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MESSAGE FROM THE DIRECTOR OF ATHLETICS

Dear Hartford Student-Athlete,

Welcome to the 2019-2020 academic year at Hartford and its Division of Athletics. We have prepared this student-athlete handbook to serve as a guide and resource to help you throughout the entire year. Please refer to it frequently and let any member of the Division of Athletics Staff know how they may be of help to you.

It’s an exciting time to be a student-athlete at Hartford. We are creating a culture of champions and with a new mission, vision and department values created by student-athletes, coaches and staff, we are on our way to raising our game. You are constantly representing Hartford—certainly during competition and practice, but also, as importantly, in the classroom and in the community.

The primary purpose of the Division of Athletics is to produce young men and women who will earn their undergraduate degree and be the future leaders of tomorrow while having a rewarding athletic experience. We will compete for championships and win the right way. We also want you to take advantage of all the opportunities that exist all over our great campus.

The life of a student-athlete is full of challenges and there are setbacks as well as successes. This is a great time of learning and maturation.

You have a number of resources at your disposal to help you reach your desired goals, including your coaches and the outstanding staff of our Student-Athlete Academic Services and the new university Center for Student Success.

Thank you for all the hard work and effort you put into your athletics and your academics. I look forward to cheering you on and enjoying a fantastic year with you.

Go Hawks

Mary Ellen Gillespie
FACULTY ATHLETICS REPRESENTATIVE CATHERINE CERTO

NCAA regulations require intercollegiate athletics programs to be designed as a vital part of the university experience. In addition, regulations require that intercollegiate athletics programs protect and enhance the educational and physical welfare of the student-athletes. These requirements commit member institutions to the maintenance of the highest regard for the academic and personal well-being of our student-athletes. Faculty voices and perspectives in the administration and oversight of intercollegiate athletics programs have been recognized within the NCAA as legitimate and necessary.

Dr. Catherine Certo was named NCAA Faculty Athletics Representative for the University of Hartford in 2009. She serves as a liaison between the institution and the athletics department, and also as a representative of the University in conference and NCAA affairs. Dr. Certo has been associated with the University of Hartford for 18 years, all in the Department of Rehabilitation Sciences. Since coming to Hartford, she has facilitated the evolution of the Physical Therapy program from a bachelor's program to doctoral conferring degree program. She has also facilitated the implementation of the Master of Science in Prosthetics and Orthotics. She has been instrumental in positioning the University's rehabilitation programs as one of the strongest in New England.

Dr. Certo has been an active member of the Athletics community for 12 years, most recently serving as the chair of the Athletics Council. She has also served as the committee chair in charge of the governance section for NCAA recertification, as a member of the compliance committee, and is a season ticket holder for both men's and women's basketball.

Dr. Certo is a longtime Connecticut resident, who currently resides in Bloomfield. She received her bachelor's degree from Marquette University and her master's and doctorate from Boston University.
ABOUT HARTFORD ATHLETICS

The University of Hartford’s intercollegiate athletics program operates under the umbrella of the National Collegiate Athletic Association (NCAA). Competing at the Division I level, the University offers varsity competition in 17 sports, eight for men (M) and nine for women (W). The 16 sports are baseball (M), basketball (M&W), cross country (M&W), golf (M&W), lacrosse (M&W), soccer (M&W), softball (W), indoor track and field (M&W), outdoor track and field (M&W), and volleyball (W). The university added women’s lacrosse to its intercollegiate athletics program in the spring of 2018.

The University is a member of America East Conference. The membership includes nine institutions: Hartford, the University of Maine, the University of New Hampshire, Binghamton University, University at Albany, Stony Brook University, the University of Vermont, the University of Massachusetts-Lowell, and the University of Maryland-Baltimore County. The University is also a member of the Big Sky Conference for men’s golf and the Metro Atlantic Athletic Conference for women’s golf.

America East offers championship competition in 18 sports. The America East provides member schools and their athletic programs a platform upon which student-athletes can achieve both collegiate and life success through the promotion and nurturing of athletic excellence, academic achievement and leadership, on and off the field. The conference enjoys automatic qualifier status for NCAA postseason play in the sports of baseball (M), basketball (M&W), cross country (M&W), field hockey, lacrosse (M&W), soccer (M&W), softball (W), swimming & diving (W) outdoor track and field (M&W), indoor track and field (M&W) and volleyball (W).

The University attracts over 300 student-athletes from 23 states and 16 foreign countries who experience success both on and off the field. The University of Hartford recently won four-straight America East Academic Cup Championships for having the league’s highest cumulative GPA (2012-15). Six of the Hawks’ programs were recognized for having an Academic Progress Rate in the top 10 percent of all programs in the NCAA in 2016, and Hartford has been recognized in this way 54 times in the 13 years that the NCAA has run the APR.

Student-athletes receive academic advising, health services, career guidance and many other services that help create well-rounded graduates of the University of Hartford. The sports medicine staff provides a comprehensive list of services, including injury care and rehabilitation, strength and conditioning, drug and alcohol education, and general personal health advisement.

Our sport programs at the University of Hartford have a very rich history, which includes many professional athletes like former NBA All-Star Vin Baker, Baseball Hall of Fame nominee Jeff Bagwell, PGA Tour professional Jerry Kelly and many more.

Hartford Athletics kicks-off new Mission, Vision and Values Identity Fall 2019. For more information on Hartford Athletics, visit HartfordHawks.com or follow the Hawks on social media via Twitter (@HartfordHawks), Instagram (@HartfordHawks) and Facebook (/HartfordAthletics).
UNIVERSITY OF HARTFORD MISSION STATEMENT

As a private institution with a public purpose, the University of Hartford engages students in acquiring the knowledge, skills, and values necessary to thrive in, and contribute to, a pluralistic, complex world.

HARTFORD ATHLETICS MISSION STATEMENT

Committed to empowering our student-athletes to achieve their full potential of academic success, community engagement, and athletic excellence sustained through accountability, consistency, leadership, and pride.

HARTFORD ATHLETICS VISION STATEMENT

Our vision is to promote a culture of champions ignited by our unwavering core values of excellence, toughness, integrity, and unity.

HARTFORD ATHLETICS CORE VALUES

EXCELLENCE
STANDARD • CULTURE • CHAMPIONS

TOUGHNESS
SACRIFICE • PASSION • INTENSITY

INTEGRITY
ACCOUNTABILITY • RESPECT • PURPOSE

UNITY
TEAM • COMMUNITY • TRUST
Established in 1979 as the ECAC North, the conference at that time consisted of 10 institutions and sponsored league competition only in men's basketball. During the 1987-88 academic year, the Board of Directors made a new commitment to the conference, establishing a conference office, hiring a full-time commissioner, and embarking on a building program. Women's athletics were included in the conference structure at the beginning of the 1988-89 academic year. In 1996 the conference chose a new name: America East. Previously the league was known as the North Atlantic Conference (NAC). Currently, the America East conducts 17 championships, seven men's and 10 women's.

America East is proud to sponsor one of the most comprehensive academic awards programs in the country, honoring over 2,000 student-athletes each year via six unique award categories:

- All-Academic teams comprised of student-athletes that excel both academically and athletically are chosen in each of the conference's 18 sports by a committee consisting of faculty athletic representatives, academic advisors and sports information directors.
- Scholar-Athletes, the best student-athlete who excels both athletically and academically, are chosen in each sport while an overall Male and Female Scholar- Athlete of the Year is also chosen.
- The conference recognizes all student-athletes who achieve at least a 3.0 GPA on its Academic Honor Roll, with those achieving a 3.5 average or better receiving Commissioner’s Honor Roll status.
- Presidential Scholar-Athlete awards are bestowed to student-athletes who graduate with a 3.75 GPA.
- Elite 18 awards the student-athlete with the highest GPA competing in each of America East 18 championships.
- The Academic Cup is awarded to the school with the highest cumulative GPA among its student-athletes for that academic year.

The America East was the first Division I conference to partner with the You Can Play Project. The partnership is dedicated to ensuring equality, respect and safety for all athletes, without regard to sexual orientation or gender identity. The conference provides its member schools and their athletic programs a platform upon which student-athletes can achieve both collegiate and life success through the promotion and nurturing of its 3PILLARS- Athletic Excellence, Academic Achievement and Leadership On and Off the Field. Other major work by the conference under the 3PILLARS are: Better Together and Spread Respect Initiatives and supporting Health & Safety Summit.
ACADEMIC SUPPORT SERVICES

Assistant Athletic Director of Academic Services:
Denise Marchese
Dmarchese@hartford.edu / 860-768-5150

The Department of Student-Athlete Academic Services was established to provide guidance to help ensure the student-athlete's personal and academic success.

Participation in athletics is important, but it represents only one aspect of an individual's college experience. Academic achievement is of prime concern. Since student-athletes are required to commit a large percentage of their time to athletics activities, the University recognizes the need for a support program to assist student-athletes in achieving their individual, academic, personal, and athletics goals. The University of Hartford is committed to each of its student-athletes as a totalperson. The Office for Student-Athlete Academic Services provides a broad array of resources and support services: the Hartford Hawks Academic Center, tutoring, academic progress reviews, academic recognition awards, study skills training, an academic orientation, assistance with registration, career planning services, life skills workshops, personal counseling, and various academic and sports related workshops.

FRESHMAN ORIENTATION

To assist incoming student-athletes in making the transition from high school to college, an orientation program is held with each team during the initial weeks of school. Freshmen are also met with either as a group or individually. The information provided includes:

- Time management assistance
- Academic “helpful hints”
- Review of study hall requirements
- Explanation of on-campus and Department of Athletics services
- Review of NCAA Academic Regulations

STUDY HALL

The Hartford Hawks Academic Center, located on the second floor of the Reich Family Pavilion, is designed to provide a programmed time for study compatible with the student-athlete’s practice and competition schedule. Several computers are available for student-athletes to do their designated work. The lab is equipped with wireless access, so student-athletes can work on their own laptop computers. There are also laptop computers available for student-athletes to use when traveling with teams. This study program is mandatory for first semester freshmen and for any student-athlete whose cumulative grade-point average falls below a 2.2. A card swipe system is set up for student-athletes to sign in and out of study hall.
ACADEMIC PROGRESS EVALUATION
Each semester, progress report forms are circulated to University of Hartford faculty. These forms ask professors to comment on the student-athlete’s attendance, class participation and grades. Those student-athletes who are found deficient in any one of these areas are required to work with an academic counselor to design a program which will enable them to successfully complete course requirements. This program may include student-professor conferences, personal counseling and intensive tutorial assistance.

STUDENT-ATHLETE ADVISORY COUNCIL
The Student-Athlete Advisory Council (SAAC) is open to any and all student-athletes interested in planning programs and events for the entire student-athlete population. Typically, members are nominated by coaches, administrative staff or teammates.

The SAAC is an important component of the Department of Athletics. The council acts as liaison between student-athletes and administrators, finding ways to be proactive in dealing with problems and concerns. The SAAC elects a panel of officers who divide the duties of running the organization. SAAC members assist with department events and plan on- and off-campus community service projects as well as social gatherings. In addition, SAAC members have served on various committees such as the NCAA Certification Committee and the University of Hartford Athletics Council.

Another important function of SAAC is to develop and encourage leadership, sportsmanship and diversity with its members that will not only benefit the individual, but also their team, the Department of Athletics and the University of Hartford community.

TUTORS
Tutoring is available within the Athletics Academic office as well as through the University free of charge to the students.

STUDENT-ATHLETE DEVELOPMENT PROGRAM
The Athletics Academic Office runs a comprehensive development program for our student-athletes that includes three parts; Community Service, Career Development, and Personal and Leadership Development. The Department of Athletics values developing well-rounded student-athletes that are ready for life after Hartford.
UNIVERSITY RESOURCES

CENTER FOR READING AND WRITING
Mortensen Library, Lower-Level, Room 102
The Center for Reading and Writing (CRW) offers one-on-one assistance with peer or professional tutors, offering academic strategies for writing essays, research papers, task management, etc., to students in all departments and colleges. It is recommended that students call 860.768.4312 to make an appointment.

LEARNING PLUS
Auerbach, Room 209
Learning Plus is designed to meet the unique educational needs of students with documented disabilities such as learning disabilities, ADHD, Autism Spectrum Disorder, acquired brain injuries, psychiatric disabilities, physical disabilities, chronic medical conditions, deafness and hearing impairments, and blindness and visual impairments. (860.768.4312)

OFFICE OF COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
GSU 313
College can be a stressful time for all students, and when the demands of intercollegiate athletics are added to the mix, some student-athletes require individual counseling. Student-athletes who need help with personal, emotional, and/or social problems are provided counseling services at no charge. For those who require specialized or long-term services, appropriate referrals to other professional agencies are available. All services are strictly confidential. (860.768.4482)

CAREER SERVICES
GSU 309
The University’s Career Center enables student-athletes to investigate possible career paths through the use of career exploration workshops and programs, a career resource library, vocational interest testing and individual sessions with professional career counselors. The Career Center is available to assist student-athletes in:
• Identifying skills, interests, and values
• Defining career objectives
• Planning educational goals
• Planning a job-search campaign
• Developing self-direction and personal responsibility in career/ life planning
• Resume writing
• On-campus job recruitment procedures
(860.768.4287)
UNIVERSITY OF HARTFORD ACADEMIC REGULATIONS

Students are required to know and observe the academic regulations of the University stated here and, in the University's, Academic Policy and Procedures Manual, which is available at the library. Although guidance may be provided by faculty advisors, it is the student's individual responsibility to know the rules stated herein and the particular requirements of the school in which he or she is enrolled and of the department of his or her major study program. The University is not responsible for errors caused by a student's failure to follow appropriate rules and regulations. It is strongly recommended that when there is any doubt or question about the rules or their application, the student consult with the dean of the school.

ACADEMIC CREDIT

The credit (often referred to as “semester hour” or “credit hour”) is the unit by which academic work is measured. In most cases, three credits represent satisfactory completion of the course work required for a class that meets a total of three hours per week. One credit in laboratory or studio work usually represents satisfactory completion of two or three fifty-minute laboratory or studio periods per week for one semester.

PROBATION

Each semester, if a student’s grade-point average (GPA) falls below standard, the student will be placed on academic probation by his or her college. If you are on probation you cannot practice or compete for your sport. Students who are placed on probation should consult their advisors at once in order to determine how to correct their deficiencies. The records of students on probation will be reviewed by their college’s academic standing committee at the end of the next term. Students who have corrected their deficiencies will be removed from probation. Those who have not corrected the deficiencies may be continued on probation, removed from degree candidacy, or dismissed from the University.

ACADEMIC DISMISSAL

Students whose GPA and/or completion rate demonstrates that there is little probability of their meeting minimum degree requirements may be academically dismissed from the University. Students who have been academically dismissed are ineligible to continue at the University except under the provisions of the “Fresh Start” program administered by the Office of Admission.

ACADEMIC LOAD PER SEMESTER

An undergraduate enrolled for 12 or more credits is classified as a full-time student and is required to pay the full-program tuition charge. All credits in excess of 18 are charged at the credit-per-hour rate.

NON-RESIDENT EDUCATIONAL PROGRAMS

Student-athletes who intend to participate in a Study Abroad Program should plan to do so after their athletics eligibility is exhausted. Student-athletes need to talk to their coach and athletics administrators when considering any non-resident educational program.
**MISSED CLASS POLICY**

The written policy regarding the scheduling of practices/competition to minimize student-athletes' conflicts with class time and/or final examination periods due to their participation in intercollegiate athletics is as follows: As a guideline, student-athletes should not miss more than 15% of each class, which is scheduled in a given semester. At the beginning of each semester, student-athletes work with their team’s Athletics Academic Advisor to review their missed class time. Should it appear that there is a conflict or deviation from the guideline, then one of the following three actions will occur:

1. The student-athlete, in conjunction with the Athletics Academic Advisor, may attempt to change his/her class schedule.
2. The student-athlete, instructor and Athletics Academics Advisor will discuss options that will result in successful completion of the course requirements.
3. Should the first two options prove unsatisfactory; the student-athlete will have to miss competition.

Prior to the beginning of each semester, the academic advisors will receive a copy of the team’s practice and game schedule. The Athletics Academic Advisors will meet with teams to counsel them on planning their academic class schedules and prepare them for priority registration. It is the policy of the University of Hartford Department of Athletics that student-athletes cannot miss classes in order to attend practice. (NCAA Bylaw 17.1.5.6.1 No Class Time Missed for Practice Activities). Should the student-athlete’s final exam schedule conflict with an intercollegiate contest, he/she is required to meet with his/her Athletics Academic Advisor. The protocol to follow in addressing this issue is found in the Student-Athlete Handbook under the heading “Attendance.”

**SATISFACTORY ACADEMIC PROGRESS & FINANCIAL ASSISTANCE**

Students receiving financial assistance, including athletics aid, must be enrolled in a degree- or certification-granting program, carry a minimum of 12 credits per semester, and remain in good academic standing in order to remain eligible for financial assistance. While individual scholarships may require specific, above- average academic standards, all students receiving financial aid are required in school in which they are enrolled.

**HOW TO DETERMINE SATISFACTORY PROGRESS**

1. To maintain satisfactory progress, you must:
2. Carry a minimum of 12 credits per semester
3. Achieve a passing grade in at least 24 credits per academic year
4. Achieve the amount of credits per year according to your major requirements of the school you are enrolled in
5. Achieve at least the minimum GPA listed below (check with your faculty advisor for updated changes):
The NCAA regulations regarding academic eligibility are referred to as the “Satisfactory Progress” rules. Once you initially enroll in an institution as a full-time student, you are subject to these regulations if you wish to remain eligible to participate in intercollegiate athletics at any NCAA institution.

See (Compliance: NCAA Rules & Regulations) to learn how to maintain your eligibility.
**HOW TO CALCULATE YOUR GRADE-POINT AVERAGE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B</td>
<td>3.33</td>
</tr>
<tr>
<td>B-</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C-</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

No credit is given for a grade of F, but an F is calculated into your grade-point average.

Take the grade for each course and multiply the number of credits by the grade quality points. Add the resulting total points, then divide by the number of credits taken. Courses marked NG, P, W, NP, or I are not included in your calculation.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Quality Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 110</td>
<td>B+</td>
<td>3</td>
<td>3.33</td>
<td>9.99</td>
</tr>
<tr>
<td>Sociology 111</td>
<td>B-</td>
<td>3</td>
<td>2.67</td>
<td>8.01</td>
</tr>
<tr>
<td>Math 110</td>
<td>F</td>
<td>3</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Psychology 210</td>
<td>C</td>
<td>3</td>
<td>2.00</td>
<td>6.00</td>
</tr>
<tr>
<td>Study Skills</td>
<td>C+</td>
<td>1</td>
<td>2.33</td>
<td>2.33</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
<td></td>
<td><strong>26.33</strong></td>
</tr>
</tbody>
</table>

26.33/13 = 2.025 GPA
THE CONSEQUENCES OF NOT REMAINING IN GOOD ACADEMIC STANDING ACCORDING TO THE NCAA AND THE HARTFORD ACADEMIC REVIEW PROCESS

1. You may be placed on probation.
2. You may be ineligible to play your sport.
3. You may have to attend winter term and/or summer school to bring up your grade-point average and/or your cumulative number of credits.
4. You may be ineligible to graduate due to a low overall GPA or a low GPA in your major.
5. You may lose your financial aid.
6. In addition to working with your academic advisors, it will be mandatory for you to attend study hall.
7. You may be dismissed from the University of Hartford if you do not regain good standing.

TRANSFERRING SUMMER SCHOOL CREDITS

The following procedures are to be followed in order to assure the approval and transfer of credits from another college or university to the University of Hartford. Online/Distance Education courses are evaluated on a student by student basis. (Failure to obtain approval may result in not receiving transfer credit.)

If you have any questions about the procedure, please contact the Office of Admissions to speak with a Transfer Representative at 860.768.4021

TRANSFER CREDIT PROCEDURE:

1. Obtain the course description from the institution. This generally is available at the institution's website and can be printed out. Note: We are not requesting the “Schedule of Courses” which may not include descriptions. Coursework cannot be a duplicate of coursework already completed at the University of Hartford or transferred from another institution.

2. Carefully read and fill out the attached “Permit for Transfer Credits” form. List all the courses which are being considered on the LEFT HAND SIDE only. The right hand side will be completed by a Transfer Evaluator or your College Evaluator. If you do not have enough room on one form, you must complete another form. Do not use the back of the form to list courses. In addition, you MUST complete a separate form for each institution you are considering.

3. Meet with your College Evaluator (see attached) and have them approve the courses indicated on the form. A College Evaluator's signature is required; an additional departmental signature may also be needed in some cases. If you are unable to contact or are unsure of your College Evaluator please contact a Transfer Admission Representative at the Office of Admission.

4. Bring the completed and signed form to the Office of Admission for final approval and to be signed by a representative in the Transfer Department.
5. The original will remain on file in the Office of Admission. A second copy will be sent to your college evaluator and a third copy will be provided upon request.

6. Once you successfully complete the approved course work with a grade of C- or higher, you must request that an official transcript from that institution be sent to the:

University of Hartford
Office of Admission
200 Bloomfield Avenue
West Hartford, CT 06117

7. This transcript must be received before the end of the following semester in order to receive transfer credit. Please remember that only credits transfer, not grades and will not affect your University of Hartford GPA.

PREREGISTRATION GUIDELINES

In order to take advantage of the early registration period, the following procedures must be followed:

1. Find out when practice times will be held for the next semester so that you can arrange your classes around these times. Also, be aware of what days your games will be played so that you can avoid as many class conflicts as possible.

2. Make an appointment with your faculty advisor. If you do not know who your advisor is, find out from the Dean’s office in your school. Sit down with your advisor and figure out what courses you need to take next semester. Explain that you are a student-athlete, give them your practice times, and travel days you are going to be away.

3. Your Athletics Academic Advisor will be happy to help you figure out a schedule after you have met with your faculty advisor and received the classes you need to take.

4. Be sure to take care of any financial obligations (including parking tickets and dorm damage) prior to preregistration or you will not be allowed to register.

5. At the end of your sophomore year you must officially declare a major. If you are a junior, you will be required to have an evaluation of your academic record to find out what requirements are remaining for you to complete.
ACADEMIC INTEGRITY

At the University of Hartford, we are committed to community. We are an academic community that values integrity, curiosity, creativity, excellence, responsibility, and accomplishment. As a representative of University of Hartford Athletics, you are expected to promote academic integrity practices and follow all Hartford, America East and NCAA rules, policies and procedures.

IMPERMISSIBLE ACTIONS

• You may not take exams or quizzes with tutors or any other students.
• You may not help someone while they take an exam or quiz.
• You may not copy answers (from students, websites, etc.).
• Do not let someone use your paper or copy your work
• You may not steal or make up quotes or other information for a paper.
• Cite your sources and quote the original author's idea and/or words.
• Tutors/mentors may not type and/or touch a computer/laptop while working with a student-athlete.
• You may not turn in a paper for one class that you wrote for another class (without the professor's permission).

POSSIBLE PUNISHMENTS

• Failing the assignment
• Failing the course
• Cheating on your permanent record
• Ineligible for competition immediately
• Loss of athletic financial aid immediately
• Being dismissed from the team
• Being dismissed from University of Hartford

Keep in mind that you are also at risk of punishment if you help someone commit an academically impermissible act. Act with integrity at all times and talk to your athletics academic advisor if you have any questions.
**NCAA SPECIAL ASSISTANCE FUND**

A special fund has been established by the NCAA to meet the student-athlete’s needs of an emergency and essential nature for which financial assistance is not available. Pell-eligible student-athletes (except non-qualifiers in their initial year of residence), student-athletes who have demonstrated financial need as determined by the Office of Financial Aid or an international student-athlete who has been certified by the Office of Financial Aid as having financial need are eligible to apply for these funds.

*The following are permissible uses of the fund:*

- Cost of clothing and other essential expenses
- Travel from campus to home and back to campus

*To apply for the NCAA Special Assistance Fund or for additional information, please contact Denise Marchese, Assistant Athletic Director for Academic Services at dmarchese@hartford.edu or 860.768.4657.*
NCAA COMPLIANCE

Associate Athletic Director of Compliance
- Thomas Nyman/nyman@hartford.edu/860-768-5041

The Compliance Office is here to help you remain in compliance with NCAA and Conference Regulations. The information provided in this section is meant as an overview of both NCAA and America East rules and regulations. The information provided is an outline of issues of which to be aware, but is not a compressive list.

As a reminder, it is the responsibility of each student-athlete to comply at all times with NCAA and America East regulations. Failure to comply can result in loss of eligibility (temporarily or permanently), forfeiture of games, removal from a roster and/or loss of athletically-related financial aid.

Remember to ALWAYS ASK BEFORE YOU ACT!

MISSION STATEMENT

The Hartford Compliance Office mission is to provide effective education and customer service to student-athletes, boosters, coaching staffs and University Departments and to promote an atmosphere of compliance with NCAA, Conference, and institutional rules and regulations.

PROMOTIONAL ACTIVITIES

Student-athletes are not allowed to promote any outside product or service of any kind. This restriction includes use of the student-athlete’s name or picture or personal appearances to promote any type of commercial product, service, or business. If a student-athlete’s name or picture is used without the student-athlete’s consent to promote a commercial product, the student-athlete and the institution are required to take steps to stop the activities to protect the student-athlete’s eligibility.

Certain institutional, charitable, educational, or non-profit activities (during which student-athletes are considered volunteers) are permissible only when prior approval is received in writing in advance from the Compliance Department.

GENDER EQUITY AND TITLE IX

The University of Hartford is working to comply with Title IX and other gender equity laws. The Athletics Department and the Compliance Department strive to comply with these laws.

If you have any gender equity or Title IX questions, please contact Gwaina Wauldon, Title IX Coordinator at title9@hartford.edu or 860-768-4281. You may visit her office in the Computer and Administration Building (CC) Room 327. You also may contact Public Safety 24/7 at 860-768-7985.
REPORTING VIOLATIONS

The University of Hartford is committed to compliance with all applicable rules and regulations of the NCAA in the conduct of its intercollegiate athletics programs. In instances in which the University does not achieve compliance with NCAA regulations, the compliance staff will investigate and self-report NCAA rules violations.

Upon discovery of a secondary violation, the University of Hartford’s Associate Athletics Director for Compliance will investigate any suspected violation and will self-report violations to the NCAA.

In the event of an alleged major NCAA violation, the President of the University, Director of Athletics, and Faculty Athletics Representative will determine who will be involved in the investigation process. All NCAA violations will be reported to the appropriate NCAA authorities.

OFFICIAL VISIT POLICY

It is the responsibility of administrators, coaches and student-hosts to ensure that Official Visits are conducted in accordance with NCAA regulations. In addition, coaches are responsible for communicating expectations and behavioral standards to student-athlete hosts and prospects at the onset of an official visit. When student-athletes serve as hosts for prospects, they are responsible for adhering to University rules, NCAA rules, and the laws of the State of Connecticut. Student-athlete hosts are responsible for representing their sports, the Department of Athletics, and the University in a positive manner.

NCAA ACADEMIC ELIGIBILITY

When a student-athlete enrolls at a four-year institution that is a member of the NCAA, he or she is subject to the NCAA’s “Progress Towards Degree” regulations. A student-athlete must maintain good academic standing in order to be eligible to compete. To remain academically eligible at the University of Hartford, you must maintain a GPA that places you in good academic standing. In addition, student-athletes must always be enrolled in at least 12 credits and must meet the following NCAA criteria:

1. Successfully complete 18 credits within the academic year and successfully complete 24 credits per year during the student-athlete’s freshman year;
2. Successfully complete at least six credits per semester and meet the minimum GPA requirement term by term;
3. Declare a major prior to the fifth semester or third year of enrollment and, thereafter, complete the required credits in courses applicable to your designated degree.
In addition, the “Progress Towards Degree” requirements including the following:

1. By the start of the 5th semester, or third year, a student-athlete must have 40% of the credits toward his or her designated degree completed;
2. By the start of the 7th semester, or fourth year, a student-athlete must have completed 60% of the credits toward his or her designated degree completed;
3. By the start of the 9th semester, or fifth year, a student-athlete must have completed 80% of the credits toward his or her designated degree completed.

Additional criteria for satisfactory “Progress Towards Degree” include:

- Prior to enrolling in his or her second year the student-athlete must attain 90% of GPA requirements for graduation.
- Prior to enrolling in his or her third year the student-athlete must attain 95% of GPA requirements for graduation.
- Prior to enrolling in his or her fourth year a student-athlete must attain 100% of GPA requirements for graduation.

A student-athlete, who is declared ineligible for a semester because he or she failed to meet progress towards degree, a student-athlete who has changed his or her major without informing the Athletics Academic Department, or a student-athlete who transfers to Hartford from another institution and loses credits in the transfer, will likely not be eligible to compete.

**YEARS OF COMPETITION**

A student-athlete has five calendar years in which to complete four years of eligibility. The clock starts the first time a student enrolls as a full-time student at any institution or one year after a gap year is taken, unless circumstances warrant a waiver. This clock is continuous. A student-athlete cannot regain years while he or she is not enrolled or not participating in a sport.

In some cases, a student-athlete may be granted a “hardship waiver” for a lost season of competition due to a serious injury. Such waivers are administered by the America East conference office and are applied for by the Compliance Department.
**SUMMER/WINTER TERM**

If a student-athlete is not meeting “progress towards degree,” a student-athlete may enroll in Summer Term or Winter Term. An athletics scholarship does not include the cost of Summer Term or Winter Term. These terms may be used to raise a student-athlete’s GPA in order to regain good academic standing. Student-athletes on athletics scholarship who wish to participate in Summer Term or Winter Term must apply through the Athletics Academics Department. Applications will be reviewed by the Compliance Department and Athletics Academics Department. A limited number of student-athletes will be approved to receive financial aid for Summer Term and Winter Term.

**A few important rules regarding Summer Term and Winter Term:**

- If you are attending Summer Term or Winter Term to raise your GPA, you must attend classes at the University of Hartford during these terms.
- If you are attending Summer Term or Winter Term at an institution other than Hartford, you must receive prior approval from the Admissions Evaluator at the University of Hartford.

**AMATEURISM**

- In order to participate in intercollegiate athletics, a student-athlete must maintain amateur status. This means that the student-athlete shall not:
  - use his or her athletics skill (directly or indirectly) for pay in any form in that sport;
  - accept a promise for pay even if such pay is to be received following completion of intercollegiate athletics participation;
  - sign a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
  - receive, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations
  - compete on any professional athletics team, even if no pay or remuneration for expenses is received;
  - enter into an agreement with an agent;
  - after initial full-time collegiate enrollment, enter into a professional draft. ***

***There are exceptions to this rule. Please see the Compliance Department for more information.***
**STUDENT-ATHLETES CANNOT:**

- use his or her picture, name, or likeness for promotion of a product, organization, or event;
- accept gifts, money, loans, etc. from people within or associated with the University of Hartford Department of Athletics;
- be represented by an agent;
- receive “extra benefits.” (See below).

**EXTRA BENEFITS**

Student-athletes need to protect their athletics eligibility. Do not accept extra benefits.

- An extra benefit is the receipt of any gift by a student-athlete or the student-athlete’s relative or friend at a free or reduced cost or any special arrangement that is not available to the general public or all other students at the University of Hartford.
- Examples of an extra benefit include items received such as: use of a car, clothing, gifts, money, loan of money, tickets for entertainment, lodging, meals at restaurant, transportation and more. When in doubt, contact the Compliance Department about items that might be extra benefits.

***Free or reduced price merchandise or services from merchants, (unless available to the general public) are extra benefits.***

**AGENTS**

Do not enter into a contract with an agent. To compete in intercollegiate athletics as a student-athlete, it is essential that you know the NCAA rules related to professional sports.

Student-athletes with remaining eligibility in a sport may jeopardize their eligibility in that sport if they engage in any of the following activities:

- accept benefits from an agent, runner, or financial advisor. These benefits include (but are not limited to) transportation, money and gifts, regardless of the value of the benefit;
- agree (orally or in writing) to be represented by an agent or runner until after your eligibility has ended, including your team’s postseason competition;
- agree (orally or in writing) to be represented by an agent or runner at a future time (after your eligibility is exhausted);
- agree (orally or in writing) to be represented by an agent, runner, or financial advisor for the purpose of marketing your athletic ability or reputation in that sport;
- Once an agreement (oral or written) is made with an agent or runner to compete in professional athletics, a student-athlete will be deemed ineligible to compete in intercollegiate athletics, regardless of the legal enforceability of the contract. (An agreement that is not specifically limited in writing to a particular sport shall be applicable to all sports.)
- retain professional services (legal advice) for personal reasons at less than the normal charge.
PRACTICE AND PLAYING SEASONS

How long are student-athletes permitted to practice during the playing season?

- Student-athletes are permitted to practice a maximum of 20 hours per week and no more than 4 hours per day while in season. All countable activities are prohibited during one day per week throughout the playing season.
- On dates of competition, additional practice or conditioning activities are prohibited.

If you have questions about practice and playing season regulations contact the Compliance Department.

PARTICIPATION WITH AN OUTSIDE TEAM

A student-athlete cannot participate during the academic year as a member of any outside team (an outside team is any team that is not considered a University of Hartford intercollegiate team).

Exception: In all sports other than basketball, a student-athlete is able to participate on an outside team in any non-intercollegiate, amateur competition during an official vacation period that occurs during the academic year (Thanksgiving, winter and spring recesses). Please receive approval from the Compliance Department before competing during a vacation period.

SUMMER ACTIVITIES

Participation on outside teams is permitted during the summer. However, there are limitations on the number of Hartford student-athletes who may compete for the same team during the summer. Below are the limitations for each sport:

- Baseball- 4
- Cross Country- 2
- Lacrosse- 5
- Soccer (After May 1st)- 5
- Volleyball (After May 1st)- 2
- Basketball (June 15-August 31)- 2
- Golf- 2
- Softball- 4
- Track and Field 7

*Student-athletes may not participate in a summer league or event unless they have received prior written approval from the Associate Athletics Director for Compliance. This process is handled through our ARMS System.

Student-Athletes cannot receive money based on finish. Doing so renders the student-athlete a professional and ineligible for further intercollegiate athletics participation.
EMPLOYMENT

• All employment must be reported to the Associate Athletics Director for Compliance.
• Regardless of your employer, you may only be paid at a rate commensurate with the going rate for that job and experience level.
• A student-athlete may only receive benefits that are available to all employees.
• Transportation or compensation for transportation to and from the work site by the employer may only be provided if it is provided to all employees.
• A student-athlete may only be compensated for work actually performed.
• Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's scholarship or in the institution's financial aid limitations, provided:
  • The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability; The student-athlete is compensated only for work actually performed; and
  • The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

EMPLOYMENT IN SPORTS CAMPS

If you intend to work at a sports camp or clinic, you must receive approval from the Compliance Department prior to working.

• A student-athlete may perform duties that include coaching and officiating with unrestricted hours.
• Compensation shall be commensurate with the going rate for camp counselors of similar teaching ability and experience.
• A student-athlete cannot be paid based on his or her level of athletics skill as a student-athlete.
UNIVERSITY OF HARTFORD TRANSFER POLICY

If a student-athlete decides that the University of Hartford is not the best place for him/her, he/she should first discuss the issue with his/her head coach. A student-athlete will not be released to speak to another university without informing the head coach. Prior to reaching out to any other schools, the student-athlete will need to meet with the Compliance Office to request that he/she be added to the NCAA Student-Athlete Transfer Portal (effective October 15, 2018). Additionally, the NCAA Student-Athlete Transfer Portal will grant the student-athlete permission to speak to other schools about the possibility of roster spots, playing time and/or athletic scholarships.

Please note that the student-athlete will also need to request his/her intention to transfer (or explore the transfer process) in-writing to the compliance office through submission of the “Transfer Request Form” in the ARMS database. Once the request is submitted, the compliance office will have two business days to add the student-athlete to the NCAA Student-Athlete Transfer Portal. Once a student-athlete is added to the transfer portal, the University of Hartford will have the option of canceling any athletic aid that had previously been promised the student-athlete beginning the next full time semester.

AMERICA EAST INTRACONFERENCE TRANSFER POLICY

All Sports Other than Men's and Women's Basketball

For all sports other than men's and women's basketball, a student-athlete who receives athletically related financial aid and who transfers from one conference institution to another must serve one year of residence before being eligible to compete at the second institution. The student-athlete would be eligible to receive athletically related financial aid (provided the provisions of NCAA Bylaw 13.1.1.3 have been satisfied) and practice at the second institution during the year in residence, but would not be eligible for competition.

Men's and Women's Basketball

For the sports of men's and women's basketball, a student-athlete who transfers from one conference institution to another must serve one year in residence before being eligible to compete at the second institution. That student-athlete shall be charged two years on their five-year clock and one year of eligibility.

Waiver

If the directors of athletics from the two involved institutions mutually agree to a waiver of the inter-conference transfer policy, the student-athlete shall not be subject to the conference policy (note: applicable NCAA regulations will still apply).

Appeals

If the directors of athletics from the two involved institutions do not mutually agree to a waiver of the above policy, the second institution may file an appeal to the conference's Transfer Policy Committee on behalf of the student-athlete. The decision of the Transfer Policy Committee is final.
To initiate an appeal of the intraconference transfer policy, a member institution must submit to the conference office a written statement from the director of athletics, describing the facts of the case and the reason for the appeal request, and a signed transfer policy acknowledgement form. Upon receipt of the materials described above, the conference office shall notify the original institution of the pending appeal, and shall schedule an appeal hearing. The appeal hearing will be held by conference call, no less than two weeks following the appellant institution's notification to the conference office. Both institutions will be permitted to submit any relevant documentation in support of their respective positions to the committee in advance of the hearing. All appeal materials must be submitted at least one week prior to the date of the hearing.

Transfer Policy Acknowledgement

Upon granting a student-athlete written permission-to-speak with another America East institution, the original member institution must provide a signed transfer policy acknowledgement form to the other member institution. This form will serve notice that the student-athlete has been advised as to the intraconference transfer policy and its effect on that individual's athletics eligibility.

Conference Transfer Policy Committee

The Conference Transfer Policy Committee shall be comprised of one representative from each institution to be designated by the Director of Athletics. The designated representative shall be either a director of athletics, faculty athletics representative or senior woman administrator. There shall be at least five directors of athletics, one faculty athletics representative and one senior woman administrator on the committee.

The Transfer Appeals Procedure is communicated to all student-athletes by the Associate Athletics Director for Compliance at the NCAA student-athlete meetings in the beginning of each academic year.

- The student-athlete must inform the head coach that he/she is interested in transferring to another institution.
  If the transfer is non-controversial, the student-athlete will be directed to meet with Sports Medicine, their athletics academic advisor, their sport administrator and Compliance Department.
- If the University of Hartford denies a student-athlete's request to permit another institution to contact the student-athlete about transferring, the University will provide written notice to the student-athlete that he or she, upon request, shall be provided a hearing conducted by a committee whose members are employed outside the Department of Athletics. Athletics administrators involved in the decision to deny permission to speak include, but are not limited to the head coach, program administrator, Director of Athletics and Faculty Athletics Representative.
- The head coach and program administrator for each sports program are responsible for verbally communicating the details of the transfer appeals procedure to the student-athlete.
- If applicable, the student-athlete will be informed by the head coach and/or the program administrator of the Conference Transfer Policy and its guidelines.
- The Faculty Athletics Representative is responsible for identifying individuals at the University of Hartford, outside of the Department of Athletics, to make up the transfer appeals committee. The appeals hearing will be conducted in a timely manner.
BOOSTERS

A booster is any individual who donates money to a booster club or the athletics department or is involved in promoting the institution’s athletics department. A booster is a representative of the institution’s athletics interests. Once a person has been identified as a representative of the institution’s athletics interests they hold this title for life. A student-athlete or his or her family are not allowed to receive any extra benefits from any individual that is based directly or indirectly on the fact that he or she is a student-athlete at the University of Hartford.

Extra benefits that student-athletes are not allowed to accept from any individual include, but are not limited to:

- room, board, or transportation for family or friends to visit campus or attend an away game;
  - use of an automobile or provision of any type of transportation (except as specified below);
- use of cell phones, telephone access codes or credit cards for free long distance calls;
- cash or special discounts, payment arrangements or credit on goods or services;
- loans of money in any amount or signing or co-signing a loan or note to arrange a loan for any purpose;
- use of personal property (e.g. ski condo, summer home, car, boat, equipment, computers, etc.);
- gifts for holidays, birthdays or any other occasion; and
- free or reduced-cost services or goods (e.g. movies, haircuts, dry cleaners, tattoos, restaurant meals or food, tickets, etc.).

Pending written approval by the Compliance Department, it is permissible for a booster to invite a student-athlete(s) to his/her home for a meal on an infrequent and special occasion (must be provided in the home and not at a restaurant). Booster can provide transportation for the student-athlete to the home, but may not provide the student-athlete with use of his/her vehicle; invitations must be approved in advance by the Compliance Department.
The certified athletic trainer is a highly educated and skilled professional specializing in athletic health care. In cooperation with physicians and other allied health personnel, the athletic trainer functions as an integral member of the athletic health care team. Certified athletic trainers have fulfilled the requirements for certification established by the National Athletic Trainers' Association Board of Certification, Inc. (NATABOC). A comprehensive Sports Medicine Program of prevention, treatment and rehabilitation of injuries. They will develop, with the cooperation of the student-athlete, a rehabilitation program to fit the student-athlete's needs for a quick recovery. Athletic trainers are assigned to attend practices and competitions by the head athletic trainer, with priority given to in-season, "high-risk" sports. Our physicians do not attend all practices and competitions; however, they are immediately available via cell phones.

All athletic injuries and illnesses are to be reported immediately to the sports medicine staff for evaluation, care, and referral. The Sports Medicine staff assesses the immediate needs and gives authorization to receive medical care from one of the following:

Team Physicians, Health Services and/or Outside Physicians

No one else within the Athletics Department is allowed to authorize any type of care or referral, except the athlete's family members.

The student-athlete is responsible to report back to the sports medicine staff with information regarding the doctor's visit and follow-up care.
The University of Hartford Athletics Department requires all student-athletes to complete a pre-participation physical examination prior to the student-athlete being issued equipment, being permitted to attend any practice or strength and conditioning session, and/or competing in any intercollegiate athletic activities. The pre-participation physical examination MUST be administered by a University of Hartford Team Physician and/or his/her designee and must be completed on an annual basis. The examination includes, but is not limited to:

1. Completion of a E-PPE
2. Completion of a Pre-Participation Physical Examination Form for incoming freshman and new transfer student-athletes.
3. Completion of a Medical Authorization Form (Parts A-D)
4. Completion of Health Insurance Information/Authorization Form
5. A photocopy (front & back) of the student-athlete’s current health insurance card and prescription benefits card
6. Completion of Health and Safety Form
7. Completion of Concussion checklist
8. Completion of Drug Testing Consent
9. Completion of an Athletic Medical Examination and Orthopedic Screening Examination by a University of Hartford Team Physician and/or his/her designee for incoming freshman / transfer student-athletes;

• **All Forms have been added to PRIVIT**

Selected individuals may be required to complete additional tests and/or examinations as needed. Upon successful completion of the aforementioned pre-participation physical examination process, the student-athlete will receive approval / certification from the University of Hartford Sports Medicine Department to be issued equipment, and to participate in practice, strength and conditioning sessions, and/or competition.

If, for any reason, the student-athlete is not approved / certified for intercollegiate athletics participation, he/she will be notified by the University of Hartford Team Physician and/or a member of the University of Hartford Sports Medicine Department at the end of the pre-participation physical examination.

• All costs associated with any additional tests, consultations, and/or medical procedures needed to gain approval / certification for participation in intercollegiate athletics at the University of Hartford will be the responsibility of the student-athlete and/or his/her primary health insurance.

• No member of the University of Hartford Athletics Department will permit a student-athlete to participate, nor will the University of Hartford provide insurance coverage to any student-athlete who has not completed the pre-participation physical examination procedure.
If a student-athlete is absent for his/her scheduled physical examination, and the absence is unexcused, he/she will have one (1) opportunity to “make-up” the physical examination at a time agreeable with the University of Hartford Sports Medicine Department and the University of Hartford Team Physician and/or his/her designee. If the student-athlete is absent for the “make-up physical examination”, he/she will be responsible for scheduling an appointment with a University of Hartford Team Physician or designee to complete the required physical examination. This physical examination will be at the student-athlete’s own expense. The physical examination must be completed and on file in the Sports Medicine Department before the student-athlete is permitted to participate in intercollegiate athletics at the University of Hartford.

**MEDICAL RECORDS**

Medical records should be maintained during the student athlete’s collegiate career and should include:

- A record of injuries, illnesses, new medications or allergies, pregnancies, and operations, whether sustained during the competitive season or the off season.
- Referrals for and feedback from consultation, treatment or rehabilitation
- Subsequent care and clearances
- A comprehensive entry-year health status questionnaire and an updated health status questionnaire each year thereafter.
- Written permission, signed by the student-athlete, which authorizes the release of medical information to others, should be signed annually. Such permission should specify all persons to whom the student-athlete authorizes the information to be released. The consent form also should specify which information may be released and to whom.
- Records maintained in the athletic training facility are medical records, and therefore subject to state and federal laws with the regard to confidentiality and content.

**INSURANCE COVERAGE OF STUDENT-ATHLETES**

All University of Hartford student-athletes should be covered by some type of individual health insurance before participating in any practice, game, and/or competition. The student-athlete’s insurance should cover athletics related injuries and/or illnesses, and shall be considered the PRIMARY insurance coverage for all athletic related injuries. The student-athlete must complete an Emergency Medical Information/Insurance Form and supply a photocopy (front & back) of the health insurance card on a yearly basis.

The University of Hartford provides an Injury insurance program for its student-athletes. This policy, however, is secondary to, or in excess of, personal family medical insurance coverage, and covers only injuries / accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations.
**COMPLIANCE WITH INSURANCE COMPANY REQUESTS**

It is the student-athletes and his/her parent(s) / guardian(s) responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests may be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).

In the event that a student-athlete and/or his/her parent(s) / guardian(s) receives payment / reimbursement directly from their insurance company for athletic related injury / illness claims, the full account balance becomes the responsibility of the student-athlete and/or his/her parent(s) / guardian(s), until payment is turned over to the provider.

**INSURANCE POLICY CHANGES**

The University of Hartford Sports Medicine Department must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, the University of Hartford Athletics Department may not be responsible for any delays in payment, collections notices, credit reports, etc. that occur.

**MEDICAL BILLS**

In the event that a student-athlete should receive a bill / statement for an injury / illness that occurred as a direct result of participation in intercollegiate athletics at the University of Hartford, the student-athlete must submit the bill / statement to a University of Hartford certified athletic trainer in a timely manner. Bills not received in a timely manner may be the responsibility of the student-athlete and/or the student athlete's parent(s)/ guardian(s). The University of Hartford Department of Intercollegiate Athletics and/or the University of Hartford Sports Medicine Department WILL NOT be responsible for any delays in payment, collections notices, credit reports, etc. that occur due to bills not being submitted in a timely manner.

Submit all correspondence to:
University of Hartford Sports Medicine Department Attn: Head Athletic Trainer
200 Bloomfield Avenue
West Hartford CT, 06117
**DRUG TESTING POLICY AND PROCEDURE**

The University of Hartford Athletics Department is concerned with the health, safety and welfare of its student-athletes. The use of illegal and/or unlawful use of drugs, dietary supplements, performance enhancing substances and alcohol can have a negative effect on the health and performance of a student-athlete and are inconsistent with the standards expected of student-athletes at the University of Hartford. Substance use and abuse in sport can pose risks to the student-athlete's health and negatively affect academic and athletic performance, as well as compromise the integrity of the athletic competition and the ideals of the University of Hartford.

This policy is not to be construed as a contract between the University and the student-athletes at the University of Hartford. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy.

The University of Hartford and its Athletic Department may amend this policy at any time.

**PURPOSE**

This policy is designed to protect the health, safety and welfare of the university of Hartford student-athletes by preventing substance use and abuse through education, testing and professional referral.

- **Education** – To provide student-athletes and athletics staff with information about the problems associated with substance use and abuse.
- **Testing** – To use a systematic approach to detect whether a student-athlete is using substances prohibited by the NCAA and/or the University of Hartford
- **Professional referral** – To provide appropriate professional referral for counseling, treatment and rehabilitation of student-athletes found to be using or abusing illegal substances.

**CONDITIONS OF ELIGIBILITY**

As a condition of eligibility to compete in intercollegiate athletics at the University of Hartford all student-athletes must sign a NCAA consent form in which student-athletes consent to be tested by the NCAA for the use of drugs prohibited by NCAA legislation. In addition, student-athletes must sign the University of Hartford Athletics Department Drug Testing Consent form (Appendix A) to allow for testing and limited release of test results as defined in this policy. The following student-athletes are eligible for testing:

- Student-athletes who are actively participating
- Student-athletes with a medical hardship
- Red-shirted student-athletes
- Non-qualifier student-athletes
- Student-athletes who have completed their eligibility but are still receiving athletic aid

Any student-athlete who refuses to sign the NCAA consent form and/or the University of Hartford Department Drug Testing Consent form will be immediately declared ineligible for competition and may result in a loss of athletic aid.

Parental consent will be required for student-athletes under the age of 18.
EDUCATION PROGRAM

The University of Hartford's Counseling and Physiological services provide ongoing education and counseling for drug and alcohol abuse for all students. Education consists of individual and campus wide programs. Assessment, counseling, and referrals are available. All student-athletes are encouraged to take part in at least one drug and alcohol educational session per academic year.

When mandated by the Athletics Director, specialized educational programs may be arranged to provide student-athletes the opportunity to be informed about the dangers of specific substances. When such programs are held, student-athlete attendance is mandatory.

Any education program used should increase a student-athlete’s knowledge regarding the use of alcohol, drugs, dietary supplements, or other banned substance, as well as deter their use. Education programs should also encourage health and positive lifestyle for student-athletes.

Each year, the Sports Medicine staff or Compliance Director will discuss and review institutional and NCAA drug testing policy and education with each team. This discussion will typically take place during a team’s preseason meeting.

Student-athletes are also encouraged to utilize educational resources available from the NCAA Education Affairs website (www.ncaa.org/health-safety) or Drug Free Resource Axis (www.dfsaxix.com) Username: NCAA1, Password NCAA1.

DEPARTMENT OF ATHLETICS DRUG TESTING PROGRAM

The Athletics Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of its student-athletes. This policy and testing program is separate and distinct from the NCAA drug testing program.

PRESEASON SCREENING

Student-athletes are subject to preseason drug testing and may be notified of such by the Head Athletic Trainer at any time prior to their first competition.

UNANNOUNCED RANDOM TESTING

The Athletics Department may conduct unannounced random drug testing at any time of the year. Student-athletes will be randomly selected from the official institutional squad lists.

UNANNOUNCED RANDOM TEAM TESTING

Entire teams, or portions of a single team, are subject to unannounced random drug testing throughout the year. Teams or individual team members from a specific team will be randomly selected for testing.
**REASONABLE SUSPICION**

A student-athlete may be subject to testing at any time when it has been determined that there is individualized reasonable suspicion to believe the participant is using or has used a prohibited substance. Individualized reasonable suspicion means: if the available facts were conveyed to a reasonable person unfamiliar with the student or athletic program, that person would conclude that there is reason to believe that the student is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Compliance Director, Head or Assistant Athletic Trainer, Strength and Conditioning Coach, Head or Assistant Coach, Team Physician or treating physician. These individuals are required to report the reasons for suspicion to the Compliance Director or his/her designate. If a designee or Head Athletic Trainer receives the report of suspicion, they will inform the Compliance Director of the report.

Reasonable suspicion may include, but is not limited to: 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances, 4) production of dilute urine sample during Department testing, 5) association with an event known to involve illegal substances.

Among the indicators which may be used in evaluating a student-athlete’s abnormal appearance, conduct or performance are: class attendance, significant GPA changes, decrease in athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes and illegal involvement.

The Compliance Director will make a determination within 48 hours of receiving the notice of reasonable suspicion. If suspected, the Compliance Director or his/her designee will notify the student-athlete and the student-athlete may be asked to stay with a member of their coaching staff, the athletics administration staff or sports medicine staff until an adequate specimen is produced. If the student-athlete is not required to stay with an Athletics Department official, the Head Athletic Trainer will arrange a time for testing for the student-athlete. Notification of testing as described by this policy will be provided for the student-athlete for the reasonable suspicion testing.

**RE-ENTRY TESTING**

Any student-athlete who has had been suspended from intercollegiate competition for a positive drug test may undergo re-entry drug and/or alcohol testing prior to regaining eligibility to participate. If tested, this test must return a negative result in order for the student-athlete to regain eligibility to participate. Any student-athlete who has been suspended from intercollegiate competition for a non-drug related reason may be required to undergo re-entry testing.
FOLLOW-UP TESTING

Any student-athlete who has returned to participation in intercollegiate competition following a positive drug test and/or suspension from competition for a drug related or non-drug related reason is subject to follow-up testing. Testing will be announced and frequency will be determined by the Compliance Director in consultation with the Head Coach, Head Athletic Trainer and counselor involved in the student-athlete's case.

POSTSEASON/CHAMPIONSHIP TESTING

Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.

NOTIFICATION

A student-athlete selected for testing, they will be notified by the Head Athletic Trainer either in person or by direct telephone contact. No emails, voice mails, or text messages will be used for drug testing notification.

Upon notification, the student-athlete will read and sign the completed student-athlete Notification of Testing form. A copy of this form will be made for the student-athlete upon request. The form will be complete with the location, date, and time for the collection. In the event of a direct telephone notification, a notification form will be partially completed by the Head Athletic Trainer, to be read and signed by the student-athlete as soon as possible. The student-athlete will receive no more than 48 hours’ notice of testing. Completed forms will be placed in the student-athlete’s medical file.

REPORTING TO TESTING LOCATION

If requested, a student-athlete must verify their identity with a student ID or state issued driver’s license with the testing collector. A student-athlete may have their identity verified by their coach or other Athletic Department staff member.

Upon reporting to the testing location, a student-athlete must dispose of any liquids or foods brought from outside of the testing area. Jackets, bags, hats or other personal items must be placed in an area not easily accessible for the student-athlete. A student-athlete may have a book, magazine, or other class work while waiting for their sample collection.

Once a student-athlete reports to the testing location, they may not leave without permission of the Site Coordinator or Collector. Leaving the testing location will result in a positive test result.
LABORATORY ANALYSIS

For the University of Hartford Athletic Department testing, urine samples will be collected and sent to an independent laboratory certified by the Substance Abuse & Mental Health Services Administration (SAMHSA) and/or World Anti-Doping Agency (WADA). The lab may test may include but will not be limited to any and/or all drugs included on the NCAA Banned-Drug list, urine manipulators and diuretics. An update-to-date list of banned substances can be found at http://www1.ncaa.org/membership/ed_outreach/health_safety/drug_testing/banned_drug_classes.pdf.

The samples will be tested for any number of banned substances or illegal drugs determined by the Head Athletic Trainer. The determination of which drugs will be tested will be verbally communicated to the Head Athletic Trainer before the testing collection.
STRENGTH & CONDITIONING

Mission:
To provide all encompassing training routines backed by scientific research in order to prevent injuries and enhance the performance of the student-athlete.

Program Goals:
1. Prevention of Injury
2. Strength, Power and Speed Development
3. Functional mobility
4. Develop mental toughness
5. Maintain/Inform keys to general health (Nutrition/Sleep/etc.)

Qualifications:
• Each member of the Staff must be certified as a Strength and Conditioning Coach/Professional from either the CSCCa, NSCA or USAW.
• Each staff member is obliged by whatever Organization/certifications that they have to be up to date with all necessary CEUs.
• Also must be CPR/First Aid and AED certified.

Weight Room Rules/Expectations:
1. Be on time
2. No sitting down in the weight room unless you are training
3. Always be prepared to train, no exceptions.
4. Make your teammates better.
5. Under Armour Issued Gear only: No Nike, Adidas, etc.
   • NO Chains/Necklaces
   • NO Rings/Metal Bracelets
   • NO Food or Gum
   • Athletic watches/Earrings/rubber bracelets are ok

Violations of these Rules will result in the following:
1. 1st offense is a Verbal Warning
2. 2nd offense is a Verbal Warning + Make-up Lift/Hygienical awareness training
3. 3rd offense is expulsion from the weight room for the semester.
**SCHEDULING:**

**(Inclimate Weather):**
- If the University is closed, the Varsity weight room will also be closed for the day.
- In case of a delay, everything will run according to plan.

**Scheduling Changes:**
- Off-Season teams: All changes to schedule for weight room or conditioning activities must be given 24 hours in advance to the change.
- In-Season teams: Changes will be accommodated as long as Strength and Conditioning and Athletic Training can cover the activity.
ATHLETICS COMMUNICATIONS/SOCIAL MEDIA

Assistant Athletic Director for Communications, Sarah Boissonneault/boissy@hartford.edu/860-768-5110
Athletic Communications Assistant, Dan Szewczak/szewczak@hartford.edu/860-768-7785
Assistant Director of New Media, Taylor Wink/wink@hartford.edu/860-768-4001

The University of Hartford enjoys significant media coverage from local, regional and national entities in all forms of media – newspapers, television, magazines and blogs. Creating a positive impression to the media on behalf of your team, your athletics department and your university has tremendous benefits both to you personally and to your teammates.

The media’s role is not to be a cheerleader for you. However, you’ll find that the more cooperative you are with the media, the better chance you will have of the media presenting positive stories about you. You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team and sport.

INTERVIEWS

Formal interviews should be the only way you communicate with the media. Regardless of whether the person has known you since you were eight years old, you are now representing an NCAA Division I institution, and everything you say is on the record and can be big news if repeated publicly.

The only way you should find out about an interview is through a member of the athletics communications staff or through your coach. If a reporter or blogger contacts you directly, you should notify them that they need to go through the proper channels. This is in no way an effort to silence you or limit your exposure, but is essential to make sure that the story is in the best interest of the school. It also ensures that you are contacted when it is appropriate and not at a time when you may be in the wrong state of mind to conduct an interview.

All interviews should be treated as if they are going to appear on the front page of the newspaper. Even if someone in your class tells you they are doing an interview for a project, it should be handled in the same way as if it were the Hartford Courant. With the way news permeates through the Internet and social media, the magnitude of the story is more important than the credibility of the person telling the story.
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.
- Look presentable (appearance can say more than words), so take off your hat, spit out your gum, and get rid of gaudy jewelry.
- 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.”
- Don’t use slang.
- Remember, you can’t control the questions, but you CAN control the answers.
- Ask your athletics communications contact for advice prior to a tough interview.

SOCIAL MEDIA

Hartford Athletics believes in the power of social media as an effective tool to help us create positive publicity and create a connection with our fan base, the media and the community. We are also strong believers in your right to privacy as student-athletes, and are in support of such social media privacy laws as SNOPA (Social Network Online Protection Act) and other state laws that have been passed along these lines. Student-athletes are encouraged to use social media platforms to help build their personal brand, build the brand of Hawks Athletics and strengthen our athletics department.

However, we object to any postings on social media that are offensive in nature or violate state or federal laws, department or institutional policies or NCAA rules. Student-athletes are the most visible ambassadors of Hartford Athletics and the University of Hartford, and as such, their postings on social media will be viewed as an extension of our institutional and department brands. Because of this, Hartford Athletics has a duty to ensure that the conduct of student-athletes on social media is appropriate and permissible.

Any posting on social media sites which is considered offensive or violates state/federal laws or university/department policies is prohibited and may be subject to disciplinary action.

- Student-athletes will be provided social media training to outline the dangers of social media and also what is appropriate and inappropriate to post in public forums, including what may be in violation of policies. They are also instructed on their privacy options when it comes to social media. Examples of positive posts are also provided to student-athletes.
- Student-athletes are required to report all social media accounts to the department of athletics. These will be provided when compliance forms are
signed at the beginning of every year. This measure is in place to protect you from fake/impostor accounts that others may create in order to harm you and/or Hartford Athletics.

- Should a student-athlete be found to have posted in violation of these policies, whether through the monitoring of the department of athletics or through the notification from an outside entity, discipline may be enforced on a case-by-case basis. The level of punishment will be based on the severity of the violation and the number of violations by the offending student-athlete.
DEPARTMENT POLICIES FOR STUDENT-ATHLETES

SPORTSMANSHIP

The University of Hartford is committed to fostering a healthy, safe, and respectful environment in competitive athletics. We value fairness, civility, honesty and respect for others. We must accord the same respect to all University facilities as well as our competitor's facilities. We expect responsible and professional decorum from coaches, student-athletes, administrators, officials, fans and campus community.

All University of Hartford student-athletes are subject to the rules and regulations set forth by the America East Conference regarding sportsmanship. Violations of these rules shall be reviewed by the conference commissioner and the penalties may be imposed as necessary.

CODE OF CONDUCT

The code of conduct requires that all student-athletes comply with:

- NCAA Bylaws
- University of Hartford Student-Athlete Handbook
- The Source (University of Hartford Student Handbook Pages 90-108)
- Department of Athletics Policy
- Drug and Alcohol Policy
- Team Rules
- Federal, State and Local Laws

Student-athletes at the University of Hartford must conduct themselves in a manner which will not discredit them, their team, or the University. In some apparent cases of serious rule infractions, immediate action such as (but not limited to) temporary suspension from the team may be imposed to preserve the integrity of the athletics program even where such cases may require an extended period of time to gather the facts and/or obtain a legal ruling.

Should immediate action or temporary suspension from the team be warranted, such action does not imply an assumption of guilt in any civil or criminal proceedings. Student-athletes who are involved in conduct that violates civil or criminal law may be subjected to immediate suspension from the team and appropriate disciplinary action. The nature and severity of the violation will determine the disciplinary action taken. Violation of the rules, laws, policies or bylaws reference above is considered serious, subjecting the student-athlete to the possibility of immediate suspension from the team and non-renewal of athletics aid.
SEXUAL VIOLENCE AND MISCONDUCT POLICY

Statement of Policy - please read the complete statement on The Source, the University’s student handbook.

The Department of Athletics follows the guidelines set forth by the University.

When an allegation of sexual violence or other sexual misconduct is reported and investigated, and a responding community member is found to have violated this Sexual Violence Policy, serious sanctions will be used in an effort to ensure that such actions are not repeated. This Sexual Violence Policy is intended to define community standards and to outline the investigation and complaint process when those standards are violated.

Any attempts to violate this Sexual Violence Policy are considered sufficient for having committed the violation itself. The use of alcohol or other drugs will not be accepted as a defense or mitigating factor to a violation of this Sexual Violence Policy. This Sexual Violence Policy applies regardless of the complainant’s or respondent’s sexual orientation, sex gender identity or expression, age, race, national origin, religion or ability or any other protected class status.

THIS SEXUAL VIOLENCE POLICY IS SUPPORTIVE OF AND DOES NOT REPLACE UNIVERSITY POLICIES ON SEXUAL HARASSMENT AND TITLE IX COMPLIANCE.

REPORTING TO THE UNIVERSITY

Any incident, 24 hour a day, 7 days a week Public Safety 860.768.7985

INCIDENTS INVOLVING STUDENTS, VISITORS, AND THIRD PARTIES

University Title IX Coordinator for Students, Visitors, and Third Parties:
Susan Fitzgerald, Office of the President, fitzgeral@hartford.edu 860.768.4011

INCIDENTS INVOLVING FACULTY AND STAFF

The Deputy Title IX Coordination for Faculty and Staff:
Jamie Harlow HRD, harlow@hartford.edu 860.768.4156

ANY INCIDENTS

Title IX Coordinator, Gwiana Wauldron/ title9@hartford.edu or 860-768-4281. You may visit her office in the Computer and Administration Building (CC) Room 327

While these offices and individuals are specifically trained to respond to reports of sexual violence and other sexual misconduct and to assist victims of these incidents, if a victim chooses to inform other University staff and administration, the University employee will make sure that a designated University official is informed. Notice to any University employee other that Confidential Resources, triggers and obligation for that employee to report to a designated University official.
REPORTING - YOUR OPTIONS

Reporting to Confidential Resources

The following confidential resources will not inform other University personnel or law enforcement agencies without the victim's permission. Confidential resources can be very helpful in advising victims on whether or not to make a final report and in assisting with that reporting process.

On-Campus Resources

Counseling Services: 860.768.4482 Student Health Services: 860.768.6601

Off-Campus Resources

**YWCA of New Britain Sexual Assault Crisis Service**

Hotline: 860.223.1787 Email: nbsacs@snet.net

**Interval House**

24 hour domestic violence hotline: 860.527.0550 or 1.888.774.2900

**Connecticut Sexual Assault Crisis Services (DONNSACS)**

24 hour confidential hotline – 1.888.999.5545

**Connecticut Coalition Against Domestic Violence (CCADV)**

24 hour hotline
English 1.888.774.2900 Spanish 1.888.774.2900

**Rape, Abuse, and Incest National Network (RAINN) Crisis Hotline – 1.800.656.HOPE**
CONFIDENTIALITY AND PRIVACY

When the University receives notice of an incident, whether from the victim, a third party, or anonymously, the University has an obligation to take action in order to protect the health and safety of the University community. Normally this includes an investigation, even if the victim does not wish to file a formal complaint, although other options might be available to or, where clearly appropriate, instead of investigation, such as educational programming. Any time a report of sexual violence or and other sexual misconduct is investigated, only people with a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses, and the accused person. However, investigations by their nature cannot be entirely confidential: in order to properly investigate a report of a possible violation this Sexual Violence Policy, the identity of the victim, when known, may be revealed.

If the University must investigate in spite of a victim's request for confidentiality, the University will inform the victim prior to starting an investigation and will, to the extent possible, maintain as much privacy as possible and only share information with people as necessary to meet the University's obligations.

The University may not require a victim to participate in any investigation or disciplinary proceeding. Under all circumstances, the University will take all reasonable steps to be protective of the victim's well-being.

The Title IX Coordinator or designee will discuss options regardless of whether the victim wishes to maintain confidentiality, and regardless of whether the victim wishes to file a complaint under the University Complaint Process or with law enforcement. However, some options may not be available while maintaining confidentiality or without filing under the University Complaint process. For example, an option that involves formal sanctioning of another University student, staff, or faculty cannot occur without giving that other individual the procedural rights to accused described in the Sexual Violence Policy.

HAZING POLICY

Hazing is a fundamental violation of human dignity. Student-athletes at the University of Hartford are expected to follow all institutional regulations regarding hazing. The department and its student-athletes will adhere to the University of Hartford’s hazing policy. The University of Hartford defines hazing (provided by the Fraternity Executives Association) as “any action taken or situation created intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, ridicule, or any behavior that would constitute bullying and harassment. Such activities and situations include paddling in any form; creations of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; wearing, publicly, apparel that is conspicuous and not normally in good taste; and any other activities that are not consistent with fraternal law, ritual, or policy or the regulations and policies of the education institution.

The University of Hartford defines hazing to include, but not limited to, forcing, requiring, or expecting new members, associate members, prospective members, or initiated members of any student organization to participate in the following activities: (please see the list from The Source pages 93 and 94).

Student-athletes are strictly prohibited for engaging in any form of hazing or initiation activities, whether as direct participant or by implicit encouragement, that endangers the mental, emotional or physical health of others.

PENALTIES FOR HAZING

Student-athletes or the general student body allegedly violating these policies will be subject to misconduct action. In addition to action taken by the University, individual student teams and/or student organizations may be subject to criminal or civil action (Connecticut Public Act Number 88-328).
PARKING POLICIES

• All commuter student-athletes have access to parking in the Sports Center L lot (front of Sports Center) and M lot (behind Sports Center) as long as they have paid for a Commuter Parking Permit and have it displayed properly in their car. However, they can only park in these lots when the Sports Center is open and if they leave their car overnight it will be ticketed and/or towed at the owner’s expense.

• All residential student-athletes CANNOT park their car in any of the Sports Center Lots or they will be ticketed and/or towed at the owner’s expense. The resident permit gives them access to park in select lots around campus, but NOT the Sports Center Lots.

• Commuter and Residential student-athletes CANNOT park their cars in the Athletics Staff Parking Lot (outside of Ted’s Office) or they will be ticketed and/or towed at the owner’s expense.

• If commuter student-athletes are going on an overnight trip with their teams, the coaches need to communicate this information with Ted and Ann Smith (information attached) to allow for these vehicles to be parked in our lots.

Ann Smith Administrative Manager Parking Services & Records
860.768.7865
EXCELLENCE
STANDARD • CULTURE • CHAMPIONS

TOUGHNESS
SACRIFICE • PASSION • INTENSITY

INTEGRITY
ACCOUNTABILITY • RESPECT • PURPOSE

UNITY
TEAM • COMMUNITY • TRUST