Staff Manual
Fairleigh Dickinson University
Department of Athletics
1000 River Road H-AT1-01
Teaneck, NJ 07666
Phone 201 692 2208
Fax 201 692 9361
www.fduknights.com

Revised 8/20/19
INTRODUCTION

This handbook has been constructed in an attempt to consolidate working policies and procedures to enable us, as a group and department, to function effectively.

It is our hope that this handbook will be a source of information for you and will answer many questions you may have quickly and conveniently.

It is expected that members of the Athletics Department follow these policies and procedures outlined hereafter.
GENERAL INFORMATION

**Fairleigh Dickinson University**

**Founded:** 1942  
**Enrollment:** 9,037 (Metropolitan Campus: 4,100 Undergraduate, 2300 Graduate)  
**Mailing Address:** Department of Intercollegiate Athletics  
1000 River Road H-AT1-01 -Teaneck, NJ 07666  
**Deliveries:** The Rothman Center  
100 University Plaza Drive - Hackensack, NJ 07601  
**Main Phone:** (201) 692-2208  
**Main Fax:** (201) 692-9361  
**University President:** Dr. Christopher Capuano  
**Campus Executive:** Dr. Steve Nelson  
**NCAA Faculty Representative:** Dr. Marion McClary  
**Director of Athletics:** Bradford Hurlbut  
**Website:** www.fduknights.com  
**Facebook:** http://www.facebook.com/fdu.knights  
**YouTube:** http://www.youtube.com/user/fduknightsathletics?feature=CAQQwRs%3D  
**Twitter:** https://twitter.com/FDUKnights  
**Athletic Conference:** Northeast Conference  
**NCAA Division:** Division I AAA  
**Colors:** Burgundy and Blue (PMS 201 and PMS 294c)  
**Nickname:** Knights  
**Mascot:** Knighttro

**Facilities**

**Soccer Stadium:** University Stadium  
**Baseball Field:** Naimoli Family Baseball Complex  
**Basketball Facility:** The Rothman Center, Stratis Arena  
**Volleyball Facility:** The Rothman Center, Stratis Arena  
**Fencing Facility:** The Rothman Center, Stratis Arena  
**Indoor Track & Field:** The Rothman Center, Stratis Arena  
**Softball Field:** FDU Softball Field  
**Tennis Courts:** FDU Tennis Center  
**Bowling:** Lodi Lanes, Lodi NJ  
**Golf:** Edgewood Country Club and Valley Brook  
**Outdoor Track & Field:** Overpeck County Park, Ridgefield Park NJ

**Northeast Conference**

**Address:** 200 Cottontail Lane, Vantage Court South Somerset, NJ 08873  
**Phone:** 732-469-0440  
**Fax:** 732-469-0744  
**Twitter, Facebook & YouTube:** @NECsports  
**Website:** http://www.northeastconference.org/  
**NEC Frontrow:** http://www.necfrontrow.com/  
**Overtime! Blog:** www.necovertime.com
GOVERNING BODIES
Standards of conduct and ethics have been established and are enforced by the following authorities as follows:

FAIRLEIGH DICKINSON UNIVERSITY
Staff members and student-athletes are subject to the provisions of the staff and student handbooks of Fairleigh Dickinson University and all disciplinary procedures which apply to all staff and students of Fairleigh Dickinson University. All students and staff members are also held in accordance with regulations within Athletic Department handbooks, manuals and student-athlete handbooks. All members are responsible for knowing and adhering to university and departmental policies.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)
Staff members and student-athletes are subject to the rules and regulations of the NCAA covering unethical or unsportsmanlike behavior and other specified misconduct.

NORTHEAST CONFERENCE (NEC)
Staff members and student-athletes are subject to the rules and regulations of the NEC covering unethical or unsportsmanlike behavior and other specified misconduct.

DEPARTMENT OF ATHLETICS MISSION STATEMENT & CODE OF CONDUCT

DEPARTMENT OF ATHLETICS VISION STATEMENT
Fairleigh Dickinson University will strive to be one of the preeminent intercollegiate athletic programs in Metropolitan New York, Mid-Atlantic and Northeast regions. The Department of Athletics will emphasize academics, compliance, integrity, sportsmanship, fiscal responsibility and the pursuit of athletic success at the very highest level. The objective of the Department will be to provide an extraordinary experience for every student-athlete, coach and staff member regardless of race, religion or gender. These experiences will be executed within the University’s Mission and Vision Statement.

STUDENT-ATHLETE CODE OF CONDUCT
Intercollegiate athletics is an integral part of the Metropolitan Campus of Fairleigh Dickinson University. There are special responsibilities and requirements that accompany the privilege of being a Division I FDU student-athlete.

Your participation in NCAA Division I athletics is accompanied by high visibility. As a student-athlete, you are “on display” more than the members of the general student body. However, you are also a member of the general student body and expected to participate as such and are subject to the same rules and regulations as any other student. You also have the opportunity to benefit from the rights extended to other members of the student body.

Being a member of a team is a special privilege and one that you have earned. With this privilege of team membership comes the responsibility that you represent not only yourself, but also your teammates, your coaches, the athletics department, and the entire community of Fairleigh Dickinson University. The Athletic Department and Fairleigh Dickinson University expect that as a Fairleigh Dickinson University student-athlete, you will conduct yourself as a responsible and polite individual at all times. Your behavior and dress, both on and off the playing fields and courts, should portray a positive image. Your conduct is the yardstick, which, at times, measures the entire athletics program. You are expected not only to avoid
unacceptable behavior but also to conduct yourself in a manner that will set the example for other students.

Finally, as a student-athlete, you also bear the responsibility of being aware and abiding by the rules of the NCAA. Your actions may affect not only you, but your teammates as well. When in doubt about any issue, especially ones concerning NCAA rules and your eligibility please contact the Director of Athletics or one of the Associate Athletic Directors for Compliance or Administration.

It may not seem fair that you have this special kind of responsibility or that you may receive more scrutiny than most other students. In many ways, this responsibility and scrutiny means that more is expected of you. Therefore, if you cut classes, neglect your academic assignments, do poorly on examinations, arrive repeatedly late for class, fail to attend classes, and/or become conspicuous because of the way you dress or act, you will receive special notice — **BECAUSE YOU ARE A STUDENT-ATHLETE**. If you break the rules, become involved in disciplinary problems, or even worse, commit a crime, you will become the object of adverse publicity — **BECAUSE YOU ARE A STUDENT-ATHLETE**.

Student-athletes who have come before you at Fairleigh Dickinson University demonstrated a quality character, good sportsmanship, and integrity combined with intelligence, worthy academic habits, and athletic ability. Those former student-athletes have created a tradition of Knights athletics which is one of the University’s greatest assets. The Athletic Department and the University expect you to build upon that history.

**ATHLETIC DEPARTMENT CODE OF CONDUCT**

Intercollegiate athletics is an integral part of the Metropolitan Campus of Fairleigh Dickinson University. There are special responsibilities and requirements that accompany the **privilege** of being a member of the Division I FDU Athletics Department.

Your employment in NCAA Division I athletics is accompanied by high visibility. As an athletic department representative, you are “on display” more than the members of the general campus community. However, you are also a member of the general campus community and are expected to participate as such and are subject to the same rules and regulations as any other campus constituent. You also have the opportunity to benefit from the rights extended to other members of the campus community.

Being a member of the athletic department is a special privilege and one that you have earned. With this privilege comes the responsibility that you represent not only yourself, but also your student-athletes, your fellow coaches, the athletics department, and the entire community of Fairleigh Dickinson University. The Athletic Department and Fairleigh Dickinson University expect that as a Fairleigh Dickinson University employee, you will conduct yourself as a responsible and polite individual at all times. Your behavior and dress, both on and off the playing fields and courts, should portray a positive image. Your conduct is the yardstick, which, at times, measures the entire athletics program. You are expected not only to avoid unacceptable behavior but also to conduct yourself in a manner that will set the example for others.

**REMEMBER – YOU ARE A VITAL PART OF THIS TRADITION**
ATHLETIC PROFILE/CONFERENCE MEMBERSHIPS

<table>
<thead>
<tr>
<th>MEN (8)</th>
<th>WOMEN (11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Basketball</td>
<td>Bowling</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Golf</td>
<td>Fencing</td>
</tr>
<tr>
<td>Indoor Track/Field</td>
<td>Golf</td>
</tr>
<tr>
<td>Outdoor Track/Field</td>
<td>Indoor Track/Field</td>
</tr>
<tr>
<td>Soccer</td>
<td>Outdoor Track/Field</td>
</tr>
<tr>
<td>Tennis</td>
<td>Soccer</td>
</tr>
<tr>
<td></td>
<td>Softball</td>
</tr>
<tr>
<td></td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
</tr>
</tbody>
</table>

CO-ED SUPPORT GROUPS:
Cheerleading team

MEMBERSHIPS: NCAA – Division I; Northeast Conference (NEC); Eastern Collegiate Athletic Conference (ECAC)

NORTHEAST CONFERENCE MEMBER INSTITUTIONS:
Fairleigh Dickinson University, Teaneck, NJ
Bryant University, Smithfield, RI
Central Connecticut State University, New Britain, CT
Long Island University, Brooklyn/Brookville, NY
Merrimack College, North Andover, MA
Mount Saint Mary’s College, Emmitsburg, MD
Robert Morris University, Pittsburgh, PA; Hamden, CT
Sacred Heart University, Fairfield, CT
Saint Francis College, Brooklyn, NY
Saint Francis University, Loretto, PA
Wagner College, Staten Island, NY

SPORTS (**Indicates championship winner advances automatically to the NCAA championship):

<table>
<thead>
<tr>
<th>MEN</th>
<th>WOMEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball**</td>
<td>Basketball**</td>
</tr>
<tr>
<td>Basketball**</td>
<td>Bowling</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Football</td>
<td>Field Hockey</td>
</tr>
<tr>
<td>Golf**</td>
<td>Golf**</td>
</tr>
<tr>
<td>Indoor Track &amp; Field</td>
<td>Indoor Track &amp; Field</td>
</tr>
<tr>
<td>Lacrosse**</td>
<td>Lacrosse**</td>
</tr>
<tr>
<td>Soccer</td>
<td>Outdoor Track &amp; Field</td>
</tr>
<tr>
<td>Outdoor Track &amp; Field</td>
<td>Soccer**</td>
</tr>
<tr>
<td>Tennis**</td>
<td>Softball**</td>
</tr>
<tr>
<td></td>
<td>Swimming</td>
</tr>
<tr>
<td></td>
<td>Tennis**</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
</tr>
</tbody>
</table>
RIGHTS AND RESPONSIBILITIES OF STUDENT-ATHLETES

RIGHTS – As a Fairleigh Dickinson University student-athlete, you have the right to a university level education and an athletic experience at the highest collegiate level. You have the right to be treated fairly and equitably by faculty, staff, coaches and administrators.

As a Fairleigh Dickinson University student-athlete you may be provided with academic tutors, counseling, emotional support services, athletic training and medical staff services, assistance with housing and meals related to athletic participation, and financial aid assistance. You are also entitled to all other services available to students attending the University.

Academic and athletic success depends upon an awareness of the expectations held for you and your ability to meet those expectations. Student-Athletes are encouraged to take advantage of all assistance programs and support staff to maximize personal, scholastic, and athletic opportunities.

RESPONSIBILITIES – As a Fairleigh Dickinson University student-athlete, you are expected to commit yourself to scholastic achievement, citizenship in the community, and maintaining good physical conditioning. Student-Athletes must be conscientious, punctual, and courteous when dealing with faculty, fellow students, University staff, and the community at large. Student-Athletes are expected to communicate regularly with their professors, coaches, and teammates regarding all matters academic, athletic, and personal that affects their productivity and performance. Student-Athletes are expected to strive for improvement in the classroom and on the playing field, and while also trying to represent the University in a positive and responsible manner at all times. Meeting these expectations will result in a pleasant, productive, and rewarding collegiate experience.

As a student-athlete, you are expected to know and to abide by all regulations and guidelines established by the NCAA, the Northeast Conference, and Fairleigh Dickinson University. Compliance with these regulations provides all student-athletes with common procedures that govern intercollegiate athletics. Annually each student-athlete is given a summary of NCAA rules to read, understand, and sign. Your signature on this document is your word that you have not violated NCAA rules. If you become aware of possible violations of NCAA, NEC, or Fairleigh Dickinson University rules or regulations, you are required to report it to the Director of Athletics immediately. If you are uncertain about a rule or regulation, it is your responsibility to ask the Director of Athletics immediately and comply with the instructions provided by the Athletic Director and/or the Athletic Department.

GUIDING PRINCIPLES FOR FAIRLEIGH DICKINSON UNIVERSITY STUDENT-ATHLETES

1. Take and study class notes
2. Attend class regularly
3. Communicate your sport schedule with your professors during the first week of the semester and continue to update your professors throughout the term
4. Eat nutritious foods, get plenty of rest, and take care of your body
5. Act responsibly and use good judgment at all times
6. Accept and expect nothing less than your best academically, athletically, and personally
7. Be an active member of the Fairleigh Dickinson community
8. Treat students, staff, faculty, parents, alumni, and fans with respect
9. Find and take advantage of teaching opportunities
10. Do all that is possible to win conference championships
THE DEPARTMENT OF ATHLETICS-STRUCTURE AND OVERSIGHT

ATHLETIC DEPARTMENT POSITIONS AND STRUCTURE
The Department of Athletics is a co-curricular program under the jurisdiction of the President and the Metropolitan Campus Provost. The Director of Athletics is responsible for the overall operation of the department. The Director of Athletics reports directly to the Provost of the Metropolitan Campus.

The Associate Athletic Director for Compliance and Academics, the Associate Athletic Director for Administration, Associate Athletic Director for External Affairs, the Assistant Athletic Director for Facilities, Operations and Sports Medicine, the Director of the Fitness Center and the Athletic Business Manager all report to the Director of Athletics.

Other Athletic Department employees report to the Director of Athletics through an area supervisor or coach. Senior Cabinet administrators (AD, Associate AD for Compliance/Academics, Associate AD for Administration, Assistant AD for Facilities, Operations and Sports Medicine) all have Sport Supervision responsibilities. Below is the breakdown of responsibilities by position.

Athletic Director: Men’s Basketball, Women’s Basketball
Associate AD for Compliance/Academics: Volleyball, Bowling, Men’s/Women’s Golf, M/W XC and Track/Field
Associate AD for Administration: Men’s Soccer, Fencing, Softball, Men’s/Women’s Tennis
Assistant AD for Facilities, Operations and Sports Medicine: Women’s Soccer, Baseball

PHILOSOPHY OF INTERCOLLEGIATE ATHLETICS
The Intercollegiate Athletic Program at Fairleigh Dickinson University is an integral part of the educational culture of the University. The objectives of the Athletic Department are consistent with the philosophy and mission of the University at large. The goals specifically aim to create an environment permitting each student to become the best person, the best student, and the best athlete he/she can become.

The Athletic Department at Fairleigh Dickinson University will provide a positive atmosphere which will result in the following:
1. To offer a broad base of activities for participation of men and women in intercollegiate athletics and that these activities will affirm the principles of gender equity and minority enhancement.
2. To offer a program in athletics whose goals are to develop conference, regional and national prominence.
3. To recruit high quality student-athletes for all of the teams consistent with University admissions standards and procedures.
4. To provide service to both the University community and the local community.
5. To participate primarily with other members of NCAA Division I to maintain appropriate competition levels in sports programs.
6. To finance the athletic programs as much as possible from revenues provided by the University, generated by the program itself, and controlled by the University.
7. To participate within the framework of NCAA guidelines, rules and regulations.

WORK TIME AND TIME OFF
OFFICE HOURS
For all coaches must be posted outside of your office doors (indicate lunch hour time)

MONTHLY CALENDARS (outlook)
All full-time coaches must submit a monthly calendar to their sport supervisor for each sport. (Combine staff from your team onto one calendar)
The calendars must be submitted 10 days prior to the next calendar month and must include the following:

- Practice Times
- Office Hours
- All Competitions (Home & Away)
- Days Off (Flex day can be used)-all members of your staff
- Recruiting days both on and off campus when available- all members of your staff
- Pre-Approved Vacations/Personal days-all members of your staff
- Pre-Approved Compensatory Days-all members of your staff

**FLEX DAY**
Flex days can be utilized for all full-time exempt employees throughout the entire year. Flex Day must be included on calendar and communicated with your Head Coaches and Sports Supervisor. Flex Day is to be used when time is spent working for FDU athletics on the weekend. (i.e. If you work Saturday and Sunday you can plan to take a maximum of 2 Flex days off during the work week) You are required to work a minimum of 5 days during any given week, including Non Championship season, (with the exception of the summer 4 day work week). Flex days must be used within 7 days prior to or 7 days after the weekend which was worked.

**COMPENSATORY DAY**
Compensatory day can only be earned during the Championship segment of your season. All compensatory days must be approved 1 week prior to utilizing by your Head Coach and Sport Supervisor.
All full-time exempt coaches are entitled to 1 day off a week during your Championship segment. If you work more than 6 days straight, you can accrue 1 compensatory day.

The maximum amount of compensatory days that you can accrue in one Academic Calendar year is 10. All compensatory days must be used within 60 days of accruing the day. (i.e. If you accrue a compensatory day on September 1st you will have 60 days, October 31st, to use that compensatory day or it will expire.
All compensatory days must be reported on your monthly Exempt staff absence report as a Comp Day (full day) [https://hris.fdu.edu/timeoff/login.html](https://hris.fdu.edu/timeoff/login.html)

**MAXIMUM TIME AWAY FROM OFFICE**
University Policy states: A single vacation period will not normally be approved for more than two weeks. In unusual circumstances, if appropriate staffing levels can be maintained, the supervisor may approve a single vacation period longer than two weeks.

Plan accordingly to space out your time away from campus with Recruiting and Vacation Time. **No single person should be away from the office for more than 2 weeks at a time.** Spread out your vacation time with your staff when possible to have office coverage.

**DRUG AND ALCOHOL POLICIES FOR COACHES, STAFF AND STUDENTS**
- The Department of Athletics assumes the responsibility for providing its employees and students with a safe and healthy work environment.
- The health risks and legal concerns associated with the use of controlled substance and alcohol will be explained to coaches, staff, and student-athletes each academic year.
- Federal, state, local, and University laws prohibit underage the use of alcohol.
• Consumption of alcohol and the use of controlled substances while conducting University business are prohibited.
• Coaches and Athletic Department staff must refrain from using alcohol and controlled substances when in the presence of student-athletes.
• Federal and state laws prohibit coaches and Athletic Department staff from providing alcohol and controlled substances to students or underage persons.
• Coaches, staff, and student-athletes inappropriately using alcohol or controlled substances, while representing the University or not, will be remanded to the appropriate University department for sanction.
• Coaches, staff, or student-athletes suspected of using alcohol or controlled substances will be suspended until the appropriate University agency has rendered a decision.

ATHLETICS ADVISORY COUNCIL
The Athletics Advisory Council (AAC) was established to help the University develop and maintain the best possible intercollegiate athletics program consistent with the academic integrity of the institution and the academic, social, personal and professional development of student-athletes. The NCAA required Council provides the necessary broad based input on participation in intercollegiate athletics.

The Council is responsible for the review and recommendation of policies affecting intercollegiate athletics and for monitoring the implementation of these policies, (the council does not execute policy but serves to influence policy development and administration). Bylaws for the AAC can be found in Appendix 1.

ATHLETIC ACADEMIC REVIEW BOARD
The Athletics Academic Review Board (AARB) is designed specifically to review all student-athletes’ grades. The review is conducted at the conclusion of the fall and spring semesters. Any student-athlete with a semester or cumulative grade point average below 2.000 will come under review by the AARB.

The purpose of this review is to assess student-athletes’ academic performance and progress, formulate a developmental plan to correct deficiencies and ensure future academic success. At the end of each semester the AARB will notify any student-athlete with a semester or cumulative grade point average below 2.000. Student-athletes may then be required to meet in-person with the AARB. Within five (5) business days after the meeting, the student-athlete will receive a letter from the AARB detailing a corrective plan of action for the upcoming semester. Possible sanctions by the AARB include mandatory meetings with academic officials, strict monitoring of class attendance, faculty progress reports, mandatory participation in the academic achievement program and practice sanctions.

Bylaws for the AARB can be found in Appendix 2.

EXIT INTERVIEW and END OF SEASON SURVEY
A comprehensive and detailed questionnaire regarding the experiences of Fairleigh Dickinson University student-athletes has been developed. This questionnaire – commonly called the Exit Interview – is provided to student-athletes upon graduation, exhaustion of eligibility, or at the time of the student-athlete leaving the program. The Exit Interview is a written document, usually distributed through Jump Forward for the student-athlete to complete. In addition to the written Exit Interview document, the student-athlete is provided an opportunity to comment on his/her experience in an informal setting with an athletics administrator and/or the NCAA Faculty Athletics Representative.
The completed Exit Interview questionnaire will be kept confidential. However, the trends or comments from the Exit Interview will be utilized by the administrators in the Athletics Department in an ongoing effort to evaluate, review, and improve specific programs as well as the overall intercollegiate athletics program at Fairleigh Dickinson University.

The Exit Interview questionnaire is a tool of assessment available to the athletics administrators and the student-athletes are asked to complete the form candidly and thoroughly.

Apart from the Exit Interview as a vehicle of communication and assessment, student-athletes are encouraged to seek out athletics administrators to comment or speak frankly about issues that may be of concern to them currently or during their enrollment at Fairleigh Dickinson University.

Student-athletes will also be asked to complete an End of Season Survey upon completion of their championship season evaluating their experience for the year. This will also be used to evaluate student-athlete experiences.

A sample copy of the Exit Interview and End of Season Survey is available in the office of the Associate AD for Compliance/Academics for any student-athlete wishing to review during their enrollment at the University. They are also provided in Appendix 3 and 4 of this document, respectively.

**NCAA COMPLIANCE PROCEDURES**

Fairleigh Dickinson is a member of the National Collegiate Athletic Association. NCAA Compliance is an important component of the FDU athletic program. All athletic department personnel are committed to following the NCAA regulations. NCAA Compliance requires the completion of several forms every year to certify compliance with NCAA policies and procedures for the total athletic program, all university staff members who interact with the athletic programs as well as the individual squads.

Compliance is a joint effort among all employees within the Athletics Department. As such, it is YOUR responsibility to ask questions and get verified information from your Sport Administrator and/or the Associate Athletic Director for Compliance. ASK BEFORE YOU ACT!

If any staff member, coach or student-athlete believes there are NCAA rules NOT being followed, they can report them to the Associate Athletic Director for Compliance immediately. This can be done anonymously through leaving a notice in sealed envelope in the mailbox for the Associate AD for Compliance.

**EDUCATION/INTERPRETATIONS/INFORMATION GATHERING:**
The Associate Athletic Director for Compliance and Academics is responsible for the educating coaches, student-athletes and staff regarding NCAA rules and regulations. As part of the educational process, there will be monthly compliance meetings where attendance is expected for all coaches. Pertinent and “hot topics” will be discussed during these sessions and questions answered. Attendance will be taken and your end of the year evaluation will have a compliance component. It is expected that each individual is in attendance at a minimum of 80% of compliance meetings and should notify the Associate AD if they cannot attend as early as possible.

All questions regarding compliance should come to the Associate AD for Compliance/Academics. As there are numerous rules and regulations, if you are unsure about a rule, please ask. You should ALWAYS ASK BEFORE YOU ACT!
Alleged or rumored violations of NCAA rules as well as any self-discovered violations should be immediately reported to the Associate Athletic Director for Compliance and Academics. These then may be discussed and reviewed with the Director of Athletics and the Faculty Athletics Representative. The Associate AD for Compliance/Academics will collect information, facts and data pertinent to the allegation. Meetings with involved parties to the issue will be documented in writing. With assistance from the NCAA Manual, interpretations from the NCAA and/or the Northeast Conference, this group will process all the information to determine, if indeed, a violation has occurred. All information collected relating to the allegation and how it was determined to be a violation/non-violation will be documented and kept on file with the Director of Athletics. The individuals in question may not be informed until a full and complete investigation is done. Tampering with the investigation can result in disciplinary action by the university and in some cases may lead to termination.

It is the sole discretion of the Associate Athletic Director for Compliance and Academics in determining whether a violation has occurred. If one has occurred, the staff member/student involved will be notified and a self-report will be submitted to the NCAA. It is expected that staff fully cooperate with investigations and do not impede or influence those who might be questioned. The outcome of the fact-finding process will be shared with the Campus Provost by the Director of Athletics. In the event of a violation, the group will implement self-imposed corrective and/or disciplinary sanctions relying on advice from the NCAA and NEC offices as well as case precedent set both institutionally and through NCAA cases accessible through the LSDBI.

Please remember we are all in this together and we want to be a successful department while adhering to all rules and regulations.

**NCAA ADMINISTRATIVE REPORTING FORMS**

1. **CERTIFICATION OF COMPLIANCE FOR INSTITUTIONS**
   The Certificate of Compliance for Institutions form is signed by the Chief Executive Officer of the University. This form certifies that Fairleigh Dickinson University has met all the necessary NCAA requirements in order to compete in NCAA sponsored events. This form is a companion to the next listed form.

2. **ACADEMIC REPORTING FORM**
   The Academic Reporting Form is due to the NCAA by March 1\(^{st}\). This form details the academic progress of the athletics teams, including retention and graduation information. Failure to complete this form will render an institution ineligible to enter team or individual competitors in an NCAA sponsored meet or tournament during the year. At Fairleigh Dickinson University, the Associate Athletic Director for Administration completes this form.

3. **INSTITUTIONAL DEMOGRAPHIC INFORMATION AND SPORTS SPONSORSHIP FORM**
   The Institutional Demographic Information and Sports Sponsorship Forms are due to the NCAA Office by August 15th of each year. The form details the sports sponsored by Fairleigh Dickinson University, for the previous and the upcoming academic year. The form also details the scheduled number of contests and squad size. The Associate Athletic Director of Administration completes this form.

4. **ACADEMIC PERFORMANCE PROGRAM REPORTING (APP)**
   The central purpose of the NCAA Division I Academic Performance Program (APP) is to ensure that the membership is dedicated to providing student-athletes with an exemplary educational and intercollegiate
athletics experience in an environment that recognizes and supports the primacy of the academic mission of its member institutions, while enhancing the ability of student-athletes to earn a degree.

Six weeks after the beginning of fall term classes, Fairleigh Dickinson must account for every athletic scholarship student-athlete in terms of retention and academic eligibility for the previous year. Each student-athlete on athletic scholarship can accumulate up to four points per academic year (fall retention/fall academic eligibility/spring retention/spring academic eligibility). These calculations then go into formulating the APR score for each team and coach. To maintain eligibility for post-season play, a team MUST have an APR four-year score of 930.

Coaches will be involved with their team administrators in discussing the APP report and accounting for all scholarship student-athletes prior to its submission. Once it is submitted, any team that is at a 969 level or below for their four-year score will have meetings with their team administrator and Associate AD for Compliance/Academics to devise a plan going forward to increase their APR scores. The goal for all teams is to have between a 980-990 yearly APR score.

5. COACHES CERTIFICATION EXAMINATION
The NCAA mandates that those coaches involved in recruiting must be certified on a yearly basis through the passing of a written examination. For Fairleigh Dickinson coaches, the Associate AD for Administration will facilitate the certification examination. In most circumstances it will be done online. All coaches are expected to take the examination by June 30 each year; earlier deadlines may be required. Information will be distributed to coaches in May regarding taking the examination.

At Fairleigh Dickinson University, the Associate Athletic Director for Compliance/Academics is responsible to educate and update the coaching staff on the latest NCAA interpretations. All questions regarding NCAA regulations should be directed to the Associate Athletic Director for Compliance/Academics.

Coaches who have not taken or passed the examination are not allowed to recruit off campus until they receive permission from the Associate Athletic Director for Compliance/Academics.

STUDENT-ATHLETE ELIGIBILITY/TEAM CERTIFICATION REQUIREMENTS

1. INFORMATION FOR CERTIFICATION OF NCAA FRESHMAN ATHLETICS ELIGIBILITY COMPLIANCE WITH BYLAW 14.3
All student-athletes (including international students) must be certified through the NCAA Eligibility Center (EC). The prospective student-athletes will pick up the necessary forms from their high school guidance office, which sends their academic records and test scores to the clearinghouse. The prospective student-athlete needs to register with the clearinghouse online. (The email address is www.ncaaclearinghouse.net)

Fairleigh Dickinson University will receive updates from the EC via the Internet as to the status of those students who are indicated on the Institution Request List. The Compliance Office is responsible for entering prospects onto the IRL based on lists provided by the respective head coach.

The Compliance office will provide email copies of the IRL bi-weekly to the respective head coach beginning in mid-May. The head coach is responsible to contact the individual PSA with notification of any
missing documents relating to the academic certification and/or any missing steps in the amateurism certification.

For transfer student-athletes, the transfer evaluator verifies receipt of the final, official transcript and signs the checksheet verifying transferrable degree credit. The Assistant Athletic Director for Academics then will verify fulfillment of degree percentage requirements as well as providing the Compliance Office with copies of the transcript. Transfer student-athletes still need to go through amateurism certification through the Eligibility Center.

The Faculty Athletic Representative reviews and certifies each student-athlete on a team-by-team basis. Either of the Associate Athletic Directors have telephone capability with the clearinghouse office. Only the Associate Athletic Directors may contact and communicate with the clearinghouse with any other update requests regarding prospective student-athletes.

2. CERTIFICATION OF CONTINUING ELIGIBILITY
   In May, the head coach submits to their Team Administrator a list of all student-athletes expected to return for the subsequent year. In late May/early June, once grades from the Spring semester are available, the Assistant Athletic Director prints individual transcripts and degree audits from the University computer system for all student-athletes from the just concluded academic year. The Assistant Athletic Director for Academics compiles and reviews the files and indicates progress toward degree requirements on each student’s degree audit.

   The Compliance Office reviews degree audits and transcripts and prepares a “grid sheet” listing all continuing student-athletes for the subsequent academic year. This grid sheet includes: credits earned for the previous academic year, total credits earned, cumulative grade point average, summer school status/credits, degree percentage status, registration status for the upcoming semester. The grid also includes incoming student-athletes and their status with the Eligibility Center.

   Those student-athletes not previously identified as having an eligibility issue are identified and decisions are then made regarding an eligibility plan among the Assistant Athletic Director for Academics, the Associate Athletic Director for Compliance and Academics, the Team Administrator, the Head Coach and the involved student-athlete. (e.g. summer funding)

   As early as possible, transcripts, degree audits and the respective teams’ grid sheet are updated to be forwarded to the NCAA Faculty Athletics Representative so that eligibility can be verified and certified.

3. DRUG TESTING CONSENT FORM
   Prior to the first day of practice, each student-athlete must sign the Drug Testing Consent Form which is distributed through Jump Forward and/or administered by either of the Associate Athletic Directors. This form allows the Athletic Department the right to administer a drug test to the student-athlete. These forms stay at the University and remain on file in the appropriate team folder. The form also affirms that NCAA rules and regulations have been explained to the student-athletes and the student-athlete agrees to adhere to all NCAA rules.

4. STUDENT-ATHLETE STATEMENT
   Prior to the first day of competition, each student-athlete must sign the Student-Athlete Statement Form which is distributed through Jump Forward and/or administered by either of the Associate Athletic
Directors. This form allows the Athletic Department the right to view the athlete’s records in order to insure eligibility. Further, the form affirms that the student-athlete was legally recruited by the Athletic Department. These forms stay at the University and remain on file in the appropriate team folder. The form also affirms that NCAA rules and regulations have been explained to the student athletes and the student-athlete agrees to adhere to all NCAA rules.

5. **NOTIFICATION OF ELIGIBILITY**

Student-athletes must complete all necessary NCAA and pertinent paperwork (student-athlete statement, drug consent form, HIPPA form, NEC Sportsmanship, NEC Likeness Waiver, Academic Integrity Form) as well as be certified as academically eligible by the Faculty Athletics Representative prior to competing in any competition (including scrimmages). As early as possible and upon any update, the Associate Athletic Director for Compliance/Academics will notify the Head Coach of each individual’s eligibility status and what they are missing through email. The Team Administrator, Business Manager, Equipment Manager, Assistant AD for Facilities, Operations and Athletic Training, Head Athletic Trainer, Associate AD for Athletic Communication and Assistant AD for Academics will be copied on the email.

Each student will be categorized as ELIGIBLE FOR PRACTICE AND COMPETITION, ELIGIBLE FOR PRACTICE ONLY, NOT ELIGIBLE FOR PRACTICE OR COMPETITION.

Until a student-athlete is eligible for practice and competition, they will not receive their uniforms or warm-ups. Until a student-athlete is eligible for practice, they will not receive their practice gear or team pack.

A clearance spreadsheet will be kept by the Associate AD for Compliance/Academics and updated on Office365 with all Team Administrators, Equipment Person, Business Manager, Assistant AD for Athletic Communication and Assistant AD for Academics having viewing access.

Eligibility will be sent out at both the beginning of the fall and spring semesters.

6. **SQUAD LISTS**

The Squad List form is to be completed prior to the first day of competition by the Associate Athletic Director for Compliance and Academics, with assistance from the Financial Aid Department of the University. The form details the athletic eligibility and financial aid status of the student-athletes. The form is used for ascertaining the number of student-athletes who are counters in both head-count and equivalency sports. The form remains on file in the appropriate team folder. It is imperative that coaches review the information to insure its accuracy and report any discrepancies with names to the Associate Athletic Director for Compliance and Academics immediately.

Coaches will be asked to sign the form and return to the Associate AD for Compliance/Academics PRIOR to initial competition (including scrimmages). For some teams, this form must also be submitted to the conference office. Anyone who is NOT on the squad list is NOT allowed to participate in any competition. The squad list is a fluid document and can change as needed.

7. **ACADEMIC INTEGRITY FORM**

It is required that every student-athlete sign the FDU Academic Integrity Form agreeing to abide by university policy in regards to academic assistance and complicity. This form is completed through Jump
Forward along with all other NCAA student-athlete paperwork. No student-athlete will be approved for competition prior to this form being completed. This policy is located in Appendix 5.

8. **TEAM RULEBOOK**
   Each team is required to have a team rulebook which should be provide guidance and accountability for both student-athletes and coaches. The team rulebook should set clear expectations, standards and consequences. Items that must be included in the team rulebook are as follows:
   - Cover Page with Year and Team
   - Purpose or Mission of Team (beginning in 2018)
   - Expectations of Student-Athletes
   - Expectations of Practice
   - How to request additional workout/skill development
   - Team Rules
   - Statement indicating necessity to adhere to NCAA/NEC/University/Athletic Department Rules
   - Academic Goals/Philosophy
   - Roles of Head Coach and Assistant Coach(es) – in relation to communication
   - Transfer Request Deadlines and Policies
   - Consequences for violation of team rules and how that is handled

9. **STARTUP COMPLIANCE/ACADEMIC MEETINGS**
   Every year, each student-athlete and coaching staff member must attend a startup compliance and academic meeting. The main meeting is held prior to classes beginning in the fall semester — either the evening before or an early morning meeting. At this meeting, student-athletes and coaches will be informed of Academic, Compliance and Athletic Training policies and procedures. Fall sports teams who have preseason prior to school starting are generally exempt as their meetings are scheduled the day of move-in or the first day of practice.

   Student-athletes and coaching staff not able to attend the meeting will be required to have an individual meeting, which they must set up within ten (10) business days of the start of school to receive the information provided in the meeting.

   A winter compliance start up meeting will be held prior to the spring semester beginning or within the first few weeks of the spring semester.

**PLAYING AND PRACTICE SEASON REQUIREMENT FORMS**

1. **PLAYING & PRACTICE SEASON REPORT**
   NCAA Bylaw 17 stipulates that a declaration of season must be on file for each sport detailing the declaration of the playing season and designation of the playing week. All teams must declare their playing season prior to the start of their first practice. The playing season and all competitions MUST be submitted in Jump Forward **six weeks prior to the first practice**.

   When submitting the playing season, you will need to declare the following:
   - Traditional season start and end dates
   - Non Traditional season start and end dates
   - Sport championship dates
   - First Contest of Traditional season
   - First contest of Non Traditional season
   - Weekly declaration (days off will have to be based on this)
• Days off (1 day in 7 based on the week declared)

The playing season above is only part of what will need to be fully submitted. The other portion that needs to be completed is your competition and travel schedules. Below is what needs to be included:

**COMPETITION EVENT**
• All Competition Dates
• Start and End Times of Competition
• Type of Event
• Location (address needed)
• Opponent
• Site

**TRAVEL ITINERARY – information MUST be accurate**
• Start of Travel (Day/Time)
• End of Travel (Day/Time)
• Origin City
• Destination City
• Competition Site
• Method of Transportation (*van, rental car, plane with any and all flight information*)
• Hotels (*Include address, phone number, room rate, # of rooms being used*)
• Per Diem or Meals Provided
• Travel Comments
  o # of Meals each day
  o # in travel party each day
  o Entry Fee information (additional follow up with Lynne and actual entry form needed)
  o Additional needs such as wash money, practice money, etc.

While spring sports may not have their competition information for the spring prior to their opening fall practice, they must submit all fall dates prior to having the playing season approved. Winter teams will need to finalize their entire competition and travel schedule by September 1. Spring teams will need to finalize their entire competition and travel schedule by December 1.

For spring and winter teams, their competition schedule will be locked and they cannot make changes. Once they are ready to input their spring portion of their competition schedule, a coach must send an email to the Associate AD for Compliance/Academics asking for their competition schedule to be unlocked. Once this is done, the Associate AD will notify the coach. The coach will have two days to input the information and resubmit the competition schedule. During the time the competition schedule is unlocked, CARA hours cannot be submitted or approved by coaches, student-athletes or compliance.

All teams need to do their ENTIRE playing season (fall, winter, spring) when submitting their playing season. This will allow for administrative planning. Limited changes will be allowed once submitted and approved.

Teams will not be permitted to practice (traditional or non-traditional) until their playing season has been submitted and approved.

Once teams have approved travel schedules, any changes from that point on will need to be done with an email to their sport supervisor.
2. **COUNTABLE ATHLETIC RELATED ACTIVITIES (CARA)**
   Coaches are to submit weekly CARA reports through Jump Forward. Upon completing the CARA form, compliance will approve the hours and submit the form to student-athletes for approval (a percentage of the team is randomly selected by Jump Forward). Student-athletes have three days to complete the form online through their Jump Forward account. CARA hours need to be reported both within and outside of the practice season. In the practice season (both traditional and nontraditional season), 20 hours are permissible of Countable Athletic Related Activity. Outside the playing season, teams have eight permissible contact hours, two of which may be used for skill development are allowed. CARA hours need to be reported over pre-season, vacation and summer periods for teams who are eligible for those times. Coaches should mark at least one day off in their 20-hour weeks and two days off in their 8 hour weeks.

3. **COMPETITION SCHEDULES**
   All home schedules (in-season and non-traditional) must be approved by the Assistant Director of Athletic Facilities prior to any contract being issued. This is done to prevent double booking of games and ensuring appropriate staffing can be secured for the event. The Associate Athletic Director for Compliance and Academics must also approve the schedule prior to contracts going out. All home competition contracts are completed by Lorraine Fecanin.

4. **CHANGE OF COMPETITION**
   Should you wish to change your competition time after your competition schedule has been approved, a member of the coaching staff must email the sport administrator requesting Sport Supervisor, Athletic Business Manager, Administrative Assistant to the Athletic Director and Associate Athletic Director of Compliance/Academics.

   The email must include the following information:
   ✓ Reason for change
   ✓ Original Schedule of Competition AND Bus or Van
   ✓ Requested departure time
   ✓ New competition time
   ✓ Additional items needed (meal money, additional meal, additional night hotel, etc.)

   The competition should NOT be changed UNTIL the Sport Supervisor sends email to ALL parties above AND Athletic Training, Academic Services and Athletic Communications indicating that this has been approved. In most circumstances an answer should be provided within 24 hours.

5. **PRACTICE SCHEDULE**
   Athletic Facilities will request practice schedules for each team on a semesterly basis. At the time of that request you will be provided a conflicts calendar for your venue. Your team(s) will need to work around those conflicts listed.

   Teams that are in-season take priority with scheduling. Once your schedule is submitted to athletic facilities, it is coordinated with the athletic training room for additional conflicts. You may be contacted to make further adjustments if needed.
It is expected when you submit your semester practice calendar that you have looked closely at what your team's needs are as changes to the practice calendar can cause significant hardships to many areas and may not be granted.

In the event you need to make a practice change once the final schedule has been released you will need to contact your sport administrator requesting the change. Please note there must be a valid reason for the change. As any change to the schedule will likely have a trickledown effect to many areas.

Should school be closed due to a weather related incident the Athletic Director will advise who will be permitted to practice. This decision is based on safety of the student athletes to get to the practice venue. The safety of the staff who need to come in for the practice to occur. The ability for campus facilities to clear the parking lot and walk ways. Please understand only teams that have imminent competition will be considered for practice.

The strength and conditioning room is scheduled by the S/C coach. Should the University be closed for inclement weather, the S/C room is closed as well.

Please know that the Rothman Center is a revenue producing building and there will be dates that are blacked out due to outside events that will take priority over athletic practices. Every effort will be made to keep these to a minimum. This venue is also the most challenging to schedule due to the amount of teams that utilize it as its home facility including track, basketballs, volleyball and fencing.

In the winter months (January, February and March), the following teams are priority: track, fencing and basketball. The next priority is softball, baseball and tennis and then soccer and volleyball. The winter months are the highest volume use of the building due to the amount of teams that request indoor time. It is also a high demand season for games and track rentals.

Practice schedules must be locked in during this time to allow facilities to accommodate as many teams as possible. Change of practice will be heavily scrutinized and denied if you do not have a valid reason to make a change during this time.

RECRUITING REQUIREMENT AND FORMS

1. ENTERING RECRUIT INFORMATION
   Jump Forward is the vessel that will be used to track all compliance related recruiting. To do so, as soon as you have contact with a prospective student-athlete, you must submit the following information into Jump Forward:

   First Name (Legal Name)
   Last Name (Legal Name)
   Street Address
   City
   State
   Zip Code
   Birth Date (MM/DD/YYYY)
   Email address
   Home phone
   Cell Phone
   Intended Major
   High School Name
College Attended previously (if transfer student)

This is all necessary information that will be distributed to the Admissions department every two weeks so they can keep us up-to-date on our prospective student-athletes. All this information MUST be in for all known recruits by June 15 every year to allow compliance to convert recruits to student-athletes.

2. **OFF CAMPUS RECRUITING APPROVAL**

   In order to ensure compliance with recruiting off campus, coaches are to complete the Off Campus Authorization form on Jump Forward. This MUST be done for ALL off campus recruiting and should be submitted no less than 72 hours prior to your recruiting trip. Ideally, off campus recruiting should be planned a month in advance. All items MUST be completed on the form. The form must be submitted to your Sport Supervisor who will review and forward to Compliance for final approval.

   Flights associated with recruiting will NOT be approved until your Off Campus Authorization Form is submitted and approved.

   You MUST check on Jump Forward to see whether your Off Campus Recruiting trip was approved. Simply completing and submitting the form does not allow you to go off campus and recruit. These recruiting forms will be used in conjunction with your contact/evaluation form to ensure compliance of recruiting.

3. **RECRUITING CONTACTS/EVALUATIONS**

   Per NCAA legislation, each sport is limited to a certain number of recruiting contacts (contacts/evaluations combined) per individual PSA each year (Bylaw 13.1.5/13.1.5.6). As such, each time a recruiting contact is made, this needs to be tracked and input into Jump Forward. As the NCAA requires we track this information to ensure compliance, Jump Forward is the only method we will be using.

   By using the app, you are able to identify the experience as a contact or an evaluation. This will allow your sport administrator also to see what you’re doing on a daily, weekly, monthly basis in regards to recruiting.

   If you do not use the app, then you will need to input through your laptop, computer or tablet the information within 48 hours of having made the recruiting contact.

   These must be tracked for each and every prospective student athlete. Each month, coaches will need to submit their monthly contacts and evaluations on Jump Forward by the 10th of the following month.

   **Contact (as defined by the NCAA):** any face-to-face encounter between a prospective student-athlete or the prospective student-athlete’s parents, relatives or legal guardians and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., staff member positions himself or herself in a location where contact is possible) or that takes place on the grounds of the prospective student-athlete’s educational institution or at the site of organized competition or practice involving the prospective student-athlete or the prospective student-athlete’s high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of whether any conversation occurs. However, an institutional staff member or athletics representative who is approached by a prospective student-athlete or the prospective student-athlete’s parents, relatives or legal guardians at any location shall not use a contact, provided the encounter was not prearranged and the staff member or athletics representative does not engage in any dialogue in excess of a greeting and takes appropriate steps to immediately terminate the encounter.
Evaluation (as defined by the NCAA): any off-campus activity designed to assess the academic qualifications or athletics ability of a prospective student-athlete, including any visit to a prospective student-athlete’s educational institution (during which no contact occurs) or the observation of a prospective student-athlete participating in any practice or competition at any site.

4. PHONE CALL TRACKING
   The first two phone calls made to each recruit MUST be reported through the Jump Forward and the phone log. As the limitations on phone calls has decreased, this information is necessary for compliance to ensure you are waiting to the appropriate time to make the first phone call AND will be utilized in establishing whether the student-athlete was recruited.

   All phone calls should be tracked on Jump Forward each month and submitted for review by the 10th of the following month.

5. OFFICIAL VISITS
   If you would like to have a prospective student-athlete to have an official visit, all information MUST be submitted 5 days PRIOR to arrival. You should complete the Official Visit Form on Jump Forward and submit it to your sport supervisor. All individuals MUST be in Jump Forward prior to approving an official visit.

   For an official visit to occur, the following information must be uploaded under the student’s tab in Jump Forward. All documents must include the PSA name as part of the natural document:
   - Transcripts (all)
   - SAT or ACT scores (if possible)
   - College Transcript (if transfer student)
   - Projected Itinerary

   Documents should be uploaded under the “Documents” section under the PSA’s name in Jump Forward. If PSA has not taken the SAT or ACT, PSAT can be submitted in place. If the PSA did not take the PSAT, verified documentation of the date the student took or will be taking the SAT/ACT is required.

   It is the responsibility of the institution to ensure a PSA has not taken more than their allotted five visits. To assist in this, the Official Visit Letter should be sent to the PSA upon scheduling the official visit. This letter is available in Jump Forward to be sent to your PSAs.

   Flights will not be approved until the Official Visit form and all documents are uploaded. An academic evaluation will be run and then, upon review, a determination of whether the visit is or is not approved will be made.

   It is the coach’s responsibility to ensure that the official visit has been approved prior to having the visit.

   After the visit, completion of the Prospective Student-Athlete Official Visit Affirmation must be completed and signed and turned into compliance no more than 48 hours after completion of the official visit. This form can be found on Jump Forward.

   Also, the Student Host Instructions & Acknowledgement Form must be completed, signed by all appropriate parties and returned to compliance no more than 48 hours after the visit concludes. If requesting host money, this form must be submitted in conjunction with the Official Visit request in order
to ensure money for the host can be distributed. Per NCAA rule, there is a $40/day limit for the host. This money is to be utilized only for entertainment purposes. Receipts for all expenses must be returned within 48 hours to the Athletic Business Manager. This form can be found on Jump Forward.

6. **UNOFFICIAL VISITS**

While unofficial visits may come up last minute, we still need to track these visits and do so at the beginning of the visit. While we would like to have unofficial visit forms submitted 48 hours before the visit, we understand that is not always possible. Therefore, if a prospect shows up for an unofficial visit, we ask that you complete the **Unofficial Visit Form** within the first 10 minutes of their visit. This way, if something should happen, we have the information we need. If the prospect is not in Jump Forward, you will need to add the pertinent information into Jump Forward prior to submitting the Unofficial Visit form.

Any time a member of any coaching staff speaks to a prospective student athlete on campus, it must be recorded as an unofficial or official visit. This includes before and after games.

All prospective students taking an unofficial visit MUST be input into Jump Forward as a recruit.

Nobody should ever be on campus without the form being submitted.

7. **ON CAMPUS EVALUATIONS (Men’s and Women’s Basketball ONLY)**

In accordance with NCAA Bylaw 13.11.2, it is permissible for student-athletes in the sport of men’s and women’s basketball to participate in an “on campus evaluation” (OCE) during an official or unofficial visit. In order to gain approval for participation in an OCE, the attached form must be accurately completed and the following conditions must be met:

- The OCE must take place on campus in the Rothman Center facility on a weekday during normal operating ATR hours (10am-6pm).
- The request for an OCE must be made THREE BUSINESS DAYS prior to the date/time of OCE to both the Compliance Office and the Athletic Trainer. ALL paperwork MUST be completed for both Compliance and Athletic Training.
- If the prospective student-athlete (PSA) is a high school senior, the OCE must be conducted at the conclusion of the PSA’s season and after high school or preparatory school eligibility has been exhausted
- If the PSA is a junior college transfer, the OCE may only be conducted at the conclusion of the PSA’s season and after junior college eligibility has been exhausted
- If the PSA is a four-year college transfer, the OCE may only be conducted at the conclusion of the PSA’s season AND a release is in Jump Forward for PSA.
- The OCE may only be conducted during an official or unofficial visit.
- The OCE may not be conducted after the opening day of classes of the fall term.
- Only one OCE per PSA may be conducted at FDU.
- Prior to conducting an OCE, the following must be on file with the Compliance Office/Athletic Training Room:
  - A medical examination completed by the PSA’s physician administered within six months of the OCE date.
  - Proof of insurance and copy of the insurance card. This information must include the insurance provider and policy number.
  - All forms must be thoroughly completed with all pertinent signatures obtained:
    - OCE Emergency Contact & Insurance Information Form
    - OCE Sickle Waiver Form
Treatment Consent Form for Minors (if under age 18)

FDU basketball student-athletes may participate in the OCE with the PSA provided the activity is counted toward the applicable countable athletic related activities (CARA) and is compliant with the NCAA rules governing weekly and daily limitations. Documentation of the student-athlete’s participation in the OCE must be provided on the CARA forms.

The duration of the OCE is limited to two hours.

Institutional equipment and clothing may be provided to the PSA for use during the OCE. All issued gear must be returned immediately following the OCE.

The final approval for an OCE will come from the Compliance office by email to the Head Coach after the ATR staff member approves it medically. OCE required paperwork can be found in Appendix 3.

8. NATIONAL LETTER OF INTENT (NLI)

To issue NLIs to prospects, coaches must submit the request through the Jump Forward NLI request. All information needs to be completed and the prospect must be fully entered in Jump Forward. Anyone with partial information (as listed above) will not be granted an NLI until that is complete.

The NLI form needs to be completed at least seven days PRIOR to opening day of the NLI signing period, for the letter to be sent the first day of the signing period. As other information and signatures are needed, this will allow the office enough time to complete the information and distribute.

Please make sure to fill out the form completely and accurately with correct spelling.

- Fairleigh Dickinson University and all members of the Northeast Conference participate in the National Letter of Intent (NLI) program. The purpose of the NLI is to confirm a student-athlete’s decision to commit to a particular athletic program. Upon signing the NLI, all other universities abiding by this program must cease recruiting that athlete. This requirement is applicable only to prospective student-athletes who will be entering a four-year institution for the first time as full-time students, except for 4-2-4 transfers who are graduating from a junior college.

- All NLI letters must be accompanied by the offer of an athletic grant-in-aid. Once the student-athlete signs the NLI, if he/she chooses not to attend, but instead enrolls at another university, the athlete will lose two years of athletic eligibility.

- The signing period begins the second Wednesday of November and runs through August 1st of the following year. The Exception to this is Basketball where the early signing period is the second Wednesday of November through the third Wednesday of November. The regular signing period begins the third Wednesday of April and runs for five (5) weeks.

- Once the letter has been sent to the prospect, he/she has 7 days in which to sign and therefore, validate the letter. Fairleigh Dickinson then must file the NLI with the Northeast Conference office within 14 days of the signing or else the letter becomes invalid. The NLI letter may be reissued to the prospective student-athlete.

9. ATHLETIC SCHOLARSHIP INFORMATION

Head coaches are responsible for communicating with their Team Administrator their recruiting progress and keeping them informed of those they wish to offer scholarships. Head coaches must complete the Athletic Grant and NLI Recommendation Form on Jump Forward for any PSA that they wish to provide with athletic scholarship assistance. A tender of athletic scholarship is prepared by the Associate Athletic Director for Administration, signed by the Athletic Director AND the Financial Aid liaison who is the Director of Financial Aid Operations.
Athletic scholarships are awarded for a period of one academic year. The full amount of athletic scholarship money is divided equally over the Fall and Spring semesters of a given academic year. Head Coaches are responsible annually (May 15) for submitting on Jump Forward The Athletic Grant Renewal and Non Renewal Form for each student-athlete athletic scholarship renewals and/or non-renewals to the Associate AD for Administration.

Renewal tenders are prepared by the Associate AD for Administration and then signed by the Director of Financial Aid Operations for final approval before the tender is emailed to the student-athlete in accordance with the July 1st NCAA notification deadline. Renewals, non-renewals and reduction of aid must be submitted in writing to the Associate AD for Administration by May 15 each year. Should you wish to have renewal letters prepared prior to the end of the school year (so student-athletes may sign prior to leaving), you must present your entire team’s scholarship by individual to the Associate AD for Administration one month prior to the date you would like the information. For non-renewal and reduction letters, a reason substantiating the reduction or non-renewal must be provided on the Jump Forward Form and any documentation should be provided to the team administrator.

Scholarships are written either in dollar amounts or as Full Scholarships. Those written as dollar amounts are NOT considered Full Scholarship student-athletes but may be packaged in such a way to cover all costs. In those cases, student-athletes who have excess money once tuition, fees, room and board are expensed may be able to receive money for books through Enrollment Services Office. Those student-athletes who are written as Full Scholarship may receive money for books from the Office of Academic and Student-Athlete Support Services.

The last date to increase an athletic award for the current academic year is February 15. Requests for increases should be put in writing to the Associate Athletic Director for Administration and the Associate Athletic Director for Compliance and Academics.

Taxes are the responsibility of each individual student-athlete who receive scholarship covering all or part of room and board. Coaches should explain this expense to all student-athletes so they are aware, especially all International Student Athletes.

TEAM TRAVEL POLICIES

1. FLIGHTS

   Coaches must contact Papa’s Travel either through phone or email to book team travel. Flights will not be approved until the season has been submitted in Jump Forward and approved. Once flights have been agreed upon by Papa’s Travel and coach, the flight is approved by either the Athletic Director or Associate Athletic Director for Compliance/Academics.

   Teams can be divided for flights but one coach, senior administrator or full time trainer MUST travel with each set of student-athletes. Graduate assistants do not count as a coach in this scenario.

   It is a coach’s responsibility to provide accurate information on each travel passenger to Papa’s travel in the prescribed time frame. This will include legal name, birth date and sex for each passenger of the travel party.

   Travel should begin no earlier than 48-hours prior to first countable athletic related activity scheduled to occur. In making travel arrangements, coaches should look to minimize missed class time and are
strongly recommended to discuss with the Assistant Athletic Director for Academics and Student-Athlete Support Services AND their team administrator.

2. **LODGING**
   It is the coach’s responsibility to secure their lodging for all overnight trips. Coaches may select where they stay under the provision that they are hotels/motels and NOT condominiums, townhomes or rental homes.

   Two student-athletes should be housed in a room, unless it is a suite which can accommodate an additional person. In the event that there is an odd number of student-athletes and no suites are available, one student-athlete should room by him/herself. The lone student-athlete should alternate for each trip. At times, three student-athletes may share a room. In this case, it is the coach’s responsibility to see if the student-athlete wishes to have a cot and if so ensure the hotel room has access to that.

   A coach, staff member, trainer or graduate assistant should NEVER room with a student. Graduate assistants and volunteers should room with staff members. A graduate student-athlete should room with other student-athletes.

   Upon arrival, if the accommodations are detrimental or negatively impact the welfare and safety of the team, the team administrator should be contacted immediately. Every attempt should be made to keep the team and coaching and administrative staff together. In an emergency situation (i.e. weather), if team MUST be separated, a staff and/or coach (again not a graduate assistant) should be at each location. This should be approved by the sport administrator prior to booking.

   Rooming lists should be submitted through Jump Forward prior to leaving. It is the coach’s responsibility to keep these on file for seven years.

   If a hotel provides a contract, this must be submitted to the Athletic Business Manager. This can be uploaded into Jump Forward PRIOR to submitting your competition schedule for approval. If the hotel is not known at this time, it must be emailed to the Athletic Business Manager a week in advance.

   Coaches are responsible for submitting credit card authorization and rooming lists to hotel, if requested by the hotel/motel.

   For team travel, lodging should be paid for by your TD credit card.

   Please call your accommodations PRIOR to your departure to confirm your reservations.

3. **GROUP MEALS AT THE HOTEL**
   Group meals at the hotel are permissible provided it is within the framework of your meal money.

   Contracts for this must be submitted to the Athletic Business Manager. No extra charges for rooms or services will be allowed.

4. **BUSES**
For all overnight bus trips, a detailed itinerary must be uploaded into Jump Forward when submitting your schedule for approval. Bus trips are booked off of this itinerary and the information provided in Jump Forward. Should you wish to request a bus driver, please indicate that on the itinerary submitted.

Trips over four (4) hours in radius from the Metropolitan Campus must take a bus.

Teams should leave within 15 minutes of their scheduled bus departure time. Failure to do so can result in additional costs, longer “on the clock hours’ for the driver that might result in the driver not being able to complete the trip, and future problems for bus arrivals for your and other teams.

It is prohibited from calling any driver directly that you are not currently on a charter with. Requests for specific drivers are to be made through the Athletic Director’s Administrative Assistant.

Any incidents or problems when traveling by the bus should be reported to the team administrator immediately.

5. **FDU VANS**

FDU vans must be requested through Jump Forward in submitting your competition schedule. The number of vans requested must be identified. Trips over 4 hours in radius from the Metropolitan campus may NOT use vans. Teams will not be permitted to drive more than 6 total hours in one day unless they have a second driver for each van.

It is your responsibility to fill the gas tank of van as close to campus as possible. Vans should be returned at full tank, cleaned out and locked. Keys should be returned with your sign off sheets the night of your return or the following day.

If any incidents (traffic stops, accidents, damage, etc.) occur, it must be reported to the team administrator and the administrative assistant of the athletic director as soon as possible. In the case of an accident, a police report must be filed and provided upon your return. Pictures of both vehicles in accident should be taken. The driver is responsible for getting license plate information of both cars, personal information (name, address, email address, phone number) of other individuals involved, address and phone number of police department and police report number. Damage noticed on campus should be reported to Public Safety and also the individuals listed above. Any traffic violations are the driver’s responsibility to pay.

Each driver will receive a laminated card with university insurance information upon completion of the driver training. This should be carried at all times while driving (rental cars or university vans) in conjunction with university business. Should there be any issues, this card should be referred to in gathering appropriate information.

Vans accommodate 12 individuals which include the driver. Vans should never carry more than 12 total people.

6. **TRANSPORTATION TO AND FROM AIRPORT**

Transportation from campus to and from airports are typically done by bus. If you have an additional coach NOT travelling with the team, FDU vans may be used to drop off/pick up at airport. This should be indicated in Jump Forward in each event. Administrators or other staff member may not be used to transport teams to/from airports.
7. **RENTAL VAN**
Rentals are only approved for 12-passenger vans and under. Under no circumstances are you allowed to rent 15-passenger vans.

Do not take extra insurance. If you do, you must pay for that yourself and it is not reimbursable. During the 2017-2018 year, an additional document will be provided for coaches or administrators who rent vans that will have the University insurance information. This will be important for coaches/administrators to have with them during the duration of the rental.

It is the coach’s responsibility to make the reservation for the rental and provide the agreement or confirmation to the Athletic Business Manager.

Please contact the rental company prior to your departure to confirm your rental. For team travel, van rentals should be paid for by your TD credit card.

8. **MEAL MONEY**
Meal money is provided based off the information submitted in Jump Forward and missed meals.

It is expected that student-athletes be provided meal money for each meal missed while travelling or during home competitions. Group meals are also acceptable to feed the team rather than providing meal money.

Snacks may be provided in addition to meals, but not as a substitute for a meal.

Student-athletes need to sign off on money provided and/or group meals. No student-athlete should sign for or be pressured to sign for money not provided or inaccurate information.

Sign off sheets and remaining money should be returned to the Athletic Business Manager the night of your return or the following day.

**STUDENT-ATHLETE RELATED POLICIES**

**CARA HOUR SUBMISSION**
Each coaching staff is responsible for submitting weekly CARA hours through Jump Forward. CARA hours should be reported no more than one week after completion of the week. Once submitted, Compliance will review (generally every Monday and Thursday) and submit to student-athletes for review. Once Compliance reviews, student-athletes have 48 hours to review and submit their response to the CARA hours reported.

Should student-athletes fail to report CARA hours, a notice to the coaching staff will be sent reminding them of the importance of student-athlete participation in CARA hours. CARA hour and the rate of submission will be utilized in performance reviews for every coaching staff.

If there are discrepancies between the reported CARA hours, the office of compliance will review and research the situation. If there are concerns, compliance will reach out and notify the coaching staff and/or the team administrator to address the concerns.
TRADITIONAL COLLEGE EXPERIENCE EXPECTATION

Foundationally, the athletic department believes in offering a traditional college student experience for all student-athletes. All student-athletes are expected to attend class, participate as students in campus programming and graduate from the university. These expectations should be expressed when recruiting student-athletes.

Sometimes, there will be reasons why coaches and/or student-athletes may want to graduate early or stay beyond their four years. In both circumstances, a full four-year experience is the norm and standard. Varying from this norm, whether it be during the recruiting process or during the time attending FDU, requires written agreement signed off on by the head coach, student-athlete, sport administrator and Assistant AD for Academics. The agreement should state what the established parameters are: length of stay, scholarship (if applicable), and an academic plan for the remainder of time.

Student-athletes who participate in a championship fall season sport (soccer, volleyball) should establish with the coach prior to arrival whether their plan is for four full years (ending in December) or four and a half years (ending in May). This should be done in writing and shared with the Sport Supervisor and Assistant AD for Academics.

TRANSFER PROCESS

Per NCAA legislation, student-athletes have the ability to declare their intent to transfer. Student-athletes, by declaring their intent to transfer, understand that their financial aid MAY be cancelled the following term. The ability to cancel financial aid rests with the team’s head coach and sport administrator and will be indicated on the Intent to Transfer Form. In order to process a student-athlete’s intent to transfer, the following procedure must be completed.

1. Student-athlete will print out the Intent to Transfer form (located on Jump Forward) and take to the following meetings.
2. Student-athlete will have a scheduled, in-person meeting with head coach to discuss their interest in transferring. Head coach must cover what their inclination is in relation to their athletic scholarship – if applicable – and indicate on form. Head coach must sign form.
3. Student-athlete will have a scheduled, in-person meeting with their academic advisor who must sign the form.
4. Student-athlete will have a scheduled, in-person meeting with their sport administrator who will make the final determination as to cancellation of financial aid.
5. Student-athlete will have a scheduled, in person meeting with compliance. During this meeting, student-athlete will complete the Transfer Exit Interview form. Upon completion of this, compliance will have 48 hours to put student-athlete into the National Transfer Database at which time student-athlete has the ability to speak with all other institutions.

The Intent to Transfer and being placed into the National Transfer Database is simply allowing student-athletes to speak with other schools. In order to be RELEASED for immediate competition upon transferring, student-athletes MUST leave with a 2.6 cumulative grade point average. Student-athletes who leave with a below a 2.6 cumulative grade point average will be required to serve a year in residence at their next institution. Student-athletes will NOT be RELEASED for immediate competition to ANY Northeast Conference (NEC) school, no matter their GPA. Please note, a year in residence is required by NCAA rule for Men’s Basketball, Women’s Basketball and Baseball student-athletes and this cannot be overridden – even if a student-athlete has above 2.6 cumulative grade point average.

REMOVAL OR REDUCTION OF SCHOLARSHIP

The following policies and procedures shall be utilized with regard to hearings conducted for cancellation, reduction or non-renewal of athletics grants:
1. The Athletics Department notifies the Financial Aid Office, in writing, that the student’s athletic grant is being reduced, canceled or not renewed.

2. The University Director of Financial Aid Operations notifies the student, in writing, of the reduction, cancellation or nonrenewal of his/her Athletic Grant, with a copy forwarded to the Office of the General Counsel. The notice to the OGC shall include copies of the Athletics Grant-In-Aid Agreement entered into with this student-athlete. The Financial Aid office will transition the student’s athletic grant to a pending status. The student is, concurrently, advised of his/her right to appeal the decision of the Athletics Department. If the student wishes to appeal, the student must submit a written letter of appeal to the Office of the General Counsel within five (5) working days of receipt of the cancellation notice. The written appeal must contain a description of the circumstances that led to the cancellation of the athletic grant, reasons why the student believes the decision of the Athletics Department to cancel was unjust, any supporting documentation, and the names of any witnesses that the student wishes to have testify on his/her behalf. (It should be noted that witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student’s athletic grant.) If the student does not submit a written appeal to the Office of General Counsel within five (5) working days of the receipt of the cancellation notice, the Financial Aid office will cancel the student’s athletic grant. If the student does submit a written appeal within the specified timeframe, the student athlete’s grant will remain in the pending status until the hearing panel has officially informed the student of the outcome of the hearing, at which time the aid will be transferred to the appropriate status based on the outcome of the hearing.

3. Upon receipt of the student’s request for an appeal hearing, the Office of the General Counsel, through the General Counsel or his/her designee will notify the head coach. A copy of the student’s statement along with any supporting documentation provided will be forwarded to the head coach upon receipt. The head coach will provide a written account of the circumstances that resulted in the student’s athletic grant being cancelled, any supporting documentation, and the names of any witnesses that the head coach wishes to have testify on his/her behalf. (It should be noted that the witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student’s athletic grant.) The head coach must provide this statement to the assigned individual within the Office of the General Counsel within five (5) working days. The assigned individual within the Office of the General Counsel will provide a copy of the head coach’s statement along with any supporting documentation provided to the student upon receipt.

4. The assigned individual within the Office of the General Counsel will contact members of the Athletic Aid Appeals Committee to advise that an NCAA appeal hearing is necessary. The committee shall be comprised of the following individuals: Metropolitan Campus Dean of Students, Director of Undergraduate Admissions, Metropolitan Campus and Director, Center for Academic Student Services, Metropolitan Campus. The assigned individual within the Office of the General Counsel shall be responsible for the administration of the hearing. The University Director of Financial Aid Operations and the Associate Athletic Director for Compliance shall attend the hearing as resource individuals to provide guidance to the Committee as needed. None of these three individuals shall serve as members of the Committee or have voting rights at the hearing. Committee members should understand that the scope and purpose of the hearing is to determine simply whether or not the athletic grant should be restored and not whether the student may continue to participate in intercollegiate athletics.

5. Within ten (10) working days of the receipt of the request for an appeal, the assigned individual within the Office of the General Counsel will advise the student and the head coach of the date, time, and location of the appeal hearing; such notification will be provided to the student and the head coach no later than five (5) working days prior to the scheduled hearing date.

6. The assigned individual within the Office of the General Counsel will provide to committee members, the student, and the Athletics Department copies of all statements and names of witnesses. This information shall be provided to same no later than five (5) working days prior to the date of the hearing.
7. The hearing itself will follow the format described below. No parties will be permitted to tape the hearing.
   a. Preamble – Assigned Individual Office of the General Counsel
   b. Introductory Statements – Athletics Department, followed by the Student-Athlete
   c. Presentation of Witnesses – Athletics Department, followed by the Student-Athlete Note that witnesses will be present during the hearing only to provide testimony, and will be asked to leave the room for the remainder of the proceedings.
   d. Questions – Committee, followed by the Athletics Department, followed by the Student Athlete
   e. Closing Remarks – Athletics Department, followed by the Student Athlete
   f. Deliberation – NCAA Athletic Aid Appeals Committee

8. It should be noted that, during the hearing, the student may have one University-affiliated representative available to provide supportive counsel; this representative may not be a lawyer. Supportive counsel may advise the student, but may not speak for the student or on the student’s behalf. The student’s parent(s) may not be present during the appeal hearing, except to testify as a witness having direct knowledge of the circumstances surrounding the cancellation of the student’s athletic grant. The head coach will represent himself/herself.

9. The burden of proof shall be on the head coach who must establish by a preponderance of the evidence that it is more likely than not that the Athletics Department was justified in canceling the student-athlete’s grant.

10. The assigned individual within the Office of the General Counsel will provide the student athlete and the head coach written confirmation of the appeal hearing's outcome within five (5) working days of the conclusion of the hearing. Such written confirmation will be submitted to the General Counsel for review prior to being released to either the student-athlete or the head coach. The Associate AD for Compliance/Academics will also be copied on the outcome. Any decision rendered by the committee is final, there being no other avenue of appeal.

11. If a hearing results in a successful appeal for restoration of athletically related financial aid, the student-athlete will be given a work assignment of 20 hours/week for every semester during which the student-athlete continues to receive athletically related financial aid within the Athletics Department, recreation, intramurals, fitness or physical education, where needed. Failure to report to the assignment and/or repeated tardiness will result in immediate cancellation of athletically related financial aid.

12. In the instance where a student-athlete is cut from a team, for athletically related reasons, but remains on an athletic grant for the period of the award, the student-athlete will be given a work assignment of 12 hours/week. The 12 hours/week will immediately go into effect when the student-athlete is removed from the team and would apply for the remaining time period for award.
   a. Failure to report to the assignment and/or repeated tardiness will result in immediate cancellation of athletically related financial aid. In cases where a student-athlete does not want to work in order to keep their scholarship for the period of the award, they forfeit their athletics grant-in-aid for the period of the award. If they are not receiving an athletics grant-in-aid, they are not required to work.

REMOVAL FROM TEAM

At some point, a coach may desire to have a student-athlete removed from the team. In order to remove a student-athlete from a team, the coach must be able to document violation of team, athletic department, institutional or NCAA policy. In removing a student-athlete from a team, the coach should be able to provide documented meetings where the student-athlete was informed of issues concerning his participation on the team. Written corrective action should be sent to the student-athlete indicating what the expectations are. These should be shared in real time with the sport supervisor. The coach should
communicate frequently with student-athlete in person and in writing indicating if they are improving; again including the sport supervisor in this information.

Prior to informing the student-athlete he/she is removed from the team, the coach must have the approval of the sport supervisor and the athletic director. It is recommended that a face-to-face meeting occur indicating this to the student-athlete. At this meeting a written notice should be given as well outlining why he/she is being removed from the team.

Once the student-athlete has been removed, a member of the coaching staff must complete the Student-Athlete Removal form in Jump Forward within a week. Should a student-athlete quit, a member of the coaching staff must complete the Student-athlete removal form within a week.

**OUTSIDE COMPETITION DURING YEAR**

Certain student-athletes in certain sports are permitted to compete individually outside of FDU during the academic year. All student-athletes MUST complete the Outside Competition form on Jump Forward prior to competing or agreeing to compete. The form, initiated by the student-athlete on Jump Forward will be sent to the head coach for approval. Once the head coach signs off (through Jump Forward), he/she will submit it to Compliance Office for final approval. The student-athlete may NOT compete until after Compliance approval has been given.

**SUMMER LEAGUE PERMISSION**

It is commonplace for many student-athletes to compete in summer leagues within their sports during the summer break in school. There are parameters for all student-athletes competing in summer leagues within each sport. Prior to any competition in a summer team, the compliance office must be notified about all student-athletes from a team participating in an outside team.

A member of the coaching staff must compile a list of their student-athletes competing in a summer league and provide the name of student-athlete, team for which they are playing, town of the team for which they are playing, league in which that team participates and number of student-athletes from FDU on that team. This information must be completed and turned into compliance by June 1 OR prior to any student-athlete participating whichever is earlier.

Men’s and Women’s basketball student-athlete must complete the Summer League Request Form on Jump Forward which will go to the head coach for approval before going to compliance for final approval. No men’s or women’s basketball player should play in any league game until they have written approval from the compliance office (head coaches will be copied on that correspondence).

**STUDENT-ATHLETE EMPLOYMENT**

Student-athletes are permitted, unless otherwise instructed through a team rulebook, to work both on and off campus. During the school year, any student-athlete who is hired in any capacity (by the school, an outside business, a chain, a permanent babysitting job, etc.) MUST complete the Employment Form available on Jump Forward. The student-athlete completes the top portion with student-athlete information, prints the form and has his/her employer complete and sign the form. The student-athlete then must return the form to the Compliance office PRIOR to working. Student-athletes should be receiving a normal wage for normal work.

**TRYOUT, WALK ON, MALE PRACTICE PLAYER**
Should a coach wish to allow a tryout, walk-on or male practice player, the coach must initiate first by printing the Try Out, Walk On, Male Practice Player form from Jump Forward. The coaching staff member must complete the top portion of the form indicating which the individual will be. The form is then given to the prospective student-athlete to walk around to Athletic Training, Academic and Student-Athlete Support Services and Compliance. The student must be present with the form as many times questions need to be asked of the student to gain full information. Compliance should be the student’s last stop and all paperwork should be included. Once all information is received, compliance will notify the coaching staff that the tryout is able to begin with timeline given or that the walk on or male practice player is eligible to begin practice.

OFFICE OF ACADEMIC AND STUDENT-ATHLETE SERVICES

MISSION
The Office of Academic and Student-Athlete Support Services (ASASS) is a comprehensive and holistic advisement center for student-athletes providing them support and assistance to be academically and socially successful during their time at Fairleigh Dickinson University. The Office of ASASS looks to provide a culture of scholar-athletes where student-athletes not only achieve, but exceed academically in their collegiate careers preparing them to be global citizens.

GOALS
1. Have all student-athletes graduate upon completion of eligibility (four-five years).
2. Have student-athlete semester and cumulative grade point average be a 3.2 or higher every semester.
3. Create a culture of the Scholar Athlete where excellence is expected.
4. Maintain high integrity within the office, with student-athletes and university personnel in preparing student-athletes to be global citizens.
5. Hold student-athletes accountable for their actions and choices and provide assistance in positive decision making methods.

ACADEMIC & STUDENT-ATHLETE SUPPORT SERVICES
The Office of Academic and Student-Athlete Support Services is designed to assist student-athletes in handling the dual responsibilities of being a college student and a Division I athlete. This office is located on the fifth floor of Robison Hall on the Teaneck side of campus. The office employs two full-time staff members, a director and an assistant director; and one graduate assistant; with oversight provided by the NCAA Faculty Athletic Representative and the Associate Athletic Director for Compliance and Academics. Recognizing that academic advisement is a crucial area, this office was specifically created to coordinate, supervise and support the academic endeavors of student-athletes.

The staff has been trained to provide advisement for student-athletes and they are aware of NCAA rules and Fairleigh Dickinson University regulations concerning academic policies. Some of the duties of the office include but are not limited to advising student-athletes regarding programs of study (majors, minors), course selection, registration procedures, schedule revisions (add/drop) and monitoring and projecting academic progress. Additionally, the staff coordinates a comprehensive academic monitoring program for all student-athletes, coordinates the distribution of “Missed Class Notices” to the faculty and provides an academic achievement program for student-athletes needing such assistance. Referrals for counseling, tutoring and other support services are also available from this office. All student-athlete development and life skills programming are also sponsored by this office.
To contact the Office of Academic and Student-Athlete Support Services office, please contact 201-692-2255.

RECRUIT MEETINGS
The Office of Academic and Student-Athlete Support Services is available to meet with official and unofficial recruits who are on campus. This is an excellent way for prospective student-athletes to learn more about the academic component at Fairleigh Dickinson University. Coaches must schedule an appointment with a member of the ASASS staff when having student-athletes on campus for a recruit meeting. We will provide a detailed description about what our office does as well as what the student-athlete can expect academically at FDU.

It is also very beneficial to have a member of the academic department where the recruit has an interest meet with the prospective student-athlete. You can request names of faculty members for specific departments from the ASASS office.

INCOMING STUDENT-ATHLETE INFORMATION
All incoming student-athletes need to have all official documents in prior to July 1. Coaches should submit the names, ID numbers (if possible), hometown and state and/or country, and whether the student-athlete is a freshmen or transfer student to the Associate Athletic Director for Compliance/Academics and/or Assistant Athletic Director for Academics by April 15 each year. Coaches should keep the Assistant Athletic Director for Academics up-to-date on changes to their incoming student-athletes once every two weeks from that point on and/or notify if/when the list is final. All incoming student-athletes need to be identified by July 1 of their incoming year.

Below is a list (although not all encompassing) of what is needed for the type of incoming student-athlete to allow them to register for courses which should be completed no later than July 1.

DOMESTIC FRESHMEN:
SAT/ACT scores, official high school transcript, NCAA Clearinghouse Registration/Certification, Paid Deposited Tuition

INTERNATIONAL FRESHMEN:
SAT/ACT scores, TOEFL Scores, official high school transcript, NCAA Clearinghouse Registration/Certification, Affidavit of Financial Support or Scholarship

DOMESTIC TRANSFERS:
Official transcripts from all post-secondary schools attended, checksheet completed by FDU Director of Transfer Student Services, verification of eligibility from Office of Academic and Student-Athlete Support Services

INTERNATIONAL TRANSFERS:
TOEFL scores, official transcripts from all post-secondary schools attended, WES evaluation, checksheet completed by FDU Director of Transfer Student Services, Affidavit of Financial Support or Scholarship, verification of eligibility from Office of Academic and Student-Athlete Support Services

International student-athletes will be pre-registered for courses, but still must complete all testing and international student orientation paperwork at the time of their arrival. Failure to turn in ALL documents upon arrival will result in them being deregistered for classes. All official and final paperwork must be in PRIOR to the start of the semester.
NEW STUDENT ORIENTATION
Student-athlete participation in summer orientation days, FAST scheduling days, and welcome week activities is mandatory. Typically, there are two FAST dates (one in early June and one in late August the week before school starts) and three overnight orientations (one in late June, one in early-mid July and one in late July or early August). Transfer students are to attend one of the FAST days; incoming freshmen attend the overnight orientations. Incoming international students will attend a week-long orientation the week before classes begin.

The Office of Academic and Student-Athlete Support Services will notify the coaches of orientation dates, but these dates are not to be distributed to student-athletes. Students and student-athletes from over five (5) hours away are eligible to sign up for the last FAST day which occurs the week before school. Student-athletes from a distance will move in the day before the last FAST day and remain on campus until the start of school. If students from more than five (5) hours away attend an overnight orientation, they will not move in until Freshman Move In Day.

Student-athletes must be paid-deposited to attend orientation and are scheduled on a first-come, first-serve basis. It is highly encouraged that ALL student-athletes attend the earliest orientation so that they have the most choices of course times that do not conflict with practice and competition. Students will receive a mailing and be asked to register online through a link provided in the packet.

Coaches should contact the Office of Academic and Student-Athlete Support Services if a student-athlete cannot attend any of the dates for any reason. Students should be advised to contact the Dean of Students Office notifying them of the conflict.

Participation in these activities offers important information and valuable resources for student-athletes.

NEW STUDENT-ATHLETE ORIENTATION
The Office of Academic and Student-Athlete Support Services along with the Student-Athlete Advisory Committee host a mandatory New Student-Athlete Orientation the night before classes begin in the fall semester. This event is required for ALL incoming new freshmen and new transfer student-athletes. It is the coach’s responsibility to ensure attendance at the event. The program is designed to match up student-athletes with their mentors, allow new student-athletes to meet one another and provide a fun, cooperative and welcoming experience.

PRIORITY REGISTRATION
In order to assist student-athletes in preparing class schedules that minimize conflicts with competitions and practice, priority registration is offered to all eligible student-athletes. The Office of Academic and Student-Athlete Support Services reaches out to coaches to schedule times to meet with each team as a team to draft a class schedule for the upcoming semester. It is crucial to the academic success of all student-athletes to take advantage of this early registration option so that conflicts are minimized between academic and athletic responsibilities. Any student-athlete who is on a hold from Financial Aid, Athletics, Residence Life, Medical Services or the Dean of Students Office will not be able to register until the hold is lifted. Any student-athlete not utilizing this option is not guaranteed the flexibility that normally results from this system. Coaches are encouraged to take an active role in this process to ensure that student-athletes avail themselves of this opportunity.
The Office of ASASS will distribute team packets to coaches with each student’s degree audit highlighted with courses recommended for the upcoming semester. Along with the degree audits, coaches will be given a compiled sheet for each student indicating number of credits needed to average to graduate on time, additional courses/credits necessary for eligibility, additional courses/credits necessary to graduate on time, and if it is necessary the need to change/declare majors/minors. Coaches should review this information and notify the Office of ASASS immediately if anyone is missing or they have questions.

Coaches must provide practice times, strength and conditioning times and competition schedules (or likely heavy competition days and times) to the Office of ASASS a week prior to their team’s advising session. This will minimize missed classes and student-athletes missing practice for classes.

It is important for coaches to review this information and understand where each student-athlete stands academically. Should there be any questions; coaches should reach out to the Office of ASASS to discuss the student’s situation.

Coaches will need to distribute the degree audits to each student at least one week prior to their advising meeting and ask their student-athletes to begin utilizing webadvisor to configure a schedule for the next semester. Instructions for coaches to read to student-athletes will be provided along with responsibilities for coaches to carry forth.

It is important that one coach is present with your team during your scheduled time for priority registration.

**STUDENT-ATHLETE ACADEMIC MONITORING PROGRAM (SAAMP)**

This program is administered by the Office of Academic and Student-Athlete Support Services and is designed to obtain accurate information on the academic progress of student-athletes and to have such information relayed to the student-athletes and coaches in a timely manner. All faculty are asked to complete an online evaluation of student-athletes at the mid-point of the semester. The staff disseminates the gathered information to the coaches, through a “red alert” email, who will then speak to the student-athlete so that appropriate action can be implemented to insure academic success. Student-athletes highlighted during this process are to come and see a staff member of ASASS to discuss their academic concerns within one week of dissemination. While this process is productive, it still maintains that student-athletes need to notify a staff member in the Office of Academic and Student-Athlete Support Services if they are having issues or difficulty with a class as soon as possible. The more and the earlier our office knows of trouble or concerns, the more we can do to assist our student-athletes.

Another component of this program is the “Missed Class Notices”.

**MISSED CLASS NOTICES**

The university recognizes that there will be times when a student-athlete must miss class due to competition and/or travel. For this reason, a standardized absence form will be prepared by the Office of ASASS.

A standardized absence form will be prepared by the Office of ASASS for each student-athlete. The Missed Class Notices will be distributed to the head coach prior to the beginning of the semester. The head coach must distribute the Missed Class Notices to each student-athlete prior to the start of the semester. The Missed Class Policy requires student-athletes to submit their missed class notices within the first two weeks of the semester. Failure to submit the Missed Class Notice within that time frame allows professors to not accept the
excuse notice. Therefore, it is of paramount importance that student-athletes submit their notices upon receipt from the coaching staff.

**A maximum of 20% of classes missed** may be excused for any class in any semester. This is represented by nine (9) three-day-a-week class meetings, six (6) two-day-a-week class meetings and three (3) one-day-a-week class meetings. Should a student-athlete be scheduled to miss more than this amount of class time for one class, they must receive written permission from the instructor that they approve the number of absences. This written approval should be submitted to the ASASS office within two weeks of the first day of classes. Should the professor not approve and the student-athlete want to stay in the course, the student-athlete in conjunction with the coach and ASASS office will determine what competitions the student-athlete will miss.

It is expected for student-athletes to remind professors the week before any absence as a reminder. Use of missed class notices when not traveling or competing with the team may result in failing the class and/or eligibility sanctions for athletic competition. All student-athletes are responsible for the missed work or assignments, tests and quizzes. When competitions are cancelled or rescheduled, it is the coach’s responsibility to inform the appropriate person in the ASASS office of the rescheduled competition dates. The ASASS staff will provide revised Missed Class Notices as soon as possible.

Coaches must have departure and return schedules approved and submitted to the Office of Academic and Student-Athlete Support Services for ALL competitions during that semester by the dates required through compliance that are set through Jump Forward.

**MISSED CLASS POLICY**

1. Student-athletes shall not be excused from class early, arrive late to class or miss class for practices.
2. Student-athletes must turn in their Missed Class Notices to faculty members within the first two weeks of the semester.
3. For home competitions, student-athletes shall not miss class prior to 2 hours before the scheduled competition time (4 hours for men’s and women’s basketball).
4. For away competitions, student-athletes shall not miss any class prior to the scheduled time of departure.
5. Student-athletes are responsible for making advance and follow-up arrangements with professors concerning missed classes, homework, tests, quizzes, field trips, etc.
6. The Department of Athletics will, prior to the first scheduled absence and as early as possible, provide the faculty who teach student-athletes with a list of all competitions for those student-athletes in each professor’s class. The list of competitions will include the date and time of departure for each competition. This information will be provided by the Office of Academic and Student-Athlete Support Services. It is the student-athlete’s responsibility to deliver the notices to the professors. Faculty members cannot penalize student-athletes for attending athletic competitions provided that the student-athlete has notified the professor and made the necessary arrangements to make up the missed work. Excessive absences for non-athletic reasons (as determined by the professor) may be reviewed with the Assistant Athletic Director for Academics when they violate the professor’s overall absence policy.
7. The student-athlete shall not miss more than 20% of any one course for athletic related purposes.
8. The following process will be followed when the missed class involves an examination or other grading opportunity: at least 2 days prior to the departure or home competition, the student-athlete must make arrangements with the professor for rescheduling the test and/or quiz.
9. Professors may request the Office of Academic and Student-Athlete Support Services to assist in proctoring examinations, on-campus or off-campus that the student-athletes miss.
10. The NCAA Faculty Representative will work with the Department of Athletics to notify affected faculty when teams qualify for championships that interfere with semester absences and/or final exams.
11. In cases where the faculty member or the student-athlete believe reconciliation is necessary, either party may consult the Dean of the College within one week of the missed class or make-up examination.

With other requests, the instructor has the option of determining whether compelling circumstances exist. In cases of dispute, the student may appeal to the Chair of the Department offering the course. Appeals must be made within one week of refusal of the request to take a make-up examination.

**RED ALERTS**
The University requires faculty members to complete mid-term progress reports on all student-athletes each semester. Upon receipt of these reports, the Office of Academic and Student-Athlete Support Services will produce “RED ALERT” emails to all coaches indicating any/all of their student-athletes who have negative comments and/or below a C grade.

Upon receipt of the red alert email, coaches should have an individual conversation with each student-athlete about the academic progress in that course. Coaches should seek to understand why the student-athlete is not meeting the C level. Coaches should instruct their student-athletes to see the Office of Academic and Student-Athlete Support Services in order to set up a developmental plan to improve their performance in this class.

This is a collective effort and coaches need to take an active role in promoting academic success and ensuring academic accountability within their teams.

**ACADEMIC ACHIEVEMENT PROGRAM**
The purpose of this program is to target those student-athletes who appear to need individualized help in achieving their academic success. The program is targeted to returning and incoming student-athletes at Fairleigh Dickinson University. The guidelines for those targeted are flexible but tend to stay with the provisions listed below.

**Entering Freshmen:** the academic lower 15% of entering freshmen as determined by SAT/ACT scores and high school grade point average

**Entering Transfers:** anyone below a 2.8 cumulative grade point average from his/her previous institution(s).

**Returning Student-Athletes:** anyone below 2.0 semester or cumulative grade point average or by coach’s request, if space is available.

The program will run on a semester-by-semester basis. Each person under the above criteria will be assigned an advisor with whom to work with. Coaches will be notified and student-athletes must make the initial contact with their advisor prior to the end of the third day of classes. Throughout the semester, the advisor and student-athlete will cover multiple issues that impact academic performance including, but not limited to: time management, note taking skills, memorization techniques, academic writing, learning styles, academic integrity, and goal setting. Understanding all of these areas is necessary in becoming a successful student-athlete.

The student-athlete will need to meet with that advisor at least once a week to review progress of academic courses throughout the semester. A minimum of three hours a week of study time in the Athletic Advisement Center or Athletic Study Hall is required to be logged and reported by the student-athlete. The student-athlete is to utilize this time as a study session and should come prepared with a writing utensil, paper, notes, and textbook(s). The advisors are there to monitor the study time and ensure participation in the program, but can also be utilized as a resource in answering questions or assisting in comprehension of material.
Advisors will assign work which will need to be completed prior to the following appointment. Student-athletes not completing the assignments, continually showing up late or leaving early, not utilizing the time effectively or missing multiple meetings will be reported. Upon first violating the contract, the head coach, student-athlete and advisor will meet to review the program. After a second violation, the student-athlete will complete study time during the next practice. Upon a third violation, the student-athlete, head coach, advisor and Director of Athletics will meet to discuss the issues. At that time, the Director of Athletics will provide a course of action.

ATHLETIC STUDY HALL
The Office of Academic and Student-Athlete Support Services, when possible, will provide study hall hours throughout the semester. Student-athletes may utilize the Office in Robison Hall Room 500 between 9am-5pm M-TH and 9am-3pm F for study hall, as well as evening hours that will be determined before the start of each semester. Study hall hours will be sent to coaches and student-athlete at the beginning of each semester. Study hall runs on a Monday-Friday schedule.

Each coach may decide what they require their student-athletes to complete for study hall. The Assistant Athletic Director for Academics recommends that all freshmen in their first semester complete four (4) hours of study hall a week, students with cumulative or semester grade point averages below 2.25 four to five (4-5) hours a week, and students with cumulative or semester grade point averages between 2.26-2.50 a minimum of three (3) hours a week. These are only recommendations and each coach may determine what works best to serve his/her team needs.

ASASS will distribute total study hall hours to coaches on Friday each week indicating how many hours each individual completed.

Study hall runs from the third week in the semester until the week prior to finals.

COMMUNICATION WITH FACULTY
Coaches are not to communicate directly or indirectly with any faculty member in regards to any student-athletes. If a coach wants additional information regarding a student-athlete and his/her specific performance in a class, the coach needs to make this request in writing to the Assistant Athletic Director of Academics and Student-Athlete Support Services. Coaches should never attend any meetings between professors and student-athletes and should not be involved in asking questions of faculty. All this can be done through the Office of Academic and Student-Athlete Support Services.

Should a professor reach out to a member of the coaching staff, that member should notify the Assistant Athletic Director for Academics IMMEDIATELY. If this is a phone call or a professor approaches you in person, the staff member should indicate that they are not allowed to field questions or concerns regarding student-athletes and the professor should be asked to contact the Assistant Athletic Director for Academics. Immediately following a phone call, the staff member should contact the Assistant AD for Academics. If a professor emails you directly, you should forward the email immediately to the Assistant AD for Academics. Should you wish to respond, you may do so, but ONLY indicating that you are not able to address the situation and it should be directed again to the Assistant AD for Academics.

Any coaches found to be in violation of this will be reported to the Athletic Director.
OUTSIDE COMPETITION DURING SCHOOL YEAR – ACADEMIC RESPONSIBILITIES
From time to time, some student-athletes may be afforded the opportunity to represent their home country in trials for International, National, Olympic, and/or Junior Olympic events. Sometimes these opportunities require student-athletes to miss part of the semester to attend trials and/or competition. Should student-athletes be afforded this opportunity, prior to accepting, the coach must notify the Assistant Athletic Director for Academics. The Assistant Athletic Director for Academics will work in conjunction with the Faculty Athletics Representative to determine the academic risk that students might incur from participation. Generally, student-athletes requesting to miss part of the semester for outside competition must have at least a 3.0 cumulative grade point average. The coach will then need to provide specific dates that the student-athlete will be missing class as well as the competition specifics. The Office of Academic and Student-Athlete Support Services will then generate a missed class email to all professors of the student-athlete.

To obtain the missed class email, all information must be provided as early as possible, but at least two weeks (14 days) prior to the first absence.

The coach and the student-athlete should also consult with the Associate Athletic Director for Compliance and Academics to ensure that it is within the NCAA rules and regulations.

SENIOR DRAFT TRIALS/WORK-OUTS
Student-athletes who have completed their eligibility and/or are graduating may be invited to professional trials and/or workouts for professional teams. Sometimes this will require them to miss class. As such, student-athletes and coaches should notify the Assistant Athletic Director of Academics prior to attending a workout/trial with time/date and location and travel dates of the student-athlete. This must be received as soon as possible, but at least 96 hours (4 days) prior to the missed class(es). The Office of Academic and Student-Athlete Support Services will provide notices for these dates/times so long as the student-athlete is not missing more than 10% of the academic class time of the course (total time for the semester). If the student-athlete is requesting missing more than 10% of the academic class time, a special request must be made and approved from the Faculty Athletics Representative to approve the missed class notice.

ACADEMIC RESOURCE CENTER
Located in Robison Hall Room 502, this center provides support services free of charge to all students. Individualized tutoring is available in writing, mathematics, business, arts and sciences and the University CORE curriculum. The tutoring staff includes professional tutors and peer tutors chosen for academic excellence in their major fields. The Academic Resource Center offers individualized assistance in study skills and time management. Discussion groups, review sessions and workshops are tailored for students in specific courses or areas of study as needed.

Students placed in basic skills classes are given supplemental help at weekly learning center labs in reading, writing and mathematics. The Academic Resource Center is also responsible for testing and placing students in the basic skills area.

Students seeking tutoring should go to the Academic Resource Center and complete a tutoring application. They will be assigned a tutor or be placed on a waitlist (if a tutor is unavailable). The ASASS Office will work with the Academic Resource Center to try and expedite having tutors available. The Academic Resource Center will provide weekly updates to the ASASS Office and notifications of absences will be forwarded to coaches. Students who miss more than three tutoring appointments will be removed from tutoring for the remainder of the semester. Each student is allowed a maximum of three tutors, one per subject, per semester. To contact the Academic Resource Center, please contact 201-692-2076.
METRO WRITING STUDIO
The Metro Writing Studio is located in the Frank Giovatto Library on the second floor (behind the circulation desk). The studio offers free and individualized tutoring in all phases of the writing process to all members of the FDU community. The studio offers a range of workshops designed not only for students but also for faculty, staff, and the community. The professional tutors at the Metro Writing Studio provide free academic support services to help students, faculty, and staff improve their writing skills. Students have access to studio laptops when working with tutors or attending class in the studio. Wireless access to the internet are available to those

GENERAL ACADEMIC GUIDELINES
Student-athletes are expected to be present and engaged every day in class. They are expected to attend class, arrive on time and participate in all courses for which they are enrolled. Class attendance and participation are essential to successful academic progress. All student-athletes are expected to abide by the academic regulations as described in the FDU Undergraduate Bulletin as well as the rules and regulations of the NCAA.

Prior to each season, the Associate Athletic Director for Compliance/Academics and the Assistant Athletic Director for Academics will meet with each team to review Fairleigh Dickinson University and NCAA guidelines.

Listed below are a few of the major academic eligibility requirements that staff and student-athletes need to be aware of. Please note that this is not an all-encompassing list. Please feel free to contact the Associate Director of Athletics for Compliance/Academics or the Assistant Athletic Director for Academics with any questions you may have regarding this area.

1. It is not permissible to miss class in order to attend practice. It is also not permissible to leave a class early or arrive late in order to attend practice. You will be declared ineligible if you miss class to attend practice except for practice that takes place in conjunction with sanctioned away trips.

2. Student-Athletes must be enrolled in a full-time program of study at all times to be eligible for practice and competition. Remember to check with the Office of Academic and Student-Athlete Support Services BEFORE you drop a class. You will be declared ineligible if you drop below full-time status. For undergraduate student-athletes, full-time status is defined as at least 12 credits. For graduate student-athletes, full-time status is defined as at least 9 credits. For graduate students in a program within Silberman College of Business, full-time status is defined as at least 10 credits.

3. Student-Athletes must declare a major by the beginning of the fifth (5th) semester of collegiate enrollment and credit hours towards eligibility count thereafter only if they are applicable to the declared degree. The Office of Academic and Student-Athlete Support Services strongly encourages student-athletes to have their degree officially changed by the end of their third semester.

4. In order to be eligible for each semester, student-athletes must pass a minimum of 6 hours of academic credits during the preceding fall or spring semester the student-athlete was enrolled.

5. Before entering the second year of collegiate enrollment, student-athletes must pass a minimum of 24 semester hours of academic credits with at least 18 of those hours completed during the academic year (fall and spring semesters).
6. Thereafter, student-athletes must annually pass a minimum of 18 semester hours of academic credit to maintain continuing eligibility.

7. No more than 6 semester hours of remedial, tutorial or non-credits course work (e.g. basic skills classes, developmental classes) may be used to satisfy the minimum academic requirements indicated above. Further, such courses may count only if they are taken in the first (1st) year of collegiate enrollment.

8. Student-Athletes must complete 40% of degree requirements by the beginning of the third (3rd) year of collegiate enrollment, 60% by the beginning of the fourth (4th) year of collegiate enrollment and 80% by the beginning of the fifth (5th) year of collegiate enrollment.

9. The required grade point average for competition is a 1.80 after completion of the freshman year, with a 2.00 cumulative grade point average required thereafter (3rd semester and on). The 2.00 grade point average requirement is cumulative and evaluated for NCAA eligibility at the conclusion of each semester beginning with the third (3rd) semester of collegiate enrollment.

10. Student-athletes are expected to carry 15-18 credits each semester. Taking fewer credits could delay graduation.

Academic eligibility requirements are described as minimums, meaning that is the least you need to do to establish eligibility. Your goal as a student-athlete is to EXCEED THE MINIMUM because the ultimate goal is graduation in a four-year period.

DECLARING AND CHANGING MAJORS/MINORS
When student-athletes are thinking about declaring or changing a major or minor, there are many issues to consider. Not only do they want to make sure they are in a major/minor they enjoy and that is suitable for them, but they also need to ensure they will meet NCAA guidelines. Due to strict NCAA guidelines, student-athletes should formally declare a major/minor no later than the start of the 3rd semester of enrollment in college. Student-athletes MUST have a declared major entering into their 5th semester of enrollment.

This being the case, it is necessary for any student-athlete declaring or changing a major/minor to meet with and get approval from the Assistant Athletic Director for Academics PRIOR to changing their major/minor. At this point, the director will be able to compute what is needed for eligibility and for NCAA rules and regulations. Failure to contact Student-Athlete Services may result in additional costs to the student-athlete (need for summer/winter session, need for additional credits, delaying graduation) and may jeopardize athletic eligibility.

It is especially crucial that those wishing to enter into the QUEST or Education programs meet with the Assistant Athletic Director for Academics prior to entering that program. As these programs require additional credits and sometimes result in sequencing issues, it is important for the student-athlete and the athletics department to know the issues that may arise. The Department of Athletics does not guarantee funding to complete the Education portion of a QUEST major’s curriculum. It is expected that QUEST majors and those entering into the Education program complete their undergraduate degree in four years.

BOOKS SCHOLARSHIPS PROCEDURE
Administrative Book Voucher Procedure:
1. Associate Athletic Director for Administration will send list of student-athletes needing book vouchers to Associate Director of Enrollment Services, Assistant Athletic Director for Academics, Financial Aid Director/Athletic Contact, Director of the FDU/Follett Bookstore by the following dates:
   - Fall Semesters August 1
   - Spring Semesters January 8 or before if possible
2. Assistant Athletic Director for Academics will print schedules and distribute to the bookstore within 2 days
3. A blanket $750 voucher will be prepared for all student-athletes on list
4. The bookstore will prepare totals for all student-athlete’s books and distribute a spreadsheet to all parties with total amounts per student and pre-package the books for student-athletes
5. Once the spreadsheet is distributed, Enrollment Services will prepare additional book vouchers if needed for students whose amounts were over $750
6. Once additional vouchers have been completed, Enrollment Services will contact the Assistant Athletic Director for Academics to pick up (ideally a few days before the beginning of the semester) all vouchers
7. Student-Athletes will come to the Office of Academic and Student-Athlete Support Services and pick up their vouchers and then go to the bookstore to the “Online Order Pick Up” with their ID to get their books
8. If student-athletes need additional book voucher money, they will come to our office and give us the prices of the books they need and we will do a memo to Enrollment Services to release additional money (this will then be forwarded onto Financial Aid office within a week)
9. Students added to the book voucher list after the fall/spring deadlines (August 1/January 8) will need to be emailed to all parties with ID number and will be given a $750 voucher and will need to let the Office of Academic and Student-Athlete Support Services know if they need additional money.

**Student-Athlete Book Voucher Procedure:**
When books are included as a part of a full scholarship, books must be purchased at the bookstore. The following is the process for using the book voucher.

1. Books are pre-packaged prior to the semester based on the schedule provided to the bookstore
2. Student-athletes will come to the Office of Academic and Student-Athlete Support Services to pick up their book voucher.
3. Student-athletes will go to the bookstore to the “Pre-Ordered/Pre-purchased” area and show their ID card, give the clerk their voucher.
4. Student-athletes will double-check their textbooks to make sure they have all materials needed.
5. Student-athletes bring back their receipts to the Office of Academic and Student-Athlete Support Services.
6. Books are to be picked up by second week of the semester.

Should those receiving book scholarship need additional books, they will need to bring the price of the book to the Office of Academic and Student-Athlete Support Services and will be given an additional book voucher.

Student-athletes needing required course materials that cannot be purchased in the bookstore should purchase the item needed, bring a copy of the syllabus (or signed note from the instructor that item was necessary for class), and receipt to the Compliance Office so that they can begin the reimbursement process.

Student-athletes may only purchase books in the bookstore using their book voucher. If a student-athlete is enrolled in a course that required supplies (i.e. art supplies, laboratory coat), the student-athlete must submit the class syllabus to our office for verification before approval of buying these items. A copy of the syllabus will stay with our office.
At the conclusion of each semester, all books that are purchased with athletic scholarship dollars must be returned during the return book hours in front of the bookstore. Any student-athlete who does not return such books at the close of the semester will be put on a registration hold and/or book privileges will be withheld for the following semester. Student-athletes failing to return ALL books will be charged a $25 fee for any book not returned. Student-athletes are not allowed to sell back their books purchased with a book voucher and doing so may affect athletic eligibility.

**WINTER /SUMMER SESSION AID**
Athletic scholarship recipients are not guaranteed summer school or winter session funding. The scholarship award covers the fall and spring semesters only. There is summer/winter session funding available on a limited basis. Eligibility for non-traditional semester aid will be issued at same level as the athletic aid offered during the regular term. Student-athletes requesting summer school assistance will be prioritized based on an evaluation of their academic performance in the previous two academic semesters. Taken into consideration will be semester grade point averages, credits attempted, credits completed as well as any grades of incomplete. The final determination for funding is at the discretion of the Director of Athletics.

Summer/Winter session funding decisions are based upon several factors: sport prioritization, progress toward graduation, staying on track in academic sequence and NCAA eligibility. It is necessary for any student-athlete requesting summer/winter session complete the Winter Athletic Aid Request or Summer Aid Request on the FDU athletic website. Student-Athletes will be notified during finals week if they have been granted athletic aid for the winter/summer session. Student-Athletes who do not receive approval and wish to take a summer/winter course must pay all appropriate costs and fees.

Student-Athletes wishing to take summer or winter session courses and wishing to request funding should complete the summer or winter aid request form on the main athletics webpage. 

Student-athletes are permitted to take summer classes at other institutions at their own expense. However, prior approval is needed for any such course work. The “Off Campus Authorization Form” which is required to be completed prior to starting course work is available in the Office of Enrollment Services in the Kron Building on the Teaneck side of campus. Failure to complete the “Off Campus Authorization Form” prior to the start of the course will prohibit the student from having that course count toward the degree at all.

**FIFTH YEAR FINANCIAL AID**
Athletic scholarship recipients are not guaranteed funding once they have completed their athletic eligibility. Funding for student-athletes whose eligibility has expired but have not yet graduated may be awarded a fifth year of aid at the recommendation of the head coach with the final approval of the Director of Athletics.

**STUDY ABROAD OPPORTUNITY**
A study abroad experience will change a student-athlete’s life. However, having the dual obligation of being an athlete and a student takes on some added responsibilities. Student-athletes wishing to study abroad should consult with their coaches and academic advisors early on in their academic career – freshman year would be best – and determine if it would be permissible to have a study abroad experience. Student-athletes must get the permission from their coach prior to solidifying any study abroad experience. They also must coordinate with the Office of Academic and Student-Athlete Support Services about how this will impact their academic progress toward degree completion.
Obviously, the experience may enrich learning in areas of study as diverse as renaissance art and rain forest ecology, but the same is true for many other areas of study. Equally important, however, is the change that the experience will have on a student’s perspective, which will be dramatically expanded. It gives a student the opportunity to see the world from a totally different viewpoint -- from outside the United States.

Cost is often a concern for students. The good news is that your state, federal, and, for some programs, institutional financial aid are retained while studying abroad through FDU. Make sure that the student has filed his/her FAFSA. The FDU Study Abroad Office can also help the student identify external grants and scholarships to help cover your costs.

Below are the different areas/ways you can study abroad.
1. Wroxton College – study abroad at FDU’s campus in the UK
2. FDU Vancouver – Study abroad at FDU’s global campus in Vancouver, Canada
3. FDU Study Abroad in China – Study abroad in one of the world’s most dynamic countries
4. FDU Short Term Courses – Study abroad with FDU Faculty
5. FDU Global Partners – Study abroad with select partners from many schools in many different locations
6. External Programs – Study abroad anywhere in the world.

THE WROXTON EXPERIENCE
Student-Athletes who wish to spend a semester at the Wroxton, England campus must request permission from their coach at least one semester in advance of the trip. Permission will be granted only if the student-athlete meets the University’s scholastic requirements, agrees to follow the coach’s training program and agrees to share the experience in the form of a forum for student-athletes in the first semester back on campus.

Student-Athletes should also notify the Assistant Athletic Director for Academics of their desire to study abroad as soon as possible. This will enable the student-athlete and Office of Academic and Student-Athlete Support Services to plan courses in advance in preparation for Wroxton classes and ensure NCAA compliance and eligibility.

EDUCATIONAL FORUMS
Throughout the academic year, educational forums and programs will be presented for student-athletes. Many of these will be mandatory to help educate and develop student-athletes in life skills areas. These forums, usually in the form of a visiting speaker, will be scheduled by administration and coaches will be sent the date, time and location. It is the coach’s responsibility to ensure the attendance of their team members and it is expected that at least one member of the coaching staff be in attendance at each event. Student-athletes may only be excused from these educational forums if they have a class conflicting with the time/date of forum.

If coaches have topics they would like to see brought to the student-athletes, they should provide speaker/topic details to the Assistant Athletic Director for Academics in writing.

CAREER PLANNING FORUMS
Throughout the school year, the Office of Academic and Student-Athlete Services will put together different career panels and topics to assist student-athletes in networking, job searching and attaining a job. The forums may consist of outside speakers, job placement firms, etiquette seminars, student-athlete alumni panels and presentations from the Career Development Center. Coaches will be notified in advance of the
presentations and it is their responsibility to ensure attendance of their student-athletes at each appropriate event. Coaches do not need to attend the career planning forums, but are always welcome.

**ACADEMIC CALENDARS/FINALS WEEK/SPRING RECESS**
The university posts academic calendars as far in advance as they can on the FDU website. To find the Academic Calendar, from the main institution webpage, hover over Academics and go halfway down the list to click on Academic Calendar. Academic calendars are generally planned two to three years in advance.

When scheduling competitions, please refer to the academic calendar to make sure there are no competition dates during Finals Week in either the fall/spring semester.

Also, for spring sports, please plan the spring training trip to coincide with the university’s Spring Recess. Spring training trips should be scheduled not to miss any class time immediately prior to or immediately following the scheduled break. Should you wish to schedule a spring training trip and miss class either prior to or immediately following, the Assistant AD for Academics will need to provide approval, in writing.

If scheduling is out of the coach’s control (post-season competition, NEC scheduled competition) and occurs during finals week, please notify the Assistant Athletic Director of Academics immediately to devise a plan for the student-athletes to limit the academic impact.

**COMMUNITY SERVICE**
Fairleigh Dickinson University and its athletic department offer many different community service opportunities throughout the year. Every student-athlete should participate in at least one community service activity each year while in school. The benefits to being involved in the community extend into more recognition of the school and its athletic department as well as presenting a positive image of Fairleigh Dickinson University student-athletes.

All community service hours will be tracked through the Office of Academic and Student-Athlete Support Services. Coaches and student-athletes are responsible for communicating their community services efforts to the Assistant Athletic Director for Academics.

**STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**
The Student-Athlete Advisory Committee (SAAC) strives to serve as a communication vehicle in which Fairleigh Dickinson University student-athletes and the athletic administration discuss the student-athlete experience, while encouraging the involvement and unification of the campus community, along with surrounding communities.

We required that each team have two representatives represent their teams as a voting SAAC member for each school-year. In conjunction with the Assistant Athletic Director for Academics, the head coach may nominate a member of their team to be selected to serve as their SAAC representative. All student-athletes are welcome and encouraged to attend SAAC meetings throughout the school year.

**ATHLETIC TRAINING/SPORTS MEDICINE**

**VISION STATEMENT**
The Fairleigh Dickinson University Sports Medicine Department shall provide our Student-Athletes with the highest quality health care system available. We will strive to stay on the leading edge of knowledge and practices providing the best and safest approaches to collegiate athlete health care.
MISSION STATEMENT
The Fairleigh Dickinson University Sports Medicine staff shall provide medical care to the Student-Athletes within the Athletic Department. The services provided to the Student-Athlete can be divided into four areas:

1. Prevention of athletic injuries.
2. Recognition, evaluation, and treatment of athlete injuries and illnesses.
3. Rehabilitation and reconditioning of all injuries incurred by Student-Athletes.

Our goal is to provide the Student-Athletes at FDU with the best health care possible. In providing these services, we are committed to using whatever technology is available and affordable in the delivery of these services. We will remain committed to the continuous upgrade of the equipment used in the delivery of sports medicine services so our athletes can be assured of the most modern care available.

Our philosophy is that the needs of the Student-Athlete will always be the first consideration for all members of the sports medicine staff. The Fairleigh Dickinson University Sports Medicine Department strives to be a program of recognized excellence in sports medicine. We will comply with the recommendations and guidelines as established by the NCAA Sports Medicine Committee, the Northeast Conference and the National Athletic Trainers Association.

OUR GUIDING PRINCIPLES – “THE BIG THREE”

- Communication – with the Student-Athletes, Coaches, Sports Medicine staff, Strength & Conditioning Staff, Medical Doctors, Athletic Department Administrator and additional support staff
- Consistency – with treatments and medical care; dialogue with Student-Athletes and coaches; guidelines and return-to-play protocol
- Clarity – through education and open lines of communication

2017 – 2018 ATHLETIC TRAINING STAFF

Amanda Livsey, ATC, MSA – Head Athletic Trainer
Men’s Basketball, M/W Cross Country, M/W Golf, Bowling, Fencing
Email: alivsey@fdu.edu; Office: 201-692-9295; Cell 201-320-2014

Nick Hodgman, ATC, CSCS – Assistant Athletic Trainer
Men’s Soccer, M/W Tennis, M/W Indoor Track & Field, Baseball
Email: hodgmann@fdu.edu; Office: 201-320-2014; Cell 201-398-8324

Janell Vermeire, ATC - Assistant Athletic Trainer
Volleyball, Women’s Basketball, M/W Outdoor Track & Field
Email: jverm@fdu.edu; Office: 201-320-2014; Cell 551-204-1073

Seth Wells, ATC, CSCS - Assistant Athletic Trainer
Women’s Soccer, M/W Tennis, M/W Indoor Track & Field, Softball
Email: wellssat@fdu.edu; Office: 201-320-2014; Cell 201-264-0405

ATHLETIC TRAINING ROOM HOURS OF OPERATION
**The Training Room is always open one hour before practice or pre-game warm up; Training Room closes one hour after the conclusion of practice/competition.**

Rothman Center Training Room (Main Training Room):
Routine Hours of Operation are:
Field House Training Room:
Hours of Operation based solely on in-season practice/competition schedules for: Baseball, M/W Tennis and M/W Soccer. Field House Training Room is closed for the winter season and summer months (June-July).

TEAM DOCTOR
Dr. Douglas Borkowski, MD
Specialties: Sports Medicine and Primary Care

Practice: AFC Family Care (Urgent Care Facility)
67 E. Ridgewood Ave, Paramus NJ 07652.
Office Phone: 201-262-2010

Team Doctor’s Role in FDU Sports Medicine:
1. Oversight on all Athletic Training Room operations
2. Evaluation and all Return-to-play Decisions regarding head injuries and Concussion
3. Final clearance after all MD visits: must sign-off on all referrals and ER discharge paperwork prior to return to sport or lift/conditioning.

Typical Office Hours (urgent care/ walk-in/ no appointment needed):
- Tues/Thurs 8:00am – 8:00pm
- Friday 8:00am – 2:00pm
- Sunday 9:00am – 6:00pm

TEAM ORTHOPEDIST
Dr. Peter Salob, MD – Lead Orthopedic Surgeon
Specialties: Sports Medicine, Knee/hip surgery and Pediatric Orthopedics

Practice: Englewood Orthopedics
401 South Van Brunt St, Englewood NJ 07631
Office Phone: 201-569-2770

Additional MD Providers at Englewood Orthopedics: Dr. Adam Becker (foot & ankle), Dr. Richard Salzer (hip & knee), Dr. Brian Cole (back), Dr. Michael Pizzillo (hand & upper extremity), Dr. Damien Davis ((hand & upper extremity) and Dr. Anne Miller (hand).

THE MD REFERRAL PROCESS
A referral document is provided EVERY TIME a Student-Athlete sees a doctor for a medical issue, outside annual and routine check-ups. This includes but is no limited to: orthopedic visit, surgical dental visit, sickness/illness visit, PT/OT/chiropractor/massage therapy appointment.

• The Student-Athlete is responsible for getting the referral filled out by the treating doctor/therapist and returned to the ATR that same day.
• If the Student-Athlete forgets the referral, they should ask the medical provider to write a note on his/her letter head with the following information: diagnosis, medication, testing done, testing needed, participation status, if/when follow up is needed.
Once returned, the Athletic Trainer will review the referral with the Student-Athlete to ensure they understand what the doctor has documented. They will also get a recap of the appointment from the Student-Athlete’s point of view and make sure they understand the plan of care and any limitations and/or restrictions the doctor may have put in place.

- All MD referrals outside of Englewood Orthopedics MUST BE SIGNED OFF BY DR. BORKOWSKI BEFORE THE STUDENT-ATHLETE RESUMES ACTIVITY
- If the Student-Athlete indicates that they have already seen a doctor without following the referral protocol, then a referral must be “backed into” and the Student-Athlete is OUT of all activity until referral is returned and signed off on.
- The Head Coach and Strength & Conditioning Coach will be notified of any and all status changes post-visit.

THE FDU ATHLETIC PHYSICAL PROCESS
EVERY STUDENT-ATHLETES MUST PERFORM THE ATHLETIC PHYSICAL ON AN ANNUAL BASIS IN ORDER TO BEGIN OR CONTINUE TO PARTICIPATION IN FDU ATHLETICS.

Incoming Student-Athletes must complete the following:
1. Incoming Medical Packet with all appropriate requested documents (sickle cell results, insurance card, clearance note if applicable, etc.): [http://fduknightes.com/sports/2011/7/18/GEN_0718114105.aspx](http://fduknightes.com/sports/2011/7/18/GEN_0718114105.aspx)
2. Athletic Training Room Screening
3. Baseline Concussion Screening (online and in person)
4. Medical Start-up Meeting and “Injury & Concussion Acknowledgement & Disclosure Form”
5. Final Clearance from Team Doctor

Returning Student-Athletes must complete the following:
2. Spring Physical
   a. 2nd & 4th year – must complete paperwork and get vitals taken. No MD evaluation needed, just sign-off by the team doctor
   b. 3rd YEAR & 5th YEAR – must complete paperwork, perform full Training Room physical and see the team doctor.

*EXCEPTION AND IMPORTANT NOTE: Any Student-Athlete, regardless of their year at FDU, who has a new or recently documented medical issue of a serious nature (e.g. diabetes, cardiac, post-concussion syndrome) and/or is coming off surgery in the last year, must see the team doctor to complete the spring physical process.

THE FDU ATHLETIC PHYSICAL VS. THE UNIVERSITY REQUIRED ENTRANCE PHYSICAL
The Athletic Physical process is separate and distinct from the University Entrance Physical.

FDU Athletic Physical
Process is outlines above. Forms are provided by Sports Medicine Staff and available on-line through the FDU knights website. Completed forms are returned to Athletic Training Staff and housed in the Athletic Training Room. This physical is necessary for clearance to sport. It can only be performed by the Athletic Training Staff and our Team Doctor, Dr. Borkowski.

University Physical
Forms are provided by Student Health Services and available on-line through the University website. Completed forms are returned to Student Health Services and housed there. These forms include required immunization for the University and the state of NJ. This physical can be performed by the Student-Athlete’s personal MD.

** The Athletic Physical does not take the place of the University Physical nor does the University Physical take place of the Athletic Physical.**
The only exception is the 14-day walk on process, see “Walk-On Policy” for more info.

**POLICIES OUTLINED IN THE ATHLETIC PHYSICAL PACKET (SIMPLIFIED)**

1. **MEDICAL CLEARANCE DOCUMENTATION FOR PRE-EXISTING CONDITIONS:**
   For any medical condition or surgery that has been evaluated and/or treated in the previous academic year (September-August), the Student-Athlete must provide medical documentation — including test results and diagnosis - and a clearance note from the attending physician. Surgical cases must include surgical report and PT notes if applicable. **There are no exceptions to this!!**

2. **EPI-PEN AND INHALER POLICY AND PROCEDURE:**
   If a Student-Athlete was prescribed an epi-pen or inhaler, they must provide a second one to their Athletic Trainer to be used in emergency situations. If a Student-Athlete has to use an epi-pen, they will be sent to the ER for further evaluation and care and the team doctor will be consulted prior to return to sport.

3. **MENTAL HEALTH SCREENING AND REFERRAL**
   As of 2016, the Athletic Physical Packet now contains a brief 10 question mental health screening. Should a Student-Athlete answer “YES” to any of the posed questions, a follow-up conversation will be had with their Athletic Trainer at the time of evaluation and they will be educated on University resources for mental health ailments and disorders. If the Athletic Trainer thinks they can benefit from counseling, they will communicate that to the Student-Athlete and assist in the process of referral.

4. **CARDIAC SCREENING AND DOCUMENTATION**
   All cardiac history and testing will be documented on the cover sheet for the Athletic Physical to make the team doctor aware of the situation for him to determine if further evaluation or work-up is needed. Any cardiac testing done in the prior year to being admitted to FDU must be on file in the athletic training room - even if the test is part of a standard physical. This may include EKGs, echocardiograms, stress test, holter monitor, etc.

5. **CONCUSSION SCREENING AND DOCUMENTATION**
   All concussion history and testing will be documented on the cover sheet for the Athletic Physical to make the team doctor aware of the situation for him to determine if further evaluation or work-up is needed. Prior to the start of practices and competitions, all Student-Athletes will undergo specific concussion education, awareness training and baseline testing. They will be asked to sign documents relating to the recognition of concussion signs and symptoms and the reporting of possible concussions.

6. **INSURANCE POLICY**
   The University Athletic Insurance Policy – BMI - is a SECONDARY INSURER for ACUTE ATHLETIC INJURIES. Therefore, THE STUDENT-ATHLETES personal insurance is the primary. The Student-Athlete must be injured during a supervised, sanctioned athletic event in order to utilize this medical insurance. When utilizing the Athletics Secondary/Medical Insurance, the Student-Athlete is expected to:
   1. Notify the athletic training staff of any athletic injury within 48 hours of the injury occurring
   2. Notify his/her parent/guardian
   3. Complete an accurate claim form for athletic injury
   4. Submit the completed claim form to the doctor’s office at the time of evaluation
   5. Check your mailbox regularly for bills and Explanation of Benefits and bring to ATR immediately.

   **All forms must be received within 90 days of the original date of service.**
Without the EXPLANATION OF BENEFITS (EOB) provided from the primary insurance, our secondary/medical provider will not provide any benefit of coverage or payment. Student-Athletes must respond to any requests from their personal or secondary insurance promptly!

Here is a partial listing of covered and non-covered injuries provided for with the secondary insurance:

**COVERED:** Any injury occurring during a University/Athletics supervised practice, game, conditioning session, weight lifting (team or individual), etc. where a coach, athletic trainer, and/or strength and conditioning coach is supervising.

**NON-COVERED:** Pre-existing injuries, illness, non-sport related injuries including dental and vision, non-athletic prescriptions, issues that arise out of your athletic medical clearance.

*Student-Athletes and parents are told to make a copy of the Medical Insurance Policy detailed in the Incoming Student-Athlete Physical Packet and keep for their records. Both the Student-Athlete and their parent must sign the Insurance Acknowledgement Statement in the packet regardless of their age.*

7. **SICKLE CELL POLICY**
   In order to show compliance with NCAA legislation, FDU requires all new Student-Athletes (freshman and transfers) to provide documentation of their Sickle Cell Trait status in order to begin their FDU eligibility. Many children were tested at birth so the test results may be available from the pediatrician/hospital of birth. If they have not been tested, they should take the following steps:
   1. Call your family physician and ask him for a script ordering the sickle cell test (hemoglobin solubility test).
   2. Go to a local lab that takes your insurance and have the simple blood test done
   3. Forward lab results to Athletic Training Room

8. **ADD/ADHD POLICY**
   The majority of ADD/ADHD medications are banned as illegal performance enhancing substances per NCAA rules. Student-Athletes who have a documented case of ADD/ADHD with supporting documentation from a physician who has expertise in the area can apply for a medical exemption upon testing positive (drug test) due to the stimulant ADD/ADHD medication. Any Student-Athlete that takes ADD/ADHD medication bears the responsibility to immediately notify the Athletic Training Room and provide the appropriate documentation prior to the start (or resumption) of sport. They should refer to the ADD/ADHD Policy and Notification of Use link on the fduknights.com Sports Medicine page and submit the following forms: 1. ADD/ADHD Notification of Use, and Form 2. Physician Form for Adult ADHD/ADD Evaluation Form.

9. **MANDATED FORMS THAT STUDENTS MUST SIGN ANNUALLY:**
   1. Acknowledgement of Risk and Injury Statement
   2. Medical Release Form
   3. Student-Athlete Authorization/Consent for Disclosure of Protected Health Information (PHI)
   4. Student-Athlete Annual Nutritional Supplement and Medication Disclosure and Review Form
   5. Treatment Consent Form for Minors (if under 18 years old)
   6. Injury and Concussion Acknowledgement and Disclosure Form (after medical start up meeting and education)
   7. Institutional Drug Testing Acknowledgement

**ANNUAL SPORTS MEDICINE START-UP MEETING**
Every team – Student-Athletes and coaching staff - must attend an annual Sports Medicine Start-up Meeting prior to their first sanctioned day of practice or lift/conditioning. The following topics are reviewed during this meeting:

- The Sports Medicine staff and Chain of Commands
- Athletic Training Room Rules and Regulations
- Pre-Participation Physicals and Paperwork
- The Referral Protocol and Second Opinion Protocol
- Training Room Policies and Procedures – including but not limited to: Sickle cell screening, Insurance (primary and secondary/athletic), Concussion protocol, NCAA Drug Testing Protocol

Several informational handouts are given to the Student-Athletes and the coaching staff and each and every person in attendance (coaches included) must sign the documents prior to the first sanctioned day of practice or lift/conditioning.

ATHLETIC TRAINERS EXPECTATIONS OF COACHES AND ATHLETES

Coaches:
- Abide by all Athletic Training Room Rules, Policies and Procedures
- Abide by the Athletic Trainer’s medical decisions regarding clearance and limitations status
- Help enforce all Athletic Training Room Rules, Policies, Procedures and medical decisions
- Have open communication with your teams Athletic Trainer – communicate regularly, ask questions if you don’t understand, find a common ground whenever possible, notify your Athletic Trainers of any changes in practice/competition/departure times
- Be respectful and maintain a professional working relationship with your Athletic Trainer
- In-season: Stop in Training Room daily prior to practice to get medical updates on your players
- Assist with transportation of your Student-Athletes to and from doctor offices
- Contact Athletic Trainer as soon as you are aware of a new medical condition with one of your athletes – especially if it involved a Hospital/ER visit
- Go to the Hospital if and when your athlete is there to ensure the athlete is not by his/herself and to ensure the visit goes as smooth as process (Athletic Trainer will walk you through the process via cell). If a player is transported to the ER during a game, it is expected that a member of the coaching staff is going to go with them.

Student-Athletes:
- Abide by all Athletic Training Room Rules, Policies and Procedures
- Abide by the Athletic Trainer’s medical decisions regarding clearance and limitations status
- Have open and honest communication with their Athletic Trainer – starting with their pre-participation Athletic Physical Packet
- Be respectful and maintain a professional working relationship with their Athletic Trainer

DRUG TESTING POLICY

The unauthorized use of banned substances identified by the NCAA, or any state or federal law, by a member of an intercollegiate athletic team at Fairleigh Dickinson University’s Metropolitan Campus is expressly prohibited, regardless of whether such use or abuse occurs before, during or after the team’s competitive season.

The unauthorized use of banned drugs constitutes an abuse of the privilege of participating for and representing Fairleigh Dickinson University in intercollegiate athletic competition. Such unauthorized use or abuse may result in sanctions, including temporary dismissal from intercollegiate athletic competition, loss of a student-athlete’s grant-in-aid, a permanent prohibition of intercollegiate athletic competition at Fairleigh Dickinson University, suspension, or expulsion from Fairleigh Dickinson University.
At the beginning of the academic year, all student-athletes engaged in intercollegiate athletic competition shall participate in a mandatory drug and alcohol education program at the beginning of every academic year and shall be subject to year-round testing as described in this policy.

Student-athletes will be asked to execute the Informed Consent/Release of Liability form, acknowledging that he or she has received, read and understands a copy of this policy, and shall consent to participation in the drug and alcohol testing and education program, as well as consent to University year-round team and individual drug testing, NCAA related drug testing, and year-round drug testing based upon reasonable suspicion that a student-athlete may have been abusing prohibited substances. No student-athlete will be permitted to participate in intercollegiate athletics unless he or she executes the form.

A student-athlete who refuses to sign the required forms, fails to arrive at the collection station at the designated time without justification, fails to provide a sample according to protocol, leaves the collection station before providing a specimen according to protocol, or attempts to alter the integrity or validity of the sample and/or collection process, will be in breach of protocol and treated as if there was a positive result for a banned substance.

The drug testing policy is available online under Inside Athletics at www.fduknights.com.

**MODIFIED MEDICAL POLICIES & PROCEDURES TO BE AWARE OF AS COACHES AT FDU**
**All of these will be mandated by the Athletic Training Staff throughout the year.**

1. Emergency Action Plan – Teaneck/ Field House
2. Emergency Action Plan – Hackensack/ Rothman Center
3. Procedure to Take Athlete to Hospital in Emergency
4. Concussion Management Policy
5. Warm Weather Policy
6. Cold Weather Policy
7. Lightning Protocol
9. Pre-season Weight Chart Policy for M/W Soccer
10. Sickness and Fever Policy

These are located in Appendix 6-15.

**ATHLETIC EQUIPMENT, OPERATIONS AND FACILITIES**

1. **VANS**

Use of Vans for athletic events is coordinated through the athletic director’s administrative assistant - Lorraine Fecanin. Requests for vans for competition are done through Jump Forward. All other requests for vans (practice, doctor’s visits, community service, etc.) need to be done directly with Lorraine.

- Only athletic personnel that have gone through driver training are permitted to drive the athletic vans. Driver training is coordinated/scheduled through Lorraine only. Driver training is conducted by the office of risk management.
- NO student-athlete is permitted to drive a van!
- Priority will be given to in-season sports prior to out of season use.
• Vans accommodate 12 individuals which include the driver. Vans should never carry more than 12 total people.
• Van keys as well as a check sheet/ sign off sheet will be placed in the head coach’s mailbox prior to the trip. Typically, this is done the day before departure.
• Upon return from your trip the keys and sign-off/check sheet must be immediately returned. (another team may be taking the van once you return). Please keep in mind many times the vans will be used by multiple teams sometimes on the same day.
• All vans **MUST** be returned FULL of GAS, CLEAN and LOCKED. Garbage bags are typically in the center console of the vans.
• Trips over 4 hours in radius from the Metropolitan campus may NOT use. Teams will not be permitted to drive more than 6 total hours in one day unless they have a second driver for each van.
• Use of the vans requires filling out a check sheet- that records starting and ending mileage and any issues noticed with the van.
• Maintenance of the vans is done through the athletic facilities department. All repairs and maintenance are scheduled as best as they can be to minimize any inconvenience to teams use. Please note if a repair requires a van to be taken out of service it may impact your ability to use a van. All efforts will be made to minimize any inconvenience but the safety of teams using the van will be the priority.

The athletic facility staff will do its best to ensure vans are clear of snow during the winter months and have ice scrapers, small shovels and windshield wiper fluid. However, should you be using a van in winter months you should plan extra time in case the vans need to be dug out and or cleaned off.

*** Please note in New Jersey it is illegal to drive with snow on the roof of the vans. This is a ticketable offense that can result in a fine. This fine will **NOT** be paid by the athletic department. It will be the driver’s responsibility.***

All vans are equipped with EZ pass- should you have an EZ pass issue- it must be reported to Lorraine immediately.

All vans have registration and insurance cards located either in a glove compartment or center console. Please make sure it is in the van prior to you leaving campus. In that same area will be instructions should you be involved in a motor vehicle accident (MVA).

Vans A, B and C have an additional document in the van regarding inspection. These vans do not need to be inspected so the inspection sticker will show expired. Should you be stopped for this – please provide the document located in the glovebox, center console.

Any MVA or driving infraction should be reported immediately to your team’s sport supervisor as well as Lorraine Fecanin.

Should you be involved in a MVA please make sure to call the police and have a police report done. The police report is necessary for insurance purposes. Make sure you have all the necessary paperwork to present- insurance card, registration and your valid driver’s license.

Should medical care be needed for anyone get care immediately.
Pictures of both vehicles in accident should be taken. The driver is responsible for getting license plate information of both cars, personal information (name, address, email address, phone number) of other individuals involved, address and phone number of police department and police report number.

Damage noticed on campus should be reported to Public Safety as well as your sport supervisor and Lorraine Fecanin

Should you have an issue with a van (break down, etc.), you should notify your team’s sport supervisor immediately and utilize your TD credit card for any roadside repairs. If you have a roadside assistance program of your own and want to utilize that, it is permissible.

2. **PURCHASE ORDER SYSTEM**

All purchase orders are now done via email and submitted electronically. Coaches/staff ordering will have to submit the quote to the Equipment and Facilities Specialist (Godfred Baafi, baafi@fdu.edu) via email in full detail. The quote must show all the necessary information needed to complete the order efficiently and successfully. All new gear must be Under Armour.

- The name and full address of vendor
- Name of item
- Style #
- Sizes
- Color
- Quantity
- Logo (Artwork has to be provided for in color as an attachment via email if it’s not on the quote itself)
- Size of the Logo
- Location of Logo
- Any additional words/numbers (artwork has to be provided for, location of it, font, and size)
- Specify if Logo is screened, printed, embroidered or sublimated
- Specify which Budget

The coach or staff member looking to order anything is responsible for getting the quote from the vendor. If you are not sure of a specific style of uniform top, shorts, etc. or the sizing, **PLEASE ASK THE BSN TO SEND YOU A SAMPLE BEFORE YOU SUBMIT THE QUOTE.** This way you will be sure that you are ordering the correct items.

The process for a number to be assigned to the PO is roughly **one month.** Coaches/staff members looking to place an order has to plan a month in advance for PO # to get assigned, an **ADDITIONAL MONTH AND 2 WEEKS (on average)** for the items ordered to be made and shipped to us. It is suggested that spring sports take care of their order early in the fall and vice versa for fall sports so if anything comes up we can be proactive. If all the necessary information that is needed is not provided, the quote will come back to the originator and the process has to start over. In order for things to be done in a timely fashion and as efficiently as possible, all information needed to complete the order **MUST** be provided to avoid delays and double work.

- Marilyn is the only person that will process the purchase orders. **NO OTHER PERSON WILL PROCESS THESE ORDERS.** If she is not available for any reason, the process will be halted until she returns. Marilyn will send you an email to let you know when she will be going on vacation or will be out for a specific amount of time so you can plan accordingly.
Once the quote is provided to the Facilities and Equipment Specialist and there is artwork attached, it will be forwarded to the Associate AD for External Affairs and Angelo for their approval of the artwork. At that time if the artwork is not approved, the quote and artwork will be returned to you.

Upon approval of artwork it will then be submitted to Marilyn for processing. AT THIS TIME NO CHANGES WILL BE ACCEPTED. ORDER WILL BE FINAL. No one can go back to the vendor to change anything or add anything to the order. Therefore, the person looking to order must double check the quote and make sure that everything is correct and that everything is exactly what they want prior to submitting the quote to the Facilities and Equipment Specialist. Your request for the order thru the email to me will be your acknowledgment that this order is correct and meets your approval.

Orders that don’t have artwork will also be submitted to the Facilities and Equipment Specialist and will forwarded to Marilyn for processing. Again, AT THIS TIME NO CHANGES WILL BE ACCEPTED. ORDER WILL BE FINAL.

If a lift or any other special device is needed to deliver the equipment/item to its destination it has to be documented on the quote.

All orders MUST be delivered to the Rothman Center. Make sure to communicate this to the vendor. Only exception to this is items/equipment that are deemed too heavy to transport by Facilities, items that need to be delivered to a specific location has to be approved by Facilities. The address that should be used is 100 University Plaza Drive, Rothman Center, Hackensack, NJ 07601

If you have any questions regarding an order, please ask the Facilities and Equipment Specialist before submitting the quote.

3. GEAR AND EQUIPMENT DISTRIBUTION
After Gear/Equipment is inventoried, the gear is then given to the personnel who placed the order after signing the inventory form sheet. Distribution of gear varies based on sport. For MBB, WBB, MSOCER, WSOCCER, gear is initially distributed by the Facilities and Equipment Specialist after it has been inventoried and signed. After that the only distribution of gear that the Facilities and Equipment Specialist is responsible for is Game Day gear. The coaching staff for the sports not listed above are responsible for distributing their own gear/equipment, collecting them and inventorying them at the end of their season.

At the conclusion of each sport’s season, coaches are responsible for deciding what gear/equipment are returned but the Facilities and Equipment Specialist is only responsible for collecting Game Day gear and additional gear the coaches want player to return to be inventoried for MBB, WBB, MSOCER, WSOCCER. Coaching staff for these sports will be provided with inventory information.

For the sports that the Facilities and Equipment Specialist is not responsible for collecting back their gear, A DATE AND TIME will be decided for the coaches and players to return their gear to the locker rooms for the Facility and Equipment Specialist to inventory. After this date and time frame, COACHES ARE RESPONSIBLE FOR INVENTORY OF ANY MISSING ITEMS THAT ARE RETURNED AFTER THE DECIDED DATE AND TIME.

4. CAMPS AND CLINICS
Any coach that runs a camp or clinic that will produce revenue that will go directly to an FDU Athletic Program must complete a FUNDRAISING FORM. A Camp/Clinic will only be approved upon the venue being available and once ALL signatures are completed on the form. All revenue from the camp/clinic must be submitted to the Associate Athletic Director of Marketing immediately upon completion of the event. An athletic trainer must be present at all camps and clinics and is a camp/clinic expense.

Any coach that runs a camp or clinic that will produce revenue for the “personal profit” of the coach must work with the Assistant Athletic Director for Athletic Facilities to ensure the venue is available. A contract must be executed with all insurance parameters being met. An athletic trainer must be on hand during the camp. That expense is incurred by the coach of the camp. There is a fee associated with using the athletic facilities.

5. **LAUNDRY**

**ROTHMAN CENTER LAUNDRY**
Laundry in Rothman Center is done by Facilities. The sports that have laundry services are MBB, WBB, VOLLEYBALL, and TRAINERS TOWELS. Coaching staff and trainers must STRESS to student-athletes that they must get out of their practice gear as soon as possible since it affects our scheduling and ability to turn laundry around and place back in lockers. If student-athletes need to see the trainers, they must get treatment and out as soon as they are done. If extra practice shots or extra workout is, needed athletes must do so whereby they change to non-practice gear and have their practice loop already in the bin for wash.

**SOFTBALL** Laundry is also done in Rothman Center. There will be two players for softball dedicated to the team’s laundry needs as work-study.

**FIELD HOUSE LAUNDRY**
Fieldhouse laundry is done by Facilities only for MSOCCE R and WSOCCER during their Pre-Season. After that, both teams have two dedicated people for their laundry needs that work for facilities as work study. BASEBALL also has two dedicated people for their laundry needs throughout their season.

6. **RESERVING THE STRATIS LOUNGE**
Reserving the Stratis is done by penciling in your meeting on the calendar located on the office door of the Assistant AD for Facilities. Should you need additional chairs for a meeting this must be requested at least 72 hours in advance. As long as athletic facilities can meet the needs chairs will be provided.

If you are using the Stratis Lounge for a team meeting, please make sure the room is left clean and neat post use. It is expected that student athletes using the chairs and couches will respect the furniture and sit on it appropriately. If a team is eating a meal in the room, please make sure food is eaten at the tables and any food or drink spilt is immediately cleaned up and reported. This is necessary should the carpet need to be cleaned.

Any team, coaches or staff that abuse the room will not be permitted to use it. It is used as a classroom for Yoga on Monday afternoons as well as Wednesday nights and will be off line at those times.

Using the Stratis as a study hall is frowned upon due to the noise level in the gym.
7. **STUDENT WORKERS**

Athletic facilities hires students to work annually. For student-athletes that receive federal work-study (FWS), athletic facilities will gladly hire them. Typically, student workers are used to assist the athletic facility staff with making sure field and courts are ready for practice and games as well as assisting with laundry and game day management. Other areas that utilize work-study students within the athletic department are sports information, marketing, basketball and the main athletic office.

Athletic facilities has a limited budget for non-federal work-study students. All student workers must complete the appropriate paperwork with the Assistant Director of Athletic facilities to ensure compliance with all university hiring requirements. This must be done prior to their first day of work. Additionally, any student athlete who works during the academic year must complete an additional employment disclosure form with the office of compliance.

All payroll vouchers must be completed and handed in based on the University payroll schedule. Failure to complete the payroll voucher on time will delay being paid!

Any student found altering their hours and or handing in a dishonest time sheet will be fired immediately!

Any student who violates the student code of conduct while working is grounds for termination.

Game day staff are expected to be in khaki pants and an event staff shirt for all Rothman events. No hats (indoors) and no cell phones while working games. For soccer games dependent on the weather will depend on if permitted to be in shorts, sweats or khaki pants; an event staff shirt is required as well.

**TICKETING POLICY**

**GENERAL INFORMATION**

The Fairleigh Dickinson University Ticket Office is responsible for the sale and distribution of all individual game and season ticket packages. The ticket office is also responsible for the distribution of all complimentary tickets to guests of student-athletes, coaches and recruits, all of which will be conducted in accordance with appropriate NCAA and Northeast Conference Rules. For more information, please contact Associate Director for External Affairs Tom Meade at 201-692-9552.

**ADMISSION POLICY**

Admission to all FDU home athletic events is free, with the exception of men’s and women’s basketball games.

**PURCHASING TICKETS**

Tickets for FDU men’s and women’s basketball home games can be purchased at FDUKnightsTickets.com at any time. Fans purchasing online can pay via credit card.

Fans can also purchase tickets by calling 201-692-9552 in advance of the contest; tickets can be reserved by phone and paid for in **cash** at Will Call on Game Day.

Game Day sales will take place at the ticket counter in the lobby of the Rothman Center, directly across from the entrance to Stratis Arena. Cash is the only method of payment excepted on Game Day.
*FDU Students can attend any home athletic event **free of charge**, including men’s and women’s basketball home games, by showing a valid **FDU ID** at the door.

**STUDENT-ATHLETE COMPLIMENTARY TICKETS**
All student-athletes and coaches participating in a home athletic event – with a fee for admission – are entitled to receive a maximum of four complimentary tickets for the event. Student-athletes and coaches must list the names of individuals attending on a designated pass list (a blank copy of the pass list is available in the Ticket Office) and a representative of the team must deliver the pass list to the ticket counter at least one hour before the start of the contest.

Student-athletes and coaches should be aware that any individuals on the complimentary pass list must have a valid photo ID to receive their tickets. They also must sign for their tickets.

For regular season road contests in the sports of men’s and women’s basketball, Northeast Conference policy guarantees the visiting team 40 complimentary tickets per game.

*Complimentary Ticket Policy for non-conference road games and postseason events varies and will be determined on a case-by-case basis by the Director of Athletics in conjunction with the head coach of the participating sport and the Associate Athletic Director for External Affairs.*

**RECRUIT COMPLIMENTARY TICKETS**
On both official and unofficial visits, a prospect is entitled to a maximum of three complimentary tickets, which will be issued by the Ticket Office using a pass list. For prospects with non-traditional families, the institution can provide an additional two tickets. These additional tickets may only be used for family members. These complimentary admissions are for the use of the prospect and those persons accompanying the prospect.

All prospects and guests will be required to show proper identification and sign for their admission. No admission will be allowed without proper identification.

Coaches should indicate their ticket request on the Unofficial or Official Visit Form in Jump Forward.

All prospective student-athletes who attend a contest must be considered an unofficial or official visit if a member of the athletic department staff or coaching staff speaks with them.

*The Associate Athletic Director for Compliance must be notified of any prospect on an official and unofficial visit and will have the final determination over a prospect’s ability to receive complimentary tickets.*

**DEVELOPMENT**

**GENERAL INFORMATION**
Burgundy and Blue (BB) is the official fundraising organization of Fairleigh Dickinson University Division I Athletics. Burgundy and Blue is an umbrella organization unifying each of the Knights’ 12 individual booster clubs in much the same way that the NCAA oversees and unifies conferences.

Any person who makes a contribution to Fairleigh Dickinson University and designates such contribution to the BB or to any sports organization recognized by Fairleigh Dickinson University shall become a member of the BB for the fiscal year during which such contribution is made.
During the course of each fiscal year, the BB may actively solicit contributions from all Teaneck/Rutherford Athletic Alumni and members of affiliated booster clubs. Contributions to the BB shall have the opportunity to designate part or all of their contribution to any affiliated organization recognized by the BB, to any sport organization recognized by Fairleigh Dickinson University or to the BB General Fund. Any contribution received in response to the BB solicitation which contains no designation shall be considered designated to the BB General Fund. Sport organizations recognized by the Fairleigh Dickinson University Athletic Department will be allocated funds from the General Fund, which were raised during the preceding fiscal year.

Organizations and Booster Clubs Recognized by Burgundy and Blue:

- 300 Club (Bowling)
- Academic Support Services
- Athletic Communications
- Athletic Marketing
- Athletic Training
- Caddie Club (Golf)
- Courtside Club (W. Basketball)
- Diamond Club (Baseball)
- En Garde Club (Fencing)
- Fast Pitch Club (Softball)
- First Serve Club (M + W Tennis)
- Goal Club (M Soccer)
- Gold Medal Club (Track and Field)
- Harvey Woods Scholarship Fund
- Kill Klub (Volleyball)
- Metz Scholarship
- Pliskin-Metz Scholarship
- Roundtable (M Basketball)
- Stratis Scholarship
- Upper 90 (W Soccer)

All recognized and affiliated organizations of Burgundy and Blue must have approval of the Associate Athletic Director for External Affairs before entering into any fundraising or solicitation events. For more information, please contact Associate Director for External Affairs Tom Meade at 201-692-9552.

**ATHLETIC GIFT PROCESSING**

The following are the procedures for processing a donation to an athletic program to assure for University accountability and appropriate crediting and acknowledgement of the gift.

All donations received, whether from parents, alumni or friends, should be submitted to Associate Athletic Director for External Affairs. Please have the following information: who made the gift with all current, updated contact information, any restrictions on the gift (ie. the gift is restricted to one program) and a matching gift form if applicable.

A deposit memo will be created for all gifts with the head coach, Director of Athletics and Athletic Business Manager all receiving a copy of the memo.

The gift will then be forwarded to the University Advancement office for deposit in the appropriate account and follow-up and acknowledgement as per University Advancement procedure. An acknowledgment letter from the Director of Athletics will be generated for any gift of $500 or more.

**FUNDRAISERS**

Programs can conduct fundraisers (clinics, banquets, raffles, etc.) provided that the responsible head coach completes a “Fundraising Approval Form,” which is available in the Athletic Department Office.

To begin the Fundraising Approval Form the coach wishing to conduct the fundraiser must have a list of itemized expenses and expected revenues, including any staff being utilized. The coach must also provide any
supporting materials, including fliers, brochures and appropriate liability waivers. The coach must also secure any necessary purchase orders if a venue or other vendor is required. Lastly, the coach must include specific dates and times needed to run the fundraiser, including dates and times for FDU facilities.

Once all of this information is available, the coach can submit the form to the Associate Athletic Director for External Affairs for signing. The Associate Athletic Director for External Affairs will submit the form to the Associate Athletic Director for Compliance, Assistant Athletic Director for Facilities and the Athletic Business Manager for approval and signatures. Once signed the Associate Athletic Director for External Affairs will give final authorization for the fundraiser, notifying the head coach and providing a copy of the complete form.

Upon completion of the fundraiser, the head coach must bring the revenues, and any documentation, from the fundraiser to the Associate Athletic Director for External Affairs. The monies will then be deposited into the appropriate account through the Athletic Business Manager.

ATHLETIC COMMUNICATIONS

The Office of Athletic Communications at Fairleigh Dickinson University serves the needs of the media, coaches, student-athletes, supporters and fans. The staff facilitates a diverse number of goals including aiding all media requests for Fairleigh Dickinson’s 19 varsity athletic programs, maintaining the official Department of Athletics website FDUKnights.com, creating online and print publications including game programs in addition to maintaining biographical and historical information and stat keeping.

The Office of Athletic Communications is also responsible for implementing multimedia and social media initiatives, such as creating content for NEC Front Row and the official Twitter, Facebook, Instagram, YouTube and Snapchat accounts for FDU Athletics.

In the best interest of each student-athlete, team, and the University, all requests pertaining to media relations, the use of photographs, videos, and other content can be directed to Assistant Athletic Director for Athletic Communications Bryan Jackson (b.jackson@fdu.edu | 201-692-2149).

1. INTERVIEWS

We ask the media to direct all interview requests through Bryan Jackson (Asst. AD for Athletic Communications) or Phil Paquette (Asst. Director of Athletic Communications) in the athletic communications office. This includes interview requests by on-campus personnel, classmates and student-run media. We will contact you and work around your athletic, academic and social schedules.

Per NCAA rules, no athletic staff member may grant an interview during any high school contest on radio, television or online.

When doing interviews:

- Be smart and think before you speak
- Respect your opponents, teammates, coaches and university.
- Be positive - Be humble - Don’t make predictions.
- Smile and have fun
- It’s easy to talk to the media after good times, but your true character comes out after tough times and adversity (so be accountable and available)
• You don’t have to answer every question or do every interview, but be polite when declining
• Anticipate tough questions and prepare answers beforehand
• Have message points you’d like to make
• Turn a negative question into a positive answer
• Don’t go “off the record” or say “No comment”
• Remember, you can’t control the questions, but you CAN control the answers.

For any questions, consult Bryan Jackson and/or Phil Paquette in the Athletic Communications department.

2. SOCIAL MEDIA
Social media is a fun and useful tool but it can also spread information in a negative way that exposes your personal life to the world. FDU supports an individual’s expression of First Amendment rights of free speech. We do not place restrictions on the use of social media by our student-athletes. HOWEVER, please remember that you represent FDU, the athletic department and your team at all times. Because the Internet can be accessed by anyone, it is recommended that student-athletes do not post information—including photographs and text—and/or join “groups” that do not promote positive behavior. Remember that the general public, coaches, athletic department administrators, media, opponents, NCAA, law enforcement agencies and future employers have access to your social media. Inappropriate language, behavior or postings, as well as postings that violate NCAA rules, could lead to repercussions from the FDU athletic department.

Remember “Click! Don’t Type!”. You may retweet, favorite or like a post or tweet but you may not comment on or about any prospective student-athlete.

3. STATISTICAL CHANGES
Mistakes do occur when it comes to official scoring of our athletic events. Following your event, please review all box scores and results as soon as possible for any mistakes or errors. If an error is brought to your attention by one of your coaches or student-athletes, please ensure that you notify your sport’s respective athletic communications contact immediately.

Due to NCAA rules regarding statistics, the athletic communications department is limited in its ability to make certain changes, especially for road contests. Example: Mistakes regarding participation or “wrong goal scorer” are an easy fix but many judgements are the discretion of the on-site official scorer.

In some cases, if you strongly disagree with a scoring decision or result, the communications department can request a reconsideration from the official scorer.

To reiterate, the sooner athletic communications knows of the error, the more likely the correction can be made.

4. AWARD NOMINATIONS
National and Northeast Conference weekly and seasonal award nominations are submitted by the communications department. If a coach has a particular student-athlete(s) they wish to nominate, please contact your sport’s communications contact prior to the nomination deadline. The department
can provide all statistical information by request to assist in award selection/nomination. If a coach plans on submitting their own nominations for awards, please inform the appropriate communications director.
NORTHEAST CONFERENCE SPORTSMANSHIP POLICY

1. Preface
NEC member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

2. Principles of Sportsmanship
The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and seven core principles: respect, responsibility, fairness, honesty, integrity, caring and civility. The highest potential of sports is achieved when competition reflects these seven principles.

3. Standards of Conduct
a. Member institutions' student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate ("Events"). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants, and comment about other institutions, coaches and student-athletes only in a positive manner.

b. Behavior that is not considered sportsmanlike or appropriate in connection with Events includes, but is not limited to, the following:
   i. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
   ii. Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
   iii. Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, spectator, or the conference;
   iv. All other actions, as determined by the Commissioner, in violation the principles and standards of sportsmanship.

4. Recruiting
a. Institutional staff members shall maintain the highest standards of integrity in their recruitment of prospective student-athletes.

b. The staff shall fully disclose to prospective student-athletes all relevant information regarding the institution, its programs and the nature of any financial aid being offered.

c. The staff shall only comment about other institutions, coaches, and student-athletes in a positive manner.

d. Negative recruiting concerning another member institution of the Conference shall not be tolerated. This includes derogatory statements about another institution’s program, any of its personnel, or the quality of its facilities to a prospect, the prospect’s parents, high school coach, or other person interested in the prospective student-athlete.

5. Competitive Environment
a. The management and conduct of Events is the responsibility of the hosting institutions. In their discharge of this responsibility, all member institutions shall ensure a competitive environment that is safe, fair, and consistent with the principles and standards of sportsmanship.

b. All ancillary support groups subject to institutional control (e.g., spirit squads, bands, mascots) shall conform to the principles and standards of sportsmanship.

c. Institutions are responsible for the conduct of spectators at Events they are hosting. Spectators whose conduct is abusive to officials, participants or spectators, or that violates reasonable social standards of conduct, should be removed from the Event.

d. Spectators should be located in the stands during a contest. They may not stand or sit near the edge of the playing area in order to harass the opposing team or officials.

6. **Member Institution Obligations**
   a. Each member institution shall be responsible for promoting sportsmanship and appropriate conduct, and for ensuring that its participants conduct themselves in a sportsmanlike manner in connection with intercollegiate sporting events.
   b. Each member institution shall adopt policies and procedures to implement the principles and standards of sportsmanship.
   c. Each member institution shall take appropriate disciplinary or remedial actions in response to any conduct in connection with sporting events that is not sportsmanlike or appropriate by its participants.
   d. The Athletic Director of a member institution shall promptly inform the Conference Commissioner of any conduct or actions by participants in connection with events that are not sportsmanlike or appropriate, and of any actions to be taken in respect of such conduct.

7. **Social Media**
   Member institutions' student-athletes, coaches and staff shall conduct themselves in an appropriate manner with respect to social media. Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:
   a. Posting photos, videos, comments or posters showing the personal use of alcohol or tobacco.
   b. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
   c. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
   d. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
   e. Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, spectator, or the conference.

8. **Powers of the Conference Commissioner**
   It shall be the responsibility of the Commissioner to promote and enforce these principles and standards of sportsmanship in connection with all Conference activities involving a member institution, including competition against non-conference opponents. The Commissioner shall have broad authority to interpret the standards, review disciplinary action taken by member institutions, and further penalize those deemed to have violated the standards.

9. **Penalties**
   a. Specifically and without limitation, the Commissioner has the authority to require a member institution to take any one or more of the following actions: (i) publicly or privately reprimand any
participant; (ii) forfeit any sports events or competitions; (iii) suspend or expel any person from attendance at or participation in one or more events; or (iv) pay a fine to the Conference (not to exceed $50,000) for each occurrence of unsportsmanlike or inappropriate conduct.

b. In instances of flagrant misconduct, regardless of circumstance, all individuals involved shall receive a minimum penalty of a suspension from one or more contests. Flagrant misconduct shall include, but not be limited to, striking (e.g., kicking, hitting, throwing objects at), or attempting to strike an official, coach, player or spectator.

c. Repeat violations by an individual, team or institution will subject them to increasingly greater penalties.

10. Procedure

a. Incidents that may involve violations of these standards must be immediately reported to the president and the director of athletics of the involved member institution and the Commissioner.

b. The director of athletics must immediately review the incident to determine whether these standards have been violated.

c. As soon as possible, but no later than 48 hours or prior to the next competition, whichever is first, the director of athletics must advise the Commissioner in writing of the finding and specific disciplinary action, if any, imposed by the institution. A copy must go to the institution's president and faculty representative.

d. The Commissioner must promptly review the incident and action taken, and make a determination regarding whether additional penalties should be imposed. The Commissioner will notify the institution of any directive with additional penalties accordingly.

e. Penalties must be imposed prior to the next competition.

f. Subject to the right of appeal established in Section 10 below, each member institution must comply with all written directives issued by the Commissioner.

g. The Commissioner and athletic director may designate another member of their respective staffs to act on their behalf, and the Commissioner shall have the authority to waive the timing requirements set forth above.

11. Right of Appeal

a. Any member institution shall have the right to appeal any directive of the Commissioner to the Council of Presidents' Executive Committee. To properly appeal a directive, the member institution must submit a written statement to the Conference office within 24 hours of receipt of the directive. The appeal should include the nature of the institution's objections to the proposed directive, supporting information, and the actions, if any, that the institution contends should have been taken or required by the Commissioner in the directive at issue.

b. The Commissioner shall promptly notify the Executive Committee and provide them with the institution's appeal materials, a summary of the directive, and supporting information.

c. The Executive Committee may affirm, modify or set aside the directive with or without affording the appealing institution a formal or informal hearing. All decisions by the Executive Committee shall be final.

d. If the Executive Committee finds that the appeal was made without basis, and determines that it was done in an effort to gain competitive or other advantage, it shall have the power to impose a fine to the institution no less than $5,000 and no greater than $50,000.

e. An Executive Committee member from the institution making the appeal shall be recused from hearing the appeal.
UNIVERSITY HIRING POLICIES

EQUAL OPPORTUNITY POLICY
The Department of Athletics is an equal opportunity employer. Our policy is to grant equal employment opportunities to qualified persons without regard to race, color, creed, national origin, ancestry, sex, age, sexual orientation, disability, veteran’s status, marital status, and other categories protected by federal, state, or local law. The Athletic Department will provide equal opportunities in promotion, wages, benefits, and all other privileges, terms, and conditions of employment.
A recognized need exists to increase the pool of qualified minority and women candidates for administrative, coaching and staff positions. To assist in this effort, the Department of Athletics will utilize sources such as the National Association of College Directors of Athletics (NACDA), the Black Coaches Association (BCA), the National Association of Collegiate Women Athletic Administrators (NACWAA), Women’s Sports Services, LLC, and any other recognized professional organization.

HIRING POLICIES
Approval to Hire - The Personnel Request Form (PRF): PAPERLESS PRF (requisition) and PIN (hiring) PROCESS

NEPOTISM POLICY:
Applicants will not be hired and employees will not be promoted or transferred:
(1) into the same department, administrative or academic, in which a relative is already employed or
(2) into a position in which the direct supervisor of that department is a relative.

ALL STAFF AND NON-UNION POSITIONS:
• Postings for all staff and non-union positions will be for 10 business days (14 days from day of posting) with the posting to close automatically at that time.
• The Hiring official needs to review all applicants and update the status of each online.
• The Human Resources department monitors to determine EEO compliance.
• If additional applicants are required, Human Resources will repost for an addition 10 business days (14 days from day of posting) with the posting to close automatically at that time.
• If after reposting a third/fourth/etc. time, the above process will prevail.

SALARY GUIDE FOR ALL STAFF AND NON-UNION POSITIONS:
• Salary will be posted as approved on PRF or commensurate with experience.
• Hiring official will determine the actual salary.

UNION STAFF POSITIONS:
• The posting will state: "Internal Union Applicants Only" for 10 business days (14 days from day of posting).
• Human Resources will review to determine if any Union applicants have priority for the position and will notify the hiring official.
• If no Union applicant is hired, the position will be reposted to include external applicants and the procedures for all staff (see above) will be followed.

SALARY GUIDE FOR UNION STAFF POSITIONS:
• The minimum weekly salary will be posted for grade level of the posted position.
ONLINE PROCESS

- The Hiring Official will be required to log into the Human Resources website at http://jobs.fdu.edu/hr using his/her webmail user name and password.
- Next the Hiring Official will open the online PRF (requisition) and complete all required fields.
- Next the Hiring Official will be forward this PRF online form to the Human Resources Employment Administrator who will complete the requisition and forward it to the next level in the approval process.
- His/her electronic signature will be generated.
- The Hiring Official will determine if any external advertising will be required for the search. All departments are responsible for incurring the cost of external advertising.
- Human Resources must approve all classified advertisements and will make the appropriate arrangements to place the ad.
- At the end of the online approval process, the approved PRF (requisition) is forwarded to the Human Resources Employment Administrator for posting.

THE HUMAN RESOURCE EMPLOYMENT ADMINISTRATOR RESPONSIBILITIES:

- Post the job on the Fairleigh Dickinson University’s employment site.
- Automatically post all positions with the New Jersey Higher Education Recruitment Consortium (NJ HERC) web site, HigherEdJobs web site, and NJ Job Central web site.
  - No cost is incurred to the individual department for advertisements placed with these sources.
- Post the classified advertisements in the external sources indicated by the department.
- The Human Resources department has implemented an enhanced online employment application system in order to automate many of the paper-driven aspects of our former process.
- Upon HR posting your position request, you will receive an email message advising you of the posting.
- Login to the HR Employment website at http://jobs.fdu.edu/hr.
- To view the details of your posting click on the title of the posting.
- If your job request involves committee review, you must advise the Employment Administrator at 2705 to have a special account set up that can be used by members of the review committee to log into the system and view the Applicants for the job posting.

ALL APPLICANTS

- In order to apply for a position, applicants will be required to complete an online “Application for Employment” or a “Faculty Profile” which will be submitted with the required documents.
- All applicants must apply for all positions through the fdu.edu employment site.
- The HR Job Posting System automatically emails the applicant an acknowledgement that their resume has been received and that the Hiring Official will contact only those individuals to be interviewed.

HIRING OFFICIAL’S GUIDE

The following procedures are in effect for all new hires in the Athletic Department:

1. When positions are advertised, all resumes are to be completed online and posted on the Human Resources (HR) office website.
2. When received, the resume will be logged in and an acknowledgement card sent to the candidate. The resume will be forwarded to the Athletic Department for consideration.
3. Human Resources will be responsible for ensuring all new hires complete the necessary employment forms including: W-4, I-9 and data collection forms. These forms are to be completed on the first day of employment in the Human Resources offices.

ADHERENCE TO NCAA AND FDU RULES AND REGULATIONS
Coaches and staff members are expected to adhere to all NCAA, NEC rules and regulations and Fairleigh Dickinson University policies and procedures and to exercise due diligence to assure that players and staff members comply with same policies. Staff members found to be involved with deliberate, willful and/or unintentional violations of NCAA, Northeast Conference and/or University policies and regulations may be suspended for a period of time, without pay, or terminated.

PART-TIME EMPLOYEES
Fairleigh Dickinson University’s Automobile Liability Insurance does not currently extend coverage to “Volunteers” who drive an owned, leased, or rented University vehicle. The University’s automobile insurance will not provide contributory or excess coverage for the Volunteer’s personal automobile liability coverage when a volunteer uses his or her personal automobile on University business. The University’s automobile liability insurance will allow and not exclude coverage for a volunteer or a student who is designated to drive a University vehicle for a brief period with regard to extreme situations such as a medical emergency. The medical emergency exception can only apply if permission to operate is extended in writing with specificity as to the origination and destination of the emergency trip by a supervisor or manager from the FDU Athletic Department and no other Fairleigh Dickinson University staff member or faculty member is available to drive.

HIRING PROCEDURE FOR GRADUATE ASSISTANTS
The Athletic Director is responsible to appoint the Graduate Assistant to their position. Following the appointment, the Athletic Department requires the following procedure and paperwork be completed.

1. A background waiver will be filled out by the Graduate Assistant and sent to Human Resources.

2. Upon a satisfactory background check the Graduate Assistant will then receive a contract from the Athletic Department as per University guidelines.

3. The Athletic Director, the Graduate Assistant, and the supervisor of the Graduate Assistant are all required to sign the contract.

4. The Athletic Director, the Graduate Assistant, and the supervisor of the Graduate Assistant, and the Human Resources Department will be provided with a copy of the signed contract.

5. Student Personnel Information Notice Form Credit will then be filled out for the Graduate Assistant and sent to the Provost Office for signature.

6. The Graduate Assistant must prepare the following forms to be sent to the Human Resources Department:
   a. I-9 form (either a passport or driver’s license and social security card need to be shown at the time the form is being filled out) and a copy of each need to be attached to the I-9 form.
   b. W-4 form for tax purposes
   c. Confidentiality Agreement
NEW HIRES TASK LIST:
HEAD AND ASSISTANT COACHES

- New coaches must be certified in first aid and adult CPR and AED prior to their first day on the job.
- If coach does not possess prior certification they must contact a local Red Cross affiliate to arrange to enroll in a class.
Appendix 1 – Athletic Advisory Committee

ATHLETICS ADVISORY COUNCIL BYLAWS

ARTICLE I: NAME
The name of this body shall be the Fairleigh Dickinson University Athletics Advisory Council (AAC).

ARTICLE II: PURPOSE
The purposes of the Athletics Advisory Council are as follows:

- To serve as the principal campus-wide advisory body for the athletic program of the Metropolitan Campus of Fairleigh Dickinson University;
- To foster dialogue and participation in the review of policy and oversight regarding the athletic program;
- To review compliance with NCAA operating principles in regard to institutional control, academic and fiscal integrity, gender, ethnic and racial equity, and student-athlete welfare;
- To serve as the body that reviews the rules compliance program and to serve as the authority outside the athletics department in conjunction with the University Internal Auditor.

ARTICLE III: MEMBERSHIP
Membership of the Athletics Advisory Council shall include, but not be limited to:
the Faculty Athletics Representative, the Vice President for Enrollment Management, The Director of Alumni Relations, the Dean of Students, the Director of Athletics, the Associate Athletic Director for Compliance and Academics, the Associate Athletic Director for Administration, the Assistant Athletic Director for Facilities, Operations and Sports Medicine, the Assistant Athletic Director for Marketing and Development, the Assistant Athletic Director for Academic and Student-Athlete Support Services, the Director of the Fitness Center, an alumnus a member of the Board of Trustees, the President of SAAC and the Director of Financial Aid Operations.

The University Internal Auditor shall be an ex-officio member of the AAC.
The members of the Athletics Advisory Council shall be appointed by the Campus Provost and the AAC shall report to the Provost.

ARTICLE IV: OFFICERS
The Faculty Athletics Representative shall chair the Athletics Advisory Council.
The AAC shall designate one person to serve as the Vice-Chair and one person to serve as the recording secretary. The Vice-Chair will serve as the chair in the event of any absence of the FAR.

ARTICLE V: MEETINGS
The AAC shall meet a minimum of twice a year. Normally meetings will be held in June and January.
A majority of the voting members of the AAC shall constitute a quorum

ATHLETIC APPEALS COMMITTEE
1. The Athletic Appeals Committee (Reports to the Athletics Advisory Council Chair)
   a. Purpose and goals:
      (1) To hear appeals brought forth by current and/or former student-athletes regarding athletic grants and transfers.
      (2) To hear other categories of appeals as deemed appropriate for this committee regarding student-athletes.
      (3) To enable the University to be in compliance with NCAA Bylaws 14.5.5.3.11(d) and 15.3.5.1.1, which mandate such a committee.
b. **Charge:**
   
   (1) To provide the opportunity for appeal for the student-athlete.
   
   (2) To render a final decision regarding the appeal and communicate its decision in writing to all involved parties.
   
   (3) To inform the Athletic Policy Committee of any actions by this committee.
   
   (4) To develop written procedures as to how this committee will perform its functions.
   
   (5) To receive summaries of all actions taken by the Athletic Department regarding transfers and reduction of aid.

c. **Membership:**
   
   (1) Faculty Athletic Representative, University Director of Financial Aid Operations and the Assistant Director of Financial Aid
   
   (2) A member(s) of the Athletic Department may address the committee but has no voting powers.
   
   (3) This committee shall report directly to the Athletics Advisory Council.

d. **In-person meetings:**
   
   (1) To be arranged, if necessary when the student-athlete has filed an appeal to the Athletic Director.
Appendix 2 – Academic Athletic Review Board

AARB Purpose and Bylaws
August 2019

Article I Purpose
The Athletics Academic Review Board (AARB) is designed specifically to review all student-athletes’ grades. The review is conducted at the conclusion of the fall and spring semesters. Any student-athlete with a semester or cumulative grade point average below 2.00 will come under review by the AARB.

The purpose of this review is to assess student-athletes’ academic performance and progress, formulate a developmental plan to correct deficiencies and ensure future academic success. At the end of each semester the AARB will notify any student-athlete with a semester or cumulative grade point average below 2.00. Student-athletes may then be required to meet in-person with the AARB. Within five (5) business days after the meeting, the student-athlete will receive a letter from the AARB detailing a corrective plan of action for the upcoming semester. Possible sanctions by the AARB include mandatory meetings with academic officials, strict monitoring of class attendance, faculty progress reports, mandatory participation in the academic achievement program and potential athletic sanctions.

At the annual compliance meeting, the Associate Athletic Director for Compliance and Academics and/or the Assistant Athletic Director for Academics & Student-Athlete Support Services will inform student-athletes and coaches of the purpose of the AARB and their responsibility for achieving academic success.

Article 2 Membership
The voting members of the Athletics Academic Review Board include (1) NCAA Faculty Athletics Representative (chair of Board), (2) Director of Athletics, (3, 4, 5) One faculty member from each of the colleges within the Metropolitan campus (Petrocelli, Silberman and University). The non-voting members of the board to provide background information and further insight may include (6) Senior Woman Administrator (7) Associate Athletic Directors, (8) Assistant Athletic Director for Academics, (9) Assistant Director for Student-Athlete Support Services and (10) Metropolitan Campus Deputy Campus Executive

1. Membership of non-faculty members is determined by position and need of information.
2. Membership of faculty members is determined by the following:
   a. In consultation with the Chair, faculty members are selected by the Dean of each Metropolitan campus college.
   b. Term limits will be four years in duration. Reappointment of faculty members will be determined by each college Dean. Reappointment rotation will be as follows:
      i. Petrocelli College – four years from 2013.
      ii. Silberman College – five years from 2013.
      iii. University College – six years from 2013.
   c. Faculty members will be full time employees.

Article 3 Responsibilities
Members of the Athletics Academic Review Board are responsible for holding the academic integrity of the institution in the forefront in reviewing student-athletes’ academic progress. All members are to maintain confidentiality within the Board in regards to any and all cases of student-athletes. Board members should keep conversation regarding student-athletes within the AARB meetings.

A. Responsibility of non-voting members
   a. Attend and participate in meetings to ensure the academic progress of student-athletes is being held accountable.
   b. Provide information, historical background, NCAA and University rules and regulation knowledge to ensure compliance with University and NCAA standards.

B. Responsibility of voting members
a. Attend and participate in meetings to ensure that the academic progress of student-athletes is being held accountable.
b. Make decisions based on best interest of student-athletes’ academic progress.
c. Discuss possible additional/alternative scenarios for academic plans.

C. Responsibility of Chairperson
   a. Coordinate and schedule meetings as needed.
      i. Mandatory meetings include:
         1. Meetings within one (1) month after final grades are posted (prior to beginning of next full semester) to review cases of student-athletes below 2.0 semester or cumulatively.
         2. Meetings with student-athletes who the AARB requests to see PRIOR to the semester or within the first ten (10) days of the following semester if student-athletes are not available.
            a. Meetings can be multiple days.
            b. Committee should meet with student-athletes, when possible, PRIOR to the start of the following semester.
         3. Student-athletes under consideration for sanctions will automatically appear before the AARB.
   b. Coordinate and schedule additional/requested meetings.
      i. Any member of the board may request a meeting to discuss issues at any point.
      ii. Requests should be put in writing to the Chairperson/FAR.
   c. Complete and ensure distribution of sanction letters to student-athletes within five (5) working days after the AARB has made a decision.
   d. Coordinate with Associate Athletic Director for Compliance/Academics additional development plans/sanctions for those not following guidelines as prescribed by sanction letter.
      i. Ensure the developmental plans are followed through with coach, student-athlete and team administrator.
      ii. Determine additional sanctions in the event of non-compliance.
      iii. Communicate with the AARB decisions rendered.

D. Responsibility of Athletic Director
   a. Ensure compliance with coaching staff, team administrators and student-athletes.
   b. Communicate with Metropolitan Campus Provost Office when necessary.

E. Responsibility of Assistant Athletic Director for Academics
   a. Compile academic transcripts and synopsis of student-athlete academics for initial AARB and follow up meetings.
   b. Maintain records of meetings, student-athletes seen and previous appearances.
   c. Alert AARB chair of any issues in the immediate semester following review.
   d. Distribute sanction letters to student-athlete.
   e. Maintain a historical record of sanctions and letters.

Article 4 Sanctions/Voting
The AARB is invested in maintaining good academic performance within the student-athlete community. The AARB may determine a myriad of sanctions/academic improvement plans for each student-athlete after reviewing and meeting with them. The Board may also speak with coaches and other personnel they view as important to establishing the most effective corrective plan going forward. With each student-athlete having a different situation, a vote from the board to establish the improvement plans/sanctions is necessary.

A. Voting will take place individually based on each student-athlete’s case.
   a. Each voting member receives one vote.
b. To carry a vote, at least three votes are necessary.
c. In the case of a tie, the non-voting members are allowed to vote to break the tie.
d. The Chairperson will ask for a vote after each student-athlete appearance specifying the sanction/academic improvement plan prior to the vote.

B. Sanctions/Academic Improvement Plans are determined by the Board on an individual basis.
   a. A guideline of sanctioning/program improvement plans is provided (see document 1).
   b. Additional/alternative sanctions/program improvement plans can be discussed and agreed upon by committee members.
   c. Academic Improvement plans/sanctions are communicated in writing from the Chair within five (5) business days of the meeting.
Appendix 3 – Exit Survey
Directions: Please read each question carefully. Answer the question by choosing the most appropriate response or by typing your response in the text box.

1. What is your sex? Male or Female

2. Are you domestic or international?

3. What was your sport(s)?

4. When did you first enroll at FDU? Dropdown box for them to select.

5. What is your ethnicity? Drop down box with choices.

6. Which of the following best describes your financial aid status as a student-athlete? Drop down box with choices such as full athletics scholarship, partial, academic, no scholarship, etc.

7. How many years have you been a member of the team? (circle one) 1yr 2yrs 3+years

8. Did you come as a freshman or a transfer student?

9. Were you recruited? Yes ________ No ________

10. Were you on athletics scholarship? Yes ________ No ________

11. How many years did you receive an athletics scholarship? __________

Survey Questions
1. What factors led to your decision to attend Fairleigh Dickinson University?
2. Given your experience thus far at FDU, would you do anything differently if you had the chance?
3. What personal traits and/or characteristics have you gained from your athletic experience that can assist you in achieving your future goals?
4. How many hours per week, on average, would you estimate that you engaged in athletically related activities during the season? __________ Out of season? __________ Do you feel this amount of time was adequate? ______ Not enough? ______ Too much? ______
   Note: training room and academic requirements (study hall) are not included.

5. Was your practice and competition schedule ever a hindrance to you academically? ____________ Socially? ______. Why?
   Was this: rare? ________ occasionally? ________ often? ________ Why?

6. Was the coaching staff understanding when your academic obligations conflicted with your athletic commitment? If no, please explain:

7. Have your experiences as a varsity athlete at FDU been what you expected them to be?

8. If you could change anything in your sport, what would it be? Please explain.

9. Did your coach(es) and the institution fulfill the commitments made to you in the recruiting process? If yes, how so? If no, what was not done?
10. What type of changes do you feel would be beneficial for the overall intercollegiate athletics program?

11. Do you feel you reached your athletic potential while enrolled as a student athlete? Yes or No
   If no, please explain:

12. Did the coaching staff treat you as an individual?

13. Were the athletic administrators (Director of Athletics, Compliance, Academics, etc.) available to you if you needed them?

14. Please comment on the support you received from the following areas (if any)?
   A. Sports Medicine/Athletic Training – please comment on each of the following:
      1. Who did you mostly interact with in the Athletic Training Room?
      2. Do you feel that the athletic trainer provided you a comfortable and professional environment?
      3. Do you feel that the athletic trainer addressed your concerns about injury/illness?
      4. Do you feel that the athletic trainer explained injuries and options?
      5. Do you feel that the athletic trainer provided a plan of care that resulted in return to activity?
      6. What was your overall experience with the athletic trainer?
      7. Additional comments?

   B. Strength & Conditioning – please comment on each of the following:
      1. Was the Strength and Conditioning coach available for all student-athletes?
      2. Do you feel you received proper instruction and supervision in weight room by the assigned Strength and Conditioning Coach?
      3. Did your in-season and out-of-season program have clear individual goals?
      4. Did the Strength and Conditioning program meet your expectations of personal development as an athlete?
      5. Condition and maintenance of facilities?
      6. Additional comments?

   C. Academic Advising:
      1. University-wide (faculty advisors/registrar, etc.) Did you use them, were they helpful? Why or why not?
      2. Academic and Student Athlete Support Services (ASASS)
         Name of academic advisor worked with most often: ________________________
         a. How often did you see your advisor (circle one)?
            Once a week    Once a Month    Only during Priority or to add/drop classes
         b. Were you ever required to complete study hall hours?
         c. Was the academic advisor assigned to your team helpful?
         d. Did you use tutors? If yes, were they helpful?
         e. Do you feel that you received the academic support needed to succeed? If no, why not?
         f. What would you change, if anything about the SASS?

   D. Equipment/Facilities/Travel:
      1. Was your equipment available for you (practice gear, uniform, etc.) in a timely manner?
      2. Were the facilities adequate for your team’s sport? Why or why not?
      3. Was the travel conducive to limiting missed class and preparing you for your game appropriately?

   E. Promotions and Marketing:
      1. Did you take part in any promotion/marketing on behalf of the athletic department?
      2. Did you take part in any fundraising as part of your team? If so, what?

   F. Compliance
      1. To the best of your knowledge, did you fully understand and abide by NCAA, Conference, and Institutional regulations? _____ Did your teammates? _____ Did your coach(es)? _____
      2. Have you or another student-athlete you know participated in gambling activities during your career as a student-athlete at FDU? If yes, please explain?
      3. Did you participate in the Student-Athlete Advisory Committee (SAAC) and any of their programs? (Safety Program, Community Service at senior center, Burgundy/Blue games, etc.)
4. Were you provided meal money or meals as detailed on your sign off sheets ($29/weekday, $24/weekend)? Please add additional comments.
5. How did you feel about reporting CARA hours through Jump Forward?

G. Programming
1. What programs/speakers for student-athletes did you like or did you not like as it related to alcohol/nutrition, financial management, etc.?
2. What types of programs/presentations do you think would be helpful in the future?
3. How can the athletics department assist you in your career objectives?
Appendix 4 – End of Season Survey

Sport: ________________________ Sex (circle one): Male Female

Level of Athletic Participation (circle one):

Starter/Primary Player Frequent Reserve Limited Reserve Rarely Played/Did not compete

Thank you for taking the time to complete this Student-Athlete Survey regarding your experiences as a student-athlete (s/a) at FDU. Your responses will be CONFIDENTIAL. Administration will review and use this information in evaluating and improving the student-athlete experience. We ask that you be honest and open.

Using the following scale, please rate your experiences for your most recent competitive season.

**RATING:**

**Outstanding** Exemplary performance in all areas.

**Exceeds Expectations** Surpasses the standards and performance expectations in many important areas.

**Meets Expectations** Good performance. Consistently meets standards and performance expectations in important areas.

**Below Expectations** Performance does not meet expectations in some important areas; below expected levels. Improvement needed.

**Unsatisfactory** Performance falls below expectations in many areas. Substantial improvement critical.

*If mark Below Expectations or Unsatisfactory, please write comments in the box below the area*

<table>
<thead>
<tr>
<th>STRENGTH &amp; CONDITIONING (S &amp; C)</th>
<th>Outstanding</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations *Please provide comments</th>
<th>Unsatisfactory *Please provide comments</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Availability of weight room and staff.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Utilization of safe, effective and current training techniques.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Condition and maintenance of facilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Instruction and supervision of s/a in weight room.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Development of off-season programs with clear individual goals.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Development of individual strength and conditioning program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Demeanor of strength and conditioning coach during sessions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Ability to modify individual strength and conditioning programs based on injury restrictions or limitations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Ability to work with athletic training staff effectively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Ability to work with coaching staff effectively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide comments in the box below in relation to Strength and Conditioning positives and improvements to be made.
### ATHLETIC TRAINING/SPORTS MEDICINE

<table>
<thead>
<tr>
<th></th>
<th>Outstanding</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
<th>Unatisfactory *Please provide comments</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide comments in the box below in relation Athletic Training/Sports Medicine positives and improvements to be made.

### ACADEMIC SERVICES

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide comments in the box below in relation Academic Services positives and improvements to be made.
<table>
<thead>
<tr>
<th>COACHING STAFF</th>
<th>Outstanding</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations *Please provide comments</th>
<th>Unsatisfactory *Please provide comments</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academics (emphasizes importance of education, accommodating to school demands, committed to academically achieving)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Level of coaches support of personal development of student-athlete outside of athletics.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Level of commitment displayed by coaching staff to adhere to NCAAA, conference and institutional rules.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Practice management (drills, effective use of time, explanation, balance of practice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Skill development (conditioning, 1-on-1 work, feedback, instruction)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Competition/Strategy (articulated strategy for each competition, in-game adjustments, effective motivation, understands sport a high level, communicates in game)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Interpersonal Qualities (approachable, transparent in decision making, care for s/a, builds team chemistry, expectations articulated, provides constructive feedback, receives feedback well)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Works well with support systems (academic advisor, compliance, athletic training, strength/conditioning)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Level of trust</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Ability to communicate effectively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Level of approachability and understanding of s/a concerns (mental, emotional, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Commitment to communicate and demonstrate team culture.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please provide comments in the box below in relation Coaching Staff positives and improvements to be made.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMINISTRATION</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Availability of athletic administrative staff for assistance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Overall conduct of administrative staff regarding student-athletes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Education of NCAA rules and regulations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Awareness of faculty athletics representative designee and his/her role in administration of athletics department.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Support from Administration (attends games, supportive of academic pursuits)  

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

6. Access to sport-specific nutrition literature, webpages and handouts

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

7. Access to individualized nutrition counseling and guidance.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Please provide comments in the box below in relation to Athletic Administration positives and improvements to be made.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

*Please provide a brief explanation for ratings of Unsatisfactory or Below Expectations in the “Comments” section.*

Did you participate in SAAC (Student-Athlete Advisory Council)  
Yes  No

Did you participate in SAAC sponsored activities (ex, Burgundy/Blue games, Tailgates, Senior Center Outreach)?
Yes  No

What topic would you like to see being offered at future mandatory speaker events? (e.g. alcohol use/abuse, money management, mental health, nutrition and wellness, etc.)

____________________________________________

Do you have other suggestions for future community service projects or programs for SAAC?

____________________________________________

____________________________________________

____________________________________________

____________________________________________

____________________________________________

Please give an overall assessment of your season.

____________________________________________

____________________________________________

____________________________________________

____________________________________________

____________________________________________

Please describe your experience with meal money, transportation, missed class time, weekday scheduling and workload, hours of practice/competition weekly, etc.
Please give an overall assessment of the Head Coach as it relates to sport knowledge, practice, preparation, care for the student-athlete, availability, communication, academic support, etc.

Please use this space to comment on any particular strength(s) or concern(s) that the institution or Sport Supervisor should address concerning your team:

Should you wish to discuss anything further with your sport administrator, please provide your name, email address and cell number. This is completely OPTIONAL!

Name:________________________________________ Email:________________________________________

Cell Phone:____________________________________

Thank you for taking the time to complete and return this survey.
The results will be used to better serve student-athletes at Fairleigh Dickinson University.
Appendix 5 – Academic Integrity Agreement

Student-Athlete Academic Success Program
Academic Integrity Agreement

As a student-athlete at Fairleigh Dickinson University, I will uphold the University and Athletic Departments’ core value of academic integrity. I realize, as a member of this University, the importance of an education and will not risk academic integrity to gain an edge. I will not compromise my academic standing or the reputation of this institution for personal gain.

Student-athletes are expected to adhere to the University academic integrity policies written in the FDU Undergraduate Catalogue. Such acts as cheating, fabrication, plagiarism, or the facilitating of academic dishonesty will not be condoned. Student-athletes are expected to uphold academic integrity and are responsible for their own academic success.

I accept responsibility to attend class, arrive on time, and always represent the Athletic Department in a positive manner in the classroom and with my instructors. I promise that I will not engage in, knowingly conceal, nor promote cheating, plagiarizing, or any action that constitutes academic fraud.

The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found responsible for violating the policy on Academic Integrity shall be subject to both academic and disciplinary sanctions. Violations of the policy on Academic Integrity include, but are not limited to, the following:

1) Cheating
Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination or exercise.

2) Fabrication and Falsification
Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

3) Plagiarism
Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.

4) Abuse of Academic Materials and/or Equipment
Destroying, defacing, stealing, or making inaccessible library or other academic resource material.

5) Complicity in Academic Dishonesty
Helping or attempting to help another student to commit an act of academic dishonesty.

6) Falsifying Grade Reports
Changing or destroying grades, scores or markings on an examination or in an instructor's records.

7) Misrepresentation to Avoid Academic Work
Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid timely submission of academic work or to avoid or delay the taking of a test or examination.

I recognize that as a student-athlete under NCAA rules and regulations I have an additional set of expectations that apply to me as stated in the NCAA Compliance Manual. As a student-athlete, I cannot receive any additional benefits (i.e., typing of any materials, use of an automobile, purchasing an item, loaning of money...) as defined by the NCAA.

I further acknowledge my understanding of the regulations set forth and that by signing this document, I agree to abide by all of them. Failure to abide by these regulations will be cause for University disciplinary action.
FAIRLEIGH DICKINSON UNIVERSITY
EMERGENCY ACTION PLAN – TEANECK/FIELD HOUSE

Athletic Coverage:

For all FDU athletic events, an Athletic Trainer must be present. Coaches should have their respective Athletic Trainer’s cell phone number. The Field House Training Room number is (201) 692-2246.

Steps that need to be taken in the event of a severe or catastrophic injury:

1. Athletic trainer on site must protect athlete from further injury
2. Have coach or staff member activate EMS by dialing 9-1-1. Be prepared to give the following information:
   • Your name and phone number you are calling from
   • Nature of the Emergency: What happened? How severe? What care are they under at that moment?
   • Location: SOCCER/BASEBALL FIELD OFF OF COVE ROAD, TEANECK NJ 07666
3. FDU ATC or facility staff must notify campus police of emergency by calling (201) 692-2222
4. Send someone (FDU staff or coach) to direct emergency responders to the appropriate location. Inform ambulance to pull right up to any fence/door as needed.
5. Hospitals to be transported to:
   • Orthopedic Injury: Englewood Hospital (201) 894 – 3440, 350 Engle St, Englewood NJ
   • Stitches or other: Holy Name Hospital (201) 833 – 3214, 718 Teaneck Rd, Teaneck NJ

Steps that need to be taken in the event of a serious injury that is not life-threatening:

1. Athletic Trainer on site must protect athlete from further injury
2. Splint as lies or provide the necessary equipment (crutches, sling, etc)
3. Coaching staff must transport athlete to the appropriate hospital (directions will be provided by FDU ATC)

FDU Field House Athletic Training Room (location): Field House Athletic Training Room is located on the right side of the building when entering the parking lot from River Road. (Northeast side of the building)

Emergency Equipment on Site: Medical and first aid equipment will always be on the sidelines of the games; they may be at the field house for practice. If ATC is not on site for practice, all FDU equipment and maintenance staff have access to Athletic Training Room.

Location of Phones: The only land lines available are located in the Athletic Training Room. You must dial 3 – 1 before entering the 10 digit phone number.

Location of AED: For games and practices, the covering ATC will have portable AED on them
Appendix 7 – Emergency Plan – Hackensack/Rothman Center

FAIRLEIGH DICKINSON UNIVERSITY
EMERGENCY ACTION PLAN – HACKENSACK/ROTHMAN CENTER

Athletic Coverage:

For all FDU athletic events, an Athletic Trainer must be present. Coaches should have their respective Athletic Trainer’s cell phone number. The Rothman Center Training Room number is (201) 692-9295.

Steps that need to be taken in the event of a severe or catastrophic injury:

1. Athletic trainer on site must protect athlete from further injury
2. Have coach or staff member activate EMS by dialing 9-1-1. Be prepared to give the following information:
   - Your name and phone number you are calling from
   - Nature of the Emergency: What happened? How severe? What care are they under at that moment?
   - Location: SOFTBALL FIELD OR GEORGE & PHYLLIS ROTHMAN CENTER
   100 UNIVERSITY PLAZA DRIVE, HACKENSACK NJ
3. FDU ATC or facility staff must notify campus police of emergency by calling (201) 692-2222
4. Send someone (FDU staff or coach) to direct emergency responders to the appropriate location. Inform ambulance to pull right up to any fence/door as needed.
5. Hospitals to be transported to:
   • Orthopedic Injury: Englewood Hospital (201) 894 – 3440, 350 Engle St, Englewood NJ
   • Stitches or other: Holy Name Hospital (201) 833 – 3214, 718 Teaneck Rd, Teaneck NJ

Steps that need to be taken in the event of a serious injury that is not life-threatening:

1. Athletic Trainer on site must protect athlete from further injury
2. Splint as lies or provide the necessary equipment (crutches, sling, etc)
3. Coaching staff must transport athlete to the appropriate hospital (directions will be provided by FDU ATC)

Rothman Center Athletic Training Room (location): From the Rothman Center lobby, facing equipment room (back to front doors) – go through double doors on right and ATR is the third door on the left.

Emergency Equipment on Site: Medical and first aid equipment will always be on the sidelines of the games and in the Training Room for practice. If ATC is not on site for practice, all FDU equipment and maintenance staff have access to Athletic Training Room.

Location of Phones: The only land lines available are located in the equipment room desk in main hallway and in the athletic training room. You must dial 3 – 1 before entering the 10 digit phone number.

Location of AED: There is an AED located on the wall in the Gym, to the left of the concession stand. For games, covering ATC will have additional unit.
PROCEDURE TO TAKE A STUDENT-ATHLETE TO THE HOSPITAL IN THE EVENT OF EMERGENCY

In the event a situation arises in which a Student-Athlete needs to go to the ER, a COACH should take him/her. The following is a list of steps which should be taken in order to help expedite the process and make it as smooth and easy as possible for all involved.

1. Prior to leaving campus, meet with the Athletic Trainer and get all paperwork
   a. Personal Insurance card
   b. FDU Athletic Insurance Claim Form
   c. Directions/address to hospital

2. Be sure to exchange cell numbers of ATC in charge – if you do not already have it

3. The best option for hospitals is Englewood (350 Engle St, Englewood, NJ 07631). This is the hospital our doctors work out of so they will be able to get the results quicker and easier than if you went to another hospital. If you simply need stitches, you may go to Holy Name Hospital (718 Teaneck Rd, Teaneck, NJ 07666).

4. Stay with Student-Athlete through entire process. **Do not leave student-athlete alone at the ER!!**

5. Call or text the covering ATC with updates as you go through the stages of the ER process. (ie - seen by medical personnel, having test done, status, discharged or admitted, back to campus, etc).

6. Once finished at the ER and the Student-Athlete has been discharged, immediately return to the Training Room with the following paperwork:
   a. Complete Discharge papers
   b. Copies of all medical tests done at the ER (e.g. – blood work, CT scan report, x-ray report....)
   c. Referral for further testing
   *If you come back from the ER after normal ATR hours and no ATC is present, leave all paperwork in the ATC mailbox. If a prescription was given, make a copy of the prescription to leave with the paperwork, so the Student-Athlete may fill the prescription without delay.

7. All paperwork must be returned before the Student-Athlete may be permitted to participate in any team activity. Once the paperwork is returned, it will be reviewed by Dr Borkowski for final clearance. **NO STUDENT-ATHLETE CAN PARTICIPATE WITHOUT DR BORKOWSKI’S APPROVAL. HE IS OUR TEAM DOCTOR AND IS ULTIMATELY RESPONSIBLE FOR THE Student-Athlete.**
Appendix 9 – Concussion Management Policy (Modified)

PRE-SEASON EDUCATION:
- The Athletic Trainers, Team Physician and Director of Athletics review and sign the policy annually
- All Student-Athletes and coaches must attend an annual medical start-up meeting prior to that team’s first sanctioned practice or participation. All participants must watch the required video and sign the required document.

PRE-PARTICIPATION ASSESSMENT:
- The initial Pre-Participation Evaluation form includes comprehensive questions relating to previous concussion history.
- Pre-Participation Baseline Testing (SCAT 3 and Impact) for ALL INCOMING STUDENT-ATHLETES
- Team Physician determines pre-participation clearance and/or need for additional consultation or testing.
- Pre-Participation Baseline ImPACT testing is repeated for all 3RD and 5th year Student-Athletes playing the following CONTACT sports: Men’s & Women’s Soccer, Men’s & Women’s basketball, Women’s Volleyball, Men’s Baseball, Women’s Softball, Men’s & Women’s Pole Vault

RECOGNITION AND DIAGNOSIS OF CONCUSSION:
Medical personnel with training in the diagnosis, treatment and initial management of acute concussion must be “present” at all NCAA varsity competitions and “available” at all NCAA varsity practices in the following contact/collision sports: basketball, soccer, pole vault. By NCAA definition, “Present” means on site at the campus or arena for competition and “available” means at a minimum, can be contacted at any time during the practice via telephone, messaging, email or other immediate communication means whereby immediate arrangements can be made for the athlete to be evaluated. (**New Mandate and Language as of 05/2017**)

Any Student-Athlete with signs/symptoms/behaviors consistent with concussion is removed from practice or competition immediately. At that time, they are evaluated by an FDU Athletic Trainer using a SCAT 3 test. Neurological exam and clinical assessment for cervical spine trauma, skull fracture and intracranial bleeding is done as well.
If there is suspicion of a head injury or any deficits reported on the SCAT 3 assessment, the Student-Athlete is disqualified from all sport participation including strength & conditioning for a minimum of 24 hours. The Head Coach and Strength & Conditioning Coach are both notified as to the change in status: OUT, NO ACTIVITY UNTIL FURTHER NOTICE. An appointment with the Team Physician is scheduled as soon as possible.

**POST-CONCUSSION MANAGEMENT:**
Emergency action plan is in place, including transportation for further medical care if necessary. Serial Evaluation and Monitoring is put in place: the Student-Athlete is provided with instructions relating to what to do in the event symptoms worsen. They are also educated on activities to avoid and additional home care. A roommate or teammate is assigned to watch over the Student-Athlete for the next 24-48 hours should their condition get drastically worse or need additional help. They are told to go to the ER if symptoms significantly worsen. They too are provided the concussion take home sheet.

The Student-Athlete must see the Team Physician before they resume any sport or conditioning activity, preferably as soon as possible. He/she is not to drive to the appointment; rather a ride from a coaching staff is secured for this appointment. A “referral” from which consists of questions for the doctor relating to the specific injury is developed by the Athletic Training Staff and provided to the Student-athlete to take to the doctor’s appointment. The returned referral, completed by the Team Physician, provides the medical diagnosis and plan of care.

Once the Team Physician deemed a concussion, the Head Coach, Strength & Conditioning Coach, Academic Advisor and designate Administrative Personnel are notified via email: THE ATHLETE IS OUT OF ALL ATHLETIC PARTICIPATION – INCLUDING WEIGHT ROOM – UNTIL TOLD DIFFERENTLY.

The Student-Athlete is seen daily in the Athletic Training Room for symptom check and update of status, documented by the Athletic Trainer. Student-Athletes with symptoms lasting +2 weeks are referred back to the Team Doctor for further assessment and/or to consider additional diagnosis and best management options.

Once asymptomatic, the Team Physician provides clearance and determines when the Student-Athlete may begin the return-to-play protocol. Their Athletic Trainer supervises the return-to-play protocol.

**STANDARD RETURN TO PLAY CONCUSSION PROTOCOL**
The Student-Athletes must be cleared by the Team Physician and asymptomatic for 24 hours in order to begin the Return to Play (RTP) Protocol. Symptoms are assessed by the Certified Athletic Trainer before and after each step of the RTP Protocol. If at any point, the Student-Athlete reports a return of symptoms, activity is stopped immediately and he/she is disqualified from activity for a minimum of 24 hours AND until he/she is asymptomatic. Once symptoms resolve, he/she must repeat the previous step again.

The 5-step Return-to-Play protocol is as follows:

- **STEP 1** – Light aerobic exercise without resistance training
- **STEP 2** – Sport-specific exercise and activity without head impact
- **STEP 3** – Non-contact practice with progressive resistance training
- **STEP 4** – Unrestricted training
- **STEP 5** – Return to competition
Upon clearance back to full participation, the Head Coach, Strength & Conditioning Coach, Academic Advisor and designate Administrative Personnel are again notified via email.

RETURN TO LEARN PROTOCOL AND GUIDELINES:

When a Student-Athlete is diagnosed with a concussion, the academic advisor is notified via email and the Student-Athlete is told: NO CLASSROOM ACTIVITY FOR THE REMAINDER OF THE DAY. The academic advisor will send an email to the Student-Athlete’s professors notifying them of the diagnosis and potential side effects and how they may affect classroom performance and behavior. A separate letter attachment is sent along with the email to educate the professors.

Upon evaluation, our Team Physician or Team Athletic Trainer will fill out an “Accommodations for Students with Concussions” form with specific accommodations for that particular Student-Athlete that the professors are asked to abide by. This form is given to the Student-Athlete as well as the academic advisor to ensure each professor receives the information and instructions. If necessary, the Student-Athlete is instructed to remain at home/dorm if they cannot tolerate light cognitive activity or to gradually return to the classroom/studying as tolerates. These accommodations may last for up to two weeks.

Student-Athletes who need accommodations for more than two weeks must be re-evaluated by the Team Physician and members of the multi-disciplinary team, as appropriate. Members of the multi-disciplinary team are as follows:

- Dr. Borkowski, Team Physician
- Team Athletic Trainer
- Team Academic Counselor
- Team Sport Administrator
- Craig Morton, Office of Disability Services Representative

When utilizing the multi-disciplinary team, the process is individualized based on the Student-Athlete’s condition and demands. Additional accommodations and recovery tools such as tutoring and cognitive therapy may be utilized as well as campus resources such as Learning Specialists, Office of disability services and the ADAAA office. This is done in compliance with the ADAAA.

Once the Student-Athlete is fully cleared by the Team Physician, one final email will be sent to the academic advisor and all professors notifying them of release from accommodations.

PROCEDURES TO REDUCE HEAD INJURIES:

While we realize that reducing head trauma may be difficult to quantify, it is important to emphasize ways to minimize head trauma exposure. Our management plan to minimize head trauma exposure includes:

- Educating coaches and Student-Athletes on safe play, proper equipment and proper technique
- Taking a ‘safety-first’ approach to sport
- Preventative head and neck strengthening with our Strength & Conditioning Coach
Appendix 10 – Warm Weather Policy

FDU
Sports Medicine
Warm Weather Policy

Heat Index under 95 degrees
- Provide ample water - athletes should be able to take in as much water as they want
- Optimal 10 minute water breaks every 30 minutes
- Ice down sponges/towels for cooling
- Monitor athletes carefully for necessary action

Heat Index 95-99 degrees
- Mandatory 10 minute water breaks every 30 minutes
- Otherwise, same as above
- Check temperature and humidity every 30 minutes to monitor increased heat index

Heat Index 100-104 degrees
- Same as above, including:
  - Alter uniform by removing items if possible
  - Allow for changes to dry T-shirts and shorts
  - Reduce time of outside activity

Heat Index above 104 degrees
- Stop all outside activity; stop all inside activity if air conditioning unavailable

Treating Heat Injury
- Remove athlete from heat/activity, bring to cooling area and provide plenty of water
- Notify Athletic Trainer and follow instructions of Athletic Trainers
- Athletic Trainer will Evaluate and determine status of athlete; Activate Emergency Action Plan if necessary; Continue re-cooling process as necessary; Determine if athlete may return to practice/game; Advise all as to status of athlete

<table>
<thead>
<tr>
<th>°F</th>
<th>40</th>
<th>45</th>
<th>50</th>
<th>55</th>
<th>60</th>
<th>65</th>
<th>70</th>
<th>75</th>
<th>80</th>
<th>85</th>
<th>90</th>
<th>95</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>105</td>
<td>100</td>
<td>95</td>
<td>90</td>
<td>85</td>
<td>80</td>
<td>75</td>
<td>70</td>
<td>65</td>
<td>60</td>
<td>55</td>
<td>50</td>
<td>45</td>
</tr>
<tr>
<td>108</td>
<td>103</td>
<td>98</td>
<td>93</td>
<td>88</td>
<td>83</td>
<td>78</td>
<td>73</td>
<td>68</td>
<td>63</td>
<td>58</td>
<td>53</td>
<td>48</td>
<td>43</td>
</tr>
<tr>
<td>106</td>
<td>101</td>
<td>96</td>
<td>91</td>
<td>86</td>
<td>81</td>
<td>76</td>
<td>71</td>
<td>66</td>
<td>61</td>
<td>56</td>
<td>51</td>
<td>46</td>
<td>41</td>
</tr>
<tr>
<td>104</td>
<td>99</td>
<td>94</td>
<td>89</td>
<td>84</td>
<td>79</td>
<td>74</td>
<td>69</td>
<td>64</td>
<td>59</td>
<td>54</td>
<td>49</td>
<td>44</td>
<td>39</td>
</tr>
<tr>
<td>102</td>
<td>97</td>
<td>92</td>
<td>87</td>
<td>82</td>
<td>77</td>
<td>72</td>
<td>67</td>
<td>62</td>
<td>57</td>
<td>52</td>
<td>47</td>
<td>42</td>
<td>37</td>
</tr>
<tr>
<td>100</td>
<td>95</td>
<td>90</td>
<td>85</td>
<td>80</td>
<td>75</td>
<td>70</td>
<td>65</td>
<td>60</td>
<td>55</td>
<td>50</td>
<td>45</td>
<td>40</td>
<td>35</td>
</tr>
<tr>
<td>98</td>
<td>93</td>
<td>88</td>
<td>83</td>
<td>78</td>
<td>73</td>
<td>68</td>
<td>63</td>
<td>58</td>
<td>53</td>
<td>48</td>
<td>43</td>
<td>38</td>
<td>33</td>
</tr>
<tr>
<td>96</td>
<td>91</td>
<td>86</td>
<td>81</td>
<td>76</td>
<td>71</td>
<td>66</td>
<td>61</td>
<td>56</td>
<td>51</td>
<td>46</td>
<td>41</td>
<td>36</td>
<td>31</td>
</tr>
<tr>
<td>94</td>
<td>89</td>
<td>84</td>
<td>79</td>
<td>74</td>
<td>69</td>
<td>64</td>
<td>59</td>
<td>54</td>
<td>49</td>
<td>44</td>
<td>39</td>
<td>34</td>
<td>29</td>
</tr>
<tr>
<td>92</td>
<td>87</td>
<td>82</td>
<td>77</td>
<td>72</td>
<td>67</td>
<td>62</td>
<td>57</td>
<td>52</td>
<td>47</td>
<td>42</td>
<td>37</td>
<td>32</td>
<td>27</td>
</tr>
<tr>
<td>90</td>
<td>85</td>
<td>80</td>
<td>75</td>
<td>70</td>
<td>65</td>
<td>60</td>
<td>55</td>
<td>50</td>
<td>45</td>
<td>40</td>
<td>35</td>
<td>30</td>
<td>25</td>
</tr>
<tr>
<td>88</td>
<td>83</td>
<td>78</td>
<td>73</td>
<td>68</td>
<td>63</td>
<td>58</td>
<td>53</td>
<td>48</td>
<td>43</td>
<td>38</td>
<td>33</td>
<td>28</td>
<td>23</td>
</tr>
<tr>
<td>86</td>
<td>81</td>
<td>76</td>
<td>71</td>
<td>66</td>
<td>61</td>
<td>56</td>
<td>51</td>
<td>46</td>
<td>41</td>
<td>36</td>
<td>31</td>
<td>26</td>
<td>21</td>
</tr>
<tr>
<td>84</td>
<td>79</td>
<td>74</td>
<td>69</td>
<td>64</td>
<td>59</td>
<td>54</td>
<td>49</td>
<td>44</td>
<td>39</td>
<td>34</td>
<td>29</td>
<td>24</td>
<td>19</td>
</tr>
<tr>
<td>82</td>
<td>77</td>
<td>72</td>
<td>67</td>
<td>62</td>
<td>57</td>
<td>52</td>
<td>47</td>
<td>42</td>
<td>37</td>
<td>32</td>
<td>27</td>
<td>22</td>
<td>17</td>
</tr>
<tr>
<td>80</td>
<td>75</td>
<td>70</td>
<td>65</td>
<td>60</td>
<td>55</td>
<td>50</td>
<td>45</td>
<td>40</td>
<td>35</td>
<td>30</td>
<td>25</td>
<td>20</td>
<td>15</td>
</tr>
</tbody>
</table>
Appendix 1

Cold Weather Policy

*** When the temperature drops to 40 degrees Fahrenheit or below, the Sport Administrator, Head Athletic Trainer and/or designated Athletic Trainer should confer to discuss the elements of cold weather that could factor into creating unsafe conditions for participation. At that time the Head Coach would be contacted to discuss the matter. ***

PRACTICE AND COMPETITION GUIDELINES as per 2008 NATA position Statement and NCAA:

- Wind chill 30°F and below: Be aware of potential for cold injury and notify appropriate personnel of potential
- Wind chill 25°F and below: Provide additional protective clothing; cover as much exposed skin as practical; provide opportunities and facilities for re-warming
- Wind chill 15°F and below: modify activity to limit exposure and allow more frequent chances to re-warm.
- Wind Chill 0°F and below: activity terminated and re-scheduled or moved indoors if possible.

Appropriate individuals involved in making the decision to modify participation:
- Athletic Director
- 3. Head Coach
- Certified Athletic Trainer
- 4. Game Officials

*Once the game begins, the game official has the final say in decisions regarding inclement weather
*When traveling/on the road, you must abide by host school’s policy

Treating Cold Injury

- Move athlete to designated warming area.
  - Softball Field -> Dickinson Hall or Rothman Center (ATR)
  - Baseball Field -> Field House (ATR)
  - Soccer Field/Tennis Courts -> Field House (ATR)
- Notify Athletic Trainer and follow instructions of Athletic Trainers
- Athletic Trainer will evaluate and determine status of athlete; Activate Emergency Action Plan if necessary; Continue re-warming process as necessary; Determine if athlete may return to practice/game; Advise all as to status of athlete
Appendix 12 – Lightning Protocol

The following outlines the lightning protocol for all practices and games scheduled at Fairleigh Dickinson University. The protocol illustrated below is based in the National Athletic Trainer’s Association Position Statement and the NCAA Position Statement on Lightning Safety.

In the event of severe weather when threatening lightning conditions are probable, at least one of the following two indicators of lightning location will be used to determine dangerous lightning situations:
- iStrike alert system – Online location based lightning alert system utilized by the ATC.
- Flash to Bang counting method – Simple method used to determine distance from the closest lightning strike.
  A. Count the seconds from the time lightning is sighted to when the clap of thunder is heard.
  B. Divide this number by five to obtain the distance in miles that the nearest lightning strike is occurring.
  Example: If you count 40 seconds between seeing the flash and hearing the bang, divide 40 by 5 to equal 8, which indicates the lightning flash is approximately 8 miles away.

**ALL OUTDOOR EVENTS WILL BE STOPPED WHEN LIGHTNING IS DETECTED WITHIN 8 MILES OF THE CURRENT LOCATION**

Warnings and steps that will occur:
- Coaches of outdoor activity will be notified by ATC staff that storms are in the area. A caution should be noted – but practice and play may continue until storm is within 8 miles.
- Once the iStrike alert system calibrates that storm activity is within 8 miles (or Flash to Bang), there is immediate danger of lightning strike and all necessary precaution should be taken:
  A. Head Coach, game official and game administrator will be notified and activity will be stopped immediately.
  B. All participants and fans are to relocate to the closest safe shelter as outlined below.
  C. **RETURN TO THE ACTIVITY SITE WILL NOT RESUME FOR AT LEAST 30 MINUTES FOLLOWING THE LAST INDICATION OF LIGHTNING CONDITIONS WITHIN THE 8 MILE RANGE. The use of the iStrike alert system and online monitoring will be informative in making this decision. At the time of detection, the ATC, with the assistance of event management staff and/or game officials if necessary, will use discretion in declaring return to participation.**

The following are designated as Lightning Safety Shelters:
- University Soccer Field → FDU FIELD HOUSE
- Tennis Courts → FDU FIELD HOUSE
- Naimoli Family Baseball Complex → FDU FIELD HOUSE
- Softball Field → FDU ROTHMAN CENTER
- Offsite → NEAREST BATHROOM FACILITY OR BUILDING

Lightning Safety Reminders:
- Avoid being in contact with or in proximity to the highest point of an open field.
- Do not take shelter under/near trees, flag poles or light poles.
- Avoid metal! Stay away from fences, exposed sheds and electrically conductive elevated objects. Do not hold on to metal items such as golf clubs, tennis rackets or tools. Large metal objects can conduct lightning; small metal objects can cause burns.

People who have been struck by lightning do not carry an electrical charge and are safe to handle and move to a safe location to apply first aid and/or CPR/AED immediately and activate emergency services. These victims should be treated for hypothermia, shock, fractures and burns.
Appendix 13 – Medical Try-Out/Walk-On Protocol

MEDICAL TRY-OUT / WALK-ON PROTOCOL

Prior to participating in a try out, a non-recruited student-athlete must:

- Be approved by the Head Coach to try out
- Be approved for eligibility by the Compliance Office

Once it has been determined that the potential Student-Athlete meets the requirements for a try-out, the Athletic Training Staff will need the following:

A. Proof of current and eligible Health Insurance
B. Proof of sickle cell results
C. A complete Athletic physical:
   a) An athletic physical within the last 6 months signed by MD
   b) FDU Athletic Physical (including completed packet, vitals, ortho screening, Team Doc screening)*

**The prospective student will not be charged for the FDU Athletic Physical however if he/she is flagged by our team doctor and is referred to another provider for additional assessment or testing, they are responsible for all costs incurred. In addition, he/she will be responsible for finding transportation to the doctor’s office.**

Once the above is obtained, the ATC must send all the information to our team doctor, Dr. Borkowski, for final clearance. If he sees the student fit for participation, the student will be granted a 14 day try-out. During this 14 day period, the coach of the respective sport must make a final decision as to add the student to the team or cut them. **Without approval from Dr. Borkowski, no one will be allowed to participate in any team activities or be permitted on the fields and/or courts.**

If the decision is made to keep the student, the student must then complete all the Pre-Participation Physical Forms from the Athletic Training Room and undergo the FDU athletic physical - if they did not do so already.

EXCEPTIONS AND SPECIAL CIRCUMSTANCES:

- **Baseball: 3 day Try-Outs** have been approved by Dr. Borkowski to complete a sickle cell waiver in order to complete the try-out. If they make the cut and become a member of the FDU Baseball Team, they MUST GET SICKLE CELL TESTED PRIOR TO BEGINNING PRACTICE OR TRAINING AS AN ACTIVE MEMBER OF THE TEAM.
Appendix 14 – Pre-Season Weight Chart Policy (M/W Soccer)

PRE-SEASON WEIGHT CHART POLICY FOR M/W SOCCER

The purpose of this document is to provide guidance to the FDU Athletic Department on the protocol for pre-season weight charts for Men’s and Women’s soccer. It has been shown that moderate levels of dehydration (3-5% of body weight) can cause a significant decrease in performance and predispose an athlete to exertional heat illness. Lack of sufficient water to be released by the sweat glands makes it very difficult for the body to dissipate heat through evaporation. Thirst is a poor indication of hydration. This policy is put in place to assure that good hydration is maintained as is the efforts to prevent and minimize heat injuries.

The protocol is as follows:

- Every Student-Athlete should weigh in the same way each time – shoes on or off – MUST BE CONSISTENT
- Weight is taken and recorded prior to the start of EACH PRACTICE
  
  Student-Athlete is responsible to do independently
  
  It is an honor system to put down the correct weight

- **Loss of 5lb or greater in one session disqualifies the athlete for a minimum of 24 hours or until he/she regains the starting weight for that session**
  
  For Example: If Student-Athlete weighs in at 130lb in AM session and 125lb post-session he/she cannot resume activity until the following pm session, and **ONLY IF HE WEIGHS AT LEAST 130lb before that session**

- Student-Athlete must still weigh in each session but cannot resume activity for at least 24 hours
- Once mandated, ATC should have a conversation with the Student-Athlete explaining WHY he/she is out and the importance of hydration as well as the dangers of heat illness. HC is updated at this time.
- The Student-Athlete is not to go to practice, but rather rest and hydrate
- This episode is documented accordingly

ATC Responsibility:

A. ATC responsible to check the chart and make sure all athletes have weighed in
   - If athlete did not weigh in, Head Coach is notified and the athlete must come back up to the Field House to weigh in. **NO EXCEPTIONS**
   - If athlete does not practice, mark that on calendar

B. ATC must take the temp and humidity reading on the field at the start of practice. Based on readings, let Head Coach know if modifications need to be made and/or if additional water break are needed

C. Once team returns post-practice, Athlete’s must immediately weigh in again
   - Have HC make sure Student-Athlete’s don’t just leave post-practice
   - ATC checks weight chart again - If athlete(s) leaves without weighing out, contact Head Coach and make sure athlete(s) returns immediately to do so
Appendix 15 – Sickness and Fever Policy

SICKNESS AND FEVER POLICY – AS PER TEAM DOCTOR

As per Dr. Borkowski, the definition of a temperature is 100.5 °F. A temperature of 100.5 °F will disqualify a Student-Athlete from practice and competition that day. Once a temperature is recorded, it must be monitored for at least one day post return to activity.

Protocol to return to play:

1. Student-Athlete must be fever free without fever reducing medication
2. If Student-Athlete admits to taking fever reducing medication and does not have a fever, they must wait and re-test in 6 hours.
   b. If they still have a fever --> no practice
3. Once a fever-free temperature is taken without the use of fever reducing medication, they must wait 24 hours or until the next day (whichever comes first) to return to activity.

CONTACT INFORMATION:

FDU Sports Medicine/ Athletic Training
1000 River Rd HAT1-01, Teaneck NJ 07666
Office Phone: 201-692-9295
Office Fax 201-692-2171