Binghamton University
Student-Athlete Handbook

2019-2020
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SECTION I - INTRODUCTION

A Welcome From the Director

Welcome back to our returning student-athletes and an especially warm welcome to our incoming students; the newest members of the Binghamton University athletics family. I hope you have enjoyed your summer and are looking forward to the challenges and rewards of the 2019-2020 academic year.

Your participation in Division I college athletics did not come by chance. It has taken years for you to develop your athletic skills and with that same determination, we expect you to continually strive for excellence in the classroom, on the playing fields, and as a responsible member of the community.

Always take pride in the opportunity to represent yourself, your team, and Binghamton University in a first-class manner. Excellence with Honor!

Binghamton University is a world-class academic institution with a quality athletics program. We have outstanding community support, excellent facilities, and a tremendous staff of coaches and administrators. Our programs have excelled both academically and athletically on a national level. Our programs have produced one national champion, and numerous All-Americans and conference champions during our NCAA Division I tenure.

There are many resources available to help you reach your fullest potential as a student-athlete including the Student-Athlete Success Center. We encourage you to utilize the services offered to maximize your educational experience and explore your career opportunities.

Please know that our administration, coaches, and support staff are all here to help you in any way that we can. Please do not hesitate to reach out and seek assistance.

I look forward to watching your achievements on and off the field. Best wishes for a healthy, fun and successful year.

Patrick Elliott, Director of Athletics, PhD
Athletics Department Mission Statement

Intercollegiate Athletics is an integral component of the educational experience at Binghamton University. The department exists to provide all student-athletes an opportunity to achieve excellence in their academic, athletic, and personal pursuits. In this pursuit of excellence, the department offers equitable opportunities for all student-athletes and embraces the NCAA principles of sportsmanship, integrity, amateurism, compliance, diversity, inclusion, and institutional control.

As a part of its mission, the department embraces the following core values: Excellence, Integrity, and Service.

Excellence
- Develop and sustain programs which help student-athletes achieve their maximum potential, athletically, academically, and socially.
- Foster an environment which develops discipline, teamwork, and leadership skills.
- Strive to promote an inclusive environment that enhances, accepts, and embraces diversity.

Integrity
- Uphold the rules and regulations established by the NCAA, the America East Conference, the EIWA, the Big Sky Conference, the Mid-American Conference and other groups to which it belongs. In addition to these regulations, the student-athlete must abide by more rigorous standards imposed by the athletics department and University.
- Commit to the concept of institutional control, requiring appropriate participation in the development and review of athletics policies by the University President, the Faculty Senate, the Intercollegiate Athletics Board (IAB), the Intercollegiate Athletics Committee (IAC), as well as the Binghamton Bearcats Athletic Association, alumni association, and other groups and individuals who represent the University for the governance of its intercollegiate athletics program.
- Recruit and develop student-athletes who reflect positively upon the institution.

Service
- Offer an athletics program that creates pride, school spirit, and a sense of connectivity to the University among faculty, staff, students, the community, and alumni.
- Encourage opportunities for engagement in meaningful community service activities.
- Embrace opportunities to serve as ambassadors and role models.
SECTION II – STUDENT-ATHLETE SUPPORT CONTACTS

For assistance or questions related to your sport please contact your sport administrator:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office Building</th>
<th>Email</th>
<th>Phone (office)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Elliott, PhD</td>
<td>Director of Athletics</td>
<td>Events Center 205</td>
<td><a href="mailto:elliott@binghamton.edu">elliott@binghamton.edu</a></td>
<td>607-777-2043</td>
</tr>
<tr>
<td></td>
<td>(Men’s Basketball, Women’s Basketball)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dennis Kalina</td>
<td>Deputy Director of Athletics</td>
<td>Events Center 203B</td>
<td><a href="mailto:dkalina@binghamton.edu">dkalina@binghamton.edu</a></td>
<td>607-777-6730</td>
</tr>
<tr>
<td></td>
<td>(Golf / Wrestling)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leigh Ann Savidge-Morris</td>
<td>Sr. Assoc. Director of Athletics</td>
<td>Events Center 203H</td>
<td><a href="mailto:lsavidge@binghamton.edu">lsavidge@binghamton.edu</a></td>
<td>607-777-3323</td>
</tr>
<tr>
<td></td>
<td>(Women’s Lacrosse / Women’s Soccer / Swimming &amp; Diving)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(Women's Tennis)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dave Simek</td>
<td>Associate Director of Athletics</td>
<td>Events Center 203C</td>
<td><a href="mailto:dsimek@binghamton.edu">dsimek@binghamton.edu</a></td>
<td>607-777-6479</td>
</tr>
<tr>
<td></td>
<td>(Cross Country / Track &amp; Field / Baseball / Softball/ Men's Lacrosse / Men's Tennis)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ze Zeon</td>
<td>Associate Director of Athletics</td>
<td>Events Center 216</td>
<td><a href="mailto:zzeon@binghamton.edu">zzeon@binghamton.edu</a></td>
<td>607-777-9366</td>
</tr>
<tr>
<td></td>
<td>(Men's Soccer / Volleyball)</td>
<td></td>
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</tr>
</tbody>
</table>

Below is a list of important offices on campus that can be of assistance to you in a variety of situations:

<table>
<thead>
<tr>
<th>Questions related to mental health and wellbeing.</th>
<th>Questions related to Title IX topics such as stalking, sexual harassment, or sexual assault.</th>
<th>Questions related to equal access accommodations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Counseling Center</td>
<td>Dr. Andrew Baker Title IX Coordinator/Interim Affirmative Action Officer Administration Building 217B</td>
<td>Dianne Gray Director, Services for Students with Disabilities</td>
</tr>
<tr>
<td>Old O’Connor 264</td>
<td><a href="mailto:abaker@binghamton.edu">abaker@binghamton.edu</a></td>
<td>University Union 119</td>
</tr>
<tr>
<td>607-777-2772 (office)</td>
<td>607-777-2486 (office)</td>
<td><a href="mailto:dgray@binghamton.edu">dgray@binghamton.edu</a></td>
</tr>
<tr>
<td>For life-threatening emergencies dial 911 or University Police at 607-777-2222</td>
<td></td>
<td>607-777-2686 (office)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Questions related to diversity, equity, and inclusion.</th>
<th>Questions related to identity or expression of sexual orientation or gender.</th>
<th>Questions related to international student services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Nicole Sirju-Johnson Interim Chief Diversity Officer</td>
<td>Dr. Kelly Clark Q Center Director</td>
<td>Trisha Bello Director of International Student and Scholar Services</td>
</tr>
<tr>
<td>Library South Ground 548A</td>
<td><a href="mailto:Clarkk@binghamton.edu">Clarkk@binghamton.edu</a></td>
<td>Old Champlain 142</td>
</tr>
<tr>
<td><a href="mailto:njohnson@binghamton.edu">njohnson@binghamton.edu</a></td>
<td>607-777-6028 (office)</td>
<td><a href="mailto:iss@binghamton.edu">iss@binghamton.edu</a></td>
</tr>
<tr>
<td>607-777-4775 (office)</td>
<td></td>
<td>607-777-2510 (office)</td>
</tr>
</tbody>
</table>
SECTION III - OVERVIEW OF ATHLETICS DEPARTMENT POLICIES

Alcohol, Tobacco and Other Drug (ATOD) Policy and Substance Abuse Screening and Deterrence Program
The ATOD program is based on the understanding that alcohol, tobacco and other drug use is detrimental to the student-athlete and can be a violation of department rules. Specifically: ALCOHOL consumption by a student-athlete under 21 years of age is illegal. The use of DRUGS (recreational or performance enhancing) is illegal. The use of any tobacco products at an NCAA sponsored event is a violation and will affect eligibility. Any of these violations will warrant disciplinary action from the department.

The Department of Intercollegiate Athletics at Binghamton University believes that the use of controlled substances and performance enhancing drugs represents a danger to the health and careers of student-athletes and constitutes a threat to the integrity of intercollegiate athletics. Therefore, the department has implemented a mandatory program of drug education, screening and treatment (counseling/rehabilitation) to assist and benefit our student athletes. Additionally, the NCAA conducts a drug testing program that requires the participation of all student-athletes (Please see full Alcohol, Tobacco and Other Drug Policy & Substance Abuse Screening and Deterrence Program on page 9).

Conduct
All student-athletes are expected to conduct themselves in a manner that brings respect to themselves, their team, our department, the university and our community, whether at a competition or at an activity totally unrelated to athletics. (Please see full Code of Conduct Policy on page 15).

Disciplinary Action
Disciplinary action applied to any student-athlete may come from various sources based upon the significance of the policy violation. All head coaches have the support of the department when it comes to administering a team discipline program, with the understanding that programs may differ from team to team. There are, however, violations of the department policies that may also require departmental intervention. This includes, but is not limited to, immediate suspension if a student-athlete is arrested on or off campus, or is involved in a hazing incident. Other violations of departmental policies will be directed to the Athletics Review Board, whose policy is highlighted later in this handbook.

Diversity, Equity & Inclusion
Binghamton University’s strength lies in its people. We are proud that our students, faculty, staff, and administrators represent a variety of cultures, backgrounds, and ideas. Our members contribute to the creation of an open, supportive campus environment with high levels of intellectual and creative energy.

Building on our strengths, Binghamton aspires to become more than a multicultural institution. It strives to be an inclusive community where those with differing backgrounds and allegiances feel valued and learn from one another, and one where civility, respect, and reasoned debate prevail. We are committed to respect for human diversity in our learning and working environments, and to creating an atmosphere where prejudice, harassment, and discrimination are unacceptable. This encompasses all individuals and groups, as well as social, cultural, political, religious and other affiliations.

LGBTQ Student-Athletes
The Binghamton University Athletics department and the NCAA are committed to supporting student-athlete health and well-being. This commitment includes the physical, social and psychological health and
well-being of students of all sexual orientations and gender identities/expressions. Binghamton Athletics will work with transgender and gender expansive students to ensure they are aware of and able to navigate NCAA eligibility guidelines.

**Harassment**
You are a part of a community that supports individual integrity and celebrates its diversity. Binghamton University does not condone harassment directed toward any individual. Behaviors that denigrate a person(s) because of race, religion, sexual orientation, gender, gender identification, age or physical/mental disability will be dealt with quickly and severely.

**Hazing**
Hazing is against the law and will not be tolerated. Our department is fully supportive of the policies and consequences established by Binghamton University’s Student Code of Conduct. According to the University’s definition, the term “hazing” is defined as any action taken, or situation created, involving prospective or new members of a group, or as a condition of continued membership in a group (fraternity, sorority, team, club or other association or organization), which would be perceived by a reasonable person as likely to produce mental or physical harm, extreme or unusual stress, embarrassment, harassment or ridicule.

No policy can be so precisely written as to address all possible situations. When this policy does not address a specific behavior, students, organizations, teams and groups are expected to conduct themselves and their activities in the spirit of this policy and with respect for the dignity and well-being of others. The definition of hazing applies whether or not the participants consent to such activity or perceive the behavior as voluntary. The determination of whether a particular activity constitutes hazing will depend upon the circumstances and context in which the activity is occurring.

As a guiding principle, any activity required of new members that is not required of more senior members is likely to constitute hazing under this policy. Examples of conduct that may constitute hazing when used to mistreat or humiliate the participant include the following:
- Consumption of alcohol
- Paddling in any form or any other physical brutality
- Creating excessive fatigue
- Degrading or humiliating games or activities
- Forced or excessive participation in physical activities
- Psychological shock or abuse
- Engaging in public stunts or buffoonery
- Inappropriate scavenger hunts or road trips
- Wearing of apparel or items likely to subject the wearer to embarrassment or ridicule
- Activities that would unreasonably interfere with a student’s other activities or obligations (academic, extracurricular, religious, family, etc.)
- Activities that violate University policy, federal, state or local law
- Any other activity devoid of legitimate educational value that subjects participants to humiliation

**Mental Health**
At some point during their college experience, student-athletes may encounter personal, social, career, or academic issues that call for assistance beyond the advice provided by coaches, friends, and family. The University Counseling Center provides comprehensive clinical and referral services to Binghamton University undergraduate students, graduate students, and affiliated entities. The goal is to enhance the
psychological well-being of our students so they can take full advantage of the educational opportunities at the University.

**Parental Meeting Policy**
For a variety of reasons our department philosophy is for administrators and coaches to deal directly with our student-athletes. If a student-athlete would like his or her parent(s) to meet with an Athletics Department staff member, the student-athlete will need to arrange the meeting and invite his or her parents to attend.

**Program Management**
The head coach is ultimately responsible for the overall management of his/her particular program. He/she operates within the framework and guidelines of our department. Specifically, the head coach is responsible for assembling a staff of assistant coaches (if applicable), budget management (equipment/gear purchases, and travel accommodations), arranging competition schedules, and determining the team roster. Head coaches have final say as to who will be in their program, who will travel, who will compete, and who will receive scholarships, and the amount of those scholarships.

**Sexual Assault**
Binghamton University does not tolerate sexual assault. Sexual assault is a broad term that encompasses any sexual activity that occurs without the consent of the student. Anyone who has been a victim of sexual assault or who is aware of a sexual assault is encouraged to report it immediately to a member of the athletics or campus administration. If you have been a victim of sexual assault you should seek immediate medical attention. Reports of sexual assault are taken very seriously. When a report of sexual violence is made, the Title IX officer on campus is notified and he/she will initiate the campus sexual assault response protocol. For a complete description of the campus sexual assault first responder protocol visit: 
https://www.binghamton.edu/ivp/support/saprotocol.html

**Team Room Security and Responsibility for Valuables**
Every student-athlete is responsible for securing his/her valuables in his/her respective team locker rooms. The Athletics Department will assume no liability for theft of or damage to unsecured items. All team rooms/lockers are to be cleared out entirely during semester and summer breaks, and when directed by Athletics Department staff.

**Team Travel Policies**
The Athletics Department provides student-athletes with bus/van transportation to and from off-campus intercollegiate athletic events (including practices and/or competitions). When traveling for off-campus competitions, it is expected that all members of the travel party ride in department provided transportation. Only in exceptional circumstances, and with PRIOR approval and appropriate documentation, will student-athletes be allowed to travel to or leave a competition site separate from the travel party. A Travel Waiver and Release of Liability Form must be on file with the sport administrator if a student-athlete is approved to travel in a private vehicle, or accept a ride with another person, when traveling for off-campus practices or competitions. In this event, the student-athlete is solely responsible for any injury to themselves or others, and for damage to others’ property. The student-athlete acknowledges the risks of accidents or injuries that may arise from traveling separately from the team, and assumes all such risks of injury or damage and to indemnify, defend and hold Binghamton University and the Athletics Department harmless for any injury or damage that may result.
SECTION IV–DEPARTMENT & UNIVERSITY POLICIES

Alcohol, Tobacco and Other Drug (ATOD) Policy
The Athletics Department at Binghamton University recognizes that student-athletes hold a unique status at the University and in the surrounding communities, and that they are under considerable pressure to perform in the classroom and in athletics. Student-athletes must understand that due to their high visibility, they are often viewed as public role models. As such, student-athletes must strive to develop and maintain outstanding levels of achievement in their academic and athletic endeavors, and to adhere fervently to the highest standards of ethical behavior and sportsmanship. How a student-athlete conducts her or himself is a direct reflection not only on her or himself, but on Binghamton University as well.

The Athletics Department understands the pressures associated with attending college and that the use, misuse, and abuse of alcohol, tobacco, and other drugs (ATOD) is prevalent in today’s society. Thus, the athletic department at Binghamton University has committed itself to providing education, discipline and prevention. Policies have been put in place in the event that a student-athlete does encounter problems associated with substance misuse.

Goals of the Policy
The purpose of Binghamton University’s Intercollegiate Athletics Alcohol, Tobacco and Other Drug (ATOD) Policy is to inform and assist the student-athlete at the University. This policy is based on the Athletics Department’s philosophy that alcohol, tobacco and other drug use is detrimental to the student-athlete and a violation of departmental rules. The Athletics Department reserves the right to impose both educational and disciplinary sanctions on any individual who is deemed to have violated the policy.

Specific objectives of the policy are:

- Educating Binghamton University student-athletes concerning the problems associated with alcohol, tobacco and other drug use and abuse;
- Discouraging the harmful use and abuse of alcohol, tobacco and other drugs and to encourage healthy lifestyle habits;
- Identifying student-athletes who may be engaging in the harmful use of alcohol, tobacco and/or other drugs and to identify which substance she or he is using;
- Educating student-athletes as to how such usage may affect the student-athlete and her or his team;
- Helping student-athletes struggling with dependency to be treated and to address the dependency properly;
- Providing reasonable safeguards that every student-athlete is physically able to participate in athletic competition;
- Encouraging discussion, either specifically or generally, about the use of alcohol, tobacco and/or other drugs;
- Encouraging behavior that favorably represents Binghamton University and the athletics department family.

Alcohol Policy
It is the responsibility of every member of the University athletics community to know the personal and legal risks associated with alcohol use and misuse. In accordance with this responsibility, beyond department policy, student-athletes, coaches, staff and administrators must know relevant University policies, federal, state and local laws, and must conduct themselves in accordance with these policies and laws.
The Athletics Department’s policy is as follows:

- The consumption of alcohol by student-athletes and any other Binghamton University Athletics’ student personnel (i.e. student-trainers, managers, scorekeepers, etc.) is prohibited in connection with any official intercollegiate team function or Athletics Department activity. An official team function, for purposes of this policy, is defined as any activity that is held at the direction of, or under the supervision of athletics department personnel. This includes when traveling as a representative of the University as a student-athlete.
- Student athletes that are not of legal age to drink alcohol are prohibited from drinking at all times.
- In addition, any member of the Athletics Department staff shall not be permitted at any time to consume alcohol in the presence of student-athletes.
- A student-athlete who consumes alcohol at any time will be accountable for any alcohol-related incident in which she or he is involved.

Alcohol related incidents can include but are not limited to the following:

- Underage drinking,
- Drunken and disorderly conduct,
- As a student host, drinking in the presence of a prospective student-athlete (even after a prospective student-athlete has committed to Binghamton University),
- Use of alcohol in hotel rooms/university vehicles while on an athletics department sponsored trip,
- Alcohol poisoning,
- Destruction of property while under the influence,
- Public intoxication,
- Assault while under the influence, and
- Encouraging any consumption of alcohol or other drugs by fellow student-athletes.

Student-athletes are encouraged to seek help if they think they may have a problem associated with alcohol. Because of the confidential nature of the University Counseling Center, the athletics department and/or coach will not be notified if a student-athlete seeks counseling. However, the Athletics Department strongly encourages the student-athlete to communicate with their coaches or other athletics personnel if he/she has concerns, and would like to seek professional assistance. You can also call the University Counseling Center at 607-777-2772 or 911 in the event of an emergency.

Tobacco Policy

Binghamton University Is a tobacco-free campus. The use of tobacco is prohibited on all University property. This policy applies to the entire University community and is applicable 24 hours a day, seven days a week.

The University, including the Athletics Department, does not condone the use of tobacco on or off campus. Tobacco use may result in a physical dependency on nicotine. The negative effects of tobacco use are well documented in the high incidents of oral, lung and other forms of cancer, as well as heart problems. Smokeless tobacco is included in this policy. The University Health Services has a tobacco use cessation program. They can be reached at 607-777-2221.

The use of tobacco is prohibited in connection with any intercollegiate team function. A team function is defined as any activity which is held as a team, whether it be meetings, practices, games, or informal workouts on and off the grounds of Binghamton University. As of August 1994, the NCAA banned the use of tobacco by athletes, coaches, officials, and staff during intercollegiate competition and practice. Any student-athlete who uses tobacco at a game or during practice will be immediately suspended for the remainder of that game or practice, and will face a Review Board hearing.
Other Drug Policy
Illegal or banned drugs are prohibited on Binghamton University’s campus. Student-athletes are subject to campus disciplinary action and legal prosecution under federal, state and University laws, as well as department discipline procedures.

NCAA Drug Testing Policy
Binghamton University abides by any and all legislation proscribed by the NCAA with regard to the use of illegal or banned substances. Anyone testing positive for such substances under testing administered by the NCAA during post-season / championship competition or throughout the year is subject to severe penalties as designed by the NCAA, as outlined in their publication titled “Drug Testing Program”. This publication can be found in its entirety on the NCAA web site at www.ncaa.org. In addition, the Binghamton University Athletics Department administers its own substance abuse screening program, details of which can be found later in this handbook.

If a student-athlete is taking any over the counter or prescription drugs, their use should be cleared with the athletic training staff.

The implementation of the Binghamton University Intercollegiate Athletics’ Alcohol, Tobacco, and Other Drug Policy and Education Program will serve to benefit all connected with intercollegiate athletics at the University. It is believed that participation in this program will make the women and men who participate in and represent Binghamton University Athletics better students and better athletes. It is both an honor and a privilege to be a member of Binghamton University Athletics. We hope that each student-athlete realizes the significance of this by adhering to the above policies.

Substance Abuse Screening and Deterrence Program
The Athletics Department at Binghamton University believes that the use of controlled substances and performance enhancing drugs represents a danger to the health and careers of student-athletes and constitutes a threat to the integrity of intercollegiate athletics. Additionally, use or abuse of drugs can be extremely injurious to student-athletes and their teammates particularly when participating in athletic competition and/or practice.

Therefore, the department has implemented a mandatory program of drug education, screening, and treatment (counseling/rehabilitation) to assist and benefit student-athletes at Binghamton. The program seeks to protect student-athletes from the risks and dangers of drug misuse through such measures as interventions and sanctions for violations of policy.

The goals of the Screening and Education Program include enhancing the health and well-being of all student-athletes while educating and safeguarding all athletic participants. Substance misuse can be physically and emotionally destructive to student-athletes at any time during their careers. Substance screening is randomly performed throughout the year regardless of whether student-athletes are in or out of season.

Athletics Drug Advisory Committee
The Athletics Drug Advisory Committee supervises the Substance Abuse Screening and Education Program. The committee is comprised of: The Director of Athletics (or designee), Associate Athletic Director / Sport Programs, Sr. Associate for Student Services (or designee), Director of Sports Medicine (or sports medicine staff designee), Head Strength and Conditioning coach, and representative(s) of Binghamton’s coaching staff.
A designee from Binghamton’s Sports Medicine Department serves as the Substance Abuse Screening and Education Program coordinator and works closely with the Athletics Drug Advisory Committee. The Sports Medicine staff will collect and maintain the Substance Abuse Screening and Education Program Consent Form. The program coordinator will serve as the clearinghouse for all communications between the contracted laboratory and the Advisory Committee.

**Prohibited Substances**
The use of the following substances are prohibited before, during, and after the sport season, except as prescribed by a physician qualified to treat the medical condition for which the prescription is made:

- Stimulants, Amphetamines, Barbiturates, Phencyclidine, Benzodiazepines, Cannabinoid, Synthetic Marijuana, Anabolic Steroids, Methaqualone, Cocaine, and Opiates.

**Procedures**

*Informed Consent:* Student-athletes are asked to sign an “Informed Consent” waiver giving the Binghamton University Athletics Department permission to screen for banned substances. This consent expires at the end of the student-athlete’s athletic eligibility or six (6) years from the date it is signed.

*Selection for Screening:*  

- **Institutional Random** - Randomized individual and team screening will be performed throughout the year. Official team rosters will be maintained in the NCAA Compliance Office. The rosters will be provided to the contracted laboratory for the purpose of composing a master list of student-athletes eligible to be randomly, computer selected for screening. This random, computerized drawing of names for screening will be conducted at various times throughout the year.

- **Institutional Reasonable Cause** - In addition to random drug testing, the Department of Intercollegiate Athletics reserves the right to screen a student-athlete anytime there is reasonable cause or suspicion that he/she may be engaging in the use of banned substances. The terms “reasonable cause or suspicion” mean that information has been given to a member of the coaching staff, Sports Medicine Department, and/or athletics administrator, in good faith, from a reliable source or sources regarding a student-athlete’s use of banned substances. Furthermore, a student-athlete’s possession or use of a prohibited substance, arrest, or conviction related to the possession of, use or trafficking of banned substances, and or abnormal conduct interpretable as being caused by the use of banned substances, all rise to the level of “reasonable cause or suspicion”.

- **Team Testing** - In addition to randomized testing, head coaches have the option of drug testing all members of their teams at their discretion. All expenses for team testing will be charged to that team’s budget. In the event of a positive drug test result, the head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all future athletics financial aid.

- **NCAA Championship / Post-Season Play** - In the event of an individual or team qualifying for NCAA Championship competition, the individual or team is subject to drug testing prior to the competition. A positive drug test prior to NCAA competition may result in immediate suspension from any further athletic participation for the current athletic season, effective immediately, regardless of the number of past penalties. A final decision on penalties to be imposed will be made by the Athletics Drug Advisory Committee.
**Urine Collection:** Members of the Sports Medicine Staff will collect urine samples and provide them to the contracted laboratory for analysis.

**Failure to Appear or Tampering:** Failure to appear or to produce an acceptable sample as identified by the contracted laboratory shall be considered a positive test result. Any attempt to circumvent the established screening protocols shall also be considered a positive test result. Cooperation of the student-athlete is defined as ingestion of 8 ounces of fluids every 15 minutes until an acceptable sample is produced. Uncooperative behavior will be treated as an attempt to circumvent and therefore result in a positive test result. Any evidence of tampering with or falsifying a sample will result in a positive test result.

**Confidentiality:** Identification of those participating in the urinalysis and all results will be strictly confidential. The contracted laboratory will notify the designated member of the Athletics Drug Advisory Committee of all results. That person will be the only person capable of matching positive test results with individual identification numbers.

**Results**

In accordance with the purpose of this program, it will be assumed that all student-athletes will test negative to the drugs listed on the banned substances list. There will be no maximum number of times that each student-athlete may be tested during his or her career at Binghamton. If a student-athlete does have a positive result from a urine test, then he or she will be placed on a list of student-athletes who have at one point tested positive and who may be randomly drug tested during the remainder of their career.

**First Positive Result:**

1. If an individual’s sample tests positive, the contracted laboratory will retest the sample immediately to assure there is no error in the result.
2. If a positive result is verified, an Athletics Drug Advisory Committee representative from Binghamton’s Department of Sports Medicine will be notified by the laboratory.
3. The Director of Sports Medicine will hand deliver a letter with notification of a positive result to the Director of Athletics and the Sport Administrator.
4. The Director of Sports Medicine will notify the student-athlete via a letter of the positive result. A copy of this letter will be forwarded to the Director of Athletics and the student-athlete's Head Coach.
5. The student will be directed to arrange a meeting with the Director of Sports Medicine within 3 days of notification.
6. The student-athlete will begin attending intervention and education programming at the direction of the Director of Sports Medicine. Any positive test will result in a retest.

Failure to comply or refusal to participate with the educational program set forth above will result in immediate contact of the student-athlete's Head Coach and disqualification from all athletic participation until the above guidelines are met. The student-athlete’s head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all future athletics financial aid.

**Second Positive Result:**

1. If an individual’s sample tests positive, the contracted laboratory will retest the sample immediately to ensure there is no error in the result.
2. If a positive result is verified, an Athletics Drug Advisory Committee representative from Binghamton’s Sports Medicine Department will be notified by the laboratory.
3. The Director of Sports Medicine will hand deliver a letter with notification of a positive result to the Director of Athletics and the Sport Administrator.

4. The Director of Sports Medicine will notify the student-athlete via a letter of the positive result. A copy of this letter will be forwarded to the Director of Athletics and the student-athlete's Head Coach.

5. The student will be directed to arrange a meeting with the Director of Sports Medicine within 3 days of notification.

6. The student-athlete will begin attending intervention and education programming at the direction of the Director of Sports Medicine. Any positive test will result in a retest.

Failure to comply or refusal to participate with the educational program set forth above will result in immediate contact of the student-athlete’s Head Coach and disqualification from all athletic participation until the above guidelines are met.

Additionally, the student-athlete shall be suspended immediately from competing, including all contest related activity. This suspension will last for approximately 20% of the scheduled and completed intercollegiate contests. The suspensions will be for those contests during the segment of the playing season that ends with an NCAA Championship or for any contests used to qualify for conference or NCAA post-season competition.

Scrimmages and/or exhibitions (e.g. alumni games, foreign tours) shall not qualify as contests with reference to satisfying suspensions. Furthermore, contests that would generally qualify for the satisfaction of penalties, but are not played in for any reason, may not be included. The number of games/competitions/matches for which the student-athlete will be suspended varies from sport to sport. Standard rounding procedures will be used when calculating a withholding penalty for a positive drug test. For example, 2.4 and below equals 2, and 2.5 and above equals 3. The period of suspension will carry over from season to season. Examples: (1) If the period of suspension is not concluded by the end of the regular season, the period of suspension will carry over to the conference and/or NCAA tournament contests; (2) If the period of suspension is not completed by the end of the segment of the playing season that ends with an NCAA Championship, the suspension will carry over to the next playing season that ends with an NCAA Championship.

Note: Student-athlete penalties will be assessed based on the scheduled contests for the sport(s) in which the student-athlete was on the roster at the time of the test. Any subsequent rosters to which the student-athlete is added during that year may lead to an increase in sanctions.

The Student-athlete’s head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all future athletics financial aid.

**Third Positive Result:**

1. If an individual’s sample tests positive, the contracted laboratory will retest the sample immediately to assure there is no error in the result.

2. If a positive result is verified, an Athletics Drug Advisory Committee representative from Binghamton’s Sports Medicine Department will be notified by the laboratory.

3. The Director of Sports Medicine will hand deliver a letter with notification of a positive result to the Director of Athletics and the Sport Administrator.

4. A copy of that letter will also be forwarded to all members of the Drug Advisory Committee.

5. A meeting of the student-athlete, Head Coach, and Director of Athletics (or designee) will be arranged. At this meeting the athlete will be advised that he/she will be suspended from any
further participation, effective immediately, and this suspension shall continue through the next academic semester. The continuance of any athletically related financial aid during the period of suspension shall be at the discretion of the Athletics Drug Advisory Committee and the Director of Athletics (or his designee).

6. The student-athlete will be referred for appropriate rehabilitation.

7. In order to be considered for reinstatement, the student-athlete will have to undergo a fourth drug screening at the conclusion of the suspension period. If the results are positive, the student-athlete will no longer be eligible for participation in the Binghamton University Athletics Program. If the results are negative, the athletics eligibility shall be restored at the recommendation of the Athletics Drug Advisory Committee and the Director of Athletics (or his designee).

The Student-athlete’s head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all future athletics financial aid.

**Effect of Negative Result in Retesting to Confirm a Positive Result.** When the result of any retest for confirmation of a positive test is negative, it shall be assumed that the immediately prior positive result was an error, and that the prior test shall be treated as no violation.

**Legal Convictions & Campus Charges**
Any legal conviction on or off campus, or campus charge, will be considered a first violation of the Department of Intercollegiate Athletics Substance Abuse Screening and Education Program. Any subsequent incidents or involvements will be considered a second and/or third violation as outlined in the above mentioned policy.

**Appeals and Reinstatements**
Student-athletes who test positive will be entitled to appeal the results of the findings before the Director of Athletics (or designee) prior to the imposition of any sanction. Request for such a hearing must be made within 48 hours of notification of the positive drug test result. The hearing will be held no later than 96 hours after the request. An extension may be granted upon showing of good cause. The student-athlete will be informed of a decision within 24 hours of the hearing.
Department and Campus Student-Athlete Code of Conduct

As a student-athlete representing Binghamton University, each team member is viewed as a role model on campus and within the community. The actions of student-athletes may directly influence how people perceive their team and the Athletics Department, as well as the University. Student-athletes are expected to conduct themselves in a manner that brings respect to themselves, their team, and Binghamton University. This is true whether they are representing Binghamton at a competition or they are involved in an activity having no relation to Binghamton athletics. Student-athletes are expected to lead by example and encourage others to set high ethical standards for themselves.

As a student-athlete at Binghamton University, team members will be held directly responsible for their actions both in person and virtually (i.e. Facebook, Twitter, etc.). Any action that may bring negative attention to their team, the Athletics Department, and the University must be avoided. Specifically, the Athletics Department will not tolerate hazing, sexual or gender based harassment, fighting, stealing, cheating, lying, physical or verbal abuse, violations of the Alcohol, Tobacco and Other Drug (ATOD) Policy, and any other act punishable by law or the Binghamton University Code of Student Conduct.

Should any of these acts take place, you are subject to University regulations, which apply to all students, as well as NCAA rules, and state and federal laws, as they apply.

Within the Athletics Department, disciplinary action taken with any student-athlete may come from various sources based upon the type of policy violation. There are several levels of violations warranting gradation in disciplinary procedure. The following is an outline of each of these types of violations.

1. **Team Violation**
   
   All head coaches may establish their own team policies and appropriate disciplinary procedures as long as they adhere to the guidelines of departmental objectives and student welfare. Coaches have the support of the department when it comes to administering a team discipline program with the understanding that programs may differ from team to team. Team policies should be communicated to the Director of Athletics (or designee), the Sport Administrator and to the student-athletes.

2. **Department Violation**
   
   Any violations of departmental policy or the ATOD policy may result in suspension from the Athletics Department. Athletics suspension may include exclusion from practices and competitions, as well as loss of weight room privileges, access to facilities and/or other resources.

3. **Campus Violation**
   
   Any violation or any alleged violation as listed in the Binghamton University Code of Student Conduct or the Academic Honesty Policy that the Athletics Department determines to be reasonably legitimate may result in disciplinary actions, which may include suspensions from the Athletics Department.

   If the University’s Office of Student Conduct or the Academic Dishonesty Committee (ADC) has been involved in any student-athlete discipline manner, the Athletics Department reserves the right to delay a reinstatement meeting or a Review Board hearing until after the student conduct or academic honesty matters have resolved.
4. **Violation of the Law**

   If a student-athlete is issued an appearance ticket (except for a minor traffic violation) for an incident that took place on or off campus, that student-athlete is immediately suspended from the Athletics Department. Reinstatement of the student-athlete will then be subject to the Review Board Procedure below.

   Any alleged hazing incidents involving student-athletes will be turned over to the University Police Department. If the Athletics Department determines the claim to be credible, any and all student-athletes involved will be immediately suspended from the athletics program. Athletics suspension may include exclusion from practices and competitions, as well as loss of weight room privileges, access to facilities, and/or resource.

   Any allegation of dating violence, domestic violence, stalking, sexual assault, sexual harassment or rape involving student-athletes will be turned over to University officials. If it is determined that the claim is credible, any accused student-athlete will face immediate discipline actions, including but not limited to suspension for the athletics program. Athletics suspension may include exclusion from practices and competitions, as well as loss of weight room privileges, access to facilities, and/or resources.

**Athletics Reinstatement Procedure/Review Board**

When a Student Code of Conduct violation occurs resulting in a suspension, the following step-by-step procedure must be executed in order for the student-athlete to seek out possible reinstatement:

1. The student-athlete is required to make a timely written request for reinstatement to his/her Head Coach and Sport Administrator.
2. If the Head Coach and Sport Administrator agree to reinstatement, the Head Coach will then make a written request to the Director of Athletics to convene the Athletics Review Board.
3. The Review Board, consisting of at least (3) Sport Administrators (not including the Director of Athletics) is convened and a hearing will take place as soon as schedules allow. The Review Board will direct the student-athlete to participate in the hearing, and following the conclusion of the hearing, the Review Board will make recommendations to the Director of Athletics regarding reinstatement.
4. The Director of Athletics will then review the Board recommendations, make a final decision, including possible reinstatement and/or remedial actions/sanctions and notify the student-athlete, Coach, and Sport Administrator.
5. The student-athlete will be required to follow all disciplinary or educational sanctions imposed within the specified time frame.
6. The Director of Athletics’ decision(s) will be final.
SECTION V – SPORTS MEDICINE

Mission
The Binghamton University Sports Medicine Department will strive to provide the most efficient and effective interdisciplinary care available to help prevent and manage athletic related injuries or illnesses. Treatment of these conditions will be based on sound medical and rehabilitative principles considering personal and team goals, and always delivered in a professional and ethical environment.

Staff

<table>
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<td>Team Physician / UHS Orthopedic Surgeon</td>
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<tr>
<td>Dr. Stanley Hunter</td>
<td>Team Physician</td>
<td>UHS Sports Medicine</td>
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</tbody>
</table>

Hours of Operation
Monday through Friday:
- Events Center Athletic Training Room – 8:30 AM – 6:00 PM
- West Gym Athletic Training Room – 2:00 PM – 8:00 PM
  - OR
  - Until official practice/events are completed (Typically one hour after event/practice ends)

Weekend coverage is based on team practice and competition schedules. See your team’s Athletic Trainer to coordinate weekend treatment if you are not scheduled to practice or compete.

Rules, Policies and Procedures

Intercollegiate Athletic Medical Eligibility
- All physical examinations for new student-athletes will be scheduled through the Sports Medicine Staff. Head coaches will provide a current roster of all new and returning student-athletes to the Sports Medicine Department in the summer. New student-athletes must accurately complete all medical forms before the examination will be scheduled. Returning student-athletes are required to complete a medical update form before being allowed to participate. These forms will be sent to the student-athlete’s summer addresses.
- All potential student-athletes must pass a physical examination given by the Binghamton University Team Physician or his/her designee before the candidate is permitted to participate in all athletic activity.
• Student-athletes are allowed two weeks from the date of their physical examination to provide any additional medical information requested by the Team Physician.
• The physical examination is effective for the duration of the student-athlete's athletic career; however, the Team Physician and/or Director of Sports Medicine may re-examine any student-athlete and change the student-athlete’s status at any time should the situation warrant.
• Candidates with special conditions may be referred to specialists for examination and recommendations.
• Failure to report special conditions will release Binghamton University from any liability in the event of another injury caused by or related to the unreported condition. Binghamton University will not be held financially responsible for any tests or referral to specialists to complete a student-athlete’s physical examination. Any tests or referrals are the responsibility of the student-athlete and his/her family’s insurance.
• Loss of one of the paired organs (e.g. kidney, eye) or any other condition that is determined by the Team Physician to be detrimental to the student-athlete’s health and well-being may disqualify a candidate from participation in intercollegiate athletics.
• Female student-athletes who become pregnant must notify the Sports Medicine Department at the earliest known date. Continued participation will be determined by the consent of the student-athlete’s OBGYN and the Team Physician. Please see your team’s Athletic Trainer for further information.

Services Provided by Sports Medicine Staff

Sports Medicine Coverage
All home athletic events will be covered by a member of the Sports Medicine Staff. Every attempt will be made to cover away games with a member of the Sports Medicine Staff.

Medical Treatment
• The student-athlete must report all injuries or illnesses occurring as a result of practice or competition to an Athletic Trainer within three days from the occurrence. Binghamton University will not be responsible for payment of charges resulting from injuries/illnesses not reported within this designated time frame.
• The Athletic Trainer will screen signs and symptoms and provide care; and refer the student-athlete to the Team Physician or another physician as necessary.
• In case of an emergency or medical problem outside of the training room hours, contact your Athletic Trainer for assistance or advice immediately. If unable to contact your Athletic Trainer, contact the Binghamton University Health Services for assistance. If there is a true emergency or life-threatening situation, contact local emergency services by dialing 911. These problems should be immediately referred to the local hospital.
• Treatments will be given under the direction of the Team Physician and under the supervision of an Athletic Trainer.
• Binghamton University Health Services has the responsibility for health and welfare of the general student population. The Sports Medicine Department works in a cooperative effort with Health Services to assist with the needs of our intercollegiate student-athletes.
• NCAA Rules restricts the Binghamton University Sports Medicine Department to care for only those injuries sustained while participating or playing in your selected intercollegiate sport.
Binghamton University Sports Medicine is not permitted to provide outside medical treatment for non-athletically related injuries or illnesses.

- All treatments and physician appointments will be handled under the direction of the Sports Medicine Department. Only the Team Physician and/or the Director of Sports Medicine may refer a student-athlete for outside treatment.
- Student-Athletes may choose to seek outside treatment or referrals on their own. If this is the case, all costs are the sole responsibility of the student-athlete and their parents/guardians. Binghamton University will not be held responsible. The Sports Medicine staff must be informed of all referrals and/or second opinions. Payment of medical bills must be pre-approved by the Director of Sports Medicine.

Sports Medicine Rules

- The Sports Medicine Staff is here to provide quality care for our student-athletes. Proper conduct is expected.
- The athletic training room is a co-educational facility. All student-athletes are required to wear shorts and a t-shirt. Jogging bras, swimsuits, etc. are unacceptable attire.
- Report all injuries and illnesses to your team's Athletic Trainer or to an Athletic Trainer within Sports Medicine.
- All treatments must be administered by or under the supervision of an Athletic Trainer. It is recommended that all injured student-athletes report for morning and afternoon treatments as directed.
- Be on time for all treatments. Being late for treatment or a physician's appointment is unacceptable. Failure to keep appointments will be interpreted as indifference and lack of desire to return quickly to full activity. Reports of tardiness and such indifference will be reported to your head coach.
- All equipment will be turned on and off by an Athletic Trainer. NO ONE is to self-administer treatment. All equipment and supplies must remain in the athletic training room unless expressly permitted otherwise by an Athletic Trainer. In addition, please stay out of sports medicine cabinets and storage areas.
- Records of treatment attendance are open to all coaches for review.
- Student-athletes may not eat or drink in the athletic training room.
- Coats, uniforms, book bags, etc. are to be placed in the storage areas provided just inside the entrance to the athletic training room.
- The athletic training room is a medical facility. Please help us in keeping our facility clean. All student-athletes must shower after practice/workouts before receiving treatment. Do not report for treatment in dirty/sweaty practice/game gear. Also, please keep shoes off treatment tables.
- Please do not use rehabilitation equipment (treadmill, elliptical trainer, etc.) without permission of an Athletic Trainer. This equipment is intended for rehab purposes and not for general conditioning.
- The athletic training room is not a student-lounge. Please do not loiter while waiting for friends and teammates to finish their rehabilitation/treatment.

Over-The-Counter Medications
The Sports Medicine Department can provide over-the-counter (OTC) medications to student-athletes for conditions related to athletic participation. The Sports Medicine Department has only a small supply of OTC medications. The distribution must be logged and signed on the form provided. The cabinet where
the OTC medications are stored must be locked at all times. Only Sports Medicine Staff will have access to this cabinet. This policy will be strictly enforced.

Prescription medication must be used by the person and the purpose for which it is prescribed and should not be given to anyone not named on the prescription. The Binghamton University Sports Medicine Staff is available and should be consulted for conditions where student-athletes believe medication is needed. DO NOT SHARE MEDS!!

All prescriptions must be either filled at the Health Services or at a pharmacy off-campus. Local

Pharmacies:

- CVS / 607-772-0656 (Pennsylvania Ave.)
- Vestal Walk-in / 607-770-7358 (Vestal Parkway)
- Target / 607-729-6204 (Vestal Parkway)

Over-the-counter (OTC) medication in the athletic training room is limited to the following categories; anti-inflammatory, analgesic, decongestant, anti-histamine, anti-acid/gas, glucose and will be provided on an acute need, temporary (1-3 days) first aid basis only. Please note: any OTC medication received from the athletic training room does not imply a medical diagnosis or constitute medical advice.

OTC medication from the athletic training room is provided in single-dose packets, which include the name of medication, dosage, instructions for use, warnings and precautions, expiration date, and lot number pre-printed on them. It is the student-athlete’s responsibility to adhere to the package label information.

OTC medications from the athletic training room are provided as a courtesy upon request made to the Athletic Trainer. If you are ill, need medical advice, or need OTC medication on other than a temporary basis, you should contact Binghamton University Student Health Services, UHS walk-in clinics, or seek your own physician or pharmacy assistance.

Some prescriptions, OTC medications, dietary supplements, and energy food additives may contain substances banned by the NCAA. Steroids, Ephedra, high concentrations of caffeinated drinks (Red Bull) and some anti-asthma medications (Primatene and corticosteroids) are types of NCAA banned substances.

In order to prevent unintended consequence, please consult with an Athletic Trainer, or obtain further educational information on NCAA banned substances and supplement warnings, please refer to the NCAA website at www.ncaa.org/health-safety, or the Drug Free Sports Resource Exchange Center at www.drugfreesport.com/rec and enter Division I, password ncaa1 about any medications or supplements you are taking or thinking of taking.

**Dietary Supplement Information**

A list of banned-drug classes is provided and updated by the NCAA. This list is subject to change by the NCAA Executive Committee. Contact NCAA education services or http://www.ncaa.org/2018-19-ncaa-banned-drugs-list for the current list of banned-drug classes. For further information, student-athletes should contact the BU Sports Medicine and/or Strength and Conditioning Departments.

The following information is provided by the NCAA: Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk.
Drug Testing
All student-athletes are subject to NCAA and Binghamton University Athletic Department Drug Testing Programs. Drug testing selection may be random or your coach may choose to drug test the entire team. Student-Athletes may also be selected to be tested based on reasonable cause. Failure to show for a drug test or failure to provide a urine sample when instructed to, will be considered a positive drug test. A positive drug test is subject to both Athletic Department rules and policies and your individual team rules. All student-athletes are provided a copy of the intercollegiate drug testing policy over the summer. If you would like an additional copy, please see the Sports Medicine Staff. A brochure explaining the policy is also located outside the athletic training room in the Event Center.

Additional Information
Additional information regarding sports medicine and related topics can be found at the brochure rack outside the athletic training room. Brochures include topics such as Sports Medicine Policies and Procedures, Illness Procedures, Nutrition Resources, MRSA, Student-Athlete Pregnancy Policy, Drug Testing Program, Eating Disorders, and BU Athletic Insurance Policies and Procedures, etc. Please feel free to see any Athletic Trainer if you ever have any questions or concerns.

SECTION VI – STRENGTH & CONDITIONING
Staff
Mission
The main goal of Binghamton University’s Strength and Conditioning Program is to help student-athletes reach their athletic potential. This is achieved through the student-athletes becoming stronger, faster, and remaining injury free. To facilitate this, student-athletes will follow structured programs, which include sport specific exercises and drills involving strength, speed, agility, plyometric, flexibility, balance, and conditioning work.

Staff Responsibilities
The Strength and Conditioning staff consists of three staff members and one or more interns. Staff work in conjunction with the head coaches from each sport to schedule training times and establish training goals for their teams. The general duties of the strength and conditioning staff include: scheduling team workout times, program design, conducting performance testing, leading team members through individual and/or group workouts, maintaining and purchasing equipment, providing nutritional information, and general weight room maintenance.

The full time staff have both bachelor’s and master’s degrees in Exercise Science, and are certified from the National Strength and Conditioning Association. Additionally, they have many years of experience training a wide variety of athletes at the collegiate and high school level, and understand the importance of meeting the individual needs of student-athletes. The staff is committed to staying up-to-date with the newest developments in the strength and conditioning industry, and to continuously improving resources in order to help student-athletes improve their performance and reduce injuries.

Scheduling and Operations
The Events Center Varsity Weight Room is for student-athlete and athletics department staff use only. Each team will be scheduled a weight room time that is conducive to the size of the weight room and the strength and conditioning staff’s time. Student-athletes will only lift during their team lifting time unless otherwise specified by a strength and conditioning coach. No student-athlete is allowed to train in the weight room without a member of the strength and conditioning staff or their coach present. Due to limited space during the times reserved for team lifts (6am to 9am and 3:30pm to 7pm) no student-athlete or staff will be allowed to use the weight room with the designated team unless permission is given by the strength and conditioning staff.

Hours of Operation*
*Hours noted are a general guideline. Hours may vary throughout the year based on team schedules and staff availability.

Fall and Spring Semesters: Monday through Friday: 6:00 AM – 6:00 PM
Summer: Monday through Friday: 9:00 AM – 3:00 PM

Expectations of Student-Athletes
We expect you to CARE
• Care about your training with us
• Care about what you put in your body
• Care about your rest and recovery habits
• Care about how much sleep you get each night
• Care about what you are doing and be prepared for your sport year round by being aggressive and competitive with your training, but also check your ego at the door

We expect you to RESPECT

• Respect the training facilities
• Put anything that you use during a workout back after use
• Do not use any equipment for anything it is not intended for
• Do not bring any equipment in your locker room for your own use
• Respect other student-athletes while working out
• Respect any strength and conditioning coach who works with you
• Have a great attitude and be coachable
• Follow your prescribed program at all times. At no time will you come into the weight room “to do your own stuff”

The following is what student-athletes can expect from their strength and conditioning coaches:
We will care about you as individuals, as we are here to look after your best interests. We want to see you succeed in all aspects of being a student-athlete which means on the field, court, track, course, mat or pool as well as in the classroom. We want to help you achieve whatever goals you may have. We don’t care how much you bench, squat or clean. We want to help you reduce your chance of injuries and become a better athlete by increasing your strength, power, speed and agility. The results we want to see are the ones that translate from working hard with us to showing up when you play your sport. We don’t care if you are a starter or the last person in a competition. Our door is always open. Please come and talk to us about anything you have questions about with regards to your training, nutrition, rest and recovery.

**Weight Room Rules**
The use of the weight room and the strength and conditioning department is a privilege, not a right.
Violation of any of the following rules may result in the loss of that privilege.

• All equipment including weights, bars, and dumbbells are to be put back in their place after use.
• Proper attire including shirts, shorts, or sweats and closed toe shoes (no sandals) must be worn at all times. NO HATS are permitted in the weight room.
• No coats, bags, or excess clothes are allowed in the weight room or in the staff offices.
• Cell phones are prohibited.
• IPods and headphones are only allowed in the weight room when using a cardio machine.
• Student-athletes will show respect towards all strength coaches, and other student-athletes.
• Student-athletes will follow the prescribed strength-training program provided.

**SECTION VII- EQUIPMENT ISSUE ROOM**
**Staff**

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**Hours of Operation**

- **Fall/Spring Semester:**
  - Monday through Friday: 9:00 AM - 6:00 PM
  - Window Hours: 9:00 AM - 5:00 PM
  - Saturday and Sunday: Closed (Game Support Only)

- **Winter/Summer Sessions:**
  - Monday through Friday: 8:00 AM - 4:00 PM
  - Window Hours: 10:00 AM - 2:00 PM

**Operational Plan**

**West Gym** – Issue Room staff will place all clean laundry and towels in baskets in each teams’ locker room in the West Gym during the late morning/early afternoon. After practice student-athletes should place all dirty laundry and towels back into the baskets to be laundered for the next practice.

**Events Center** – Student-athletes may pick up their clean laundry and towels from the Events Center Issue Room for practice. After practice student-athletes should bring all dirty laundry and towels back to Events Center Issue Room for cleaning. If Issue Room window is closed, you may drop laundry and towels into the laundry drop slot located next to the Issue Room window.

*Uniforms will be issued either out of the Events Center Issue Room or placed in the locker room upon the coaches’ request.*

**Equipment Room Policies**

- Prior to receiving a locker, laundry belt, and towel, student-athletes must first pass a team physical, complete the health insurance form, complete all NCAA eligibility forms, and be listed on the “official” team roster.
- If a student-athlete has been removed from the “official” team roster, or they have been suspended from the team, they will no longer have Issue Room privileges.
- Student-athletes should only place practice gear in laundry bags/belt and they should not overfill them, otherwise the laundry bag will not be washed.
- All team uniforms (jersey, shorts, socks, etc.) and travel bags must be turned in to the Issue Room immediately after you return from away competitions and immediately following all home competitions.
- All equipment is assigned to a specific student-athlete. Be sure that you hand in what was assigned to you, as you are responsible for any missing equipment. Please report all damaged equipment to the Issue Room staff.
- Locker and laundry service is available for student-athletes throughout the entire regular academic year (Fall through Spring). Limited service is provided over winter and summer breaks. Signage will be posted.
- All team locker rooms must be cleared out for fall/winter cleaning (except Wrestling, Basketball). Signage will be posted with specific dates.
• The sport coach will coordinate with the equipment manager to meet with the team immediately following the last competition, so that gear can be appropriately returned. Exceptions will only be made for individuals competing in future dates.
• All lockers must be cleaned out prior to the last day of finals in the Spring semester. The laundry pin and bag, and towel must also be returned by this day. Any equipment not returned by the deadline will be billed to the student-athlete’s account, and he/she will be placed on the delinquency list until the equipment is returned or until the student-athlete’s account is paid.
• Coaches/programs will be notified of any/all unreturned property and will ultimately be responsible for replacement costs.
• **DO NOT LEAVE PRACTICE GEAR OR UNIFORMS ON THE ISSUE ROOM WINDOW COUNTER OR BESIDE THE DOORS LEADING TO THE ISSUE ROOM.**
• **THE ISSUE ROOM STAFF IS NOT RESPONSIBLE FOR MISSING PERSONAL ITEMS THAT HAVE BEEN PLACED ON LAUNDRY LOOPS PROVIDED BY THE ISSUE ROOM.**
The Facilities, Operations and Event Management department is led by Ze Zeon, Associate Director of Athletics. The department handles all day-to-day facilities and operations for all 21 Division I athletic teams; including the scheduling of all practices and events (internal and external) for all athletic facilities. The Events Center (TAU Club Room, meeting room, concourse, Event Floor), West Gym, Bearcat Sports Complex, Baseball Complex, Softball Complex, Tennis Complex and Outdoor Track and Field Stadium are all managed by this department.

Additionally, this department oversees all event management associated with Division I athletic teams and competitions. Moreover, service requests for athletic facilities, key card access, keys, camps/clinics/team fundraisers, external rentals are also handled by this department. The Facilities, Operations and Event Management department collaborates with many of University departments to maintain the athletic facilities. Please immediately communicate any facilities, operations and/or event management issues immediately to the facilities and event management staff.

### Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ze Zeon</td>
<td>Associate Director of Athletics</td>
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<td><a href="mailto:zezeon@binghamton.edu">zezeon@binghamton.edu</a></td>
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<td>Mike Spencer</td>
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<td>607-777-9366 (office)</td>
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<tr>
<td>Mike Stout</td>
<td>Physical Facilities Support</td>
<td>607-777-9366 (office)</td>
<td></td>
</tr>
</tbody>
</table>

### Facility Hours

All organized activities must be scheduled with the Athletics Department’s Facilities and Operations Staff. Coaches may unlock the field(s)/facilities for access outside of the times noted below, but must be on site for emergencies and must take responsibility for locking up the field(s)/facilities after use by current student-athletes.

**Events Center (EC)**
- Staff, coaches, and student-athletes have access via swiping their campus issued ID card. Please report any trouble your ID access to Events Center 216.
  - Monday through Friday: 7:00 AM - 5:00 PM
  - Saturday and Sunday: Closed (unless an event is scheduled)
  - Semester break, summer, holiday, and event hours may vary.

**West Gym (WG)**
- Monday through Thursday: 6:00 AM - 10:00 PM
- Friday: 6:00 AM – 8:00 PM
- Saturday and Sunday: 10:00 AM – 4:00 PM
- Semester breaks, summer, holiday and event hours may vary.

**Bearcat Sports Complex/Baseball/Softball/Tennis**
- Student-athletes should only be on the fields/courts during normal business hours: Monday through Friday 8:00 AM - 5:00 PM.

### Facility Scheduling Policies
All scheduling of competition and practice are done at the discretion of the coach and the department administration. All scheduling considerations are made with sensitivity to class times, religious holidays, personal issues, etc., however conflicts may arise. Coaches will be made aware of any potential conflicts as soon as possible. All head coaches are required to provide their student-athletes with a daily schedule identifying practices, competitions, team meetings, and travel plans, and to notify their student-athletes in a timely manner of any changes.

**Facility Usage Policies**

**Policies for All Facilities**

- Facility use privileges are only for student-athletes currently on the active team roster. Friends or non-student-athletes are not permitted at any time unless approved by the Facilities and Operations staff.
- All space for practices, or team or individual workouts must be reserved through the Athletics Facilities and Operations staff and appear on the Google calendar prior to conducting the practice or workout. Regardless of season, teams who do not schedule practices or workouts through this process may be asked to leave the facility in order to accommodate teams that have.
- Only facilities and equipment specific to the sport being played should be used.
- All equipment used during training must be returned to its official storage location after each use.
- It is the responsibility of all individuals who utilize a facility to secure it when they are done.
- Everyone is responsible for policing and enforcing the facility usage policies
- Violation of any facility usage rules will result in ejection from building/complex/fields.

**Events Center Policies**

- The Events Center floor, sports medicine, and strength and conditioning offices are for the exclusive use of current student-athletes, unless facilities have been reserved or are under contract through the Facilities and Operations Department.
- The Facilities and Operations department reserves the right to take over locker room and/or conference/meeting rooms as deemed necessary.
- No running is permitted in the hallways (on any level).
- No balloons are permitted in the Events Center.
- Current student-athlete, individual workouts are permitted during normal business hours (M-F 8:00 AM – 5:00 PM) if space is available. Outside of these hours and on weekends, a coach and/or trainer must be in the building and take responsibility for student-athlete’s well-being and also securing the facility(ies) being used.
- The Events Center floor (and any other designated areas) is off-line when the building has been contracted for special events (i.e. concerts, student groups, commencement etc.). Coaches, student-athletes, and staff will be notified of this prior to the event.
- The basketball court is for men’s and women’s basketball, and spirit squad use only unless reserved through the Facilities and Operations department or contracted for a special event.
- Red curtains must be down when courts are in use for tennis, baseball, softball, and lacrosse throwing. Any throwing must occur inside the red curtain. Throwing against the curtains is not permitted.

**Events Center Basketball Game Day Policies**

- Events Center floor to be totally off-line (2) hours prior to game time.
- Events Center floor is also off-line during scheduled visiting team shoot-around
- Men’s and women’s staff locker rooms usage will be limited (1.5) hours prior to game time.
• Men’s team locker room access (G04, G07, G09, G12, G14) will be limited (1.5) hours prior to
game time (unless there is a scheduled team practice/competition approved by a Facilities and
Operations staff member).
• When/where vinyl is down NO spikes are permitted.
• Spike use should be limited on the green track and field surface as it causes damage over time.
• Hammer/javelin throwing prior to game time on east side of floor only must be supervised by a
coach.
• No activity is permitted in or around the Bearcat Den (pipe & drape) area. Power cables and
equipment create many dangerous obstacles.
• No running is ever permitted on the portable bleachers. Use the Grand Staircase for training.
• Running between the north bleachers and the court surface is allowed, provided there are
spotters on both sides and the practice/workout has been approved by a Facilities and Operations
staff member
• TV games provide additional challenges/obstacles on west side. When TV set up is in place, no
activity will be allowed on the west side of the Bearcat Den
• No tennis, baseball, softball, or lacrosse throwing is permitted in the Events Center at any time
during the day of a basketball game.

West Gymnasium General Policies
• No sporting activity should take place in any hallway (on any level) or in the lobby.
• The gymnasium is for the exclusive use of current student-athletes, the Department of Health and
Wellness, and Campus Recreation unless facilities have been reserved or are under contract
through the Facilities and Operations department.
• Current student-athlete individual workouts in WG 69 Center Court are permitted during normal
business hours (M-F 8:00 AM – 5:00 PM) if space is available. Outside of these hours and on
weekends, a coach and/or trainer must be in the building and take responsibility for student-
athletes well-being and also securing the facility(ies) being used.
• On the day of competitions, the lobby is offline two (2) hours prior to event time and during the
event. No other sporting activity is permitted during competition time without prior approval by
the Facilities and Operation Department

Bearcat Sports Complex, Varsity Tennis Courts, Baseball/Softball General Policies
• Current student-athletes/coaches should use the following gates for access:
  o Bearcats Sports Complex Game Field: west side, mid-field
  o Bearcats Sports Complex Practice Field: north end
  o Varsity Tennis Courts: near court #3
  o Baseball Field: right field
  o Softball Field: 3rd base
• Gates must be locked after use.
• No contact drills or simulated scrimmages are allowed outside of official team practices.
• Different sport teams may not share the same field at any time unless participating in one/same
activity.
• No individual workouts will be permitted at night due to safety concerns associated with not
having lights.
• Players must wear all protective gear required for competitions. (i.e. helmets, gloves, etc.)
• LACROSSE ONLY-No one is allowed to shoot when another player is within ten yards of the goal (in
front) or at any distance behind the goal
• All equipment (goals, nets, etc.) should be returned to their original locations on the field.
SECTION IX – ATHLETICS COMMUNICATIONS

The athletics communications office is responsible for communications and media relations for the University's 21 Division I athletic programs. Our primary function is to create and distribute content that serves to generate publicity for Binghamton University. Primary vehicles for that publicity include:

- **Website**: bubearcats.com
- **Twitter**: @BU_Bearcats
- **Instagram**: binghamtonathletics
- **Facebook**: BinghamtonAthletics

We also oversee each of the sport-specific team social media accounts in tandem with the coaching staffs. Our office oversees postgame video highlights, feature interviews and video segments, weekly student-athlete honors, end-of-year awards, game statistics, media guides and all press releases. We collaborate with the NCAA, America East and other sport governing bodies to promote and honor our student-athletes. As the unofficial “historians” of the athletics department, we facilitate alumni staying connected with the Athletics Department.

**Staff**

<table>
<thead>
<tr>
<th>John Hartrick</th>
<th>David O’Brien</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc. Director of Athletics, Communications</td>
<td>Assoc. Director, Athletics Communications</td>
</tr>
<tr>
<td>Events Center 203D</td>
<td>Events Center 203F</td>
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<tr>
<td><a href="mailto:hartrick@binghamton.edu">hartrick@binghamton.edu</a></td>
<td><a href="mailto:dobrian@binghamton.edu">dobrian@binghamton.edu</a></td>
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<td>607-777-6800 (office)</td>
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</tr>
<tr>
<td>(women’s soccer, men’s basketball, baseball)</td>
<td>(men’s soccer, women’s basketball, softball, golf, track and field, cross country, swimming and diving)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sydney Harbaugh</th>
<th>David Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics Communications Assistant</td>
<td>Athletics Communications Assistant</td>
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<tr>
<td>Events Center 203E</td>
<td>Events Center 203E</td>
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<tr>
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<td>607-777-4956 (volleyball, wrestling, women’s lacrosse, men’s &amp; women’s tennis)</td>
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<tr>
<td>607-777-2956 (office)</td>
<td></td>
</tr>
<tr>
<td>(men’s lacrosse, video)</td>
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</tr>
</tbody>
</table>

**What We Do for Student-Athletes**

- Promote your personal and team accomplishments across campus, to local, regional and national media outlets and back to your hometowns.
- Chronicle your collegiate career with releases, photos and videos.
- Nominate you for awards such as our “Athlete of the Week,” conference “Player of the Week,” academic honors and end-of-year banquet awards.
- Encourage and coordinate media interviews for you and your coaches.
- Advise on how to best present yourself to the media, on social media and when speaking in public.
- Provide opportunities for internships to those interested in pursuing a career in athletics administration, communications, sports management, journalism, sports videographer, photography, etc.
What We Need From Student-Athletes

**INFORMATION** - we can only promote what we know. Beginning with the online information form you fill out before arriving on campus, give us as much information as possible about your previous accomplishments (athletic and academic), other activities you are involved in on campus and in the community (community service, academic honors,) and potential feature story ideas (unique hobbies, skills, family). Help us tell your interesting story!

**COOPERATION** - we need your help throughout the year as we cover your team. When we ask (or your coach asks) for your attentiveness with photography, videography, media interviews, or filling out paperwork please take it seriously, respond promptly, be respectful, and be cooperative.

**FEEDBACK** - we handle an enormous amount of information and tasks for all 21 sports teams and on occasion we make mistakes with hometowns, spelling or the pronunciations of names, or other biographical and statistical information. If you or a family member or teammate notice an error on the website or in any printed materials please let us know immediately. Changes to game or meet statistics, however, need to be brought to the attention of your coach, as many times we are not able to alter stats from away competitions without permission by the host school or organization (particularly if the stat was a subjective decision made by the staff member at the away game).

**SHOW YOUR BEST SIDE** - our jobs are made easier when you achieve success on the field, but also when you show that you are well-rounded student-athletes with enthusiasm and integrity. The media responds to people who are articulate, vibrant, and “real.”

**Media Outlets**
The media outlets you will likely encounter as a Binghamton student-athlete fall into several categories:

**On-Campus Media**
The school newspaper, *The Pipe Dream*, is the primary news outlet and publishes twice weekly (Tuesdays and Fridays). WHRW (radio) and BTV are two other outlets whose interest and coverage of Bearcats sports teams is less consistent.

**Local Media**
In the Binghamton area we have four television stations, one daily newspaper and a radio group that cover BU athletics on a regular basis. The television stations offer the most frequent coverage of your competitions, while the newspaper and radio group are more likely to look for in-depth interviews and post-season coverage.

**The specific Binghamton-area news outlets are:**
- WBNG-TV 12 (CBS affiliate)
- Fox 40 (Fox affiliate)
- Spectrum Cable Sports News
- Newschannel 34 (NBC/ABC affiliate)
- Press & Sun-Bulletin (daily newspaper)
- WNBF Radio (area’s primary AM radio news station and home of BU basketball)

**Regional**
On occasion we attract interest from media outlets in Syracuse, Albany, Rochester, Scranton and other cities that are hometowns of Binghamton athletes. Those are typically pre-arranged interviews and many
times are conducted by phone. We will arrange to have you talk on your cell phone, your coach’s office or the sports communications office.

National
When you and your teams produce memorable successes or have a unique story to share we work with national media outlets and sport-specific trade publications and websites to “pitch” your story.

Interacting With the Media and Public
As a student-athlete at Binghamton University you have a responsibility to cooperate with the media. You are public role models and, by virtue of your participation in the University’s athletics program, what you do is of interest to the fans of Binghamton Athletics and also your hometowns. You represent your team, our entire department, and the University. How you interact with and treat the news media and general public directly influences how they view our entire athletics program. Whether you are being interviewed by members of the media, interacting with fans at your competitions, working with young students and community members, or speaking at formal events, embrace your role and make a positive impact.

Tips for interacting with the media
- Be honest, polite and confident.
- Know who you are talking to and tailor your message accordingly (television wants quick soundbites while print media is looking for more detail. Emotional and personal stories are of interest to all).
- Stick to what is factual (not assumptions or commentary) and allow others to speak for themselves.
- Do not comment about teammates, coaches, opponents, injuries, strategies, or officiating.
- Assume everything is “on the record” and don’t say anything you wouldn’t want your teammates, coaches, opponents or family members to read or hear.
- Accentuate the positive BUT maintain personal integrity. Nobody expects you to smile and be happy after a defeat.
- Avoid clichés (“on any given day...”) (“we didn’t get the job done”), crass language (pissed, sucks, bites, crap, stupid, etc.) and all curse words.
- Respect the reporter and understand that as part of their job they may have to ask you difficult and uncomfortable questions, and write about team struggles.
  - If you don’t want to answer a question or don’t know how to answer it, simply say “I don’t know” or “I’d rather not discuss that” or “I’m not the best person to answer that.”
- Demand respect FROM the reporter.
  - You should not be harassed or manipulated.
  - You do not have to answer questions that make you uncomfortable.
  - If a particular reporter is difficult, confrontational or has misquoted you, contact our office immediately and we will handle it.
- Rephrase or deflect negative questions to bring focus back to encouraging, positive things and also return the focus to you and what you can control. This tactic is called “A+1” which means you give an answer but then add something positive that YOU want to express.

Example:

*Question:* “What did the team do wrong in the loss today? Who is to blame?”

*Answer:* “We all worked very hard and unfortunately didn’t get the result we wanted today. But we played much better in the second half and had several great opportunities to score. We continue to improve.”
• Don’t talk too fast. Carefully make your point, answer the question and STOP. This reduces the chance of being misquoted or talking yourself into a corner and saying something you regret later.
• Use a variety of tones of voice and make good eye contact.
• For 1-on-1 interviews, thank the reporter by name.

Social Media Best Practices
• Be respectful, polite, and professional.
• Be positive and encouraging. Treat others the way you would like to be treated.
• Be honest and authentic. Don’t sound like you’re selling something.
• Think twice before posting. If you wouldn’t want your coaches, teammates, family or future employer to see your post, DON’T PRESS SEND. Comments about drug use, profanity, off-color or sexual humor, ethnic slurs or personal insults must be avoided.
• Be accurate. If you make a mistake, delete the post and correct it quickly. Remember that the internet is permanent. Even if you delete something, it’s still out there somewhere.
• Thank your fans and supporters.
• Remember many different audiences will see your posts including media, fans, alumni, children, student-athletes, parents, staff and faculty.
• Promote your school by linking back to other University and Athletics postings.
• Moderate your content. Respond promptly to comments where a response is expected.
• Don’t spam, ever. Repeated posts about something you’re selling will result in turning people off and losing your audience.
• Avoid topics that may be considered objectionable or inflammatory.
• Don’t assume that privacy settings will keep your posts from getting widespread attention.
• Be in the right state of mind when posting. Don’t engage in social media while being angry, upset or your judgment is impaired in any way.
SECTION X – ACADEMICS & STUDENT-ATHLETE SUCCESS CENTER

The Student-Athlete Success Center (SASC) is an academic resource center designed with the overall success of the student-athlete in mind. The SASC staff is committed to integrating the student-athlete fully into the college environment in order to maximize the educational benefit of their time at Binghamton University. We operate under the central tenet that a college is a place for intellectual discourse and that students should engage actively in the life of the university.

http://bubearcats.com/SASC

Staff

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Position</th>
<th>Office Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Will Libous</td>
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<td>West Gym 54</td>
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<tr>
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<tr>
<td>Bill Reardon</td>
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</tr>
</tbody>
</table>

SASC Hours of Operation

Main Office and Study Area: West Gym, Room 54
Quiet Study Area: West Gym, Room 57

Fall/Spring Semester: Sunday: 12:00 PM – 5:00 PM
Monday through Thursday: 8:30 AM - 8:00 PM
Friday: 8:30 AM - 5:00 PM
Saturday: Closed

Winter/Summer Sessions: Monday through Friday: 8:30 AM - 4:00 PM

SASC Policies and Procedures

- ROOM 57 is a QUIET WORK/STUDY AREA...NO EXCEPTIONS!!!
- Individual study hall hours are determined on a team-by-team basis.
- Study hall is monitored on the Artemis study hall tracking system. You can check your study hall hours by visiting http://bu.studyhalltracker.com/
- Meetings with an academic advisor, mentor, or tutor (individual, group, walk-in, and writing) do count as study hall hours.
- All student-athletes are to sign into the study hall tracker with your B number upon arrival to the SASC and sign out upon completion of your study hall session.
If you leave the SASC for any reason, you must sign out of study hall, (including telephone calls).

If you forget to sign-out of study hall you will lose the time from when you signed-in.

The SASC Student Assistants will conduct random study hall attendance checks throughout the day. You need to be in West Gym room 54 or 57 if you are signed into study hall tracker. If you are not there when a study hall attendance check is conducted you may lose time earned for the day.

If you request to complete study hall outside of the SASC (WG 54 & 57) you must fill out the Outside Study Hall Time Tracker form and get it signed by a BU staff or faculty member. If not, you will not earn time towards study hall.

Student-athletes are expected to be quiet and respect the privacy and study habits of others. Anyone who is disruptive may be asked to leave.

Place cell phones on silent and refrain from taking cell phone calls.

Music may be played; however, headphones/earbuds must be used and kept at a low volume.

Student-athletes must shower after athletic activity, prior to beginning study hall.

No ice from the training room is permitted in the SASC rooms.

Please clean up after yourself and dispose of all trash when you leave.

Printers, copiers, computers, and the internet are to be used for academic purposes only.

Activities such as browsing social media, video streaming, games, gambling, and pornography is prohibited when signed in to study unless it is deemed to be academically related by an advisor.

If it is discovered that you are using technology in an impermissible way you will be signed-out of study hall for the rest of the day and asked to leave.

Do not save documents on any SASC computer. You must bring your own device to save your work. **Work left on computers will be deleted at the end of the day.**

If you do not need a computer, please sit in a study station without a computer.

Plan ahead. Be prepared before you come to the SASC. Bring sufficient work to complete.

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**Your Academic Advisor and/or Head Coach reserve the right to make adjustments to your study hall structure at any time, including the adjustment to an objective based format.**

**Athletics Department Missed Class Policy**

At times, student-athletes participating in Intercollegiate Athletics will be absent from regularly scheduled class sessions. As such, the SASC staff will work with student-athletes and instructors to facilitate the coordination of any missed assignments or exams. While the Athletics Department staff fully understand the importance of classroom attendance, we respectfully request the cooperation of faculty in accordance with University policy, (Faculty-Staff Handbook, VII.B.3.), to accommodate student-athlete participation in an official University event. We appreciate the flexibility of the faculty as Binghamton University student-athletes strive to achieve excellence in both the classroom and with their athletic pursuits.

No later than the start of each semester, head coaches will provide the SASC staff with travel information including departure and return times for away contests and class release times for home contests.

Student-athletes should miss no more than 25% of any regularly scheduled course for athletic competition (Faculty-Staff Handbook VII.B.1.) or any other combination of reasons (i.e. illness, death in the family, etc.). Postseason competition is excluded from this policy.
Missed Class Policies for Competitions

**Away Competition** – If the competition is less than 3 hours away, teams are expected to travel the day of the game. If the competition is 3 or more hours away, teams are permitted to leave as late in the day as possible the day prior to the event (Ideally not before the last scheduled class of the day).

**Home Competition** – For home competitions that necessitate class absence(s), release time will be no more than a maximum of 3 hours prior to game time.

**Final Exam Period** – Non-conference games should NOT be scheduled during the final exam period. If conference games are scheduled on an exam day (with prior sport supervisor approval), coaches will work with the appropriate sport supervisor to minimize the academic impact on student-athletes.

**Practice** – A practice session may be held on the day of an exam, a reading day, and/or the weekend in between exams. However, the coaching staff is responsible for being sensitive to the individual schedules of each student-athlete. At no time is it permissible for a student-athlete to miss or reschedule a final examination in order to attend a practice session.

**Special Circumstances** – In circumstances where extended travel is required for training and competition, teams must have advance approval from the appropriate sport supervisor. Other special circumstances, not described above, require approval from the appropriate sport supervisor in consultation with the Director of Athletics and the Office of Compliance.

**No class time shall be missed for practice activities except for an on-campus practice prior to departing for an away competition (NCAA Bylaw 17.1.6.6.1).**

**Student-Athlete Responsibilities/Missed Class Letter Distribution:**

- Each student-athlete is responsible for notifying his or her instructors of any potential absences due to competitions at the beginning of each academic semester.
- Student-athletes must make proper arrangements with their course instructor in advance of competition to make-up missed work in a mutually agreed upon amount of time.
- During the first week of classes, each student-athlete will be provided two copies of the team missed class letter for EACH lecture, discussion and activity. This letter is to inform faculty of a potential time conflict with his or her class due to athletic competition.
- After an in-person discussion between the student-athlete and his/her course instructor, one copy of the missed class letter should be given to the instructor to keep.
- A second copy of the missed class letter should be signed by the instructor and returned to the team academic advisor to keep on file.
- Missed class letters **MUST** be distributed to instructors during the first week of classes.
- **Simply giving the letter to instructors does not mean that the instructors will be aware of the missed classes or assignments once the actual dates or assignments arrive. Student-athletes are required to talk with their professor, no more than 2 weeks prior to the missed class, to coordinate missed work and/or exams.**
- Each student-athlete is required to fill out the front of the missed class letter **completely** and to review their missed classes.
- A copy of the missed class letter should be given to each instructor whether the student-athlete expects to miss the class for athletically related competition or not.
SASC Staff Responsibilities/Missed Class Policy Review Procedures

Prior to the distribution of missed class letters, the SASC staff will review the athletic competition schedules for each team, looking for possible areas of concern regarding missed class time for competition. This includes but is not limited to:

- Reviewing departure and return times for away competitions.
- If a student-athlete is over the 25% limit, attempting to adjust the student-athlete’s schedules by looking for other sections of the same course or attempting to have the student-athlete enroll in another degree applicable course.
- If a student-athlete is still over the 25% limit, SASC staff will report the issue to the appropriate coach and sport supervisor to come up with a reasonable solution.

Possible Solutions for Lessening Missed Class Time:

- Adjusting competition schedules or departure times particularly for non-conference competition (as conference scheduling is dictated by the conference office).
- Adjusting away competition departure time to work within class absence limitations.
- Having the student-athlete report later for home contests (thus reducing the three hour maximum limitation on home contests).
- In the event all other options have been exhausted, the the individual student-athlete may need to be withheld from traveling if over the excused absence limit. This is particularly important if the student-athlete is struggling academically in one or more courses, and/or needs to fulfill requirements for graduation.

According to the Faculty Handbook

VII.B.3. Absences by Students from Classes for Participation in Official University Events

Students at Binghamton University have the opportunity to participate in many kinds of activities beyond the classroom, including intercollegiate athletics, that either contribute to the quality of their undergraduate experience or promote their postgraduate careers. At times, students’ participation in competitions requires them to be absent from regularly scheduled classes. Students are responsible for all work missed. At the same time, faculty members are expected to accommodate students’ participation in such activities. If this is a University-sanctioned activity, the sponsoring organization has a similar responsibility to accommodate students’ needs to meet their class obligations. Each student is responsible for notifying the appropriate instructor(s) of a potential absence at the beginning of the term for events already scheduled, and not less than a week before those scheduled once a term begins. Faculty should be flexible in providing opportunities for students to make up tests and other work missed.

Binghamton University Academic Honesty Policy

The information below is taken directly from the University Bulletin.

Actions outside the Boundaries of Academic Honesty and Integrity

No set of written guidelines can anticipate all types and degrees of violations of academic honesty. To the extent that the examples below are not exhaustive, duly-appointed representatives of the University will judge each case according to its merits. They will be guided by the principle that academic dishonesty involves misappropriation of academic or intellectual credit to oneself or to the discredit of others. Instances of such dishonesty include: Plagiarism, Cheating on Examinations, Multiple Submissions, Unauthorized Collaboration, Fabrication and Misrepresentation, Forgery, Sabotage, Bribery.

Responsibility for Implementation

Each school at Binghamton University, including the Graduate School, will implement the Student Academic Honesty Code and adjudicate all matters related thereto (except as noted below) through its
own committee structure. All reports of findings of guilt (either by admission or by adjudication) will be reported to the Provost’s Office for archival purposes.

For cases involving graduate students in the five professional schools, initial implementation shall occur in those schools. For graduate cases in Harpur College of Arts and Sciences, initial implementation shall occur in the cognizant department or program. Any graduate programs temporarily residing in the Graduate School will report and adjudicate all cases through the Graduate Council’s Academic Standards Committee. At its discretion, the Academic Honesty Committee in any department or school may consult with the Graduate Council’s Academic Standards Committee about unusual or complicated cases. When an act of academic dishonesty violates the University’s policy on ethical research, the procedures outlined in the Policy on Responsible Conduct of Research, as found in the University Bulletin, apply.

For cases involving University-Wide courses (including CDCl, ELI, OUT, SCHL and UNIV courses), implementation and adjudication will occur through committee structures in Harpur College of Arts and Sciences. The Harpur College honesty committee may consult with other schools, as needed, for University-wide honors cases involving students from those schools.

Publication and Dissemination of the Code
Students will receive copies of the code during orientation, where they will discuss its importance and meaning. They will acknowledge the code and their intent to abide by its terms each semester when they log onto the registration system. Faculty will ensure enforcement of the code.

Interpretation of the Code
Violations of the code vary in severity, consequently appropriate punishments will also vary. Some violations (Category I) may be handled by the instructor and student(s) involved. However, violations requiring more severe penalties (Category II) are appropriately dealt with by the Academic Honesty Committee of the relevant school in accordance with procedures laid out in the Rules of Student Conduct. Category I violations are serious but may be dealt with by the instructor. Category II violations may result in letters of reprimand, probation, suspension or expulsion from the University. Behavior explicitly permitted in a course syllabus or explicitly permitted by the instructor for a specific assignment is not a violation of the code.

Tutoring Services
The SASC offers individual tutoring for a variety of subjects. For more information go to: http://bubearcats.com/SASC.

Additional tutoring services are provided by offices on campus:
- Center for Learning and Teaching: University Tutorial Services (UTS) offers tutoring services to all BU students (http://www.binghamton.edu/clt/tutoring-services/index.html).
- Discovery: Supplemental Instruction (SI) provides assistance for introductory classes for Biology, Economics and Psychology (http://www.binghamton.edu/discovery/).
- Many departments/offices offer academic assistance to BU students in the areas they specialize in (http://www.binghamton.edu/clt/tutoring-services/tutoring-resources.html).
- Online Tutoring: STAR-NY offers tutoring for specific areas (http://www.binghamton.edu/clt/tutoring-services/online-tutoring.html).

Student-Athlete Success Center Academic Tips
- Attend all classes; arrive early and prepared; sit near the front of the class to avoid distractions
- Read textbook pages as assigned or suggested
• Take thorough notes in class
• Review your notes after class
• Complete all homework assignments on time
• Each time you are missing a class follow up with professor (minimally one week before) regarding anticipated missed class time
• If you have a conflict with an assignment/course work/exam and travel, coordinate with your professor how you will makeup the missed work, class time or course work. BE PROACTIVE!
• Utilize a study group
• Sign up for individual/group tutoring or Supplemental Instruction through Starfish at myBinghamton (http://my.binghamton.edu/)
• Begin studying well in advance for an exam
• Demonstrate Academic Integrity at all times.
• Step-by-step process for writing papers:
  1. Choose an approved topic
  2. Research and brainstorm the topic
  3. Develop points and ideas using supporting information
  4. Write an outline for the paper
  5. Produce a rough draft
  6. Proofread the rough draft and make corrections
  7. Utilize advisors, professors, writing center to get feedback on your paper
  8. Write the final draft
  9. Proofread the final draft
• Go to professor’s office hours with questions
• Set academic time aside daily to complete coursework
• Utilize a student planner or calendar to manage your time (Starfish will automatically put your appointment in your Bmail calendar!)
• Check in with your academic advisor in the SASC regularly

School Specific Academic Advising Links
• College of Community and Public Affairs – http://www2.binghamton.edu/ccpa/about-the-college/
• Decker School of Nursing – http://www2.binghamton.edu/dson/
• Harpur College of Arts and Sciences- http://www2.binghamton.edu/harpur/advising/
• School of Education – http://www2.binghamton.edu/soe/index.html
• School of Management - http://www2.binghamton.edu/som/undergraduate-programs/academic-advising/
• Watson School of Engineering – https://www.binghamton.edu/watson/
STUDENT-ATHLETE DEVELOPMENT

Mission
The mission of the Student-Athlete Development staff at Binghamton University is to provide programming and individualized support services that allow for student-athletes to gain experience, engage in the local community, and position themselves to grow and succeed while at Binghamton and post-graduation. In addition to providing programming and resources specific to the needs of student-athletes, the Assistant Athletic Director for Student-Athlete Development serves as liaison to the following offices on campus: University Counseling Center; Fleishman Center for Career and Professional Development; Dean of Students; Residential Life; The Division of Diversity, Equity and Inclusion; and The Office of Student Conduct.

Staff

<table>
<thead>
<tr>
<th>Erin Moore</th>
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<tbody>
<tr>
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<tr>
<td>607-777-6975 (office)</td>
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</tbody>
</table>

Philosophy
The Student-Athlete Development staff recognize there are many facets to finding total wellbeing and that each individual has unique needs. As such, educational programming is broad in scope to address the varied aspects of wellness, yet individualized enough to meet students where they are in their own personal development. Underlying all of the programming and education is an understanding that everyone’s needs will change over time.

Areas of Focus
- Progressive Career Planning
- Leadership Development
- Team and Individual Community Service
- Campus Engagement
- Mental Health and Well-Being Maintenance
- Substance Misuse Prevention and Intervention
- Awards and Recognitions
- Sexual Assault Prevention
## SECTION XI – NCAA COMPLIANCE & FINANCIAL AID

### Staff

<table>
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<td><a href="mailto:efoll@binghamton.edu">efoll@binghamton.edu</a></td>
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### General Compliance

The NCAA rules that govern student-athlete participation may, at times, seem complicated and overwhelming. Understanding these rules and regulations is imperative. Failing to do so, or failing to ask questions when an issue arises, may jeopardize your eligibility. Binghamton University is committed to educating student-athletes about their responsibilities in accordance with these rules and regulations. Important information can be found in either this handbook, the “Compliance” link on the Athletics Department’s website, and/or through avenues such as the NCAA website.

### NCAA Documentation

Each team will meet with the Office of NCAA Compliance prior to your first practice in order to review important information related to your eligibility.

Prior to practice and competition student-athletes are required to electronically sign several documents provided via the JumpForward software program including:

- NCAA Student-Athlete Statement indicating you have been given the opportunity to review a copy of the Summary of NCAA Regulations and ask questions. You also certify that to the best of your knowledge, you have not been involved in any NCAA violations.
- The Buckley Amendment Consent form, which permits Binghamton University and the NCAA to access your educational records for eligibility purposes
- The NCAA Drug-Testing Consent form.
- International student-athletes must fill out the NCAA’s General Amateurism and Eligibility Form for International Student-Athletes.

Failure to e-sign any of these documents may result in immediate ineligibility for practice, competition and athletics aid.

### Minimum Requirement for Practice & Competition

- You must be enrolled in at least 12 credit hours to be eligible for practice and competition.
- You may not drop below or enroll in less than 12 credit hours unless you need less than 12 credit hours to graduate that term.
- You are immediately ineligible for practice and competition if you drop below 12 credit hours.
- Student-athletes should never adjust their course load without first consulting a Student-Athlete Success Center (SASC) staff member.

### Ongoing Eligibility for Competition
In order to be eligible for athletics aid, practice and competition after your initial year in residence or after you have used a season of competition in a sport; you must meet the following conditions:

1. **NCAA Credit Hour Requirements**
   - 24 semester hours of academic credit prior to start of the student-athlete’s second year of collegiate enrollment.
   - 18 credit hours over the course of the combined fall/spring semesters to be eligible the following semester.
   - 6 credit hours per semester to be eligible the following semester.

2. **Percentage of Degree Requirements**
   The rules are applied based on the number of full-time semesters of attendance, not years of enrollment. The rules also apply immediately to transfer students.

   You must successfully complete the following percentage of credits toward your degree by the designated semester in order to be eligible:
   - **End of Fourth Semester**: 40 percent of degree requirements (e.g. 51 of 126 degree credits)
   - **End of Sixth Semester**: 60 percent of degree requirements (e.g. 76 of 126 degree credits)
   - **End of Eighth Semester**: 80 percent of degree requirements (e.g. 101 of 126 degree credits)

   Please note: Total number of degree credits varies by each school within Binghamton University. See the Office of NCAA Compliance or your academic advisor if you have questions.

3. **Designation of a Degree Program**
   All student-athletes, including transfers, must designate a degree by the start of their fifth semester and begin making progress toward the degree, or they cannot compete. Your academic advisor will help you declare a degree, if necessary. The calculation of credit hours to meet this requirement shall be based upon hours earned or accepted for degree credit toward any of Binghamton University’s degree programs.

4. **Minimum Grade-Point Average**
   All student-athletes will have their eligibility certified on a term-by-term semester. At the beginning of each fall term all student-athletes must present a minimum cumulative GPA of 2.0. Student-athletes who were not certified as eligible in the fall may secure eligibility by satisfying the above criteria at any other time during that academic year (does not apply to the sport of baseball).

5. **Continuing Eligibility Rule for Student-Athletes with Competitions between Terms**
   A student-athlete must successfully complete six credit hours during the previous semester to be eligible for competition that takes place between terms, including vacation periods (i.e. post season).

In addition to the requirements noted above, please be aware that each individual school at Binghamton University has their own academic requirements necessary to stay in good academic standing.

**Seasons of Eligibility**
A student-athlete is generally permitted to compete in his/her sport for four intercollegiate seasons. A season is considered to have been used if the student-athlete has competed in any intercollegiate contest (game, match, scrimmage, etc.).
12.8.3.1.2 Exception -- Nonchampionship Segment Competition -- Men’s Soccer, Women’s Soccer, and Women’s Volleyball. In men’s soccer, women’s soccer, and women’s volleyball, a student-athlete may engage in intercollegiate competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition, provided the student-athlete was academically eligible during the segment that concludes with the NCAA championship.

12.8.3.1.3 Exception -- Nonchampionship Segment Competition – Baseball, Lacrosse, and Softball. In baseball, lacrosse, and softball, a student-athlete may engage in intercollegiate competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition, provided the student-athlete remains academically eligible during the segment that concludes with the NCAA championship.

**Five-Year Rule**
A student-athlete is limited to five calendar years in which to attempt practice and competition, in order to complete four years of intercollegiate competition. The five-year clock begins on the first day of initial, full-time collegiate enrollment.

**Extra Benefits**
NCAA rules prohibit student-athletes and their family or friends from receiving extra benefits. An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body determined on a basis unrelated to athletics ability.

If a benefit, gift or service is offered to you, please check with your coach or the Office of NCAA Compliance before accepting it. Remember, **If you are found to have received an extra benefit, you will be ineligible for competition until you have repaid the value of the benefit you received to a charity of your choice.**

**Common examples of extra benefits include:**
- Free Meals
- Transportation Costs (plane tickets, use of an automobile, for example a coach’s car)
- Loans
- Special Discounts or free admission not available to all students
- Housing
- Free Legal/Medical advice
- Gifts or loans of money
- Long distance telephone calls not paid for by the student-athlete
- Gifts of clothing or other personal items
- Arrangements for the purchase of an automobile on “favorable” terms
- Special favors to parents or legal guardians
- Unusual housing or living arrangements
- Selling (or allowing the sale of) the student-athlete’s tickets to an athletic event, and special entertainment not available to other students
- Inappropriate academic assistance from faculty/staff members, academic advisors, coaches, etc...
Gambling Activities

The NCAA strictly prohibits involvement in any gambling or sport wagering activities. This rule applies to student-athletes and the athletics department staff. Student-athletes and staff members shall not knowingly participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, parlay card or any other method employed by organized gambling. Gambling is a serious problem and can have tragic consequences for the student-athlete who may be tempted to engage in such activities. Gambling also poses a significant threat to the integrity of intercollegiate athletics.

NCAA Bylaw 10.3 states that student-athletes and staff members of the athletics department shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate or professional team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item that has tangible value. This is not limited to cash bets. It is also illegal to bet for sneakers, meals, clothes or any other item.
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling. (for example, you are not permitted to participate in a college basketball “March Madness” pool for money or anything of value)

You are also responsible for the following:

- Reporting any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest to your coach or Associate Director of Athletics-NCAA Compliance;
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions;
- Contacting your coach or other department personnel (i.e., Communications office staff) when questions concerning appropriate release of team information occur; and
- Recognizing that participation in gambling or bribery activities will result in disciplinary action by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

Penalties for involvement in gambling activities:

- Student-athlete’s involvement in activities designed to influence outcomes or win/loss margins shall result in permanent loss of all eligibility.
- Student-athlete’s involvement in accepting or soliciting bets on their own institution shall result in permanent loss of all eligibility.
- Student-athlete’s involvement in any other type of sport wagering through organized gambling shall result in at least one year loss of all eligibility.

Additional information on the dangers of sports wagering can be found by visiting these websites:

- www.gamblersanonymous.org
- www.nomoregambling.com
Unethical Conduct
Enrolled student-athletes found in violation of NCAA rules or unethical conduct will be ineligible for further intercollegiate competition, subject to an appeal to the NCAA Student-Athlete Reinstatement Staff for restoration of eligibility. Unethical conduct may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of possible NCAA rules violations;
- Knowing involvement in arranging fraudulent academic credit or false transcript for a prospective or enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper recruiting inducement, or extra benefit, or improper financial aid;
- Knowingly furnishing the NCAA or Binghamton University false or misleading information concerning your involvement or knowledge of matters relevant to a possible violation of NCAA rules.
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
- Failure to provide complete and accurate information to the NCAA or Binghamton University's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- Fraudulence or misconduct in connection with entrance or placement examinations;
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- Failure to provide complete and accurate information to the NCAA, the Initial-Eligibility Clearinghouse or the Binghamton University athletics department regarding an individual’s amateur status.

Sports Agents
The student-athlete and their family members should not have any interaction with agents until the student-athlete has exhausted his or her eligibility. If you or your parents or relatives are contacted by agents or their representatives (runners), advise them of the following:

- Binghamton University’s Department of Intercollegiate Athletics instructs student-athletes and their families not to interact with any agent (financial advisor, insurance agents) until the student-athlete has exhausted their eligibility, and
- Advise the agent to call Binghamton University’s Office of NCAA Compliance at (607) 777-2798 or at compl@binghamton.edu.

If you do have contact with an agent, you must know that NCAA rules concerning agents: PROHIBIT you from agreeing, either orally or in writing, to be represented by an agent or organization in the marketing of your athletic abilities or reputation until after the completion of your last intercollegiate contest, including post-season games. This NCAA prohibition includes any agreement that is not effective until after the last game.

PROHIBIT you or anyone who represents you to negotiate or sign a playing contract in any sport in which you intend to compete, or to market your name or image.
**PROHIBIT** you (except if you are a men’s basketball student-athlete) from asking to be placed on a professional league’s draft list, whether or not you withdraw your name before the draft, whether or not you are actually drafted and whether or not you sign a professional contract. Contact the Office of NCAA Compliance for more information.

**PROHIBIT** you and your relatives or friends from accepting expenses or gifts of any kind (including meals and transportation) from an agent (or anyone else) who wishes to provide you with services. Such payment is not allowed because it would be compensation based on your athletic skills and a benefit not available to others.

**PROHIBIT** you from receiving benefits or preferential treatment (for example, loans with deferred payback basis) because of your reputation, skill or potential as a professional athlete.

**PROHIBIT** you from retaining professional services for personal reasons at less than the normal charge from a booster.

**Amateurism**

You are not eligible for participation in a sport if you have ever:

- Taken pay, or the promise of pay, for competing in that sport;
- Agreed (orally or in writing) to compete in professional athletics in that sport;
- Played on any professional athletics team as defined by the NCAA in that sport; or
- Used your athletics skill for pay in any form in that sport, except that prior to collegiate enrollment, you accepted prize money based on place finish or performance in an open athletics event from the sponsor of the event and the amount of prize money did not exceed your actual and necessary expenses to participate in the event;
- Signed a contract with, verbally committed to or accepted benefits or money from an agent or professional sports organization;
- Requested that your name be placed on a draft list or otherwise negotiates with a professional sports organization (there is an exception for student-athletes in basketball, but it must be done without an agent);
- Allowed your picture, name or likeness to be used to advertise, recommend or promote the sale or use of any commercial product or service or endorses any such product or service;
- Accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport.

**Complimentary Admissions & Ticket Benefits**

An institution may provide up to **four** complimentary admissions per contest to a student-athlete in the sport in which the individual is eligible to participate. The institution will utilize the JumpForward system to make all complimentary admissions requests. The process will be reviewed with you at a team meeting. These tickets are a benefit and should only be given to your family and friends.

The following individuals should never be listed on your passlist;

- Agents or Agents’ Runners
- Representatives of Athletics Interests (Boosters, Student-Athlete Employers, Professors, Donors, Athletics Committee Members);
- Prospects/Recruits;
- Family, friends or requests of Binghamton University coaches;
- Media;
- Public Officials;
In addition, NCAA rules prohibit you, or anyone you place on your pass list, from selling (or exchanging for anything of value) your complimentary tickets.

**Awards**
Athletics awards given to individual student-athletes shall be limited to those approved or administered by the member institution, its conference or an approved agency and shall be limited in value and number as specified by the NCAA. Awards received for intercollegiate athletics participation may not be sold, exchanged or assigned for another item of value, even if the student-athlete's name or picture does not appear on the award.

The following are some examples of **NON-PERMISSIBLE** awards:
- **Cash**: An individual may not receive a cash award for athletics participation.
- **Gift Certificates/Merchandise**
- **Country Club or Sports-Club Memberships**: An award of a country club or sports-club membership is strictly prohibited, even if the cost of the membership is below the maximum award value permitted by NCAA legislation.

Cash or any other award that an individual could not receive under NCAA legislation may not be forwarded in the individual's name to a different individual or agency (e.g., Binghamton University).

**Outside Competition**
A student-athlete, in any sport other than basketball, who participates as a member of any outside team in non-collegiate competition during the academic year will be ineligible for intercollegiate competition for the remainder of that year and for the next academic year.

A basketball student-athlete who participates in any non-collegiate organized basketball competition will be ineligible for any further intercollegiate competition in the sport of basketball.

There are a few exceptions to this rule. You may be allowed to compete in outside competition during the summer. **You must however get prior approval from your head coach and the Office of NCAA Compliance.** Please complete and submit an Outside Competition Form to the Office of NCAA Compliance prior to engaging in any outside competition.

**Student-Athlete Involvement in the Recruiting Process**
As a current Binghamton University student-athlete, you are a reflection of your team and the entire athletics department. Student-athletes in all sports attract special attention because of their status as a Binghamton University student-athlete and as such, actions are scrutinized. It is important that you portray yourself, your team and Binghamton University in a positive light.

**Student Host Regulations:**
During an official visit, you are a source of information about our campus, the athletic experience and, by example, the type of student-athlete that Binghamton University expects you to be. The NCAA has prescribed a very limited role that student-athletes can have in the recruitment of any prospective student-athlete; however, that role is still very important and should be taken very seriously.

If you are asked by your coach or any member of the athletics department staff to host a prospective student-athlete, it is expected that you carefully adhere to all NCAA and Binghamton University student host rules and regulations (http://www.bubearcats.com/compliance/compliance-guidelines.html). It is also expected that you treat yourself and others with respect.
• If at any time a student-athlete feels his/her coach, athletics staff member or booster asks him/her to assist in the recruitment of a prospect and he/she believes it is contrary to any NCAA or institutional regulation, the student-athlete should report this to the Office of NCAA Compliance.

• When any visit involves the use of a student host, it is the responsibility of each head coach to communicate all expectations and responsibilities associated with this role to the hosting student.

• While serving as host, the student is responsible for ensuring that all NCAA rules and university policies are strictly adhered to.

• Any student host who violates these rules and policies will face disciplinary action, which may include institutional sanctions.

• These rules, policies and expectations will be communicated both verbally and in writing through both the compliance link on the Binghamton University Athletics website and the “Student Host” form. All incidents of non-compliance will be reported to the America East Conference Office in accordance with their reporting procedures.

**Impermissible Recruitment Activities for Enrolled Student-Athletes:**

• **Off-Campus Contacts:** Enrolled student-athletes may **not** participate in off-campus recruiting contacts (face-to-face) at the direction of any Binghamton staff member, coach or booster.

• **Telephone Calls:** Enrolled student-athletes may **not** make or participate in telephone calls to prospects at the direction of any Binghamton staff member, coach or booster.

• **Written Correspondence:** Enrolled student-athletes may **not** engage in written correspondence at the direction of any Binghamton staff member, coach or booster and/or at the expense of the institution (this includes signing cards, notes or letters being mailed to a recruit by your coach).

**Transfer Policy & Procedures**

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

Per NCAA Bylaw 15.3.5, if a student-athlete provides written notification of transfer to another institution, the student-athlete’s financial aid may be reduced or canceled at the end of the regular academic semester in which written notification of transfer is received. If a student-athlete provides written notification of transfer to another institution between regular academic semesters (winter break, summer break) the current institution may reduce or cancel his or her financial aid immediately.

**Procedure for Initiating a Transfer**

1. Prior to a student-athlete initiating the notification of transfer process, the student-athlete must meet with the Compliance Office to discuss the potential transfer.

2. A student-athlete may initiate the notification of transfer process by providing written notification of transfer at any time to the Compliance Office. This is done by completing the Notification of Transfer Form.

3. The Compliance Office will enter the student-athlete’s information into the notification of transfer database within two (2) business days. Immediately following submission, automatic alerts are sent to the student-athlete and selected institutional staff (Head Coach, Sport Administrator, Financial Aid Office).
4. The student-athlete’s notification of transfer information is posted with a date stamp record, after which permissible recruiting conversations may begin. The student-athlete’s notification of transfer information becomes searchable by other institutions, to confirm that permissible recruiting contacts may occur.

5. Once the student-athlete’s information has been entered into the transfer database, the current institution may take steps to immediately reduce or cancel the student-athlete’s athletics financial aid upon conclusion of the academic semester or immediately if between semesters. The student-athlete will be notified, in writing, by the sport administrator. The Financial Aid Office will send the official notification of reduction or cancellation to the student-athlete.

6. Per NCAA Bylaw 13.1.1.3.1, the Athletics Department will review and determine, on a case-by-case basis, the services that will continue to be extended to the student-athlete. This includes, but is not limited to: athletics academic services, use of athletics facilities, and access to sports medicine/strength and conditioning staff. The student-athlete will be notified, in writing, by the sport administrator.

7. The institution subsequently enters and periodically updates, if necessary, the student-athlete’s typical tracer form information regarding eligibility and participation history.

8. If the student-athlete transfers or remains enrolled at the original institution during the subsequent academic year, the student-athlete’s notification of transfer information will be archived.

9. Once the student-athlete has made a decision regarding where he or she will transfer, he or she may contact the Compliance Office to request that the database information be updated to indicate that he or she does not or no longer wants to be contacted by other institutions.

10. If necessary, the student-athlete shall contact the Compliance Office to be removed from the transfer database.

**Time Limits for Athletically Related Activities**

The NCAA has established certain restrictions relative to how much time a student-athlete can be required to participate in athletically related activities during the academic year. Athletically related activities are defined as any activity that has an athletics purpose. These activities include but are not limited to:

- Required practice,
- Competition (competition and competition related activities on the day of competition count as three hours),
- Required weight training and conditioning,
- Required viewing of film and videos,
- Required participation in camps/clinics/workshops,
- Required meetings about your sport or athletics performance (academic or compliance meetings do not count),
- A maximum of two hours of required individual skill instruction training sessions with a member of the coaching staff,
- Meetings called by team members (e.g. captain’s practice), and
- Any other activity required by coaches (other than academic, compliance or training room related).

The maximum amount of time during the academic year student-athletes are permitted to spend on the above activities is 4 hours per day and student-athletes are required to be given one day off per week. During a week in which there are three contests that week, you are not required to have a day off but must then take two days off either during the previous week or the following week. During the declared playing/practice season the student-athlete is limited to 20 hours per week. Outside of the declared playing/practice season the maximum amount of time (during the academic year only) student-athletes
are permitted to spend on countable activity is 8 hours per week. Please refer to the countable activities listed above.

Outside the playing season (8-hour segment), required athletically related activities may not occur one week prior to the beginning of the final examination period through the conclusion of each student-athlete’s final exams.

For Men’s Tennis Student-Athletes, the following Mid-American Conference time limits for athletically related activities applies:

**Two-Weeks Off Following the Completion of the Season**
- Establish a two-week time off period from required athletics activity following the end of a championship season segment.
- This is 14 calendar days following the completion of the championship season.
- True voluntary activity will be permitted.
- It is not time off of study table hours, rehab, non-coach meetings (i.e. academics, compliance, etc.).
- Coach mentor sessions are still permitted, as long as not CARA related. Post-season evaluation meetings are still permitted during this off period.
- Track & Field/Cross Country time off will be less than two-weeks, the most time off possible between the seasons possible will be an off-period.
- For individual sports, the time off will be based on each individual on the team.

**Flex Seven-Days**
Coaching staffs, administration and student-athletes will determine seven days at any time in the academic year, when classes are in session, to be off-days. This is in addition to the legislated one-day off in-season and two-days off out-of-season.

**Eight-Hours Off Between 9:00pm and 6:00am**
Prohibit athletics obligations for at least eight-hours between 9:00pm and 6:00am every day.

**Weekly Schedules Posted to Student-Athletes**
- Require practice schedules be shared with student-athletes weekly and followed by coaching staffs, and, if changes are required, they should be known by student-athletes 24 hours prior to the scheduled practice time.
- Emergency/Weather changes will be necessary and permitted.

It is the policy of Binghamton University to have each student-athlete sign an online form verifying their countable athletically related hours each week. If this online form does not accurately reflect the hours you participated in for a given week, you should not sign the form and bring the situation to the attention of the Office of NCAA Compliance.

**Reporting NCAA Violations**
A student-athlete is responsible for reporting any violations of NCAA, America East Conference or Binghamton University rules and regulations in which he or she may be involved to the Associate Director of Athletics, Academics & NCAA Compliance by calling 607-777-2798 or in person (Events Center Office 104). A student-athlete is required to furnish complete and accurate information relevant to any investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or Binghamton University.
Promotional Activities
Student-athletes are prohibited from promoting any outside product or service of any kind. This includes the use of the student-athlete’s name or picture. If it is found that a student-athlete has accepted money, gifts or benefits from promoting an outside product, the individual will be ruled ineligible for intercollegiate competition. **It is extremely important that you always receive approval** from the Office of NCAA Compliance before making any public appearances or allowing an individual or group to use your picture or name to help promote their activity!

NCAA Drug Testing
A student-athlete who tests positive for any banned substance by the NCAA shall be ineligible for intercollegiate competition for one calendar year (365 days) from the date of the positive result. The student-athlete will also lose a minimum of one season of competition in all sports. In addition, Binghamton University also conducts a drug testing program. Please see the Sports Medicine section of this handbook for additional information.

Financial Aid
To apply for and be eligible for all types of financial aid one must complete the free application for Federal Aid (FAFSA) once a year in one of the following ways:

2. Complete and mail a paper FAFSA to the federal processor, downloaded from (Be sure to list Binghamton University’s federal school code: 002836)

   FAFSA can be completed as early as October 1st of the year prior to the aid year. Students are required to report income information from an earlier tax year. For example, on the 2017-18 FAFSA, students (and parents, as appropriate) must report their 2015 federal tax information. You will need a copy of your federal tax return to complete the application.

Based on your successful completion of the FAFSA, you may be eligible for:
- Grants: money that does not need to be repaid
- Loans: borrowed money that must be repaid
- Federal Work Study: money earned by working a part-time job on or off campus
- Scholarships: free money, awarded by Institution or outside source.

Applying for TAP
If you’re a resident of New York State and are or will be an undergraduate student, you may be eligible for Tuition Assistance Plan (TAP) awards. After filing your FAFSA, you will be able to link directly to the TAP application from the FAFSA confirmation page.
- You must include Binghamton’s state code 0880 or you will not be eligible for TAP.
- To remain eligible for state and/or federal financial aid, you must maintain Satisfactory Academic Progress (SAP).
- More information is available at the Binghamton University Financial Aid Website: www.binghamton.edu/financial-aid/services/apply-via-fafsa.html

Applying for the Excelsior Scholarship
For information on the Excelsior Scholarship visit https://www.suny.edu/smarttrack/types-of-financial-aid/scholarships/excelsior/
NCAA Regulations Impacting Financial & Possibly Athletics Aid

NCAA regulations restrict the total amount of financial aid a student-athlete can receive. If a student-athlete receives a federal grant or some other scholarship or financial aid (including earnings from a job during a term), he/she must notify the Office of Financial Aid. In addition, for student-athletes receiving athletic grants, these funds may replace a portion of the athletic grant to meet NCAA and conference regulations.

Outside Scholarships, Financial Aid and Awards - NCAA regulations require student-athletes to report any and all scholarships or monetary awards received to the Office of Financial Aid. These scholarships and monetary awards typically include scholarships from a private source such as a local community organization or high school booster club. The student-athlete is required to complete and sign an Outside Financial Aid Form in addition to providing necessary documentation. Questions about reporting should be directed to the Senior Financial Aid Counselor in the Office of Financial Aid.

Employment - NCAA regulations require Binghamton University to track student-athlete employment history both during the summer and academic year. Student-athletes are allowed to obtain employment at any time during the year. Therefore, student-athletes must report any employment to the Office of NCAA Compliance, and must provide/update this information on the Binghamton University Student-Athlete Clearance and Eligibility Form.

Earnings from a student-athlete's employment are exempt when determining a student-athlete's full grant-in-aid 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 athletic 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.

Violations of the above regulations may lead to loss of your athletic eligibility and athletic grant money.

Athletics Grant-In-Aid

Term of Award
Per NCAA Bylaw 15.3.3.1, if a student's athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period less than one academic year nor for a period that would exceed the student's five-year period of eligibility (see NCAA Bylaws 14.2 and 15.0.1.5). One year grants-in-aid shall be awarded (as set forth in the written statement per NCAA Bylaw 15.3.2.2) in equal amounts for each term of the academic year. The renewal and non-renewal of athletics aid is processed by the Financial Aid and Student Records Office at Binghamton University.

International Tax Policy
The Internal Revenue Code states that scholarships are taxable except for the amount due to cover tuition, fees, books, supplies and equipment required for course study. Therefore, students should save documentation of all financial awards and bills for tax purposes. International students are subject to withholding tax, which is billed to their student account. Such students should plan accordingly. Any tax refund for a student-athlete on full athletics aid will be processed and returned to the athletics department.
Cancellation/Reduction/Non-Renewal of Athletics Aid
The NCAA permits an institution to reduce or cancel athletics aid during the term of the award if the student-athlete:

- Intentionally provides fraudulent information on their letter of intent, admission applications and financial aid agreements;
- Renders themselves ineligible for intercollegiate competition;
- Engages in serious misconduct;
- Voluntarily withdraws from the sport;
- Provides written notification of transfer to the institution. In this case, financial aid may be reduced or canceled at the end of the regular academic semester in which written notification of transfer is received. If written notification of transfer is provided between regular semesters (winter break, summer break) institution may reduce or cancel financial aid immediately.

Athletics aid must be reduced if a student-athlete exceeds the limits established by NCAA regulations.

Athletics aid must be canceled if the student-athlete is either under contract to a professional sports organization or being paid by a professional sports organization.

If a student-athlete’s athletics aid is reduced or canceled for any of the reasons listed above, the student-athlete will be notified in writing of the cancellation and of their right to a prompt appeals hearing before the institution’s regular financial aid authority.

Athletics aid cannot be increased, reduced or canceled during the period of the award because of the student-athlete’s illness, injury, athletics performance, ability or any other athletics reason. An institution may not set forth an athletically related condition (e.g., financial aid contingent upon specified performance or playing a specific position) that would permit the institution to reduce or cancel the student-athlete’s financial aid during the period of award if the conditions are not satisfied.

Non-Renewal of Athletics Aid in Subsequent Years
The NCAA requires all institutions to notify any student-athlete who received athletics aid during the academic year and has eligibility remaining in that sport to be notified as to whether their athletics aid will be renewed, canceled or reduced by July. If athletics financial aid is to be reduced or is not renewed, the student-athlete is entitled to a prompt appeals hearing before the institution’s regular financial aid authority.

Appeals Process
Student-athletes have the right to a prompt hearing whenever their athletics aid is reduced, canceled or not renewed. Binghamton University will notify the student-athlete in writing of the opportunity to request an appeals hearing. Student-athletes have the following obligations during the appeal process: The student-athlete must request the appeal hearing by the date specified in the notification letter, and Upon receiving the request the student-athlete will receive instructions from the Office of Financial Aid and Student Records and a hearing date will be set.

Athletics Aid for Summer School
The following NCAA regulations apply to summer school athletics aid:

- **15.2.8.1.2 Enrolled Student-Athletes.** After initial full-time enrollment during a regular academic year, a student-athlete shall not receive athletically related financial aid to attend the certifying institution’s summer term or summer school unless the student-athlete received such athletically related aid from the certifying institution during the student-athlete’s previous academic year at that institution.
• **15.2.8.1.2.1 Attendance During Only One Term of Previous Academic Year.** A student-athlete who attended the institution on a full-time basis for only one regular term during the previous academic year may receive financial aid during the following summer term.

• **15.2.8.1.2.3 Exception for First-Time Recipient in the Next Academic Year.** A student-athlete who has not received athletically related aid from the certifying institution during a previous academic year may receive athletically related financial aid to attend the institution’s summer term or summer school, provided he or she has been awarded athletically related financial aid for the following academic year.

**Post-eligibility Athletics Aid** - A student-athlete receiving post-eligibility athletics financial aid is not a counter in his/her particular sport in the subsequent academic years following completion of eligibility as long as he/she is otherwise eligible for the aid and is not taking part in organized, institutional practice sessions in that sport unless the individual has eligibility remaining under the five-year rule.

**Frequent NCAA Rules Questions**
NCAA rules govern a student-athlete’s eligibility to practice and compete in intercollegiate athletics. These rules are extensive, and sometimes very complex. Reading and understanding the questions below will help you avoid some common mistakes that can jeopardize your eligibility as a student-athlete:

Q. May I receive an "extra benefit" as a result of my athletic ability?
A. No. A student-athlete may not receive any extra benefit. "Extra benefit" does not just mean money or gifts. It also refers to any special arrangement by a coach, faculty member, administrator, staff member, athletics representative, or alumni.

Q. What if the extra benefit goes to my friends or family instead of me?
A. No. A student-athlete’s relatives and friends are not allowed to accept a benefit unless it is available to the university’s other students on a basis unrelated to athletics.

Q. Who or what is an “athletics representative”?
A. NCAA rules define an athletics representative as a person who:

- Is or ever has been a member of a Binghamton University athletics booster organization;
- Has made financial contributions to the athletics department or a booster organization;
- Is or ever has been involved with the recruitment of a prospect;
- Has provided benefits to an enrolled student-athlete or their relatives or friends;
- Has otherwise been involved in promoting the Binghamton University athletics program (e.g., alumni, friends);  
- Provides or has helped to arrange employment for student-athletes;
- Is the parent(s) or legal guardian(s) of an enrolled student-athlete;
- Is or ever has been a season ticket holder.

Q. It is OK for an athletics representative to provide services (e.g., movie tickets, dinners, use of a car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) for free or at reduced rates?
A. No. A student-athlete may not receive services from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional athletics contests from professional sports organizations, unless such services also are available to the student body in general.
Q. Can I accept athletic equipment, supplies or clothing (e.g., tennis racquet, golf clubs, hockey sticks, balls) from a manufacturer (i.e. Nike), commercial enterprise, or athletics representative?
A. No. These items may only be provided to Binghamton University administrators for proper distribution to student-athletes. A student-athlete may not accept athletic equipment, supplies or clothing directly from a manufacturer or commercial enterprise.

Q. Can an athletics representative serve as my “sponsor” or “family”?
A. No, unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution. Binghamton University may not permit individuals outside the institution to serve as “sponsors” or “families” for student-athletes who are enrolled in the institution unless such a sponsorship program exists to provide the same benefits and support services to all students.

Q. Can I give money to my coach to use for paying my bills?
A. No. Binghamton University is not permitted to administer a fund for a student-athlete (even if funds are provided by the student-athlete) in order to assist the student-athlete in making payments for various personal expenses (e.g., utility bills, rent, fees and entertainment expenses) unless the institution provides such a service to all students and formal accounting procedures are utilized.

Q. If my friend or relative is visiting me at Binghamton University, can the athletics department pay for their lodging, food, or entertainment?
A. No. Except for reasonable refreshments (e.g. soft drinks/snacks) on an occasional basis for a student-athlete’s parents or legal guardians, an institution may not provide any expenses to a student-athlete’s relatives or friends.

Q. Who am I not allowed to put on my complimentary admission list?
A. Agents or Agents’ Runners; Representatives of Athletics Interests (Boosters, Student-Athlete Employers, Professors, Donors, Athletics Committee Members); Prospects/Recruits; Family, friends or requests of Binghamton University coaches; Media; Public Officials.

Q. Can I sell my complimentary tickets?
A. No. You may not receive payment from any source for your complimentary admissions and may not exchange or assign them for any item of value.

Q. Can I buy extra tickets and sell them for a profit?
A. No. A student-athlete may not purchase tickets for an athletics contest from the institution and then sell the tickets at a price greater than their face value.

Q. What happens if I give my complimentary tickets to someone else who then sells the tickets?
This is a violation of NCAA Bylaw 16.2.2.2. Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Sale of complimentary tickets by such designated individuals is prohibited and considered an extra benefit not available to the general student body, which would render the student-athlete ineligible for participation in intercollegiate athletics.

Questions regarding NCAA, America East Conference or Binghamton University rules and regulations should be directed to the Office of NCAA Compliance. Additional information can be found at the following websites: