Dear Student-Athletes,

As we embark on another academic and athletic year, I wanted to share with you the important information that has been assembled for you in our Student-Athlete Handbook. Our Athletic Staff and the College community as a whole is here to help you reach your fullest potential and the information in this handbook is designed to help you reach that goal. It will provide you with answers to many of the general questions you may have as a student and an athlete. It is a helpful reference to many athletic department policies, MAAC, Atlantic Hockey and NCAA rules that pertain to you as a student-athlete. It is by no means a comprehensive listing, but rather a source of information for many of the key questions student-athletes have during their time at Canisius.

An intercollegiate athletic experience during your undergraduate career will be both challenging and rewarding. Challenging because the demands placed on you both physically and mentally will force you to learn to adapt and overcome challenges. Rewarding because of the personal growth you will achieve as you face each of these challenges and become the person you are destined to be.

I also remind you that being a student-athlete at Canisius College is a privilege and carries with it a great responsibility. What we ask is that you understand the responsibility that goes with being a member of our athletic department and work each day to make our entire program one that we are all proud of. When you become a Golden Griffin student-athlete, you are not only representing the College, but more importantly the thousands of men and women who make up our Athletic Alumni.

Best of luck for a successful academic and athletic year.

“St. Peter Canisius... Pray for us!”

Sincerely,

Bill Maher
Director of Athletics
ATHLETIC DEPARTMENT STUDENT-ATHLETE HANDBOOK

MISSION STATEMENT
Consistent with the Jesuit philosophy of education and the mission of the College, the Canisius College intercollegiate athletics program strives for excellence in academics, athletics, leadership and service to others while embracing the principles of good sportsmanship, ethical conduct and equity in opportunity.

CORE VALUES
In pursuing this mission the Department of Athletics subscribes to established core values through which all stakeholders of the program ensure that we will:

• Understand that our student-athletes are central to our primary purpose and as such, their well-being and successful graduation from the college are expected.
• Continually recruit student-athletes that will enhance our program by representing the college with distinction.
• Tirelessly prepare for and compete in each contest with the expectation of winning.
• Expect the highest levels of sportsmanship and personal integrity from all participants.
• Strive to provide a leadership role in the College’s service to the community.
• Embrace equal opportunity for all participants in a culturally diverse community.
• Provide a positive educational and athletic experience for our student-athletes and alumni that will create a passion for a commitment to the college and engender a lifetime of support for our Golden Griffins.

CANISIUS COLLEGE/MAAC SPORTSMANSHIP STATEMENT
Canisius College is committed to establishing sportsmanship and developing healthy environments for competition. The college promotes good sportsmanship by student-athletes, coaches, administrators and spectators. We wish to abolish the notion that it is desirable to create a “hostile” environment for intercollegiate athletic contests. Instead, we will strive to create “hospitable” environments. An integral part of education in sports is to teach our youth and our communities to conduct themselves with sportsmanship and respect for opponents. Participants and officials should be supported in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated.

A. Athletic Administrators
Athletics administrators, led by the Director of Athletics, must communicate the expectation of good sportsmanship to all representatives of the institution active in intercollegiate athletics. It is particularly imperative that this message is impressed on each coach, along with the intention that the coach will require compliance with the Sportsmanship Statement by each member of the team. The director must ensure that opponents are treated with fairness and respect. All aspects of game management must be controlled to assure such treatment, including crowd behavior.

B. Coaches
The coach’s behavior influences that of the players and frequently, the fans. The coach has a responsibility to educate the players concerning their obligations to the coach, the institution, intercollegiate athletics and themselves. Respect for an opponent can most effectively be conveyed to the players by the manner in which the coach speaks of, and acts toward, the opponent.
C. Student-Athletes
Student-athletes must honor the responsibilities which accompany the privilege of representing a MAAC institution by adhering to conference and playing rules, and the MAAC Sportsmanship Statement. MAAC student-athletes are expected to treat opponents with respect. They must be aware that significant penalties will be applied for fighting, taunting an opponent or other unethical conduct.

D. Public Address Announcers
Each public address announcer should provide an impartial and even-handed report of the event. Partisanship in this area inflames emotions and can promote poor sportsmanship by participants and spectators.

E. Cheerleaders, Spirit Groups, Bands and Mascots
Like student-athletes, members of cheerleading squads, spirit groups, bands and mascots are highly visible representatives of MAAC institutions. They can influence the behavior of others. Each group should welcome its counterpart group and demonstrate respect for its members. Likewise, it should convey respect for each opponent player and team.

F. Officials
Although the game official has a demanding and difficult job to officiate the contest, he/she also will be directed to apply without hesitation or reservation the rules governing conduct and sportsmanship during each MAAC competition. When doing so as directed, the official will have support of the Conference, each member institution, and its administrations and coaches.

STUDENT-ATHLETE CODE OF CONDUCT

Student-Athlete Expectations
The purpose of intercollegiate athletics is to provide an opportunity for each participant to develop his or her potential as a skilled performer while in an educational setting. Educational activities, such as intercollegiate athletics, provide opportunities for students to grow emotionally, socially and intellectually. In addition, the student-athlete is given the chance to travel, represent his or her school, and learn the art of team play. Representing Canisius College as a student-athlete carries with it a set of distinct privileges and responsibilities. By participating on a Canisius College athletic team, you become a representative of that team and the institution. You are expected to behave both on- and off-campus in a manner that is honorable to Canisius College, your team and yourself. It is essential that you act responsibly and do nothing to jeopardize your opportunity to obtain maximum results from your college experience. Your personal conduct is a direct reflection of your character.

As a representative of Canisius College, a student-athlete accepts the responsibility to behave in accordance with the Canisius College Community Standards and follow regulations outlined in the Student-Athlete Handbook. These responsibilities apply to you all the time, whether you are on or off campus.

General Student-Athlete Rules of Conduct
1. Student-athletes are expected at all times to demonstrate respect for themselves and others. This respect includes a responsibility to show sensitivity to differences and act justly in interactions with one another.
2. Student-athletes are expected to respect college property, the private property of other members of the college community, and the property of the larger neighborhood in which they live.
3. Student-athletes should always present themselves positively as a representative of the college; you should not act disorderly, lewd, or indecent. Also, do not do or say anything to embarrass yourself, your team, your family or the college.

4. Understand the importance of being punctual; be on time for every commitment.

5. Be prepared to give 100%, both mentally and physically, whether in the classroom or on the playing field.

PLEASE NOTE: Violations of these expectations will be subject to disciplinary review by the Director of Athletics and/or designee and may be subject to the judicial process outlined in the Canisius College Community Standards. The Director of Athletics, his designee, Head Coach and/or Dean of Students shall determine the appropriate disciplinary action on a case-by-case basis.

Student-Athlete Rules of Conduct

1. Student-athletes may not consume alcohol while representing Canisius College: on team trips, at athletic events, or at events sponsored by the Department of Athletics. [Be aware that New York State Law prohibits anyone under the age of 21 from consuming alcohol.]

2. Student-athletes may not use, possess, or distribute illegal drug-related paraphernalia, narcotics or other controlled substances except as expressly permitted by federal, state and/or local law.

3. Student-athletes may not use tobacco products of any kind while participating in practice or competition or while representing the college in any capacity. Tobacco use is prohibited at these times, and the Department, in concern for your health, discourages its use. Use of tobacco products at practice or competition is a violation of NCAA rules and will result in the immediate disqualification of your head coach and the student-athlete for the remainder of that practice or competition.

4. Student-athletes shall not engage in hazing activities. Consent of the student-athlete or participant is not a defense. There is a zero tolerance policy and no excuse will be accepted.

5. Student-athletes should not post on websites any public pictures or comments determined to be contrary to these departmental policies and/or the Student-Athlete Code of Conduct. If anyone in the Athletic Department is made aware of and believes that the posting is negative, the pictures or comments will be treated as violations of these policies and handled accordingly.

The NCAA opposes sports gambling because it carries the potential to undermine the integrity of sports contests. Student-athletes shall not knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, solicit a bet on any intercollegiate team, accept a bet on any team or 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".

PLEASE NOTE: Any violations of the preceding Student-Athlete Rules of Conduct will be considered serious misconduct and those student-athletes determined to be involved will be subject to disciplinary action by the Department of Athletics in addition to any team related sanctions. Potential disciplinary action includes, but is not limited to: suspension, cancellation of athletic financial aid, and/or dismissal from the program.

Team Travel Rules of Conduct

1. Dress professionally when representing Canisius College. Do not wear apparel with another institution’s name or logo, alcohol advertisements, and/or offensive language.

2. Act in a respectful and mature manner when in public. Horseplay and using profanity is not acceptable behavior.
3. Vandalism and/or theft of any kind in hotels, restaurants, competition sites or any other place is strictly prohibited.

4. Treat your hotel rooms as if they were your home and be respectful of other hotel guests.

5. Ensure that your coaches know your whereabouts at all times. Be on time for all meetings, meals, and departures, and abide by curfews set by coaching staff.

6. Tobacco, alcohol and drug use is prohibited. There is a zero tolerance policy and no excuse will be accepted.

PLEASE NOTE: Any violations of the preceding Team Travel Rules of Conduct will be considered misconduct and those student-athletes determined to be involved will be subject to disciplinary action by the Head Coach and/or Director of Athletics. Potential disciplinary action includes, but is not limited to: suspension, cancellation of athletic financial aid, and/or dismissal from the program.

In any of the aforementioned circumstances the Director of Athletics, or designee, may impose game or program suspension for any or all of the following reasons:

1. To ensure the safety and well-being of members of the College community or to preserve College property;
2. To ensure a student-athlete’s own safety or well-being;
3. If a student-athlete poses a threat of disruption or interference with the normal operations of the College and/or Department of Athletics; and/or
4. A team or student-athlete was involved in a hazing event or incident.

Institutional and/or Departmental Discipline
Separate and apart from the Student-Athlete Code of Conduct, a student-athlete may face institutional or Athletic Department disciplinary action based upon the same facts or incident that led to a finding of a violation of law or a criminal charge. If pursued, institutional discipline would proceed as explained in the Canisius College Community Standards under Article IV. In the event that athletic department discipline is pursued, the policies and procedures on misconduct appeals and hearings would proceed as explained in this Student-Athlete Handbook. If cancellation or non-renewal of financial aid is determined as a discipline action, separate but additional procedures as required by the NCAA will be followed.

Violations of Canisius College Community Standards or the Law
Violations of Canisius College Community Standards are reported to the Dean of Students and are handled in accordance with the judicial process (Article IV) published in the Student Handbook/Planner and on-line http://www.canisius.edu/studentlife/standards/com_standards.asp.

Student-athletes found to be in violation of the law are subject to Athletic Department sanctions that may be applied singularly or in combination with other legal or College sanctions. Possible sanctions include but are not limited to:

• reprimand;
• denial of specific College privileges;
• restitution;
• fines;
• disciplinary probation;
• behavioral agreement; and/or
• suspension or expulsion from Canisius College.
Appeals
Requests for appeals of decisions of the College, specifically regarding code of conduct disciplinary issues, are directed to the Vice President for Student Affairs. Requests for appeals shall be made in writing within two business days of the written decision. This appeals process is outlined in the Canisius College Community Standards (Appendix C4. Hearing Procedures-E. Appeals).

Academic Integrity Policy
The Canisius College Athletic department fully supports the college’s policy on academic integrity. Should you be found in violation of the college’s Academic Integrity policy, you will face the appropriate disciplinary actions. Please visit the college’s website at www.canisius.edu/integrity for a full description of the policy.

Violations of Team Rules
Team rules may be developed by the coaching staff or team members. These rules may be more restrictive than Athletic Department, Canisius College, Athletic Conference, or NCAA rules. Team rules are reviewed by the coaching staff, student-athletes, and respective supervisors each fall. The head coach of each sport has the authority to suspend any student-athlete on his/her team if the student-athlete violates team rules and/or the Student-Athlete Code of Conduct. A coach our sport supervisor may also recommend that a student-athlete found in violation of team rules or the Student-Athlete Code of Conduct may be dismissed from their program and that any athletic grant-in-aid be cancelled. Any cancellation of athletic grant-in-aid is done so in accordance with NCAA legislation.

Discipline Appeal Process for Student-Athletes
Student-athletes are entitled to appeal decisions made by Athletic Department staff when the student-athlete is determined to be in violation of team rules and/or athletic department policies and/or the Student-Athlete Code of Conduct. If you choose to appeal the discipline decision, the following process must be followed:

1. The student-athlete must first meet with the sport supervisor, within (5) five days from the notice of discipline, or earliest opportunity to schedule an appointment. This will be an informal discussion to review the matter and consider agreeable alternatives that may be possible. Most cases involving team rules can be resolved at this level.

2. If no satisfactory resolution can be reached through this informal procedure, the student-athlete may, within one week of the meeting with the sport supervisor, request a hearing before a panel of athletic department personnel. The request for a hearing should be via email to the Director of Compliance. The appeal is then presided over by three representatives from the Athletic Department.

3. The panel, comprised of three representatives from the Athletic Department Staff will hear the student-athlete’s appeal within seven (7) days or first opportunity all parties can be present. In reaching a decision, the panel may interview the student-athlete, coaching staff, sport supervisor, and/or others involved in the decision being appealed.

4. The finding of the panel shall be final and binding. The student-athlete will receive a document detailing the final decision either via email or in writing in a timely manner.
**Individual or Sport Initiation Activities: Hazing**

Initiation practices, like an orientation, are designed to help new members become part of a group. Initiation practices that humiliate, demean, or intimidate, constitute hazing. Hazing takes various form, including endangering the physical or mental health of an individual. Hazing often involves pressure to drink alcohol or other beverages, sometimes in dangerous amounts. Being hazed is serious and can have a significant effect on one’s physical and emotional health. Hazing, in any form, will not be tolerated at Canisius College. Hazing is a violation of the Student-Athlete Code of Conduct, Canisius College Community Standards and New York State law. If you suspect you are a victim of hazing or have witnessed a hazing activity, please contact the Associate Athletic Director/Senior Woman Administrator, Public Safety or the Dean of Students immediately. The information you share will be kept as confidential as possible.
I. PURPOSE

Canisius College recognizes the threat that drug abuse and misuse presents to the health and welfare of the student-athlete and the integrity of intercollegiate athletics. To deter the use of banned substances by members of NCAA sponsored intercollegiate athletic teams, Canisius College has developed a drug screening and rehabilitation program. All student-athletes shall be included in the population for drug testing, which may be conducted throughout the calendar year. Student-athletes may be selected for testing regardless of whether or not they are receiving any athletically related financial aid (scholarship). The Drug Screening and Rehabilitation Program is coordinated by the Canisius College Department of Athletics, with assistance from the Head Team Physician, the Head Athletic Trainer/Director of Sports Medicine and the Sports Medicine staff. Annual drug education shall be provided to all student-athletes by the Director of Compliance and the Head Athletic Trainer. (Appendix 1)

This policy is not to be construed as a contract between the institution and the student-athletes at Canisius College. However, signed consent and notification forms shall be considered affirmation of the student-athlete’s agreement to the terms and conditions contained in this policy. Canisius College may amend this policy at any time as deemed necessary. This institutional program is separate and distinct from the NCAA Drug-Testing Program.

II. BANNED SUBSTANCES

Use of any banned substances, listed on the enclosed, current NCAA Banned Substances Classes, is prohibited. Certain banned substances may be prescribed by a licensed physician for specific medical conditions. This usage must be in writing (and on-file in the student-athlete’s medical file in the Center for Athletic Training before athletic participation begins) from the prescribing physician including name of student-athlete, proper dosage, length of dosage and specific medical condition before clearance for participation. Standard Assessment to diagnose certain conditions, such as Attention Deficit/Hyperactivity Disorder (ADHD), may be required to verify appropriate use and necessity of these medications (Appendix 2). These substances may result in a positive drug screen but will need to be verified by the Head Team Physician or applicable testing agency to be within a “therapeutic prescribed dosage”. In this specific circumstance, screens may not be considered as positive.

Common Conditions and Medications which may be medical exceptions:

- Attention Deficit/Hyperactivity Disorder (ADHD)- Methylphenidate, Ritalin, Adderall
- Hypogonadism/ testosterone deficiency- Testosterone

Canisius College, in accordance with the NCAA, does not endorse the use of supplements and cannot accurately certify that these products contain no substances banned by the NCAA. All supplements should be cleared by the Head Athletic Trainer/Director of Sports Medicine before use. The Head Athletic Trainer/Director of Sports Medicine is the designated individual within the Department of Athletics that all supplement inquiries must be presented for discussion/approval. It is recommended to inquire annually as products ingredients or manufacturing may have changed
initial inquiry. If a student-athlete tests positive for use of a supplement product and has not checked this product out with the athletics staff (Head Athletic Trainer and/or Sports Medicine staff), or with Drug Free Sport’s Resource Exchange Center (see Resources), the student-athlete bears full responsibility and sanctions for a positive drug test.

III. SCREENING

Testing may be performed by a whole team screen, individual selection, pre-season screen, selection on a random basis and/or selection based on reasonable suspicion as determined by the Director of Athletics, Canisius Teams Physicians, Athletic Trainers or Head Coaches. The term “reasonable suspicion” means that the Canisius College Director of Athletic is in possession of information giving rise to particularized and objective belief, supported by specific and particular facts, for suspecting a student-athlete’s possession or use of a prohibited substance, arrest or conviction related to the possession of, use of trafficking of banned substances, and/or conduct interpretable as being caused by the use of banned substances, all rise to the level of reasonable suspicion.

“Urine Collection Guidelines for Clients”, (Appendix 3), explains the collection process. Drug screening consists of standardized urinalysis collection by Drug Free Sport personnel. Each specimen will be identified by number only and will be analyzed by a WADA and/or SAMHSA certified testing laboratory. Student-athletes will be notified, no more than 24 hours prior to the test being completed, and will be provided information on locale, times and testing instructions. Notification will be made by direct contact, either in-person or phone call by the team’s Head Coach (or designee) or a member of the Sports Medicine staff. Text messaging, voicemail, email or other modes of electronic notification shall not be utilized as the primary means of notification. Testing may occur year round.

Drug screening may consist of standardized urinalysis or hair testing, which shall be administered by designated laboratory personnel. Each specimen will be identified by number only and will be analyzed by a certified testing laboratory. Student-athletes will be notified by their respective Head Coach or designee, before the test is to be completed and will provide information on locale, times and testing instructions. Testing may occur year round.

The Canisius College Department of Athletics utilizes the most current NCAA List of Banned Drug Classes (NCAA Bylaw 31.2.3.1), collectively referred to as “banned substances” for our substance abuse testing program. The list consists of substances generally believed to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete. The drug classes specifically include stimulants (such as amphetamines, ecstasy, and cocaine); hallucinogens (such as LSD); anabolic/androgenic steroids (such as Anvar and Dianabol); diuretics; masking agents; and marijuana, as well as other drugs not prescribed for the student-athlete and/or not within a therapeutic dose level. This list of banned substances may be obtained through:

a) A member of the Canisius College Center for Athletic Training
b) A member of the Canisius College Compliance Office; or
c) NCAA Internet site: http://www.ncaa.org (Drug Testing Program)

No substance (excluding those appropriately prescribed and documented as Medical Exceptions) belonging to the prohibited classes may be used, regardless of whether it is specifically listed as an example. Student-athletes are responsible for knowing the list of banned substances. Student-athletes use all drugs and nutritional or dietary supplements at their own risk. Before taking any drug or supplement, students should consult with the Head Athletic Trainer/Director of Sports Medicine. Any student-athlete who tests positive for prescribed medication that requires a
prescription by Federal law in the United States, regardless of being listed on the NCAA Banned Substances List or not, must present a current Prescription for a Medical Exception to be considered. At no time should any student-athlete take a prescription medication that is not prescribed to them individually. Any positive test for a prescription medication that is not appropriately prescribed shall be considered a positive test, regardless of dose levels. All prescription medication should be reported to the Sports Medicine in a timely manner.

Canisius College reserves the right in its sole and absolute discretion to test for substances that are not listed on the NCAA Banned Substance List and may test any substance at detection levels, which differ from those, listed on the NCAA Banned Substance List.

IV. ACTION TAKEN BY CANISIUS COLLEGE FOR POSITIVE TEST RESULTS

All screening test results will be sent directly to the Head Athletic Trainer or designee for review. All positive tests will be verified by the Head Team Physician. The Head Athletic Trainer or designee will notify the Director of Athletics of test results. The Director of Athletics shall notify the Head Coach and Student-Athlete of positive test results. Once the student-athlete is notified of a positive test, a meeting will be arranged to further discuss the results and penalties with the Director of Athletics (or designee), the Head Athletic Trainer, the Head Coach and the student-athlete.

Please Note: The following descriptions of consequences for positive screens are MINIMUMS. It is possible to be suspended from more contests than listed. Full consequences include, but are not limited to: further suspensions, cancellation of athletic financial aid, and/or dismissal from the program.

A. MARIJUANA ONLY

FOR A FIRST POSITIVE SCREEN, THE FOLLOWING CONSEQUENCES WILL APPLY:

1. Counseling and Evaluation – The student-athlete will need to schedule an evaluation session with a Substance Abuse Counselor through the Office of Residence Life and report back to the Director of Athletics (or his designee) that this requirement has been complete. The counselor may refer the student-athlete for further screening and evaluation. Once the counseling sessions are completed, the Office of Residence Life will inform the Director of Athletics in writing that the student-athlete has completed their requirements within four (4) weeks of notification of positive test results.

2. Follow-up Testing – The Student-Athlete will be required to participate in follow up testing to be administered by the Department for the remainder of their career at the college. This testing will not be announced and will occur at various times throughout the year

FOR A SECOND POSITIVE SCREEN THE FOLLOWING CONSEQUENCES WILL APPLY:

1. Suspension from a minimum of 10% of the contests regular playing season – Suspension will be consecutive games and commence effective with the next scheduled regular season contest that the student-athlete is eligible to participate in. Any fraction of a penalty will be
rounded up to the next full contest (i.e. 3.2 contests will result in suspension for a full 4 games).

2. **Counseling** – The student-athlete will be required to schedule an evaluation session with a Substance Abuse Counselor through the Office of Residence Life and report back to the Director of Athletics (or his designee) that this requirement has been complete. The counselor may refer the student-athlete for further screening and evaluation. Once the counseling sessions are completed, the Substance Abuse Counselor will inform the Department of Athletics in writing that the student-athlete has completed their requirements in this area.

3. **Follow-up Testing** – The Student-Athlete will be required to participate in follow up testing to be administered by the Department for the remainder of their career at the college. This testing will not be announced and will occur at various times throughout the year.

4. **Notification of Parents or Legal Guardians** – The Student-Athlete will be required to inform his/her parents, via the telephone, of the results of the positive drug test in the presence of the Director of Athletics and Head Coach.

**FOR A THIRD POSITIVE SCREEN THE FOLLOWING CONSEQUENCES WILL APPLY:**

1. **Suspension from a minimum of 50% of the contests regular playing season** – Suspension will be consecutive games and commence effective with the next scheduled regular season contest that the student-athlete is eligible to participate in. Any fraction of a penalty will be rounded up to the next full contest (i.e. 8.75 contests will result in suspension for a full 9 games).

The additional consequences for a third positive test are the same as items # 2-4 for the second positive.

**FOR A FOURTH POSITIVE SCREEN THE FOLLOWING CONSEQUENCES WILL APPLY:**

The Student-Athlete will be dismissed from the intercollegiate athletic program at Canisius College and their Athletic Financial Aid will be cancelled.

**B. ALL OTHER BANNED SUBSTANCES, INCLUDING SYNTHETIC MARIJUANA**

**FOR A FIRST POSITIVE SCREEN, THE FOLLOWING CONSEQUENCES WILL APPLY:**

1. **Suspension from a minimum of 10% of the contests regular playing season** – Suspension will be consecutive games and commence effective with the next scheduled regular season contest that the student-athlete is eligible to participate in. Any fraction of a penalty will be rounded up to the next full contest (i.e. 3.2 contests will result in suspension for a full 4 games).
2. **Counseling and Evaluation** – The student-athlete will need to schedule an evaluation session with a Substance Abuse Counselor through the Office of Residence Life and report back to the Director of Athletics (or his designee) that this requirement has been complete. The counselor may refer the student-athlete for further screening and evaluation. Once the counseling sessions are completed, the Office of Residence Life will inform the Director of Athletics in writing that the student-athlete has completed their requirements within four (4) weeks of notification of positive test results.

3. **Follow-up Testing** – The Student-Athlete will be required to participate in follow up testing to be administered by the Department for the remainder of their intercollegiate athletic career at the college. This testing will not be announced and will occur at various times throughout the year.

4. **Notification of Parents or Legal Guardians** – The Student-Athlete will be required to inform his/her parents, via the telephone, of the results of the positive drug test in the presence of the Director of Athletics, Director of Sports Medicine and/or Head Coach.

**FOR A SECOND POSITIVE SCREEN THE FOLLOWING CONSEQUENCES WILL APPLY:**

1. Suspension from a minimum of 25% of the contests regular playing season – Suspension will be consecutive games and commence effective with the next scheduled regular season contest that the student-athlete is eligible to participate in. Any fraction of a penalty will be rounded up to the next full contest (i.e. 8.75 contests will result in suspension for a full 9 games).

The additional consequences for a second positive test are the same as items # 2-4 for the first positive and will be repeated on the occasion of the second positive test.

**FOR A THIRD POSITIVE SCREEN THE FOLLOWING CONSEQUENCES WILL APPLY:**

On a third positive test, the Student-Athlete will be dismissed from the intercollegiate athletic program at Canisius College and their Athletic Financial Aid will be cancelled.

V. **REFUSAL OR FAILURE TO PARTICIPATE**

Failure to execute the required annual Authorization Form shall render the student immediately ineligible to practice, compete, and/or loss of grant-in-aid.

*If a student-athlete does not report at the scheduled time for his/her test upon proper notice, he/she will be sanctioned appropriately for his/her action. A “no show” will carry the same sanctions as a positive ALL OTHER BANNED SUBSTANCES, INCLUDING SYNTHETIC MARIJUANA test result, and the student-athlete will be subject to penalties and sanctions set forth in the Canisius College Drug Testing Policy. If any athlete refuses testing, the Director of Athletics will be notified for appropriate action, which will could include but not be limited to rendering the student immediately ineligible to practice, compete, removal from the team, and/or loss of grant-in-aid.*

VI. **ALCOHOL AND TOBACCO**
Alcohol and tobacco abuse and misuse have been identified as growing menaces in our society. The detrimental effects of alcohol abuse and tobacco use on students associated with Canisius College athletics are concerns of the entire College community. The Department of Athletics requires compliance for all student-athletes with the Canisius College Alcohol, Drug and Smoking Policy which has been formulated through the Office of Student Affairs and the Student Athlete Code of Conduct. The Department of Athletics also requires compliance with the NCAA By-Law which states “The use of tobacco products is prohibited by all game personnel (e.g. coaches, trainers, managers and game officials) in all sports during practice and competition.” Additionally, each athletic program has team policies on the use of alcohol and tobacco. Your coach will review and discuss these policies at the beginning of each season.

VII. APPEALS PROCESS

Any appeal must be submitted to the Director of Athletics for appropriate processing according to Athletic Department and College policies. Appeals must be submitted, in writing, within 72 hours of the notification meeting on results and penalties.

VIII. SAFE HARBOR

A student-athlete eligible for the Safe Harbor Program may refer himself/herself for voluntary evaluation, testing and treatment for drug problems. A student-athlete is not eligible to enter the Safe Harbor Program:

1. More than one (1) time;
2. After he/she has been informed of an impending drug test; or
3. After documentation of a positive drug test.

Canisius College will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions except those listed in this section (i.e. the team physician may suspend the student from play or practice if medically indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substance use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the Canisius College Department of Athletics Drug Screening and Rehabilitation Policy. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol use after the initial Safe Harbor Program test will be treated as the next subsequent positive. While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Canisius College. Students in the Safe Harbor Program may be selected for drug testing by the NCAA. The Director of Athletics, Team Physician, Head Athletic Trainer, and the student-athlete’s Head Coach may be informed of the student-athlete’s participation in the Safe Harbor Program. The athletic trainer assigned to the student-athlete’s sport may also be notified if medically appropriate. The assistant coaching staff
may also be informed at the discretion of the Head Coach. Other University employees may be informed only the extent necessary for the implementation of this policy.

A student-athlete seeking admission into the Safe Harbor treatment plan, must submit the “Canisius College Safe Harbor Policy and Procedures Acknowledgement Form” to the Senior Woman Administrator for consideration of acceptance into the program. (Appendix 4)

IX. COUNSELING AND REHABILITATION

Canisius College recognizes the importance of Counseling and Rehabilitation in circumstances where abuse and misuse of Drugs or Alcohol have occurred. The Canisius College Counseling Center will be utilized for referral for Alcohol and Drug Screening and when warranted, Counseling and Rehabilitation. Student-athletes are responsible for completing all treatment and recommendations in order to regain/retain athletics eligibility.

Resources
Canisius College Alcohol, Drug and Smoking Policy
http://www.canisius.edu/studentlife/handbook_drugpolicy.asp

Canisius College Counseling Center Self-Help Info and Internet Resources
http://www.canisius.edu/counseling/self.asp
Dietary Supplement Resource Exchange Center and The Center for Drug Free Sport Information on Drug Testing, Banned Substances and Dietary Supplements http://www.drugfreesport.com --- password for internet access is ncaa1

My Last Dip- Free On-Line resource for Smokeless Tobacco cessation http://info.mylastdip.com/
Appendix 1

Drug Screening and Rehabilitation Policy: AUTHORIZATION FORM

I, ________________________________, as a member of the Canisius College ______________________ team understand the provisions of the College’s Drug Screening and Rehabilitation Policy. I understand the program, received a copy of the policy and fully consent to participate in it, undergo all required tests and cooperate in its administration. I release Canisius College from any and all liability and waive any claim against the College arising out of the Drug Screening and Rehabilitation Program, unless such claim is based on negligent or wrongful conduct of the College.

I further understand and agree that any test results may be released to the Team Physician, the Head Athletic Trainer, the Director of Athletics, my Head Coach and my parents.

I understand that instances may occur that I may need to take Physician prescribed medications which may be listed as current NCAA Banned Drug Classes. I will be required to provide documented medical history, dosage information and testing results, that demonstrates the need and appropriate and acceptable dosage of these medications from the prescribing physician. I understand that the most common instances of these medical exceptions are for Attention Deficit Disorder (ADD/ADHD), male patterned baldness and testosterone deficiency.

I further understand that it is my responsibility to report any supplements or prescribed medication that I take or begin to take throughout the year to my team’s Athletic Trainer for update in my medical records. I understand that any supplement I take should be reviewed by the Head Athletic Trainer for continued use and that these supplements may or may not contain the ingredients on their labels and may contain substance which could be on the NCAA Banned Substances list which could cause a positive drug test with loss of eligibility.

I fully understand the provisions of the Drug Screening and Rehabilitation Policy and acknowledge my compliance with its provisions with my signature below.

Signature: ________________________________ Date: ________________________________
Appendix 2

NCAA Medical Exception Documentation Reporting Form to Support the Diagnosis of Attention Deficit Hyperactivity Disorder (ADHD) and Treatment with Banned Stimulant Medication

http://documentcenter.ncaa.org/msaa/saa/HealthandSafety/FormsTemplates/01052012ADHDreportingform.docx/RHB

• Complete and maintain (on file in the athletics department) this form and required documentation supporting the medical need for a student-athlete to be treated for ADHD with stimulant medication.
• Submit this form and required documentation to Drug Free Sport in the event the student-athlete tests positive for the banned stimulant (see Drug Testing Exceptions Procedures at www.ncaa.org/drugtesting).

To be completed by the Institution:
Institution Name: _____________________________________________________________

Institutional Representative Submitting Form:
Name________________________________________________________
Title________________________________________________________
Email________________________________________________________
Phone________________________________________________________

Student-Athlete Name__________________________________________________
Student-Athlete Date of Birth____________________________________________

To be completed by the Student-Athlete’s Physician:
Treating Physician (print name): _____________________________________________
Specialty: ______________________________________________________________
Office address____________________________________________________________

Physician signature: __________________________________________ Date __________

Physician documentation (letter, medical notes) to include the following information:
• Diagnosis.
• Medication(s) and dosage.
• Blood pressure and pulse readings and comments.
• Note that alternative non-banned medications have been considered, and comments.
• Follow-up orders.
• Date of clinical evaluation: __________________________

• Attach written report summary of comprehensive clinical evaluation:
  o the evaluation should include individual and family history, address any indication of mood disorders, substance abuse, and previous history of ADHD treatment, and incorporate the DSM criteria to diagnose ADHD. Attach supporting documentation, such as completed ADHD Rating Scale(s) (e.g., Connors, ASRS, CAARS) scores.
The evaluation can and should be completed by a clinician capable of meeting the requirements detailed above.

DISCLAIMER: The National Collegiate Athletic Association shall not be liable or responsible, in any way, for any diagnosis or other evaluation made, or exam performed, in connection herewith, or for any subsequent action taken, in whole or in part, in reliance upon the accuracy or veracity of the information provided hereunder.

Appendix 3

**Drug Free Sport™**

College/University: Urine Collection Guidelines for Clients

1. Only those persons authorized by the institution will be allowed in the collection room.
2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.
5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
10. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
11. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
12. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.
13. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
14. If the laboratory determines that a student-athlete’s sample is inadequate for analysis, at the client’s discretion, another sample may be collected.

15. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.

16. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.

17. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid.

18. The processor will pour the urine into the A and B vials and close the lids.

19. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).

20. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.

21. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.

22. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.

23. The student-athlete is then released by the institutional collector.

24. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory.

25. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.

26. The samples then become the property of the client.

27. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.
Appendix 4

Canisius College Safe Harbor Policy and Procedures
Acknowledgement Form

I ________________________________ understand that, according to the Canisius College’s Department of Athletics Drug Screening and Rehabilitation Policy, I may self-refer into the Safe Harbor Program once during my intercollegiate athletic career for voluntary evaluation and counseling. I further understand that I am not eligible for the Safe Harbor Program after being informed of an impending test, after having received notification of a positive institutional test or NCAA drug test. Canisius College will work with me to provide a treatment plan which may include confidential impermissible substance testing. I will be furnished with a copy of the treatment plan and guidelines after an initial meeting with a substance abuse counselor to evaluate the extent of any of my substance use. I understand that if I test positive for an impermissible substance upon entering the Safe Harbor Program, the initial test result will not result in any administrative sanction, but may be suspended from play or practice is medically warranted. I will be permitted to remain in the Safe Harbor Program for a reasonable period, not to exceed thirty (30) days, as determined by the treatment plan.

If I fail to comply with the treatment plan, I will be removed from the Safe Harbor Program and my initial Safe Harbor positive test will be treated as a first positive and subject to the sanctions as set forth in the policy. While in the Safe Harbor Program, I will not be included in the regular random testing program, but may be selected for drug testing by the NCAA. Upon successful completion of the Safe Harbor program, I will be subject to additional testing for a minimum of one calendar year.

The Director of Intercollegiate Athletics, the Team Physician, the Head Athletic Trainer and my head coach or his/her designee will be informed of my participation in the Safe Harbor Program. My assistant coach(s) may be notified at the discretion of the head coach or designee. Other University employees may be informed only to the extent necessary for the implementation of this policy.

Signature: ________________________________ Date: ________________
(Student-Athlete)

Signature: ________________________________ Date: ________________
(Senior Women’s Administrator/Designee)
SERVICES FOR STUDENT-ATHLETES

EQUIPMENT ROOM SERVICES
A student-athlete will be issued standard equipment and apparel via the equipment room as determined by his/her head coach or the athletic department. If a student-athlete leaves the team before his/her season is over, he/she is required, in no less than 10 days, to turn in all of the equipment and apparel that belongs to the College. If the student-athlete completes his/her season through his/her championship then he/she may keep ONLY the equipment and apparel that are designated disposable.

Damaged/Lost Equipment or Uniform Policy
Any lost uniforms, practice gear or equipment MUST be reported to the equipment room manager immediately. Any student-athlete that returns damaged equipment room issued apparel (t-shirts, shorts, towels, etc.) will be required to reimburse the equipment room for damages. For a complete list of reimbursement fees please see the equipment room manager.

Laundry Services
Each student-athlete has the right and privilege to have their practice and game laundry done by a staff member in the equipment room. At the start of the academic year, each student-athlete will receive 2 laundry loops for his/her use. In the event a student-athletes’ loop(s) has deteriorated, beyond the point of usability, the student-athlete will receive a replacement loop. In the event a student-athlete uses his/her loops for purposes other than it is designed for, causing irreparable damage, replacement loop(s) can be issued at a cost of $3.25 per loop and will be taken out of the student-athletes’ team budget.

Practice laundry should be placed on the laundry loop and put into the laundry chute labeled Practice Clothes (or use the Team Laundry Cart – see below). It is the responsibility of the equipment room to get this laundry back to the student in a reasonable amount of time.

Game laundry should NOT be turned in on a loop; however it does go in the Game Chute (or use the Team Laundry Cart – see below). All personal items that are worn under the uniform can be turned in on a loop and put in the Practice Clothing Chute.

Game uniforms will be handed out in the manner agreed upon by the head coach and the equipment manager. The equipment room is not responsible for laundry that does not get placed in the chute in a reasonable amount of time after the game or practice.

Team Laundry Carts
Each team will have a cart assigned to them and labeled as their own. The cart is to be stored in the locker room. When a team finishes a team activity (such as a practice or a game) they can collect all dirty laundry in their cart, in their locker room, and designate someone to bring it to the equipment room once it is ready to be washed. The Equipment Room staff will then wash it as a team set, dry it and return the cart to the locker room, hanging all the clean loops in the lockers and leaving the empty cart in the locker room.
*The last load of laundry for the day goes in 2 hours prior to closing
*Coaches will be notified regarding holiday hours or other special circumstances

Cart procedure will apply during operating hours of the Equipment Room which are:

Mon-Fri 8am-10pm  
Sat 10am-5pm  
Sun 1pm-9pm

Student-athletes who need laundry done after individual work outs can continue to use the practice laundry chute. In the event that you return from a game or finish a practice when the Equipment Room is not open, you can use the practice or game laundry chute or leave the cart in the locker room and have someone bring it to the Equipment Room in the morning.

If you discover something is missing from your laundry loop or you did not get your loop back, you need to see the equipment room manager immediately.

ACADEMIC SUPPORT

The office of Student-Athlete Academic Support Services and Griff Center for Academic Engagement, which has a member of its staff specifically assigned to student-athletes, are present to support the academic needs of the student-athletes. If you have any questions regarding your academic standing for eligibility, student-athlete travel contracts, or if you are interested in a degree program change, utilize the support of the two areas listed above. The Student-Athlete Support Services office in the KAC is located across from the weight room, and the Griff Center staff member assigned to student-athletes is located in the Study Zone (Old Main 318)

KAC Academic Success Center-KAC Computer Lab located in KAC bottom floor

The KAC Academic Success Center is located on the ground floor of the Koessler Athletic Center. The room is equipped with 12 computers and work stations for both group and individual work. The center provides a space for student-athletes and physical education majors to do academically related work seven days a week.

Hours of Operation:

M-F: 8:00a.m. - 10p.m.  
Sat: 10a.m. - 5p.m.  
Sun: 1p.m. - 9p.m.  

*Hours will vary during holiday breaks and summer.

Use of KAC Academic Success Center

1. **Canisius Students/Staff**: This space is available for use by Canisius College staff and students only.
2. **Responsible use**: Users shall use the college’s computer and network facilities in a responsible manner consistent with the instructional, research, and administrative goals of the College.
3. **Log into the college network**: Users shall access Canisius computing facilities only with an authorized username and password.
4. **Respect the privacy of others at all times**.
5. **Access only appropriate and lawful sites.** Users are not allowed to access files, accounts or systems that are unlawful and inappropriate.

6. **Do not download.** Non-academic software is not to be installed or downloaded on campus computers.

7. **Please be quiet.** Please be respectful and keep discussions to a minimum if there are others working in the space with you. Please use headphones if you need to listen to an academic presentation/video.

8. **Keep it clean!** Please check your space and clean up your area before you leave.

9. **No food or drink allowed.**

**Laptops for Road Trips**

A limited number of laptops are available for student-athletes to use on the road for away competition. Laptops must be returned immediately following a trip to assist other athletes who may need them. Please review the policy below prior to your request.

**LAPTOP COMPUTER POLICY & PROCEDURE**

**Procedures:**

1. Checkout Request for a Laptop Computer form must be filled out to reserve a laptop prior to the date it is needed. These forms can be picked up in the Student-Athlete Academic Support Services office (located across from the weight room in the KAC).

2. Checkout Request form must have the head coach's signature in order to be valid and accepted. You can hand in the checkout request form up to the day of checkout, but you run the risk of no laptops being available.

3. Computers must be picked up by 3:30pm on the date requested. If the laptop is not picked up by the deadline the computer is available to the next requestor.

4. Computers will be checked in and out of the Academic Support Services office.

5. The student that checks out the laptop is responsible for making sure they are returned before noon on the day after their return to campus. The Department of Athletics will inspect the laptop computers for damage after each use. **If the laptop computer is damaged or lost, the team that checked it out last will be responsible for the cost of repair or replacement.**

**Check-out Priority**

1. In-season sports have priority over any other sports.

2. The longer the duration of the trip, the higher the priority.

3. If trips are of equal time, reservations granted on first-come, first-serve basis.

4. If your program already has access to laptops, your sport will get lower priority than teams who do not have laptops.

In fairness to all sports, we will try to rotate use of laptops to avoid overuse by any particular sport. Typically, only one laptop is to be checked out at a time per team. However, if there is low demand for laptops at the time of checkout, more than one laptop may be checked out at a time per team.

**Policy:** If a student does not return the equipment by noon on the due date, a fine of $5 will be assessed to the student-athlete for each day late. If a student-athlete incurs a fine and does not pay, team privileges may be suspended until payment is made. Repeated incidents of late equipment returns may result in the student-athlete losing his/her equipment checkout privileges. Failure to follow the regulations for laptop use will result in the loss of laptop privileges for the team.
In cases of damage or loss of laptop: The student-athlete has been authorized by head coach to take on this responsibility. The head coach agrees, by signing the checkout form, to allow the Department of Athletics to collect from the team budget reasonable costs to repair or replace any part which is found to be lost or destroyed while in your custody as a direct result of mishandling or misuse of this equipment.

This equipment is the property of the Department of Athletics at Canisius College. Any damage or loss to this equipment is the team and head coach’s responsibility. The final decision on matter of such losses or damage shall be in the hands of the Director of Student-Athlete Support Services. It shall be the policy of the Director to be fair and to use good judgment when levying such fees against any team.

The Griff Center for Academic Engagement provides comprehensive programs, services, and resources to support student academic and career success and a transformative learning experience grounded in our Catholic, Jesuit mission. The Griff Center is a hub for academic and career advising and has staff ready to assist students in their academic and professional development. The goal of the Griff Center is to provide students with the academic support and assistance they need to become successful lifelong learners.

The Griff Center provides a comprehensive orientation for all new students; academic advisement for freshmen, student-athletes, undecided majors and transfer students; career development, internships services, academic mentoring, accessibility support, and veteran support services. The Griff Center collaborates with the Tutoring and Study Center and the College’s general proctor site. The goal of the Center is to provide students with the academic support and assistance they need to become successful lifelong learners.

COMPONENTS of the Griff Center for Academic Engagement:

Tutoring Services (OM 315) — provides a variety of opportunities for students to achieve their own academic success. The services are open to all current Canisius students. Group tutoring services allow students to receive academic assistance from peer tutors. Tutors are available in the majority of academic disciplines and employ various academic strategies to help address individual student needs.

Tutoring Hours are Sundays from 6 to 9pm; Monday through Thursday from 11am to 9pm; and Fridays from 11 am to 1pm. Tutoring Services opens the second week of classes and usually always has a writing, math, science, and accounting tutor available throughout hours of operation.

Tutor Requests & Responsibilities
If you need a tutor, please visit the Tutoring Services located in Old Main 315. If you cannot find a tutor for your specific course, ask if arrangements may be made on an individual basis to possibly assist you. Student-athletes are expected to attend ALL appointments. Class notes and questions are to be brought to all tutoring sessions.

Advisement for Transfer, Undecided, and Student-Athletes(OM 013) — is available through the GRIFF Center. Students are encouraged to stop in and receive support for a variety of issues relating to their academic success.
Career Services and Internship Opportunities (OM 013) — are available for all students who are seeking assistance in developing their career paths, as well as seeking internship opportunities that will link their classroom experiences to the work place. Students are able to practice their interview skills with a team member in the Griff Center. Handshake is the college’s exclusive on-line job board available to all students and alumni. The access full-time, part-time, and internship opportunities on Handshake, go to http://canisius.joinhandshake.com.

Study Zone (OM 318) — is open to all students and is an opportunity for students to focus on their academic work in a quiet environment where tutors are available to answer questions and provide academic support.

Academic success is an integral part of the mission of the Athletic Department. In order to assist student-athletes in achieving optimal academic performance, the Athletic Department provides student-athletes with a Study Zone Program. The following groups of student-athletes are required to spend a minimum of 6 hours each week utilizing the Study Center or Library Center Study Area program:

- First semester freshmen
- First semester transfers
- Student-athletes with a cumulative GPA of 2.3 or less
- Student-athletes whose previous semester GPA was 2.0 or less
- Non-Qualifiers (Must attend one full academic year)
- Head coaches can require attendance or increased number of hours for any reason. (See coach for team requirements and expectations).

Study Zone is held in Old Main 318
Sunday from 6 to 9pm
Monday and Thursday from 11am to 9pm
Fridays from 11am to 1pm

Announcements will be made regarding this information at the beginning of each semester. Study Zone opens the second week of classes and closed the last day of classes. Study Zone information will also be posted on gogriffs.com or http://www.canisius.edu/athletics. The following rules and expectations apply:

1. Study Zone is to be used for course work only. Student-athletes are expected to be working diligently while in study zone.
2. Students-athletes are required to log hours by swiping their Canisius College ID cards. The assigned proctor is the only person allowed to use this swipe access system.
3. Cell phones are NOT permitted. IPod’s and other listening devices are permitted, however must be connected to a headphone jack, and played at an appropriate volume level.
4. Laptops are permitted (the study center areas are wireless), but must be used for academic purposes (No games, No Instant Messenger, No Personal Entertainment Websites, No personal e-mailing, No watching sports footage).
5. If a student-athlete’s conduct is disruptive, he/she will be dismissed. The Athletic Department will be notified.

Academic Mentor Program (OM 317) — offers assistance to students with a variety of issues that may arise through their academic career. Academic Mentors meet regularly with students and assist with better time management, handling of courses, study skills, etc., to help achieve academic success. If you are interested in joining this program, please feel free to contact the Griff Center for Academic Engagement, the Office of Academic Support in the KAC, the Associate Athletic Director, and/or your coach.
Accessibility Support (OM 317) — is committed to creating equal access for all Canisius students with disabilities. It is our goal to help meet the needs of individuals registered and documented through the office, whether the disability is permanent or temporary.

General Proctor Site (OM 317) — The Griff Center oversees all proctoring of special need and make-up exams. In addition to students who are registered with accessibility support, students use this service a great deal due to travel required of their sport, family and health issues, and/or course conflict. Students are required to arrange this service with their professor and schedule in advance with the proctor site.

Veteran Support (OM 317) — is dedicated to providing an environment that is supportive and friendly, where students feel comfortable seeking assistance concerning both academic and non-academic issues. The Veteran Lounge (OM 320) is a comfortable space where our veterans can study and relax in-between classes.

Major Selection
Student-athletes who are undeclared must officially declare a major prior to the start of their third year of full-time enrollment. Major selection is the sole choice of the student-athlete. Student-athletes can seek advice on choosing a major from the Griff Center for Academic Engagement, or their faculty advisor. To declare a major, student-athletes must complete a change of major form and it must be signed by either Office of Academic Support in the KAC or the Senior Counselor of the Griff Center for Academic Engagement. Remember a signature prior to submitting form to Registrar’s Office is required.

Change of Major
Student-athletes who wish to change their major should consult with a faculty member in the new department and their current faculty advisor. In addition, it is very important that student-athletes also consult with the Office of Academic Support in the KAC so potential NCAA eligibility issues can be identified before the change is made official. To make a major change official the Office of Academic Support in the KAC or Hilary Andelora, in the Griff Center must sign the change of major form. This form can be obtained from the student records office (Bagen Hall), the Griff Center (Old Main 013) or the Office of Academic Support Services office in the Koessler Athletic Center (third floor).

Course Withdrawal
Student-athletes who wish to withdraw from a course must meet with either the Office of Academic Support Services in the KAC or the Senior Counselor of the Griff Center for Academic Engagement prior to submitting the official paperwork. This is necessary so potential NCAA eligibility issues can be identified. The signature of the either office is required on the withdrawal form along with faculty signatures. These forms can be accessed via your mycanisius.edu page or obtained from the student records office (Bagen Hall), Office of Academic Support Services in the KAC or in the Griff Center (Old Main 013). The withdrawal form includes directions for withdrawing from a course. It is expected that students will read the directions and obtain all necessary signatures prior to the last day to withdraw. Please refer to the current academic calendar for withdrawal dates. You can find the current academic calendar: [http://www.canisius.edu/academics/academic_calendar.asp](http://www.canisius.edu/academics/academic_calendar.asp)

Enrollment Changes (Drop/Add)
You must submit changes in your enrollment (adding/dropping courses) before the published deadlines set by Canisius College in order to ensure that your records are accurate and complete. You must inform the Office of Academic Support Services in the KAC before dropping a class. This rule prevents you from making changes in your academic schedule that could jeopardize your eligibility status.
Helpful Hints for Academic Success

- Attend class.
- Concentrate on what your professor is saying and take good notes during each class.
- Review your notes as soon as possible after class and add any information that you might have rushed over during class time.
- Take legible notes. This will help you organize the material and understand class structure when preparing for tests.
- Keep up with your assignments.
- Look for problems early, e.g., lack of understanding of the teacher (communication), inability to take notes, not understanding the material, lack of time in preparation, etc.
- Do not put problems off. Academic problems do not just go away. Stay on top of your class work and assignments.
- Use all the tools and resources available to you including professors, study guides, tutors, friends, academic advisement office, workshops, etc.

CLASS ATTENDANCE

Competition Schedule & Class Absences
Keep up with your assignments. In keeping with the Athletic Department's philosophy that academics are a primary concern, every effort will be made to minimize your absences from class and exams in scheduling athletic competition. You should work with your faculty advisor and office of academic support services to schedule classes around practice and travel times. When practice schedules conflict with class schedules, you are required to attend class. It is against NCAA rules for a student-athlete to miss class to attend practice. Competition will be scheduled to minimize the number of class absences. The number of contests scheduled on weekdays will be as minimal as possible. Every attempt will be made to schedule weekday departure times for away events as late in the day as possible so that the majority of student-athletes will have completed their classes. Student-athletes who will be traveling to away competitions must notify their instructors accordingly. At the start of each semester you will be provided with a Travel Letter to present to your instructors within the first week of classes. These letters must be discussed with your instructors and then the instructors must acknowledge online. These letters do NOT insure that you are EXCUSED from class. That must be determined by discussing your predetermined absences with your instructors directly and face-to-face. During the FIRST 3 days of each semester, if an instructor is uncomfortable with projected missed class times, please meet with someone from the office of academic support services IMMEDIATELY to consider any and all options. You are expected to make up assignments missed due to athletic competitions (subject to the discretion of your instructors).

Responsibilities of Student-Athletes
When you accepted your athletic scholarship or a walk-on position on an athletic team at Canisius College, you agreed to take on the responsibility required to be both a scholar and an NCAA Division I athlete. Never ask a coach to contact any member of the faculty for purpose of discussing your academic performance. If it should ever become necessary for the Athletics Department to contact your instructor, the Office of Student-
Athlete Academic Support Services or the GRIFF Center for Academic Engagement will initiate the contact. As a student-athlete, you are expected at all times to exhibit self-discipline in study habits and class attendance.

At the beginning of each semester, you must contact the instructor of any class that will be missed due to athletic competition. You should ask your instructor for his/her permission to 1) be excused from class for the purpose of athletic participation, and 2) submit required work or take scheduled examinations even if the scheduled date of such activities conflicts with athletic participation. If, because of examinations, important class meeting, and/or academic difficulty, you are placed at an academic disadvantage by missing such class meetings, please notify the staff in the Office of Student-Athlete Academic Support Services immediately.

Medical Excuses
In the circumstance of sudden acute illness causing a single class absence, an appointment time must be booked with the Student Health Center or appropriate medical provider before the class absence and attended as scheduled regardless of condition at the time of appointment. When appropriate, student-athletes must request this documentation from the Student Health Center, referring physicians or Team physicians in person. Under no circumstance shall staff Athletic Trainers write medical excuses for class absences for student-athletes during the spring and fall semesters. Each circumstance shall be treated individually.

In the event of long term absence due to contagious illness, infection or long-term injury/illness, the referral for excused absences shall also be through the Student Health Center. The Student Health Center Medical Note Policy can be viewed at http://www.canisius.edu/student_health/excuse_policy.asp

Procedure for Medical Absences
1. Student-athlete is required to make initial contact with professor by phone AND e-mail BEFORE the start of class time.
2. Student-athlete must see someone in the Student Health Center or a medical doctor** if the instructor requires a documented medical excuse.*
3. Student-athlete is to submit medical documentation to office of Student-Athlete Academic Support Services. The student-athlete should also make copies of this documentation to provide to all instructors.
4. In the case that the student-athlete will miss more than one day of classes, the Office of Student-Athlete Academic Support Services will contact the student-athlete’s Associate Dean with the information.
5. Associate Dean will then generate medical absence notice and distribute to the student-athlete’s instructors.
6. Notice will not be sent without the appropriate medical documentation.

*Please check each instructor’s individual attendance policy in regard to excused absences.
**Medical referral appointments shall not be made during scheduled class times causing absences under normal circumstances.

Class Absences Due to Concussion
Student-athletes shall be held from attending academic classes and activities, minimally on the same day of concussion incident. Individualized plan shall be made to allow the student-athlete remain at home or in campus housing that day with a gradual approach to return to cognitive activity. The recommendation to not attend class or for the request of academic accommodation shall be forwarded in writing to the Senior Counselor of the Griff Center for Academic Engagement** on the Notice to Griff Center form. Further class absences or academic accommodations shall be requested through the Griff Center. The Griff Center shall act as the liaison between the student-athlete, Sports Medicine staff, student life staff and the appropriate associate
dean and/or instructors in circumstance where academic or non-academic accommodations are necessary. Student-athletes who have or continue to have post-concussion academic challenges shall be referred back to the Team Physician for medical evaluation.

STUDENT ADVISEMENT & REGISTRATION

Faculty Academic Advisors
Academic advisors are assigned to students prior to the beginning of the fall semester. Freshmen will be notified via both US mail and Canisius email of their academic advisor’s name in mid-August. Your advisor will be either a faculty member from your major department. Students will keep their assigned academic advisors through graduation unless they change majors or request a different faculty advisor in their major department. Students who remain undeclared through their sophomore year should report to the Griff Center for advisement and assistance.

Advisement Meetings
Freshmen are expected to meet with their advisors at least three times in the fall semester and twice in the spring semester. These meetings will include an introductory meeting with the advisor, discussion of semester progress reports, and selection of courses for the following semester. Upperclassmen should meet with their advisors twice each semester. All student-athletes are encouraged and should feel free to see their advisor at any point in the semester as questions or concerns arise.

Class Registration
Undergraduate student-athletes should prepare for registration by meeting with their faculty advisor and running a current GRIFF Audit. The purpose of advisement is to enable a student to plan his or her course of study consistent with his or her abilities, interests, and goals. You must meet with your advisor to discuss your class schedule and receive your registration pin number. The advisor reserves the right to release the PIN to the student at a later date if the student is not prepared for the advisement meeting. Student-athletes must clear all financial holds in order to register or to make schedule changes. These include outstanding tuition, late charges, library fines or residence hall damage fees.

Major Selection
Student-athletes who are undeclared must officially declare a major prior to the start of their third year of full-time enrollment. Major selection is the sole choice of the student-athlete. Student-athletes can seek advice on choosing a major from the career center, their faculty advisor, and/or the director of student-athlete academic support services. To declare a major, student-athletes must complete a change of major form and meet with the Director of Student-Athlete Academic Support Services to review eligibility within that major and obtain a signature prior to submitting form to Registrar’s Office.

Change of Major
Student-athletes who wish to change their major should consult with a faculty member in the new department, their current faculty advisor and/or the career center. In addition, it is very important that student-athletes also consult with the director of student-athlete academic support services so potential NCAA eligibility issues can be identified before the change is made official. To make a major change official the director of student-athlete academic support services must sign the change of major form. This form can be obtained from the student records office (Bagen Hall) or the student-athlete academic support services office in the Koessler Athletic Center (third floor).

Course Withdrawal
Student-athletes who wish to withdraw from a course must meet with the Director of Student-Athlete Academic Support Services prior to submitting the official paperwork. This is necessary so potential NCAA eligibility issues can be identified. The signature of the Director of Student-Athlete Academic Support Services is required on the withdrawal form. These forms can be obtained from the student records office (Bagen Hall). The withdrawal form includes directions for withdrawing from a course. It is expected that students will read the directions and obtain all necessary signatures prior to the last day to withdraw. Please refer to the current academic calendar for withdrawal dates. You can find the current academic calendar: [http://www.canisius.edu/academics/academic_calendar.asp](http://www.canisius.edu/academics/academic_calendar.asp)

**Enrollment Changes (Drop/Add)**
You must submit changes in your enrollment (adding/dropping courses) before the published deadlines set by Canisius College in order to ensure that your records are accurate and complete. You must inform the Director of Student-Athlete Academic Support Services before dropping a class. This rule prevents you from making changes in your academic schedule that could jeopardize your eligibility status.

**ATHLETIC TRAINING SERVICES**

The primary responsibility of Canisius College Athletic Training Services is to keep student-athletes healthy, both on and off the field of play. The staff of Certified Athletic Trainers believes that the main focus of our services is to teach student-athletes responsible health behaviors and help provide treatment and symptom relief of their injuries and illnesses with the common goal of peak athletic performance.

The Center for Athletic Training (CAT), located in the Koessler Athletic Center, is a co-educational facility open to serve the needs of current student-athletes. Team physicians are available on a regular basis and are scheduled by Certified Athletic Trainers. The CAT is open from Monday through Friday from 10am - 6pm during scheduled class days and for all scheduled practices and competitions all other times. Typically, a Certified Athletic Trainer is present 1 hour before and minimally 30 minutes after scheduled practice times. Competitions are staffed appropriate to the needs of individual teams. Summer hours are posted and vary on an annual basis. All teams have Certified Athletic Trainers assigned respectively, but all CAT Staff are available to all student-athletes to assist in their needs. Student-athletes are expected to dress appropriately (minimally, clean shorts, t-shirt and appropriate footwear) for treatment/evaluation, act in a manner respectful of other users and comply with scheduled appointment times. Food and drinks, cleats or dirty footwear are NOT allowed in the Center for Athletic Training.

Student-athletes are expected to report all injury and illness in a timely manner to the Certified Athletic Trainer designated to their respective team. Each student-athlete has responsibility in the follow-up care and communication of these injuries/illnesses with the assistance and supervision of the Athletic Training Staff.

Health insurance concerns and claims processing for athletic injuries are processed through the Head Athletic Trainer’s office. Bills for these injuries should be presented to the Head Athletic Trainer during normal business hours in a timely manner for appropriate claims processing.

**Policy on Student-Athlete Medical Expenses**
The following information is provided so that there will be complete understanding of the basic policy regarding Medical Insurance for the athlete. This information is provided annually with pre-
season paperwork and after careful study, a statement of understanding shall be signed by the student-athlete.

No individual is to begin any phase of the Intercollegiate Athletic Program, without obtaining clearance from the sports medicine staff and completion of the "Athletic Insurance Information" form and submitting a copy of current insurance information.

If an individual is injured while participating in a regularly scheduled game, practice, scrimmage or conditioning session, insurance coverage will be provided. Initial claims and payments must be processed through the student/parent’s primary medical insurance (such as Blue Cross and Blue Shield). Canisius College has Secondary Athletic Insurance Policy is a deductible policy for all sports and will pay for any remaining deductible balance to a maximum of $90,000.

Should an individual be injured while participating in an intercollegiate program, he/she should, regardless of how minor, report this to the athletic trainer. Necessary referrals will be made as required. Under normal circumstances, the student-athlete should not seek other care without proper referrals and knowledge of the Sports Medicine staff. If an individual seeks other care without proper referrals and knowledge of the Sports Medicine staff, he/she must be prepared to pay for such services. No liability on the part of the Athletic Department of Canisius College exists or may be assumed to exist for off-campus medical care of any kind for athletic injuries without prior proper referrals and knowledge of the Sports Medicine staff.

**Processing and Payments of Medical Expenses**

The following priority list shall be utilized as a guideline for the processing and payment of medical expenses for Canisius College Student-Athletes. Initial processing/opening of claims with Secondary Insurance, submission of bills, and appointments to medical providers should be arranged with the assigned Staff Athletic Trainer for each respective team, in collaboration with the Student-Athlete. The Director of Sports Medicine will be responsible for the follow-up processing, communication of opened claims and payments when necessary. Student-athletes and/or parents/guardians may be requested to communicate and correspond with their respective Primary Medical Insurer in order for claims to be processed. Original bills should be submitted in a timely fashion to the Director of Sports Medicine. Reimbursement for payment by the student-athlete/parents may not be guaranteed and is not recommended.

**Primary Medical Insurance (PMI) is required of all Student-Athletes and will be utilized as the primary source of payment for medical expenses for injury or illness.**

Secondary Athletic Injury Insurance is provided by the college and shall be utilized as a secondary means in covering outstanding medical expenses for athletic injuries, not completely covered by PMI. Proof that PMI was initiated as the primary insurance source will be necessary before this Secondary policy will take effect. Essentially, all medical expenses for treatment and care are covered for a student-athlete after an athletic injury. This is a disappearing $500 deductible Athletic Accident Plan, meaning the first $500 of an athletic injury sustained while participating in athletics, is paid as a deductible by the college, and the remaining amount is covered by the Secondary Athletic Injury Insurance.

The **Special Assistance Fund** is designed to assist student-athletes in financial need with medical and other expenses not covered by established means. This may include partial assistance for prescribed corrective lenses and contacts, dental expenses, and other necessary health care
expenses. An individual student-athletes eligibility to use this fund must be verified annually by the Associate Athletic Director/Senior Woman Administrator before purchases/services are made or arranged. Student-athletes must complete all Financial Aid paperwork annually in order to be considered for this fund. It may be necessary for student-athletes to purchase covered items and provide proof of purchase in order to be reimbursed for that respective purchase. Athletic Team Budgets may pay for necessary medical expenses and items not covered by other established means. Utilization of this means is to the discretion of each Athletic Team’s Head Coach with the approval from the Director of Compliance. Other means of payment for these expenses must be cleared through the Associate Athletic Director/Senior Woman Administrator before processing, in accordance with NCAA Legislation.

**Canadian Provincial Insurances**
These policies are accepted as Primary Insurance. Processing claims may, however, require some responsibility on behalf of the student-athlete or parent/guardian. Health Insurance Privacy Laws do not permit the Athletic Training or Department of Athletics staff to correspond directly with these carriers on behalf of a student-athlete. Bills or requests for information may need to be submitted directly to these Primary Insurance Carriers by the student-athlete or parent/guardian. This should not affect the coverage provided by the Athletic Insurance Policy but may delay processing.

**Non-Canadian International Insurance**
This specific Primary Medical Insurance is required by the college for all Non-Canadian International students studying on an F1 Visa. Information about the plan, including cost and enrollment will be available through the International Student Programs. The Department of Athletics is able to assist in the cost for student-athletes who are required to purchase the plan.

**POSSIBLE SPECIFIC REFERRALS**

**Illnesses**
All illnesses should be reported to athletic training staff for immediate treatment and referral. Canisius Team Physician scheduling and Student Health Center referrals will be made accordingly by the athletic training staff. Any bills for referred medical care or testing for illnesses deemed related to Athletic participation may be paid by Canisius College only when referred by Canisius Team and Student Health Center Physicians. PMI must be utilized initially in all cases. Other medical providers sought by a student-athlete on their own or illnesses not related to athletic participation will not be paid by Canisius College. The decision of illnesses related to athletic participation shall be collaborated by the Director of Sports Medicine, Team Physicians and the Associate Athletic Director/Senior Woman’s Administrator. Assistance on payment may be made through the Special Assistance Fund or by an individual athletic team’s budget on a case by case basis.

**Dental Injury Policy**
Expenses will be covered only for athletic-related injuries to sound, natural teeth or permanent bridges and only if the injury is reported immediately to the athletic training staff. Routine cleaning, care of cavities or care of and/or extraction of wisdom teeth are not covered by Canisius College Insurance Plans. Assistance in payment may be covered by the Special Assistance Fund or
athletic team budgets. Decisions for assistance in these situations will be made by the Director of Sports Medicine and the Associate Athletic Director/Senior Woman’s Administrator.

**Prescription corrective lenses/contacts, Nutrition Counseling, Team Physician Prescribed medications, other related health care expenses**

Assistance in payment may be covered by the Special Assistance Fund or athletic team budgets. Decisions for assistance in these situations will be made by the Director of Sports Medicine and the Associate Athletic Director/Senior Woman’s Administrator, and in the case of team budgets, the respective Head Coach.

*Canisius College will not be financially responsible for medical care related to tattoos, brands or body piercing.*

**VARSITY WEIGHT ROOM**

The varsity weight room is to be used by the student-athletes during normal hours of operation (6am – 6pm). At 6pm, ALL students and faculty have full use of the Varsity Weight Room and Fitness Center. The Fitness Center is open during normal building hours and is available to all students and faculty during those hours.

**Workout Rules**

1. Do not drop, throw, or otherwise abuse free weights or equipment.
2. Team workouts will begin at their directed time. Teams should wait quietly in the hallway until the appropriate hour. Disruptive behavior with be dealt with swiftly.
3. When performing Olympic style lifts, control the bar to the rack.
4. Profanity or loud abusive language will not be tolerated.
5. Stud earrings only. (no necklaces/chains, hoop earrings, watches, hats, or bandanas, etc.)
6. Dancing and horseplay will not be tolerated.
7. Shirts and shoes are required at all times. No sandals or shoes without laces.
8. No food or drink is allowed in the weight room. Water bottles only.
9. Return all equipment to its proper place. (bars, plates, dumbbells, medicine balls, etc.)
10. Use of spotter and collars is required.
11. Coach will determine the volume and appropriateness of music.
12. Athletes late for a workout will have an extra session the following morning with the strength coach.
13. Do not spit on the drinking fountain, walls, or floor, etc.
14. Canisius Athletic gear only. No exceptions.

**ATHLETIC COMMUNICATIONS**

**Interview Tips**

- Every interview request is an opportunity to tell our side of the story, to educate the public on an issue or point about which you feel strongly, to improve your image in the eyes of others, and for student-athletes to build confidence in their interpersonal and communication skills.
• Establish a positive rapport with the athletic communications staff and get to know your program's media relations contact. This will make your working relationship with the athletic communications staff and the media much easier for all parties.

• When you’re requested to meet with a member of the media, please be on time, and dress appropriately. In most cases, unless otherwise requested, that means wearing “team” apparel.

• Please understand that more often than not, interviews in today's day-and-age will involve some sort of video/photo opportunity. Please keep this in mind when preparing for the interview.

• Do not be afraid to speak with a reporter. A member of the athletic communications staff will be on hand during interviews to make the process easy and enjoyable. Be yourself, and answer questions honestly.

• Student-athletes represent Canisius College, their sport and themselves at all times when they speak with the media.

• Feel free to express your feelings and thoughts about the athletic endeavor in question. Today’s sports reporter is interested in the “inside story.”

• Maturity, common sense and ethics dictate that you should never criticize teammates, officials, opponents or coaches.

Interview Request Policy
• All media outlets (school/student media, local media and regional/national media) are instructed to contact the athletic communications staff to set up interviews with Canisius' administration, coaches and student-athletes.

• The athletic communications staff at Canisius College requests that any student-athlete who is asked to be interviewed kindly refer the media member to your sports teams media contact before answering any questions.

• This policy is in place to not only protect you and your team, but it also helps the athletic communications staff assist the media with any background information in advance of the interview.

• A member of the athletic communications staff will be with you during your interview to make sure everything runs smoothly and handle any issues that may come up during the interview process.

• As a rule, the athletic communications staff never distributes a student-athlete’s cell phone without prior permission. All phone interviews during the academic year will be conducted in the athletic communications office, located on the second floor of the Koessler Athletic Center.

Photography
Canisius College employs Tom Wolf Imaging, its own photographer, to take action photos and headshots of all student-athletes. Many of you request to time to purchase pictures either for your parents as gifts or yourself as memoirs. You can work with any of the staff in the athletic communications office to obtain pictures.

Social Media Policy
The Canisius College Athletic Communications department encourages student-athletes to utilize social media outlets, but to do so in a responsible and respectful manner. Please keep the guidelines listed below in mind when using social media. Social media sites include, but are not limited to: Facebook, Twitter, Instagram and Snapchat.

1. Exercise caution and sound judgment when using social media, as you are not only representing yourself, but your team, the Canisius College athletic department and the College.
2. Always keep your social media profile accounts private and be mindful of anyone you accept to be your “friend” or “follower”. This includes limiting non-friends/followers and outside Facebook/Twitter users to your account – including posts, comments, links, pictures and videos.

3. Reporters, bloggers and fans may attempt to reach you for an interview through social media outlets. Please be sure to follow Canisius College Athletic Communications departmental procedure if someone reaches out to you directly through social media channels and refer them to a member of the athletic communications staff.

4. Please keep any social media post appropriate.

5. Examples of items that student-athletes should not be posting on social media include, but are not limited to:
   - Team game plan information
   - Injury information (about yourself or a teammate)
   - Comments on stories published by any form of media (student, local or national)
   - Disparaging comments about opposing teams, coaches and officials
   - Foul or disrespectful language in any context
   - Current student-athletes are not allowed to tweet about recruits – which includes names, dates of official visits or congratulatory notes about a potential student-athlete joining the Canisius program.
   - Current student-athletes should refrain from posting messages on social media on commercial products – this can be seen as an improper acknowledgement of a sponsor, in accordance with NCAA Compliance rules.

Failure to follow the procedures listed above can result in compliance violations and can cause for a potentially embarrassing situation. Please think twice before you post or tweet!

ATHLETIC AWARDS

CANISIUS COLLEGE ATHLETIC DEPARTMENT AWARDS

Athlete of the Year
The athlete of the year awards, for both male and female are voted on by all student-athletes, fans and athletic department staff members. The winners are announced in July. Awards are presented at the Welcome Back Event on Labor Day.

2016-2017 Winners:

Female:  Erica Evans  Women’s Lacrosse
Male:   Charles Williams  Men’s Ice Hockey

Rookie of the Year
The rookie of the year awards, for both male and female are voted on by all student-athletes, fans and athletic department staff members. The winners are announced in July. Awards are presented at the Welcome Back Event on Labor Day.

2016-2017 Winners:

Female: Cassidy Ceriani  Women’s Volleyball
Male:  David Hanes  Men’s Golf
PARTICIPATION AWARDS
In order to receive a participation award, a student-athlete must be eligible for athletic participation as defined by the NCAA and meet specific standards listed below.

Participation Award Requirements
1. Student-athletes must meet NCAA eligibility requirements for competition in order to be eligible for an award.
2. Student-athletes can only receive one award per year (up to 4 years) regardless of the number of sports played.
3. Student-athletes who sit out a year due to a redshirt or medical hardship, and will be returning the next year to play, are not eligible for an award for that year.
4. Student-athletes who leave (quit or dismissed) a team prior to their championship event, must return their participation award.
5. Student-athletes who wish to appeal the award process will be dealt with on a case-by-case basis. The SAAC officers, the SAAC Supervisor, and the Associate Athletic Director/Senior Woman Administrator will handle all appeals.

CHAMPIONSHIP AWARDS
Teams that win a regular season conference title will receive a watch from the Department of Athletics. Teams or individuals that earn (via a tournament championship or individual performance) an automatic bid to the NCAA Tournament will receive a ring. Teams or individuals that win both regular season title and conference championship will receive a ring.

Teams or individuals that win a conference championship event, but do not receive an automatic bid to that team’s National Championship will receive a watch from the Department of Athletics. For those individuals or teams, whose programs do not have an automatic bid process to an NCAA Championship event; first, second or third place finishes in their national finals event will earn that individual or team a ring.

ACADEMIC AWARDS

Capital One/CoSIDA Academic All-Americans
To be considered for this national award, student-athletes must be sophomores or older, have at least a 3.30 cumulative GPA, be a team starter or key reserve, and demonstrate involvement in the community. The athletic communications staff nominates all possible candidates automatically.

MAAC All-Academic Team
Eligible student-athletes must have completed two semesters at the institution, be a starter or significant reserve and hold at least a 3.2 cumulative GPA for his/her entire career. Any student-athlete who meets the criteria above will be named to the MAAC All-Academic Team in his/her respective sport.

Chi Alpha Sigma
Chi Alpha Sigma is an honor society established to recognize college student-athletes who earn a varsity letter in at least one sport while maintaining a 3.4 or higher cumulative GPA throughout his/her junior and senior years. Chi Alpha Sigma hopes to bring honor and recognition to deserving student-athletes, his/her families, teams, athletic departments, and a college in much the same way as Phi Beta Kappa honors scholastics. Chi Alpha Sigma presently includes more than 50 Colleges and Universities as members and Canisius is the only MAAC institution represented. Each head coach will nominate all deserving honorees. Student-athlete and coach signatures are required on the nomination form.
NCAA POSTGRADUATE SCHOLARSHIP AWARD OPPORTUNITIES

NCAA Postgraduate Scholarships
The NCAA offers postgraduate scholarships to student-athletes who excel academically and athletically and are in their last year of intercollegiate athletics competition. The NCAA awards 174 postgraduate scholarships annually, 87 for men and 87 for women. The one-time grants of $7,500 each are awarded for fall sports, winter sports and spring sports. Nominees must have a minimum grade-point average of 3.2 (based on a 4.0 scale). See your head coach if you are interested.

NCAA Ethnic Minority & Women’s Enhancement Postgraduate Scholarship Programs
Sixteen scholarships to ethnic minorities and sixteen scholarships to women are available annually to college graduates who will be entering into the first year of their initial postgraduate studies. The applicant must be seeking admission or have been accepted into a sports-administration or related program that will assist the applicant in obtaining a career in intercollegiate athletics (athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics). Each award is valued at $6,000. See your head coach if you are interested.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

Two student-athletes are selected by the head coach and athletic department to represent their program among a group of 32 overall participants. Each representative may stay with the SAAC until they graduate or are asked to leave at the discretion of the committee supervisors, head coach, or department recommendation. This group elects three or four officers to lead them through each academic year. All participants should be in good academic standing and be at least a sophomore that has exhibited leadership qualities.

The purpose of this committee is to provide student-athletes an opportunity to voice concerns or issues about their experiences at Canisius. It is also a forum to gain input and perspective on NCAA legislation or Canisius College department policies. The goals of SAAC are to improve communication between student-athletes and athletic administration, enhance student-athlete welfare by providing a means to express concerns/issues, promote school spirit (A4A), and to organize events that serve the surrounding Buffalo communities with various fundraising and service projects. The SAAC is expected to meet bi-monthly.

SAAC CONSTITUTION

Preamble
We, the Student-Athlete Advisory Committee of Canisius College, pledge to pursue academic and athletic excellence as well as to uphold the ideals and values of the Jesuit tradition. We seek to generate a student-athlete voice within the athletic department and the institution, to discuss issues and develop recommendations to enhance the well-being of student athletes on campus, to solicit student-athlete response to proposed NCAA legislation and/or Conference Legislation, and to
organize service efforts to promote a positive image within the institution and its surrounding community.

Article I: Name
The name of this organization shall be the Student-Athlete Advisory Committee hereafter referred to as SAAC.

Article II: Membership
Section I: All Advisory Committee members will be elected through a collaboration of head coach and department administration input. All members must submit a formal application to be considered for membership. For each team there will be no more than two (2) representatives. Freshmen are unable to be selected as a SAAC representative. One athletic department staff advisor must be present at all committee and executive meetings.

Section II: All Advisory Committee members must be members of a Canisius College intercollegiate athletic team, and institutionally eligible both academically and athletically, while maintaining a 3.0 grade point average. Additionally, board members must be a participating member of their respective sport. Only individuals who are graduating, have exhausted all eligibility, or have exhibited behavior not consistent with representation of their team shall be replaced.

Section III: Duties of membership
a) Actively participate in SAAC committee and special-committee meetings and activities.
b) Contribute to at least one standing committee.
c) Promote a positive student-athlete image, both on campus and in the community
d) Design, implement, and evaluate programs which encourage community relations, school spirit, and sportsmanship.
e) Facilitate discussion of issues and agenda between the respective teams and the SAAC meetings.

Article III: Executive Officers
The Executive Board of the SAAC community shall consist of five (5) student-athletes. These individuals will be voted on at the last meeting of the academic year. Only sophomores and juniors can run for an available position on the Executive Board. If a member of the Executive Board does not return the following year, a re-vote will occur at the first meeting of the following academic year. There must be at least one member of each gender present on the board.

A. Roles of the Officers
1. Community Service Officer
   a. Shall organize community service projects for each team
   b. Inform teams about upcoming community service projects
2. Senate Position/Treasurer Officer
   c. Shall attend all USA meetings
   d. Shall be responsible for informing all SAAC members of both USA events and progress
   e. Shall be responsible for the collection and management of club finances
   f. Shall be able to submit budget request to USA in a timely and organized fashion
2. Secretary Officer
   a. Shall be responsible for setting the meeting agendas
   b. Shall be responsible for typing meeting minutes, record meeting attendance

3. CHAMPS/A4A Officer
   a. Shall be responsible for the maintenance of the CHAMPS Board
   b. Responsible for majority of communication via Griff Link

4. Campus Out Reach Officer
   a. Shall work to promote all SAAC and student-athlete initiatives
   b. Responsible for updating the student body via social media of SAAC’s activities
   c. Responsible for the MAAC Choices events

Article IV: Meetings
A. Frequency
   1. Meetings shall be held bi-weekly on Wednesdays at 9:00 pm.
   2. This meeting schedule is meant to be a guideline and is subject to change
B. Location
   Meetings will be held in the Koessler Athletic Center
C. Sub-Committees
   Sub-Committees will have additional meetings as needed, and will be called by each Sub-Committee.
D. Attendance
   1. Attendance is mandatory for all members.
   2. When a team representative cannot be present, the team’s alternate must be present.
   3. Alternates shall be notified as far as advanced as possible
   4. One of the officers shall be notified at least 24 hours in advance.
   5. Attendance will be recorded and reported to coaches and SAAC members.
   6. After a second unexcused absence, the representative will be replaced by an alternate from their team.
A. General Student Body
   1. Any student of Canisius College may attend a SAAC meeting
   2. Any member of Canisius College may express any concerns regarding Canisius College students-athletes and their well-being at any scheduled meeting however, they must meet with the officers and staff supervisor before attendance at SAAC meeting.
   3. The General student body, however, will not be permitted to run for a position as a representative or an officer to the SAAC.

Article V: Committees
A. Standing Committees
   1. Secretary
      a) One (1) member shall be responsible for typing minutes and
      b) Posting minutes through social media
      c) Distributing minutes to all head coaches and athletic administrators
   2. Activities
      a) 8-10 members shall sit on this sub-committee. (* for all SAAC activities all SAAC members must be present)
      b) Shall organize and coordinate activities with special organizations
         i. PAL Christmas Party
         ii. MAAC Tailgate
c) Shall help coordinate SAAC sponsored events as well as other events by the athletic department
   i. Formal
   ii. Pizza/BBQ events

3. Fundraising
   a) 2-3 members shall be responsible for this sub-committee
   b) Shall be responsible for creating fundraising activities

4. Athletes For Athletes
   a) 4-5 members should be responsible for this sub-committee
   b) One (1) member shall notify all athletes about upcoming Athletes for Athletes events
   c) 2 members shall be responsible for promoting upcoming athletic events

5. Life Skills Board
   a) 4 members shall be responsible for this sub-committee
   b) Shall be responsible for awarding teams with points based on their involvement within the team, school and community
   c) Shall administer and collect attendance sheets at Athletes for Athletes events

B. Each Committee shall have a committee chair who will report to the Executive Board every two weeks prior to meetings and then at the general SAAC meeting to report to the whole committee.

Article VI: Voting

A. Each individual team will have two votes on issues brought forth to the Committee; the representatives are encouraged to solicit input from their teammates prior to votes being taken. Voting will occur through a show of hands. Simple majority rules. Should both representatives of a team have excused absences, the representatives may submit their votes to the officers prior to the meeting.

B. Should there be a tie in the first majority vote; a tie breaker vote will be conducted among the three officers. The vote will consist of a secret ballot to be read by the athletic department staff member present.

C. When voting in new officers, the representatives will conduct a secret ballot vote that will be counted by the athletic department staff member present. In the case of a tie, the existing officers will conduct a secret ballot vote, which will be counted and read by the athletic department staff member present.

Article VII: Amendments

For changes to the Constitution, all teams must be represented. Representatives will be notified via hard copy or e-mail prior to all votes being taken. A two-thirds affirmative vote is needed to ratify an amendment to the constitution.

LIFE SKILLS PROGRAM

The Canisius Athletics Life Skills program is committed to the welfare of the Canisius College student-athlete. We have numerous resources on campus to enhance your learning possibilities, but ultimately it is your responsibility.
Goals of Canisius Athletics Life Skills Program
Support efforts of every student-athlete towards intellectual development and graduation.

- Use athletics as preparation for success in life.
- Meet the changing needs of student-athletes.
- Enhance interpersonal relationships in the lives of student-athletes.
- Assist student-athletes in building positive self-esteem.
- Enable student-athletes to make meaningful contributions to their communities.
- Promote ownership by the student-athletes of their academic, athletic, personal and social responsibilities.
- Enhance partnership between the NCAA, member institutions and their communities for the purpose of education.

Encourage the development of leadership skills through academics, athletics, personal development, career development, and community service. We want you to be successful. We measure our success not only by your athletic accomplishments, but also by the number of athletes who earn a degree.

LIFE SKILLS BOARD SCORING OVERVIEW

Team GPA - Awarded from previous spring and at the end of the fall, male and female teams are separated.

1st place team - 40 pts; 2nd - 35 pts; 3rd - 30 pts; 4th - 25 pts; 5th - 20 pts; 6th place team - 15 pts; 7th place team - 10 pts; 8th place team - 5 pts;

Athletes Supporting Athletes - Awarded based on the percentage of your team that attends any Canisius athletic event.

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<th>Teams with 1-14 members</th>
<th>Teams with 15 or more</th>
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<tbody>
<tr>
<td>1 - 24% attendance - 1 pt.</td>
<td>1-3 athletes attending - 1 pt.</td>
</tr>
<tr>
<td>25 - 49% attendance - 2 pts.</td>
<td>4-7 athletes attending - 2 pts.</td>
</tr>
<tr>
<td>50 - 74% attendance - 4 pts.</td>
<td>8-11 athletes attending - 4 pts.</td>
</tr>
<tr>
<td>75% and over attendance - 6 pts</td>
<td>12 or more attending - 6 pts</td>
</tr>
</tbody>
</table>

School Spirit - Awarded based on anyone showing extra effort to give encouragement to his or her fellow Student-Athletes. BE CREATIVE! 1 pt. will be awarded for every flare item or decoration with a cap of 5 flare points per event.

Community Outreach - Awarded based on the percentage of your team that attends a community outreach event sponsored by SAAC, not your team events.1 - 49% attendance - 3 pts; 50% and over attendance - 5 pts

Life Skills Event Attendance - Points are awarded for your attendance at any event that focuses on Life Skills. Examples of Life Skills topics might be learning about Hazing, Betting and Gambling, Sports Nutrition, Substance Abuse Education, Sexual Harassment and Rape Prevention, Career, Life after Athletics, or other topics approved by the Life Skills Coordinator. Athletic guest speakers, as well as on or off-campus guest speakers may be counted. (25-49% attendance -10 pts; 50% and over attendance -20 pts)

SAAC Communication
SAAC member attending a meeting = 1 pt.; Returning to the team / having a meeting to talk about SAAC issues = 5 pts.
TO RECEIVE POINTS IN ANY CATEGORY, FILL OUT A SHEET & TURN IN AT THE NEXT SAAC MEETING.

NCAA ELIGIBILITY BASICS FOR STUDENT-ATHLETES

You must complete at least 6 semester hours in the previous regular academic term of full-time enrollment to participate (competition) in the next regular academic term.

Start of Freshman Year:
- Academic certification status of “Final Qualifier” as certified by the NCAA Eligibility Center
- Amateur certification status of “Final Certified” as certified by the NCAA Eligibility Center

Start of Sophomore Year:
- Successful completion of a minimum of 24 credits in the previous year (can include summer school)
- Pass a minimum of 18 credits during the previous academic year (fall and spring semesters only, excludes summer school)
- Maintain full-time enrollment of a minimum of 12 credit hours
- Overall GPA of at least 1.80 (prior to 3rd and 4th semesters)
- Pass six credits per term

Start of Junior Year:
- Successful completion of 18 credits during the previous academic year (fall and spring semesters only)
- Certified designation of a major area of study by the Registrar’s office
- Successfully completed 40% of the credits required for graduation in your designated degree program
- Overall GPA of 1.90 (prior to 5th and 6th semesters)
- Maintain full-time enrollment of a minimum of 12 credit hours
- Pass six credits per term

Start of Senior Year:
- Successful completion of 18 credits during the previous academic year (fall and spring semesters only)
- Successfully completed 60% of the credits required for graduation in your designated degree program
- Overall GPA of 2.00 (prior to 7th and 8th semesters)
- Maintain full-time enrollment of a minimum of 12 credit hours
- Pass six credits per term

Start of Fifth-Year:
- Successful completion of 18 credits during the previous academic year (fall and spring semesters only)
- Successfully completed 80% of the credits required for graduation in your designated degree program
- Overall GPA of 2.00
- Maintain full-time enrollment of a minimum of 12 credit hours
- Pass six credits per term
NCAA Five-Year Rule
The NCAA states that you have five (5) calendar years in which to complete four (4) athletic seasons of competition in a sport. This five-year clock begins when you become a full-time student at any collegiate institution. These five years are continuous. If you are not enrolled in school at any time during these five years, you do not regain that time. In special cases of medical hardship, you may be granted an extra year of eligibility, but this will not extend the five-year clock.

Transfers
If you choose to compete in athletics at a new institution, the NCAA requires extensive documentation prior to certification of eligibility at the new institution. If you have ever attended any two or four-year institution (even if you did not participate in athletics at your former institution), you are considered a transfer. You must talk with the Director of Compliance before you may participate in athletics at the new institution.

Eligibility after Transfer
Your status as a transfer can be a very complicated issue. It is important that you immediately inform your head coach about any transfer history you have.

Eligibility Definitions
If you have transferred from another two or four-year institution to Canisius College, your status as an eligible student-athlete at Canisius College depends on several factors. These factors include:

• Whether you were a “qualifier” or a “non-qualifier” coming out of high school or prep school.
• Your athletics history at your former institution.
• Your age when you first entered your former institution.
• Whether you qualify for a waiver of the residence requirement.
• Whether you were recruited out of high school.
• Whether you signed a National Letter of Intent.

Transferring from Canisius College
Transferring from Canisius College requires very careful thought. You must adhere to the following requirements during your decision making process. Before you discuss any possibilities with a potential new institution, that institution must first receive written permission from the Canisius College Athletic Department. You should immediately inform your coach of your interest to go elsewhere. If you or your parents contact a new institution, that institution is obligated to let Canisius College know that you or your parents have done so. The potential new institution must first receive written permission from the Canisius College Athletics Department before having further contact with you.

It is Canisius College policy to NOT grant permission when you are requesting a transfer to another MAAC school, Atlantic Hockey school, the University at Buffalo, or St. Bonaventure. Should you choose to transfer, according to NCAA regulations, you must complete one year of residency at your new institution before you are eligible to participate in athletics there, unless you meet the requirements of an NCAA transfer exception. The most common NCAA transfer exception is the one-time transfer (see below).

You may be granted a one-time exception to the above-mentioned NCAA one-year residency requirement under certain conditions in sports other than football, basketball, ice hockey, and baseball. Being granted this exception means that you may be immediately eligible to compete at your new institution. The following conditions are required for an NCAA one-time transfer exception:

• You compete in a sport other than football, basketball, baseball or ice hockey.
• It is your first transfer from a four-year college to another.
• You are in good academic standing at Canisius College and would be eligible if you returned to Canisius.
• Canisius College certifies in writing that it does not object to the NCAA granting an exception to the one-year residency requirement.

If Canisius College does not grant permission for you to discuss transfer possibilities with a potential new institution you will not be permitted to receive athletically related financial aid during your first year at the new institution. If you are denied a release to waive the one-year residence requirement you could be ineligible to compete during your first academic year of residence at the new institution. You may request a hearing of the Appeals Committee in both scenarios.

If you are a scholarship student-athlete and Canisius College DOES NOT grant permission for you to discuss transfer possibilities with a potential new institution, in order for you to continue receiving any athletically related financial aid, you could be required to complete a service assignment within the Department of Athletics for approximately 12 hours/week in lieu of participating with the current sports program.

Please contact either the Associate Athletic Director/Senior Woman Administrator or the Director of Compliance if you have any questions on these policies or wish to present your case before the Appeals Committee.

Transfer Release Appeals
If Canisius College receives a written request from a student-athlete to permit another institution to contact that student-athlete about transferring or a request for a release in conjunction with the application of the one-time transfer exception, Canisius College shall grant or deny a request within seven business days of receipt of the request; further, to specify that if the request is denied, Canisius College shall conduct a hearing and provide written results within 15 business days of receipt of the student-athlete's written request and that the student-athlete shall be provided the opportunity to appear in-person or via telephone and actively participate in the hearing. If Canisius College fails to respond to the student-athlete's written request or fails to conduct the hearing or provide written results within the specified time period, permission to contact or the transfer release shall be granted by default and Canisius College shall provide the written permission or release to the student-athlete. Please contact either the Associate Athletic Director/Senior Woman Administrator or the Director of Compliance if you have any questions on these policies.

Student-Athlete Agent Policy/Financial Advisor
NCAA Bylaw 12.1.2 states that an individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

We understand that you may aspire to participate at the professional level. Because of the NCAA ramifications, it is highly recommended that you meet with the Athletic Director or the Associate Athletic Director/Senior Woman Administrator in confidence to discuss your options before you agree to anything. We will not try to sway you one way or the other. We will lay out all your options and consequences and ultimately allow you to make your own decision.
**Representation for future negotiation**: An individual shall be ineligible if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

**Benefits from Prospective Agents**: An individual shall be ineligible if he or she (or his or her relatives or friends) accepts transportation or other benefits from any person who wishes to represent the individual in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the student body in general.

**Legal Counsel**: Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representations by an agent unless the lawyer also represents the student-athlete in negotiations for such a contract.

**Extra Benefits**
Accepting extra benefits or illegal aid, whether knowing or not, is a serious violation of NCAA rules. You could lose your eligibility, your scholarship, and your right to compete in intercollegiate athletics if you accept extra benefits from any illegal source.

Student-athletes are only allowed to receive benefits that are also offered to the general student population. Be extremely careful of “free” or “special” benefits that you may be offered. If any items or services have been offered to you by someone other than a family member, notify the Compliance Office immediately. And if you have any questions about whether something might be considered illegal aid, ask your coach or the Compliance Office.

**Within your sport you cannot:**
- Accept payment or a promise of payment (in cash, gifts, prizes, or travel) for participation in your sport.
- Enter into an agreement of any kind to compete in professional athletics. You cannot negotiate a verbal or written professional contract.
- Request that your name be put on a draft list for professional sports or try out with a professional sports organization. (There is an exception for basketball).
- Play on or against any professional athletics team.
- Have your athletically related financial aid determined by anyone other than Canisius College.
- Participate on teams other than those fielded by Canisius College during the season.

This includes tryouts, exhibitions, or tournament games. There are some exceptions, please see the Compliance Office if you are interested.

**In any sport, you cannot:**
- Agree to have your picture, name or likeness used to promote a commercial product.
- Accept such things as gifts, meals or loans of vehicles or money from athletics interest groups or people within the Canisius College Athletic Department.
- Be represented by an agent or organization in order to market your athletic skill or reputation.
- Receive any benefit that is not available to other student-athletes at Canisius College.
- Participate in a summer basketball league not approved by the NCAA. You must have written permission from the compliance office for summer league participation.
- Play on a non-collegiate athletic team during the academic year without permission from your head coach and the Compliance Office.
• Accept rides or meals from representatives of athletic interests, institutional staff members or members of your coaching staff on a regular, frequent or scheduled basis.

**Athletically Related Activities**

The NCAA states that your participation in countable athletically related activities (see list below) must be limited to no more than four (4) hours per day, and 20 hours per week, with one day off. Outside of the declared playing season during the academic year, your participation in countable athletically related activities is limited to no more than eight (8) hours per week with two days off. Countable athletically related activities are as follows:

- Required practice* and competition
- Required weight training and conditioning
- Participation outside the declared playing practice season with a member of the coaching staff (8 hours maximum per week)
- Required participation in camps, clinics, or workshops
- Up to two hours of individual skill and instruction from the coach, outside of your season
- Requested on-court/on-field activities

If you have any questions about these regulations concerning limits on countable athletically related activities, ask your coach or the compliance office.

*Practice: A practice is any meeting, activity, or instruction involving sports related information and having an athletic purpose which is held at the direction of, or supervised by, any member of the Canisius College coaching staff.

Practice is considered to have occurred in the following activities:

- Field, floor or on-court activity;
- Setting up offensive or defensive alignment;
- Chalk talk;
- Lecture on or discussion of strategy related to the sport;
- Activities using equipment related to the sport;
- Discussions or review of game films, motion pictures or videotapes related to the sport;
- Activities conducted under the guise of physical education class work (e.g., any class composed of or including primary members of an intercollegiate team on a required attendance basis or where the class utilizes equipment for the sport)

**Complimentary Admissions**

Canisius College offers complimentary admissions to competitions in accordance with NCAA rules and regulations. These regulations allow each student-athlete up to four complimentary admissions per home event in his/her sport. Complimentary admissions to away events are issued to eligible members on the official traveling roster for each event. NCAA rules do not allow institutions to issue “hard tickets”; complimentary admissions are granted through a list at the facility pass gate.

Canisius College charges admission to the following athletic events: men’s basketball, women’s basketball, hockey, and men’s lacrosse. If you have any questions concerning which events will require paid admission and how to obtain admissions to these events, talk to your coach

**Information for Your Guests**
Your guests must present valid photo identification in order to be admitted at the pass gate. Your guests are also representatives of Canisius College. Please remind them that they should conduct themselves in an appropriate manner.

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**RECRUITING/OFFICIAL VISIT POLICY**

**Recruiting Philosophy**
Canisius College is committed to operating the Athletics program with the highest standards of behavior and practices in all areas, including recruiting. All College personnel and students involved in the recruiting of prospective student-athletes will conduct all recruiting activities in accordance with this commitment and in compliance with all applicable NCAA regulations.

**Coaches Responsibilities in the Screening of Recruits**
Head coaches are responsible for evaluating a recruit’s character and citizenship, and for recruiting individuals who will share the College’s commitment to the highest standards of behavior and attitude. Head coaches are expected to communicate to recruits their expectations in terms of behavior and attitude prior to the official visit. If any coach receives information that a recruit has any incidents in his/her background such as arrests, citations, or any other potentially embarrassing incidents or incidents that would indicate a lack of character, the coach is to make the Director of Athletics aware of those issues so that a joint decision can be made on whether or not to continue recruitment.

**Hosting a Prospective Student-Athlete (PSA)**
When a prospective student-athlete comes to visit Canisius College, you may be asked to serve as a host. The NCAA very strictly regulates such visits. Review the following NCAA policies regarding hosting a prospective student-athlete.

1. As a host, Canisius College may provide you with up to $40 a day for expenses.
2. For each additional prospective student-athlete, you may receive $20 a day.
3. You must use the money for actual and necessary expenses, such as entertainment and snacks for prospective student-athletes and their parents or guardians.
4. Neither you nor the prospective student-athlete may use the money for souvenirs (hats, t-shirts, logo items).
5. You will be asked to sign a prospect host declaration form for the prospective student-athlete’s visit.
6. If complimentary admissions are part of the prospective student-athlete’s visit, your coach will explain the procedures for obtaining these admissions. The prospective student-athlete and any guests will need to show photo-identification at the pass gate for admission to athletic events.

**Activities during Official Visits**
Coaches are responsible to select responsible hosts who will follow the coaches’ instructions and avoid inappropriate behaviors. Coaches are responsible to instruct their assistant coaches and student hosts about what types of behavior and activities are appropriate and inappropriate. While good judgment is expected of student-athletes, all possible activities cannot be listed. The following are some examples of inappropriate and appropriate activities:

**Inappropriate Activities**
- Attendance at adult entertainment facilities and/or casinos
- Excessive meals and transportation
• Provision of alcohol to under-aged recruits
• Use of escort services, exotic dancers, or any other similar services
• Participation in any unethical or illegal activity, that violates criminal law or NCAA rules such as use of drugs, or participation in gambling activities
• Activities at any location that may cause a perception of impropriety

**Appropriate Activities**

- Take the prospect out for a snack (e.g., pizza, hamburger) in addition to the three meals provided that day
- Take the prospect to an appropriately rated movie
- Take the prospect to an on campus athletic or student event
- Take the prospect to an on or off campus party
- Take the prospect to engage in recreational activities (e.g., bowling, pool, Lasertron, etc.)
- Coaches are responsible to ask the host what free time or social activities are planned for the recruit, and to follow up after the visit.
- Coaches are responsible to inform the host that providing alcohol to anyone under the age of 21 is prohibited by New York State laws and will not be tolerated.

**Prospect and Student Host Information**

1. Recruits utilizing air transportation to visit campus will use coach class commercial airfare.
2. For on campus transportation, only the following vehicles will be used: institutionally provided vehicles; personal vehicles of student-athletes; and personal vehicles of coaches.
3. All recruits and their parents/guardians will be housed in standard lodging available to all guests at that hotel.
4. All meals provided to recruits and their parents/guardians must be comparable to meals provided to student-athletes during the academic year.
5. No personalized recruiting aides (such as personalized jerseys, personalized audio or video scoreboard presentations, etc.) may be used. Also, no game day simulations may be implemented.
6. Student hosts are required to read and sign a Student Host Instructions/Declaration Form prior to receiving host money.
7. The student host must be either a current student-athlete or a student designated in a manner consistent with the institutions policy for providing campus visits or tours to the PSA's in general.
8. Use the student host money to entertain the prospect following the appropriate forms of entertainment as outlined in these policies.
9. Following entertainment activities return the prospect safely to their place of lodging.
10. Return any unused host monies to the head or assistant coach.
11. Inform the head or assistant coach of the entertainment activities that occurred during the visit.

**Oversight, Monitoring and Enforcement**

1. The responsibilities of the Head Coach are clearly stated above.
2. The Sport Administrators are responsible to monitor recruiting activities to be sure the coach is fulfilling his/her responsibilities as noted above.
3. The Compliance Office will assure that the coaches have reviewed these policies and that the coaches have reviewed these policies with their teams.
4. Staff, coaches or student-athletes found to be in violation of these policies will face disciplinary action, which may include termination of employment or cancellation of athletics aid.
Official Visit Procedures for All Sports

1. The recruiting coach submits a name and unique identifying factors to the compliance office, through ARMS, in order to verify NCAA Eligibility Center Registration.

2. The compliance office reviews all prospective student-athlete academic information provided by coaches prior to official visit approval. The recruiting coach arranges all prospective student-athletes transportation, housing, meals, complimentary admissions, and entertainment, where applicable.

3. Coach arranges for funds for the visit with the Athletic Business Manager before and/or after the visit through ARMS.

4. Coach provides the student host entertainment expenses and ensures that he/she signs the declaration form that reviews applicable rules with student hosts (where applicable).

5. Coaches will complete detailed expense reports and submit it to both the compliance office and Athletic Business Manager for review and approval through ARMS.

6. The compliance office monitors compliance with NCAA rules for transportation, housing, meals and entertainment before reimbursement.

7. Compliance office monitors maximum sport limitations.

8. The recruiting coach is required to keep all official visit records on ARMS. The official visit approval form, transcripts and tests scores, as well as the host/prospect sheet signed (where applicable), shall be kept in hard copy in recruiting records.

9. Official visits for men’s basketball, women’s basketball, and baseball all have a separate required record in accordance with Bylaw 13.6.2.6.

ATHLETIC GRANT-IN-AIDS (SCHOLARSHIPS)

An athletic grant-in-aid may cover up to the cost of tuition, fees, room, board and books for an academic year. Grant-in-aid are renewable on an annual basis, and notification of renewal, reduction or non-renewal will be postmarked no later than July 1. If you ever have a question about the terms of your financial aid agreement, please do not hesitate to speak with your coach, the financial aid office, or the compliance office. If an athlete becomes ill or injured due to athletics, the grant cannot be canceled or reduced during that academic year.

The policies for renewal of grants-in-aid are as follows:

1. The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective.

2. Canisius College shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 15.3.7.1) whether the grant has been renewed or not renewed for the ensuing academic year.

3. You may receive an athletics grant-in-aid for no more than five years.

Your athletics grant-in-aid may be canceled during the period of the award or not be renewed for the subsequent academic year if:

1. You render yourself ineligible for intercollegiate competition.

2. You engage in serious misconduct warranting disciplinary action.

3. The head coach determines that you are incompatible with the coaching staff.

4. You voluntarily withdraw from the sport at any time for personal reasons.

5. You will receive a letter from the Financial Aid Office postmarked by July 1 if your grant-in-aid will not be renewed.
If you disagree with the decision to reduce or cancel your grant-in-aid, you can file an appeal by submitting a request for an appeal hearing within 14 days of reduction or non-renewal.

Athletic Grant-In-Aid Appeal Process
Per NCAA Bylaw 15.3.2.3, Canisius College has an Appeals Committee to provide a hearing opportunity to a student-athlete who believes that his/her athletic grant-in-aid should not be reduced or non-renewed.

A student-athlete will receive a letter from the Director of Financial Aid stating that upon recommendation of the Department of Athletics his/her athletic grant-in-aid will be reduced or will not be renewed for the upcoming academic year.

If the student-athlete feels the reduction or non-renewal of their grant-in-aid is unfair or unjustified, they have a right to request a hearing, as provided by NCAA regulations.

If the student-athlete would like to have a hearing, the student-athlete must put the request in writing to the Director of Compliance. The student-athlete has 14 days (two weeks) to request a hearing from the time the letter from the Director of Financial Aid was received. An appeals hearing will be scheduled for the student-athlete by the Chair of the Appeals Committee.

The appeals committee deliberates after the hearing and notifies the student-athlete in writing the outcome of the hearing. The decision of the Appeals Committee is final.

5TH Year Grant-In-Aid
The Department of Athletics has a limited amount of financial aid designated for awarding to student-athletes who have exhausted their eligibility for competition. Any student-athlete who has completed their athletic eligibility at Canisius is eligible for consideration of the award. 5th year financial aid is awarded at the discretion of the Athletics Director. Decisions made by the Athletics Director will be based on recommendations of the Sport Supervisors, Head Coach and Academic Advisors. Please be reminded that the NCAA only permits a maximum of five (5) years scholarship aid for any individual student-athlete. Any student-athlete who has exhausted his/her athletic eligibility and receives 5th year aid, could be given a service assignment within the Department of Athletics. The assignment will be approximately 12 hours a week.

5th year aid is awarded to student-athletes to facilitate the completion of their undergraduate degrees from Canisius. Strong consideration will be given to those athletes requiring a 5th year that have not previously received summer financial aid or received summer GIA on a very limited basis.

Medical Exemption-Scholarship Aid Policy
This type of aid must be applied for annually and is approved by the Athletics Director. Medical Exemption financial aid is available to student-athletes who have sustained an injury that will permanently prevent them from participating in their sport at the collegiate level. These awards are not automatically renewed each year. Student-Athletes receiving medical exemption financial aid could be given a service assignment within the Athletics Department. The assignment will be approximately 12 hours a week. This work requirement may also include the summer sessions.

NCAA Special Assistance Fund
The NCAA provides a fund to assist student-athletes with special financial needs. Canisius College receives funds from the NCAA based on a formula set by the NCAA which changes yearly. You may be eligible to receive money from the NCAA special assistance fund.
If you are eligible to receive money from the NCAA special assistance fund, you may use the funds for the following expenses:

- Supplies for academic courses (general school supplies such as notebooks and pens, $20 limit).
- Medical treatment not paid for by your insurance coverage (premiums for optional medial insurance, hearing aids, visions therapy, psychological counseling). Sports Medicine will approve or disapprove all “medical” receipts. Please do not assume everything is covered.
- Vision expenses will have a limit based on the NCAA allocation of funds. Please ask in the athletic office before buying glasses or contacts.
- Travel/other costs due to family emergencies. Written descriptions must accompany all receipts turned in for emergencies.
- Clothing and other essentials.

If you have any questions about your eligibility for this fund please contact the Associate Athletic Director/Senior Woman Administrator.
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<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tr>
<td>Main Athletic Office</td>
<td></td>
<td>888-2970</td>
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<tr>
<td>Director of Athletics</td>
<td>Bill Maher</td>
<td>888-2972</td>
<td><a href="mailto:maherw@canisius.edu">maherw@canisius.edu</a></td>
</tr>
<tr>
<td>Associate Athletic Director for External Affairs</td>
<td>John Maddock</td>
<td>888-2977</td>
<td><a href="mailto:maddock@canisius.edu">maddock@canisius.edu</a></td>
</tr>
<tr>
<td>Associate Athletic Director/Senior Woman Administrator</td>
<td>Traci Murphy</td>
<td>888-2959</td>
<td><a href="mailto:murphy30@canisius.edu">murphy30@canisius.edu</a></td>
</tr>
<tr>
<td>Assistant Athletic Director of Compliance</td>
<td>Bill Morris</td>
<td>888-8483</td>
<td><a href="mailto:morris48@canisius.edu">morris48@canisius.edu</a></td>
</tr>
<tr>
<td>Academic Advisor for Athletics</td>
<td>Hilary Andelora</td>
<td>888-2265</td>
<td><a href="mailto:andelorh@canisius.edu">andelorh@canisius.edu</a></td>
</tr>
<tr>
<td>Assistant Athletic Director for Business</td>
<td>Judi Caserta</td>
<td>888-8482</td>
<td><a href="mailto:caserta@canisius.edu">caserta@canisius.edu</a></td>
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<tr>
<td>Athletic Communications</td>
<td>Matt Reitnour</td>
<td>888-8265</td>
<td><a href="mailto:reitnoum@canisius.edu">reitnoum@canisius.edu</a></td>
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<tr>
<td></td>
<td>Chris Hill</td>
<td>888-8266</td>
<td><a href="mailto:bill44@canisius.edu">bill44@canisius.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jarrett Abelson</td>
<td>888-8267</td>
<td><a href="mailto:abelsonj@canisius.edu">abelsonj@canisius.edu</a></td>
</tr>
<tr>
<td>Department of Athletics Adminstrative Assistant</td>
<td>Barb Zimmermann</td>
<td>888-2972</td>
<td><a href="mailto:zimmerm1@canisius.edu">zimmerm1@canisius.edu</a></td>
</tr>
<tr>
<td>Athletics Operations Coordinator</td>
<td>Laurie Hennessy</td>
<td>888-2971</td>
<td><a href="mailto:henness6@canisius.edu">henness6@canisius.edu</a></td>
</tr>
<tr>
<td>Faculty Athletics Representative (FAR)</td>
<td>Nancy Farrell</td>
<td>888-8234</td>
<td><a href="mailto:wellenzn@canisius.edu">wellenzn@canisius.edu</a></td>
</tr>
<tr>
<td>Baseball</td>
<td>Matt Mazurek</td>
<td>888-8485</td>
<td><a href="mailto:mazurekm@canisius.edu">mazurekm@canisius.edu</a></td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>Reggie Witherspoon</td>
<td>888-2904</td>
<td><a href="mailto:withersp@canisius.edu">withersp@canisius.edu</a></td>
</tr>
<tr>
<td>Sport</td>
<td>Director</td>
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<tr>
<td>Women's Basketball</td>
<td>Terry Zeh</td>
<td>888-2983</td>
<td><a href="mailto:zeht@canisius.edu">zeht@canisius.edu</a></td>
</tr>
<tr>
<td>Men's and Women's Cross Country</td>
<td>Nate Huckle</td>
<td>888-8481</td>
<td><a href="mailto:hucklen@canisius.edu">hucklen@canisius.edu</a></td>
</tr>
<tr>
<td>Golf</td>
<td>Todd Hummel</td>
<td>888-3763</td>
<td><a href="mailto:hummelt@canisius.edu">hummelt@canisius.edu</a></td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Trevor Large</td>
<td>888-8466</td>
<td><a href="mailto:large1@canisius.edu">large1@canisius.edu</a></td>
</tr>
<tr>
<td>Men's Lacrosse</td>
<td>Mark Miyashita</td>
<td>888-8459</td>
<td><a href="mailto:miyashi1@canisius.edu">miyashi1@canisius.edu</a></td>
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<tr>
<td>Women's Lacrosse</td>
<td>Scott Teeter</td>
<td>888-8498</td>
<td><a href="mailto:teeters@canisius.edu">teeters@canisius.edu</a></td>
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<tr>
<td>Rowing</td>
<td>Kerri Brace</td>
<td>888-8269</td>
<td><a href="mailto:brace1@canisius.edu">brace1@canisius.edu</a></td>
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<tr>
<td>Men's Soccer</td>
<td>Dermot McGrane</td>
<td>888-8461</td>
<td><a href="mailto:mcgraned@canisius.edu">mcgraned@canisius.edu</a></td>
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<tr>
<td>Women's Soccer</td>
<td>Todd Clark</td>
<td>888-8460</td>
<td><a href="mailto:clark117@canisius.edu">clark117@canisius.edu</a></td>
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<tr>
<td>Softball</td>
<td>Kim Griffin</td>
<td>888-8487</td>
<td><a href="mailto:griffi10@canisius.edu">griffi10@canisius.edu</a></td>
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<tr>
<td>Men's and Women's Swimming and Diving</td>
<td>Scott Vanderzell</td>
<td>888-8472</td>
<td><a href="mailto:vanderzs@canisius.edu">vanderzs@canisius.edu</a></td>
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<td>Volleyball</td>
<td>Lenika Vazquez</td>
<td>888-8458</td>
<td><a href="mailto:vazquez5@canisius.edu">vazquez5@canisius.edu</a></td>
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<tr>
<td>Athletic Training</td>
<td>Andy Smith</td>
<td>888-8452</td>
<td><a href="mailto:smitha@canisius.edu">smitha@canisius.edu</a></td>
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<td></td>
<td>Erin Finnegan</td>
<td>888-8453</td>
<td><a href="mailto:finnegae@canisius.edu">finnegae@canisius.edu</a></td>
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<tr>
<td></td>
<td>Jake Janicki</td>
<td>888-8454</td>
<td><a href="mailto:janick12@canisius.edu">janick12@canisius.edu</a></td>
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<tr>
<td></td>
<td>Katie Glose</td>
<td>888-8456</td>
<td><a href="mailto:sampsonk@canisius.edu">sampsonk@canisius.edu</a></td>
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<td></td>
<td>Mike Ziemer</td>
<td>888-8455</td>
<td><a href="mailto:ziemerm@canisius.edu">ziemerm@canisius.edu</a></td>
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<td></td>
<td>Tyler Lamonica</td>
<td>888-8451</td>
<td><a href="mailto:lamonica1@canisius.edu">lamonica1@canisius.edu</a></td>
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<td>Strength and Conditioning</td>
<td>Mike Guzda</td>
<td>888-2941</td>
<td><a href="mailto:guzda1@canisius.edu">guzda1@canisius.edu</a></td>
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<td></td>
<td>Scott Godfrey</td>
<td>888-2941</td>
<td><a href="mailto:godfreys@canisius.edu">godfreys@canisius.edu</a></td>
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<td>Other Helpful Numbers</td>
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<td>Equipment Room</td>
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<tr>
<td>Matt Ferguson</td>
<td><a href="mailto:fergus17@canisius.edu">fergus17@canisius.edu</a></td>
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<td>Training Room</td>
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<td>Athletics Hotline</td>
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<td>Financial Aid</td>
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<td>Residence Life</td>
<td>888-8300</td>
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<td>Student Records</td>
<td>888-2990</td>
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<td>Public Safety</td>
<td>888-2330</td>
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