



**Holy Family**  
UNIVERSITY

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DEPARTMENT OF  
**ATHLETICS**

# **Student-Athlete Handbook**

August 2024

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**Department of Athletics**  
**Student-Athlete Handbook**

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# **STUDENT-ATHLETE HANDBOOK**

## **1.0 About Holy Family University**

Holy Family University is a private Catholic institution located in Philadelphia, PA. Founded in 1954, the University's mission is informed by its core values of family, respect, integrity, service and responsibility, learning, and vision. The University embraces diversity and inclusion, ensuring a welcoming and accessible learning community for all. The University is composed of four schools: Arts & Sciences, Business & Professional Studies, Education, and Nursing & Health Sciences. Nestled in the heart of a historic residential neighborhood in the Northeast, the University is just minutes from the excitement of Center City. Holy Family enrolls more than 3200 students at the undergraduate, graduate, and doctoral levels at its Philadelphia and Newtown campus locations.

Holy Family University is a sponsored ministry of the Sisters of the Holy Family of Nazareth.

## **2.0 HOLY FAMILY UNIVERSITY MISSION STATEMENT**

Holy Family University's Department of Athletics' goal is to assist in developing student-athletes to optimally utilize their academic and athletic skills and talents. It is a continual process designed to enrich student-athletes with the knowledge and ability to develop and improve basic skills to function responsibly in the University community and society.

### **2.1 Philosophy of Intercollegiate Athletics**

The philosophy of Holy Family University's Department of Athletics is to afford all men and women participants' equitable opportunity, promote sportsmanship, uphold moral principles, and nurture character, integrity, and personal responsibility. Holy Family University adheres to the principles of fair play and amateur athletic competition defined by the NCAA.

It is the intent of the athletics department to develop student-athletes who embrace and model the mission statement of Holy Family University. The department is dedicated to the idea that success in intercollegiate athletics must be accompanied within the parameters of and complementary to the academic arena in pursuit of educational excellence. The program is committed to the unquestioned integrity of student-athletics that is expected to foster the core values associated with Holy Family University. A proactive approach to interaction between administrators, staff, and athletes is the basis of a holistic methodology that is adapted to the development of the mind, body and spirit of every Holy Family University student-athlete.

### **3.0 Sport Supervision**

Each coach in the Department of Athletics is overseen by a Sport Supervisor. A sport supervisor will be an advocate for student-athlete well-being, gender equity, and diversity. The supervisor will coordinate the annual season ending meeting with the entire team for the postseason survey, in conjunction with the Athletic Director (when available) and Senior Women Administrator. **All comments made by the student-athletes will be kept confidential and will be reviewed by the sport supervisor and Athletics Director** and a summary will be given to the head coach and discussed at the Coach's annual performance appraisal. Should you have any questions or concerns related to your sport, please reach out to the appropriate individual below:

*Jami Hughes – M&W Basketball, Bowling, W. Soccer, Softball*

*Abe Joseph – Men's and Women's Cross Country/Track and Field, Women's Volleyball, ESPORTS*

*Sara Miraglia – Baseball, M. Soccer*

*Zach Durham – M&W Lacrosse*

*Bernadette Laukaitis - Cheerleading, Flag Football*

### **4.0 Covid Policy**

NCAA testing requirements for student athletes who are not fully vaccinated (CDC/FDA approved vaccine shot(s) plus one COVID-19 booster shot) have been removed. Incoming new/transfer/current students who are student athletes may request an exemption from the vaccination requirements for medical or religious reasons. Student athletes who are not fully vaccinated are responsible for scheduling, obtaining and paying for any COVID-19 testing that may be required by the NCAA, CACC, CDC, City of Philadelphia or HFU. Additionally, Holy Family University reserves the right to adjust its surveillance testing requirements at any time and without extended notice. This policy aligns with the student at-large university policy as directed under the COVID-19 Addendum to the Student Handbook.

### **5.0 Division II “Life in the Balance”**

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:

### **5.1 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;

### **5.2 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;

### **5.3 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

### **5.4 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;

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.

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

## **6.0 DEPARTMENT OF ATHLETICS STUDENT-ATHLETE RULES AND STANDARDS**

1. Student-Athletes are expected to attend all classes unless prior authorization has been granted from the faculty member and Office of Student Success (or



designee) for the purpose of competing in an athletic contest. Student-athletes must meet with the Office of Student Success first before obtaining permission from their professor.

2. Student-athletes **are never** permitted to miss class for team practice or other team related activities
3. Student-athletes are required to attend all mandatory team and athletic department meetings or functions. **The only time a student-athlete is not required to attend such an event is if it conflicts with class.** Failure to attend may result in suspension from athletic contests.
4. Student-athletes must remain in good academic standing, as defined by the University, throughout their collegiate career. Failure to do so will result in loss of eligibility to practice and compete and, in some cases, athletics grant-in-aid.
5. The use of tobacco and illegal drugs is strictly prohibited at all times, as well as the use of alcohol by minors. The use of alcohol regardless of age during in-season competition is prohibited.
6. Student-athletes are expected to represent the University in a positive manner at all times. This includes the conduct of a student-athlete representing the University in social settings on or off campus. Consequences of violations of these rules may include, but are not limited to:
  - A. Restricted participation for an undetermined period of time and/or
  - B. Game suspension(s) as deemed appropriate by the head coach and/or Director of Athletics
7. Dialogue with officials should only be done by a team captain. Negative dialogue with opposing players and/or coaches before, during, or after an athletic contest is NOT tolerated. Players assessed fouls other than common fouls such as technical, yellow or red cards, etc., or players ejected from a game for any reason (fighting, poor sportsmanship, etc.) may be subject to consequences deemed appropriate by the head coach and the Director of Athletics in addition to any NCAA sanctions.
8. Student-athletes are expected to comply with the University's Academic Honesty policy. Allegations of plagiarizing and/or cheating or any violation of the University's Academic Honesty policy may result in a failing grade and/or further disciplinary action consistent with the University's policy for such violations as outlined in the Academic Grievance Procedures (pg 17).
9. All injuries, including incidents involving possible concussions, **MUST** be reported (either in person or via text or email) to the athletic training staff within 24 hours. The student-athlete must be seen by the certified athletic trainer within that period or as deemed necessary by the certified athletic

trainer.

10. Holy Family University student-athletes may participate appropriately in social networking sites, however, as a member of the Holy Family University Intercollegiate Athletics Department, you are a representative of the University. Your actions when representing the University also impact the reputation of the Athletics Department and the attitude that the Holy Family Community has towards you and your fellow student-athletes. Any Holy Family University student-athlete who has a profile on a SNS may be held accountable for ANY and ALL material on their profile. Please see the social networking policy for further detail and repercussions for violation of this policy.

## 7.0 HOLY FAMILY UNIVERSITY ALCOHOL AND DRUG POLICY

For the University's Alcohol and Other Drugs Policy, go to <https://www.holyfamily.edu/student-handbook>

## 8.0 DEPARTMENT OF ATHLETICS RANDOM/SUSPICIOUS DRUG TESTING POLICY

A student-athlete is subject to random / suspicious drug testing administered by athletic department personnel at any time during the calendar year. **Failure to appear for any drug test is deemed a positive result.** The information gathered from all drug tests is confidential and is only distributed on a need-to-know basis. A student-athlete is subject to all University and Department of Athletics sanctions. A student-athlete who has a positive drug test is subject to the following penalties:

### 8.1 First Offense

1. If a student-athlete tests positive for the use of illegal or NCAA banned drugs, the student-athlete is placed on departmental probation.
2. The student-athlete is subject to random testing at their expense until a negative drug test result is provided.
3. The student-athlete is suspended from further competition until a negative drug test is provided.
4. Once the negative drug test result is provided, if the student-athlete tests positive again, it would be considered a second offense.

5. Probationary period will continue for 30-days after a negative drug test result is provided
6. During the probationary period, student-athletes will be required to attend counseling sessions offered by the University's counseling center or an agreed upon facility.
7. Student-athletes testing positive on their first offense will be prohibited from competing in 30% of their regular championship season games or a minimum of 3 games, whichever is greater.

### **8.2 Second Offense**

1. If a student-athlete tests positive for a second time, he/she will be deemed ineligible for participation in intercollegiate athletics at Holy Family University for one calendar year
2. The student-athlete will lose all athletic scholarship money given during that calendar year
3. Requesting student-athletes will be required to follow reinstatement procedures.
4. Prior to reinstatement, a negative University authorized drug test result must be submitted to the head athletic trainer. This drug test is at the expense of the student-athlete.

### **8.3 Third Offense**

1. If a student-athlete tests positive for a third time, he/she will be expelled from the department of athletics and will lose all athletic scholarship money indefinitely.
2. Future reinstatement is not permitted.

Note: Failure to sign the Random/Suspicious Drug Testing Policy relinquishes membership and all rights and privileges associated with the Holy Family University Department of Athletics.

### **8.4 Department of Athletics Reinstatement Policy**

The reinstatement procedure for those student-athletes that are rendered ineligible due to drug test results is as follows:

1. The ineligible student-athlete must submit a request in writing to the Director of Athletics. The request must be typewritten and include the reason for ineligibility,

any penalties that were imposed upon the student-athlete, and the student-athlete's contact information. The request must be signed and dated by the student-athlete.

2. Once the request is received, a hearing will be arranged with the Reinstatement Committee. The Reinstatement Committee is composed of the Director of Athletics, the Faculty Athletics Representative, the Senior Woman Administrator, the Head Athletic Trainer, and the Assistant Director of Athletics for Compliance.
3. The student-athlete will have to take a mandatory drug test and test negative. The drug test must be taken within one week of the hearing date. The cost of the drug test will be incurred by the student-athlete.
4. The hearing will be conducted as follows:
  - A. Case details will be reviewed by the committee and the student-athlete.
  - B. The student-athlete will have the opportunity to explain why he/she should be reinstated.
  - C. The head coach will have an opportunity to address the committee.
  - D. The committee will deliberate for the outcome.
    - i. Majority of vote decides outcome
  - E. Student-athlete will be advised of the decision
  - F. If the reinstatement is approved, further athletic participation is at the discretion of the head coach.
  - G. If the reinstatement is denied, the ineligibility will stand.

***NOTE: If a student-athlete transfers while ineligible to participate in intercollegiate athletics, it will be noted on the release to the new institution.***

## **9.0 HOLY FAMILY UNIVERSITY ANTI-HAZING POLICY**

For the University's Anti-Hazing Policy, go to <https://www.holyfamily.edu/student-handbook>.

### **9.1 Enforcement and Sanctions**

Enforcement and adjudication of this Policy shall follow the University Judicial Process and Procedures: <https://www.holyfamily.edu/student-handbook>.

### **9.2 Institutional Bi-Annual Report**

In accordance with the Timothy J. Piazza Anti-Hazing Law, Holy Family University will maintain a report of all violations of this Policy and of federal or state laws related to hazing that are reported to the institution. Holy Family University will update this report each year on January 1 and August 1. This report will be made available on its publicly accessible internet website.

## 10.0 HOLY FAMILY UNIVERSITY SEXUAL HARASSMENT AND NONDISCRIMINATION POLICY

<https://www.holyfamily.edu/current-students/title-ix>

### 11.0 NCAA SEXUAL VIOLENCE ANNUAL ATTESTATION

The NCAA Board of Governors adopted an Association-wide policy, recommended by the NCAA Commission Combat Campus Sexual Violence, in August 2017 to reinforce previous Association efforts. The policy requires schools to focus on sexual violence prevention each year by having each university chancellor/president, director of athletics and Title IX coordinator annually attest that:

1. The athletics department is fully knowledgeable about, integrated in, and compliant with institutional policies and processes regarding sexual violence prevention and proper adjudication and resolution of acts of sexual violence.
2. The institutional policies and processes regarding sexual violence prevention and adjudication, and the name and contact information for the campus Title IX coordinator, are readily available within the department of athletics, and are provided to student-athletes.
3. **All student-athletes, coaches and staff have been educated on sexual violence prevention, intervention and response, to the extent allowable by state law and collective bargaining agreements.**

Further, the athletics department will cooperate with college or university investigations into reports and matters related to sexual violence involving student-athletes and athletics department staff in a manner compliant with institutional policies for all students.

### NCAA Campus Sexual Violence Policy Disclosure

The NCAA Campus Sexual Violence Policy is designed to promote a safe and productive learning environment for students at NCAA member institutions. Pursuant to this policy, all NCAA member institutions are required to use due diligence to obtain relevant information about the prior conduct of prospective, current and transfer student-athletes.

All current and prospective student-athletes of Holy Family University are required to complete a disclosure form that requires the following:

- Disclosure as a respondent to a Title IX/student conduct/school disciplinary proceeding for sexual assault, dating violence, domestic violence, or stalking at any high school or collegiate institution (including a two-year college, community

college or 4-year college or university) that a student-athlete previously attended or currently attends.

- Disclosure should a student-athlete have been convicted of, pled guilty to, or pled no contest to any crime involving: sexual violence, interpersonal violence, or other acts of violence (murder, manslaughter, aggravated assault, or other assault involving use of a deadly weapon or that causes death or serious bodily injury).

If a current student-athlete, a prospective student-athlete, or a transfer student-athlete has been disciplined as a result of a Title IX proceeding for sexual harassment, sexual assault, dating violence, domestic violence, or stalking, or has been criminally convicted of a crime involving sexual or interpersonal violence or other acts of violence, the Holy Family University Title IX Coordinator, or their designee(s), will investigate and review and assess all relevant factors, including the nature, severity of, and circumstances surrounding the misconduct that resulted in the discipline or conviction imposed. After a review of all relevant factors, a final determination will be made by the Director of Athletics, or their designee(s), on if the student-athlete will be eligible to participate in intercollegiate athletics at Holy Family University.

*(Reference: NCAA.org)*

## **12.0 STUDENT CODE OF CONDUCT GRIEVANCE PROCEDURES**

To access the University's Student Code of Conduct, please refer to the Student Handbook: <https://www.holyfamily.edu/student-handbook>

### **SEXUAL HARASSMENT AND NONDISCRIMINATION POLICY**

<https://www.holyfamily.edu/about/administrative-services/university-policies/student-affairs-policies/sexual-harassment-nondiscrimination-policy>

## **13.0 ATHLETIC DEPARTMENT POLICIES AND PROCEDURES FOR EDUCATION**

### **13.1 Academic Load**

The normal credit load for an undergraduate full-time student is from 12 to 18 semester credit hours, during each of the Fall or Spring semesters. No more than two courses for a maximum of eight credits may be taken during a single Summer Session. Credit load varies with the student's specific curriculum and record of achievement. Approval to carry credit hours in excess of the maximum load per semester is granted by the School Dean in the student's area of concentration. Such approval will be given only to those students whose academic record gives evidence of their ability to do superior work. The current part-time tuition per credit will be charged for credits exceeding 18 per semester during the Fall and Spring semesters.

*(Reference: Holy Family University Undergraduate Catalog:  
<https://www.holyfamily.edu/academics/course-catalogs>)*

### **Class Attendance**

Students are expected to attend all classes and laboratory sessions regularly and may not absent themselves except for illness or some other serious matter. Absences in any semester equal to twice the number of weekly contact hours of a given class are deemed excessive. Final grades and/or receipt of academic credit may be jeopardized by excessive absences. Students who never attend classes will be administratively withdrawn from courses, and students should be aware that such action can affect financial aid eligibility in current and/or future semesters. Students are also expected to meet their usual class responsibilities set by the University calendar for the beginning of a vacation period. They may not extend their vacation beyond the date assigned for return to the University without the approval of the School Dean in the area of concentration. Students who attend class for any amount of time and do not officially and personally drop/ withdraw from courses through the Registrar's Office will be assigned a failing grade at the end of a given semester. Retroactive withdrawals will not be applied in those instances in which students do not drop/withdraw from courses as required by the University.

*(Reference: Holy Family University Undergraduate Catalog)  
<https://www.holyfamily.edu/academics/course-catalogs>)*

### **13.2 Student – Athlete Registration**

Student-athletes have priority registration. This means that student-athletes are permitted to register for classes beginning the first week that registration is open for the following semester.

1. In order to be eligible to register, student-athletes must meet with their faculty advisor (or Academic Advising, Holy Family Hall, room 215, for freshman

student-athletes and those who have not declared a major) and obtain approval of their class schedule. Student-athletes may meet in person with their faculty advisor, or may use Student Planner to create their schedule and submit it to their faculty advisor for approval.

2. Student-athletes are required to have their schedules approved by an advisor (or designee) before they register for classes.
3. Student-athletes who are in their championship season during the semester should review their game schedules and make every effort to select sections of classes that minimize missed class time. Student-athletes may not be permitted to select sections of classes that will cause them to miss significant class time, where there are other sections of classes available that they can take and that fit in the student-athlete's overall class schedule.
4. Student-athletes should print a copy of their schedule as soon as possible after they register in order to confirm that they have registered successfully.
5. Per University policy, student-athletes who have a business hold will not be permitted to register until the business hold has been taken care of with the Business Office.

Additional information regarding registration will be provided during each semester, prior to the start of the registration period.

### **13.3 Enrollment Adjustments to Semester Class Schedules**

Student-athletes are required to comply with University policies and procedures regarding adjustments to their class schedules (dropping, adding, and/or late withdrawing from a course). This includes obtaining written approval from either the student-athlete's faculty advisor or from Academic Advising, as appropriate.

In addition, student-athletes must obtain approval from the Student Success Coach (or designee). Prior to this, the student-athlete should make every effort to discuss with the Student Athlete Success Coach the reason(s) that they would like to make the specified changes to their schedule

Once the student-athlete obtains the required approval as described above, they will either need to submit a drop/add form or late withdraw from (which should contain the signatures of the faculty advisor and the Student Athlete Success Coach) to the Registrar's Office--room 205 Holy Family All or email the form to: registrar@holysfamily.edu for processing. The student MAY also use Student Planner, however prior written approval from the faculty advisor and the Student Athlete Success Coach is required Student-athletes should not make any adjustments to their schedules without obtaining prior approval from the Student Athlete Success Coach (or designee).

Student-athletes must comply with all University deadlines for any adjustments to their class schedules.



**Please note:** Student-athletes are required to be full-time (maintain a minimum of 12 credits per semester). This is required in order to maintain NCAA athletics eligibility and financial aid (including athletics aid). **A student-athlete will NOT be permitted to drop below full-time status (12 credits) UNLESS there are extreme or extenuating circumstances.** On the rare occasion that a student-athlete becomes part-time, the student-athlete will immediately become ineligible athletically, and may incur a reduction in their athletic and other financial aid.

**EXCEPTION:** Student-athletes who are seniors and who are in their final semester are permitted, under NCAA rules, to be part-time. However, per University rules student-athletes must be full-time in order to be eligible generally for financial (include athletics) aid.

## **14.0 CENTRAL ATLANTIC COLLEGIATE CONFERENCE CODE OF SPORTSMANSHIP AND ETHICAL CONDUCT**

In accordance with its Mission Statement and the NCAA Principle of Sportsmanship, the CACC is committed to promoting and developing the principles of fair play, accountability, amateurism, and integrity amongst the member institutions. We believe that athletics is an integral part of the student-athlete's overall educational experience and strive to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

### **14.1 Basic Principles**

As a member of the CACC, we agree to:

1. Adhere to NCAA rules and Division II philosophy.
2. Treat CACC members and all opponents with respect and dignity in victory and defeat.
3. Treat coaches and officials with respect and dignity.
4. Show maturity and integrity in conduct both on and off the field of play.
5. Place the welfare of the student-athlete at the forefront of our operating principles.
6. Observe and support the spirit and rules of the game.
7. Serve as gracious hosts to our opponents and exhibit conduct portraying ourselves as worthy guests.
8. Encourage and promote positive spectator behavior and take appropriate action for any incidents that are inconsistent with CACC standards of conduct.

## **14.2 Unsportsmanlike and Unethical Conduct**

The CACC shall neither condone nor ignore unsportsmanlike and/or unethical conduct by student-athletes, coaches, spectators, administrators, or staff.

**Definition:** Unsportsmanlike/Unethical conduct includes, but is not limited to the following:

1. Physical and verbal acts that would incite spectators or student-athletes.
2. Threatening gestures or words.
3. Obscenities, and race, religious, nationality, or sex-based statements whether spoken, signed, gestured, written, or printed.
4. Public criticism of officials, conference officers, the conference in general, or other member institutions or their employees.
5. Confrontations between officials and student-athletes or their coaches.
6. Confrontations between student-athletes or coaches from opposing teams that exceed socially acceptable behavior.
7. Any other act that would negatively affect the image and reputation of the institution, sport, CACC, or NCAA.
8. Conduct that results in a coach or player's ejection from the game.  
(Reference: NCAA Bylaw 10)

## **14.3 Procedure for Reporting Unsportsmanlike and Unethical Conduct**

1. Any individual may report an incident of unsportsmanlike/unethical conduct, provided that the individual first reports the incident to the Director of Athletics of a member institution.
2. The Head Coach must notify his or her Director of Athletics of any incident of unsportsmanlike/unethical conduct by any member of his or her coaching staff or by any player within 24 hours of the end of the contest (if the contest is on a Saturday, then the Head Coach has until 12:00 noon on the following Monday to report the incident).
3. For an incident committed by someone other than the coaching staff or players (such as spectators or athletics department staff), the event manager/site supervisor of the host institution (or his or her designee) must report the incident to the Director of Athletics within the same timeframe.
4. The Director of Athletics (or his or her designee) in conjunction with the Head Coach or Event Manager must prepare an incident report concerning the alleged unsportsmanlike/unethical conduct and submit it to the Commissioner of the CACC and the Chairperson of the Ethics and Infractions Committee within 24 hours after being notified of the incident. If the incident occurs on a Saturday, the form shall be completed and submitted no later than noon on the Monday immediately following the contest. The form must be e-mailed by the Director of

Athletics and then subsequently faxed on the same day with appropriate signatures.

5. Within 24 hours after a report is submitted, the institution(s) shall provide the Ethics Committee with information regarding disciplinary action, if any, imposed by the institution as a result of the incident.
6. The Ethics and Infractions Committee will review the incident, and shall make a good faith effort to complete its investigation and submit a report and recommendation to the Commissioner within 72 hours of receipt of the incident report. In reaching its decision the Committee shall determine whether to accept the disciplinary action, if any, assessed by the institution or impose an additional penalty if the Committee finds that a violation has occurred.
7. A coaches' failure to report an incident within the required time period will result in a warning for a first-time violation. If a coach fails a second time during the season to report an incident within the required time period, he or she will be suspended from the next two contests.
8. If the Director of Athletics fails to submit an incident report within the required timeframe, the member institution will be fined the sum of \$250. If the Director of Athletics commits a second violation of this procedure during the season, the team in question will be ineligible for CACC post-season competition for that entire academic year.

#### **14.4 Ethics and Infractions Committee**

1. The Ethics and Infractions Committee consists of members of the athletics department staff from the member institutions, a Faculty Athletics Representative, and a current student-athlete who is a member of the Conference SAAC committee. The CACC Commissioner is an ex officio member of the committee. The Ethics and Infractions Committee shall review reports and/or complaints of alleged unsportsmanlike/unethical conduct, conduct any necessary investigation, and make decisions regarding appropriate disciplinary action.
2. Any member of the Ethics and Infractions Committee whose institution is involved in the incident under review shall recuse himself or herself and shall not be eligible to participate in investigating the incident, nor shall he/she be eligible to vote on any disciplinary action to be taken.
3. Two-thirds of the eligible membership (i.e., members other than those required to recuse themselves) shall constitute a quorum. Final decisions including any disciplinary action shall be reached by a majority vote of the eligible membership. However, the vote is only valid if a quorum is present.

4. Institutions and their personnel are expected to fully cooperate with the Ethics and Infractions Committee's efforts to investigate alleged unsportsmanlike or unethical behavior.

#### **14.5 Disciplinary Action**

1. Any coach or student-athlete is subject to any penalties and/or sanctions imposed under NCAA rules and regulations specific to their sport for unsportsmanlike/unethical conduct. In addition, the Ethics and Infractions Committee may impose additional sanctions for the following instances of misconduct:
  - A. Fighting with teammates, opposing team members, coaches, officials, or spectators.
  - B. Intentional physical contact with an official.
  - C. Abusive/inappropriate language.
  - D. Multiple violations of this code.
2. Any other member of an athletics department staff who engages in unsportsmanlike/ unethical conduct will be subject to sanctions imposed by the Ethics and Infractions Committee.

#### **14.6 Responsibilities**

- A. Institutional:** It is the responsibility of each member institution to ensure that sportsmanship and ethical conduct are displayed by student-athletes, coaches, and spectators at all athletic events. The athletics director shall be responsible for annually reviewing precisely what is meant by unacceptable conduct, as set forth in this code, as well as applicable NCAA rules governing unacceptable conduct, with all athletics groups.
- B. Commissioner:** The Commissioner of the CACC shall monitor and enforce the Conference policy on sportsmanship and ethical conduct, including enforcement of any disciplinary action imposed by the Ethics and Infractions Committee. The Commissioner of the CACC shall distribute the code of conduct agreement form for officials to each of the assignors. The assignors shall be responsible for reviewing the code of conduct with the officials.
- C. Athletics Administrators:** It is incumbent upon institutional administrators to create a positive environment for all athletic contests and a hospitable setting for visiting teams. Each host institution is required to designate a game manager for each home contest. The host athletics administrator has the authority to immediately suspend any contest that develops into an unsafe environment for

either participants or spectators. Before each CACC season, the athletic director shall ensure that every student-athlete receives a copy of this code and signs the student-athlete statement.

Before each CACC season, the athletic director shall ensure that members of the coaching staff and athletics department staff receive a copy of this code and sign the code of conduct agreement form.

- D. **Coaches:** Coaches have the highest degree of influence over the student-athletes in their programs. Student-athletes should be taught and follow high standards of sportsmanship and ethical conduct. It is imperative that the coach demonstrate a good example of sportsmanship and ethical conduct. At no time should a coach engage in any type of communication, verbal or otherwise, with fans and spectators.

**The coach shall:**

- i. Display appropriate sportsmanship and ethical behavior.
- ii. Teach and reinforce player's proper sportsmanship and ethical conduct.
- iii. Review and discuss NCAA rules and regulations specific to their sport, including rules governing penalties for misconduct, with the coaching staff and players.
- iv. Make every attempt to control the behavior of the coaching staff and players before, during and after the contest.
- v. If a fight occurs, do everything possible to keep uninvolved players out of the fight.
- vi. Follow the designated procedure for reporting all incidents of unsportsmanlike or unethical conduct.

**E. Student-Athletes**

CACC student-athletes must understand that they are perhaps the most visible representatives of their institutions, the conference, the NCAA, and themselves. Student-athletes at CACC institutions are expected to treat opponents and game officials with civility, dignity and respect. At no time should a student-athlete engage in any type of communication, verbal or otherwise, with fans and spectators. There will be no tolerance for taunting, fighting or other acts of aggression that demonstrate unsportsmanlike conduct or unethical behavior.

- F. **Spectators:** The Conference hopes and believes that the establishment of the principles outlined in this policy will create an atmosphere that will attract more fans to our events and ensure a positive intercollegiate experience. The CACC Student-athlete Conduct Statement shall be read prior to each contest by a

student-athlete from the home team. In addition, the Sports Information Director of each member institution shall ensure that the CACC Student-athlete Conduct Statement is printed in the game day program. It is expected that all spectators will behave in an appropriate manner. It is the responsibility of the host athletics administrator to monitor the behavior of spectators and when necessary, take necessary action to promote a positive game environment.

## **15.0 DEPARTMENT OF ATHLETICS SOCIAL MEDIA POLICY AND GUIDELINES**

Playing and competing for Holy Family University is a privilege, and as a student-athlete you are held in the highest regard and seen as role models in the community. As leaders of the campus community, you have a responsibility to portray yourself, your team, and your University in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Social media sites continue to evolve and have increased in popularity globally, and as such are used by the majority of student-athletes here at Holy Family University in one form or another.

Student-athletes should be aware that third parties – including NCAA officials, Holy Family faculty, the office of student affairs, the athletic administration, the media, and future employers – are able to easily access profiles and view all personal information. Consequently, inappropriate pictures, videos, negative comments, and posters will be viewed as a direct reflection of you as an individual first, and second as a representative of your team.

Below are examples of participation in online communities that are deemed inappropriate. Depending on the severity of the offense as a student-athlete at Holy Family University, you will be subject to team sanctions that may result in dismissal from your team.

Photos, video, comments, or posters that:

- Show the personal use of alcohol, drugs, and tobacco e.g., no holding cups, cans, shot glasses, etc.
- Are sexual in nature. This includes links to websites of a pornographic nature and other inappropriate material
- Condone drug-related activity (included by not limited to images that portray the personal use of marijuana and drug paraphernalia
- Show content that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or opponent, an opposing team, coach or institution including Holy Family teams and members of the coaching staff

- Target an individual's race, gender, lifestyle, or religion
- Encourages violence, hazing, sexual harassment/assault, gambling, vandalism, underage drinking, bullying and use of drugs
- In any way promotes academic dishonesty
- Violates Holy Family University student policy, the student-athlete code of conduct, or NCAA and CACC student-athlete policies
- Divulges information that is personal and sensitive in nature or is proprietary to the Holy Family Athletic Department or university which is no public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information.)

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Written warning
2. A meeting with the Director of Athletics and Head Coach
3. Penalties as determined by the athletic department, including but not limited to, possible suspension from their athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s) or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the HFU Athletic Department's and the University's. Remember, always present yourself in a positive image and don't do anything to embarrass yourself, the team, your family, or the University.

## **16.0 ATHLETIC TRAVEL POLICIES, PROCEDURES, AND EXPECTATIONS - Do we have an updated policy?**

Student-athletes are expected to travel to and from athletic-related events (athletic contests, practices, or athletic department-sponsored events) in transportation provided by the University. This policy is mandated in part because it is in the best interest of student-athletes to ensure their safety and well-being. In addition, when

student-athletes travel with their teams, this serves to maintain and/or enhance team cohesiveness and camaraderie.

The athletics department recognizes that there are certain occasions when a student-athlete will be unable to travel with the team in University-provided transportation. If a student-athlete wishes to request special permission to travel to/from an athletic event on their own (which in most cases means traveling to/from the site of an athletic contest in transportation provided by a parent or guardian), the student-athlete is required to do the following:

1. Within a minimum of 3 business days in advance (except in emergency cases), notify their coach and the Athletics Coordinator/Project Manager of the need.
2. Obtain and complete an athletic department independent travel form. Have the form signed by their coach and by the Director of athletics .

Examples of those infrequent occasions when an independent travel from request **MAY** be approved include the following:

1. When an exam (where there has been no approval for a makeup exam), nursing clinical or other academic priority will conflict with the team's departure and/or return times.
2. When the student is or will be at a departure site or return location much closer to the away contest site than to the University (for example, the student is in clinical at a hospital that is close to the site of the athletic contest), and traveling back to the University would create an undue hardship.
3. An emergency situation arises which was unforeseen or outside of the control of the student.

Examples of situations where it is **NOT** likely that a request to use independent transportation will be approved include:

1. Last minute, non-emergency requests, such as on the day of the event (no advance notification), and/or no legitimate rationale for the request.
2. Failure to complete the required documentation, including obtaining required signatures (unless this was due to circumstances outside the student's control—simply waiting to the last minute does NOT qualify)
3. The location of the athletic contest is significantly far, and/or the weather conditions are hazardous.



4. Wanting to travel by private vehicle due generally to being behind in homework, assignments, etc.
5. Wanting to attend a social or other event with friends.

Students who have been granted approval to travel and/or leave on their own from an athletic event are only permitted to have a parent or guardian drive them to/from the athletic event. No one other than a parent/guardian is permitted to drive a student from an athletic event.

Student-athletes must obtain approval from the Director of Athletics (or designee) if he/she requests to drive their own vehicle to/from an athletic event. Such a request will only be considered on a case-by-case basis, and will be approved only if the event site is reasonably close and if there are other special circumstances that justify the request.

No student who is granted permission to travel to/from an athletics event in their own vehicle is permitted to drive a second student, teammate, or friend—in other words, they must drive themselves only.

## **17.0 DEPARTMENT OF ATHLETICS MISSED CLASS POLICY**

### **17.1 Regular Season Competition and Post Season Play**

Holy Family student-athletes are only permitted to miss class for games or competitions that are in the championship segment of their season. Instructors will be notified of game and departure schedules. It is the responsibility of the student athlete to remind instructors of upcoming games that will require missed class time.

When class time is missed for a game or competition, it is the responsibility of the student-athlete to make up for all missed work and hand all projects and papers to the instructor. The student-athlete should meet with his or her instructor and make the necessary arrangements to complete any missed work.

### **17.2 Non-championship Segment**

At no time is a student-athlete permitted to miss class time for a game, scrimmage or practice for their prospective sport that is not in season. If a student-athlete is caught trying to miss class for this reason, the student-athlete will have a meeting with the Head Coach and Director of Athletics or designee to discuss the issue and the recommendation for appropriate punishment.

### 17.3 Academic Year

Student-athletes at Holy Family are expected to attend all classes on a regular basis as they are assigned. If there is an emergency, then the student-athlete will need to contact the appropriate professors, coaches and the Department of Athletics to notify them of the circumstance.

If a student-athlete misses class on a regular basis due to a non-emergency reason, the student-athlete will be held accountable for their actions. Excessive missed classes may result in contest suspension and/or reduction or non-renewal of athletics aid for the following academic year.

## 18.0 MANDATORY STUDY HALL POLICY FOR ALL AT-RISK STUDENT-ATHLETES

1. All incoming first-year student-athletes, student-athletes who have a cumulative GPA below 2.2, and academically ineligible student-athletes are required to do a minimum of **two (2)** hours of study hall per week. Student-athletes will be notified as to when study hall begins each semester.
  - a. Student-athletes with a cumulative GPA below 2.2 and/or academically ineligible student-athletes are required to meet with the Student Athlete Success Coach once a month. These meetings will be scheduled at the start of the semester.
2. Student-athletes are **strongly encouraged** to satisfy 1 of the 2 required study hall hours by scheduling an appointment with Tiger Tutoring which is located in the library second floor. To receive study hall credit, student-athletes must notify the Student Athlete Success Coach **at the beginning of the week** that they will utilize Tiger Tutoring. In addition, student-athletes are responsible for providing verification of any weekly study hall hours completed at Tiger Tutoring or with an authorized tutor (such as with a professor during office hours).
  - a. Student-athletes may select which subject they will schedule with the Tiger Tutoring, however, the Student Athlete Success Coach may also work with each student-athlete as needed to identify the subject (or subjects) for which they will schedule with the Tiger Tutoring.
  - b. To schedule an appointment with Tiger Tutoring, go to [www.holyfamily.mywconline.com](http://www.holyfamily.mywconline.com) and register to start using the online scheduling calendar. You may also visit Tiger Tutoring in person on the 2nd floor of the library or call at 267-341-3326.

3. If you cannot complete the required number of weekly study hall hours because of extenuating circumstances (e.g., sickness, or a family emergency) you must notify the Student Athlete Success Coach (or designee) in advance, so that alternative arrangements can be made.
4. Study hall will take place in a location designated by the Office of Student Success. The Office of Student Success will designate weekly hours for study hall. You must complete study hall during the designated hours unless prior approval has been given for alternative arrangements.
5. You must use the study hall solely for the purpose of studying, doing homework, studying and/or working on classroom assignments. Do not come to study hall without any class-related work to do.
6. No texting, phone calls, or using computers for anything other than class-related is permitted. No food is allowed in the study hall room.
7. You are required to sign in with the Student Athlete Success Coach who will have a study hall logbook when you arrive. You must sign in when you arrive and sign out when you are finished.
8. You must plan to do a minimum of 30 minutes when arriving for study hall. You will not receive credit for any time less than 30 minutes (for example, no credit for staying for 10 minutes and then leaving).
9. A student-athlete may be required to do additional study hall hours at the discretion of the Student Athlete Success Coach and/or the student-athlete's coach. Coaches may also arrange "team" study halls in consultation with the Office of Student Success.

**A first-time violation of the study hall policy will result in a warning. Repeated violations of the study hall policy without a valid excuse or absent extenuating circumstances may result in disciplinary action, including but not limited to: additional required hours, suspensions from practice and/or game suspensions.**

## **19.0 MANDATORY ATHLETIC DEPARTMENT MEETINGS POLICY**

Holy Family student-athletes are required to attend all mandatory athletic meetings and/or functions (including, but not limited to, speaker presentations, workshops, and Student-Athlete Opening Day meetings). If a student-athlete cannot make the mandatory meeting, he or she must submit in writing and gain approval from the Director of Athletics, or the Director of Athletics' designee, at least 3 days prior to the meeting. Those student-athletes who do not abide by this requirement will be subject to appropriate sanctions, including, but not limited to, a 1 contest suspension from competition. Repeated absences from such functions or meetings may result in reduction or non-renewal of athletics aid and/or removal from his or her athletics team.

## **20.0 UNIFORMS AND EQUIPMENT**

All uniforms and equipment must be returned at the end of your season. It is expected that all uniforms and equipment be returned in the same state in which they were received. Failure to return any piece of uniform or equipment will result in a hold placed on your account and will not be removed until items are returned or paid for replacement. This may affect receipt of transcripts, graduation, etc.

## **21.0 MEALS DURING BREAK PERIODS**

Institutional break policies for those residing on-campus will be communicated via Residence Life prior to the start of breaks. Those student-athletes who utilize meal plans and are required to remain on campus during institutional break periods during the academic year will receive money in the equivalent of their weekly meal plan for that period.

## **22.0 NCAA BYLAW 12: AMATEURISM INFORMATION**

The NCAA includes the Principle of Amateurism in their Constitution under the Principles for Conduct of Intercollegiate Athletics. This states that student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental, and social benefits to be derived. This principle aims to protect student-athletes from exploitation by professional and commercial enterprises.

There are some instances where current student-athletes may jeopardize their NCAA amateur status, thus rendering them ineligible from competing in intercollegiate athletics. Most commonly these instances include:

1. Use of athletic skill for pay in any form in that sport
2. Acceptance of a promise of pay – even if pay is to be received following completion of intercollegiate athletics participation
3. Receipt of any direct or indirect salary, gratuity, or comparable compensation for participation in athletics
4. Receipt of any division or split of surplus (e.g., bonuses, game receipts)
5. Signing a contract or committing to play any kind of professional athletics, regardless of its legal enforceability or any consideration received
6. Receipt, directly or indirectly or a salary, reimbursement of expenses, or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules

7. Competing on any professional athletics team (per Bylaw 12.02.6) even if no pay or remuneration for expenses was received.
8. Entering into an agreement with or receipt of benefits from an agent
9. Receipt of a prize for participation (involving the use of athletics ability) in a member institution's promotional activity that is inconsistent with the provisions of Bylaw 12.5
10. Receipt of preferential treatment, benefits, or services because of the individual's athletics reputation, skill or pay-back potential as a professional athlete, unless such treatment, benefits or services are specifically permitted under NCAA legislation

The above list is not exhaustive and student-athletes should exercise caution when engaging in activities that involve the receipt of money and outside competition. Please refer to Bylaw 12.1.4 for the full list of impermissible activities following initial full-time collegiate enrollment.

NCAA rules permit a student-athlete to play as a professional in one sport and participate athletically at an NCAA institution in another sport; however, once a student-athlete becomes a professional in any sport, they cannot receive athletics grant-in-aid.

Annually incoming and returning student-athletes will complete a "Student-Athlete Information – Amateurism Certification" form confirming that he or she has not jeopardized his or her amateurism following the conclusion of the academic year and enrollment in the following full-time term.

### **23.0 NCAA BYLAW 10: SPORTS WAGERING**

The NCAA prohibits sports wagering of any kind, and is forbidden by staff members of an institution's athletics department and student-athletes, among other individuals with vested interest in a member institution. Sports wagering activities include, but are not limited to:

1. Providing information to individuals involved in organized sports wagering activities concerning intercollegiate athletics information;
2. Soliciting a bet on any intercollegiate team (March Madness, Football Bowl Games, etc.)
3. Internet sports wagering
4. Auctions in which bids are placed on teams, individuals, or contests;
5. Pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize;

6. Wagers in which an individual or entity agrees to give up an item of value (cash, shirt, dinner) in exchange for the possibility of gaining another item of value

Student-athletes found in violation will be subject to disciplinary action that will jeopardize any remaining athletic ability.

## **24.0 NCAA BYLAW 16.11.2: NONPERMISSIBLE EXTRA BENEFITS**

Generally, student-athletes shall not receive any extra benefit. An “extra benefit” refers to any special arrangement by an institutional employee or representative of the institution’s athletics interests to provide the student-athlete and his or her relatives or friends with a benefit not expressly authorized by NCAA legislation and not generally available to all members of the student body.

A student-athlete may not receive any gift or expense allowance that is not authorized by the NCAA. A student-athlete receiving illegal benefits or awards will likely be declared ineligible and lose all athletically-related financial assistance. Most student-athletes think of illegal benefits in terms of accepting gifts or money. Receipt of illegal benefits by a student-athlete includes, but is not limited to:

1. Receiving any benefit that is not generally available to the general student body and is only accessible due to the student-athlete’s status as a member of the team;
2. Receiving more than the allotted number of complimentary game admissions;
3. Accepting improper awards for an athletic performance (e.g., cash, club memberships, etc.) or have the maximum value or number of awards exceed NCAA limitations;
4. Receive special discounts, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., laundry, dry cleaning) from an institutional employee or representative of athletics
5. Free or reduced-cost services for professional services
6. Use of a credit card for personal reasons

Accepting illegal benefits is a serious violation of NCAA rules. Regardless of the circumstances, a student-athlete and the institution will be held accountable for such violations. If there is any doubt about any benefit, it is much better to check with the Assistant Director of Athletics for Compliance than to put one’s eligibility and that of a program in jeopardy.

## 25.0 COMPLIMENTARY TICKETS

Current student-athletes (Qualifiers) are permitted a maximum number of 4 complimentary admissions per home or away contest for the sport in which they participate, regardless of whether the individual competes in the contest.

**Complimentary tickets not being used by student-athletes may not be given to his or her teammates.**

### EXAMPLE:

Player A is only using 2 out of 4 complimentary tickets.

Player B **CANNOT** use Player A's 2 unused tickets.

If that was done, Player B would be receiving a total of 6 complimentary tickets, which would result in an NCAA violation.

Partial qualifiers may only receive 4 complimentary tickets to a home event and only for the sport.

**NCAA Championship** – An institution may provide a maximum of 6 complimentary tickets to all NCAA Championship contests at the site at which the student (or team) participates.

A student athlete may not receive payment from any sources for his or her complimentary tickets and may not exchange or assign them for any item of value.

Student-athletes may not purchase tickets for an athletics contest from the institution and sell the tickets at a greater price than their face value.

### 25.1 Holy Family University Complimentary Pass List Policy

1. All changes to the complimentary pass list must be made two hours prior to the start of the first contest. No changes will be made after that time. **NO EXCEPTIONS**
2. All names on the list will be typed. No handwritten names will be accepted.
3. It is the individual responsibility of each coach and student-athlete to check on a daily basis to see if the names on the list are correct for that game.
4. One name will be permitted per allotted space. No multiple names (i.e., Mr. & Mrs. John Doe) per line.
5. If there are any changes to the list, the following information is needed:
  - A. Name of person to be added.
  - B. Name of person to be removed.

## 26.0 OFFICIAL VISIT STUDENT-ATHLETE HOST INFORMATION

Student-athletes are looked upon to serve as student-hosts to prospective student-athletes making visits to Holy Family University. Before a student-athlete can serve as a student-host, he or she must meet with the Assistant Director of Athletics for Compliance regarding student-host training and he or she must complete the "Student Host Form," which states the permissible and non-permissible activities that a student-athlete is responsible for while hosting a prospective student-athlete.

### 26.1 What is an Official Visit?

Official Visit - An official visit to campus by a prospective student-athlete is a visit financed in whole or in part by Holy Family. An official visit to Holy Family's campus shall not exceed 48 hours. The 48-hour period of the official visit begins at the time the prospect arrives on campus.

### 26.2 Responsibilities of Student Host

Acting as a student host to a prospective student-athlete (PSA) is an important service to Holy Family University, the Department of Athletics, and your team. As student-athlete host, a student-athlete's adherence to the Student-Athlete Code of Conduct is paramount.

When the enrolled student-athlete accepts a host assignment, he or she will be required to adhere to all pertinent University, CACC, and NCAA regulations. The host may be given money to entertain the PSA. The enrolled student-athlete host will be required to complete and sign a Student-Athlete Host Expense Report form.

If the enrolled student-athlete host is given cash, it is normally for the purpose of entertainment and meals only. The enrolled student-athlete host may be provided with additional monies if he or she is hosting multiple prospective student-athletes. Cash is NEVER to be given to a prospective student-athlete.

### 26.3 Rules for Student Hosts

No monies are to be spent on any person other than the designated, enrolled student-athlete host, the prospective student-athlete, his or her parents or legal guardians, and spouse. **Other enrolled student-athletes may assist with the hosting of the prospect but may not be provided a meal.** The prescribed allocation for entertainment of a prospective student-athlete is \$30 per day, which is provided to cover the combined entertainment expenses of the enrolled student-athlete host and the prospective student-athlete.

The following regulations govern student-athlete hosting of prospective student-athletes:

1. No cash may be given to the visiting prospective student-athlete or anyone else.



2. The host may not use the entertainment funds to purchase or otherwise provide the prospect with any souvenirs, t-shirts, etc. This money is for actual entertainment expenses only.
3. The host may not use any vehicle provided or arranged for by an institutional staff member or representative of our athletics interest.
4. The host may not transport the prospect or anyone accompanying the prospect more than 30 miles from campus.
5. The host should not allow recruiting conversations to occur, on or off campus, between the prospect and a representative of our athletics interest (if an unplanned meeting occurs, only greetings may be exchanged)
6. The host may receive a complimentary admission (but no hard ticket) when accompanying a prospect to a campus event.
7. Meals for prospects must occur at regular dining facilities on campus unless dining facilities are closed. Off-campus meals must be comparable to that of normal student life.
8. **Alcohol, drugs, gambling, and gaming are prohibited. Underage drinking is both a criminal activity and contrary to the provisions of the Holy Family University Student Code of Conduct.**

#### **26.4 Permissible Benefits to Host**

As host, a student-athlete will be given money to cover his or her and the prospective student-athletes' permissible activities and expenditures. Holy Family, CACC, and NCAA rules and regulations govern what is and what is not a permissible activity.

NCAA regulations make a distinction between entertainment, lodging, and meals. When a host is given money, it is normally provided for entertainment purposes. Entertainment money is to cover the entertainment expenses of himself or herself, the prospect, the prospect's parents (legal guardians), and spouse. In addition, a student-athlete may be provided with additional money if he or she is hosting multiple prospective student-athletes or accompanying the prospect to a meal. Holy Family University's normal allocation is \$30 per day (\$15 per host and per prospect).

No money is to be spent on persons other than the student-athlete, the prospect, his or her parents or legal guardians, and spouse. An exception is allowable when a student-athlete is co-hosting. In this instance, each host may have his or her entertainment expenses paid with this money.

A host student-athlete will be required to sign for the money and to submit an account for all expenditures. Receipts are to be attached to the expense report. In addition, a student-athlete will have to write a statement for all expenditures not covered by a receipt.

#### **26.4.1 Other Permissible Benefits to Host:**

*Entertainment* – The cash provided to the student-host is to allow the host to accompany and participate with the prospective student-athlete in entertainment events or activities.

*Complimentary Admission* – Student-hosts are permitted a complimentary admission to accompany the prospect to a campus athletics event.

*Meal for Host* – A complimentary meal, provided the student-host is accompanying the prospect during the prospective student-athlete's official visit, is permissible.

#### **26.5 Permissible Activities and Benefits to Prospective Student-Athletes**

**Entertainment** – As host a student-athlete will be expected to entertain the prospective student-athlete while he or she is visiting campus. However, the entertainment must not be excessive. Common sense must be used to determine what is or is not excessive. The intent of applicable rules and regulations pertaining to entertainment is to afford the prospective student-athlete with a typical college experience. For example, a campus athletics event, movie or show would be permissible and in the spirit of the rules. A \$65 concert ticket would not be.

The money provided to a student-athlete host for entertainment expenses should ensure that the entertainment is not excessive. This aside, a student-athlete should not supplement money provided for hosting with additional monies. The NCAA has established limits on entertainment expenditures; these must not be exceeded regardless of the source of funds.

If the prospective student-athlete is accompanied by his or her parents (or legal guardians) or spouse, the student-athlete host may cover the entertainment expenses for them (up to the allowable dollar limits). If other persons accompany the prospective student-athlete, a student-athlete host may not cover their entertainment expenses. It is not permissible to entertain other relatives or friends (including dates) of a prospect at any time at any site.

**Campus Events & Complimentary Admissions** – During the official visit, complimentary admissions to a campus athletics event may be provided only to a prospect and the prospect's parents or guardians, or spouse. A student-athlete host should accompany the prospective student-athlete to these events. Additionally, a student-athlete host is to ensure that the prospective student-athlete sits with him or her in the student or general admission section. **It is not permissible under NCAA rules for prospective student-athletes to sit in special seating areas, including the team bench area.**

**Meals for Prospective Student-Athlete** – As mentioned above, the NCAA distinguishes between entertainment and meals. A prospective student-athlete may have up to three meals per day while on an official visit. The meals are to be on campus at a university dining facility or at a restaurant in the community. The meal (or

its cost) shall be at a scale comparable to that of normal student life and within a 30-mile radius of campus. The cost of three meals per day is to be accounted for separately from the entertainment monies. However, any meals or snacks beyond the three per day must be included in the entertainment expenses.

## **26.6 Non-Permissible Activities and Benefits to Prospective Student-Athletes**

**Use of Automobile** – Holy Family is not permitted to provide you with an automobile to use while hosting a prospect. If a student-athlete host has his or her own car or access to one, it is permissible for the student-athlete host to use it. However, it is not permissible for the student-athlete host to allow the prospect to use the vehicle.

**Cash to Prospective Student-Athlete** – At no time, for any reason is a student-athlete host to give cash to a prospective student-athlete. As host a student-athlete is to accompany the prospect to all entertainment events and activities unless directed otherwise by his or her coaching staff.

**Prohibited Entertainment** – There are restrictions on some types of entertainment. The provision of alcohol and/or illegal substances and the entering of establishments where gambling activities occur or access is limited to adults only are examples of entertainment that is not permissible. Student-athlete hosts must stay out of casinos and adult book and video stores.

**Souvenirs & Gifts** – NCAA rules do not permit student-athlete hosts to give gifts or use the entertainment money to purchase gifts or souvenirs. This includes purchase of souvenirs such as T-shirts or other institutional mementos.

**Travel Limit** – Regardless of the entertainment provided, a student-athlete host may not go beyond a 30-mile radius of the Northeast Philadelphia campus of Holy Family University.

## **27.0 STUDENT-ATHLETE EMPLOYMENT**

Per NCAA regulations, all compensation received by a student-athlete must be consistent with the limitation on financial aid set forth in NCAA Bylaw 15.

Compensation may be paid to a student-athlete:

1. Only for work actually performed;
2. At a rate commensurate with the going rate in that locality for similar services; and
3. An employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's product or services.

Holy Family University student-athletes must submit to the Assistant Director of Athletics for Compliance a "Student-athlete Employment Form" prior to beginning any employment.

## **27.1 Camp/Clinic Employment**

A student-athlete may be employed by Holy Family University, by another institution, or by a private organization to work in a camp or clinic as a counselor.

A student-athlete, at the student-athlete's own expense, may not operate a concession to sell items related to or associated with Holy Family University's camp or clinic to campers or others in attendance because such an arrangement would be considered an extra benefit.

A student-athlete, however, may be employed, at a reasonable rate, to perform such services as operating a concession stand.

A student-athlete who is employed in any sports camp or clinic must meet the following NCAA requirements:

1. Duties performed must be of a general supervisory nature in addition to any coaching or officiating assignments;
2. Compensation received must be commensurate with the going rate for camp or clinic counselors of similar teaching ability and camp or clinic experiences;
3. He or she may not be paid on the basis of value for employer because of his or her athletics reputation;
4. Varying levels of compensation for student-athletes employed in a sports camp or clinic may not be established based on the level of athletics skills of the student-athletes; and
5. He or she may not receive compensation for only lecturing and demonstrating at a camp/clinic.

A student-athlete with eligibility remaining may not conduct his or her own camp or clinic.

Holy Family University, or an employee of the University's athletics department, may employ Holy Family University student-athletes as counselors in camps or clinics, provided the student-athletes do not participate in organized practice activities other than during the institution's playing season in the sport.

When working with minors in any capacity, student-athletes must have all required clearances per Holy Family University's Minors on Campus Policy. These clearances include:

- State Criminal
- Child Abuse
- FBI Fingerprinting

## **28.0 NCAA DII STUDENT-ATHLETE INITIAL AND CONTINUING ELIGIBILITY**

### **28.1 Student-Athlete Responsibilities**

Individual student-athletes must take primary responsibility for establishing and maintaining their eligibility. For a Holy Family University student-athlete to be eligible to practice and compete, he or she must comply with the following rules and regulations from the NCAA, Holy Family University and the CACC.

The basic standards for eligibility include:

1. A Holy Family student-athlete must sign a student-athlete statement each year, before they compete for Holy Family. By signing the statement, a student-athlete is agreeing to abide by all the rules and regulations of the NCAA, Holy Family and the CACC. If a student-athlete does not sign the statement, he or she is ineligible for competition and practice. (NCAA Bylaws 14.1.3 and 30.13)
2. All recruited student-athletes who participate in sports that the NCAA conducts are subject to year-round drug testing; the student-athlete must sign a drug-testing consent form. Non-recruited student-athletes must sign a drug-testing consent form prior to the first practice. Any student-athletes, who do not sign a drug-testing consent form, will be ineligible to participate in intercollegiate competition. (NCAA Bylaw 14.1.4)
3. Holy Family student-athletes may not take any form of payment or promise of payment for participating in an intercollegiate sport. (NCAA Bylaws 12 and 14.01.3.1)
4. Holy Family student-athletes may not receive awards; benefits or expenses except for those permitted by the NCAA. (NCAA Bylaw 14.01.3.2)
5. Student-athletes shall not knowingly provide the NCAA or your institution with false or misleading information about your involvement in or knowledge of matters related to a possible violation of NCAA regulations. (NCAA Bylaw 10.1)
6. Holy Family student-athletes may not receive financial aid other than that authorized by the NCAA. (NCAA Bylaw 14.01.3.4)

### **28.2 Academic Status**

For a student-athlete to be eligible to participate in intercollegiate competition, a student-athlete shall be enrolled in at least a minimum full-time program of academics, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. A student may represent the institution while enrolled as a graduate student or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.

### **28.2.1 Important Definitions and Applications**

**Good Academic Standing and Satisfactory Progress:** are interpreted at each member institution by the academic officials who determine the meaning and application of such phrases for all students, subject to the controlling regulations of the institution and the conference. Please refer to the Holy Family University Student Handbook for definitions of good academic standing at Holy Family University.

**Intercollegiate Competition:** Intercollegiate competition occurs when a student-athlete from either a two-year or four-year collegiate institution:

- A. Represents the institution in any contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition or joint practice session with another institution's team) or whether the student is enrolled in a minimum full-time program of studies;
- B. Competes in the uniform of the institution or, during the academic year, uses any apparel (excluding apparel no longer used by the institution) or equipment received from the institution that includes institutional identification; or
- C. Competes and receives expenses (e.g., transportation, meals, room, entry fees) from the institution for competition;
- D. Competes in outside competition as a member of a club team at a two-year or four-year collegiate institution provided the institution sponsors the sport on the varsity level.

### **28.3 Eligibility Center Information**

All current freshmen student-athletes must register with the NCAA Eligibility Center and complete all necessary paperwork for the NCAA Eligibility Center to process his or her file. Prior to being eligible for competition, the NCAA Eligibility Center must determine if a freshman student-athlete is a qualifier. In addition, the NCAA Eligibility Center must certify a student-athlete's amateurism.

All transfer student-athletes must register with the NCAA Eligibility Center and have his or her amateurism certified by the NCAA Eligibility Center. In some instances, transfer student-athletes may be required to complete both an academic and amateurism certification within NCAA Eligibility Center.

All current Holy Family University students with two or more consecutive semesters of full-time enrollment must register with the NCAA Eligibility Center and have his or her amateurism certified.

Student-athletes are permitted a maximum of 45 days to participate in countable athletically-related activities such as practice and conditioning or weight training without his or her file being processed by the NCAA Eligibility Center. Following the 45-day

window, should a student-athlete not have a final academic and/or amateurism certification from the NCAA Eligibility Center, he or she must stop all countable athletically-related activities immediately and will not be permitted to resume any countable athletically-related activities until the NCAA Eligibility Center finalizes his or her file.

**At no time is a student-athlete permitted to compete against outside competition or travel with an athletics team until his or her eligibility is certified by all appropriate authorities.**

The Assistant Director of Athletics for Compliance will notify the Assistant Director of Athletics, Head Athletic Trainer, Sports Coordinator, and Sports Information Director of any additions to a sports' roster.

## **28.4 NCAA Eligibility Definitions and Holy Family Eligibility Policies**

### **28.4.1 Qualifier**

A qualifier is eligible to:

1. Practice
2. Compete for Holy Family University's athletics teams
3. Receive athletics aid.

For student-athletes that do not meet all of the academic standards as a freshman, they are considered a partial qualifier.

### **28.4.2 Partial Qualifier**

A **partial qualifier** graduates from high school meeting only one of the two requirements under a qualifier.

A partial qualifier is eligible to:

1. Practice with Holy Family University's athletics teams

Athletics aid is not permitted to be offered to a partial qualifier without prior approval from Holy Family University's Director of Athletics.

## **28.5 Continuing Eligibility**

Holy Family University student-athletes must maintain all satisfactory-progress requirements to be eligible to participate in intercollegiate competition.

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate degree at Holy Family University as determined by the regulations of Holy Family University. As a general requirement, "satisfactory academic progress" is to be interpreted at each member institution by the academic authorities who determine the meaning of such

phrases for all students, subject to controlling legislation of the conference or similar association of which the institution is a member.

In conjunction with the Registrar's Office the Associate Director of Athletics for Compliance will certify the academic eligibility of all student-athletes prior to the start of the fall term and again at the completion of the fall and spring terms.

All student-athletes must achieve the following in the previous full-time term to be eligible for intercollegiate athletics at Holy Family University at the beginning of each academic term:

Successful completion of nine academic credits in the previous full-time term of attendance.

Student-athletes who have earned 24 credits or more must earn a minimum GPA of 2.0 prior to the beginning of the upcoming fall semester. Student-athletes must also satisfy all Progress Toward Degree requirements, if applicable. Any student-athlete who does not meet all applicable academic eligibility requirements prior to the beginning of the upcoming fall semester will be ineligible for competition until they meet all such requirements.

Student-athletes who are ineligible after the completion of the spring semester may take summer courses to satisfy applicable academic requirements for the upcoming fall semester. (**\*\*Note—summer courses for this purpose will not be funded through athletic grants/awards**).

Student-athletes who become academically ineligible will be notified by the Assistant Director of Athletics for Compliance, in writing, of their status and what measures need to be taken for him or her to regain their eligibility.

#### **28.5.1.1 Cancellation of Aid**

Student-athletes who become academically ineligible for competition following the spring semester will also be notified by the Director of Financial Aid, in writing, of the nonrenewal of their athletics aid, if applicable, for the following academic year by July 1.

***See Holy Family University's Financial Aid section of the website for the most current information regarding Financial Aid eligibility.***

The Registrar's Office will certify that student-athletes are meeting the following continuing eligibility requirements and report the ineligible student-athletes to the Assistant Director of Athletics for Compliance and the Office of Student Success:

1. Satisfactory Progress
2. Minimum GPA
3. Good Academic Standing
4. Full-time enrollment history
5. Degree declaration



6. Degree requirements
7. Full-time enrollment for upcoming fall or spring semester

### **28.6 Eligibility for Practice**

Eligibility for practice during each academic year after a student-athlete's initial year in residence or after the student-athlete has used one season of eligibility in a sport shall be based on the rules of the institution.

An ineligible student-athlete's athletics restrictions include, but are not limited to, the following:

1. No team competition/participation;
2. No travel with the team to away contests;
3. No sitting on the bench during home contests;
4. No additional benefits associated with team participation.

## **29.0 Academic Progress Toward Degree and Grade Stipulations**

### **29.1 Progress-Toward Degree**

Any student-athlete who meets the following criteria is subject to Progress-Toward-Degree requirements to be eligible for competition at Holy Family University:

1. Attended Holy Family University full-time for one full academic year
2. Utilized one season of eligibility in a sport
3. Transferred to Holy Family University mid-year

If a student-athlete meets any of the requirements above, then the student-athlete is subject to progress- toward-degree requirements at the beginning of the fall term or at the beginning of any other regular term of that academic year, based on:

1. Satisfactory completion of 24 academic credits since the beginning of the previous fall term or two previous terms of attendance; **OR**
2. Satisfactory completion of 48 academic credits during the first two years of collegiate enrollment

**18 of the 24 required credits must be completed within the academic year (Fall and Spring semesters).**

In addition, a student-athlete must have achieved the following in the previous full-time term to be eligible for intercollegiate athletics at Holy Family University at the beginning of each academic term:

1. Successful completion of nine (9) academic credits in the previous full-time term of attendance; and
2. Achievement of a 2.000 cumulative grade point average.

**Note:** Part-time hours earned during the academic year may be used to meet Progress-Toward-Degree requirements as long as the term or terms of part-time enrollment count against a student-athletes 10-semester limitation.

## **29.2 Designation of Degree**

Another factor in continuing eligibility is the Designation of Degree. The Designation of Degree states the following:

1. During the first two years of enrollment at Holy Family University, a student-athlete may use credits acceptable toward any of the institution's degree programs.
2. Student-athletes must designate a baccalaureate degree by the beginning of their third year (fifth semester) of enrollment.
3. After a degree is designated, all credits meeting the 12/24 Rule must be credited toward that designated degree program.

### **PLEASE NOTE:**

- 1. It is the responsibility of the student-athlete to notify the Office of Student Success, in writing, of any change in his or her degree designation.**
- 2. It is the responsibility of a student-athlete who has entered his or her fifth semester of enrollment, to notify the Office of Student Success, in writing of any change in his or her degree designation. The student-athlete will be deemed ineligible until the change has been certified by the Registrar, or his or her designee.**

## **29.3 10-Semester Rule**

A student-athlete has 10 full-time semesters to compete in NCAA Division II intercollegiate athletics. After 10 full-time semesters a student-athlete has exhausted his or her eligibility status. A student-athlete may play in their 10<sup>th</sup> full-time semester. A student-athlete with eligibility remaining may compete or participate in organized practice sessions while enrolled in less than a minimum full-time program of studies, provided:

1. The student-athlete is enrolled in the final semester of his or her baccalaureate degree; and

2. Holy Family University certifies in writing via the “Final Semester Part-Time Enrollment Certification” form that the student-athlete is carrying the courses necessary to complete the degree requirements.

#### **29.4 Incomplete Grades**

A student who receives an incomplete grade in a course may use the course in question to fulfill minimum satisfactory academic progress requirements, subject to the following conditions:

1. The incomplete grade must have been removed in accordance with Holy Family’s regulations applicable to all students;
2. Such a course may be counted only once after a grade has been achieved that is acceptable to Holy Family for determining satisfactory progress; and
3. The course with the acceptable grade shall be counted either during the term in which the student initially enrolled in the course or during the term in which the incomplete grade was removed and acceptable credit was awarded.

#### **29.5 Repeated Courses**

Credit for courses that are repeated may be used by a student to satisfy the minimum academic progress requirements only under the following conditions:

1. A course repeated due to an unsatisfactory initial grade may be used only once and only after it has been satisfactorily completed;
2. Credit for a course that may be taken several times shall be limited by Holy Family’s requirements;
3. Credits earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program (or for the student’s specific baccalaureate degree program once a program has been designated).

#### **29.6 Banked Credit Hours**

All credit hours, including those earned prior to, but not applicable to, the designation of a specific baccalaureate degree program, may continue to be used to maintain satisfactory progress.

## 29.7 Credit from Other Institutions

Credit hours earned at another institution before initial enrollment at Holy Family University may not be used to satisfy minimum academic progress requirements at that institution. However, a student-athlete's total academic record after initial full-time enrollment at the Holy Family, including the record at other institutions later attended, may be considered in evaluating eligibility under the satisfactory progress legislation.

## 30.0 FINANCIAL AID

<https://www.holyfamily.edu/academics/course-catalogs>

### 30.1 Eligibility and Student Responsibilities

Eligibility for institutional financial aid during each academic year after a student-athlete's initial year in residence or after the student-athlete has used one season of eligibility in a sport shall be based upon the rules of the institution.

**Student responsibilities include, but are not limited to:**

1. You must notify the Financial Aid Office if there are any changes in enrollment status, housing status or address. Students who borrow through the Federal Stafford Loan program must also notify their lender of these changes.
2. You must advise the Financial Aid Office of any additional aid received, including outside scholarships and/or tuition reimbursement.
3. If you plan to withdraw or take a leave of absence, you are expected to inform the Financial Aid Office and the Registrar's Office. **If you plan to transfer that means you must officially withdraw from the University.**
4. You must submit to the Financial Aid Office any required documentation for verification of financial and other relevant information pertaining to your financial aid application. All requested information must be received by the deadline stipulated on the request letter before any disbursement of funds will be made and before Federal Stafford Loan applications are certified. **Students who do not submit the required information will not receive aid.**
5. **For each year aid is desired, including athletics scholarships, students must reapply by the priority deadline date and file any renewal forms required for outside aid received.** All applications must be completed accurately.

6. Borrowers of Federal Stafford Loans and Perkins Loans must attend entrance counseling sessions prior to borrowing and exit interview sessions prior to graduation or ceasing to be enrolled part-time (at least six credits).
7. Students should read and understand all forms that they are asked to sign. Students are responsible for keeping copies of these forms. Students are also responsible for all agreements that they sign.
8. You must give permission to the Financial Aid Office to relate pertinent financial or academic information to donors of aid as requested.
9. You must maintain satisfactory academic standing and progress as defined by the institution.

**See Holy Family University's Financial Aid section of the website for the most current information regarding the Minimum Standards for Satisfactory Academic Progress for Financial Aid.**

Students who wish to appeal their financial aid award may do so by writing to the Financial Aid Office, explaining, in detail, the financial situation or reason for appeal. The letter should also include any supporting documentation.

### **30.2 Standards for Satisfactory Academic Progress for Financial Aid**

<https://www.holyfamily.edu/academics/course-catalogs>

### **30.3 Athletic Aid Terms and Conditions**

Holy Family University athletics aid is awarded for a maximum period of one-year. All scholarship renewals will be reviewed and approved by the Director of Athletics and Director of Financial Aid following the conclusion of each academic year. All scholarship renewals and non-renewals will be sent electronically via email to current student-athletes by July 1st. All Athletic Aid Agreements must be returned to the Assistant Director of Athletics for Compliance no later than July 31<sup>st</sup>. *This is contingent on Financial Aid packing which can be delayed by FASFA processing.*

Renewal of athletics aid is dependent upon, but not limited to, the following:

1. Upholding team rules and guidelines;
2. Academic progress;
3. Adherence to Holy Family University, Central Atlantic Collegiate Conference, and NCAA policies and procedures;
4. Representation of Holy Family University's mission statement; and
5. Athletics ability, including but not limited to performance, contribution to the team's success, or for any other athletics-related reason.

All scholarship discussions with any member of the coaching staff at Holy Family University are tentative until approved by the Director of Athletics and Financial Aid. Athletic aid agreements are official notices of approval and supersede any conversations, arrangements, or negotiations with members of the coaching staff. The Department of Athletics financial commitment, in its entirety, will be reflected in the athletic aid agreement. Any changes made to future athletic awards may only be approved by the Director of Athletics and Director of Financial Aid in writing. Members of the coaching staff are not authorized to make written or verbal changes to athletic aid agreements.

A student-athlete's athletics aid cannot be increased, reduced, or canceled during the period of its award on the basis of his or her athletics ability, athletic performance, or lack of contribution to their team's success because of an injury that prevents him or her from participating in athletics, or for any other athletics reason.

In addition, a student-athlete's athletics aid cannot be reduced or canceled during the period of its award on the basis of an illness or physical or mental condition that prevents him or her from participating in athletics.

**Athletics aid is contingent upon the filing for financial aid and will not normally exceed the amount of a student-athlete's individual limits. All financial aid applications and supporting documents must be completed annually by the stated deadlines.**

**If a student-athlete fails to earn the required cumulative grade point average to maintain his or her academic scholarship, his or her athletic scholarship will not be increased to make up the difference.**

A student-athlete's athletics aid **MAY** be reduced or canceled during the term of this award if:

1. He or she becomes ineligible for intercollegiate competition;
2. He or she provides false information on his or her application, letter of intent, financial aid agreement, or any NCAA, Central Atlantic Collegiate Conference, or institutional form, including, but not limited to, eligibility forms;
3. He or she engages in serious misconduct that warrants institutional disciplinary action;
4. He or she voluntarily withdraws from the sport for personal reasons;
5. He or she does not maintain full-time enrollment; or

6. He or she fails to attend all practices, contests, team meetings, and other mandatory athletics events even if suffering from an injury or illness or physical or mental condition.

A student-athlete must be aware that his or her athletics aid **MUST** be reduced or canceled if:

1. He or she signs a professional sports contract for his or her sport and has not completed his or her four seasons of competition;
2. He or she agrees to be represented by an agent;
3. He or she receives other financial aid that exceeds his or her individual limits;  
or
4. He or she has employment earnings that exceed NCAA maximums.

**In the case of nonrenewal or reduction for the upcoming academic year, the decision to not renew or reduce is left to the discretion of Holy Family University and may be based upon a combination of one or more factors, including but not limited to:**

1. Failure to comply with team and/or Department of Athletics rules and guidelines;
2. Unsatisfactory academic progress;
3. Failure to adhere to Holy Family University, Central Atlantic Collegiate Conference, and NCAA policies and procedures;
4. Failure to uphold Holy Family University's Mission statement; and
5. Athletics ability, including but not limited to performance, contribution to the team's success, or for any other athletics-related reason.

### **30.3.1 Hearing Opportunity**

Per NCAA regulations, a student-athlete, whose athletics aid has been reduced or canceled during the period of the award or for the following year, has a right to appeal the decision within 14 days from the date stated on the letter from the Financial Aid Office. The Director of Financial Aid and a committee composed of individuals outside of the Department of Athletics will preside over the hearing.

### **29.5.1.1 Appeals Process for Athletically-related Financial Aid Actions**

In accordance with NCAA regulations, a student-athlete whose athletically-related financial aid is canceled during the period of the award or is not renewed for the following academic year is entitled to appeal the decision to the Director of Financial Aid. A committee appointed and chaired by the Director of Financial Aid or his or her designee will review the appeal.

The student-athlete whose athletically-related financial aid is canceled during the period of the award or is not renewed for the following academic year will be notified in writing by the Director of Financial Aid within 14 consecutive days of cancellation or non-renewal of the opportunity for an appeal. The letter from the Director of Financial Aid will be sent via overnight delivery and will include Holy Family University's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing.

The student-athlete has 14 days from the date stated on the letter to appeal the decision in writing to the Director of Financial Aid. The following information must be included in the letter to the Director of Financial Aid:

1. Student-athlete's name, Datatel ID, year in school, sport, local address, and local phone number;
2. Describe/explain reasons for believing the decision was unfair, including names of institutional staff members (coach, financial aid officer, etc.) with whom the student-athlete has discussed the decision.
3. Copies of any relevant supporting documents (i.e., initial award letter, financial aid agreement).

Upon receipt of the student-athlete's request for a hearing, Holy Family University's Director of Financial Aid and the Financial Aid Appeals Committee will conduct the hearing within 30 consecutive calendar days.

The Director of Financial Aid will notify the student-athlete and the Director of Athletics of the date, time and place of the Financial Aid Appeals Committee meeting. All parties must submit any supportive documents to the Director of Financial Aid no later than two days prior to the administrative review.

Participants at the hearing will be the student-athlete and the Financial Aid Appeals Committee. The student-athlete may, however, elect to bring a representative to the hearing. The Director of Financial Aid must be informed at least two days prior to the scheduled hearing if the student-athlete will have representation and whether the representation has legal training. The Faculty Athletics Representative will provide representation for the Department of Athletics, if there is a student-athlete representative.

The scope of the hearing shall be limited to the following issues:

1. Was there a violation of NCAA or Conference rules and regulations?
2. Was there a violation of University policy, guidelines, or practice?
3. Was there a lack of good faith on the part of either party?

#### **29.5.1.2 Hearing Guidelines**



Hearings are conducted by the Financial Aid Appeals Committee.

All hearings and meetings are confidential and closed to the public.

The student-athlete may have a representative present for the hearing. The representative may participate in the hearing **only** when recognized by the chair of the Financial Aid Appeals Committee.

The following are guidelines for conducting the appeal hearing:

1. The chair shall call the meeting to order and introduce the principles.
2. The chair will only permit questions and information that are pertinent to the incident that resulted in the action in question.
3. The chair shall ask the student-athlete to present his or her case either written, orally, or both.

Immediately following the closing of the hearing, the chair shall conduct the deliberations in a closed session. A written decision will be provided to the student-athlete and Director of Athletics within five business days of the hearing. The student-athlete's decision will be sent certified mail to their permanent address.

### **29.5.1.3 Financial Aid Appeals Committee Decision**

The Financial Aid Appeals Committee shall reach a decision and notify both parties in writing within 5 business days of the date of the hearing. One of two actions will be taken:

1. If the Financial Aid Appeals Committee finds that the decision to cancel or not renew athletically-related financial aid is not a violation of NCAA regulations or institutional policies, and that no extenuating circumstances are present, the appeal is immediately denied.
2. If the Financial Aid Appeals Committee finds that the decision to cancel or not renew athletically-related financial aid is a violation of NCAA regulations or institutional policies, or that there are extenuating circumstances, the appeal is immediately approved. The athletics grant-in-aid is immediately reinstated.

**The decision of the Financial Aid Appeals Committee shall be final and no further appeals shall be available at Holy Family University.**

**Reinstatement of athletics financial aid has no effect on the student-athlete's status as a member of the relevant athletics team.**

**NOTE: If a student-athlete does not appeal the decision within 14 days from the date stated on the letter, the Director of Financial Aid will consider the matter closed.**

### **30.4 Reduction Permitted When Necessary**

Per NCAA regulations, a student-athlete's financial aid package may not exceed a full grant-in-aid, which includes the total cost of tuition, the general fee, room, board, and required course-related books and supplies as determined for all Holy Family University students by the Financial Aid Office.

**In the event that a student-athlete's financial aid exceeds a full grant-in-aid, Holy Family University must reduce the institutional financial aid, including athletics aid, so as not to exceed a full grant-in-aid.**

## **31.0 REGISTRAR INFORMATION**

### **31.1 Verification of Enrollment**

The Registrar's Office verifies enrollment. Forms are available in the office if the student does not have one issued from the respective agency. Actual verification cannot be done until after a semester or session DROP/ADD period.

### **31.2 Name/Address/Telephone Number Change**

Please complete a name/address/telephone change form in the registrar's office if you have had a change to any of these.

### **31.3 Official Transcripts**

The Registrar's Office issues transcripts. Students may request transcripts online through the Registrar's section of the website via Parchment Ordering Service. Telephone requests will not be honored. Students may access an unofficial copy of their transcripts via WebAdvisor.

- Transcripts may be ordered at any time and are fulfilled during business hours when the University is open.
- Same day (rush) transcripts must be ordered by 2:00 pm for same day fulfillment.
- Official transcripts are mailed or emailed directly to the receiving agency unless otherwise directed.
- The office will not release transcripts for individuals with outstanding debts or other holds until all accounts are settled.

Transcripts from other colleges that are submitted to the Registrar's Office become the property of Holy Family University and are included in the student's official file. These transcripts are not released to students or to other institutions. They may not be recopied.

## **32.0 HEALTH SERVICES INFORMATION**

### **32.1 All First-Time Full-Time Students**

All full time undergraduate, residential, and international students are required to submit a completed Health Packet to Health Services. Please submit the required Health Packet prior to July 1 for the fall semester and December 1 for the spring semester.

Failure to complete the Health Packet and the requirements could affect moving into housing, athletic participation, or being seen at Holy Family University Health Services.

*PA Law #955 requires students living in university housing to receive the meningitis vaccine or to sign a waiver of refusal. Students who fail to complete this form and are not immunized against meningitis will not be allowed to move into housing until this form is completed or the student submits proof of immunization to meningitis.*

Students who fail to submit the required health forms can only receive emergency care in Health Services and will not be scheduled for routine appointments until the required forms are received.

Graduate and part time students who select to schedule non-emergency appointments in Health Services are required to provide a completed Health History Form, Physical, and Immunization records at their first visit.

For additional information, please visit:

<https://www.holyfamily.edu/about/administrative-services/health-services>

### **32.2 Medical Care and Information for Student-Athletes**

Holy Family University has four National Athletic Training Association Board of Certification (NATABOC) certified athletic trainers (ATC) on staff. An athletic trainer is a highly educated and skilled professional specializing in athletic health care, in cooperation with physicians and other allied health personnel. The head and assistant athletic trainers at Holy Family University are responsible for the coordination of the medical needs for all varsity athletics participants. This includes evaluation and treatment of on-field injuries, injury rehabilitation, injury prevention, and nutritional and conditioning education. All certified athletic trainers are certified in CPR and First Aid and provide medical coverage for athletics practices and games.

All student athletes for NCAA sponsored sports are required to submit preparticipation paperwork, which must be verified by the athletic training staff, before participating in any official Holy Family University athletic related activities. The preparticipation paperwork verification process by the athletic training staff may take up to five business days.

All student athletes are required to have primary medical insurance. Holy Family University Athletics does provide secondary insurance, which can be used for additional coverage for athletic related injury. Treatment for non-emergent athletic related injuries

may not be covered if it was not reported to the athletic training staff prior to receiving treatment.

Other members of the Sports Medicine staff include physicians from Rothman Orthopaedic Institute. When necessary, we will also coordinate care with the student-athlete's family doctor.

There is also a Certified Nurse Practitioner that serves as the Director of Health Services at Holy Family University. Information on how to schedule an appointment with the nurse practitioner can be found on

<https://www.holyfamily.edu/about/administrative-services/health-services>

Please refer to the Holy Family University Sports Medicine Policy and Procedures for more information regarding Sports Medicine care as a student-athlete.

### **32.3 Post-Graduation/Withdraw Care**

If a student-athlete was injured while participating in athletics at Holy Family University prior to graduation or withdrawal, they must make arrangements for the care of their injury before graduating or withdraw from the institution. Authorization for medical care of this injury will be obtained from the Head Athletic Trainer.

## **33.0 TRYOUTS AND WALK-ON STUDENT-ATHLETE INFORMATION**

Any students wishing to try out or "walk-on" an athletics team must meet with the head coach of the respective sport he or she is interested in participating in. Tryouts and walk-on positions are at the discretion of the head coach. All students wishing to try out or "walk-on" will need to complete all aspects of pre-participation paperwork as outlined by the sports medicine staff. The physical examination must have been performed within six months prior to the student's tryout or the student beginning practice. Forms must be submitted to the Head Athletic Trainer, and are available from the Department of Athletics.

Only one tryout, per student, per team, per sport, is permitted by the NCAA. The length of the tryout is limited to two hours. Please see the Compliance Office for any additional restrictions related to a specific sport.

### **33.1 Current Holy Family University Upper-Class Students**

For students who have spent more than two consecutive semesters at Holy Family University, the Associate Director of Athletics for Compliance will certify that the student is meeting all progress toward degree requirements prior to being able to try out.

### **33.2 Additions to Sports Rosters**

Should a non-recruited student make an athletics team, the Associate Director of Athletics for Compliance will contact the student to complete all necessary Holy Family University, Central Atlantic Collegiate Conference, and NCAA paperwork.

### **33.3 Tryout Regulations**

Any student who wishes to partake in a tryout for a Holy Family University athletics team must adhere to the tryout regulations as outlined in this section.

1. Prior to participation in a tryout, a prospective student-athlete must complete all preparticipation paperwork requirements by creating an ATS account, where they will be asked to provide/complete/uploading the following-
  - a. A preparticipation physical, completed by a physician, which must have been administered within six months prior to participation in the tryout.
  - b. Results of a sickle cell solubility test.
  - c. Additional forms, including, but not limited to a medical history questionnaire, Holy Family University's Concussion Statement, Acknowledgement of Insurance Requirements, HIPAA waiver, FERPA waiver, Consent to Treat, Athletic Department Release, NCAA Title IX Disclosure, and Consent to Drug Testing.
  - d. Insurance Information and Emergency Contact information.
  - e. All information must be verified by a member of the athletic training staff before the prospective student athlete can participate in any athletic related activity.
2. In all sports except Lacrosse, competition against Holy Family University's team is permissible, provided such competition occurs during the academic year and is considered a countable athletically related activity.
3. In the sport of Lacrosse, the prospective student-athlete trying-out must not engage in competition. Rather, the prospective student-athlete can be tested in areas to evaluate strength, speed, agility, and other sports-related skills.
4. If during the declared playing season, the tryout may last for a maximum of three days.
5. The tryout may last no longer than three days, regardless of the sport, if outside of the declared playing season.
6. Equipment can be loaned to the student trying-out, but all distributed equipment must be returned at the conclusion of the tryout.

## 34.0 TRANSFER RELEASE REQUEST POLICIES AND PROCEDURES

NCAA transfer rules are designed to help student-athletes such as you make sensible decisions about the best place to earn a degree and develop athletic skills. The decision to transfer to another school involves important and sometimes difficult choices. Make sure you understand the rules, the options and the potential consequences of your decision. You do not want to risk your education or your chance to play NCAA sports.

### Things to Consider When Thinking of Transferring

1. You shall not talk to another school's coach directly or indirectly until you understand all applicable NCAA transfer rules and initiate the notification of transfer from your current school, and your information is entered in the national transfer database.
2. You should only consider initiating your notification of transfer when you are ready to begin the process.
3. **Impact to playing time, roster spot and/or athletics aid may be a result when beginning the transfer process, so please consider consulting with your coaching staff, compliance staff and director of athletics throughout the process. Per NCAA Bylaw 15, Financial Aid, you may request a hearing opportunity with the financial aid authority on campus if your athletics aid is to be reduced, canceled or not renewed.**

### 34.1 Notification of Transfer Procedures

An athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of an NCAA Division II institution, directly or indirectly, without first obtaining authorization through the notification of transfer process. Before making contact, directly or indirectly, with a student-athlete of an NCAA Division I or Division III institution, an athletics staff member or other representative of the institution's interest shall comply with the rule of the applicable division for making contact with a student-athlete. Before making contact, directly or indirectly, with a student-athlete at an NAIA institution, the Division II institution's director of athletics (or an individual designated by the director of athletics) must send notification of recruitment to the NAIA institution.

**A student-athlete may initiate the notification of transfer process by providing his or her institution with a written notification of transfer at any time. The student-athlete's institution shall enter his or her information into the NCAA Transfer Portal within seven-consecutive calendar days of receipt of a written notification of transfer from the student-athlete and completion of the Transfer Portal module.**

Important Considerations for Entering the Transfer Portal:

1. Once you enter the transfer portal, your roster spot may be vacated at the discretion of the coach. There is no guarantee that your roster spot will be available at the start of the next academic term if you ultimately decide not to transfer.
2. Athletic aid may be reduced or canceled for future terms if you ultimately decide not to transfer.

### **34.2 Hearing Opportunity**

Per NCAA regulations, a student-athlete, who is denied permission to contact another four-year institution, or one-time transfer exception when applicable, has a right to appeal the decision within 14 days from the date stated on the notice from the Director of Athletics. The Faculty Athletics Representative and a committee composed of individuals outside of the Department of Athletics will preside over the hearing.

### **34.3 Voluntary Withdrawal from Team**

Should a student-athlete wish to withdraw from an athletics team, he or she must complete a "Voluntary Withdrawal" form. The "Voluntary Withdrawal" form must be signed and returned to the Assistant Director of Athletics for Compliance within fourteen (14) days of the date stated on the form. If a student-athlete fails to sign the "Voluntary Withdrawal" form or fails to contact the Director of Athletics or designee in the Department of Athletics via telephone or email within fourteen (14) days of the date indicated on the form, it will be deemed that the student-athlete has voluntarily withdrawn from his or her sport.

A student-athlete, who voluntarily withdraws from an athletics team, will have his or her athletically-related financial aid prorated for the remainder of the semester, or canceled prior to the beginning of the next academic term or year if voluntary withdrawal occurs between semesters. The student-athlete will be notified in writing by the Director of Financial Aid within 14 consecutive days of cancellation of the opportunity for an appeal. The letter from the Director of Financial Aid will be sent via overnight delivery and will include Holy Family University's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing. *(Please see Financial Aid Information for Hearing Guidelines and Procedures.)*

## **35.0 HOLY FAMILY UNIVERSITY GENERAL FACILITY RULES FOR ATHLETICS AREAS**

### **35.1 Facilities Usage and Rental Rules**

1. Requests for use of facilities from outside organizations will be considered on an individual basis and must go through the Associate Director of Athletics for Daily Operations (ADO). If approved, all requests will go by the *Facility Usage by Outside Groups Policy*.
2. Internal Groups requesting use of the gym and athletic field must also go through the ADO and will be approved upon an availability and feasibility basis.
3. Only persons in possession of a valid Holy Family I.D. cards are permitted the use of the athletic gymnasium and facilities. If the gym and athletic field are not reserved, it is considered open and anyone with valid HFU ID is allowed to utilize it.
4. Persons using the athletic gym facilities must wear light-soled sneakers and appropriate activity attire.

### **35.2 Gymnasium & Athletic Field**

1. Use of the gym for recreational time will be 6a.m. to 11:00 p.m., Monday through Sunday. The Athletic Field will be open 7 a.m. - 10 p.m. Monday through Sunday.
2. Preferential scheduling will be extended to athletic teams and special events.
3. The coach or designated person must supervise practice for Holy Family athletic teams.
4. Non-students, staff or faculty are not permitted to use the gymnasium or athletic field.
5. The gym and athletic field will not be available for use by students while athletic team practice is in session or if they have been booked for a special event.

### **35.3 Locker Room**

1. Individual lockers (without locks) are available for those persons using the athletic facilities.
2. Individuals must utilize University provided locks. Locks that are not registered and are left on the locker overnight will be cut off.



3. Team lockers will be assigned at the discretion of the Director of Athletics or his or her designee.
4. It is the responsibility of all coaches and student-athletes to maintain the condition of the team lockers and the cleanliness of the team locker room.
5. Following the conclusion of a team's season, all signs, tape, and personal items are to be removed from the team locker room and lockers are to be brought back to original condition. Any items left in the team locker room will be discarded.

#### **35.4 Athletic Training Facility**

The Athletic Training office is reserved for the use of Holy Family University athletic teams, and is supervised by the Certified Head Athletic Trainer or persons delegated by the Director of Athletics.

#### **35.5 Fitness Center**

The Fitness Center is located in the Campus Center on Holy Family University's Northeast Philadelphia Campus. The facility is divided between two floors. One floor is dedicated to cardio equipment, lighter free weights and some accessory weight lifting machines. The other is dedicated to weight training and contains more advanced free weights, squat racks, bench press, and accessory weight lifting machines. Each area is outfitted with equipment and is designed to meet the workout needs of all fitness levels. The Fitness Center is staffed by work study students and they are available to provide instruction on how to use the equipment. **Shirts and appropriate shoes are required at all times in the fitness center.**

Fitness Center Hours: 6 a.m. – 12 a.m.

**NOTE: TELEPHONE CONVERSATIONS ARE NOT PERMITTED IN THE FITNESS CENTER**



