval form with a valid business purpose and supporting dates.

The Purchasing Department will confirm the travel arrangements made by the individual department ONLY after a Purchase Order Requisition with a Travel Approval form with a valid business purpose and supporting dates has been submitted to the Purchasing Department. The travel agency will not issue tickets without Purchasing confirmation and approval.

The Purchasing Department has the authority to grant approval when a department can obtain a lower quotation from another travel agency. A price quote from American Express is still required. (Administrative Guide, p.15)

Upon filling out the purchase order request form and attaching all appropriate backup, the packet must be submitted to the Business Office for recording. In the event of an emergency or a purchase request with less than 24 hours’ notice, contact the Business Office immediately. For assistance with the American Express computer system, please contact the Business Office or Tom Kramer in Purchasing at 877-3243.

**Ground Transportation**

Ground Transportation is available for all athletic team travel, and can be arranged for recruitment and other University business ventures. The athletics department has partnered with Coach USA for all bus travel.

**Team Travel**
- About eight weeks before the start of the season, a travel template will be emailed to all head coaches or delegated assistant coaches in charge of travel.
- Six weeks prior to the start of the season, the travel form must be returned to the Business Office completed in its entirety.
- Changes must be submitted as soon as they are known.
- Every season’s travel schedule must be bid out in accordance to purchasing policy.

**University Vehicles**
- For local team travel and small team travel, University vehicles will be used.
- A copy of the team’s approved schedule along with departure times must be submitted prior to the start of the competition. Same procedure for non-traditional seasons.
- Changes must be submitted as soon as they are known.
- If a coach or an administrator is to be the driver, he or she must be compliant with the University’s vehicle usage policy, which includes, but not limited to, completing a Defensive Driving Course. For specific information, please reference the vehicle usage guide or call Michael Spar, Associate Director, Business Affairs 877-3248.

- All rules governing the usage of a University vehicle must be adhered too, which are available on the University’s policies and procedures webpage.

Rental Vehicles
- Rental vehicles are available for University related business. All requests must be submitted to the Business Office prior to renting for approval.
- Staff will not be reimbursed for car rentals they purchase on their own
- Specific dates and times must be included with the submission
- If a coach or an administrator is to be the driver, he or she must be compliant with the University’s vehicle usage policy, which includes, but not limited to, completing a Defensive Driving Course. For specific information, please reference the vehicle usage guide or call Michael Spar, Associate Director, Business Affairs 877-3248

Advances
Cash advances are available for all approved University related travel. All requests for advances MUST be submitted to the Business Office 14 days prior to the date needed.

Per Diem
- Student Athlete - $25 (3 Meals), $18 (2 Meals), $10 (1 Meal). Same applies for pre-season/intersession meals. Must be signed for by student-athletes and staff or accounted for via receipts.
- Student-Athletes staying on campus for Intersession/Pre-Season will be provided three meals. Commuting student-athletes will be provided meals during their stay on campus. Number of meals will be determined by required length of stay. Coaches use discretion.
- Have athletes eat before getting on the road whenever possible.
- Coaches or administrators (during non-contest travel, i.e. recruiting) - $50 (3 Meals). Must be accounted ONLY by individual receipts and NOT as signed per diem. Sign Sheets are just for athletic contests only.
- Recruit advances are $30 per day for entertainment purposes.

Check Advance Process
- Fill out all pertinent information on the University Check Advance Requisition sheet (Blue Sheet)
- Attach the following information completed:
  o Travel itinerary
  o Travel Approval form
  o Travel Advance Request form
  o Team roster
  o Back up for contest/function attended (Brochure, schedule, commitment paper, etc.)
- Submit to the Business Office for approval

- From the University’s Financial Policy:
Once received, the individual assumes total responsibility for the security and subsequent accounting of the advance; the individual who receives the advance bears the responsibility of reimbursing the University for an Advance, which is lost or stolen, even if the theft occurs on University property.

A final accounting for the advance must be submitted on a Travel Expense Report (See Next Section) to the Controller's office within 10 days upon completion of University business. If an employee fails to properly account for an advance within the 10 day requirement, the full amount of the advance will be deducted from the employee's paycheck.

Proper accounting of advances is essential. All expenditures must be supported by receipts. Only original receipts will be accepted. Therefore, expenditures denied for lack of documentation or considered to be improper as to purpose must be repaid to the University in cash.

Any unused portion of the advance must be returned to the University by depositing the unused funds at the Cashier's office and attaching the payment receipt to the accounting for the advance.

- Providing all information was correct, and the time table was followed, a check in the requestor's name will be available for pick up, on the specified date, in the Controller’s office. The provided number will be contacted

Travel Expense Reports

Travel Expense Reports (TER), a.k.a. the yellow sheet, primary usage is to reconcile all expenses generated on behalf of the University. Uses include, but are not limited to, all advances taken, recruitment trips, approved University travel, and special projects.

Rules and Limitations
- Use your employee ID# for the ID section. If you don’t know it, it is available on your eCampus, eSAAS page
- Fill out top section in entirety
- Do not exceed $25 per day for athletic contest travel or $50 per day for non-contest travel meals.
- If meal per diem was distributed during an athletic contest, it is reconciled via the department supplied sign sheet. This is ONLY applicable for athletic contests. All other received per diem MUST be reconciled by original receipts.
- Be legible and accurate. An online version is available to help with this.
- As of August 17, 2016, the mileage reimbursement rate is $.58 per mile travel. All mileage reimbursed must contain mapped backup for verification
- All figures must be exact and not rounded
- For receipts usage and rules from the University Financial Policy Guideline:
All requests for reimbursement of expenditures must be accompanied by receipts supporting the full expenditure. Under certain conditions, when receipts cannot be obtained, it is essential to attach a statement that includes the business purpose, location, date and amount expended for the activity.

It is incumbent upon everyone to properly account for expenditures and make reasonable efforts to obtain receipts. Expense budgets specifically provided for travel & entertainment are intended to be used solely for University related expenditures.

The Controller’s office will review all expense reports to determine that the appropriate supporting documentation is attached and that expenditures are in accordance with established University policy. Reimbursement requests that are not sufficiently documented will be returned to the individual requesting reimbursement and will not be reimbursed until satisfactory documentation is provided.

The University will not reimburse employees for personal expenses they incur when extending a business trip beyond the time required.

- Only ORIGINAL receipts will be accepted
- The name on the expense report must match the name on the advance taken
- All expense reports must be turn into the Business Office within 10 days after the function attended.
- All backup from the contest or function attended must be attached.

Travel Expense Process
- Fill out yellow advance sheet in its entirety
- Attached receipts and backup materials as required
- If money is to be returned to the University; DO NOT attach cash. A check or a deposit slip must be attached in the amount owned
- Sign in the employee signature area and date
- Determine delivery method.
- Submit to the Business Office.
- Total Expenses occurred does not need to be what is requested. If a budget constraints apply, the individual submitting the report can request a lesser amount in the “Reimbursement Requested” section.

Donor Cultivation Process
- This may go on a travel expense report since typically mileage/parking/tolls may be included, and as long as the person being reimbursed is an employee.
- The object code for the meal would be 4605, travel would go under 4601.
- Name of person/potential donor and any other attendees must be listed, and the business purpose. Type up a business purpose or attach a profile of the person from whom they are meeting with, and why.
- For two people the lunch max is $100.00 and dinner max is $150, but WITH receipts. If there is a lot of liquor/alcohol...it will be questioned; a glass of wine/beer is fine. This also means the detailed meal receipt, not just the area signed, must be provided. When it comes to 4605 (entertainment) the receipt is very important especially for cultivation.
Outside Consultants

The IRS and Adelphi University use 20 common-law aspects, which are listed on the back of an Outside Consultant form, to determine the difference between an Outside Consultant and an Employee for services rendered. Some key examples that make a worker an Employee versus an Independent Contractor are:

1. An issue of control. “A worker who is required to comply with other persons’ instructions about when, where and how he is to work is ordinarily an employee.” (Outside Consultant Form, p 3)
2. The training of a worker
3. The set hours of a worker
4. Payment is by the hour, week, or month versus the cost of the job
5. Furnishing significant tools and materials

Any worker brought on campus that meets these qualifications, must be paid with a Payroll Transaction Form (PTF) and be given a payroll object code. Typical workers that qualify as an Employee vs. an Independent Contractor are:

1. Webcaster/Broadcaster overseen by Media Relations

Typical workers that qualify as Outside Consultants are:

1. Referees
2. DJ
3. Guest Speaker

It is appropriate to use restricted account (Panther Club) monies for both employee and independent contractor use. Please see the business office before he or she comes on campus, so all appropriate paperwork can be filed.

Other Requests

All other financial requests not listed can be brought forward to the business office for further clarification.
23. ACADEMIC SERVICES FOR STUDENT-ATHLETES

Office of Academic Services

The Office of Academic Services and Retention is located in Room 145 of the Nexus Building. This office serves to assist with registration, advisement, and declaration of major. The Office of Academic Services and Retention is dedicated to helping each student realize his/her full academic potential by monitoring all academic standards and procedures. In addition, this office serves to provide students and faculty with the information they need to make informed decisions.

Progress report letters and early warning reports come from this office to flag poor academic performance so that help can be provided to the student-athlete in a timely manner.

- Early warning reports are sent to Carla Campagna, Academic Services Liaison, every two weeks throughout each semester. She then relays this information to each head coach and advises them to discuss concerns with their student-athletes.
- Keep in mind, faculty has an option to submit or not submit early warning reports. You are encouraged to check in with your student-athletes’ academic status regularly, as concerns may not come to your attention through this avenue alone.

The Learning Center

The Learning Center is located in Room 129 of the Nexus Building and is open Monday – Thursday from 9 am – 7 pm, Friday from 9 am – 5 pm, and Saturday 11 am – 3 pm.

The Learning Center provides a wide array of services geared toward enhancing students’ academic performance at Adelphi University. It provides tutors and allows for a quiet place to study both in groups and individually. There are various workshops offered which help to develop and provide skills for improved study habits, efficient time management, stress management, and note taking.

Students receive tutoring from highly trained peers in a variety of academic areas. The tutors help students learn how to be successful in their studies and how to solve problems. Tutoring appointments are offered online for all students, and in-person at the Garden City and Manhattan locations.

Tutoring sessions are generally 45 to 60 minutes, and are free to current Adelphi students.

- Contact Carla Campagna at ccampagna@adelphi.edu, or x3959 if you would like to use the Learning Center for your student-athletes.

The Writing Center

The Writing Center is located in Room 129 of the Nexus Building and is open Monday – Thursday from 9 am – 7 pm and Friday from 9 am – 5 pm.
The Writing Center is a free peer-tutoring service dedicated to helping all Adelphi undergraduate and graduate students become better writers in all subject areas at any stage of the writing process, regardless of ability level.

In addition to in-person appointments, the Writing Center offers feedback on student writing with two convenient online tutoring options.

Tutoring sessions are generally 45 to 60 minutes, and are free to current Adelphi students.

The Swirbul Library

The Swirbul Library provides space for study hall in numbers of 10 or greater, and for larger groups to study or have open discussions. Contact Carla Campagna if you would like to reserve space. There are opportunities for reserved writing tutoring in the library on Monday – Thursday from 6 pm – 9 pm, Saturday from 12 pm – 4 pm, and Sunday from 4 pm – 8 pm. Hours are extended during exam periods.

Away Travel & Contests

The Academic Services Liaison, Carla Campagna, will generate “missed class letters” to be handed out to team members for distribution to their professors prior to the start of the season. Coaches and student-athletes are prohibited from altering these forms in any way.

Remind student-athletes to speak with professors IN ADVANCE about missed classes due to travel or away contests. If a student-athlete will miss more than 3 classes, he/she may want to look for another class or take the class at another time. Although most professors are very helpful, it is up to the student-athlete to be proactive, responsible, and accountable for missed class work.

Should any issues arise, inform Carla Campagna who will go through the proper channels to address them. Please DO NOT allow yourself or a member of your staff to contact faculty directly. If necessary, Carla will contact TBD or a member of his staff to make them aware of the situation and find a resolution.
24. ADMISSIONS

Freshman admissions

- **Required Credentials for Freshman Applicants**
  - A completed undergraduate application for admission
  - A nonrefundable application fee of $40
  - A personal statement or essay
  - Official high school transcripts
  - Official copies of your score on the required SAT or the American College Test, ACT (Please note that the Writing section of the ACT is optional).
  - One or more letters of recommendation from a guidance/college counselor, teacher or school-based administrator

- **Suggested Supplemental Items:**
  - An admissions interview, strongly recommended for all students, is required for applicants to the Honors College
  - Résumé
  - ZeeMee for video and photo submissions

- **Requirements for Homeschool Students**
  - Academic record of coursework
  - Level of achievement (grade-point average)
  - Standardized Testing (SAT or ACT)
  - College level coursework credentials
  - Proof of graduation
  - Board of Education, or Graduate Equivalency Diploma (GED)

*NOTE: If a PSA is interested in majoring in Art, Dance, Music, or Theater, they must complete a portfolio review or audition with the department as part of the application process.*

- **Major deadlines:**
  - **December 1st** - Early action application deadline
  - **March 1st** - Suggested date for fall semester freshman applicants. Late applicants will be reviewed provided space is available in the incoming class.
  - **May 1st** - Date which all accepted candidates must inform the University of their Intent to enroll.
  - **May 1st** - Deadline for filing a residence hall agreement form and residence hall deposit for those who want to live on campus.

- **PROJECTED Tuition for 2019-2020**
  - Tuition and Fees – $40,310
  - Room & Board – (average) $15,220
  - Total cost - roughly $55,530
Transfer Admissions

- **Basics**
  - Required GPA depends on which school/major the student is applying to
  - AU accepts all comparable courses taken at a regionally-accredited junior or senior college (with grades of C- or higher).
  - If you are transferring with an A.A. or A.S. degree, you are exempt from Adelphi’s General Education requirements.
  - If you are transferring from a junior or community college, you may transfer up to 64 credits.
  - If you are transferring from another four-year college, you can transfer up to 90 credits.

- **Required Credentials for Transfer Applicants:**
  - A completed transfer application for admission.
  - Official transcripts from each college attended or now attending, including work in progress.
  - Applicants with less than 30 college credits must also submit the following:
    - Official high school transcript, indicating the date of graduation.
  - Applicants who have graduated high school within the year must also submit the following:
    - Official copies of your score on the required SAT or the American College Test, ACT (Please note that the Writing section of the ACT is optional).

*NOTE:*
- For University College Applicants
  - University College applicants must also submit the following:
    - Essay regardless of incoming credit quantity
- For Social Work Applicants
  - An admissions interview may be required for transfer students interested in social work.
- For Nursing Applicants
  - Applicants to the B.S. in Nursing are required to submit scores from the ATI TEAS entrance exam.
25. INTERNATIONAL ADMISSIONS

Defining an International Student

- Any student who is not a U.S. citizen or a permanent resident of the United States

Required Credentials

- A completed undergraduate application for admission.
- A nonrefundable application fee of $50.
- A personal statement or essay.
- Academic records.
- SAT or TOEFL/IELTS scores
  - If submitting SAT: Scores can be submitted via your official high school transcript, or directly from the appropriate educational testing service. For students intending to enroll in General Studies or the Learning Resource Program, SAT scores are highly suggested.
  - If submitting TOEFL or IELTS scores: We require a minimum score of 80 on the TOEFL iBT or 6.5 on the IELTS. Students are required to provide proof of English proficiency if English is not their native language.

Suggested Supplemental Items

- Résumé

Scholarships

- Undergraduate international students are eligible for merit, talent and athletic scholarships. Scholarships begin at $9,000 and vary based on your grades and test scores.
- To qualify for a merit-based award, you must have scored at least a 100 TOEFL or 1580 on the SAT and have superior academic marks. Portfolio reviews and auditions are required for students applying for talent awards.
26. FINANCIAL AID/SCHOLARSHIPS AND NATIONAL LETTER OF INTENT

FINANCIAL AID/SCHOLARSHIPS

Students must file a Free Application for Federal Student Aid (FAFSA) form to receive any financial aid from the university (information on the FAFSA is available at www.fafsa.ed.gov).

All matters regarding athletic scholarships should go through Kate Whalen. Head coaches make recommendations for athletic scholarships via a Scholarship Request Form (through ARMS) for departmental approval. A transcript (may be unofficial) MUST accompany the request form. Coaches should also submit a Scholarship Request Form for an increase or for a new award for returning players.

Process for Athletic Scholarship Request

1. Coach completes and submits “Athletic Scholarship Request Form” to the Compliance Office through ARMS. A high school or college (2 or 4 yr.) transcript must be attached.

2. Paperwork is drawn up and sent to admissions office for signature. Form will not be signed until the recruit has been accepted.

3. The signed scholarship is then sent to Student Financial Services (Linda Lamarsh) for signature and processing.

4. The scholarship is returned to the Compliance Office for additional paperwork [copies, recording, NLI generations (if applicable)] and then mailed.

** ALLOW 10-14 DAYS FOR THE ENTIRE PROCESS **

You may combine academic scholarships and need-based grants with athletic money when possible. Academic scholarships are awarded by the scholarship committee from recommendations from the Financial Aid Office who reviews student applications. If you would like a combination award (athletic and academic) for your recruit, you must include academic criteria on the Scholarship Request Form. Upon departmental approval, it will forward it to the Financial Aid Office.

** Athletic scholarships are awarded on a yearly basis ** – You MAY NOT promise a recruit a “four year scholarship”.

Student-athletes must be registered for 12 credits (graduate and/or undergraduate) to receive athletic aid.
NATIONAL LETTER OF INTENT

“The National Letter of Intent (NLI) is a binding agreement between a prospective student-athlete and an institution in which the institution agrees to provide a prospective student-athlete who is admitted to the institution and is eligible for financial aid under NCAA rules athletics aid for one academic year in exchange for the prospect's agreement to attend the institution for one academic year.” The NLI must be accompanied by an institutional offer of athletic financial aid. Please indicate if you want a National Letter of Intent sent to a PSA on the scholarship request form.

A prospective student-athlete, including a two-year college transfer, must register with the NCAA Eligibility Center and be on an Institutional Request List (IRL) to sign an NLI.

NLI Signing Dates for Prospective Student-Athletes Enrolling 2018-19

<table>
<thead>
<tr>
<th>Sport (s)</th>
<th>Initial Signing Date</th>
<th>Final Signing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball (Early Period)</td>
<td>November 8, 2018</td>
<td>November 15, 2017</td>
</tr>
<tr>
<td>Basketball (Regular Period)</td>
<td>April 11, 2019</td>
<td>Division I: May 16, 2018 Division II: August 1, 2018</td>
</tr>
<tr>
<td>Football (Early Period for Division I)</td>
<td>December 20, 2017</td>
<td>December 22, 2017</td>
</tr>
<tr>
<td>Football (Midyear JC Transfer)</td>
<td>December 20, 2017</td>
<td>January 15, 2018</td>
</tr>
<tr>
<td>Football (Regular Period)</td>
<td>February 7, 2018</td>
<td>April 1, 2018</td>
</tr>
<tr>
<td>Soccer and Men's Water Polo</td>
<td>February 7, 2018</td>
<td>August 1, 2018</td>
</tr>
<tr>
<td>All Other Sports (Early Period)</td>
<td>November 8, 2017</td>
<td>November 15, 2017</td>
</tr>
<tr>
<td>All Other Sports (Regular Period)</td>
<td>April 11, 2018</td>
<td>August 1, 2018</td>
</tr>
</tbody>
</table>

The institution is bound by the dates of the NLI and all athletic scholarship awards, whether or not accompanied by a NLI, are bound by these dates.

For additional information, visit the NLI website, www.nationalletter.org.
27. ATHLETIC TRAINING ROOM POLICIES AND PROCEDURES

Staffing
The role of the athletic trainers is to provide care and prevention to all varsity student-athletes. It is their responsibility to evaluate, treat, refer, and rehabilitate the student-athletes to ensure that they are participating in athletics in a safe manner. The following is a list of coverages based on traditional and non-traditional seasons.

Higher Risk of Injury Sports:

M/W Soccer, Field Hockey, Volleyball, M/W Basketball, M/W Lacrosse, Baseball, Softball

Traditional season: on site ATC coverage for practices, home and away games.
Non-traditional season: on site ATC coverage for home games only.

The Adelphi University Athletic Training Room is currently staffed by four full-time certified athletic trainers (ATCs) and two certified athletic trainer graduate assistants. Hofstra University and Stony Brook athletic training students will be present under the supervision of the certified athletic trainers.

Lower Risk of Injury Sports:

M/W Cross Country, M/W Track and Field, M/W Golf, M/W Swimming, Women’s Bowling

Traditional season/Non-traditional season: meet coverage for home events only; daily training room hours for injury evaluation, rehab sessions.
Women’s Basketball:
Traditional season: on site ATC coverage for practices, home and away games.
Non-traditional season: on site ATC coverage for home games only.

Men’s/Women’s Tennis:
Traditional/Non-traditional season: Home match coverages only; daily training room hours for injury evaluation, rehab sessions. If meet moved to indoor courts during traditional season, ATC will be on site.

Please understand that the athletic training staff tries extremely hard to cover all away games for in season, higher risk of injury sports. There are times however due to scheduling conflicts that an ATC may not be able to travel. If an athletic trainer is not going to be traveling, an email is sent to the host school and they are informed of any special needs the athletes may require. During non-traditional seasons, there will be no practice session/away game coverage by an ATC. However, if there is a scheduled home game for that out of season sport, an ATC will be present. Each out of season team is supplied with a stocked medical kit. It is the team’s responsibility to return the kit for stocking periodically during the course of their non-traditional season.

It is the head athletic trainer’s decision regarding team coverage assignments. There may be times when the assigned ATC for a specific team may need to have a practice or game covered by another staff ATC. All ATCs are fully qualified and certified, and their decisions regarding medical issues should be followed regardless of whether they are normally assigned to that specific team or not.

Freshman/Transfer and Returning Student Athlete Assessment Protocol-Eligibility
Each year, every student-athlete must get a physical assessment from the health services department at Adelphi in order to be eligible to participate in any team related athletic event. Health assessments are performed during the spring season and throughout the summer to ensure that all student athletes are eligible to participate by the time they begin their pre-season. The assessment and medical exam protocol is mandated not only by Adelphi University but by the NCAA. Student athletes will not be eligible to practice or compete until they have been cleared medically by our Health Services department. The following protocol must be followed in order to be medically eligible to participate:
1. **All freshman and transfer students-athletes** must provide the Adelphi University Health Services center with an updated physical form from their family physician. This physical must include all immunization dates.

2. **Freshman and transfer** student athletes will be notified by their coach when they are able to make an appointment with the nurse practitioner at Health Services (516-877-6000) who will go through an assessment, including a resting EKG and a mandatory Sickle Cell test. If the athletes ops out to have the sickle cell blood test done, they are able to sign an informed consent waiver. **This assessment must be done every year.**

3. All returning student athletes should have completed their assessments in the spring season prior to their current pre-season. If they have not done that, they must call health services over the summer to schedule an appointment. **This assessment must be done every year.**

4. **Freshman, transfer, and returning student athletes** must complete, every year, the Athletic Training Medical Paperwork Packet. Student Athletes will not be able to participate in any practices if this is not completed.

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**Physician Referrals/Affiliations**

The full-time and graduate assistant athletic trainers are the only athletics staff who can refer an athlete to a physician. It is not up to the coach or athlete to decide when and where they should go. The athletic training staff works first hand with an orthopedic physician. Although a large portion of the rehabilitation after an injury is performed in the AU athletic training room under the supervision of the athletic trainers, there are physical therapy clinics in the area that are utilized if necessary. Again, the athletes are referred by the athletic trainers and/or orthopedist. After an injury is sustained, if the athletic trainer does not feel it is necessary to refer him/her to the orthopedic physician, it is then the athletic trainers’ decision as to whether or not the athlete can return to play. On the other hand, if the athlete is referred to a physician, he/she must then be cleared by the physician and no one else. In the event an athlete has sustained a concussion, the only medical professional to clear that athlete is a physician. Please see the Concussion Management Plan/Emergency Action plan for Concussions for more information.

We highly encourage all of AU student-athletes to utilize the network of physicians we refer to. The ATCs have direct lines of communication with them which often times expedites injury diagnosis, treatment, and clearance. In the event that a student-athlete does not want to use our physicians, they are able to see their own doctor; however, Adelphi University will not be responsible for any cost associated with an unapproved office visit. They will also be responsible for obtaining a return to play clearance from their own doctor that is required before returning to competition.
**Medical Insurance Policy**

When a student-athlete sustains an injury that requires physician or hospital referral, all medical billing must first go through their personal primary insurance carrier. An accident insurance policy is provided to each student athlete by Adelphi University. Any services that are not covered under the primary insurance policy will be submitted to the accident insurance carrier after review. This may or may not include co-pays and pharmaceuticals. All accident insurance policy claim forms are provided and completed by Adelphi University athletic training staff and submitted to the treating physician and insurance carrier for proper billing and payment. If the athletic training staff is not made aware of doctor visits and/or hospital visits, proper paperwork may not be filled out and the student athlete may be left with medical bills.

**When an Injury Occurs:**

When a student athlete sustains an injury they must:

1. Immediately see their athletic trainer. If an athletic trainer is not present at the practice or competition, they must see him/her as soon as feasibly possible.
2. Set up a treatment and/or rehab plan with the ATC.
3. Continue to follow up and comply with plan for return to play and injury management.

**Coaches Obligation**

It is the coach’s obligation to notify the athlete training staff of any illness or injury they may know about in regards to their student-athletes.

**Transportation to Medical Appointments/Surgeries**

It is the student-athlete’s responsibility to find transportation to and from medical appointments and surgeries.

**Medical Records/Release of Information**

The athletic training staff keeps all medical information confidential, including medical history forms, insurance forms, and injury forms. Medical information will be discussed only with involved Adelphi University medical personnel, athletic training staff, coach, and student athlete involved. Student athlete medical records are kept on file for the entire seven year limitation. Once the seven year limit has been reached, all medical files are shredded and disposed of.
Inclement weather/University closings
In case of inclement weather and/or university closings due to extreme weather (hurricanes, blizzards, etc.), it is the ATCs discretion as to whether or not they will be able to cover any practices already scheduled. If the ATC feels as though they will be unable to travel to and from the university safely, they will make the coach aware of the situation. The coach will work with their program administrator and the Athletic Director to reschedule the practice. In that case, for any injury or illness requiring medical attention, the supervising coach must call Public Safety and carry out the emergency action plan.

Coaches CPR/First Aid Certifications
CPR/First Aid training is provided to all coaches through Adelphi University on a yearly basis. If a coach is unable to attend the university’s scheduled class, they are required to complete the course on their own at an outside training facility. All head coaches and/or coaches who are also full-time Adelphi University employees must keep current CPR/First Aid certifications as mandated by the NCAA. CPR must be renewed every 2 years as per the American Red Cross. First Aid certifications must be renewed every 3 years as per the American Red Cross.
Adelphi Athletics Policy Manual

Adelphi University Athletic Training Room Rules

1. The athletic training room is a medical facility, NOT A LOUNGE! If you are not receiving treatment or being taped, you will be asked to leave.

2. All student-athletes are required to sign in the daily treatment log before receiving treatment.

3. All student-athletes must be in the proper practice or game uniform before receiving pre-practice/pre-game treatment or other medical services.

4. All student-athletes must shower before receiving post-practice/post-game treatment or other medical services unless specified by the supervising athletic trainer. This includes use of whirlpools. No Exceptions!

5. Each student-athlete is responsible for all medical equipment issued to them. Loss or damage to such equipment will be the financial responsibility of the student athlete.

6. The athletic training room is a coeducational facility. Minimum dress of shirts and shorts is required at all times unless removal is necessary for medical treatment. Please remove your hat before entering this facility.

7. No cleats, turf shoes, or other outdoor shoes are permitted in the athletic training room. Shoes needed for lower extremity rehabilitation are the only exception.

8. Please keep talking to a minimum. Loud noise creates confusion and difficulty communicating. Profanity and other derogatory/abusive language will not be tolerated, and the maintenance of proper conduct in the facility is required by all student-athletes and guests.

9. No food or beverages will be permitted in the athletic training room.

10. No tobacco products will be permitted in the athletic training room at any time. These include smoking, chewing tobacco, or “dip”.

11. The modalities in the athletic training room are for supervised use by the Sports Medicine Staff only. Do not touch the machines.

12. As stated previously, the athletic training room is a medical facility. Please do not take calls on your cell phone while being evaluated or during rehabilitation. Any personal listening devices must be kept at a reasonable volume, with individual headphones, upon arrival to the athletic training room.

13. It is the sole responsibility of the student athlete to report all injuries to a member of the Athletic Training staff to insure proper and expedient care.

14. Unless otherwise directed, no one is to be in the AU Athletic Training Room unless supervised by an athletic training staff representative.
28. Adelphi University Athletic Training Department Drug Testing Education Program

In/Out of Season Drug Testing
The objectives of the athletic training department drug education/testing program are:
1. To educate student athletes on the dangers of substance abuse
2. To identify risk-taking behaviors that may negatively impact athletic performance and overall well-being
3. To provide necessary counseling and treatment of substance abuse.

All Adelphi University sports will be drug tested at least once while they are in season by the athletic training staff. Every sport is susceptible to out of season drug testing by the athletic training staff as well. All drug testing is random, unless there is suspicion by a coach, athletic trainer, or other departmental personnel. The NCAA however can drug test any sport regardless of whether they are in season out of season, or over the summer. Failure to appear for a drug test or refusal to take a test will result in a positive test. If an athlete tests positive for an illegal substance.

1. They will meet with their athletic trainer, head coach, and athletic director.
2. During this meeting, they will be notified of their positive drug test.
3. They will have to sign a Drug Counseling Mandate (see attached) in which they are required to meet with a drug counselor at the Counseling Center located on campus. They will have to call the center within 24 hours.
4. They may be drug tested again at any point.

The following are the minimum penalty requirements for a positive drug test:
- **1st Offense**-
  a. Athlete must contact counseling center within 24 hours
  b. Athlete is suspended for 10% of in-season competitions; if positive tests during out of season testing, athlete’s penalties will carry over into regular season.
  c. Community service project chosen by athletic department-10 hours

- **2nd Offense**-
  a. Athlete must contact counseling center within 24 hours
  b. Athlete suspended for 25% of in season competitions; if positive test occurs during out of season testing, athletes penalties will carry over regular season.
  c. Community service project chosen by athletic department-10 hours

- **3rd Offense**-
  a. Contact counseling center within 24 hours.
  b. Suspension from team
29. CONCUSSION MANAGEMENT PLAN

1. **Preseason Education**
Adelphi University student athletes are educated on concussion. They complete and submit Medical paperwork electronically through ARMS. Included in this paperwork is the NCAA Concussion Fact Sheet. Every athlete will sign that they have read and understand the information given to them. These forms are stored electronically through the ARMS database.

The following parties are educated on concussion, given the NCAA Concussion Fact Sheet, which is signed and kept on file in the Athletic Training Room:
- Coaches
- Team Physicians
- Athletic Trainers
- Director of Athletics

2. **Pre-Participation Assessment**
Adelphi Athletic Training Staff conduct baseline testing for all Student Athletes before their first practice. This needs to be done during their time at Adelphi. This testing includes cognitive and balance portion. A concussion history and symptom evaluation is done through the Medical Paperwork Packet each year and stored on ARMS.

3. **Recognition and Diagnosis of Concussion**
An athletic trainer will be present at all home games. Any student athlete that exhibits signs/symptoms/behaviors consistent with a concussion will be removed from play and be evaluated by an athletic trainer. During this evaluation, there will be a symptom assessment, physical, and neurological exam, cognitive assessment, a balance assessment, and a full clinical assessment checking for cervical spine trauma, skull fracture, or intracranial bleeding.

4. **Post-Concussion Management**
If a student athlete exhibits any of the following symptoms, the emergency action plan will go in effect and Public Safety will be called:
- Glasgow Coma Scale <13.
- Prolonged loss of consciousness
- Focal neurological deficit suggesting intracranial trauma
- Repetitive emesis
- Persistently diminished/worsening mental status or other neurological signs/symptoms.
- Spine Injury
- Mechanism for serial evaluations and monitoring after injury
- Documentation of oral and/or written care to student-athlete

If a student-athlete is showing signs/symptoms of a concussion and the emergency action plan does not need to be activated, the following steps are performed:
- Remove athlete from play and perform an assessment
- Monitor the student-athlete for signs of deterioration
- Student-athlete will not be allowed to return to play
• Verbal instructions are given to student-athlete on what actions to take if symptoms worsen or new ones appear overnight.
• Student-athlete will be provided with the NCAA Concussion Fact Sheet
• Student-athlete will be provided with a letter to be given to their professors.
• An appointment will be made with Dr. Johal
• Student-athlete will check in daily to report their symptoms and an evaluation will take place
• Dr. Johal will clear the student athlete to begin the return to play protocol under the athletic trainer’s supervision
• When the student-athlete completes the return to play protocol without any issues, Dr. Johal will give the student-athlete the final clearance. This clearance note is kept in their file.

5. Return to Play
Final determination of return-to-play is determined by the team physician or medically qualified physician. Each student-athlete with a concussion must undergo a supervised stepwise progression plan that begins when they are symptom free and cleared by a physician to begin the protocol. The return to play progression is as follows:
• Step 1: Light Aerobic Exercise
• Step 2: Sport-specific exercise and activity without head impact
• Step 3: Non-contact practice with progressive resistance training
• Step 4: Unrestricted practice.
• Step 5: Return to competition
• Must be symptom free to move to the next step.

6. Return to Learn:
Assistant Athletic Director of Sports Medicine will oversee and navigate student-athlete return-to-learn. A team consisting of the team physician, athletic trainer, course instructors, and academic services will help navigate a return-to-learn for complex cases of prolonged return-to-learn. All procedures will be in compliance with ADAAA.
When an athlete receives a concussion the following take place:
• No class same day as concussion
• Athletic trainer will give the student-athlete a letter to be given to their professors. This letter will explain what a concussion is, common symptoms, and to excuse them from class.
• Student-Athletes will be given instructions to avoid phone and computer use
• Student-Athletes will be given instructions to remain at home/dorm and avoid being at practice/games if they cannot tolerate light cognitive activity.
• Student-Athlete will gradually return to classroom/studying as tolerated
• Student-Athlete will be re-evaluated by team physician if concussion symptoms worsen with academic challenges or if the symptoms last longer than two weeks.
• Possible modification of schedule /academic accommodations for up to two weeks.
• Possible engagement of Student Access Office for cases that cannot be managed through schedule modification/academic accommodations.

7. **Reducing Exposure to Head Trauma**
Adelphi University uses the following methods to reduce head trauma:

- Adherence to Student-Athlete Best Practices
- Reduce gratuitous contact during practices.
- Take a ‘safety first approach to sport.
- Take the head out of contact
- Educate coaches and student-athlete on safe play and proper technique.
30. Mental Health Care Policies and Procedures

1. Clinical Licensure of Practitioners Providing Mental Health Care

Mental health care of student-athletes at Adelphi University is done in collaboration with the Athletic Training department, Health Services Center, and Student Counseling Center on campus. The Athletic Trainers and health services department only act to refer student athletes if needed to the Student Counseling Center. Student Counseling Center is comprised of licensed practitioners who are qualified to provide ethical mental health services. These practitioners have cultural competence in treating student-athletes from diverse racial, ethnic, gender identified and other unique cultural experiences. They are the only practitioners who will perform a formal mental health evaluation and/or treatment for student athletes. At the center on campus, they offer:

- Individual and group counseling
- Crisis intervention
- Workshops
- Outreach and consultation
- Drug and alcohol education and counseling
- Referrals to both on-campus and off-campus resources

**Student Counseling Center**

Located in the Nexus Building, 1st Floor, within the Learning Center.

**Hours:**

Monday-Thursday: 8:30AM-7:30PM  
Friday: 8:30AM- 4:30PM  
Closed Weekends.

**During school breaks** the Student Counseling Center is open Mon- Fri: 8:30-4:30.

If there is a mental health crisis after hours, on days the university is closed or weekends contact Public Safety at 516-877-3500.

Website is [www.scc.adelphi.edu](http://www.scc.adelphi.edu) and the direct # is 516-877-3646. Students can request an appointment by walking in or giving the Student Counseling Center a call.
2. Procedures for Identification and Referral of Student–Athletes to Qualified Practitioners

**Mental Health Emergency Action Management Plan (MHEAMP):**
The purpose of the MHEAMP is to protect Adelphi University student-athletes regarding mental health situations, which result in a student-athlete being a danger to themselves, a danger to others, or gravely disabled. The MHEAMP is provided to all coaches and administrators through email and is posted in their Coaches’ Manual. Coaches and Administrators are given an annual review on this policy and are given a contact list of who to call in an emergency and non-emergency. Situations that are considered a mental health emergency, requiring immediate referral are ones where a student-athlete presents with symptoms or behaviors such as:

1. Suicidal and/or homicidal attempts
2. Sexual assault
3. Highly agitated or threatening behavior, acute psychosis, or paranoia
4. Acute delirium/confusional state
5. Acute intoxication or drug overdose

**Signs and Symptoms of Mental Illness**

- Feeling sad or down
- Confused thinking or reduced ability to concentrate
- Excessive fears or worries, or extreme feelings of guilt
- Extreme mood changes of highs and lows
- Withdrawal from friends and activities
- Significant tiredness, low energy or problems sleeping
- Detachment from reality (delusions), paranoia or hallucinations
- Inability to cope with daily problems or stress
- Trouble understanding and relating to situations and to people
- Problems with alcohol and drug use
- Major changes in eating habits
- Sex drive changes
- Excessive anger, hostility or violence
- Suicidal thinking

*Take any of the above signs/symptoms seriously and do not delay treatment*
Emergency Mental Health Referral Protocol for All Emergencies Including:

- Suicidal and/or homicidal ideation
- Sexual Assault
- Highly agitated or threatening behavior
- Acute delirium/confusional state
- Acute intoxication or drug overdose

1. Immediately contact the Student Counseling Center (depending upon day/time) at 516-877-3646 for any of the above emergencies. The mental health provider will assess the student athlete’s needs and determine if they are at risk of self-harm or harm to others. If closed contact Public Safety at 516-877-3500.

**Off-campus (team travel) emergency:** call 9-1-1 or go to the nearest hospital. Do not leave the student-athlete unattended unless you have been instructed to do so by a mental health provider.

2. When this process is completed, inform the appropriate Athletic Trainer.

3. The Athletic Trainer and/or Student Counseling Center will contact the student-athlete’s emergency contact only when requested by the student-athlete.

4. Post-emergency: If Student Counseling Center discloses the information they will discuss the plan for post-emergency support of the student-athlete. There will be a review of procedures (preventative and emergency) following the situation.

5. Student-athlete family member will only be contacted by Student Counseling Center or Athletic Trainer, if they are a minor, or if they have given permission to do so.

**Non-Emergency Referrals:**

**Contact Student Counseling Center:** 516-877-3646

Refer to the Student Counseling Center for non-emergency situations such as the following:

- Changes in Mood, Appearance or Behavior
- Anxiety
- Depression
- Psychosomatic Symptoms
- Changes in Personal Relationships
- Drug and Alcohol Abuse
Guidelines for dealing with student athletes in distress *Non-emergency referrals*

1. If you suspect a student athlete is in distress:
2. Athletic Trainer, coaches, teammates should refer the student athlete to the Student Counseling Center.
3. Suggest they make an appointment at the center.
4. Offer to walk to them over to the Student Counseling Center.
5. Make the Student Counseling Center aware that the student athlete may be contacting them.

Other tips:

• Speak directly and honestly to a student athlete if you feel/know they are in academic and/or personal distress.
• Ask if the student-athlete has the support of family or friends.
• Explain to the student-athlete why you are concerned about their safety.
• Behavior that is strange or inappropriate should not be ignored. Comment directly on what you have observed.
• Explain the importance of understanding and helping minimize the possible tension that can exist in student-athletes about adverse consequences for seeking mental health care.
• Do not discuss your concerns with other student athletes.

3. Pre-Participation Mental Health Screening

Mental Health screening of every student-athlete is performed during annual health assessments administered by Health Services. Student-athletes complete a screening tool provided by the Student Counseling Center. Once the screenings are completed they are forwarded to the Student Counseling Center where a trained mental health professional reviews them for student-athletes who may be at high risk for mental health concerns. The Student Counseling Center then contacts the student-athlete directly.

4. Health-Promoting Environments that Support Mental Well-Being Resilience

• Annual meeting occurs between Student Counseling Center and all student-athletes, coaches, and administrators. During this meeting services that the Student Counseling Center provides and contact information is gone over and supplied. Student Counseling Center also goes over preventing and responding to sexual assault, interpersonal violence, hazing and peer intervention. Health and Wellness speakers come to speak to student-athletes each semester where some of these topics are covered.
• Signs and symptoms of mental health disorders and how to obtain guidance is posted in each athletic locker room, Athletic Training Room, coaches’ manual and in the student-athlete planner.
• All coaches are annually emailed ‘Supporting Student-Athlete Mental Wellness’ video from the NCAA website.
Adelphi Athletics Policy Manual

Mental Health Contact Sheet

**Adelphi University Counseling Center**
Nexus Building, 1st Floor, within the Learning Center
Phone: 516-877-3646
Website: [www.scc.adelphi.edu](http://www.scc.adelphi.edu)
Monday-Thursday: 8:30AM-7:30PM
Friday: 8:30AM- 4:30PM
Closed Weekends.
During school breaks the Student Counseling Center is open Mon- Fri: 8:30-4:30
*If there is a mental health crisis after hours, on days the university is closed or weekends contact Public Safety at 516-877-3500*

**Crisis Text Line**
Text “START” to 741741 to get in touch with a trained crisis counselor 24/7

**GLBT National Help Center**
Phone: 1-888-843-4564

**National Suicide Prevention Lifeline**
Phone: 1-800-273-TALK (8255)

**Mental Health Association of Nassau County**
Phone: 516-504-HELP (4357)
31. Weather Policies

The Adelphi University athletic training department weather policies are applicable to all home events including practices. The athletic training staff will communicate with coaches, administration and/or officials to determine what, if any, modifications will be applied to practice or competition to ensure the safety of the student-athletes.

Cold Weather
The following guidelines, as outlined in the NATA position statement, can be used in planning activity depending on the wind-chill temperature.

<table>
<thead>
<tr>
<th>Temp + Wind Chill Reading</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 30°F</td>
<td>Be aware of potential for cold injury</td>
</tr>
<tr>
<td></td>
<td>Practice outside with appropriate clothing</td>
</tr>
<tr>
<td>25°F &amp; 16°F</td>
<td>Practice with appropriate clothing (long sleeves, gloves, hats) covering as much skin as possible</td>
</tr>
<tr>
<td></td>
<td>Provide opportunities and facilities for re-warming</td>
</tr>
<tr>
<td>15°F &amp; 11°F</td>
<td>Consider modifying activity to limit exposure/allow more frequent chances to re-warm</td>
</tr>
<tr>
<td>10°F and below</td>
<td>Terminating practice or activity should be strongly considered; move to indoors</td>
</tr>
</tbody>
</table>

**All practice times are subject to modifications based on the change in weather conditions and the discretion of the supervising certified athletic trainer.**

Signs and symptoms of cold related injuries
1. Mild hypothermia
   a. Shivering
   b. Fatigue
   c. Increased blood pressure
   d. Lack of coordination
2. Moderate to severe hypothermia
   a. Shivering has stopped
   b. Depressed vital signs
   c. Slurred speech
3. Frostbite
   a. Tingling or burning sensation
   b. Skin appears blue or gray
   c. Redness
   d. Swelling Blistering

Treatment:
If at any time, a person who has been exposed to cold weather and feels the need to lay and won and rest should be considered a medical emergency and the EAP should be activated.

Hot weather
All recommendations are taken from the NATA Position Statement: Exertional Heat Illness. The ATC on site should use his or her discretion in regards to practice limiting, using the following guideless.

### WBGT Reading | Activity & rest break guidelines
-----------------|-------------------------------------------------------------
Under 82°F | Normal Activities; 3 separate rest/water breaks per each hour-3min each
82.0°F-86.9°F | Use discretion for long exercise; watch at risk players; Provide 3 water breaks per hour-3 min each
87-89.9°F | Maximum 2hr practice time; At least 4 water breaks per hour-4 min each
90-92°F | Maximum 1hr practice; 20 min of water breaks within the hour practice; No conditioning
Over 92.1°F | No outdoor workouts. Cancel exercise/move inside/delay practice until cooler WBGT occurs

### Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity

<table>
<thead>
<tr>
<th>Temperature in Fahrenheit</th>
<th>Relative Humidity [%]</th>
</tr>
</thead>
<tbody>
<tr>
<td>60.0°F</td>
<td>0-10</td>
</tr>
<tr>
<td>61.0°F</td>
<td>10-20</td>
</tr>
<tr>
<td>62.0°F</td>
<td>20-30</td>
</tr>
<tr>
<td>63.0°F</td>
<td>30-40</td>
</tr>
<tr>
<td>64.0°F</td>
<td>40-50</td>
</tr>
<tr>
<td>65.0°F</td>
<td>50-60</td>
</tr>
<tr>
<td>66.0°F</td>
<td>60-70</td>
</tr>
<tr>
<td>67.0°F</td>
<td>70-80</td>
</tr>
<tr>
<td>68.0°F</td>
<td>80-90</td>
</tr>
<tr>
<td>69.0°F</td>
<td>90-100</td>
</tr>
</tbody>
</table>

**NOTE:** This table is compiled from an approximated formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from National Weather Service.
c. Exertional heat stroke (EHS)
   a. Rectal temperature greater than 104-105°F (40°C).
   b. Irrational behavior, irritability, emotional instability
   c. Altered consciousness, coma
   d. Disorientation or dizziness
   e. Headache
   f. Confusion or just look “out of it”
   g. Nausea or vomiting
   h. Diarrhea
   i. Muscle cramps, loss of muscle function/balance, inability to walk
   j. Collapse, staggering or sluggish feeling
   k. Profuse sweating
   l. Decreasing performance or weakness
   m. Dehydration, dry mouth, thirst
   n. Rapid pulse, low blood pressure, quick breathing
   o. Other outside factors may include:
      i. They are out of shape or obese
      ii. It is a hot and humid day
      iii. Practice is near the start of the season, and near the end of practice
      iv. It is the first day in full pads and equipment

Treatment:
As soon as an individual is suspected to have EHS, immediate attempt to cool the body must take place. Ice bath cold immersion is best. If not available, fans, ice cold wet towels. Cool first, transport second when medical personnel is present.

Lightning/Thunder Safety
The decision to terminate an Adelphi University practice in the event of lightning, severe weather, and/or storms will be made by a member of the Adelphi University athletic training staff present. If an athletic trainer is not present, it becomes the responsibility of the coach. If there is lightning, severe weather, and/or storms during a competition, it is the decision of the game officials/umpires in consultation with the Adelphi University athletic training staff and on-site university administrator.

Criteria for Evacuation of the Practice / Game Area-
In cases of impending inclement weather
   a). Monitor current weather.
   c). Flash/Bang method-
      1. Begin timing (in seconds) as soon as a lightning flash is seen.
      2. Stop timing as soon as a thunder sound is heard after the lightning flash. This number is the “flash/bang” count.
      3. Divide the “flash/bang” count by five (5).
      4. The resulting number is the estimation of the distance, in miles, from the practice/game area to the lightning flash. If the result is less than 6 miles, it is not safe to return to play.

If any of these methods detect imminent lightning strikes/thunder or if any strikes are seen/thunder heard, the field MUST be evacuated and athletes, university administration/staff, and spectators. Everyone must move to a safe location. Examples of locations that *DO NOT* meet the criteria include-
   • Baseball/softball dugouts;
• Baseball/softball "covered" batting cages;
• Golf carts
• Outside storage sheds
• Canopy/awning/tent.

The following is a list of safe structures in proximity to fields/courts on the Adelphi University campus:
  o **Motamed Field**- Center for Recreation and Sport
  o **Tennis Courts/practice field**- Center for Recreation and Sport; Facilities workshop
  o **Ficke Field**- New Hall, Swirbul Library
  o **Bonomo Field**- Eddy Hall, Linen Hall

**Criteria for Safe Return to the Practice/Game Area**

The decision to return to an Adelphi University athletics activity after a period of evacuation will be made by a member of the athletic training staff present at a practice or the officials/umpires at a competition in coordination with a member of the athletic training staff and on site administrator. Personnel should not return to the practice/game area until:

1. Weather app has determined that the immediate threat has passed and the lightning/severe weather is greater than six (6) miles away;
2. 30 minutes have passed since the last lightning flash or sound of thunder.

**Each time lightning is observed and/or thunder is heard; the “30-minute clock” is to be reset**
32. EMERGENCY ACTION PLAN FOR INTERCOLLEGIATE ATHLETIC FACILITIES

Emergency Action Plan for Certified Athletic Trainer

<table>
<thead>
<tr>
<th>Emergency Contacts:</th>
<th>Number By Cell Phone:</th>
<th>Extension By Campus Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>516-877-3500</td>
<td>Dial 5</td>
</tr>
<tr>
<td>Athletic Training Room</td>
<td>516-833-8172</td>
<td>X8172</td>
</tr>
</tbody>
</table>

Public AED Location:
AED outside Athletic Training Room (CRS room 123) and Strength and Conditioning Room (CRS room 006)

1. Initiate a primary survey and evaluation of problem.
2. Stabilize all life threatening situations (administer CPR and stabilize head/neck).
   a. AED and splint bag will be located on home bench.
3. Instruct a coach or administrator on duty to use a cell phone or emergency call phone to contact Public Safety if an ambulance is needed. DO NOT call 911! Public Safety will call EMS and direct them into campus.
4. Continue with any evaluation, stabilization, or life saving techniques required for the situation (CPR, AED use, etc.) until EMS arrives.
5. Designate someone to escort public safety and EMS to the scene.

Center of Recreation and Sport:
Basketball, Volleyball, and West End Weight Room

Nearest Emergency Phone:
A red emergency phone is located by the elevator outside the gymnasium.

Emergency Numbers and Public AED Location:

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Public AED Location:
AED outside Athletic Training Room (CRS room 123)
An additional AED is located at the main desk in the lobby of CRS

The on duty Athletic Trainer will decide if an injury requires EMS.

If an Athletic Trainer is not available the following procedure should be followed:

1. Stabilize the athlete.
2. Alert ATC staff of the situation.
3. If ATC cannot be reached designate someone to call Public Safety and ask for an ambulance if you suspect:
   • Possible head, back, or neck injury
   • Possible heat exhaustion or stroke
   • Compound or displaced fracture
   • Loss or altered consciousness
   • If the athlete has stopped breathing or has no pulse
   • Excessive bleeding
4. When speaking to Public Safety identify yourself, your location, describe the situation, and ask for an ambulance.
5. Provide emergency care until EMS arrives and takes over care of the athlete.
6. Provide information regarding the injury (mechanism of injury, vitals, treatment, and medical history) to EMS.
7. Report the injury to an Athletic Trainer.
   ❖ Remember to remain calm and composed.
   ❖ Do not call Public Safety for an ambulance if a athlete sustains a minor injury, such as a sprain, strain, or requires basic first aid training.

Motamed Field:
Soccer, Field Hockey, and Lacrosse

Nearest Emergency Call Box:
An emergency call box is located at the entrance of Motamed Field behind ticketing booth.

Emergency Numbers and Public AED Location:

<table>
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   • If the athlete has stopped breathing or has no pulse
▪ Excessive bleeding
4. When speaking to Public Safety identify yourself, your location, describe the situation, and ask for an ambulance.
5. Provide emergency care until EMS arrives and takes over care of the athlete.
6. Provide information regarding the injury (mechanism of injury, vitals, treatment, and medical history) to EMS.
7. Report the injury to an Athletic Trainer.

❖ Remember to remain calm and composed.

❖ Do not call Public Safety for an ambulance if an athlete sustains a minor injury, such as a sprain, strain, or requires basic first aid training.

Lightning Protocol for Motamed Field:

▪ Keep an eye out for lightning, if you suspect a thunderstorm is approaching.
▪ Once you see lightening clear the field and move into CRS.
▪ You must wait 30 minutes from the last lightning flash to return to the field.

Tennis Courts and Practice Field:

Nearest Emergency Call Box:
An emergency call box is located between tennis courts and main entrance of Alice Brown Early Learning Center.

Emergency Numbers and Public AED Location:

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th>Number By Cell Phone:</th>
<th>Extension By Campus Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>516-877-3500</td>
<td>Dial 5</td>
</tr>
<tr>
<td>Athletic Training Room</td>
<td>516-833-8172</td>
<td>X8172</td>
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</table>

Public AED Location:
AED outside Athletic Training Room (CRS room 123)

The on duty Athletic Trainer will decide if an injury requires EMS.
If an Athletic Trainer is not available the following procedure should be followed:

1. Stabilize the athlete.
2. Alert ATC staff of the situation.
3. If ATC cannot be reached designate someone to call Public Safety and ask for an ambulance if you suspect:
   ▪ Possible head, back, or neck injury
   ▪ Possible heat exhaustion or stroke
   ▪ Compound or displaced fracture
   ▪ Loss or altered consciousness
▪ If the athlete has stopped breathing or has no pulse
▪ Excessive bleeding

4. When speaking to Public Safety identify yourself, your location, describe the situation, and ask for an ambulance.
5. Provide emergency care until EMS arrives and takes over care of the athlete.
6. Provide information regarding the injury (mechanism of injury, vitals, treatment, and medical history) to EMS.
7. Report the injury to an Athletic Trainer.

❖ Remember to remain calm and composed.

❖ Do not call Public Safety for an ambulance if an athlete sustains a minor injury, such as a sprain, strain, or requires basic first aid training.

Lightning Protocol for Tennis Courts and Practice Field:

▪ Keep an eye out for lightning, if you suspect a thunderstorm is approaching.
▪ Once you see lightening clear the field and move into CRS or facilities work shed.
▪ You must wait 30 minutes from the last lightning flash to return to the field.

Pool in Woodruff Hall:
Swimming

Nearest Emergency Call Box:
A red emergency phone is located on either end of the pool deck.

Emergency Numbers and Public AED Location:

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<tr>
<th>Emergency Contacts</th>
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<th>Extension By Campus Phone</th>
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</thead>
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</tr>
<tr>
<td>Athletic Training Room</td>
<td>516-833-8172</td>
<td>X8172</td>
</tr>
</tbody>
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Public AED Location:
AED is located on Pool Deck in Swim Office
AED outside Athletic Training Room (CRS room 123)

The on duty Athletic Trainer will decide if an injury requires EMS.

If an Athletic Trainer is not available the following procedure should be followed:

1. Stabilize the athlete.
2. Alert ATC of situation.
3. If ATC cannot be reached designate someone to call Public Safety and ask for an ambulance if you suspect:
   ▪ Possible head, back, or neck injury
   ▪ Possible heat exhaustion or stroke
   ▪ Compound or displaced fracture
▪ Loss or altered consciousness
▪ If the athlete has stopped breathing or has no pulse
▪ Excessive bleeding

4. When speaking to Public Safety identify yourself, your location, describe the situation, and ask for an ambulance.
5. Provide emergency care until EMS arrives and takes over care of the athlete.
6. Provide information regarding the injury (mechanism of injury, vitals, treatment, and medical history) to EMS.
7. Report the injury to an Athletic Trainer.
   ❖ **Remember to remain calm and composed.**
   ❖

Do not call Public Safety for an ambulance if an athlete sustains a minor injury, such as a sprain, strain, or requires basic first aid training.

**William J. Bonomo Memorial Field:**

**Baseball**

**Nearest Emergency Call Box:**
An emergency call box is located between Chapman Hall and Linen Hall behind the batting cages or behind visiting bench in front of Eddy Hall.

**Emergency Numbers and Public AED Location:**

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<th>Emergency Contacts:</th>
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<tbody>
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<tr>
<td>Athletic Training Room</td>
<td>516-833-8172</td>
<td>X8172</td>
</tr>
</tbody>
</table>

**Public AED Location:**

- AED is located with Public Safety when contacted
- AED outside Athletic Training Room (CRS room 123)

The on duty Athletic Trainer will decide if an injury requires EMS.

If an Athletic Trainer is not available the following procedure should be followed:

1. Stabilize the athlete.
2. Alert ATC of situation.
3. If ATC cannot be reached designate someone to call Public Safety and ask for an ambulance if you suspect:
   ▪ Possible head, back, or neck injury
   ▪ Possible heat exhaustion or stroke
   ▪ Compound or displaced fracture
   ▪ Loss or altered consciousness
   ▪ If the athlete has stopped breathing or has no pulse
   ▪ Excessive bleeding
4. When speaking to Public Safety identify yourself, your location, describe the situation, and ask for an ambulance.
5. Provide emergency care until EMS arrives and takes over care of the athlete.
6. Provide information regarding the injury (mechanism of injury, vitals, treatment, and medical history) to EMS.
7. Report the injury to an Athletic Trainer.

   ☑️ Remember to remain calm and composed.

⚠️ Do not call Public Safety for an ambulance if an athlete sustains a minor injury, such as a sprain, strain, or requires basic first aid training.

Lightning Protocol for Bonomo Field:

- If you suspect a thunderstorm is approaching keep an eye out for lightning.
- Once you see lightning clear the field and move into Eddy or Linen Hall.
- You must wait 30 minutes from the last lightning flash to return to the field.
  *DO NOT Stay in the dugouts!!! Find shelter in a building.

Ficke Field:
Softball

Nearest Emergency Call Box:
Yellow emergency call boxes are located in each dugout.

Emergency Numbers and Public AED Location:

<table>
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</tr>
<tr>
<td>Athletic Training Room</td>
<td>516-833-8172</td>
<td>X8172</td>
</tr>
</tbody>
</table>

Public AED Location:

AED is located with Public Safety when contacted
AED outside Athletic Training Room (CRS room 123)

The on duty Athletic Trainer will decide if an injury requires EMS.

If an Athletic Trainer is not available the following procedure should be followed:

1. Stabilize the athlete.
2. Alert ATC of situation.
3. If ATC cannot be reached designate someone to call Public Safety and ask for an ambulance if you suspect:
   - Possible head, back, or neck injury
   - Possible heat exhaustion or stroke
   - Compound or displaced fracture
   - Loss or altered consciousness
   - If the athlete has stopped breathing or has no pulse
   - Excessive bleeding
4. When speaking to Public Safety identify yourself, your location, describe the situation, and ask for an ambulance.
5. Provide emergency care until EMS arrives and takes over care of the athlete.
6. Provide information regarding the injury (mechanism of injury, vitals, treatment, and medical history) to EMS.
7. Report the injury to an Athletic Trainer.
   ✤ **Remember to remain calm and composed.**

☒ Do not call Public Safety for an ambulance if an athlete sustains a minor injury, such as a sprain, strain, or requires basic first aid training.

**Lightning Protocol for Ficke Field:**

- If you suspect a thunderstorm is approaching keep an eye out for lightning.
- Once you see lightening clear the field and move into New Hall A or Swirbul Library.
- You must wait 30 minutes from the last lightning flash to return to the field.
  *DO NOT Stay in the dugouts!!! Find shelter in a building.*
33. EXTERNAL RELATIONS/SPORTS INFORMATION POLICY

The Office of Sports Information and External Relations in the Department of Intercollegiate Athletics at Adelphi University is responsible for the reporting and promotion of all 23 intercollegiate programs. We are your liaisons between on-campus offices as well as other schools’ athletic departments.

On campus, we serve as the liaison to Alumni Relations, Advancement, Creative Marketing and Services, the Center for Student Involvement, the Office of Public Affairs among other offices on campus.

Should you need something from one of Adelphi departments listed above, or wish to coordinate an event, please connect with the Associate Athletic Director for External Relations and/or the Coordinator of Marketing and Special Events.

In order to handle all sports at Adelphi effectively and efficiently, new measures and policies will be adopted and are outlined below.

Statistical Data

- For all away games, the opposing sports information office will provide statistical data. However, in some road circumstances, the host team may not be able to provide such information.
- If this is the case, we will do our best to coordinate statistics with that office, but would appreciate if you or a member of your staff could supply us with a final score/bench stats at the conclusion of the game.
- This will be communicated ahead of time if we need this from you.
- If you are a sport that has meet or match results, instead of in-game stats, please provide our office a link to where stats will be posted during or at the conclusion of the match or leave results in our mailbox at the conclusion of the event.

Corrections

- Mistakes are inevitable, and since we rely on information from other schools which may not be as equipped as our office, we ask that you communicate any issues to us in a timely manner.
- Corrections can be made; however, they must be verified and will be only be corrected after our office receives an email, complete with full changes FROM THE COACH.
- If we receive correspondence or emails from an athlete or parent, we will inform the athlete or parent of our office policy and follow up with a notification to the coach.
- **It is against NE10 policy to adjust the box scores from opposing schools without informing the school. Any changes that occurred on the road must go through the opposing SID -- from our office -- before a change can be made.**
- If the stat is a judgment call, and the opposing SID does not change it, the statistic will remain unchanged. If there is video footage to support a statistics change, please provide your primary SID with it so we can share it with the opposing SID.
• Please address all concerns via the stat correction form 24-48 hours after the conclusion of the event in question. Please note this includes participation.
• The conference office allows changes made within 72 hours. If you find an assist was not credited or a hit was an error but do not tell us until the end of the season, it’s too late for those changes to be made in the NCAA office or the conference office.
• Please remember that ultimately, the judgement of the official scorer and/or opposing SID from the home institution is final.

Photographs

• Our office arranges a date for a photo session for individual headshots, media photos, as well as a team picture. Teams are grouped with similar sports during the season in which they compete. Once the designated date is agreed upon, there will not be any additional dates until the next group of seasonal sports are assigned a date.
• When we are scheduling a date for your team, please be considerate of scheduling, and that your entire team (or a majority it) will be in attendance.
• Please have your teams prepared to take a team shot on the day of your pictures. This means getting your athletes in full uniform. If the weather is not ideal or if we need to make other arrangements if your whole team will not be there, please communicate this ahead of time.
• In addition, we will do our best to get at least one, if not two, games photographed during your traditional season. Ultimately, budgetary constraints will dictate anything additional.
• Primary SIDs have the choice to share the media photos/action photos with you and/or your team.

Rosters

• Our office keeps your roster up to date. However, we need you to submit us an updated roster prior to the start of every season. With the new ARMS system, we will be notified of roster removal/addition from a member of the compliance office.
• Additionally, student-athlete bio forms will transition to a form via ARMS moving forward. It will be a part of their required paperwork before preseason begins.
• Any discrepancies or changes to a roster must be reported to the Sports Information office so that the roster can be edited.
• Please note that ALL student-athletes are listed by academic year and NOT athletic status to avoid any issues with award nominations or end of the year recognition.
• For student-athletes who quit their respective team after the primary playing season has concluded, please note they will not be removed from the prior season’s roster. The rosters are a matter of historical record once the season has concluded, and the change will be reflected for the next season.

Social Media Policy

• Coaches and athletic programs are utilizing mediums such as Facebook, Twitter, LinkedIn, YouTube, Instagram, Snapchat and many others to stay connected. Adelphi Athletics believes that having a presence in these areas will allow the athletic department to broadcast information and interact with the public.
In order to operate within these mediums effectively, Adelphi Athletics has developed a social media policy/strategy to ensure that any and all interactions on behalf of athletics represent the department's best interests.

These guidelines are broad in nature to accommodate any differences in online venues while maintaining a universal code of conduct. The policy is fluid and may need to be adjusted as situations arise.

The Adelphi Athletics social media policy applies to social media accounts created to represent Adelphi Athletic teams, programs, entities, etc. and to the personal accounts of both staff and student-athletes.

Always keep in mind that you represent Adelphi University and the Department of Intercollegiate Athletics at all times.

Officially Recognized Social Media Accounts

For a group to be recognized by the Athletic Department as an official social media account, the group administrators must contact the Office of Sports Information and provide that office with contact/login information, or allow them to create it on your behalf.

Members of the Office of Sports Information will review the social media policy with all administrators. This office should also be used as a resource for the Athletic Department for any social media needs. The sports information director will make the final decision in any situation regarding the use of social media.

If you wish to have an account created, please go through a member of the sports information office. This ensures that if there is turnover in a coaching staff, we will still be able to access the accounts.

Account Administrators

All social media accounts officially recognized by Adelphi Athletics must have a coach or an athletic administrator as an account administrator at all times.

Administrators should not use team accounts for personal use. A reminder that you are representing the brand of both your team and the University, not yourself as an individual. Should you require assistance setting up a social media account for professional purposes (ex: @CoachXYZ), the Office of Sports Information can assist you.

Should an Adelphi coach or athletic administrator of an account leave the department for any reason or no longer wish to be an account administrator, it is that individual’s responsibility to designate another Adelphi coach or Athletic administrator to be an account administrator prior to removing himself or herself from that role.

The sports information director should be notified when a new administrator takes over, or of the most up-to-date login information for the account in question before the staff turns over.

Adelphi administrators identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts.

Administrators are responsible to remove content that may violate the University’s Conduct Policies.
Content

- Use good judgment about content and respect privacy laws. Do not include confidential information about the University, its staff, or its students.
- You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- Representation of your personal opinions as being endorsed by the University or any of its organizations is strictly prohibited. You may not use the Adelphi name to promote any opinion, product, cause, or political candidate.
- By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the University harmless for any claims resulting from the content.
- Adelphi has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- Refrain from using information and conducting activities that may violate local, state, or federal laws, and regulations.

Usage Guidelines

Do:
- Use social media to create your program's best image, as your page is likely visible to more people than just your selected friends, followers, or subscribers.
- Use social media to get involved with the campus community and learn what's happening.
- Use social media to advertise your organization's events.
- Use good judgment with your social media accounts and postings. What do you want future teammates, administrators, Adelphi faculty, and maybe even your parents to see?
- Remember that although Adelphi faculty and staff may not be monitoring things like Facebook, Twitter, or Instagram, at all times, that they may act on any violations of law or University policy if brought to their attention.

Don't:
- Forget that once you post something, it may live forever, even if you take it down.
- Engage in a negative conversation in a public space. If your team or organization receives negative feedback online, the best response is to invite the commenter to discuss the issue with you in person or over the phone. This will take the conversation offline and diffuse the situation quicker than if you add to the online chatter.
- Be afraid to get creative with your profile. Have fun and express yourself legally and responsibly. There are plenty of ways you can create a positive team image. You can impress your peers and community members and abide by all University policies, and laws.

Webcasting

- We make every attempt to webcast all of our home contests that have a press box with the correct wiring. However, there are times when multiple home contests are going on
at once. Every effort to be fair and equal will be made when deciding which contest to webcast.

- Please keep in mind that our webcasts are for our fans, alumni, parents, etc. The expectation of obtaining our tape for game tape should be a LAST RESORT after all other options have been exhausted. Moving forward, the footage of the NE10 NOW broadcasts will not be acceptable for film upload.
- Coaches: if you have a former student-athlete or coach who you think might be interested in doing play-by-play for our webcasts, please pass their information along to our office.
- The Northeast-10 Conference launched a conference-wide initiative in the fall of 2018-19 known as NE10 NOW.
- This is a three-year phased roll out plan that has requirements which we will enforce.

What You Can Expect From Sports Information

- Provided we have received the box score, your score, statistics and any other pertinent information, a release will be posted within 12 hours and your schedule will be updated.
- Each sport will be treated equally to the best of our ability across platforms and in coverage.
- Features or ideas brought to our office about a feature story will be handled as time permits. Please allow our staff the time to contact the player/alumni if need be for more information before posting.
- Out of season sports should allow consideration for the coverage of in-season sports.
- Use of the website for promotions or personal highlights will be examined, and provided it is appropriate, will be posted within the same guidelines as a feature article.

Record-Breaking Performances

- Games and/or contests will NOT be stopped in the event an individual breaks a team, school, conference or NCAA record. An announcement may be made at the time about the accomplishment, and it will be recognized on social media and in the online recap.
- Should the milestone happen on the road, please do not request that the athlete be recognized by that school during the contest.
- The student-athlete will then be recognized at the start of the next home contest.

The Office of Sports Information is here to serve you and your sport as effectively as possible. Please remember we deal with the promotion of 23 sports. Please be considerate of our office and your fellow coaches. If our policies are practiced, the coverage and promotion of all 23 sports will greatly increase and become easier on both ends.
34. MEDIA RELATIONS STATISTIC CHANGE FORM

Please use this as a guide when submitting a statistics change—All changes must be submitted 24-48 hours following the contest. See page 103 for more info under “Corrections.”

Sport: ________________________________
Coach: ________________________________

Please provide the information asked for below:

Date of Contest: _______________________________________
Opponent: ____________________________________________
Location of the Contest: _________________________________
*The home institution is the official scorer for ALL contests and must approve ALL changes.

Conference Contest: Yes______  No______
*All changes to conference box scores MUST be made within 48 hours of the conclusion of the contest.
*Changes to non-conference games can be made within 7 days of completion of the contest, per NCAA rules.

Half/Quarter of the change: _____________________
Time of the change: ____________________________
Nature of the change: _______________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature of Head Coach ____________________________ Date ____________________________

Signature of Sports Information Office ____________________________ Date ____________________________

Date received in Sports Information Office: ____________________________________________

Date the change was made: ____________________________

Notes: ______________________________________________________________________________
________________________________________________________________________________________
**ATHLETES INJURED OFF CAMPUS**

In the event that an athlete is injured while in competition or at practice outside of the University, the media relations staff should be included in the notification process, along with senior staff. As with any crisis communication plan, the AD and/or senior staff member should be notified first. Then, it should be determined who will contact either Emily Dorko or TBD. Accurate information should be provided to ensure that they are aware of the situation in case they are contacted by the media. Often, when there is an incident, not all the facts are known right away, but at the very minimum, these two should know that something has occurred and to be prepared.

As more details are released, and if it is determined that a statement needs to be made, senior staff, coach and the media relations staff can discuss the best course of action, including a statement should be issued and by whom it should be issued by.
35. ATHLETICS DONATION PROCEDURE

Information required from coaches/athletics –

- Checks delivered to Advancement Services (Room 204) **ASAP**
- Checks must include address/contact information (if not, information must be obtained before they’re forwarded to Advancement Services)
- Copy of deposit slip for any cash delivered to cashiers directly
- Specify area of designation, i.e., women’s basketball, lacrosse, swimming
- Specify if it’s a parent/child relationship or current student for linking purposes

❖ Please note: If all the required information is included, Advancement Services will be better equipped to produce reports/donor lists that will be beneficial to any future solicitation letters/mailings from Athletics.
## ATHLETICS DONATION INFORMATION

<table>
<thead>
<tr>
<th>Donor Name</th>
<th>Address</th>
<th>Amount</th>
<th>Check #</th>
<th>Sport Designation</th>
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DELIVER TO LEVERMORE HALL ROOM 204
ADVANCEMENT SERVICES
CONTACTS: CHRISTINA ROBERTS (516) 877-3762
Donor & Event Record Specialists
36. GAME OPERATIONS/EVENT MANAGEMENT

The Event Management Office as well as the Event Management staff are dedicated to ensuring a positive experience for all athletic contests and game day operations. In order for an athletic contest to run smoothly and efficiently, there are several things that coaches need to adhere to:

- **Event Staff**
  Staff will be provided for all of your game day needs. If you have a team manager, he/she is required to tape all of your home games - event staff will not be provided for that duty. Any special requests for game day must be submitted at least three days prior to your game. Failure to comply will result in no special action.

- **Scheduling**
  Because athletics and recreation have priority in scheduling in the CRS (with the exception of certain university events) all events, meetings and Campbell lounge requests are recommended to be submitted no later than June 15 for fall and Oct 15 for spring. For all Fall and Winter championship season sports your practice and game schedule need to be to the Coordinator of Athletic Facilities and Game Day Operations and the Director of Campus Recreation by June 15th, Spring championship “fall ball” schedules are due by June 25th this gives coverage from August 15th to January 31st. Spring championship season sports schedules are due by October 15th, Fall and Winter championship season “spring ball” are due by October 25th, and all Summer camp request are due by December 1st. This gives coverage from February 1st to August 14th.

- **Payroll**
  Please help us in ensuring that all student workers and team managers who work under your supervision are cleared to work through the Event Management office. They should not be allowed to put in any hours without having clearance to work.
  Students are required to submit their hours through the online student payroll process. If they are not cleared through Event Management, they will be unable to submit their hours. After being cleared through our department, the next step is to complete a tax exempt and direct deposit forms with the Human Resources office. Please note International students, have a much more extensive process.

  It is vital that you as their supervisor sign off on their biweekly time sheets and submit at the end date of each pay period. For instance, if the pay period is from 9/2-9/15, the student worker’s time sheet should be turned in on Monday 9/16, because most student workers schedule will include that Sunday which is the end of the pay period. Students must also submit their hours via the online student payroll process.

  If time sheets are not handed in on time, through this system, workers will not get paid for those hours. **We will not and cannot pay workers for any backed hours that they accumulate for past payroll periods. Human Resources will now hold the students responsible for submitting their own hours.**
**Spectator Code of Conduct**

In the spirit of good sportsmanship and favorable spectator involvement at Adelphi University athletic contests, fans are strongly encouraged to be loud, to be proud, but to be **POSITIVE**. To help ensure exemplary spectator conduct at sporting events, the following will be in effect for all home contests:

1. Alcoholic beverages are prohibited at athletic contests. Anyone attempting to bring alcohol into an athletic contest will be denied entry and anyone discovered in possession of alcohol at a contest may be removed from the event.

2. Anyone entering an athletic contest who the athletics contest management staff believes is under the influence of alcohol and/or drugs may be denied admission and anyone present at the contest who the Athletics contest management staff believes is under the influence of alcohol and/or drugs may be removed from the event.

3. Any person(s) using inflammatory language and/or displaying inciting actions at a contest will be warned by the Athletic contest management staff that continuation of the activity will result in their ejection from the contest. If the language and/or activity continues, the offending person(s) will be removed. In a particularly flagrant case of inflammatory language and/or inciting action, the offending person(s) may be removed immediately without a warming. The determination of whether certain language is inflammatory and/or action is inciting will be a judgement made by the Athletics contest management staff and will apply whether the offense is aimed at the contest participants, officials, other spectators, or the management staff.

4. Any spectator entering onto the playing area of the contest while the contest is in progress, or who refuses to remain in the designated spectator area, will be subject to immediate ejection.

5. Any signs, banners, shirts, noisemakers, etc. deemed inflammatory by the contest management staff, or that are in violation of NCAA policies, will be removed.
37. MUSIC POLICY FOR HOME CONTESTS

Student-athletes are permitted to choose their own music to be played during home contests by submitting a playlist to the Event Management staff. This music will be reviewed by the coach of the team and the Event Management staff to ensure it does not contain any vulgarity and inappropriate content. Audio at games will not contain any political messaging. As representatives of Adelphi University, the student-athletes, coaches, and staff will not display or promote political agendas or make political endorsements. Music that does not meet this criteria will not be played.

Coaches are required to complete the Event Management Music Form two weeks before the first home game to verify the “clean content” of the team’s music selection.

In some cases, music will be provided by the Event Management Office or the Media Relations Office.

Event Management Music Form

Sport: ________________________________
Coach: ______________________________

Signature of Coach (For Music Approval) ________________________________ Date __________

Signature of Event Management ________________________________ Date __________

Date received by Event Management: ________________________________ Date __________

Notes: ______________________________________________________________

By signing this I agree that I have listened to the CD provided and acknowledge that it is clean, devoid of any cursing, racial terms, or sexual language and content. Further, I understand that if any of the above infractions are found in the CD it will no longer be played and a Departmental approved CD will be provided for future games.
38. TEAM MANAGERS

Team managers will be paid only for hours worked during games and not for travel time. Managers should only work while sport is in championship season. Requests for managers to work beyond the championship season should be made to the athletic director.

For sports not listed, consult the Event Manager for payment procedures.

**Basketball (per person)**
- Maximum hours per game = 3 (includes shoot around)
- Maximum hours per week = 14
- Only 1 manager per away trip – if take 2\textsuperscript{nd}, he/she does not get paid
  (Arrangements may be made in advance for tournaments/special circumstances)

**Softball**
- Maximum hours per doubleheader = 4
- Maximum hours per week = 16

**Baseball**
- Maximum hours per doubleheader = 5
- Maximum hours per week = 16

**Men’s Lacrosse**
- Maximum hours per game = 3 (includes shoot around)
- Maximum hours per week = 12
- Only 1 manager per away trip – if take 2\textsuperscript{nd}, he/she does not get paid

**Field Hockey**
- Maximum hours per game = 3 (includes shoot around)
- Maximum hours per week = 12

**Soccer**
- Maximum hours per game = 3 (includes shoot around)
- Maximum hours per week = 12

**Swimming**
- Maximum hours per doubleheader = 4
- Maximum hours per week = 16
39. FACILITY USE/RENTAL PROCEDURES

Facility Use
For use of athletic facilities outside of your season and for meeting space in the Center for Recreation and Sport, you must complete the "Request for Use of Athletic Facilities" form and submit to Linda Gundrum and Andrew McCabe. Reservations are not final until contract has been signed by both parties (Adelphi University and Outside group). An email confirmation will be sent to you listing the date(s) and time(s) of scheduled activity.

For use in season, please meet with Linda Gundrum and Andrew McCabe to discuss dates, times, etc.

Facility Rentals
If a group, organization, club, or another school contacts you about renting or using any athletic facility.

The following is the basic information necessary to initiate the contract.

1. Obtain a written request from the group/school/agency.
   Refer contacts to Andrew McCabe with group’s interest.

2. Facility rental/outside group request form.
   The rental request form must be completed and returned to Andrew McCabe and specific details will be obtained. Do not discuss rental fees or make commitments to supervise or be involved with the event.

3. Check facility availability. (Linda Gundrum)
   Dates will be reviewed for facility and staff availability.

4. Request goes to Andrew McCabe for event clearance and contract execution.
   Rental requests require a minimum of at least 3-4 weeks lead time. He will handle the contractual agreement, collect the proper insurance and coordinate payment, etc.

It is important to understand that coaches/athletic staff may not make any verbal commitments to any outside groups/coaches or agencies with regard to facility use or fees. It is vital that we work in accordance with university, athletic department, and NCAA rules and regulations.

University Policy

CONTRACT CHECKLIST
All facility rental contract packages should be presented to the Office of Business Affairs at least two weeks prior to the desired commencement of the contract. The following information should be included in the package:
• Three original contracts signed by the other party, inclusive of a substitute Form W-9, a Request for Taxpayer Identification Number(s) and Certification form.

• A **Contract/Agreement Flow Sheet** with signatures demonstrating their respective approvals of the contract by:

  ✓ Budget/Controller’s Office  
  ✓ Department supervisor where contract originated  
  ✓ Depending on the scope of the contract, other signatures may be required (i.e., Provost, Vice President for Administration and Student Services)

• Memorandum from the department requesting the contract which shall provide a description of the contract, including the anticipated benefits to the University. A summary of anticipated revenue and expenses must also be included.

• A Certificate of Insurance evidencing:

  ✓ Commercial General Liability (CGL) with limits of $2,000,000. Depending on potential liability, higher limits may be required. Adelphi must be listed as an additional insured and the certificate must state that the insurance is primary to Adelphi’s insurance. A copy of the endorsement listing Adelphi as additional insured should be included.
  ✓ Automobile Liability with $1,000,000 combined single limits.
  ✓ Workers Compensation insurance with statutory limits except for solo performances. (Release of Liability for solo performances may be substituted.)

Please coordinate with the **Office of Business Affairs** to confirm that proper insurance is obtained (see following section for further details).

Upon receipt of the contract, the Office of Business Affairs will coordinate legal and insurance reviews and resolve any related concerns.

After authorization, the Office of Business Affairs will send the original contract to the contractor, and notify the originating department that the contract has been signed. A copy of the final contract will be supplied to the department upon request.

**Reference:** Log into eCampus. Click on the Intranet Sites tab, then Financial and Administrative Reference Guide, then click on the Financial and Administrative Reference Guide (FARG) PDF, then go to the Contract or Agreement Approval and Insurance section.
40. ATHLETIC FACILITY RENTAL REQUEST FORM (EXTERNAL)

**Organization/School Contact Info**

*Legal Name of Organization:  
Address:  
Phone:  
Fax:  

**Primary Contact:**  
Phone:  
Email:  

Second Contact:  
Phone:  
Email:  

Organization Status:  
For Profit___ Not for Profit____ Other____

Contact or previous relationship with Adelphi University and/or Athletics:  
____________________________________________________________

*Legal Name: This information must match name on certificate of insurance.  
** Primary Contact: Name of person authorized to sign contract.

---

**Event Details**

Title/Description:  
Date(s) Requested:  
Event Time(s):  

Access Hours Requested
Date_______ from: ________am/pm to: ________am/pm
Date_______ from: ________am/pm to: ________am/pm
Date_______ from: ________am/pm to: ________am/pm
(for more dates, use back of form)

Expected # participants_______ Expected # spectators_______

**Facility Requested**  
( √ all that apply)
Motamed (Lacrosse/Soccer/Field Hockey) Field _____
    Bleachers_____ Ticket area_____ Bathrooms_____ Lights_____  
Turf Practice Field_____
Tennis Courts _____ no. of courts: _____
William J. Bonomo (Baseball) Field _____
Janet L. Ficke (Softball) Field _____
Gymnasium______ No. of courts____
    Bleachers: east____ west: ____
    Ticket area____
Pool _______ Indoor Track _______
Event Details

Concessions _______ *Concessions solely contracted with Adelphi University and Lackmann Food Service

Reception* Pre event______ During______ Post event______ # in attendance______
* Catering contracted via Adelphi University & Lackmann Food Service

Other: ____________________________________________________________
_________________________________________________________________
_________________________________________________________________

Technical and Set up Requirements

Scoreboard

PA/microphone

Music

AV/Other

Scorer’s table(s)

Chairs

Ticket area/table

Tables

Sports Equipment

Maintenance

Public Safety

Other

Please forward this request to:
Adelphi Athletic Event Management, c/o Andrew McCabe
Center for Recreation and Sports – Room 216
Garden City, NY 11530
fax to: (516) 877-4237
e-mail: amccabe@adelphi.edu

Date request received: __________

Cc: Brittany Cullinane  Cc: Linda Gundrum

_________________________________________________________________
_________________________________________________________________
### 41. ATHLETIC AND CAMPUS RECREATION FACILITY REQUEST FORM (INTERNAL)

Adelphi University
Athletic & Recreation Facility Request Form
(For internal/campus use only, not to be used for outside agencies/rentals)

Return form to Woodruff Hall - Rm 240 or fax it to 877-4237 in order to begin processing the request. This form must be filled out completely and all information requested on the form must be provided. Event set up, equipment needs, etc. must be indicated at the time of booking the space.

<table>
<thead>
<tr>
<th>EVENT/ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org/Dept.:</td>
</tr>
<tr>
<td>event title:</td>
</tr>
<tr>
<td>Event Type (check one): □ Sports Special Event □ Charity Fundraiser  □ Fitness Event □ Workshop □ Other: __________________________</td>
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<tr>
<td># Participants:</td>
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<tr>
<td>Event Begin Time:</td>
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<tr>
<td>End Time:</td>
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<tr>
<td>Access Time if needed earlier:</td>
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<tr>
<th>FACILITY</th>
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<tbody>
<tr>
<td>Center for Recreation and Sport:</td>
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<tr>
<td>□ Atrium Lobby □ Mezzanine Lounge</td>
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<tr>
<td>□ Gymnasium #____ courts (East____ Main____ West____)</td>
</tr>
<tr>
<td>□ Indoor Track</td>
</tr>
<tr>
<td>□ Other: ________________________________</td>
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</tbody>
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<thead>
<tr>
<th>Athlete/Recreational Fields:</th>
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</thead>
<tbody>
<tr>
<td>□ Motamed Field □ Practice Fld □ Baseball Fld □ Softball Fld □ Tennis Cts #____ cts</td>
</tr>
<tr>
<td>□ Quad □ Lev. Lawn □ Other:</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Woodruff Hall:</th>
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<tbody>
<tr>
<td>□ Studio □ Swimming Pool □ Racquetball/Sq. Court □ Half Court Gym</td>
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### EQUIPMENT

<table>
<thead>
<tr>
<th>Equipment needed? □Yes □No</th>
<th>Im staff requested? □Yes □No</th>
<th>Waivers needed? □Yes □No</th>
</tr>
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List:_______________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Contact/notes:______________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Schedule clearance/Approval: ________________________________________________________

__Recreation Staff__________  __Athletic Staff__________  __Public Safety__________  __Other__________
__Facilities__________________  __Public Safety__________________  __Other__________________
__Other:______________________  __Other______________________

Office Use
Booked (EMS) __________
Status: ________________
Email confirmation date:________

Revised July 2019
42. OUTSIDE USE OF FACILITIES

13.11.3.3 Activities Not Involving Institution's Staff. The use of a member institution's facilities for a high school all-star game or other physical activities by a group that includes prospective student-athletes shall not be considered a tryout, provided the institution's athletics department staff members or representatives of its athletics interests are not involved in the conduct, promotion or administration of the activity (other than activities incidental to supervising the use of the facilities) and are subject to all applicable NCAA recruiting legislation.

January 25, 1989 INTERPRETATION: Student-Athletes Involved in Supervisory Activities During Facility Use by Group Involving Prospective Student-Athletes: Determined that Bylaw 13.11.3.1.3 (tryout exceptions -- activities not involving institution's staff) applies to student-athletes as well as athletics department staff members or representatives; noted further, the student-athletes also would be permitted to be involved in activities incidental to supervising the use of the facilities.

13.11.3.4 State, Regional, National or International Training Programs. Participation by an institution's athletics department staff member in recognized state, regional, national or international training programs or competition organized and administered by the applicable governing body or athletics authority shall not be considered tryouts. A member institution's coaching staff member may not participate in non-coaching activities (e.g., consultant, on-site coordinator, participant selection) except as permitted in Bylaws 13.11.3.4.1 and 13.11.3.4.2.

13.11.3.4.1 Coach/Prospective Student-Athlete Competition. It is permissible for an institution's coach to participate with or against prospective student-athletes in recognized regional, national or international training programs or competition, provided the competition is regularly scheduled under the authority of an outside sports organization and both the coach and the prospective student-athlete are eligible to enter the competition.

13.11.3.4.2 Administration of "State Games." A member institution serving as the site of "state games" is permitted to involve its staff members in the administration of the event but may not be involved in the selection or assignment of participants and coaches participating in the event.
43. CAMPS AND CLINICS OVERVIEW

The Adelphi University Department of Athletics encourages the conduct of sports camps and clinics for each of its athletics programs. Proceeds for camps and clinics can be used to supplement a coach’s income or can generate revenue for the programs fundraising account (2-account)

NCAA rules regarding camps and clinics must be strictly adhered to as well. Please refer to Bylaw 13.12 in the NCAA Manual or contact the compliance office if you have any additional questions.

Clinics

When a coach conducts a clinic for fundraising purposes, he/she should work with the facilities staff to secure the fields/courts and the external relations staff (Emily Dorko) to properly account for the clinic. There will be no rental charge or insurance required for a fundraising clinic.

For a fundraising clinic, payroll for all head coaches/part time assistant coaches working the clinic MAY NOT exceed the amount that will be deposited in the 2-account. The bottom line of the split is a maximum of 50/50 (Payroll and 2-account). This also includes any expenses the coaches incur.

Coaches must complete and submit a Clinic Request Form to the Compliance Office 10-14 days in advance of the date of the clinic.

Summer Camps

Currently the university is partnered with US Sports Camp for some of its summer camps. If you are interested in conducting camp, contact David Duke, Director of Sports Camps at dduke@adelphi.edu, x4239. Other information regarding these camps, including the payroll policies, can be found in the Compliance section of this document.

Those programs that do not partner with US Sports Camps for summer camps operate their camps through the facility rental process. Those coaches work with the Coordinator of Athletic Facilities to schedule those camps.
44. EQUIPMENT ROOM POLICIES AND PROCEDURES

Mission Statement
The mission of Adelphi University’s Equipment Room is to promote the growth and well-being of its student-athletes by providing cutting edge athletic apparel while administering professional care of equipment.

Overview
The Equipment Room is located in room 140 of the Center for Recreation and Sport. Mainly known for handling student athlete’s equipment and washing practice gear, the Equipment Room is a dynamic office involved in many aspects of athletics.

- Inventory and tracking of nearly 12,000 pieces of equipment
- Administration of the “Panther Store”
- Branding, logo usage, liaison with Licensing Resource Group (LRG)
- Purchasing for the department
- Uniform and practice gear management

Services Provided
- Laundry
- Towels
- Lockers
- Cubbies
- Lost & Found
- Care of Equipment
- Sizing
- Equipment Distribution

LAUNDRY
The Equipment Room is in charge of all laundry operations for all sports. Only issued practice and game attire can be washed by using the laundry loops assigned to all student-athletes and administrators. Issued washable equipment (i.e. pads, gloves) can be washed at the athlete’s risk of damage to the equipment. Student-athletes are not permitted to have their laundry washed after the school year has ended; exact date to be announced. As stated by the NCAA, “The institution may not provide an on-campus or off-campus housing benefit for student-athletes that is not available on the same basis to the general student body (Page 167, Article 16.5.2.1).”

TOWELS
Student-athletes and administrators can obtain towels from the Equipment Room during regular work hours. Athletic teams will be assigned a different color towel during their sports season. Once a team’s designated towels have run out they will not be able to receive towels. It is the responsibility of all student-athletes to return towels to the Equipment Room and/or to the white bin placed in their designated locker room.

LOCKERS
Athletic teams assigned to a locker room will also be given a designated locker during their sports season. Athletes will be provided with a lock and combination which must be memorized for future use. All coaches will receive a list of assigned locker combinations for student use. Equipment Room employees are not responsible for the retrieval of locker combinations. Only Adelphi issued locks may be used on lockers; all other locks will be removed. Locker damage and missing locks are subject to billing for repair and replacement purposes. Locks and/or locker assignments may only be changed with the notification and approval of the Equipment Manager. Lockers must be vacated at the completion of the sports season at the risk of item disposal; specific dates will be posted in advance.

**CUBBIES**

Athletic teams assigned to the cubbies will be given a cubby and combination during their sports season. All coaches will receive a list of assigned cubby combinations for student use. Equipment Room employees are not responsible for the retrieval of cubby combinations and items. Cubbies are used for receiving washed laundry loops and game day gear. Cubby damage is subject to billing for repair and replacement purposes. Cubbies must be vacated at the completion of the sports season at the risk of item disposal; specific dates will be posted in advance.

**LOST & FOUND**

Items that fall off laundry loops, are misplaced in laundry cycles or left in locker rooms, lockers and cubbies out of season will be placed in the lost & found bin located inside the Equipment Room.

These items can be retrieved during regular work hours. All items that are not picked up by the end of the school year, exact date to be announced, will be discarded or donated.

**CARE OF EQUIPMENT**

The Equipment Room is responsible for the care of all Adelphi issued equipment including uniforms and practice attire. All student-athletes are responsible for the care of issued equipment while not in the hands of the Equipment Room. Student-athletes are not allowed to wash game day attire without prior approval from the Equipment Manager. All broken or damaged equipment should be reported to the Equipment Room so it can be sent out for repairs to insure the safety of the product. Destroyed equipment and attire is the student-athlete’s responsibility and will be subject to billing.

**SportSoft**

As of 2012, Adelphi University has signed an agreement with SportSoft, a program which tracks athletic equipment through the use of an automated equipment tracking system. Athletic attire such as uniform tops, uniform bottoms, practice suits, travel suits, etc. now contain individualized heat sealed barcodes which are used to track, inventory and maintain each item. If this barcode is tampered with the student-athlete assigned to that item will be charged a non-refundable service fee of $100 to their tuition bill. If a student-athlete feels as if the barcode is damaged they should see the Equipment Manager immediately to receive a new one and avoid any further fees.
SIZING
Incoming freshmen, transfers, and coaches will be given an Equipment Survey form to be filled out as soon as possible. This form is to insure that proper sizes for all athletic attire and equipment are ordered. Should there be a change in any sizes, a new Equipment Survey should be requested and filled out immediately. The Equipment Room is not responsible for requester’s size mistakes.

All team apparel must follow the size specifications set by the Equipment Manager. Every jersey number is assigned a specific size according to each team’s requirements. The size assigned to each number will be used for all apparel that is ordered for that jersey number. For this reason, student-athletes are not guaranteed a specific number after committing to Adelphi University. This size structure must remain until the uniforms’ three year cycle is complete and the uniforms are updated. Sizing may only be compromised during the ordering of personal items that student-athletes are allowed to keep at the end of their sports season.

EQUIPMENT DISTRIBUTION
Equipment for all student-athletes must be issued through the Equipment Room in accordance with NCAA and Adelphi University policy. All student-athletes will be required to sign for their equipment on the day that it is distributed. An equipment issue file is maintained for each student-athlete for inventory purposes. All uniforms are under a three year cycle and will be replaced after the third year of use. At the conclusion of each team’s season, the Equipment Manager will meet with the head coach to schedule a date for equipment return. Any student-athlete who does not return their equipment by the date determined by the Equipment Manager and their head coach will be billed permanently. This includes, but is not limited to billing, withholding transcripts and/or restrictions on registration. Any student-athlete willing to purchase athletic apparel at the end of their collegiate participation may do so in accordance with NCAA regulations which state,

“A student-athlete may retain athletic apparel items (not equipment) at the end of the individual’s collegiate participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment (Page 172, Article 16.11.1.5)."

Game Day
Equipment Room employees will be responsible for working with each coach to insure that all game day attire is clean and issued in a timely manner for all home and away contests. It is the responsibility of all coaches to provide the Equipment Room with an accurate schedule of pick up times for their sport.

Backpacks and Duffle Bags
Student-athletes are responsible for maintaining care of backpacks and duffle bags. Any items that are damaged beyond regular wear and tear (i.e. lost, stolen, altered, etc.) will be the owners’ responsibility and are subject to additional replacement fees. At the conclusion of a student-athlete’s eligibility, they will be permitted to keep these items and replacements will be ordered as needed.
Helmets
All sports requiring helmets must sign for this piece of equipment on the day it is distributed. Helmets must be returned at the end of the sport’s season to be sent out for refurbishing to insure the safety of all athletes. Any student-athlete that damages or does not return their helmet by the date determined by the Equipment Manager will be penalized; specific dates will be posted in advance. This includes, but is not limited, to billing, withholding transcripts and/or restrictions on registration.

Prospective Student-Athletes
As stated by the NCAA, “It is permissible for prospective student-athletes (as opposed to student-athletes) to receive free equipment and apparel items for personal use from apparel or equipment manufacturers or distributors under the following circumstances:

a) The apparel or equipment items are related to the prospective student-athlete’s sport and are received directly from an apparel or equipment manufacturer or distributor;
b) The prospective student-athlete does not enter into an arrangement (e.g., open account) with an apparel or equipment manufacturer or distributor that permits the prospective student-athlete to select apparel and equipment items from a commercial establishment of the manufacturer or distributor; and

c) A member institution’s coach is not involved in any manner in identifying or assisting an apparel or equipment manufacturer or distributor in determining whether a prospective student athlete is to receive any apparel or equipment items (Page 57, Article 12.1.2.4.8).”

Memorabilia
Any coach, student-athlete and/or parent interested in purchasing athletic memorabilia to honor graduating seniors must follow university and NCAA policies. Requests for memorabilia may only be given by the head coach to the equipment manager. Replicated uniforms may be purchased through the equipment room (prices vary) at the beginning of the team’s official season. All equipment that is currently in use cannot be purchased until the season is officially over, including all playoff and championship games.

INVENTORY
The Equipment Manager is responsible for all athletic attire and equipment that is kept in the Equipment Room. Inventory files are kept for all sports using Equipment Manager™, a completely automated equipment tracking system, to insure that all necessary items are in stock and accounted for. Each sport’s inventory will be audited at the conclusion of the season.

EQUIPMENT PURCHASING AND RECEIVING
A set of generic coach’s gear will be distributed to each coach (head coaches and assistant coaches only) at the beginning of the academic year. The logos and colors selected to decorate these items must match the logos and colors that were selected to decorate the team’s apparel. All logos and colors must be in accordance with the artwork that was selected by the Equipment Manager for that academic year.

The Equipment Room will be working with the Business Office for the purchasing of equipment. See Business Office section for policies and procedures.
STAFF

Equipment Manager
The Equipment Manager is the purchasing agent for all equipment in accordance with the Business Office. They are responsible for the operation and organization of the Equipment Room, including apparel, equipment issue and retrieval and inventory. They also assist in hiring, supervising and scheduling of Equipment Room staff, primarily student workers.

Graduate Assistant
The Graduate Assistant position is assigned to a graduate student who has experience in the daily operations of the Equipment Room and a focus on pursuing a career in athletics. Their duties include those of student supervisors and workers, but they are also in charge of managerial tasks such as ordering, purchasing and distributing athletic apparel. The Graduate Assistant may also be assigned special tasks given by the Equipment Manager.

Student Supervisors
Student supervisor positions are assigned to student workers who have demonstrated sufficient managerial ability in the area of the Equipment Room. Their duties include those of student workers, but they are also in charge of scheduling workers and directly overseeing the student workers’ tasks, while serving as a liaison between the Equipment Room Manager and the entire staff. Student Supervisors may also be assigned special tasks given by the Equipment Manager.

Student Workers
Student Workers are in charge of the cleaning of Adelphi University’s 23 intercollegiate programs. Their responsibilities include, but are not limited to, washing and drying the department’s laundry loops, issuing towels, folding the equipment and assisting the manager with any task.
45. STRENGTH AND CONDITIONING POLICIES

Weight Room

- The west end weight room is exclusively for use by the varsity athletic teams.
- It can only be utilized by student athletes under the direct supervision of the Head Strength and Conditioning Coach or his/her staff.
- Athletes are not allowed in the weight room to work out on their own.
- The door to the weight room should not be left unlocked or propped open.
- All equipment must be left inside the weight room unless directed by the Head Strength and Conditioning Coach.
- All equipment must be put back in its proper place after each session.
- No equipment other than strength and conditioning equipment should be stored in the weight room.

Scheduling

- Time slots must be agreed upon before the start of your season.
- If a team is late or does not abide by the given time slot, the session will end at the agreed upon time.
- In-season teams have first preference when it comes to scheduling for their given season.
46. CAMPUS RECREATION FACILITY USE

Recreational Fitness Center

1) The Recreational Fitness Center is open for students, faculty, and staff. **Valid current Adelphi ID is required to enter.**

2) Use of the Recreational Fitness Center by teams is by arrangement with the Athletic Strength and Conditioning Coach only.

3) All equipment in the Fitness Center must remain in there. **DO NOT REMOVE** it for a training session at any time!

4) Coaches and staff are asked to abide by our ID policy and to encourage student-athletes to cooperate with our policies and procedures.

Recreation Locker Rooms

1) The recreational locker rooms are available for long term use on a first come first serve basis. Some lockers have been designated for teams such as Swim, Dance, and Cheer. Some lockers are for day use only. Out of season athletes are welcome to register a locker if available. Register at our office in Woodruff Room 240.

Recreation Equipment Room

1) Any equipment that a team or coach wants to borrow from Recreation must be requested and signed out on the Recreation Equipment Issue clipboard/sheet. **DO NOT REMOVE ANY EQUIPMENT** from that area without proper permission.

General Facility Use Policy (Please inform assistant coaches and former players also)
Adelphi University facility use policies, as well as the conflict of interest policy, precludes/prevents employees from using university resources and facilities for personal gain. For staff, coaches, athletes, and recent alumni, it is important to relay the message that the use of fields, gymnasium, courts, etc. for providing private lessons, instruction or any use for an unauthorized session is strictly prohibited. The facilities cannot be used for personal financial gain without going through proper contractual procedures. Even the appearance of a conflict of interest is forbidden. (Refer to Adelphi’s Conflict of Interest policy/form in the University handbook at [http://intranet.adelphi.edu/hr/policies/conflict.php](http://intranet.adelphi.edu/hr/policies/conflict.php))
47. CAMPUS HOUSING

1) GENERAL INFORMATION

Room Assignments
New students to the University do not have the ability to select particular rooms. These students should complete the online housing application located on the Residential Life and Housing Web site at http://students.adelphi.edu/sa/rlh/apply.php. For particular requests for accommodations, new students should email their requests to housing@adelphi.edu and Residential Life and Housing staff will respond to the request and update the file. Students will receive an email and letter with their room and roommate information once they are assigned.

Returning Students
The room selection process is conducted online in April of each year and is explained on the Residential Life and Housing Web site at http://students.adelphi.edu/sa/rlh/apply.php. In general, only current residents are eligible to participate in room selections. Students currently on Residence Hall or University Probation must meet with their Residence Hall Director to determine if they are eligible to participate in room selection.

Returning students can review their housing information by logging into the “My Housing” software located under the services tab of their e-campus portal account. In addition, an email and letter will be sent indicating the room assignment.

[Refer to the Guide to Residential Life and Housing for additional information.]

2) PRE-SEASON --- Coaches of teams who are reporting to campus prior to the start of classes must inform the Sr. Assistant Director of Athletics as to the reporting date, number of resident student-athletes, etc. You are not to contact the Office of Residence Life directly; they have indicated they prefer to work through one member of the department. NOTE: All reporting dates are subject to the approval of the Athletic Director.

3) INTERSESSION HOUSING --- Coaches of teams that will be on campus any time during winter intersession must inform the Sr. Assistant Director of Athletics as to the departure date and return date, roster of resident students, and their dorm assignment. The student-athletes must complete the intersession housing application and the head coach is required to sign each form. NOTE: All reporting dates are subject to the approval of the Athletic Director.

Coaches should be aware, and make sure their athletes are aware, of all housing requirements, filing dates, etc. For incoming freshmen and transfers, the coaches must keep themselves updated as to Adelphi’s housing policies.

HOUSING LIAISON: Gordon Purdie, Senior Assistant Director of Athletics, Head Men's Lacrosse Coach, gpurdie@adelphi.edu, x4244
The mission of the National Student-Athlete Advisory Committees is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image. Adelphi University’s Student-Athlete Advisory Committee (SAAC) embraces these ideas and attempts to fully promote them throughout the Athletic Department, Adelphi University as a whole, and in the local community.

SAAC’s primary purpose is to enlighten our student-athletes of the responsibilities, benefits and potential problems of being an athlete. This is particularly necessary due to the conditions presented on a small, close-knit campus such as ours, where every athlete is a constant representative of not only their team, but the Department of Intercollegiate Athletics and Adelphi University. To do so, SAAC intends to continue presenting expert speakers, and encouraging our upperclassmen to positively impact the lives of our younger athletes.

The Executive Board (E-board) also aspires that both SAAC and the population of student-athletes will have a greater influence on the lives of student athletes here at Adelphi University. We aim to encourage involvement in Student Government, Residence Hall Councils, and a number of other student organizations. In doing so, our student-athletes will become aware of both the resources available to them on campus and how their involvement can help develop leadership skills and a healthy environment for competition. It is also intended that Adelphi’s SAAC will continue to be a leading force and a role model for other colleges and universities in both the NE-10 and around the country.

Nichole Doran, SAAC Advisor x4179

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>YEAR</th>
<th>SPORT</th>
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<tbody>
<tr>
<td>Gordon Purdie Jr.</td>
<td>Co-President</td>
<td>Graduate Student</td>
<td>Men’s Lacrosse</td>
</tr>
<tr>
<td>Victoria Major</td>
<td>Diversity and Inclusion</td>
<td>Senior</td>
<td>Track/CC</td>
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<tr>
<td>Theresa Mattei</td>
<td>TBD</td>
<td>Senior</td>
<td>Swimming and Diving</td>
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<tr>
<td>Roman Boothe</td>
<td>TBD</td>
<td>Junior</td>
<td>Men’s Lacrosse</td>
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<td>Nicole Mengel</td>
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<td>Softball</td>
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<tr>
<td>Giancarlo Vacca</td>
<td>TBD</td>
<td>Sophomore</td>
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<td>Jacklyn Brown</td>
<td>TBD</td>
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